An Orientation to the Mutual Aid Support System (MASS)

March 2014

Homeland Security

Science and Technology

Training Audience

Emergency operations staff and leadership involved in identifying, requesting, and acquiring mutual aid with the Mutual Aid Support System (MASS).

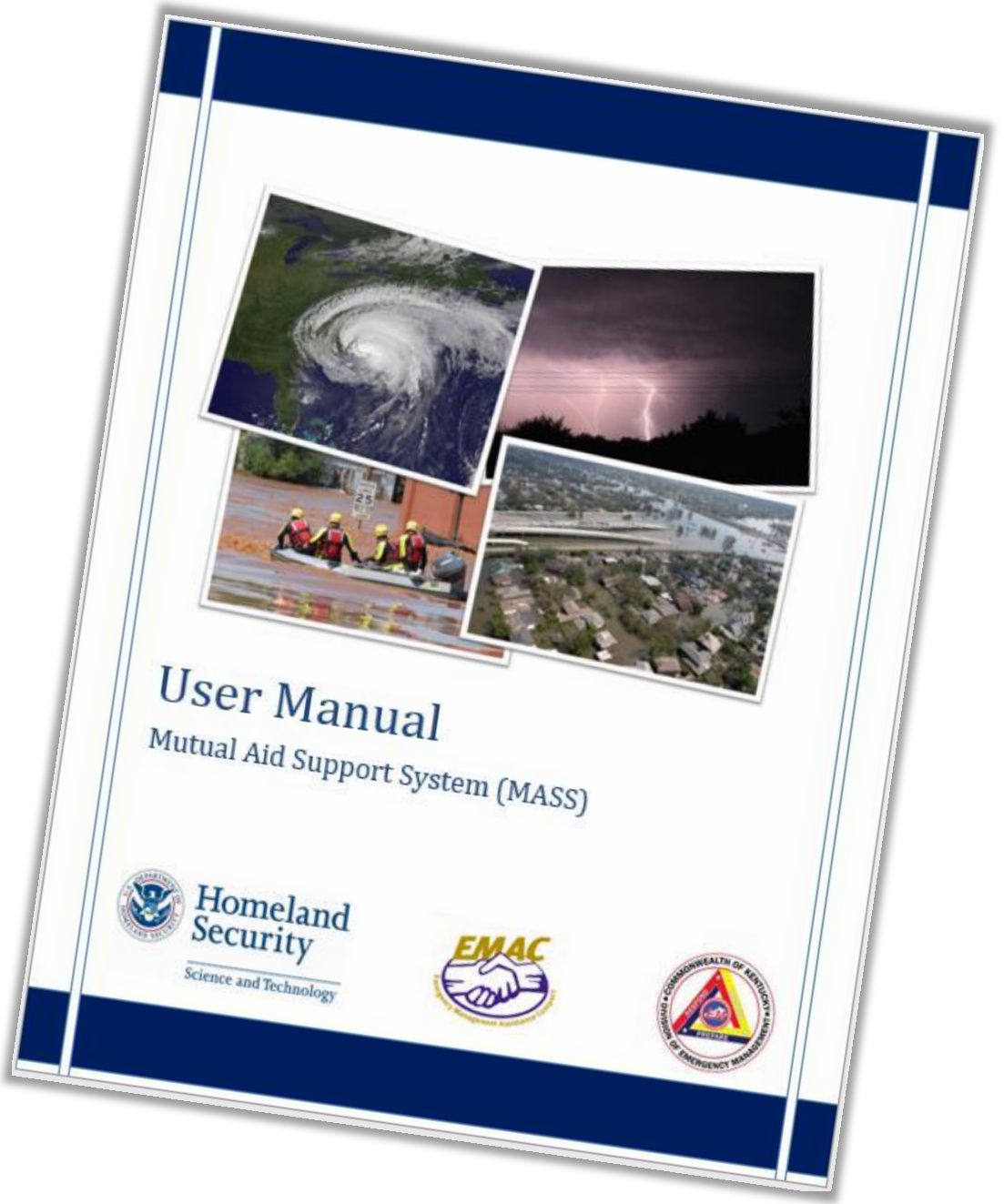
Duration

1 hour

- 40 minutes for instruction
- 10 minutes for review
- 10 minutes for Q&A and Review

Required Materials

- MASS User Manual



Learning Objectives

Be able to…

- ✓ Understand the purpose, scope and intended use of MASS
- ✓ Navigate the MASS interface and add, edit and delete records
- ✓ Query MASS for MRPs, MRP templates, response plans, and reports
- ✓ Export various types of reports, like MRPs, rosters, and plans

Agenda

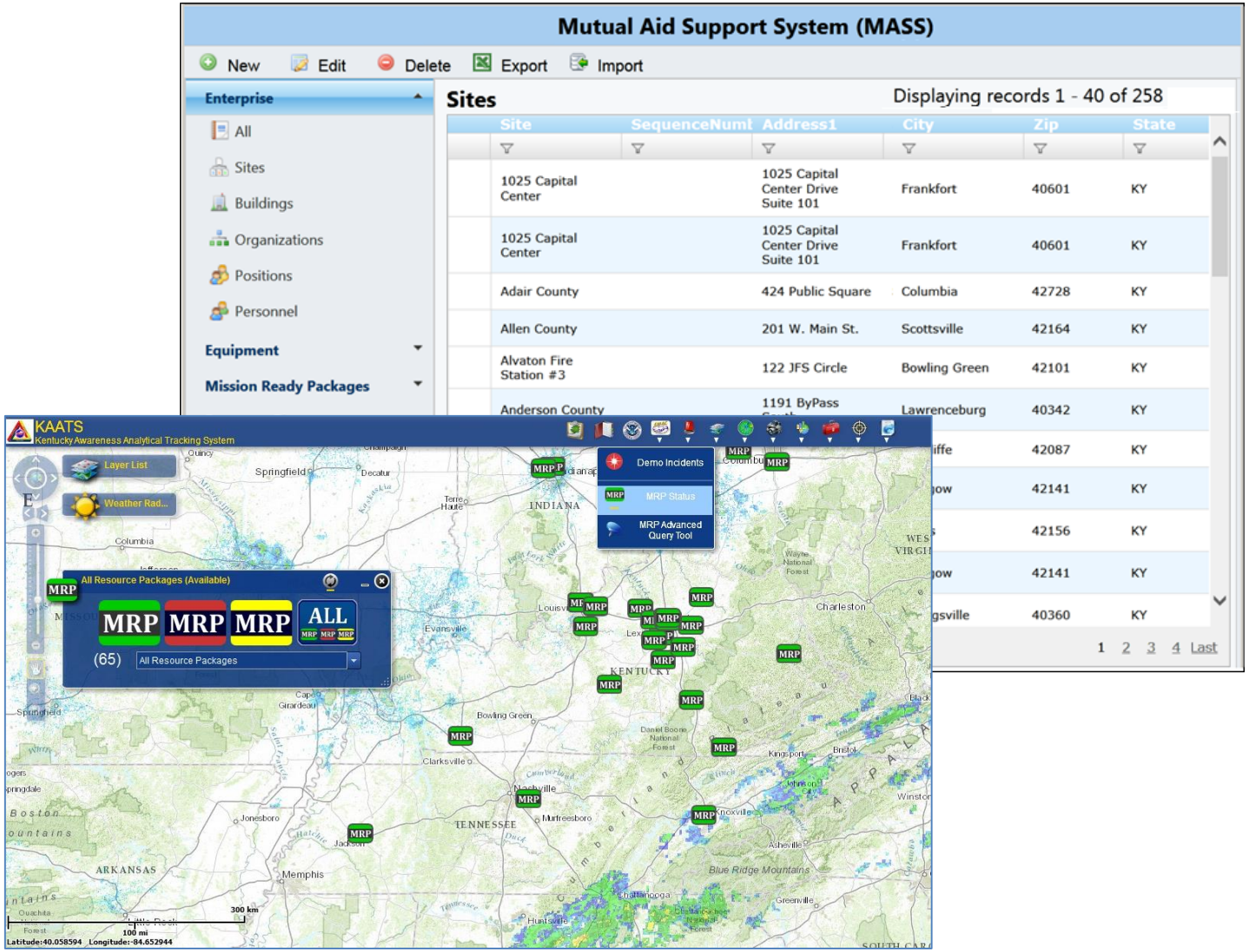
- Unit 1: Background
- Unit 2: Accessing MASS
- Unit 3: Overview of the MASS User Interface
- Unit 4: Using MASS
- Q&A

Unit 1

Background

Background

- What is MASS?
- Why use MASS?
- Who is using MASS?



Unit 2

Accessing the Mutual Aid Support System

Accessing MASS

- Submit form to KYEM
  - Michael Garmon
  - Doug Eades

Kentucky Emergency Management
Access Request Form

DISCLAIMER
Filling out this form will not automatically guarantee you a badge and/or access. Either are granted based on approval from KYEM, and the recipient will be contacted once a decision has been made.

Date:

Kentucky Division of Emergency Management
Boone National Guard Center
100 Minuteman Parkway
Frankfort, Kentucky
40601
Fax: (502) 607-1622
kyem.ky.gov

Contact Information		Work Address	
Name:		Address:	
Organization:		City:	
Position:		State:	Zip Code:

Contact Information		Home Address	
Office Number:		Address:	
Fax Number:		City:	
Home Number:		State:	Zip Code:
Cell Number:		Personal E-mail:	
Work Email:		*NOTE: Your personal e-mail address is for emergency communication only, and will be used if communication through the work e-mail is unsuccessful.*	

Hair Color:* Height:* Eye Color:*
*Required for KYEM Identification Badge application only.

I certify that the above information is accurate to the best of my knowledge:

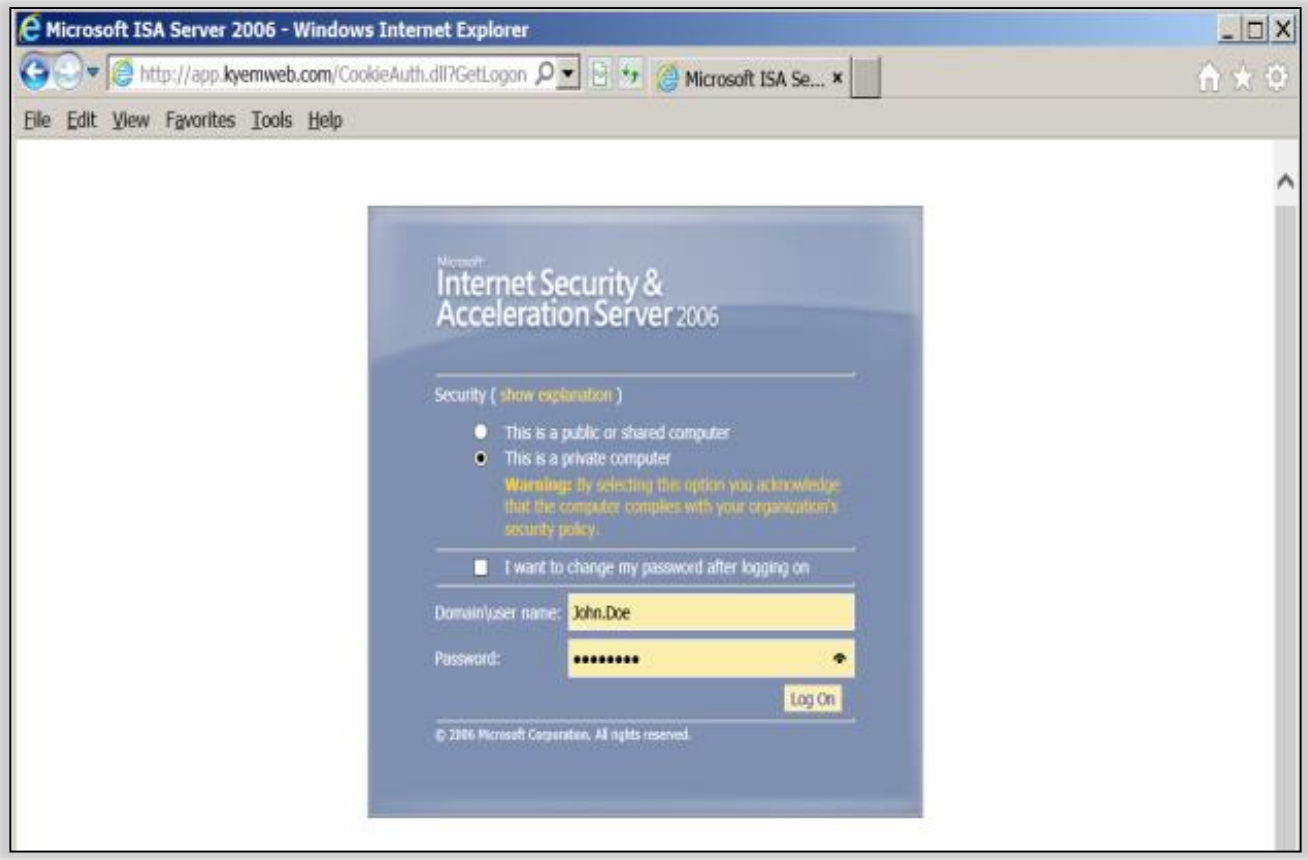
For KYEM Administration Only

Approved Denied Date Approved: Badge Number:

FOR: Badge SharePoint Both

As KYEM Management, I certify that the above information is accurate and approved:

