



# Dallas Fire-Rescue

## *Internal Document System*

# I. D. S.

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## ***Background***

Four years ago, Chief Abraira directed the development of a new information system that would completely overhaul many of the business processes of the department. This system would take advantage of modern information technology that would move the department beyond outdated mainframe and paper based systems that made information gathering and reporting a lengthy and difficult process.

The Internal Document System (IDS) was born as a result of the hard work of a team of firefighters and staff personnel who have developed and deployed the system totally in-house with the oversight of Chief Abraira, the executive staff, and under the direction of Deputy Chief Joe Kay.

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## ***IDS Was Designed To:***

1. Provide a platform for migrating mainframe functionality to PC workstations.
2. Improve departmental communications by making information available more quickly and easier to access.
3. Move the department toward paperless business processes.
4. Create real-time data driven management tools for monitoring the status of departmental activities (i.e. emergency run status levels and trends, fuel stores, operations overtime tracking, response time variances.)

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## ***IDS is:***

1. Web based - to provide a common user interface that is already familiar to most users, thereby minimizing training time and cost.
2. Built around a Database Management System that stores data in a manner that simplifies the ability to analyze data and automate a number of complex processes.
3. User updateable, allowing users to make updates through forms and other simple processes that minimize the necessity for lengthy programming changes.

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## ***Mostly, IDS is:***

Cutting edge technology for the Fire Service that is *unmatched* by any fire department in the country. Dallas Fire-Rescue is setting new standards for utilizing interactive information technology at all levels from the executive staff to the tail board firefighter.

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# ***IDS***

***“A very brief”  
System Overview***

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SEARCH TIMEFRAME: LOW DATE 02252005 LOW TIME 0000 HI DATE 02252005 HI TIME 2359  
 DISPLAY CHRONOLOGY: N-NORMAL, R-REVERSE N PRINTER RLN 03DA

FIRE INCIDENT SEARCH CRITERIA:

SERVICE CODE - INCLUDE THESE CODES: \_\_\_\_\_  
 - OR -  
 OMIT THESE CODES: \_\_\_\_\_

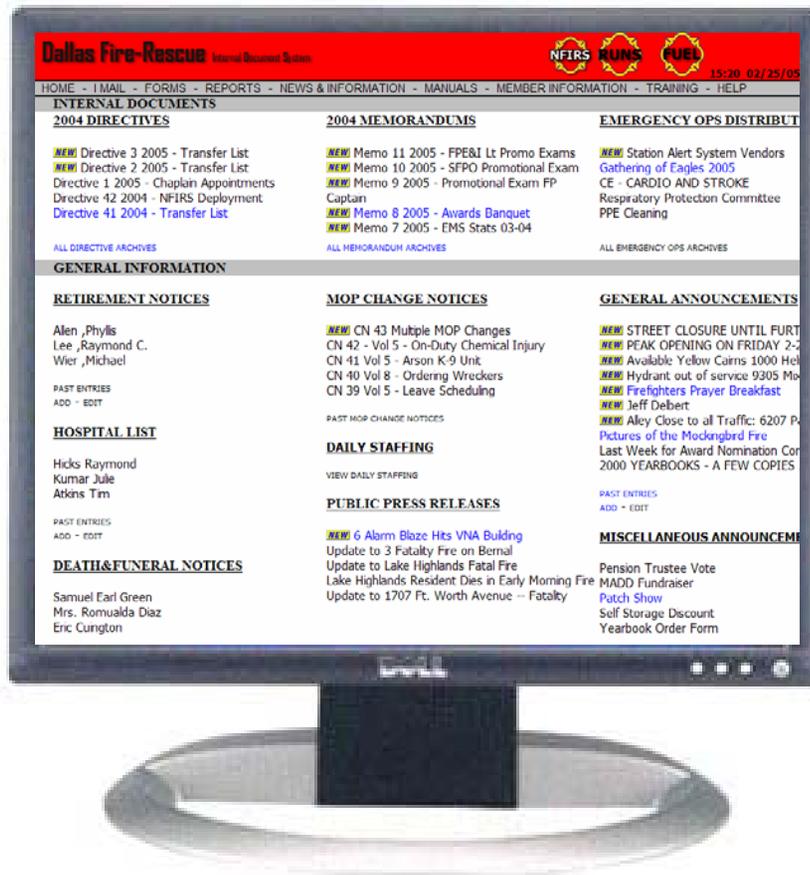
BOX# \_\_\_\_\_ MULTIPLE ALARMS -11 DISTRICT \_\_\_\_\_ INCIDENT# \_\_\_\_\_ UNIT \_\_\_\_\_

ST#, LO&HI \_\_\_\_\_ STREET PREFIX \_\_\_\_\_ STREET NAME \_\_\_\_\_  
 STREET TYPE \_\_\_\_\_ STREET SUFFIX \_\_\_\_\_ CROSS STREET \_\_\_\_\_  
 PHONE \_\_\_\_\_  
 MSAG PHONE \_\_\_\_\_ CLASS CODE \_\_\_\_\_ ESN \_\_\_\_\_  
 MSAG ADD \_\_\_\_\_ FLAG \_\_\_\_\_

SHIFT \_\_\_\_\_ RESPONSE TIME \_\_\_\_\_  
 HAZ MAT \_\_\_\_\_ PCI \_\_\_\_\_ MCI \_\_\_\_\_

FIRE COMPUTER ASSISTED DISPATCH								DATE 02/25/2005
INCIDENTS IN PROGRESS UNITS ASSIGNED								TIME 15:58:49
FIRE SVC ALARM								INCIDENT
UNIT	BOX	CD	LEVEL	*****	LOCATION	*****	CROSS STREET	NO.
EN20	2001	21	13331		PRESTON		DILBECK	016922
EN49	1204	10	5218		RANCHERO		CROFTDALE	016901
AM706		BD	3011		PARK ROW		MEADOW	024667
AM720		BD	5177		PLACID		PLACID WAY	024665
AM733		IP	1911		MCADAMS		RUGGED	024672
AM741		UP	13331		PRESTON		DILBECK	024675
AM744		AA	2515		2ND		JAMAICA	024674
AM745		HA	1828		CANADA		VILBIG	024671
AM752		ME			FILLIN EMS		DUNCANVILLE	024663
AM772		SU	421		FLOWERS		JEFFERSON	024652
AM773		ME	4615		HARTFORD		RALEIGH	024673
AM793		7X			L B J	E	SPUR 408	024662

It was a "huge" step when the mainframe system was deployed in the late '70's. But changes were difficult, time consuming and costly.



