Introducing Resource Management

A real-time snapshot of resources and equipment in the field during an activation

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Purpose of Resource Management

The Resource Management system is designed to enhance the Florida Division of Emergency Management's (FDEM) capabilities by providing real-time snapshots of resources and equipment during activations. This system ensures the standardization of mobilization, demobilization, and damage reporting processes across different agencies and incidents, and integrates seamlessly with the Mutual Aid system for efficient claims processing.

Key Benefits

- **Streamlined Claims Processing:** Integrates with Mutual Aid to reduce errors and improve efficiency, ensuring smoother and quicker handling of claims.
- **Real-Time Activity Logging:** Digitizes activity logs in real-time as personnel are deployed, which accelerates claim completion and reduces administrative burdens.
- **Minimized Errors:** Automatically populates mission RSA/Claim records from activity logs, reducing the need for manual data entry.
- **Accurate Tracking:** Maintains detailed records of equipment usage and operator details for better operational and cost management.
- **Efficient Reimbursement:** Facilitates the submission of proofs of purchase for supplies used during events, ensuring timely financial transactions.
- **Detailed Damage Documentation:** Allows for comprehensive documentation of equipment damage during demobilization, aiding in maintenance, repairs, and cost recovery.
- **Flexible Logging Options:** Supports both individual and team-based activity logging to accommodate various operational needs.
- **Automated Documentation:** Automatically generates FROC forms required for claim validation, tailored to specific recovery needs.

Resource Management Steps

1. Begin each mission by mobilizing the necessary personnel and equipment.
2. Systematically log all activities, time spent by personnel, and equipment usage to maintain accurate records.
3. Promptly submit receipts related to mission expenditures for financial tracking and reimbursement.
4. Demobilize personnel and equipment at the mission's conclusion, submitting detailed damage reports if necessary.
5. Follow mandatory mobilization and demobilization procedures to comply with operational protocols.

Recommended Practices

- **Optimal Browser Usage:** For the best user experience, access the Resource Management application using the Chrome browser.
- **Automatic Permissions:** Users who access the Resource Management application will automatically be granted the necessary permissions to operate within the system.

Additional Information

Additional information about Tab Descriptions and Activities

1. **Mission Resources:**
    - **Mobilize Personnel and Equipment:** Initiate mobilization of personnel and equipment for a mission.
    - **Additional Mobilization:** Record additional personnel and equipment in the mobilization record for the mission.

2. **Check-In at Incident:**
    - **Record Check-In:** Upon arrival, check into the incident and log all personnel and equipment.

3. **Daily Time/Activity Logs:**
    - **Submit Logs:** Enter daily time and activity logs for yourself or your team.
    - **Personnel:** List all personnel currently working.
    - **Activities:** Specify which personnel worked, describe the activities performed, and record the amount of time spent.
    - **Equipment**: Document the equipment used and the timeframe of usage.
    - **Materials:** Record supplies used during the mission response.

4. **Receipts Management:**
    - **Upload Receipts:** Submit receipts to automatically pre-populate the claim report.

5. **Switch Mission:**
    - **Mobilize to Another Mission:** Mobilize to another mission before demobilizing from the current mission.
    - **Access Multiple Missions:** If mobilized to more than one mission, switch views to manage different mission records.

6. **Demobilization:**
    - **Check Out:** Demobilize personnel and equipment from the mission.
    - **Damage Reporting:** Submit a detailed damage report with photos if any equipment is damaged.

Additional information about Mobilization

- **Default Mobilization:** The contact initiating mobilization is automatically mobilized to the mission.
- **Team Lead Mobilization:**
    - A team lead can mobilize themselves.
    - A team lead can mobilize additional personnel.
    - A team lead can mobilize equipment for their own or their team's use.
    - After completing the steps in the Mission Resource tab, a team lead can mobilize additional personnel.
- **Team Mobilization:** To mobilize as a team, all members must perform the same activities each day, acting as a cohesive unit.
- **Individual Mobilization:** If team members are not performing the same activities, they should mobilize separately and submit independent activity logs.

Additional information about Time/Activity & Equipment Logs

- **Activity Logging Requirements:** When logging activities, it is mandatory to use the actual names of individuals involved, rather than their titles or ranks. This requirement ensures precise accountability and facilitates accurate reporting and verification.
- **Document Accessibility:** All documents uploaded as part of the mission logs, including time/activity logs and equipment logs, will be accessible to internal FDEM staff and agency Financial Point of Contacts (FPOCs) who have an associated RSA (Recovery Service Agreement) or Cost Estimate linked to the mission. This transparency supports comprehensive oversight and aids in the management and reconciliation of resources used during missions.
- **Equipment Log Specifics:** For equipment logs, users must choose to record either the hours used or miles driven, but not both for the same piece of equipment during a single entry. This ensures consistency in reporting and avoids discrepancies in resource usage records.
- **Equipment code Access:** Access FEMA listing for equipment to obtain equipment code: Schedule of Equipment Rates | FEMA.gov

Additional information about Demobilization

- **By default:** The contact that initiates demobilization is automatically set to demobilize all resources they mobilized during the mission.
- **Individual Demobilization:** Each individual is responsible for demobilizing themselves and any personal equipment they mobilized. This includes completing all steps in the Demobilization tab of the Resource Management app.
- **Team Lead Demobilization:** A team lead can demobilize the entire team and any team equipment. This should only be done if the team was mobilized as a cohesive unit and engaged in the same activities throughout the mission.
- **Equipment Demobilization:** The same individual or team lead who mobilized a piece of equipment must demobilize it, ensuring continuity and accountability.
- **Separate Demobilization for Independent Activities:** If team members performed different activities during the mission, each member must independently demobilize and complete their own activity logs.

Additional information about Damage Reports

- The user who mobilizes equipment is also responsible for its demobilization at the end of the mission. This ensures continuity and accountability for the resources throughout their deployment.
- When demobilizing equipment, if any damage is observed, the responsible user must complete and submit a detailed damage report. This report should include a comprehensive description of the damage to facilitate repairs and maintenance.
- It is imperative to include photographs of the damaged equipment as part of the damage report. These photos provide visual evidence of the condition of the equipment at the time of demobilization and are crucial for validating the damage claims.
- Prior to uploading, rename your images on your device to reflect their content accurately and facilitate easy identification. Please note, once uploaded to the DEMES system, the file names cannot be edited. Verify if this functionality has changed in the system updates.

Additional Tips and Tricks

- Submit logs as a team to ensure consistency, save time, and make full use of the clone feature to replicate detailed entries across different days or for various team members.
- Schedule specific times for batch data entry to enhance focus, accuracy, and set up fields to auto-fill with common data to expedite the process.
- Utilize keyboard shortcuts and create templates for frequently used entry types to minimize manual input time.
- Conduct quick team reviews of logs before submission to maintain accuracy and hold regular training sessions to keep all team members proficient in using the system efficiently.