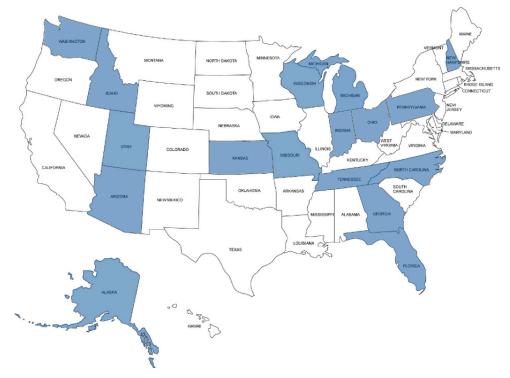




MutualAidNet: Step by Step





SENDING RESOURCES



- Navigate to the Home Page
- Select the Pending Activation Tab



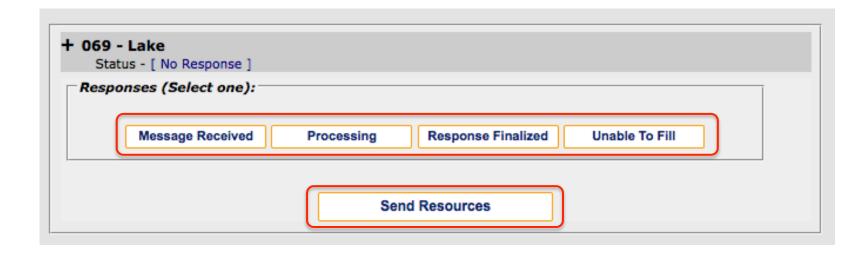


- New activation contained within one border with a title section
- Requested resources grouped by County

Large Warehouse Fire (Test Incident) 3/28/2014 10:29:55 PM ABC Fire Dept							
Large warehouse fire with threatening to extend several blocks. Test incident							
+ 069 - Lake Status - [No Response							
Responses (Select one)							
Kesponses (Select one)	•						
Message Received	Processing	Response Finalized Unable To Fill					
	Sen	nd Resources					
+ 095 - Orange Status - [No Response							
Responses (Select one)							
Message Receive	Processing	Response Finalized Unable To Fill					
+ 097 - Osceola							
Status - [No Response							
Responses (Select one)							
Message Receive	Processing	Response Finalized Unable To Fill					
-	Sen	nd Resources					
+ 117 - Seminole							
Status - [No Response							
, , , , , , , , , , , , ,							
Message Receive	Processing	Response Finalized Unable To Fill					
	Send Resources						



- Message Received- lets others know you are accessing the resource request for this County
- **Processing** Lets others know your processing the request
- **Response Finalized** Select when you are finished with all requests, and that County cannot send anymore resources for that activation
- **Unable To Fill** Select when you cannot send any of the requested resources from that County
- **Send Resources** Opens the page to select and send the requested resources