Login to MASS



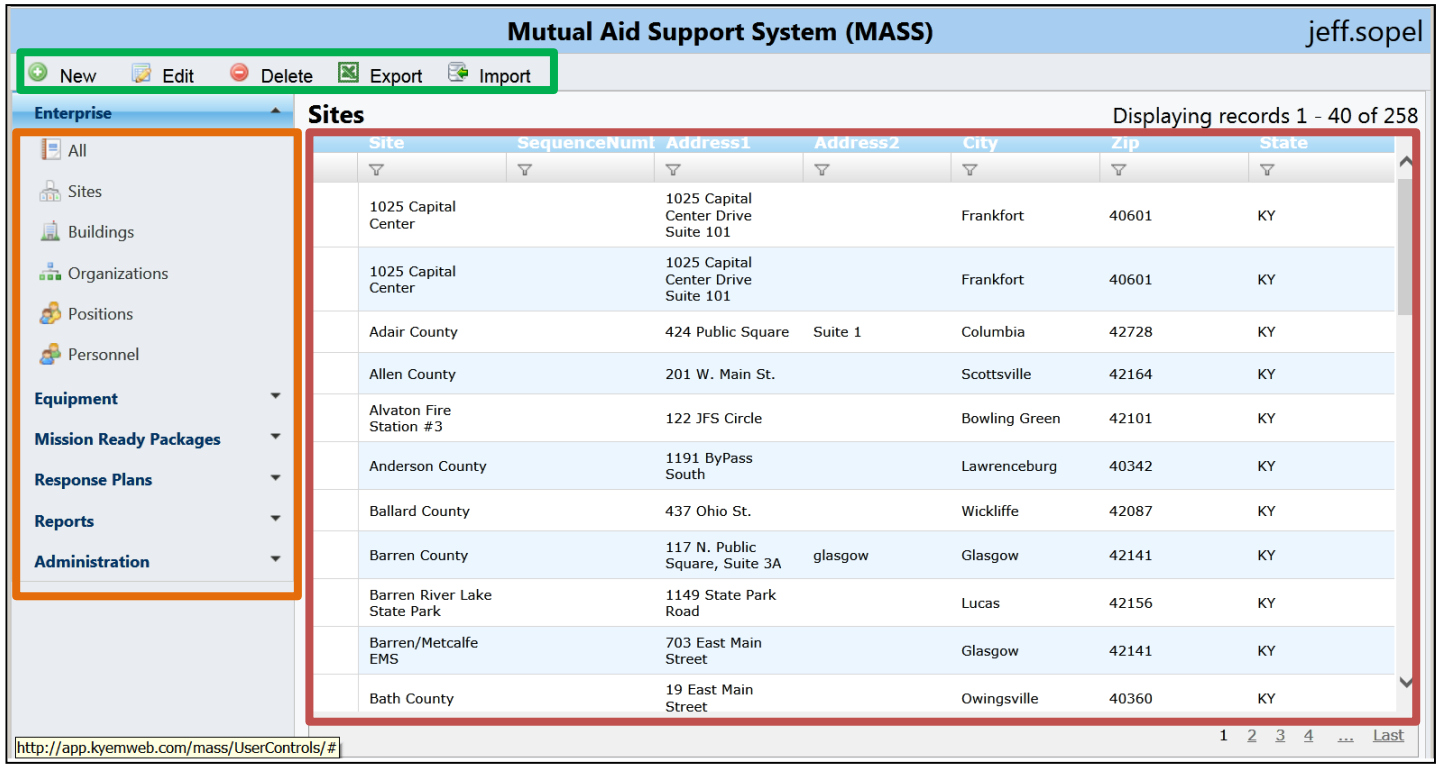
http://app.kyemweb.com/mass

Unit 3

Overview of the MASS Interface

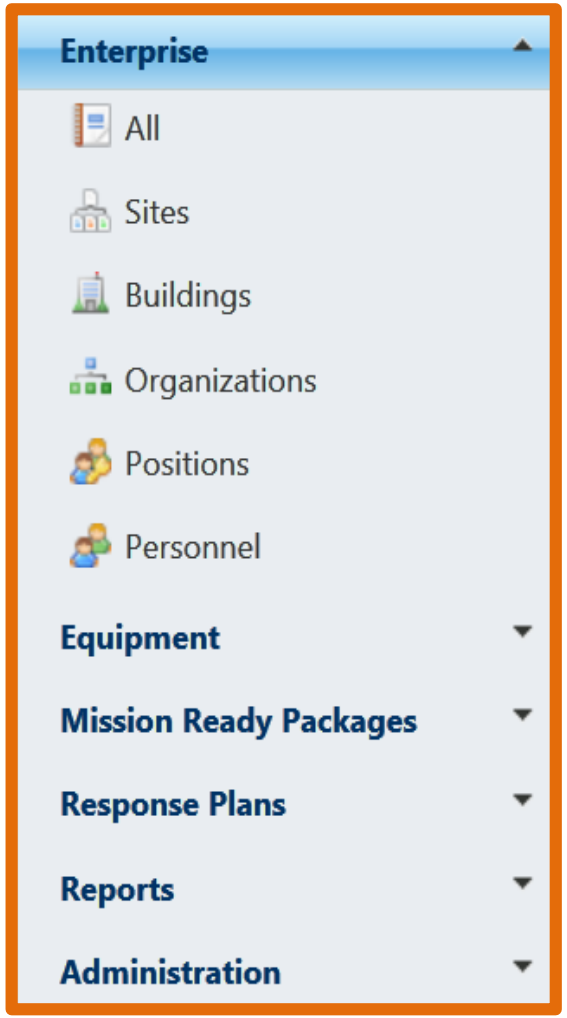
Overview of MASS User Interface

- Navigation panel
- Buttons
- Tables

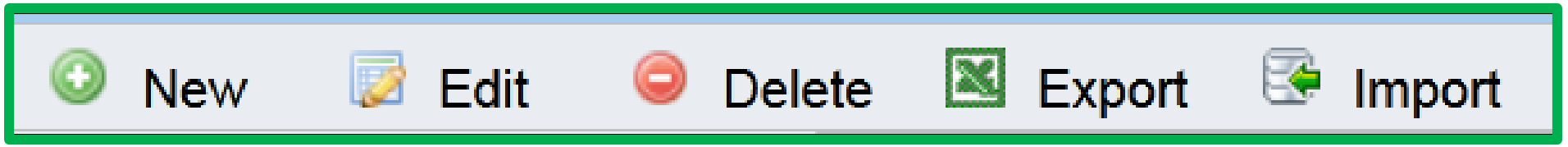


Navigation Panel

- 6 sections and 26 subsections
- Click section titles to view subsections
- Click subsection to view buttons and tables



Buttons



- **New:** creates new record
- **Edit:** edits/updates existing record
- **Delete:** deletes existing record
- **Export:** Exports table as Excel spreadsheet
- **Import:** Imports spreadsheets into database

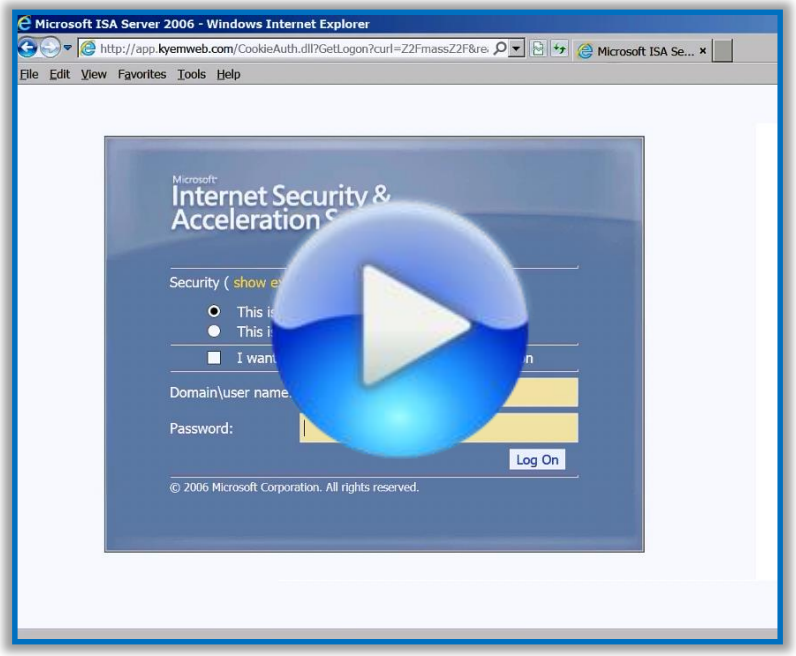
Tables

- Table displays MASS data
- Filtering capability is similar to Microsoft Excel

Site	SequenceNumber	Address1	Address2	City	Zip	St
1025 Capital Center		1025 Capital Center Drive Suite 101		Frankfort	40601	KY
1025 Capital Center		1025 Capital Center Drive Suite 101		Frankfort	40601	KY
Adair County		424 Public Square	Suite 1	Columbia	42728	KY
Allen County		201 W. Main St.		Scottsville	42164	KY
Alvaton Fire Station #3		122 JFS Circle		Bowling Green	42101	KY
Anderson County		1191 ByPass South		Lawrenceburg	40342	KY
Ballard County		437 Ohio St.		Wickliffe	42087	KY
Barren County		117 N. Public Square, Suite 3A	glasgow	Glasgow	42141	KY
Barren River Lake State Park		1149 State Park Road		Lucas	42156	KY
Barren/Metcalfe EMS		703 East Main Street		Glasgow	42141	KY
Bath County		19 East Main Street		Owingsville	40360	KY
Bell County		101 Park Avenue		Pineville	40977	KY
Black's Harbour				Black's Harbour		NB
Black's Harbour				Black's Harbour		NB
Bluegrass Emergency Response Team (BERT)		Woodford County Emergency Management/BERT	103 South Main St.	Versailles	40383	KY
Boone County		2950 Washington Street		Burlington	41005	KY
Boone National Guard Center (JFHQ)		100 Minuteman Parkway		Frankfort	40601	KY
Bourbon County		525 High Street Ste 316		Paris	40361	KY
Bowling Green Fire Department		625 E. 6th Avenue		Bowling Green	42101	KY
Bowling Green/Warren County Rescue Squad		1575 Browning Road		Auburn	42206	KY

Video Tutorial

Video 1A: Overview of Navigation Panel and Buttons



Video 1B: Sorting and Filtering

Note: Videos will open in a new window

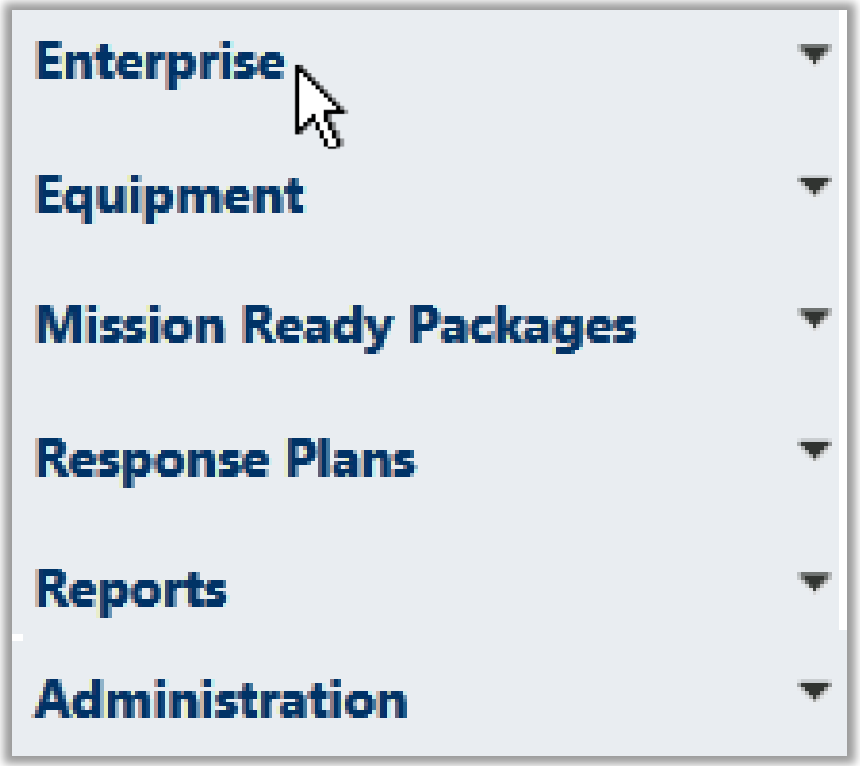
Unit 4

Using the Mutual Aid Support System

Using MASS

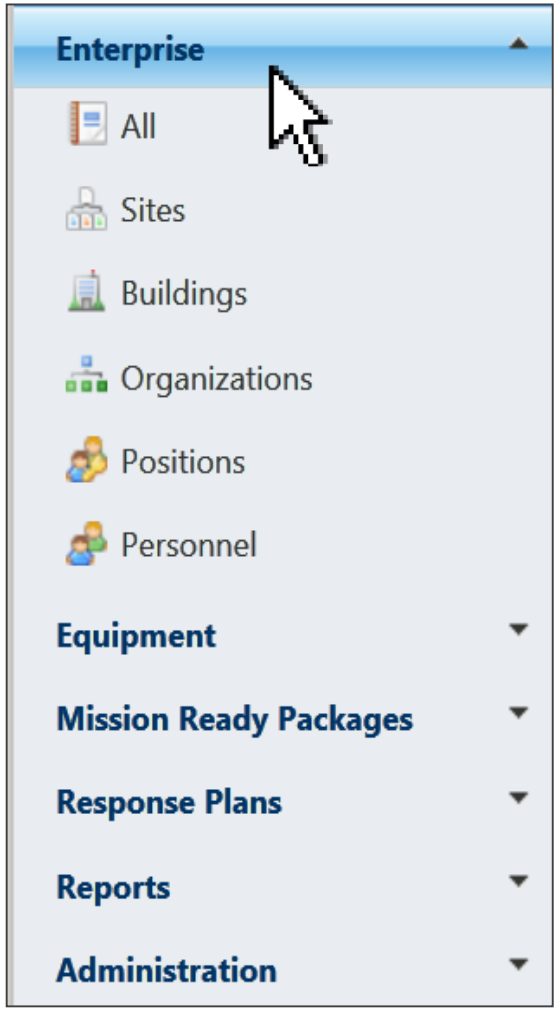
Sections

- Enterprise
- Equipment
- Mission Ready Packages
- Response Plans
- Reports
- Administration



