




# OFFICE OF THE CHIEF OF RESCUE

## INSTRUCTIONAL BULLETIN #14-08

February 18, 2014

**TO:** All Fire and Rescue Personnel

**FROM:** Ivan T. Mote, Division Chief/Rescue 

**RE:** **Suppression Emergency Pro Report Changes**

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The suppression report changes have been completed and are ready to be installed. For the changes to take place you must update all of the station computers and laptops.

To begin the update, select “Update to latest version” on the right side or at the bottom of the Reporter log in screen. After you select “Update to the latest version”, the program will close. After the program closes, wait about one minute and reopen Reporter. Once Reporter is open select “Help” on the top left and then select “About”; if your version is 5.09 the update is complete.

It is imperative that you follow this procedure to ensure compliance with the Department of Health requirements for EMS calls.

The suppression report changes in version 5.09 are as follows:

### **Standby**

Standby will **only** be used for extrication companies, MCI's or any additional manpower requests.

### **Unit Assist**

Unit Assist is now a different format with minimal information. Unit Assist will be used every time a Suppression unit arrives on scene at the same time or has the same patient contact time as the Rescue unit.



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**Treated and Transferred Care within Agency**

Treated and Transferred Care within Agency **must** be used when the Suppression apparatus arrives on scene first and provides patient care prior to the arrival of the Rescue unit. This documentation must include all information from patient contact time to the transfer of care to the Rescue unit.

All other report formats remain the same.

ITM/CW/mb