

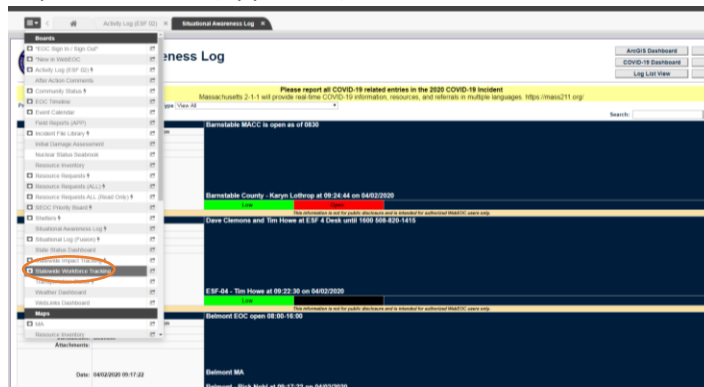
Statewide Workforce Tracking Job Aid v.1

Purpose

To provide local first responder staffing data in real time reflecting COVID-19 impact. The tracker is not meant to report daily or shift staffing, but overall agency availability. This critical information is used to inform state leadership, and to indicate trends and notable changes in first responder workforce availability.

Instructions:

- Log-in to WebEOC using provided credentials
 - In main drop-down menu (upper left), select “Statewide Workforce Tracking”



- Only one entry per agency/community as applicable. Find your community in the list. If name is present, choose the option to “EDIT” the entry. If agency/community line has not already been entered, choose “CREATE” in the upper right corner, and be sure to list the agency/community name in the jurisdiction box.

Jurisdiction *	Jurisdiction Summary			Statewide Workforce Breakdown				Add Reporting
	Positive Cases	Quarantined (self / hospital)	# Tests (pending)	EMS	FD	PD	PSAP	
EXAMPLE	2	0	0	0 / 100.00%	0 / 100.00%	0 / 100.00%	4 / 100.00%	03/11/2020 11:30
Arlington	0	0	0	0 / 0.00%	0 / 0.00%	0 / 0.00%	0 / 0.00%	04/01/2020 10:49:27
Assonet	0	0	0	0 / 0.00%	0 / 0.00%	0 / 0.00%	0 / 0.00%	03/11/2020 11:31:03
Agawam	0	3	3	4 / 66.7%	0 / 0.00%	0 / 0.00%	0 / 0.00%	04/01/2020 10:30:26
Amherst	0	0	0	0 / 0.00%	0 / 0.00%	0 / 0.00%	0 / 0.00%	04/02/2020 09:52:27
Amherst	0	3	1	7 / 16.22%	0 / 0.00%	1 / 2.27%	0 / 0.00%	04/01/2020 10:21:34
Arlington	0	1	0	0 / 0.00%	2 / 2.87%	3 / 3.75%	0 / 0.00%	03/31/2020 13:48:49
Ashburnham	0	0	0	0 / 0.00%	0 / 0.00%	1 / 0.88%	0 / 0.00%	04/01/2020 10:52:37
Attley	0	1	1	0 / 0.00%	0 / 0.00%	1 / 14.29%	1 / 25.00%	04/02/2020 09:33:05
Amherst	0	0	0	1 / 100.00%	19 / 90.88%	2 / 22.22%	0 / 0.00%	04/02/2020

- Information requested for EMS/FD/PD/PSAP:
 - Positive cases
 - Quarantining (self or hospital)
 - # Tests (need/pending)
 - Assigned to department
 - Unavailable (due to incident)
 - Available

- How to track your workforce numbers:
 - This is an operational tracker, so ideally you should be calculating the starting workforce for your department delivering first-responder functions. For example, total workforce capable of performing LE, FS, EMS or PSAP duties, but not “administrative only” staff.
 - Specific information for PSAPs:
 - If you are a **single community PSAP**, entry should be made on the community line, alongside the local EMS/FD/PD information
 - If you are a **Regional PSAP**, add a record for your Regional PSAP and **ONLY** track the PSAP column
 - In the comments section, indicate the names of the communities you dispatch for
 - If you are a **County Sheriff PSAP**, add a record for your agency. To avoid confusion, it would be helpful if you include “PSAP” or “911” in the agency name line (so it is not confused as a full county workforce tracker that includes LE resources)
 - In the comments section, indicate the names of the communities you dispatch for
 - If you are a **State run agency** (MSP and State 911 Department), add a record for the PSAP, also doing something with the naming convention to be clear what is being tracked.
 - In the comments section, indicate the names of the communities you dispatch for OR if wireless only
- Information should be updated as it changes. That frequency will vary by community and agency.

Questions regarding the Statewide Workforce Tracking tool can be directed to your MEMA Regional Office point of contact.