How to Use the Chronology Spreadsheet

The Chronology Spreadsheet utilizes the Excel program of Microsoft. It was created for ease of research, though it is a close duplicate of the actual chronology document found under the Chronology and Typology tab.

To successfully search the spreadsheet, it is highly recommended to use the categories/sub-categories in the **Typology Document** as a guide. The Disaster/Disaster Type columns correlate with the Typology Document; however, the spreadsheet sometimes has more cross references.

The spreadsheet has eleven columns. Nine of the eleven columns are searchable by using a filter or filter text. You can use the filter within one column or it can be used in combination with other filters in other columns for more precise queries.

Filters
To open the filter in a column on the spreadsheet, scroll to the top of the column(s) and click the small downward facing triangle located to the right of the category name. A box will appear with filter options.

To use the filter, you can unclick the 'select all box' and then scroll down and check specific information desired, then click OK. The list checked, will then be sorted for the results requested. The second method is to use a text filter. Normally the text filter chosen are either 'equal' or 'contains'. The equal filter will pull up any column entry with the exact word(s) typed in the box, while 'contains', pulls up any column entry that has that word in it. Exact spelling is required.

When completing any search (in one or more columns) make sure you **clear all filters** (in each column used to aggregate information). This will return the document to its' normal state and is ready for the next search.

Columns

Column (A), **Year,** currently includes the year 1492 to present.

The **Month,** column (B), is when the event took place, in rare occasions it is not known and is left blank.

The **Date(s)** comprises columns three and four (C) & (D). Column (C) is the beginning date or actual date of the event, and in most cases, that column would be the one used with a filter. Sometimes events are over a period of time and the range is given. In other cases, the exact date is unknown and an approximation is noted or just a month or year are cited.

The fifth column (E), **Disaster**, condenses all the entries into thirty-three <u>Disaster Categories</u> found in the chronology - from Automobile Racing to Wood Alcohol Poisoning.

Within the thirty-three categories of Disaster, when appropriate, they are expanded to address several aspects called (F) **Disaster Types**. An example, under the Disaster is Structural Failures. Within that Disaster there are six Disaster Type subgroups to help refine requests.

The seventh column (G), strives to provide some interesting or a brief **Description** of the event.

Locality, the eighth column (H), gives the exact place of the incident or an approximation of where the event took place. In some cases, when the exact place cannot be ascertained (or no longer exists/topography changed), we give the place nearest the event, recognized counties, regional or more vague descriptions to hopefully help you find the location.

The ninth column (I), **States(s)**, is more precise. However, where we cannot be exact, such as before the States were established, we may use the name of the territory or registration states. Moreover, some incidents happen in Foreign Countries or in open water - oceans, gulfs, and so on - when exact coordinates are known, they are given.

The tenth column (J), **Mortality,** gives the closest account of how many died in the event. The numbers are exact or as close to a reasonable approximation determined after a thorough search of original documents, actual correspondence and/or telephone contacts with agencies and/or historical societies.

The eleventh column (K) is the **URL's** to the actual chronological entry that once clicked on will take you to review the informational file compiled by Dr. Blanchard. As the files become available more and more URL's will be attached.

<u>**Suggested Searches for Columns**</u>
<u>Filter</u>
(A)Year, (B) Month, (C) Date, (J) Mortality
<u>Filter or Text Filter</u>
(E) Disaster, (F) Disaster Type
<u>Text Filter</u>
(G) Description, (H) Locality, (I) States

<u>**Clear Filters**</u>
When completing any search (in one or more columns) make sure you **clear all filters** (in each column used to aggregate information). This will return the document to its' normal state and is ready for the next search.

Highlighting
Where indicating there is highlighting within the original documents for more information or review footnotes.

Subgroups within the Document
Within some disasters there are subgroups that will better detail the event: one such example is 9/11 terrorism attack of 2001. It is more important to detail each event than to only give just one collective figure.

Symbols Used in the Document
~ near/approximation
< less than the number listed
> greater than the number
≤ or ≥ the exact number with less or greater as denoted by the sign.

Terms, Definitions and Abbreviations
Please refer to the document, **Terms, Definition, and Scope**, under the About Project for more information.

Co. -   county
Esp. - especially
Nationwide –What we think of as the U.S. today and its' Territories.
Regionally – refers to sections of the country like Atlantic Sea Board, the Mid West, the
   regional areas are used to point a direction not always exact.
Registration States – Those States registered with the CDC to report.