



Golden Guardian Exercise 2012

Volunteer Guide



Message to all Volunteers:

Thank you for your interest in participating in this exercise. There are several ways you can contribute. Some will take only a few minutes and can be done at your desk and others can take an hour or so and may involve taking a walk to photograph some surrounding buildings.

You are free to choose which field tools to test; since many of them are device-independent we encourage you to try as many as you have time for. These instructions will get you started and make sure you are sending data to the right places. We know that people use mobile devices in many different ways and we will try to be as explicit as possible about what you can and can't do with the apps under different circumstances. If you feel we have not discussed an issue that is relevant to you please contact Maggie Ortiz at maggie@eeri.org.

One concern with electronic field tools is the necessity of internet connection. Please make sure and read the Internet Notes for each tool before going into areas where you will not have Internet service.

Please view <http://www.eqclearinghouse.org/CA/reconnaissance-field-tools/>, to learn about the tools we are testing and to decide which tools you would like to test. If you have a very limited amount of time, we offer some suggestions on the bottom of page 1 for a single tool to test. This document contains a page of instructions for each tool, specifying what to do prior to the exercise and on the day of the exercise. All the tutorials/user's guides/demos referenced in this document can be found at <http://www.eqclearinghouse.org/CA/reconnaissance-field-tools>.

Many of the tools are still under development and some are not specifically designed for earthquake reconnaissance. After the exercise, we will send you a survey to get your feedback about your experience with each application you tested.

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Application Selection Guide

Use this table to see what apps will work on your devices:

Field Tool	Device		
	Android	iOS	Web App
EERI Fieldnotes	X	X	X
EERI Photo Upload Tool			
EpiCollect	X	X	
FEMA ROVER	X	X	X
FieldNotes LT & Pro		X	
ODK Collect	X		
SpotOnResponse	X	X	X
USGS Fieldnotes	X	X	X

If you only have time to test one tool and you:

- Are an *EARTH SCIENTIST* or *GEOTECH*—use **USGS FieldNotes**
- Are *LOCATED IN THE Los Angeles REGION*--use **SpotOnResponse**
- Are a *SCIENTIST OR ENGINEER* and you just want to *UPLOAD A PHOTO*—use the **EERI Photo Upload Tool**
- Are an *ENGINEER* and want to fill out *A SIMPLE FORM*:
 - if you have an Android--use **ODK Collect**
 - if you are device-independent—use **EERI FieldNotes**
- Want *FLEXIBILITY* in your *REPORT (and have an iOS device)*—use **FieldNotes LT or PRO**
- Are part of *THE CA SAFETY ASSESSMENT PROGRAM* or want to fill out *A DETAILED FORM*—use **ROVER**

EERI FieldNotes

Prior to the Exercise:

<p>Mobile</p> 	<ul style="list-style-type: none"> • In Safari: go to http://eeri.org/fieldnotes • Tap the share button, then tap “Add to Home Screen”. A text box will show up on the screen where you can name the app. • Name the app “EERI Fieldnotes” then tap add. • An icon for EERI Fieldnotes will now show up on your screen. • Tap the icon to start using the app. • Operation is similar to the USGS Fieldnotes app.
<p>Mobile</p> 	<ul style="list-style-type: none"> • In the web browser, go to http://eeri.org/fieldnotes • Tap menu, then tap the Bookmarks icon, then select “Add Bookmark”. • Type “EERI Fieldnotes” for the Name, then tap ok. • Now that you have created your bookmark you can add it to your homescreen. To do this open the web browser, press the menu button, select bookmarks, find the EERI Fieldnotes bookmark and then tap and hold on the bookmark, then select “Add shortcut to home”. • Operation is similar to the USGS Fieldnotes app.
<p>Web App</p>	<ul style="list-style-type: none"> • In your web browser, go to http://eeri.org/fieldnotes. • Operation is similar to the USGS Fieldnotes app.

Notes: Internet connection is not required to use this tool on an iOS or Android device, but an internet connection is necessary to create the bookmark on your homescreen. While in the field if you do not have internet connectivity, entries you make will be stored on your device and then can be synced once connectivity is restored.

