



Computer System

DAILY STATION PROCEDURES

70.1-1

EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER






Overview

The computer system is an integral part of the reporting and record-keeping function of the fire district. Most areas of daily operations are impacted by the computer system. Employees need to be trained and proficient in the use and functions provided.

This guideline describes the computer entries that are part of the daily department log and accountability.

- **It is the lieutenant's or acting lieutenant's responsibility to see that all entries are made promptly and accurately. In a multi-company station, each officer or acting officer is responsible for his or her own notes and reports.**
- **All entries should be completed by the end of shift.**

Basic Computer Rules

1. When a special keyboard key is indicated in the instructions, the actual keyboard key will be shown. For instance if the user is to hit the enter or return key on the keyboard,  will be shown in the instruction.  or  keys are found on most keyboards.
2. All screen COMMANDS, [alpha entries] such as Save or FILE must be made in CAPITAL letters. Text [comments] can be entered normally with upper and lower case letters.
3. Numeric entries can be made either from the numeric keypad or the top row on the keyboard.
4. When entering the narrative in a fire report, or the narrative in the memo file, you must use the back arrow  key to back space.
5. It is assumed that the users start from the "login:" prompt
6. When the user has to enter information, this will be indicated by **bold** type. An instruction in the form **A**[DD] indicates to type **A** for the ADD command. After each command, you will hit the  key.
7. Enter time in military [2400 hour] format [i.e., 8:00 pm = 2000]
8. All dates are in the form mm/dd/yy [two digits for month - date - year].
 - a. To enter any date in the current month, you only need to enter two digits for the date. The computer will figure out the rest [i.e., if it is November 22, 1999, enter **22**. The computer will enter 112299.]
 - b. If you want to go to a past date, you must enter the entire date [i.e., if it is November 22, 1999 and you want to see October 10, 1997 reports or station notes, then enter **101097**.]



Passwords

Every employee will choose a main password for system access. The main password is used to access all areas of the system. This password does not change. It can be a combination of letters, numbers and/or symbols.

- **TIP** • Pick something you can remember easily but not so obvious that someone can figure out what it is. Birthdays, anniversaries, house addresses, phone numbers, social security numbers, spouse's names, children's names, and pet's names are things people commonly use as passwords. **It is best to avoid these.**

A second password is used to access areas of the system with greater security. The second password changes every 30 days. You will be prompted when 30 days are up to change this password. A password cannot be used again for 60 days. This change does not affect your main password.

- **TIP** • It's a good idea to pick three passwords and rotate them. This way it will be easier to remember the three you picked rather than making up a new one each 30 days.

Passwords are case sensitive. If you type **FIREPLUG** for your password, then later try to enter **fireplug**, the system will not recognize it. Pay attention to the  key or CAPS LOCK indicator light and/or the  key when you are typing. These two keys affect whether you are typing CAPITALS or lower case text.

If you forget your password, you need to contact the System Administrator to get a new one.



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System Access

Each employee will have access to different parts of the computer system based on his/her rank and/or job function. To gain access to your areas, enter through the Company Journal screen.

Starting from a blank screen on the monitor, type your six-digit personnel identifier at the **>login:** prompt. The first two digits are your fire department identifier [**01** for Orland] and then your four-digit Fire Department ID [**FDID** is your badge number [with leading 0's], officer number or employee number]. For example, Orland FF Smith who is badge 78 would enter **010078**.

- **TIP** • When there is inactivity at the computer terminal, the monitor screen will go into "sleep mode." The screen goes black to prevent the screen image from burning into the monitor. Hitting any key on the keyboard will bring back the screen that was up before the monitor went to sleep or a blank screen with the **>login:** prompt.

At the next prompt **>010078's Password:** enter your main password. Remember it is case sensitive.

- **TIP** • If you think you are entering the right word but the system is not taking it, check to see if the CAPS LOCK light is on or off on the keyboard. Hitting the  key may solve the problem.

If both prompts were entered correctly, a security screen comes up. You will enter the information again, this time using your second password.

At **Your personnel number:** prompt, type your six-digit personnel identifier again. In this example, type **010078**.

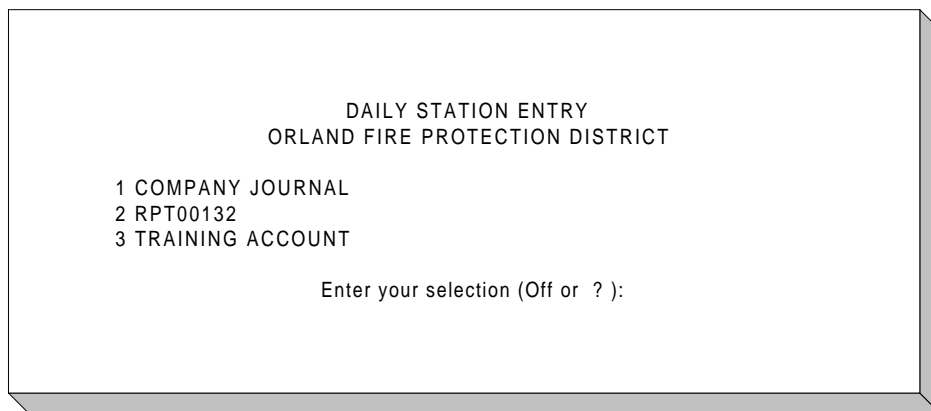
At **Your password:** prompt, type your second password. Remember it is case sensitive also.

- **TIP** • If your password is 30 days old, you will see a message that you need to pick a new password. Enter a new password. You will be prompted to enter it again. This is to verify that you typed it correctly the first time.

After you have entered the information correctly the second time, the next screen you see is the Daily Station Entry. Depending on your clearance, there may be different options on the screen to choose.

DAILY STATION ENTRY

When you get to the Daily Station Entry menu, there will be different choices depending on your clearance to different parts of the software. An example of the screen follows:



```
DAILY STATION ENTRY
ORLAND FIRE PROTECTION DISTRICT

1 COMPANY JOURNAL
2 RPT00132
3 TRAINING ACCOUNT

Enter your selection (Off or ?):
```

- 1 takes the user to the Company Journal System Main Menu.
- 2 takes the user to the Report writing system. From here, you can correct reports or data that has been entered incorrectly. Most users do not need access to this feature.
- 3 takes the user to the Training Account to update training codes and personnel certifications. [SEE **Training Account Screen** on page 70.1-35 for information on using the training system.]



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O[FF] ends the session. You go back to a blank screen with the **>login:** prompt.
? provides help to determine what information is required — if there is help for this area.

In this case, pressing **?** brings up the following options.

```
Other Available Options

D = Diagnostic menu
L = Last logon info
M = Memo processor
ME = Read messages
MC = Clear message line
O = Log off
P = Printer menu
# = Dialer file

Enter your selection: __
```

D brings up a screen that shows what program module corresponds to the menu selection. You do not need to use this function.

L tells the user the last time he/she signed onto the system.

M brings up the user's memo file. [SEE **Memo File Screen** on page 70.1-28.]

ME is used for message interfacing. You do not need to use this function.

MC is used to clear the message line when interfacing. You do not need to use this function.

O[FF] ends the session. You go back to the blank signon screen.

P shows what printers are currently assigned to the system.

brings up the dialer file with phone numbers. [SEE **Dialer File Screen** on page 70.1-32.]



takes the user back to the Daily Station Entry screen.

COMPANY JOURNAL SCREEN

The Company Journal System Main Menu also offers different choices depending on the user's access. A sample screen follows:

```
COMPANY JOURNAL SYSTEM
MAIN MENU

1 = FIRE/EMS ACTIVITY
2 = GENERAL STATION NOTES
3 = MANPOWER AND LEAVE
4 = DAMAGED/LOST EQUIPMENT
5 = EMS EQUIPMENT & SUPPLIES
6 = EMS EQUIPMENT AT HOSPITALS
7 = TRAINING & PROJECTS
8 = STATUS ACCOUNT ACCESS

Enter your selection (Off or ?):
```

1 allows the user to enter the report function for fire and EMS calls. [SEE **Fire/EMS Activity Screen** on page 70.1-7 for information on listing the calls and completing the reports.]



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- 2 allows the user to enter or review daily station notes. [SEE **General Station Notes Screen** on page 70.1-17 for information on using station notes.]
- 3 allows the user to enter or review daily manpower assignments. [SEE **Manpower & Leave Screen** on page 70.1-19 for information on using the manpower report system.]
- 4 allows the user to enter damaged or lost equipment. [SEE **Damaged/Lost Screen** on page 70.1-24 for information on using the damaged or lost equipment report.]
- 5 allows the user to enter EMS equipment and supplies used. [CURRENTLY NOT USED]
- 6 allows the user to enter EMS equipment left at hospitals. [CURRENTLY NOT USED]
- 7 allows the user to view daily training and special projects. [CURRENTLY NOT USED]
- 8 allows the user to sign on to the Status screen. [SEE **Dispatch Screen** on page 70.1-26 for information on using the status screen.]
- O[FF] ends the session. You go back to the Daily Station Entry menu screen.
- ? provides help to determine what information is required — if there is help for this area.

FIRE/EMS ACTIVITY SCREEN

The Fire/EMS Activity screen is where all the pertinent information about a call is recorded. Several fields are filled in automatically from the information Dispatch enters. The blank fields must be entered by the officer-in-charge of the call. Every FIRE call must have a fire report completed. Every AMBULANCE call must have a fire report AND an EMS report completed.

To access the calls, the user will first have to enter the date of the call:

COMPANY JOURNAL SYSTEM FIRE/EMS ACTIVITY			
ENTER THE DESIRED DATE : MM/DD/YR			
			= is 87.3 calls
CODE	YEAR-TO-DATE CALLS BY CODE		COUNT
A	=====		2688
LT	=====		574
SS	=====		530
R	=====		464
VR	====		217
VC	==		183
FA	=		150
CO	=		135
M2	=		83
OTH	==		216
Average Time			TOTAL
Disp 00:17 Unit Response 04:50 Resp 05:08 Scene 00:35:11 Invol 00:40:19			5240
'? for dispatch summary			

Enter two digits for any date in the current month. The computer will know what month and year it is. [15 for the 15th]

For dates other than the current month, enter six digits representing the month—day—year. [101098 for October 10, 1998]

? is used to display call summaries. This shows the total calls and response times for the year using different selection criteria. This option is documented elsewhere.



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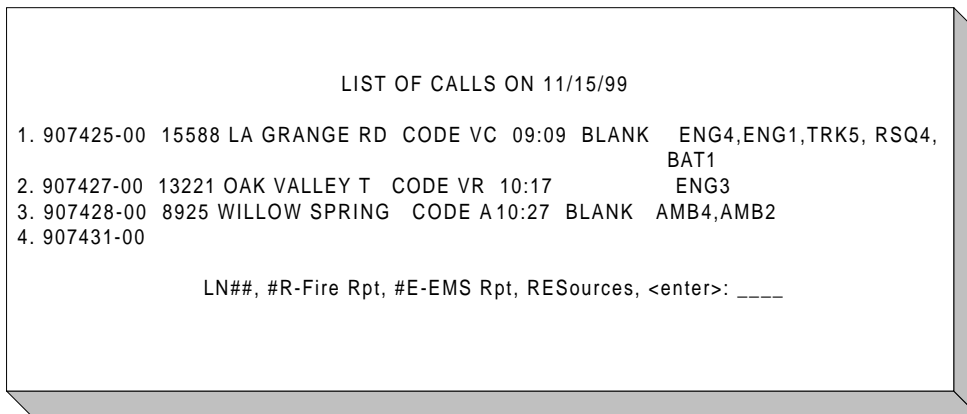
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Next, a screen of the calls on the date entered is displayed. To see additional calls for this date, press the key. The calls are color coded by the type of call:

- RED = Fire Call
- GREEN = Ambulance Call
- YELLOW = Miscellaneous Fire Call [i.e., line trouble, single engine, CO call]

Once you find the **L**(ine) **N**(umber) of the call you want, you will enter the line number to select that incident and either **R**(eport) for a fire report or **E**(MS) for an ambulance report.

CALL LISTING SCREEN



LN## represents the line number. Entering **1** will display dispatch information for the call on line 1. [SEE **Call Information Screen** on page 70.1-6 for information on what call information is displayed.]

#R will bring up the fire report for the call on whatever line number you enter. **2R** will bring up the fire report for incident 907427-00. [SEE **Fire Report Screen** on page 70.1-7 for information on completing a fire report.]

#E will bring up the EMS report for the call on whatever line number you enter. **2E** will bring up the EMS report for incident 907427-00. [SEE **EMS Report Screen** on page 70.1-15 for information on completing an EMS report.]

RES[OURCES] will bring up the resources screen. This screen allows the user to enter amounts of equipment used at fire calls. [CURRENTLY NOT USED]

returns the user to the previous menu.

