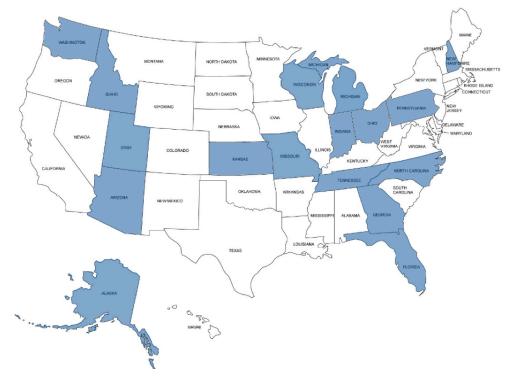




MutualAidNet: Step by Step





NEW RESOURCE REQUEST

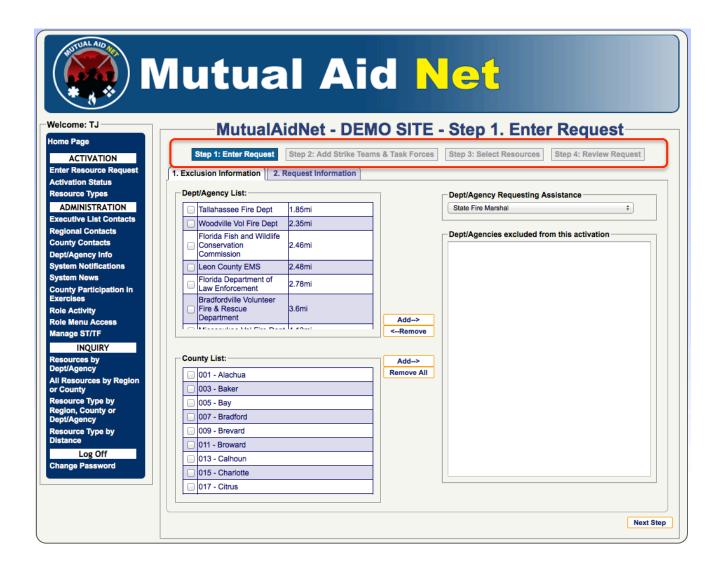


• Select Enter Resource Request in the Dashboard





• There are four steps (Tabs) to navigate through when completing a new resource request





MutualAidNet - DEMO SITE - Step 1. Enter Request

Step 1: Enter Request

Step 2: Add Strike Teams & Task Forces

Step 3: Select Resources

Step 4: Review Request

Step-1: Enter Request

- Select Requesting Dept/Agency
- Exclude Dept/Agencies individually and by County

Step-2: Add Strike Teams & Task Forces

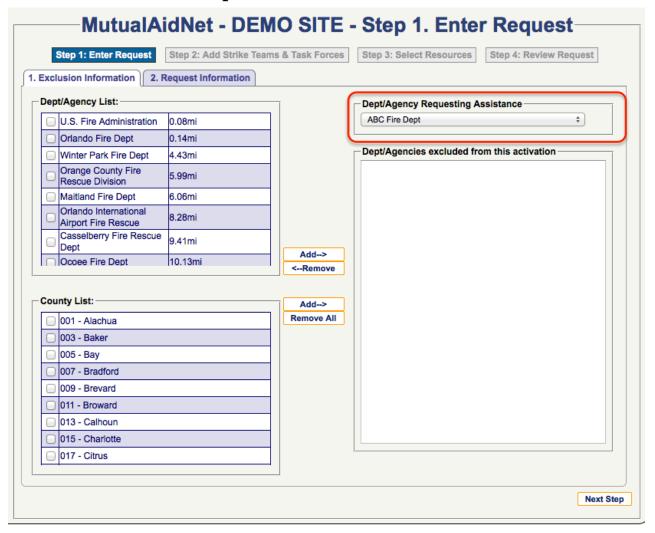
- Select available trike teams & task forces
- Step-3: Select Resources
 - Select Single Resources by Category (Discipline)

