

IAMRESPONDING EMERGENCY RESPONDER REPLY SYSTEM

Putnam County Team Member Profile Form

First Name:	_____
Last Name:	_____
Team: Fire Police, Fire Investigation, Hazmat, or Communications	_____
Team ID number:	_____
Email Address:	_____
Secondary Email Address:	_____
*Work Phone Number:	_____
*Home Phone Number:	_____
*Mobile Phone Number:	_____
*Additional Telephone Number 1:	_____
*Additional Telephone Number 2:	_____
*Additional Telephone Number 3:	_____
Cell Phone Text Message Address: (see cell phone carrier information below). Example: 9999999999@messaging.nextel.com	_____

*The telephone numbers that you enter in these fields should be the telephone numbers from which you might be calling to report that you are responding to a dispatch. These telephone numbers can not have caller identification blocked. If you have a work phone that is connected through a central switchboard that causes a centralized number to appear on a caller ID screen when calling from your extension, you should enter the centralized number which would appear on a caller ID screen.

Information about your text message address:

Your text message address is your 10 digit cell phone number followed by one of the following addresses. Use the address of your cellular telephone service provider.

<u>Provider:</u>	<u>Address:</u>
Alltel	@message.alltel.com
AT&T Wireless (now part of Cingular)	@mmode.com
Bell Mobility	@txt.bell.ca
Boost Mobile	@myboostmobile.com
CenturyTel	@centurytel.net
Cingular	@mobile.mycingular.com -or- @cingularme.com
Fido / Microcell	@fido.ca
Metrocall	@page.metrocall.com
Nextel (now part of Sprint Nextel)	@messaging.nextel.com
Rogers	@pcs.rogers.com
Sprint PCS (Sprint Nextel-Hybrid)	@messaging.sprintpcs.com
Telus Mobility	@msg.telus.com
T-Mobile	@tmomail.net
Verizon	@vtext.com
Virgin Mobile USA	@vmobl.com

Completing your information after being added to the system:

Once the form has been completed and submitted, each member will receive an e-mail confirming that you have been added to the Emergency Responder Reply System. Please keep your user name and password confidential.

After receipt of the credential information go to the www.iamesponding.com web site. Log into the system by selecting the “Subscriber Login” button at the top right hand corner of the screen. Fill in the following information in the pop-up window: (Remember - these entries are case sensitive – enter them just as they appear on your e-mail confirmation)

Agency Name: (Must be typed in capital letters)

Member User Name:

Password:

Check the box “Remember me for this session”

Select the “Login” Button

Select the “Administrative Functions” tab

Select the “Edit a Member” option on the left

Use the drop down arrow on the right to see a list of members

Select / highlight your name

Select the “Edit Member” button

Update or add any of your personal profile information. Make sure to scroll to the bottom of the screen and click the update button when you are finished.

Responding to a Call

The call in number will appear on the main subscriber page (866-702-0296). Program this number into your cell phone or any of the phones / devices that you have listed in the system.

When responding to a call, dial the toll free number and select one of the following nine caller response codes:

- 1 To Scene
- 2 RAZ (responding to alternate zone)
- 3 TOPS
- 4 O.O.S.
- 5 On scene
- 6 Cancelled
- 7 CAT
- 8 ERT
- 9 Ext-ETA (extended response time)

Default – To Scene

If no number is selected within the first few seconds the system will default to the “My Default Response” entry in your profile and hang up. If you enter a response code it will override the default response code in your profile. You have the ability to program the toll free number including a response code into the contact list in your cell phone. You can also create a speed dial entry for each contact. The instructions on programming your phone are brand and model specific, so please refer to the documentation for your specific device.

Iamresponding Web Site

Personal computers:

Use the following web link: www.iamresponding.com

Once logged in to the system select the “Subscriber Page” and hit the F11 key to make the application full screen and display the scrolling message at the bottom Use the F11 key to toggle back to the other applications that may be running on your computer.

Mobile Devices:

IamResponding.com has a dedicated mobile web application that was coded to be specifically formatted for access and viewing on handheld devices with internet access (such as Blackberries, iPhones, Pocket PC's, etc). To log into your agency's system via mobile web, the url is the same as for your desk-top access: www.iamresponding.com.

If for any reason your mobile web device directs you to the desk-top version of this system, rather than the mobile web version, then log in using this web link instead: www.iamresponding.com/selection.aspx

There are literally thousands of handheld device types, with thousands of different browsers, so we can not guarantee that the mobile site will be accessible by every single type of mobile device. If you have a device that does not work, please let the iamresponding technical team (support@emergencysmc.com) know the make and model of the device, and the type of browser that is on the device.

The mobile web application is NOT designed to perform every function of the desk-top application. Through the mobile web application, you will be able to:

1. View a listing of every member currently on duty;
2. View a listing of every member who is currently responding to the current event, including where they are responding, when the called into the system, and their maximum ETA;
3. Clear your agency's "now responding" screen (if you have permission to do so); and
4. Send outbound messages via email, text message and alpha-numeric pagers to all of your agency's messaging groups.

Iamresponding Help

The Iamresponding web site contains an extensive online help facility. After logging in, access the "Help" tab at the top of the web screen for a comprehensive list of topics.

Please make a copy of this form for your own records and return the original to Linda McGuinness at the Bureau of Emergency Services.