

## Non Incidents and Training Management

### Setup

#### Table on Contents

Introduction .....	2
Non Incident Setup .....	2
Non Incident Setup: Events Types Tab: Primary Types .....	3
Deleting Primary Event Types .....	4
Non Incident Setup: Event Type Tab: Secondary Event Type .....	5
Non Incident Setup: Fields Setup Tab .....	8
Non Incident Setup: Codes and Sub Tables Tab .....	10
Non Incident Setup: Training and Drill Types Tab: Training Groups .....	10
Non Incident Setup: Training and Drill Types Tab: Training Courses .....	11
Non Incident Setup: Training and Drill Types Tab: Training Requirements .....	13
Non Incident Setup: Training and Drill Types Tab: Training Requirements Grid .....	14
Sample Report Template .....	15

**Introduction**



**Non Incident and Training Module Icon**

This manual describes how to setup the Non Incident and Training Events. Non Incident events account for all non emergency responses. This module is also used for tracking training records. Training subject matter is tracked in the evolutions section.

**Non Incident Setup**

Access the Non Incident module by pressing the down arrow on the Non Incident icon. The non incident setup window opens.

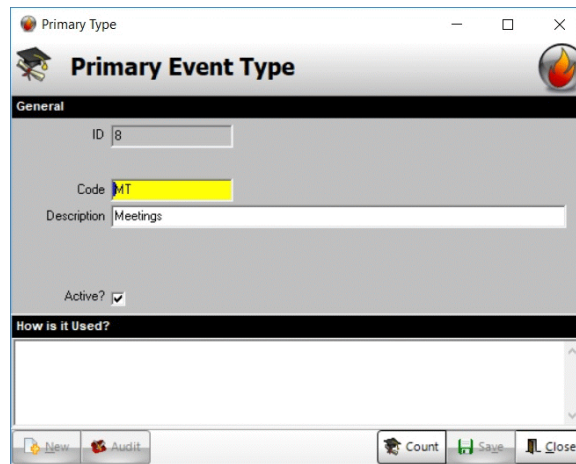
Non incidents have a Primary Event and Secondary Event. Primary events can be Meetings, Drills and Training, Standbys and Miscellaneous events. The Secondary Event would be the specific type of meeting, Drill or Miscellaneous Event. Each primary event has a set of user definable fields. In addition, the Non-Incident entry screen can also be customized based on the user requirements. This is accomplished in the fields setup section.

The following screen shows a typical non incident setup:

Primary Type			Secondary Event Type					
Act?	Code	Short Description	Active?	Code	Description	Short	Point	Losap Type
Y	DR	Drills	Y	CM	Company Meeting	Comp Meet	1.00	Meetings
Y	MI	Miscellaneous Events	Y	CMS	Commissioners Meeting	Coom Mtg	1.00	Meetings
Y	MT	Meetings	Y	CO	Committee Meeting	Committee	1.00	Miscellaneous
Y	ST	Standbys or Sleepin	Y	DM	Department Meeting	Dept Meet	1.00	Meetings
Y	TR	Trainings	Y	EMS	EMS Meeting	EMS Meeting	1.00	Meetings
Y	WD	Work Detail	Y	LG	Lounge Committee	LOUNGE	1.00	Miscellaneous
			Y	OM	Officer Meeting	Officer Meeting	0.00	Meetings
			Y	TM	Truck Meeting	Truck Meeting	1.00	Meetings

**Non Incident Setup: Events Types Tab: Primary Types**

Select the Events Types tab to enter the Primary Event Types. Create a new Primary Event type by clicking the **New** button at the bottom of the Primary Type column.



The following fields are entered in the Primary Event Type entry screen.

Field Name	Description	Comments
ID	Primary Type Unique Key	This is the internal number that is assign to this record. It cannot be changed.
Agency #	The Agency Number for the Event	This is for Multi Agency Systems. Leave this field blank if it is to be used by all of the agencies.
Code	Unique code. This corresponds with the description	This should be unique
Description	Description of the primary event type.	Enter the description in the space provided.
Active	Active Field. Determines if you can use this code in new events.	Uncheck this field so that this code cannot be entered in new events. The history will staff have the entered code.
How it is Used?	Narrative describing event.	This is a narrative field that is used to enter comments to describe the event type to current and future users.
Count Button	The count button will tell you how many events are being used by this primary event type.	Press this button to count the events.

The following are example event types for a typical career department.