Step-4: Review Request

• Review Request details & requested resources

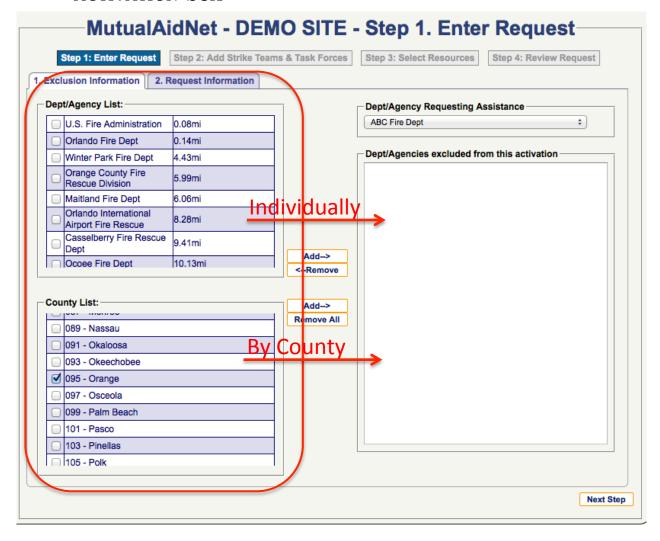


- **Step-1**:/Enter Request:/Exclusion Information
 - Select an agency from the *DEPT/AGENCY REQUESTING ASSISTANCE* drop-down list



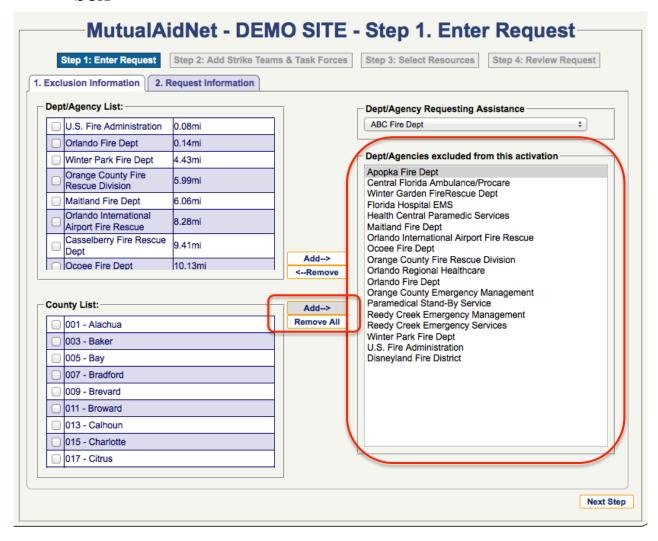


- **Step-1**:/Enter Request:/Exclusion Information
 - Add Departments to the *DEPT/AGENCIES EXCLUDED FROM THIS ACTIVATION* box



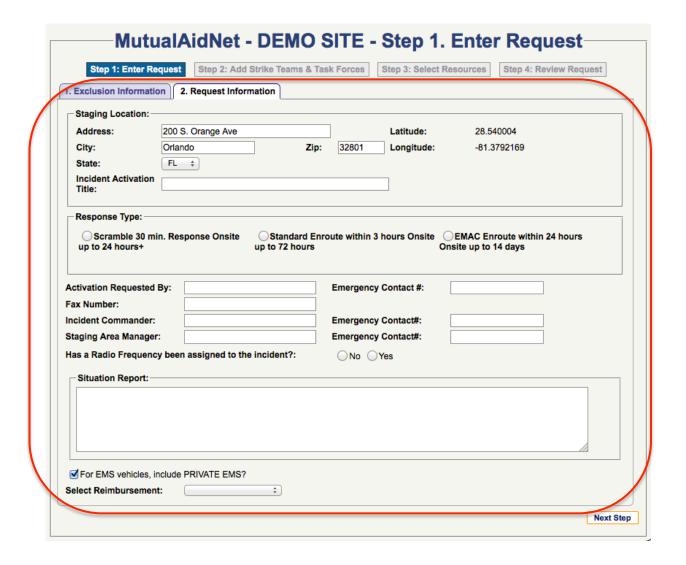


- **Step-1**:/Enter Request:/Exclusion Information
 - Select the *ADD* button to move selections into the exclusion box



