



# MUTUALAIDNET

## MutualAidNet: Step by Step

**Mutual Aid Net**

Welcome: Power

**MutualAidNet - Florida - 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

**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](mailto:tjlyon@me.com). TJ Lyon SERP ERC Chair

**WARNING:**

This communication is confidential and not subject to public disclosure or release. If you have received this message in error or due to an unauthorized transmission or interception, please delete all copies from your system without disclosing, copying, or transmitting this message.

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## ADDING DEPT/AGENCY RESOURCES



# MUTUALAIDNET

## ADMINISTRATION : DEPT/AGENCY

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

Welcome: TJ

**Mutual Aid Net**

**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	Key West Rescue/AMR	Monroe	7	
ATH	Athena Vol Fire Dept	Taylor	2	
AUB	Auburndale Fire Dept	Polk	4	07/18/2012
AVM	Avalon Beach Fire Dept	Santa Rosa	1	
AVP	Avon Park Fire Dept	Highlands	6	

[Dept/Agency Information](#) [Dept/Agency Contacts](#)

☐ Dept/Agency Information:

Adding Dept Resources



# MUTUALAIDNET

## ADMINISTRATION: DEPT/AGENCY LIST

- Navigate to and select the Dept/Agency from the list

**MutualAidNet - Florida - Dept/Agencies**

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

Code	Dept/Agency Name	County	Staff Count	Last Update
EMF	East Manatee Fire Rescue District	Manatee	6	05/20/2014
EMG	Emergystat of Calhoun County	Calhoun	1	
ENG	Englewood Area Fire Control Dist	Sarasota	6	
ENS	Ensley Vol Fire Dept	Escambia	1	
ERI	Eridu Vol Fire Dept	Taylor	2	
ESE	Escambia County Department of Public Safety	Escambia	1	04/27/2014
ESM	Escambia County Emergency Management	Escambia	1	06/10/2013
<b>EST</b>	<b>Esterio Fire Rescue</b>	<b>Lee</b>	<b>6</b>	<b>03/10/2014</b>
EUS	Eustis Fire Dept	Lake	5	
EVE	Emergency Medical Found/EVAC	Volusia	5	
FAS	Fanning Springs Vol Fire Dept	Gilchrist	3	
FCF	Flagler County Fire Rescue	Flagler	3	08/27/2012
FDD	FDOT District-7	Hillsborough	4	05/12/2014
FDH	Florida Department of Health	Leon	2	07/19/2012
FDL	Florida Department of Law Enforcement	Leon	2	07/04/2012
FEB	Fernandina Beach Fire Dept	Nassau	3	
FEL	Felda Vol Fire Dept	Hendry	6	
FEM	Florida Division of Emergency Management	Leon	2	07/19/2012
FEP	Ferry Pass Vol Fire Dept	Escambia	1	
FFC	Florida Fire Chiefs' Association	Volusia	5	
FFS	Florida Forestry Service	Leon	2	07/04/2012
FHE	Florida Hospital EMS	Orange	5	
FIR	Flanler Beach Fire Dept	Flanler	3	

Dept/Agency Information | Dept/Agency Contacts

Dept/Agency Information:

Dept/Agency ID#:  [Search](#)

Region:  County:

Dept/Agency Name:  Phone:

Address:  Latitude:

City:  State:  Longitude:

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

Exclusion Start:  Exclusion End:  ☐ Private EMS Agency

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



# MUTUALAIDNET

## ADMINISTRATION : DEPT/AGENCY INFORMATION

- Select the *DATASHEET* button at the bottom of the Dept/Agency Information page

Dept/Agency Information    Dept/Agency Contacts

Dept/Agency Information:

Dept/Agency ID#: EST

Region: 6  County: Lee

Dept/Agency Name: Estero Fire Rescue

Address: 21500 Three Oaks Parkway

City: Estero State: FL

Full Time Staff Le: 54 Part Time Staff Le: 0

Exclusion Start:   Exclusion End:   Private EMS Agency ☐

Map It



# MUTUALAIDNET

## ADMINISTRATION : DEPT/AGENCY : DATASHEET

- Edit the appropriate Resource Types, by entering the numbers below each column

**MutualAidNet - Florida - Datasheet**

**Dept/Agency Information:**  
Dept/Agency: Estero Fire Rescue  
Dept/Agency ID# EST

**Resource Information:**

Resource Type	Dept/Agency Total	Available Total	EMAC
Ambulance (Ground), Type II	0	0	0
Ambulance (Ground), Type III	0	0	0
Ambulance (Ground), Type IV	0	0	0
Ambulance Strike Team Leader	0	0	0
Bomb Squad \ Explosives Team, Type I	0	0	0
Bomb Squad \ Explosives Team, Type II	0	0	0
Bomb Squad \ Explosives Team, Type III	0	0	0
Brush Truck, Strike Team Leader	0	0	0
Brush Truck, Type I	1	0	0
Brush Truck, Type II	2	1	0
Brush Truck, Type III	0	0	0
Brush Truck, Type IV	0	0	0
Canine S&R Team- Avalanche Air Scent, Type I	0	0	0
Canine S&R Team- Avalanche Air Scent, Type II	0	0	0
Canine S&R Team- Disaster Response, Type I	0	0	0
Canine S&R Team- Disaster Response, Type II	0	0	0
Canine S&R Team- Disaster Response, Type III	0	0	0
Canine S&R Team- Disaster Response, Type VI	0	0	0
Canine S&R Team- Land Cadaver Air Scent, Type I	0	0	0
Canine S&R Team- Land Cadaver Air Scent, Type II	0	0	0

\* can be Multi-jurisdictional

Adding Dept Resources



# MUTUALAIDNET

## ADMINISTRATION : DEPT/AGENCY : DATASHEET

- *DEPT/AGENCY TOTAL*- Total number operated by the Dept
- *AVAILABLE TOTAL*- Total number projected to be available to deploy statewide
- *EMAC*- Total number projected to be available to deploy under EMAC

**MutualAidNet - Florida - Datasheet**

Dept/Agency Information:

Dept/Agency: **Estero Fire Rescue**

Dept/Agency ID#

Resource Information:

Resource Type	Dept/Agency Total	Available Total	EMAC
Ambulance (Ground), Type II	0	0	0
Ambulance (Ground), Type III	0	0	0
Ambulance (Ground), Type IV	0	0	0
Ambulance Strike Team Leader	0	0	0
Bomb Squad \ Explosives Team, Type I	0	0	0
Bomb Squad \ Explosives Team, Type II	0	0	0
Bomb Squad \ Explosives Team, Type III	0	0	0
Brush Truck, Strike Team Leader	0	0	0
Brush Truck, Type I	1	0	0
Brush Truck, Type II	2	1	0
Brush Truck, Type III	0	0	0
Brush Truck, Type IV	0	0	0
Canine S&R Team- Avalanche Air Scent, Type I	0	0	0
Canine S&R Team- Avalanche Air Scent, Type II	0	0	0
Canine S&R Team- Disaster Response, Type I	0	0	0
Canine S&R Team- Disaster Response, Type II	0	0	0
Canine S&R Team- Disaster Response, Type III	0	0	0
Canine S&R Team- Disaster Response, Type VI	0	0	0
Canine S&R Team- Land Cadaver Air Scent, Type I	0	0	0
Canine S&R Team- Land Cadaver Air Scent, Type II	0	0	0

\* can be Multi-jurisdictional

Adding Dept Resources



# MUTUALAIDNET

## ADMINISTRATION : DEPT/AGENCY : DATASHEET

- Select the *SAVE* button

**MutualAidNet - Florida - Datasheet**

**Dept/Agency Information:**

Dept/Agency: Estero Fire Rescue  
Dept/Agency ID# EST

**Resource Information:**

Resource Type	Dept/Agency Total	Available Total	EMAC
Ambulance (Ground), Type II	0	0	0
Ambulance (Ground), Type III	0	0	0
Ambulance (Ground), Type IV	0	0	0
Ambulance Strike Team Leader	0	0	0
Bomb Squad \ Explosives Team, Type I	0	0	0
Bomb Squad \ Explosives Team, Type II	0	0	0
Bomb Squad \ Explosives Team, Type III	0	0	0
Brush Truck, Strike Team Leader	0	0	0
Brush Truck, Type I	1	0	0
Brush Truck, Type II	2	1	0
Brush Truck, Type III	0	0	0
Brush Truck, Type IV	0	0	0
Canine S&R Team- Avalanche Air Scent, Type I	0	0	0
Canine S&R Team- Avalanche Air Scent, Type II	0	0	0
Canine S&R Team- Disaster Response, Type I	0	0	0
Canine S&R Team- Disaster Response, Type II	0	0	0
Canine S&R Team- Disaster Response, Type III	0	0	0
Canine S&R Team- Disaster Response, Type VI	0	0	0
Canine S&R Team- Land Cadaver Air Scent, Type I	0	0	0
Canine S&R Team- Land Cadaver Air Scent, Type II	0	0	0

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Adding Dept Resources



# MUTUALAIDNET

## ADMINISTRATION : DEPT/AGENCY : DATASHEET

- If you are not authorized to Approve Resource Updates, you will see the following:
  - The message “Your resource changes have been submitted for approval” in red
  - Red Asterisk next to each submitted change

