



Idaho Bureau of Homeland Security

"Plan, Protect, Preserve"



Resource Inventory Tracker Tutorial



Updated September 2011

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Resource Inventory Tracker Overview

The Resource Inventory Tracker (RIT) is a web-based tool for agencies and jurisdictions in the State of Idaho to manage and view Tier 1 and Tier 2 resources statewide. Only agencies and jurisdictions that have been given an account will be able to access this information. The Resource Inventory Tracker can be found at the Bureau of Homeland Security website under NIMS: <https://bds261758.bds.state.id.us/BHSResourceTracker>

What is Resource Typing?

Resource typing is the categorization and description of response resources that are commonly exchanged in disasters through mutual aid agreements. Resources are categorized by:

Tier 1 – The 120 Resource Definitions defined by the National Integration Center (NIC) Incident Management Systems Integration (IMSI) Division. These resources are national in scope and include resources that could be deployed to a national incident.

Tier 2 – The resources that are state specific and could be used in intrastate mutual aid agreements.

The NIC is continuing resource typing work and has established working groups for the ongoing initiative; Tier 1 resources will be added as needed. In addition, as state resources are identified, they, too, will be added to the inventory.

Resource typing definitions can give emergency responders the information they need to make sure they request and receive the appropriate resources during an emergency or disaster. Ordering resources that have been typed using these definitions makes the resource request and dispatch process more accurate and efficient. In FY 2006, state, territorial, tribal, and local jurisdictions were required to inventory response assets that conform to NIMS resource typing standards.

What is the Purpose of Resource Typing?

Resource typing enhances emergency readiness and response at all levels of government through a system that allows an already overwhelmed jurisdiction to augment its response resources during an incident. Standard resource typing definitions help responders request and deploy the resources they need through the use of common terminology. Standard definitions allow emergency management personnel to identify, locate, request, order, and track outside resources quickly and effectively and facilitate the movement of these resources to the jurisdiction that needs them.

More information can be found at:

<http://www.fema.gov/emergency/nims/ResourceMngmnt.shtm#content>

How Are Resources Typed?

CATEGORY: Function/discipline for which the resource is most useful:

- Animal Health Emergency
- Emergency Medical Services (EMS)
- Fire and Hazardous Materials
- Incident Management (IM)
- Law Enforcement
- Medical and Public Health
- Mass Care
- Public Works (PW)
- Search and Rescue (SAR)

KIND: Broad class of characterization such as teams, personnel, equipment and supplies

TYPE: Measure of minimum capabilities to perform its function. Type I implies a higher capability than Type II.

Registering to Become a RIT User

You will receive an email with a code and a link to the "Register" page (check your junk mail if you don't receive the email in your inbox).

Example email:

You have been generated a registration code for the BHS Resource Inventory Tracker web site. To register a new account, go to the RIT website and enter your code or click on the link below.

Click here: <https://bds261758.bds.state.id.us/BHSResourceTracker/Register.aspx?code=0070-7274-1068-7675>

Follow the link and you should come to this screen:

-Complete all the fields.

-Password must be at least 5 characters

-Example of security question:
"Favorite pet's name?"

-If you follow the link, the
"Registration Code" will
automatically fill in.

-Once all the fields are completed
click "Create User".

Sign Up for Your New Account

User Name:

Password:

Confirm Password:

E-mail:

Security Question:

Security Answer:

Registration Code:

-You will automatically login to the site.

***Note: If your computer does not automatically accept the security certificate from the Bureau of Homeland Security, you will have to accept it manually before you can register or login to the site.**



 **There is a problem with this website's security certificate.**

The security certificate presented by this website was issued for a different website's address. Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.

We recommend that you close this webpage and do not continue to this website.

[Click here to close this webpage.](#)

[Continue to this website \(not recommended\).](#)



Logging In

Go to the Idaho Bureau of Homeland Security website
– www.bhs.idaho.gov.

The Resource Inventory Tracker (RIT) website can be found under “Preparedness and Protection,” then “NIMS,” then “Resource Management”.



Or go to: <https://bds261758.bds.state.id.us/BHSResourceTracker>

Enter “User Name”
and “Password”.

Click “Login”



Welcome Screen

Select
"County,"
"State,"
"Tribal"
to view/edit
resources or
agencies

The screenshot shows the 'Welcome Screen' for the Idaho Bureau of Homeland Security. The page header includes the Idaho state seal and the text 'Idaho Bureau of Homeland Security' with the motto 'Plan, Protect, Preserve'. Below the header is a navigation menu with 'Welcome', 'Search', 'Reports', 'Admin', 'BHS', 'Logout', and 'amartin-cowger - Logged in'. On the left side, there are three buttons: 'County', 'State', and 'Tribal'. The main content area displays a 'Welcome!' message and a list of instructions for using the Resource Inventory Tracker (RIT). A 'View Tutorial' button is visible. At the bottom, there is a link to 'FEMA Tier 1 Resource Typing Definitions' and contact information for Alicia Martin-Cowger.

Any news or updates will post to this screen.

Click "View Tutorial" for directions on how to use the site.

Click "Alicia Martin-Cowger" to email any questions you may have.

*Note: Selecting "County" will bring up all agencies/resources located within each county. Selecting "State" will bring up state-owned resources and agencies. Selecting "Tribal" will bring up Tribe-owned resources and agencies.

Viewing County Agencies

To see all the agencies within a county: select the region, then the county.
The agency list will appear in gray boxes on the side bar under the county.

Example

Region; "Central"

County: "Lincoln"

List of agencies:

The screenshot shows the Idaho Bureau of Homeland Security website. The header includes the Idaho State Seal and the text "Idaho Bureau of Homeland Security" with the tagline "Plan, Protect, Preserve". The navigation menu includes "Welcome", "Search", "Reports", "Admin", "BHS", "Logout", and "amartin-cowger - Logged in". The "County" dropdown menu is open, showing a list of regions: "All Regions", "Central", "Blaine", "Camas", "Casta", "Gooding", "Jerome", "Lincoln", "City of Richfield", "City of Shoshone Police Department", "City of Shoshone Street Department", "Dietrich Fire Department", "Dietrich Highway District", and "Dietrich Quick". The "Lincoln" option is selected, and a list of agencies is displayed in a gray box on the right side of the page. The agencies listed are: "All Disciplines", "Animal Health Emergency", "Emergency Medical Services", "Fire and Hazardous Materials", "Incident Management", "Law Enforcement", "Mass Care", "Medical and Public Health", "Public Works", and "Search and Rescue".

Viewing State Agencies

To view state agencies, select "State" from the Welcome Screen.

Idaho Bureau of Homeland Security
"Plan, Protect, Preserve"

Welcome Search Reports Admin BHS Logout amartin-cowger - Logged in

County
State
Tribal

Welcome!
Welcome to Idaho's Resource Inventory Tracker (RIT)

INSTRUCTIONS:

- To enter or view data select the appropriate jurisdiction on the left hand toolbar.
- Legend:
 - Edit** the pencil icon is to edit an agency or resource
 - Add** the page icon is to add an agency or resource
 - X** the 'X' icon is to delete
- Click on the "Search" tab to find a specific agency or resource.
- Click on the "Reports" tab to create agency specific resource lists by either discipline or agency; also to create an agency details report.
- Click on "BHS" for the Idaho Bureau of Homeland Security website.
- Click on your name to change your password, email address, and security question.
- Click on the "View Tutorial" button for further instructions.

[View Tutorial](#)

For all resource typing definitions click here -> FEMA Tier 1 Resource Typing Definitions

Please check your resource information to verify that it is current.

Contact your local Area Field Officers or [Lei Tao Dana](#) for any questions regarding this site or Resource Typing

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Agencies are organized alphabetically or by "Special Teams"

Idaho Bureau of Homeland Security
"Plan, Protect, Preserve"

Welcome Search Reports Admin BHS Logout gbaird - Logged in

County
State
All State Agencies
A-C
D-G
H-L
M-R
S-Z
Special Teams
Tribal

All State Agencies

- All Disciplines
- Animal Health Emergency
- [Emergency Medical Services](#)
- Fire and Hazardous Materials
- Incident Management
- Law Enforcement
- Mass Care
- Medical and Public Health
- Public Works
- Search and Rescue

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Example

Department of Lands is under the “H-L” category.

