

# An Orientation to the Mutual Aid Support System (MASS)

March 2014



Homeland  
Security

Science and Technology



# Training Audience

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



# Duration

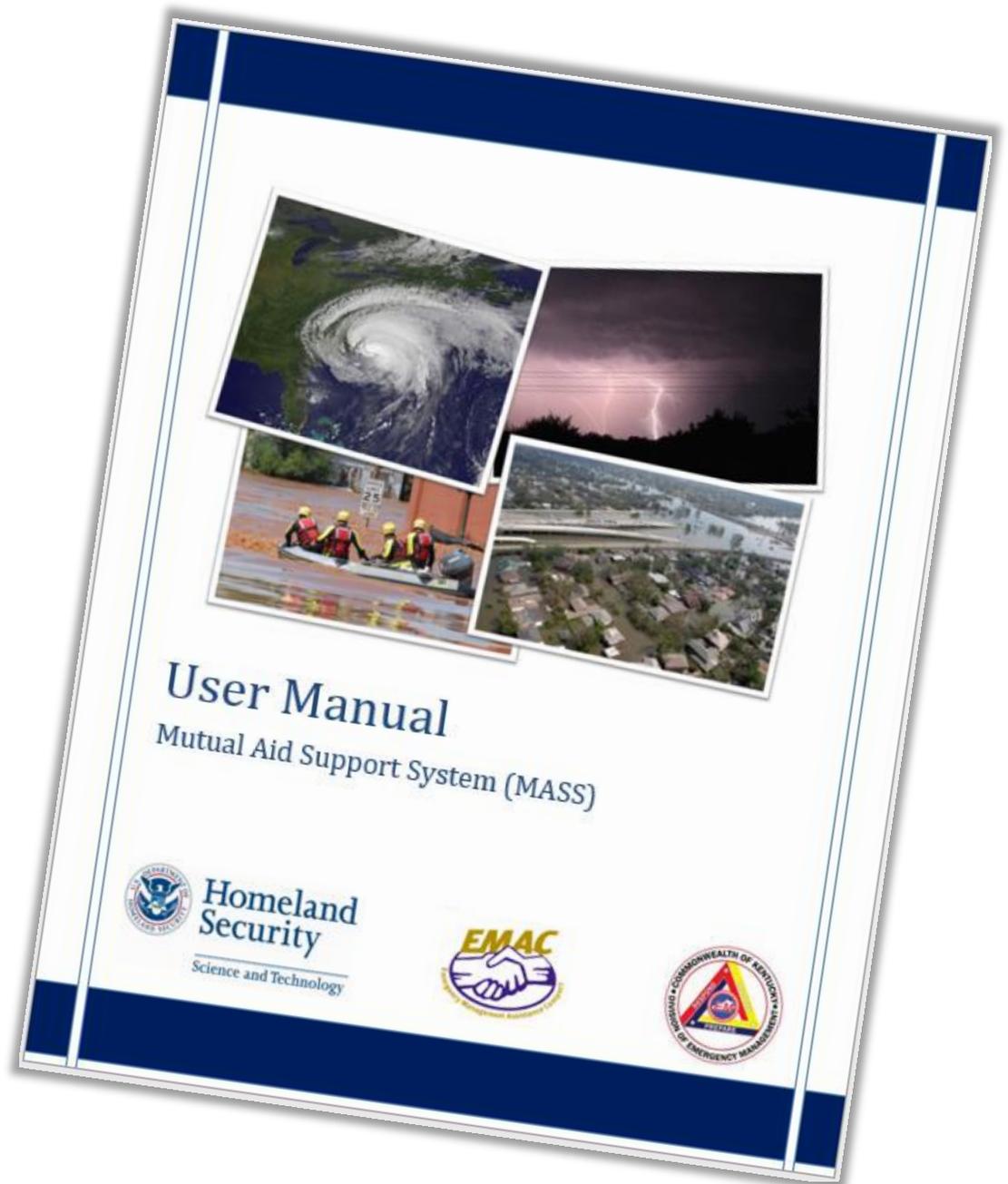
1 hour

- 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?

**Mutual Aid Support System (MASS)**

New Edit Delete Export Import

Enterprise

- All
- Sites
- Buildings
- Organizations
- Positions
- Personnel

Equipment

Mission Ready Packages

**Sites**      Displaying records 1 - 40 of 258

Site	SequenceNum	Address1	City	Zip	State
1025 Capital Center		1025 Capital Center Drive Suite 101	Frankfort	40601	KY
1025 Capital Center		1025 Capital Center Drive Suite 101	Frankfort	40601	KY
Adair County		424 Public Square	Columbia	42728	KY
Allen County		201 W. Main St.	Scottsville	42164	KY
Alvaton Fire Station #3		122 JFS Circle	Bowling Green	42101	KY
Anderson County		1191 ByPass	Lawrenceburg	40342	KY
			Lawrenceburg	42087	KY
			Lawrenceburg	42141	KY
			Lawrenceburg	42156	KY
			Lawrenceburg	42141	KY
			Lawrenceburg	40360	KY

1 2 3 4 Last

**KAATS**  
Kentucky Awareness Analytical Tracking System

Layer List Weather Rad...

MRP Demo Incidents MRP Status MRP Advanced Query Tool

All Resource Packages (Available)

MRP MRP MRP ALL

(65) All Resource Packages

Latitude: 40.058394 Longitude: -84.652944



## Unit 2

# Accessing the Mutual Aid Support System

# Accessing MASS

- Submit form to KYEM
  - Michael Garmon
  - Doug Eades

## Kentucky Emergency Management Access Request Form

**DISCLAIMER**  
Filling out this form will not automatically guarantee you a badge and/or access. Either are granted based on approval from KYEM, and the recipient will be contacted once a decision has been made.

Date:



Kentucky Division of Emergency Management  
Boone National Guard Center  
100 Minuteman Parkway  
Frankfort, Kentucky  
40601  
Fax: (502) 607-1622  
kyem.ky.gov

Contact Information		Work Address	
Name:	<input style="width: 95%;" type="text"/>	Address:	<input style="width: 95%;" type="text"/>
Organization:	<input style="width: 95%;" type="text"/>	City:	<input style="width: 95%;" type="text"/>
Position:	<input style="width: 95%;" type="text"/>	State:	Zip Code: <input style="width: 50px;" type="text"/>

Contact Information		Home Address	
Office Number:	<input style="width: 95%;" type="text"/>	Address:	<input style="width: 95%;" type="text"/>
Fax Number:	<input style="width: 95%;" type="text"/>	City:	<input style="width: 95%;" type="text"/>
Home Number:	<input style="width: 95%;" type="text"/>	State:	Zip Code: <input style="width: 50px;" type="text"/>
Cell Number:	<input style="width: 95%;" type="text"/>	Personal E-mail: <input style="width: 95%;" type="text"/>	
Work Email:	<input style="width: 95%;" type="text"/>	NOTE: Your personal e-mail address is for emergency communication only, and will be used if communication through the work e-mail is unsuccessful.	

