

Comprehensive Resource Management Policy and Procedures



**Created and maintained by the
Wyoming Office of Homeland Security**

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Policy Outline

The Comprehensive Resource Management and Credentialing System (CRMCS) is a tool created to enhance the resource management efforts of county, city, and state organizations. This tool allows emergency response agencies, county emergency managers, state and private/not for profit resource managers the ability to provide information on availability of assets prior to and during an emergency, the ability to track those assets on scene, and near real-time incident visibility via the internet. The resource information is housed in **resourceMGR web™** (RMW) and the **interTRAX® exchange** system, commonly identified as “Salamander”.

List of acronyms

CIKR – Critical Infrastructure, Key Resource

CRMCS – Comprehensive Resource Management and Credentialing System

ESF – Emergency Support Function

ICS – Incident Command System

IDCC – Identification / Credential Card

NIMS – National Incident Management System

NFPA – National Fire Protection Association

POST - Wyoming Police Officer Standards and Training

RMW – **resourceMGR web™**

WOHS - Wyoming Office of Homeland Security

Website Information

resourceMGR web™ – Wyoming.responders.us

webEOC – <https://www.wywebeoc.com/eoc7/>

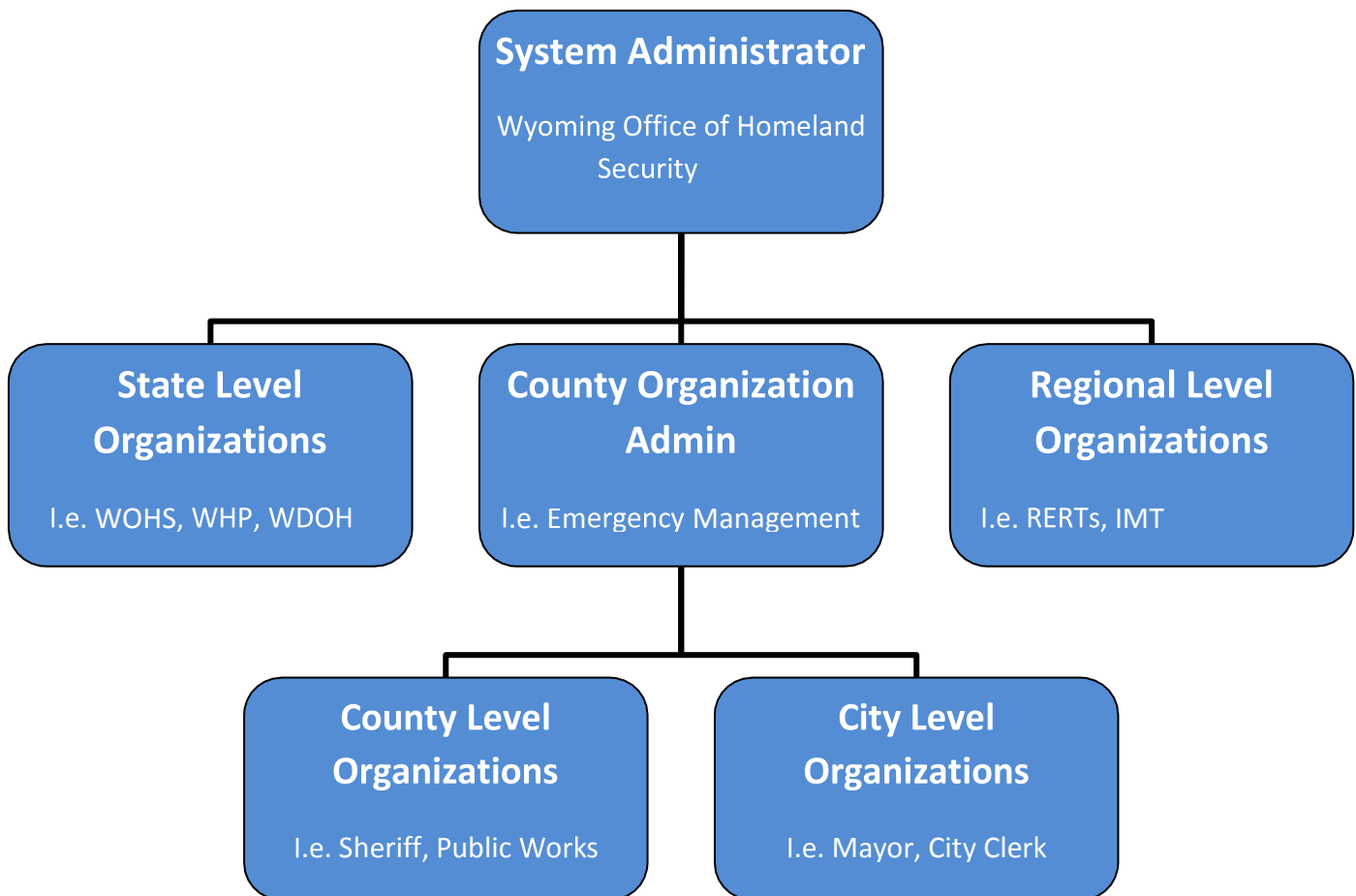
Resource Manager Web Privacy Agreement

Requests for information on this system from any outside entity should be forwarded to WOHS for consideration. Questions on this policy should be directed to the WOHS Logistics Coordinator at 307-777-4952 or 777-4900. Any violation of this policy may result in the loss of use of this system.

Access and Permissions for RMW:

A county CRMCS lead (typically the county coordinator/emergency manager) must receive training on the system before being granted access to RMW. Once training is completed the county lead will be given a username and password and granted permissions for the organization(s) within their jurisdiction.

Access to information in RMW is managed in a parent-child hierarchy. Parent organizations can view the resources and data entered of agencies identified as their respective “children”, but not that of other parent organizations.



Permission Levels

There are five levels of permission in RMW. From greatest system responsibility to least they are: Admin, Organization Admin, Admin No Delete, Data Input / Print, and View Only.

Admin: This is reserved for the System Administrator and provides access to all information in the RMW database.

Organization Admin: This allows the user admin access to a specific organization. They can create, read, update, delete, and print all information in that organization only.

