IPWMAN

ILLINOIS PUBLIC WORKS MUTUAL AID NETWORK

Welcome to IPWMAN Duty Officer Training

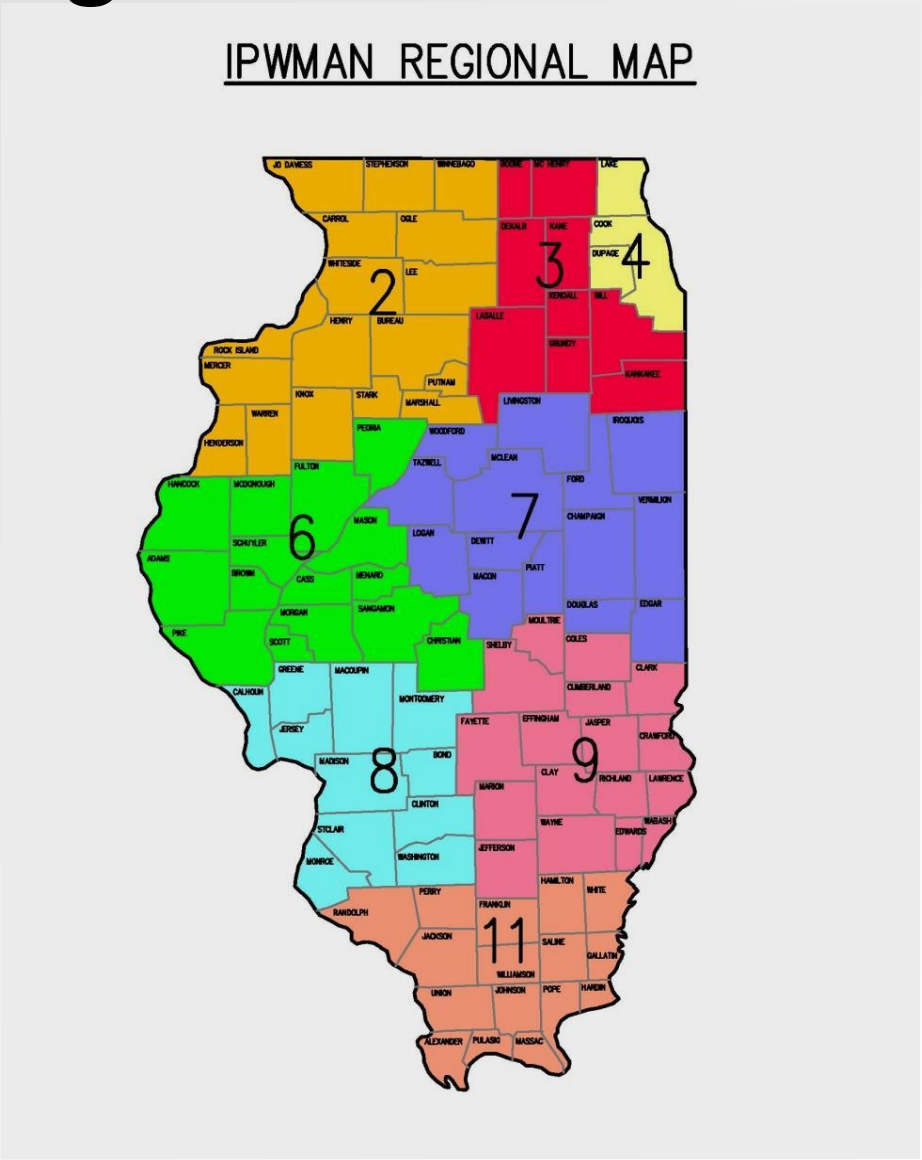
October 15, 2019

Duty Officer Training

Objectives

- IPWMAN Regions
- IPWMAN Benefits
- Who is a Duty Officer?
- Who is SEECOM?
- When is the Duty Officer activated?
- How to respond as a Duty Officer?

Regions Identical to IEMA Regions



IPWMAN Members

The Benefits:

- Access to assets from all corners of Illinois
- First 5 days support provided at no cost
- Standardized operating procedures for disaster response
- Quick and direct access to assets
- One agreement, simplified reimbursement

Mutual Aid Agreement Highlights

- Authority is provided under Illinois law
- One standard agreement signed by each member agency.
- Self renewing after first year with payment of dues
- No obligation to respond
- 12 hour minimum response guarantee
- Can recall resources at any time after first 12 hours
- Reimbursement after 5 days

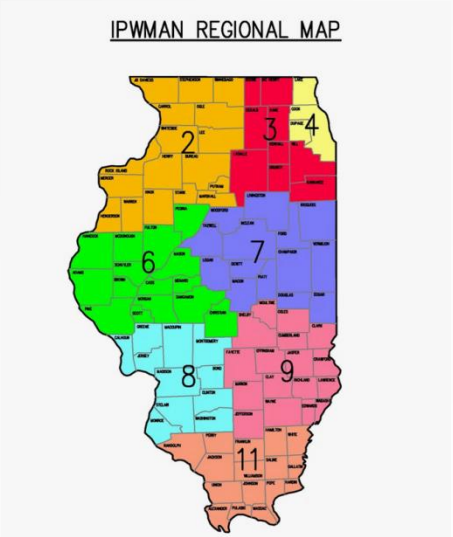
Duty Officer Training

Who is the IPWMAN Duty Officer?

Communication

Coordination

Collaboration



Duty Officer Training

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IPWMAN
Illinois Public Works Mutual Aid Network

Duty Officer Training

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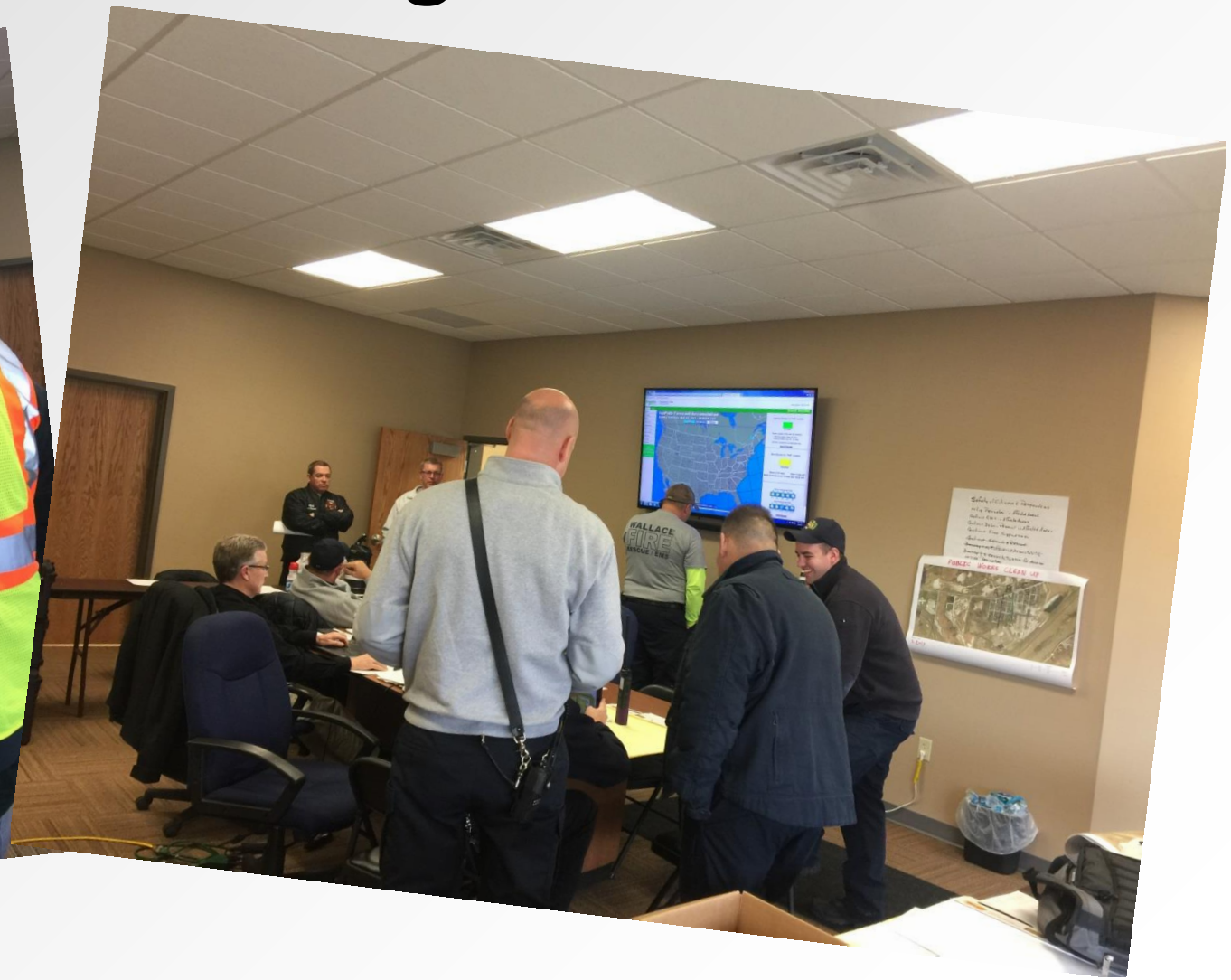
Duty Officer Training



Duty Officer Training

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Duty Officer Training

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Duty Officer Training

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Duty Officer Training

Who is SEECOM?

Tele communicator

Southeast Emergency Communications (SEECOM)
100 West Municipal Complex
Crystal Lake, IL 60039

Duty Officer Training

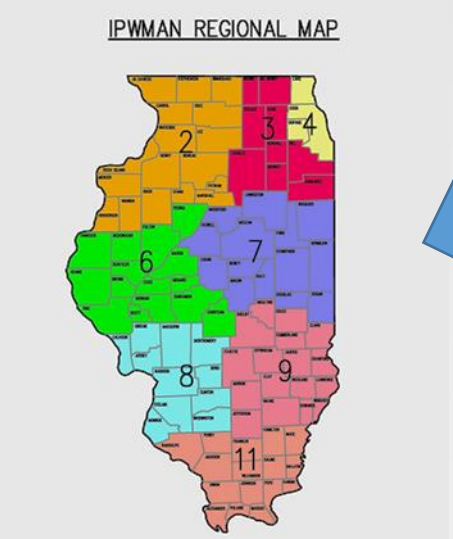
Who is SEECOM?