The PC and the Internet raised the bar on what is possible.

## Fire Dispatch Fire Incidents Dispatched

Begin Date  End Date

Calendar Period  Format

Please Note that when Data Source is New it will take 3 to 5 minutes to calculate response times data for a full year

[FIRE STATUS](#)

[RESCUE STATUS](#)

Last Update Received: 02/25/2005 15:50:01

UNIT	BOX	CD	LEVEL	INCIDENT ADDRESS	CROSS STREET	INCIDENT NO.
ENGINE 47	4700	AUTOMATIC FIRE ALARM	7601	AMBASSADOR	MOCKINGBIRD	016921
ENGINE 49	1204	INVESTIGATION	5218	RANCHERO	CROFTDALE	016901
RESCUE 06		BREATHING DIFFICULTY	3011	PARK ROW	MEADOW	024667
RESCUE 07		MEDICAL EMERGENCY	1	STATION 13	WINDING CREEK	024647
RESCUE 20		BREATHING DIFFICULTY	5177	PLACID	PLACID WAY	024665
RESCUE 33		INJURED PERSON	1911	MCADAMS	RUGGED	024672
RESCUE 37		INJURED PERSON		SOUTHWESTERN	SKILLMAN	024658
RESCUE 45		HEART ATTACK	1828	CANADA	VILBIG	024671
RESCUE 52		MEDICAL EMERGENCY		FILLIN EMS	DUNCANVILLE	024663

The PC and the Internet have made more user friendly graphic screens available. IDS takes advantage of these capabilities in a "big" way.



**INTERNAL DOCUMENTS**

**2004 DIRECTIVES**

[NEW](#) Directive 3 2005 - Transfer List  
[NEW](#) Directive 2 2005 - Transfer List  
Directive 1 2005 - Chaplain Appointments  
Directive 42 2004 - NFIRS Deployment  
[Directive 41 2004 - Transfer List](#)

[ALL DIRECTIVE ARCHIVES](#)

**2004 MEMORANDUMS**

[NEW](#) Memo 11 2005 - FPE&I Lt Promo Exams  
[NEW](#) Memo 10 2005 - SFPO Promotional Exam  
[NEW](#) Memo 9 2005 - Promotional Exam FP Captain  
[NEW](#) Memo 8 2005 - Awards Banquet  
[NEW](#) Memo 7 2005 - EMS Stats 03-04

[ALL MEMORANDUM ARCHIVES](#)

**EMERGENCY OPS DISTRIBUTIONS**

[NEW](#) Station Alert System Vendors  
[Gathering of Eagles 2005](#)  
CE - CARDIO AND STROKE  
Respiratory Protection Committee  
PPE Cleaning

[ALL EMERGENCY OPS ARCHIVES](#)

**GENERAL INFORMATION**

**RETIREMENT NOTICES**

Allen ,Phyllis  
Lee ,Raymond C.  
Wier ,Michael

[PAST ENTRIES](#)  
[ADD - EDIT](#)

**HOSPITAL LIST**

Hicks Raymond  
Kumar Julie  
Atkins Tim

[PAST ENTRIES](#)  
[ADD - EDIT](#)

**DEATH&FUNERAL NOTICES**

Samuel Earl Green  
Mrs. Romualda Diaz  
Eric Cuington

**MOP CHANGE NOTICES**

[NEW](#) CN 43 Multiple MOP Changes  
CN 42 - Vol 5 - On-Duty Chemical Injury  
CN 41 Vol 5 - Arson K-9 Unit  
CN 40 Vol 8 - Ordering Wreckers  
CN 39 Vol 5 - Leave Scheduling

[PAST MOP CHANGE NOTICES](#)

**DAILY STAFFING**

[VIEW DAILY STAFFING](#)

**PUBLIC PRESS RELEASES**

[NEW](#) 6 Alarm Blaze Hits VNA Building  
Update to 3 Fatality Fire on Bernal  
Update to Lake Highlands Fatal Fire

**GENERAL ANNOUNCEMENTS**

[NEW](#) STREET CLOSURE UNTIL FURTHER NOTICE  
[NEW](#) PEAK OPENING ON FRIDAY 2-25-05  
[NEW](#) Available Yellow Cairns 1000 Helmets  
[NEW](#) Hydrant out of service 9305 Mixon  
[NEW](#) Firefighters Prayer Breakfast  
[NEW](#) Jeff Delbert  
[NEW](#) Alley Close to all Traffic: 6207 Palo Pinto  
[Pictures of the Mockingbird Fire](#)  
Last Week for Award Nomination Comments  
2000 YEARBOOKS - A FEW COPIES AVAILABLE

[PAST ENTRIES](#)  
[ADD - EDIT](#)

**MISCELLANEOUS ANNOUNCEMENTS**

[Pension Trustee Vote](#)  
[Fundraiser](#)  
[Show](#)  
[Storage Discount](#)  
[Yearbook Order Form](#)

**The IDS Home Page**  
*"The Department At A Glance"*

INTERNAL DOCUMENTS

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ALL EMERGENCY OPS ARCHIVES

All Departmental Directives and Memorandums are available at the click of the mouse. The most recent five are on the home page. New documents have a "New" designation next to them.

G

RE

All

Lee, Raymond C.
Wier, Michael

PAST ENTRIES
ADD - EDIT

HOSPITAL LIST

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PAST ENTRIES
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MADD Fundraiser
Patch Show
Self Storage Discount
Yearbook Order Form

FURTHER NOTICE

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[PAST MOP CHANGE NOTICES](#)

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[PAST ENTRIES](#)  
[ADD - EDIT](#)

General Announcements to the whole department are posted here. These stay on the home page as long as the author determines, based on setting an expiration date.

Announcement Date:

To:

From:

Subject:

Text:



This is some sample text. Put yours here.

User ID:

Your Password:

Authorized users can enter General Announcements easily.

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Red header box with Dallas Fire-Rescue Internal Document System logo and title. Below is a white box containing email details: Date: 02/25/2005, To: ALL STATIONS, From: 660, Subject: STREET CLOSURE UNTIL FURTHER NOTICE. The subject text continues: "500 FAWN RIDGE DR." IS CLOSED TO EMERGENCY TRAFFIC PER THE STREETS DEPT. TELEPHONE #214-670-4397. At the bottom of the white box are three red buttons: BACK, E Mail, and DFR Home.