***County Coordinators will be given this permission level, unless a lower level is requested.**

Admin No Delete: This allows the user the same permission as the Organization Admin EXCEPT that they cannot delete any information for a specific organization. This would be used to ensure information integrity by only allowing the Organization Admin the permission to delete information.

Data Input / Print: This permission allows for data entry without admin permissions for a specific organization. An example of who could be granted this permission would be part-time staff or an intern whose only responsibility would be to input data or print Identification / Credential Cards.

View Only: This allows for View Only of information for a specific organization EXCEPT for medical data. An example of who could be granted this permission would be Regional Coordinators or someone from outside that specific organization like a neighboring county.

Permissions are granted for specific organizations. A user will not be able to see data in an organization they do not have permission to. Permission follows the parent-child hierarchy, in that, a user can only see data in organizations that are below (children) of the organization that user has permission to if granted permission to "include all children". This is done to ensure visibility to organizations in the user's jurisdiction.

In order to view of another organizations data the user must make a request to an administrator with permission at least one step above (parent) of the organization they are requesting access to.

Different levels of permission can be granted for different organizations. A user can have organization admin access to one (or more) organization(s) and have view only (or other level) into another organization.

I. Policy

A. The Wyoming Office of Homeland Security (WOHS) has purchased CRMCS/Salamander as a tool to assist with equipment resource typing, to be offered statewide for standardization.

B. In accordance with Federal grant guidance provided by the Emergency Management Performance Grant and the State Homeland Security Program, WOHS requires standardized resource management including typing and inventorying of Tier 1 assets to promote a strong national mutual aid capability needed to support delivery of core capabilities. For more information visit: <http://www.fema.gov/resource-management-mutual-aid>

C. WOHS will provide a standardized template for the purpose of resource typing Tier 2 commonly deployed equipment. If so desired, typing of other Tier 2 resources available to a jurisdiction will be the responsibility of each county. Utilization of CRMCS/Salamander for typing and inventorying of Tier 2 resources is optional.

D. The remainder of this document contains step by step procedures for statewide standardized resource data entry. WOHS will monitor all data entered into Salamander, and may request County Organization Admins to correct and/or modify resource records.

