

# FP2 - TIP 'O THE WEEK

## INCIDENT ASSISTANCE REPORTS



### Creating Incident Assistance Reports

If more than one station in your department responded to an Incident, the method for entering this in FP2 involves the additional step of creating an Assistance Report.

It is of course possible to skip the use of Assistance Reports, simply by assigning an incident to one station only, and then including Firefighters from a variety of stations when reporting which Firefighters were in attendance. However, the incident will not be included in reporting for the assisting station because as far as FirePro 2 is concerned, based on your entry, only 1 station responded, when in fact two stations responded.

Therefore, we do recommend taking the extra time to create Assistance Reports, as this will ensure that all responding stations will be accounted for in summary reports counting incidents for that station. In other words, your reports will then be able to give you an accurate picture of the incident-related activities of each station within your department.

So, just how do you create an Assistance report?

Open a new Incident report. For the sake of an example, let's say that the number assigned to our new report will be "07-001".

The screenshot shows the 'Incident Report for 444 Davies Street Another City' window. The 'Number' field contains '07-001' and the 'Station' dropdown is set to 'Station 1'. The 'Asst./Exp. Rpts' button is circled in red. The interface includes various input fields for personnel, time, and status, as well as a bottom toolbar with buttons for 'Fire Fighters', 'Casualties', 'Medical', etc.

In the Station Number field, enter the name of the initial station called out for this incident (for example, "Station 1"). Complete the rest of the Incident report, including all the sub-windows accessed through the buttons at the bottom of the Incidents window such as Medical, More Info., Names, etc.

When it comes to the Firefighters sub-window accessed through the Firefighters button, enter only the firefighters in attendance from the initially called out station. The remaining firefighters will be entered later.

Once the initial Incident report is complete, click on the "Asst. Rpts." button (you will find this just below the Station field) and click "Add".

Date	Time	A/E	Number	Response Type

Add

This will open a second incident report in which the "Number" field will automatically contain the original incident number with the letter "a" added to it. From the example above, our new incident number will now be "07-001a". Note also that the "Assistance to" field on this new Incident report contains the original incident report number in it.

Assistant Report for 444 Davies Street Another City

Number: 07-001a Location: 444 Davies Street Another City

Date: JUL 10 07 Tuesday Station: [Dropdown] Second Station: [Dropdown]

Assistance to No.: 07-001 Show Original Location Code: 1234

Area: S. Area:

Total Response Personnel: 1 Rescues: 0  
 Personnel at Scene: 1 Injuries: 0  
 Total Staff Hours: 1 57 Fatalities: 0

Occupancy: Detached Dwelling  
 Response Type: Fire  
 Alarm to F. D.: 911  
 Mutual Aid: [Dropdown]  
 Teams: [Dropdown]  
 Status: [Dropdown]

Checklists: Weather Fire Setters Owner Occupant  
 Remarks: Caller Dollar Loss Author Reminder

Custom Text: [Text Area] Enlarge

Officer In Charge: Johnson Suzie Fire Fighter  
 Dispatch: YOUR TOWN  
 Police: [Dropdown] EMS Other

Arrived:  N/A  After FD  Before FD

Working Call  
 Cancelled On Route  
 Silent Alarm

911 Received: [Dropdown]  
 Alarm Time: 10:00:00  
 Depart Station: 10:05:00  
 Turn Back: 10:05:00  
 Time On Scene: 10:12:00  
 To Hospital: [Dropdown]  
 Clear of Scene: 11:37:00  
 Return to Station: 11:42:00  
 Back in Service: 11:57:00  
 BIS Date: [Dropdown]  
 Dispatch Chute Time: 00:05:00  
 Response: 00:12:00  
 Total Time: 117 minutes

Print Edit Fire Fighters 0 More Info. Pictures 0 Cancel Transfer Date Transferred:  
 Truck Chart Hyd. Used Inv. Used Links 0 OK

Click "Edit" and then go to the "Station" field. From the drop-down list, select the name of another station that was called out for this incident. Click OK and then click on the Firefighters button. Select the station from the drop-down list and enter the name(s) of attending firefighters from that station only. Exit the Firefighters at response ....window, and note that the Number of Response Personnel and the Total Man Hours will be filled in for this station only. (The original Incident report will contain the totals for these fields from the original and all assistant reports). This new Incident Report will be identical to the original one, with the exception of the following fields: Incident number, Assistance to, Number of Response Personnel, and Total Man Hours. You should also only enter Dollar Loss/Saved in the original report.

If there were only two stations involved in responding to the Incident, your reporting is now complete. In our example, we have created the Assistance Report number "07-001a".

If there were more than two stations called out to this incident, click on the "Original Report" button that has now taken the place of the Asst. Rpts button on the assistance report you have just created. This will take you back to the original Incident Report, where you can create another assistance report.



**Quote of the week:**

"I grew up thinking of snow as a luxury you visit."

*John Landis*