User Manual

Mutual Aid Support System (MASS)

March 2014

Homeland Security
Science and Technology

EMAC
Emergency Management Assistance Compact

COMMONWEALTH OF KENTUCKY • DIVISION OF EMERGENCY MANAGEMENT •
RESPOND
PREPARE

Developed by:

Teracore, Inc.

G&H International, Inc. and

Kentucky Division of Emergency Management

in support of the Department of Homeland Security Science and Technology Directorate

CONTRACT HSHQDC-11-J-00051

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Version 2......**3/2014**

New filters, new fields, and new response plan capabilities, noted “in development” sections

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1. Introduction

1.1 Background

The Kentucky Division of Emergency Management (KYEM), in partnership with the U.S. Department of Homeland Security Science and Technology (DHS S&T) Directorate First Responders Group (FRG), the Emergency Management Assistance Compact (EMAC), and private sector partners, is developing the Mutual Aid Support System (MASS). MASS is a Web-based platform designed to categorize and track organizations, people, and equipment and to aggregate the information into Mission Ready Packages (MRPs) to allow for efficient and effective management of critical resources during emergencies. This new capability streamlines the resource request and acquisition process and reduces time gaps between steps.

MASS integrates with existing resource management software: no purchasing or upgrading existing investments is necessary. The system aggregates and helps organize current resource inventory into MRPs using an easy-to-use database. MRP data stored in MASS can then be exported into an XML file format that can be uploaded to the EMAC Operating System (OS), which facilitates the national mutual aid request and acquisition broadcasting process.

Finally, MASS lets users control who has access to view an organization's or agency's resource inventories.

2. Getting Started

2.1 Web Browser Requirement

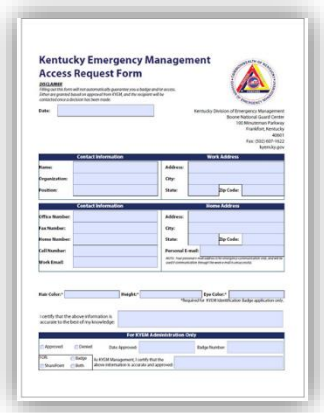
MASS is designed for Internet Explorer version 8.0 or later. Other browsers may be used but may not provide optimal user experience.

2.2 Accessing the Mutual Aid Support System

To request permission to access MASS, please contact the KYEM representatives below:

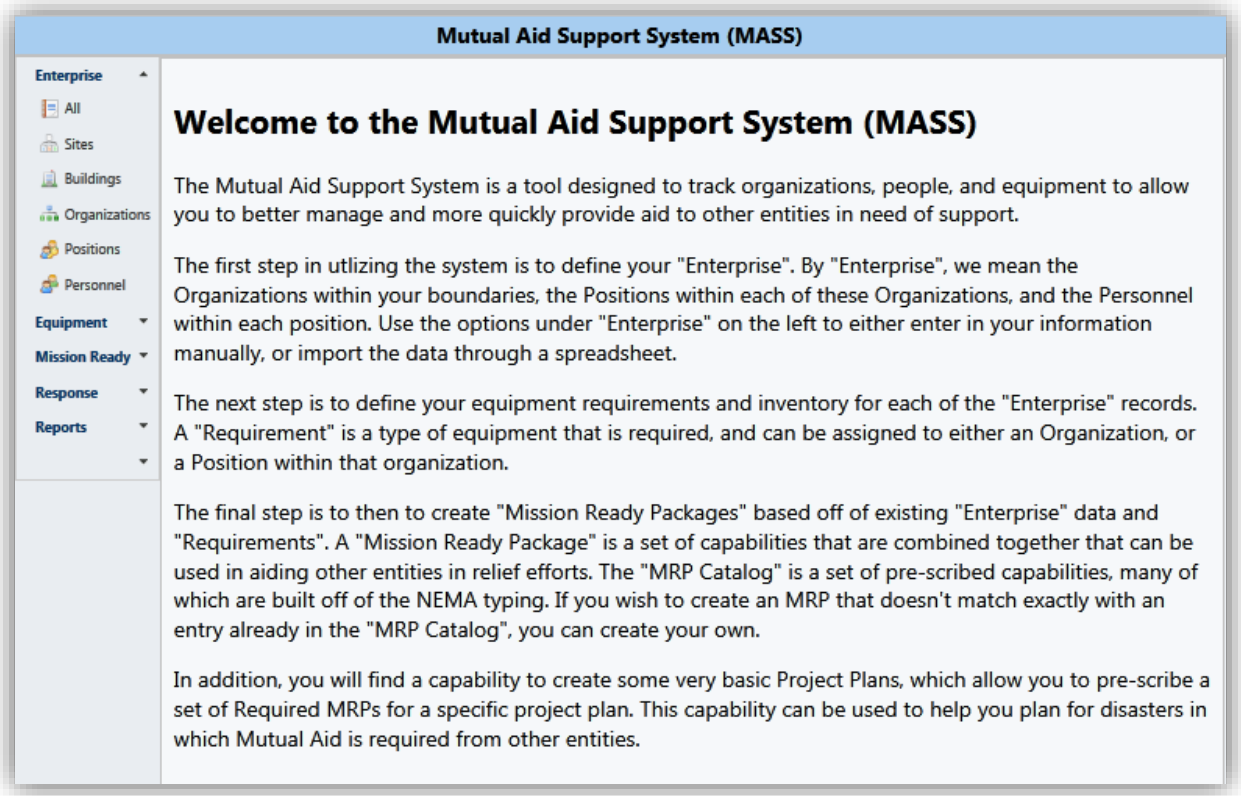
- **Doug Eades** - james.eades2.nfg@mail.mil
- **Michael Garmon** - garmonkyem@gmail.com

You will receive a KYEM General User Access form via e-mail. Complete and return the form to KYEM. After receiving credentials from KYEM, visit http://app.kyemweb.com/mass/ to log in to the system.


Kentucky Emergency Management
Access Request Form

3. Mutual Aid Support System Interface

3.1 MASS Homepage



MASS is a Web-based tool that records information for organizations that need to provide and/or acquire mutual aid. To get started, you will first add new “Enterprise” information, which includes your site (a.k.a. jurisdictional location), the organizations within your jurisdiction, the positions within each organization, and the personnel assigned to each position. The information can be entered into MASS manually or imported from a spreadsheet.

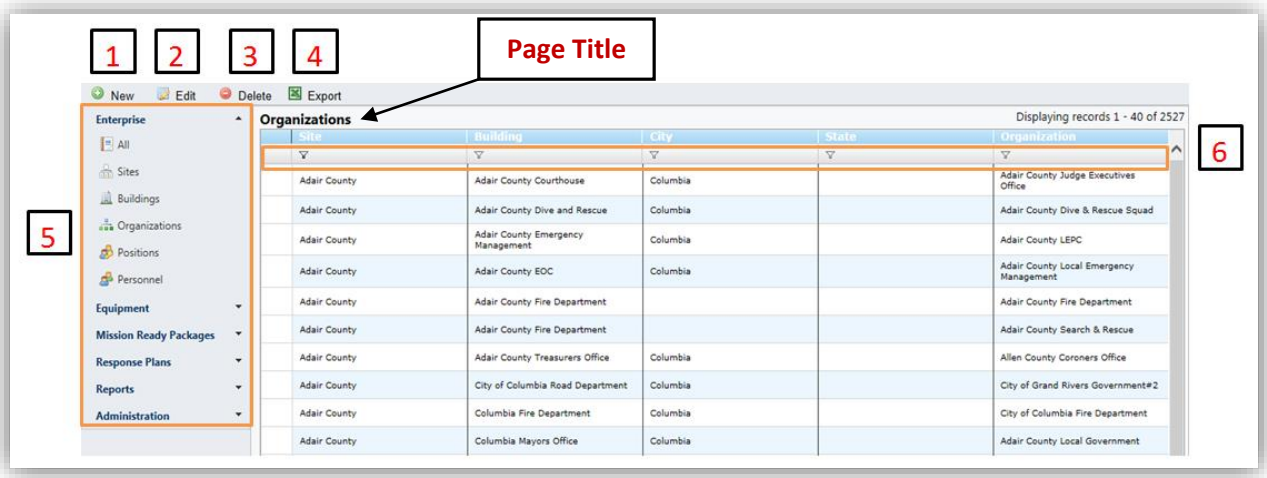
The next step is to add equipment requirements and inventory for each of the Enterprise records. A “requirement” is any type of equipment that is required to complete a task and that can be assigned to an organization or to a position within that organization.

After the first two steps are completed, you can proceed to create MRPs with the existing Enterprise and Equipment section data. An MRP is a set of capabilities that is typed (i.e., codified) and packaged to be used as a resource for emergencies. The “MRP Catalog” subsection compiles a list of packaged capability templates. If an organization has resources and capabilities that do not match any of the entries already in the MRP Catalog, you can create your own MRP and add it to the system.

3.2 Components of the Mutual Aid Support System

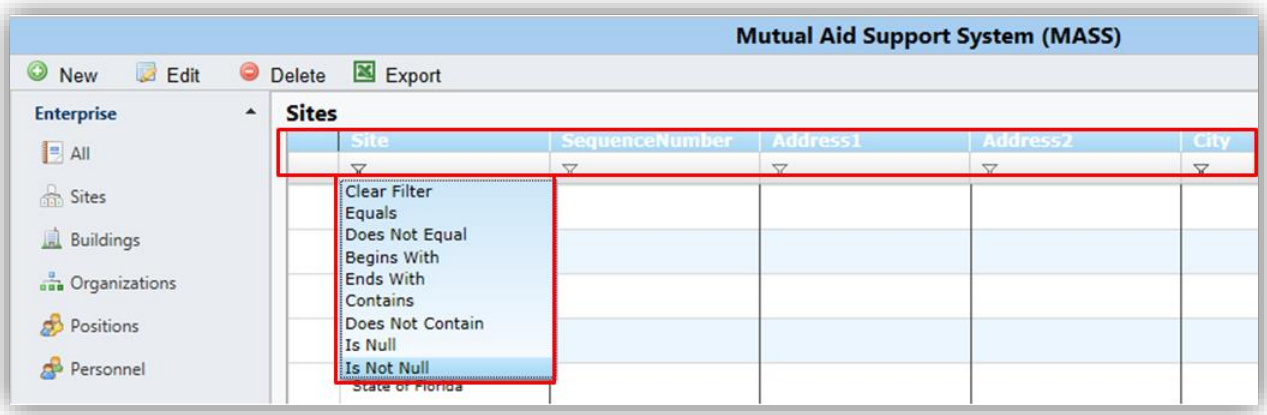
The Navigation Panel is located on the left side of the screen and consists of six sections and numerous subsections. Selecting a section will expand that section and allow you to select subsections within that section. Selecting a subsection will open a window that will allow you to view the information in that subsection. The menu bar at the top will allow you to view, add, edit, delete, and export information presented.

Navigation and Menu Bar



1. **New** record entry button- adds new records; e.g., Organization, Building, Site, etc.
2. **Edit** record button- updates or revises existing records
3. **Delete** record button- removes records from the MASS database
4. **Export** record button- exports data in various formats
5. **Navigation** panel and buttons- displays various sections subsections of MASS
6. **Filtering** capability**-** sorts MASS data tables similar to Excel

Filtering and Searching



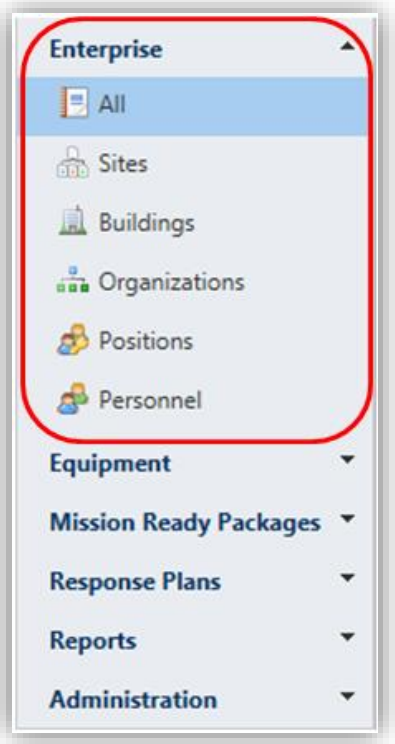
The **Filter** button is the primary sorting capability of MASS. The filter function is useful when searching the MASS database, where most of the data are stored in tables. The availability of filter commands depends on the type and value of the field being searched.

The filter capability works just like your Microsoft Excel or Access applications.

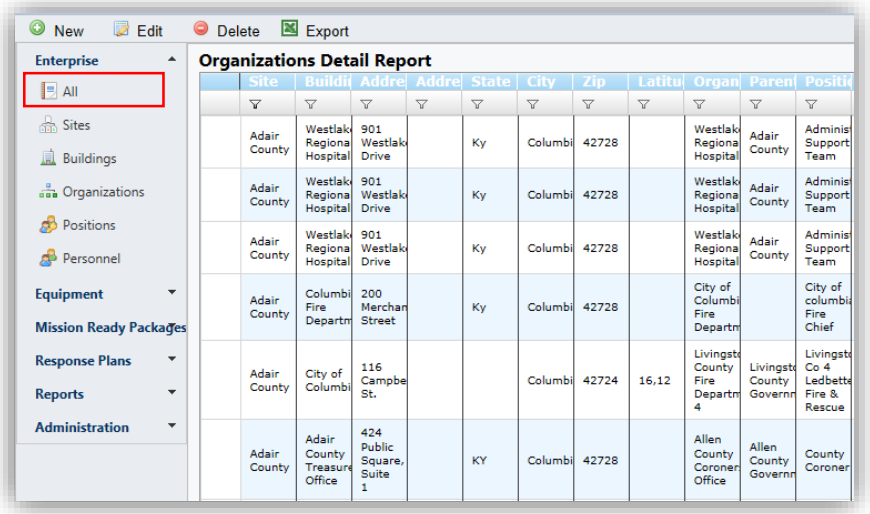
4. Using the Mutual Aid Support System

4.1 Enterprise Section

The **Enterprise** section, found in the Navigation Panel, includes subsections for All, Sites, Buildings, Organizations, Positions, and Personnel. This is the starting point for users who would like to add information into the system. Taking the time up front to properly enter your organization's information into each of the subsections will allow you to more quickly create MRPs because each MRP will link to existing information that has already been entered into this section.

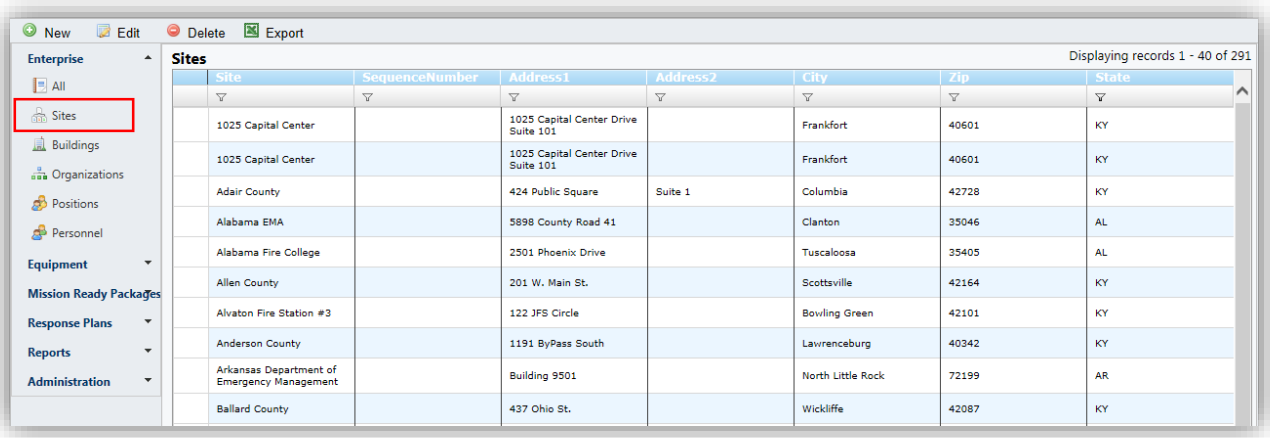


4.1.1 All Subsection



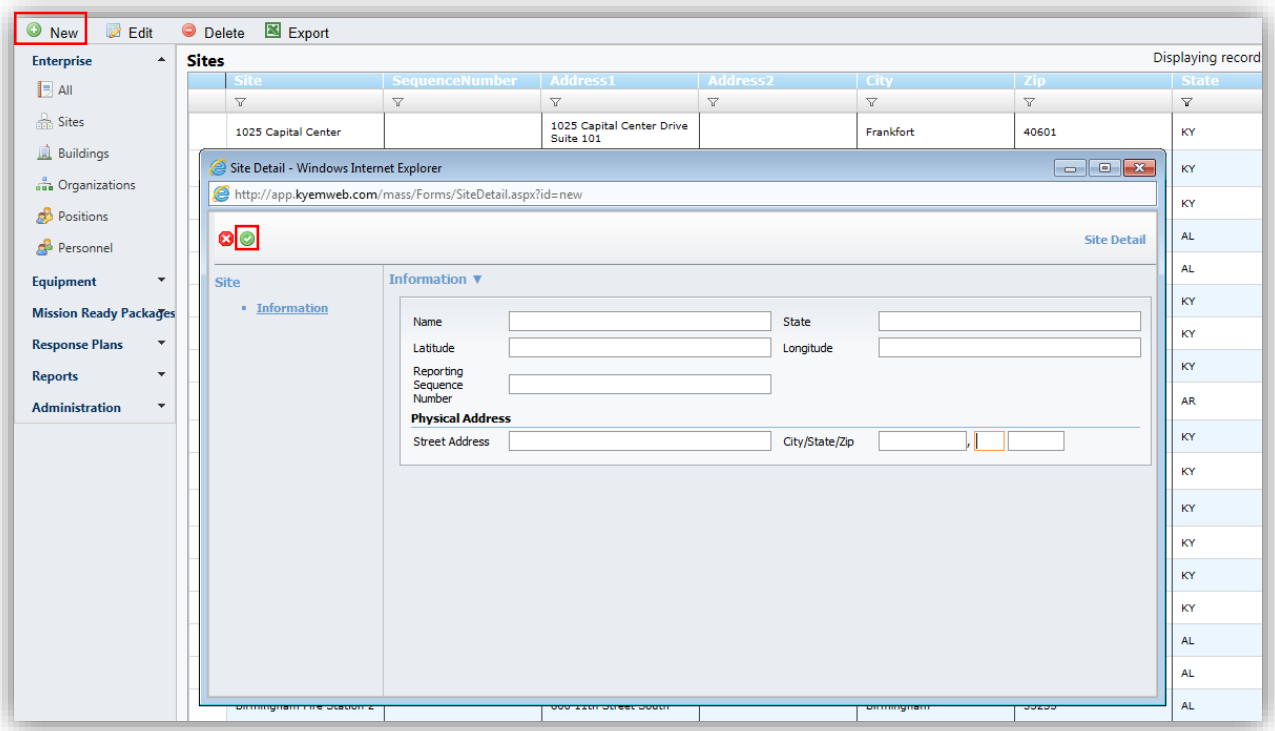
The **All** subsection contains the complete list of all the organizations, parent organizations, and organizational points of contacts within MASS.

