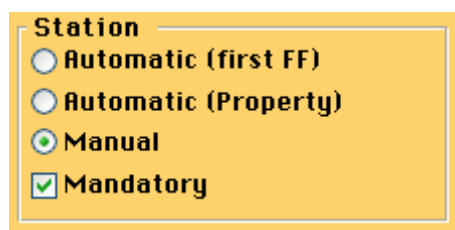


ASSIGNING STATIONS TO INCIDENTS

Assigning Stations to Incident Reports

For departments with multiple stations, keeping accurate track of the total number of call-outs for each station is very important. FirePro 2 has several different methods for attaching station information to incidents, which help ensure that this process is both easy and consistent.

In order to change how FirePro attaches a station to an incident, go to the Set-Up→Custom Settings→Incidents Tab. In the lower-right there is a section called "Station".



Station

- Automatic (first FF)
- Automatic (Property)
- Manual
- Mandatory

Automatic (first FF)

The Automatic (first FF) option selects the station to which the incident is assigned automatically, using the station to which the first firefighter that you select in the "Firefighters at Incident" window is assigned.

This method works well when combined with the "One Station only per Report" flag. It ensures that only Firefighters from a single station will be added to an incident, maintaining consistency between Firefighter and Station incident records. For this method, use assistance reports to reflect additional stations at the incident.

Automatic (Property)

The Automatic (Property) option matches the incident station to the station attached to the incident's property (or non-property) record. This method is useful for 1-station departments.

Manual

The Manual option allows you to select the Station manually from your station list.

Mandatory Flag

The Mandatory Flag makes it impossible to save an Incident without selecting a station. It is not recommended that this option be used in conjunction with the Automatic (First FF) option, because you must save the incident to access the Firefighters at Incident window.

Other Considerations

For departments in provinces that use Response Location codes for fire reporting, remember that the location code, not the station, is used to determine location for OFC (or OFM) reporting purposes.

Also, remember that adding Firefighters from multiple stations to the same incident report will result in inconsistencies between "by-station incident report" and "by-firefighter incident totals", which can cause confusion.

Finally, remember that when generating Incident reports, the summary and totals reports often include Assistance and Exposure reports automatically, but reports from the Reports→Management Report Details→Incident Report section often don't - select "Include Assistance Reports" from the parameters list to get them on the report.