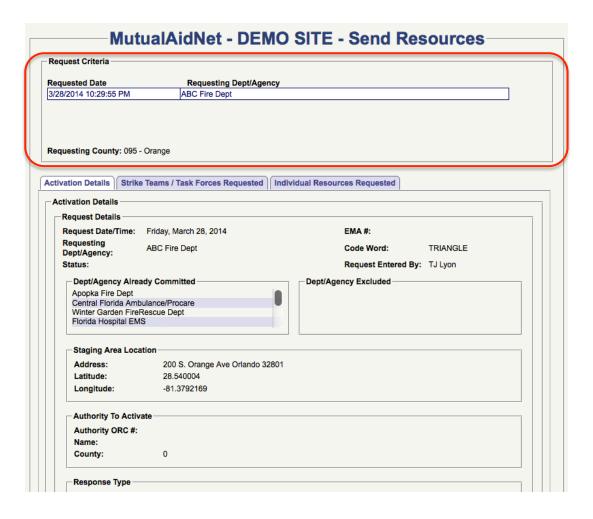


• Select the *SEND RESOURCES* button to open the request for a specific County

Large Warehouse Fire (Test Incident) 3/28/2014 10:29:55 PM ABC Fire Dept							
	Large warehou	use fire with threatenin	ng to extend several bl	ocks. Test incident			
+ 069 - Stat	· Lake us - [No Response]						
Respo	onses (Select one):						
	Message Received	Processing	Response Finalized	Unable To Fill			
		Send	Resources				
	• Orange us - [No Response]						
	onses (Select one):						
	Message Received	Processing	Response Finalized	Unable To Fill			
		Send	Resources				
	· Osceola						
	us - [No Response]						
	Message Received	Processing	Response Finalized	Unable To Fill			
		Send	Resources				
L 447	Seminole						
Stat	us - [No Response]						
Respo	onses (Select one):						
	Message Received	Processing	Response Finalized	Unable To Fill			
		Send	Resources				
		Send	resources				



- Send Resources/County View
 - Requesting Dept/Agency, Date & Time of request
 - Requesting County



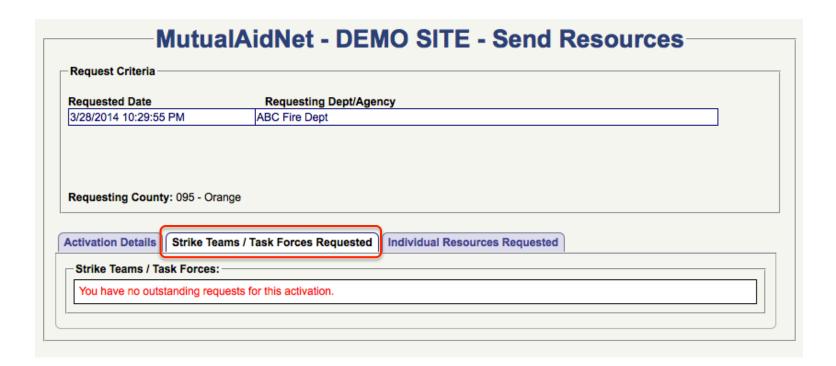


- Send Resources:/Activation Details
 - Includes all the details associated with the resource request

quest Criteria		
quested Date	Requesting Dept/Agen	cy
28/2014 10:29:55 PM	ABC Fire Dept	
questing County: 095	- Orange	
ivation Details Strik	e Teams / Task Forces Requested	Individual Resources Requested
ctivation Details		
Request Details		
Request Date/Time:	Friday, March 28, 2014	EMA #:
Requesting Dept/Agency:	ABC Fire Dept	Code Word: TRIANGLE
Status:		Request Entered By: TJ Lyon
Dept/Agency Alre Apopka Fire Dept Central Florida Aml Winter Garden Fire Florida Hospital EM	bulance/Procare Rescue Dept	Dept/Agency Excluded
Staging Area Loc	ation	
Address:	200 S. Orange Ave Orlando 32	801
Latitude:	28.540004	
Longitude:	-81.3792169	
Authority To Activ	vate	
Authority ORC #:		
Name:		

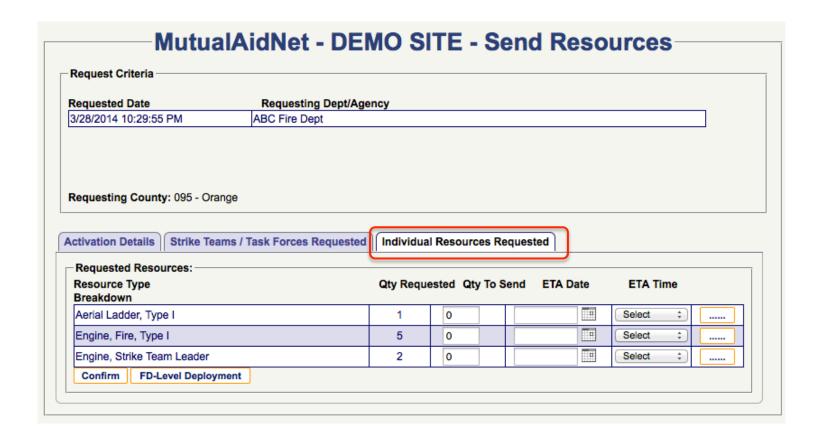


- Send Resources:/Strike Teams & Task Forces Requested
 - List of all Strike Teams & Task Forces requested from this County (Non requested being requested of this county here)