4.1.2 Sites Subsection



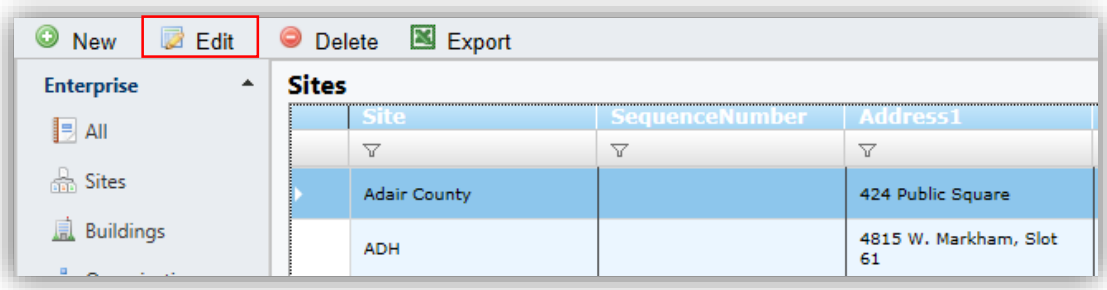
The **Sites** subsection is where an organization maintains an inventory of States, counties, and/or cities. In rare instances, it will include major installations (e.g., military bases) and critical infrastructure (e.g., bridges).

To Add a Site



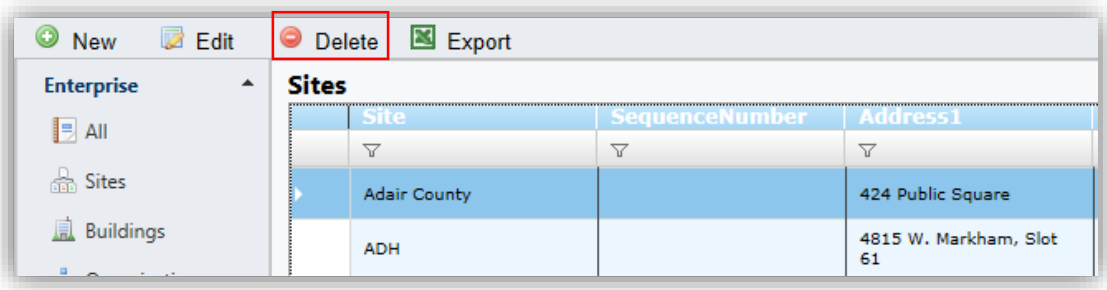
- Click the **New** button to launch a new window.
- Click within each field to enter all necessary information about the new site.
- Click the **Save** button to save the entry.
    - Or click the **Cancel** button to close the window without saving.

To Edit a Site



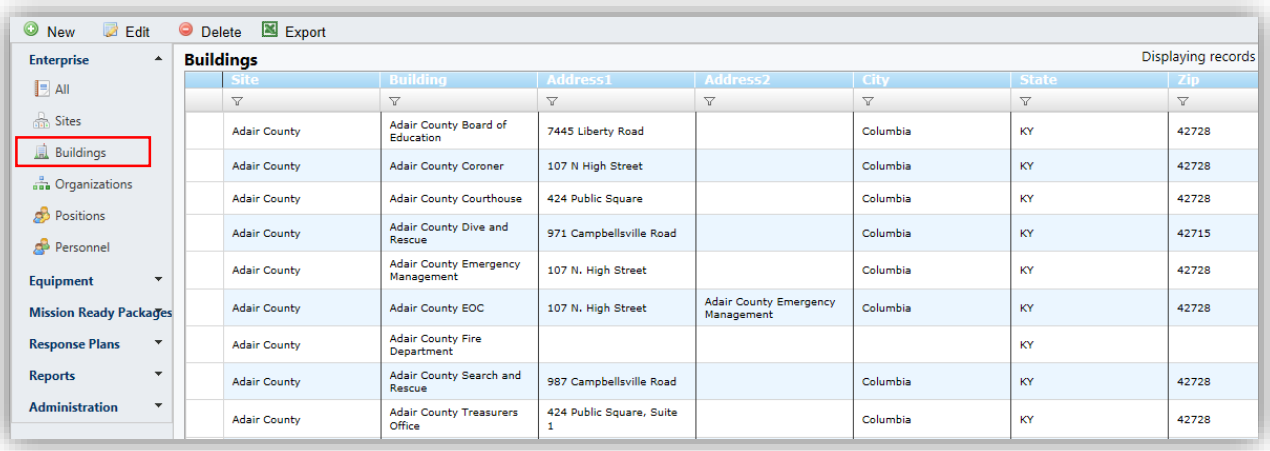
- Click once on the entry you wish to edit.
- Click the **Edit** button to launch a window.
  - Or double click on an entry to launch a window.
- Click and edit all necessary fields.
- Click the **Save** button to save the entry.
  - Or click the **Cancel** button to close the window without saving.

To Delete a Site



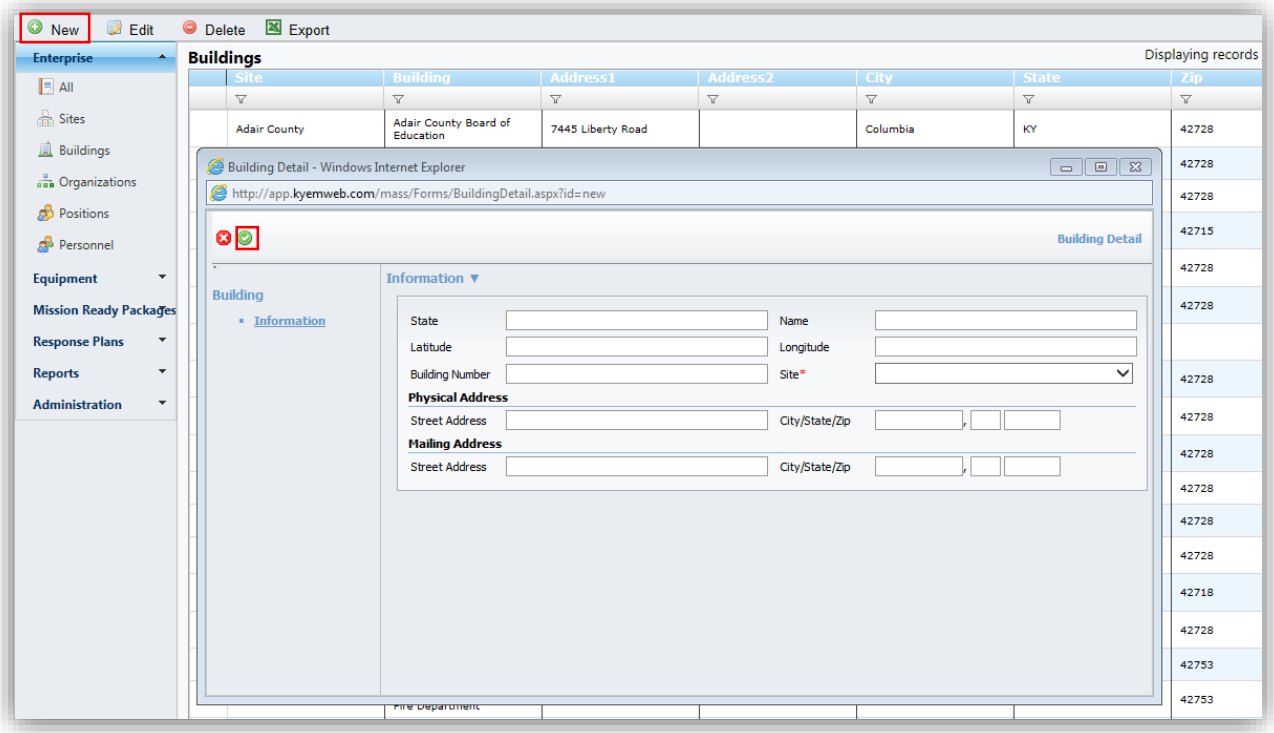
- Double click on the entry you wish to delete.
- Click the **Delete** button at the top left of the window.
- Click the **OK** button when the confirmation window opens.

4.1.3 Buildings Subsection



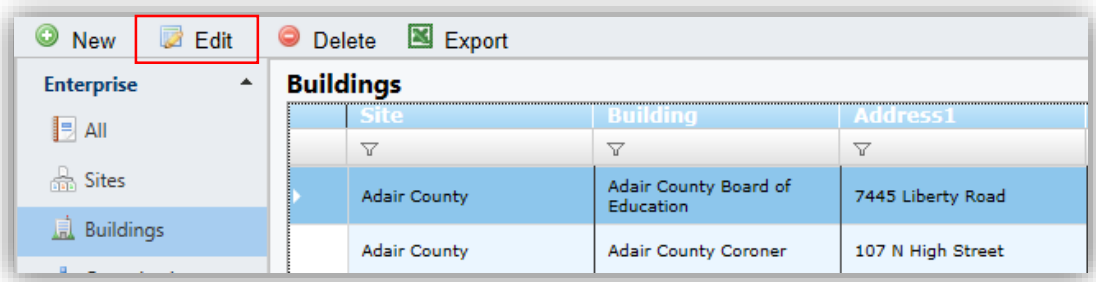
The **Buildings** subsection contains all the places and facilities within each site under your organization.

To Add a Building



- Click the **New** button to launch a new window.
- Click within each field to enter all necessary information about the new building.
  - ***NOTE:*** Be sure to input a latitude and longitude so your information can be displayed geospatially.
- Click the **Save** button to save the entry.
  - Or click the **Cancel** button to close the window without saving.

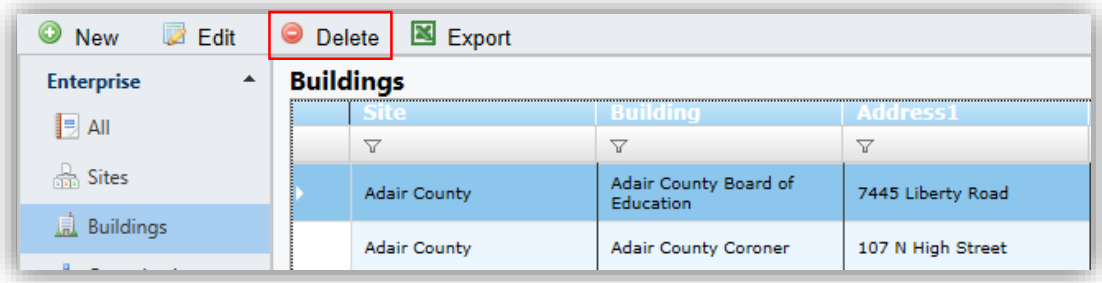
To Edit a Building



- Click once on the entry you wish to edit.
- Click the **Edit** button to launch a window.
  - Or double click on an entry to launch a window.
- Click and edit all necessary fields.
- Click the **Save** button to save the entry.

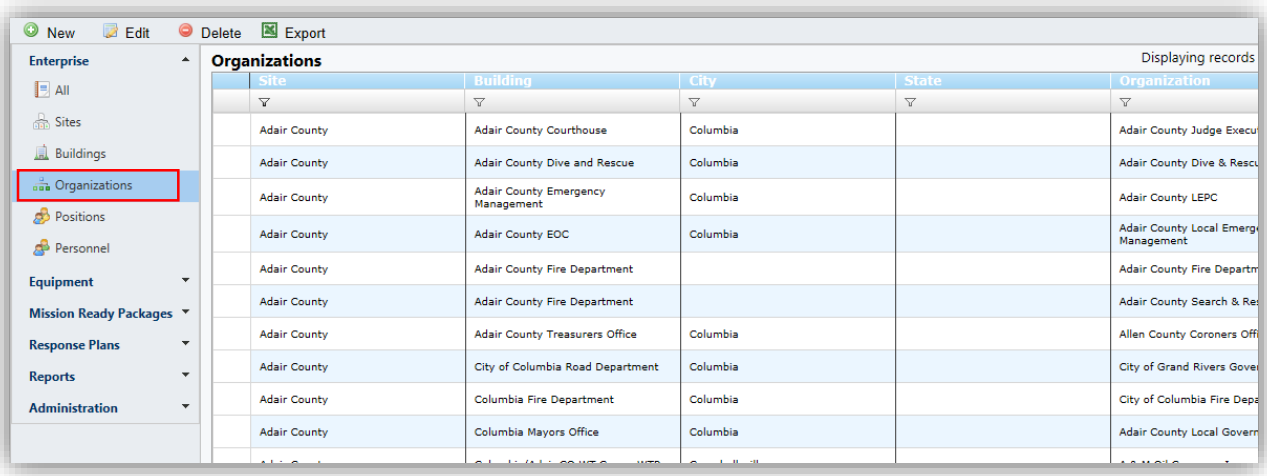
- Or click the **Cancel** button to close the window without saving.

To Delete a Building



- Double click on the entry you wish to delete.
- Click the **Delete** button at the top left of the window.
- Click the **OK** button when the confirmation window opens.

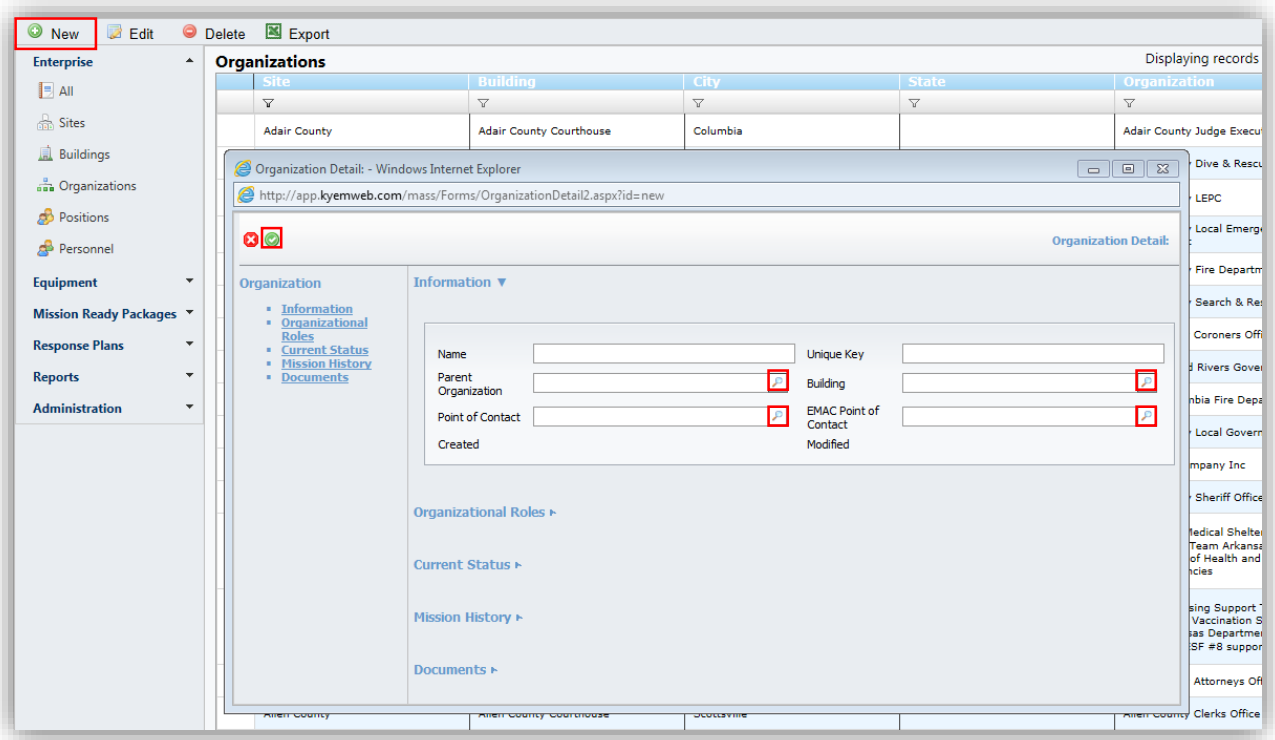
4.1.4 Organizations Subsection



The **Organizations** subsection contains a catalog of all organizations (e.g., Columbia Fire Department, Norfolk Southern Rail, Buffalo Trace Search and Rescue) within MASS. To get more detailed information about an organization, double click that organization to display a new window with details.