On the day of the Exercise:

1. Select a building. (If you only have a few minutes, choose the building you are in. If you have a little more time, go outside and select one that is nearby.)
2. After selecting your building, launch EERI Fieldnotes and complete the form.
3. Select additional buildings and create records. (optional)
4. Once you have completed all your records, connect to the internet and sync your records.
5. After you have synced your records, your data will be stored in the EERI database. (The real-time data viewers will be focused on the Scenario epicenter. If you are not in the LA region, your points will not be visible on the initial map view, but you can pan the map to your location to view your data.)

EERI Photo Upload Tool

Prior to the Exercise:

<p>Web Interface</p> 	<ul style="list-style-type: none">• To add photos directly to the interactive map go to: http://www.eqclearinghouse.org/map/?eventid=17.• A video tutorial showing how to use the interface can be found here: http://www.eqclearinghouse.org/tutorials/uploading-photos/• You can pick a point in the LA region (see page 10 of this document for suggestions), and upload a “sample” or “test” photo from your computer (examples: damage from another earthquake, a stock photo of a building or a building or other feature photo already in your computer).
<p>Java Tool (Laptop/Desktop)</p> 	<ul style="list-style-type: none">• Download the Java EERI Field Tool: http://www.eqclearinghouse.org/map/EERIFieldTool.zip• Read the tutorial to help install the tool: http://www.eqclearinghouse.org/map/tutorial.pdf

Notes: Using the both the web interface and java tool to add photos to the map requires internet connection. The web interface is fully functional on a PC or MAC, but has limited functionality on some iOS and Android devices.

On the day of the Exercise-Web interface:

1. Choose photos to upload. You can take some photos on the day of the exercise or a “sample” or “test” photo from your computer (examples: damage from another earthquake, a stock photo of a building or a building or other feature photo already in your computer) will work.
2. Choose which of the three methods you will use to upload your photos. If you double click on the map, pick a point in the Los Angeles region. If you enter Latitude and Longitude or address directly use the information from the page of suggested sites. You can upload up to 4 images directly to the map for each point.
3. Once your photos are uploaded, your data is stored in the EERI database.

On the day of the Exercise-Java tool:

1. Go outside and take many photos of points of interest
2. Upload your photos onto your computer.
3. Launch the Java tool and enter the required information. If you use a camera with gps capabilities, the gps coordinates will automatically be populated. If your photos are not geotagged use the coordinates from some of the sample buildings on page 10.
4. After entering all the information, upload your photos, upload time will depend on your connection speed. Once your photos are uploaded, your data is stored in the EERI database.

EpiCollect

Prior to the Exercise:

<p>Mobile</p> 	<ul style="list-style-type: none">• In the app store, search for EpiCollect and install the free app.• Once the app is installed, view the tutorial to learn how to use the app: http://www.eeri.org/wp-content/uploads/Epicollect-website-demo.pdf
<p>Mobile</p> 	<ul style="list-style-type: none">• In the Google Play store, search for EpiCollect and download the free app.• Once the app is installed, view the tutorial to learn how to use the app: http://www.eeri.org/wp-content/uploads/Epicollect-website-demo.pdf

Notes: Using the EpiCollect app does not require internet connection, but if you do not have a connection your entries will not have corresponding gps data. Entries that are not geolocated will not be displayed in the real-time data viewer.

On the day of the Exercise:

1. Select a building. (If you only have a few minutes, choose the building you are in. If you have a little more time, go outside and select one that is nearby.)
2. After selecting your building, launch EpiCollect and complete the form and include a picture of the building interior or façade.
3. Create entries for additional buildings. (optional)
4. Once you have completed all your entries, connect to the internet and sync your entries.
5. Once you have synced your records, your data will be stored in the EERI database. (The real-time data viewers will be focused on the Scenario epicenter so if you are not in the LA region, your point will not be visible on the initial map view, but you can pan the map to your location to view your data.)

FEMA ROVER

Prior to the Exercise:

Web Interface	<ul style="list-style-type: none">• Email maggie@eeri.org to request a login and site assignment if you would like to test ROVER• In your web browser, go to http://testbed.isti.com• Once you are logged in, view the tutorial to learn how to use the app: http://www.eeri.org/wp-content/uploads/ROVER-website-demo.pdf
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Notes: This application requires an internet connection and may have limited functionality on mobile devices.