South**E**ast **E**mergency **COM**munications (**SEECOM**)

- SEECOM is the 24 hour call center used by IPWMAN
- SEECOM contact is 1-855-IPWMAN1 (1-855-479-6261)
- IPWMAN member call SEECOM to request activation

Duty Officer Training

Who is the IPWMAN Duty Officer?



PUBLIC WORKS

IPWMAN Members

FIRST RESPONDER

SOUTHEAST EMERGENCY COMMUNICATIONS (SEECOM)

9-1-1

POLICE • MEDICAL • FIRE EMERGENCY

Duty Officer Training

Duty Officer activation:

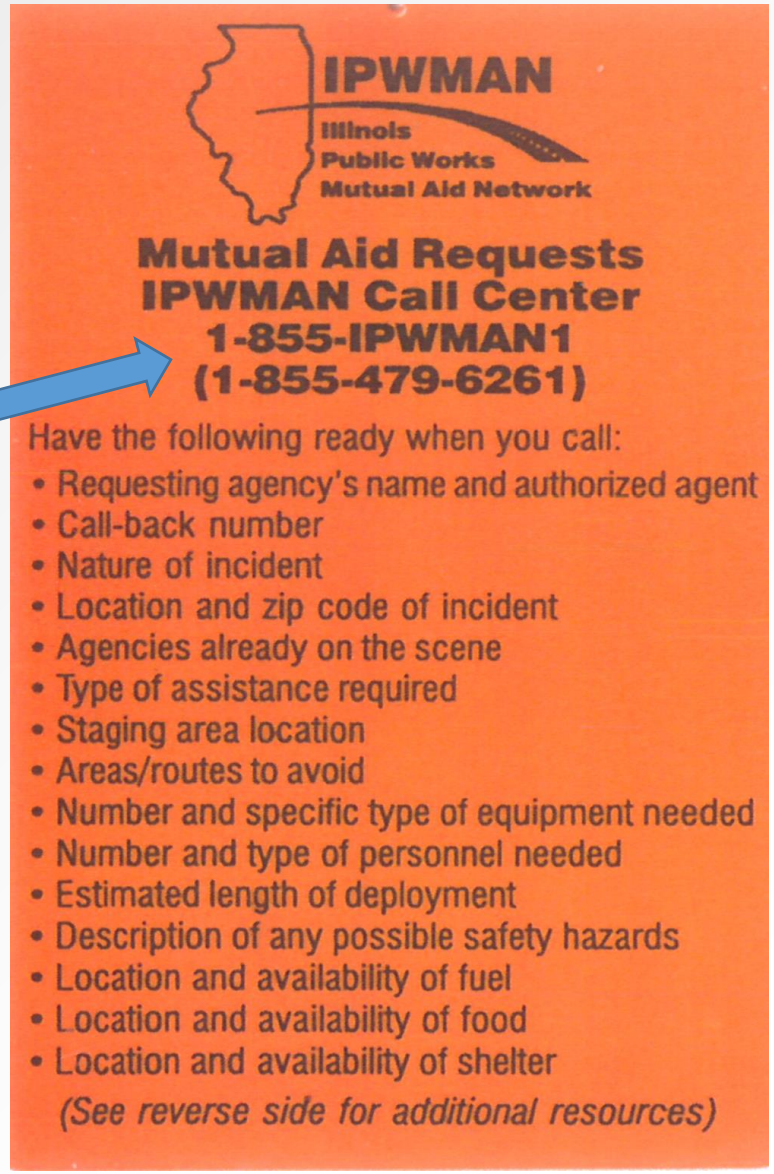
- **Your phone rings and it's SEECOM…now what?**

Duty Officer Training

Duty Officer activation:

STEP 1 – HELP NEEDED

- IPWMAN member needs assistance
- IPWMAN member will call SEECOM
- SEECOM will obtain **general** information
- SEECOM will then call IPWMAN Duty Officer



Duty Officer Training

2019 IPWMAN Call Center
Duty Officer Schedule
September 2019 - December2019

Month	Primary	Secondary
September	Elias Koutas Region 4 847-894-0084	Tim Neargarder Region 4 224-430-8147
October	Gary Holm Region 3 630-352-6191	Vince Kilcullen Region 3 847-456-5307
November	Betty Harrison Region 4 224-588-2395	Scott Schweda Region 3 847-561-6929
December	Kelly Kerr Region 4 847-815-3892	Joe Cronin Region 3 815-651-9976

Duty Officer activation:

STEP 2 – RESPONDING

- Duty Officer will receive call from SEECOM
- Duty Officer to obtain contact information of requesting agency
  - ✓ Duty Officer review the **IPWMAN Activation Request Form**
  - ✓ Duty Officer review the **Response Team Task List <u>(Critical)</u>**
- Duty Officer shall then call the requesting agency
  - ✓ Duty Officer inquire the **<u>immediate needs</u>** from requesting agency

Duty Officer Training

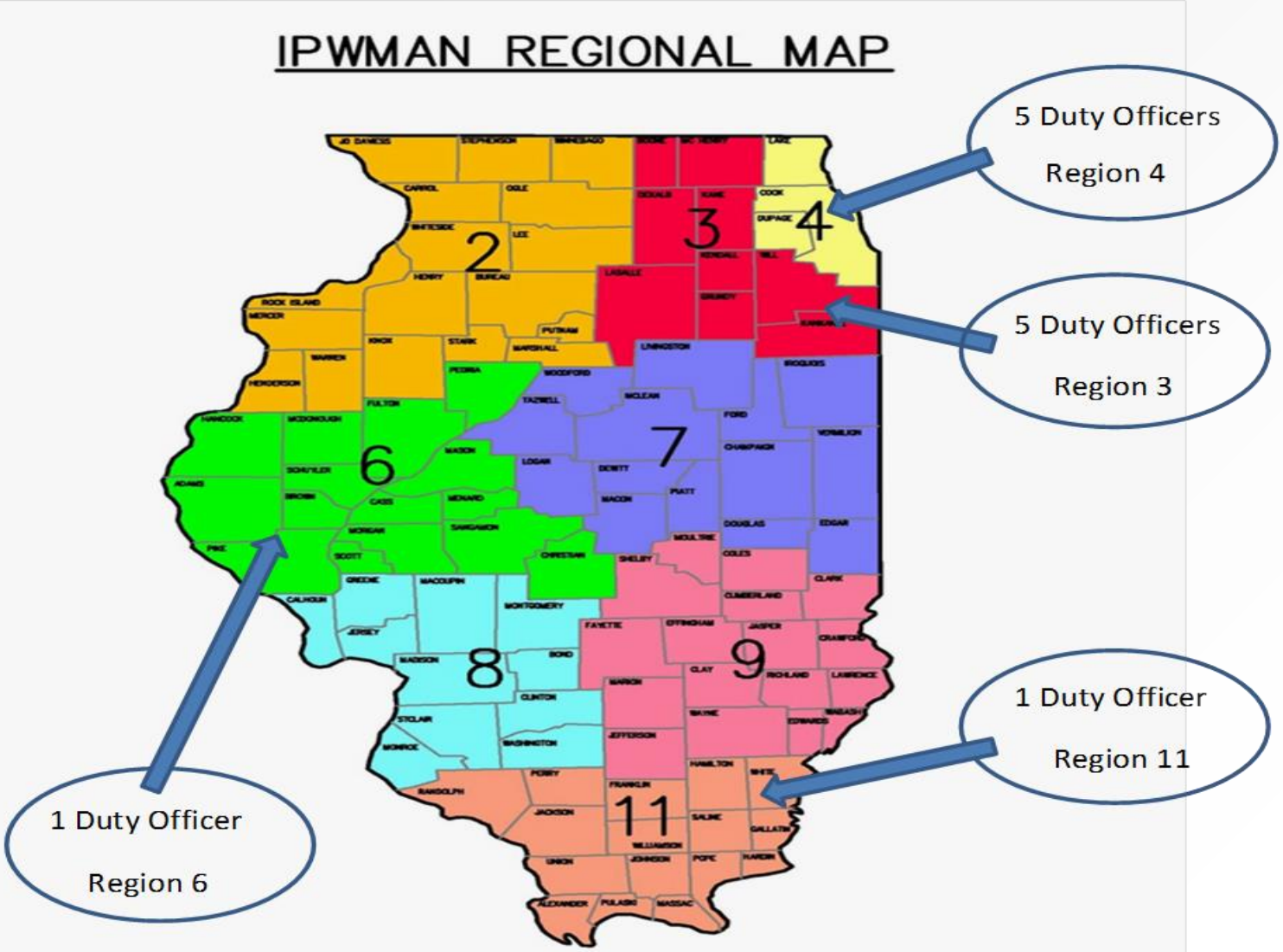
Duty Officer activation:

STEP 2 – RESPONDING

IPWMAN

Statewide

Duty Officer Roster

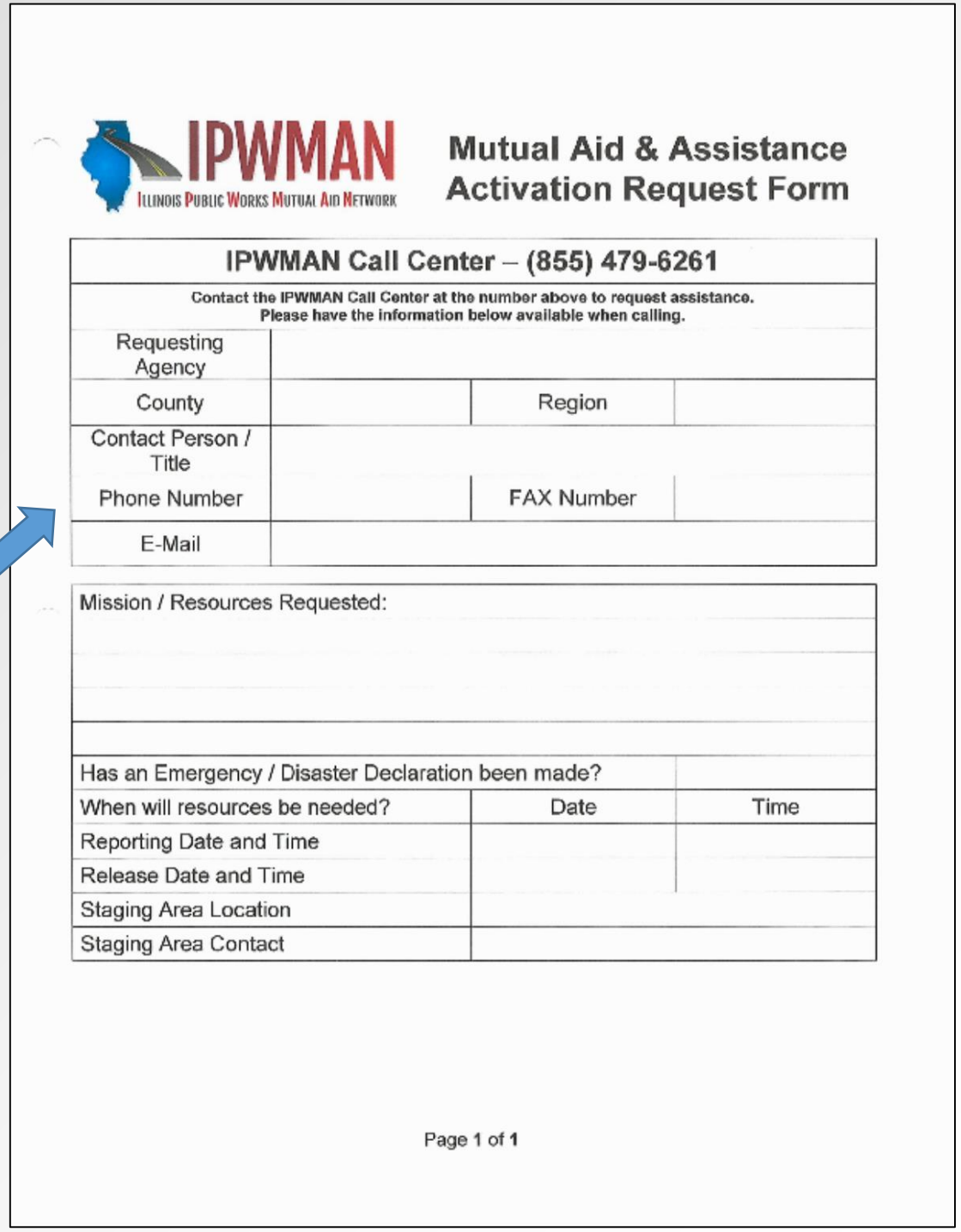


Duty Officer Training

IPWMAN Activation Request Form

Duty Officer activation:

STEP 2 – RESPONDING



IPWMAN
Illinois Public Works Mutual Aid Network

Mutual Aid & Assistance Activation Request Form

IPWMAN Call Center – (855) 479-6261			
Contact the IPWMAN Call Center at the number above to request assistance. Please have the information below available when calling.			
Requesting Agency			
County		Region	
Contact Person / Title			
Phone Number		FAX Number	
E-Mail			

Mission / Resources Requested:		
Has an Emergency / Disaster Declaration been made?		
When will resources be needed?	Date	Time
Reporting Date and Time		
Release Date and Time		
Staging Area Location		
Staging Area Contact		

Page 1 of 1

Duty Officer Training

Response Team Task List (Critical)

Duty Officer activation:

STEP 2 – RESPONDING

IPWMAN Response Team – Tasks and Equipment Requirements

TASK – The use of manual labor for tasks such as: road closures, site security, sandbagging ops, or any manual tasks requiring limited hand tools

Team	Type	Personnel	Equipment Required (general)
A	Labor 1	2	Minimum 2-wheel drive full-size pickup

TASK – The same tasks as above but also including sign installation, brush/tree/limb cutting; or any manual tasks requiring the use of power and hand tools

Team	Type	Personnel	Equipment Required (general)
B	Labor 2	2	Minimum 2-wheel drive full-size pickup

TASK – The clearing of any obstructing debris from the pavement to allow for ingress/egress into a designated area

Team	Type	Personnel	Equipment Required (general)
C1	Pavement Clearing	2	6-7 cu. yd. dump truck with maximum side height of 7'6" and a rubber tire articulating loader equipped with a minimum 2.0 cu. yd. general purpose bucket (no teeth) **or grapple bucket** with a minimum dump clearance of 9'3"
C2	Pavement Clearing	2	Same as C1; however, rubber-tired articulating loader will either have to be driven or hauled to the staging area as the responding community does not have a trailer
C3	Pavement Clearing	2	3-4 cu. yd. dump truck and a rubber tire skid steer loader equipped with a general purpose bucket (no teeth) **or grapple bucket**
C4	Pavement Clearing	2	Grapple Truck (Log Loader) with a minimum capacity of 7,500 lbs

TASK – The cutting, loading, and removal of damaged or unsafe trees, limbs, etc., that require aerial equipment

Team	Type	Personnel	Equipment Required (general)
D	Tree Removal	2	Cab & chassis aerial lift truck with a minimum of 35' height and 350 degrees of pivot

TASK – The collection (by hand) and chipping of brush, trees, and other woody material

Team	Type	Personnel	Equipment Required (general)
E	Brush Chipping	2	6-7 cu. yd. dump truck and a tow-behind "auto-feed" brush chipper capable of chipping 12" limbs

TASK – The set-up and continual operation of portable pumping equipment for flood mitigation within public R.O.W. or facilities

Team	Type	Personnel	Equipment Required (general)
F	Portable Pumping Ops	2	Minimum 2-wheel drive pickup capable of transporting (2) two-inch portable trash pumps, 20 ft. of suction hose, and 100 ft. of discharge hose along with fuel to operate

TASK – The use of mechanical vacuum equipment for flood mitigation within public R.O.W. or facilities

Team	Type	Personnel	Equipment Required (general)
G	Vac-all Ops	2	Cab & chassis catch basin vacuum jet truck with a minimum holding capacity of 12 cu. yd. and sufficient suction to reach a minimum of 10 ft. depth

Duty Officer Training

Response Team Task List (Critical)

Duty Officer activation:

STEP 2 – RESPONDING

IPWMAN Response Team – Tasks and Equipment Requirements

TASK – The hauling or transport of medium (by weight or volume) materials or supplies

Team	Type	Personnel	Equipment Required (general)
H	Transport Medium	1	6-7 c. yd. dump truck with a maximum side height of 7'6"
I	Transport Heavy	1	Semi-tractor with 14 cu. yd. dump with a maximum side height of 8'0"
J1	Transport Equipment Medium	1	A flat-bed trailer with a minimum capacity of 10 tons
J2	Transport Equipment Heavy	1	A low-boy trailer with a minimum capacity of 20 tons

TASK – The use of excavation equipment for trenching or similar operations

Team	Type	Personnel	Equipment Required (general)
K1	Excavation	2	6-7 cu. yd. dump truck and a backhoe with loader with a minimum 15' digging depth and a 1.0 cu. yd. front loader bucket with a minimum dump clearance of 8'8"
K2	Excavation	2	Same as K1; however, backhoe with loader (#G11) will either have to be driven or hauled to the staging area as the responding community does not have a trailer

TASK – The minor repair of vehicles for continual use (tire repair)

Team	Type	Personnel	Equipment Required (general)
L	Vehicle Maintenance	1	Vehicle service truck equipped with an air compressor to operate pneumatic tools and inflate tires, jump starting unit and tire repair kits for field repairs

TASK – The utilization of professional engineering services for a variety of found functions

Team	Type	Personnel	Equipment Required (general)
M	Engineer / Tech Group	1	Car, pickup, van, any type of vehicle provided said vehicle is equipped with appropriate safety lights and/or strobes

TASK – The use of an adequately-equipped sign shop for sign fabrication

Team	Type	Personnel	Equipment Required (general)
N	Sign Fabrication	NA	*This team fabricates signs and transports them to the incident area

TASK – The assignment of appropriately trained personnel to supervise various response teams and task forces

Team	Type	Personnel	Equipment Required (general)
O	Task Force / Strike Team Leader	1	Car, pickup, van, any type of vehicle provided said vehicle is equipped with appropriate safety lights and/or strobes

TASK – The assignment of appropriately trained personnel to assist with stricken communities response and recovery operations

Team	Type	Personnel	Equipment Required (general)
P	Administrative Support	1	Car, pickup, van, any type of vehicle provided said vehicle is equipped with appropriate safety lights and/or strobes

Duty Officer Training

Response Team Task List (Critical)

Duty Officer activation:

STEP 2 – RESPONDING

Equipment / Supply Checklist

	ITEM	A	B	C1	C2	C3	C4	D	E	F	G	H
1	Individual PPE equipment*	x	x	x	x	x	x	x	x	x	x	x
2	Round nose shovel		x									
3	Scoop shovel (2)		x	x	x							
4	Bow rake (2)	x	x						x			
5	Street broom (2)	x	x	x	x				x			
6	Bucket or trash bags	x	x									
7	Folding hand saw		x									
8	Pole saw (telescoping)		x									
9	Manhole hook		x							x	x	
10	Pipe probe											
11	Logging chain (15')		x	x	x							
12	Choker cable (3/8" diameter, 12' long)		x	x	x							
13	Rope (120' coil, ½" diameter)		x					x				
14	Sledge hammer (#10)		x									
15	Marking paint		x									
16	Barricades, type I (6)	x	x									
17	Traffic cones (8)	x	x									
18	Traffic flags (2)	x	x									
19	Chain saws (3)		x					x	x			
20	Gas cans & oil mix		x					x	x	x		
21	Blank poster board (heavy) for temp. signs		x									
22	Large black permanent marker pen		x									
23	Portable pumps (2, minimum 3")									x		
24	Discharge hose (100') & suction hose									x		
25	First aid kit	x	x	x	x	x	x	x	x	x	x	x
26	Fire extinguisher	x	x	x	x	x	x	x	x	x	x	x
27	Water cooler & cups		x	x	x	x	x	x	x	x		
28	Small hand toolbox with:	x	x	x	x	x	x	x	x	x	x	x
	roll duct tape											
	roll caution tape											
	flashlight (2)											
	mosquito / wasp spray											
	pad of paper / pencils											
	claw hammer											
	large adjustable wrench or socket set											
	large slotted phillips screwdrivers											
	channel locks or vice grips											
	staple gun & heavy staples											

