**ERB  
Equitable Resilience Builder**

User Guide

# Overview

The Equitable Resilience Builder was developed by the U.S Environmental Protection Agency to help under-resourced communities identify their most pressing vulnerabilities to a wide range of hazards and identify actions to increase resilience equitability. The process is adaptable for different levels of capacity and resources, and difference planning contexts such as hazard mitigation planning, climate adaptation planning, or holistic resilience planning. The ERB toolkit is holistic, meaning that it pulls together many sectors that make up community resilience. This includes the build environment, natural environment, and social environment. The development of the ERB process was collaborative, bringing together expertise from a variety of scientific areas.

# Usage

## Download the ERB Software

* TBD.

## Launch the ERB Software

After downloading the ERB software,

* Unzip the zipped folder named “MetroCERI\_ERB”.
* Click into the unzipped folder named “MetroCERI\_ERB.
* Double click the file named “app.bat”

## Project Creation/Selection

After launching the ERB,

* Click the button labeled “Begin ERB Process”.

#### Project Creation

To create a new project:

* Enter a project name in the text field.
* Select the button labeled “Create”.

#### Project Selection

To use an existing project:

* Select a project in the list.
* Click the button labeled “Load Project”.

## Goal Creation

After creating a new project,

* Use the “ERB Goals Worksheet” to help you and your team brainstorm ideas for goals you’d like to address.
* Click the button labeled “Next”.

#### Goal Creation

To create a new goal:

* Enter a goal name in the “Name” textfield.
* Enter a goal description in the “Description” textfield.
* Select any of the pre-populated goal checkboxes to assign those tasks to your goal.
* Click the button labeled “Add”.
* Create at least one goal for your project.
* Click the button labeled “Done”.
  + You will be prompted to ensure that you are done creating your goals. This can only be done once, and the goals cannot be edited.

## Goal Selection

After creating goals,

* Use the “Goal” drop down to select which goal to work on.

## Navigation

After selecting a goal,

#### Chapter Navigation

To navigate between chapters:

* + Select a circle in the diagram with the desired chapter number to navigate to.

OR

* + Select the desired chapter in the tree view to navigate to.

#### Activity Navigation

To navigate between activities:

After selecting a chapter,

* + Select a circle in the diagram with the desired activity to navigate to.

OR

* + Expand the selected chapter in the tree view then select the desired activity to navigate to.
  + OR
  + Select the desired activity in the “Activities” list to navigate to.

## Chapter Planning

After selecting a chapter,

* TBD.

## Activity Engagement

After chapter planning,

* Select an activity to do.

#### Activity Status

To set activity status:

* Default activity status is “Ready”.
* If beginning an activity, change the status to “In Progress”.
* If completing an activity, change the status to “Complete”.

#### Activity Details

To view activity details:

* Select a circle in the diagram with the desired information. The details will populate in the panel on the right side of the window.

## Chapter Reflection

After activity engagement,

* Select the “Reflect” activity inside the current chapter.
* Click the link labeled “Notes” to add notes to the corresponding activity.
* Use the slider to rank how helpful the corresponding activity was for completing your goal.
* Click the link labeled “Chapter Notes” to add notes to the current chapter.

## Progress Tracking

After selecting an activity,

#### Local Progress

To view local progress:

* Select any activity.
* Use the visualization on the lower left side of the window to view the following:
  + Chapter percent complete - how many activities have been completed in the current chapter.
  + Goal percent complete - how many activities have been completed in the current goal.
  + Goal ranking - total helpfulness ranking of all activities in a goal in completing the current goal.

#### Global Progress

To view global progress:

* Select any activity.
* Select the label “Goal” on the lower left side of the window to view a comparison of all goals in the project with the following data:
  + Goal percent complete – how many activities have been completed in the current goal.
  + Goal ranking – total helpfulness ranking of all activities in a goal in completing the current goal.
  + ERB percent complete – how many activities have been completed in the current project.

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## Save

After making any changes,

* Click the button labeled “Save” to save any data.

## Glossary

At any point,

* Click the menu labeled “Help”.
* Click the menu labeled “Glossary”.