- Send Resources:/Individual Resources Requested
 - List of all resources from the master resource list by Category, being requested from this County



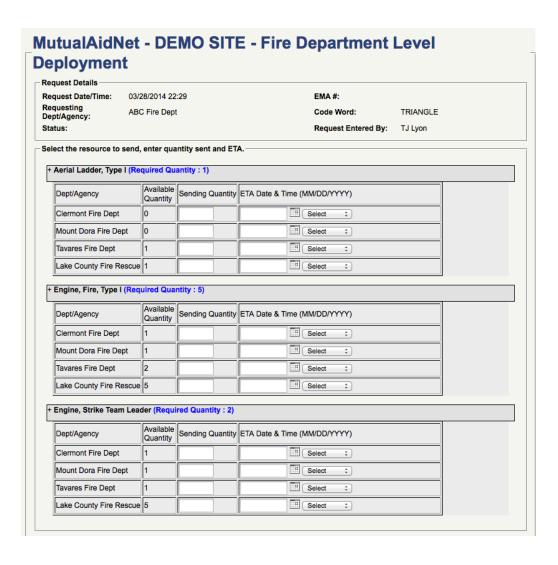


- Send Resources:/Individual Resources Requested
 - List includes each resource type by total being requested from this County
 - Select *FD-Level Deployment* button to reveal the breakdown by Dept/Agency

Requested Resources:				
Resource Type Breakdown	Qty Requ	uested Qty To	Send ETA Date	ETA Time
Aerial Ladder, Type I	1	0	THE	Select ‡
Engine, Fire, Type I	5	0		Select ‡
Engine, Strike Team Leader	2	0		Select ‡

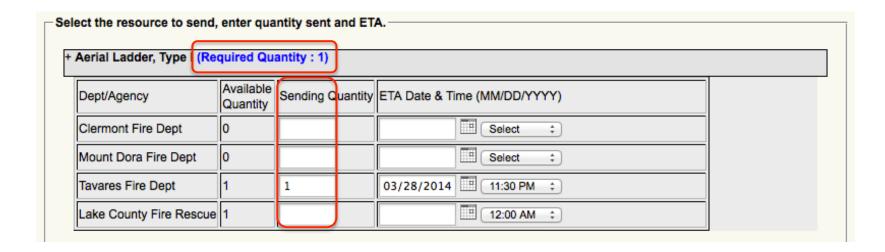


- Send Resources:/Fire Department Level Deployment
 - List of requested resources by Department for this county



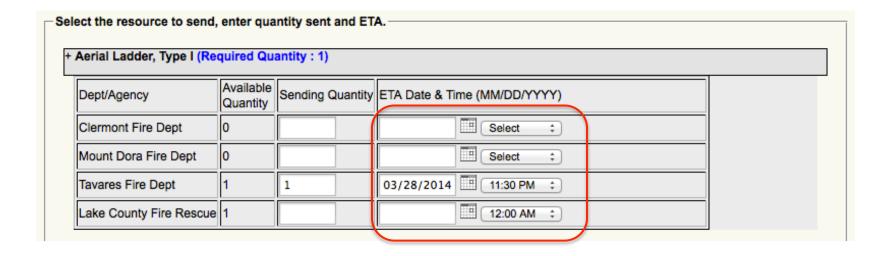


- Send Resources:/Fire Department Level Deployment
 - The required quantity in blue, is the total number of the specific resource type being requested from this County
 - Enter the number each agency is sending in the *SENDING QUANTITY* box