Duty Officer Training

Response Team Task List (Critical)

Duty Officer activation:

STEP 2 – RESPONDING

	ITEM	I	J1	J2	K1	K2	L	M	N	O	P
1	Individual PPE equipment*	x	x	x	x	x	x		x	x	x
2	Round nose shovel		x	x							
3	Scoop shovel (2)										
4	Bow rake (2)										
5	Street broom (2)										
6	Bucket or trash bags										
7	Folding hand saw										
8	Pole saw (telescoping)										
9	Manhole hook										
10	Pipe probe		x	x							
11	Logging chain (15')										
12	Choker cable (3/8" diameter, 12' long)										
13	Rope (120' coil, ½" diameter)										
14	Sledge hammer (#10)										
15	Marking paint										
16	Barricades, type I (6)										
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19	Chain saws (3)										
20	Gas cans & oil mix										
21	Blank poster board (heavy) for temp. signs										
22	Large black permanent marker pen										
23	Portable pumps (2, minimum 3")										
24	Discharge hose (100') & suction hose										
25	First aid kit	x	x	x	x	x	x		x	x	
26	Fire extinguisher	x	x	x	x	x	x		x	x	
27	Water cooler & cups		x	x	x	x	x				
28	Small hand toolbox with:	x	x	x	x	x	x		x	x	
	roll duct tape										
	roll caution tape										
	flashlight (2)										
	mosquito / wasp spray										
	pad of paper / pencils										
	claw hammer										
	large adjustable wrench or socket set										
	large slotted phillips screwdrivers										
	channel locks or vice grips										
	staple gun & heavy staples										

Duty Officer Training

Duty Officer activation:

STEP 3 – NOTIFICATION

- Duty Officer review SEECOM IPWMAN Activation Request Form
  - **Requesting Agency Name**
  - **Situation** (Traffic Control, Tree Removal, Flooding, etc.)
  - **Mission** (Barricades, Clearing Streets, Sandbagging, etc.)
  - **Resources Needed** (Team A-P) review and decide what regions to send notification
- Duty Officer to call SEECOM to complete the IPWMAN Activation Request
- SEECOM will then email the IPWMAN Activation Request to selected Regions
- Duty Officer shall call SEECOM
  - ✓ once the request of resources have been fulfilled
  - ✓ if any changes or additional resources are needed

Duty Officer Training

IPWMAN Activation Form

IPWMAN
Illinois Public Works Mutual Aid Network

************IPWMAN ACTIVATION NOTICE************

The following member(s) have requested assistance for IPWMAN:

Requesting Agency/Agencies: Nunda Township

Situation: *River Flooding*

Mission: *Sandbagging*

Resources Needed: *No Longer needing Assistance*

Anticipated Operational Period: *None*

Resource Coordinator for this Incident:

Name: Vince Kilcullen Phone: 847-456-5307

Email: Other:

Instructions: DO NOT RESPOND/DEPLOY RESOURCES BASED ON THE CONTENTS OF THIS EMAIL. Contact the Resource Coordinator if you can provide any of the needed resources.

Region 2:	X	Region 7:	
Region 3:	X	Region 8:	
Region 4:	X	Region 11:	
Region 6:		Statewide:	

EXAMPLE

Duty Officer Training

When is the Duty Officer activated?

STEP 4 – COORDINATION

- Duty Officer be prepared for calls/emails from responding agencies
- Duty Officer to take detailed notes from responding agencies
- If feasible, a site visit to the impacted area is recommended
  - Meet the impacted agency staff/elected officials
  - Meet some of the responding agencies on site
  - Tour of the impacted area and take photos

Duty Officer Training

When is the Duty Officer activated?

STEP 4 – COORDINATION

- Duty Officer track all responding agency resources:
  - Agency Name
  - Contact Name/Number
  - Resource Response Team
  - Dates of Response
  - Employees Name(s)
  - Employees Contact Information
  - Arrival Time/Departure Time
- Duty Officer to provide responding agency logistics:
  - Staging site
  - Ask if the IPWMAN response team is needed
  - Impacted agency contact information
  - Responding agency responsible for PPE
  - Provide special instructions as necessary
    - Food, Fuel, Safety, Ingress/egress, Etc.

Duty Officer Training

When is the Duty Officer activated?

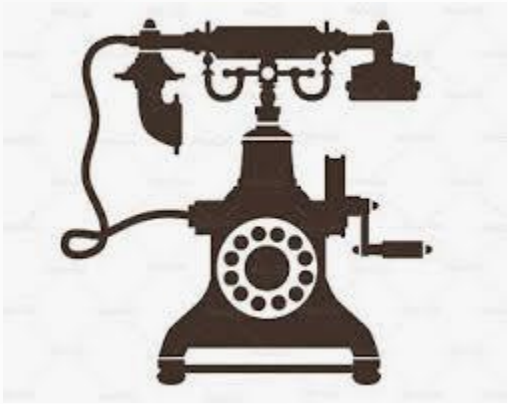
STEP 5 – DOCUMENTATION

- Title: (name of the event)
- Afflicted Member
- Request for Aid Warranted:
- Region(s) Notification Sent To:
- Nature of Incident:
- Time of Original Request:
- Time of SEECOM Notification:
- Time County EMA Contacted
- Time Stricken Member Contacted:
- Time of Mass Notification Request

Duty Officer Training

When is the Duty Officer activated?

STEP 5 – DOCUMENTATION



Duty Officer Training

Duty Officer Training

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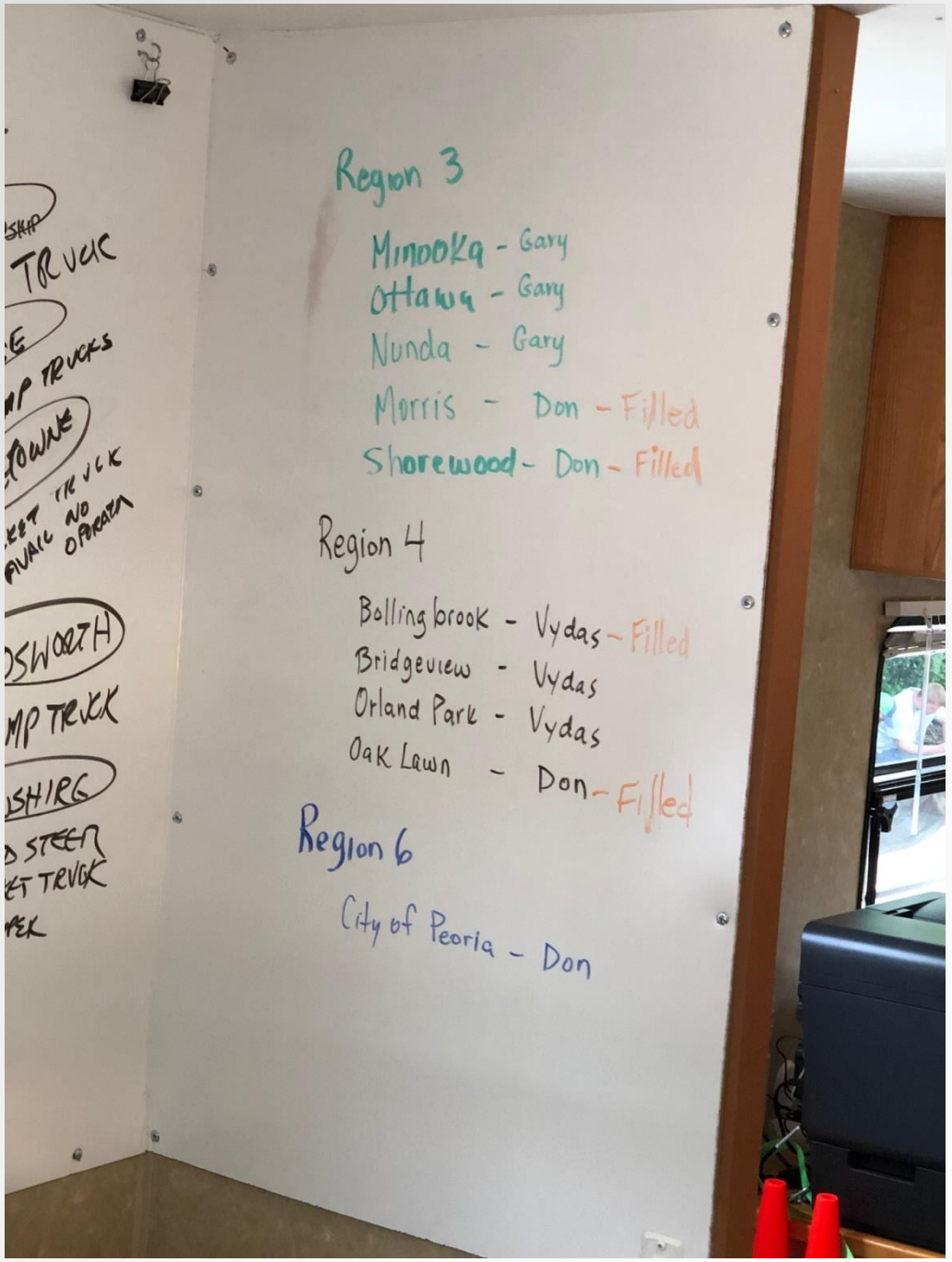
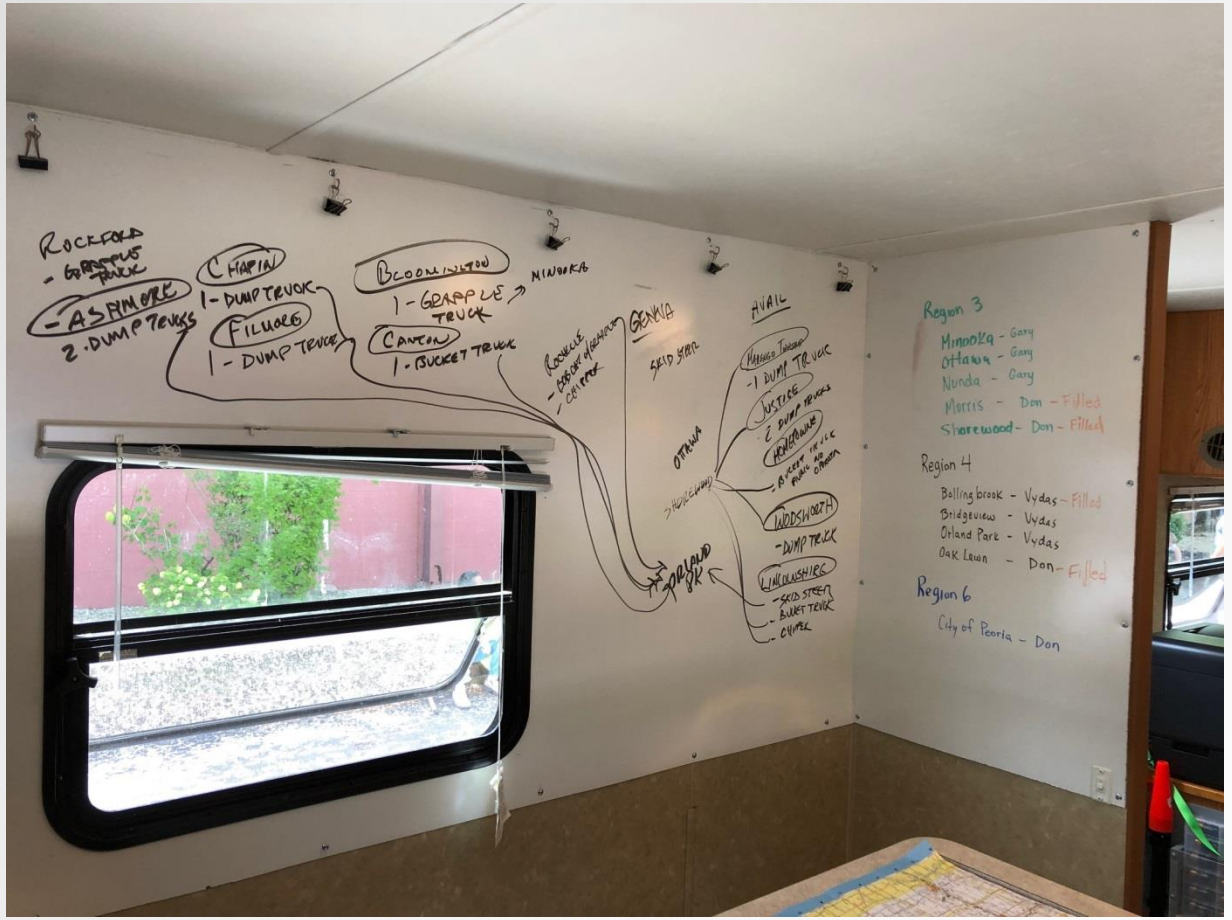
ILLINOIS PUBLIC WORKS MUTUAL AID NETWORK

