













# First Due Pre-Plan Field Guide


## Finding an Address


- 1) First, make sure your Address Icons are enabled. The Green house icons over each address
  - Web – Click the house icon on the right side of the map
  - Mobile – Tap the layers icon in the top right of the map > Enable Nearby Addresses.
- 2) When dispatched to an address, click Edit Pre-Plan either on the Incident Icon (web) or Incident Details page (mobile).
- 3) To search for an address on the map, click on the magnifying glass in the top left.



## Edit Pre-Plan



 <b>Map Icons</b>	Place the map icon where it is in the building. If it applies to the building in general, place in the center but not covering the Address Icon
How	- Click the + icon in the top right of the map > click the desired map icons > click on the map to place the icon > click the icon again and select Edit to open the left hand panel to enter details or - Click Add New > Select the desired icon from the dropdown > enter the details in the left panel > In the bottom left corner of the map, look for the Unmapped Icon > drag to the map to place.
What	Caution Notes  , Access Problems  , Knox Box  , FDC  , Standpipe  , Alarm Panel  , Stairwells   , Sides (A,B,C,D), Sprinkler room 
Style	Size = Default. Pre-Plan Level = Ground.
Description	Text added here will be visible when the icon is selected on the Map and Dashboard
Attachments	Upload a photo of the item with perspective on the surrounding area to help identify location.
Save	Click Update (bottom left panel) and Publish.

 <b>HazMat</b>	Preplan any Hazardous Material on location.
How	Click the  in the top left panel or top right of the map.
UN# Look Up	Search by common name – Will populate UN #
Chemical Name	Type the Common Name here
Quantity	If Known, please document those
Location	Be Descriptive – Attach a photo if possible
SAVE	Click ADD > Publish when done

 <b>Contacts</b>	Please document at least one emergency key-holder.
Record	Type of Contact, Name, Phone, Notes
SAVE	Click ADD > Publish when done

 <b>Attachments</b>	Attachments are visible on the Dashboard and can include photos, pdfs, and more.
How	Attachments can be uploaded from your Camera, Camera Roll, or Files Folder
Suggestions	Floorplans, Evacuation Maps, and photos of any noteworthy items.
SAVE	Click ADD > Publish when done

 <b>Address Details</b>	1) Verify you're on the correct address (top left) 2) Drag the Address Icon to the center of the building. (If your role permission allows you)
 <b>Occupancy Details</b>	The following fields should be completed: Business Name,

 <b>Levels</b>	Please refer to the Annotation Field Guide
 <b>Annotations</b>	Refer to the Annotation Style Guide for Details To access the Annotation tool, tap the Pencil icon on the right side of the map.