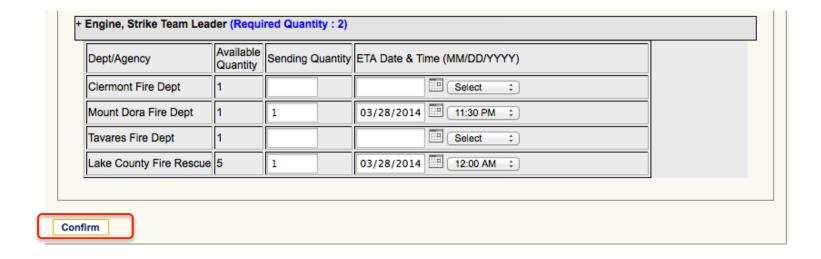


- Send Resources:/Fire Department Level Deployment
 - Enter the estimated arrival date & time for each resource that is being sent





- Send Resources:/Fire Department Level Deployment
 - Select Confirm button when done, which will change the status of the request to Sending Units





- Send Resources:/Fire Department Level Deployment
 - You will see the message "Saved successfully" after selecting the Confirm button



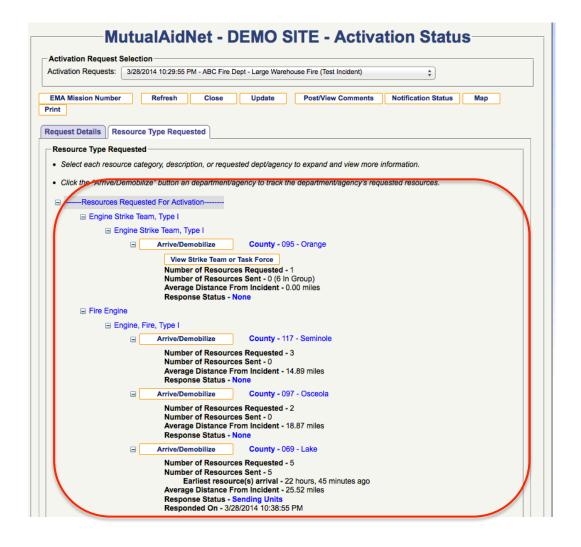


- To see how those changes will be seen, Navigate to the Activation Status page
- Select the activation from the drop-down list





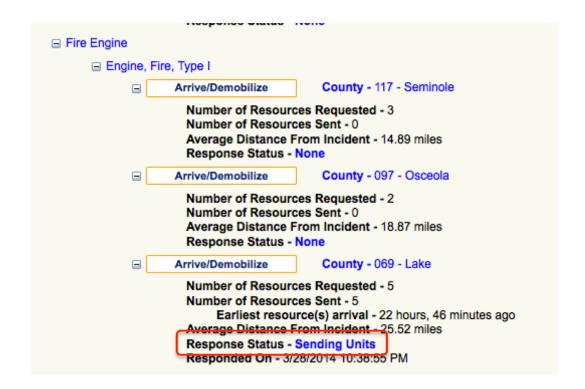
- Activation Status
 - Resource requests are grouped by Resource Type/County





Activation Status

- In this view of requested Type I Engines, you can see the status by county
- Response Status reflects what you selected when managing requests by county, within the Pending Activations page



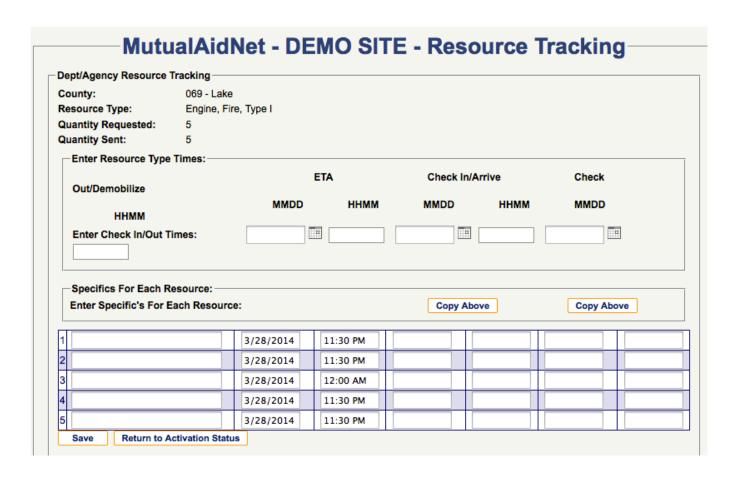


- Activation Status/Arrive & Demobilize
 - Selecting the Arrive/Demobilize button will open a page where you can update information related to the resource tracking