Hair Color:  Height:  Eye Color:

\*Required for KYEM Identification Badge application only.

I certify that the above information is accurate to the best of my knowledge:

For KYEM Administration Only			
<input type="radio"/> Approved	<input type="radio"/> Denied	Date Approved: <input style="width: 60px;" type="text"/>	Badge Number: <input style="width: 60px;" type="text"/>
FOR: <input type="radio"/> Edge <input type="radio"/> SharePoint <input type="radio"/> Both			
As KYEM Management, I certify that the above information is accurate and approved: <input style="width: 100px;" type="text"/>			

Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

# Login to MASS



<http://app.kyemweb.com/mass>

Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

# Unit 3

## Overview of the MASS Interface

# Overview of MASS User Interface

- **Navigation panel**
- **Buttons**
- **Tables**

**Mutual Aid Support System (MASS)** jeff.sopel

New Edit Delete Export Import

Enterprise Sites

Displaying records 1 - 40 of 258

Site	SequenceNum	Address1	Address2	City	Zip	State
1025 Capital Center		1025 Capital Center Drive Suite 101		Frankfort	40601	KY
1025 Capital Center		1025 Capital Center Drive Suite 101		Frankfort	40601	KY
Adair County		424 Public Square	Suite 1	Columbia	42728	KY
Allen County		201 W. Main St.		Scottsville	42164	KY
Alvaton Fire Station #3		122 JFS Circle		Bowling Green	42101	KY
Anderson County		1191 ByPass South		Lawrenceburg	40342	KY
Ballard County		437 Ohio St.		Wickliffe	42087	KY
Barren County		117 N. Public Square, Suite 3A	glasgow	Glasgow	42141	KY
Barren River Lake State Park		1149 State Park Road		Lucas	42156	KY
Barren/Metcalfe EMS		703 East Main Street		Glasgow	42141	KY
Bath County		19 East Main Street		Owingsville	40360	KY

<http://app.kyemweb.com/mass/UserControls/#> 1 2 3 4 ... Last

Unit 1

Unit 2

Unit 3

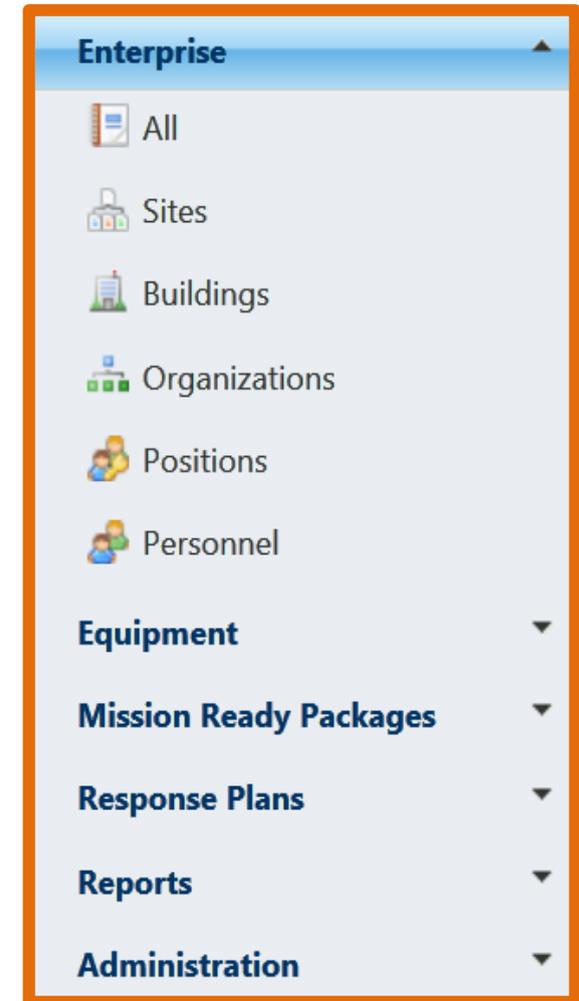
Unit 4

Review

Test

# Navigation Panel

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



Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

# 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

Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

# Tables

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

Site	Sequence Number	Address 1	Address 2	City	Zip	St
1025 Capital Center		1025 Capital Center Drive Suite 101		Frankfort	40601	KY
1025 Capital Center		1025 Capital Center Drive Suite 101		Frankfort	40601	KY
Adair County		424 Public Square	Suite 1	Columbia	42728	KY
Allen County		201 W. Main St.		Scottsville	42164	KY
Alvaton Fire Station #3		122 JFS Circle		Bowling Green	42101	KY
Anderson County		1191 ByPass South		Lawrenceburg	40342	KY
Ballard County		437 Ohio St.		Wickliffe	42087	KY
Barren County		117 N. Public Square, Suite 3A	glasgow	Glasgow	42141	KY
Barren River Lake State Park		1149 State Park Road		Lucas	42156	KY
Barren/Metcalf EMS		703 East Main Street		Glasgow	42141	KY
Bath County		19 East Main Street		Oningsville	40360	KY
Bell County		101 Park Avenue		Pineville	40977	KY
Black's Harbour				Black's Harbour		NB
Black's Harbour				Black's Harbour		NB
Bluegrass Emergency Response Team (BERT)		Woodford County Emergency Management/BERT	103 South Main St.	Versailles	40383	KY
Boone County		2950 Washington Street		Burlington	41005	KY
Boone National Guard Center (JHQ)		100 Minuteman Parkway		Frankfort	40601	KY
Bourbon County		525 High Street Ste 316		Paris	40361	KY
Bowling Green Fire Department		625 E. 6th Avenue		Bowling Green	42101	KY
Bowling Green/Warren County Rescue Squad		1575 Browning Road		Auburn	42206	KY

Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

# Video Tutorial

Video 1A: Overview of Navigation Panel and Buttons



Video 1B: Sorting and Filtering



Note: Videos will open in a new window

Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

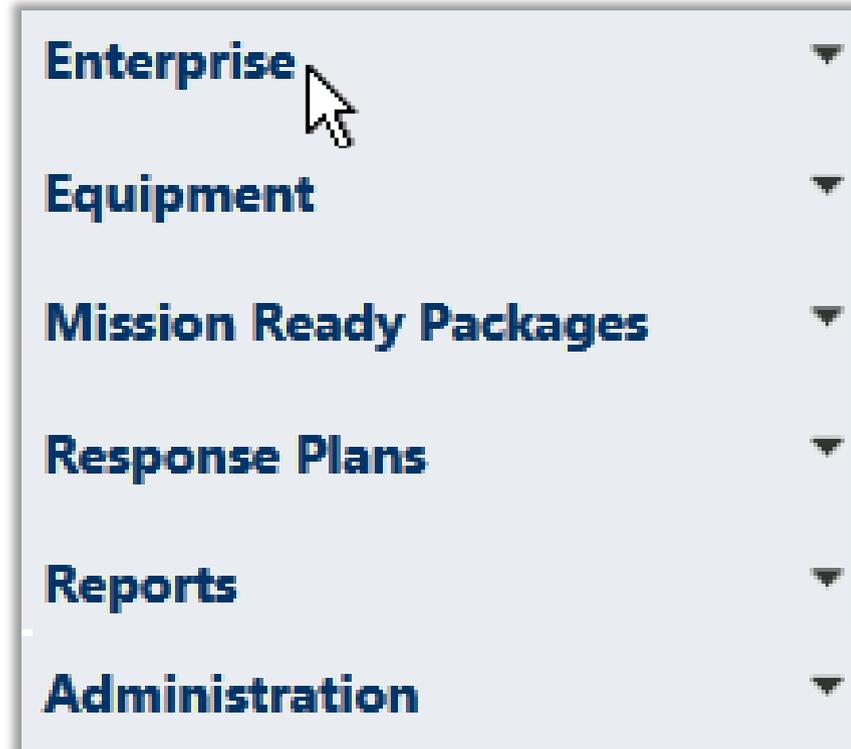
# Unit 4

## Using the Mutual Aid Support System

# Using MASS

## Sections

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



Unit 1

Unit 2

Unit 3

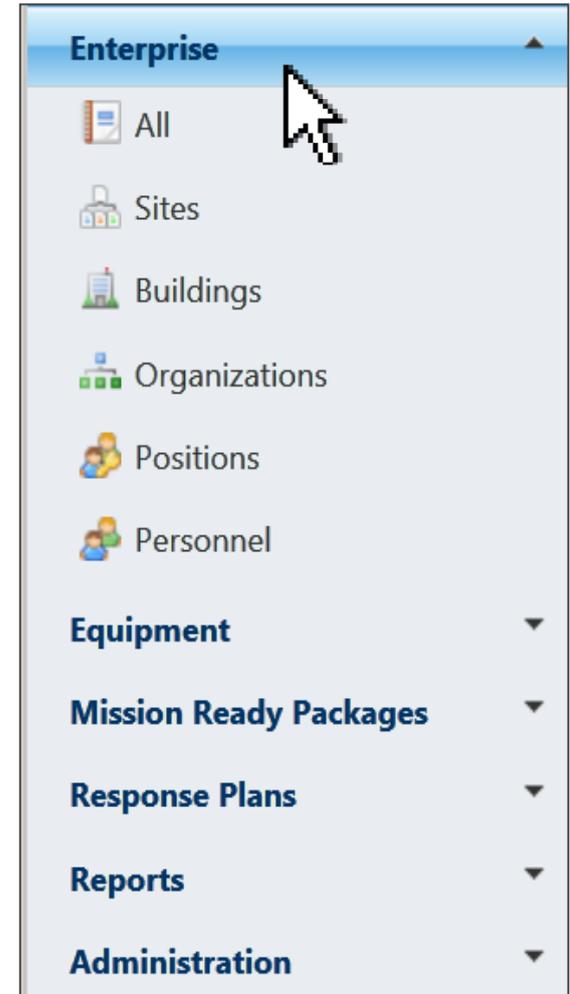
Unit 4

Review

Test

# Enterprise Section

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



Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

# Video Tutorial

- Video 2: Overview of Enterprise Section



Note: Video will open in a new window

Unit 1

Unit 2

Unit 3

Unit 4

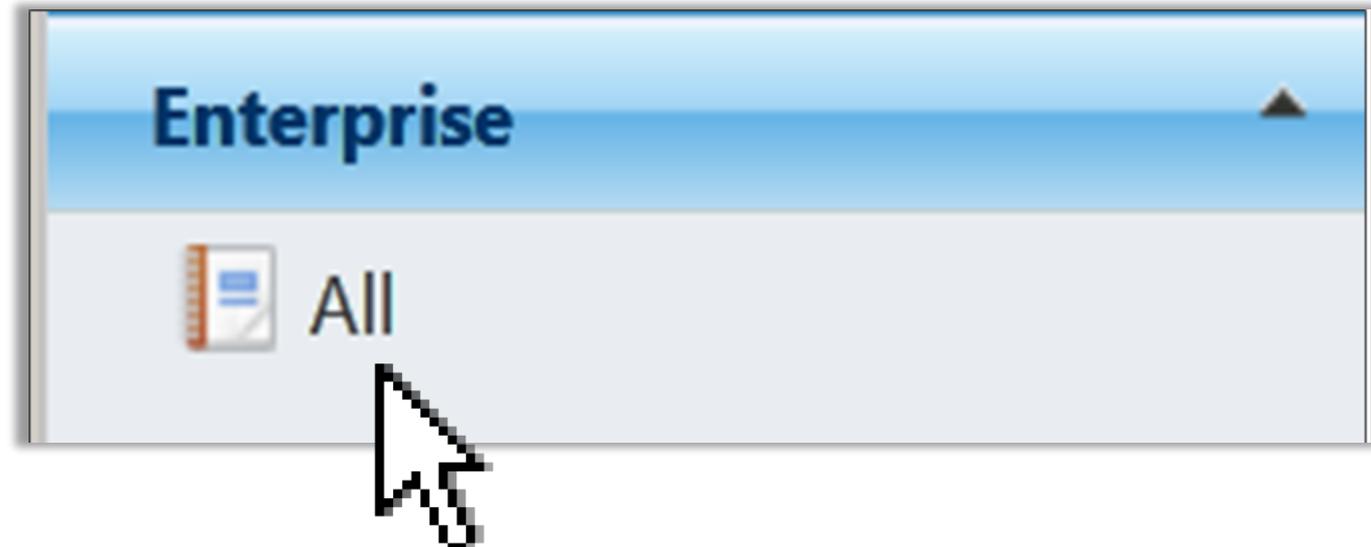
Review

Test

# All Subsection

Enterprise → All

- Provides a summary of all Enterprise records within MASS



Unit 1

Unit 2

Unit 3

Unit 4

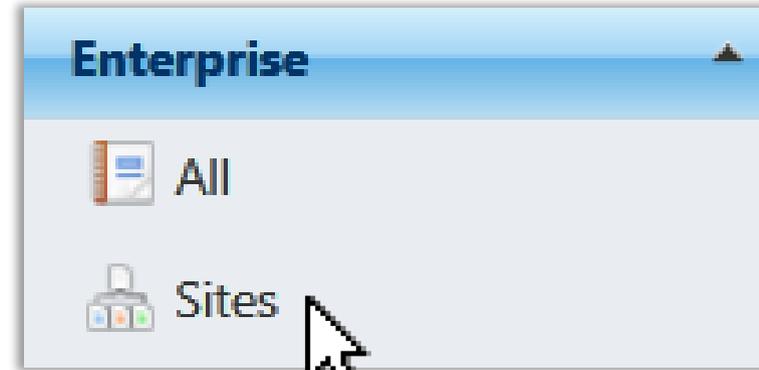
Review

Test

# 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



Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

# Video Tutorial

- Video 3: Overview of the Sites subsection



Note: Video will open in a new window

Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

# Buildings Subsection

Enterprise → Buildings