An explanation of the data items shown on the first line of the listing follows. The first line reads:

1. 907425-00 15588 LA GRANGE RD CODE VC 09:09 BLANK ENG4,ENG1,TRK5, RSQ4,

- | | | | | | | | | | | | | | | | |
|--------------------|---|---|-----------|----|-----------------|-----|------------------------------|----|---|----|------------|----|---------------------|----|------------------------------|
| 1. | is the line number. | | | | | | | | | | | | | | |
| 907425-00 | is the incident number. The -00 represents the exposure number for a fire call. | | | | | | | | | | | | | | |
| 15588 LA GRANGE RD | is the location of the incident. | | | | | | | | | | | | | | |
| CODE VC | indicates this was a Village Commercial Fire Call. | | | | | | | | | | | | | | |
| Other codes are | <table border="0"> <tr><td>A</td><td>Ambulance</td></tr> <tr><td>CO</td><td>Carbon Monoxide</td></tr> <tr><td>CO2</td><td>Carbon Monoxide with Illness</td></tr> <tr><td>FA</td><td>Fire Alarm [business nontarget hazard: 1 E, 1T]</td></tr> <tr><td>GF</td><td>Grass Fire</td></tr> <tr><td>HM</td><td>Hazardous Materials</td></tr> <tr><td>LT</td><td>Line Trouble [single engine]</td></tr> </table> | A | Ambulance | CO | Carbon Monoxide | CO2 | Carbon Monoxide with Illness | FA | Fire Alarm [business nontarget hazard: 1 E, 1T] | GF | Grass Fire | HM | Hazardous Materials | LT | Line Trouble [single engine] |
| A | Ambulance | | | | | | | | | | | | | | |
| CO | Carbon Monoxide | | | | | | | | | | | | | | |
| CO2 | Carbon Monoxide with Illness | | | | | | | | | | | | | | |
| FA | Fire Alarm [business nontarget hazard: 1 E, 1T] | | | | | | | | | | | | | | |
| GF | Grass Fire | | | | | | | | | | | | | | |
| HM | Hazardous Materials | | | | | | | | | | | | | | |
| LT | Line Trouble [single engine] | | | | | | | | | | | | | | |



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- R Rescue
- RR Rural Residential [no hydrants]
- SS Single Engine, miscellaneous
- TRQ Tactical Rescue
- VC Village Commercial [business target hazard with hydrants] [everybody goes]
- VR Village Residential [hydrants] [everybody goes]

09:09 is the time the call came in.
 BLANK indicates the fire report was not completed. If the report was completed, there will be nothing listed as line 2 shows in the screen above.
 ENG4,ENG1,TRK5, ... shows what apparatus responded to the call.

CALL INFORMATION SCREEN

Selecting the Line Number option from the Call Listing Screen displays the following information: location or address, type of call, time of call, method of alarm, incident number, date, units responding and times, other information taken by the dispatcher, preprogrammed notes, and any comments or notes added by dispatch or the officer filling out the report. An example follows:

15588 LA GRANGE RD		CODE VC	09:09				M.O.A.: 3
907425-00			11/15/99				00132
UNIT	TYPE	DISPATCH	RESPOND	ON-SCENE	TRANSPORT	AT HOSP.	AVAILABLE
ENG4	E	09:09:07	09:11:00	09:14:54			09:29:35
ENG1	E	09:09:07	09:11:00	09:15:29			09:20:12
TRK5	TR	09:09:07	09:11:00				
RSQ4	SQ	09:09:07	09:11:30				
BAT1	SC	09:09:07	09:11:00	09:14:54			09:20:12
Complainant phone: 7085551111 09:08:54							
Response area: 16 09:08:54							
BELL CODE: 0900 (JRH) 09:08:57							
*SPRINKLER CONNECTIONS-L/L DOCK< EAST & WEST DOCKS (JRH) 09:08:57							
*3 (JRH) 09:08:57							
*KNOX BOX-L/L DOOR (JRH) 09:08:57							
TAC CHANNEL 1 ASSIGNED (JRH) 09:09:37							
RETURN-more, Back, Insert, eXit, File,Change: ____							

This screen is mainly for viewing the response times and notes. If additional comments are needed, this is one place to do it. The following options are available.

will bring up additional screens of information, if there are any for this call.

B[ack] takes the user back to a previous screen in this listing, if there is more than one screen of information.

I[n]sert lets the user add additional comments. [SEE **Comments Screen** below for additional information.]

eXit returns the user to the previous screen.

C[h]ange allows changes to be made to the text. This is only available to the System Administrator.

COMMENTS SCREEN



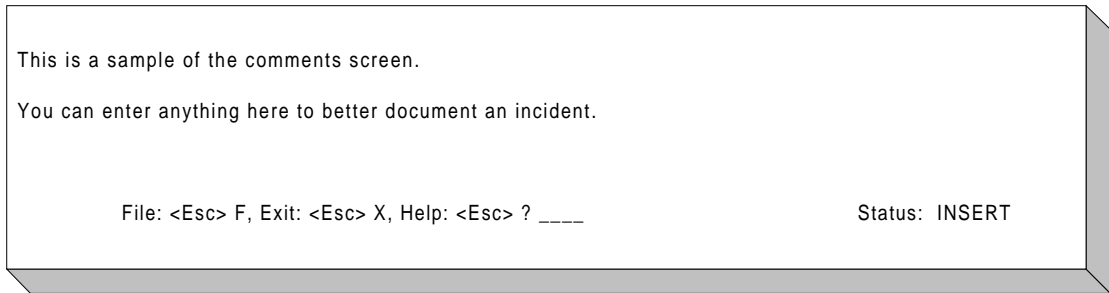
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The Comments Screen is just a way to add notes, comments, or other information to a call. Anything that does not appear on the fire or EMS report or special situations that need to be documented can be recorded on this screen. When the screen comes up, it is blank with the cursor flashing in the upper left corner. Type your comments in free-form text. To move within the screen, the arrow keys will move the cursor up and down, right and left through the text. When the text has been entered, there are three choices:



<Esc> F - press both the key and **F** key to save the text. The system will attach the author of the comments, date and time to the record.

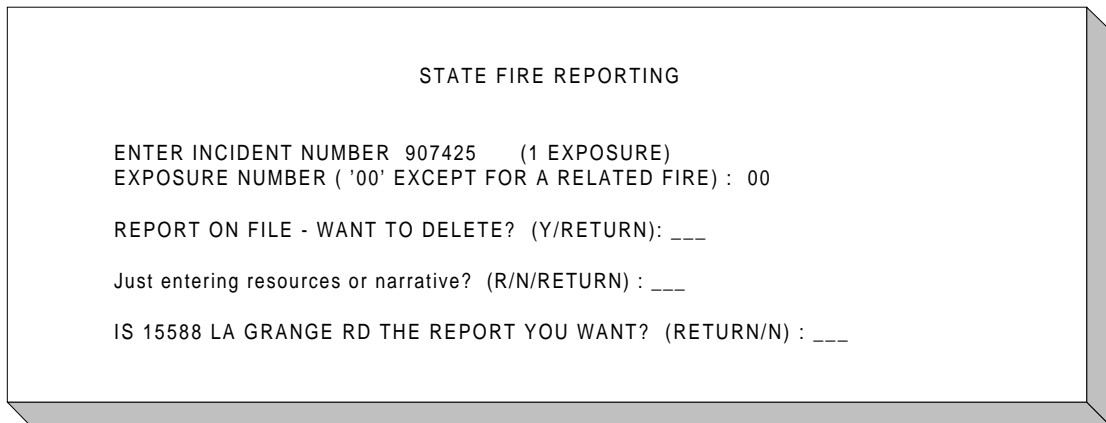
<Esc> X - press both the key and **X** key to quit entering comments without saving them.

<Esc> ? - press both the key and **?** key to see the help available for this screen.

FIRE REPORT SCREEN[S]

Fire reporting can be accessed from the Call Listing Screen. To start a fire report, type the line number of the incident you want and **R**[eport] for fire report. Looking at the call listing screen on the previous page, to start a fire report on Incident 907425-00, type **1R**.

This brings up a screen to verify that the right incident is being documented.



If this is the first time the Fire Report is being accessed for this incident, only three lines are displayed:

ENTER INCIDENT NUMBER 907425 (1 EXPOSURE)

EXPOSURE NUMBER ('00' EXCEPT FOR A RELATED FIRE) : 00

IS 15588 LA GRANGE RD THE REPORT YOU WANT? (RETURN/N) : ___

The computer fills in the data on the following lines based on the incident selected:



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ENTER INCIDENT NUMBER 907425 (1 EXPOSURE)

EXPOSURE NUMBER ('00' EXCEPT FOR A RELATED FIRE) : 00

If the information is correct, just hit the  key to accept it. The following line comes up to verify that this is the correct incident.

IS 15588 LA GRANGE RD THE REPORT YOU WANT? (RETURN/N) : ____

Hit the  key if you want to go to the fire report screen now.


Type **N**[O] if this is not the correct incident or you do not want to go to the fire report screen. You will return to the previous screen.

If the fire report was completed previously, the following lines will be displayed in addition to the above lines:

REPORT ON FILE - WANT TO DELETE? (Y/RETURN): ____

Just entering resources or narrative? (R/N/RETURN) : ____

Once the report is completed, it is not a good idea to delete it under normal circumstances. This will delete the entire record of the call. **DO NOT DELETE CALLS**. Doing so means the report will have to be re-created by the System Administrator. It is much better just to make changes to the existing report. Therefore, **DO NOT** type **Y**[es] at this point.

If you just want to add resources or comments to the report, selecting **R**[esources] will take you to the **RE-SOURCES SCREEN**, **N**[arrative] will take you to the **COMMENTS** Section of the report and  will bring up the last line that asks about the address.

FIRE REPORT SCREEN

The Fire Report Screen collects the data needed for the National Fire Incident Reporting System (NFIRS). The NFIRS (pronounced "IN-FURS") was designed as a tool for fire departments to report and maintain computerized records of fires and other fire department activities in a uniform manner. It allows for analysis of fires to detect trends on a local, state and national level

The system automatically fills in several line items from information that Dispatch collects, the location data stored in the system for each building, and the apparatus times generated for each call. If this information is not present when filling out the fire report, contact Dispatch to get the correct information.

Depending on the nature of the call, different data items need to be filled out. Your selection of codes determines what lines will be filled out to complete the report. A full fire report is made out on any fire (codes 10 - 19 in Type of Situation Found).

Each item is coded. That means the user must look up a code in order to complete the data entry. Typing a ? on the input line will bring up the on-line help for that item. This is the fastest way to complete the report in most cases. In addition, there is a green binder labeled **NFIRS and HAZMAT HANDBOOK** in each station. This may be easier to use when doing a full fire report on a structure fire, civilian or firefighter injury/death, or hazardous materials incident. Explanations of the data items are provided which help to pick the correct code.

- **TIP** • It is much easier to look at the data codes in the handbook rather than on the screen, especially when there are many choices.




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Find the code that represents the correct information from either source and type the number on the line. When you hit the  key, a text descriptor will show what the selected code means. This helps the user to verify that the correct code was selected and entered.

Screen 1 of the fire report follows:

```

00132                STATE/NATIONAL FIRE                907443-00

1. Date of Incident           : 10/14/99           DOW: 5
2. Alarm Time (military time) : 08:14:07
3. Arrival Time (military time): 08:17:04
4. In Service Time (military time) : 08:24:26

5. Type of Situation Found    : 73        SYSTEM MALFUNCTION
6. Type of Action Taken       : 3        INVESTIGATION ONLY
7. Mutual Aid                 : 0        NONE RECEIVED OR GIVEN
8. Given by/Received from     :
9. Fixed Property Use         : 585      MALL
10. Ignition Factor           :

11. Address of Incident       : 50 ORLAND PARK PL           Grid: 16M
12. Zip Code                  : 60462
13. Census Tract              : 824102

14. Occupant's Name           : SAM'S FURNITURE
15. Occupant's Telephone Number : 708-555-1212
16. Occupant's Room or Apartment Number :           Permit #:

Is this what you want? (RETURN/LINE NUMBER/N/S#/eXit/FILE) : ____

```

00132 is the Orland Fire Protection District state identifier.

907443-00 is the OFPD incident number. This is used to verify that the correct call is on the screen.

