

PopPro™ PERSONAL COMPUTER VERSION

READ-ME INFORMATION

I. FIELD PLAN [file name = **fld_plan.dot**]:

- ◆ Using the file manager, copy “*fld_plan.dot*” and save the copy under your incident name;
- ◆ Open the new file. It is formatted as a form , so you may utilize one of the following options:
 - ⇒ Leave it in the forms mode. Move between form fields by either using the *Tab* key or cursor. **NOTE:** The forms mode does not permit you to use functions such as spell check, changing font type or size, etc. The only section not protected in this manner is the narrative portion of the supplement (page eight).
 - ⇒ Take the document out of forms mode by clicking on *TOOLS*, then selecting “*UNPROTECT DOCUMENT*”. This will allow you to perform all normal word processing functions. **NOTE:** This may require that page breaks be re-done.....check before printing.

II. FIELD PLAN SUPPLEMENTS [file name = **pln_supp.dot**]

The supplement page of the field plan. Permits inclusion of supplemental information without having to complete the entire form. **Use same instructions as noted above.**

III. POPULATION & THREAT CLASSIFICATION CHECKLIST [file name = **classify.doc**]

- ◆ Page 1 is a narrative description of population classifications, and page 2 is a checklist of threats and affected populations.
- ◆ This document is not saved as a form. It is recommended, however, that a “working copy” be used as noted in section I above.

IV. OTHER DOCUMENTS: [For direct printing or modification as the incident requires]

- ◆ Handout flyer.....Protection WARNING [file name = **e_wrning.doc**]
- ◆ Handout flyer.....Evacuation REQUEST [file name = **e_rquest.doc**]
- ◆ Handout flyer.....Evacuation ORDER [file name = **e_order.doc**]
- ◆ Personnel accountability form (check in & out) [file name = **prsonnel.doc**]
- ◆ Unit organization form [file name = **organize.doc**]

QUESTIONS, COMMENTS OR SUGGESTIONS???? CALL MIKE MCMEEKIN AT (406) 273-0471, FAX AT (406) 273-5404, or e-mail at mc2services@in-tch.com