The screenshot shows the Idaho Bureau of Homeland Security website. At the top left is the Great Seal of the State of Idaho. The main header reads "Idaho Bureau of Homeland Security" with the tagline "Plan, Protect, Preserve" and an American flag graphic. Below the header is a navigation bar with links: Welcome, Search, Reports, Admin, BHS, Logout, and amartin-cowger - Logged in. A sidebar menu on the left lists various categories: County, State, All State Agencies, A-C, D-G, H-L (highlighted), Health and Welfare, Dept. of, Health District #3 - Southwest, Historical Society, Idaho State, Idaho State Police, Idaho Transportation Department, Juvenile Corrections, Dept. of, Lands, Dept of, M-R, S-Z, Special Teams, and Tribal. The main content area displays "H-L" with "Edit" and "Add" buttons and a red "X" icon. Below this is a list of disciplines:

- All Disciplines
- Animal Health Emergency
- Emergency Medical Services
- Fire and Hazardous Materials
- Incident Management
- Law Enforcement
- Mass Care
- Medical and Public Health
- Public Works
- Search and Rescue

At the bottom of the page, there is a footer with links for Privacy Policy, Department of Homeland Security, and AccessIdaho, and a copyright notice: ©2008 Bureau of Homeland Security.

Viewing Tribal Agencies

To view tribal agencies, select "Tribal" from the Welcome Screen.

Idaho Bureau of Homeland Security
"Plan, Protect, Preserve"

Welcome Search Reports Admin BHS Logout amartin-cowger - Logged in

County
State
Tribal

Welcome!
Welcome to Idaho's Resource Inventory Tracker (RIT).

INSTRUCTIONS:

- To enter or view data select the appropriate jurisdiction on the left hand toolbar.
- Legend:
 - Edit** the pencil icon is to edit an agency or resource
 - Add** the page icon is to add an agency or resource
 - X** the 'X' icon is to delete
- Click on the "Search" tab to find a specific agency or resource.
- Click on the "Reports" tab to create agency specific resource lists by either discipline or agency; also to create an agency details report.
- Click on "BHS" for the Idaho Bureau of Homeland Security website.
- Click on your name to change your password, email address, and security question.
- Click on the "View Tutorial" button for further instructions

[View Tutorial](#)

For all resource typing definitions click here -> FEMA Tier 1 Resource Typing Definitions

Please check your resource information to verify that it is current.

Contact your local Area Field Officers or Alicia Martin-Cowger for any questions regarding this site or Resource Typing.

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Tribal resources are organized alphabetically

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Welcome Search Reports Admin BHS Logout amartin-cowger - Logged in

County
State
Tribal
All Tribes

All Tribes **Add**

- All Disciplines
- Animal Health Emergency
- Emergency Medical Services
- Fire and Hazardous Materials
- Incident Management
- Law Enforcement
- Mass Care
- Medical and Public Health
- Public Works
- Search and Rescue

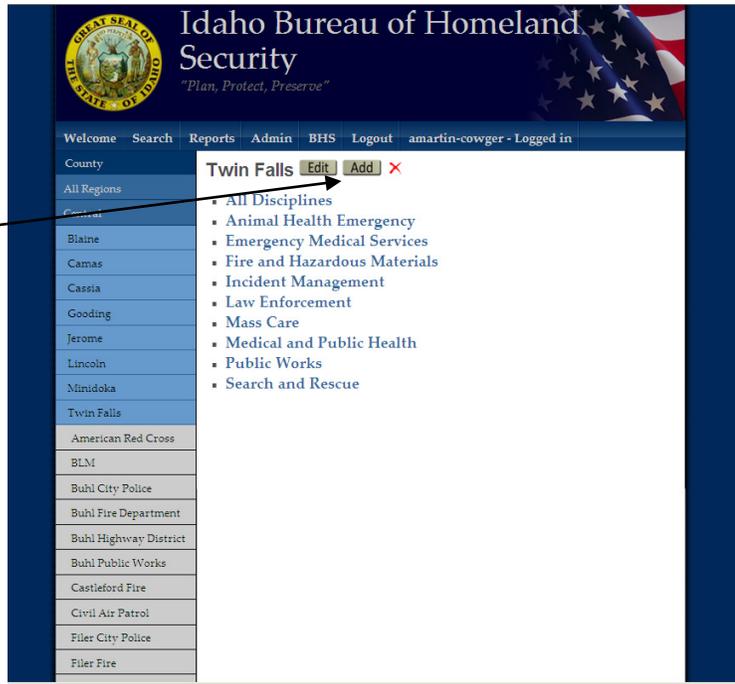
Coeur d'Alene Tribe Police Department
Coeur d'Alene Tribe Public Works
Coeur d'Alene Tribe Wildlands Fire Department
Kootenai Tribe of Idaho
Nez Perce Tribe
Shoshone Bannock Tribe - Fort Hall

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Entering Agencies

County coordinators or county administrator may create new agencies within their county.

Click "Add" by the county name.



The screenshot shows the Idaho Bureau of Homeland Security web application. The header includes the Idaho state seal and the text "Idaho Bureau of Homeland Security" with the motto "Plan, Protect, Preserve". The navigation menu includes "Welcome", "Search", "Reports", "Admin", "BHS", "Logout", and "amartin-cowger - Logged in". The main content area shows a list of counties on the left, with "Twin Falls" selected. To the right of "Twin Falls" are "Edit" and "Add" buttons. Below the county list, a list of disciplines is displayed, including "All Disciplines", "Animal Health Emergency", "Emergency Medical Services", "Fire and Hazardous Materials", "Incident Management", "Law Enforcement", "Mass Care", "Medical and Public Health", "Public Works", and "Search and Rescue".

Example

Adding an Agency to Twin Falls County:

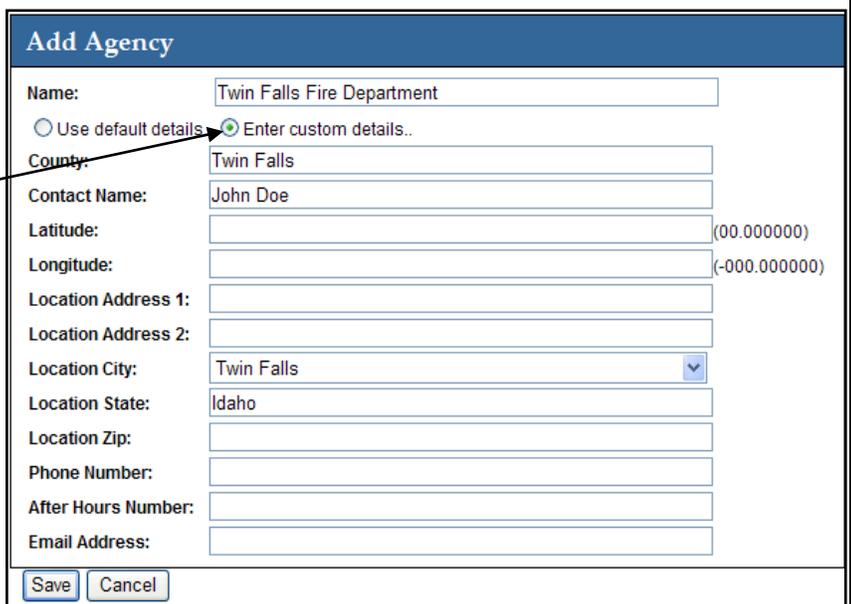
Enter Agency Name

Select "Enter custom details"

Enter the agency's details

*Note: the "default details" that appear are the details first created by the parent county.

Click "Save"



The screenshot shows the "Add Agency" form. The form has a blue header with the text "Add Agency". The fields are: "Name:" (Twin Falls Fire Department), "County:" (Twin Falls), "Contact Name:" (John Doe), "Latitude:" (00.000000), "Longitude:" (-000.000000), "Location Address 1:", "Location Address 2:", "Location City:" (Twin Falls), "Location State:" (Idaho), "Location Zip:", "Phone Number:", "After Hours Number:", and "Email Address:". There are two radio buttons: "Use default details" (unselected) and "Enter custom details.." (selected). At the bottom, there are "Save" and "Cancel" buttons.

*Note: when you add resources for this agency, the agency's details that were entered will automatically fill in unless the resource has "enter custom details" selected.

