An Orientation to the Mutual Aid Support System (MASS)

March 2014
Training Audience

Emergency operations staff and leadership involved in identifying, requesting, and acquiring mutual aid with the Mutual Aid Support System (MASS).
Duration

1 hour

- 40 minutes for instruction
- 10 minutes for review
- 10 minutes for Q&A and Review
Required Materials

- MASS User Manual
Learning Objectives

Be able to...

✓ Understand the purpose, scope and intended use of MASS
✓ Navigate the MASS interface and add, edit and delete records
✓ Query MASS for MRPs, MRP templates, response plans, and reports
✓ Export various types of reports, like MRPs, rosters, and plans
Agenda

- Unit 1: Background
- Unit 2: Accessing MASS
- Unit 3: Overview of the MASS User Interface
- Unit 4: Using MASS
- Q&A
Unit 1

Background
Background

- What is MASS?
- Why use MASS?
- Who is using MASS?
Unit 2

Accessing the Mutual Aid Support System
Accessing MASS

- Submit form to KYEM
  - Michael Garmon
  - Doug Eades
Login to MASS

http://app.kyemweb.com/mass
Unit 3

Overview of the MASS Interface
Overview of MASS User Interface

- Navigation panel
- Buttons
- Tables
Navigation Panel

- 6 sections and 26 subsections
- Click section titles to view subsections
- Click subsection to view buttons and tables
Buttons

- **New**: creates new record
- **Edit**: edits/updates existing record
- **Delete**: deletes existing record
- **Export**: Exports table as Excel spreadsheet
- **Import**: Imports spreadsheets into database
Tables

- Table displays MASS data
- Filtering capability is similar to Microsoft Excel
Video Tutorial

Video 1A: Overview of Navigation Panel and Buttons

Video 1B: Sorting and Filtering

Note: Videos will open in a new window
Unit 4
Using the Mutual Aid Support System
Using MASS

Sections
- Enterprise
- Equipment
- Mission Ready Packages
- Response Plans
- Reports
- Administration
Enterprise Section

- Complete Enterprise subsections before any other section or subsection
- Enterprise subsections
  - All
  - Sites
  - Buildings
  - Organizations
  - Positions
  - Personnel
Video Tutorial

- Video 2: Overview of Enterprise Section

Note: Video will open in a new window
All Subsection

Enterprise→All

- Provides a summary of all Enterprise records within MASS
Sites Subsection

Enterprise → Sites

- Inventories names of counties, military installations, parks, campuses, and other large areas associated with your organization
- Includes latitude and longitude coordinates if available
Video Tutorial

- Video 3: Overview of the Sites subsection

Note: Video will open in a new window
Buildings Subsection

Enterprise → Buildings

- Physical building/facility information
- Links to sites associated with your organization
Video Tutorial

- Video 4: Overview of Building Subsection

Note: Video will open in a new window
Organizations Subsection

Can have parent organizations and subordinate organizations
• Links to building information
Video Tutorial

- Video 5: Overview of Organizations Subsection

Note: Video will open in a new window
Positions Subsection

- Comprises all positions within and organization
- Positions should reflect actual position titles
- Examples
  - SAR Team Leader
  - EOC Manager
  - Database Administrator
Video Tutorial

- Video 6: Overview of Positions Subsection

Note: Video will open in a new window
Personnel Subsection

Includes personnel information associated with an organization

Ensure all personnel contact and salary information is up-to-date

Visit www.emacweb.org and click Mutual Aid for help with salary calculations
Video Tutorial

- Video 7: Overview of Personnel Subsection

Note: Video will open in a new window
Equipment Section

Subsections
- Requirements
- Inventory
Requirements Subsection

Equipment → Requirements

- Includes equipment required to complete tasks
- Can link to an organization or a position
Inventory Subsection

- Includes information about an organization’s equipment that may be offered via mutual aid
- Inventory information is used to create MRPs
Mission Ready Packages Section

- MRP Catalog
- MRPs
- Mission Offers
MRP Catalog Subsection
Mission Ready Packages ➔ MRP Catalog

- Contains easy-to-use MRP templates
- Over 700 templates available within MASS to create MRPs
Creating an MRP using a Template

To create a Mission Ready Package from an existing MRP template:

1. Go to the “Mission Ready Packaging Catalog” subsection
2. Double click on the MRP template you want to use
3. Click the “MRPs” subsection in the left navigation panel
4. Click the New button
5. Enter an “MRP Name” or use the Search button
6. Find your “Parent Organization” by using the Search button
7. Click the Create button
Step 1.

