



REGIONAL DISTRICT of Fraser-Fort George

FDM RMS User Guide

Incidents Module



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Administrator Contacts

Please direct your questions and requests to fire@rdffg.bc.ca. Emails are monitored by all FDM administrators. Refer to **Basic Navigation & Use** for additional contact information.

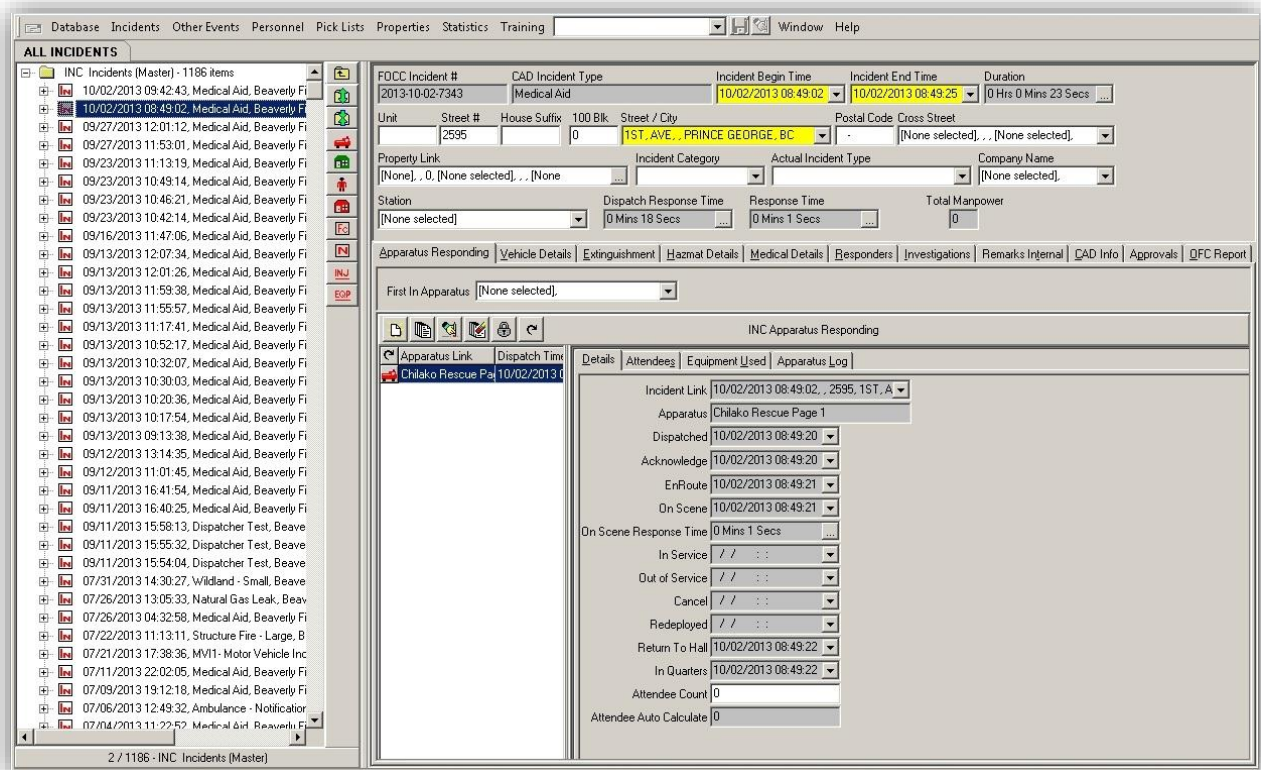
Introduction

This document describes how to perform tasks specific to the Incidents Module (INC). The tabs and fields available in this module may change over time, so contact your FDM administrator if you require clarification about what they mean. For help on how to perform general functions such as adding new records, entering data, etc., refer to **Basic Navigation & Use**.

Overview

The Incidents Module is where you can view the incidents that have been processed through the computer aided dispatch (CAD) system for your department and provide additional details for those incidents (e.g. attendees, crew notes, etc.).

Certain fields will already be populated (e.g. address fields).





NOTE: Important Fields for Reporting

If you are interested in knowing how many fire, rescue and medical incidents you've attended, assign each incident to an appropriate category under the **Incident Category** field.







The **CAD Incident Type** field may not reflect what actually occurred on scene. Choose the correct incident type under the **Actual Incident Type** field.

Both of these fields can be used for running reports on your data.

Record details section:

Component	Purpose	Centre Icon Bar
General Info Section	Basic incident information.	n/a
Apparatus Responding tab	Units and attendees that responded to incident.	
Vehicle Details Tab	Information about vehicles involved in incident.	n/a
Extinguishment Tab	Materials used to extinguish fire.	n/a
Hazmat Details Tab	Hazardous materials present during incident.	n/a
Medical Details Tab	Patients and injuries/ailments.	n/a
Responders Tab	Additional responding agencies.	n/a
Investigations Tab	Conduct and record fire investigations.	n/a
Remarks Internal Tab	Crew notes.	n/a
CAD Info Tab	Details of incident as it proceeded through the CAD system.	n/a
Approvals Tab	Sign off on the record.	n/a
OFC Report Tab	Submit electronic records to the Office of the Fire Commissioner. Contact your FDM administrator to use this feature.	

Accessible from Centre Icon Bar only:

Sub-Table Name	Purpose	Centre Icon Bar
PRF Properties	View property record for incident location if exists in Properties Module. DO NOT ADD RECORDS HERE.	
INC Attendees	Add attendees directly to incident (i.e. not associated with an apparatus).	
INC Incident Statistics	Information required for electronic submission to OFC.	
INC Names	Business contact info, property loss values.	
INC Injuries	Injuries sustained by member or civilian during incident – not related to WCB Nature of Injury.	
INC Equipment	Items linked to ignition source or vehicles involved in fire incident.	

1 Apparatus Responding

You may view and record information about the apparatus and members that attended the incident. The apparatus listed have been added by the dispatchers during the call. If an apparatus is incorrect, please contact your [FDM administrator](#). You have the ability to add missing apparatus, however they will not have any benchmark times associated with them. You will have to manually add the required benchmark times.

If you click on an apparatus, you will see several tabs:



1.1 Details

This tab shows the benchmark times associated with the selected apparatus. Benchmark times are automatically filled in during an incident.

1.2 Attendees

Add the members that attended the incident on this apparatus. You can specify the member's position and the hours they attended. If you choose not to manually enter the attendee hours, they will be auto-calculated using the apparatus dispatch and in quarters times that have been recorded in FDM RMS. Remember to check the Apparatus Attendees Verified box once you've added your attendees.

NOTE: Avoid Adding Attendees to the "Page" Apparatus

The "Page" apparatus is not a real apparatus and is only used for dispatching purposes in CAD. Often the unit will be canceled during the call resulting in incorrect incident duration times, usually much shorter. If you only have a "Page" unit present, add the missing apparatus, manually fill in the dispatch and in quarters times, then add your attendees to that apparatus.

NOTE: Adding Attendees that Did Not Attend on an Apparatus

Record members that responded to an incident but did not attend on an apparatus through the INC Attendees button in the Centre Icon Bar:



You will need to manually enter either the start and end times or the attendee hours in order to credit that attendee for their time.

2 Completing & Locking a Record

1. Work through the tabs and fill out the fields you require.
2. Complete the Approvals tab.
3. Lock the record to make it read-only.

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