

Central MN Emergency Services Board Standards, Protocols, Procedures

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Procedure Title:	CASM Administration, Data Entry, and Maintenance	
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1. Purpose or Objective

The purpose of this standard is to define administration, rules for data entry, and maintenance of information related to Communication Assets Survey and Mapping Tool (CASM) for the Central Minnesota Emergency Services Board Region.

2. Technical Background

CASM is a repository for data related to local and CM Regional communications assets, personnel, points of contact, and interoperable capabilities. It also provides detailed information about interoperability to Communications Unit Personnel (COMU) assigned to manage communications for a large-scale or mutual aid event/incident. CASM is operated by the Department of Homeland Security Office of Emergency Communications (DHS-OEC) and the Interoperable Communications Technical Assistance Program (ICTAP). The CASM database is hosted by the Space and Naval Warfare Systems Center (SPAWARSYSCEN).

3. Operational Context

CASM is capable of housing information about communication assets, personnel, and points of contact, as well as shared channels and talkgroups for all public safety and public service entities across the United States. Each state is responsible for entering its own information. Minnesota assigns CASM data entry responsibility to the State CASM Administrator for state assets, and Regional CASM Administrators from each of the Emergency Communication Board regions. The CMESB has decided that local administrators within the region will be allowed access to enter individual county and/or city assets.

The Statewide Interoperability Coordinator (SWIC) and the Department of Public Safety Emergency Communication Network's (ECN) Standards and Training Coordinator will serve as the State CASM Administrators. Each Emergency Communications Board region will identify a primary and secondary Regional CASM Administrator and provide that contact information to the ECN Standards and Training Coordinator.

4. Recommended Protocol/ Standard

The Central MN ESB as a Region will maintain at a minimum the following interoperable resource information in CASM:

- CM Regional Interop Talkgroups
- Regional STR cache radios (quantity, contact information)
- Regional STR transportable tower/repeater

Members of the Central MN ESB Joint Powers Agreement shall at a minimum maintain the following resource information in CASM:

- Interop talkgroup resources programmed across all agency radios (local, regional, state, national)
- Cache radios (quantity, type, requesting information)
- Gateways (quantity, type, interface cabling, requesting information)
- ARMER tower sites (location, channels/frequencies, technical contact)
- PSAP configuration (console type, quantity, interoperability talkgroup resources)
- Mobile command centers/vehicles
- Public Safety Agencies (fire departments, police, ambulance, emergency managers, public works, public service)
- Participations plans and amendments

5. Recommended Procedure

All members of the CM ESB shall designate an individual at their county/city to have a minimum awareness of CASM. It shall be the responsibility of this individual to maintain these resources in CASM for their county/city or provide up to date information about their resources to the Regional CASM Administrator.

Any user entering and maintaining data into CASM must adhere to the procedures detailed in ARMER Standard 3.40.0. Requests for CASM access within the CM Region shall be made with the CM Regional CASM Administrator(s) in writing via the request form found in Appendix A of this standard.

The CM Regional CASM Administrator(s) will create and maintain new user accounts for the CM region, as well as enter and maintain communications resources for the CM region. They will also be responsible for oversight of entries made by approved personnel within their region. The Regional CASM Administrator(s) shall follow the procedures outlined in ARMER Standard 3.40.0 to ensure that data is entered uniformly across the state. The State CASM Administrator(s) or their designee may provide guidance and/or maintain user accounts in the absence of a Regional CASM Administrator.

Training:

It is required in the CM ESB Region that users attend a CASM class or view training modules prior to requesting a username and password. Training modules can be found at www.publicsafetytools.info under CASM NextGen Targeted Training Information.

6. Management

A minimum awareness CASM training session will be presented by the CM ESB Region on an annual basis.

The State CASM Administrator(s) is responsible for CASM data entry, management, and maintenance process for state, federal, tribal, and non-regional entities. The State CASM Administrator(s) is responsible for entering and maintaining state sponsored COMU class lists to ensure that personnel records are kept up-to-date in CASM.

Each Regional Emergency Communication Board is responsible for CASM data entry, management, and maintenance process its regions.

Issues involving the data entry and maintenance process will be reviewed by the state CASM Administrator.

Access:

CASM offers three levels of access to its users:

- **MANAGE:** Full authority over Minnesota's CASM program
- **EDIT:** Ability to read/view CASM records and the ability to make additions, changes, and deletions of CASM records
- **READ:** Ability to read/view CASM records. In all cases, CASM access is defined as statewide access.

State CASM Administrators:

- The Statewide Interoperability Coordinator (SWIC) and the Department of Public Safety Emergency Communication Network's (ECN) Standards and Training Coordinator will serve as the State CASM Administrators
- Possess MANAGE access
- May appoint assistants and grant the assistants EDIT access to CASM
- Should grant EDIT access to Regional CASM Administrators
- Should decide access and, if approved, the level of CASM access for federal, tribal, state, and miscellaneous officials

Regional CASM Administrator:

- Each Statewide Emergency Communications Board region of the state must identify a Regional CASM Administrator CASM Standard for Administration, Data Entry, and Maintenance State 3.40.0 4
- Should have EDIT access to CASM
- May appoint assistants and grant the assistants EDIT access to CASM
- Should decide access and, if approved, level of CASM access for county, city, and miscellaneous officials within their region

Generally, the following should be afforded READ access to CASM:

- Professional public safety communications personnel (employed by a public entity or under contract to a public entity)
- COMU students currently engaged with a public safety entity during their training and the three-year window to become certified
- COMU credentialed personnel certified and currently engaged with a public safety entity

Appendix A

**Central MN ESB Region
CASM User Account Request**

Name:	
Agency:	
Email:	
Phone:	
Supervisor:	
Email:	
Local ARMER Sys Admin:	
Email	
Please list CASM Training Courses and dates you have attended:	

Please complete form and send to CM CASM Administrator(s):

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