**MutualAidNet - Florida - Datasheet**

Dept/Agency Information:

Dept/Agency: Estero Fire Rescue  
Dept/Agency ID# EST

Resource Information:

Resource Type	Dept/Agency Total	Available Total	EMAC
Aerial Ladder, Type I	2 *	1	0
Aerial Ladder, Type II	0	0	0
Aerial Platform, Type I	1	1	0
Aerial Platform, Type II	0	0	0
Air Ambulance (Fixed-Wing), Type I	0	0	0
Air Ambulance (Fixed-Wing), Type II	0	0	0
Air Ambulance (Fixed-Wing), Type III	0	0	0
Air Ambulance (Fixed-Wing), Type IV	0	0	0
Air Ambulance (Rotary-Wing), Type I	0	0	0
Air Ambulance (Rotary-Wing), Type II	0	0	0
Air Ambulance (Rotary-Wing), Type III	0	0	0
Air Ambulance (Rotary-Wing), Type IV	0	0	0
Air Search Team (Fixed-Wing), Type I	0	0	0
Air Search Team (Fixed-Wing), Type II	0	0	0
Air Search Team (Fixed-Wing), Type III	0	0	0
Air Search Team (Fixed-Wing), Type IV	0	0	0
Air Supply Truck- Type I	1	1	0
Air Supply Truck- Type II	0	0	0
Air Supply Truck- Type III	0	0	0
Airborne Recon (Fixed-Wing), Type I	0	0	0

Your resource changes have been submitted for approval.

\* can be Multi-jurisdictional





# MUTUALAIDNET

## ADMINISTRATION : DEPT/AGENCY : DATASHEET

- The changes will not be committed until approved
- The program does not send any notifications of the submitted changes, so the person making the changes will need to make that notice to the appropriate person for approval

**MutualAidNet - Florida - Datasheet**

Dept/Agency Information:

Dept/Agency: **Estero Fire Rescue**

Dept/Agency ID#

Resource Information:

Resource Type	Dept/Agency Total	Available Total	EMAC
Aerial Ladder, Type I	2	1	0
Aerial Ladder, Type II	0	0	0
Aerial Platform, Type I	1	1	0
Aerial Platform, Type II	0	0	0
Air Ambulance (Fixed-Wing), Type I	0	0	0
Air Ambulance (Fixed-Wing), Type II	0	0	0
Air Ambulance (Fixed-Wing), Type III	0	0	0
Air Ambulance (Fixed-Wing), Type IV	0	0	0
Air Ambulance (Rotary-Wing), Type I	0	0	0
Air Ambulance (Rotary-Wing), Type II	0	0	0
Air Ambulance (Rotary-Wing), Type III	0	0	0
Air Ambulance (Rotary-Wing), Type IV	0	0	0
Air Search Team (Fixed-Wing), Type I	0	0	0
Air Search Team (Fixed-Wing), Type II	0	0	0
Air Search Team (Fixed-Wing), Type III	0	0	0
Air Search Team (Fixed-Wing), Type IV	0	0	0
Air Supply Truck- Type I	1	1	0
Air Supply Truck- Type II	0	0	0
Air Supply Truck- Type III	0	0	0
Airborne Recon (Fixed-Wing), Type I	0	0	0

Your resource changes have been submitted for approval.

\* can be Multi-jurisdictional



# MUTUALAIDNET

## ADMINISTRATION : DEPT/AGENCY : DATASHEET

- If you are authorized to Approve Resource Updates, you will see the message in red “Update Successful”

**MutualAidNet - Florida - Datasheet**

**Dept/Agency Information:**  
Dept/Agency: **Estero Fire Rescue**  
Dept/Agency ID#

**Resource Information:**

Resource Type	Dept/Agency Total	Available Total	EMAC
Aerial Ladder, Type I	2	1	0
Aerial Ladder, Type II	0	0	0
Aerial Platform, Type I	1	1	0
Aerial Platform, Type II	0	0	0
Air Ambulance (Fixed-Wing), Type I	0	0	0
Air Ambulance (Fixed-Wing), Type II	0	0	0
Air Ambulance (Fixed-Wing), Type III	0	0	0
Air Ambulance (Fixed-Wing), Type IV	0	0	0
Air Ambulance (Rotary-Wing), Type I	0	0	0
Air Ambulance (Rotary-Wing), Type II	0	0	0
Air Ambulance (Rotary-Wing), Type III	0	0	0
Air Ambulance (Rotary-Wing), Type IV	0	0	0
Air Search Team (Fixed-Wing), Type I	0	0	0
Air Search Team (Fixed-Wing), Type II	0	0	0
Air Search Team (Fixed-Wing), Type III	0	0	0
Air Search Team (Fixed-Wing), Type IV	0	0	0
Air Supply Truck- Type I	1	1	0
Air Supply Truck- Type II	0	0	0
Air Supply Truck- Type III	0	0	0
Airborne Recon (Fixed-Wing), Type I	0	0	0