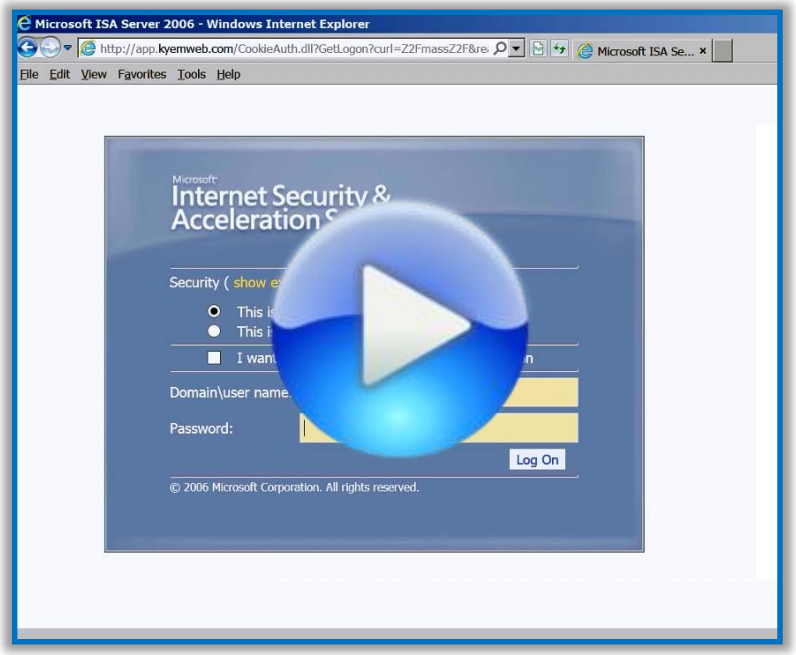
Enterprise Section

- Complete Enterprise subsections before any other section or subsection
- Enterprise subsections
  - All
  - Sites
  - Buildings
  - Organizations
  - Positions
  - Personnel



Video Tutorial

- Video 2: Overview of Enterprise Section

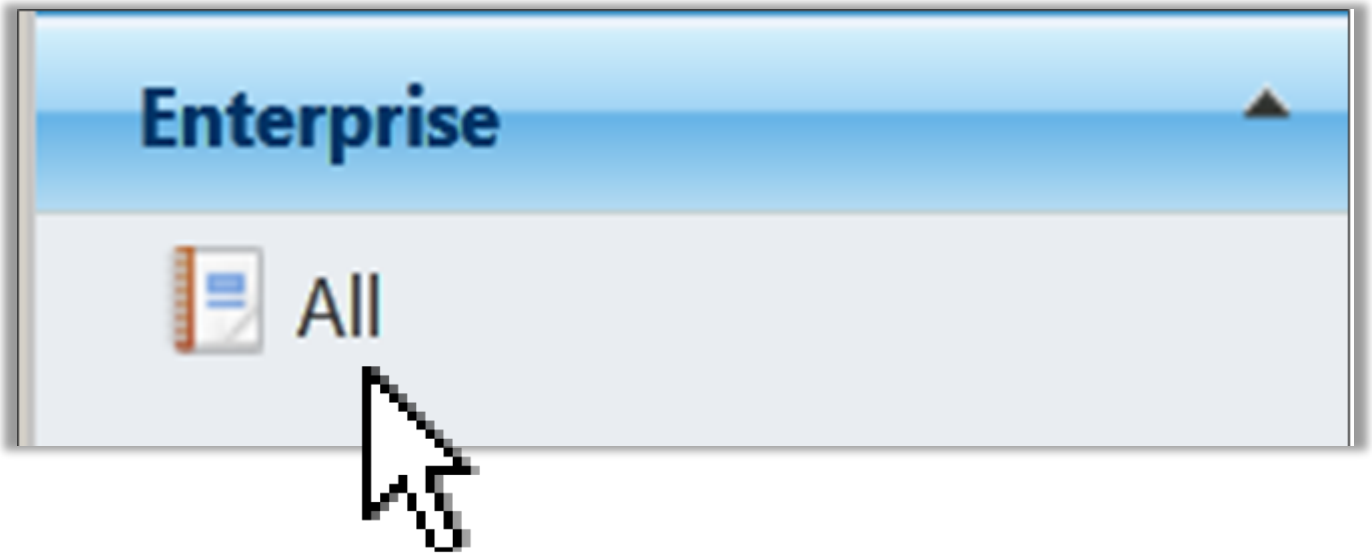


Note: Video will open in a new window

All Subsection

Enterprise→All

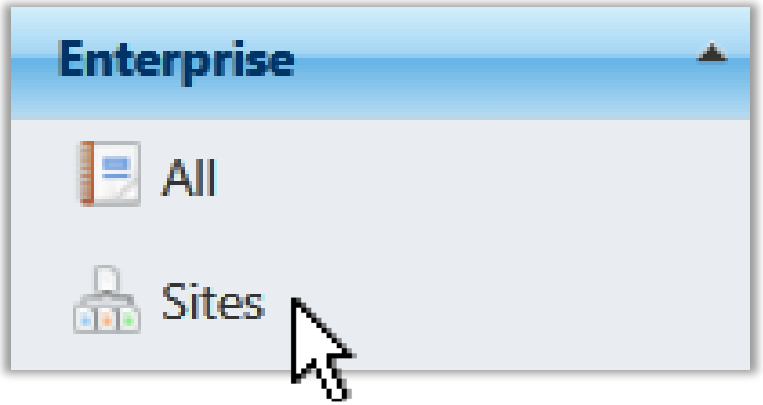
- Provides a summary of all Enterprise records within MASS



Sites Subsection

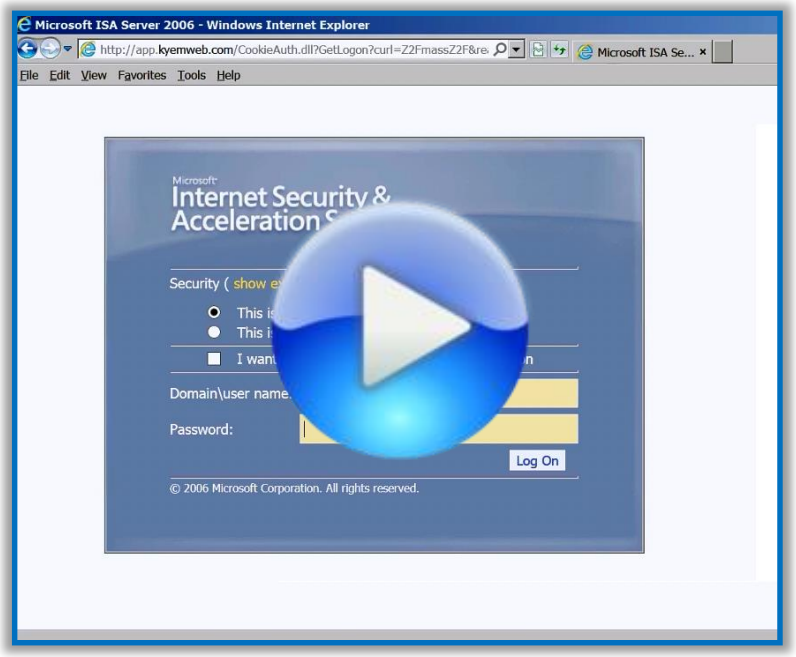
Enterprise→Sites

- Inventories names of counties, military installations, parks, campuses, and other large areas associated with your organization
- Includes latitude and longitude coordinates if available



Video Tutorial

- Video 3: Overview of the Sites subsection

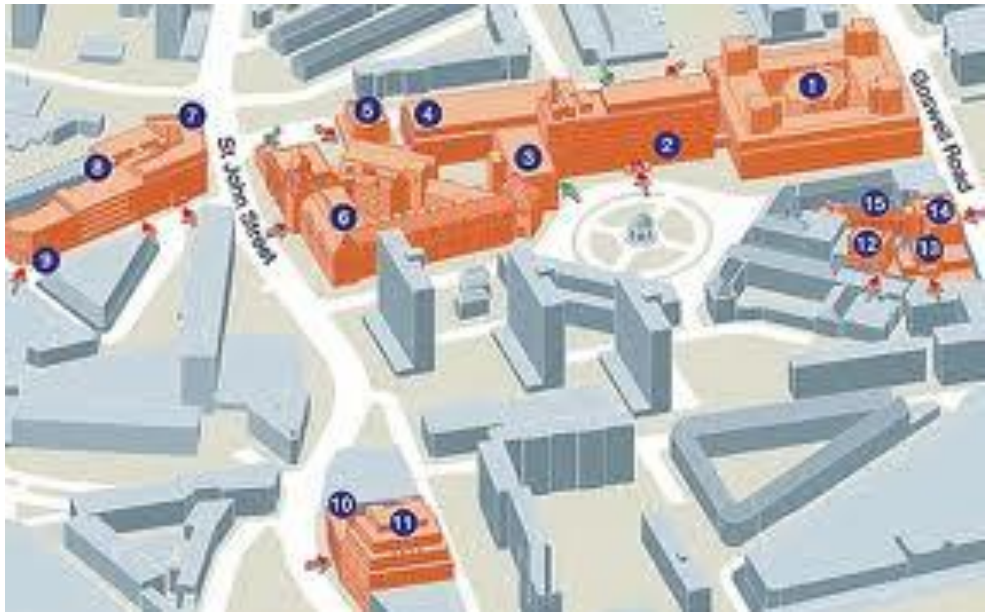


Note: Video will open in a new window

Buildings Subsection

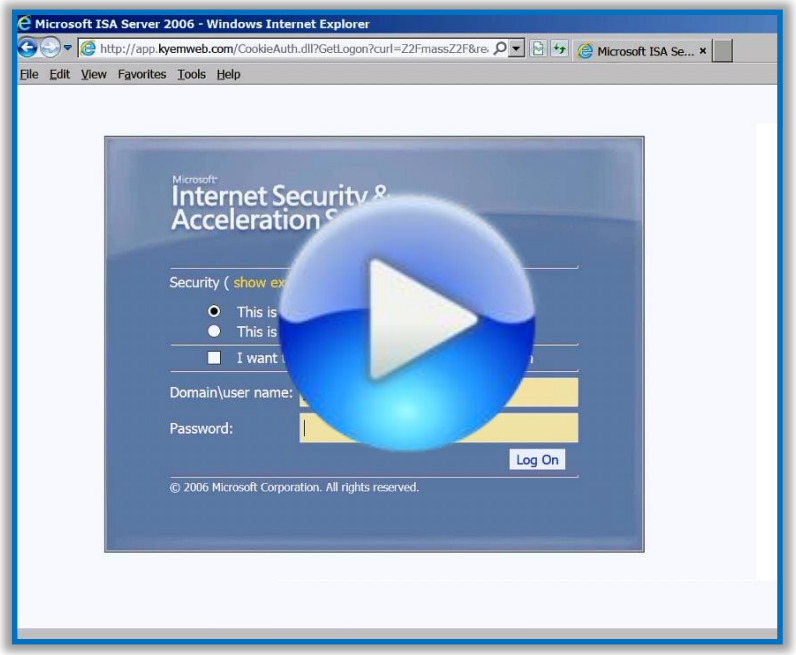
Enterprise→Buildings

- Physical building/facility information
- Links to sites associated with your organization



Video Tutorial

- Video 4: Overview of Building Subsection



Note: Video will open in a new window

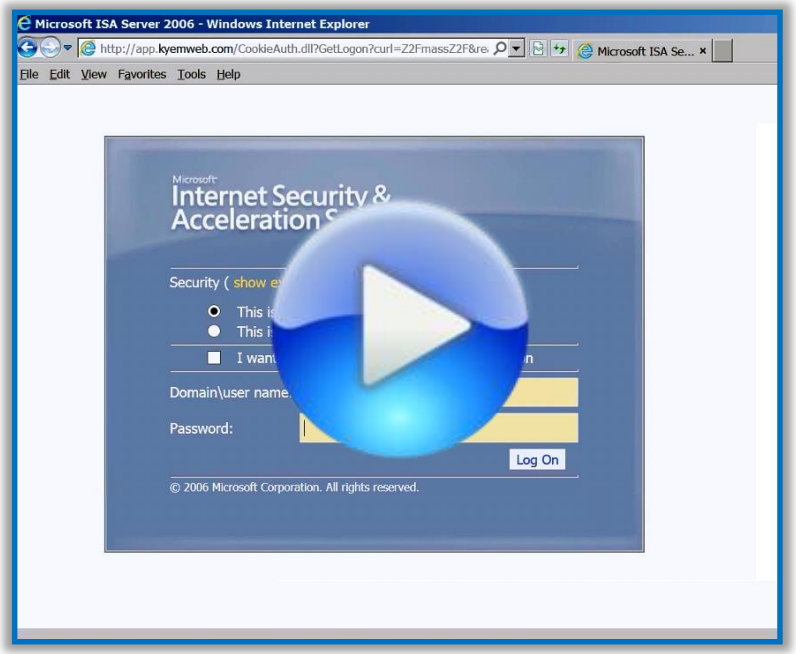
Organizations Subsection

Enterprise→Organizations

- Can have parent organizations and subordinate organizations
- Links to building information

