



# Critical Asset (Resource) Inventory Guidance - What you have

**Purpose:** Critical Asset reports are a means of documenting what assets an organization/agency owns and may be able to share during an emergency. You may track the status of your asset in E Team: whether it is available for use, committed, or unavailable. *A verbal confirmation is expected when assets are moved- do not rely fully on E Team to arrange asset allocations.* Asset Reports may be created in response to a Resource Request Report, but not necessarily. Asset Reports can be loaded in anticipation that the asset may be requested at a future date.

**Who Creates Critical Assets:** The person in charge of logistics for an organization/agency should create Critical Asset reports. Assets should be lent out with consideration of mutual aid agreements and your organization’s business procedures.

**Who Reads Critical Assets:** It is important for decision making personnel to read critical assets and connect the assets to organizations/agencies in need during an emergency. **Whoever creates the Critical Asset report is responsible for updating the report** to reflect status and quantity changes as they are lent out. In the State Emergency Operations Center the Logistics Group Chief is responsible for reading, assessing and prioritizing locals’ Resource Request reports and connecting them with available Critical Assets. The Logistics Group Chief may then call and forward on a resource request to the organization/agency that is able to fulfill it with their critical asset.

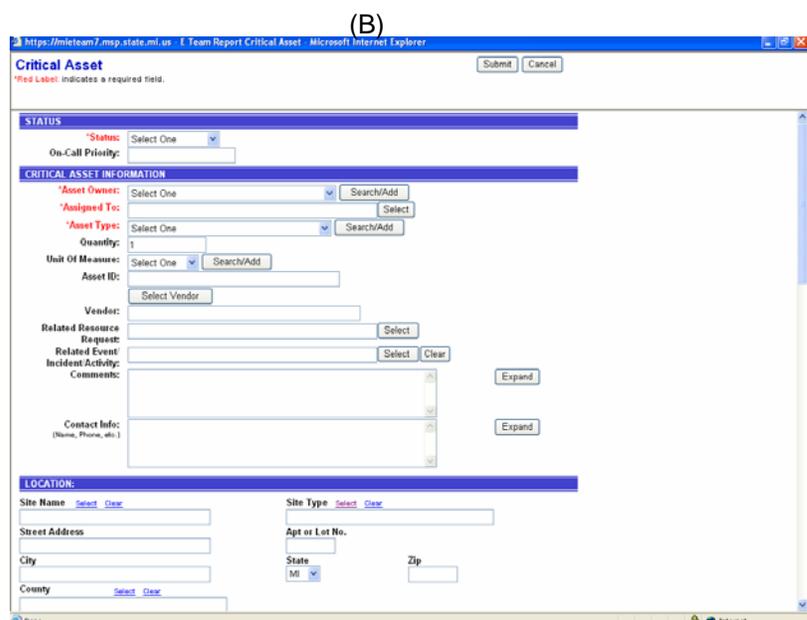
\*If you are loading assets in advance of any emergency, be sure to review them at least every 3 months to ensure accuracy.

**Note:** Assets entered onto the “Training” side of E Team are not transferred to the “Operations” side of E Team (and vice versa); therefore assets should be entered into the “Operations” side.

## INVENTORYING A NEW CRITICAL ASSET (RESOURCE)

Note: An asterisk \* denotes a required field. E Team will not allow you to submit your report unless all required (\*) fields are completed.

On the “Quick Menu”, on the left hand side of the screen, click on the RED “Critical Asset” link (A). The Critical Asset page will appear (B).





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### STATUS:

- **Status \***  
Use the drop down menu and **choose the availability**. Initially your asset may be Green - Available, and later it may be changed to Yellow - Committed.
- **On-Call Priority**  
Note the on-call priority used within your organization if this is applicable.