Note: *If organizations are not linked to any buildings, they will not have an address on any reports, nor will maps show their home base. So,* ***be sure to link the organization to a building, and make sure the building has an address and geo-location****.*

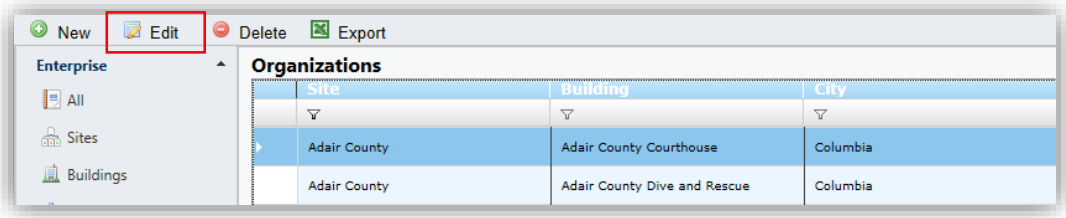
To Add an Organization



- Click the **New** button to launch a new window.
- Click within each field to enter all necessary information about the new organization.
- Use the **Look up** button to find and link to an existing entry, if appropriate.
- Next, click on **Organizational Roles**.
- Check all the boxes that apply to your organization.
- Click the **Save** button to save the entry.
    - Or click the **Cancel** button to close the window without saving.

Note: *If an organization is acting as the Parent Organization, please leave the Parent Organization field blank.*

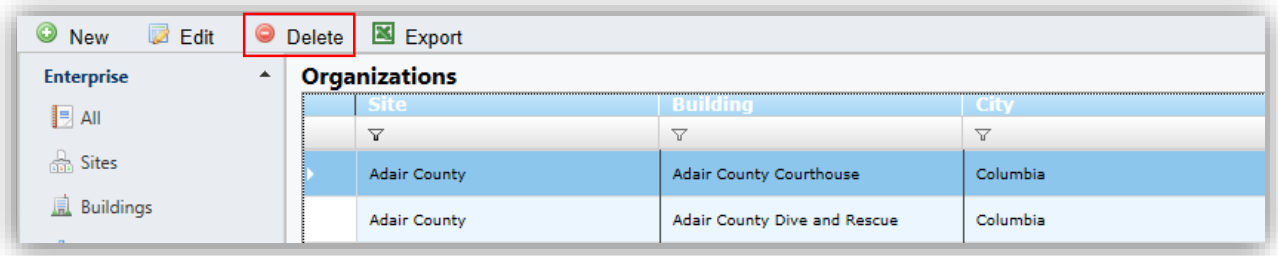
To Edit an Organization



- Click once on the entry you wish to edit.
- Click the **Edit** button to launch a window.
    - Or double click on an entry to launch a window.
- Click and edit all necessary fields.

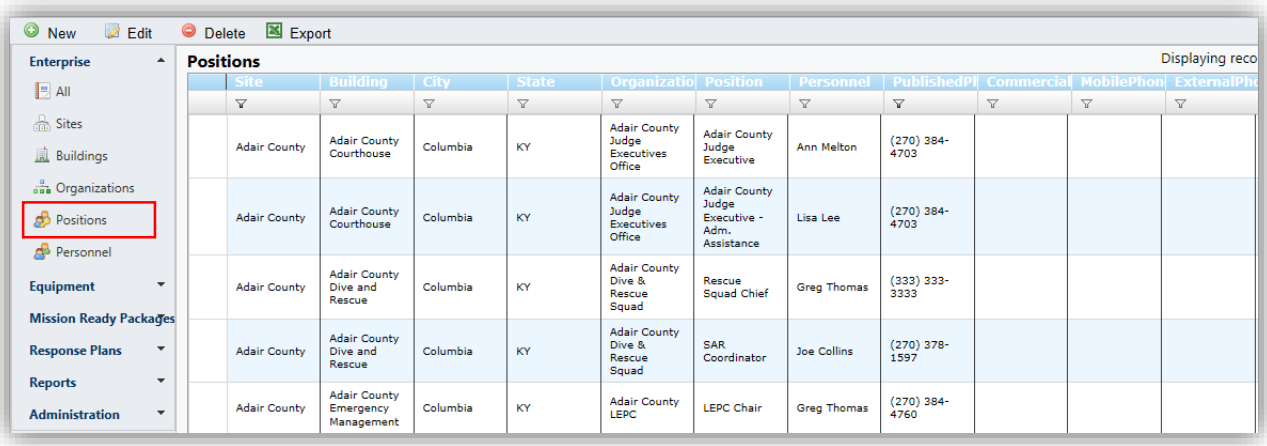
- Click the **Save** button to save the entry.
    - Or click the **Cancel** button to close the window without saving.

To Delete an Organization



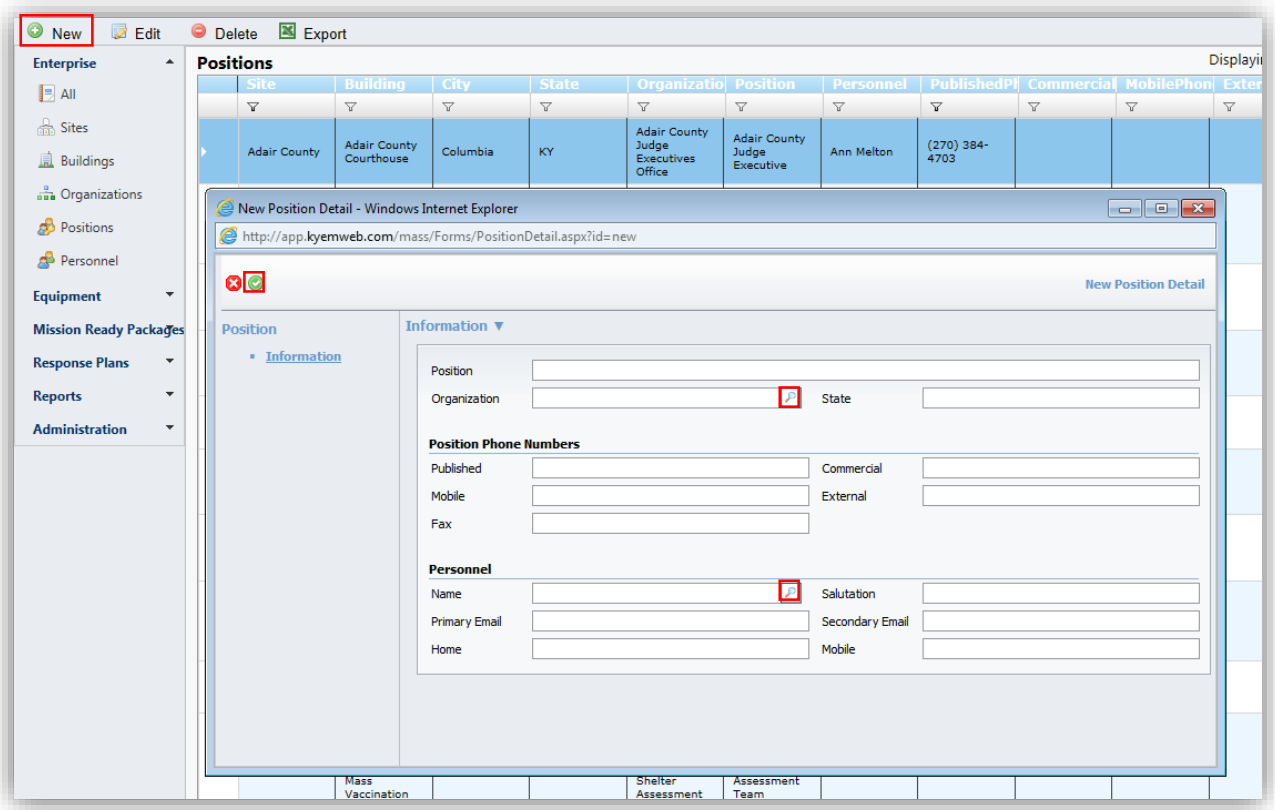
- Double click on the entry you wish to delete.
- Click the **Delete** button at the top left of the window.
- Click the **OK** button when the confirmation window opens.

4.1.5 Positions Subsection



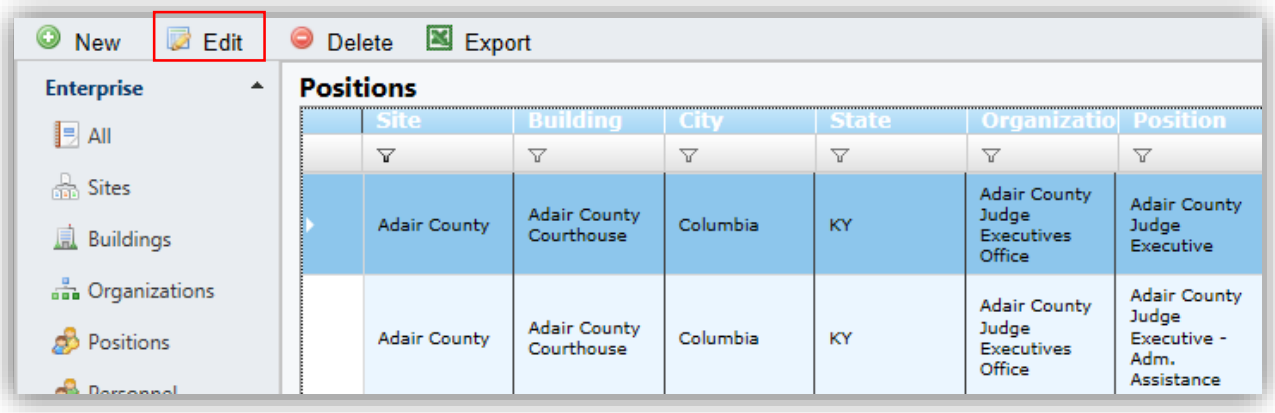
The **Positions** subsection contains information about job positions within an organization. Position names should reflect actual position titles within your organization.

To Add a Position



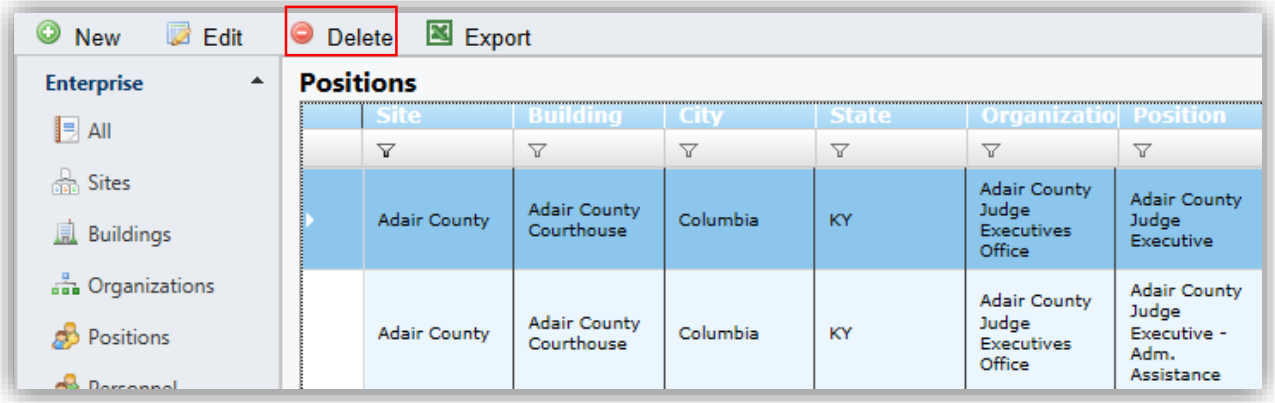
- Click the **New** button to launch a new window.
- Click within each field to enter all necessary information about the new position.
- Position name should use referenced titles (e.g., firefighter).
- Use the **Look up** button to find and link to organizations and personnel already in MASS.
- The basic information returned in a search through MASS is stored at various levels. A person is placed in a position. The person has an e-mail address and home phone number attached to them; however, a work phone number is attached to the position. That position is placed in an organization, which is then assigned to a building. The work address is attached to the building. Lastly, each building is linked to a site. Without completing these steps, an individual's full contact information is incomplete.
- Click the **Save** button to save the entry.
    - Or click the **Cancel** button to close the window without saving.

To Edit a Position



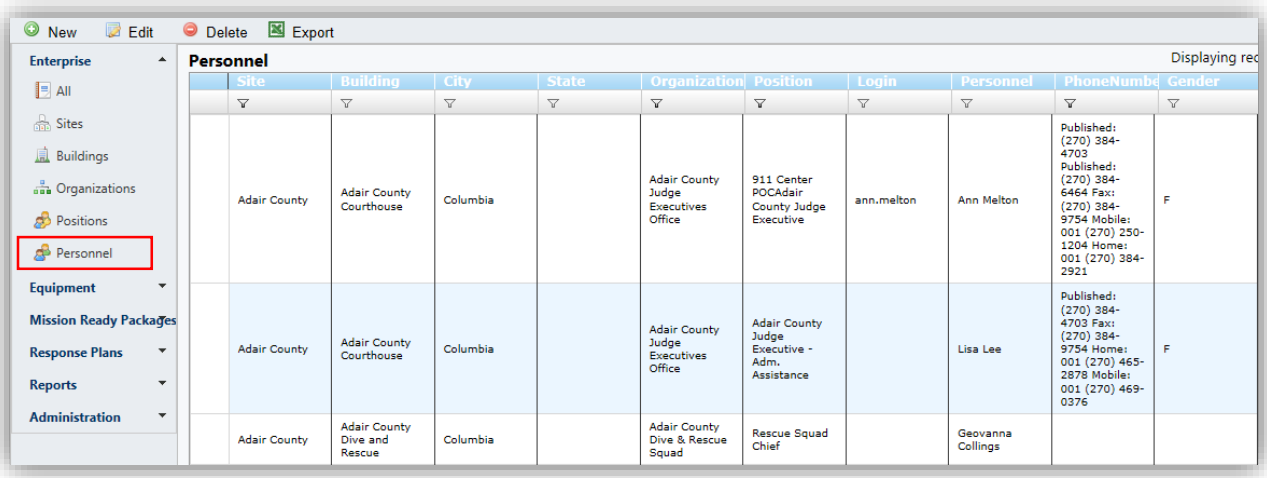
- Click once on the position you wish to edit.
- Click the **Edit** button to launch a window.
  - Or double click on an entry to launch a window.
- Click and edit all necessary fields.
- Click the **Save** button to save the entry.
  - Or click the **Cancel** button to close the window without saving.

To Delete a Position



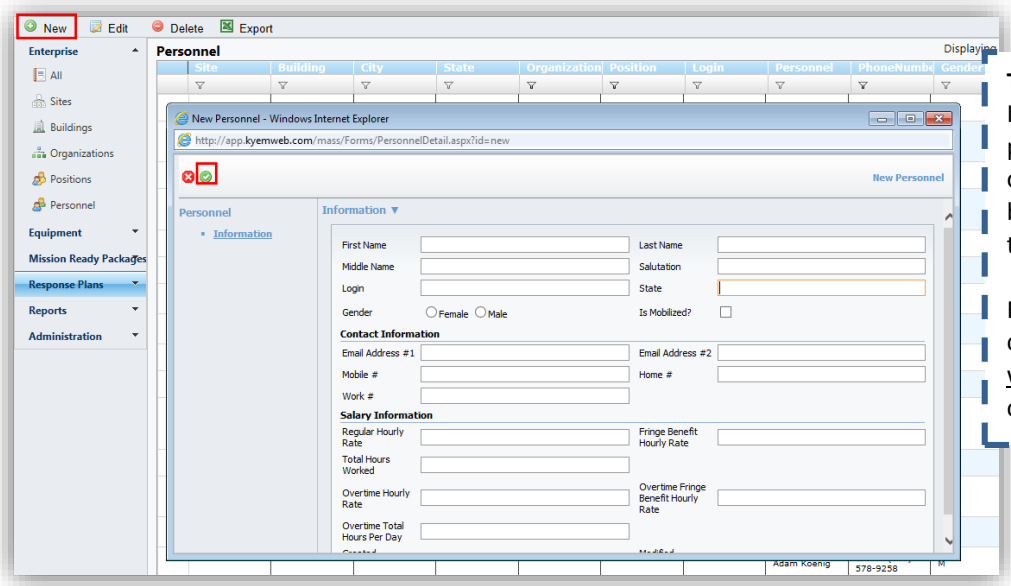
- Double click on the entry you wish to delete.
- Click the **Delete** button at the top left of the window.
- Click the **OK** button when the confirmation window opens.

4.1.6 Personnel Subsection



The **Personnel** subsection is intended to help manage all personnel within an organization.

To Add Personnel

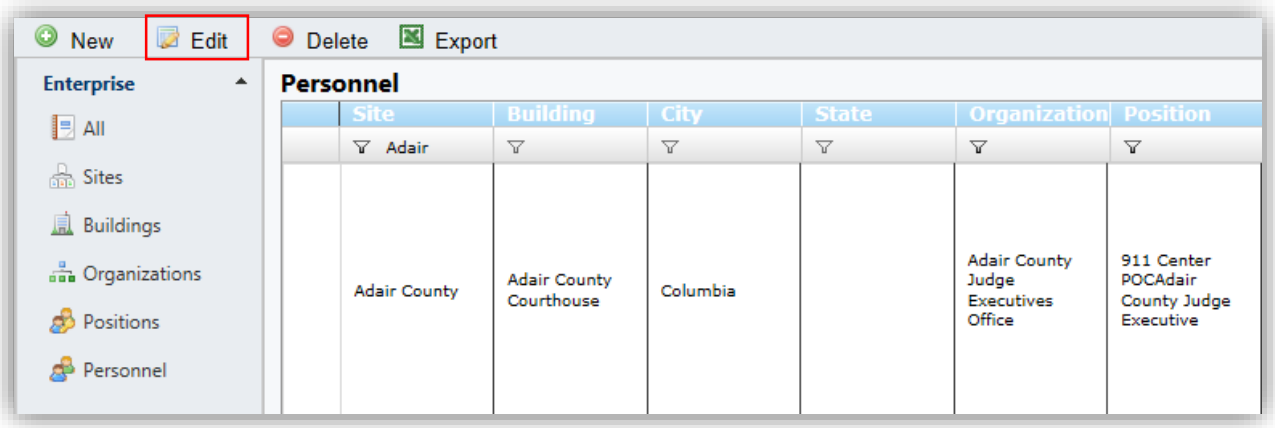


TIP: Filling in the "Salary Information" for all the personnel within your organization will be very beneficial to you later in the mutual aid process.

