

DEPARTMENT OF FIRE AND RESCUE SERVICES



SPECIAL ORDER



2008.002

Originating From	Issue Date	Expiration Date	Attachments
Emergency Management	1/04/2008	N/A	N/A

SUBJECT: Daily Informational Report

APPLICABILITY: All Personnel

- 1 The Daily Information Report is a tool that can be used to provide daily updated information to all members of our Department. This report shall consist of basic information pertinent to daily departmental activities. The Daily Informational Report shall be managed by the Office of Emergency Management.
- 2 The daily informational report is located within the Howard County GroupWise email system.
- 3 To post a message to be included in the Daily Informational Report, please do the following:
 - 3.1 Go to GroupWise and click on: "New Mail." On the "To" line enter fireinfo@howardcountymd.gov. On the subject line type the word "Information." Type the message you would like shared with the rest of the Department in the body of the email, then hit "Send."
 - 3.1.1 All information will be edited and formatted as necessary prior to the Daily Informational Report being posted for the day.
- 4 To easily manage information you would like posted to the Daily Informational Report:
 - 4.1 Within GroupWise there is a feature called "delay delivery." It can be used to deliver an email at a predetermined time that is established by the sender. You could write an email today and delay the delivery until next Friday, at 0700 hours, and the system will automatically deliver it at the predetermined date and time.
 - 4.1.1 This feature can be used to post events that have been scheduled in advance; such as training class schedules or upcoming special events.
 - 4.2 If you wish to use the delay delivery option:
 - 4.2.1 Before you send your email select the "send options" tab. There you will see the delay delivery feature; check the delay delivery box, fill in the date and time you would like your message to be delivered and then hit "Send."

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- 5 Required information for the Daily Informational Report shall be as follows:
 - 5.1 Bureau/Section or Station Number
 - 5.2 Message to be sent out
 - 5.3 Name and contact number of person authorizing message, authorizing person must be at the rank of Lieutenant or above

- 6 In order to meet the daily reporting deadline, please submit your information to the GroupWise address by 0900 hours.

- 7 If you have any questions reference the Daily Informational Report, please contact Captain Kevin Henry at 410-206-5479.

Approved:

A handwritten signature in cursive script that reads "Joseph A. Herr".

Joseph A. Herr
Fire Chief