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MISCELLANEOUS ANNOUNCEMENTS

Pension Trustee Vote
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NOTICE

to
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[PAST ENTRIES](#)  
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**MISCELLANEOUS ANNOUNCEMENTS**

[Pension Trustee Vote](#)

Similar updates can be made to Retirement Notices, Hospital List, and Death and Funeral Notices.

INTERNAL DOCUMENTS

2004 D

The most common functions are placed at the top – NFIRS Emergency Run Reporting System, Current Run Activity, and Fuel System Entry.

NEW Dir

NEW Dir

Directive

Directive 42 2004 - NFIRS Deployment

Directive 41 2004 - Transfer List

Captain

NEW Memo 8 2005 - Awards Banquet

NEW Memo 7 2005 - EMS Stats 03-04

Respiratory Protection Committee

PPE Cleaning

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ALL EMERGENCY OPS ARCHIVES

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System Vendors  
2005  
CE - CARDIO AND STROKE  
Respiratory Protection Committee  
PPE Cleaning

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[ALL MEMORANDUM ARCHIVES](#)

[ALL EMERGENCY OPS ARCHIVES](#)

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The real detail of the system lies in the drop down Menu Bar!

**DALLAS  
MANUAL OF PROCEDURES  
VOLUME 1  
Emergency Procedures  
August 2004**



**STEVE E. ABRAIRA**

DALLAS FIRE-RESCUE  
MANUAL OF PROCEDURES  
VOLUME 2  
Rules and Regulations  
November 2004



STEVE E. ABRAIRA.....

**DALLAS FIRE-RESCUE  
MANUAL OF PROCEDURES  
VOLUME 5  
General Procedures  
February 2005**



STEVE E. ABRAIRA.....CHIEF

***These menu items include:***

The ability to open and read online versions of all Fire-Rescue Department Manuals of Procedures. MOP's are no longer printed. Considerable cost has been saved in printing MOP's and changes. Some MOP's are over 400 pages.

New Search Prev Doc Next Doc Top First Hit Prev Hit Next Hit Help

Search Results

Request: high rise  
67 document(s) retrieved  
Items 1 - 10 [Next 10](#)

Score	Document
100%	<a href="#">Microsoft Word - Vol 8 Emergency Procedures - Current.doc</a> Hits: 190 Date: 5/18/2004 Size: 1268859 Title: i DALLAS FIRE-RESCUE MANUAL OF PROCEDURES VOLUME 8 Emergency Procedures
100%	<a href="#">FIRE DISPATCH</a> Hits: 190 Date: 6/24/2003 Size: 3222403 Title: DALLAS FIRE-RESCUE MANUAL OF PROCEDURES VOLUME 8 Emergency Procedures Jun
100%	<a href="#">FIRE DISPATCH</a> Hits: 190 Date: 5/18/2004 Size: 3884528 Title: DALLAS FIRE-RESCUE MANUAL OF PROCEDURES VOLUME 8 Emergency Procedures Janu
100%	<a href="#">Microsoft Word - Vol 8 Emergency Procedures - Current.doc</a> Hits: 190 Date: 5/18/2004 Size: 1268859 Title: i DALLAS FIRE-RESCUE MANUAL OF PROCEDURES VOLUME 8 Emergency Procedures
100%	<a href="#">FIRE DISPATCH</a> Hits: 190 Date: 6/24/2003

53%

companies working in their Sector.

(f) Sector Commanders will maintain radio communication with Command, keeping Command apprised of conditions in the Sector and of the need for more or fewer resources.

(g) Sector Commanders will remain in their Sector of assignment until relieved by the Incident Commander.

(5) An initial Sector Commander assignment may be given to a company officer, who will then designate a member of his/her company as the acting company officer until he/she is relieved by another Sector Commander. In this case, Command will assign an available officer as Sector Commander to relieve the company officer as soon as practical.

f) Sector Designations

(1) Sector locations are identified by Sector designations that include a numeric or functional activity description, e.g., Sector 3 or Top Control. Sector designations can be based on 1) the point of entry for the initial fire attack line, 2) a structure or hazard zone position relative to a street or the Command Post position or 3) the floor numbers of a multiple-story or [basement](#) structure. Typically, on ground level incidents, the Sector 1 location will be identified first with other Sector locations numbered sequentially in a clockwise order from the Sector 1 location.

(2) There may be no obvious or logical designating scheme at an emergency, but regardless of how Sector designations are established, clear and adequate communications must take place when making company assignments. The company officer should know where and to whom to report, and ideally, the Sector objective, e.g., "...report to Chief Smith, Battalion 8 in Sector 5 to assist with making a cut-off in the attic". When the Sector location is not in a line of sight, the location may be communicated using the tactical work board or simple verbal

11 of 315

EMERGENCY PROCEDURES, April 2003

directions.

(3) For [basement](#) structures, the fire floor sector will be designated according to the lowest floor number of the floors involved in fire, e.g., "Sector 10" for a building with fire control efforts on floors 10 through 12. Other [basement](#) Sectors and Areas are designated according to the functional area such as Lobby Control, Top Control, Resource, or Safe Refuge (see [Emergency Procedures](#)).

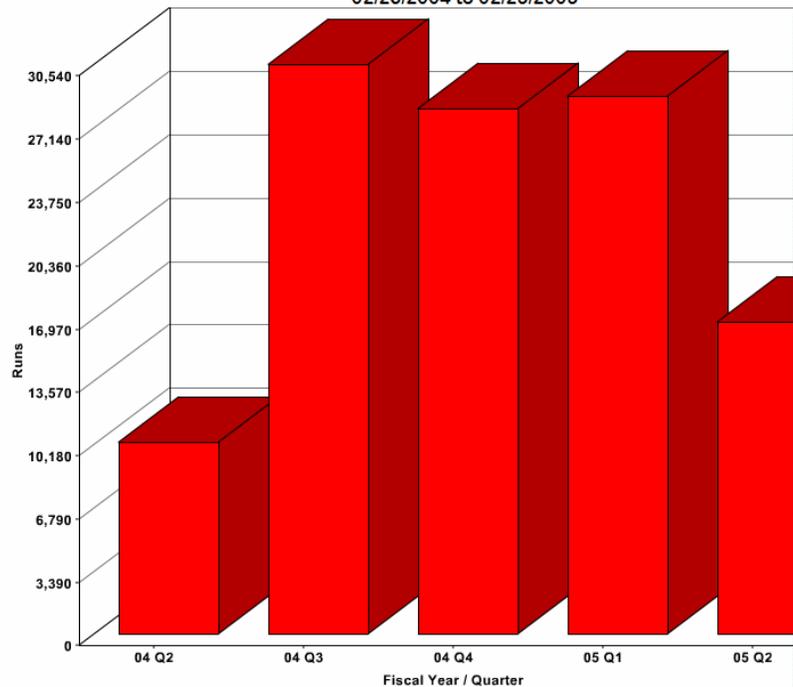
19 of 315 8.5 x 11 in

Samuel  
Mrs. Ron  
Eric Cui

The ability to perform a word or phrase search on "ALL" Fire-Rescue Department documents – much like Google or Yahoo searches the Internet.

