

# Facility Import Quick Guide

## DOs and DON'Ts of Facility Import

### Facilities must only have one of each Facility Resource Type

#### DO

Add only one of each resource type to a facility

Facility Name	Facility Code	Facility Resource Type Abbr
P.S. 58 - BROOKLYN	K058	HS
P.S. 58 - BROOKLYN	K058	EC
P.S. 58 - BROOKLYN	K058	SMN
P.S. 261 - BROOKLYN	K261	HS
P.S. 307 - BROOKLYN	K307	HS
GEORGE WESTINGHOUSE VOC HS - K	K580	HS

#### DON'T

Do not duplicate resource types at the same facility. There are two Hurricane Shelters at the Facility in this example. Agasti will read them as the same location on import and use the last occurrence in the sheet as an update.

Facility Name	Facility Code	Facility Resource Type Abbr
P.S. 58 - BROOKLYN	K058	HS
P.S. 58 - BROOKLYN	K058	EC
P.S. 58 - BROOKLYN	K058	HS

### Facility Resource Type Abbreviations must be proofed for accuracy

#### DO

Code each resource abbreviation correctly

Facility Name	Facility Code	Facility Resource Type Abbr
P.S. 58 - BROOKLYN	K058	HS
P.S. 58 - BROOKLYN	K058	EC
P.S. 58 - BROOKLYN	K058	SMN
P.S. 261 - BROOKLYN	K261	HS
P.S. 307 - BROOKLYN	K307	HS
GEORGE WESTINGHOUSE VOC HS - K	K580	HS

#### DON'T

Do not accidentally code a Medical Needs Shelter as HS. Agasti will think it's a Hurricane Shelter.

Facility Name	Facility Code	Facility Resource Type Abbr
P.S. 58 - BROOKLYN	K058	HS
P.S. 58 - BROOKLYN	K058	EC
P.S. 58 - BROOKLYN	K058	HS

## Facility Code should not be repeated for different Facilities

### DO

Use a Facility Code for resources at the same location.

Facility Name	Facility Code	Facility Resource Type Abbr
NYC TECHNICAL COLLEGE	C007	SMN
NYC TECHNICAL COLLEGE	C007	EC
NYC TECHNICAL COLLEGE	C007	HS

### DON'T

Do not re-use a Facility Code for different locations.

Facility Name	Facility Code
P.S. 58 - BROOKLYN	K058
P.S. 261 - BROOKLYN	K261
P.S. 307 - BROOKLYN	K307
GEORGE WESTINGHOUSE VOC HS - K	C007
SCIENCE SKILLS CENTER HS - K	K805
FREEDOM ACADEMY - K	K906
P.S. 66 - QUEENS	Q066
NYC TECHNICAL COLLEGE	C007

## There must be a separate import for each scenario.

### DO

Create the scenario first and then upload facilities for it using the same Facility Codes as are already assigned to existing facilities.

### DON'T

Do not put all facility information in one work book. It will be uploaded as updates on the selected scenario during import.

## Latitude and Longitude must be filled in for a facility to be used in deployment

### DO

Provide Latitude and Longitude

Longitude	Latitude
3.3835	4.6832
3.3835	4.6832
8.9984	2.3434

### DON'T

Do not leave these fields blank.

Longitude	Latitude
3.3835	4.6832
8.9984	2.3434

# Fields in Facility Import

All column headers must match these field titles or the import may not be successful.

Please see both pages of fields.

## Facility Fields

<b>Facility Name</b>	Does not have to be unique	<b>Work Email (optional)</b>	Email of Facility
<b>Facility Code</b>	Unique to the location	<b>Work Phone (optional)</b>	Phone at facility
<b>Facility Resource Type Abbr</b>	Codes: EC, HS, SMN, HS, POD, UORC	<b>Street 1</b>	Address line 1
<b>Facility Resource Status</b>	Overall status of the resource	<b>Street 2</b>	Address line 2
<b>Facility Capacity</b>	Capacity of facility	<b>City</b>	US City
<b>Facility Activation Sequence</b>	Order of activation. Numerical.	<b>State</b>	US State
<b>Facility Allocation Status</b>	Status upon activation	<b>Postal Code</b>	Zip Code
<b>Facility Group</b>	Group Name/ID	<b>Borough</b>	NYC Borough
<b>Facility Group Type</b>	Types: Solar System, UORC, point of distribution centers, shelters	<b>Country</b>	Country
<b>Facility Group Allocation Status</b>	Group status	<b>Latitude</b>	Numerical Latitude
<b>Facility Group Activation Sequence</b>	Group activation order	<b>Longitude</b>	Numerical longitude

## Staff Resource Fields

All optional. See rules column.

<b>ec_manager_min</b>	Minimum EC Managers	<b>Staffing Resource Field Rules:</b> <ul style="list-style-type: none"><li>All role column headers have underscores instead of spaces and use the abbreviation for the staff resource. For example: The 'Evacuation Center Manager' type uses the abbreviation EC Manager. The column headers are 'ec_manager_min' and 'ec_manager_max'.</li><li>All roles must have a minimum and maximum.</li><li>The minimum must be lesser than the maximum.</li><li>Staff resource fields can be left empty; however, none of that staff type will be assigned to that facility resource if the field is left blank.</li><li>Updates to the Staff Resource Requirements are scenario-specific, and can change from scenario to scenario.</li></ul>
<b>ec_manager_max</b>	Maximum EC Managers	
<b>hs_manager_min</b>	Minimum HS Managers	
<b>hs_manager_max</b>	Maximum HS Managers	
<b>spec_min</b>	Specialist Minimum	
<b>spec_max</b>	Specialist Maximum	
<b>uorc_min</b>	UORC Minimum	
<b>uorc_max</b>	UORC Maximum	
<b>med_nrs_min</b>	Nurse Minimum	
<b>med_nrs_max</b>	Nurse Maximum	
<b>med_oth_min</b>	Medical Other Minimum	
<b>med_oth_max</b>	Medical Other Maximum	
<b>staff_min</b>	Staff Minimum	
<b>staff_max</b>	Staff Maximum	
<b>operator_min</b>	Operator Minimum	
<b>operator_max</b>	Operator Maximum	