

Section 7.4: Inputting Locations

There are multiple ways to input incident locations into the RescueNet CAD system. Listed below are the different methods.

1. If provided with a facility name, this can be input into the facility field and the appropriate facility selected from the list. This list will only search the beginning of facility names, so if the second word is input for a facility without the first word of the name, then the facility will not display. This system also works for parking areas by typing "PA", then the appropriate number.
2. Speed codes, typically the four-digit building number, can also be input into the facility field to generate the facilities location. Note that not all buildings may have this in place.
3. The street address can be input into the address field.
4. Intersections can be input into the address field with an "&" separating the two streets.
5. Other locations can be input into the address field. Select cancel in the popup window to continue processing the call if the location is not a physical address for the facility or previously built in CAD.
6. The map can be used by double-clicking a location, which places a tack, then by right-clicking the tack and selecting "Create New Trip."

Be aware that CAD recognizes "&" as an intersection in the address field. Roadways such as "F&B Road" should be input as "F and B Road", otherwise CAD will look for the intersection of "F Road" and "B Road."

It should be noted that when looking for a location in CAD by facility name, you may need to look up the building number elsewhere, such as AggieMaps or the Map Book, if the facility does not come up in the alphabetized list. This may be due to the building being in CAD under its full name rather than a common name used by students.

If CAD provides you with a facility alert, this alert will also be available to the crew via the MDT. Private information, such as gate codes, should never be transmitted over the radio.

Rolodex:

Located in the top toolbar of CAD, the Rolodex feature may be used to locate items within CAD, such as facilities and EMS personnel. If a location is not found in CAD, check the Rolodex first to ensure the building is not in CAD under a different name. If the building is still not found, then notify the Communications Coordinator.