### Dallas Fire Rescue Fire Incidents Dispatched

02/26/2004 to 02/25/2005



NOTE: Most recent year may be partial year data

### Fire Dispatch Movement Over and Under Target

11/25/2004 to 02/25/2005

Shift C		
Company	Percent LT 100 Sec	Percent GT 100 Sec
<a href="#">EN01</a>	37.87 %	62.13 %
<a href="#">EN02</a>	47.55 %	52.45 %
<a href="#">EN03</a>	60.58 %	39.42 %
<a href="#">EN04</a>	49.10 %	50.90 %
<a href="#">EN05</a>	40.91 %	59.09 %
<a href="#">EN06</a>	88.44 %	11.56 %
<a href="#">EN07</a>	51.79 %	48.21 %
<a href="#">EN08</a>	74.39 %	25.61 %
<a href="#">EN09</a>	24.29 %	75.71 %
<a href="#">EN10</a>	42.99 %	57.01 %
<a href="#">EN11</a>	59.89 %	40.11 %
<a href="#">EN12</a>	10.42 %	89.58 %
<a href="#">EN13</a>	31.41 %	68.59 %
<a href="#">EN15</a>	46.19 %	53.81 %
<a href="#">EN16</a>	33.98 %	66.02 %
<a href="#">EN17</a>	77.62 %	22.38 %
<a href="#">EN18</a>	45.79 %	54.21 %
<a href="#">EN19</a>	84.50 %	15.50 %
<a href="#">EN20</a>	16.25 %	83.75 %
<a href="#">EN22</a>	52.05 %	47.95 %

#### DAILY STAFFING

VIEW DAILY STAFFING

#### PUBLIC PRESS RELI

[NEW](#) 6 Alarm Blaze Hits V  
Update to 3 Fatality Fire  
Update to Lake Highlands

Hicks Raymond  
Kumar Julie  
Atkins Tim

PAST ENTRIES  
ADD - EDIT

#### DEATH&FUNERAL NOTICES

The ability to pull up "REAL TIME" statistics. A number of management tools have been developed to allow managers to monitor current statistics as they happen.

Fema Applet - Microsoft Internet Explorer

Help

Step

- First Step
- Incident Info
- Incident Address
- Incident Type
- Mutual Aid
- Incident Dates
- Shifts / Alarms
- Actions Taken
- Resource Pers...
- Casualties
- HazMat Release
- People Involved
- Owner
- Remarks
- Authorization
- Last Step

Please select your district

District: 01 Shift: All

Comp...	Shift	Inciden...	Owner	Date
CH01	C	002647	Y	2005-01-09 06:05:27
SP829	C	002647	N	2005-01-09 06:05:27
CH01	C	003349	Y	2005-01-11 16:21:59
SP829	C	003349	N	2005-01-11 16:21:59
SP780	B	003840	Y	2005-01-13 11:42:14
EN24	A	006237	Y	2005-01-21 17:50:52
EN24	A	006293	Y	2005-01-21 21:38:23
RE03	C	007792	N	2005-01-27 02:48:56
EN04	A	007834	Y	2005-01-27 09:23:02
EN04	A	007886	Y	2005-01-27 11:29:17
EN04	A	007995	Y	2005-01-27 16:47:29
EN04	A	008072	Y	2005-01-27 20:13:17
SP821	C	008722	Y	2005-01-30 01:17:12
CH01	C	008727	N	2005-01-30 01:28:30
RE18	C	010317	N	2005-02-04 11:42:13
EN03	C	011510	Y	2005-02-07 23:34:47
CH01	C	011554	Y	2005-02-08 05:44:58
EN03	C	012860	Y	2005-02-12 17:44:22

Enter data for:

Basic Incident
  Equipment
  EMS
  Arson

Problem Next

Applet FemaApplet.femaAppletMain started

Local intranet

**The ability to input run reports that automatically update State and Federal databases and automatically download and update rule sets.**



### Station 15c Supply Order Sheet for 02/25/05

Order by Steven D. Coffman

\* Please Remember, only numbers should be placed in quantity boxes. Where items are delivered in boxes or cases, 1 equals 1 Box or Case. Words or letters will not process correctly.

\*\* denotes exchange item needed for replacement

1", 3 RING BINDER, BLACK (ea.)	<input type="text"/>	2", 3 RING BINDER, RED (ea.)	<input type="text"/>	ALL PURPOSE CLEANER 1-GAL	<input type="text"/>
AMMONIA CLEANER 1-GAL	<input type="text"/>	ANTIBACTERIAL LIQUID 1-QT	<input type="text"/>	ASPIRIN 1-BOX	<input type="text"/>
ATTACHE CASE** (ea.)	<input type="text"/>	BALL POINT PEN, BLACK (ea.)	<input type="text"/>	BALL POINT PEN, RED (ea.)	<input type="text"/>
BATH SOAP (ea.)	<input type="text"/>	BATH TOWEL** (ea.)	<input type="text"/>	BATTERY 9V (ea.)	<input type="text"/>
BATTERY, 12V (Door Openers) (ea.)	<input type="text"/>	BATTERY, 3V, 2/3 LITHIUM (Photo) (ea.)	<input type="text"/>	BATTERY, AA (ea.)	<input type="text"/>
BATTERY, AAA (ea.)	<input type="text"/>	BATTERY, D-CELL (ea.)	<input type="text"/>	BED SHEET** (ea.)	<input type="text"/>
BINDER CLIP, LARGE 1-BOX	<input type="text"/>	BINDER CLIP, MEDIUM 1-BOX	<input type="text"/>	BINDER CLIP, SMALL 1-BOX	<input type="text"/>
BISCUIT PAN** (ea.)	<input type="text"/>	BOOK, COMPANY (ea.)	<input type="text"/>	BOOK, WATCH (ea.)	<input type="text"/>
BOWL SET (3)** (ea.)	<input type="text"/>	BOX SPRING, LONG** (ea.)	<input type="text"/>	BOX SPRING, REGULAR** (ea.)	<input type="text"/>
BUFFING PAD "RED" (ea.)	<input type="text"/>	BUTCHER KNIFE, 10*** (ea.)	<input type="text"/>	BUTCHER KNIFE, 7*** (ea.)	<input type="text"/>
CAKE PAN** (ea.)	<input type="text"/>	CALCULATOR TAPE	<input type="text"/>	CAN OPENER** (ea.)	<input type="text"/>