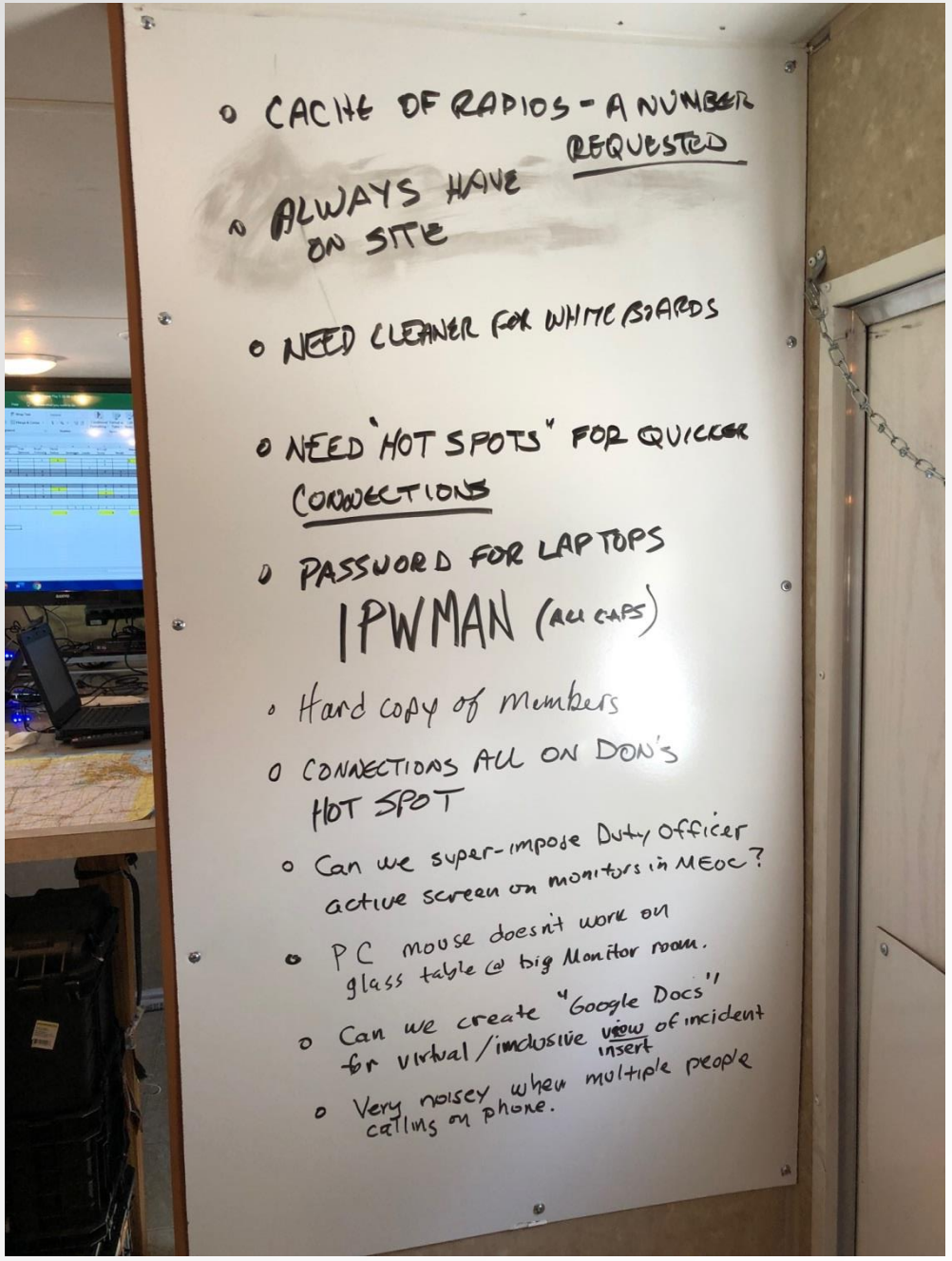
Duty Officer Training



Duty Officer Training



Duty Officer Training



Duty Officer Training

Duty Officer Training

When is the Duty Officer activated?

STEP 5 – DOCUMENTATION (Getting Started on Website Data Entry)

- Create New Incident
- Type of Assistance Requested
- Location Information
- Contacts

Duty Officer Training

When is the Duty Officer activated?

STEP 5 – DOCUMENTATION (Getting Started on Website Data Entry)

- Verify access to the Duty Officer Desktop within the IPWMAN website

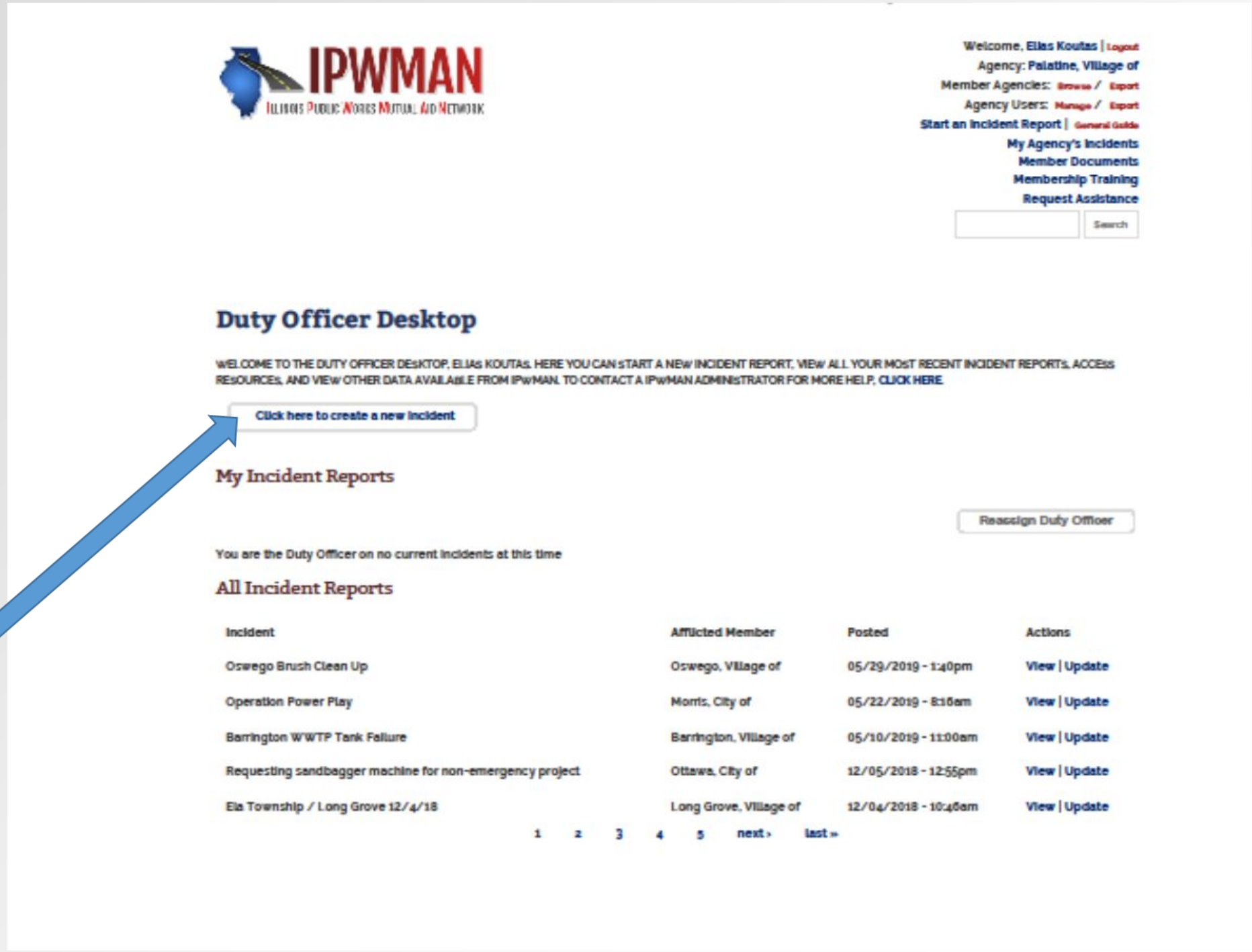
- Click “Create New Incident”
  - ✓Fill in the fields as time allows onto the IPWMAN website

