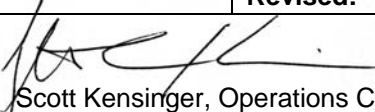




**City of Winchester  
Fire & Rescue Department  
STANDARD OPERATING PROCEDURE**



|                  |  |                  |                  |
|------------------|--|------------------|------------------|
| <b>Section:</b>  | Information Technology and Electronic Reporting  | <b>SOP:</b>      | 11.4             |
| <b>Subject:</b>  | Panasonic Toughbook Computer Procedures  | <b>Executed:</b> | March 23, 2010   |
|                  |  | <b>Revised:</b>  | January 13, 2011 |
| <b>Approved:</b> | <br>Scott Kensinger, Operations Captain |                  |                  |

**PURPOSE**

The Department received a grant from VDEM through the Virginia Office of EMS for six (6) Panasonic Toughbook computers for the preparation of electronic patient care reports. We will utilize these computers as an extra means of preparing all electronic incident reports utilizing the Department reporting software. Each of the three Engine/Rescue companies (Friendship, Shawnee and South End) that have ambulances will receive 2 laptops each.

**PROCEDURE**

The following procedures shall be followed to ensure the laptops are utilized for the intended purpose and to give guidance for their maintenance.

1. The purpose of these laptops is for the preparation and quality assurance of incident reports for WFRD. This will be accomplished by making access to the Firehouse software utilizing the station wireless connection, VPN, and logging into the Timbrook Firehouse database.
2. Each computer has been configured and assigned to a particular station. Removal of the computer from or transfer to another station is not permissible. When using, please locate these computers in range of the station wireless access.
3. This is considered a piece of equipment similar to any other in the station. Accountability of these devices and functionality shall be inspected each day. A storage location shall be established that is out of view and these systems shall be stowed when not in use.
4. At NO time are these computers to be utilized for internet browsing or any other function. Printing capabilities and Microsoft Office have not been installed on these systems.
5. Provided with each computer is a charger and additional battery. Please run the batteries down to notification before plugging them in for charge. Do not leave the charger connected indefinitely.
6. Making access to each computer is accomplished with the same username and password on each system:
  - a. Username – wfrd

- b. Password - ems
7. As with all WFRD computing equipment, problems shall be reported to the Duty officer. During system outages, paper reporting shall be utilized and then entered into the system when available.