For help with salary calculations visit www.emacweb.org and click: Mutual Aid

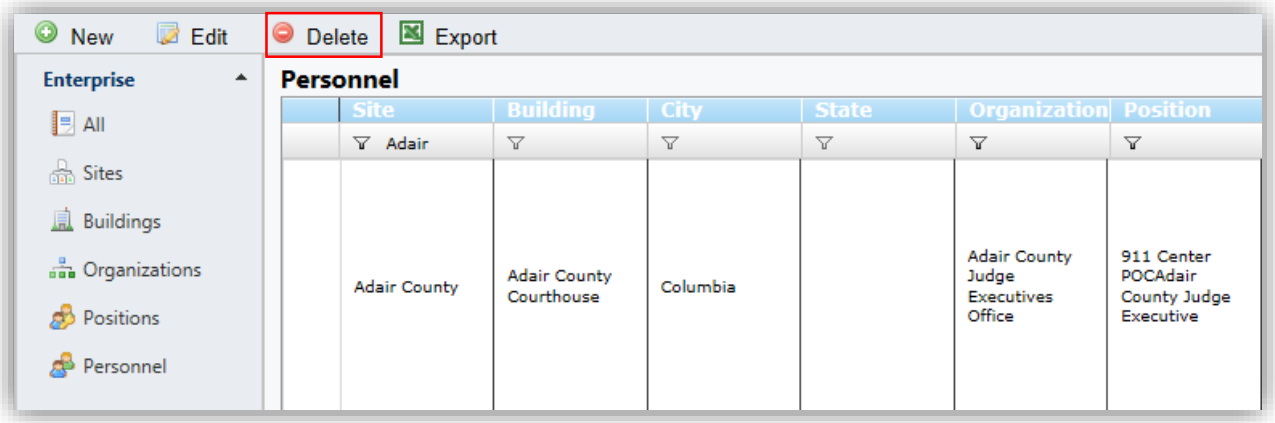
- Click the **New** button to launch a new window.
- Click within each field to enter all necessary information.
- Click the **Save** button to save the entry.
    - Or click the **Cancel** button to close the window without saving.

To Edit Personnel Information



- Click once on the person you wish to edit.
- Click the **Edit** button to launch a window.
  - Or double click on an entry to launch a window.
- Click and edit all necessary fields.
- Click the **Save** button to save the entry.
  - Or click the **Cancel** button to close the window without saving.

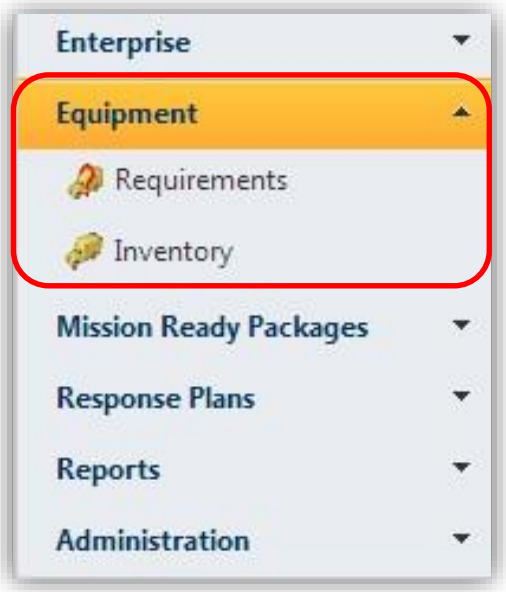
To Delete Personnel



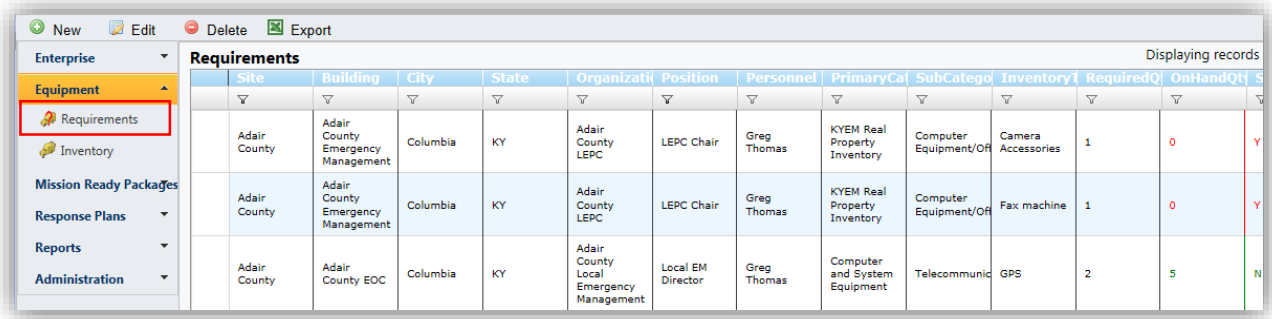
- Double click on the person you wish to delete.
- Click the **Delete** button at the top left of the window.
- Click the **OK** button when the confirmation window opens.

4.2 Equipment Section

The **Equipment** section of MASS contains records of all the equipment required to create MRPs within the MRP Catalog. This section also contains the actual inventory of each organization's equipment count within MASS.

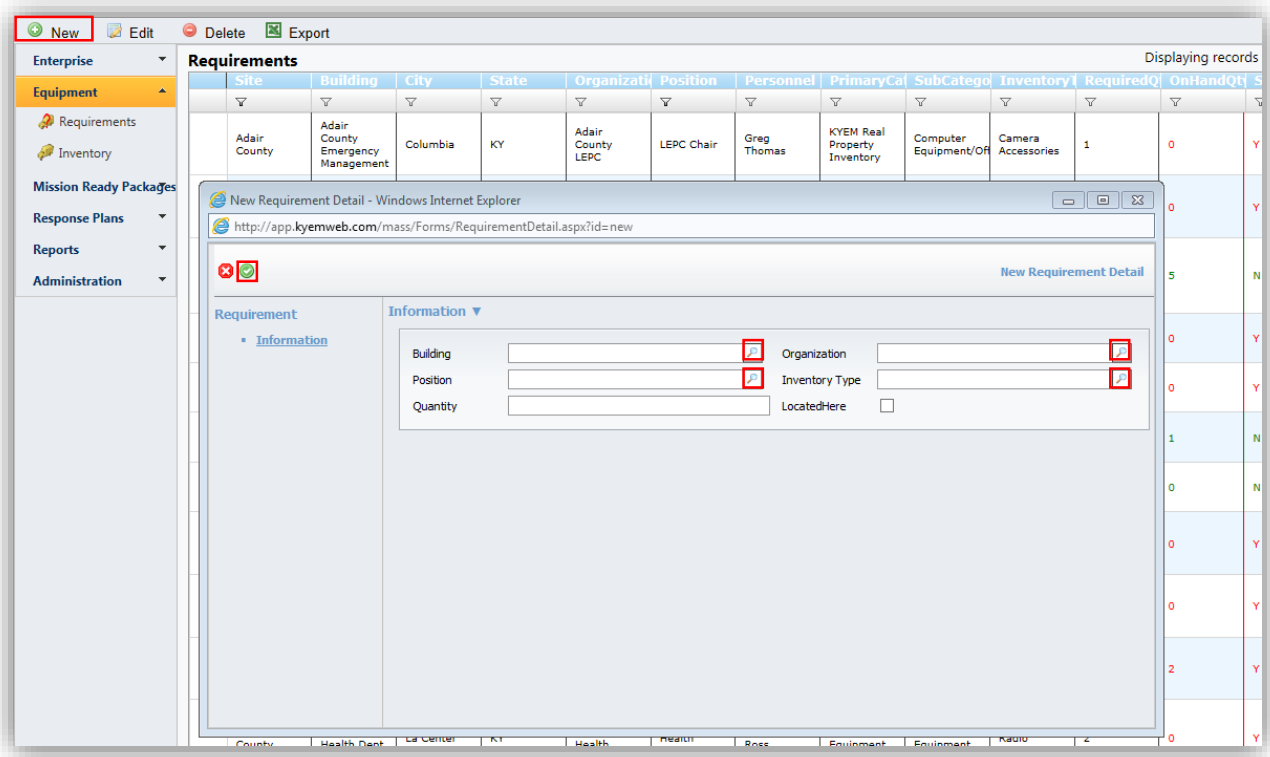


4.2.1 Requirement Subsection



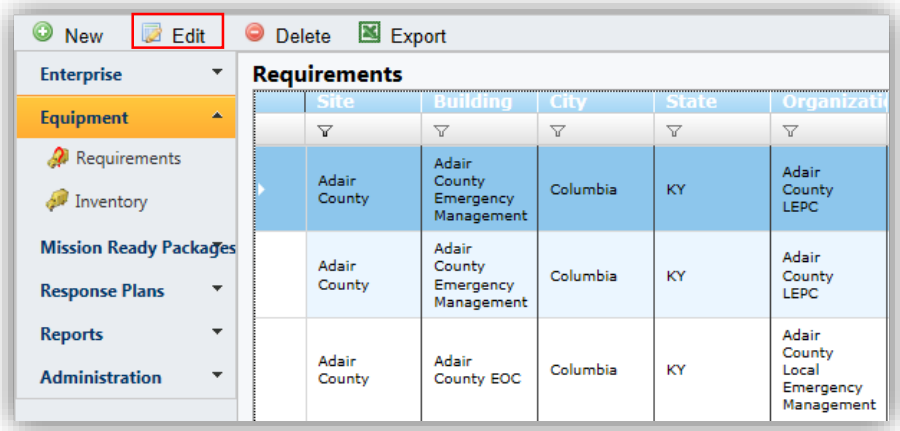
A requirement is any type of equipment, certificate, or professional experience that is required to complete a task and that can be assigned to an organization or a position within that organization.

To Add a Requirement



- Click the **New** button to launch a new window.
- Click within each field to enter all necessary information.
- Use the **Look up** button to find and link to existing records in MASS after you enter search criteria in the search field, or leave the search field blank to retrieve an entire list.
- Click the **Save** button to save the entry.
    - Or click the **Cancel** button to close the window without saving.

To Edit a Requirement



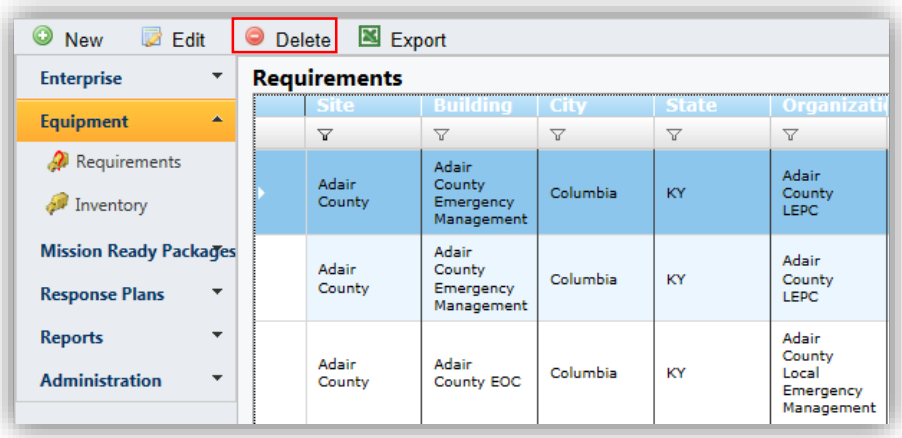
- Click once on the record you wish to edit.
- Click the **Edit** button to launch a window.

    - Or double click on an entry to launch a window.
- Click and edit all necessary fields in the **Information** section.
- Click the **Equipment** subsection in the left navigation panel or below the **Information** section to edit or update the equipment associated with that requirement.
- Click the **New** button to create a new entry in the table.
- Click on each field or hit **Tab** on your keyboard to edit that field.
    - Or click the **Dropdown** button to select from the options available.
- Click the **Delete** button to remove a record in this section.
- The deleted entry will now be displayed in red.
- Hover over the entry and click the **Undo** button Undo to undo the deletion.
- Click the **Export to Excel** button to download an Excel document of all the equipment in the **Equipment** section.

  Note: *This option will only work for Internet Explorer Web browsers.*

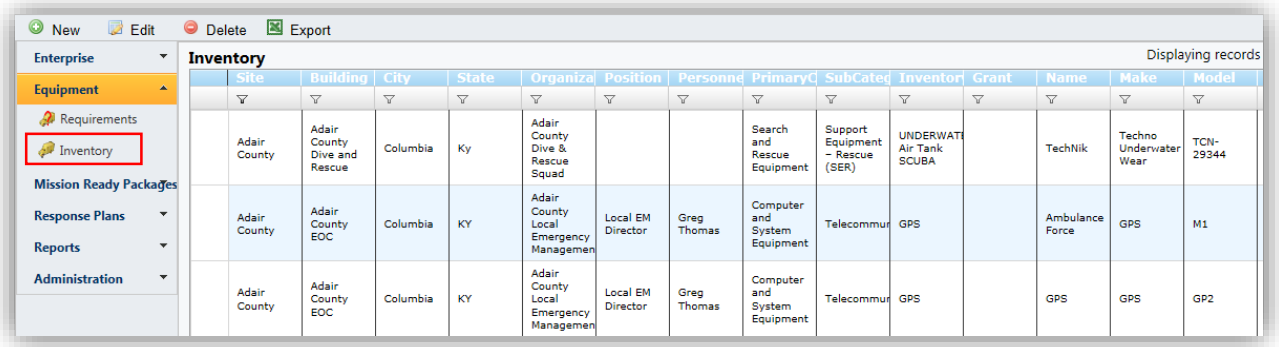
    - Another option for editing the **Equipment** section is to edit the downloaded document in your local Excel program. Select all the fields, then hit **Ctrl + c** on your keyboard to copy that data.
    - Switch back to the browser window and click the **Paste Copied Excel Data** button to import your edited data.
    - Click the **Allow Access** button when the dialog window finishes your import into MASS.
- Once all editing and equipment additions are complete, click the **Refresh Grid** button to refresh the grid with the new entries.
- Click the *Notes* segment in the left navigation panel or below the *Equipment* segment to edit or update.
- Click the **New** button to create a new note in the table.
- Type in any important or relevant information about the requirement in the *Enter Note* segment.
    - Or click the **Delete** button to remove a record in this section.
- The deleted entry will now be displayed in red.
- Hover over the entry and click the **Undo** button Undo to undo the delete.
- Click the **Save** button at the top left of the window to save the entry.

To Delete a Requirement



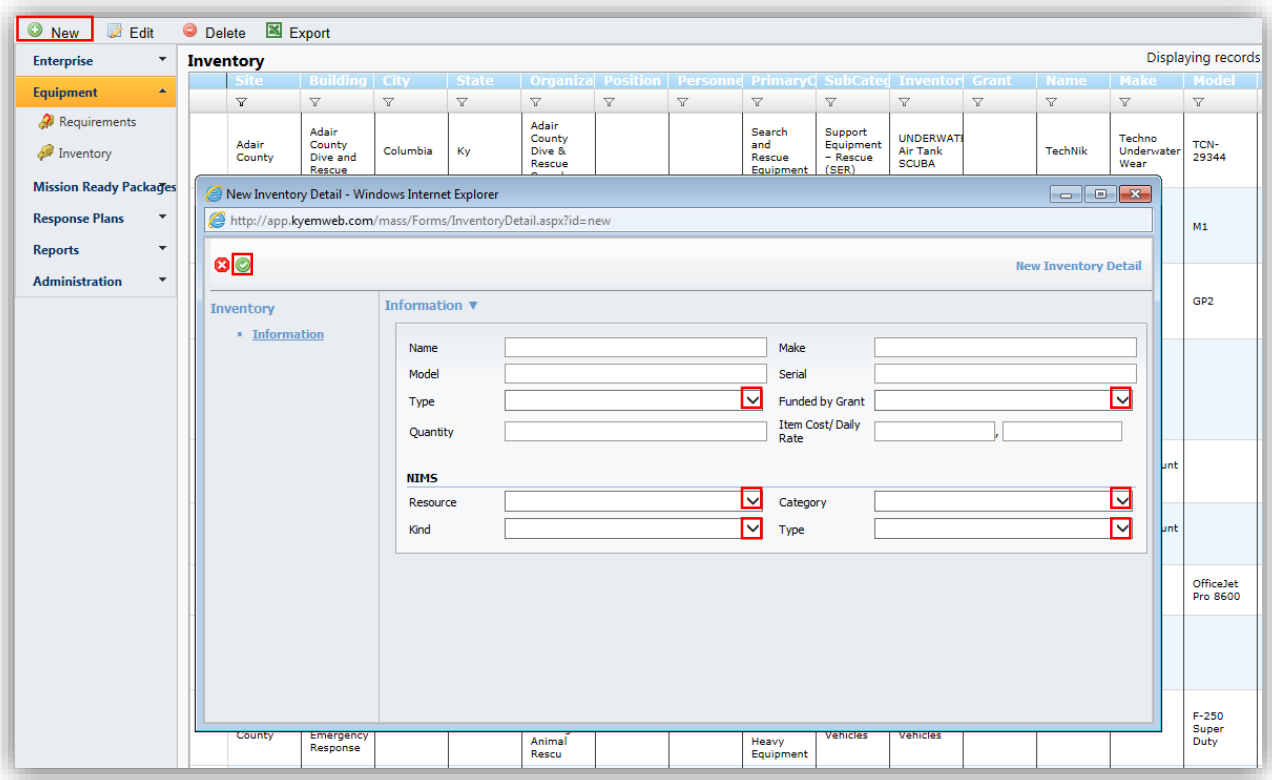
- Double click on the requirement you wish to delete.
- Click the **Delete** button at the top left of the window.
- Click the **OK** button when the confirmation window opens.