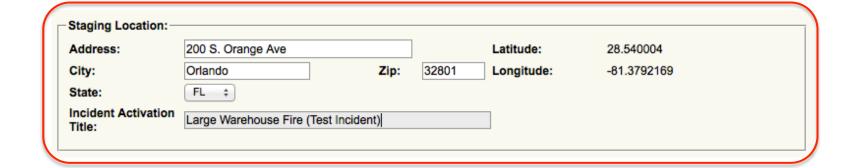


- **Step-1**:/Enter Request:/Request Information
 - Complete the required information related to the request





- **Step-1**:/Enter Request/Staging Location:
 - Edit the Staging Location address information as needed (defaults to requesting Dept/Agency address)
 - Enter a incident name in the *Incident Activation Name:* field (Required)





- **Step-1**:/Enter Request/Response Type:
 - Select one of three Response Types (Required)





- **Step-1**:/Enter Request:
 - Enter all known information relating to the incident location
 - If you have a specific Radio Frequency or channel responding units should use, select the Yes button, and a box will appear to enter that detail into (Must select Yes or No)

Fax Nur Incident Staging	on Requested By: mber: t Commander: Area Manager: adio Frequency bee	TJ Lyon 123-456-7890 Chief All Right BC Stage Right	ncident?:	Emergency Contact#: Emergency Contact#: Emergency Contact#:	123-456-7890 123-456-7890 123-456-7890	
	Has a Radio	Frequency bee	en assigne	d to the incident?:	○ No • Yes	
	Radio Freque	ency:	Blue Cha	nnel]	

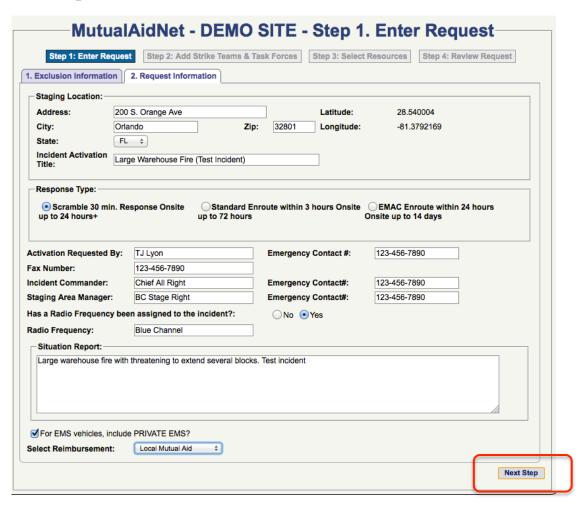


- **Step-1**:/Enter Request/Situation Report:
 - Enter a situation report (required)
 - Select a choice from the Select Reimbursement: Drop-down list (The empty field is also selectable)
 - Select or deselect the FOR EMS VEHICLES, INCLUDE PRIVATE EMS? check-box

Situation Report: Large warehouse fire with the	reatening to extend severa	blocks. Test incident
For EMS vehicles include	Not Reimbursable Reimbursable State Mutual Aid Local Mutual Aid Unknown at this time	
Select Reimbursement:	†	Next Step



- **Step-1**:/Enter Request:/Request Information
 - When Ready, select the *NEXT STEP* button to move to the next step





- **Step-2**:/Strike Teams & Task Forces:
 - Select the team(s) you want to request
 - They will be listed in order of distance to staging
 - Select the Name to see the team composition