Video Tutorial

- Video 5: Overview of Organizations Subsection

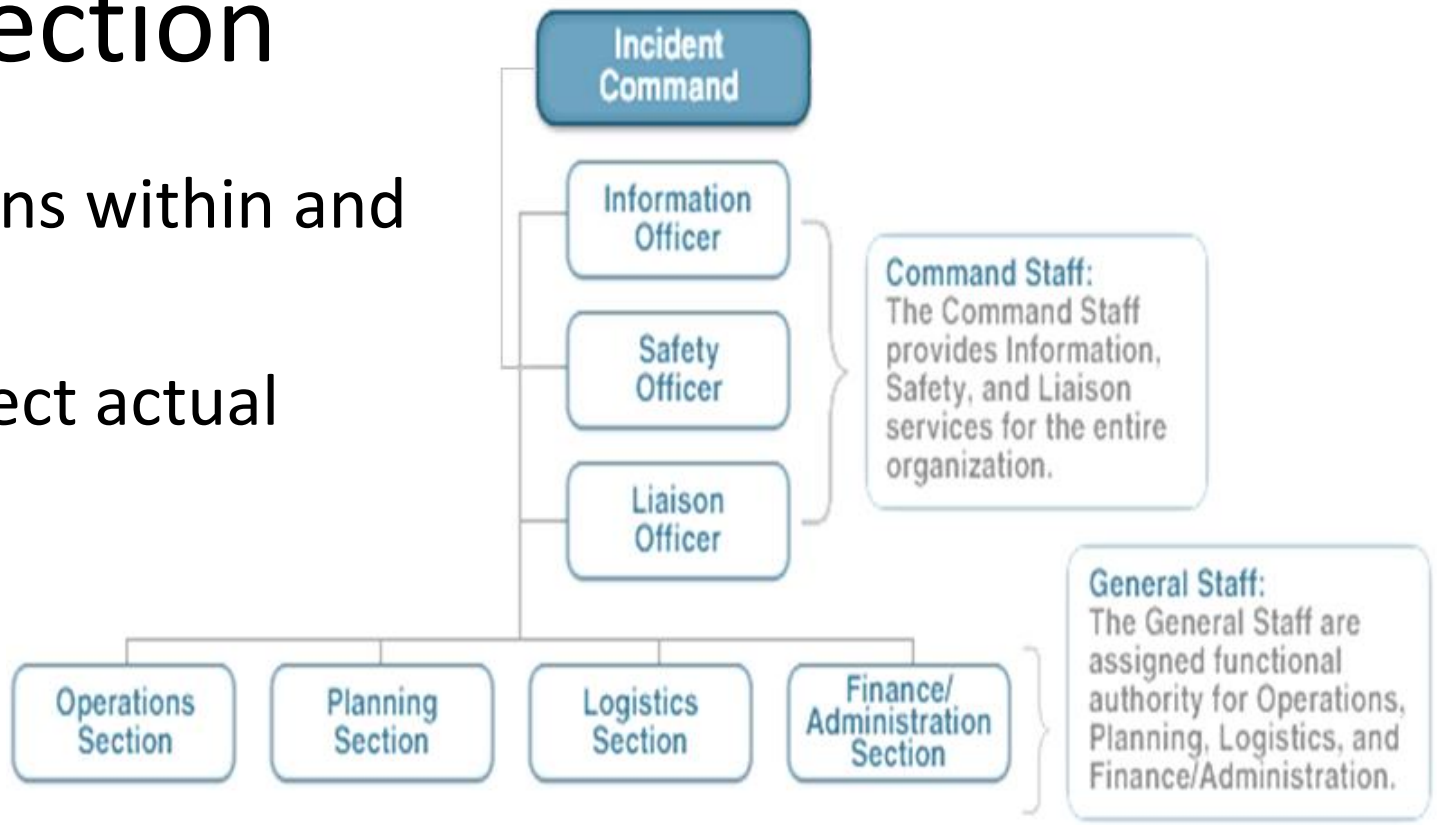


Note: Video will open in a new window

Positions Subsection

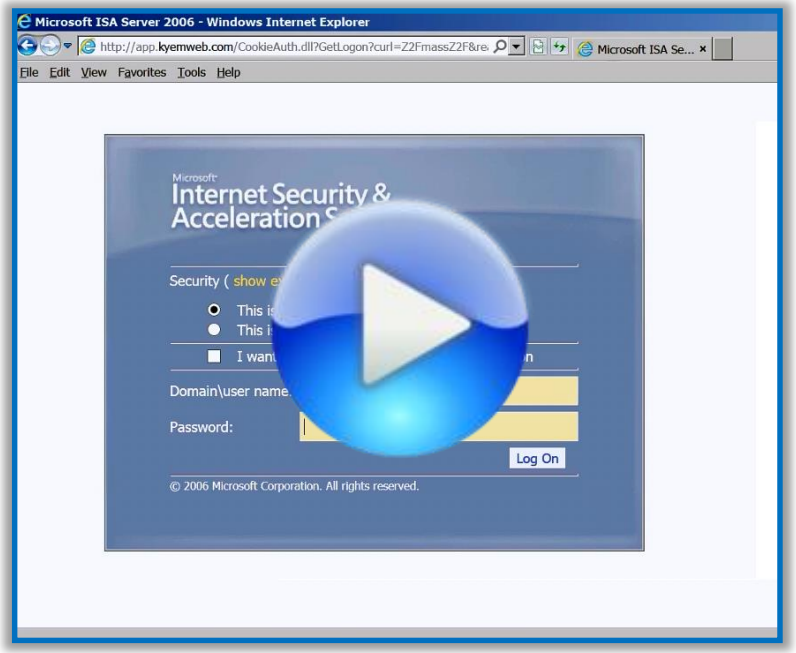
Enterprise→Positions

- Comprises all positions within and organization
- Positions should reflect actual position titles
- Examples
  - SAR Team Leader
  - EOC Manager
  - Database Administrator



Video Tutorial

- Video 6: Overview of Positions Subsection



Note: Video will open in a new window

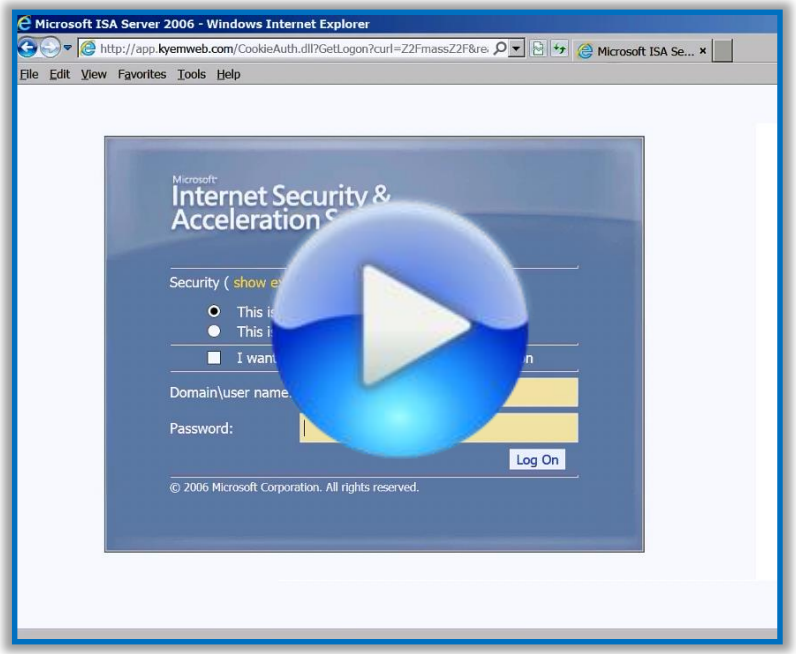
Personnel Subsection

Enterprise→Personnel

- Includes personnel information associated with an organization
- Ensure all personnel contact and salary information is up-to-date
- Visit www.emacweb.org and click Mutual Aid for help with salary calculations

Video Tutorial

- Video 7: Overview of Personnel Subsection

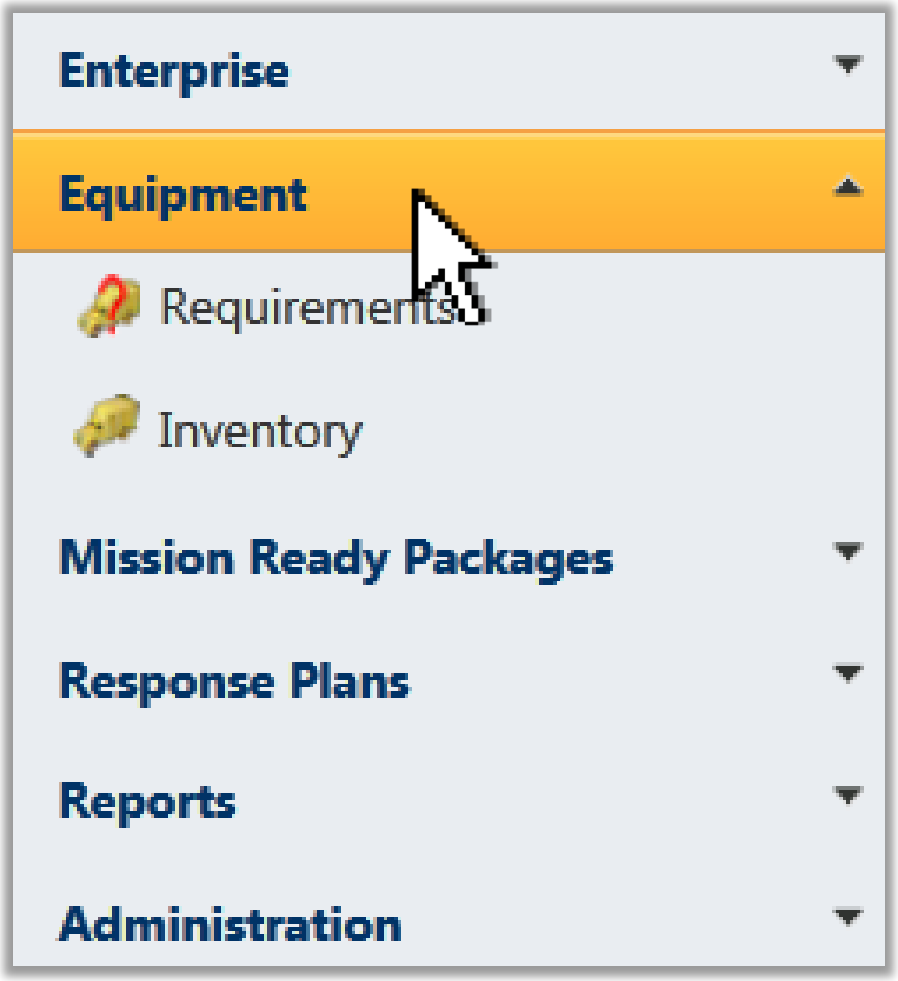


Note: Video will open in a new window

Equipment Section

Subsections

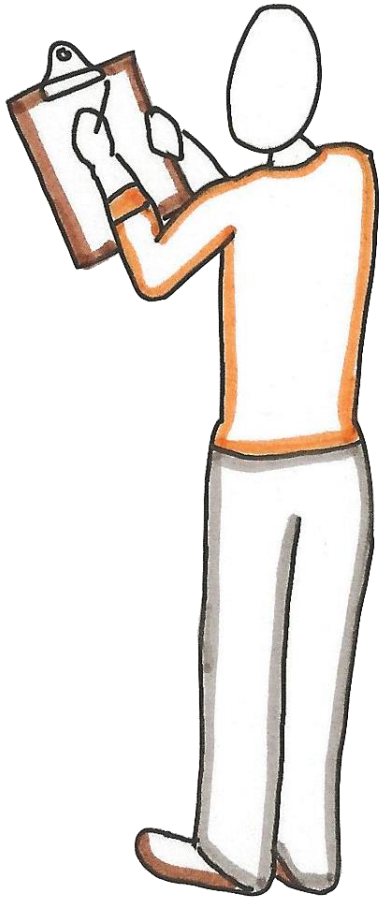
- Requirements
- Inventory



Requirements Subsection

Equipment→Requirements

- Includes equipment required to complete tasks
- Can link to an organization or a position