Duty Officer Training

Login as the **Duty Officer**

Duty Officer Training

Creating a New Incident



Duty Officer Training

Creating a New Incident

Duty Officer Training

When is the Duty Officer activated?

STEP 5 – DOCUMENTATION (Getting Started on Website Data Entry)

Take copious notes when communication with responding agencies

- Click “Type of Assistance Requested”
  - ✓Fill in the fields as time allows onto the IPWMAN website
- Click “Location Information”
  - ✓Fill in the fields as time allows onto the IPWMAN website

Duty Officer Training

When is the Duty Officer activated?

STEP 5 – DOCUMENTATION (Getting Started on Website Data Entry)

Click “Contacts”

- ✓Fill in the fields as time allows onto the IPWMAN website

Use drop down menu – typically the Duty Officer is the “Incident Primary Contact”

Duty Officer Training

When is the Duty Officer finished?

- Confirm with the requesting agency no additional resources are needed
- Request a summary of the response and financials, if available.
- Complete the incident data entry on the IPWMAN website
- Ask any veteran Duty Officer if you have any questions or improvements

Duty Officer Training

IPWMAN
ILLINOIS PUBLIC WORKS MUTUAL AID NETWORK

Duty Officer Guide

Follow this guide to login, create, and update Incident Reports for IPWMAN.

An IPWMAN representative will have already created your user account and provided you with a login via email.

If you have any questions, please give us a call at **844-IPWMAN-9**.

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Duty Officer Training

How To Log In

1. Go to **IPWMAN.org** and click the **Log In** link in the top-right corner of the site header.

2. Enter the main **E-mail address** associated with your agency.
3. Enter your temporary **Password**, supplied by your IPWMAN representative.

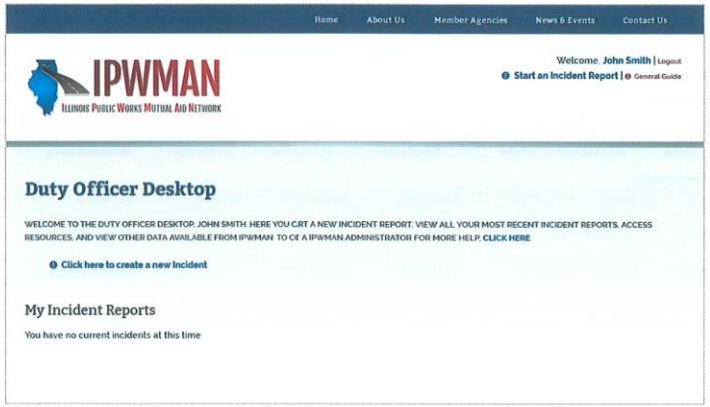
   NOTE: *If you have forgotten or misplaced your password, click the Request new password tab above the login form. Enter your email address and password reset instructions will be mailed to you.*

4. Click the **Login** button.

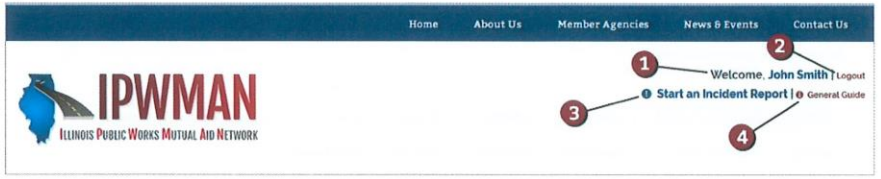
Duty Officer Training

What You Have Access To

Now that you have logged in, you are immediately taken to the Duty Officer Desktop page pictured below. Here you can click the button create a **new Incident** *(See the "Starting An Incident Report" to get started)* or view all of your recent incident reports in the "**My Incident Reports**" section.



In addition, the top-right corner of the site header will now feature a **user menu** with the following options:



1. Click your **Name** to view account info, then click the ***Edit tab*** to change your information including name, title, phone numbers, email address, and password.
2. Click **Logout** to exit the agency administration section of the site at any time.
3. Click **Start an Incident Report** to create a new Incident Report.
4. Click **General Guide** to review steps that will be followed during an assistance request, along with some comments on what the Duty Officer will do during each step.

Duty Officer Training

Now that you are logged in as a Duty Officer you have access to the contact information for other IPWMAN member agencies, for quick and easy access to important details when needed!

Rolling Meadows, City of

Agency Info Contact Info

Cell Provider: Sprint

Mailing Address: 3900 Berdnick Street
60008 Rolling Meadows , IL

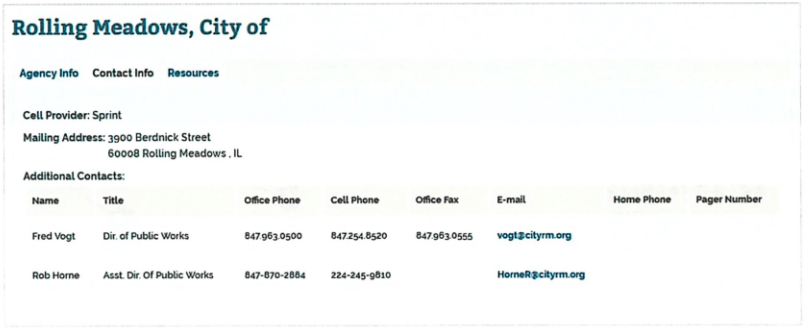
Agency Contact Information

Primary Contact:

Name	Title	Office #	Cell #	Fax #	E-mail
Don Wenzel	Superintendent of Facilities	847-963-0500	847-354-2542	847.963.0555	wenzel@cityrm.org

Additional Contacts:

Name	Title	Office Phone	Cell Phone	Office Fax	Pager Number
Fred Vogt	Dir. of Public Works	847.963.0500	847.254.8520	847.963.0555	vogt@cityrm.org
Rob Horne	Asst. Dir. Of Public Works	847-870-2884	224-245-9810		HorneR@cityrm.org



Rolling Meadows, City of

Agency Info Contact Info Resources

Cell Provider: Sprint

Mailing Address: 3900 Berdnick Street
60008 Rolling Meadows , IL

Additional Contacts:

Name	Title	Office Phone	Cell Phone	Office Fax	E-mail	Home Phone	Pager Number
Fred Vogt	Dir. of Public Works	847.963.0500	847.254.8520	847.963.0555	vogt@cityrm.org		
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Duty Officer Training

Starting & Updating An Incident Report

Incident reports are meant to be created with the minimal amount of information you gain the start of an incident, then updated as more information becomes available. We will start by explaining how to create a new report and how to edit an existing one. We will conclude with how to edit each and every available field.

To Create a New Incident Report

- Click "**Start an Incident Report**" in your user menu.
- "**Click here to create a new Incident**" report on your Desktop page.