Editing Agencies

Select "Edit"
by the agency you
want to edit

*Note: the "Edit" icon will only be
available for accounts which you have
the permissions to edit.



Example

Edit Agency Name and Contact info.

Select "Enter custom details"
Edit details for the agency.

*Note: Selecting "Use default details"
will change the agency details to the
parent county's details.

Click "Save" when finished.

*Note: Any resource under American
Red Cross that has "Use default
details" selected will automatically
update to your changes.

Edit Agency

Name: American Red Cross
Type: Other

Use default details.. Enter custom details..

County: Twin Falls
Contact Name: Shawn Tolman
Latitude: (00.000000)
Longitude: (-000.000000)
Location Address 1:
Location Address 2:
Location City: Twin Falls
Location State: Idaho
Location Zip:
Phone Number: 208-243-0517
After Hours Number:
Email Address:

Save Cancel

Viewing Resources

Viewing Resources by Region

Select "County"

Select "All Regions"
or a
Specific Region

Select
"All Disciplines"
or a
Specific Discipline

The screenshot shows the Idaho Bureau of Homeland Security website. The header includes the Great Seal of the State of Idaho and the text "Idaho Bureau of Homeland Security" with the motto "Plan, Protect, Preserve". The navigation menu includes "Welcome", "Search", "Reports", "Admin", "BHS", "Logout", and "gbaird - Logged in". The "County" dropdown menu is open, showing options: "All Regions", "Central", "North", "North Central", "Northeast", "Southeast", "Southwest", "State", and "Tribal". The "All Regions" option is selected, and a dropdown menu is visible with the following list of disciplines:

- All Disciplines
- Animal Health Emergency
- Emergency Medical Services
- Fire and Hazardous Materials
- Incident Management
- Law Enforcement
- Mass Care
- Medical and Public Health
- Public Works
- Search and Rescue

*Note: selecting "All Disciplines" will show you the resources in all of the FEMA defined disciplines.

Example

Central Region's EMS resources.

The screenshot shows the Idaho Bureau of Homeland Security website with the "Central" region selected. The "Emergency Medical Services" section is displayed, listing various ambulance services with their counts and edit/delete options:

Service	Count	Edit	Delete
Air Ambulance (Rotary-Wing) - Other	(Qty: 1)	Edit	X
Ambulance (Ground) - Type IV	(Qty: 3)	Edit	X
Ambulance (Ground) - Type III	(Qty: 1)	Edit	X
Ambulance (Ground) - Type IV	(Qty: 1)	Edit	X
Ambulance (Ground) - Other	(Qty: 1)	Edit	X
Ambulance (Ground) - Type IV	(Qty: 3)	Edit	X
Ambulance (Ground) - Type IV	(Qty: 3)	Edit	X
Ambulance (Ground) - Other	(Qty: 1)	Edit	X
Ambulance (Ground) - Other	(Qty: 3)	Edit	X
Ambulance (Ground) - Type I	(Qty: 2)	Edit	X

Page: 1 2 3 4 5

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Viewing Resources by County

Select the Region.

Select the County.

Select "All Disciplines" or a Specific Discipline.

*Note: selecting "All Disciplines" will show you the resources in all of the FEMA-defined disciplines.

The screenshot shows the Idaho Bureau of Homeland Security website. The navigation menu includes: Welcome, Search, Reports, Admin, BHS, Logout, and amartin-cowger - Logged in. A dropdown menu for 'County' is open, listing various regions and counties. The 'Twin Falls' county is selected, and a list of disciplines is displayed:

- All Disciplines
- Animal Health Emergency
- Emergency Medical Services
- Fire and Hazardous Materials
- Incident Management
- Law Enforcement
- Mass Care
- Medical and Public Health
- Public Works
- Search and Rescue

Example

Resources in "All Disciplines" for Twin Falls County.

The screenshot shows the Idaho Bureau of Homeland Security website with resources for Twin Falls County. The navigation menu includes: Welcome, Search, Reports, Admin, BHS, Logout, and amartin-cowger - Logged in. The 'County' dropdown menu is open, and 'Twin Falls' is selected. The resources are displayed under the heading 'Twin Falls' and are organized into three sections:

- Emergency Medical Services**
 - Ambulance (Ground) - Type I (Qty: 5) [Edit](#) [X](#)
 - Mass Casualty Incident (MCI) Trailer - Type II (Qty: 1) [Edit](#) [X](#)
 - Non Transport Medical Response Unit (QRV) - Type I (Qty: 3) [Edit](#) [X](#)
 - Non Transport Medical Response Unit (QRV) - Type I (Qty: 2) [Edit](#) [X](#)
 - Non Transport Medical Response Unit (QRV) - Type II (Qty: 2) [Edit](#) [X](#)
 - Non Transport Medical Response Unit (QRV) - Type I (Qty: 3) [Edit](#) [X](#)
- Fire and Hazardous Materials**
 - Brush Patrol, Firefighting (Type VI) - Other (Qty: 2) [Edit](#) [X](#)
 - Brush Patrol, Firefighting (Type VI) - Type V (Qty: 1) [Edit](#) [X](#)
 - Brush Patrol, Firefighting (Type VI) - Type VI (Qty: 2) [Edit](#) [X](#)
 - Brush Patrol, Firefighting (Type VI) - Other (Qty: 1) [Edit](#) [X](#)
 - Brush Patrol, Firefighting (Type VI) - Other (Qty: 1) [Edit](#) [X](#)
 - Brush Patrol, Firefighting (Type VI) - Type IV (Qty: 2) [Edit](#) [X](#)
 - Brush Patrol, Firefighting (Type VI) - Type III (Qty: 1) [Edit](#) [X](#)
 - Brush Patrol, Firefighting (Type VI) - Type VI (Qty: 1) [Edit](#) [X](#)
 - Brush Patrol, Firefighting (Type VI) - Type IV (Qty: 1) [Edit](#) [X](#)
 - Brush Patrol, Firefighting (Type VI) - Other (Qty: 1) [Edit](#) [X](#)
- Incident Management**
 - All Terrain Vehicles (ATVs - Other Than Fire Specific) - Other (Qty: 1) [Edit](#) [X](#)

Page: 1

Viewing Resources by Agency

Select the County.
Select the Agency.

Select
"All Disciplines"
or a
Specific Discipline

The screenshot shows the Idaho Bureau of Homeland Security website. The header includes the Idaho state seal and the text "Idaho Bureau of Homeland Security" with the motto "Plan, Protect, Preserve". The navigation menu includes "Welcome", "Search", "Reports", "Admin", "BHS", "Logout", and "amartin-cowger - Logged in". A dropdown menu for "County" is open, listing "All Regions", "Central", "Blaine", "Camas", "Cassia", "Gooding", "Jerome", "Lincoln", "Minidoka", "Twin Falls", and "American Red Cross". The "American Red Cross" option is selected, and a sub-menu is displayed with the following disciplines: "All Disciplines", "Animal Health Emergency", "Emergency Medical Services", "Fire and Hazardous Materials", "Incident Management", "Law Enforcement", "Mass Care", "Medical and Public Health", "Public Works", and "Search and Rescue".

Example

American Red Cross' Incident Management Resources

The screenshot shows the Idaho Bureau of Homeland Security website with the "County" dropdown menu open to "American Red Cross". The "American Red Cross" sub-menu is open, showing "Incident Management" with an "Add" button. Below this, there is a table with one row: "Shelter Management Team - Other (Qty: 1)" with an "Edit" button and a close icon. The page number "Page: 1" is displayed at the bottom.

Viewing State Resources

Select "State"
State resources
are organized alphabetically
or under "Special Teams".

Select a Category.

Select an Agency.