### CRITICAL ASSET INFORMATION:

- **Asset Owner \***  
Select your agency (the agency that the asset belongs to).
- **Assigned To \***  
If the asset has not been lent out, assign the asset to the asset owner. After the asset is lent out, this field should be changed to show who is borrowing it.
- **Asset Type \* (in accordance with NIMS Resource Typing standards)**
  - Select the appropriate category for your asset.
  - If you need an asset category added to the list, contact the MSP/EMHSD Technical Support section.
  - **NIMS COMPLIANCY REQUIREMENT:** Included in this section are the assets (resources) identified as part of FEMA's *Resource Typing Definitions* in which you will indicate whether your organization's resource (if it is listed as one of FEMA's resource definitions) is a Type I, II, III, or IV resource by matching the owner's resource criteria with FEMA's resource definitions and "type" criteria. Please obtain a current version of FEMA's *Resource Typing Definitions* document to assist in determining the types (this is also with the enclosed package or may be downloaded from the MSP/EMHSD website under the National Incident Management System heading and within the Resource Management subject). Please contact Jim Reardon at 517-333-5017 if you have any questions with this.
- **Quantity**  
Indicate the number of these assets available.
- **Unit of Measure**  
Using the drop-down list, select the appropriate unit of measure for the asset.
- **Asset ID**  
If your organization/agency has an internal asset ID, list it here.
- **Vendor**  
Skip this section.
- **Related Resource Request**  
If your Critical Asset has been approved to fulfill a *Resource Request*, use the "Select" button to link the reports together. If it has not been approved, you should not link it to another resource request that may have been approved.
- **Related Event/Incident/Activity**  
Click the "Select" button and click on the underlined text of the emergency you are responding to. *If you are adding an asset when there is no emergency then leave this field blank.*
- **Comments**  
Add any descriptive asset information here, or other relevant items that may be beneficial to the reader.
- **Contact Info**  
Enter the contact information for the person(s) responsible for distribution and/or care of the asset. Please list 24hr contact numbers; not just email addresses.



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### LOCATION:

Fill in the fields of this section as much as possible.

- **Site Name**  
Identify the specific site where the asset is kept. Sites appearing in the list have been loaded as Site Reports into E Team. If your site is not found in the list you will need to type the site name in manually.
- **Site Type**  
Using the drop-down list, identify and choose the type of site where the asset is kept.
- **Address Information**  
Fill in as much specific address information as you have. Please be sure to include the county where the asset is kept.
- **Additional Location Information**  
Provide any other site information that could be helpful (e.g., ingress/egress routes, terrain details, etc.).

### GEO LOCATION & MAPPING:

Locations with Site Reports may automatically map. If your Critical Asset is not automatically mapped you have 4 different ways you can accomplish the task as listed below.

Geo Locate by Map:

1. To map where your asset is stored, click on the blue underlined **by Map**. The Map Viewer will open in a new window. The Base map will appear.
2. Use the **Zoom In** tool to find the location you need.
3. Use the **Locate** tool and click on the map where you would like to place an X.
4. Click the **Submit** button (at the top right) to submit the map coordinates to your Critical Asset report.
5. In your report, the **Show on Map?** dial will be automatically switched to "Yes". Latitude and longitude will also display.

Geo Locate by Lat & Long:

1. Insert the latitude and longitude coordinates, in decimal degrees format, of the asset location if known.

Geo Locate by address, or by intersection:

1. The address or the cross-streets, the city and state, and or zip-code must be entered in the above "Location" fields for either of these features to execute.

### DISTRIBUTION:

Use "Distribution" only if you want to limit which E Team users can view your Critical Asset. If you wish to leave Critical Asset report open to everyone, leave boxes in this section blank. Some agencies may choose to limit distribution of their assets to their organization only, and then when an emergency occurs change the distribution so others can view it.

1. In order to limit distribution, click "Select" next to the Groups or Individuals sections.
2. Place a check mark next to groups or individuals that you **DO** want to be able to read the report. You don't have to check your own name- you can always see documents you have created.
3. Click "OK" when finished.



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### NOTIFICATION:

Use the “Notification” section if you want to alert (via email or pager) certain people that you have submitted a Critical Asset report into E Team. For local jurisdictions, it may be good to send a notification to mutual aid partners and/or the SEOC Logistics Group Chief, especially during an emergency.

1. **Send Notification?** Click the dial for Yes.
2. **Message-** type in a brief note that will appear as the email or text page. If this is an exercise or training include the word “TEST” or “TRAINING” in your message. Include where the emergency occurred, what happened, and what is expected of the recipient. Example: “TEST-Midland Township Critical Asset in E Team, 3 Crisis Negotiation Teams available.”
3. **Select Recipients-** Click the Groups or Individuals buttons and select people you want notify. Their names will appear in the Notification List box to the right.