E. Please remember to save your work frequently by selecting the icon shown below. The Salamander system is designed to automatically log users out after a set period of inactivity, work not saved before log out will not be retrievable.



Tier 1 Criteria

To meet the Tier I criteria for national resource typing definitions, the resource must:

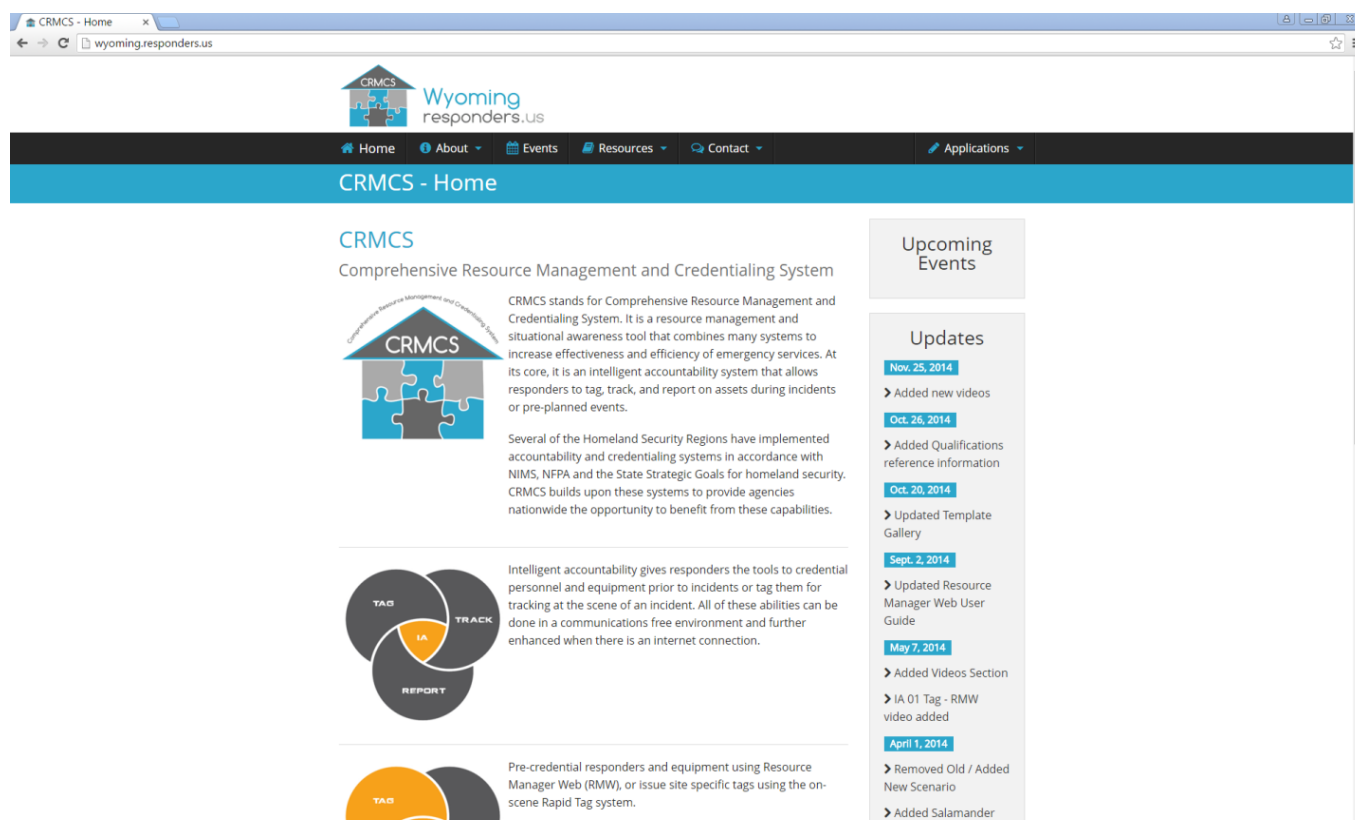
- Already exist as a defined, deployable interstate response resource for first responders.
- Be exchanged and deployed with usage governed through interstate mutual aid agreements or compacts.
- Be of sufficient capability to warrant being allocated and/or physically deployed nationally, if requested.
- Have performance capability levels that can be identified as to category, kind, and type.
- Be identified, inventoried, and tracked to determine availability status for response operations by the jurisdiction having authority.
- Allow for command and control utilization under the NIMS Incident Command System (ICS).
- Be sufficiently interoperable or compatible to allow for deployment through a defined system for resource ordering as authorized under interstate mutual aid and assistance agreements, compacts, and appropriate contracting mechanisms.