1. Date of Incident - self-explanatory. Should be generated by the computer. DOW is day of week. [Sunday = 1, Monday = 2, etc.] This is generated by the computer.
2. Alarm Time - time the call was taken by Dispatch. Should be generated by the computer.
3. Arrival Time - time first unit got on the scene. Should be generated by the computer.
4. In Service Time - time the last unit left the scene. Should be generated by the computer.
5. Type of Situation Found - the nature or type of call. Record the situation the fire department dealt with on arrival or the most serious condition that developed after arrival on the scene. For example, a fire in a house that was put out by the homeowner is still **11**—Structure Fire. We would have to do a full fire report on this incident even though we did little or nothing on the actual call.
6. Type of Action Taken - the duties performed at the scene.
7. Mutual Aid - indicate if mutual aid was given or received. This includes automatic aid.
8. Given by/Received from - indicate what departments responded to OFPD or were given aid by us.
9. Fixed Property Use - how the property is being used. Examples are residence, store, recreation facility, vacant land. Be as specific as possible.
10. Ignition Factor - how did the fire start. Leave blank if not a fire.
11. Address of Incident - exact location of call. Should be generated by the computer. Correct it if it is wrong. GRID: is the OFPD map page grid for the address. Should be generated by the computer.



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- 12. Zip Code - self-explanatory. Should be generated by the computer. Orland has two zip codes - 60462 and 60467.
- 13. Census Tract - a six-digit number assigned by the U.S. Census Bureau used for cross-reference. Should be generated by the computer, or contact the town where mutual aid was given for their number.
- 14. Occupant's Name - enter the person or business occupying the property where the incident occurred. Enter a person's name: Last name, First Name, MI.
 - **TIP** • This does not have to be filled out for a patient on ambulance calls.
- 15. Occupant's Telephone Number - self-explanatory. Include the area code. You can just type 7085551212 without any hyphens or brackets.
- 16. Occupant's Room or Apartment Number - the specific room or apartment where the incident occurred. Permit # - do not worry about this field. We do not use it.

Once all lines that need to be filled in have been completed, the cursor will move to the last line.

RETURN - hitting the  key will accept all the entries and take you to the next screen of the report.

LINE NUMBER - enter the line number of the item you want to correct or change. Enter **10** to change the code on line number 10.

N[o] - do not accept the report. This will clear all the data and give you a blank form to complete.

S# - takes the user to a different screen of the report.

eXit - exit the form without saving the data you selected.

FILE - saves the report with the information entered. This option should not be selected until the entire report is completed.

Screen 2 of the fire report continues with additional information:

17. Owner's Name	: Simple Simon Properties	0132
18. Owner's Address	: 50 Orland Park PL	
19. Owner's Telephone Number	: 708-555-1212	907443-00
20. Method of Alarm from Public	: 3	PRIVATE FIRE ALARM SYSTEM
21. District (Station Number)	: STA1	
22. Shift	: C	
23. Number of Alarms	: 1	
24. Fire Service Personnel Responded	: 018	
25. Number of Engines Responded	: 002	
26. Aerial Apparatus Responded	: 001	
27. Number of Other Vehicles Responded	: 004	
28. Fire Service Injuries	: 000	
29. Other Injuries	: 000	
30. Fire Service Fatalities	: 000	
31. Other Fatalities	: 000	
32. Complex	:	
33. Mobile Property Type Code:	:	

Is this what you want? (RETURN/LINE NUMBER/N/S#/FILE) : ____

17. Owner's Name - enter the full name of the person, company or agency that owns the property. Enter a person's name: Last name, First Name, MI. If you type **SAME**, the name in Occupant's Name will be put on this line.

18. Owner's Address - the actual address of the owner. Use city, state and zip if the street is not in the Orland Fire District. If you type **SAME**, the address in Address of Incident will be put on this line.



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19. Owner's Telephone Number - self-explanatory. Include the area code. You can just type 7085551212 without any hyphens or brackets. If you type **SAME**, the phone number in Occupant's Telephone Number will be put on this line.
20. Method of Alarm from Public - record how the fire department found out about the call. Should be generated by Dispatch.
21. District (Station Number) - enter the primary station that responded. This is not the still district, but the actual station that went to the call. [Example: for Station 1, enter **1**. The computer enters STA1.]
22. Shift - use **A** for 1st shift, **B** for second shift and **C** for third shift.
23. Number of Alarms - the number of alarms transmitted for the incident.
24. Fire Service Personnel Responded - calculate all personnel that responded, including mutual aid.
25. Number of Engines Responded - enter the total number of engines that responded.
26. Aerial Apparatus Responded - enter the total number of aerials, trucks, etc. that responded.
27. Number of Other Vehicles Responded - enter all other apparatus that responded.
28. Fire Service Injuries - enter number of firefighters injured as a result of this incident.
29. Other Injuries - enter number of civilians injured as a result of this incident. **DO NOT USE FOR PATIENTS ON AMBULANCE CALLS - ONLY AS A RESULT OF FIRE, EXPLOSION, HAZMAT, ETC.**
30. Fire Service Fatalities - enter the number of firefighters killed as a result of this incident.
31. Other Fatalities - enter the number of civilians killed as a result of this incident. **DO NOT USE FOR PATIENTS ON AMBULANCE CALLS - ONLY AS A RESULT OF FIRE, EXPLOSION, HAZMAT, ETC.**
32. Complex - property must meet all three criteria to be a complex: [1] a) a single building containing two or more specific fixed property uses, or b) more than one building of the same or different fixed property use, or c) other multiuse property, [2] located within a continuous boundary and [3] operated under one business management or ownership. [Example of a complex: a hotel. An example of a complex within a complex: hotel leased to a hotel chain at an airport is a HOTEL complex; a hotel run by a university is an EDUCATIONAL complex.]
33. Mobile Property Type Code - identifies property designed to be movable, either under its own power or towed.

Once all lines that need to be filled in have been completed, the cursor will move to the last line.

RETURN - hitting the  key will accept all the entries and take you to the next screen of the report.

LINE NUMBER - enter the line number of the item you want to correct or change. Enter **10** to change the code on line number 10.

N[o] - do not accept the report. This will clear all the data and give you a blank form to complete.

S# - takes the user to a different screen of the report.

FILE - saves the report with the information entered. This option should not be selected until the entire report is completed.



Computer System

DAILY STATION PROCEDURES

70.1-12

EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

Long Fire Report Only

If a code 11-19 is used in the Type of Situation Found on the fire report, an additional screen will be displayed to accurately report the situation causing the fire. Otherwise, the user will not see this screen and go immediately to the next screen.

34. Area of Fire Origin	: 76	EXTERIOR WALL SURFACE
35. Equipment Involved in Ignition	: 98	NO EQUIPMENT INVOLVED
36. Form of Heat Ignition	: 72	SPONTAN. IGNITION, CHEM REACT
37. Type of Material Ignited	: 85	OILY RAGS
38. Form of Material Ignited	: 12	EXTER SIDEWALL COVER/SURF/FIN
39. Method of Extinguishment	: 5	PRECON HOSE W/WATER CAR IN AP
40. Level of Fire Origin	: 1	GRADE LEVEL TO 9FT ABOVE GRAD
41. Estimated Total Dollar Loss	: 10000	Damage Class: 4
42. Number of Stories	: 1	1 STORY
43. Construction Type	: 8	UNPROTECTED WOOD FRAME
44. Extent of Flame Damage	: 7	EXTENDED BEYOND STRUCT OF ORI
45. Extent of Smoke Damage	: 7	EXTENDED BYND STRUCTURE OF OR
46. Detector Performance	: 8	NO DETECTORS PRESENT
47. Sprinkler Performance	: 8	NO EQUIP PRESNT IN ROOM OF OR
48. Type of Material Generating Most Smoke	: 40	PLASTIC; INSUFF INFO AVAIL
49. Avenue of Smoke Travel	: 8	NO SIGNIFICANT AVENUE OF SMOK
50. Form of Material Generating Most Smoke	: 12	EXTERIOR SIDEWALL COVERING

Is this what you want? (RETURN/LINE NUMBER/N/S#/FILE) : _____

- 34. Area of Fire Origin - enter a code for the primary use, or function, of the area where the fire started
- 35. Equipment Involved in Ignition - if any equipment was involved in starting the fire, whether it was operating properly or not, enter the code
- 36. Form of Heat Ignition - this is the heat source that started the fire
- 37. Type of Material Ignited - enter the type of material that was ignited first by the heat source
- 38. Form of Material Ignited - enter how the material was being used when ignited
- 39. Method of Extinguishment - this identifies how the fire was extinguished
- 40. Level of Fire Origin - enter where the fire started in relation to the ground
- 41. Estimated Total Dollar Loss - estimate the total dollar loss to contents and structure. It includes smoke and water damage and what was damaged during overhaul. [One method to calculate the loss is to calculate the square footage destroyed multiplied by the cost per square foot for new construction, add ten percent for demolition, and add the cost of replacing contents and equipment.]
- 42. Number of Stories - enter the total number of stories in the structure including all above and below grade stories. Basements and mezzanines count as floors.
- 43. Construction Type - describes the construction method of the building from a building and fire protection viewpoint. If a mixture exists, record the principal type
- 44. Extent of Flame Damage - describes how far the flame damage extended
- 45. Extent of Smoke Damage - describes how far the smoke and heat damage extended
- 46. Detector Performance - select a code to show if detectors were present, and if they worked
- 47. Sprinkler Performance - select a code to show if sprinklers were present, and if they worked
- 48. Type of Material Generating Most Smoke - when smoke spreads beyond the room of origin, other materials than the first ignited may be the cause. Enter this material code.
- 49. Avenue of Smoke Travel - describe the main avenue of smoke travel from the room or area of origin
- 50. Form of Material Generating Most Smoke - this code goes along with item 48, and describes how the material was being used



Computer System

DAILY STATION PROCEDURES

70.1-13

EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

Once all lines that need to be filled in have been completed, the cursor will move to the last line.

RETURN - hitting the  key will accept all the entries and take you to the next screen of the report.

LINE NUMBER - enter the line number of the item you want to correct or change. Enter **10** to change the code on line number 10.

N[o] - do not accept the report. This will clear all the data and give you a blank form to complete.

S# - takes the user to a different screen of the report.

FILE - saves the report with the information entered. This option should not be selected until the entire report is completed.

The final screen of the fire report continues with more fire information for mobile property and equipment involved. Normally, on a non-fire report the only lines being filled in are lines 60-64.

51. Year of Mobile Property	:	0132
52. Make	:	
53. Model	:	907443-00
54. Serial Number	:	
55. License Number	:	
56. Year of Equipment Involved in Ignition	:	
57. Make	:	
58. Model	:	
59. Serial Number	:	
60. Officer In Charge (Name/Position/Assignment) B/C Bob Smith		
61. Date	:	10/14/99
62. Member Making Report (if different) : Lt. Joe Smith		
63. Date	:	10/14/99
64. Location (1=in city limits, 2=out of city)	:	1
Is this what you want? (RETURN/LINE NUMBER/N/S#/FILE) : ____		

[The Mobile Property and Equipment information is usually found on a stamped or printed plate attached to the property or equipment by the manufacturer. This information is only filled in when equipment or mobile property were involved in a fire.]

51. Year of Mobile Property - enter the year the mobile property was manufactured. Enter the four-digit year, i.e. **1994**.

52. Make - enter the manufacturer of the mobile property. This is a text field. Example, enter **Jeep**.

53. Model - enter the specific product in this text field. Example, **Grand Cherokee** or **4-door wagon**.

54. Serial Number - enter the serial number.

55. License Number - include license number and state. [**FIRE 1 (IL)**]

56. Year of Equipment Involved in Ignition - enter the year the equipment was manufactured. Enter the four-digit year, i.e. **1984**.

57. Make - enter the manufacturer of the equipment. This is a text field. Example, enter **Viking**.

58. Model - enter the specific product in this text field. Example, **VK00123**.

59. Serial Number - enter the serial number.

60. Officer In Charge - enter the highest ranking officer on the scene dealing with the incident in this text field. Example, **Chief John Smith**.

61. Date - enter the date the report was completed. Should be today's date since reports are to be completed by the end of shift. Enter the digits for today's date. Example, enter **10** for the 10th.

62. Member Making Report - enter the name and rank of the person making out the report. Example, **Lt. Tom Smith**.



Computer System

DAILY STATION PROCEDURES

70.1-14

EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

63. Date - enter the date the report was completed. Should be today's date since reports are to be completed by the end of shift.
64. Location - this identifies if the call was in the fire district. Enter **1** if the location of the call was within the Orland Fire District; enter **2** if the location of the call was outside the District.

Once all lines that need to be filled in have been completed, the cursor will move to the last line.


RETURN - hitting the  key will accept all the entries and take you to the next screen of the report.

LINE NUMBER - enter the line number of the item you want to correct or change. Enter **10** to change the code on line number 10.

N[o] - do not accept the report. This will clear all the data and give you a blank form to complete.

S# - takes the user to a different screen of the report.

FILE - saves the report with the information entered. This option should not be selected until the entire report is completed.

Hitting the  key now brings up the Call Information Screen. [SEE **Call Information Screen** on page 70.1-6.] After the Call Information Screen has been viewed and Comments have been added if needed, the following question comes up:

READY TO FILE THIS? (RETURN/N): _____

Hit the  key to save and file the report.

Hit **N[o]** to update or change some information.