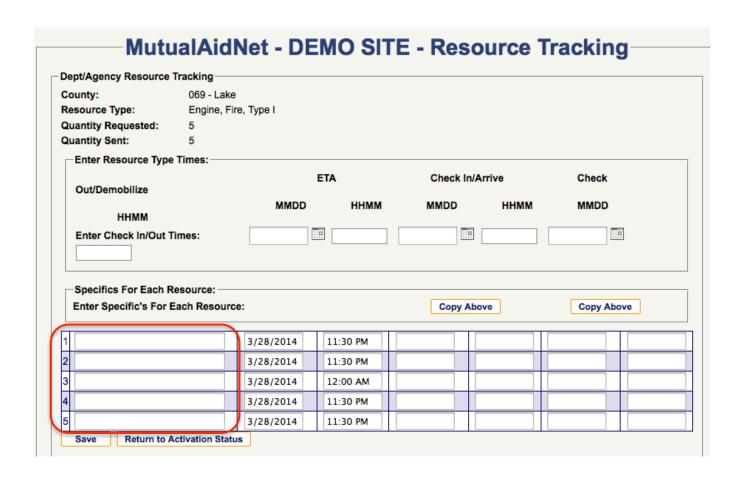


- Activation Status/Resource Tracking
 - Once resources have been sent you can access this page to provide a unit name for each resource, and update there response status



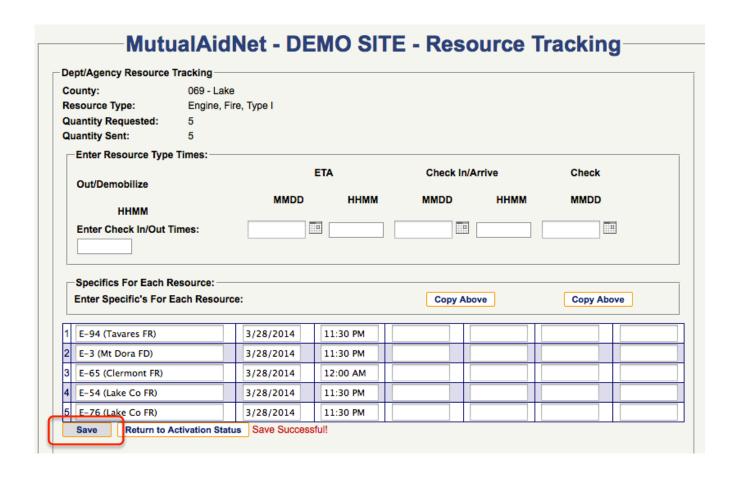


- Activation Status/Resource Tracking
 - Once each resource has responded, and each unit ID (Radio ID) is known, they can be added here



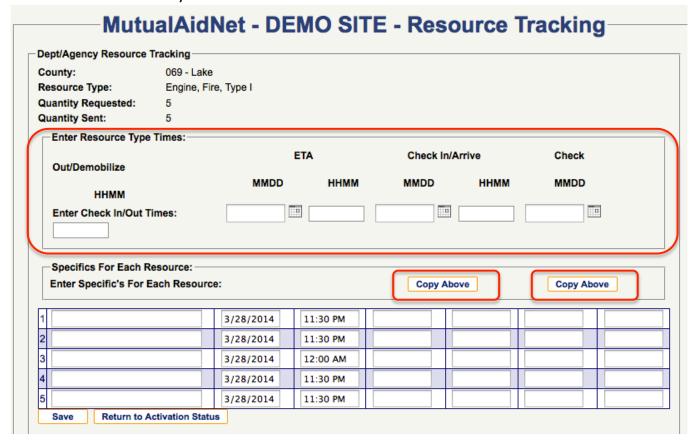


- Activation Status/Resource Tracking
 - Select the *SAVE* button when done, and you should receive the message "Save Successful"



