




MUTUALAIDNET

MutualAidNet: Step by Step



Mutual Aid Net

Welcome: Power

MutualAidNet - Florida - Home Page

Home Page

ACTIVATION

Enter Resource Request

Activation Status

Resource Types

ADMINISTRATION

Executive List Contacts

Regional Contacts

County Contacts

Dept/Agency Info

System Notifications

System News

County Participation In Exercises

Role Activity

Role Menu Access

Manage ST/TF

INQUIRY

Resources by Dept/Agency

All Resources by Region or County

Resource Type by Region, County or Dept/Agency

Resource Type by Distance

Log Off

Change Password

Home Page

System News

Welcome to the Florida Fire Chiefs' Association's (FFCA) new Fire-Rescue Resource Catalog & Deployment program, FL-MutualAidNet. This program is being provided through a Memo of Understanding between the Florida Fire Chiefs' Association and the International Association of Fire Chiefs. If you are reading this message, then you have been provided access as a system user. Please review your Department/Agency information and contact information and make any corrections needed. If you have any questions about this program, please contact your SERP Regional Coordinator, or e-mail TJ Lyon at tjlyon@me.com. TJ Lyon SERP ERC Chair

WARNING:
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ADDING NEW DEPT/AGENCY



MUTUALAIDNET

ADMINISTRATION : ROLE ACTIVITY

- Contacts with the following Fire Roles will be able to Create New Dept/Agencies

FL-MutualAidNet: Security		Role Activity				
Tasks Available by User		User Roles				
Task #	Tasks Description	1 FFCA State Coordinator	2 FFCA Regional Coordinator	3 FFCA County Coordinator	4 Agency POC-Admin	5 Agency POC-User
1	Update User Contact Information	X	X	X	X	X
2	Reset Passwords	X				
3	Update Dept/Agency Information	X	X	X		
4	Update Access Levels	X				
5	Create New Users	X	X	X		
6	Create New Dept/Agencies	X	X	X		
7	Update Resources	X	X	X	X	X
8	Send Resources	X	X	X		
9	Send Notification	X	X			
10	Initiate Activation	X	X			
11	Approve Resource Updates	X	X			
12	Post System News	X				
13	Review Activation Status	X	X	X	X	X
14	View Resource Inquiry	X	X	X	X	X
15	Update County Dispatch Center	X	X	X		
15		15	12	9	4	4

Adding New Dept/Agency



MUTUALAIDNET

ADMINISTRATION : DEPT/AGENCY

- Select *DEPT/AGENCY* menu item in the Dashboard

Welcome: TJ

Home Page

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Mutual Aid Net

MutualAidNet - Florida - Dept/Agencies

Dept/Agency List: [Add New Dept/Agency](#)

Search:

ID	Dept/Agency Name	County	Region	Last Updated
AAM	Alachua County Emergency Management	Alachua	3	06/01/2013
ALC	Alachua County Fire Rescue	Alachua	3	03/11/2013
ALF	Alford Volunteer Fire Department	Jackson	1	08/31/2012
ALH	Altha Vol Fire Dept	Calhoun	1	
ALL	Allentown Volunteer Fire Department	Santa Rosa	1	
ALM	Almarante Fire District	Okaloosa	1	
ALP	Alligator Point Vol Fire Dept	Wakulla	2	
ALV	Alva Fire Control & Rescue District	Lee	6	
APA	Apalachee Bay Vol Fire Dept (Shell Point)	Wakulla	2	
APC	Avon Park Correctional Inst Fire Dept	Polk	4	
APL	Apalachicola Volunteer Fire Department	Franklin	2	
APO	Apopka Fire Dept	Orange	5	
ARG	Argyle Volunteer Fire Department	Walton	1	
ASA	Ashville Area Volunteer Fire Department	Jefferson	2	
ATE	Key West Rescue/AMR	Monroe	7	
ATH	Athena Vol Fire Dept	Taylor	2	

Dept/Agency Information | Dept/Agency Contacts

Dept/Agency Information:

Dept/Agency ID#: Search

Region: County:

Dept/Agency Name:

Address:

City: State: Zip:

Full Time Staff Le: Part Time Staff Le: Voluntary Staff Le:

Exclusion Start: Exclusion End: ☐ Private EMS Agency

[Update Dept/Agency Information](#) [View Contacts](#) [Datasheet](#)