To Edit an Existing Report

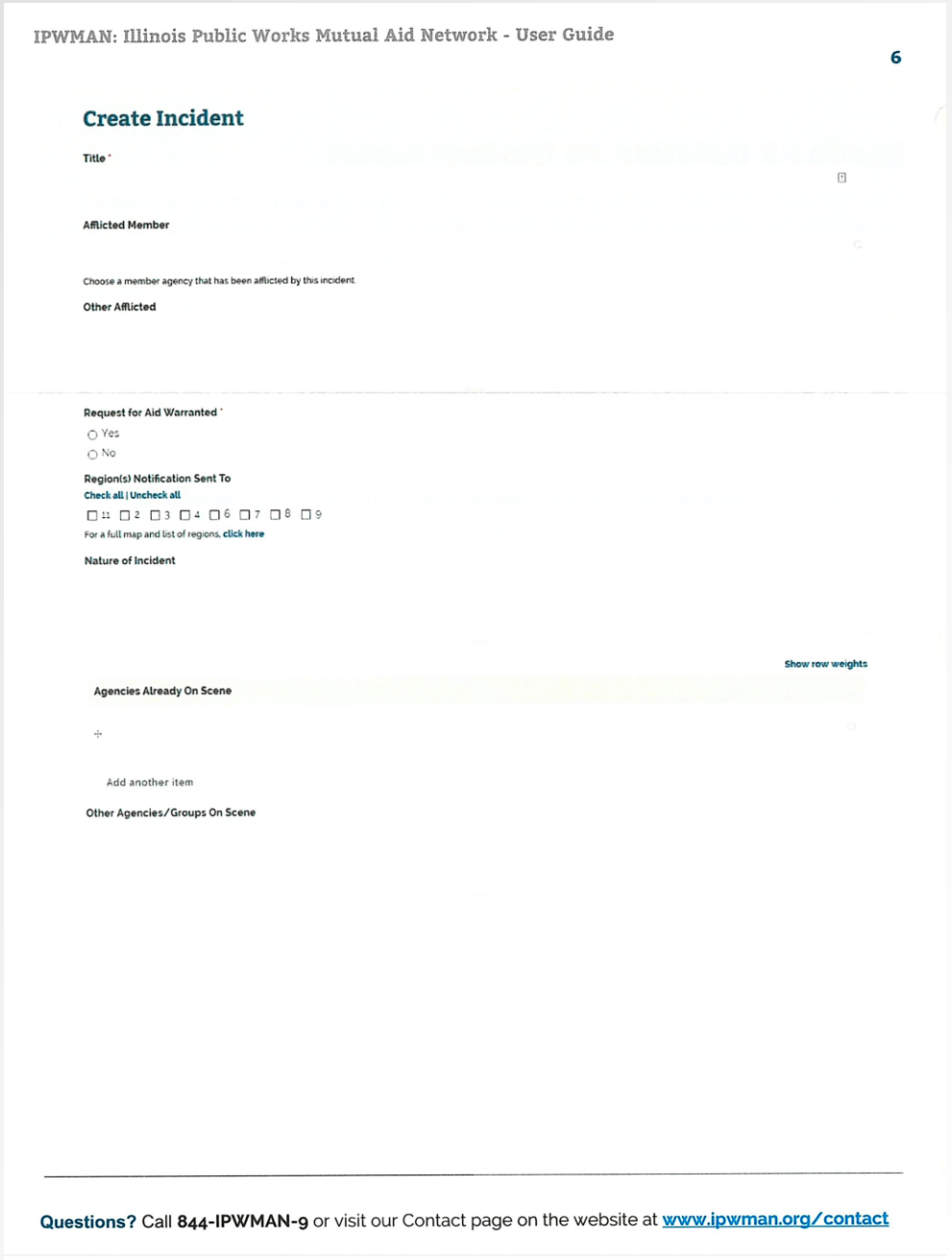
1. Go to your **Desktop** page by clicking **Home** in the main menu or the **IPWMAN logo**.
2. Find the report you wish to edit under "**My Incident Reports**".
3. Click the "**Update**" link in the right column.

How To Add -or- Update Incident Fields

*** Indicates a field that is required to create a new Incident Report.**

1. Enter a brief **Title*** of the Incident *(ex: Down Trees From High Winds)*.
2. Under **Afflicted Member**, enter the first few letters of the Member Agency until the field shows their full name, the select it.
3. Under **Other Afflicted**, enter the name of non-member group or agency affected by this Incident.
4. Choose "Yes" or "No" for for **Request for Aid Warranted***.
5. Check all **Region(s) Notification Sent To**.
6. Describe the **Nature of Incident** as well as possible.
7. Under **Agencies Already On Scene**, enter the first few letters of the Member Agency until the field shows their full name, then select it. Click ***Add another item*** to add more agencies on scene.
8. Describe **Other Agencies/Groups On Scene**, if they are non-members.

Duty Officer Training



Create Incident

Title *

Afflicted Member

Choose a member agency that has been afflicted by this incident.

Other Afflicted

Request for Aid Warranted *

- Yes
- No

Region(s) Notification Sent To

Check all | Uncheck all

☐ 11 ☐ 2 ☐ 3 ☐ 4 ☐ 6 ☐ 7 ☐ 8 ☐ 9

For a full map and list of regions, click here

Nature of Incident

Show row weights

Agencies Already On Scene

Add another item

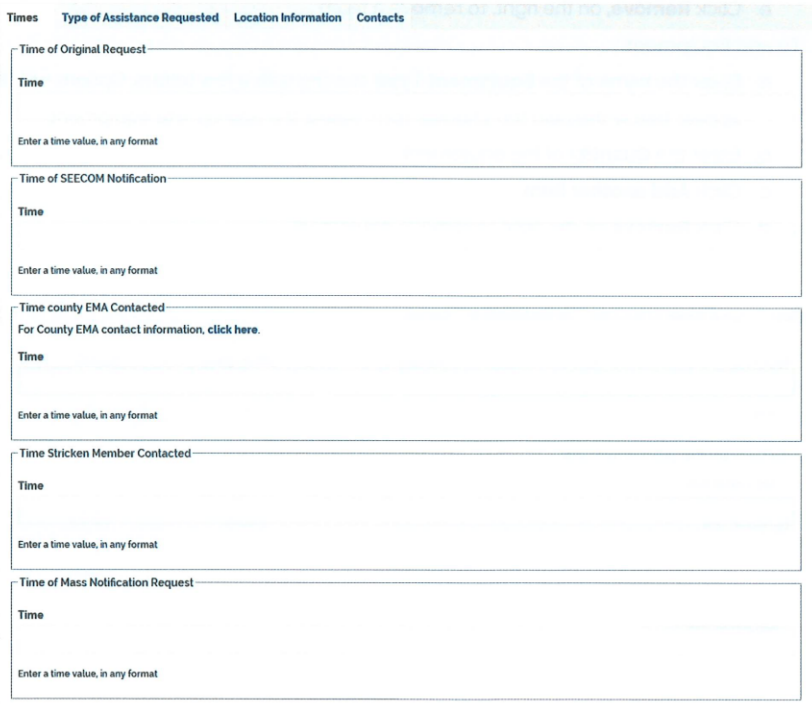
Other Agencies/Groups On Scene

Duty Officer Training

Times

*** Indicates a field that is required to create a new Incident Report.**

1. Enter the **Time of Original Request***.
2. Enter the **Time of SEECOM Notification**.
3. Enter the **Time Stricken Member Contacted**.
4. Enter the **Time of Mass Notification Request**.



Duty Officer Training

Type of Assistance Requested

1. To add **Teams**:
   a. Choose a **Team Type**.
   b. Enter the **Quantity** of that Team.
   c. Select "Yes" or "No" for **PPE Required**.
   d. Click **Add another item**.
   e. Click **Remove,** on the right, to remove a team .
2. To add **Equipment**:
   a. Enter the name of the **Equipment Type** starting with a few letters. Options will then appear below the field too choose from. Select the appropriate equipment.
   b. Enter the **Quantity** of the equipment.
   c. Click **Add another item**.
   d. Click **Remove** on the right to remove equipment.

Duty Officer Training

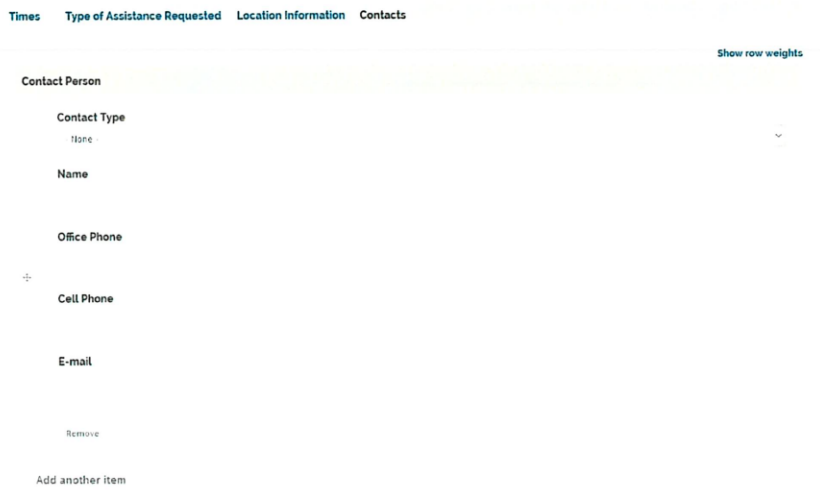
Location Information

1. Choose the Month, Day, Year, Hour, Minute, and Second for the **Beginning Operational Period & Start Time**.
2. Enter the Location name, street, city, and postal code for the **Staging Location**.
3. Enter the **Area/Routes to Avoid**.
4. Enter **Possible Safety Hazards**.
5. Enter the Location name, street, city, and postal code for the **Location of Fuel**.
6. Enter the Location name, street, city, and postal code for the **Location of Food**.
7. Enter the Location name, street, city, and postal code for the **Location of Shelter**.

Duty Officer Training

Contacts

1. Select the Contact Type and enter the Name, Office Phone, Cell Phone, and Email for a **Contact Person**.
2. Click **Add another item**.
3. Click **Remove,** to the right, to remove a contact.



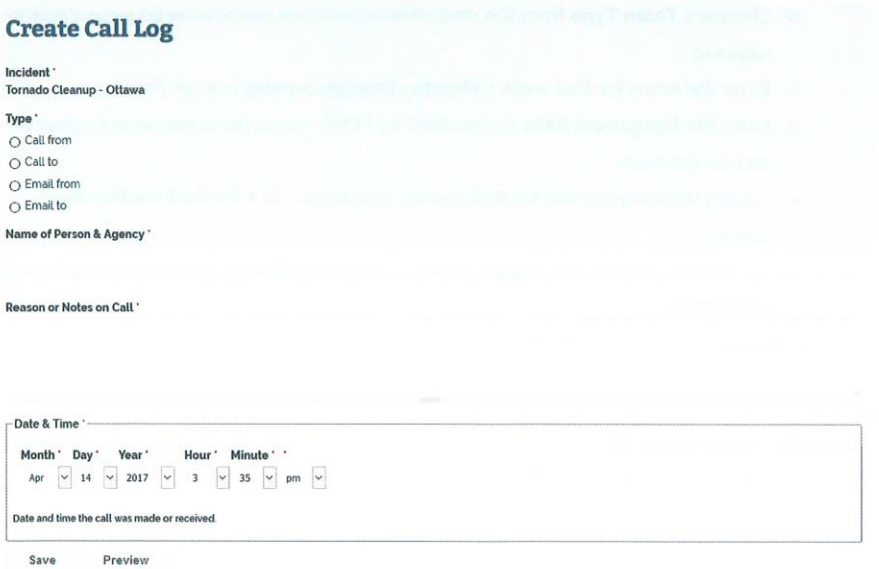
Duty Officer Training

Updating The Call Log

Each and every time you update the call log for an Incident click the "**Update Call Log**" link at the top of the Incident Report. This ensures the Call Log is properly associated with the related incident. After clicking the link, follow these steps:

1. On the **Create Call Log** page, choose the Type of log you are entering
2. Enter the **Name of Person & Agency** you communicated with
3. Enter the detailed **Reason or Notes on Call**
4. Enter the **Date & Time** of the call.
5. Click **Save** at the bottom of the form.