The ability for stations to enter Supply orders. Orders are automatically routed to the Property Section at Dolphin Road and orders are filled from computer generated reports.



### EMERGENCY CONTACT INFORMATION FOR 14962

NAME	ADDRESS	CITY	STATE	RELATIONSHIP	PHONE	STATUS	COMMENTS	MAPQUEST*
Nancy Coffman	5222 Meadowcrest	Dallas	Texas	Wife	214-891-0601	Primary	<a href="#">[COMMENTS]</a>	<a href="#">Mapquest</a>
Nancy Coffman	5222 Meadowcrest	Dallas	Texas	Wife	214-738-2242	Primary	<a href="#">[COMMENTS]</a>	<a href="#">Mapquest</a>
Harold Coffman	5205 Highland	McKinney	Texas	Father	972-569-9418	Alternate	<a href="#">[COMMENTS]</a>	<a href="#">Mapquest</a>
Bob Coffman	5209 Highland	McKinney	Texas	Brother	972-569-9411	Alternate	<a href="#">[COMMENTS]</a>	<a href="#">Mapquest</a>

\* Mapquest information not available on Station PC's

**PLEASE REMEMBER...**

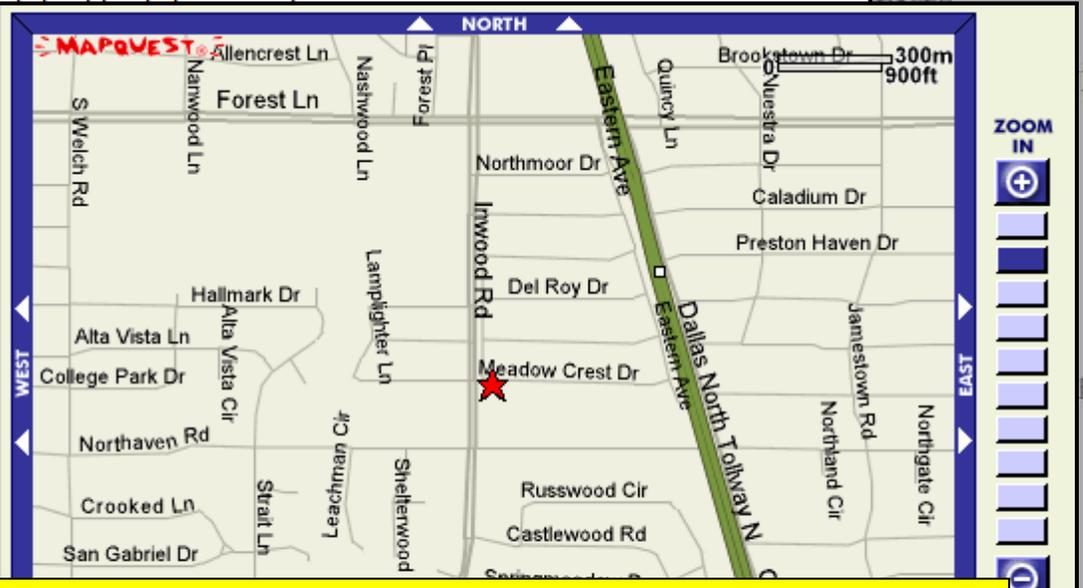


**EMP. NUMBER:** 14962  
**NAME:** Steven D. Coffman  
**RANK:** CA  
**ASSIGNMENT:** TR15C  
**HIRE DATE:** 02/24/1983  
**BIRTHDATE:** 07/02/1957  
**ADDRESS:** 5222 Meadow Crest  
 Dallas, TX 75229  
**PHONE:** 214-891-0601  
**E MAIL:** Steve.Coffman@dfr.cod

This information is for internal use only. Please do not distribute.

#### CHANGE OF ADDRESS

The ability for managers to search for employee information including "Emergency Contact" information and address location in the event of an on-duty injury or Line of Duty Death.





Dallas Fire-Rescue Internal Document System

Station 15c Station Review for 02/25/05

Station	Edit Data		Member Information				Work Hours			Tap Hours				
Station	Update	Delete	Emp #	Last	First	Date	Code	OVTcat	Hours	Perm Rank	Tap Rank	Tap Hrs	Explanation	Auth.
15C	<a href="#">Update</a>	<a href="#">Delete</a>	12580	Baker	Timothy M	02-25-05	REGU		24.0	FR	None	0.0	If App.	
15C	<a href="#">Update</a>	<a href="#">Delete</a>	11427	Buckley	Kenneth S.	02-25-05	REGU		24.0	2D	None	0.0	If App.	
15C	<a href="#">Update</a>	<a href="#">Delete</a>	13082	Carsten	Troy N.	02-25-05	REGU		24.0	LT	None	0.0	If App.	
15C	<a href="#">Update</a>	<a href="#">Delete</a>	14962	Coffman	Steven D.	02-25-05	REGU		24.0	CA	None	0.0	If App.	
15C	<a href="#">Update</a>	<a href="#">Delete</a>	15327	Congdon	Terry R.	02-25-05	REGU		24.0	2D	None	0.0	If App.	
15c	<a href="#">Update</a>	<a href="#">Delete</a>	15797	Cortilet	Thomas D.	02-25-05	OVT3	4A	24.0	FR	None	0.0	0700-0700	
15C	<a href="#">Update</a>	<a href="#">Delete</a>	17002	Dutton	Joe D.	02-25-05	REGU		24.0	DR	None	0.0	If App.	
15C	<a href="#">Update</a>	<a href="#">Delete</a>	38409	Hutchings	Sidney L.	02-25-05	REGU		24.0	DR	None	0.0	If App.	
15C	<a href="#">Update</a>	<a href="#">Delete</a>	54085	McCloskey	Mike H.	02-25-05	REGU		24.0	FR	None	0.0	If App.	
15C	<a href="#">Update</a>	<a href="#">Delete</a>	76153	Ruiz	John Lee	02-25-05	VACU		12.0	2D	None	0.0	If App.	
15C	<a href="#">Update</a>	<a href="#">Delete</a>	76153	Ruiz	John Lee	02-25-05	HOLU		12.0	2D	None	0.0	If App.	
15C	<a href="#">Update</a>	<a href="#">Delete</a>	94598	Wilson	Todd M.	02-25-05	REGU		24.0	DR	None	0.0	If App.	