For additional NIMS Resource Management Information:

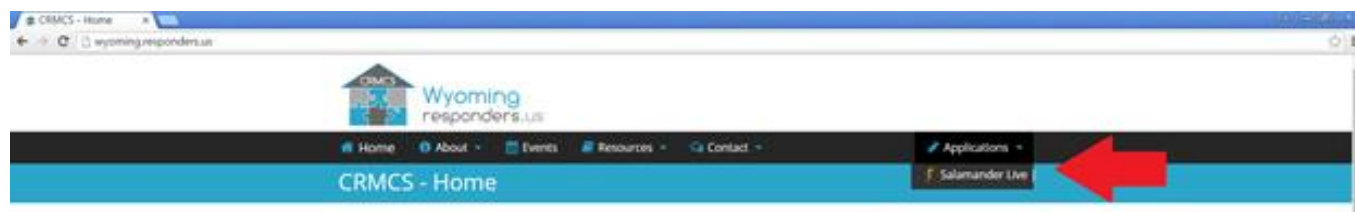
<https://training.fema.gov/emiweb/is/is703a/student%20manual/unit%204%20sm.pdf>

II. Procedures

A. Navigate in a web browser to Wyoming.responders.us



B. Select 'Applications' > 'Salamander Live'



C. Login to 'Salamander Live' with the login information provided to you by WOHS

1 TAG 2 TRACK

New to SalamanderLive? [Activate account](#)

Username

Password

[Having trouble signing in?](#)

f t in PRIVACY POLICY ABOUT CONTACT HOME

SALAMANDER

Salamander Intelligent Accountability Solutions are protected by U.S. Patents Nos. 5,596,852; 5,793,882; 5,573,278; 6,761,312; 7,191,934; & 6,995,948

D. The 'Salamander Live' Home Screen will appear

1 TAG 2 TRACK

welcome Cassi Crites Admin

SALAMANDERLIVE

RECENT ACTIVITY

Personnel

Marilyn Connolly - Coordinator

Deborah Ragland - Logistics Coordinator

[View All Personnel](#)

Equipment

2008 Yukon - Guy

ATV 2013

1250W Light Plant #3

25kW Whisper Generator #2

1250W Light Plant #1

[View All Equipment](#)

Order Online

TAGS + LANYARDS

COLLECTION BOARDS

PERSONNEL LIST

EQUIPMENT LIST

ORGANIZATION LIST

EXPIRING

BADGES QUALS

0 EXPIRE THIS WEEK

0 EXPIRE THIS MONTH

0 EXPIRED LAST MONTH

[Download This List](#)

VIDEO TRAINING

BEST PRACTICES EBOOK

HAVE A QUESTION?

CALL MAIN: (877) 430-5171

SUPPORT: (877) 430-5577

LOCAL: (231) 932-4397

EMAIL: support@salamanderlive.com

f t in PRIVACY POLICY ABOUT CONTACT HOME

SALAMANDER

Salamander Intelligent Accountability Solutions are protected by U.S. Patents Nos. 5,596,852; 5,793,882; 5,573,278; 6,761,312; 7,191,934; & 6,995,948

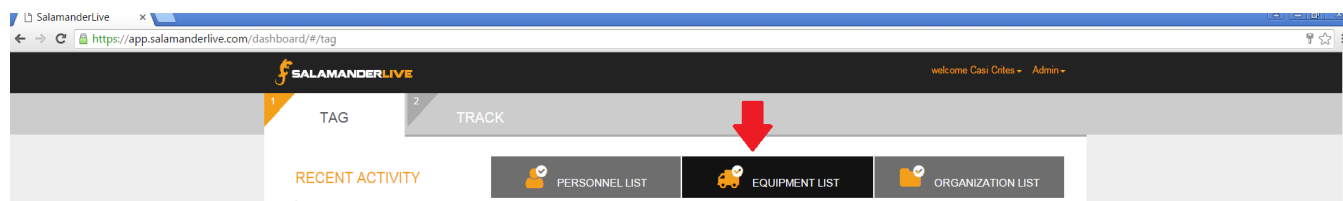
The Salamander System allows for data entry for the following categories:

- Responder/Personnel
- Equipment
- Organization
- Incident

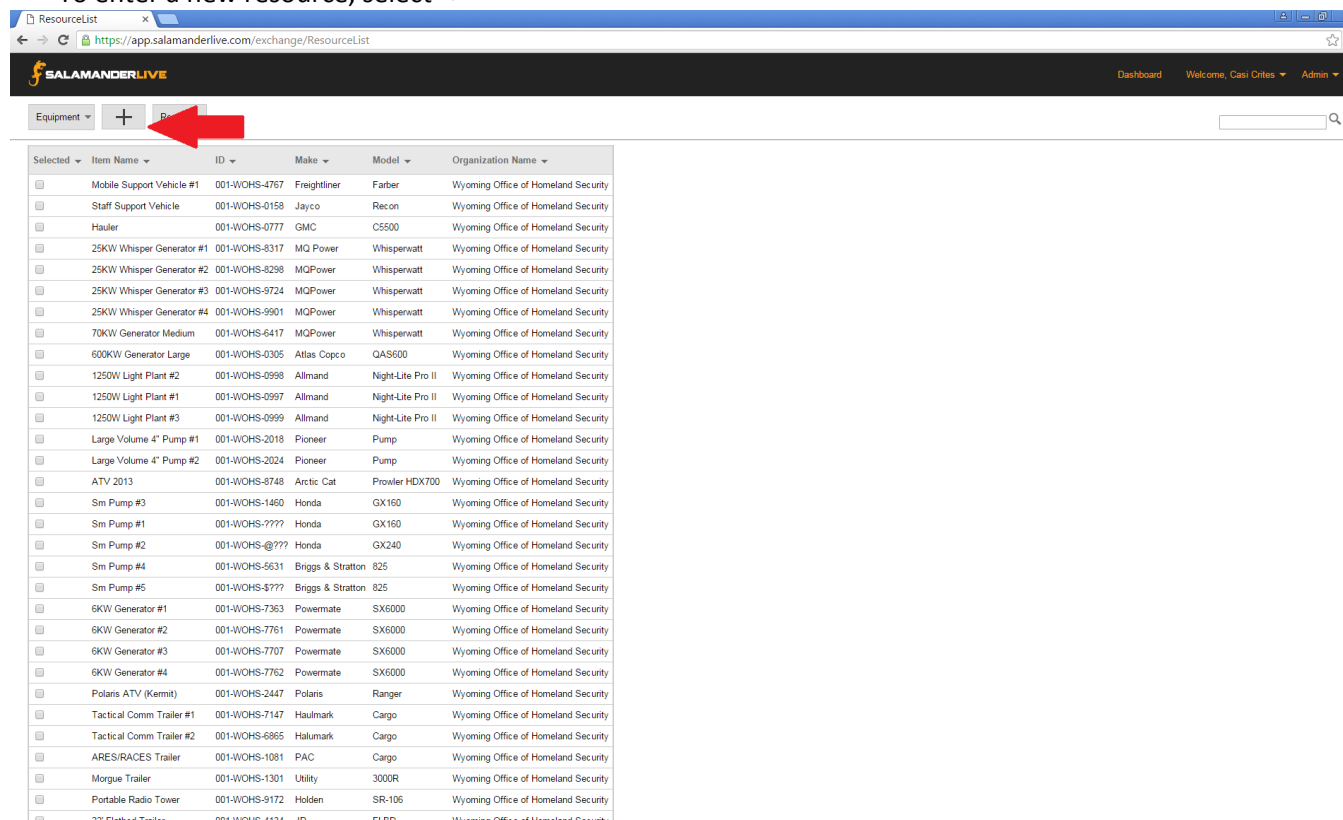
The Wyoming Office of Homeland Security is only accepting data entry for Equipment/Resources and Organizations. **Please do not enter Responder Information at this time.** Responder data entered into the system before a completed policy is established will be removed.

