3Di

Ohio State Fire Marshal

3Di Engage

Ohio Fire Incident Reporting Management System (OFIRMS) - User Manual for Fire Departments (Mobile)

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1 Introduction

This document is created to outline all the features included in the Ohio Fire Incident Reporting Management System (OFIRMS). The document is a reference/manual for fire department staff in the State of Ohio.

1.1 Links to iOS and Android Apps

1.1.1 Installation

Install the iOS app and Android app by clicking the below app URLs.

- iOS - https://apps.apple.com/in/app/id6478143806
- Android - https://play.google.com/store/apps/details?id=com.OhioFire.OFIRs

1.2 Prerequisite

The Ohio Fire Incident Reporting System (OFIRMS) system is accessible to registered users only. OHID is a prerequisite to access the OFIRMS system. The fire department staff can register and get a new Ohio ID(OHID) or use an existing OHID account.

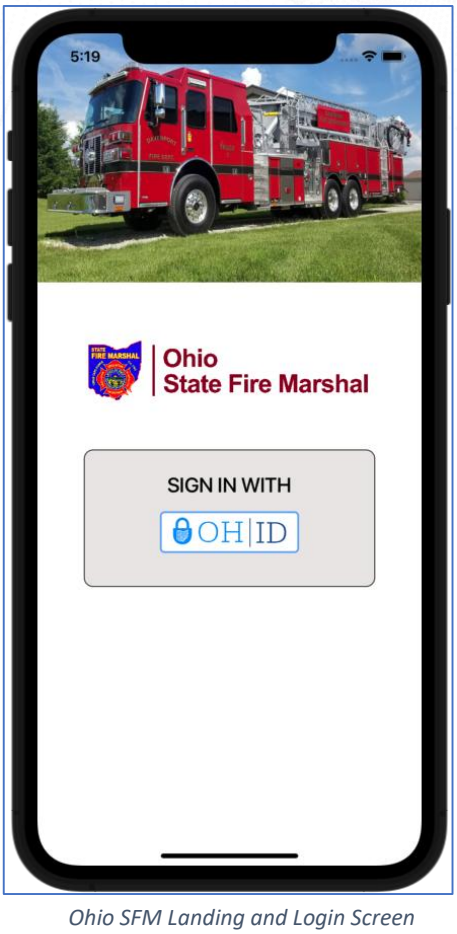
Steps:

If the staff members have registered with OHID, follow these to register with the fire department.

Step 1: Launch the OFIRMs app by clicking the below app icon and then click the **Sign In With OH|ID** button.



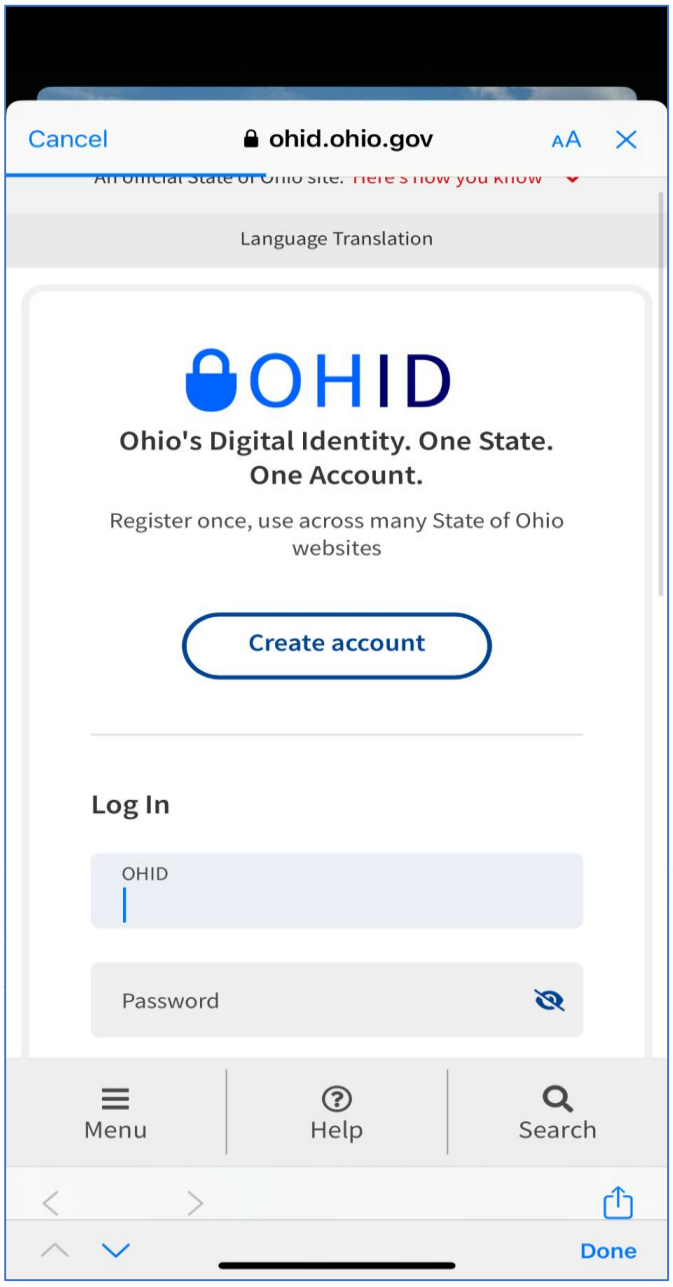
Ohio SFM Landing and Login Screen



Ohio SFM Landing and Login Screen

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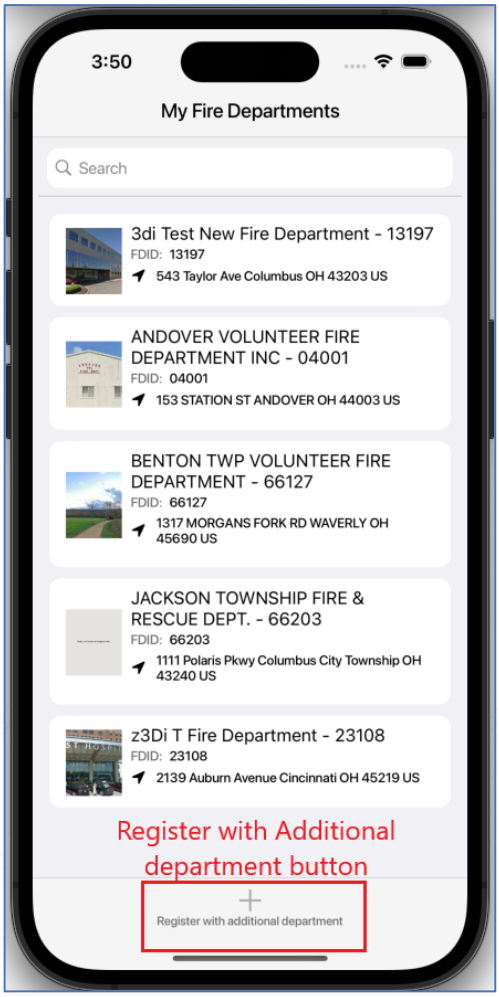
Step 2: Provide **OHID** credentials and press login.