Adding New Dept/Agency



MUTUALAIDNET

ADMINISTRATION : DEPT/AGENCY LIST

- Select the *ADD NEW DEPT/AGENCY* button

MutualAidNet - Florida - Dept/Agencies

Dept/Agency List: Add New Dept/Agency

Search:

ID	Dept/Agency Name	County	Region	Last Updated
AAA	AAA Fire Department	Hillsborough	4	05/10/2014
AAM	Alachua County Emergency Management	Alachua	3	06/01/2013
ABC	ABC Fire Rescue (Test Agency)	Orange	5	03/07/2014
ALC	Alachua County Fire Rescue	Alachua	3	05/21/2014
ALF	Alford Volunteer Fire Department	Jackson	1	08/31/2012
ALH	Altha Vol Fire Dept	Calhoun	1	
ALL	Allentown Volunteer Fire Department	Santa Rosa	1	
ALM	Almarante Fire District	Okaloosa	1	
ALP	Alligator Point Vol Fire Dept	Wakulla	2	
ALV	Alva Fire Control & Rescue District	Lee	6	
APA	Apalachee Bay Vol Fire Dept (Shell Point)	Wakulla	2	
APC	Avon Park Correctional Inst Fire Dept	Polk	4	
APL	Apalachicola Volunteer Fire Department	Franklin	2	
APO	Apopka Fire Dept	Orange	5	03/19/2014
ARG	Argyle Volunteer Fire Department	Walton	1	
ASA	Ashville Area Volunteer Fire Department	Jefferson	2	
ATE	Kev West Rescue/AMR	Monroe	7	

Adding New Dept / Agency



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ADMINISTRATION : DEPT/AGENCY INFORMATION

- Enter the Dept/Agency ID# you want to use for the new department
- Select the *SEARCH* button, to see if that ID is already in use

Dept/Agency Information Dept/Agency Contacts

Dept/Agency Information:

Dept/Agency ID#:

Region:

County:

Dept/Agency Name:

Address:

City:

Full Time Staff Le:

Exclusion Start:

State:

Part Time Staff Le:

Map It

Exclusion End:

Phone:

Latitude:

Longitude:

Zip: -

Voluntary Staff Le:

☐ Private EMS Agency



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ADMINISTRATION : DEPT/AGENCY INFORMATION

- If you see the alert in red, *Invalid Agency ID#*, then that ID is not already in use, and can be used for your new Dept/Agency
- If you see an existing Dept/Agency pop up, then that ID is being used, and you will need to try another ID

Dept/Agency Information Dept/Agency Contacts

Dept/Agency Information:

Dept/Agency ID#: 000

Region:

County:

Dept/Agency Name:

Address:

City:

State:

Phone:

Latitude:

Longitude:

Zip: -

Full Time Staff Le:

Part Time Staff Le:

Voluntary Staff Le:

Map It

Exclusion Start:

Exclusion End:

☐ Private EMS Agency

Invalid Agency ID#!

Adding New Dept/Agency



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ADMINISTRATION : DEPT/AGENCY INFORMATION

- Select a region from the *REGION* dropdown list

A screenshot of the Mutual Aid Net administration interface. The form is titled "Dept/Agency Information" and is divided into two tabs: "Dept/Agency Information" (active) and "Dept/Agency Contacts". The form contains several fields: "Dept/Agency ID#" with a value of "ABC" and a "Search" button; "Region:" with a dropdown menu showing "--- Select a Region ---" and a list of numbers 1 through 7; "Dept/Agency Name:" with a dropdown menu showing "--- Select a Region ---"; "Address:" with a text input field; "City:" with a text input field; "Full Time Staff Le:" with a text input field; "Exclusion Start:" with a date picker; "County:" with a dropdown menu showing "--- Select a County ---"; "State:" with a text input field; "Part Time Staff Le:" with a text input field; "Map It" with a checkbox; "Exclusion End:" with a date picker; "Phone:" with a text input field; "Latitude:" with a text input field; "Longitude:" with a text input field; "Zip:" with a text input field; "Voluntary Staff Le:" with a text input field; and a checkbox for "Private EMS Agency". A "Save Dept/AgencyInformation" button is at the bottom left. A red error message "Invalid Agency ID#" is displayed below the button. A red rectangle highlights the "Region:" dropdown menu.