4.2.2 Inventory Subsection



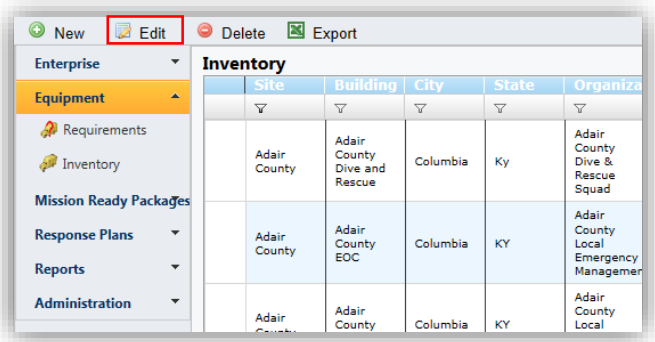
The **Inventory** subsection contains data about actual equipment owned by an organization or personnel that may be available to fulfill a specific requirement. Equipment information stored in this subsection is used to create MRPs.

To Add to the Inventory



- Click the **New** button to launch a new window.
- Click within each field to enter all necessary information, and
  - Use the **Dropdown** button to enter remaining information such as:
    - Type
    - Funded by Grant
    - NIMS typing information
- Click the **Save** button to save the entry.
  - Or click the **Cancel** button to close the window without saving.

To Edit the Inventory

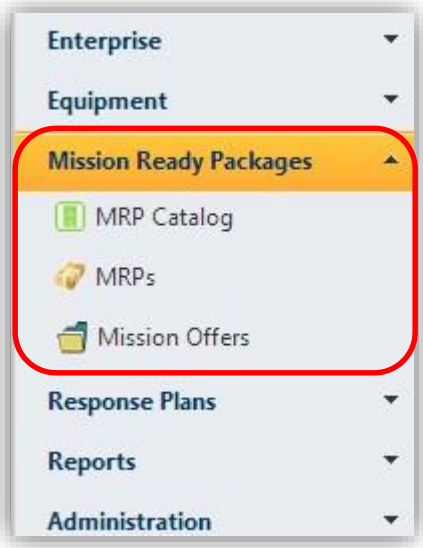


- Click once on the record you wish to edit.
- Click the **Edit** button to launch a window.

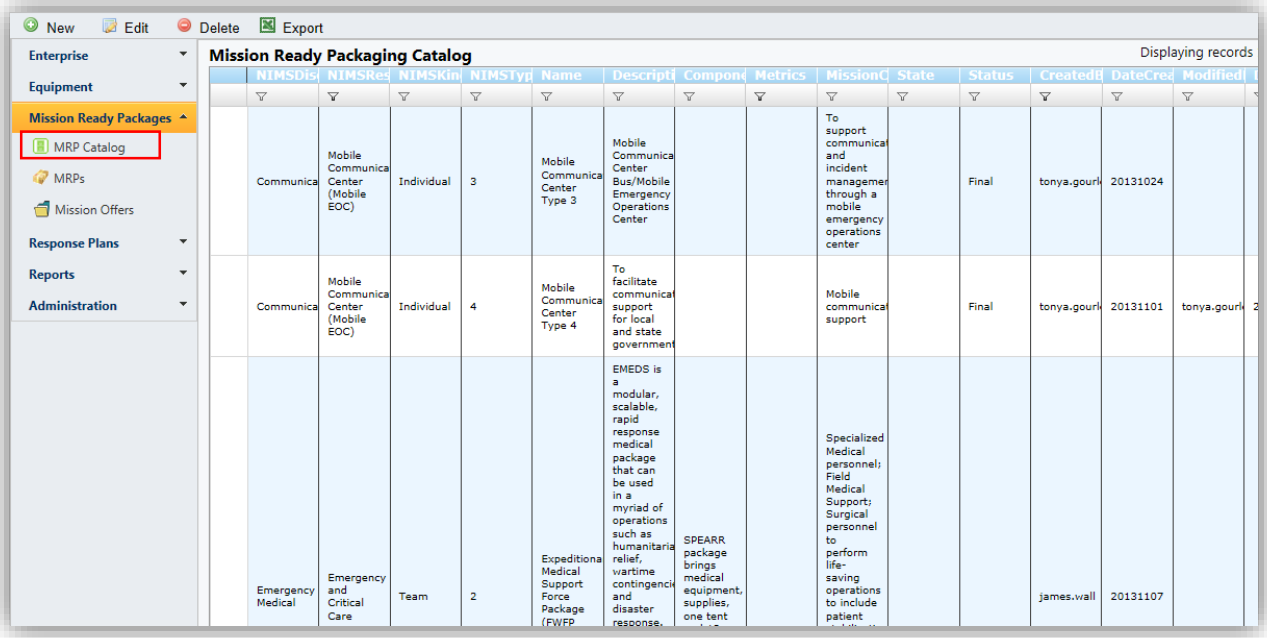
    - Or double click on an entry to launch a window.
- Click and edit all necessary fields in the *Information* segment.
- Click the **Requirements** subsection in the left navigation panel or below the *Information* segment to edit or update.
- Click the **New** button to create a requirement entry in the table.
    - Or click the **Delete** button to remove a record in this section.
- The deleted entry will now be displayed in red.
- Hover over the red entry and click the **Undo** button Undo to undo the delete.
- Once all editing and equipment additions are complete, click the **Refresh Grid** button to refresh the grid with the new entries.
- Click the *Notes* segment in the left navigation panel or below the *Requirements* segment to edit or update.
- Click the **New** button to create a new note in the table.
- Enter type in any important or relevant information about the requirement in the *Enter Note* segment.
    - Or click the **Delete** button to remove a record in this section.
- The deleted entry will now be displayed in red.
- Hover over the entry and click the **Undo** button Undo to undo the delete.
- Once all editing and equipment addition are complete click the **Refresh Grid** button to refresh the grid with the new entries.
- Click the **Save** button at the top left of the window to save the entry.
    - Or click the **Cancel** button to close the window without saving.

4.3 Mission Ready Packages Section

The **Mission Ready Packages** Section of MASS contains all MRP templates which reside in the **MRP Catalog** subsection. The templates are requirements and components necessary to create MRPs that also align with federal resource typing guidance. Templates are developed using existing resource-typing frameworks to provide MASS users a structure they may already be familiar with.

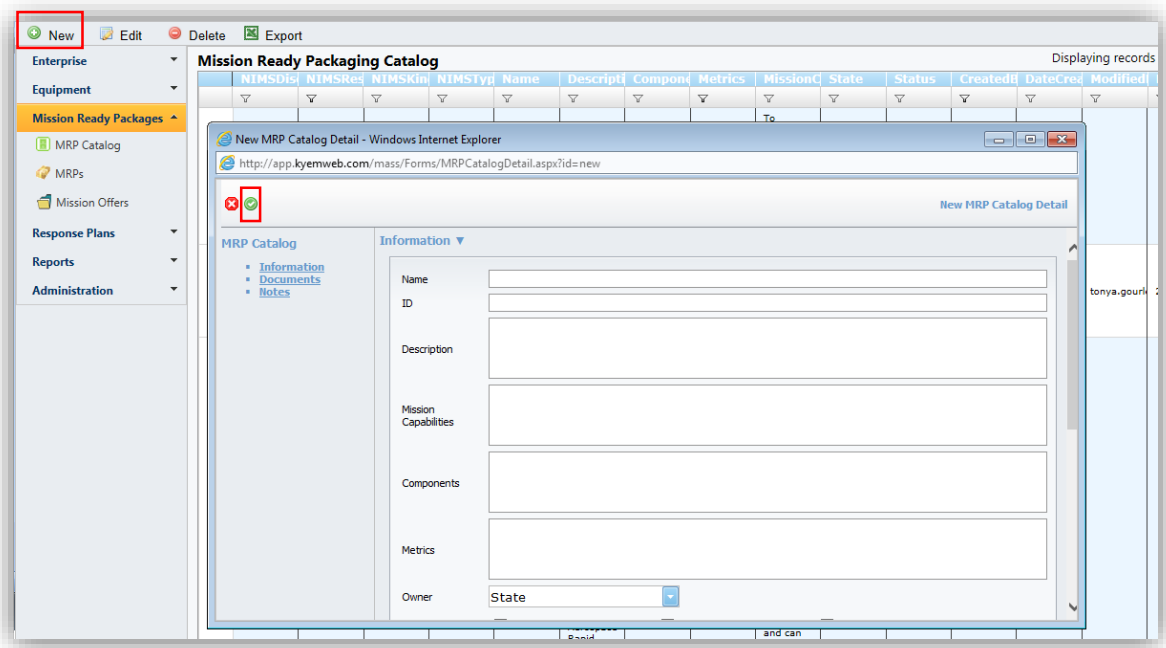


4.3.1 MRP Catalog Subsection



The **MRP Catalog** subsection contains over 500 resource-typing templates that are ready to be used. With a few simple steps, users can convert a template to a deployable MRP.

Adding a New MRP Catalog Template



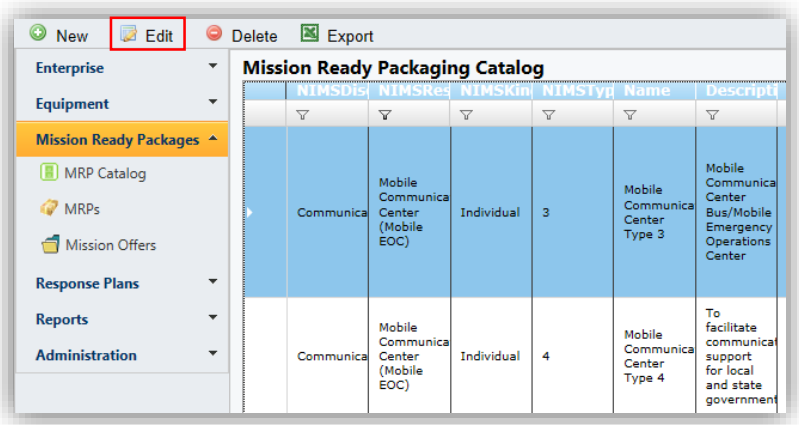
Note: *Before adding a new entry to the MRP Catalog, please take the time to search through the existing catalog to make sure you will not be duplicating an existing entry.*

- Click the **New** button to launch a new window.
- Click within each field to enter all necessary information:
  - **Name**

- **ID** (optional)
- **Description** – A concise description of the contents of the entry
- **Mission Capabilities** – A brief overview of the mission capabilities of the package
- **Components** – A description of the assets that make up the package
- **Metrics**
- **Owner** – State
- **ESF Functions** (check all that apply)
- **Status** – Development, Draft for Comment, Draft for Final, Final
- **NIMS Typing** – (If Applicable)
  - ***Discipline***
  - ***Category***
  - ***Resource***
  - ***Kind*** – Individual or Team
  - ***Type*** – 1–5 (1 = large team, 5 = small team)
- **Document Attach Tab** – Browse and attach documents from computer to MRP Catalog record
- **Notes Tab** – Log any necessary notes for an MRP Catalog record

- If there is other important information about the MRP, enter it in the *Notes* segment.
  - Click the **New** button to create a new note in the table.
  - Enter any important or relevant information about the requirement in the *Enter Note* segment.
- Click the **Save** button to save the entry.
  - Or click the **Cancel** button to close the window without saving.

To Edit an MRP Catalog Template

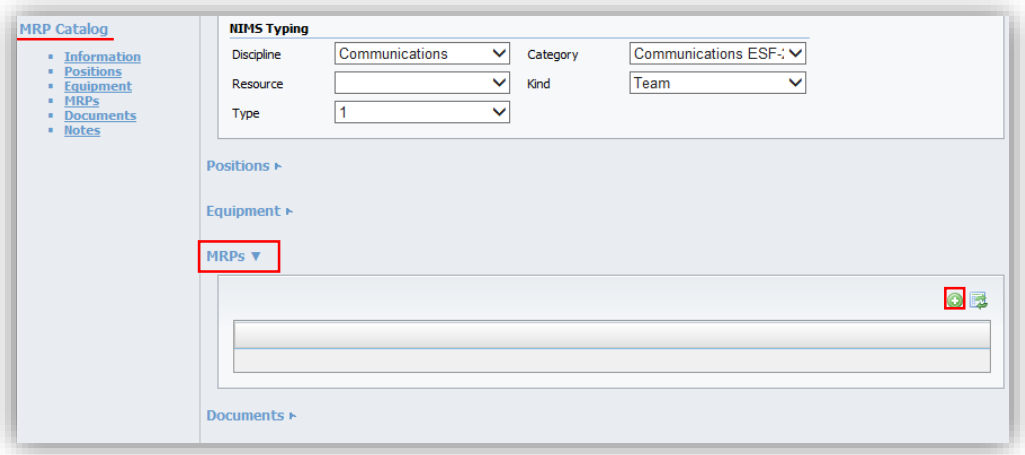


Note: *Do not edit any Catalog entries unless you created them*

- Click once on the catalog entry you wish to edit.
- Click the **Edit** button to launch a window.
  - Or double click on an entry to launch a window.
- Click and edit all necessary fields using the instructions above.
- Check and edit each subsection as necessary.

- Click the **Save** button to save your edits.
    - Or click the **Cancel** button to close the window without saving.

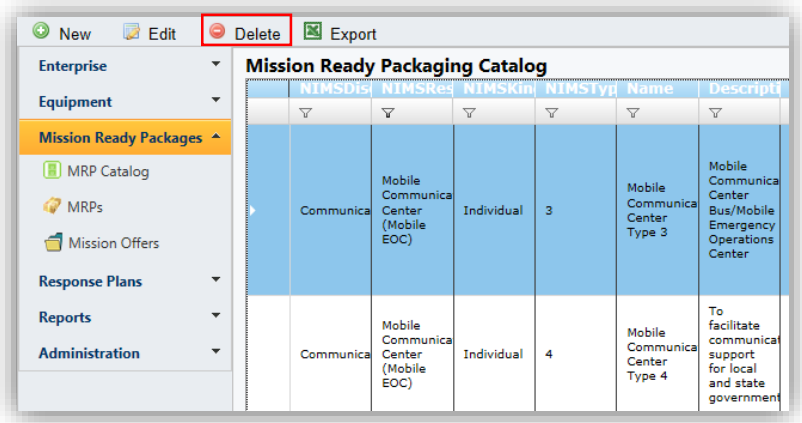
Adding a New MRP That Matches an Existing Catalog Template



Note: *For more information, see Add New MRP directions.*

- Search the **MRP Catalog** manually or by using the filtering capability at the top of the table.
- Once you find an MRP template, double click the entry to launch a new window.
- Scroll down to and select the **MRPs** subsection to expand the box.
- Click the **New** button to launch a new window.
- Enter the MRP name.
- Enter your organization's name or click the **Search** button to search for your organization.
- The **MRP Catalog** box should be pre-populated using the Catalog template data.
- Click the **Create** button Create to create a new MRP.
- Click the **Save** button at the top of the window to save.

To Delete an MRP Catalog Template



Note: *Do not delete any Catalog entries unless you created them.*

- Double click on the template you wish to delete.
- Click the **Delete** button at the top left of the window.

- Click the **OK** button when the confirmation window opens.
    - Or click the **Cancel** button to close the window without saving.

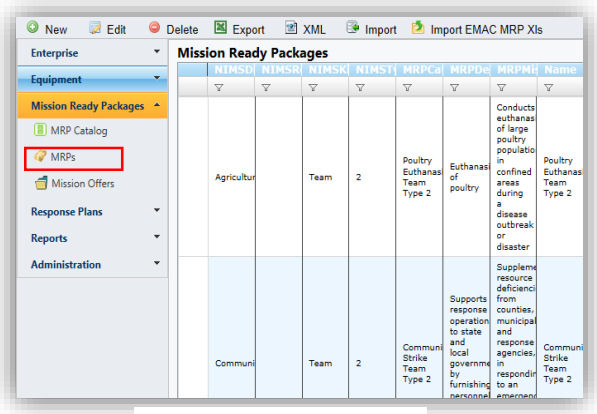
To Export the MRP Catalog

Note: *The MRP Catalog is dynamic. Users should be aware that data exported to Excel will immediately be out of sync with the live Catalog.*

- Navigate to the **MRP Catalog** section.
- Click the **Export** button to initiate a download of the entire MRP Catalog as an Excel document.

4.3.2 MRPs Subsection

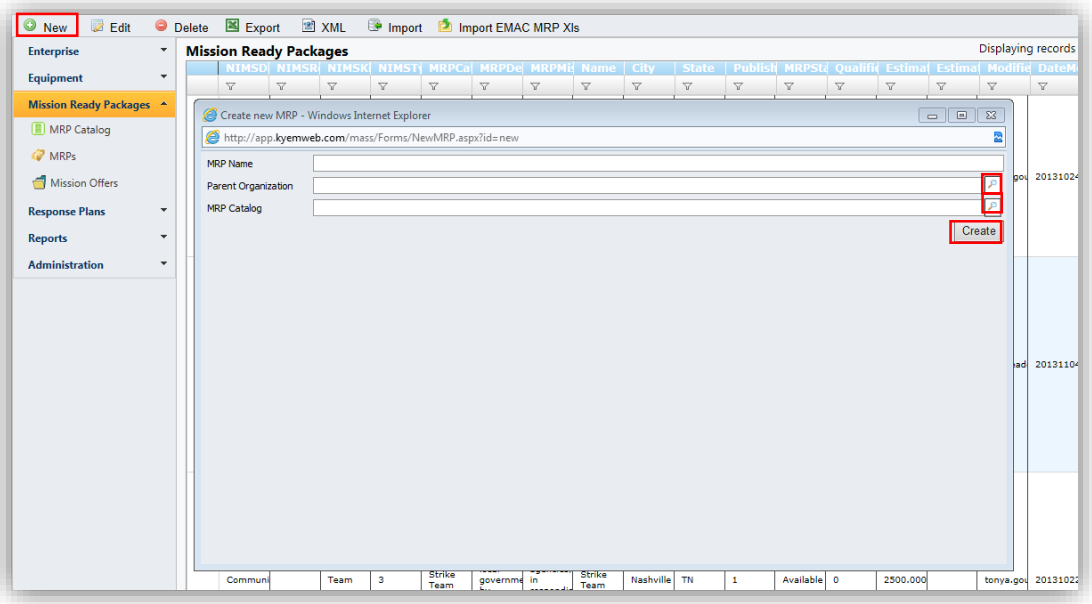
MRPs in the viewer



MRPs in MASS

The **MRPs** subsection contains fully assembled MRPs. From a quick glance at this subsection's table, users can see critical information about each MRP and export that information.