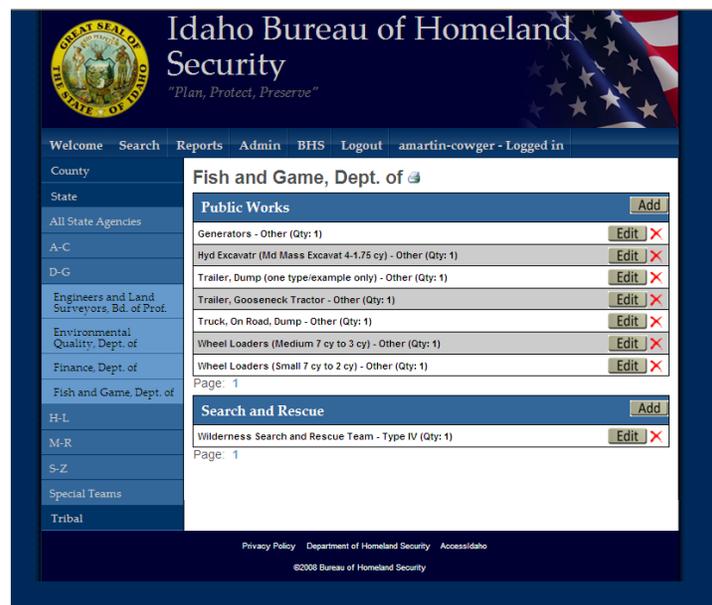
Select
"All Disciplines"
or a
Specific Discipline



*Note: Selecting "All State Agencies" will bring up all the resources owned by the State. "Special Teams" are regional teams made up of county and state resources.

Example

Fish and Game's resources in "All Disciplines"



Viewing Tribal Resources

Select "Tribal"



The screenshot shows the Idaho Bureau of Homeland Security website. The header includes the Great Seal of the State of Idaho and the text "Idaho Bureau of Homeland Security" with the motto "Plan, Protect, Preserve". The navigation menu includes "Welcome", "Search", "Reports", "Admin", "BHS", "Logout", and "amartin-cowger - Logged in". The left-hand toolbar has "County", "State", and "Tribal" selected. The main content area displays a "Welcome!" message and "INSTRUCTIONS:" for using the Resource Inventory Tracker (RIT). The instructions include: "To enter or view data select the appropriate jurisdiction on the left hand toolbar.", "Legend:", "Edit" (pencil icon) to edit an agency or resource, "Add" (page icon) to add an agency or resource, and "X" (X icon) to delete. It also lists actions like clicking on "Search", "Reports", "BHS", and the user's name to change password or view tutorial. A "View Tutorial" button is present. At the bottom, there are links for "Privacy Policy", "Department of Homeland Security", and "AccessIdaho", and a copyright notice for 2008.

Select
"All Disciplines"
or a
Specific Discipline



The screenshot shows the Idaho Bureau of Homeland Security website. The header and navigation menu are the same as in the previous screenshot. The left-hand toolbar now has "All Tribes" selected. The main content area displays "All Tribes" with an "Add" button and a list of disciplines: "All Disciplines", "Animal Health Emergency", "Emergency Medical Services", "Fire and Hazardous Materials", "Incident Management", "Law Enforcement", "Mass Care", "Medical and Public Health", "Public Works", and "Search and Rescue". The footer includes the same "Privacy Policy", "Department of Homeland Security", "AccessIdaho", and copyright notice for 2008.

Viewing Resource Information

Click the resource to view details.

Click the resource name again to hide details.

The screenshot shows the Idaho Bureau of Homeland Security web application. The header includes the Idaho State Seal and the text "Idaho Bureau of Homeland Security" with the motto "Plan, Protect, Preserve". The navigation menu includes "Welcome", "Search", "Reports", "Admin", "BHS", "Logout", and "amartin-cowger - Logged in".

The main content area is titled "Twin Falls" and displays a list of resources. The "Emergency Medical Services" section is expanded, showing the following resources:

- Ambulance (Ground) - Type I (Qty: 5) [Edit] [X]
- Mass Casualty Incident (MCI) Trailer - Type II (Qty: 1) [Edit] [X]
- Non Transport Medical Response Unit (QRV) - Type I (Qty: 3) [Edit] [X]
- Non Transport Medical Response Unit (QRV) - Type I (Qty: 2) [Edit] [X]
- Non Transport Medical Response Unit (QRV) - Type II (Qty: 2) [Edit] [X]
- Non Transport Medical Response Unit (QRV) - Type I (Qty: 3) [Edit] [X]

The "Fire and Hazardous Materials" section is also visible, showing resources like "Brush Patrol, Firefighting (Type VI) - Other (Qty: 2)" and "Brush Patrol, Firefighting (Type VI) - Type V (Qty: 1)".

At the bottom, the "Incident Management" section shows "All Terrain Vehicles (ATVs - Other Than Fire Specific) - Other (Qty: 1)" with an "Edit" button.

Example

Details for Rock Creek Fire Protection Districts QRV.

The screenshot shows the detailed view of a resource in the Idaho Bureau of Homeland Security web application. The header and navigation menu are the same as in the previous screenshot.

The main content area is titled "Twin Falls" and displays the details for a resource:

Emergency Medical Services

- Ambulance (Ground) - Type I (Qty: 5) [Edit] [X]
- Mass Casualty Incident (MCI) Trailer - Type II (Qty: 1) [Edit] [X]
- Non Transport Medical Response Unit (QRV) - Type II (Qty: 2) [Edit] [X]
- Non Transport Medical Response Unit (QRV) - Type I (Qty: 3) [Edit] [X]

The selected resource is:

- Agency: Rock Creek Fire Protection District
- Resource Type: Type I
- Resource Disciplines: Emergency Medical Services
- Resources: Non Transport Medical Response Unit (QRV)
- Descriptions:
- Quantity: 3
- Mutual Assistance Qty: 0
- Mutual Assistance Available: No
- County: Twin Falls
- Contact Name: Mike Hendricks
- Location: 42.537410, -114.362590
- Location Address 1: 242 Highway 30
- Location Address 2:
- Location City: Kimberly
- Location State: Idaho
- Location Zip: 83341
- Phone Numbers: 208-731-5442
- After Hours Numbers: 208-731-5442
- Dispatch Numbers:
- Email Address: chier@rcfd.id.gov

At the bottom, the "Incident Management" section shows "All Terrain Vehicles (ATVs - Other Than Fire Specific) - Other (Qty: 1)" with an "Edit" button.

Viewing EMAC Resources

If a resource is potentially EMAC deployable the icon will show up by the resource name.

*Note: to view only EMAC deployable resources, see "Search for a Resource" on page 24.

The screenshot shows the Idaho Bureau of Homeland Security website. The header includes the Idaho seal and the text "Idaho Bureau of Homeland Security" with the motto "Plan, Protect, Preserve". A navigation bar contains links for Home, Search, Reports, Admin, BHS, Logout, and a user profile for "amartin-cowger - Logged in".

The main content area is titled "Twin Falls" and displays a table of resources under the heading "Fire and Hazardous Materials". The table lists various brush patrol and firefighting resources with their types and quantities. Each row includes an "Edit" button and a red "X" icon. An EMAC icon is visible next to the last resource in the list.

Fire and Hazardous Materials	
Brush Patrol, Firefighting (Type VI) - Type VI (Qty: 1)	Edit X
Brush Patrol, Firefighting (Type VI) - Type IV (Qty: 1)	Edit X
Brush Patrol, Firefighting (Type VI) - Other (Qty: 1)	Edit X
Brush Patrol, Firefighting (Type VI) - Type III (Qty: 1)	Edit X
Brush Patrol, Firefighting (Type VI) - Type IV (Qty: 2)	Edit X
Brush Patrol, Firefighting (Type VI) - Other (Qty: 1)	Edit X
Brush Patrol, Firefighting (Type VI) - Other (Qty: 1)	Edit X
Brush Patrol, Firefighting (Type VI) - Type V (Qty: 1)	Edit X
Brush Patrol, Firefighting (Type VI) - Type VI (Qty: 2)	Edit X
Brush Patrol, Firefighting (Type VI) - Other (Qty: 2)	EMAC Edit X

Page: 1 2 3 4 5

Entering Resources

Within the agency you want to add a resource, click "All Disciplines".



The screen that opens will have an "Add" button to add resources.

Click "Add."



*

Note: The "Add" button will only show for agencies/jurisdictions that you have permission to add/edit.

Example

Adding a resource

Select “Resource Discipline Type”

Select “Resource ”

Select “Resource Type”

Type in “Quantity”

“Description” is a general field
“EMAC”—check if the resource is
potentially available for EMAC
deployment.

Check “Mutual Assistance” if the resource
is

“Use default details”

--automatically fills in the agency’s contact
details from the parent county.

“Enter custom details”

--selecting this allows you to change
the contact details for each resource
individually.