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



Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

# Video Tutorial

- Video 4: Overview of Building Subsection



Note: Video will open in a new window

Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

# Organizations Subsection

Enterprise → Organizations

- Can have parent organizations and subordinate organizations
- Links to building information



Unit 1

Unit 2

Unit 3

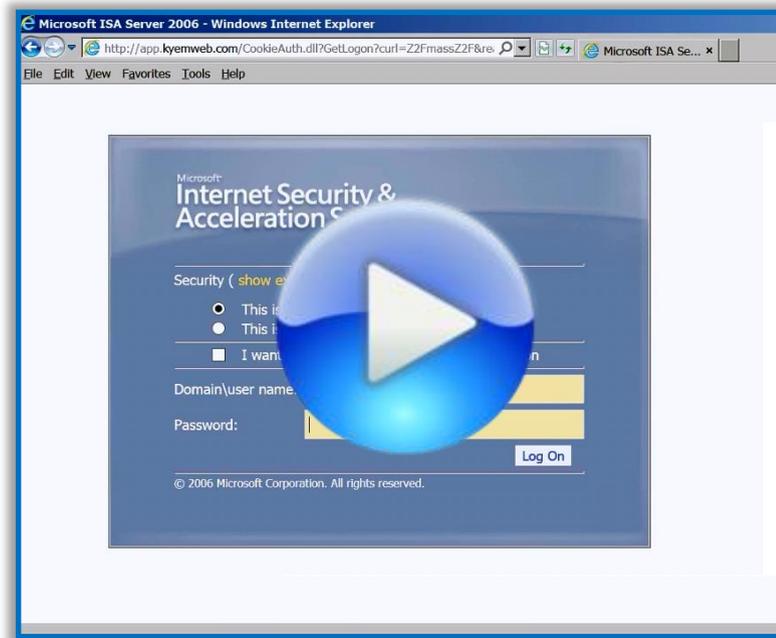
Unit 4

Review

Test

# Video Tutorial

- Video 5: Overview of Organizations Subsection



Note: Video will open in a new window

Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

# Positions Subsection

Enterprise → Positions

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



Unit 1

Unit 2

Unit 3

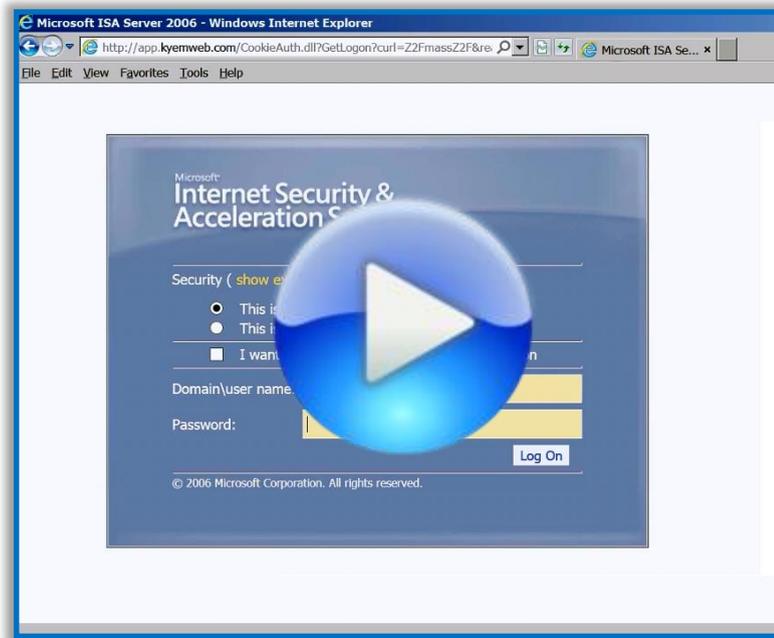
Unit 4

Review

Test

# Video Tutorial

- Video 6: Overview of Positions Subsection



Note: Video will open in a new window

Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

# Personnel Subsection

Enterprise → Personnel



- Includes personnel information associated with an organization
- Ensure all personnel contact and salary information is up-to-date
- Visit [www.emacweb.org](http://www.emacweb.org) and click Mutual Aid for help with salary calculations

Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

# Video Tutorial

- Video 7: Overview of Personnel Subsection



Note: Video will open in a new window

Unit 1

Unit 2

Unit 3

Unit 4

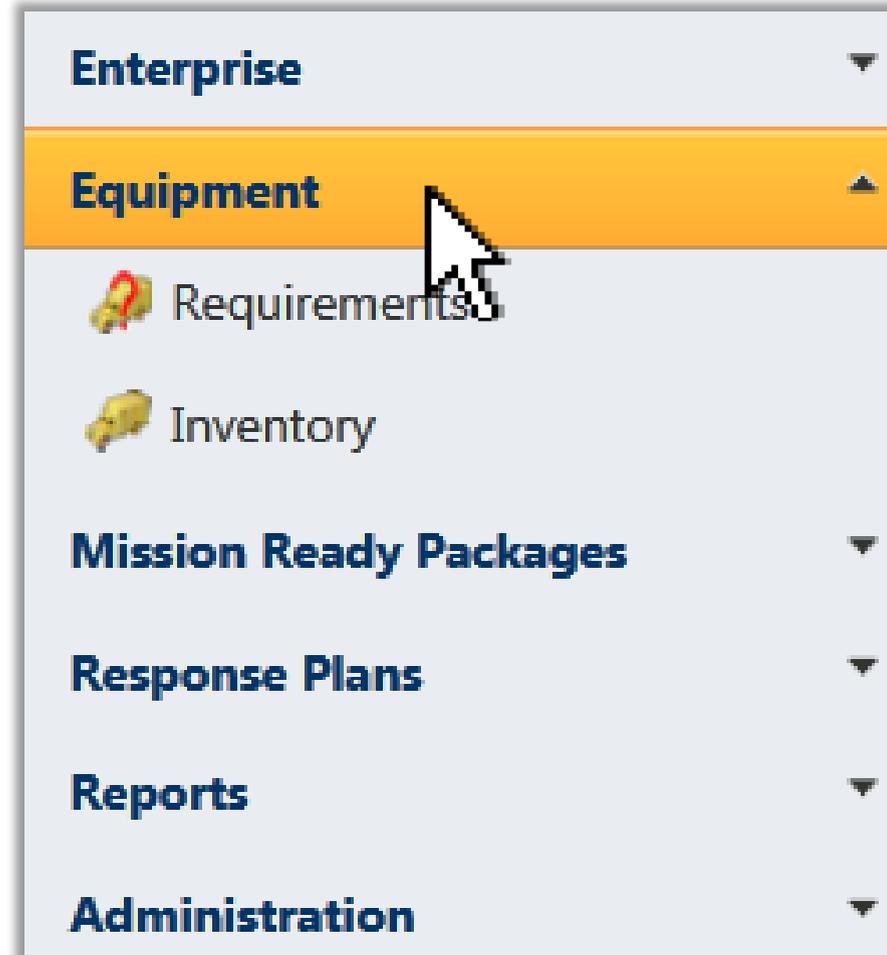
Review

Test

# Equipment Section

## Subsections

- Requirements
- Inventory



Unit 1

Unit 2

Unit 3

Unit 4

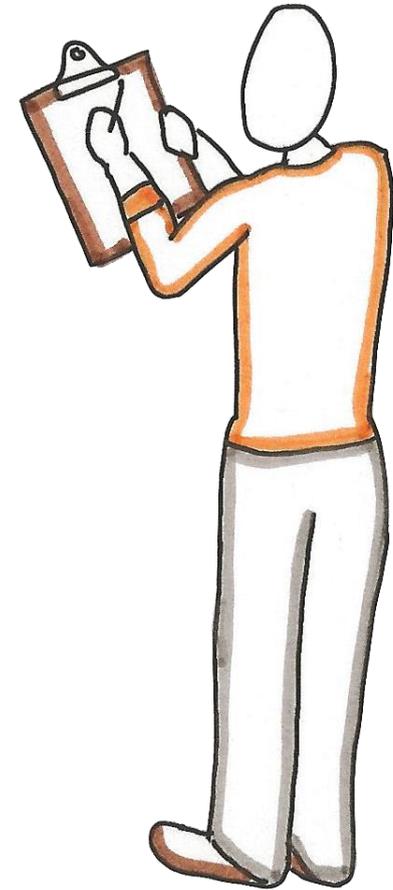
Review

Test

# Requirements Subsection

Equipment → Requirements

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



Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

# Inventory Subsection

Equipment → Inventory

- Includes information about an organization's equipment that may be offered via mutual aid
- Inventory information is used to create MRPs



Unit 1

Unit 2

Unit 3

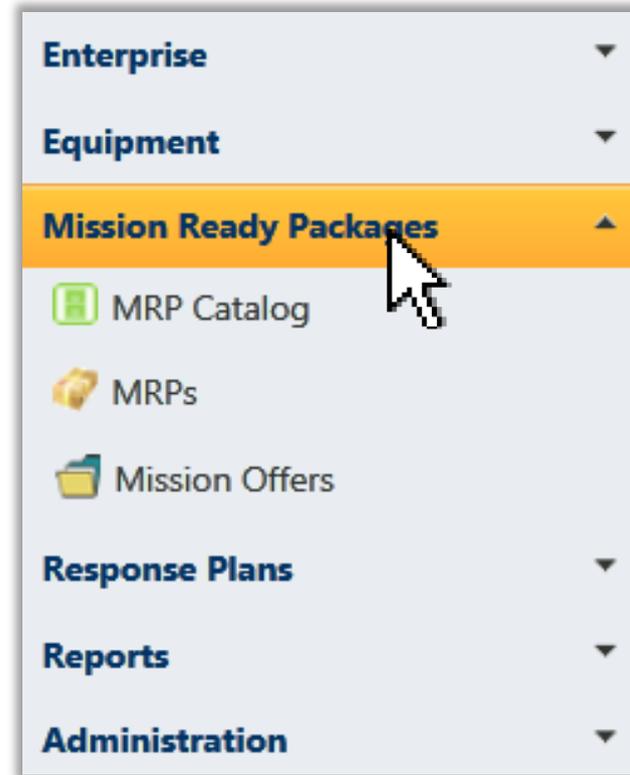
Unit 4

Review

Test

# Mission Ready Packages Section

- MRP Catalog
- MRPs
- Mission Offers



Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

# MRP Catalog Subsection

Mission Ready Packages → MRP Catalog

- Contains easy-to-use MRP templates
- Over 700 templates available within MASS to create MRPs

The screenshot shows a software interface for the 'Mission Ready Packaging Catalog'. On the left is a navigation sidebar with categories: Enterprise (All, Sites, Buildings, Organizations, Positions, Personnel), Equipment, and Mission Ready Packages. The main area displays a table with the following data:

Name	Description	NIMSDiscipline	NIMSResource
Logistics Section Support Team Type 1	Liaison with EM Field Command and Local County EM Directors. Part of EMAC Planning	Incident Management	Logistics Section Support Team
Logistics Section Support Team Type 2	Liaison with EM Field Command and Local County EM Directors. Part of EMAC Planning	Incident Management	Logistics Section Support Team
Logistics Section Support Team Type 3	Liaison with EM Field Command and Local County EM Directors. Part of EMAC Planning	Incident Management	Logistics Section Support Team
Planning Section Support Team Type 1	Liaison with EM Field Command and Local County EM Directors. Part of EMAC Planning	Incident Management	Planning Section Support Team