Code	Description	Notes
TR	Drills and Training	This entry covers all types of the drills, training, and class instruction

MT	Meetings	This entry covers various business, union and personnel meetings conducted in a career department.
MI	Miscellaneous	This covers special work details.

The following are example event types for a typical volunteer department that includes a Length of Service Awards Program (LOSAP).

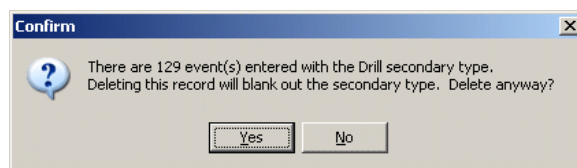
Code	Description	Notes
DR	Drills	This entry covers all types of the drills. Examples include a weekly drill event, regular weekend drills etc.
TR	Training	This entry covers training and class instruction. These type events are non repeating.
MT	Meetings	This entry covers various business, personnel meetings conducted in a volunteer department such as Department and Company meetings.
MI	Miscellaneous	This covers special events such as work details, parades and one-off events.
ST	Standbys	This covers standbys and sleep ins.

Once all Primary Events have been entered, click on the Fields Setup tab. The Fields for each Primary Event need to be determined prior to creating the Secondary Events for each Primary Event. Fields setup information can be found further down in this document.

Note: Many departments treat drills and training the same way. If this is the case, there is no need to have two separate primary types.

**Deleting Primary Event Types**

The only reason a primary type should ever be deleted is when you add a new one in error. Once the event type is in use, it should not be deleted. The following message will pop up if there are events that are use the highlighted primary type.



**Please Note:** If you delete a primary event type that has secondary event types and event history attached, the NI.NIPTYPEID and NISTYPE.NIPTYPEID fields in those records will be zeroed out. This will leave ghost records in the system. Basically, these are non incidents events that do not have a primary type entered.

**Non Incident Setup: Event Type Tab: Secondary Event Type**

Select the Events Types tab to enter the Secondary Types.

1. Highlight a Primary Type. All Secondary Types (if any) will be listed on the right hand side under the Secondary Event Type heading.
2. To add a Secondary Event Type click **New** button at the bottom of the Secondary Event Type heading.
3. Complete the fields as desired and click **Save** when done.
4. Repeat steps 1-3 for the remaining Primary Event types.

The following are example Secondary Event Types for each Primary Type.

Code	Description	Notes	
DR	<b>Drills and Training</b>	<b>This entry covers all types of the drills, training, and class instruction</b>	
	MD	Monday Drill	N/A
	DD	Department Drill	N/A
	OD	Outside Drill	N/A
	AD	Apparatus Drill	N/A
	ED	Equipment Drill	N/A
TR	<b>Training</b>	<b>This entry covers various Trainings</b>	
	IT	Inside Training	N/A
	OT	Outside Training	N/A
	CT	County Training	N/A
	FEMA	FEMA Training Session	N/A
MT	<b>Meetings</b>	<b>This entry covers various meetings</b>	
	DM	Department Meeting	N/A
	CM	Company Meeting	N/A
	COM	Committee Meeting	N/A
	TM	Truck Meeting	N/A
MI	<b>Miscellaneous Events</b>	<b>This entry covers all miscellaneous events.</b>	
	PAR	Parades	N/A
	FN	Funeral	N/A
	CM	Commissioner Meeting	N/A
	ID	Installation Dinner	N/A
MI	<b>Standbys</b>	<b>This primary type covers standbys</b>	
	ST	Standbys	N/A
	SL	Sleep ins.	N/A

The following screen shows a typical non incident secondary type.

This table provides a description of the fields found on the Secondary Type setup screen.

Field Description	How it is Used	Special Notes	Example Entries
Type Code	The type code is an abbreviation of the secondary type description.	This code should be unique, but is not require to be.	CM, DM
Description	Enter the description in the space provided. This should describe the event.	None.	Company Meeting, Department Meeting
Short Description	Enter a brief description in the space provided.	None.	Comp Meet, Dept Meet.
Active?	Determines if the secondary type is active or inactive.	Check this box to make the secondary event type show in the event entry screen drop down.	N/A
Length	Typical default length of the event. This field is over ridden if the date and times are used.	Decimal hours. 1.5 means 1 and ½ hours. <i>Requires Length field to be active. See Field set up section for details.</i>	1.0, 2.0, 1.5
Point Value	Enter the default point value in the space provided.	Utilized by departments that track points. <i>Requires Point Value field to be active. See Field set up section for details.</i>	1.0, 2.0
LOSAP Type.	The length of service awards type.	This field is used to determine which column the points tally on. <i>Requires LOSAP Type field to be active. See Field set up section for details.</i>	MT, DR