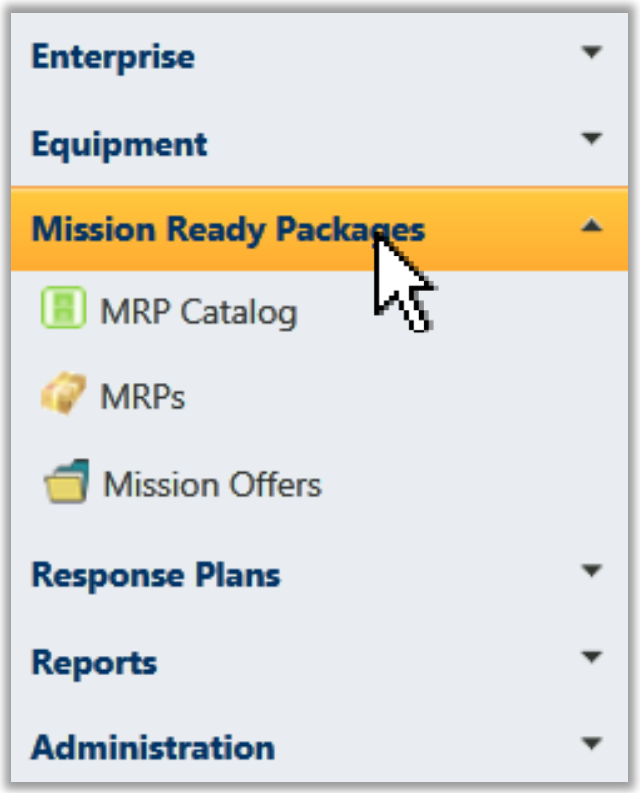
Inventory Subsection

Equipment→Inventory

- Includes information about an organization's equipment that may be offered via mutual aid
- Inventory information is used to create MRPs

Mission Ready Packages Section

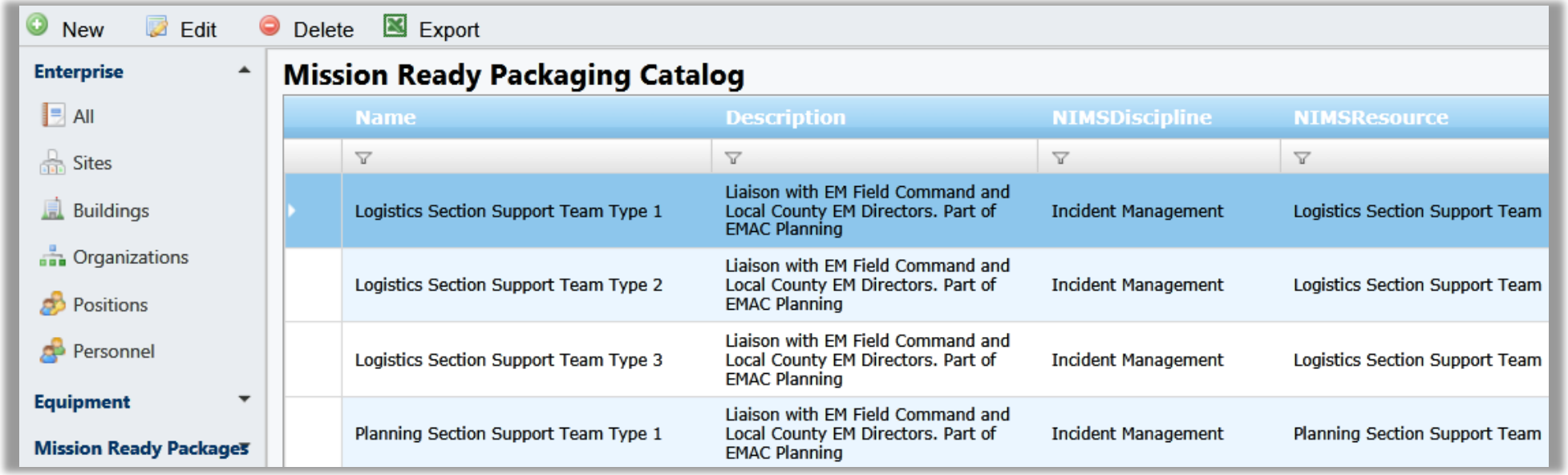
- MRP Catalog
- MRPs
- Mission Offers



MRP Catalog Subsection

Mission Ready Packages→MRP Catalog

- Contains easy-to-use MRP templates
- Over 700 templates available within MASS to create MRPs



Name	Description	NIMSDiscipline	NIMSResource
Logistics Section Support Team Type 1	Liaison with EM Field Command and Local County EM Directors. Part of EMAC Planning	Incident Management	Logistics Section Support Team
Logistics Section Support Team Type 2	Liaison with EM Field Command and Local County EM Directors. Part of EMAC Planning	Incident Management	Logistics Section Support Team
Logistics Section Support Team Type 3	Liaison with EM Field Command and Local County EM Directors. Part of EMAC Planning	Incident Management	Logistics Section Support Team
Planning Section Support Team Type 1	Liaison with EM Field Command and Local County EM Directors. Part of EMAC Planning	Incident Management	Planning Section Support Team

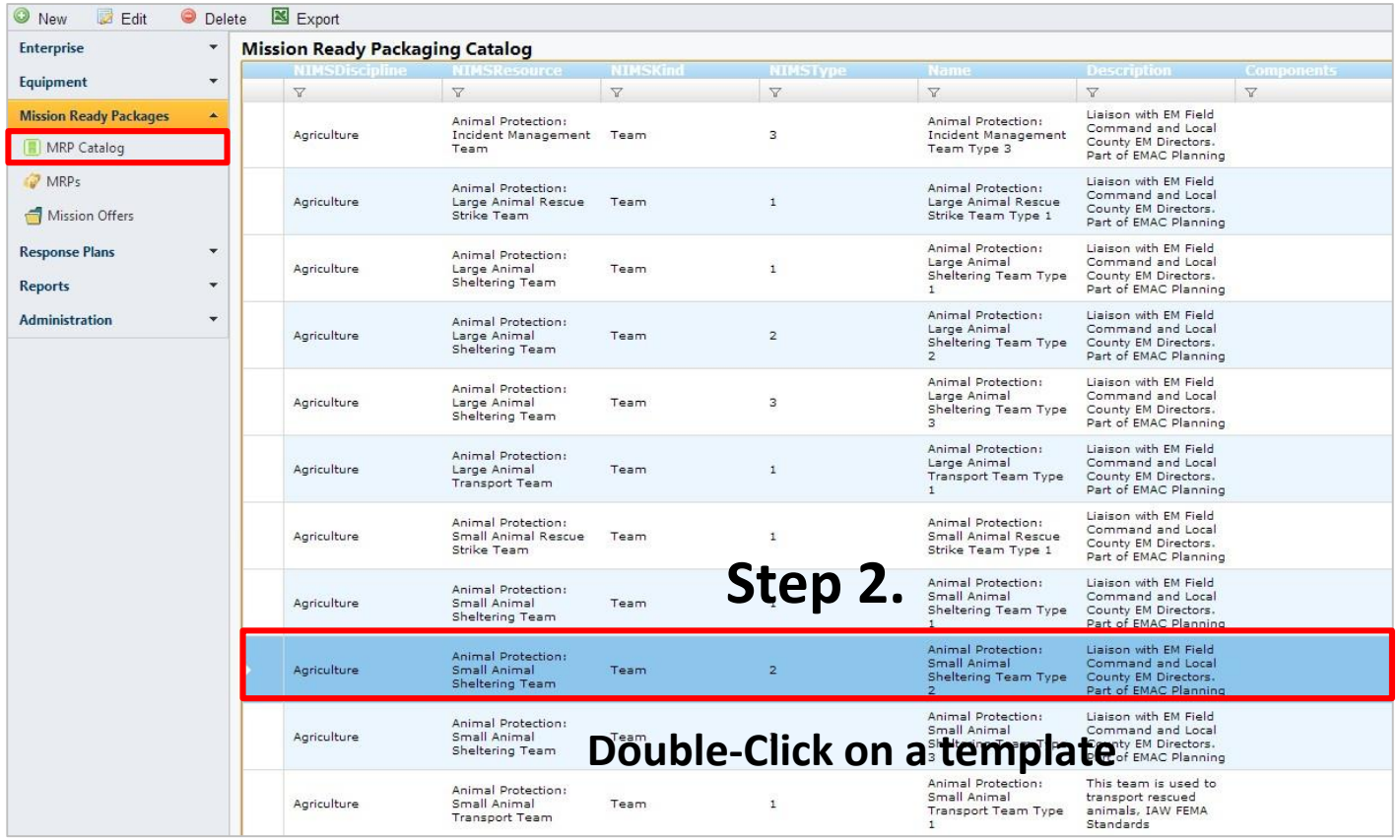
Creating an MRP using a Template

Mission Ready Packages→MRP Catalog

To create a Mission Ready Package from an existing MRP template:

1. Go to the "**Mission Ready Packaging Catalog**" subsection
2. Double click on the MRP template you want to use
3. Click the "**MRPs**" subsection in the left navigation panel
4. Click the New button
5. Enter an "**MRP Name**" or use the Search button
6. Find your "**Parent Organization**" by using the Search button
7. Click the Create button

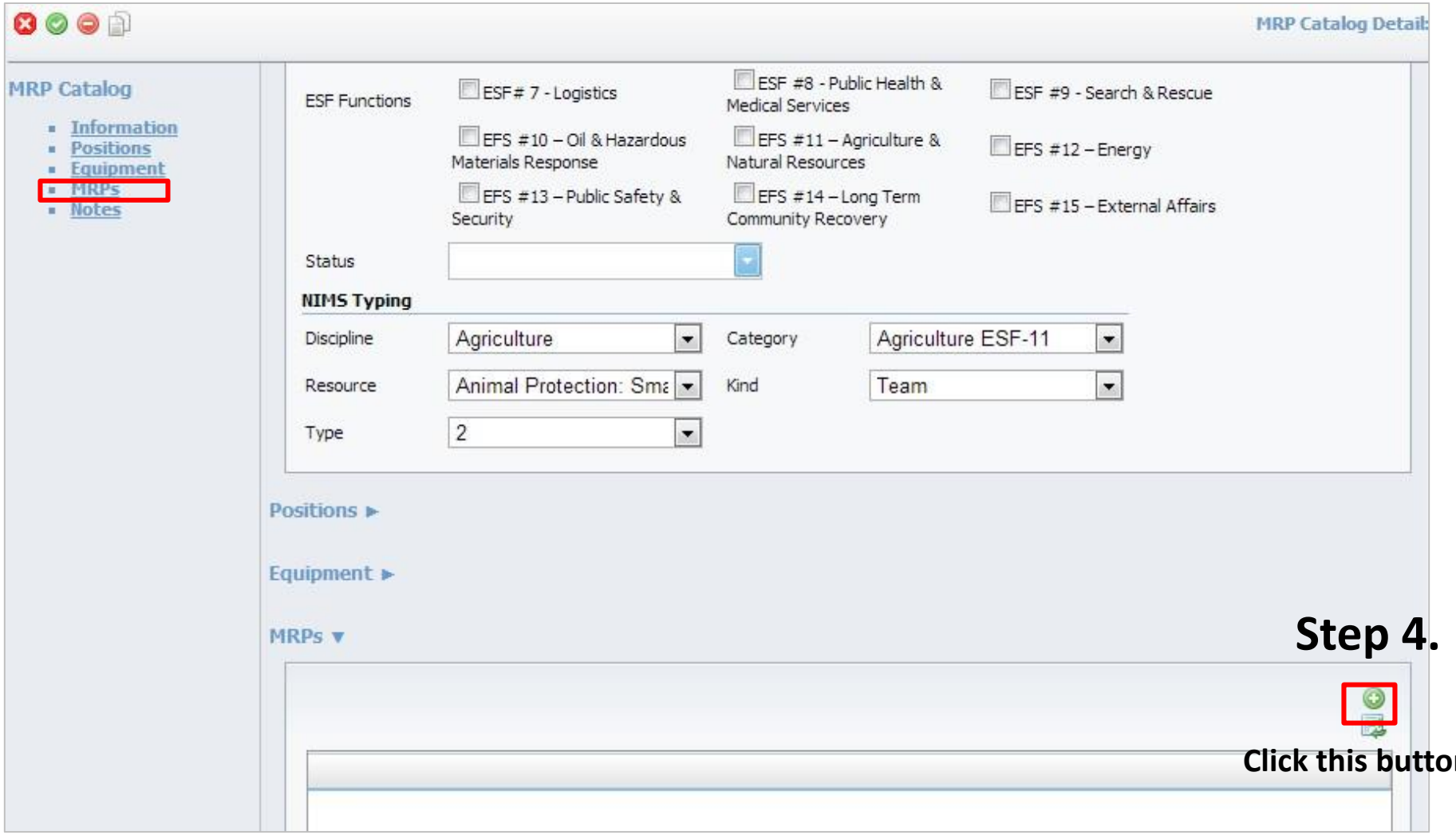
Step 1.



Step 2.

Double-Click on a template

Step 3.



Step 4.