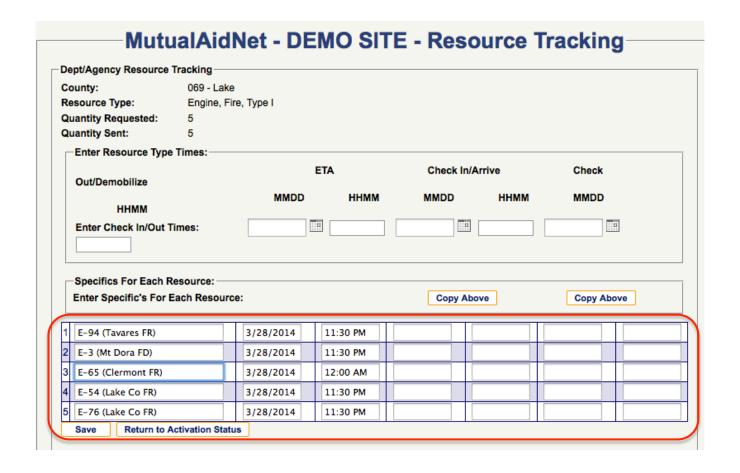


- Activation Status/Resource Tracking
 - Add date & time for each resource, as there status changes (Updates all at one time by selecting *COPY DOWN*)
 - Check In/Arrive
 - Check Out/Demob





- Activation Status/Resource Tracking
 - Use this section to add date & time individually
 - Select Save to commit changes





- Activation Status/Print Function
 - To see the status of each resource response status, select the *PRINT* button, and review the downloaded PDF