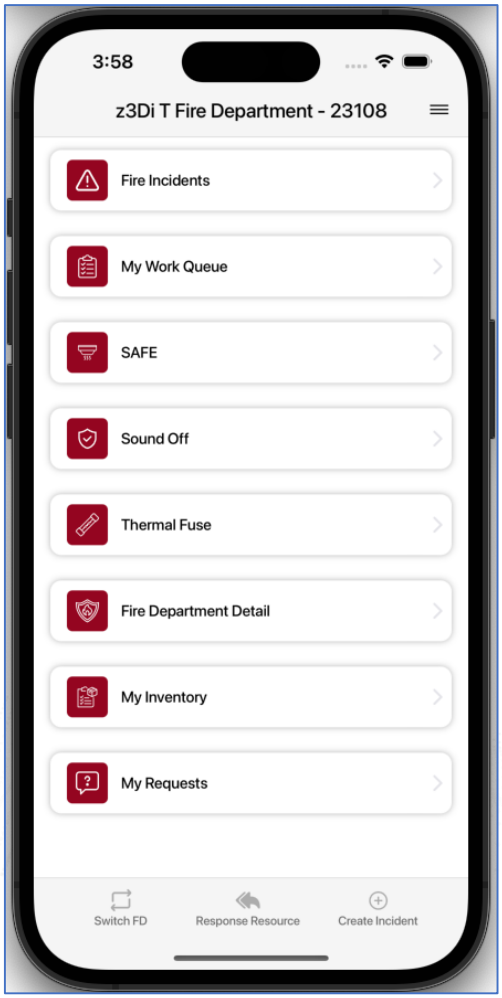
OHID Login Screen

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After login, the user will be redirected to the My Fire Department screen if they are associated with multiple fire departments or directly to the Fire Department dashboard screen if they are associated with a single fire department.



My Fire Department Screen



Fire Department Dashboard

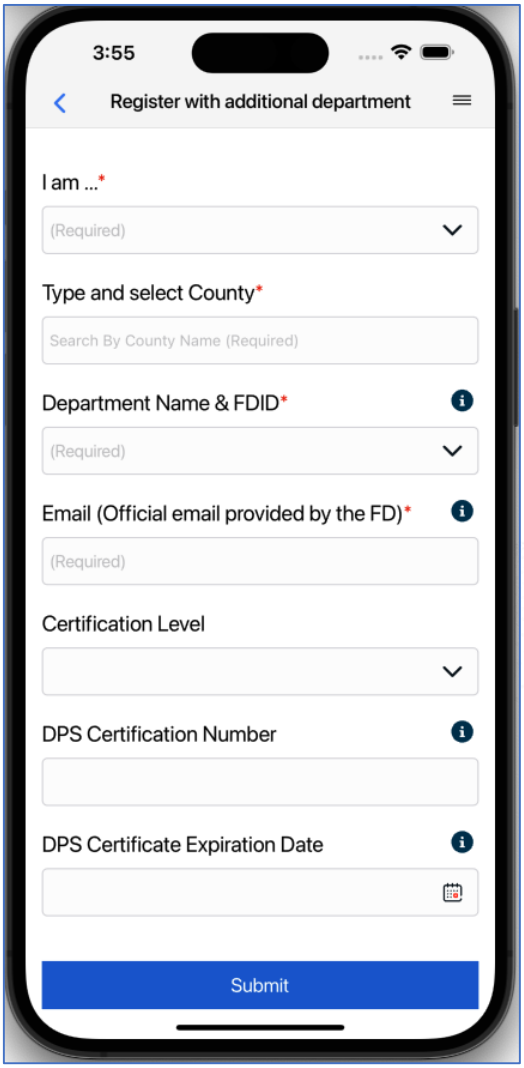
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2 Mobile features for all Fire Department Users

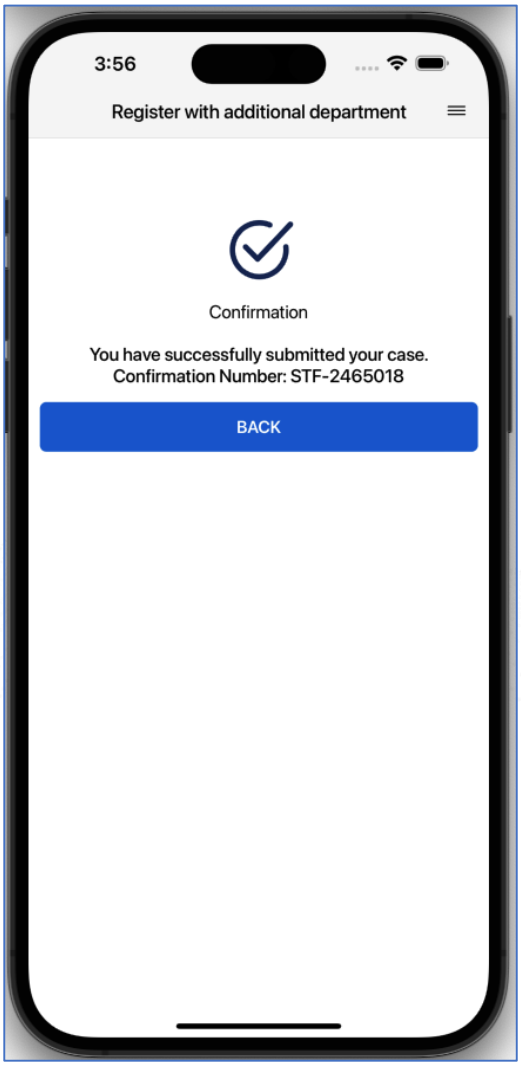
All Approved Fire Department Personnel will have access to the following features:

2.1 Registering with Additional Fire Departments

If the department staff is affiliated with more than one department then the user can associate with additional fire departments using the **Register with an additional department** button on the My Fire Department screen. After submitting, the user will see a submitted successful message with a case number and must wait for approval.



Register with Additional Fire Department form



Register with additional Fire Department Confirmation Screen

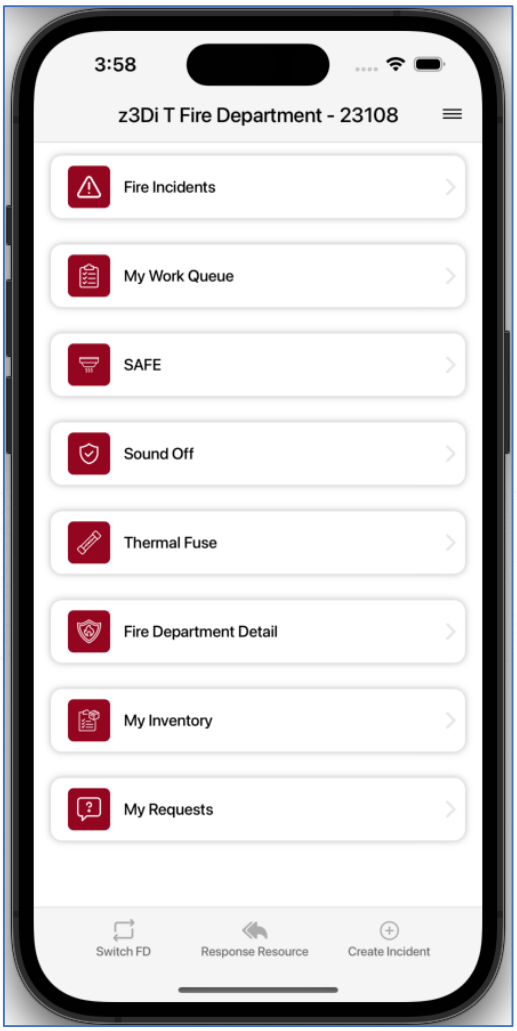
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2.2 Fire Department Dashboard

Rank: All fire department staff

The **Fire Department Dashboard** page lists all features related to the Fire Department to which the user will have access. After successful registration with the OFIRMS system, at least one department will be associated with the user and the user will be redirected to this page after successful login. **OR**

If the user is associated with more than one Fire Department then the user will be redirected to the My Fire Department screen, then after selecting one of the Fire Department, the user will be redirected to the Fire Department Dashboard screen.