After clicking Save, you will be taken back to the Incident report. To review your Call Log click the **Call Log** tab at the top of the report. To edit an existing call log, click **» edit** in the Reason or Notes on Call column.



Duty Officer Training

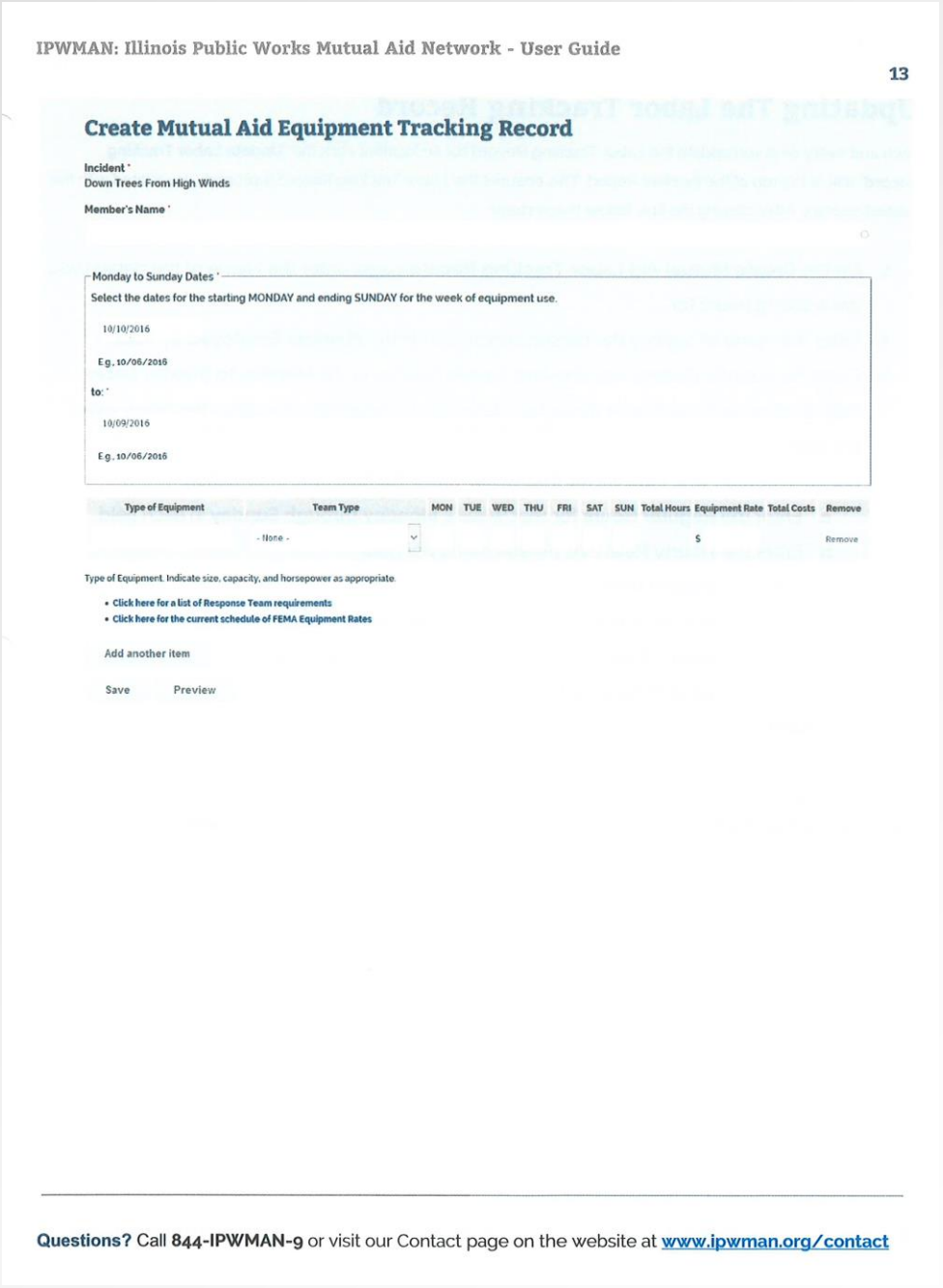
Updating The Equipment Tracking Record

Each and every time you update the Equipment Tracking Record for an Incident click the "**Update Equipment Tracking Record**" link at the top of the Incident Report. This ensures the Equipment Tracking Record is properly associated with the related incident. After clicking the link, follow these steps:

1. On the **Create Mutual Aid Equipment Tracking Record** page, enter the agency **Member's Name** who supplied the equipment.
2. Enter the specific starting Monday and ending Sunday in the **Monday to Sunday Dates** field. Each record must have these two dates set to determine the dates the hours were tracked.
3. For each piece of equipment supplied by the Member Agency for that week, enter the following information:
    a. Enter the **Type of Equipment**.
    b. Choose a **Team Type** from the drop-down *(See the link located below this group of fields for reference).*
    c. Enter the hours for that week's **Monday through Sunday** in each field.
    d. Enter the **Equipment Rate** as specified by FEMA *(See the link located below this group of fields for reference).*
    e. To add more equipment for that agency and week, click the **Add another item** button.
    f. To remove one piece of equipment only, click the **Remove** button to the right of the equipment.
4. Click **Save** at the bottom of the form.

After clicking Save, you will be taken back to the Incident report. To review your Equipment Tracking Record click the **Equipment Tracking Record tab** at the top of the report. To edit an existing equipment record, click the **(edit)** link next to the name of the Member Agency for each record.

Duty Officer Training



Create Mutual Aid Equipment Tracking Record

Incident *
Down Trees From High Winds

Member's Name *

Monday to Sunday Dates *

Select the dates for the starting MONDAY and ending SUNDAY for the week of equipment use.

10/10/2016

E.g., 10/06/2016

to: *

10/09/2016

E.g., 10/06/2016

Type of Equipment	Team Type	MON	TUE	WED	THU	FRI	SAT	SUN	Total Hours	Equipment Rate	Total Costs	Remove
	- None -									$		Remove

Type of Equipment. Indicate size, capacity, and horsepower as appropriate.

- **Click here for a list of Response Team requirements**
- **Click here for the current schedule of FEMA Equipment Rates**

Add another item

Save Preview

Duty Officer Training

Updating The Labor Tracking Record

Each and every time you update the Labor Tracking Record for an Incident click the "**Update Labor Tracking Record**" link at the top of the Incident Report. This ensures the Labor Tracking Record is properly associated with the related incident. After clicking the link, follow these steps:

1. On the **Create Mutual Aid Labor Tracking Record** page, enter the Name of the person you are tracking hours for.
2. Enter the name of agency the person belongs to in the **Member Employed** By field.
3. Enter the specific starting Monday and ending Sunday in the **Monday to Sunday Dates** field. Each record must have these two dates set to determine the dates the hours were tracked.
4. For each person who labored for that week, enter the following information:
    a. Enter the **Regular Hours** for that week's **Monday through Sunday** in each field.
    b. Enter the **Hourly Rate** that person earns per hour.
    c. Enter the **Benefit Rate** that person earns per hour.
    d. Enter the **Overtime Hours** for that week's **Monday through Sunday** in each field.
    e. Enter the **Hourly Rate** that person earns per overtime hour.
    f. Enter the **Benefit Rate** that person earns per overtime hour.
5. Click **Save** at the bottom of the form.

After clicking Save, you will be taken back to the Incident report. To review your Labor Tracking Record click the **Labor Tracking Record tab** at the top of the report. To edit an existing labor record, click the **(edit)** link next to the date range below each person's name.

Duty Officer Training

Create Mutual Aid Labor Tracking Record

Incident *
Down Trees From High Winds

Name

Member Employed By

Monday to Sunday Dates *

Select the dates for the starting MONDAY and ending SUNDAY for the week of labor.

10/10/2016

E.g. 10/06/2016

to: *

10/09/2016

E.g. 10/06/2016

Regular Hours

MON	TUE	WED	THU	FRI	SAT	SUN	Total Hours	Hourly Rate	Benefit Rate/hr	Total Hourly	Total Costs
								$	$		

Overtime

MON	TUE	WED	THU	FRI	SAT	SUN	Total Hours	Hourly Rate	Benefit Rate/hr	Total Hourly	Total Costs
								$	$		

Save Preview

Duty Officer Training

IPWMAN Owned Resources

- (1) MEOC –Towable Trailer (Washington, IL)
- (2) IPWMAN Response Trailers (TBD)
- (3) Caches of StarCom 21 Portable Radio Kits (12 Radios/Cache)
  - Wheeling
  - Champaign
  - Effingham
- (7) Dell Ruggedized lap top computers
- (8) Large Tool Box Deployment Kits (1 per IPWMAN Region)

Duty Officer Training

1 – Mobile Emergency Operations Center (MEOC)

Duty Officer Training

2 - Response Trailers

Duty Officer Training

18 - StarCom Radios Per Cache

Duty Officer Training

StarCom Radios

Duty Officer Training

(8) Large Tool Box Deployment Kits
(1 per IPWMAN Region)

Mutual Aid Procedures

Requesting & Providing Members

- **Members requesting Mutual Aid should call 24hr call center:**

  1-855-IPWMAN1 (1-855-479-6261) to request activation of network for Mutual Aid response

  Caller should be prepared to answer several questions about request and provide contact information

  Contact person will receive call from IPWMAN Duty Officer

- **Reimbursement to Providing Members**

  No charge to recipient for first five days

  More than five days provider will be reimbursed by the recipient.

  If state or federal funds become available, IPWMAN response costs may be reimbursable.

IPWMAN

ILLINOIS PUBLIC WORKS MUTUAL AID NETWORK

For additional information:

Elias Koutas – Village of Palatine
ekoutas@palatine.il.us
Cell Phone: (847) 894-0084

Kelly Kerr – Village of Hoffman Estates
Kelly.Kerr@Hoffmanestates.org