On the day of the Exercise:

1. In your web browser, go to <http://testbed.isti.com> and log in.
2. Click ATC-20
3. Click View active sites. Locate your assigned site from the list.
4. Click Add Rapid or Add Detailed based on the time you have available
5. Fill out the form with the assigned latitude and longitude and upload a sample photo.
6. Click submit to save your information

FieldNotes LT or PRO

Prior to the Exercise:

<p>Mobile</p> 	<ul style="list-style-type: none">• In the app store, search for FieldNotes LT or FieldNotesPro in the app store and install (LT) or purchase (Pro) the app.• Once the app is installed, view the tutorial to learn how to use the app: http://eeri.org/wp-content/uploads/2-Field%20Notes%20Pro%20Demo_0002.wmv This video demonstrates FieldNotesPro, but should help you use FieldNotesLT as well. (You may need to view this tutorial on a computer.)
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Notes: Using the FieldNotes LT & Pro apps does not require internet connection, but if you do not have a connection your entries will not have corresponding gps data. Entries that are not geolocated will not be displayed in the real-time data viewer.

On the day of the Exercise:

1. Select a point of interest, this could be a building, geological feature, or something else that interests you. (If you only have a few minutes, you can choose the building you are in. If you have a little more time, go outside and select a point that is nearby.)
2. After selecting your point, launch FieldNotesLT or FieldNotesPro and complete a note for your point as if you were making observations after an earthquake and include a picture.
 - If you are outside the Los Angeles area, please change your location by dragging the pin on the map to somewhere in the LA area. (this process is described in the tutorial: http://eeri.org/wp-content/uploads/2-Field%20Notes%20Pro%20Demo_0002.wmv)
3. Create notes for additional points of interest. (optional)
4. Once you have completed all your notes, connect to the internet and export your notes. When exporting files: for "data format" select "Google Earth KMZ file" and for "Output to" select "email" and send the files to Maggie@eeri.org or jon@eeri.org.
5. Once your emailed notes have been received, your notes will be inserted in the EERI database and will show up on the real-time data viewer.

ODKCollect

Prior to the Exercise:

Mobile	<ul style="list-style-type: none">• Download the ODK App by one of the following methods: Method 1: Play Store<ol style="list-style-type: none">1. Open the Google Play Store on your Android device.2. Search for ODK Collect made by Open Data Kit.3. Install App to the phone.Method 2: Downloading from the Web<ol style="list-style-type: none">1. Under the security settings, enable “Unknown Source” this allows you to install non-Market apps on your device.2. Return to the application drawer and choose Browser. Navigate to http://code.google.com/p/opendatakit and in the green Featured Downloads download ODK Collect vN.N.N.apk3. In the download window, you will see ODK_Collect_vN.N.N.apk. Select it to install after you approve the security settings.• Once you have installed the app, view the tutorial to learn how to use the app: http://www.eeri.org/wp-content/uploads/ODKCollect-rev1.pdf
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On the day of the Exercise:

1. Launch ODKCollect and then touch the settings button on the bottom right of the screen and touch the change settings button.
2. Change the server to **https://goldenguardianodktest.appspot.com** the Username is **GoldenGuardian** and the password is **odk**
3. Go back to the main screen and touch the "Get Blank Form" button
4. Select the "Golden Guardian Buildings: Detailed" and "Golden Guardian Buildings: Quick" forms and touch "Get Selected".
5. Select a building. (If you only have a few minutes, choose the building you are in. If you have a little more time, go outside and select one that is nearby.)
6. After selecting your building, complete either the Quick or Detailed form and include a picture of the building interior or façade.
7. Complete forms for additional buildings. (optional)
8. Once you are satisfied with the forms, send the forms to the server by touching the "Send Finalized Form" button, selecting the forms you want to send in, and touching "Send Selected".
9. Once you have synced your records, your data will be stored in the EERI database. (The real-time data viewers will be focused on the Scenario epicenter so if you are not in the LA region, your point will not be visible on the initial map view, but you can pan the map to your location to view your data.)

SpotOnResponse

Prior to the Exercise:

<p>Web Interface</p> 	<ul style="list-style-type: none">• In your web browser, go to http://ggex.spotonresponse.com• View the User's Guide and tutorial to learn how to use the app in the exercise. Tutorial: http://www.eeri.org/wp-content/uploads/SpotOnResponse-website-demo.pdf . User's Guide: http://www.eeri.org/wp-content/uploads/Guide-to-Using-SpotOnResponse-to-Participate-in-the-Golden-Guardian-Exercise-Parallel-Technology-Demonstration.pdf
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Notes: An internet connection is required to use this app and there may be limited functionality on mobile devices.