To Add a New MRP

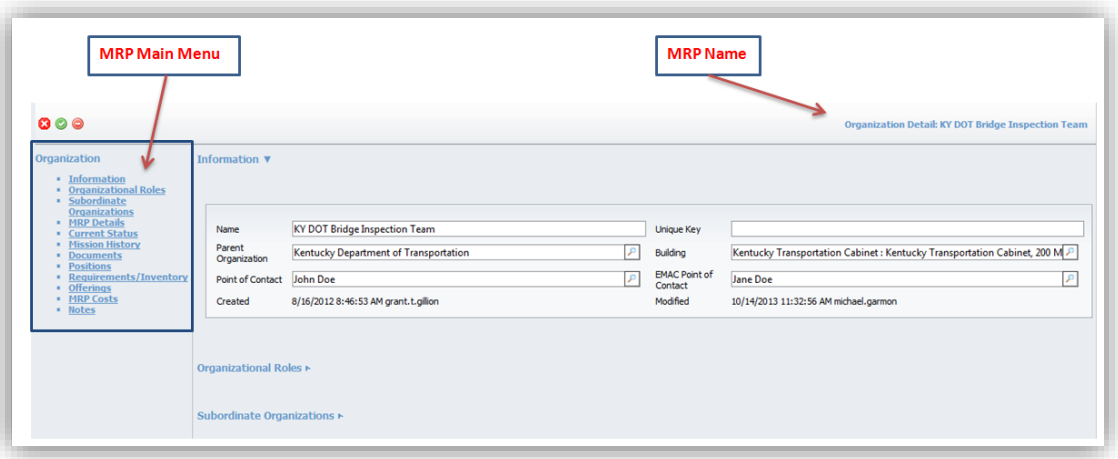


- Click the **New** button at the top left to launch a new window.
- Enter the MRP name.
- Enter the parent organization's name or click the **Search** button to search for your organization.
- Enter the **MRP Catalog** by clicking the **Search** button.
- Click the **Create** button Create to create a new MRP.

To Edit an MRP

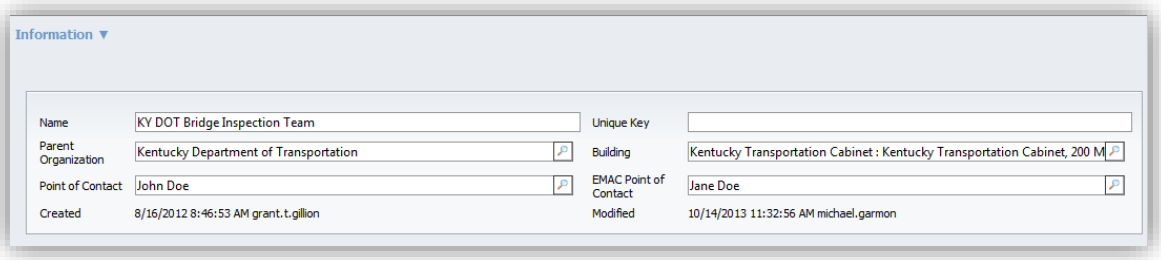
Note: *Do not edit any Catalog entries unless you created them.*

- Click once on the MRP you wish to edit.
- Click the **Edit** button to launch a window.
  - Or double click on an entry to launch a window.
- Edit each segment as necessary.



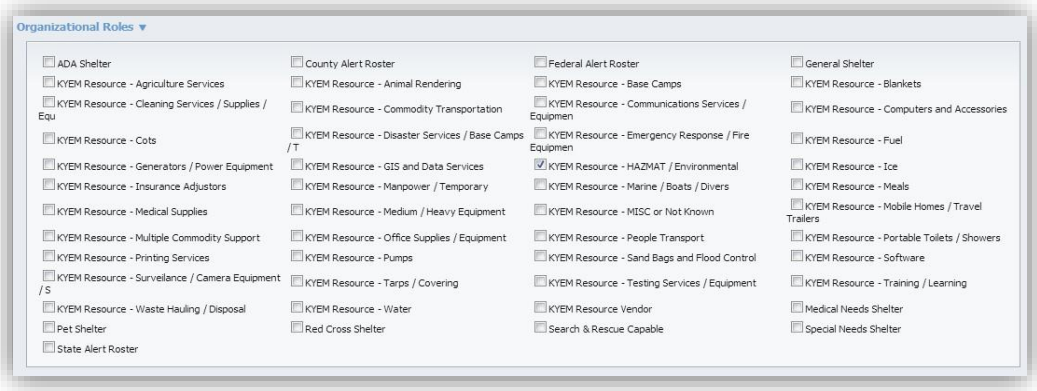
Information

The *Information* segment contains the overview of the MRP such as: Name, Parent Organization, Point of Contact (POC), Mobilization Date, Current Latitude/Longitude, EMAC POC, and Created/Modified Dates.



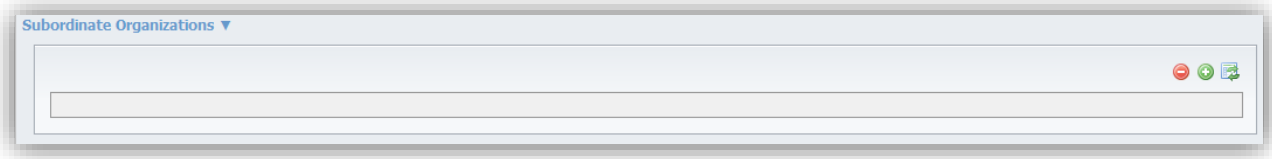
Organizational (MRP) Roles

This *Organizational Roles* segment allows users to indicate or update an MRP's role by checking all the designations that apply.



- Check all the boxes that apply.

Subordinate Organizations (Subordinate MRPs)

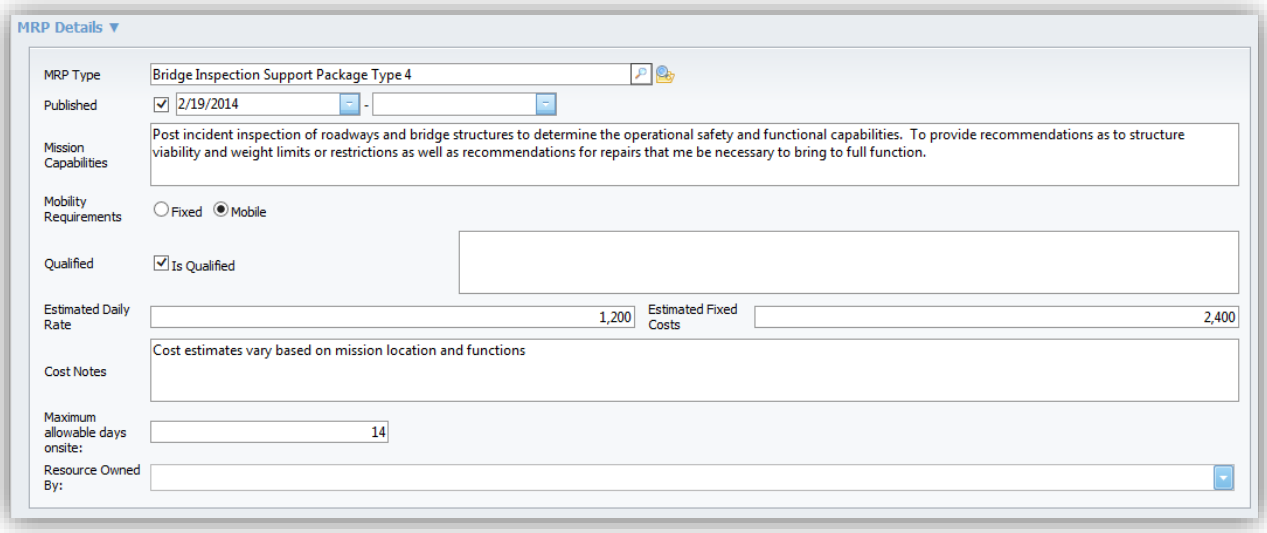


To Add Additional Subordinate Organizations (Subordinate MRPs)

- Click the **New** button to open a new window.
- Click the **Search** button to open another window with a list of all organizations.
- Scroll down to browse through the list of organizations.
- Click on the name of an organization to populate the **Organization** text box.
- Click the **Save** button to add the organization.
    - Or click the **Delete** button to remove an organization.
- Click the **Refresh** button to refresh the *Subordinate Organizations* segment.

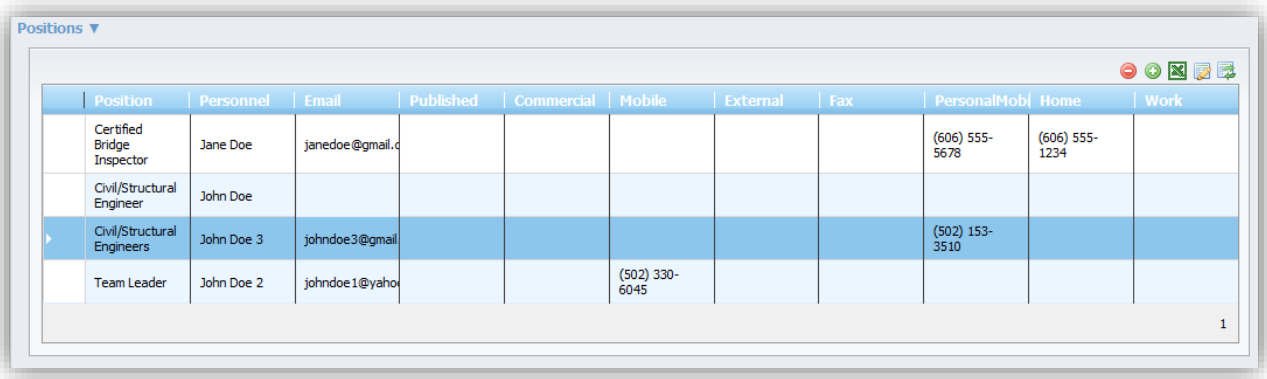
MRP Details

The *MRP Details* segment allows users to update the availability status of their MRPs. It is important to accurately update this information because MRPs will be externally displayed in other geospatial operating platforms, such as the Kentucky Awareness Analytical Tracking System (KAATS), the MRP status Web app, and Google Earth Enterprise. An MRP will be identified as a green MRP icon if it is available, red if it is unavailable, and yellow for all other operational statuses. Authorized users can also edit critical MRP details such as Mission Capabilities, Mobility Requirements, Qualifications, and Cost Estimates. The Published check box allows an authorized user to make the MRP permanently visible to other users, or visible for only a defined period of time.



Positions

"Positions" can refer both to subsections (**in boldface**) and to entries within those subsections (in *italics*). The *Positions* segment is where each MRP team member's official title within the team and contact information are stored. It is important to regularly check and update each MRP team member's contact information.



To Add New Positions

- Click the **New** button to add a blank entry to the positions segment.
- Click within each cell to enter all necessary information about the new position.
  - ***Note:*** *The Personnel column links information from pre-existing Personnel Enterprise information in MASS*
- Click the **Refresh** button to refresh display the newly added position.

To Delete a Position

- Select an entry you would like to delete.
- Click the **Delete** button to remove the selected entry.
- Click **Yes** in the pop-up window.
- Click the **Refresh** button to refresh the *Positions* segment.

To Export Positions

- Click to download an Excel document with all position entries.

Requirements/Inventory

The *Requirements/Inventory* segment contains detailed information about every piece of required equipment that makes up an MRP. This section also displays the actual quantity of each required piece of equipment within an organization. This section is pre-populated based on the MRP Template you selected from the MRP Catalog but can be amended using the add, edit, delete functions.

Requirements/Inventory ▼

Equipment	Rqd	Avail	Name	Make	Model	Serial
4x4 Vehicle	1	1	Truck	Ford	F350	
All weather equipment and clothing	1	1	All weather equipment and clothing			
Camera	1	1	Digital Camera	Nikon	3000x	
Food/Water and Supplies	1	1	Food and Meals Per Diem			
FULL BODY HARNESS	1	1	Full Body Harness	OSHA Certified		
General Office Supplies	1	1	Office Supplies			
Laptop	2	1	Laptop			

To Add New Requirements/Inventory

- Click the **New** button to add a blank entry to the section.
- Click within each cell to enter all necessary information.
- Click the **Refresh** button to refresh display the newly added entry.

To Delete an Entry

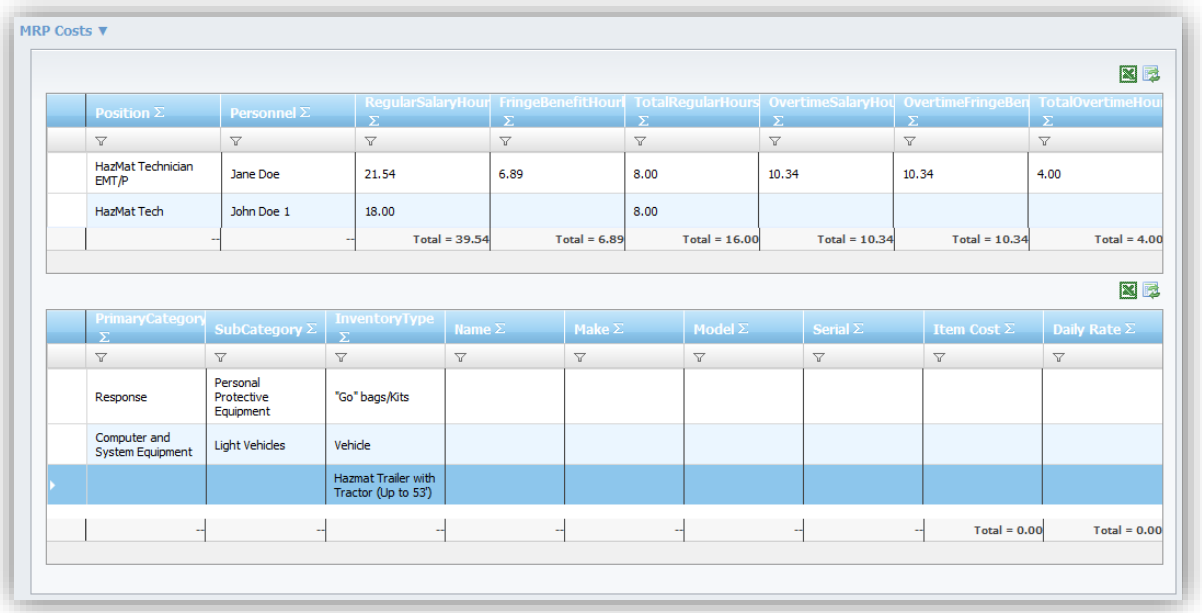
- Select an entry you would like to delete.
- Click the **Delete** button to remove the selected entry.
- Click **Yes** in the pop-up window.
- Click the **Refresh** button to refresh the section

To Export and Import Requirements/Inventory

- Click Export.
- Click to download an Excel document.
- Click **Import** (Note: This feature is currently under development).

MRP Costs

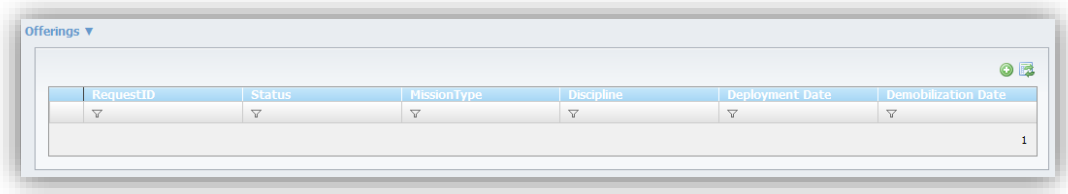
The *MRP Costs* segment contains the actual breakdown of the cost estimate that is provided in the *MRP Details* segment above, including equipment cost and personnel pay.



Offerings

Note: *This section is still currently underdevelopment*

This segment shows MRPs that are available to fulfill—or are fulfilling—mutual aid requests.

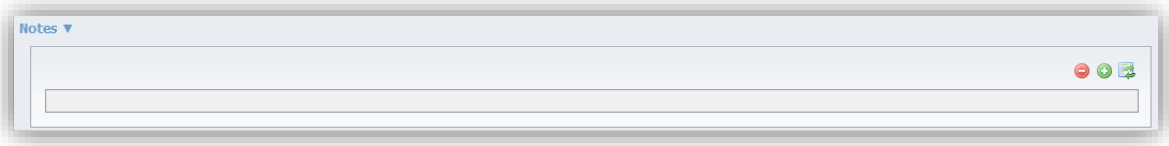


To Add an Offering

Note: *This section is still currently underdevelopment*

Notes

The *Notes* segment is where you can enter any other important information about an MRP.



To Add a Note

- If there is other important information, enter it in the *Notes* segment.
- Click the **New** button to create a new note in the table.

- Enter type in any important or relevant information about the requirement in the *Enter Note* segment.
- Click the **Save** button to save the entry.

