

Disaster Summary Outline Web App System Guidelines

Texas Department of Public Safety
Texas Division of Emergency Management

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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

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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.

Disaster Summary Outline Web App

Enter Assign PIN Number

DSO PIN:
DSO Update? Enter Confirmation Number:

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.

Incident	
Incident:	<input type="text"/>
General	
Jurisdiction Type:	<input type="radio"/> City <input checked="" type="radio"/> County
County:	Andrews (Selection Box)
Areas Also Included:	Select One Unincorporated Andrews (Selection Box)
Population:	<input type="text"/>
Type:	Radiation Leak Severe Storm Straight-line Winds Tornado (Selection Box)
If this is a flood event, does the City/County participate in the National Flood Insurance Program (NFIP)?: <input type="radio"/> Yes <input type="radio"/> No	
Inclusive dates of disaster: <input type="text"/> - <input type="text"/> <input type="checkbox"/> Continuing	
Was a local disaster declaration issued: <input type="radio"/> Yes <input type="radio"/> No	
Contact Person:	<input type="text"/>
Title:	<input type="text"/>
Address:	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
Pager:	<input type="text"/>
24-Hr Duty Officer/Sheriff's Office:	<input type="text"/>

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.**

Incident

Incident:

General

Jurisdiction Type: City County

County: (Selection Box)

Areas Also Included: (Selection Box, select all that apply)

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.

Residential Losses – Primary Residence Only

Type of Homes	Affected	Minor Damage	Major Damage	Destroyed	% Covered by Insurance
Single Family Homes	3.00	10.00	5.00	0	0
Mobile Homes	0	5.00	2.00	0	0
Multi-Family Units	1.00		1.00	0	0
Totals	4.00	15.00	8.00	0	0

Number of homes isolated due to road closure (high water, etc.):

Business Losses/Impacts:

This information is used for IA.

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

Business Losses/Impacts			
	Number	# Covered by Adequate Insurance	Total Estimated Repair Cost
Minor Damage (Less than 40%)			
Major Damage (Greater than 40%)			
Total			

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.

Public Assistance			
Category	No of Sites	Estimated Repair Cost	Anticipated Insurance*
A Debris Clearance			
B Emergency Protective Measures			
C Roads and Bridges			
D Water Control Facilities (Dams, levees, dikes)			
E Buildings & Equipment			
F Public Utility Systems (Gas, Electric, Sewer, Water)			
G Other Types of Facilities (Recreational Facilities, Airports, etc.)			
Totals			

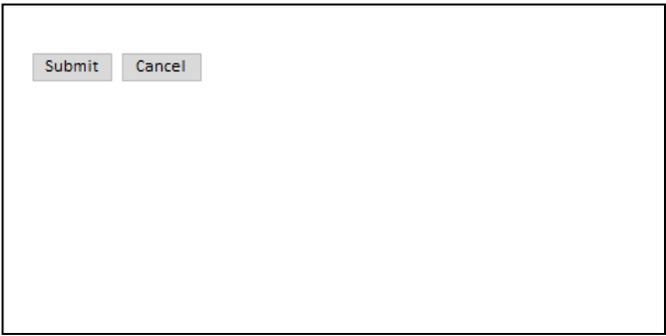
* Anticipated insurance is normally calculated by subtracting any deductible, depreciation or uncovered loss from the estimated repair cost.

Total annual maintenance budget (i.e. Public Works, Road & Bridge):

Start of Fiscal Year (Month):

SUBMIT

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.

A screenshot of a web form submission interface. It shows two buttons: 'Submit' and 'Cancel'. The buttons are light gray with black text. The 'Submit' button is on the left and the 'Cancel' button is on the right. They are positioned at the top of a larger rectangular area that represents the form's content area.