Additional Custom Fields	Additional fields can be added for tracking events.	Alpine personnel will setup these fields.	N/A
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**Non Incident Setup: Fields Setup Tab**

**Note: This section is done by Alpine Personnel, except in situations with no dial in.**

Select this tab to activate the fields setup system. This setup allows you to activate or modify different components of the non incident entry screen. Each Primary Type can have its own set of fields. This allows you to customize each primary type so that the necessary fields are displayed while hiding the fields not needed. The following is summary of the screen components:

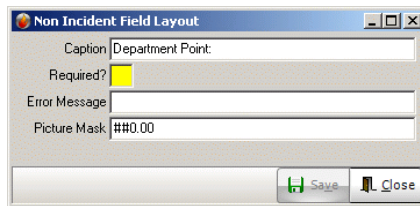
Code	Component	Description	Usage
CODE	Event Code	The sequential event code. This code increments for each event.	This field is only used if you require a reference number for each event.
DESCR	Description	The description of the event.	This field is the description of the event. It is always manually entered.
COMPANY	Agency Company	The company field is based on the agency number.	The lookup table can be added to in the System Setup, Agencies, Companies and Battalions.
LOCCODE	Location Code	The location code that represents where the event to place.	The lookup table is setup in the Non Incident Setup, Codes and Sub Tables tab.
LOCMISC	Location Miscellaneous	The location where the event took place if it is not part of the standard lookup. This is a unformatted text entry field.	This is used for event that might take place at a location occasionally that would not be entered in the location table. Optional.
UNITNUM	Unit or Apparatus #	Unit number from the apparatus module.	This is used by career departments that track events by unit number. Optional.
SHIFT	Shift Number	Shift number of the event.	This is used by career departments that track events by shift. Optional.
AGENCY	Agency Code	Agency Code that conducted training.	This is used to track what agency gave the training or meeting. Optional.
DATESTART	Start Date	The start date and time of the event.	This field is always used. It represent the start date and time of the event.
DATEEND	End Date.	The end date and time of the event.	This field is almost always used. It represent the finish date and time of the event.
EVLENGTH	Event Length	The event length.	The event length is the end date and time minus the start date and time in decimal hours.
TRAINHOUR	Training Hour Length	The number of hours credited to training.	This is an option field that is used to track the number of training hours for the event. This field can also be used for numerical totals. There are no specific reports for this.
LOSAPCAT	Service Awards Category	The LOSAP Category for Service Awards Reporting.	This field is used by volunteer departments for tracking LOSAP.
POINT	Point Value of Event.	The number of points awarded. This is a default value that can be changed.	This field is used by volunteer departments for tracking LOSAP.
USER#	Four user defined fields.	These fields are user definable.	You can change the label for the display here.
TRAINCAT1	Primary Training Category.	These fields are used for tracking training	N/A
DATECERT	Not Used.	These fields are used for tracking training	N/A



DATEEXP	Not Used	These fields are used for tracking training	N/A
EVTAB	Evolution and Training subjects Tab.	These fields are used for tracking training	N/A
COMPTAB	Companies attending training.	These fields are used for tracking training	N/A
APPTAB	Apparatus Used for Training	These fields are used for tracking training	N/A
EQU TAB	Equipment Used for Training.	These fields are used for tracking training	N/A

Follow these steps to activate field for the selected primary type.

1. Select the drop down arrow in the non incident button on the main screen.
2. Press the **Fields Setup** tab.
3. Click on the **Primary Type** to activate fields for.
4. Highlight the **Non Incident Field List** field to activate.
5. Press the Toggle button to turn on the field.
6. Press the Caption button if you want to change the label found on the form for the selected field. This is generally used for the custom fields.



You can override the picture masking as well.