To Delete an MRP

Note: *Do not delete any MRPs unless you created them.*

- Double click on the MRP you wish to delete.
- Click the **Delete** button at the top left of the window.
- Click the **OK** button when the confirmation window opens.

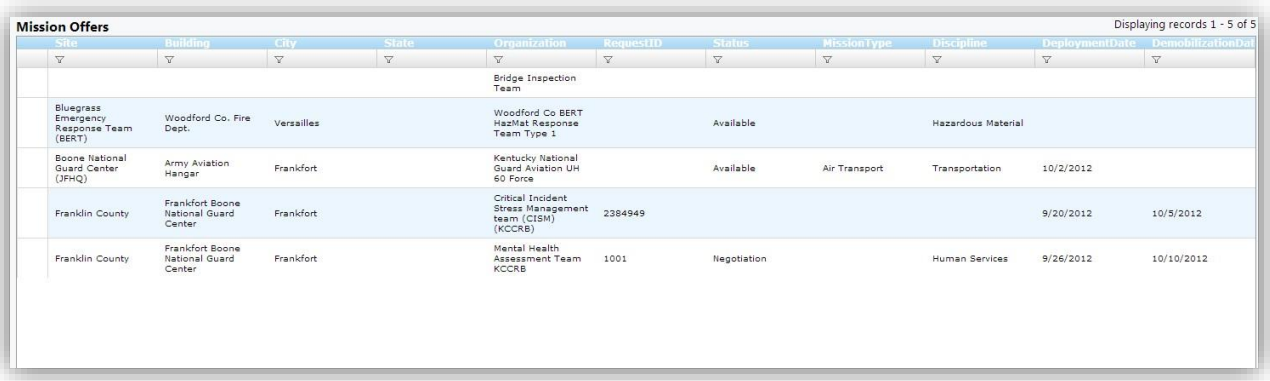
To Export All MRPs in the Catalog

- Navigate to the **MRP** section.
- Click the **Export** button to initiate a download of the entire MRP Catalog as an Excel document.

4.3.3 Mission Offers Subsection

Note: *This section is still currently underdevelopment*

The **Mission Offers** subsection allows organizations to export MRPs to the EMAC OS. This action is done when a user (and his/her agency) has agreed to fulfill a request for mutual aid.

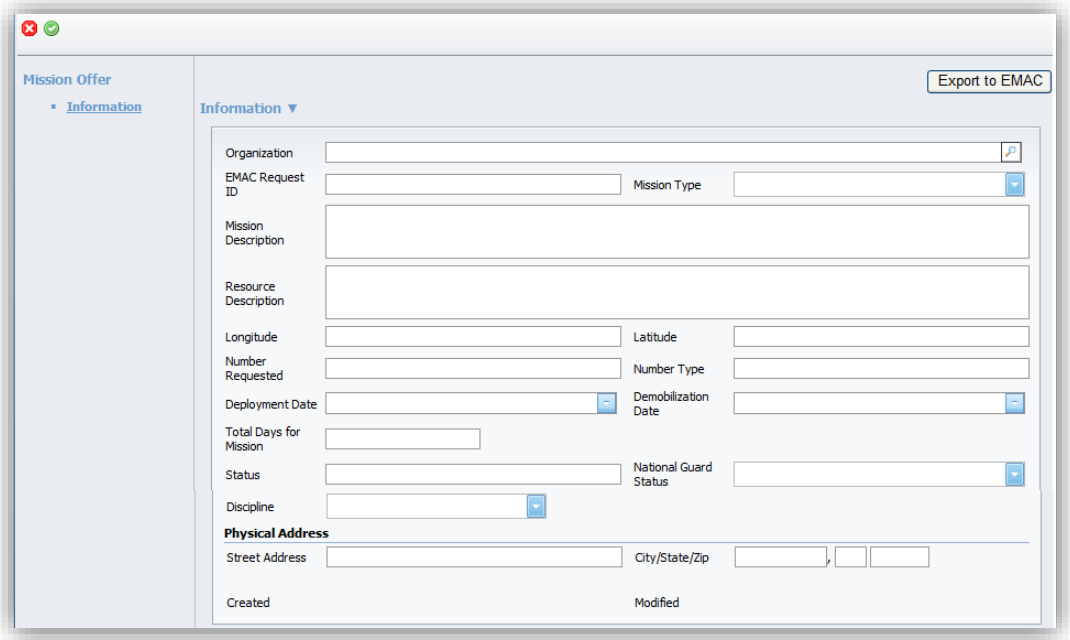


Mission Offers Displaying records 1 - 5 of 5

Site	Building	City	State	Organization	RequestID	Status	MissionType	Discipline	DeploymentDate	DemobilizationDat
				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	10/2/2012	
Franklin County	Frankfort Boone National Guard Center	Frankfort		Critical Incident Stress Management team (CISM) (KCCRB)	2384949				9/20/2012	10/5/2012
Franklin County	Frankfort Boone National Guard Center	Frankfort		Mental Health Assessment Team KCCRB	1001	Negotiation		Human Services	9/26/2012	10/10/2012

To Create a Mission Offer

- Click the **New** button to launch a new window.
- Click within each cell to enter all necessary information.
- Click the **Export to EMAC** button Export to EMAC to export an XML copy of the offering to be uploaded into the EMAC operating system.
- Click the **Save** button to save your offering.



To Edit an Offer

Note: *Do not edit any offerings unless you created them.*

- Click once on the offer you wish to edit.
- Click the **Edit** button to launch a window.
  - Or double click on an entry to launch a window.
- Click and edit all necessary fields using the instructions above.
- Check and edit each subsection as necessary.
- Click the **Save** button to save your edits.

To Delete an Offering

Note: *Do not delete any offerings unless you created them.*

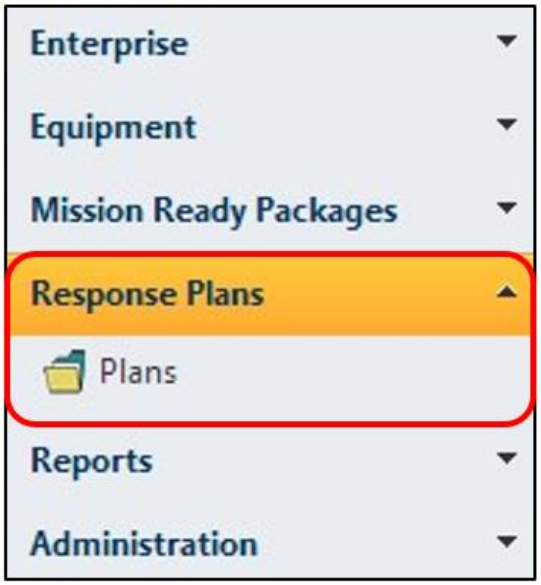
- Double click on the offering you wish to delete.
- Click the **Delete** button at the top left of the window.
- Click the **OK** button when the confirmation window opens.

To Export the Mission Offerings

- Navigate to the **Mission Offers** section.
- Click the **Export** button to initiate a download of all offerings as an Excel document.

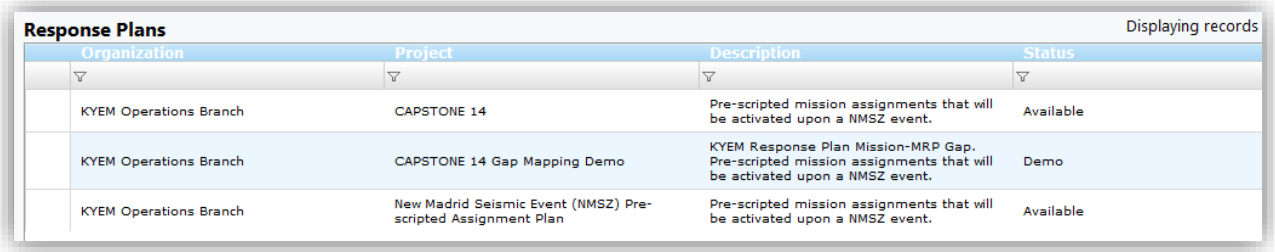
4.4 Response Plan Section

The **Response Plan** Section of MASS is intended to catalog pre-scripted mission assignments that can be activated by an organization to respond to an emergency event such as an earthquake, fire, or hurricane. These plans should take into account and assign all the MRPs, any other resources, and personnel required to effectively manage and respond to an event.



4.4.1 Plans Subsection

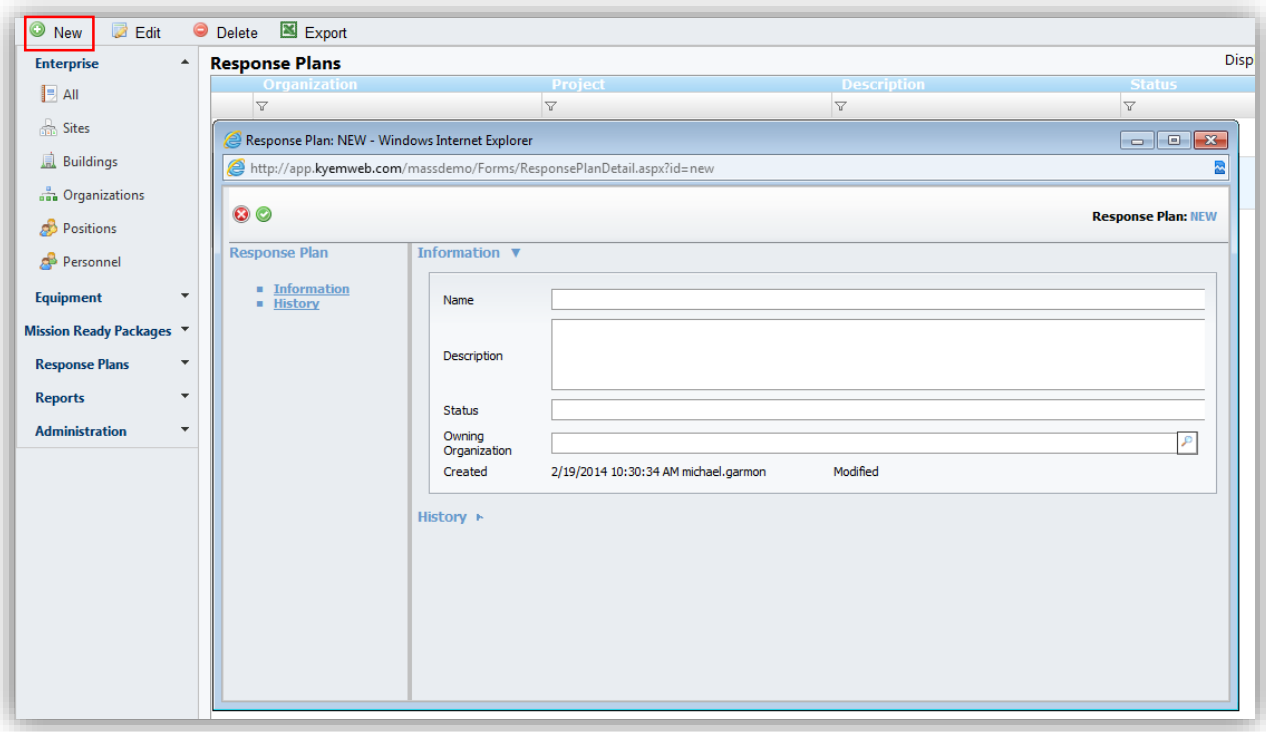
The **"Plans"** subsection is where users can create, manage, and share their organization's various response plans. These plans are detailed instructions for responding to and managing an emergency incident with all necessary resources pre-assigned.



Response Plans Displaying records

Organization	Project	Description	Status
KYEM Operations Branch	CAPSTONE 14	Pre-scripted mission assignments that will be activated upon a NMSZ event.	Available
KYEM Operations Branch	CAPSTONE 14 Gap Mapping Demo	KYEM Response Plan Mission-MRP Gap. Pre-scripted mission assignments that will be activated upon a NMSZ event.	Demo
KYEM Operations Branch	New Madrid Seismic Event (NMSZ) Pre-scripted Assignment Plan	Pre-scripted mission assignments that will be activated upon a NMSZ event.	Available

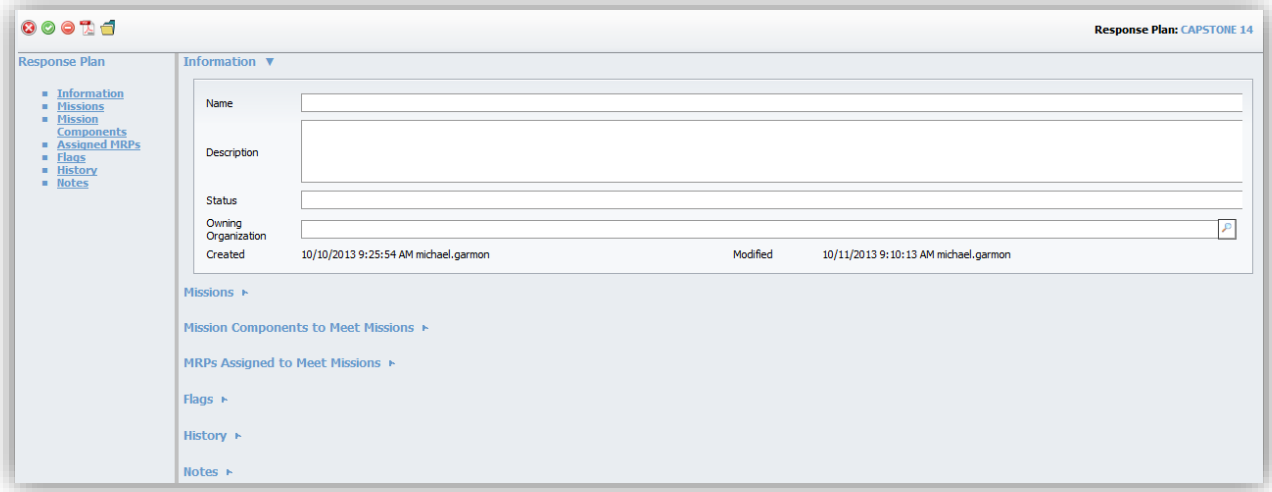
To Add a New Response Plan



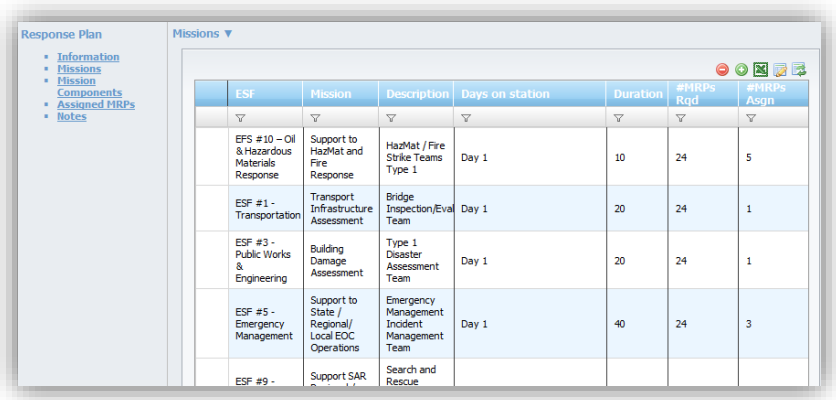
- Click the **New** button to launch a new window.
- Click within each cell to enter all necessary information.
  - **Name** – The name of the new response plan
  - **Description** – A brief summary about the new response plan
  - **Status** – Ex. Final, Still in Development, Draft, etc.
  - **Owning Organization** – Link the organization in charge of the new response plan
- Click the **Save** button to save your offering.

To Edit a Response Plan

Note: *Do not edit any response plans unless you created them.*



- Click once on the plan you wish to edit.
- Click the **Edit** button to launch a window.
    - Or double click on an entry to launch a window.
- Click and edit all necessary fields in the *Information* segment.
- Click the *Missions* segment in the left navigation panel or below the *Information* segment to edit or update the **ESF, Mission, Description, On Station Time, Duration, #MRPs Rqd, and #MRPs Asgn, and Notes.**

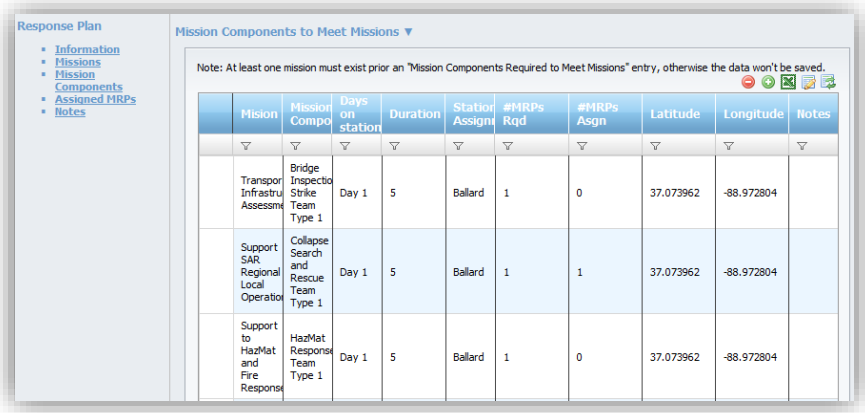


- Click the **New** button to create a new entry in the table.
- Click on each field or hit **Tab** on your keyboard to edit that field.
- Click the **Delete** button to remove a record in this section.
- The deleted entry will now be displayed in red.
- Hover over the entry and click the **Undo** button Undo to undo the delete.
- Click the **Export to Excel** button to download an Excel document of the **Mission** section of the response plan.

    Note: *The option below will work only for Internet Explorer Web browsers.*

    - Another option for editing this section is to edit the downloaded document from above in your local Excel program. Select all the fields, then hit **Ctrl + c** on your keyboard to copy that data.
    - Switch back to the browser window and click the **Paste Copied Excel Data** button to import your edited data.
    - Click the **Allow Access** button when the dialog window finishes your import into MASS.
    - Once all editing is complete, click the **Refresh Grid** button to refresh the grid with the new entries.
- Click the *Mission Components to Meet Missions* tab below the *Missions* segment to edit or update the **Mission, Required MRP Type, On Station Time, Duration, Station Assignment, #MRPs Rqd, #MRPs Asgn, and Notes**.