Edit Resource

Agency: American Red Cross

Resource Discipline: Animal Health Emergency

Resource: Large Animal Rescue Strike Team

Resource Type: Other

Quantity: 0

Description:

EMAC:

Privately Owned:

Use default details.. Enter custom details..

County: Twin Falls

Contact Name: Shawn Tolman

Latitude: 43.86998 (00.000000)

Longitude: -118.593326 (-000.000000)

Location Address 1:

Location Address 2:

Location City: Twin Falls

Location State: Idaho

Location Zip:

Phone Number: 208-243-0517

After Hours Number:

Email Address:

When finished, Select “Save”.

* Note: If you edit the agency’s “default details”, it will automatically update the contact
details for any resource that has “Use default details” selected.

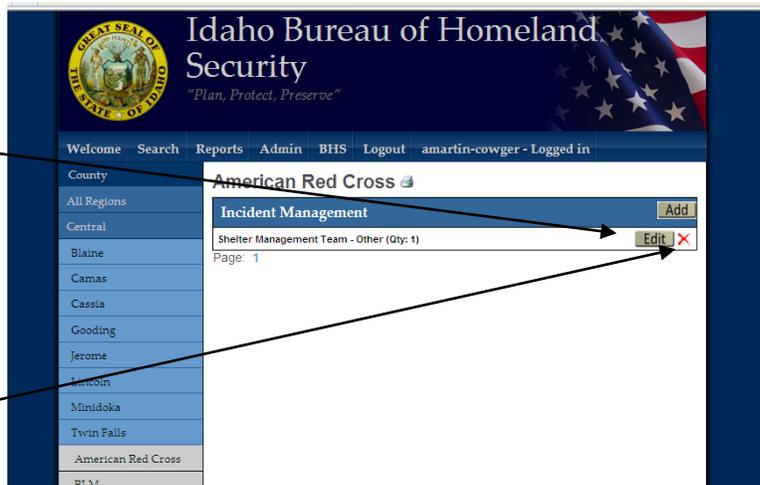
Editing/Deleting Resources

Within your agency/jurisdiction, click "Edit" next to the resource you want to edit.

*Note: the "Edit" button will only show for agencies/jurisdictions that you have permission to add/edit.

To delete a resource:

Click the "X."
Click "OK" in the box that pops up.



After you click "Edit," you will see the screen to the right. From here you can edit a resource's information.

*Note:
--"Use default details" are the agency's details.

--"Enter custom details" allows you to change the information for each resource individually.

When finished, Select "Save".

Edit Resource

Agency:	Galena Backcountry Ski Patrol	Choose Agency..
Resource Discipline:	Search and Rescue	
Resource:	Mountain Search and Rescue Team	
Resource Type:	Type II	
Quantity:	1	
Description:	<input type="text"/>	
EMAC:	<input type="checkbox"/>	
Privately Owned:	<input type="checkbox"/>	
	<input checked="" type="radio"/> Use default details.. <input type="radio"/> Enter custom details..	
County:	Blaine	
Contact Name:	Mark Sills, President	
Latitude:	43.683170	(00.000000)
Longitude:	-114.383270	(-000.000000)
Location Address 1:	PO Box 1980	
Location Address 2:	<input type="text"/>	
Location City:	Ketchum	
Location State:	Idaho	
Location Zip:	83340	
Phone Number:	208-726-0052	
After Hours Number:	208-720-1794	
Email Address:	<input type="text"/>	
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Editing User Account Information

Click "Admin"

The screenshot shows the Idaho Bureau of Homeland Security website. The header includes the state seal and the text "Idaho Bureau of Homeland Security" with the motto "Plan, Protect, Preserve". A navigation bar contains links for Welcome, Search, Reports, Admin, BHS, Logout, and a user name "amartin-cowger - Logged in". A left-hand menu lists "County", "State", and "Tribal". The main content area displays a "Welcome!" message and a list of instructions for using the Resource Inventory Tracker (RIT). A "View Tutorial" button is visible at the bottom of the instructions.

Edit email.
Click "Save"

Edit Security Question.
Click "Change Security Question"
to save changes.

Edit password.
Click "Change Password"
to save changes.

The screenshot shows three distinct sections for editing user information:

- Account Info:** Contains an "E-mail:" label, an input field, and a "Save" button.
- Change Security Question:** Contains labels for "Password:", "New Security Question:", and "New Security Answer:", each followed by an input field. A "Change Security Question" button is at the bottom.
- Change Your Password:** Contains labels for "Password:", "New Password:", and "Confirm New Password:", each followed by an input field. "Change Password" and "Cancel" buttons are at the bottom.

Search for a Resource

Click "Search"



Select "Search Resources"

Option: check "EMAC Only" box to search EMAC only resources

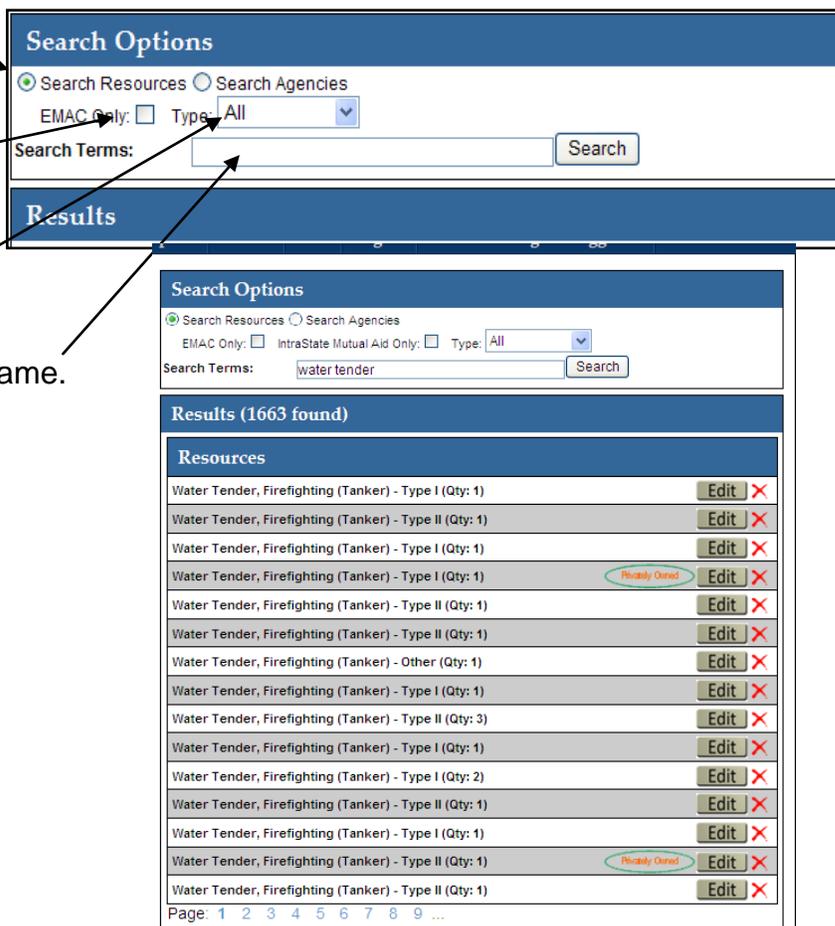
Select "Type" from the pull-down menu.

Type in all or part of resource name.

Click "Search"

Example

Search for "Water Tender"



Search for an Agency

Click "Search"

The screenshot shows the Idaho Bureau of Homeland Security website. The top navigation bar includes links for Welcome, Search, Reports, Admin, BHS, Logout, and a user profile for amartin-cowger. The main content area features a 'Welcome!' message and a list of instructions for using the Resource Inventory Tracker (RIT). A 'View Tutorial' button is visible at the bottom of the instructions section.

Select "Search Agencies"

Select what kind of agency (State, County, or Tribe)

Type all or part of the Agency name.

The 'Search Options' form includes radio buttons for 'Search Resources' and 'Search Agencies'. Below these are checkboxes for 'State', 'County', and 'Tribe'. A text input field for 'Search Terms' is followed by a 'Search' button. The 'Results' section is partially visible below the form.