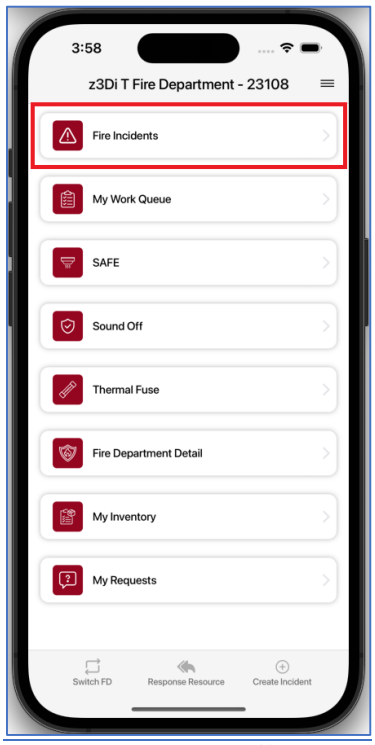
Fire Department Dashboard Screen

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2.3 Fire Incidents

This section redirects to the Incident dashboard screen.

Details about the Incident dashboard are mentioned in **6.1 Incident Dashboard**

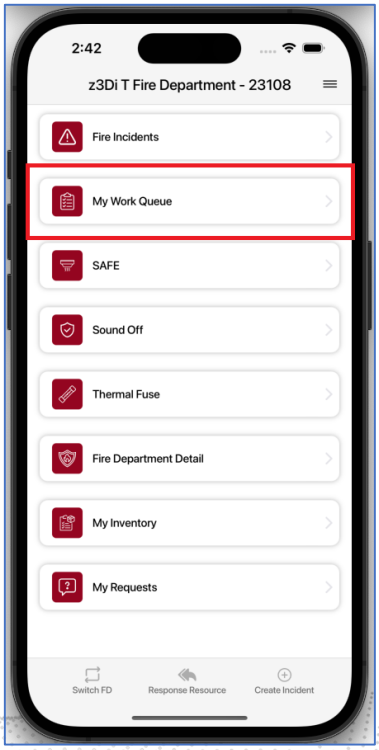


2.4 My Work Queue

Rank: Fire Department Chief

My Work Queue for Fire Department Chief is the section from where the FD Chief can perform actions on tasks assigned to the FD Chief.

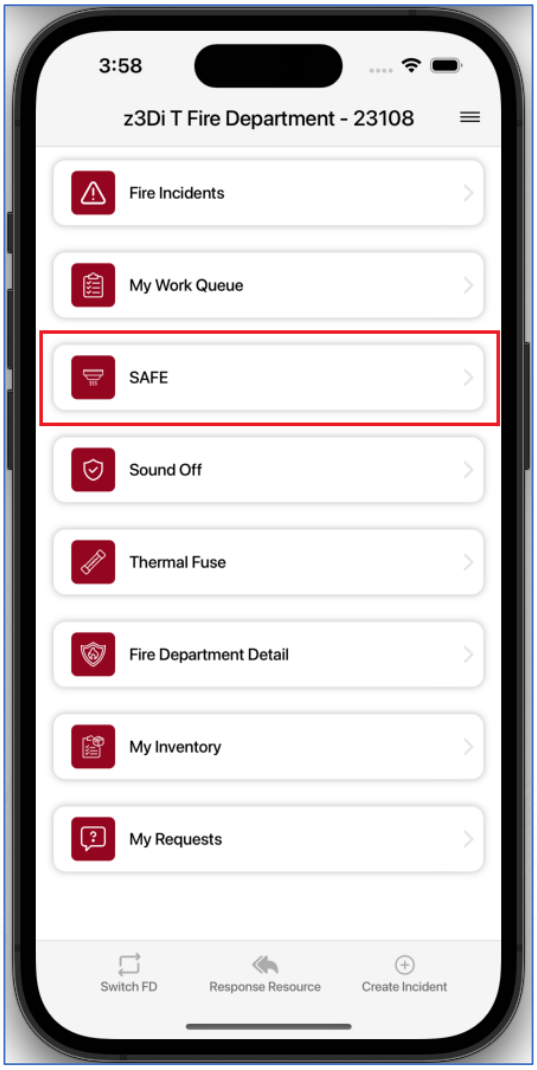
For more details, refer: 3.1 My Work Queue

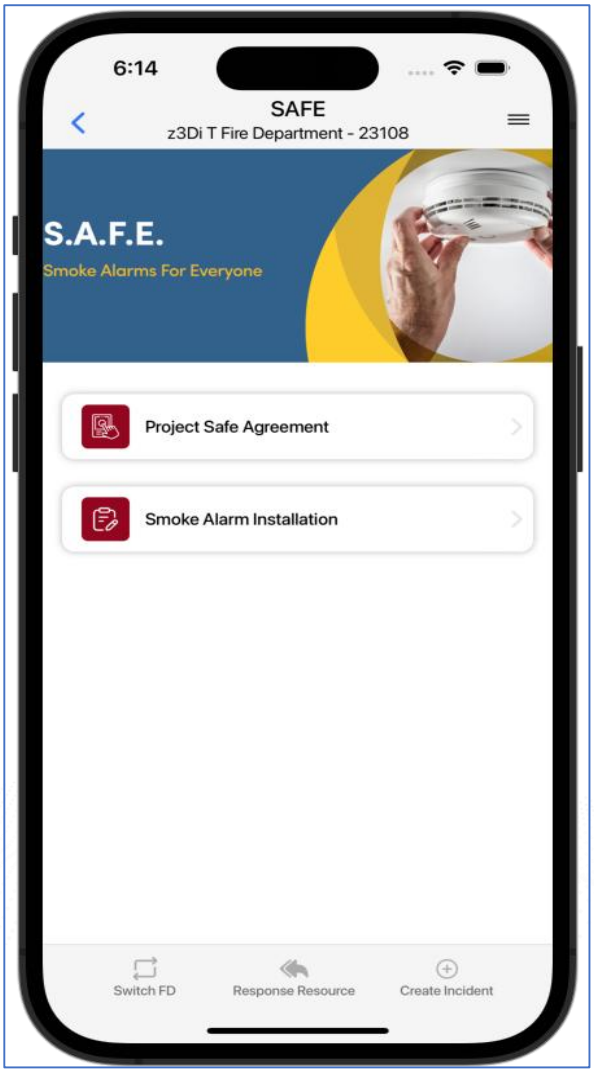


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2.5 SAFE (Smoke Alarms For Everyone)

The Smoke Alarms for Everyone program is available for use by Fire Department staff. It is designed to create project safe agreement request, smoke alarm installation request.