Adding New Dept/Agency



MUTUALAIDNET

ADMINISTRATION : DEPT/AGENCY INFORMATION

- Select a county from the *COUNTY* dropdown list

A screenshot of the 'Dept/Agency Information' form in the Mutual Aid Net system. The form is divided into two tabs: 'Dept/Agency Information' (active) and 'Dept/Agency Contacts'. The 'Dept/Agency Information' tab contains several input fields: 'Dept/Agency ID#' (ABC), 'Region' (5), 'Dept/Agency Name' (ABC Fire Rescue (Test Agency)), 'Address' (101 N. Orange Ave), 'City' (Orlando), 'State' (FL), 'Full Time Staff Le' (empty), 'Part Time Staff Le' (empty), 'Exclusion Start' (empty), and 'Exclusion End' (empty). A 'Search' button is next to the ID# field. A 'County' dropdown menu is open, showing a list of counties: '--- Select a County ---', 'Brevard', 'Indian River', 'Lake', 'Martin', 'Orange' (highlighted), 'Osceola', 'Seminole', 'St. Lucie', and 'Volusia'. A red rectangle highlights the dropdown menu. At the bottom, there is a 'Save Dept/Agency Information' button and a red error message: 'Invalid Agency ID#!'. The 'Phone', 'Latitude', 'Longitude', 'Zip', and 'Volunteer' fields are also present but empty.

Adding New Dept/Agency



MUTUALAIDNET

ADMINISTRATION : DEPT/AGENCY INFORMATION

- Complete the address, phone and staffing information for the new Dept/Agency

Dept/Agency Information Dept/Agency Contacts

Dept/Agency Information:

Dept/Agency ID#:

Region: County:

Dept/Agency Name: Phone:

Address: Latitude:

City: State: Longitude: -

Full Time Staff Le: Part Time Staff Le: Voluntary Staff Le:

Map It

Exclusion Start: Exclusion End: ☐ Private EMS Agency

Invalid Agency ID#!

Adding New Dept/Agency



MUTUALAIDNET

ADMINISTRATION : DEPT/AGENCY INFORMATION

- Disregard the *EXCLUSION START* and *EXCLUSION END* date fields
- These fields are used to temporarily remove a Dept/Agency from consideration for a specific period of time

Dept/Agency Information Dept/Agency Contacts

Dept/Agency Information:

Dept/Agency ID#:

Region: County:

Dept/Agency Name: Phone:

Address: Latitude:

City: State: Longitude: -

Full Time Staff Le: Part Time Staff Le: Voluntary Staff Le:

Exclusion Start: Exclusion End:

☐ Private EMS Agency

Invalid Agency ID#!

Adding New Dept/Agency



MUTUALAIDNET

ADMINISTRATION : DEPT/AGENCY INFORMATION

- Check the *PRIVATE EMS AGENCY* checkbox, if this new Dept/Agency is a Non-Fire based EMS provider

Dept/Agency Information Dept/Agency Contacts

Dept/Agency Information:

Dept/Agency ID#:

Region: County:

Dept/Agency Name: Phone:

Address: Latitude:

City: State: Longitude: -

Full Time Staff Le: Part Time Staff Le: Voluntary Staff Le:

Map It

Exclusion Start: Exclusion End:

☐ Private EMS Agency

Invalid Agency ID#!

Adding New Dept/Agency



MUTUALAIDNET

ADMINISTRATION : DEPT/AGENCY INFORMATION

- Select *SAVE DEPT/AGENCY INFORMATION* button, when you are ready to add the new Dept/Agency to the program
- **Note:** If you do not see the *SAVE DEPT/AGENCY INFORMATION* button, then you are not authorized to add the Dept/Agency

Dept/Agency Information Dept/Agency Contacts

Dept/Agency Information:

Dept/Agency ID#:

Region: County:

Dept/Agency Name: Phone:

Address: Latitude:

City: State: Longitude: -

Full Time Staff Le: Part Time Staff Le: Voluntary Staff Le:

Map It

Exclusion Start: Exclusion End: ☐ Private EMS Agency

Invalid Agency ID#

Adding New Dept/Agency



MUTUALAIDNET

ADMINISTRATION : DEPT/AGENCY INFORMATION

- You will receive the message in red “Agency created successfully!” if you were successful in adding the new Dept/Agency

Dept/Agency Information Dept/Agency Contacts

Dept/Agency Information:

Dept/Agency ID#:

Region: County:

Dept/Agency Name: Phone:

Address: Latitude:

City: State: Longitude:

Full Time Staff Le: Part Time Staff Le: Zip: -

Map It

Exclusion Start: Exclusion End: ☐ Private EMS Agency

Agency created successfully!

