Disaster Summary
Outline Web App System Guidelines

Texas Department of Public Safety
Texas Division of Emergency Management

May 2016
Disaster Summary Outline Web App Guidelines

This document provides information on how to access and fill out the electronic Disaster Summary Outline (DSO) via the DSO Web App. The DSO Web App system is used to submit damage assessment summaries following area disaster.

You should continue to send Local Disaster Declarations and Requests for Assistance to the Texas Division of Emergency Management (TDEM) State Operations Center (SOC) by email at soc@dps.texas.gov, or fax at 512-424-7160.

An electronic DSO should be submitted using the DSO Web App system as soon as Preliminary Damage Assessments (PDAs) have been conducted and there is information to share. **Please note – a submitted DSO that does not list damage assessment numbers (residential, business, and/or Public Assistance) is NOT useful or usable information.** Submitting preliminary damage assessment numbers enables the state to understand the extent of the damage to a community.

DSO Web App users can update submitted DSOs in the system at any time. The DSO Web App system is set up so that a user can change areas that require updates without having to submit a completely new DSO. **Please note – it is NOT necessary to submit an update if there is no change to the information.**

Additionally, once Individual Assistance and/or Public Assistance damage assessments are completed by the state, there is no need to update the housing or infrastructure damage numbers **unless there is a significant change to these numbers.** If a user is unsure whether an update is needed, the TDEM District Coordinator should be contacted.
Submitting the Initial DSO

On the Internet, go to http://www.txdps.state.tx.us/dem/index.htm

Click on the shortcut on the right side of the page (highlighted in red) DSO Submission.

Leave the DPS website.

Click on: Continue on the https://olympus.soc.texas.gov/Services/DSO/

You are now leaving the DPS website

You are about to visit a web site that is not hosted by DPS. This link has been provided for research and convenience only. It does not imply that DPS endorses or sponsors the company or organization, and we cannot guarantee the accuracy of the information presented.

The products and services offered on 3rd party sites, including law enforcement, are not products of DPS.

Thank you,

- Continue on to https://Olympus.soc.texas.gov/Services/DSO/
- Close this window
**Log In Page**

The next page will be the Disaster Summary Outline Web App Log In page.

Input the unique DSO Pin # that was provided by the local TDEM District Coordinator. Do not use hyphens in the number.

If this is the first DSO submitted for a new event, skip the input for DSO Update? Enter Confirmation Number and click on Submit. This will open a blank DSO form.

If this is an update to an existing DSO, the Confirmation # received in the email confirmation for the last update should be entered into “DSO Update? Enter Confirmation Number.” After clicking on Submit, the system will open the last updated DSO submitted. Make changes as necessary and click on Submit at the bottom of the form.

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**Disaster Summary Outline Web App**

Enter Assign PIN Number

<table>
<thead>
<tr>
<th>DSO PIN:</th>
<th>********</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSO Update? Enter Confirmation Number:</td>
<td>********</td>
</tr>
</tbody>
</table>

Submit

**Instructions**

You will need an event specific PIN in order to submit a DSO. Please contact your TTDEM District Coordinator or call the State Operations Center at 512-424-2208 for help.

If you don’t have access to the internet and need to use an offline fillable or printable DSO form, please contact TDEM CIS at support@soc.texas.gov or call 512-424-5333.
General Information

Incident and General Information

Please make sure the incident name matches the incident this DSO covers. If not, contact the local TDEM District Coordinator to ensure that the correct pin is being used.

This area will capture general information from the jurisdiction.

If the DSO reports unincorporated areas for the county, please ensure that it is clearly marked (see screen shot).

The contact person should be someone who is familiar with the information submitted on this DSO.
If the DSO covers some cities or all cities within the county, please make sure that all are selected under Areas Also Included.

This can be done by holding down the control key and selecting the cities with the mouse.

If this DSO reports for some or all of the cities within the county, the cities should not report separately.

### Residential Losses

This information is used for Individual Assistance (IA) and will be needed for inclusion of IA Federal Declaration as well as scheduling IA Preliminary Damage Assessments (PDA).

Enter residential losses based upon the categories identified. **Do not put numbers in the Totals row.** The category numbers will total automatically.

Additional information regarding how to categorize damages can be provided if needed.
**Business Losses/Impacts:**

This information is used for IA.

**Do not put numbers in the Totals row.** The category numbers will total automatically.

<table>
<thead>
<tr>
<th>Category</th>
<th># Covered by Adequate Insurance</th>
<th>Total Estimated Repair Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Damage (Less than 40%)</td>
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<tr>
<td>Major Damage (Greater than 40%)</td>
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<tr>
<td>Total</td>
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How many businesses have ceased operations:  
How many businesses have experienced economic injury:  
Estimated number of persons unemployed because of this disaster:  

(Contact affected businesses and the local Texas Workforce Commission)

**Public Assistance (PA)**

This information is used for PA and will be needed for inclusion of PA Federal Declaration as well as scheduling PA PDAs.

Enter category losses based upon the categories identified.

Please use the best estimate possible and any anticipated insurance. These numbers will be used to determine whether the county has met the county disaster threshold amount as well as the state meeting the state disaster threshold amount.

**Do not put numbers in the Totals row.** The category numbers will total automatically.

Additional information regarding how to categorize damages can be provided if needed.

Please add the annual maintenance budget, as well as the fiscal year and month, that would be used to make necessary repairs. This will help TDEM determine the impact of the damages.
Other Eligible Entities

Please add any Other Eligible Entities in this area.

Please include the Category in Column 2: Cat A-G. If no category is identified, TDEM will assume it is Category G, Other.

Do not put numbers in the Totals row. The category numbers will total automatically.

<table>
<thead>
<tr>
<th>Organization/Facility</th>
<th>Cat A-G</th>
<th>No. of Users</th>
<th>Estimated Repair Cost</th>
<th>Anticipated Insurance</th>
</tr>
</thead>
<tbody>
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Total: 0 0 0 0

General Notes

Add any additional information that would be deemed useful.

For example: A list of cities a county is reporting for would be useful. If all cities are included, then a statement stating such would be useful information.

If submitting an updated DSO to change contact information only, please indicate here.

Submitter Information

Include name and email of individual filing out form. This person will receive the confirmation email needed to edit this DSO in the future.

Please remember that a DSO can be edited until PDAs are completed.

Please add any additional email addresses i.e. District Coordinator, County Judge, Emergency Management Coordinator, etc.
<table>
<thead>
<tr>
<th><strong>SUBMIT</strong></th>
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<tr>
<td>Once satisfied with the form and all the required * lines are completed, click the SUBMIT button at the bottom of the page. This will send the DSO directly to the SOC. Clicking on SUBMIT will also generate a confirmation number that will be emailed to the user.</td>
<td></td>
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</tbody>
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