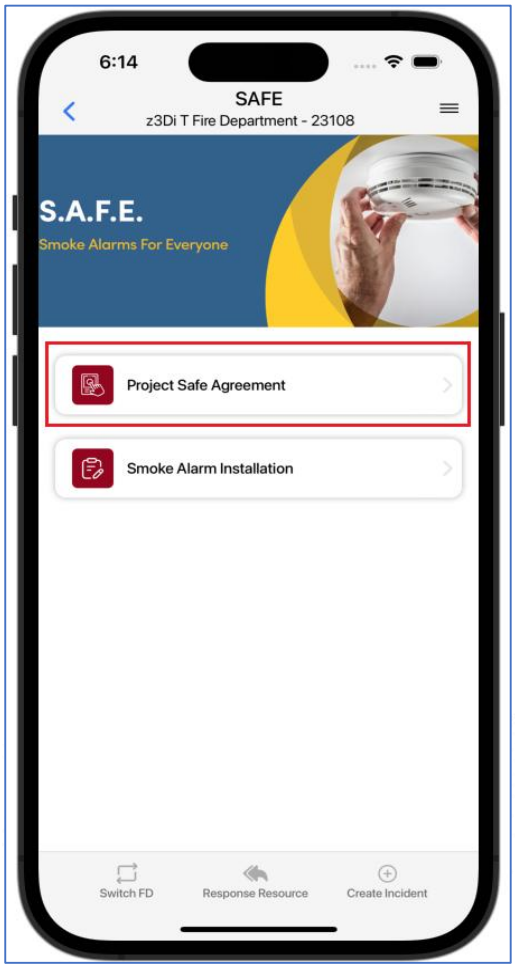


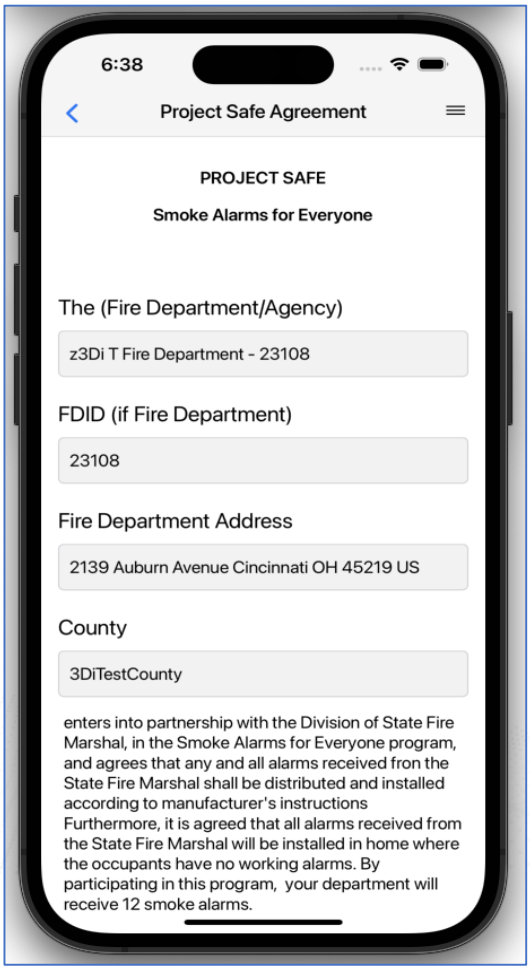
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2.5.1 Project SAFE Agreement by FD Users

From the SAFE Landing page, FD users can click on the “Project SAFE Agreement” button as highlighted in the below image.

The FD user will be redirected to the “Project SAFE Agreement” form. The FD user can either request for Smoke alarms or Hearing Impaired Alarms.

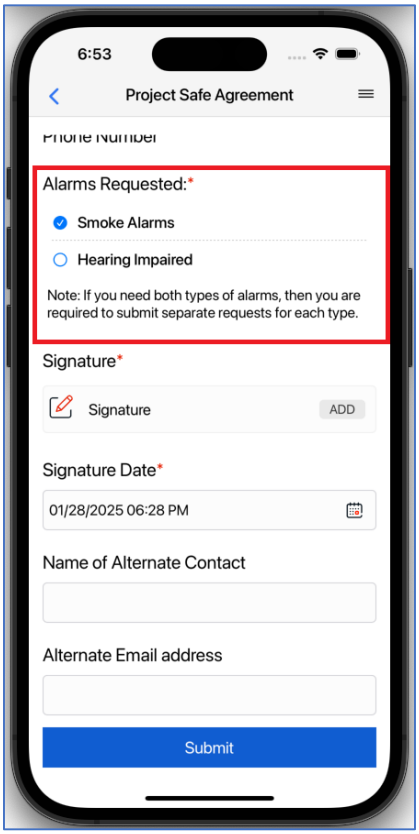




2.5.1.1 Smoke Alarm Request

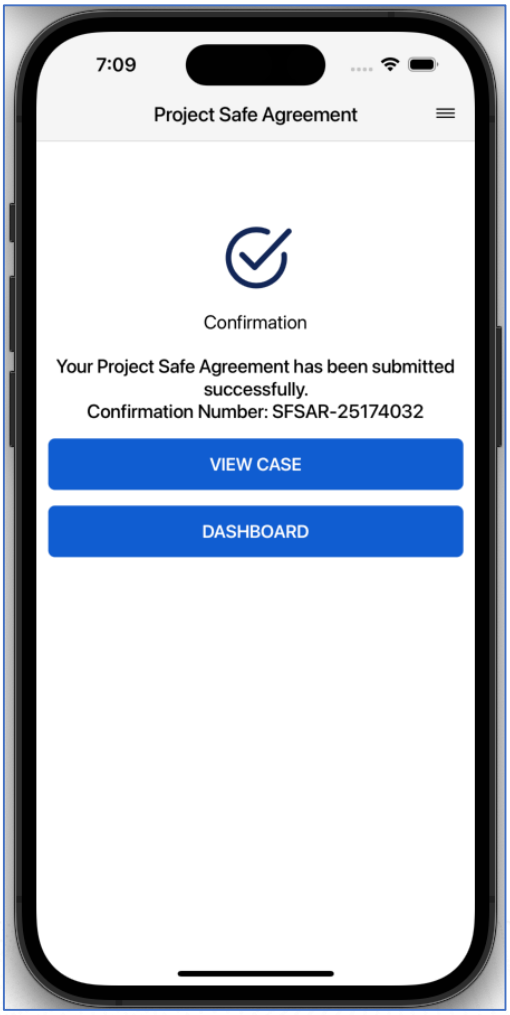
On the “Project SAFE Agreement” form, the FD user can select the option “**Smoke Alarms**” for the “Alarm Requested” field to create Smoke Alarm Request.

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- Based on the Fire department user requesting the Smoke alarms, the Fire department name, FDID, Fire Department Address, County, Title, Print Name, Email Address, and Phone number will be pre-filled in the form.
- The FD user can enter Signed by, select the signature date, and add the signature which are the mandatory fields.
- The FD User can also enter an alternate contact name and the email address which are optional fields.
- After clicking on “Submit”, the alarm request is generated and it shows a confirmation message as shown in the image below.