Select "Search"

Example

Searching for fire departments by entering in "Fire"

The search results page displays 'Results (144 found)'. A table lists the following agencies:

Agencies
Wendell Fire Department
Hagerman Fire Department
Franklin County Fire District
Tensed Fire District
Plummer Gateway Fire District
Timberlake Fire Protection District
Worley Fire Protection District
Kootenai County Fire and Rescue
Northern Lakes Fire Protection District
Prichard/Murray Volunteer Fire Department
Bliss Fire Department
Moscow Volunteer Fire Department & Ambulance Service
Gooding Fire Department
Moscow Rural Fire District
St. Maries Fire Protection District

Page: 1 2 3 4 5 6 7 8 9 10

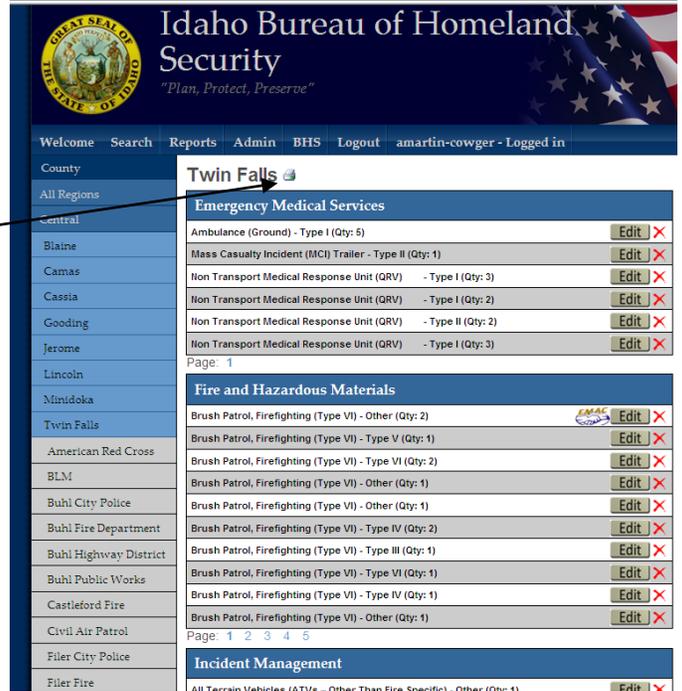
Reports

There are two ways to print reports: Quick Report and Advanced Report.

Quick Report

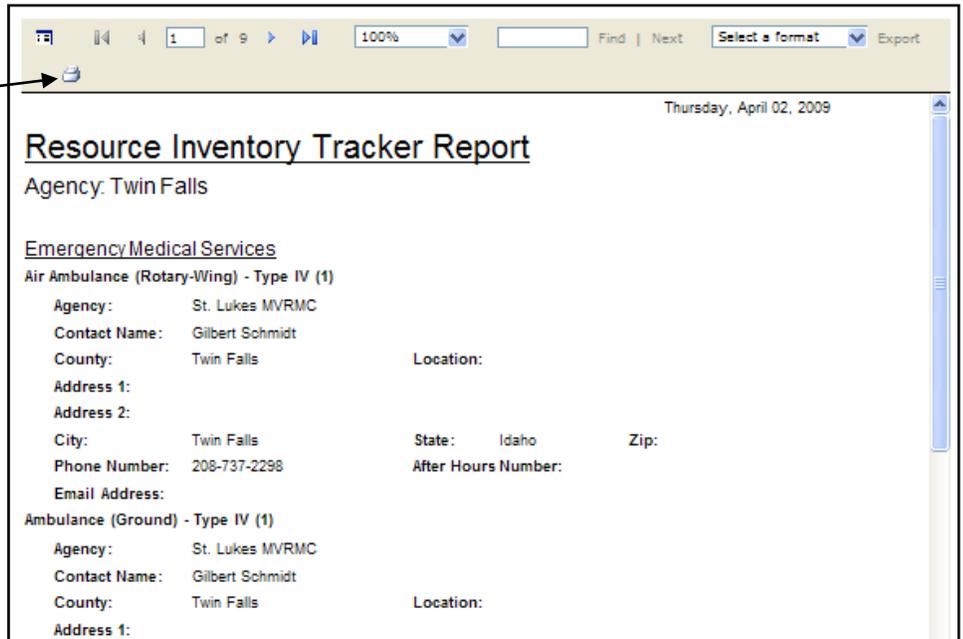
*Note: Quick Reports only prints the resources on the screen with their contact details.

At any level (State, Tribe, Region, County, Local) or any discipline, select the “printer” icon.



The screenshot shows the Idaho Bureau of Homeland Security website. The header includes the state seal and the motto "Plan, Protect, Preserve". The navigation menu includes Welcome, Search, Reports, Admin, BHS, Logout, and a user profile for amartin-cowger. The main content area is titled "Twin Falls" and displays a list of resources under three categories: Emergency Medical Services, Fire and Hazardous Materials, and Incident Management. Each resource entry includes details like "Type" and "Qty" and has an "Edit" button with a small printer icon next to it. A sidebar on the left lists various counties and regions, with "Twin Falls" selected.

The report will come up with contact details. Select the “printer” icon again to print the report.



The screenshot shows a detailed report for "Air Ambulance (Rotary-Wing) - Type IV (1)". The report includes the following contact information: Agency: St. Lukes MVRMC, Contact Name: Gilbert Schmidt, County: Twin Falls, Location: (blank), Address 1: (blank), Address 2: (blank), City: Twin Falls, State: Idaho, Zip: (blank), Phone Number: 208-737-2298, and After Hours Number: (blank). Below this, there is a section for "Ambulance (Ground) - Type IV (1)" with similar contact information. The report is displayed in a browser window with a toolbar at the top showing "1 of 9" pages, "100%" zoom, and "Find | Next" options. A printer icon is located in the top left corner of the report content area.

Advanced Reports

Select "Reports"



Choose Reports Type



Create Resource Report

Choose Report Type

- Create Resource Report
- Create Agency Details Report

Choose Agencies

Choose Agency... Clear List

Choose Resources

Disciplines	Resources
Choose discipline... Add Clear List	Resources... Add Clear List

Choose Types

- Select All
- Other
- Type I
- Type II
- Type III
- Type IV
- Type V

Other Options

- EMAC Resources Only
- Privately Owned Resource Only
- Show Details
- Group by: Resource Group

Generate Report

Choosing Agencies

From the Report screen select "Choose Agency".

The screenshot shows the top portion of the 'Choose Agencies' form. It features a blue header with the title 'Choose Agencies'. Below the header is a search bar with a dropdown menu labeled 'Choose Agency..' and an 'Add' button. To the right of the search bar is a 'Clear List' link. Below the search bar are two columns: 'Disciplines' and 'Resources'. Each column has a dropdown menu and an 'Add' button, with a 'Clear List' link to the right of each. A third section, 'Choose Types', is partially visible at the bottom.

Select the agency.

Click "Add"

*Note: After selecting the agency it will appear in the text bar at the top, but will not be added to the report unless you click the "Add".

The screenshot shows the 'Choose Agencies' form with the 'Agencies' list expanded. The list is organized into two main categories: 'County Agencies' and 'State Agencies'. Under 'County Agencies', there are sub-items: Central, North, North Central, Northeast, Southeast, and Southwest. Under 'State Agencies', there are sub-items: A-C, D-G, H-L, M-R, S-Z, and Special Teams. The 'Add' button is highlighted with an arrow, and the 'Clear List' link is also visible.

Example

Fire Departments in Twin Falls County.

The screenshot shows the 'Choose Agencies' form with a list of selected agencies. The list includes: 'Filer Fire', 'Kimberly Fire Department', and 'Twin Falls Fire'. Each agency name has a 'Remove' link to its right. Below the list is a search bar with a dropdown menu labeled 'Choose Agency..', a text input field containing 'Twin Falls Fire', and an 'Add' button. To the right of the search bar is a 'Clear List' link.

*Note: to remove an agency select "Remove" or to remove all agencies select "Clear List".

Choosing Resources

To choose specific resources you must first select from the drop down menu, the discipline the resource is in.

Click "Add"

After selecting the discipline, All the resources in that discipline will automatically come up. To unselect all the resources, click "Remove"

The screenshot shows the 'Choose Resources' interface. The 'Disciplines' section has a dropdown menu open, listing various disciplines such as 'Animal Health Emergency', 'Fire and Hazardous Materials', 'All Disciplines', 'Emergency Medical Services', 'Incident Management', 'Law Enforcement', 'Mass Care', 'Medical and Public Health', 'Public Works', and 'Search and Rescue'. The 'Resources' section shows a list of resources: 'Engine, Fire (Pumper)', 'Hand Crew', and 'Animal Protection: Large Animal Rescue Strike Team'. Each resource has a 'Remove' button. Below the resources list, there is a 'Choose resource..' dropdown menu, an 'Add' button, and a 'Clear List' button. At the bottom, there are checkboxes for 'Type II', 'Type IV', and 'Type V', all of which are checked.