Adding New Dept/Agency



MUTUALAIDNET

ADMINISTRATION : DEPT/AGENCY INFORMATION

- Select the *MAP IT* link to confirm the program has recognized the correct address.
- You may have to select outside the window and back, in order for the link to turn blue, then you can select it

A screenshot of the Mutual Aid Net web application showing the 'Dept/Agency Information' form. The form is divided into two tabs: 'Dept/Agency Information' (selected) and 'Dept/Agency Contacts'. The form contains various input fields for agency details. A red rectangle highlights the 'Map It' link, which is currently blue and underlined. Below the form, there are four buttons: 'Update Dept/Agency Information', 'Delete Department', 'View Contacts', and 'Datasheet'.

Dept/Agency Information: [Search](#)

Region: 5 County: Orange

Dept/Agency Name: ABC Fire Rescue (Test Agency) Phone: (123) 456-7890

Address: 101 N. Orange Ave Latitude: 28.5435966

City: Orlando State: FL Longitude: -81.3790354

Full Time Staff Le: 100 Part Time Staff Le: 0 Voluntary Staff Le: 0

Exclusion Start: Exclusion End: [Map It](#) ☐ Private EMS Agency

[Update Dept/Agency Information](#) [Delete Department](#) [View Contacts](#) [Datasheet](#)

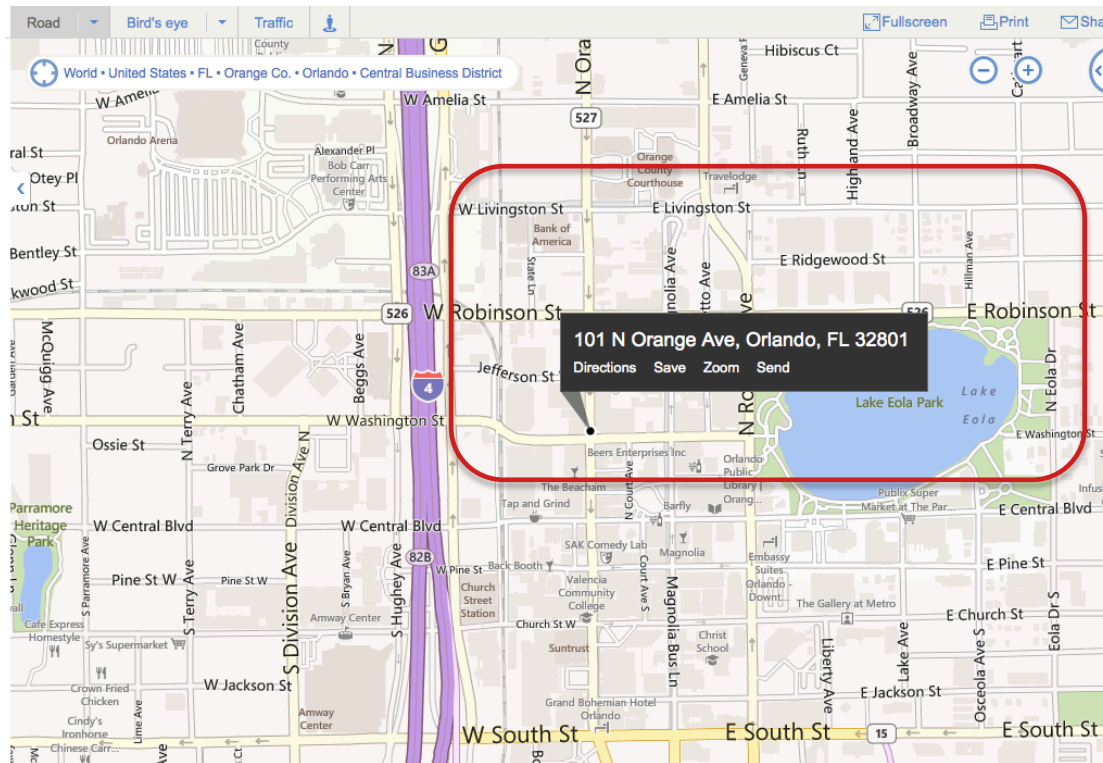
Adding New Dept/Agency



MUTUAL AID NET

ADMINISTRATION : DEPT/AGENCY : MAP

- Confirm the new Dept/Agency is correctly located in the map



Adding New Dept/Agency