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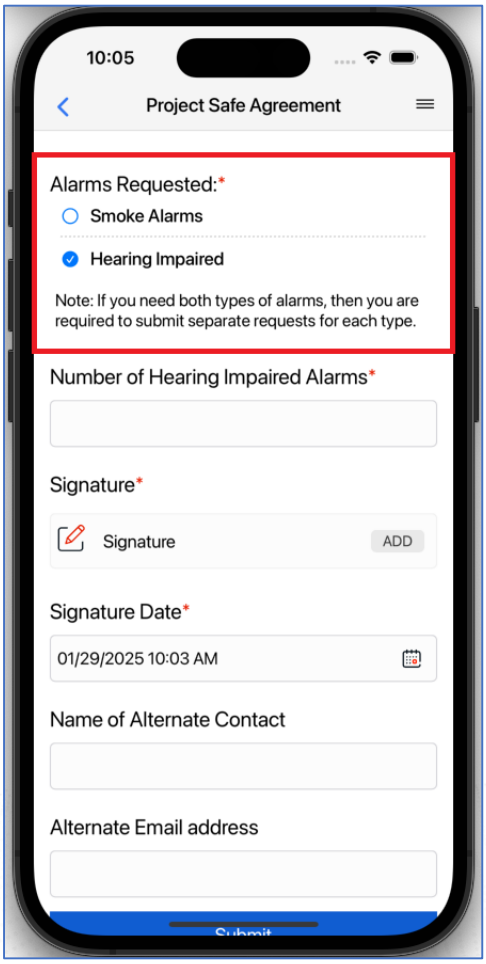
- After submitting the request, it also checks whether the smoke alarm request is duplicate or not. If it is not a duplicate request, then the smoke alarm request gets assigned to the Educator associated with the fire department's county and the request status becomes "Pending Educator Acknowledgement".
- If it is a duplicate request, then it gets assigned to the Educator's Supervisor and the request status becomes "Duplicate Request - Pending Supervisor Approval".
- **Duplicate Requests Definition:** If the SAFE Alarm Request by a Fire Department exists in Completed (Delivered to Fire Department) or not completed/in progress. (i.e. there is a request which is in progress – "Pending Educator Acknowledgement, Pending Supervisor Approval, Cancelled – Pending Supervisor Approval, Pending Issue of Approve Alarms, Alarms Issued to Educator, Pending Supervisor Approval, Alarms Distribution – Pending Supervisor Approval.)

Note: Once the Educator hands over the SAFE Smoke Alarms to the Fire Department, the 12 issued smoke alarms will get deducted from the Educator's Inventory and will be available in the Fire Department's inventory.

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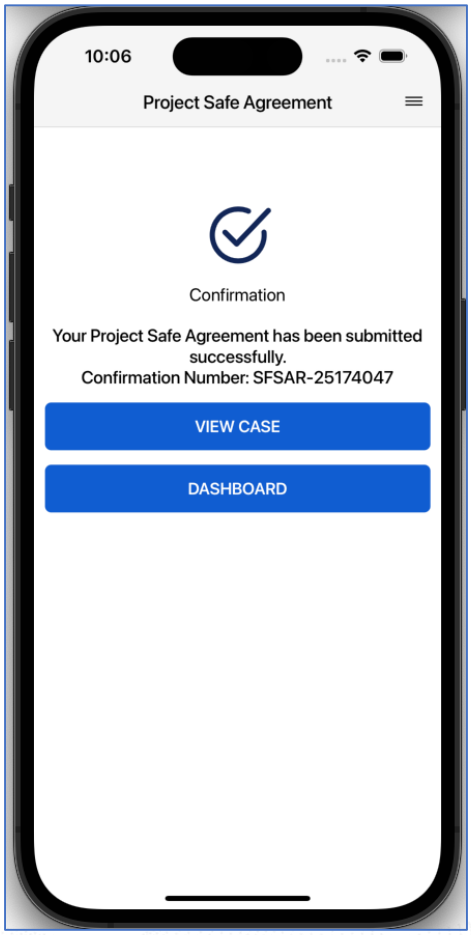
2.5.1.2 Hearing Impaired Alarm Request

On the “Project SAFE Agreement form”, the FD user can select option “**Hearing Impaired**” for the “Alarm Requested” to create Hearing Impaired Alarm Request.



- Based on the Fire department user who is requesting for the Hearing Impaired alarms, the Fire department name, FDID, Fire Department Address, County, Title, Print Name, Email Address, and Phone number will be pre-filled in the form.
- Alarm Requested is “Hearing Impaired”. The FD user has to enter the “Number of Hearing Impaired Alarms”. This is a required field.
- The FD user has to enter Signed by, select the signature date, and add a signature which are the mandatory fields.
- The FD User can also enter an alternate contact name and the email address which are optional fields.
- After clicking on “Submit”, the Hearing Impaired alarm request is generated and it shows a confirmation message as shown in the image below

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- After submitting the request, the Hearing Impaired alarm request gets assigned to the Educator associated with the fire department's county and the request status becomes "Pending Educator Acknowledgement".

Note: After handing over the SAFE Hearing Impaired Alarms to the Fire Department, based on the hearing impaired and smoke alarm quantity filled by the Educator, alarms will get deducted from the Educator's Inventory and will be available in the Fire Department's inventory.

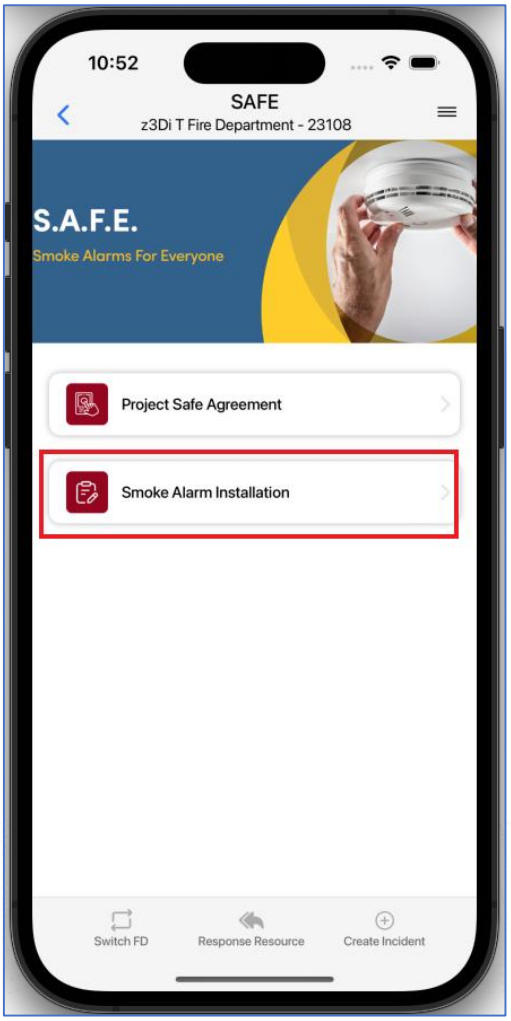
2.5.2 Smoke Alarm Installation Workflow for FD users

- Fire department users can create an Installation request from the SAFE landing page.
- Once the SAFE installation case is created it will check whether the installation form is filled completely or not.
- If the installation form is completely filled, then no other step is required by the fire department user. The status of the installation case will be "SAFE Alarm Installation Complete".
- If the installation form is not filled completely, then the status of the installation case will be "Installation Pending". The FD user can then either complete the installation or Assign it to another personnel or cancel the request.

Note: Once the installation process is completed, the inventory will move from the "**Fire Department Inventory**" to "**Installed**" state.