Computer System

DAILY STATION PROCEDURES

70.1-15


EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

EMS REPORT SCREEN

When you are in the Call Listing Screen and you enter a Line Number with E [example, **11E**], you will call up the EMS Report Screen. The Fire Report should be completed before starting the EMS Report. Several lines in the EMS Report are completed from information supplied in the Fire Report.

The first question before getting the EMS Report screen is if the report is from the current year:

ARE THESE 1999 REPORTS? PRESS <ENTER> IF YES, OR ENTER YEAR AS 2 DIGITS: 99

Hit the  key select the current year. [computer defaults to the current year]
Enter two digits for the year of the report you want to view or enter. [example, **98**]

```

                                EMS REPORTS MAINTENANCE

1 FDID : 00132      Incident : 907447      Date: 10/14/99      Casualty: 1 of 1

2 Name (Last,First,MI) : Smith, John B.

3 Age : 75          4 Hospital contacted : 007      5 Alarm : 13:09      6 Sit found
  Sex : M           Transported to : 007          First arr v : 13:12      113
  Unit : 6052C      Transported by : 021          ALS arrive : 13:12
                                Amb arrive : 13:12      Act taken
7 Addr : 14010 84 AV      Transport : 13:30      01
  Grid : 5              In service : 13:59

8 Personnel : 3          9 First IV : 010099
  ALS units : 1          Second IV : 010102      10 Additional      11 Zip Code : 60462
  Eng/BLS : 0           Intubated : N           FDID INCID.      Census tr : 824102
  Transport : 0         Defib : N              #####      Meth alm. : 1
  Other : 0            Drug ther : N          #####      Mut. aid :
                                EKG monit : N          #####
                                CPR (NEO):
                                Trauma sc :
                                Coma scal :          DECODE: <text for data code entered>

Is this what you want? (LINE#/RETURN/Narrative/File/Print/DELETE/eXit) : ____

```

Line 1: FDID - Fire Department ID is filled in by the system. [OFPD is 00132.]
Incident - incident number is filled in by the system.
Date - today's date is filled in by the system.
Casualty: x of x - You need to know the total number of patients. If there is more than one ambulance on the call, the paramedic on the first ambulance should number each patient and relay the patient number to each person who will fill in the EMS report for that patient. [Example: if there are 3 patients transported by 3 ambulances: the first ambulance on the scene will fill in the fire report and the EMS report for patient 1 [1 of 3]. The second ambulance may have patient 2 [2 of 3]; the 3rd ambulance patient 3 [3 of 3].

Line 2: Name (Last,First,MI) - enter the full name of the patient (last, first, MI). The name does not appear again in the report after the initial report is made out to protect patient privacy.

Line 3: Age - enter the patient's age. If the patient is less than 1 year, enter 1.
Sex - enter F[emale] or M[ale].



Computer System

DAILY STATION PROCEDURES

70.1-16

EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

Unit - is the vehicle that transported or was at the scene. Enter the unit radio ID plus the shift designation. [Example: AMB1C for ambulance 1 on the 3rd shift.]

- Line 4: Hospital contacted - pick the code for the hospital contacted initially.
Transported to - pick the code for the hospital where the patient was taken.
Transported by - pick the code for the agency that transported the patient.
- Line 5: Alarm - time the incident was generated. All times are military. Generated by the computer.
First arrv - time the first unit arrived on the scene. Generated by the computer.
ALS arrive - time the first ALS unit arrived on the scene. Usually same as First arrv.
Amb arrive - the first ambulance arrived on the scene. Not used if ALS arrive is the ambulance.
Transport - time the ambulance transported to the hospital. Generated by the computer.
In service - time the ambulance is available. Generated by the computer.
- Line 6: Sit found - find the code for the situation found. Note that there are ALS and BLS codes.
Act taken - find the code for the action taken by the crew.
- Line 7: Addr - the address should already be filled in by the computer.
Grid - grid is the map page grid. This should already be filled in also.
- Line 8: Personnel - enter the total number of people on the call.
ALS units - enter the total number of ALS ambulances.
Eng/BLS - enter the total number of engines and BLS apparatus on the scene.
Transport - enter the total number of patients transported.
Other - enter the total number of other units on the scene.
- Line 9: First IV - this is the six-digit identifier [**01** for OFPD and four-digit FDID] of the person who started the first IV. [Example, for Orlando FF/PM Smith who is badge 78 enter **010078.**]
Second IV - enter the six-digit identifier of the person who started the second IV.
Intubated - enter **Y**[es] if the person was intubated. The system defaults to **N**[o].
Defib - enter **Y**[es] if the person was defibrillated. The system defaults to **N**[o].
Drug ther - enter **Y**[es] if the person was given drugs. The system defaults to **N**[o].
If **Y**[es] is chosen, a screen comes up to select the drug and quantity given.
CPR (NEO) - enter **Y**[es] if CPR was performed. The system defaults to **N**[o].
Trauma sc - enter the trauma score, if one was calculated for the patient.
Coma sc - enter the Glasgow Coma Scale, if one was calculated for the patient.
- Line 10: Additional FDID INCID - [NOT USED]
- Line 11: Zip Code - the zip code should be filled in for the location by the system.
Census tr - the census tract should be filled in by the system.
Meth alm - the method of alarm should be filled in by the system.
Mut. aid - if mutual aid was given or received should come from the fire report.
- DECODE - presents a text identifier for each code selected so the user can verify that the correct code was entered for each item.

When the screen has been completed, the following command line is used to finish the report:

Is this what you want? (LINE#/RETURN/Narrative/File/Print/DELETE/eXit): _____




Computer System

DAILY STATION PROCEDURES

70.1-17

EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

LINE# - enter the line number of the item you want to correct or change. Enter **9** to change the code[s] on line number 9.

RETURN - hitting the  key will not let you leave this screen. You must type **F[ile]** to save and exit.

N[arrative] - will let you enter comments. [SEE Comments Screen on page 70.1-7.]

F[ile] - saves the report with the information entered. You must type **F[ile]** to save the report and exit.

P[rint] - will print the report if the user has an assigned printer. Most users cannot print.

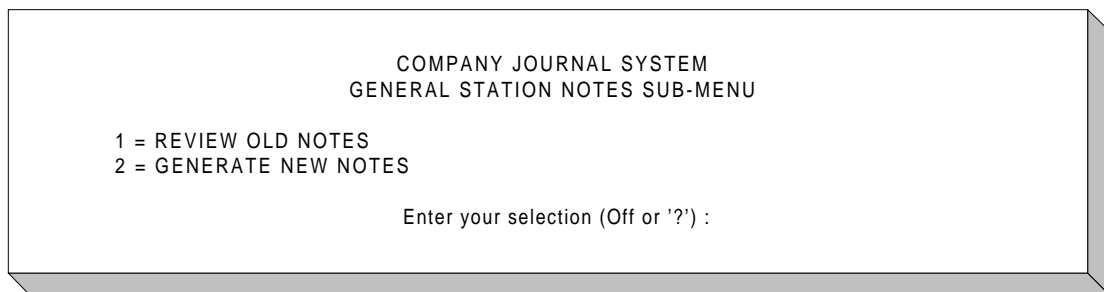
DELETE - removes the entire record.

eXit - does not save the data and returns the user to a blank EMS report screen.

GENERAL STATION NOTES SCREEN

The station notes are an option off the Company Journal Menu Screen. This is used to document all activities within a fire station. Everything that is done during the 24-hour shift should be documented in Station Notes. Any unusual situations, workmen repairing equipment in the station and/or broken and damaged equipment should be noted here. These notes are considered public records. They should be written professionally and businesslike.

There are two options. You can view station notes without altering them. Or you can enter notes, comments, calls, etc.



```
COMPANY JOURNAL SYSTEM
GENERAL STATION NOTES SUB-MENU

1 = REVIEW OLD NOTES
2 = GENERATE NEW NOTES

Enter your selection (Off or '?') :
```


1 - enter 1 to review notes that have already been written.

2 - enter 2 to write new notes.

O[ff] - leaves this option and returns to the main menu.

? - brings up help for this item.

Option 1 and 2 work basically the same other than option 1 does not allow entries. The first thing you will do on the next screen is to enter the station number for the notes you want to enter or view. [Enter **5** for Station 5.]

Next select the date. The current date comes up as the default. If this is correct, hit the  key. If you want a different date, enter two digits for a date in the current month. Enter six digits for any other date [enter **102899** for October 28, 1999].

A typical screen is represented below. This is a free-form entry so you can put comments in as you like. Comments that have already been entered will appear on the comments screen. To begin, enter the time then type your comments. Long comments will wrap to the next line. Just continue typing. After you have completed your notes, enter your initials to identify who wrote the comment.



Computer System

DAILY STATION PROCEDURES

70.1-18

EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

```

COMPANY JOURNAL SYSTEM
GENERAL STATION NOTES
STATION 1 AT FDID 00132
DATE 10/28/99
07:00

TIME          NOTES
-----
00:30  FF/P Bob Smith called off sick for his shift today.
06:04  *** 907461
        R1 RESPONDED TO 143/WOLF FOR MVA. (JRH)
06:20  R1 IN QUARTERS. (JRH)
        .
07:00  First shift on duty ==== NO CHIEF ====
        RSQ1----- ENG1----- AMB1-----
        Lt A Smith          Lt. R Smith          PO C Smith
        FAO D Smith          FAO E Smith          FAO F Smith
        FF/P K Kelly          FF/P H Smith
        .
        Appartus in Quarters: ENG 1, RSQ1, AMB1, BAT1, SQD1, CART trailer, 6067
        Off and Reason: B/C Z Smith [vacation], Lt N Smith [kelly], FF/P O Smith [vacation], FF/P B Smith [sick]
                        FF/P G Smith [switch with FF/P K Kelly for 24 hours] (las)
07:15  Scan-am & printer test OK (las)
08:34  ** 90750 ** E1/R1/A1 to 50 Orland Square Dr for Fire Alarm (las)
08:45  All units in quarters (las)
09:00  Start Tuesday morning apparatus checks.
        Start housework.
        Start paperwork. (las)
09:00  Paramedic student rider Z Smith riding until 1600 hours. Signed release. (las)
09:05  Dented AMB1. Called Chief-on-Call. Started paperwork (see report 99-01001). (las)

Enter TIME, Back, Forward, eXit, RETURN, Print : _____


```

TIME - enter the military time for the time of the activity or comment you are entering. [**0700** for 07:00 am]

B[ack] - when there is more than one screen for a date, takes you back one screen.

F[orward] - when there is more than one screen for a date, takes you forward one screen.

eXit - leave the Station Notes Screen.

RETURN - hitting the  key will accept all the entries and take you back to the main menu.

P[rint] - will print the report if the user has an assigned printer. Most users cannot print.



Computer System

DAILY STATION PROCEDURES

70.1-19

EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

Manpower and Leave


Manpower and Leave is used to record the hours worked by each employee. It is important to accurately record the hours worked and hours off so that payroll is correct. The station officer or acting officer is responsible to see that his or her employees' hours are entered correctly. Prior to the payroll being run, the officer should run each employee's hours to verify they are correct. Normally a memo will be sent to remind you to do this.

```
COMPANY JOURNAL SYSTEM
MANPOWER & LEAVE SUB-MENU

1 = DISPLAY A MANPOWER SCHEDULE
2 = CREATE A MANPOWER SCHEDULE
3 = DISPLAY/PRINT WORK & LEAVE HIS

Enter your selection (Off or '?') : ___
```

- 1 - to view a manpower schedule.
- 2 - to enter an employee's hours, update or change an entry.
- 3 - to look at the work history of an employee.
- O[ff] - leaves this option and returns to the main menu.
- ? - brings up help for this item.

Begin by entering the date of the day you want to view or enter hours for. As before, the current date comes up as the default. If this is correct, hit the  key. If you want a different date, enter two digits for a date in the current month. Enter six digits for any other date [enter **102899** for October 28, 1999].

There are several screens used to enter the employee hours. While the appearance of each screen varies somewhat, entering hours is the same on all. The screens show who is on-duty at each station. However if there is not enough space to enter everyone under his or her station, the hours can be put in anywhere.

- Screen 1 has Station 1, Station 2 and Maintenance.
- Screen 2 has Station 3, Station 4, and Administrative.
- Screen 4 has Dispatch and Fire Prevention.
- Screen 5 is Miscellaneous entries.
- Screen 6 is Miscellaneous entries.
- Screen 7 is Miscellaneous entries.
- Screen 8 is Miscellaneous entries.
- Screen 9 is Miscellaneous entries.



Computer System

DAILY STATION PROCEDURES

70.1-20

EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

MANPOWER SCREENS

An example of a manpower screen follows. The entries shown on the manpower screen are based on the General Station Notes Screen used in the previous example. This will allow the reader to see how a normal day is entered into Manpower.

