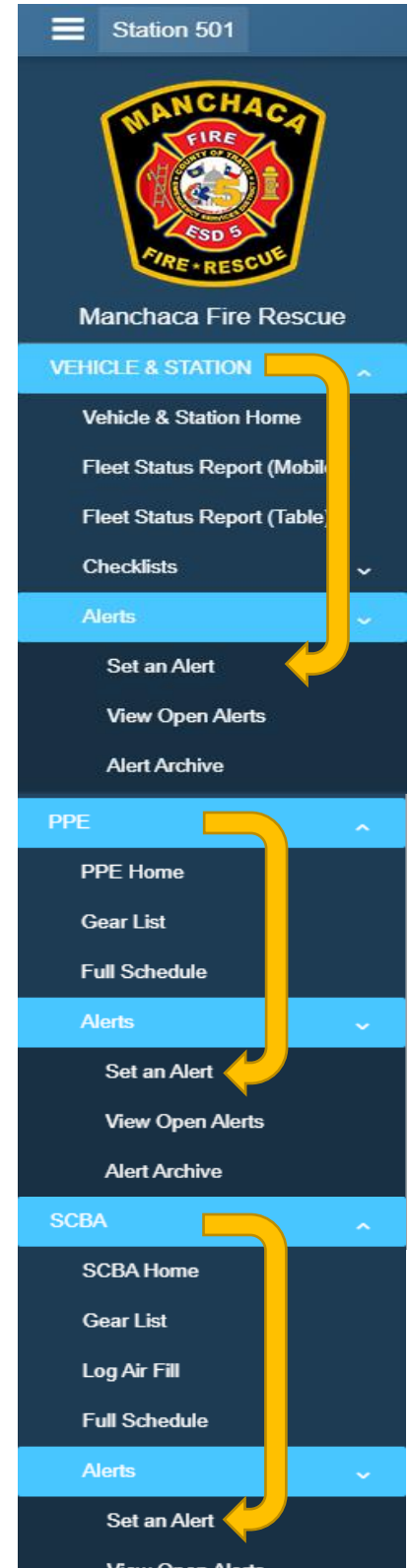
	TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Department Directive	D2021-003
		Effective: 2/24/2021
		Rescinds:
	Changes to PS Trax Workflow	From: C. Poole

Some recent changes were made to the PS Trax system regarding how alerts are submitted for various items as well as how we will be utilizing the Journal feature moving forward. In the near future, we will be adding some additional items to the some of the checklists.

Alerts:

PS Trax actually has 3 different Alert queues (Vehicle/Station, PPE, and SCBA). The system allows the administrators to add categories within the queues to customize them to the needs of the department. When these categories were originally set up, we inadvertently created some duplications that caused alerts for some items to be split between two different queues. We have now corrected those duplications.

You can access all three queues via the side menu on the PS Trax dashboard (see image to right). You can also access the Vehicle/Station alert via the “Set Alert” button at the top of the alerts column on the dashboard. Keep in mind that this button will only set an alert in the V/S queue (even if you click on the PPE or SCBA buttons seen below to view those queues). The only way to set an alert in the PPE or SCBA queues on the dashboard is to navigate to the “Set an Alert” link for that section in the side menu.



The 3 queues should be used as follows:

- **Vehicle/Station Queue:** Apparatus maintenance items, tools and equipment, station maintenance, and station supplies. Categories within the V/S queue include General, Gas Monitors, Vehicle Maintenance, Medical Equipment, Facilities Supplies and Maintenance, Tools and Equipment, and Small Engine Repair
- **PPE Queue:** Damaged, missing, or replacement of PPE or uniform items
- **SCBA Queue:** Damage, missing, or replacement of SCBA, cylinders, facepiece, voice amp, fill site, etc.

Journal Feature:

We originally set up the journal as a message board for all personnel to post items and share information. This format proved to be ineffective since there

was no guidance as to the information that was appropriate to share to the journal or any requirement to review the journal entries. This resulted in the information being posted but not necessarily reaching its intended audience.

Moving forward, access to making entries in the journal will be limited to officers and drivers and is set up to document shift activities and pass on information in addition to the verbal pass on. Additionally, public education and public relations events will be documented via the journal to track this activity for reporting purposes. The member in charge is required to create a pass on journal entry for each shift.

Checklist Changes:

In the near future you will see some adjustments to some of the checklists in PS Trax. The first will be additional items in the weekly apparatus checks to monitor expiration dates of medications and other date sensitive medical equipment. This is part of a current project to better track various inventory items in the organization.

Additionally, we will be adding some inventory tracking checks to the monthly checklist to ensure that we are prepared for emergency events. Items such as absorbent and bottled water inventory will be added to the list along with threshold levels to ensure reorders are made in a timely manner.

Lastly, we are finalizing some policy edits that were identified after our last TCFP inspection. One item that will be coming is periodic inspections of PPE by the user to which the PPE is issued. These will be through the PS Trax PPE module.

Members will receive email updates as these various changes to checklists are implemented.