- Activation Status/Print Function
 - Resources are grouped by Dept/Agency

Category / Description	# Reqs	Sent	Dist	Direction	Check In	Check Out	ETA		
Fire Engine	1	No	6.06 Mi	N					
Engine, Fire, Type I Category / Description	# Regs	Sent							
Fire Engine		0							
The Engine			J						
Orlando International Airport Fire Rescue									
Category / Description	# Reqs	Sent	Dist	Direction	Check In	Check Out	ETA		
Fire Engine Engine, Fire, Type I	1 1	No	8.28 Mi	SE					
Category / Description	# Reqs	Sent							
Fire Engine		0							
•			•						
Casselberry Fire Rescue Dept									
Category / Description	# Reqs	Sent	Dist	Direction	Check In	Check Out	ETA		
Fire Engine Engine, Fire, Type I	1	No	9.41 Mi	N					
Category / Description	# Regs	Sent							
Fire Engine		0							
			•						
Ocoee Fire Dept									
Category / Description	# Reqs	Sent	Dist	Direction	Check In	Check Out	ETA		
Fire Engine	1	No	10.13	w					
Engine, Fire, Type I			Mi	••					
Category / Description Fire Engine	# Reqs	Sent 0							
The Engine			J						
Winter Garden FireRe	scue Dep	t							
Category / Description	# Reqs	Sent	Dist	Direction	Check In	Check Out	ETA		
Fire Engine	1	No	12.59						
Engine, Fire, Type I				W/					
			Mi	W			-		
Category / Description	# Reqs	Sent	Mi	W					
Category / Description Fire Engine			Mi	W	-				
Fire Engine	1	Sent	Mi	W					
Fire Engine Seminole County Fire	1 Dept	Sent 0							
Fire Engine Seminole County Fire	Dept # Reqs	Sent 0	Dist	Direction	Check In	Check Out	ETA		
Fire Engine Seminole County Fire	1 Dept	Sent 0	Dist 15.21 Mi						
Fire Engine Seminole County Fire Category / Description	Dept # Reqs	Sent 0 Sent No	Dist 15.21 Mi 15.21	Direction N	Check In	Check Out	 ETA		
Fire Engine Seminole County Fire Category / Description Fire Engine	Dept # Reqs	Sent 0	Dist 15.21 Mi 15.21 Mi	Direction	Check In	Check Out	ETA		
Fire Engine Seminole County Fire Category / Description	Dept # Reqs	Sent 0 Sent No	Dist 15.21 Mi 15.21 Mi 15.21	Direction N	Check In	Check Out	ETA		
Fire Engine Seminole County Fire Category / Description Fire Engine	1 Dept # Reqs 1 1 1	Sent 0 Sent No No	Dist 15.21 Mi 15.21 Mi	Direction N N	Check In	Check Out	 ETA 		
Fire Engine Category / Description Fire Engine Engine, Fire, Type I	1 Dept # Reqs 1 1 1 1	Sent 0 Sent No No No	Dist 15.21 Mi 15.21 Mi 15.21 Mi	Direction N	Check In	Check Out	 ETA 		
Fire Engine Category / Description Fire Engine Engine, Fire, Type I Category / Description	1 Dept # Reqs 1 1 1 1 # Reqs	Sent 0 Sent No No No Sent	Dist 15.21 Mi 15.21 Mi 15.21 Mi 15.21	Direction N N	Check In	Check Out	 ETA 		
Fire Engine Category / Description Fire Engine Engine, Fire, Type I	1 Dept # Reqs 1 1 1 1 # Reqs	Sent 0 Sent No No No	Dist 15.21 Mi 15.21 Mi 15.21 Mi 15.21	Direction N N	Check In	Check Out	 ETA 		
Fire Engine Category / Description Fire Engine Engine, Fire, Type I Category / Description Fire Engine	1 Dept # Reqs 1 1 1 1 # Reqs	Sent 0 Sent No No No Sent	Dist 15.21 Mi 15.21 Mi 15.21 Mi 15.21	Direction N N	Check In	Check Out	 ETA 		
Fire Engine Category / Description Fire Engine Engine, Fire, Type I Category / Description Fire Engine Category / Description Fire Engine Clermont Fire Dept	1 Dept # Regs 1 1 1 1 1 # Regs 4	Sent 0 Sent No No No Sent 0	Dist 15.21 Mi 15.21 Mi 15.21 Mi 15.21 Mi	Direction N N N	Check In	Check Out	======================================		
Fire Engine Category / Description Fire Engine Engine, Fire, Type I Category / Description Fire Engine Category / Description Fire Engine Clermont Fire Dept Category / Description	1 Dept # Reqs 1 1 1 1 # Reqs	Sent 0 Sent No No No Sent	Dist 15.21 Mi 15.21 Mi 15.21 Mi 15.21	Direction N N	Check In	Check Out	 ETA 		
Fire Engine Category / Description Fire Engine Engine, Fire, Type I Category / Description Fire Engine Category / Description Fire Engine Category / Description Category / Description Structural Task Force	1 Dept # Reqs 1 1 1 # Reqs 4	Sent 0 Sent No No No Sent 0 Sent Sent Sent	Dist 15.21 Mi 15.21 Mi 15.21 Mi 15.21 Mi	Direction N N N N Direction	Check In	Check Out	ETA ETA		
Fire Engine Category / Description Fire Engine Engine, Fire, Type I Category / Description Fire Engine Category / Description Fire Engine Clermont Fire Dept Category / Description	1 Dept # Regs 1 1 1 1 1 # Regs 4	Sent 0 Sent No No No Sent 0	Dist 15.21 Mi 15.21 Mi 15.21 Mi 15.21 Mi	Direction N N N	Check In	Check Out	======================================		



- Activation Status/Print Function
 - Resources are grouped by Dept/Agency

Orlando Fire Dept

Category / Description	# Reqs	Sent	Dist	Direction	Check In	Check Out	ETA		
Aerial Platform Aerial Platform, Type I	1	Yes	0.14 Mi	NW			3/30/2014 11:00 AM		
Notes:	Tower-10	Tower-10 (Orlando FD)							
Fire Engine Engine, Fire, Type I	1	Yes	0.14 Mi	NW			3/30/2014 11:30 AM		
	1	Yes	0.14 Mi	NW			3/30/2014 11:30 AM		