STATION 1		STATION 2	
01 6031 SMITH, Z	0700 0700 VS	9 6121 JONES, A	0700 0700 RE AL
02 6241 SMITH, A	0700 0700 RE	10 0155 JONES, B	0700 0700 RE FA
03 0011 SMITH, D	0700 0700 RE FA11	0100 JONES, C	0700 1600 RE
04 0012 KELLY, K	0700 0700 WS	12 0100 JONES, C	1600 0000 PS
05 6242 SMITH, R	0700 0700 RE	13 0100 JONES, C	0000 0700 RE
06 0013 SMITH, E	0700 0700 RE FA14	0200 JOHNSON, A	1600 0000 WS
07 0014 SMITH, H	0700 0700 RE	59	
08 0015 SMITH, C	0700 0700 RE PO60		
66 0016 SMITH, F	0700 0700 RE FA61		
67 0099 SMITH, G	0700 0700 PS	62	
51 0100 SMITH, N	0700 0700 K		
52 0101 SMITH, O	0700 0700 VS		
53 0102 SMITH, B	0700 0700 S		MAINTENANCE
54		39	
55		40	
56		41	
57		42	

DATE: 10/28/99


LINE NUMBER, 'RETURN', Back, S##-Screen ##, File, eXit, Print, Install : _____


The fields on each line are:


Line Number — FDID — Employee Name — Start Time — End Time — Regular Hours Code — Special Code.

01 6031 SMITH, Z 0700 0700 VS _

Line Number - To begin entering employee hours, you will select a line number. Enter **01** for line number 01.

FDID - Next enter the employee FDID [four digits]. After entering **6031** and hitting the  key, the employee's name will be displayed to verify you have the correct person.

Start Time - The system defaults to 0700 as the starting time. To accept this, just hit the  key. To enter another time, enter the military time without any punctuation. [For 0815 hours, enter **0815**.]

End Time - The system defaults to 0700 as the ending time. To accept this, just hit the  key.

Regular Hours Code - The system defaults to **RE** - Regular hours in most of the shift personnel lines. Other codes that can be used here are:

- AB** Acting Battalion Chief — lieutenant who acts up as a battalion chief
- AD** Ambulance Driver
- AE** Acting Engineer — firefighter who is scheduled to drive fire apparatus
- AL** Acting Lieutenant — firefighter who acts up as a company officer
- AO** Administrative Overtime — administrative staff working more than their scheduled hours per day
- AR** Arson Bureau — arson personnel working on their days off, authorized by Chief or D/C
- AS** Administrative - Regular — administrative staff working scheduled hours
- BD** Birthday — day personnel and administrative staff (time off)
- BK** Background Investigation — staff working on new employee background investigations
- CB** Call Back — full-time personnel coming back for call
- CM** Computer Management — computer personnel hours, with approval of Chief or D/C
- CP** Comp Time — staff using approved compensation time off
- CT** Court Time — jury duty (time off) or testifying in court



Computer System

DAILY STATION PROCEDURES

70.1-21

EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

- DB** Department Business — used for employees who have been approved to attend seminars, classes, conferences, meetings and/or similar functions. This code triggers the "reason" line for a notation of the activity.
- DI** Duty Injury — personnel injured on duty (time off)
- DL** Death Leave — death in the family (time off)
- DP** Dispatch Part-Time - part-time dispatcher hours
- DR** Data (Computer) Regular — hours doing data entry off duty, with approval of Chief or D/C
- EL** Emergency Leave — when emergency forces employee to leave regular shift
- EM** EMS Duty — hours in EMS bureau, with approval of Director/Administrator of EMS
- EN** Engineer on fire apparatus
- FI** Fill In — hours filling in for an employee off-duty
- HA** Holiday Administrative — one of the seven approved holidays
- HM** Hazmat — hours on hazmat incidents, meetings, training, with approval of HM officer, Chief or designee
- HO** Holdover — personnel staying past the end of shift - payable at 1.5 times the hourly rate
- IE** Instructor - EMS — EMS instructor for drills (not CPR instructor)
- IN** Instructor - Fire — instructor for fire training
- KE** Kelly — time off to reduce hours in pay period
- LD** Limited (Light) Duty — used for any employee who is detailed to days until released for shift duty. This code triggers the "reason" line for a notation.
- LR** Miscellaneous — hours worked that do not fit in any code
- LP** Leave with Pay — personnel approved to be off on Family Medical Leave Act, Short or Long Term Leave
- MA** Meetings - Administrative No Pay — chief hours at board meetings
- MD** Mandatory Drill — used for mandated drills to be paid at 1.5 times the regular pay. This code triggers the "reason" line for a notation.
- MK** Mandatory Kelly — used for a Kelly Day taken in the 240-period. This code triggers the "reason" line for a notation. Use "mandatory kelly."
- ML** Military Leave — personnel in reserve that must report for duty
- MO** Maintenance - Overtime — maintenance OT with approval of Chief or D/C
- MP** Maintenance - Part-time — part-time staff hours
- MR** Maintenance - Regular — full-time maintenance hours
- MS** Mandatory School — used for off-duty drills to be paid at 1.5 times the regular pay. This code triggers the "reason" line for a notation.
- NL** Newsletter - off-duty hours on newsletter
- NP** No Pay - Leave — leave of absence by full-time personnel who cannot work scheduled hours and have no time off benefits available - replaces RE
- NS** No Show — full-time personnel scheduled to work but did not show up or call off
- PB** FPB Full-time Inspectors OT — full-time inspectors in fire prevention bureau working more than regularly scheduled hours
- PC** Paramedic in Charge - senior paramedic on ambulance
- PI** FPB Part-time Inspectors — part-time inspectors in fire prevention bureau
- PR** Public Relations — public relations work, with approval of Chief or D/C
- PS** Personal Switch — full-time firefighters who are supposed to be on duty switching time with another firefighter (who is on WS)
- RE** Regular Earnings — regularly scheduled full-time firefighter hours
- S** Sick Day — full-time firefighters taking time off for illness
- SA** Sick - Administrative — administrative staff taking time off for illness
- SC** SCBA Maintenance — SCBA maintenance, with approval of Chief or D/C
- SM** Shift Meetings — firefighters attending meeting on off time, by order of their B/C - the B/C will enter these hours
- SS** Suspension — no pay



Computer System

DAILY STATION PROCEDURES

70.1-22

EFF: 10.93
REV: 10.01.99
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- TE** Testing - New Hire — personnel assisting in testing new hires
- TR** Training — full-time personnel training hours off duty
- UB** Union Business — used for employees who have been approved to attend seminars, classes, conferences, meetings and/or similar functions related to the Union. This code triggers the "reason" line for a notation of the activity.
- VA** Vacation - Administrative — administrative staff on vacation
- VD** Vacation - Day — day personnel on vacation
- VP** Vacation Pay — full-time employee turning in vacation hours for pay - RE goes in pay and VP in bonus column
- VS** Vacation - Shift — full-time firefighters on vacation
- WS** Working Switch — full-time firefighter who is working the shift hours of another (who is on PS)

If a code other than **RE** - Regular Hours is entered, the system will ask for the reason or explanation:

Reason: _____

Enter an explanation why the person is not on-duty that is clear to payroll or someone reading it a year later.

Special Code - For positions that have incentive pay [i.e., Acting Lieutenant, Paramedic Officer, FAO] there is a special code that increases the amount of pay. Codes that can be used are:

- AL** Acting Lieutenant — full-time firefighter filling in for a lieutenant
- FA** Fire Apparatus Operator — firefighter driving apparatus
- PO** Paramedic Officer — firefighter acting as the officer on an ambulance


The following codes are used with **CB** - Call Back to show if the firefighter went on apparatus to a call or stayed in quarters.

- OC** On-Call — firefighters on call back went on apparatus to an incident
- SB** Standby — firefighters came back for call back and stayed in the station

The command line at the bottom of the Manpower Screen offers the following choices:

LINE NUMBER, 'RETURN', Back, S## - Screen ##, File, eXit, Print, Install : _____

LINE NUMBER - enter the two digit line number to enter or correct an employee's hours, codes, etc.


'RETURN' - use the  key to accept the entry or to move forward through the nine Manpower Screens.

B[ack] - use Back to move backwards through the nine Manpower Screens.

S## - will take you to a particular screen without moving forward or back through other screens.

F[ile] - accept the entries and save them.

eXit - leave Manpower without saving. **DO NOT EXIT WHEN YOU HAVE ENTERED MANPOWER.** Choose

FILE to save or use the  key to page through all the manpower screens and save your entries.

P[rint] - print the manpower records. This is not available to most users.

I[ntall] - this allows the **FIRST** person into Manpower to enter the entire normal shift complement of personnel. The system knows who is assigned to each shift and station and will put their FDID numbers and regular hours into that day's spots. Any changes have to be made manually.

- **TIP** • **ONLY 1 PERSON CAN USE INSTALL.** If it was not done by the first person, or entries have been made, **DO NOT** use Install!

WORK AND LEAVE SUMMARY

The work and leave summary is used to check the hours worked, or any selected codes, for an employee for the period of time specified.



Computer System

DAILY STATION PROCEDURES

70.1-23

EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

```

                                COMPANY JOURNAL SYSTEM
                                WORK AND LEAVE SUMMARY

PERSONNEL NUMBER      : 0020

RESTRICT TO CODES    :

FIRST DATE IN PERIOD  : 09/01/99


LAST DATE IN PERIOD   : 10/01/99

PRINT OR DISPLAY      : D

DATE OR EARNINGS CD   : D

```

Personnel Number - enter the FDID of the employee for whom you are running the history.

Restrict to Codes - if you want to check how many kelly or vacation days were taken, then entering **KE** and **VS** will bring up ONLY dates with these codes. If you want to see all the employee's history, leave the fields blank by just hitting the  key .

First Date in Period - enter the first date in the period of time you want to examine.

Last Date in Period - enter the last date in the period of time you want to examine.

Print or Display - normally you will enter **D**[isplay] to view the report on the screen. Enter **P**[rint] if you want to print the report and have a printer assigned. Most users cannot print.

Date or Earnings CD - normally you will enter **D**[ate] to view the report by date. **E**[arnings] will sort the report by the earnings or Regular Hours Code alphabetically. This will put all kelly days together, all vacation days together, etc.

The report is a listing of the requested information.


```

                                SUMMARY FOR SMITH, A

09/02/99 THU  0700  0700  RE  FA      24
09/05/99 SAT  0700  0700  KE                24 KELLY
09/08/99 WED  0700  0700  VS                24 Vacation
09/11/99 SAT  0700  1000  PS                3 Personal Switch w/Kelly, K
09/11/99 SAT  1000  0700  RE  FA
09/14/99 TUE  0700  0700  RE                24
09/15/99 WED  0700  0700  WS  FA      24 Work for FF/P K. Kelly
09/17/99 FRI  0700  0700  RE  FA      24
09/18/99 SAT  0700  1600  FI                9 Man station for disaster drill
09/20/99 MON  0700  0700  RE  FA      24
09/23/99 THU  0700  0700  RE                24
09/26/99 SUN  0700  0700  RE                24
09/29/99 WED  0700  0700  RE                24

                                Press RETURN to continue :

```

Using the  key moves the user through the screens of information. If there are none or you reach the end, you go back to a blank Work and Leave Summary Screen to enter a new request.



Computer System

DAILY STATION PROCEDURES

70.1-24

EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

DAMAGED/LOST EQUIPMENT SCREEN

The Damaged/Lost Equipment Screen is used to log the tools and equipment that are lost and broken on calls, on drills, and through misuse or being misplaced.

```
          COMPANY JOURNAL SYSTEM
          DAMAGED/LOST EQUIPMENT SUB-MENU

          1 = MAINTAIN THE DAM.LOST FILE
          2 = DISPLAY

          Enter your selection (Off or '?') :
```

- 1 - is used to add lost and damaged equipment to the file.
- 2 - is used to display a damaged/lost report.
- O[ff] - leaves this option and returns to the main menu.
- ? - brings up help for this item.



Computer System

DAILY STATION PROCEDURES

70.1-25

EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

COMPANY JOURNAL SYSTEM
DAMAGED AND LOST EQUIPMENT

Report Number : _____

1. Date :	11. ----- LOST ITEMS -----
2. Time :	Last Time item was seen/used
3. Shift :	
4. Station :	
5. Evaluator :	
6. Item :	Tagged? (Y/N) :
7. Description of Damage :	Search? (Y/N) :
	By :
	Where :
8. Administrative Disposition :	
9. Total cost of Repairs :	
10. Active/Inactive (A/I) :	

'N' for next number

Report Number - each missing or damaged piece of equipment has a unique report number assigned to it in order to track the outcome. Enter **N[ext]** to get the next report number automatically.

Date - enter two digits for the current date.

Time - enter the military time when this report is being made.