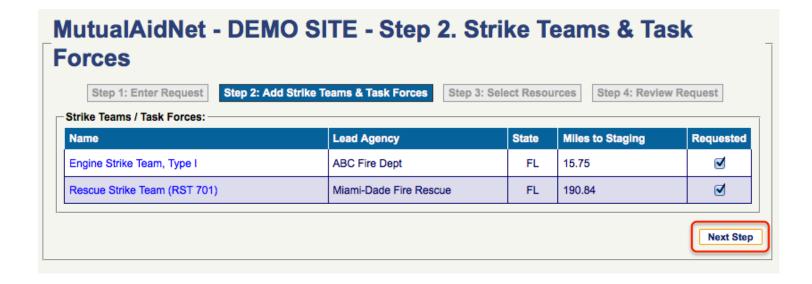


- **Step-2**:/Strike Teams & Task Forces:
 - Team Composition



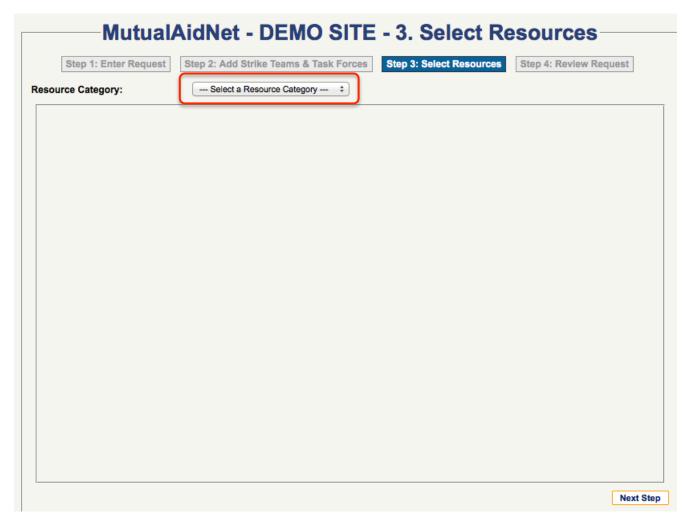


- **Step-2**:/Strike Teams & Task Forces:
 - Select the NEXT STEP button when done





- **Step-3**:/Select Resources:
 - Select a category from the SELECT A RESOURCE CATEGORY drop-down list



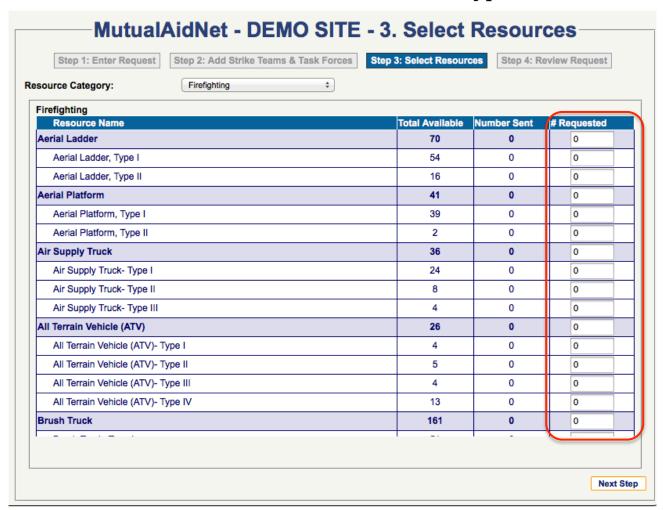


- **Step-3**:/Select Resources:
 - Single Resources are listed under their associated category

0, 15, 5		0. 00.1.15	sources
Step 1: Enter Request	Step 2: Add Strike Teams & Task Forces	Step 3: Select Resources	Step 4: Review Request
ource Category:	Select a Resource Category \$		
ource Category.	Select a Resource Category		
	Command\Overhead		
	Communications		
	EMS		
	Firefighting Hazardous Materials		
	Health		
	Law Enforcement		
	Public Information		
	Search & Rescue		