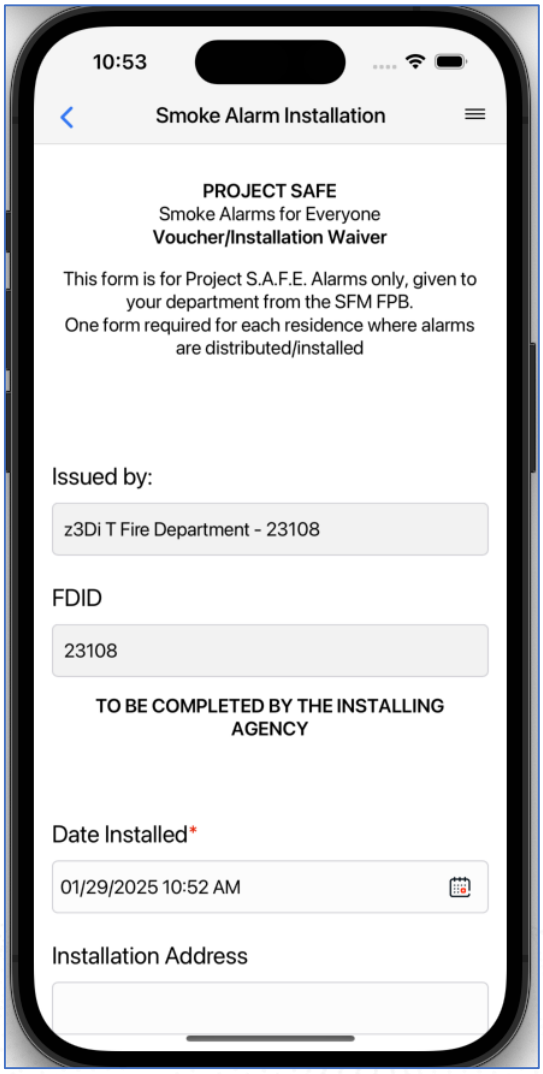
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2.5.2.1 Smoke Alarm Installation by FD users



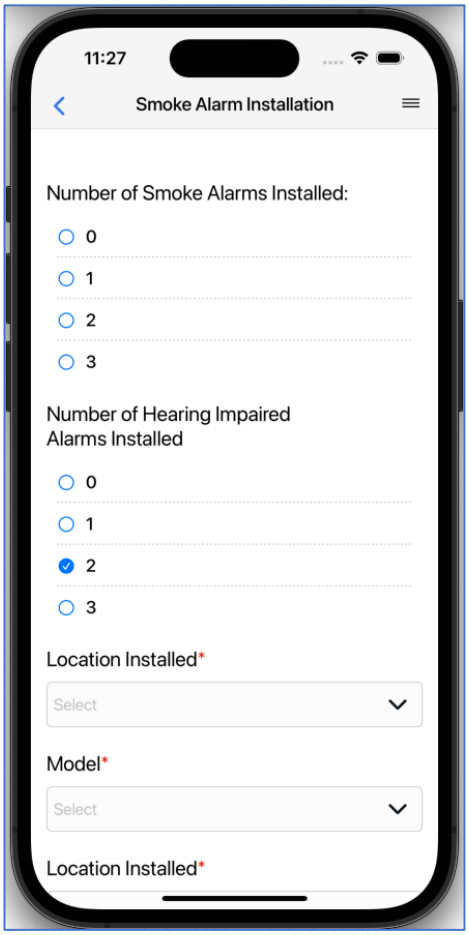
- From the SAFE Landing page, FD users can click on the “Smoke Alarm Installation” button as highlighted in the above image.
  The FD user will be redirected to the “Smoke Alarm Installation” form.

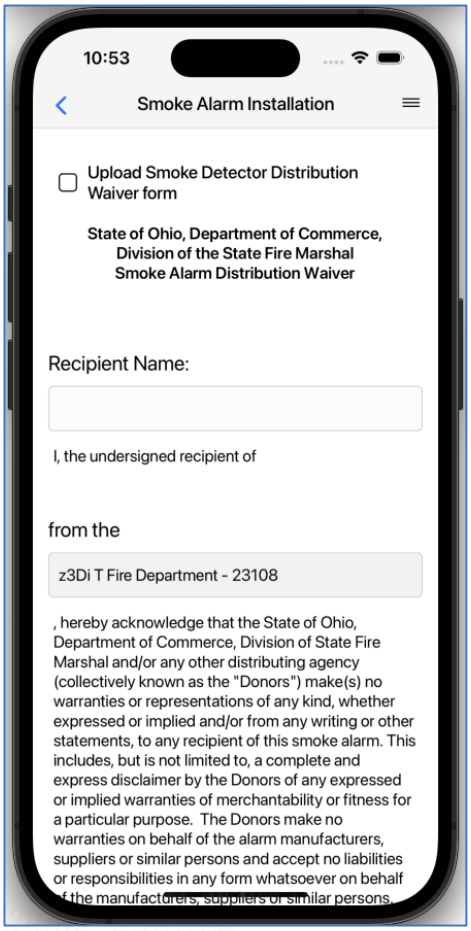
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- When the fire department user goes to install the SAFE alarms, they have to fill out the installation form.

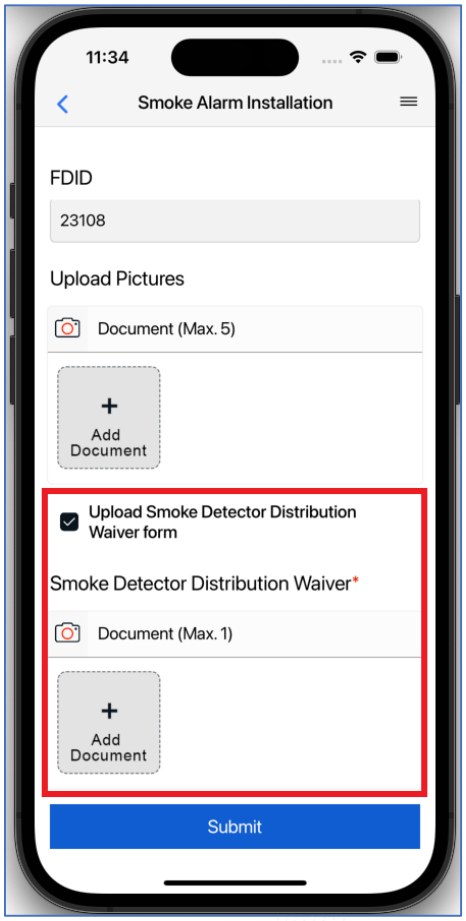
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- Basic details that needs to be filled are Installation Date, Installation Address, Number of smoke alarms installed, and Number of Hearing Impaired alarms installed. They can also fill the Smoke Detector Distribution Waiver form as shown in the above image.
- If the Fire department user clicks on the “Upload smoke detector distribution waiver form” checkbox, then they have to upload the waiver file as shown in the image below.

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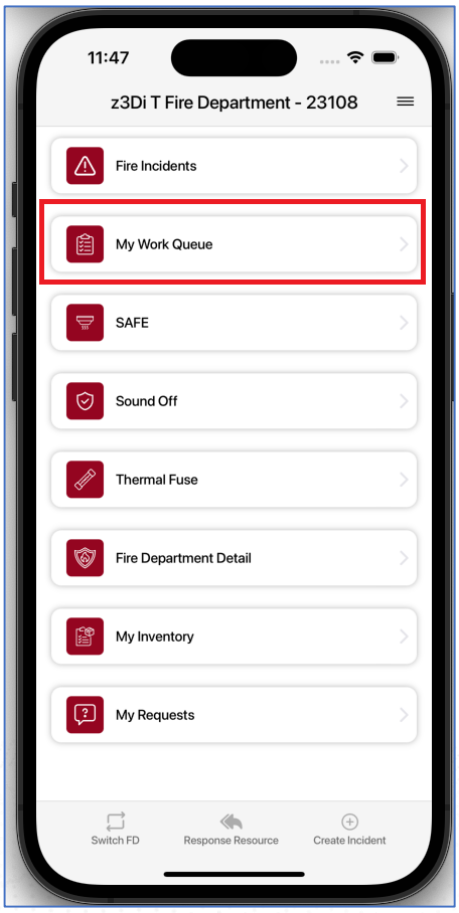
Note: If the installation form is filled completely, then no other step is required by the fire department user. After submitting the installation form, the status of the installation case will be "SAFE Alarm Installation Complete".