  Note: *At least one mission must exist prior to an "MRP Types Required to Meet Mission" entry; otherwise, the data will not be saved.*

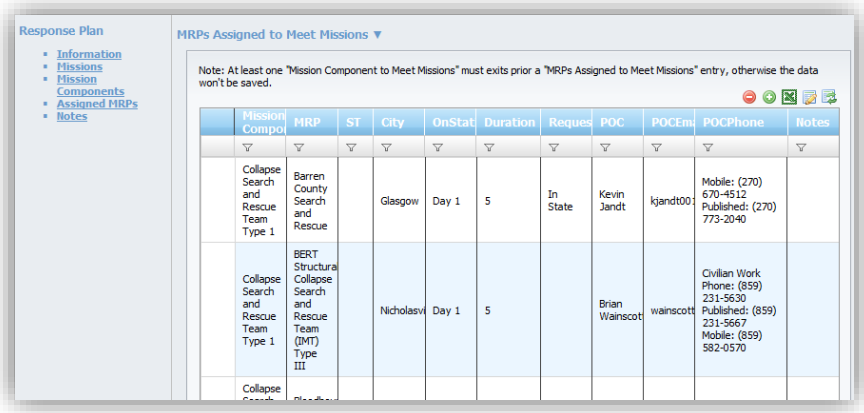


- Click the **New** button to create a new entry in the table.
- Click on each field or hit **Tab** on your keyboard to edit that field.
- Click the **Delete** button to remove a record.
- The deleted entry will now be displayed in red.
- Hover over the entry and click the **Undo** button Undo to undo the delete.
- Click the **Export to Excel** button to download an Excel document from the *Requirements* segment of the response plan.

  Note: *The option below will work only for Internet Explorer Web browsers.*

  - Another option for editing this section is to edit the downloaded document from above in your local Excel program. Select all the fields, then hit **Ctrl + c** on your keyboard to copy that data.
  - Switch back to the browser window and click the **Paste Copied Excel Data** button to import your edited data.
  - Click the **Allow Access** button when the dialog window finishes your import into MASS.
  - Once all editing is complete, click the **Refresh Grid** button to refresh the grid with the new entries.
- Click the *MRPs Assigned to Meet Missions* tab below the *MRP Types Components to Meet Missions* segment to edit or update the **Required MRP Type, MRP, ST, City, OnStationTime, Duration, Request Type, POC, POCEmail, POCPhone, and Notes.**

  Note: *At least one "MRP Types Required to Meet Missions" must exit prior to an "MRPs Assigned to Meet Missions" entry; otherwise, the data won't be saved.*



- Click the **New** button to create a new entry in the table.
- Click on each field or hit **Tab** on your keyboard to edit that field.
- Click the **Delete** button to remove a record in this section.
- The deleted entry will now be displayed in red.
- Hover over the entry and click the **Undo** button Undo to undo the delete.
- Click the **Export to Excel** button to download an Excel document from the **Requirements** section of the response plan.

  Note: *The option below will work only for Internet Explorer Web browsers.*

  - Another option for editing this section is to edit the downloaded document from above in your local Excel program. Select all the fields, then hit **Ctrl + c** on your keyboard to copy that data.
  - Switch back to the browser window and click the Paste Copied Excel Data button to import your edited data
  - Click the "Allow Access" button when the dialog window appears to finish your import into MASS.
  - Once all editing is complete, click the Refresh Grid button to refresh the grid with the new entries.
- Click the *Notes* segment in the left navigation panel or below the *MRPs Assigned to Meet Missions* segment to add a comment.
- Click the **New** button to create a new note in the table.
- Enter any important or relevant information in the *Enter Note* segment.
  - Or click the **Delete** button to remove a record in this section.
- The deleted entry will now be displayed in red.
- Hover over the entry and click the **Undo** button Undo to undo the delete.
- Once all editing and equipment addition are complete, click the **Refresh Grid** button to refresh the grid with the new entries.
- Click the **Save** button at the top left of the window to save the entry.

To Delete a Response Plan

Note: *Do not delete a plan unless you created it.*

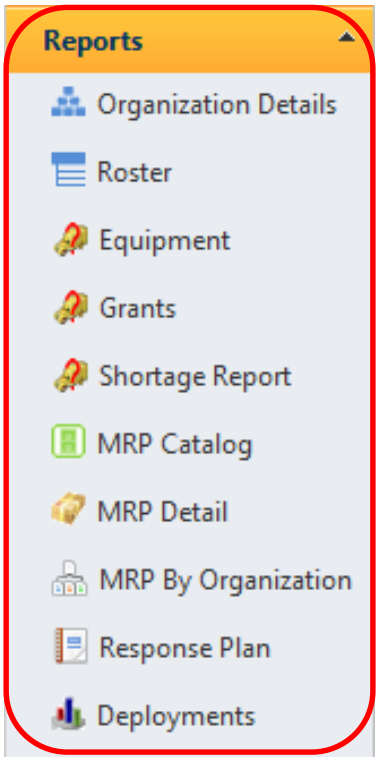
- Double click on the plan you wish to delete.
- Click the **Delete** button at the top left of the window.
- Click the **OK** button when the confirmation window opens.

4.5 Reports Section

The **Reports** section of MASS gives users the tools for generating real-time reports of all the data stored in MASS. Each report can then be exported in a variety of formats.

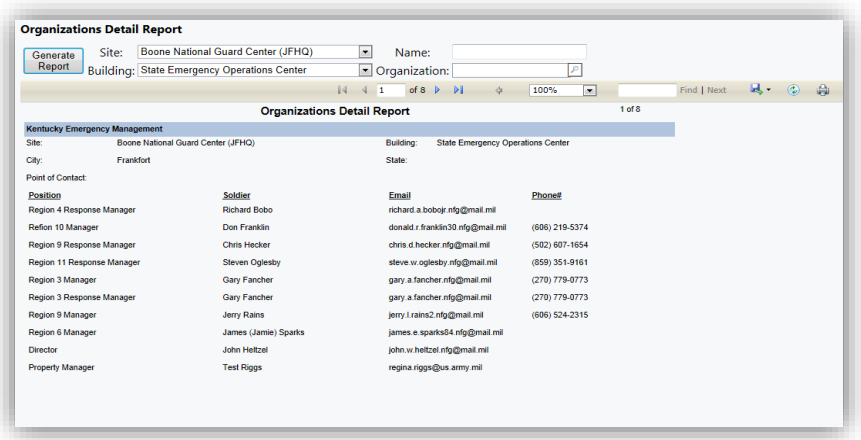
Note: *The following subsections of the* ***Reports*** *section of MASS are still under development:*

- **Roster**
- **Equipment**
- **Grants**
- **Shortage Report**
- **MRP Details**
- **Projects**



4.5.1 Organizations Details Report Subsection

This subsection allows users to view all information associated with an organization.



To Generate an Organizations Detail Report

- Use the **Search** button to find an organization.
- Next use the **Site** dropdown list to locate a site within that organization.
- To further refine your report, use the **Building** dropdown list to locate a specific building.
- For larger reports, use the **Zoom** dropdown to adjust the page size of the report.
- Click the **Generate Report** button Generate Report.
- After a report is generated, it can be modified by editing any of the steps above, and then refreshed by clicking the **Refresh** button.

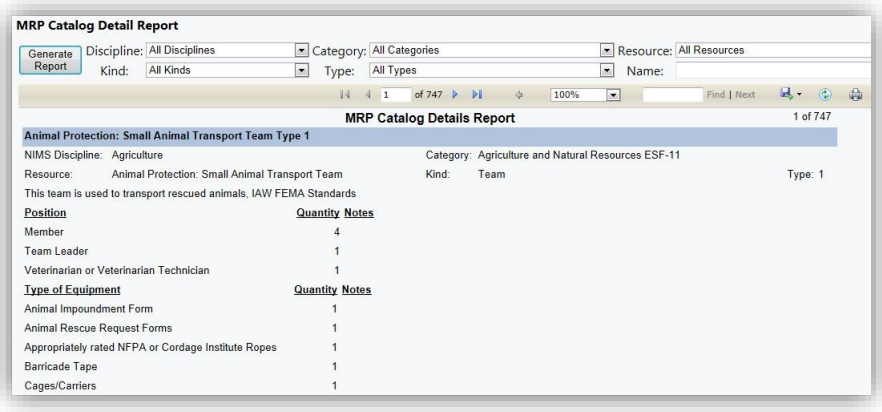
To Export

- Click the **Export** button to select a format.
  - **Excel**
  - **PDF**
  - **Word**
- Highlight and click on one of the format options to download a copy of the report in the format selected.

To Print the Report

- Click the **Print** button to print a copy of the report directly from your Web browser.

4.5.2 MRP Catalog Subsection



To Generate an MRP Catalog Detail Report

- Use the dropdown options at the top of the page to locate the MRPs for which you wish to create a report.
  - Discipline
  - Category
  - Resource
  - Kind
  - Type
- For larger reports, use the **Zoom** dropdown to adjust the page size of the report.

- Click the **Generate Report** button Generate Report
- After a report is generated, it can be modified and refreshed by clicking the **Refresh** button .

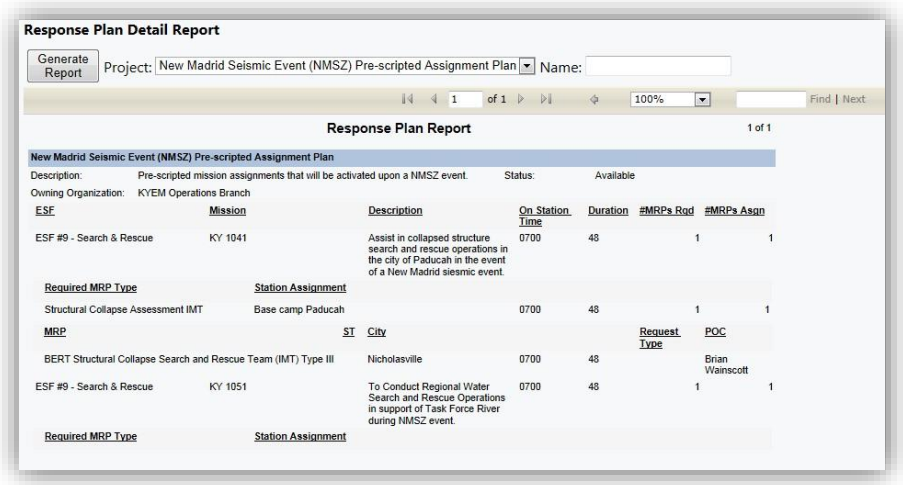
To Export a Report

- Click the **Export** button to select a format.
  - Excel
  - PDF
  - Word
- Highlight and click on one of the format options to download a copy of the report in the format selected.

To Print the Report

- Click the **Print** button to print a copy of the report directly from your Web browser.

4.5.3 Response Plan Subsection



To Generate a Response Plan Detail Report

- Use the dropdown option next to the *Project* field to select a plan.
- For larger reports, you can use the **Zoom** dropdown to adjust the page size of the report.
- Click the **Generate Report** button Generate Report.
- After a report is generated it can be modified and refreshed by clicking the **Refresh** button .

To Export a Report

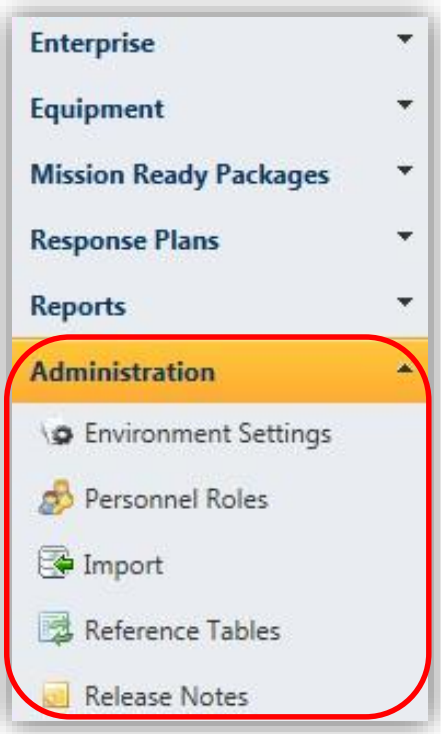
- Click the **Export** button to select a format.
  - **Excel**
  - **PDF**
  - **Word**
- Highlight and click on one of the format options to download a copy of the report in the format selected.

To Print the Report

- Click the **Print** button to print a copy of the report directly from your Web browser.

4.6 Administration Section

The **Administration** section of MASS is meant primarily to be used by organizational administrators to manage and track organizational structure.



Note: *The following subsections of the* ***Administration*** *Section of MASS are still under development.*

- **Environment Settings**
- **Import**

4.6.1 Personnel Roles Subsection

Personnel Roles

PersonnelRoleType	Description	MemberCount
Activity Director	AFCOS Activity Directors	5
Administrator		28
Amber Alert	Members of the Amber Alert Notification System	0
AN- 001 Adair County - All	Alert Notification for anyone in Adair County that needs to be notified.	6
AN- 002 Allen County - All	Alert Notification for anyone in Allen County that needs to be notified.	0
AN- 003 Anderson County - All	Alert Notification for anyone in Anderson County that needs to be notified.	4
AN- 004 Ballard County - All	Alert Notification for anyone in Ballard County that needs to be notified.	0
AN- 005 Barren County - All	Alert Notification for anyone in Barren County that needs to be notified.	0
AN- 006 Bath County - All	Alert Notification for anyone in Bath County that needs to be notified.	0
AN- 007 Bell County - All	Alert Notification for anyone in Bell County that needs to be notified.	4
AN- 008 Boone County - All	Alert Notification for anyone in Boone County that needs to be notified.	0
AN- 009 Bourbon County - All	Alert Notification for anyone in Bourbon County that needs to be notified.	0
AN- 010 Boyd County - All	Alert Notification for anyone in Boyd County that needs to be notified.	0
AN- 011 Boyle County - All	Alert Notification for anyone in Boyle County that needs to be notified.	4
AN- 012 Bracken County - All	Alert Notification for anyone in Bracken County that needs to be notified.	0
AN- 013 Breathitt County - All	Alert Notification for anyone in Breathitt County that needs to be notified.	4
AN- 014 Breckinridge County - All	Alert Notification for anyone in Breckinridge County that needs to be notified.	4
AN- 015 Bullitt County - All	Alert Notification for anyone in Bullitt County that needs to be notified.	4
AN- 016 Butler County - All	Alert Notification for anyone in Butler County that needs to be notified.	0
AN- 017 Caldwell County - All	Alert Notification for anyone in Caldwell County that needs to be notified.	4
AN- 018 Calloway County - All	Alert Notification for anyone in Calloway County that needs to be notified.	0
AN- 019 Campbell County - All	Alert Notification for anyone in Campbell County that needs to be notified.	0
AN- 020 Carlisle County - All	Alert Notification for anyone in Carlisle County that needs to be notified.	0
AN- 021 Carroll County - All	Alert Notification for anyone in Carroll County that needs to be notified.	0
AN- 022 Carter County - All	Alert Notification for anyone in Carter County that needs to be notified.	0
AN- 023 Casey County - All	Alert Notification for anyone in Casey County that needs to be notified.	2

To Add Personnel

- Click the **New** button to launch a new window.
- Click within each field to enter all necessary information.
- Click the **Save** button to save the entry.
    - Or click the **Cancel** button to close the window without saving.

To Edit Personnel Information

- Click once on the person you wish to edit.
- Click the **Edit** button to launch a window.
    - Or double click on an entry to launch a window.
- Click and edit all necessary fields.
- Click the **Save** button to save the entry.

To Delete Personnel Information

- Double click on the person you wish to delete.
- Click the **Delete** button at the top left of the window.
- Click the **OK** button when the confirmation window opens.

4.6.2 Reference Tables Subsection

Reference Tables

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

The reference tables in this subsection were compiled by the creators of MASS from online resources and guidelines about resource typing for effective emergency management. Use this section only to export reports as a reference point for your own agency's purposes. The exporting instructions are the same as in the sections above.

4.6.3 Release Notes Subsection

Release Notes

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

Refer to this subsection for information on updates to the system.

5. Definitions

All: (Enterprise Subsection) Contains a summary table of all information compiled about your enterprise.

Buildings: (Enterprise Subsection) Contains all the places and facilities within each "Site" under your enterprise.

Enterprise: (Section) Compiles basic information about the organizations within your jurisdictional boundaries (Sites and Buildings), the positions within each organization, and the actual personnel that fill those positions.

Equipment: (Section) Records of all the equipment required and owned by an organization to complete a task or to create MRPs within the MRP Catalog.

Grants: (Reports Subsection) This section is intended to catalog all necessary grant guidance and documentation that an organization uses.

Inventory: (Equipment Subsection) Information about actual equipment owned by an organization or position that will fill an equipment requirement.

Mission Offers: (Mission Ready Packages Subsection) Mission Ready Packages offering their services for pre-scripted mission assignments.

Organizations: (Enterprise Subsection) Basic information about organizations and their roles within a certain jurisdictional boundary.

Personnel: (Enterprise Subsection) Actual personnel information that fill the positions of an organization.

Positions: (Enterprise Subsection) Positions that make up an organization.

Projects: 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 "Reports" section gives users the tools for generating real-time reports of all the data stored in MASS: each report can then be exported in a variety of formats.

Requirements: (Equipment Subsection) Any type of equipment that is required to complete the task and that can be assigned to an organization or to a position with an organization.

Response Plans: (Section) The "Response Plan" section is intended to catalog 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: (Enterprise Subsection) Where an enterprise maintains an inventory of counties and cities. In a rare instance it will include major installations (e.g., military bases) and critical infrastructure.