Adding Equipment/Resources

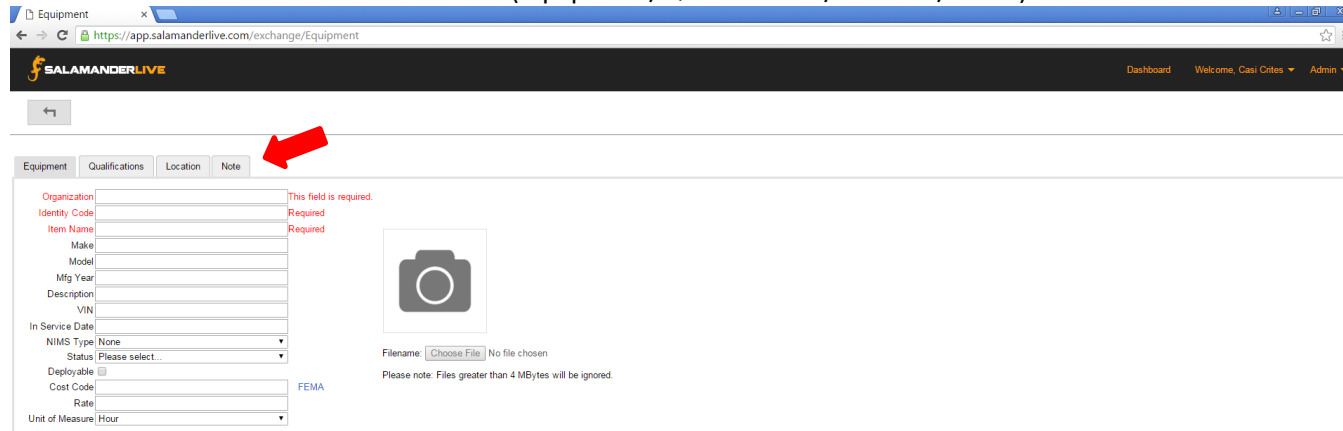
To enter new resources or modify previously input resources, select 'Equipment List'



To enter a new resource, select '+'



4 tabs are available for each resource (Equipment/Qualifications/Location/Notes)



Equipment Information Tab

Organization (Owning Agency: i.e. Goshen County)*

- Please only use legal jurisdiction name, location and specific departments will be listed under the 'Location' tab (Goshen County, not Goshen County EMA or Goshen County S.O.).

Identity Code: (each item must have a unique identity code)*

Format: ###-XXXX-XXXX

- ### for County Designator (http://www.dot.state.wy.us/home/titles_plates_registration/prefixes.default.html)
- XXXX- first four letters of County Name (all CAPS)
- XXXX- last 4 numbers of VIN or serial number of item, if 2 items have the same last 4 digits add '-B'
- **EXAMPLE: 007-GOSH-1234 or 007-GOSH-1234-B** (for second item with same last 4 digits)

Item Name: Name of item (i.e. Command Trailer #1)*

Make

Model

Mfg Year

Description

VIN (can also be serial number)

In Service Date

NIMS Type (<https://rtlt.preptoolkit.org/Public>)

Status (Available, Assigned, Out of Service)

Deployable (Check only if item IS deployable)

Cost Code (<http://www.fema.gov/schedule-equipment-rates>)

Unit of Measure (Hour, Day, Mile etc.)

*Required fields

Insert Photo of Item (this can be done at a later date):

The screenshot shows the 'Equipment' tab in the SalamanderLive application. The form contains the following fields:

- Organization (Required)
- Identity Code (Required)
- Item Name (Required)
- Make
- Model
- Mfg Year
- Description
- VIN
- In Service Date
- NIMS Type (None)
- Status (Please select...)
- Deployable (checkbox)
- Cost Code
- Rate
- Unit of Measure (Hour)

On the right side of the form, there is a photo upload section with a camera icon and a 'Choose File' button. A red arrow points to the 'Choose File' button. Below the button, it says 'Please note: Files greater than 4 Mbytes will be ignored.'