7. Repeats 4 and 5 for all fields that you want to active for the selected primary type.

**Non Incident Setup: Codes and Sub Tables Tab**

The Codes and Sub Tables tab is used for entering the data used in the Non Incident entry screen look ups. The following is a summary of each sub table:

Sub Table	How it is Used	Sample Entries
Locations	The location the event took place	HQ, Station 1
Service Awards Types	The Service Award Type for use with LOSAP systems.	Training, Meetings, Misc.
Training Category 2	Allows for customization of your non incident module. Secondary table for further classifying the event.	N/A
Training Category 3	Allows for customization of your non incident module. Secondary table for further classifying the event.	N/A
User Defined Field 1	Allows for customization of your non incident module.	N/A
User Defined Field 2	Allows for customization of your non incident module.	N/A
User Defined Field 3	Allows for customization of your non incident module.	N/A
User Defined Field 4	Allows for customization of your non incident module.	N/A
Agencies	Agency in charge of the training.	Your FD, 12345
Persons Involved Type	The types of person that could be involved in training or meetings.	Office in Charge, Trainer
Apparatus Usage Codes	Used to describe the task the person performed. This table is used in the apparatus usage section of the non incident event.	Driver, Can Man, Knob Man

**Non Incident Setup: Training and Drill Types Tab: Training Groups**

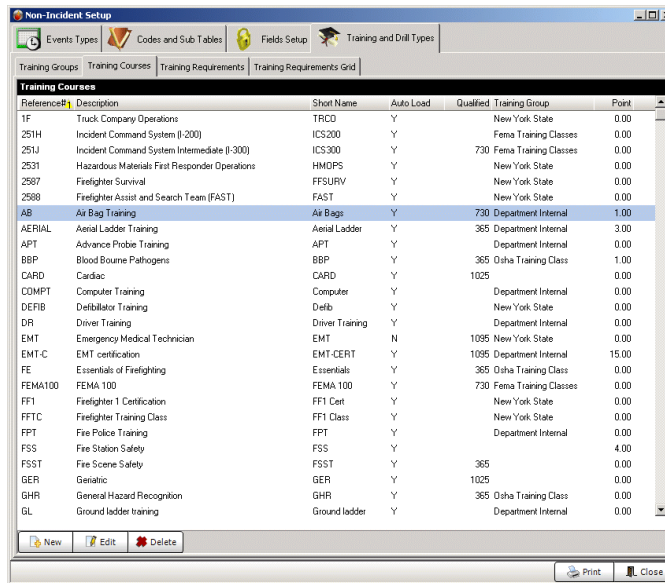
This section is optional. Select this tab to enter different grouping categories for training. For example, your department might group training categories into the following:

- COUNTY County training classes.
- NFPA NFPA classes offered by a nationally accredited instructor.
- STATE State level course.
- FEMA FEMA offered training types.

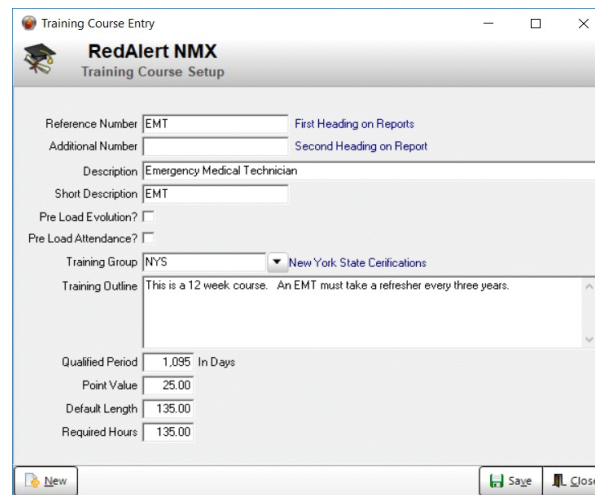
Enter the code and description in the browse.

**Non Incident Setup: Training and Drill Types Tab: Training Courses**

The non incident module is also used for tracking training and certifications. This is done by utilizing the evolutions tab found in the non incident fields setup. Select the following tab to enter the training course types in the Non Incident Setup system. Please note, you can sort on the Reference#, Description or any other field by simply clicking on the column heading.



Press New to enter a new Training Course type.