Emp. #	Date	*Code	OVTcat	Hours	TAP Rank	TAP Hours	Explanation
<input type="text"/>	02/25/05	REGU <input type="button" value="v"/>	If App. <input type="button" value="v"/>	<input type="text"/>	None <input type="button" value="v"/>	0.0	If App.

The ability to input Emergency Operations payroll and leave records. These records are automatically uploaded to the Lawson HR system.

DE

Sal

M

Eric Cullington

MISCELLANEOUS ANNOUNCEMENTS

Update to 3 Fatality Fire on Bernal

Yearbook Order Form

INTERNAL DOCUMENTS

2004 DIRECTIVES

2004 MEMORANDUMS

EMERGENCY OPS DISTRIBUTIONS



Dallas Fire-Rescue Internal Document System

TimeCard Report for Coffman, Steven D. for the year 2005.

Date	Sub Date	Hours	Code	OVT Code	Work Loc	Tap Rank	Tap Hours	Explanation	BC	DC	Correction	LAWSON
02-25-05		24.0	REGU		15C	None	0.0	If App.				
02-22-05		24.0	REGU		15C	None	0.0	If App.				
02-19-05		24.0	REGU		15C	None	0.0	If App.				
02-16-05		24.0	REGU		15C	None	0.0	If App.				
02-13-05		24.0	REGU		15C	None	0.0	If App.				
02-10-05		24.0	REGU		15C	None	0.0	If App.				
02-07-05		24.0	REGU		15C	None	0.0	If App.				
02-04-05		24.0	KEL		15C	None	0.0	If App.	Yes	Yes		Yes
02-01-05		24.0	REGU		15C	None	0.0	If App.				
01-29-05		24.0	REGU		15C	None	0.0	If App.				
01-26-05		24.0	HOLU		15C	None	0.0	If App.	Yes	Yes		Yes
01-23-05		24.0	REGU		15C	None	0.0	If App.				
01-20-05		24.0	REGU		15C	None	0.0	If App.				
01-17-05		24.0	REGU		15C	None	0.0	If App.				
01-14-05		24.0	REGU		15C	None	0.0	If App.				
01-11-05		24.0	REGU		15C	None	0.0	If App.				
01-08-05		24.0	REGU		15C	None	0.0	If App.				
01-05-05		12.0	INJU		15C	None	0.0	If App.	Yes	Yes		Yes
01-02-05		24.0	REGU		15C	None	0.0	If App.				

The ability to view employee Time Card Reports for Emergency Operations personnel.

# Hazardous Materials Guide

## for *First Responders*



Federal Emergency Management Agency  
United States Fire Administration



## BENZENE

UN 1114

Shipping Name: Benzene

Other Names: Benzol  
Coal naphtha  
Cyclohexatriene  
Mineral naphtha



### Hazards:

- Highly flammable
- Vapors may travel long distances to ignition sources and flash back
- Container may BLEVE when exposed to fire
- Vapors in confined areas (e.g., tanks, sewers buildings) may explode when exposed to fire
- Irritating to eyes, moderately irritating to skin and lungs
- Vapors are heavier than air and will collect and stay in low areas
- Known to cause cancer in humans following long term exposure: contact should be avoided
- Corrosive to most rubber products

### Awareness and Operational Level Training

#### Response:

- Stay upwind and uphill
- Determine the extent of the problem
- Isolate the area of release or fire and deny entry
- Remove all ignition sources
- For container exposed to fire evacuate the area in all directions because of the risk of BLEVE
- Evacuate the immediate area and downwind for a large release
- Notify local health and fire officials and pollution control agencies
- If material or contaminated runoff enters waterways, notify downstream users of potentially contaminated water

### Description:

- Colorless liquid
- Pleasant aromatic odor
- Floats on water and is insoluble in water
- Highly flammable
- Vapors are heavier than air and will collect and stay in low areas

### Operational Level Training Response:

#### RELEASE, NO FIRE:

- Stop the release if it can be done safely from a distance
- Prevent material and runoff from entering sewers and waterways if it can be done safely well ahead of the release
- Use large amounts of water to disperse vapors - contain runoff
- Consider the application of foam to large areas of spilled liquid to control vapors
- Ventilate confined area if it can be done without placing personnel at risk

#### FIRE:

- Specially trained personnel operating from a safe distance can fight fires using foam or dry chemical if available in sufficient amounts. Under favorable conditions, experienced crews can use coordinated fog streams to sweep the flames off the surface of the burning liquid. Keep exposures cool to protect against re-ignition. Do not direct straight streams into the liquid.
- Cool exposed containers with large quantities of water from unattended equipment or remove intact containers if it can be done safely
- If cooling streams are ineffective (venting sound increases in volume and pitch, tank discolors or shows any signs of deforming), withdraw immediately to a secure location

### First Aid:

- Do not put yourself in danger by entering a contaminated area to rescue a victim
- Provide Basic Life Support/CPR as needed
- Decontaminate the victim as follows:
  - ♦ Inhalation - remove the victim to fresh air and give oxygen if available
  - ♦ Skin - remove and isolate contaminated clothing (including shoes) and wash skin with soap and large volumes of water for 15 minutes
  - ♦ Eye - rinse eyes with large volumes of water or saline for 15 minutes
  - ♦ Swallowed - do not make the victim vomit
- Seek medical attention
- For skin burns decontaminate with water and apply a clean dry dressing

CAS: 71-43-2

The ability to search for Hazardous Materials and the handling and firefighting techniques for that chemical from the Hazardous Materials Guide.