To select specific resources in a discipline, click the discipline and the resources in that discipline will come up in the "Resources" drop down menu.

Select Resource.

Click "Add".

*Note: You must click "Add" for the resource to be added to the report.

The screenshot shows the 'Choose Resources' interface. The 'Resources' section has a dropdown menu open, listing various resources such as 'All Animal Health Emergency', 'Large Animal Rescue Strike Team', 'Large Animal Rescue Sheltering', 'Large Animal Transport Team', 'Small Animal Rescue Strike Team', 'Small Animal Sheltering Team', 'Small Animal Transport Team', and 'Incident Mgmt Team Animal Pr'. The 'Choose Types' section has checkboxes for 'Select All', 'Other', 'Type I', 'Type II', 'Type III', 'Type IV', and 'Type V', all of which are checked. The 'Disciplines' section shows 'Animal Health Emergency' and 'Fire and Hazardous Materials' with 'Remove' buttons. Below the disciplines list, there is a 'Choose discipline..' dropdown menu, an 'Add' button, and a 'Clear List' button.

To remove any resource, click "Remove".

To remove all resources, "Clear List".

Choosing Type

Select the resource type by checking or unchecking the boxes.

Default selects "All Types".

Choose Types

- Select All
- Other
- Type I
- Type II
- Type III
- Type IV
- Type V

Other Options

Select "EMAC Only Resources" to print resources potentially available for EMAC deployment.

Select "Private Owned Resources Only"

Select "Show Details" to print contact details for each resource.

Group by "Resource Group" or "Agency"

Other Options

- EMAC Resources Only
- Privately Owned Resource Only
- Show Details

Group by: Resource Group

Generate Report

After selecting all the criteria, select "Generate Report".

Choose Report Type

- Create Resource Report
- Create Agency Details Report

Choose Agencies

Boise [Remove](#)

[Clear List](#)

Choose Resources

Disciplines	Resources
Animal Health Emergency Remove	All Animal Health Emergency Remove
Fire and Hazardous Materials Remove	All Fire and Hazardous Materials Remove
<input type="text" value="Choose discipline.."/> Add Clear List	All Fire and Hazardous Mat <input type="text"/> Add Clear List

Choose Types

- Select All
- Other
- Type I
- Type II
- Type III
- Type IV
- Type V

Other Options

- EMAC Resources Only
- Privately Owned Resource Only
- Show Details

Group by:

Select the "printer" icon to print the report.

Welcome Search Reports Account Admin Logout BHS

1 of 1 100% Find | Next Select a format Export

Thursday, April 02, 2009

Resource Inventory Tracker Report

Fire and Hazardous Materials

Area Command Team, Firefighting - Type IV (1)
Twin Falls Fire

Brush Patrol, Firefighting (Type VI Engine) - Type IV (1)
Twin Falls Fire

Engine, Fire (Pumper) - Type IV (1)
Filer Fire

Engine, Fire (Pumper) - Type IV (1)
Kimberly Fire Department

Example

Report without contact details

Thursday, April 02, 2009

Resource Inventory Tracker Report

Fire and Hazardous Materials

Area Command Team, Firefighting - Type IV (1)
Twin Falls Fire

Brush Patrol, Firefighting (Type VI Engine) - Type IV (1)
Twin Falls Fire

Engine, Fire (Pumper) - Type IV (1)
Filer Fire

Engine, Fire (Pumper) - Type IV (1)
Kimberly Fire Department

Fire Truck- Aerial (Ladder or Platform) - Type IV (1)
Twin Falls Fire

Foam Tender, Firefighting - Type IV (1)
Twin Falls Fire

Mobile Communications Unit (Law/Fire) - Type IV (1)
Twin Falls Fire

Example

Report with contact details

Thursday, April 02, 2009

Resource Inventory Tracker Report

Fire and Hazardous Materials

Area Command Team, Firefighting - Type IV (1)

Agency: Twin Falls Fire
Contact Name: Ron Clark
County: Twin Falls Location:
Address 1:
Address 2:
City: Twin Falls State: Idaho Zip:
Phone Number: 208-735-7231 After Hours Number:
Email Address:

Brush Patrol, Firefighting (Type VI Engine) - Type IV (1)

Agency: Twin Falls Fire
Contact Name: Ron Clark
County: Twin Falls Location:
Address 1:
Address 2:
City: Twin Falls State: Idaho Zip:
Phone Number: 208-735-7231 After Hours Number:
Email Address:

Example

Report Grouped By Agency

1 of 3 100% Find | Next Select a format Export

Thursday, September 10, 2009

Resource Inventory Tracker Report

Agency: Canyon

Caldwell Fire Station #1
Fire and Hazardous Materials
Engine, Fire (Pumper) - Type I (1)
Engine, Fire (Pumper) - Type I (2)

Caldwell Fire Station #2
Fire and Hazardous Materials
Foam Tender, Firefighting - Type I (1)

Canyon County - Ambulance District
Emergency Medical Services
Ambulance (Ground) - Other (10)
Mass Casualty Support Vehicle - Other (1)

Canyon County - Animal Shelter
Animal Health Emergency
Animal Protection: Small Animal Rescue Strike Team - Other (1)
Animal Protection: Small Animal Sheltering Team - Type I (1)
Animal Protection: Small Animal Transport Team - Type I (1)

Example

Report Grouped By Resource Group

Thursday, September 10, 2009

Resource Inventory Tracker Report

Agency: Canyon

Animal Health Emergency
Animal Protection: Large Animal Rescue Strike Team - Other (1)
Canyon County - SWAT Team
Animal Protection: Small Animal Rescue Strike Team - Other (1)
Canyon County - Animal Shelter
Animal Protection: Small Animal Sheltering Team - Other (1)
City of Wilder - Police Dept
Animal Protection: Small Animal Sheltering Team - Type I (1)
Canyon County - Animal Shelter
Animal Protection: Small Animal Transport Team - Type I (1)
Canyon County - Animal Shelter

Emergency Medical Services
Ambulance (Ground) - Other (10)
Canyon County - Ambulance District
Ambulance (Ground) - Type III (2)
Parma Fire Dept & Ambulance
Emergency Medical Task Force - Other (1)
Melba Quick Response Unit
Mass Casualty Support Vehicle - Other (1)

Agency Details Report

Select "Reports"



Choosing Report Type

Choose Reports Type

This screen will allow you to generate and print custom reports.