Double-Click on a template.

Step 2.
Step 3.

Step 4.

Click this button
**Step 5.**

<table>
<thead>
<tr>
<th>MRP Name</th>
<th>Test</th>
</tr>
</thead>
</table>

**Step 6.**

<table>
<thead>
<tr>
<th>Parent Organization</th>
</tr>
</thead>
</table>

**Step 7.**

<table>
<thead>
<tr>
<th>MRP Catalog</th>
</tr>
</thead>
</table>

Animal Protection: Small Animal Sheltering Team Type 2

Click this button to create an MRP.
MRPs Subsection

- All assembled MRPs are stored here
- Table displays a quick overview of each MRP
- MRP data can be exported
Creating an MRP
Mission Ready Packages ➔ MRPs

To create a Mission Ready Package in the MRPs section:

1. Click the **New** button
2. Enter an “**MRP Name**” or use the Search button
3. Find your “**Parent Organization**” by using the Search button
4. Click the Create button
5. Enter necessary information for all sub subsections
6. Click the Save button
Step 1.

Mission Ready Packages

<table>
<thead>
<tr>
<th>Enterprise</th>
<th>Mission Ready Packages</th>
<th>Response Plans</th>
<th>Reports</th>
<th>Administration</th>
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<tbody>
<tr>
<td>Emergency</td>
<td>Basic Life Support</td>
<td>Firefighting</td>
<td>Hazardous Materials</td>
<td>Personal</td>
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<tr>
<td>Medical</td>
<td>Transport Package Type A</td>
<td>Hazmat Response</td>
<td>Team Type 3</td>
<td>Equipment</td>
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<td></td>
<td>4</td>
<td>Team 2</td>
<td>3</td>
<td>Sites</td>
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<tr>
<td></td>
<td>Basic Life Support</td>
<td>Foam Trailer</td>
<td>Type 3</td>
<td>Buildings</td>
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<td></td>
<td>Transport Package Type B</td>
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<td></td>
<td>Organizations</td>
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<td></td>
<td>1</td>
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<td></td>
<td>Positions</td>
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<tr>
<td></td>
<td>Basic Life Support</td>
<td></td>
<td></td>
<td>Personnel</td>
</tr>
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<td></td>
<td>Transport Package Type C</td>
<td>Firefighting</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Hazmat Response</td>
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<td></td>
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<td></td>
<td>Transport Package Type D</td>
<td>Firefighting</td>
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<td></td>
</tr>
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<td></td>
<td>2</td>
<td>Hazmat Response</td>
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<td></td>
<td>Basic Life Support</td>
<td>Foam Trailer</td>
<td>Type 3</td>
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<td>Transport Package Type E</td>
<td>Firefighting</td>
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<td>Hazmat Response</td>
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<tr>
<td></td>
<td>Basic Life Support</td>
<td>Foam Trailer</td>
<td>Type 3</td>
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<tr>
<td></td>
<td>1</td>
<td>Hazmat Response</td>
<td></td>
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</tr>
</tbody>
</table>

- **Enterprise**: Emergency Medical
- **Mission Ready Packages**: Basic Life Support Transport Package Type 4
- **Response Plans**: Firefighting Hazmat Response Team Type 3
- **Reports**: Firefighting Hazmat Response Team Type 4
- **Administration**: Firefighting Hazmat Response Team Type 5

- **Unit 1**
- **Unit 2**
- **Unit 3**
- **Unit 4**
- **Review**
- **Test**
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>MRP Name</td>
<td>Test</td>
<td>Create</td>
</tr>
<tr>
<td>Parent Organization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MRP Catalog</td>
<td>Animal Protection: Small Animal Sheltering Team Type 2</td>
<td></td>
</tr>
</tbody>
</table>

Click this button to create an MRP.
Step 5.

Edit necessary sections

Step 6.