*If you select the wrong group or person, click on their name in the Notification List box on the right and it will remove them from your list.*

*If you can't find someone on the select recipients list or want to notify a non-E Team user, type their email address or full pager in the *Other Email addresses* box.*

### DATA SHARING:

Skip this section

### OVERLAYS:

Skip this section

CLICK THE “**SUBMIT**” BUTTON WHEN FINISHED ENTERING INFORMATION FOR THE ABOVE SECTIONS

### ATTACHMENTS:

Once you have submitted your Critical Asset report you will be able to add attachments, i.e. equipment details, pictures, maps, special instructions, additional contact information, etc..

1. Scroll down to the Attachments section at the bottom of your Critical Asset report. You do *not* need to click “Update”.
2. Click “Add Attachments”.
3. Click the “Browse” button and select your document. Click “Open”. In *Optional Description* type a description. Click “Submit”.
4. The attachment will appear as a link in your Critical Asset.



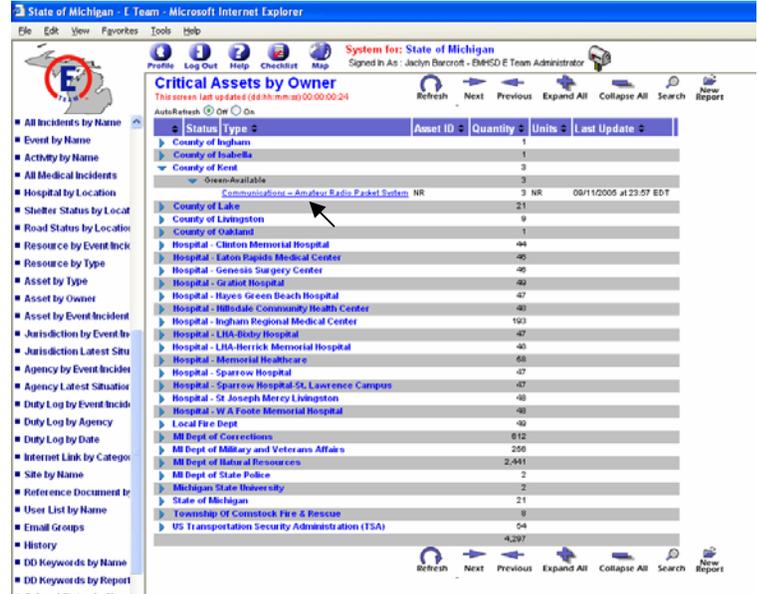
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## ASSET MAINTENANCE

### A. TO QUICKLY CREATE ADDITIONAL CRITICAL ASSETS:

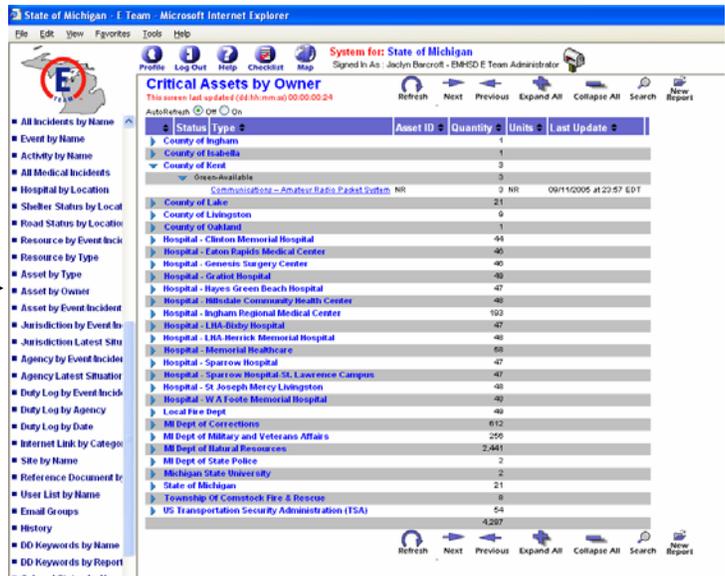
You may duplicate (copy) your initial critical asset so you do not have to fill in everything again. Only fill in the fields that have changed for the next asset you are reporting.