Equipment Tab Sample Entry:

Equipment

https://app.salamanderlive.com/exchange/Equipment

SALAMANDERLIVEDashboardWelcome, Casei CritesAdmin

←

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🗑️

EquipmentQualificationsLocationNote

Organization

Wyoming Office of Homeland Security

Identity Code

001-WOHS-4767

Item Name

Mobile Support Vehicle #1

Make

Freightliner

Model

Forster

Mfg Year

2006

Description

VIN 4UZAHCDC36CW14767

In Service Date

2006-02-10

NIMS Type

Type IV

Status

Available

Deployable

☒

Cost Code

8844


Rate

42.00

Unit of Measure

Hour

EditDelete



FEMA

Filename: Choose File | No file chosen

Please note: Files greater than 4 MBytes will be ignored.

Qualification(s) Information Tab

Select Qualifications>Federal

The screenshot shows the SALAMANDERLIVE web application. The browser address bar displays 'https://app.salamanderlive.com/exchange/Equipment'. The top navigation bar includes 'Dashboard', 'Welcome, Cassi Crites', and 'Admin'. Below the navigation bar are three icons: a left arrow, a document, and a trash can. The main content area has four tabs: 'Equipment', 'Qualifications', 'Location', and 'Note'. The 'Qualifications' tab is active. Under the 'Disciplines' section, a list of options is shown: 'Local', 'State', 'Regional', 'Other', and 'Federal'. A red arrow points to 'Federal'. To the right, there is a 'Quick Add' section with a text input field and a table with columns 'Description', 'Code', and 'Encode'. The table contains one row: 'Mobile Communications Center (Mobile EOC) Type III', 'MEOCTIII', and a checked checkbox with a red 'X' next to it.

Select National Incident Management Center (NIMS)

This screenshot is similar to the previous one, but the 'Federal' discipline is selected. Under the 'Disciplines' section, the list is expanded to show 'International Fire Service Acc Congress (IFSAC)', 'National Incident Management System (NIMS)', and 'National Wildfire Coordinating Group (NWSG)'. A red arrow points to 'National Incident Management System (NIMS)'. The 'Quick Add' section on the right remains the same, showing the 'Mobile Communications Center (Mobile EOC) Type III' entry.

All Federal/Tier 1 Resources are divided by Emergency Support Function (ESF)

This screenshot shows the 'Federal' discipline selected. The list of Emergency Support Functions (ESF) is displayed under the 'Disciplines' section. The list includes: 'ESF # 1 - Transportation', 'ESF # 2 - Communications', 'ESF # 3 - Public Works and Engineering', 'ESF # 4 - Firefighting', 'ESF # 5 - Information And Planning', 'ESF # 6 - Mass Care, ER Asst, Housg & Human Serv', 'ESF # 7 - Logistics', 'ESF # 8 - Public Health and Medical Services', 'ESF # 9 - Search and Rescue', 'ESF #10 - Oil and Hazardous Materials', 'ESF #11 - Agriculture and Natural Resources', 'ESF #12 - Energy', 'ESF #13 - Public Safety and Security', 'ESF #14 - Long-Term Community Recovery', and 'ESF #15 - External Affairs'. The 'Quick Add' section on the right is the same as in the previous screenshots.

Location Information Tab (Point of Contact)

The screenshot shows the SALAMANDERLIVE application interface. The top navigation bar includes links for Dashboard, Welcome, Capi Crites, and Admin. Below the navigation bar, there are tabs for Equipment, Qualifications, Location, and Note. The Location tab is active, displaying a form with the following fields:

- GPS Location: Enter address to auto-complete form
- Address Line 1: 14600 Powderhouse Rd
- Address Line 2:
- City: Cheyenne
- Country: United States
- State: Wyoming
- Postal Code: 82009
- Longitude:
- Latitude:
- Contact 1 First Name: Ops
- Contact 1 Last Name: Chief
- Contact 1 Phone: 307-777-4900
- Contact 2 First Name:
- Contact 2 Last Name:
- Contact 2 Phone:

Notes Tab

Can include anything about the equipment (Funding Source, Jurisdictional Property ID#, dimensions, operator tips, etc.)

The screenshot shows the SALAMANDERLIVE application interface. The top navigation bar includes links for Dashboard, Welcome, Capi Crites, and Admin. Below the navigation bar, there are tabs for Equipment, Qualifications, Location, and Note. The Note tab is active, displaying a text area for notes. The note content is: "Asset# 001-V00016 Purchase Date 2/10/2006 HSGP Funding 43 Ft Long 11 Ft Wide."