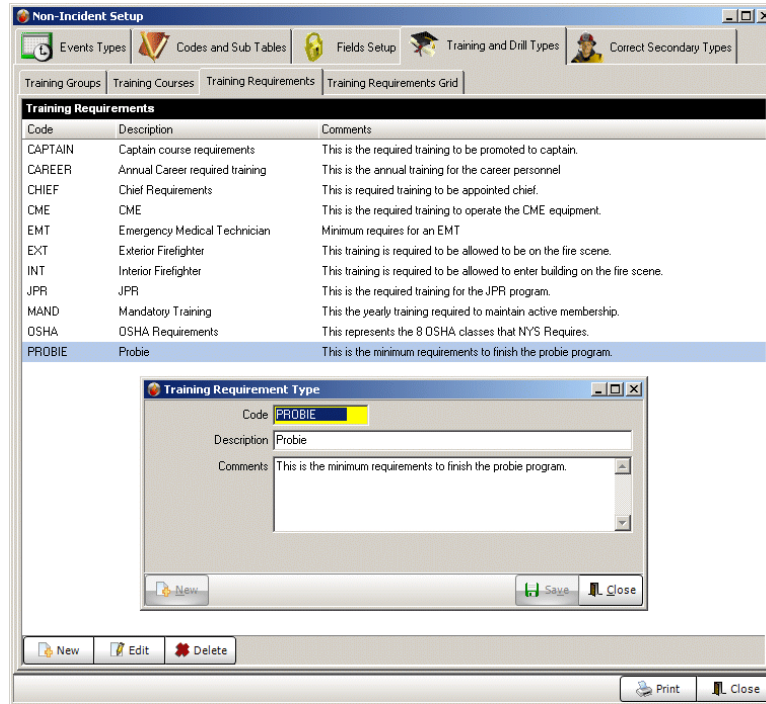


Field	Description	Special Notes	Example Entries
Agency	Agency code for limiting lookup. This is only show if it is a multi agency system.	Leave blank to be utilized for all Agencies.	12345
Reference Number	The code or reference number that represents the type of training. This can be the County Number, NFPA, or State Number, or a simple abbreviation.	Try to standardize the entries in this field.	EF
Additional Number	Additional number for cross referencing course types.	Enter additional course numbers such as NFPA, state or local numbers.	EF

Description	Description of the Training	Enter as much information here.	Essentials of Firefighting
Short Description	Short Description of the Training	You can also put in additional reference number if applicable.	Essentials.
Pre Load Evolution	Check this off to automatically generate an evolution when it is entered. This field only applies if the Training Category is used on the main non incident entry screen.	This eliminates steps for the data entry people.	Y or N
Pre load attendance	Check this off to automatically take evolution attendance when this training type is entered.	This eliminates steps for the data entry people.	Y or N
Training Group	Look up used to group training.	These are setup in the Training Category tab.	Examples include OSHA, STATE, FEMA, etc.
Training Outline	Narrative section to describe what is done in training.	N/A	N/A
Qualified Period	Number of days the course or subject is good for.	This field is used in a couple of reports in development.	Enter 365 for a year, 730 for two years.
Point Value	Point value of the training class	This field is used if you track points for evolutions.	Enter the default point value in the space provided.
Default Length	Typical length of the training class.	Default value that carries over to the entry.	Enter the default value in the space provided.
Required Hours	The number of hours as used in reports.	Enter the number of required hours.	This is used in headings on several reports.

**Non Incident Setup: Training and Drill Types Tab: Training Requirements**

This tab is used to enter the different training requirements your department would report on.



Field	Description	Special Notes	Example Entries
Agency	Agency code for limiting lookup	Leave blank to be utilized for all Agencies.	12345
Code	Code	Try to standardize	FEMA
Description	Description of the Training Requirement.	Enter description here.	FEMA Courses
Comments	Additional Comments or Notes	Enter the comments here.	N/A

## Non Incident Setup: Training and Drill Types Tab: Training Requirements Grid

Select this tab to assign which training courses are required for each Training Requirement.