Shift - enter the shift identifier for today's shift. [**1** = 1st, **2** = 2nd, **3** = 3rd]

Station - enter the station making the report. [**1** for Station 1, **2** for Station 2, etc.]

Evaluator - list who found the damaged or lost equipment and/or is making this report.

Item - give a simple name to the item that is broken or missing.

Description of Damage - describe what is wrong or broken on the equipment.

Administrative Disposition - leave blank. It will be filled in later when a determination is made on what will happen to the item. [replace, repair, fix]

Total Cost of Repairs - leave blank. It will be filled in later when the cost is known.

Active/Inactive - [NOT USED]

Last Time was seen/used - describe when the item was last seen.

Tagged - enter **Y[es]** or **N[o]** depending on if the tool or equipment had an OFPD equipment tag and number.

Search - enter **Y[es]** or **N[o]** depending on if there was a search conducted for missing equipment.

By - list who searched for the equipment.

Where - list where the search was conducted.

When the report is completed, the following line appears to finish the report and file it:

Is this what you want? (RETURN/LINE #/DELETE/eXit) : ____

RETURN - hitting the  key will accept all the entries, save the record and bring up a blank screen.

LINE # - enter the line number of the item you want to correct or change.

DELETE - typing DELETE will delete this record.

eXit - ends this input without saving it.

Damaged or Lost Equipment Listing



Computer System

DAILY STATION PROCEDURES

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EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

The other option from the DAMAGED/LOST SUB-MENU is to display the damaged/lost file. This will list all the damaged and lost records within the dates specified. There are two options if the user wants to narrow the search to a shift or station.

```

                                DAMAGED OR LOST EQUIPMENT LISTING

ENTER THE BEGINNING DATE      : 01/01/99

ENTER THE ENDING DATE        : 10/01/99

ENTER OPTIONAL SHIFT         : 2
ENTER OPTIONAL STATION      : 5

ENTER 'P' TO PRINT OR 'D' TO DISPLAY : D

```

Enter the Beginning Date - enter the first date in the period of time to be examined.
 Enter the Ending Date - enter the last date in the period of time to be examined.
 Enter Optional Shift - if you want to look only at one shift, enter **1, 2 or 3**.
 Enter Optional Station - if you want to look at only one station, enter the station number.
 Enter **P**[rint] to print the report or **D**[isplay] to display it on the screen.


```

                                COMPANY JOURNAL SYSTEM
                                DISPLAY DAMAGED/LOST EQUIPMENT

NUMBR  DATE      S ST  EVALUATOR  ITEM / DAMAGE DESCRIPTION
-----  -----  - - -  - - - - -  -----
0473   05/04/99   B 1   T SMITH    12 # SLEDGE HAMMER HAS BROKEN HANDLE
1211   01/04/99   2 4   LT C SMITH 6' PIKE POLE
                               BROKE EXTINGUISHING TRUCK FIRE
1212   01/07/99   2 4   J SMITH    K-12 05-140 DIES WHEN RUNNING AND STOP
                               BUTTON DOES NOT WORK
1213   01/07/99   2 1   LT B SMITH SCBA FROM AMB1 LEAKING AIR

PRESS RETURN FOR NEXT PAGE OR 'X' TO EXIT : __

```

When the report is displayed on the screen, the  key will bring up the next screen of information. Type **eXit** to quit and return to the previous menu.

DISPATCH SCREEN

The Dispatch or Status Screen displays all the current calls on the monitor. It also allows access to information about unit status, the dialer file, and the memo accounts.

- **TIP** • DO NOT leave the Dispatch Screen up when you have accessed it through Company Journal due to security reasons. Other employees can access areas using your password. Entering from the **STATUS** command is recommended.



Computer System

DAILY STATION PROCEDURES

70.1-27

EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

LIN	LOCATION	AREA	P	COD	TAC	TIME	TRUCKS
1	11254 WILLOWCREST LN	M-01	1	A	1	11:56	AMB11 6601 AMB12 TRK11
2	50 ORLAND SQ DR	14	1	A	1	11:50	AMB 1
3	143/88 AV	54	1	A	1	11:13	AMB 5
4	16248 PARKER RD	7-82H	1	A	1	10:46	LKPT2 AMB6 ENG4
5	14154 159 ST	7-82T	1	VR	1	10:37	ENG8 ENG3 LEM6 NWH6 NLNX6 LKPT6 ENG9 ENG4 TRK8 6801
6	5 HOMER	M-02	2	M3	1	10:36	TRK12

CQ MOV ENTER: STAT

The items on the top line represent the following:

- LIN - the line number of the call.
- LOCATION - the address or location of the call.
- AREA - a predetermined apparatus response to the location.
- P - priority code.
- COD - the dispatch code.
- TAC - tactical radio channel.
- TIME - time the incident was created.
- TRUCKS - units responding to the call.

- STAT - STAT displays if a unit status should have changed but has not - this is based on a timer
- CQ - CQ displays if change of quarters are suggested
- MOV - MOV displays if move-ups are suggested

Colors indicate the status of the units. This helps the viewer tell quickly what the apparatus is doing.

For Unit Status:

- DARK BLUE = Out of Service
- LIGHT BLUE = Available
- LIGHT BLUE BOX = Returning [Available On the Air]
- RED = On Scene
- YELLOW BOX = Dispatched
- YELLOW = Enroute
- GREEN = Busy
- GREEN BOX = At Hospital

The user will use the Enter command line to use other options.

ENTER - commands are entered here to view other screens. The following commands can be used:

- Line Number - enter the line number of the incident to view the Incident Information Screen.
- T[ruck] - enter T to view the status of the apparatus. The apparatus status is color coded, using the same colors as above.
- # - brings up the dialer file which lists all the emergency contact phone numbers and employee information
- MO - use to access the user memo account.
- ? - brings up the Dispatch Help Screen



Computer System

DAILY STATION PROCEDURES

70.1-28

 EFF: 10.93
 REV: 10.01.99
 FORM: OFPD\SOP\COMPUTER

INCIDENT INFORMATION SCREEN

Entering the line number of an incident brings up the Incident Information Screen. This screen shows what information was taken by the dispatcher and the units assigned and their status. A second screen shows additional information and the notes entered for the call.

```

INC# 907462      P1 10/15/99   08:36:47   08:41:10

Location: 11254 WILLOWCREST LN
Code: A  Grid: M-17                      MOA: 1  Dis: 1  Tac: 1
Nature: A-AMBULANCE CALL
Cross1: 19700 WOLF RD                    Cross2: 19700 WOLF RD

Manpw: 0 0          CB: 479-1111  DEB
Input: 11254 WIL
      1st AMB11

UNIT  TYPE  DISPATCH  RESPOND  ON-SCENE  TRANSPRT  AT HOSP.  AVAILBLE
-----
AMB11 AM   08:37:11  08:38:12  08:41:10  08:56:09
6601  CH    08:38:24  08:38:28  08:41:10
AMB12 AM   08:41:45  08:41:56
TRK11 E    08:41:50  08:42:56  08:42:30


Press 'RETURN' for A-AMBULANCE CALL at 11254 WILLOWCREST LN : __
  
```

```

Notes for A-AMBULANCE CALL at 11254 WILLOWCREST LN

TAC CHANNEL 1 ASSIGNED (SLS)                08:37:15
911 CALL FOR CHILD UNCONSCIOUS ON PLAY GROUND AT THE SCHOOL(SLS) 08:39:19
Units 'on air': TRK11 (SLS)                 08:41:51
AMB12 Available out of station 08:42:56 (SLS) 08:42:56
6601 Available out of station 08:54:29 (SLS) 08:54:29
SCHOOL NURSE IS ACCOMPANYING CHILD TO HOSPITAL (SLS) 08:55:58
UNIT AMB11 ENR TO HOSP 011 SILVER CROSS HOSPITAL PRIORITY 1 (SLS) 08:56:31
TRK11 Available out of the station 08:56:35 (SLS) 08:56:35

'RETURN' TO PROCEED: __
  
```

Use the  key to return to the Dispatch Screen.

MEMO SCREEN

The Memo Screen is where the employee will view the department memos in his or her account.



Computer System

DAILY STATION PROCEDURES

70.1-29

EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

```
Queue name: SMITH, J OP. 1S. LT.           Memos: 21 09:08

Lin  S          Subject          From/To          Date
  1  U  FIRE PREVENTION WEEK      FIRE PREV      10/28
  2  U  BETTER READ THIS!        CHIEF          10/28
  3  U  ANOTHER MEMO             SMITH, T       10/28
  4  R  DIRECTIVE                 CHIEF          10/27
  5  R  NEW FIRE ALARM PANEL     FIRE PREV      10/26
  6  R  ENG1 OUT OF SERVICE     SMITH, L LT    10/25
  7  S  IMPORTANT                SMITH, J LT    10/28
  8  H  TRAINING                 SMITH, J LT    10/28

LINE#,Write, Speed memo, <Enter>-more, Back, Print, CLEAR, Folders, Move,eXit : __
```

The screen shows whose memo account is being viewed and the number of memos being saved. The headings indicate the following:

Lin - the line number of the memo. Enter this number to read the memo.

S - status - there are four codes:

U[nread] - the memo has not been read yet

R[ead] - the memo has been read

W[ritten] - the memo was written by this user

H[old] - the memo has not been sent yet

Subject - the subject is supplied by the writer of the memo

From/To - who sent or wrote the memo


Date - date the memo was sent or created

The user has several choices in this screen:

LINE# - choose the line number of the memo you want to view [type **1** for memo 1]

W[rite] - create a new memo

S[peed memo] - [NOT USED]

<Enter>-more - use the  key to move forward through the memo screens or return to the previous screen if there are no more memos

B[ack] - to move backwards through several screens of memos

P[rint] - allows the user to print memos, if there is a printer assigned to the account. Shift personnel must send a memo they want printed to their battalion chief to have it printed by the B/C.

CLEAR - this will delete memos that are no longer wanted. There are several options offered after you type CLEAR. The command line is

clear 'R'ead memos, 'W'ritten, 'B'oth, or by 'L'ine:

type **R[ead]** to clear all the memos you have read

type **W[ritten]** to clear all the memos you have written

type **B[oth]** to clear both types

type **L[ine]** to remove the memos line by line

F[olders] - is used to create folders and save memos related to that topic in the specific folder.

M[ove] - is used to move memos to a folder.

eXit - is used to quit this option and return to the previous menu.




Computer System

DAILY STATION PROCEDURES

70.1-30

EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

Writing a Memo

To write a memo, you will choose **W**[rite] from the Memo Screen. A memo input screen comes up. In the line following **Re** type the subject of the memo. The sender's name is already filled in by the system. Start typing the message or report on line 1. This is free-form text so just type as you would in any word-processing program. There is no spell check or fancy tools however. If you want to delete all the text on one line, type the back slash character (\) in the first character and hit the  key. The entire line of text will be removed. When the memo is completed, use the options on the command line to send the memo to the people you want.

```
Re ----- Sender: SMITH, J
1
2
3
4

19

Send, Hold, Delete, Forward, Back, LINE#, Insert line: __
```

S[end] - use Send to select the person[s] who are to receive the memo. There is also an option of selection predetermined groups to receive the memo.

H[old] - do not send the memo at this time. There may be a reason not to send the memo at this time but you do not want to delete it.

D[elete] - get rid of the memo without saving it.

F[orward] - move to the next page of multiple page memos.

B[ack] - move backwards to the previous page of multiple page memos.

LINE# - enter the line number where you want the cursor to go. The cursor will be next to the last typed character on that line.

I[nsert line] - use Insert to place a blank line after the line that the cursor is in.

After you have written the memo, you will want to send it. Enter **S**[end] and a screen comes up to select the person[s] who will receive this memo.

NAME, QUEUE#(s), 'ALL', '?', Delete, eXit, Ship, Forward, Back: ____

NAME - entering a name or partial name will bring up all matches of that character string from the personnel listed in the system. If this is who you want to send the memo to, enter **S**[end] again. If there are names that are not to get the memo, type **D**[elete] and the line number of the person to be deleted.

QUEUE#(s) - lets you ship the memo to predetermined groups of personnel within your fire department. There are several options for Orland personnel:

1S - all first shift personnel

2S - all second shift personnel

3S - all third shift personnel

FF - all firefighters

LT - all lieutenants

PM - all paramedics

CHIEFS - all B/Cs, D/Cs and Chiefs

OP - all Orland personnel, includes staff and trustees



Computer System

DAILY STATION PROCEDURES

70.1-31

EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

66666 - EMS supplies

ALL - sends the memo to ALL ACCOUNTS on the system—this includes other fire departments. BE CAFEFUL USING ALL TO SEND!

? - use ? to lookup the person on the personnel and queue list. You can select the person[s] from this list

D[elete] - type **D** to delete the memo without saving it

eXit - exit will leave this screen and return to the previous screen

S[hip] - send the memo to the people selected

F[orward] - move forward through the screens of people selected to receive the memo

B[ack] - move back through the screens of people selected to receive the memo

You can also enter the FDID[s] of the person[s] who is to receive the memo [enter **6241** for Lt J Smith].