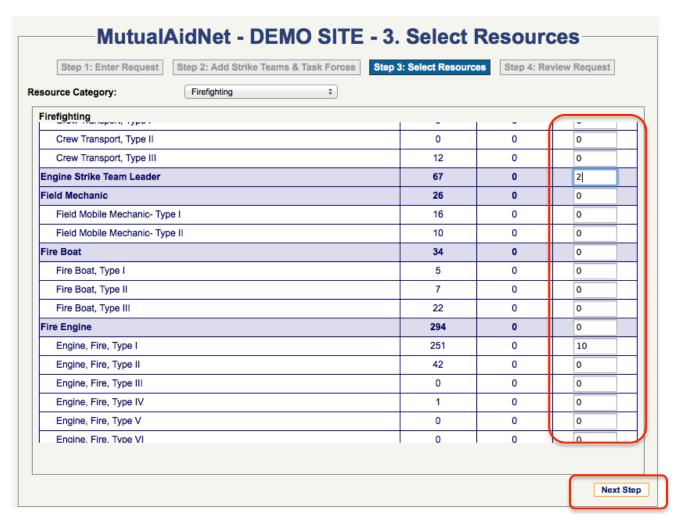


- **Step-3**:/Select Resources:
 - Scroll down and select the requested resources by entering the number needed for each resource type





- **Step-3**:/Select Resources:
 - Select resource types from other categories if needed, then select *NEXT STEP* when done





- **Step-4**:/Review Request/Request Details:
 - Review all details associated with the request before sending the activation

Step 1: Enter Reques	Step 2: Add Strike Teams & Task	Forces Step 3: Select Resources	itep 4: Review Request
	rces Requested		
lequest Details			
ncident Activation litle:	Large Warehouse Fire (Test Incident)		
Request Date/Time:	Friday, March 28, 2014	EMA #:	
Requesting Dept/Agency:	ABC Fire Dept	Code Word:	TRIANGLE
Status:		Request Entered By	: TJ Lyon
Reimbursement:	Local Mutual Aid	Radio Frequency:	Blue Channel
Dept/Agencies exclu	ded for this activation	Dept/Agencies made unavailable by	date
Winter Garden FireRes Florida Hospital EMS	scue Dept		
Staging Area Location	n		
Address:	200 S. Orange Ave Orlando 32801		
Latitude:	28.540004		
Longitude:	-81.3792169		
Response Type			
Response Type:	Scramble		
Requested By:	TJ Lyon		
Requester's Phone:	123-456-7890		
Requester's Fax:	123-456-7890		
Incident Commander			
Incident Commander	r: Chief All Right		
Incident Commander			

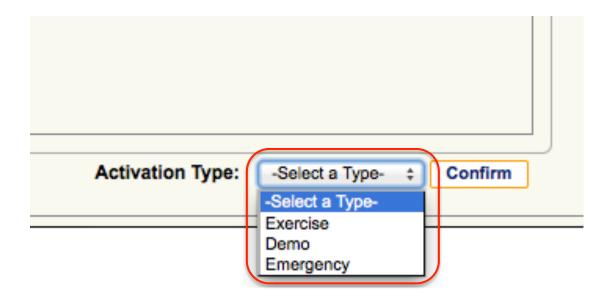


- **Step-4**:/Review Request/Resources Requested:
 - Review resource selections before sending the activation
 - When done, select the Activation Type

MutualAlune	t - DEMO SITE	- 4. Review	/ Request—
Step 1: Enter Request Step 2: Add	Strike Teams & Task Forces	Step 3: Select Resource	Step 4: Review Reques
	1		
equest Detail Resources Requested	J		
Resource Type Requested			
Resource Type		No Requested	No Sent
Aerial Ladder, Type I		2	0
Aerial Platform, Type I			_
Engine, Fire, Type I		10	0
Engine, Strike Team Leader		2	0
Engine Strike Team, Type I		1	0



- **Step-4**:/Review Request/Activation Type:
 - Select one of three Activation Types from the drop-down list and select the Confirm button
 - Exercise
 - Demo
 - Emergency





• The program sends alerts to MutualAidNet contacts, based on Fire Roles and assigned Dept/Agencies

DEMOMutualAidNet@MutualAidNet.net

To: TJ Lyon

Demo Notification

March 28, 2014 10:45 PM Hide Details

This is a demo activation notification for the DEMO Fire Emergency Response Plan. –
TEST THIS IS A MUTUALAIDNET SYSTEM-GENERATED EMAIL - SYSTEM LOGIN
REQUIRED – www.mutualaidnet.net
Situation report: Large warehouse fire with threatening to extend several blocks. Test incident - THIS IS A MUTUALAIDNET SYSTEM-GENERATED EMAIL - SYSTEM LOGIN REQUIRED – www.mutualaidnet.net.