On the day of the Exercise:

1. Log into SpotOnResponse, providing at a minimum, your first and last name so that we can track which volunteers have used this app.
2. If you are outside the Los Angeles region, manually set your location to Pasadena, CA. (See the User's Guide or tutorial)
3. Locate the Scenario earthquake incident and click on it, then click the check-in button at the bottom of the screen to notify us that you are participating in the exercise.
4. Once you are checked in to an incident you can click the update button to submit a photo and text about what you are "observing". For more information about this process view the tutorial.

USGS FieldNotes

Prior to the Exercise:

<p>Mobile</p> 	<ul style="list-style-type: none"> • In Safari: go to http://bayquakealliance.org/sandbox/fieldnotes • Tap the share button, then tap “Add to Home Screen”. A text box will show up on the screen where you can name the app. • Name the app “USGS Fieldnotes” then tap add. • An icon for USGS Fieldnotes will now show up on your screen. • Tap the icon to start using the app. • View the tutorial to learn how to use the app: http://www.eeri.org/wp-content/uploads/2-USGS-Fieldnotes.pdf
<p>Mobile</p> 	<ul style="list-style-type: none"> • In the web browser, go to http://bayquakealliance.org/sandbox/fieldnotes • Tap menu, then tap the Bookmarks icon, then select “Add Bookmark”. • Type “USGS Fieldnotes” for the Name, then tap ok. • Now that you have created your bookmark you can add it to your homescreen. To do this open the web browser, press the menu button, select bookmarks, find the USGS Fieldnotes bookmark and then tap and hold on the bookmark, then select “Add shortcut to home”. • View the tutorial to learn how to use the app: http://www.eeri.org/wp-content/uploads/2-USGS-Fieldnotes.pdf
<p>Web Interface</p> 	<ul style="list-style-type: none"> • In your web browser, go to http://bayquakealliance.org/sandbox/fieldnotes. • View the tutorial to learn how to use the app: http://www.eeri.org/wp-content/uploads/2-USGS-Fieldnotes.pdf

Notes: Internet connection is not required to use this tool on an iOS or Android device, but an internet connection is necessary to create the bookmark on your homescreen. While in the field if you do not have internet connectivity, entries you make will be stored on your device and then can be synced once connectivity is restored.

On the day of the Exercise:

1. Go outside and select a geological feature.
2. After selecting your feature, launch USGS Fieldnotes and complete the form.
3. Create records for additional features. (optional)
4. Once you have completed all your records, connect to the internet and sync your records.
5. After you have synced your records, your data will be stored in the EERI database. (The real-time data viewers will be focused on the Scenario epicenter so if you are not in the LA region, your point will not be visible on the initial map view, but you can pan the map to your location to view your data.)

Suggested Sites

For volunteers outside of the Los Angeles area

LATITUDE	LONGITUDE	APPROXIMATE LOCATION
34.054831	-118.246176	Civic Center Metro
34.052143	-118.243364	City Hall
34.054929	-118.242333	Courthouse
34.062610	-118.248819	101 Freeway
34.045931	-118.254717	West 7 th and South Hill Sts
34.062470	-118.240721	Chinatown
34.052284	-118.242669	LA General Services Building
34.054233	-118.245590	Law Library
34.054179	-118.239619	Federal Building
34.059438	-118.238396	Commercial building
34.060630	-118.239477	Commercial building
34.139012	-118.124096	Cal Tech campus
34.139772	-118.124372	Cal Tech campus
34.143748	-118.124921	Pasadena
34.246398	-118.118142	Church, Pasadena
34.072865	-118.443139	UCLA
34.083114	-118.434066	Beverly Glen canyon
34.100775	-118.412430	Franklin Canyon Reservoir
34.038554	-118.550149	Cliffs at Pacific Palisades
34.014668	-118.450686	Santa Monica Municipal Airport
34.082660	-118.379940	Cedars Sinai Medical Center
34.060978	-118.265107	Good Samaritan Hospital
34.013821	-118.287132	Los Angeles Coliseum
34.023587	-118.285882	University of Southern California
34.038426	-118.227746	6 th St. Bridge
34.032182	-118.234721	East Downtown Los Angeles
34.101293	-118.249626	Freeway intersection near Glendale
34.107481	-118.245840	L.A. river
34.103306	-118.263941	Silver Lake Reservoir