FIRE AND RESCUE DEPARTMENT

October 25, 2013

INSTRUCTIONAL BULLETIN#13-36

TO: All Fire and Rescue Personnel

FROM: Kurtis R. Wilson, Division Chief/ Operations

RE: **SUPPRESSION EMERGENCY-PRO REPORTING**

Emergency-Pro instructions for Suppression units dispatched to EMS calls:

First thing in the morning while checking out the apparatus, open Emergency-Pro reporter and select the appropriate roster (such as E-1-B) and ensure the proper crew members are listed. (If you have never created a roster, please seek assistance from a rescue officer). This will help with the following steps.

After the run is completed and your disposition is announced to FRCC, please log onto Emergency Pro Reporter and double click on your Red CAD link. This will open a new report automatically and attach your name to the report which will eliminate any confusion about who owns the report. This will also prevent you from CAD-Linking the wrong CCR number to your report if you have multiple CADs on the screen. If you were on a medical call and have patient information, please at least enter the patient's name in the **"Patient"** tab. You can then click on**" leave report"** and after the report closes click on "**Send to Server**" so you can finish the report at the station.

Please **do not** select **TRANSPORT** in Emergency-Pro reporter. This option is only for the Transporting Rescue unit. Please select **Non-Transport** on all of your runs.

The following options are available for your selection;

1) **Cancelled by EMS Agency, Cancelled by Fire Agency, Cancelled by Dispatch, Cancelled by LEA**
   a. These options are for anytime you are cancelled prior to arrival.

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2) False call
   a. This option is for any false call, accidental activation of a medical alarm, etc.

3) Citizen Assist
   a. This option is for assisting a citizen off the floor, etc.

4) DOA
   a. This option must be used for a DOS (only one report is required from Rescue or Engine).

5) Standby
   a. This option is for when you arrive on scene and did not have a patient contact or provide any patient care.

6) Unit Assist
   a. This is the proper selection for all patient contacts. You must complete the patient care information from the time your patient care began until your patient care ended.

7) Refused Treatment/Transport
   a. This is a refusal report that requires a refusal signature and a witness signature.
   b. Please do not use the paper refusal unless the laptop is broken.
   c. This electronic signature is very important and will protect you from litigation.

8) Refused Evaluation
   a. This option is only used if the patient refuses any patient evaluation or care.
   b. A refusal signature and witness signature are required.

The only Emergency-Pro reports that can be deleted are Fire-related runs.

A child locked in a vehicle is not a fire call.
See rescue report or see JIFRS are not acceptable for deletion.

Failure to complete the report falls under Florida Statute 401.

The Department of Health requires the report writer to have the complete and accurate patient care record available upon request within 24 hours of the time the vehicle was originally dispatched in response to the request for emergency assistance.

Failure to complete a report may constitute individual fines, suspension or license termination.

KRW/afh