Incident Command Technologies, Inc.

Laptop PAR Quick Start Guide

To quickly run an incident, simply open the application by double-clicking the The P.A.R.lnk icon on your desktop. When the application opens select the red "Start Incident" button. A dialogues box will appear, asking you if you want to start a new incident. Select "yes." Upon doing this the "Incident Clock," located next to the "Current Time" in the upper left hand corner will begin to run. This Incident Clock will flash yellow every 10 minutes (user definable) as a "reminder" of time on scene. Clicking on the clock will reset it and return it to white.

To make assignments on the "Command Page" where your command assignments are listed, select the person (name) of a person for an assignment. That line will then be highlighted. To assign that person to a specific task, simply move the cursor over to the "Add" button for the assignment and select "Add." The persons name will then appear in that assignment. If a "color" has been selected for that assignment (most use white for Command Assignments), the entire line for that assignment in the status window (left hand portion of the screen) will match that color. Continue making Command Assignments the same way.

To make assignments on the Assignment Page, select the "Assignments" tab in the top, middle portion of the screen**.** You will then see 12 buttons in the lower right portion of the screen that identify 12 different assignments. (You can add as many assignments as you like. The more assignments you list, the smaller the "buttons" become.) Each button is color coded, and, when assignments are made the lines in the Status Window will match that color. (You can select the colors you want in the set-up process).

To assign a crew to "Fire Attack 1," select that button. For safety reasons, a "Location" has to be selected before names can be added to the assignment (this is so that personnel don't assign names, and then forget to put a location). Move the cursor over the down indicator button to the left of the Location icon. Click on that down indicator and you will get a drop-down list of locations to choose from. (This list is set up by you in the set-up process. That way you can list all locations unique to your department). Select the location in which your crew is being assigned. Now select the names of the crew in that assignment. (You can select multiple names by holding down the Control key on your keyboard and selecting the names. You can select a group of names by selecting a name, then holding down the Shift key and selecting the last name in the group). Once you have selected the name(s), (they will all be highlighted), select the "Add" button and the names will be added. At the same time the "Time In" field will be populated with a time and the assignment "Button" will list the number of personnel in that assignment (in parenthesis) and a "PAR Clock." The time shown here is a clock that counts up to the minutes you've set for your PAR alarm (typically 15 or 20 minutes). The names of personnel on the Status Page that have been assigned will appear with a color that corresponds to their assignment. This makes is very easy to find specific personnel quickly. All assignments are made in the same manner.

To move personnel from one assignment to another (such as from Primary Search to Firefighter Rehab), simply select their name(s) in the assignment area (not the Status Page) then select the "Remove" button above their name(s). Doing this will result in the cursor changing from a single arrow to two arrows. Now simply select the new assignment (by clicking on it) and the personnel are moved there. The times, number of people in assignment and color codes will all change.

There is a PAR Warning clock as well as a PAR clock. These times are set by you according to your S.O.G. When a PAR warning is initiated, the name of the assignment due for a PAR appears at the top above the Incident Clock and the entire bar turns yellow. When the PAR becomes due, the line changes to red and flashes. To validate the meeting of PAR for an assignment, simply select the assignment (or click on the assignment that appears next to the round "P" icon at the top), then click on the PAR box that contains a round "P" icon in the upper right portion of the screen. Upon doing this a "Confirm PAR" box will appear with a time. Click "OK" and the PAR is documented. This will also "reset" the PAR clock for that assignment back to zero.

To end an incident you will need to go to the Command Page. Once there enter in a run number (there has to be a number entered here) and click on "Stop Incident." We point out here that there is a "Notes" section here where you can enter any additional data about the incident you would like. You can then go to the "Reports" tab, select an incident (choose left or right arrows to get to correct incident) and then select "Show Report." The report will then appear and you can then "export" it to an Excel document or save as a PDF file. Reports can be printed from either format.

** - This quick reference guide has been written for those who have downloaded the Laptop PAR demo for test and evaluation purposes so that they can get a quick look at the overall performance of the application. There are critical features such as the documenting of a Mayday and deployment of a RIT team that were not explained here. This application is very user friendly and can be mastered by running several sample incidents over a period of 1-2 hours.*