## REQUEST FOR ASSIGNMENT FORM 333

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[Add Letter](#)

[Cancel/Renew Letter](#)

[View Active Letters](#)

[View Existing Vacancies](#)

[Request for Removal from EMS  
or Specialty Teams](#)

[View Removal from EMS Requests](#)

---

All request for assignments now are submitted through this IDS Form 333. Each letter will have an option list with the relevant Chain of Command IMail addresses.

All current rules for requests still apply. Any request for assignment not sent through proper Chain of Command will be rejected. This request will be kept on file for 12 months.

The ability for firefighters to enter requests for assignment changes, search for vacancies, and search for active requests for a particular position.

[BACK ONE PAGE](#) | [IDS HOMEPAGE](#) | [CONTACT IDS TEAM](#) | [REPORT A PROBLEM](#) | [ABOUT](#)

*Dallas Fire-Rescue*  
*"Caring, Serving, & Protecting"*



OPERATIONS TO INSPECTIONS SURVEY - Voting open until July 1, 2004

**QUESTION RESULTS:**

A suggestion has been made to staff Fire Prevention Education and Inspection with certified firefighters. This change would necessitate additional training to become state certified as a Fire Inspector. Currently Fire Prevention Officers are required to have 60 hours of college. Most positions are regular administrative working hours (M-F 8-5) with voluntary and/or mandatory overtime. Some personnel within the Division are assigned to night and/or weekend assignments.

1. Do you believe future openings in the Fire Prevention Education and Inspection Division should be staffed with certified firefighters even if mandatory transfers were required to provide adequate staffing levels?



The ability to develop online opinion surveys of various topics.

INTERNAL DOCUMENTS

2004 DIRECTIVES

2004 MEMORANDUMS

EMERGENCY OPS DISTRIBUTIONS



Dallas Fire-Rescue Internal Document System

FIRE-RESCUE TRAINING

EMS TRAINING

IDS TRAINING

- [SCBA Inspection and Cleaning](#)
- [Supplemental Restraint Systems](#)
- [RADIATION INCIDENT REFRESHER #1](#)
- [APD 2000 Refresher Training](#)
- [Gasoline-Electric Hybrid Vehicles](#)
- [Hose Loads](#)
- [BIOTERRORISM](#)
- [Carbon Monoxide Response 2003](#)
- [Piercing Nozzle Training](#)
- [New Spaghetti Load Training](#)
- [Water Knot - Webbing Loops](#)

- [SMALLPOX](#)
- [Left Ventricular Assist Device Training](#)

- [FORM 333 Request For Transfer Training Lesson](#)
- [Air Cylinder Inventory Training Program](#)
- [SCBA Inventory Training Program](#)
- [IDS Fuel Entry Training Program](#)
- [Microsoft Outlook Quick Reference](#)
- [Using Microsoft Outlook Email Program](#)
- [Emergency Run Dispatch Program](#)
- [IDS 140 System - Basic Introduction](#)
- [IDS 140 Codes Review](#)

Update to 3 Fatality Fire on Bernal

DEPARTMENTAL NOTICES

Sa  
M  
Eric Cullington

The ability to have online training modules for keeping the members updated on various topics.

Yearbook Order Form

# Using Only the Contents of the Hi-Rise Bags

- Deploy the Green Bag hose and TFT nozzle



## EMERGENCY OPS DISTRIBUTIONS

Exams  
Exam  
FP

- NEW** Station Alert System Vendors
- Gathering of Eagles 2005
- CE - CARDIO AND STROKE
- Respiratory Protection Committee
- PPE Cleaning

ALL EMERGENCY OPS ARCHIVES

## Applications

The Piercing Nozzle can be also be useful for vehicle fires by penetrating the hood or inserting into gap



### HOSPITAL LIST

Hicks Raymond  
Kumar Julie  
Atkins Tim

PAST ENTRIES  
ADD - EDIT

### DEATH&FUNERAL NOTICES

Samuel Earl Green  
Mrs. Romualda Diaz  
Eric Cuington

PAST MOP

### DAILY

VIEW DAIL

### PUBLI

**NEW** 6 A

Update

Update

Lake Hig

Update

Memorandum

DATE  
TO  
SUBJECT



PERFORMANCE EVALUATION FOR  
CAPTAIN, FIRE AND RESCUE  
DFD FORM 177B

NAME S.J. Cortman ASSIG  
DATE September 1, 2009

ST  
 PR  
 J  
 M

I. PERFORMANCE ON EMERGENCIES

CATEGORIES
Effective Delegation: Duties Efficiently and Equitably
1. Assigned: Completed on Time
Demonstrate Effective Tactics and Strategy; Provides
2. For an Effective & Safe Delivery of Emergency Services
3. Prompt, Effective Response to Incident Commander's Orders
Provides Leadership that Encourages Station Staff
4. Cohesiveness
Effectively Addresses Station Staff Personnel Needs &
5. Problems, Demonstrates Knowledge of Rules and Regulations and Procedures
Ensures Timely, Effective Member Training to Meet all
6. Readiness Requirements
Maintains Equipment Readiness in Accordance with all
7. Relevant Standards
Maintains Facility Readiness in Accordance with all
8. Relevant Standards
Supports Policies and Decisions of the Department in
9. Communication with Members; Submits Concerns to the Next Levels in the Chain of Command
Keeps the Battalion Chief/Section Chief/Relief Current
10. on all Relevant Shift Incidents
11. Implements Department Policies and Procedures
Maintains Professional Bearing; Comply with Dress Code; Maintain Personal Cleanliness Appropriate for Station and Public Contact
12. Ensures all Station and EMS Reports are Accurate,
13. Complete and on Time
14. Maintain Certification Necessary To Perform Assigned Duties

"Dallas, The City That Works Differently"

Confidential

Med Alert Industrial Health  
City of Dallas Service Authorization Form

Phone # 214-630-1144, Fax # 214-637-3820  
Address: 3141 Irving Blvd. (Exit Commonwealth @ I-35)

On Call 24 Hours, No appointments necessary, however, call ahead for groups of 4 or more  
Open 7:00 am - 10:00 pm Monday - Friday, 8:00 am - 5:00 pm Saturday, Closed Sunday

Supervisor/Hiring Authority must fill in the following information:

Print Name Applicant/Employee Name Clearly	Social Security Number	Employee Number	Today's Date
DL ID Number, Photo expired (if Not issued)	Class License: A, B, C, M CDL	What is the applicant/employee's job title?	
Print Name of Supervisor/Hiring Authority	Signature of Supervisor/Hiring Authority	Dept.	Phone #

214-670-4564  
Confidential No. 2

For Pre-Placement Services Only: Hiring Authority must answer the following questions.