After all this, you can finally send the memo by entering **S**[end]. The following messages will appear:

Print now (Y/RETURN) : ____

ENTER FUTURE DATE TO SHOW MEMO: <TODAY'S DATE>

MEMO A090058 HAS BEEN SHIPPED. PRESS RETURN KEY.

The Print now option allows those with printers assigned to print the memo. Do not enter **Y**[es]. Any user with print capabilities can print the memo later.

Enter Future Date to Show Memo will allow the date to be changed so that the memo can be sent on a future date. Most users should just go with the default of today's date. Just hit the  key after each choice. The choices are more for administrative personnel.

TRUCK SCREEN

The Truck Screen displays the status of the apparatus for the departments dispatched by Orland Central Dispatch. The status of each unit is easy to view by the unique color assigned for each status type. To select this option, type **T**[ruck] on the Dispatch Screen. The following screen displays the unit statuses [or is it stati?]:

	STA1	STA2	STA3	STA4	STA5	STA6	HOM1	HOM2	MOK1	MOK2
	----	----	----	----	----	----	----	----	----	----
AMB	AMB1	AMB2 AMB21	AMB3	AMB4	AMB5	AMB6 AMB61	AMB8 AMB81	AMB9	AMB11	AMB12 AMB22
ENG	ENG1 ENGR1	ENG2	ENG3	ENG4	ENG5	ENG6 ENG61	ENG8 ENG81	ENG9 ENG91	ENG11	ENG12
TRK					TRK5	TRK6		TRK9	TRK11	TRK12
TNK							TNK8	TNK9		
SQD	RSQ1		SQD3	SQD4					SQD11	SQD12
SPC	SQD1	6067	6095	6085	SQD5		BRU8		BRU11	BRU12
	BAT1	6000	6099				6800	6627	6600	2701
	BAT2	6001	6699				6808	6637	6601	2702
	6051	PALOS	FKFT				6801	6607	6621	CAR14
					CQ	TIM	ENTER:		STAT	



Computer System

DAILY STATION PROCEDURES

70.1-32

EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

Colors indicate the status of the units. This helps the viewer tell quickly what the apparatus is doing.

For Unit Status:

- DARK BLUE = Out of Service
- LIGHT BLUE = Available in Quarters
- LIGHT BLUE BOX = Returning or Available On the Air
- RED = On Scene
- YELLOW BOX = Dispatched
- YELLOW = Enroute
- GREEN = Busy
- GREEN BOX = At Hospital

To return to the Dispatch Screen, type **F[ire]** for Fire Dispatch.

DIALER FILE

Index

The Dialer File is the listing of important contacts and phone numbers. The possibilities for organization are only limited by the user. Each category has a unique two-digit alpha code. Enter the code to view the listings in that area. This brings up a list of contacts.

DIALER FILE - PHONE LIST TYPES

AC - ALARM COMPANIES (FIRE)	CI - CIVIC ORGANIZATIONS
A# - ALARM POSITIONS AND CIRCUIT#	CL - CLERGY
AN - ANIMAL CONTROL	CR - CRITICAL INCIDENT DEBRIEFING
AP - AIRPORTS	DC - DISPATCH CENTERS
AR - APPARATUS REPAIR	DR - DISPATCH REPAIR COMPANIES
AT - ARSON TEAM	EL - ELECTRICAL INSP FOR FIRES
AL - BLDGS WITH FIRE ALARMS	EV - ELEVATOR BLDGS
BA - BRIDGE AUTHORITY	EC - EMERGENCY CALLOUTS
:	:
:	:
CC - COOK COUNTRY AGENCIES	HE - HELICOPTERS
CE - CONSTRUCTION EQUIPMENT	HM - HAZARDOUS MATERIALS AGENCIES

Code, code and search, code?, eXit, 'RETURN' more codes, E####: ____

Code - enter the two-letter code to select a category

code and search - enter the two-letter alpha code and the string to search for - for example, typing **FDALS** looks at the fire department listing and brings up the ALSIP FIRE DEPARTMENT

code? -




Computer System

DAILY STATION PROCEDURES

70.1-33

EFF: 10.93
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FORM: OFPD\SOP\COMPUTER

eXit - the exit command takes the user back to the Dispatch Screen

'RETURN' more codes - use the  key to move through additional screens of codes

E##### - [NOT USED]

B[ack] - moves the user backwards through the screens

Group Listing

For example, entering **OP** will bring up the group list of Orland Fire personnel. You will go through the same process to find a specific Orland firefighter's listing. Go through the screens until you find the line number. Enter the line number to bring up the firefighter's information. The Orland Fire personnel list is protected by a password so outside agencies do not have access to it. You need to type the password correctly to access this listing.

```

DIALER FILE - OP - ORLAND FIRE PERSONNEL

1 - AABLE, ARTEMUS (SHERI)
2 - AABLE II, ARTEMUS
3 - BANKS, ERNIE
4 - BRIGHT, BEN
5 - BRIGHT, BOB (BETTY)
:
:
18 - BRIGHT, BOBBIE (BRIAN)
19 - COM, IDOT

20 - COYOTE, WILE
21 - DUDD, IRA
22 - EINSTEIN, ALBERT
23 - FLINSTONE, FRED (WILMA)
24 - FUDD, ELMER
:
:
37 - GATES, WILLIAM
38 - JOBS, STEVEN

Line number, eXit, 'RETURN' to continue, Back, '?' for index, E####: ____

```

Contact Listing

The contact information listing has the following data. Most of the items are self-explanatory. Search data are codes used to find personnel with specialities.

```

DIALER FILE - OP - ORLAND FIRE PERSONNEL

Name          : FLINSTONE, FRED (WILMA)
Title         : FF/P
Address       : 10 ROCK WAY
              : BOULDER, CO 00001

Emer/home phone : 800-555-1212
Business phone  :
Cellular phone  :
Console pager   :
Telephone pager : 800-555-1111
Backup pager    :
Radio          : 0010

Notes         : Rock Hound

Search data    : RH
Internet/E-Mail :

eXit, Dial, Encode, DIGital, 'RETURN' - group, '?' for index: ____

```

Dial - [NOT USED]




Computer System

DAILY STATION PROCEDURES

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- Encode - [NOT USED]
- DIG[ital] - [NOT USED]
- eXit - return to the Dispatch Screen
- 'RETURN' - group - use the  key to return to the group listing
- ? - return to the index listing

DISPATCH HELP SCREEN

The Dispatch Help Screen has information mainly for the dispatcher.

- - - FIRE DISPATCH HELP SCREEN - - -

AHC - Display adjacent hazs cautns	TSP - Test station printer
CN - Display caution notes for loc	UP - Menu of user-written programs
CQ - Display coverages and quarters	US - Display Unit Status
CYC - Cycle through Moveup Maps	UT - Display Unit Times
DA - Display CJ days activity	@ - Log OFF
EC - Emergency contact information	# - Telephone / pager directory
F - Display fire actives	#T - Truck status screen (1-9)
H - Hazardous materials research	? - Display this help screen
INF - General info. file inquiry	
M - Display recommended moveups	
MED - Display medical notes for addr	
MO - Memo system access	
PC - Display prior calls	
PI - Display prior incidents at loc	
RUN - Display unit times and notes	
SOP - Standard operating procedures	
SR - Display shift roster/schedule	
T - Display truck status screen #1	
TIM - Display and reset timers	

Enter option, 'X' to exit, 'RETURN' for more: _____

The codes a shift person would use commonly are:

- F** - to return to the Dispatch Screen
- MO** - memo file



Computer System

DAILY STATION PROCEDURES

70.1-35

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FORM: OFPD\SOP\COMPUTER

- SR - shift roster to view who is on duty
- T - to view truck status
- # - for looking up personnel phone numbers

TRAINING SYSTEM

The Training System allows the training officers and staff to maintain training codes, update personnel training records and run training reports.

When you choose the TRAINING ACCOUNT option from the main menu, you will be presented the following menu:

```

      TRAINING SYSTEM
    IN-HOUSE TRAINING RECORDS SUB-MENU

    1 = ADD/UPDATE IN-HOUSE RECORD
    2 = DISPLAY IN-HOUSE RECORD

    Enter your selection (Off or '?'):
```

- 1 - Add/Update In-House Record - used to maintain training codes, add personnel information
- 2 - Display In-House Record - used to display/report training records
- O[ff] - used to exit this menu and return to previous screen
- ? - used to bring up the help file



Computer System

DAILY STATION PROCEDURES

70.1-36

EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

DISPLAY IN-HOUSE RECORDS

The report function lets the user prepare training reports for individuals or groups of individuals

```

                                DISPLAY IN-HOUSE TRAINING RECORDS

Starting date                   : 01/01/99
Ending date                     : 10/10/99
Category, <RTN> = all, ? = help :
Course, <RTN> = all, ? = help  :
Battalion or <RETURN> for all  :
Company or <RETURN> for all   :

All employees? (Y/RETURN) :


Roster numbers : 6241


ENTER ? FOR ROSTER NAME LOOKUP

```


Starting date - enter the first date in the period of time to be examined


Ending date - enter the last date in the period of time to be examined

Category - hitting the  key selects all categories, ? lets you select individual categories. These are the basic training areas that are reported to the state.

Course - hitting the  key selects all courses, ? lets you select individual courses. Courses are specific classes under each category.

Battalion - hitting the  key selects all battalions, or enter 1, 2 or 3

Company - hitting the  key selects all companies, or enter the specific company. There are no companies specified.

All employees? - enter Y[es] to select all employees, hitting the  key means N[o] that you want to select individuals only

Roster numbers: enter the FDID's of the employees whose records you are reviewing. Several employee numbers can be entered. The ? key allows you to look up employees' names to find their FDID's.

Report 1

The first listing brings up a record of hours for each employee whose FDID was entered in the inquiry screen.



Computer System

DAILY STATION PROCEDURES

70.1-37

EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

DISPLAY IN-HOUSE TRAINING RECORDS . . . FROM 01/01/99 TO 10/10/99
COURSE BATTALION COMPANY

```
-----  
LINE ROSTER FULL-NAME TOTAL  
1 6241 EINSTEIN, ALBERT 182.25  
2 0010 FLINTSTONE, FRED 200.50
```

END

X=EXIT/P=PAGE/T=TOP/###=LINE: ____

The following commands let the user move through the report.

X=EXIT - quits this report and goes back to the previous screen

P=PAGE - go to the next page

T=TOP - go to the top of the report

###=LINE - enter the line number to select an employee

Report 2

The second listing brings up the courses taken by the specified employee.



Computer System

DAILY STATION PROCEDURES

70.1-38

EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

DISPLAY IN-HOUSE TRAINING RECORDS . . . FROM 01/01/99 TO 10/10/99
COURSE BATTALION COMPANY
FLINTSTONE, FRED

SUBJECT-DESCRIPTION	DATE	#-HOURS	TYPE-TRAINING	INSTRUCTORS-NAME
ROCK CLIMBING	09/15/99	1.0	DRILL - DAY	FLINTSTONE, FRED
RAPPELLING	09/15/99	1.5	DRILL - DAY	FLINTSTONE, FRED
PRACTICAL-ROLLS/FOLDS/HO	09/09/99	2.0	DRILL - DAY	EINSTEIN, AL
EMS CONTINUING ED	09/06/99	2.0	CLASS - DAY	OTHER
PREPLAN SKETCH	08/30/99	1.0	DRILL - DAY	BRIGHT, BOB
MUTUAL AID DRILL	08/27/99	2.5	DRILL - NIGHT	BRIGHT, BOB

:
MORE

X=EXIT/P=PAGE/T=TOP/S=SUMMARY/N=NEXT PERSON/S2=SPLIT S3=NOTES : ____

The following commands let the user move through the report.

- X=EXIT - quits this report and goes back to the previous screen
- P=PAGE - go to the next page
- T=TOP - go to the top of the report
- S=SUMMARY - brings up a summary for this person showing the totals for each category
- N=NEXT PERSON - brings up the training report for the next person on the personnel list
- S2=SPLIT - [NOT USED]
- S3=NOTES - [NOT USED]

Report 3

This report lists the total hours in each subject area broken down by class or drill and day or night.