Unit 1

Unit 2

Unit 3

Unit 4

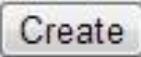
Review

Test

# Creating an MRP using a Template

Mission Ready Packages → MRP Catalog

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

Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

**Step 1.**

New Edit Delete Export

Enterprise

Equipment

Mission Ready Packages

MRP Catalog

MRPs

Mission Offers

Response Plans

Reports

Administration

**Mission Ready Packaging Catalog**

NIMS Discipline	NIMS Resource	NIMS Kind	NIMS Type	Name	Description	Components
Agriculture	Animal Protection: Incident Management Team	Team	3	Animal Protection: Incident Management Team Type 3	Liaison with EM Field Command and Local County EM Directors. Part of EMAC Planning	
Agriculture	Animal Protection: Large Animal Rescue Strike Team	Team	1	Animal Protection: Large Animal Rescue Strike Team Type 1	Liaison with EM Field Command and Local County EM Directors. Part of EMAC Planning	
Agriculture	Animal Protection: Large Animal Sheltering Team	Team	1	Animal Protection: Large Animal Sheltering Team Type 1	Liaison with EM Field Command and Local County EM Directors. Part of EMAC Planning	
Agriculture	Animal Protection: Large Animal Sheltering Team	Team	2	Animal Protection: Large Animal Sheltering Team Type 2	Liaison with EM Field Command and Local County EM Directors. Part of EMAC Planning	
Agriculture	Animal Protection: Large Animal Sheltering Team	Team	3	Animal Protection: Large Animal Sheltering Team Type 3	Liaison with EM Field Command and Local County EM Directors. Part of EMAC Planning	
Agriculture	Animal Protection: Large Animal Transport Team	Team	1	Animal Protection: Large Animal Transport Team Type 1	Liaison with EM Field Command and Local County EM Directors. Part of EMAC Planning	
Agriculture	Animal Protection: Small Animal Rescue Strike Team	Team	1	Animal Protection: Small Animal Rescue Strike Team Type 1	Liaison with EM Field Command and Local County EM Directors. Part of EMAC Planning	
Agriculture	Animal Protection: Small Animal Sheltering Team	Team	1	Animal Protection: Small Animal Sheltering Team Type 1	Liaison with EM Field Command and Local County EM Directors. Part of EMAC Planning	
Agriculture	Animal Protection: Small Animal Sheltering Team	Team	2	Animal Protection: Small Animal Sheltering Team Type 2	Liaison with EM Field Command and Local County EM Directors. Part of EMAC Planning	
Agriculture	Animal Protection: Small Animal Sheltering Team	Team	3	Animal Protection: Small Animal Sheltering Team Type 3	Liaison with EM Field Command and Local County EM Directors. Part of EMAC Planning	
Agriculture	Animal Protection: Small Animal Transport Team	Team	1	Animal Protection: Small Animal Transport Team Type 1	This team is used to transport rescued animals, IAW FEMA Standards	

**Step 2.**

**Double-Click on a template**

Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

Step 3.

MRP Catalog Detail

**MRP Catalog**

- Information
- Positions
- Equipment
- MRPs**
- Notes

ESF Functions

ESF # 7 - Logistics

ESF # 8 - Public Health & Medical Services

ESF # 9 - Search & Rescue

EFS # 10 - Oil & Hazardous Materials Response

EFS # 11 - Agriculture & Natural Resources

EFS # 12 - Energy

EFS # 13 - Public Safety & Security

EFS # 14 - Long Term Community Recovery

EFS # 15 - External Affairs

Status

**NIMS Typing**

Discipline  Category

Resource  Kind

Type

Positions ▶

Equipment ▶

MRPs ▼



Click this button

Step 4.

Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

## Step 5.

MRP Name	<input type="text" value="Test"/>
Parent Organization	<input type="text" value=""/> <b>Step 6.</b>
MRP Catalog	<input type="text" value="Animal Protection: Small Animal Sheltering Team Type 2"/>
	<input type="button" value="Create"/> <b>Step 7.</b>

Click this button to  
create an MRP

Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

# MRPs Subsection

Mission Ready Packages → MRPs

- All assembled MRPs are stored here
- Table displays a quick overview of each MRP
- MRP data can be exported

Enterprise		Mission Ready Packages	
Equipment		MRPMissionCapabilities	MRPDes
<b>Mission Ready Packages</b>		⌵	⌵
MRP Catalog		Supplement resource deficiencies from counties, municipalities, and response agencies, in responding to an emergency event, to include event response planning	Supports n and local g personnel
MRPs		Supplement resource deficiencies from counties, municipalities, and response agencies, in responding to an emergency event, to include event response planning	Supports n and local g personnel
Mission Offers		Supplement resource deficiencies from counties, municipalities, and response agencies, in responding to an emergency event, to include event response planning	Supports n and local g personnel
Response Plans		Supplement resource deficiencies from counties, municipalities, and response agencies, in responding to an emergency event, to include event response planning	Supports n and local g personnel
Reports		Supplement resource deficiencies from counties, municipalities, and response agencies, in responding to an emergency event, to include event response planning	Supports n and local g personnel
Administration		Supplement resource deficiencies from counties, municipalities, and	Supports n

Unit 1

Unit 2

Unit 3

Unit 4

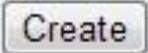
Review

Test

# 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

Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

# Step 1.

Enterprise																
Mission Ready Packages																
NIMSDiscip	NIMSResou	NIMSKind	NIMSType	MRPCatalog	MRPDescrip	MRPMission	Organization	City	State	Publish	MRPStatus	Qualified	EstimatedA	EstimatedF	CostNotes	
Emergency Medical	Basic Life Support Transport Package	Team	4	Basic Life Support Transport Package Type 4	Liaison with EM Field Command and Local County EM Directors. Part of EMAC Planning		Jefferson/Louisville BLS Transport Package Type 4	Louisville	KY	1	Available	1	2500.0000	2500.0000		
Firefighting	Hazardous Materials Team Package (HMTP)	Team	3	Fire and Hazardous Materials Team Type 3	Type 1 Tier 1 response consists of Five to Seven Hazardous Materials Technicians deployed with a Technical Operations Module of Hazmat Squad and a Tactical Support Unit. The team will be accompanied by senior agency representation		ME National Guard			1	Available	1			Fuel, Personnel costs, Expendable equipment	
Firefighting	HazMat Response Team	Team	1	Foam Trailer	Type 3 response consists of two to four Hazardous Materials Operations deployed with a chemical foam trailer.		Aroostook Foam Team Type I			1	Available	1	17070.0000		Estimated Total Mission Cost: \$14,850 in commodities plus \$2,200 personnel cost	
Firefighting	HazMat Response Team	Team	1	Foam Trailer	Type 3 response consists of two to four Hazardous Materials Operations deployed with a chemical foam trailer.		Searsport Foam Team Type I			1	Available	1	17070.0000		Cost includes \$14,850 in commodities and \$2,200 in personnel costs.	