SAVE!!!!

The screenshot shows the SALAMANDERLIVE application interface. The top navigation bar includes links for Dashboard, Welcome, Capi Crites, and Admin. Below the navigation bar, there are tabs for Equipment, Qualifications, Location, and Note. The Note tab is active, displaying a text area for notes. A red arrow points to the Save button in the top navigation bar.



Adding Organizations

The screenshot shows the 'Organization' tab in the SalamanderLive application. The form contains the following fields:

- Name (Required)
- Identity Code (Required)
- Type (Please select... Required)
- Country (Please select... Required)
- State (Please select... Required)
- Parent Organization (Wyoming Office of Homeland Security)
- Timezone (Please select... Required)
- File upload section with a camera icon and 'Choose File' button. A note states: 'Please note: Files greater than 4 MBytes will be ignored.'

Organization Tab:

Name: Organization Name (Teton County EMA, Powell PD, Crook County SO, Washakie County COR)

Identity Code: WY###XXX-YY

WY: State of Wyoming

###: County Designator (see page 15)

XXX: Type of Agency (2-5 letters)

EMA: Emergency Management Agency

COR: Coroner's Office

FD: Fire Department

MED: Medical Services (EMT/Hospitals/Clinics)

MUNI: Municipality (City/Town)

PD: Police Department

PSC: Public Safety Communications

PVT: Private Industry

PWD: Public Works Department

SCD: School District

SO: Sheriff's Office

TRB: Tribal

YY: Sequential 2 digit identifier to establish a unique identifier for multiple agencies in one discipline

EXAMPLES: Cheyenne Police Department: WY002PD-01, Pine Bluffs Police Department: WY002PD-02

Type: Select from drop down list

Country: USA

State: Wyoming

Parent Organization:

Timezone: Mountain Time (US & Canada)

Address Tab: (OPTIONAL but requested)

Phone Tab: (OPTIONAL but requested)

Note Tab: (OPTIONAL)

County Designators

County Name	Designator	County Name	Designator
ALBANY	005	NATRONA	001
BIG HORN	009	NIOBRARA	014
CAMPBELL	017	PARK	011
CARBON	006	PLATTE	008
CONVERSE	013	SHERIDAN	003
CROOK	018	SUBLETTE	023
FREMONT	010	SWEETWATER	004
GOSHEN	007	TETON	022
HOT SPRINGS	015	UINTA	019
JOHNSON	016	WASHAKIE	020
LARAMIE	002	WESTON	021
LINCOLN	012		

III. Generating Reports

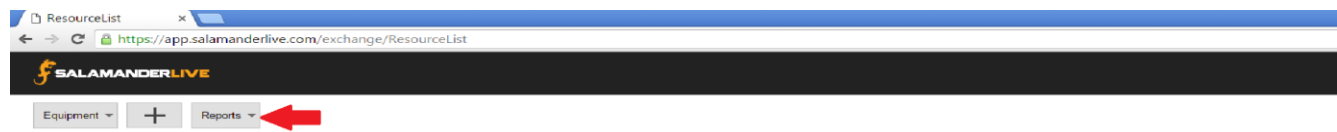
Reports can be generated in several different formats based on the needs of the Organization. To generate a report, select the desired report from the drop down box labelled 'Reports'.

The following reports are available for Equipment:

- Full CSV file
- Equipment (all deployable)
- Equipment
- Equipment (by Mfg Make)
- Equipment (by Model)
- Equipment (by In Service Date)
- Equipment (by Qualification)
- Equipment (by Qualification, by NIMS TYPE)
- Equipment (by Qualification, by Expiration)
- Equipment (by Contact Detail)

The following reports are available for Organizations:

- Full CSV file
- Organization (by Parent-Child Relationship)
- Organization
- Organization (by Type)



Print License Key

The Wyoming Office of Homeland Security will provide one (1) print key per County, to the County Organization Admin. Additional print license keys can be purchased, at the responsibility of the requesting jurisdiction by contacting Salamander via telephone at 877-430-5171 or via email at support@salamanderlive.com.