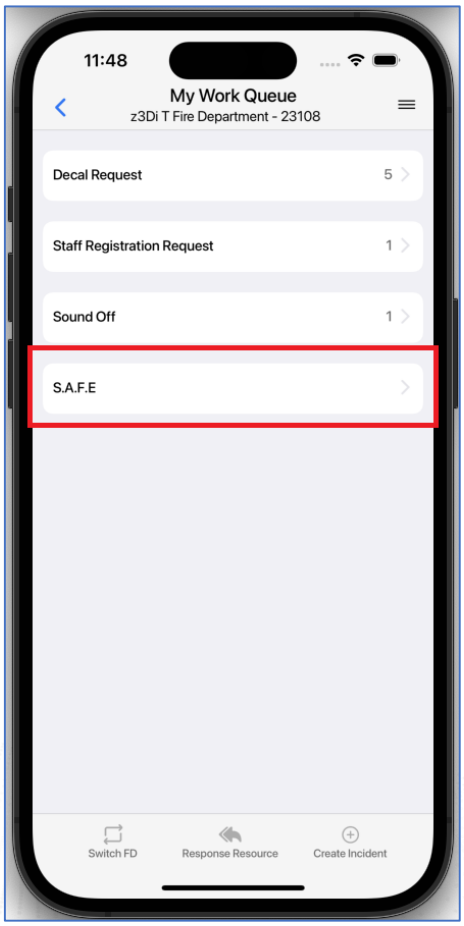
If the installation form is not filled completely, then after submitting the installation form, the status of the installation case will be "Smoke Installation Pending". The FD user can then either complete the installation or Assign it to another personnel or cancel the request.

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2.5.2.2 Smoke Alarm Installation by Fire Department Actions

Fire Department users can log in, select/switch to the related Fire Department, and from the FD Dashboard go to the “My Work Queue” tab and select the “SAFE” option to view the Smoke Alarm Installation requests.





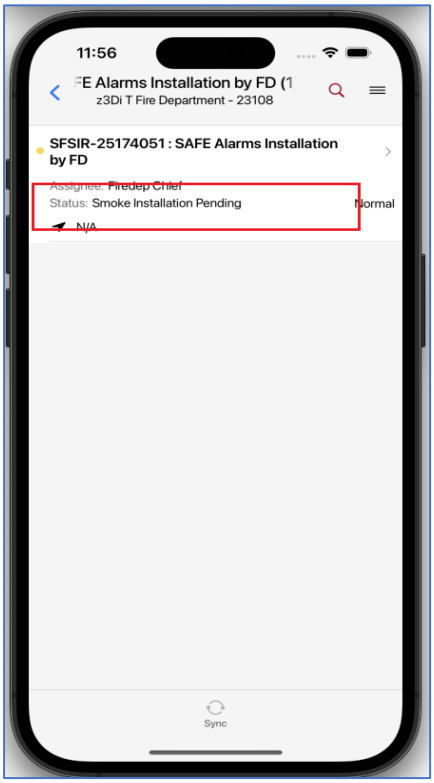
2.5.2.2.1 Actions for “Smoke Installation Pending” status

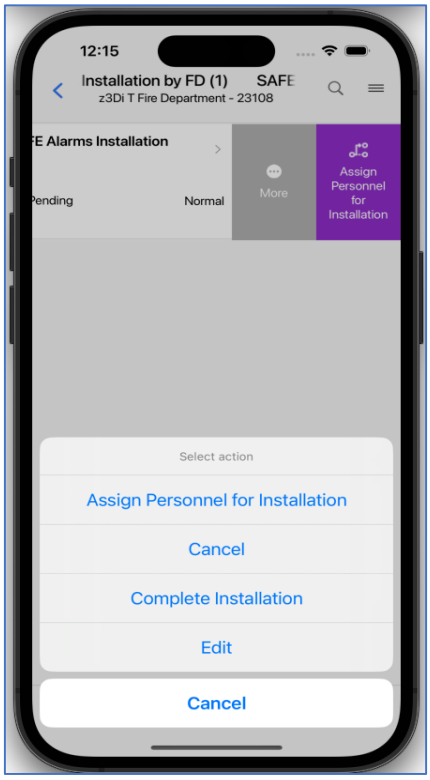
For “Smoke Installation Pending” status, the fire department user can perform the following actions.

1. Assign Personnel for Installation
2. Cancel
3. Complete Installation
4. Edit

Users can swipe left to perform an action on the case, the more option will have all the actions that a user can perform on that case.

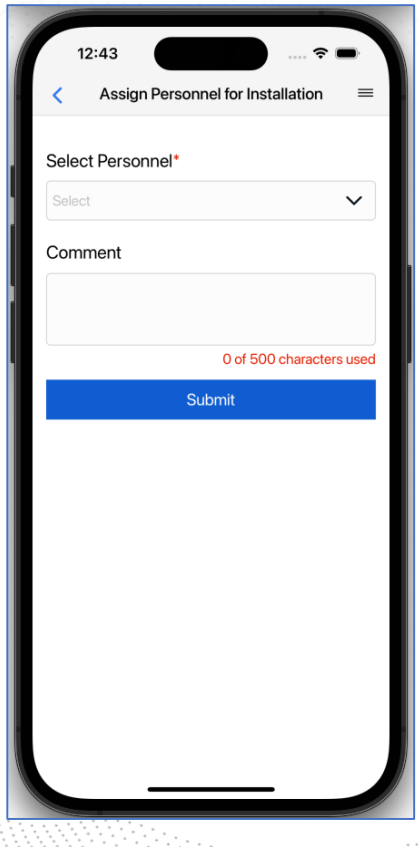
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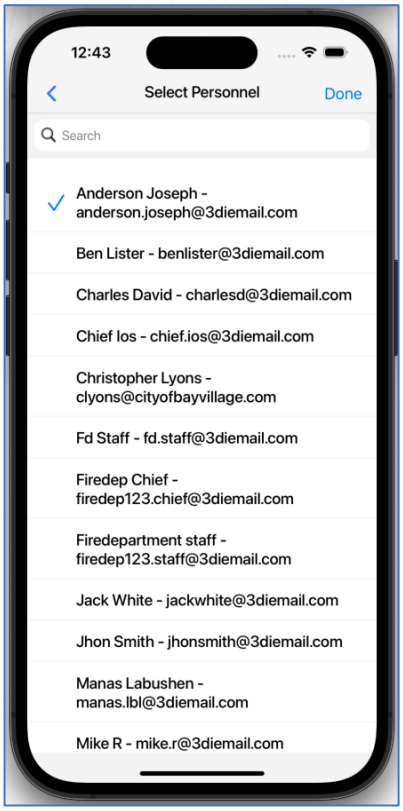




2.5.2.2.1.1 Assign Personnel for Installation

When the Fire Department user clicks on “Assign Personnel for Installation”, it will open a screen wherein the FD user can select another personnel or himself and add comments and then click on “Submit”.