Click this button

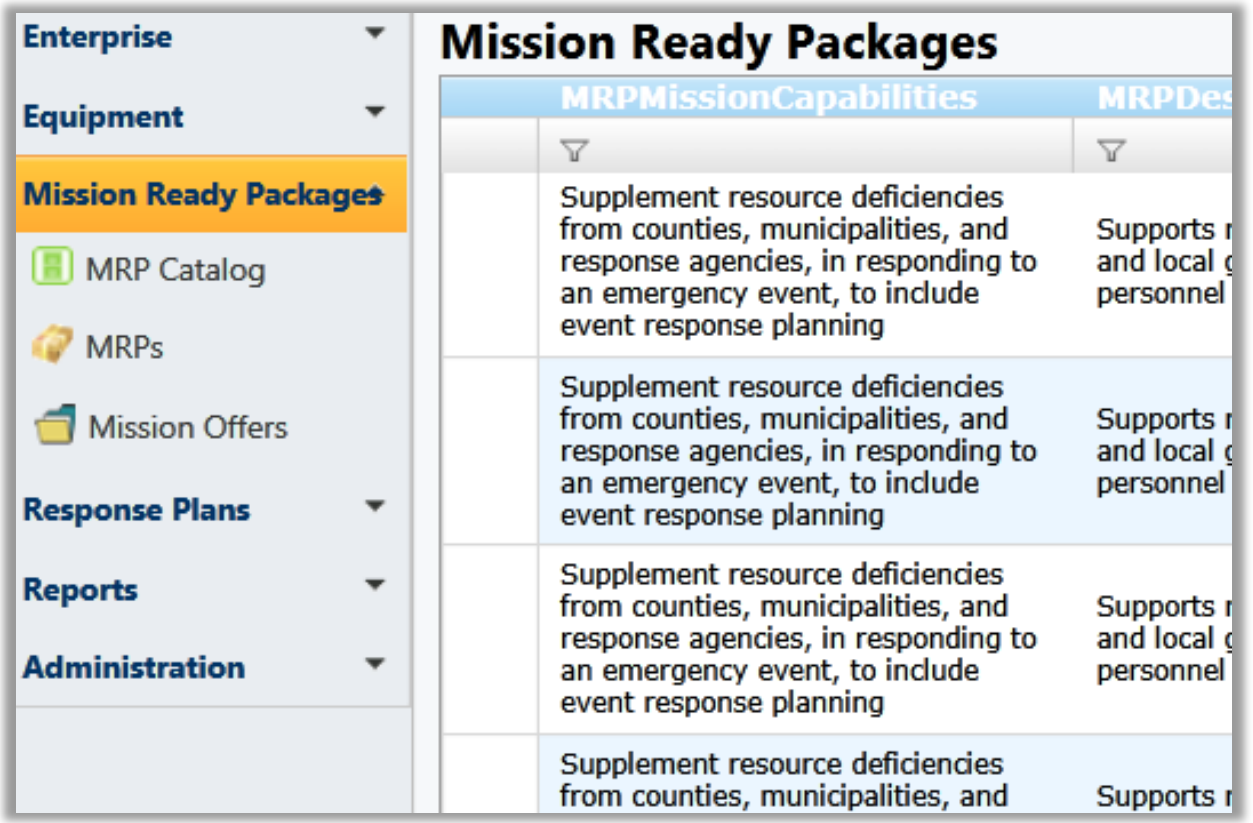
Step 5.

Click this button to create an MRP

MRPs Subsection

Mission Ready Packages→MRPs

- All assembled MRPs are stored here
- Table displays a quick overview of each MRP
- MRP data can be exported



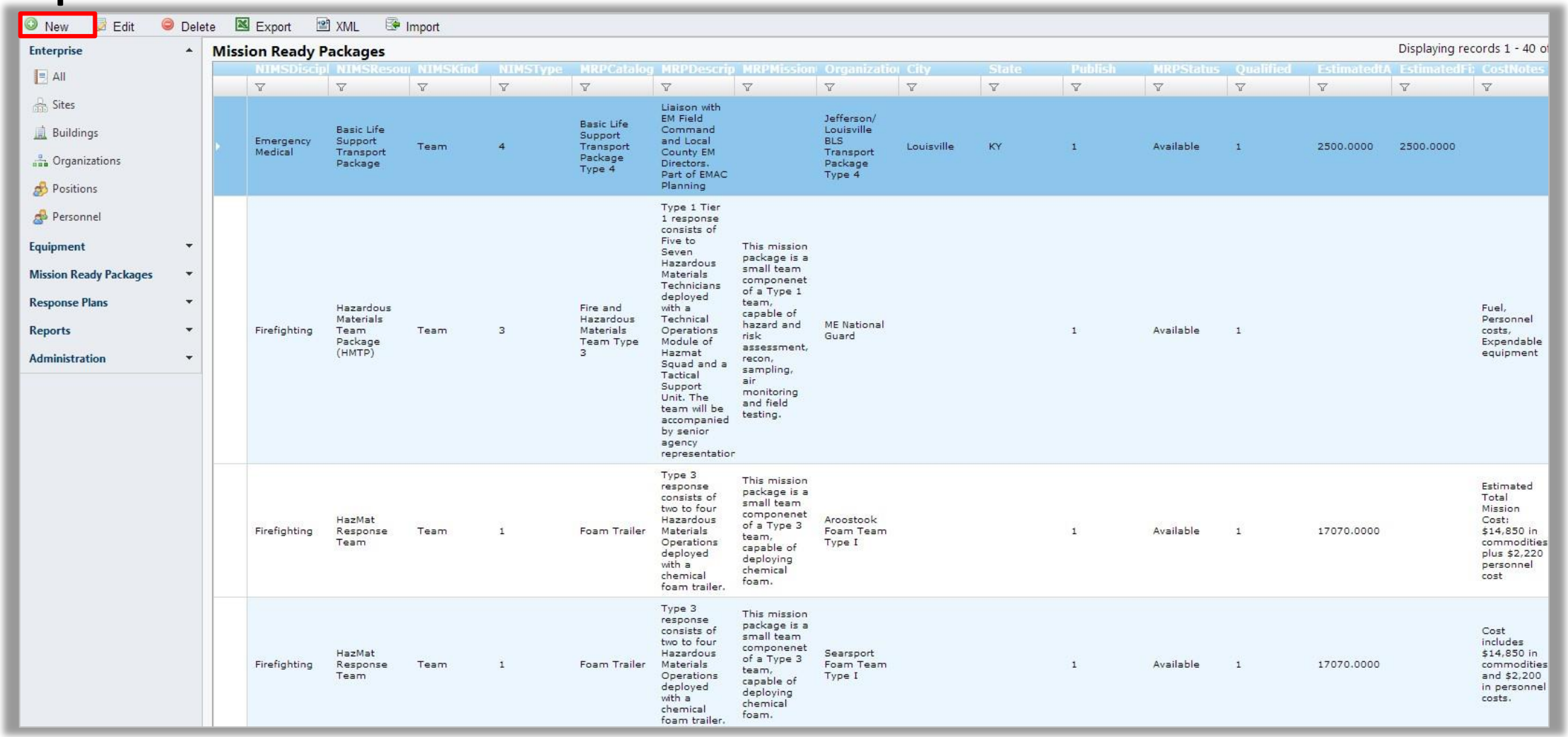
Creating an MRP

Mission Ready Packages→MRPs

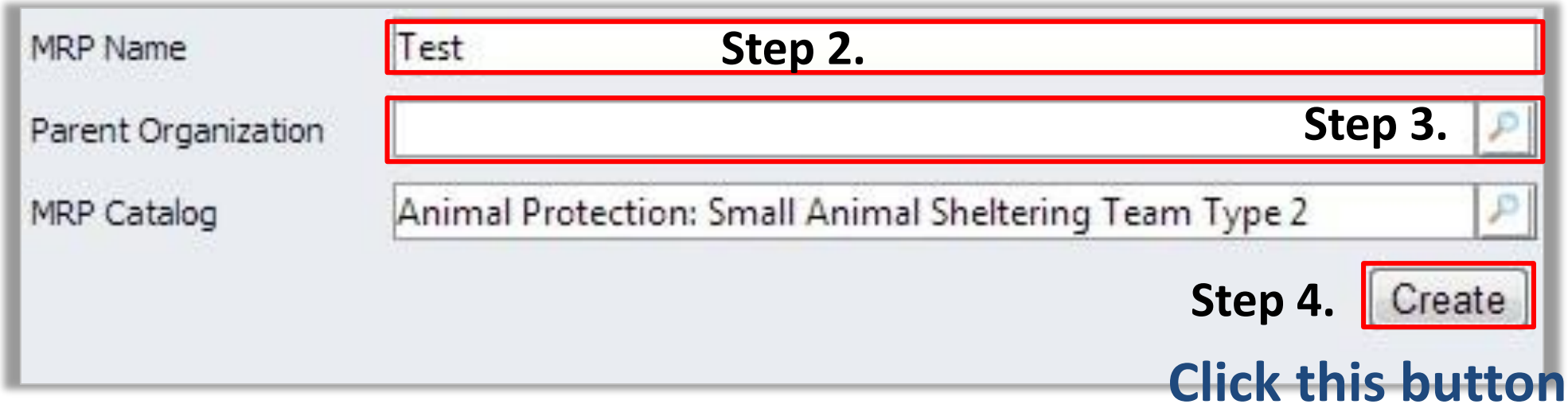
To create a Mission Ready Package in the MRPs section:

1. Click the **New** button
2. Enter an "**MRP Name**" or use the Search button
3. Find your "**Parent Organization**" by using the Search button
4. Click the Create button
5. Enter necessary information for all sub subsections
6. Click the Save button

Step 1.



NIMSDiscipl	NIMSResou	NIMSKind	NIMSType	MRPCatalog	MRPDescrip	MRPMission	Organizatio	City	State	Publish	MRPStatus	Qualified	EstimatedA	EstimatedFi	CostNotes
Emergency Medical	Basic Life Support Transport Package	Team	4	Basic Life Support Transport Package Type 4	Liaison with EM Field Command and Local County EM Directors. Part of EMAC Planning		Jefferson/ Louisville BLS Transport Package Type 4	Louisville	KY	1	Available	1	2500.0000	2500.0000	
Firefighting	Hazardous Materials Team Package (HMTP)	Team	3	Fire and Hazardous Materials Team Type 3	Type 1 Tier 1 response consists of Five to Seven Hazardous Materials Technicians deployed with a Technical Operations Module of Hazmat Squad and a Tactical Support Unit. The team will be accompanied by senior agency representatior	This mission package is a small team componenet of a Type 1 team, capable of hazard and risk assessment, recon, sampling, air monitoring and field testing.	ME National Guard			1	Available	1			Fuel, Personnel costs, Expendable equipment
Firefighting	HazMat Response Team	Team	1	Foam Trailer	Type 3 response consists of two to four Hazardous Materials Operations deployed with a chemical foam trailer.	This mission package is a small team componenet of a Type 3 team, capable of deploying chemical foam.	Aroostook Foam Team Type I			1	Available	1	17070.0000		Estimated Total Mission Cost: $14,850 in commodities plus $2,220 personnel cost
Firefighting	HazMat Response Team	Team	1	Foam Trailer	Type 3 response consists of two to four Hazardous Materials Operations deployed with a chemical foam trailer.	This mission package is a small team componenet of a Type 3 team, capable of deploying chemical foam.	Searsport Foam Team Type I			1	Available	1	17070.0000		Cost includes $14,850 in commodities and $2,200 in personnel costs.

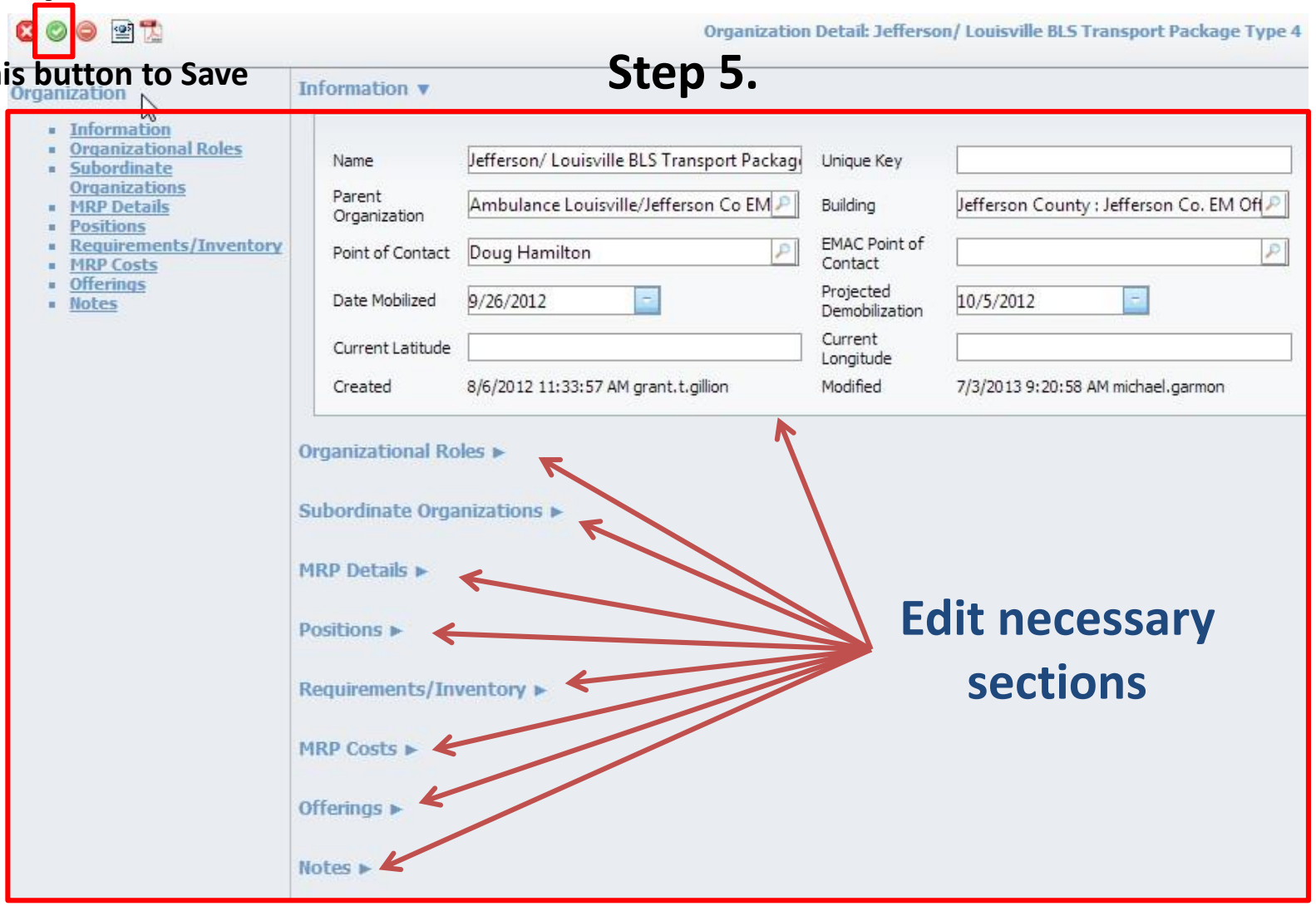


Click this button to create an MRP

Step 6.

