

FP2 - TIP 'O THE WEEK #19

PREPLAN SPECIAL ALERTS

Use of Special Alerts can be extremely valuable in further refining the Preplans you have set up for the properties in your jurisdiction. Using this feature, you can, at a glance from the Properties window, recognize when a property has been identified as involving a Preplan warning. The text on the Preplan button will become red and bold if a Special Alert is in effect for a given property, thus directing you to further examine the details of the Special Alert and make plans that take this information into account. For example, the alert might warn you that a disabled person, who may need special assistance in vacating the building, lives on the premises. The Special Alerts feature can offer you the kind of information that could be critical in a rescue operation.

The Special Alerts feature needs to be set up in order to become visible on the Preplan window. Once activated, it will appear as a drop-down list just below the existing series of Preplan buttons on the Preplan window. Activating the Special Alerts field will also prompt the creation of a NOTES field in which the details of this specific situation can be recorded.

Let's activate the Special Alerts field by setting up the items to be included in the drop-down list. This is done through the Maintenance menu.

ACTIVATING THE SPECIAL ALERTS FIELD

1. From the Maintenance menu, select ***Edit Pop-up Lists***. Go to ***Properties***, and click on ***Special Alerts***.
2. Add items to the list that match the type of Special Alerts that your department deals with.
3. Return to the Properties window and click on the ***Preplan*** button. You can now choose items from the drop-down list you have created, plus notice that a ***Notes*** field has appeared just below the Special Alerts field. And as we mentioned above, selecting a Special Alerts item will automatically cause the PrePlan button text on the Properties window to become red and bold.