DISPLAY IN-HOUSE TRAINING RECORDS . . . FROM 01/01/99 TO 10/10/99
COURSE BATTALION COMPANY
FLINTSTONE, FRED

SUBJECT-DESCRIPTION	TOTALS	CLASS-DAY	CLASS-NGT	DRILL-DAY	DRILL-NGT
GRAND TOTALS	182.25	20.00		162.25	
ROCK CLIMBING	13.75	5.50		8.25	
RAPPELLING	6.00	2.00		4.00	
PRACTICAL-ROLLS/FOLDS/HO	2.00	1.00		1.00	
EMS CONTINUING ED	9.00	2.00		7.00	
PREPLAN SKETCH	16.50			16.50	
MUTUAL AID DRILL	3.50				3.50

:
MORE

X=EXIT/P=PAGE/T=TOP : ____

- X=EXIT - quits this report and goes back to the previous screen
- P=PAGE - go to the next page
- T=TOP - go to the top of the report

REPAIRS SCREEN



Computer System

DAILY STATION PROCEDURES

70.1-39

EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

The Repairs Screen is used to report damaged and broken apparatus to maintenance. Small tools and equipment that need repairs are to be reported in Damaged/Lost Equipment in Company Journal. To access this screen, type **REPAIRS** at the **>login:** prompt. Entries made here automatically register in the vehicle maintenance account.

```

                                FLEET MAINTENANCE SYSTEM
                                REPAIR ORDER REQUEST ENTRY

                                COMPANY      : 01 - ORLAND FIRE PROTECTION DISTRICT
                                VEHICLE     : 6053 - SPARTAN

                                JOBS DUE:

                                LN  DATE    REQUESTED BY      DESCRIPTION OF PROBLEM      P
                                -----
                                1  10/05/99  SMITH, A           FLASHING HEADLIGHTS NOT WORKING
                                2  10/10/99  JONES, B           WEATHER STRIPPING DRIVER SIDE CREW CAB LOOSE

                                Enter option (D-delete a line, A-add, M-more, B-back, P-print, <RTN>) : __

```

COMPANY - enter **01** for Orland Fire Protection District

VEHICLE - enter the four-digit unit number for the apparatus [i.e., enter **6093** for Engine 1]

The current jobs that have been put into the system will come up on the screen. If this is a new, unreported repair you will create the repair order.

Enter **A[dd]** to add a repair order.

DATE - enter the current date. Two digits will work in this field.

REQUESTED BY - enter your name

DESCRIPTION OF PROBLEM - write what is wrong so the mechanics can fix it - **BE SPECIFIC!** If you need more than one line, continue typing when the next line comes up. You do not need to add the date or requestor again, just the description.

When the repair order is complete, type **P[rint]** to send the job to maintenance. When the prompt comes up for the printer to send the repair report to, type **MAT1**.

Other options on the command line are:



D[ele]te - to delete a line entirely. **DO NOT USE** this option unless the repair order you made was in error.

A[dd] - make a new repair request

M[ore] - bring up the next screen if there is more than one

B[ack] - go to the previous screen

P[rint] - send the report to a printer

<RTN> - use the  key to leave this screen. You return to the COMPANY line in case you want to make a repair request for another vehicle. Hit the  key again to leave this option.

Typing **ALL** on the VEHICLE line will bring up a report listing all the repairs in the system for all the vehicles, beginning with the lowest numbered unit. Most users do not need to use this function.

An example of the report follows:



Computer System

DAILY STATION PROCEDURES

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FORM: OFPD\SOP\COMPUTER

FLEET MAINTENANCE SYSTEM REPAIR ORDER REQUEST ENTRY

COMPANY : 01 - ORLAND FIRE PROTECTION DISTRICT
VEHICLE : ALL

JOBS DUE:

VEHCL	DATE	REQUESTED BY	DESCRIPTION OF PROBLEM	P
6002	06/20/99	SMITH, Z	BACK UP ALARM NOT WORKING	
	07/10/99	JONES, B	PARKING BRAKE STUCK	
	08/18/99	LT J SMITH	LEAK IN RIGHT REAR OUTER DUAL TIRE	
	09/28/99	SMITH, A	WILL NOT SHIFT INTO OVERDRIVE	
	:			
	09/28/99	SMITH, A	OPTICOM LIGHT IN VISIBAR NOT WORKING	

Enter option (M-more, P-print, <RTN> - exit) : __



Computer System

DAILY STATION PROCEDURES

70.1-41

EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

The Hazardous Materials report is needed for state and national reporting requirements anytime a hazardous material is released or threatened to release. If a hazardous material incident occurred, you will be prompted at the end of the fire report to do the hazardous materials report. The question is:

Want to do hazardous materials report? (Y/RETURN) :

Y[es] - enter Yes to do the hazardous material report

RETURN - hit the  key to skip this report

On each screen the following command line appears at the bottom of the page:

H#-haz mat #, RETURN, S##-scr ##, Back, LINE, ALL, eXit, File: ____

H# - enter the number of a different hazmat report

RETURN - hit the  key to go to the next screen

S## - enter the screen number that you want to go to, i.e., enter **S01** for Screen 1

B[ack] - moves the user one screen back from where he or she is in the report

LINE - takes you to a specific line to correct or make an entry

ALL - takes you through every line

eXit - leave without saving

F[ile] - quit and save the report

```

INC 900010      EXP 00      FIRE INCIDENT REPORTING SYSTEM      SECTION F
FDID 00132      ORLAND FIRE PROTECTION DISTRICT  SCREEN 1
COMPLETE FOR HAZARDOUS MATERIAL

1. OES Control Number      : 01
2. Hazardous Material Actions Taken
  Action 1                  : 31 RESCUE, REMOVE FROM HARM
  Action 2                  : 33 PROVIDE EMERGENCY MEDICAL SERV
  Action 3                  : 43 EVACUATION
  Action 4                  : 92 REFER TO PROPER AUTHORITY
3. General Property Use    : 51 SALES
4. Haz Mat Release
  Area                      : 43 SUPPLY STORAGE ROOM OR AREA
  Level                    : 11 GRADE LEVEL
5. Release Factors
  Factor 1                  : 43 HAZ MATLS USED IMPROPERLY
  Factor 2                  :
  Factor 3                  :
6. Type of Eq. Involved    : 98 NO EQUIP IN RELEASE HAZ MAT
7. Type of weather         : 1 CLEAR
  Temperature               : 70

H#-haz mat #, RETURN, S##-scr ##, Back, LINE, ALL, eXit, File: ___

```

1. OES Control Number - YOU MUST ENTER A NUMBER - if no number is entered, you will not be able to call up this report. Any number will work. However, is best to start with 1.
2. Hazardous Materials Actions Taken - select codes for the four most significant hazmat actions taken listing them in their chronological order.
3. General Property Use - select a code for the general or overall use of the land or space where the incident occurred
4. Haz Mat Release - enter a code for the room or space in which the release occurred and its relation to the ground



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DAILY STATION PROCEDURES

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5. Release Factors - enter the code for factors that caused or contributed to the release or threatened release
6. Type of Equipment Involved - enter the code for the type of equipment that failed or operated properly and released or threatened release
7. Type of Weather - enter the code for the type of weather from the listing and the air temperature in degrees Fahrenheit

```
INC 900010      EXP 00      FIRE INCIDENT REPORTING SYSTEM      SECTION F
FDID 00132      ORLAND FIRE PROTECTION DISTRICT  SCREEN 2
COMPLETE FOR HAZARDOUS MATERIAL

1. Est. No. Chem. Released : 001
2. Disposition of Incident  : 3 TAKEN TO HOSP BY FD VEHICLE
3. Hazardous Material I.D. Sources
  Personnel 1      : 12 FIREFIGHTER (EXCLUDING 11 & 13)
  Personnel 2      : 13 HAZMAT SPECIALIST, TECHNICIAN
  Reference 1      : 16 COMPUTER SOFTWARE
  Reference 2      : 13 MATERIAL SAFETY DATA SHEETS
4. Fire Service Casualty   :      5. Non-Fire Service Casualty
  Injuries          :      Injuries          : 30
  Fatalities       :      Fatalities       :

H#-haz mat #, RETURN, S##-scr ##, Back, LINE, ALL, eXit, File: ____
```

1. Estimated Number of Chemicals Released - estimate the number of chemicals released or presenting a hazard
2. Disposition of Incident - how the fire department's participation in this reportable hazmat incident ended
3. Hazardous Material I.D. Sources - for PERSONNEL - enter the two most useful personnel involved in identifying the hazardous materials, for REFERENCE - enter the two most useful references involved in identifying the hazardous materials
4. Fire Service Casualty - enter the number of firefighters injured or killed AS A DIRECT RESULT OF THEIR EXPOSURE TO A HAZMAT
5. Non-Fire Service Casualty - enter the number of non-firefighters injured or killed AS A DIRECT RESULT OF THEIR EXPOSURE TO A HAZMAT



Computer System

DAILY STATION PROCEDURES

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EFF: 10.93
REV: 10.01.99
FORM: OFPD\SOP\COMPUTER

INC 900010 EXP 00 FIRE INCIDENT REPORTING SYSTEM SECTION F
FDID 00132 ORLAND FIRE PROTECTION DISTRICT SCREEN 3
COMPLETE FOR HAZARDOUS MATERIAL

HAZMAT number : 1
1. Chemical or Trade Name : ZINC PHOSPHIDE
2. D.O.T. I.D. No. :
3. D.O.T. Class : 6 POISONOUS/INFECTIOUS SUBSTANCE
4. CAS No. : 1314847
5. Physical State
 Stored : 1 SOLID
 Released : 1 SOLID
6. Extent of Release : 4 CONFINED STRUCTURE OF ORIGIN
7. Quantity Released : 6
8. Unit of Measure : 22 POUND
9. Suspected Envir. Contam. : 5 AIR AND GROUND

H#-haz mat #, RETURN, S##-scr ##, Back, LINE, ALL, eXit, File: ___

1. Chemical or Trade name - enter the standard or chemical name by which the hazmat is known
2. DOT/UN Number - enter the four-digit DOT/UN number for the chemical. This can be gotten from the "orange book" = Emergency Response Guide
3. DOT Class - enter the DOT class code for the primary hazard associated with the material
4. CAS number - enter the number assigned to the chemical by the Chemical Abstract Service
5. Physical State - enter the code for Solid, Liquid, or Gas of the material when stored and released
6. Extent of Release - describes the area where the release occurred
7. Quantity Released - enter a number for the amount released then select the units in #8
8. Unit of Measure - select the units to describe the amount released in #7
9. Suspected Environmental Contamination - select the general region of the environment that was contaminated



Computer System

DAILY STATION PROCEDURES

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EFF: 10.93
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FORM: OFPD\SOP\COMPUTER

INC 900010	EXP 00	FIRE INCIDENT REPORTING SYSTEM	SECTION F
FDID 00132		ORLAND FIRE PROTECTION DISTRICT	SCREEN 4
COMPLETE FOR HAZARDOUS MATERIAL			

HAZMAT number : 1

1. Container

Type : 16 BAG

Material : 8 NO CONTAINER

Description (use) : 2 PORTABLE USE

Feature : 8 NO SPECIAL CONTAINER FEATURES

2. Capacity : 6

3. Unit of Measure : 22 POUND

H#-haz mat #, RETURN, S##-scr ##, Back, LINE, ALL, eXit, File: ____

- 1. Container - Type = the configuration of the container, i.e., drum, pipe, etc.
Material = what the container is made of
Description (use) = general use of the container, i.e., fixed, portable, etc.
Feature = special features designed to protect the container and/or its contents
- 2. Capacity - how much the container was designed to hold - enter a number
- 3. Unit of Measure - enter the code for the units used to describe the amount listed in #2

INC 900010	EXP 00	FIRE INCIDENT REPORTING SYSTEM	SECTION F
FDID 00132		ORLAND FIRE PROTECTION DISTRICT	SCREEN 5
COMPLETE FOR HAZARDOUS MATERIAL			

HAZMAT number : 1

1. Transport

Type :

Year :

Make :

Model :

2. Vehicle License Number :

3. State (Vehicle) :

4. Vehicle Identificaiton Numbr :

5. ICC/DOT Number :

6. Driver's License Number :

7. State (Driver) :

H#-haz mat #, RETURN, S##-scr ##, Back, LINE, ALL, eXit, File: ____

- 1. Transport - Type = enter a code for a type of vehicle
Year = enter the year the vehicle was made
Make = enter the manufacturer of the vehicle



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DAILY STATION PROCEDURES

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Model = enter the specific model

2. Vehicle License Number - enter the state vehicle license
3. State (Vehicle) - enter the state the vehicle is registered in (from the license plate)
4. Vehicle Identification Number - enter the VIN which is stamped or printed on a plate attached to the vehicle by the manufacturer
5. ICC/DOT Number - enter the ICC or DOT number painted on the vehicle for carriers operating under the rules of interstate commerce
6. Driver's License Number - enter the vehicle operator/driver's license number
7. State (Driver) - enter the state that issued the driver's license

Comments - Upon completion of the Hazardous Materials report, the user will be allowed to enter comments. They are entered free-form just as all other comments are. Be specific in describing the nature of the incident, who was on-scene, what references were used for identification, what agencies were contacted (who responded to the scene), what actions were taken and what the outcome was.

For further information, see Comments on page 70.1-7.