Click this button to Save
Mission Offers Subsection

Mission Ready Packages ➝ Mission Offers

- Contains MRPs ready to be tasked for pre-scripted mission assignments
- Can export MRPs to EMAC operations system (OS)
- Importing MRPs to EMAC OS significantly reduces the time between request and acquisition
To export an MRP to the EMAC OS:
1. Select the MRP you wish to export
2. Double-click the MRP
3. Ensure all components of MRP are correct
4. Click the Export to EMAC button
Steps 1 and 2.
Response Plans Section

Response Plans ➔ Plans

- Plans subsection contains pre-scripted mission plans
- Plans are detailed instructions for responding to and managing incidents with pre-assigned resources
Reports Section

- Subsections
  - Organization Details
  - Roster
  - Equipment
  - Grants
  - Shortage Report
  - MRP Catalog
  - MRP Detail
  - Projects
  - Response Plan
  - Deployments

- No lag between entering data and it being available as a report

- Create and export reports in PDF, XLS, and Word
Generating Reports

To generate a report:
1. Select a subsection
2. Select the data you want to use for your report
3. Click the Generate report button
4. Click the Export button to select an export file format
Administration Section

Subsections
- Environment Settings
- Personnel Roles
- Import
- Reference Tables
- Release Notes
Personnel Roles Subsection

Enterprise-level administrators can create groups

Group examples
- Planning
- MRP managers
- Training manager
- Purchasing financial specialist
- Alert groups
Reference Tables Subsection

Contains all the documentation and frameworks, such as

- Grant guidance
- NIMS
- Personnel Roles
- Categories

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
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<tbody>
<tr>
<td>Grant</td>
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<td>InventoryAttributeType</td>
<td>Custom Attributes for the Inventory Types</td>
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</table>
## Release Notes Subsection

- Lists latest MASS updates and upgrades

### Release Notes

<table>
<thead>
<tr>
<th>Version</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>1.01 - Feb 2013</td>
<td>1. Administration - Added Release Notes page.</td>
</tr>
<tr>
<td></td>
<td>2. MRP Catalog - Fixed error with creating a new MRP.</td>
</tr>
<tr>
<td></td>
<td>3. MRP Catalog - after saving a new record, the positions and equipment should become visible.</td>
</tr>
<tr>
<td></td>
<td>4. MRP Offering - Added Commodities and Total Costs to XML export file.</td>
</tr>
<tr>
<td></td>
<td>5. MRP Offering - removed the XML button and moved that functionality to the &quot;Export to EMAC&quot; button.</td>
</tr>
<tr>
<td></td>
<td>6. Main grid toolbar - the mouse doesn't turn into the correct cursor for buttons.</td>
</tr>
<tr>
<td></td>
<td>7. Organizations/MRPs - when creating a new record and saving multiple times, it creates duplicate records.</td>
</tr>
<tr>
<td></td>
<td>8. Organizations - when clicking the &quot;Delete&quot; button from the main grid, it was not deleting correctly.</td>
</tr>
</tbody>
</table>
Review/Q&A
Review of Section and Subsection Definitions

**All subsection**: The subsection within Enterprise that comprises a summary view of all information compiled about your enterprise.

**Buildings subsection**: The subsection within Enterprise that comprises the places and facilities associated with your enterprise and within your sites.

**Enterprise section**: The section that comprises basic information necessary to facilitate the mutual aid process, which includes organizations, sites, buildings, personnel, and positions within your service area.
**Equipment section:** The section that comprises all the equipment required and owned by an organization to complete a task or to create MRPs within the MRP catalog.

**Grants subsection:** The subsection within the Reports section that catalogs all necessary grant guidance and documentation that an organization uses.

**Inventory subsection:** The subsection within Equipment that displays an inventory of actual equipment owned by an organization or position that fills an equipment requirement of a mutual aid request.

**Mission Offers subsection:** The subsection within Mission Ready Packages that displays offers for Pre-scripted mission assignments.
**Organizations subsection:** The subsection within Enterprise that displays basic information about organizations and their organizational roles.

**Personnel subsection:** The subsection within Enterprise that displays actual personnel information that fills positions within an organization.

**Positions subsection:** The subsection within Enterprise that displays positions within an organization.

**Projects subsection:** The subsection within Reports section that displays a report showing all the information of a project, plus each requirement for an MRP (the linked MRP Type Catalog entry) and the matching MRP to the requirement.
**Reports section:** The section that generates and displays reports (in PDF, XLS and DOC) of pertinent data stored in MASS.

**Requirements subsection:** The subsection within Equipment that displays any type of equipment required to complete the task and that can be assigned to an organization, or a position with an organization.

**Response Plans section:** The section that catalogs pre-scripted mission assignments that can be activated by an organization upon a large scale event. These plans should take into account and assign all the MRPs, other resources, and personnel required to effectively manage and respond to an event.

**Sites subsection:** The subsection within the Enterprise section that comprises an inventory of counties, military installations, parks, campuses, and other large areas.
Questions?
Test
Take the Test Online

http://is.gd/mutualaid