• The program will take you directly to the Activation Status page, with the new activation open

	Mutual Aid Net
Home Page ACTIVATION Enter Resource Request Activation Status Resource Types ADMINISTRATION	MutualAidNet - DEMO SITE - Activation Status Activation Request Selection Activation Requests: 3/28/2014 10:29:55 PM - ABC Fire Dept - Large Warehouse Fire (Test Incident) EMA Mission Number Refresh Close Update Post/View Comments Notification Status Map Print
Executive List Contacts Regional Contacts County Contacts Dept/Agency Info System Notifications System News County Participation In Exercises	Resource Type Requested Resource Type Requested Select each resource category, description, or requested dept/agency to expand and view more information. Click the "Arrive/Demobilize" button an department/agency to track the department/agency's requested resources.
Role Activity Role Menu Access Manage ST/TF INQUIRY Resources by Dept/Agency All Resources by Region	☐ Engine Strike Team, Type I ☐ Engine Strike Team, Type I ☐ Arrive/Demobilize County - 095 - Orange View Strike Team or Task Force Number of Resources Requested - 1 Number of Resources Sent - 0 (6 in Group) Average Distance From Incident - 0,00 miles
or County Resource Type by Region, County or Dept/Agency Resource Type by Distance Log Off Change Password	Response Status - None Fire Engine Engine, Fire, Type I County - 117 - Seminole Number of Resources Requested - 3 Number of Resources Sent - 0 Average Distance From Incident - 14.89 miles
	Response Status - None Arrive/Demobilize County - 097 - Osceola Number of Resources Requested - 2 Number of Resources Sent - 0 Average Distance From Incident - 18.87 miles Response Status - None Arrive/Demobilize County - 069 - Lake Number of Resources Requested - 5 Number of Resources Sent - 0 Average Distance From Incident - 27.90 miles



• The Home Page window now includes a Pending Activation Tab

Enter Resource Request Activation Status Resource Types ADMINISTRATION Selecti	MutualAidNet - DEMO SITE - Home Page Activation 1 ome Page In Activation 2 ome Page In Activation 3 ome Page In Activation 4 ome Page Out have one or more pending activation request. Please respond to every request!
Regional Contacts County Contacts	ing a response allows dispatchers to see that you have received this request. Based on your response they will know that you are either working on sending resources, have already sent resources, or will be unable to fulfill their request. Large Warehouse Fire (Test Incident)
Dept/Agency Info System Notifications System News County Participation in Exercises Role Activity Role Menu Access Manage ST/TF INQUIRY Resources by Dept/Agency	3/28/2014 10:29:55 PM ÅBC Fire Dept Large warehouse fire with threatening to extend several blocks. Test incident + 069 - Lake Status - [No Response] Responses (Select one): Message Received Processing Response Finalized Unable To Fill
All Resources by Region or County Resource Type by Region, County or Dept/Agency Resource Type by Distance Log Off Change Password	Send Resources + 095 - Orange Status [No Response] Responses (Select one): Message Received Processing Response Finalized Unable To Fill



- Each open activation is listed within the single border
- If multiple activations, scroll down to the one you want

		use Fire (Test Incident 9:55 PM ABC Fire Dep	
Large ware	house fire with threate	ning to extend several blo	cks. Test incident
069 - Lake			
Status - [No Response]			
Responses (Select one):			
Message Received	Processing	Response Finalized	Unable To Fill
	Sen	d Resources	
095 - Orange			
Status - [No Response]			
Responses (Select one):			
Message Received	Processing	Response Finalized	Unable To Fill
	Sen	d Resources	
097 - Osceola			
Status - [No Response]			
Responses (Select one):			
Message Received	Processing	Response Finalized	Unable To Fill
	Sen	d Resources	
117 - Seminole			
Status - [No Response]			
Responses (Select one):			
Message Received	Processing	Response Finalized	Unable To Fill
	•	d Resources	
	Sen	u Resources	