Code	Group	Training Course	CAPTAIN	CAREER	CHIEF	CME	EMT	EXT	INT	JPR	MAND	OSHA
1F	NYIS	Truck Company Operations										
251H	FEMA	Incident Command System (1-200)			Yes					Yes		
251J	FEMA	Incident Command System Intermediate	Yes	Yes								
2531	NYIS	Hazardous Materials First Responder										
2587	NYIS	Firefighter Survival	Yes							Yes		
2588	NYIS	Firefighter Assist and Search Team	Yes		Yes				Yes			
AB	DEP	Air Bag Training	Yes								Yes	
AERIAL	DEP	Aerial Ladder Training	Yes					Yes				
APT	DEP	Advance Probie Training								Yes		
BBP	OSHA	Blood Bourne Pathogens	Yes					Yes				Yes
CARD	EMS-T	Cardiac				Yes						
COMPT	DEP	Computer Training	Yes	Yes								
DEFIB	NYIS	Defibrillator Training	Yes	Yes			Yes					
DR	DEP	Driver Training	Yes		Yes			Yes	Yes	Yes		
EMT	NYIS	Emergency Medical Technician		Yes			Yes					
EMT-C	DEP	EMT certification	Yes	Yes								
FE	OSHA	Essentials of Firefighting	Yes		Yes			Yes				Yes
FEMA100	FEMA	FEMA 100			Yes					Yes		
FF1	NYIS	Firefighter 1 Certification	Yes	Yes	Yes			Yes	Yes			
FFTC	NYIS	Firefighter Training Class		Yes				Yes				
FPT	DEP	Fire Police Training		Yes								
FSS	DEP	Fire Station Safety						Yes		Yes		Yes
FSST	DEP	Fire Scene Safety						Yes				Yes
GER	DEP	Geriatric				Yes						
GHR	OSHA	General Hazard Recognition						Yes				Yes
GL	DEP	Ground ladder training										
HAZMATI	NYIS	HazMat I	Yes	Yes	Yes			Yes	Yes	Yes		
HHU	DEP	Hydrant Hookups	Yes	Yes					Yes			
HOSE	DEP	Hose Drill										
HOSEMAN	DEP	Hose Management		Yes						Yes		
HOSEPACK	DEP	Hoses Packing								Yes		
HYDRANT	DEP	Hydrant training		Yes						Yes		
ICE	DEP	Ice Rescue									Yes	
KNOT	DEP	Knots		Yes							Yes	
LADD	DEP	Ladder Drill										
LADDT	DEP	Ladder Training									Yes	
OSHA1	OSHA	OSHA PPE Training										Yes
OSHA2	OSHA	OSHA Part 2										
PC	OSHA	Protective Clothing						Yes				Yes
PED	DEP	Pediatric		Yes		Yes						
PPES	OSHA	Personal Protective Equipment	Yes	Yes				Yes				Yes

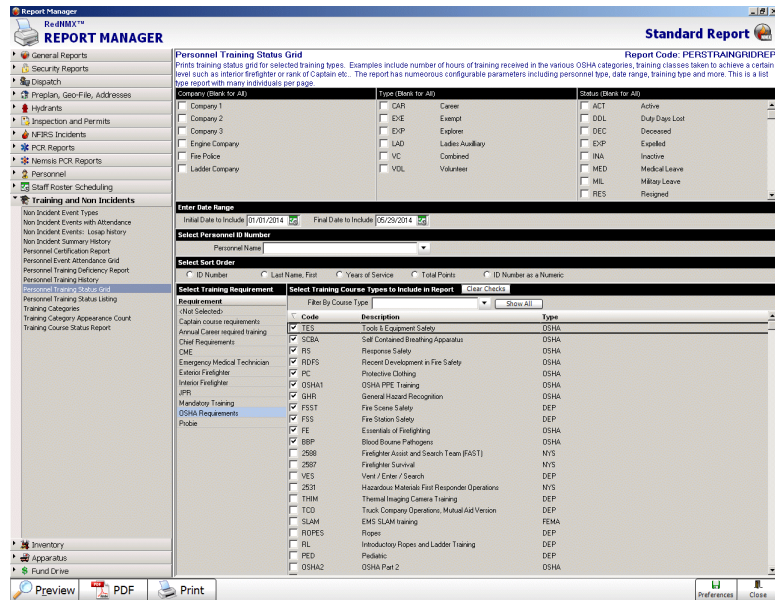
Training requirements can be defined following the steps below.

1. Click on the Training Requirements to create the name of the training requirement such as, OSHA, Driver, Annual Mandatory and so on. This will create a requirement column by that name on the Training Requirements Grid.
2. Make sure you are clicked onto the Training Requirements Grid. The entire list of training courses and department training and drills entered into the system under the Training Courses tab will be listed along the left hand side. All the training requirements defined will be listed across the top.
3. Locate the training requirement you wish to define training courses for.
4. Within that training requirement column, click on the cell that intersects with the first training class that is part of the requirement.
5. Press the space bar or double click in the cell to make it a required event. A "Yes" will appear in the cell. Pressing the space bar or double clicking will also blank out the cell in the event of a mistake.
6. Repeat step 5 for each training course to be added to this requirement.
7. Repeat steps 3-5 for all other training requirements.

These templates are used in reports found in the Training and Non Incident sections.

### Sample Report Template

The following is a typical report template that shows how the training requirements are utilized in the different reports.



The following reports utilize the training requirements settings.

- Personnel Certification Report
- Personnel Training Deficiency Report
- Personnel Training Status Grid
- Personnel Training Status Listing