All safety-sensitive applicants are required to pass a drug and alcohol screen and a physical exam.

Does this job position require a Physical Ability Evaluation?  No  Yes  
 Does this job position require a CDL license?  No  Yes  
 Is this job position identified as a primary driving position?  No  Yes  
 Will this applicant work in the Zoo?  No  Yes, then a tuberculosis screening is required.  
 Will this applicant work as a DFD fire fighter?  No  Yes, then a back assessment is required.

For Active Employees Only: Supervisor must fill in the appropriate blanks

Fit For Duty  Promotion to CDL, Drug Screening  Reasonable Suspicion  
 Driver Safety Physical  CDL Post Accident Screen  Other \_\_\_\_\_

For Med Alert Clinic Use Only: Check the appropriate box(es) and complete each section.

<input type="checkbox"/> Fit For Duty Exam	<input type="checkbox"/> Drug Screen	<input type="checkbox"/> EBT	<input type="checkbox"/> Physical Ability Evaluation	<input type="checkbox"/> Other _____
<input type="checkbox"/> Physical Exam Qualified	<input type="checkbox"/> Neg	<input type="checkbox"/> Neg	<input type="checkbox"/> Able To Hire	<input type="checkbox"/> Net. Pass/Qualified
<input type="checkbox"/> Not Qualified*	<input type="checkbox"/> Pos.*	<input type="checkbox"/> Pos.*	<input type="checkbox"/> Not able to Hire*	<input type="checkbox"/> Pos./Fail/Not Qual.*
<input type="checkbox"/> Pending**	Explanation: _____	Explanation: _____	Explanation: _____	Explanation: _____
Explanation: _____	Restrictions: _____	Restrictions: _____	Restrictions: _____	Restrictions: _____
Comments: _____	Physician's Signature _____ Print Name _____ Date Reviewed _____			

HUMAN RESOURCES DEPARTMENT/CITY HALL DALLAS TEXAS 75201 TELEPHONE 214-670-3120  
Form revised 1/06/11

The ability to input and print out form based reports.



HOME - I MAIL - FORMS - REP

FUEL START PAGE - LOG FUEL USAGE - FUEL DELIVERIES - TRANSACTION LOG - LESSON PLAN

INTERNAL DOCUMENTS

2004 DIRECTIVES

- NEW** Directive 3 2005 - Transfer
- NEW** Directive 2 2005 - Transfer
- Directive 1 2005 - Chaplain Appo
- Directive 12 2004 - NFIRS Des

Current Fuel Balances

DIESEL	UNLEADED
<b>Total</b>	<b>Total</b>
769.3	486.0



FUEL START PAGE - LOG FUEL USAGE - FUEL DELIVERIES - TRANSACTION LOG - LESSON PLAN

DIESEL TRANSACTIONS

UNLEADED TRANSACTIONS

Apparatus	Transaction Amount	Date
01313	-17.0	02/24/05
99060	-18.5	02/23/05
99060	0.0	02/23/05
04323	-25.0	02/23/05
04323	-13.0	02/22/05
97212	-12.0	02/22/05
Delivery	581.3	02/22/05
01318	-20.0	02/20/05
04323	-19.9	02/20/05
97212	-17.0	02/19/05
04323	-13.0	02/19/05

Apparatus	Transaction Amount	Date
03902	-6.0	02/24/05
97212	-2.0	02/22/05
03902	-12.0	02/22/05
03902	-13.0	02/19/05
99907	-5.0	02/19/05
99907	-12.0	02/19/05
03902	-7.0	02/19/05
03902	-8.0	02/15/05
03902	-10.0	02/14/05
03902	-10.0	02/12/05
03902	-11.0	02/10/05

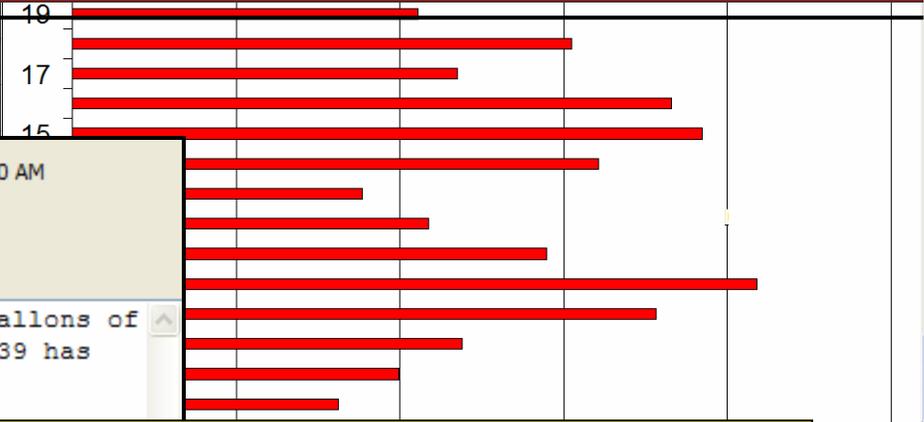
1st.



From: fire3 [fire3@dfr.cod]  
 To: fuel@dfr.cod  
 Cc:  
 Subject: Fire Stations Needing a Fuel Delivery

Sent: Fri 2/25/2005 6:00 AM

Station 23 has 299 gallons of diesel. Station 25 has 45 gallons of Unleaded. Station 34 has 78 gallons of Unleaded. Station 39 has 244 gallons of diesel.



The ability to input fuel usage and delivery into an online fuel system and monitor department fuel stores. It will also automatically order fuel delivery's when levels go below prescribed amounts.

## ***Future Development For IDS***

- Inventory Management System
- Personnel Training Documentation System
- Personnel Accountability Management
- Management Tools for monitoring current operational status
- Online Web-based Database Reporting System that will allow managers to develop and modify data reports in real time

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[BACK](#)

[E Mail](#)

[DFR Home](#)

# ***IDS...***

***...represents a paradigm shift in the way the Department handles internal communications, document management, operational reporting, and personnel management!***

[BACK](#)

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# *Questions?*

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