1. Access your initial critical asset (you may need to use the blue “Asset by Owner” link on the Quick Menu) by clicking the blue triangle (▶) next to the name of the owner, and then, Green-Available. Click on the underlined name of the asset to access the report. (see arrow).
2. Page will refresh; click the “Duplicate” button at the top. A copy of the critical asset will appear.
3. Change any fields that are different for this asset. Typical fields might be the “Status”, “Asset Type”, “Quantity”, “Asset ID”, and “Comments”.
4. Fill in the Location information for this new Critical Asset and Geo Locate it as well.
5. Click “Submit” when you are finished. This creates a separate report and does not erase your original asset.



### B. REVIEWING CRITICAL ASSETS:

On the left hand side of the screen (on the “Quick Menu”) click on the blue “Asset by Owner” link. The page will refresh and a list of all “Critical Assets by Owner” will appear.



1. Click on the blue triangle (▶) next to the Owner’s name that you want to explore. Click through additional triangles (▶) if necessary to reach the document.
  - If you cannot turn a triangle (or see the report listed) you have been limited out of distribution and will not be able to see the asset.
  - You can tell if an Asset is available without even opening it. *You may want to look for assets with a Status of Green-Available or Gray-Unknown.*
2. Click the underlined text of the Asset type. The critical asset report will appear.



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3. To view the resource on the map, scroll to the Geo Location & Mapping section. Click the underlined text Display on Map.
  4. Notice the Type of Asset, the Quantity, and Comments. Use the contact information to call and organize the use of this asset if you need it. Do not rely solely on E Team to connect resource requests with assets listed as available.
  5. To *update* a Critical Asset see directions below.
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### C. UPDATING A CRITICAL ASSET'S AVAILABILITY:

If you wish to fulfill a resource request, contact the requesting organization/agency to confirm the agreement. **The Asset Owner should update the Critical Asset report to reflect that the assets are being used.**

1. Only update a Critical Asset if you have the authority to do so within your organization/agency.
2. On the left hand side of the screen (on the "Quick Menu") click on "**Asset by Owner**" button. A list of all Critical Assets by Owner will appear.
3. Click on the blue triangle ( ▶ ) next to the jurisdiction or agency you want to explore. Click through additional triangles ( ▶ ) if necessary to reach the document. If you cannot turn a triangle (or see the report listed) you have been limited out of the distribution and will not be able to see the report.
4. Click the underlined text of the Critical Asset's title. The Critical Asset report will appear.
  - a. Notice the Type of Asset, the Quantity, and Comments.
  - b. Use E Team to document that you are fulfilling a resource request.

#### **If you are lending out your ENTIRE asset:**

1. Click the "Update" button on the original Critical Asset.
2. Change the Status from Available to *Yellow- Committed*. As your response changes, you may come back and change this Status again.
3. Change the Assigned To field to whatever agency or jurisdiction that you are lending the item to.
4. Relate it to the corresponding Resource Request report (if it is in E Team).
5. Relate it to the Event/Incident/Activity that you are responding to.
6. You may add additional comments in the Comments section if you wish.
7. Click "Submit" at the top right of the screen.

#### **If you are lending out only PART of your available asset:**

1. Click the "Split" button on the original Critical Asset.
2. Change the "Status" from Available to *Yellow- Committed*. As your response changes, you may come back and change this Status again to *Blue-Closed* when you have this item back again.
3. Change the "Quantity" to the number you are able to fulfill.
4. Change the "Assigned To" field to whatever agency or jurisdiction that you are lending the item to.
5. Relate it to the corresponding Resource Request report (if it is in E Team).
6. Relate it to the Event/Incident/Activity that you are responding to.
7. You may add additional comments in the Comments section if you wish.
8. Click "Submit" at the top right of the screen.
9. You will now have two (2) Critical Asset reports. E Team calculates the original assets minus those deployed and the initial report will display a modified quantity available.

#### **If you are changing your asset without lending it out:**

1. Click "Update"
2. Change relevant fields.
3. Click "Submit".

Remember to **Log Out** of E Team when you are finished with the system.