MRP Name	<input type="text" value="Test"/> <b>Step 2.</b>
Parent Organization	<input type="text"/> <b>Step 3.</b> 
MRP Catalog	<input type="text" value="Animal Protection: Small Animal Sheltering Team Type 2"/> 
	<b>Step 4.</b> <input type="button" value="Create"/>

**Click this button  
to create an MRP**

Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

# Step 6.

Click this button to Save

The screenshot shows a web application interface for 'Organization Detail: Jefferson/ Louisville BLS Transport Package Type 4'. At the top left, there are several icons: a red 'X', a green checkmark (highlighted with a red box), a red minus sign, a magnifying glass, and a document icon. Below these icons is the text 'Click this button to Save'. The main content area is titled 'Step 5.' and contains a form with the following fields:

Name	Jefferson/ Louisville BLS Transport Packag	Unique Key	<input type="text"/>
Parent Organization	Ambulance Louisville/Jefferson Co EM	Building	Jefferson County : Jefferson Co. EM Off
Point of Contact	Doug Hamilton	EMAC Point of Contact	<input type="text"/>
Date Mobilized	9/26/2012	Projected Demobilization	10/5/2012
Current Latitude	<input type="text"/>	Current Longitude	<input type="text"/>
Created	8/6/2012 11:33:57 AM grant.t.gillion	Modified	7/3/2013 9:20:58 AM michael.garmon

Below the form are several expandable sections: 'Organizational Roles', 'Subordinate Organizations', 'MRP Details', 'Positions', 'Requirements/Inventory', 'MRP Costs', 'Offerings', and 'Notes'. Red arrows point from a central text box 'Edit necessary sections' to each of these sections. On the left side of the form, there is a navigation menu with the following items: Information, Organizational Roles, Subordinate Organizations, MRP Details, Positions, Requirements/Inventory, MRP Costs, Offerings, and Notes.

**Edit necessary sections**

Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

# 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



Unit 1

Unit 2

Unit 3

Unit 4

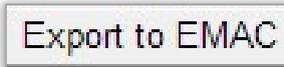
Review

Test

# Exporting to EMAC OS

Mission Ready Packages → Mission Offers

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



Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

New Edit Delete Export

Enterprise

Equipment

Mission Ready Packages

MRP Catalog

MRPs

Mission Offers

Response Plans

Reports

Administration

### Mission Offers

Site	Building	City	State	Organization	RequestID	Status	MissionType	Discipline
				Bridge Inspection Team				
Bluegrass Emergency Response Team (BERT)	Woodford Co. Fire Dept.	Versailles		Woodford Co BERT HazMat Response Team Type 1		Available		Hazardous Material
Boone National Guard Center (JFHQ)	Army Aviation Hangar	Frankfort		Kentucky National Guard Aviation UH 60 Force		Available	Air Transport	Transportation
Franklin County	Frankfort Boone National Guard Center	Frankfort		Critical Incident Stress Management team (CISM) (KCCRB)	2384949			
Franklin County	Frankfort Boone National Guard Center	Frankfort		Mental Health Assessment Team KCCRB	1001	Negotiation		Human Services

**Steps 1 and 2.**

Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

Kentucky National Guard Aviation UH 60 Force : Mission Offer

## Steps 4.

**Mission Offer**

- [Information](#)
- [Cost Summary](#)
- [Personnel](#)
- [Equipment](#)
- [Commodities](#)
- [Other Costs](#)
- [Notes](#)

**Export to EMAC**

**Information** ▾

Organization: Kentucky National Guard Aviation UH 60 Force

EMAC Request ID:  Mission Type:

Mission Description: Transport Indiana IMT Team Members from Indiana to Paducah

Resource Description: One UH-60 Blackhawk with support crew

Longitude:  Latitude:

Number Requested:  Number Type:

Deployment Date:  Demobilization Date:

Total Days for Mission:

Status: Available National Guard Status:

Assisting State: Indiana

Discipline:

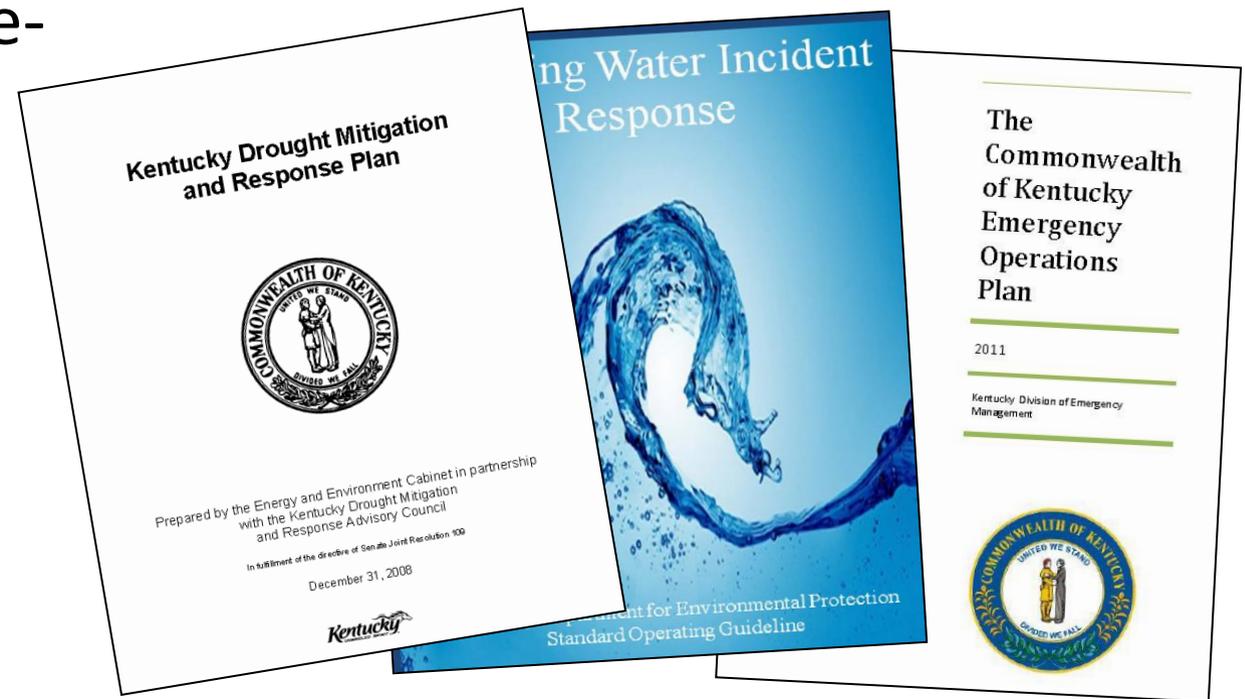
**Steps 3.**



# 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



Unit 1

Unit 2

Unit 3

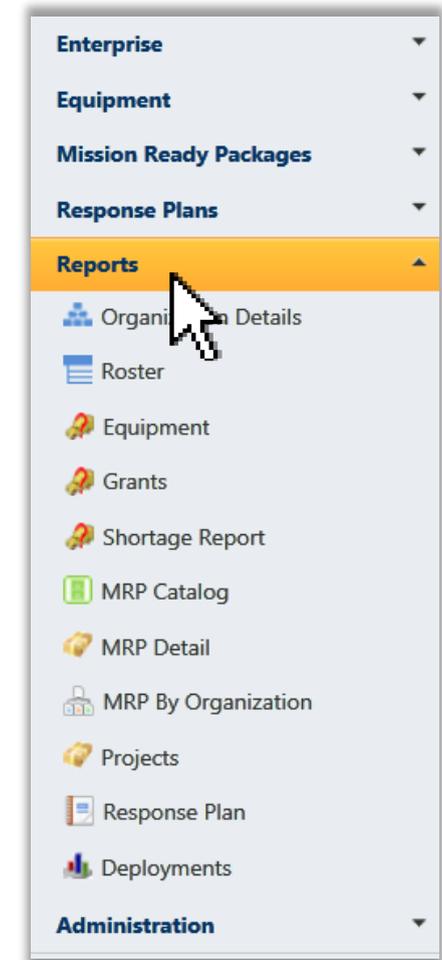
Unit 4

Review

Test

# 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



Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

# 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

Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

**Steps 3.** Mutual Aid Support System (MASS)

**Steps 2.** Organizations Detail Report

**Steps 4.**

Enterprise  
Equipment  
Mission Ready Packages  
Response Plans

Generate Report Site: All Sites Name: Building: Organization:

1 of 1 100% Find | Next

**Steps 1.** Reports

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

Administration

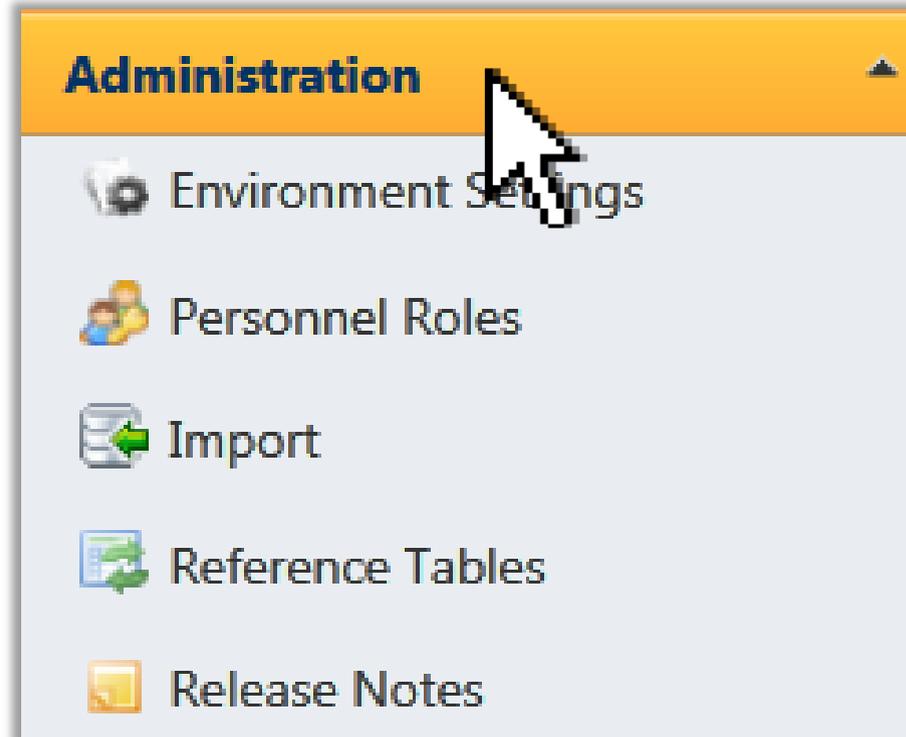
Organizations Detail Report 1 of 1



# Administration Section

## Subsections

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



Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

# Personnel Roles Subsection

Administration → Personnel Roles

- Enterprise-level administrators can create groups
- Group examples
  - Planning
  - MRP managers
  - Training manager
  - Purchasing financial specialist
  - Alert groups

The screenshot displays the 'Personnel Role Data' window. On the left, a sidebar shows 'Role Personnel' with sub-items 'Information' and 'Personnel'. The main area is divided into two sections: 'Information' and 'Personnel'. The 'Information' section contains a 'Name' field with 'Activity Director' entered, a 'Description' field with 'AFCOS Activity Directors', and 'Created' and 'Modified' timestamps. The 'Personnel' section contains a table with columns for 'Personnel', 'Organizatio', 'Created', and 'Modified'.

Personnel	Organizatio	Created	Modified
James Meece		Installation 20090928	
Stephanie		bobby.j.gillis	shelia.harlow

Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

# Reference Tables Subsection

Administration → Reference Tables

- Contains all the documentation and frameworks, such as
  - Grant guidance
  - NIMS
  - Personnel Roles
  - Categories

Table	Description
Grant	Grants
InventoryAttributeType	Custom Attributes for the Inventory Types
InventoryType	Inventory Types
NIMSCategory	NIMS Categories
NIMSDiscipline	NIMS Disciplines
NIMSKind	NIMS Kinds
NIMSResource	NIMS Resources
NIMSType	NIMS Types
OrganizationRoleType	Organizational Role Types
PersonnelRoleType	Personnel Roles

Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

# Release Notes Subsection

- Lists latest MASS updates and upgrades

Release Notes	
Version	Notes
1.01 - Feb 2013	<ol style="list-style-type: none"><li>1. Administration - Added Release Notes page.</li><li>2. MRP Catalog - Fixed error with creating a new MRP.</li><li>3. MRP Catalog - after saving a new record, the positions and equipment should become visible.</li><li>4. MRP Offering - Added Commodities and Total Costs to XML export file.</li><li>5. MRP Offering - removed the XML button and moved that functionality to the "Export to EMAC" button.</li><li>6. Main grid toolbar - the mouse doesn't turn into the correct cursor for buttons.</li><li>7. Organizations/MRPs - when creating a new record and saving multiple times, it creates duplicate records.</li><li>8. Organizations - when clicking the "Delete" button from the main grid, it was not deleting correctly.</li></ol>



Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

# 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.



Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

**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.



Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

**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.



Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

**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.



Unit 1

Unit 2

Unit 3

Unit 4

Review

Test

**Questions?**

**Unit 1**

**Unit 2**

**Unit 3**

**Unit 4**

**Review**

**Test**

# Test

# Take the Test Online



<http://is.gd/mutualaid>

Unit 1

Unit 2

Unit 3

Unit 4

Review

Test