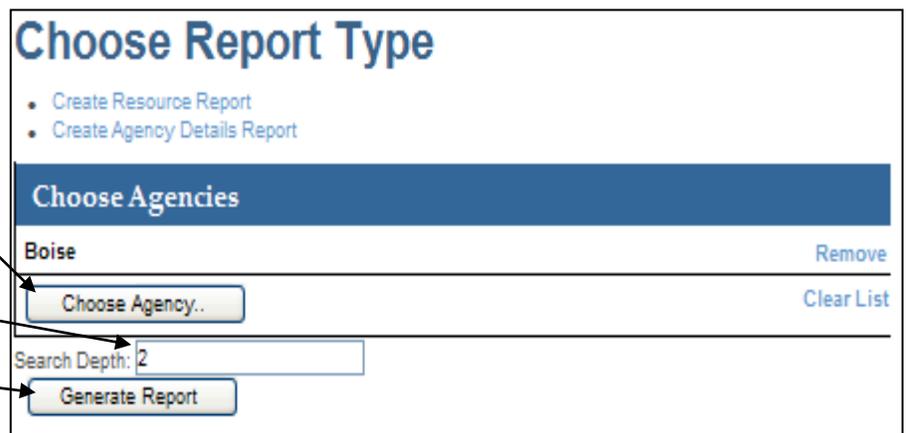


Choosing Agency

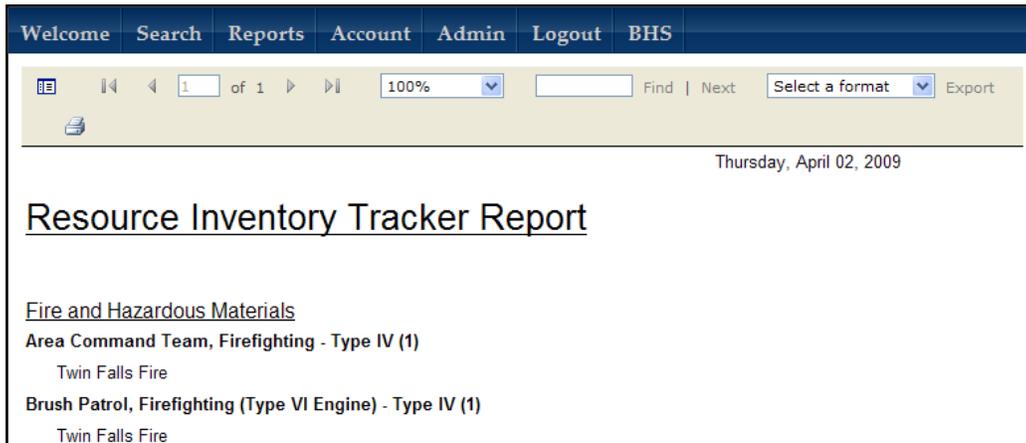
Choose Agency

Search Depth
1=Just the Agency picked
2=Everything underneath
the Agency picked

Generate Report



Reports Toolbar

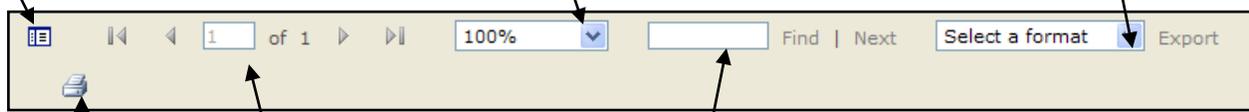


Options

*Show/Hide Document Map

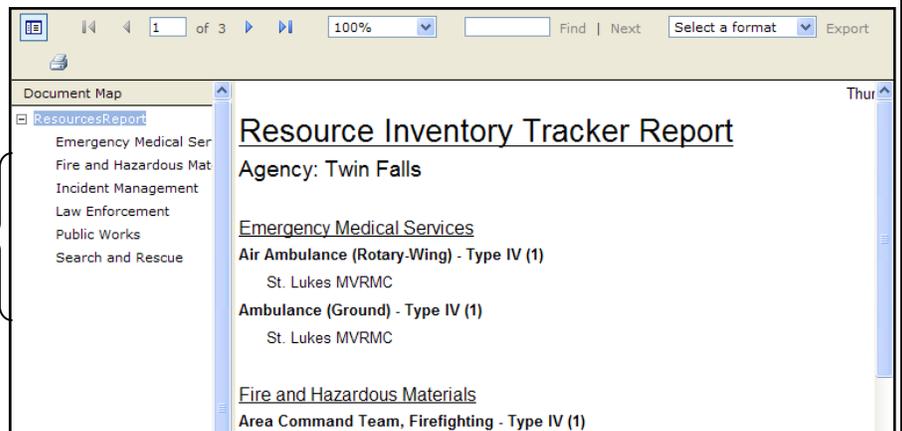
Page View

*Export



Show/Hide Document Map

Brings up document map. Clicking on a title will bring you to that place in the report.



Search Key Words

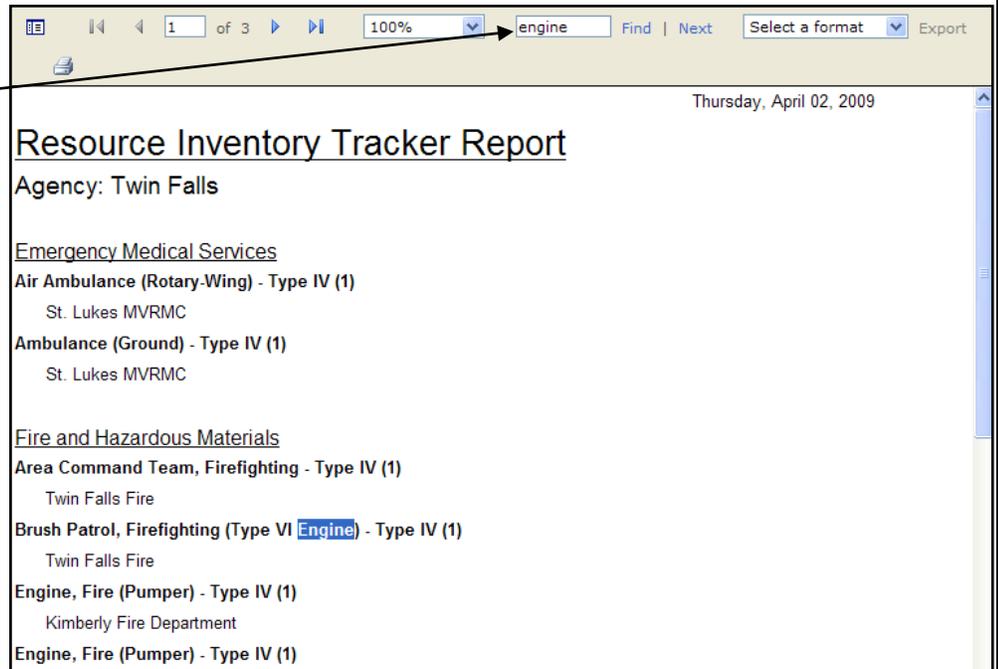
Type in key word.

Click "Find"

The document will highlight and jump to the first occurrence of the word.

Click "Next"

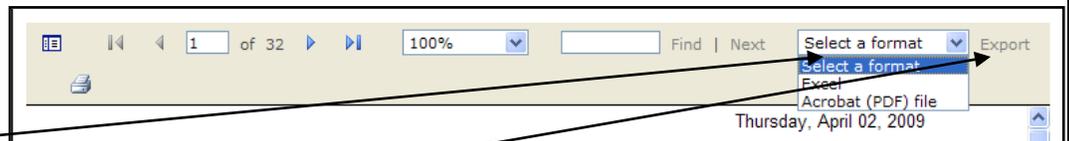
to find the next occurrence of the key word.



Export

Select format to export the report to Excel or Acrobat (PDF) file.

Click "Export".



Logging Out

One click logout!!



The screenshot shows the Idaho Bureau of Homeland Security website. At the top, there is a header with the Idaho state seal on the left, the text "Idaho Bureau of Homeland Security" in the center, and the slogan "Plan, Protect, Preserve" below it. On the right side of the header is an American flag. Below the header is a navigation bar with tabs for "Welcome", "Search", "Reports", "Admin", "BHS", "Logout", and "amartin-cowger - Logged in". The "Logout" tab is highlighted. On the left side of the page, there is a sidebar with a "County" dropdown menu and "State" and "Tribal" options. The main content area displays a "Welcome!" message and a list of instructions for using the Resource Inventory Tracker (RIT). A "View Tutorial" button is located below the instructions. At the bottom of the page, there is a footer with links for "Privacy Policy", "Department of Homeland Security", and "AccessIdaho", along with the copyright notice "©2008 Bureau of Homeland Security".

Idaho Bureau of Homeland Security
"Plan, Protect, Preserve"

Welcome Search Reports Admin BHS Logout amartin-cowger - Logged in

County
State
Tribal

Welcome!
Welcome to Idaho's Resource Inventory Tracker (RIT).

INSTRUCTIONS:

- To enter or view data select the appropriate jurisdiction on the left hand toolbar.
- Legend:
 - **Edit** the pencil icon is to edit an agency or resource
 - **Add** the page icon is to add an agency or resource
 - **X** the 'X' icon is to delete
- Click on the "Search" tab to find a specific agency or resource.
- Click on the "Reports" tab to create agency specific resource lists by either discipline or agency; also to create an agency details report.
- Click on "BHS" for the Idaho Bureau of Homeland Security website.
- Click on your name to change your password, email address, and security question.
- Click on the "View Tutorial" button for further instructions

[View Tutorial](#)

For all resource typing definitions click here -> [FEMA Tier 1 Resource Typing Definitions](#)

Please check your resource information to verify that it is current.

Contact your local Area Field Officers or [Alicia Martin-Cowger](#) for any questions regarding this site or Resource Typing.

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