**Update Successful!**

\* can be Multi-jurisdictional

Adding Dept Resources



# MUTUALAIDNET

## ADMINISTRATION : DEPT/AGENCY INFORMATION

- *APPROVE RESOURCE UPDATES* is one of the Role Activities, currently assigned to the two Fire Roles highlighted below

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	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		

Approving Resource Updates



# MUTUAL AID NET

## ADMINISTRATION : DEPT/AGENCY INFORMATION

- Navigate to the Dept/Agency Information tab, and select the *DATASHEET* button

Dept/Agency Information    Dept/Agency Contacts

Dept/Agency Information:

Dept/Agency ID#: EST

Region: 6  County: Lee

Dept/Agency Name: Estero Fire Rescue Phone: (239) 390-8000

Address: 21500 Three Oaks Parkway Latitude: 26.42639

City: Estero State: FL Longitude: -81.789097

Full Time Staff Le: 54 Part Time Staff Le: 0 Zip: 33928 - 0

Exclusion Start:  Exclusion End:  ☐ Private EMS Agency

[Map It](#)



# MUTUALAIDNET

## ADMINISTRATION : DEPT/AGENCY : DATASHEET

- Scroll down the full list to review all submitted changes
- Select the *SAVE* button to committee the changes

**MutualAidNet - Florida - Datasheet**

Dept/Agency Information:

Dept/Agency: **Estero Fire Rescue**

Dept/Agency ID#

Resource Information:

Resource Type	Dept/Agency Total	Available Total	EMAC
Aerial Ladder, Type I	2	1	0
Aerial Ladder, Type II	0	0	0
Aerial Platform, Type I	1	1	0
Aerial Platform, Type II	0	0	0
Air Ambulance (Fixed-Wing), Type I	0	0	0
Air Ambulance (Fixed-Wing), Type II	0	0	0
Air Ambulance (Fixed-Wing), Type III	0	0	0
Air Ambulance (Fixed-Wing), Type IV	0	0	0
Air Ambulance (Rotary-Wing), Type I	0	0	0
Air Ambulance (Rotary-Wing), Type II	0	0	0
Air Ambulance (Rotary-Wing), Type III	0	0	0
Air Ambulance (Rotary-Wing), Type IV	0	0	0
Air Search Team (Fixed-Wing), Type I	0	0	0
Air Search Team (Fixed-Wing), Type II	0	0	0
Air Search Team (Fixed-Wing), Type III	0	0	0
Air Search Team (Fixed-Wing), Type IV	0	0	0
Air Supply Truck- Type I	1	1	0
Air Supply Truck- Type II	0	0	0
Air Supply Truck- Type III	0	0	0
Airborne Recon (Fixed-Wing), Type I	0	0	0

Your resource changes have been submitted for approval.

\* can be Multi-jurisdictional



# MUTUALAIDNET

## ADMINISTRATION : DEPT/AGENCY : DATASHEET

- If you were successful, you will see the message in red at the bottom of the page, “Update Successful”

**MutualAidNet - New Hampshire - Datasheet**

**Dept/Agency Information:**

Dept/Agency: **ABC Fire Dept (Test Dept)**

Dept/Agency ID#

**Resource Information:**

Resource Type	Dept/Agency Total	Available Total	EMAC
Aerial Ladder, Type I	3	1	0
Aerial Ladder, Type II	0	0	0
Aerial Platform, Type I	0	0	0
Aerial Platform, Type II	0	0	0
Air Ambulance (Fixed-Wing), Type I	0	0	0
Air Ambulance (Fixed-Wing), Type II	0	0	0
Air Ambulance (Fixed-Wing), Type III	0	0	0
Air Ambulance (Fixed-Wing), Type IV	0	0	0
Air Ambulance (Rotary-Wing), Type I	0	0	0
Air Ambulance (Rotary-Wing), Type II	0	0	0
Air Ambulance (Rotary-Wing), Type III	0	0	0
Air Ambulance (Rotary-Wing), Type IV	0	0	0
Air Search Team (Fixed-Wing), Type I	0	0	0
Air Search Team (Fixed-Wing), Type II	0	0	0
Air Search Team (Fixed-Wing), Type III	0	0	0

**Update Successful!**

\* can be Multi-jurisdictional