Click this button to Save

Step 5.



Mission Offers Subsection

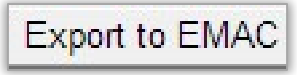
Mission Ready Packages→Mission Offers

- Contains MRPs ready to be tasked for pre-scripted mission assignments
- Can export MRPs to EMAC operations system (OS)
- Importing MRPs to EMAC OS significantly reduces the time between request and acquisition

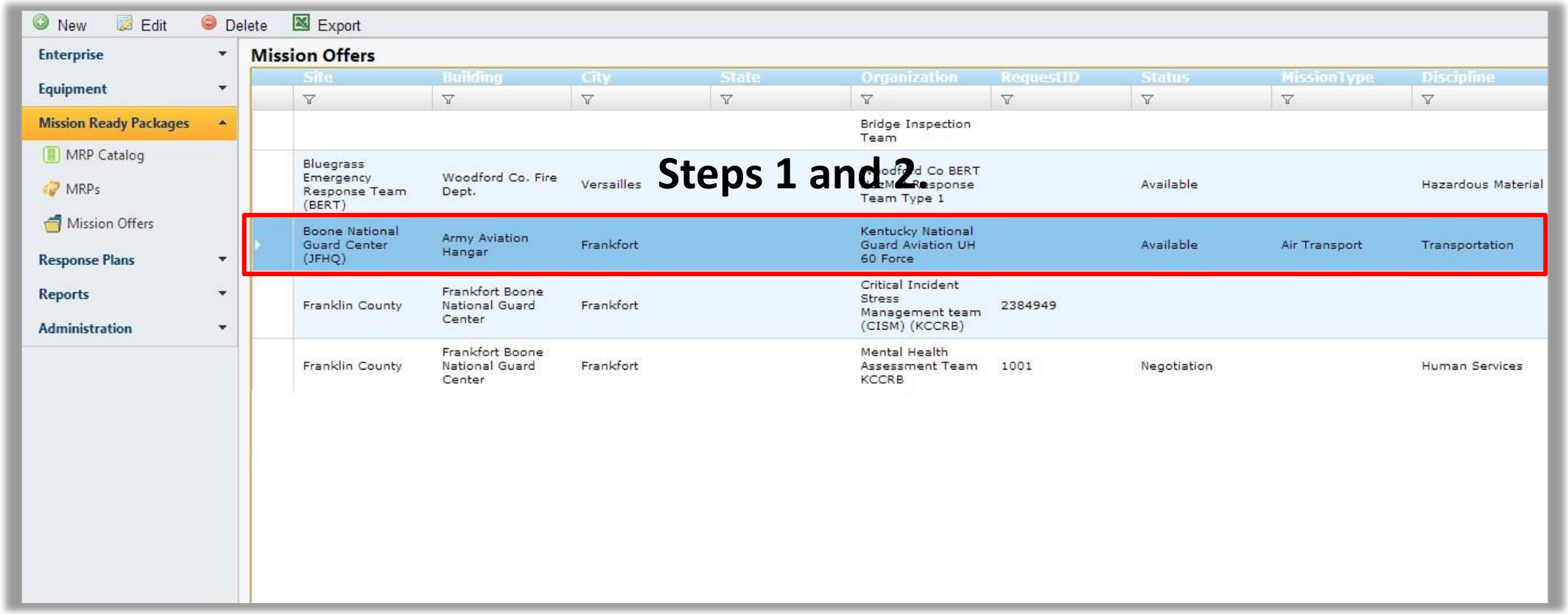
Exporting to EMAC OS

Mission Ready Packages→Mission Offers

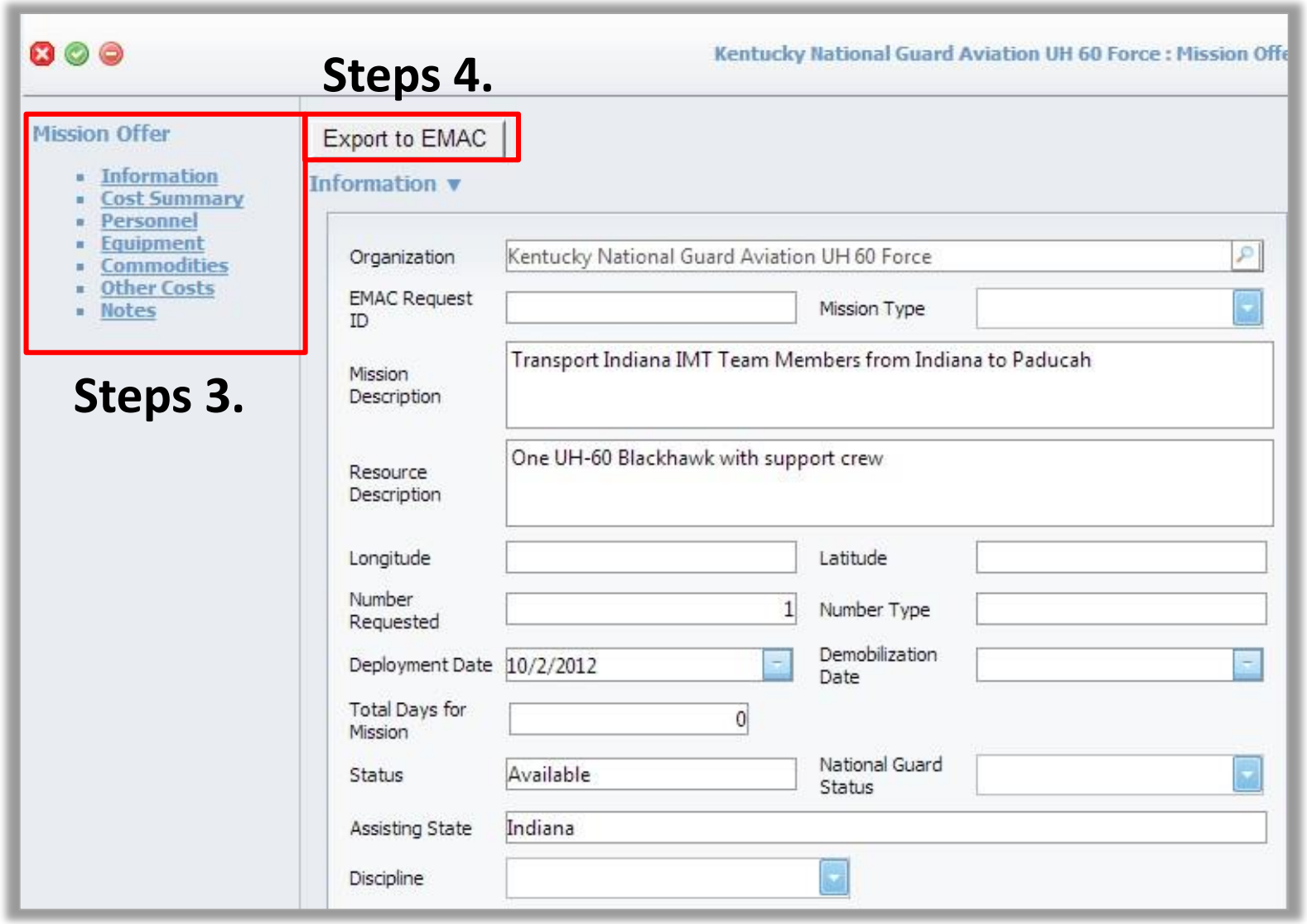
To export an MRP to the EMAC OS:

1. Select the MRP you wish to export
2. Double-click the MRP
3. Ensure all components of MRP are correct
4. Click the Export to EMAC 

button


New
Edit
Delete
Export
Enterprise
Equipment
Mission Ready Packages
MRP Catalog
MRPs
Mission Offers
Response Plans
Reports
Administration
Mission Offers
Site
Building
City
State
Organization
RequestID
Status
MissionType
Discipline
Bridge Inspection Team
Bluegrass Emergency Response Team (BERT)
Woodford Co. Fire Dept.
Versailles
Available
Hazardous Material
Boone National Guard Center (JFHQ)
Army Aviation Hangar
Frankfort
Kentucky National Guard Aviation UH 60 Force
Available
Air Transport
Transportation
Franklin County
Frankfort Boone National Guard Center
Frankfort
Critical Incident Stress Management team (CISM) (KCCRB)
2384949
Franklin County
Frankfort Boone National Guard Center
Frankfort
Mental Health Assessment Team KCCRB
1001
Negotiation
Human Services

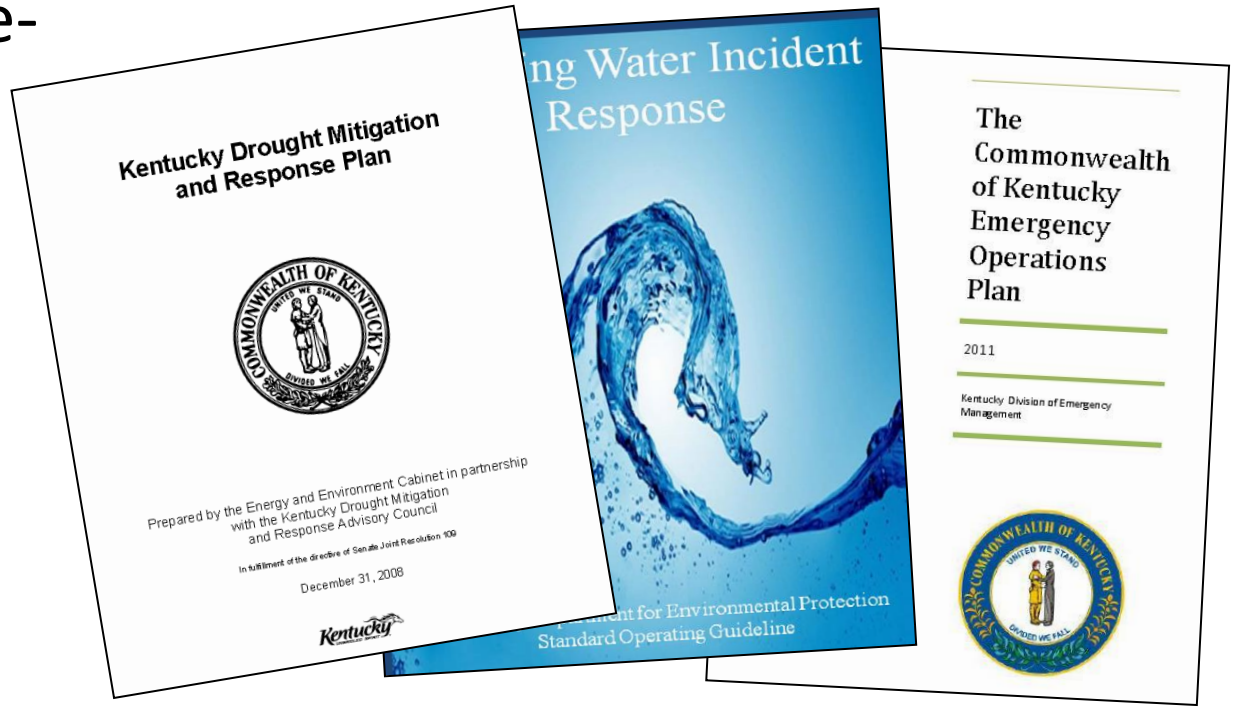
Steps 1 and 2.


Steps 4.
Kentucky National Guard Aviation UH 60 Force : Mission Offe
Mission Offer
Information
Cost Summary
Personnel
Equipment
Commodities
Other Costs
Notes
Export to EMAC
Information
Steps 3.
Organization
Kentucky National Guard Aviation UH 60 Force
EMAC Request ID
Mission Type
Mission Description
Transport Indiana IMT Team Members from Indiana to Paducah
Resource Description
One UH-60 Blackhawk with support crew
Longitude
Latitude
Number Requested
1
Number Type
Deployment Date
10/2/2012
Demobilization Date
Total Days for Mission
0
Status
Available
National Guard Status
Assisting State
Indiana
Discipline

Response Plans Section

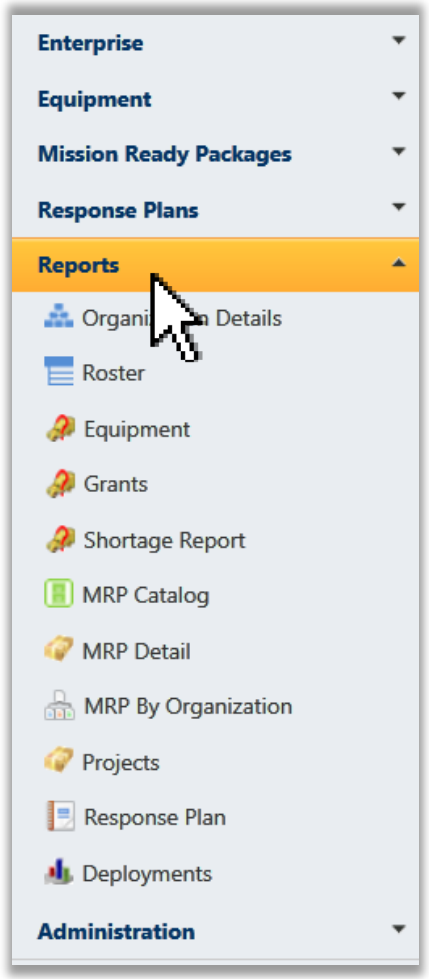
Response Plans→Plans

- Plans subsection contains pre-scripted mission plans
- Plans are detailed instructions for responding to and managing incidents with pre-assigned resources



Reports Section

- Subsections
  - Organization Details
  - Roster
  - Equipment
  - Grants
  - Shortage Report
  - MRP Catalog
  - MRP Detail
  - Projects
  - Response Plan
  - Deployments



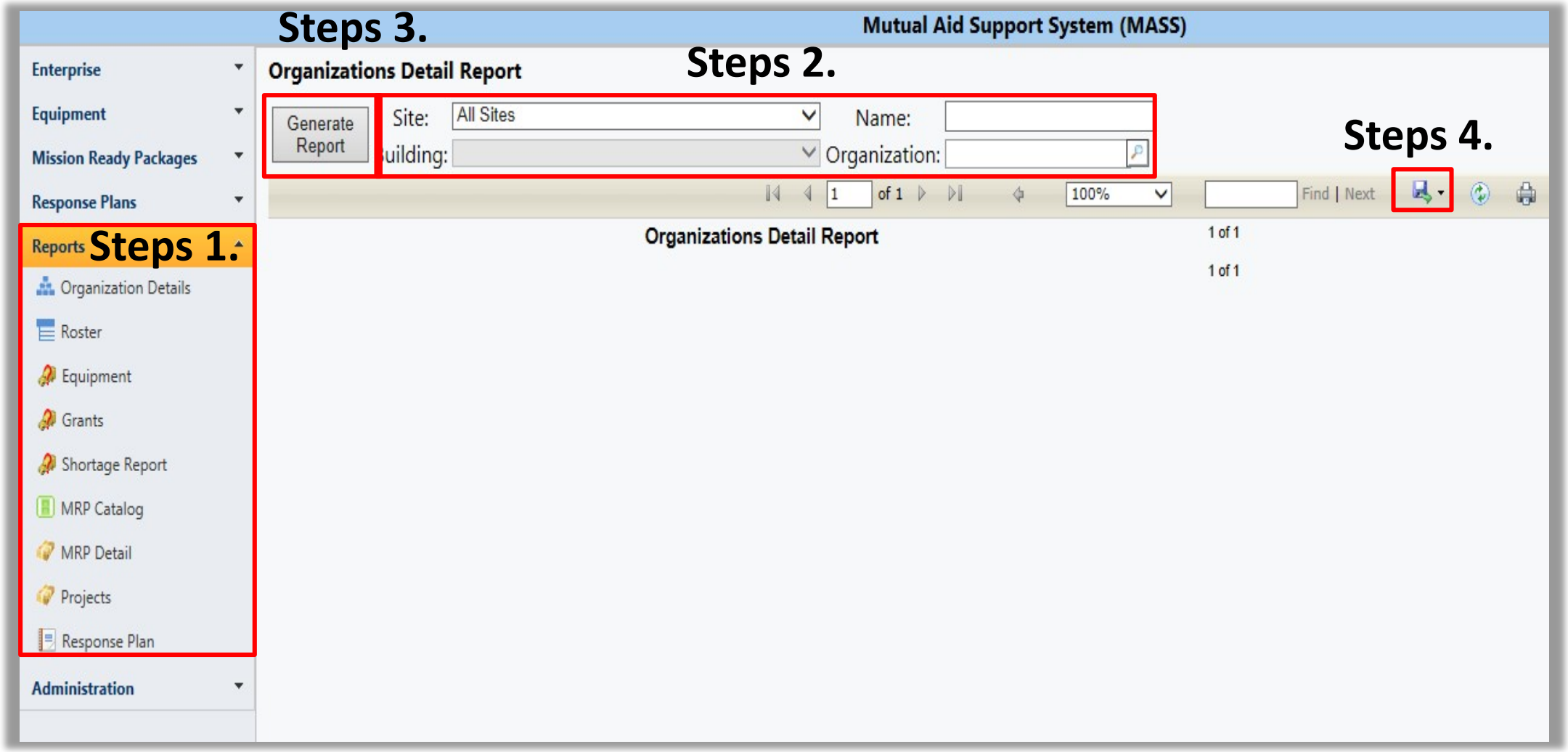
- No lag between entering data and it being available as a report
- Create and export reports in PDF, XLS, and Word

Generating Reports

To generate a report:

1. Select a subsection
2. Select the data you want to use for your report
3. Click the Generate report

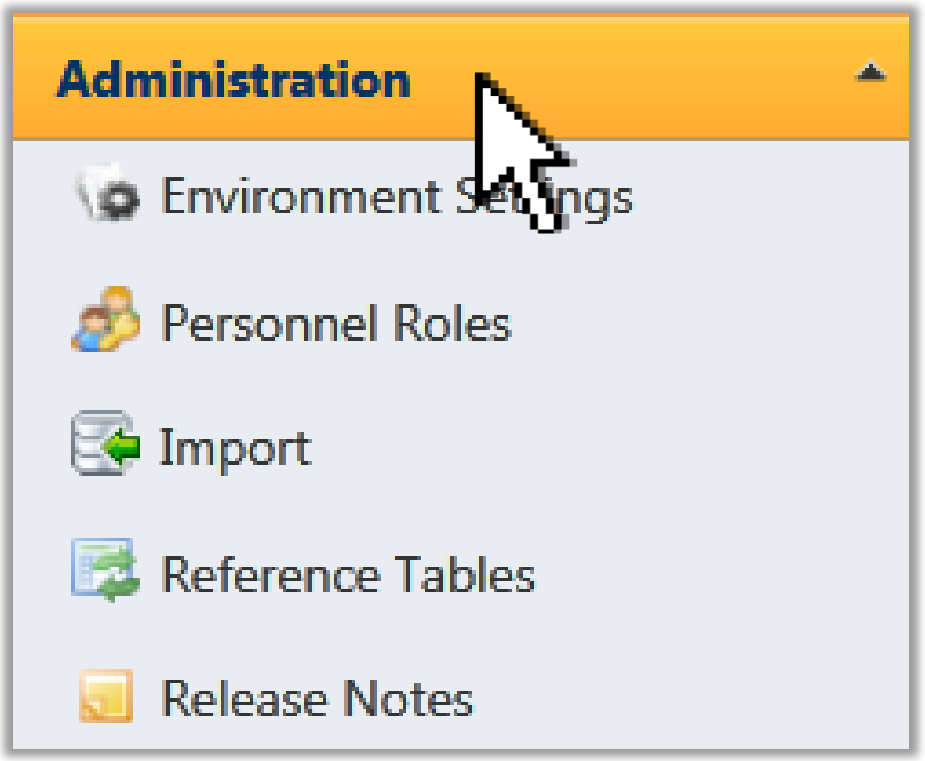
button
4. Click the Export button to select an export file format


Steps 3.
Steps 2.
Steps 4.
Steps 1.
Mutual Aid Support System (MASS)
Enterprise
Equipment
Mission Ready Packages
Response Plans
Reports
Organization Details
Roster
Equipment
Grants
Shortage Report
MRP Catalog
MRP Detail
Projects
Response Plan
Administration
Organizations Detail Report
Generate Report
Site:
All Sites
Name:
Organization:
of 1
100%
Find | Next
Organizations Detail Report
1 of 1
1 of 1

Administration Section

Subsections

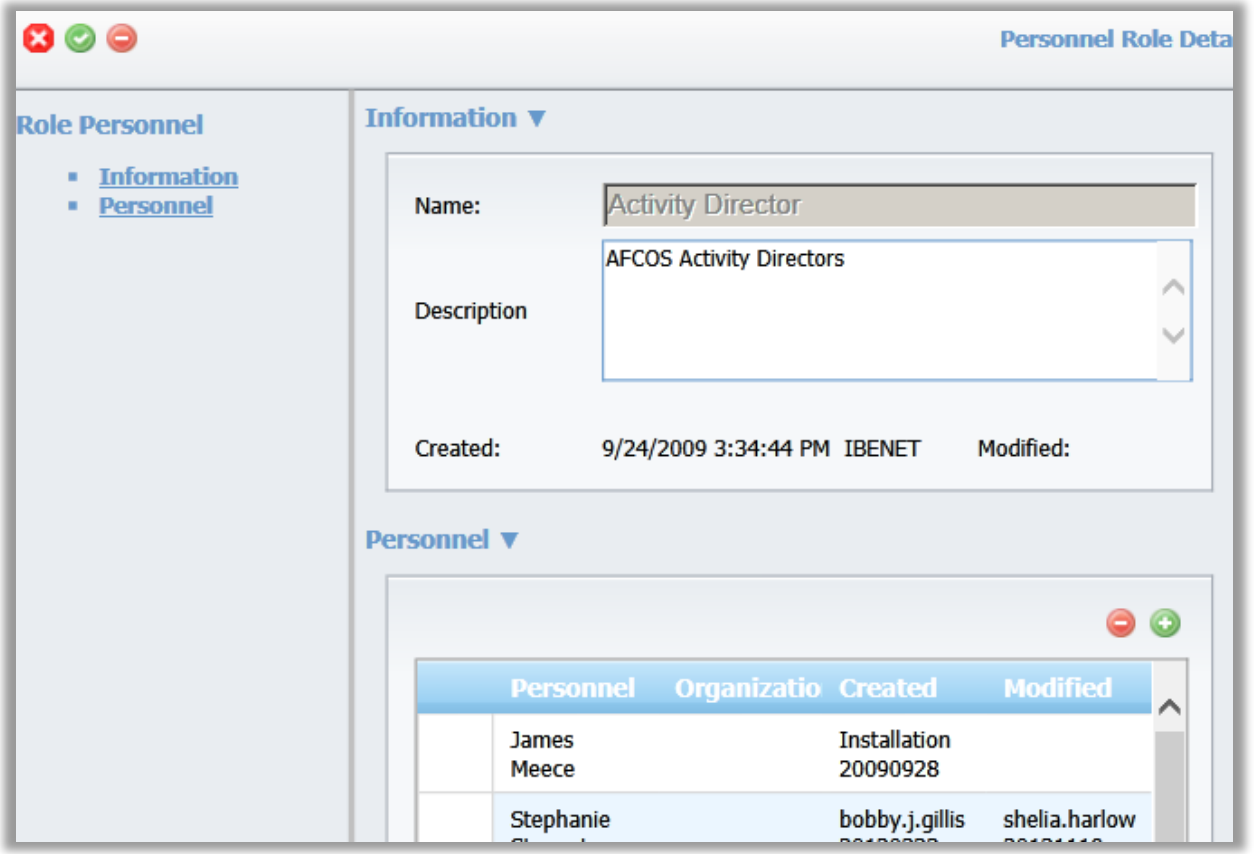
- Environment Settings
- Personnel Roles
- Import
- Reference Tables
- Release Notes



Personnel Roles Subsection

Administration→Personnel Roles

- Enterprise-level administrators can create groups
- Group examples
  - Planning
  - MRP managers
  - Training manager
  - Purchasing financial specialist
  - Alert groups



Reference Tables Subsection

Administration→Reference Tables

- Contains all the documentation and frameworks, such as
  - Grant guidance
  - NIMS
  - Personnel Roles
  - Categories

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

Release Notes Subsection

- Lists latest MASS updates and upgrades

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.

Review/Q&A

Review of Section and Subsection Definitions

All subsection: The subsection within Enterprise that comprises a summary view of all information compiled about your enterprise.

Buildings subsection: The subsection within Enterprise that comprises the places and facilities associated with your enterprise and within your sites.

Enterprise section: The section that comprises basic information necessary to facilitate the mutual aid process, which includes organizations, sites, buildings, personnel, and positions within your service area.

Equipment section: The section that comprises all the equipment required and owned by an organization to complete a task or to create MRPs within the MRP catalog.

Grants subsection: The subsection within the Reports section that catalogs all necessary grant guidance and documentation that an organization uses.

Inventory subsection: The subsection within Equipment that displays an inventory of actual equipment owned by an organization or position that fills an equipment requirement of a mutual aid request.

Mission Offers subsection: The subsection within Mission Ready Packages that displays offers for Pre-scripted mission assignments.

Organizations subsection: The subsection within Enterprise that displays basic information about organizations and their organizational roles.

Personnel subsection: The subsection within Enterprise that displays actual personnel information that fills positions within an organization.

Positions subsection: The subsection within Enterprise that displays positions within an organization.

Projects subsection: The subsection within Reports section that displays 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 section that generates and displays reports (in PDF, XLS and DOC) of pertinent data stored in MASS.

Requirements subsection: The subsection within Equipment that displays any type of equipment required to complete the task and that can be assigned to an organization, or a position with an organization.

Response Plans section: The section that catalogs 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 subsection: The subsection within the Enterprise section that comprises an inventory of counties, military installations, parks, campuses, and other large areas.

Questions?

Test

Take the Test Online

http://is.gd/mutualaid