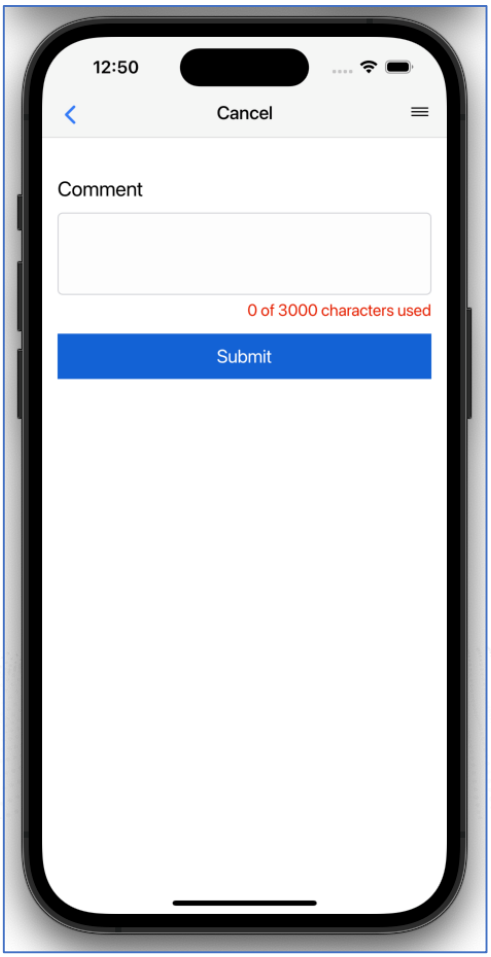


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After clicking on “Submit”, the alarm installation gets assigned to the selected personnel and the status of the Installation request changes from “**Smoke Installation Pending**” to “**Assigned for Installation**”.

2.5.2.2.1.2 Cancel

When the Fire Department user clicks on “Cancel”, it will open a screen wherein the FD user can add comments and then click on “Submit”.

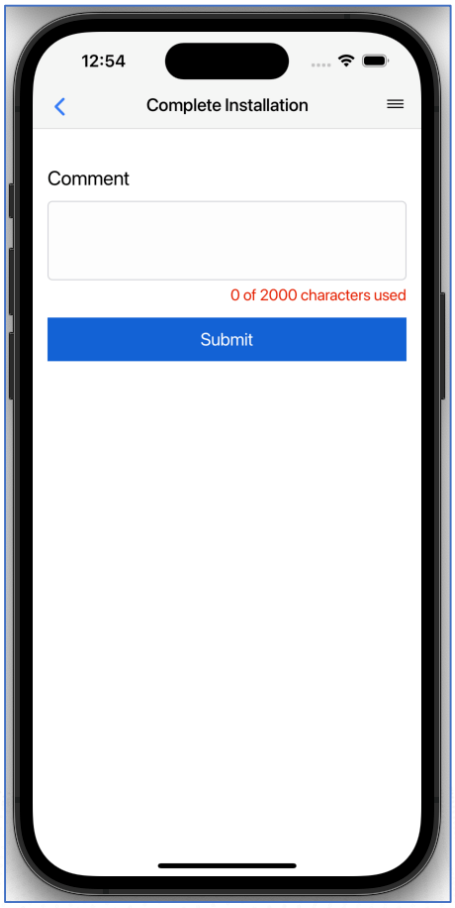


After clicking on “Submit”, the alarm installation gets cancelled and the status of the Installation request changes from “**Smoke Installation Pending**” to “**Cancelled**”.

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2.5.2.2.1.3 Complete Installation

When the Fire Department user clicks on “Complete Installation”, it will open a screen wherein the FD user can add comments and then click on “Submit”.

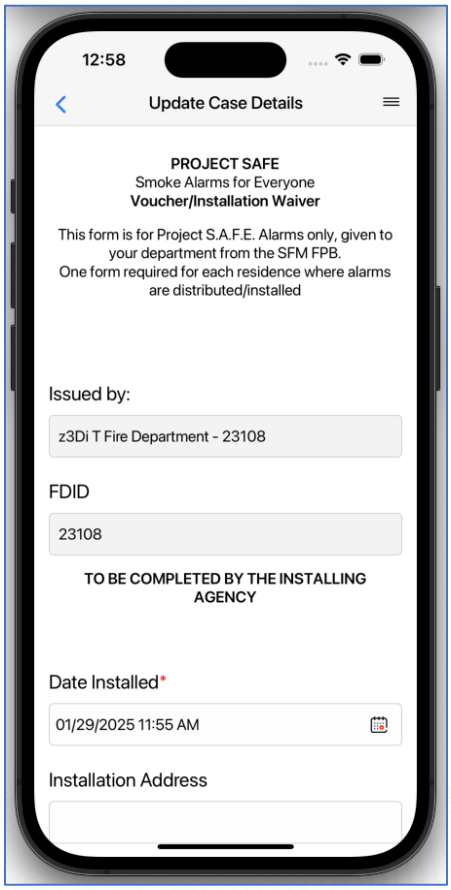


After clicking on “Submit”, the alarm installation gets completed, and the status of the Installation request changes from “**Smoke Installation Pending**” to “**SAFE Alarm Installation Completed**”.

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2.5.2.2.1.4 Edit

When the Fire Department user clicks on “Edit”, the FD user will be redirected to the “Smoke Alarm Installation” form, where the user can edit the form as needed.

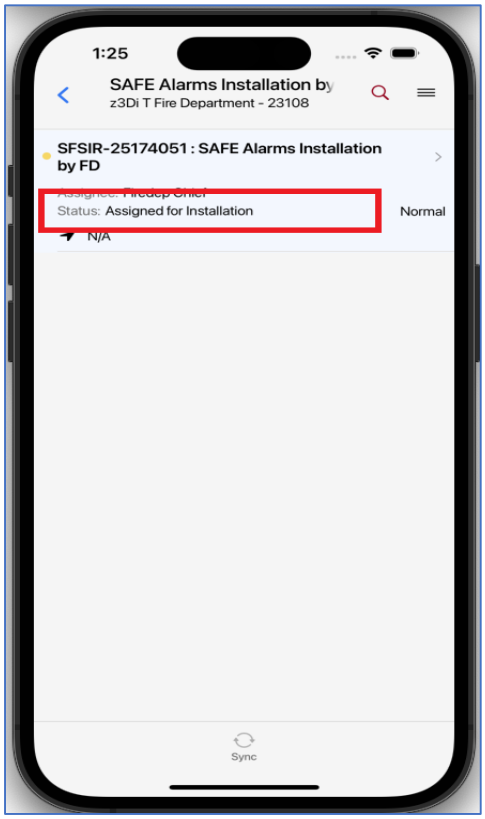


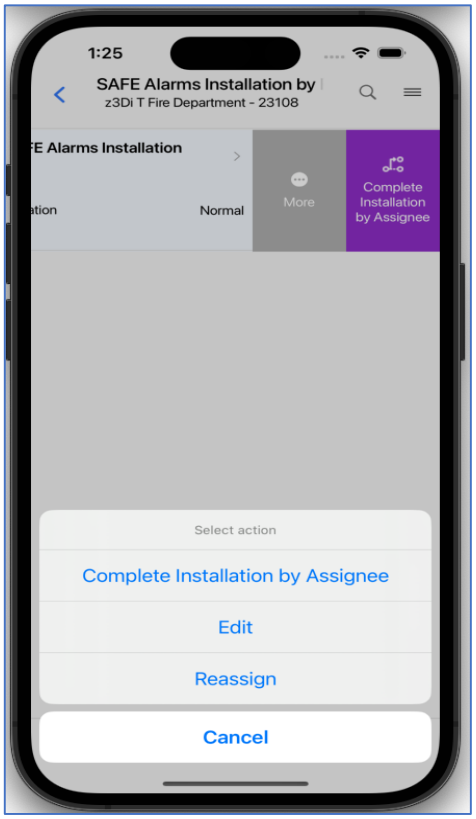
2.5.2.2.2 Actions for “Assigned for Installation” status

For “Assigned for Installation” status, the following action can be performed.

1. Complete Installation by Assignee
2. Edit
3. Reassign

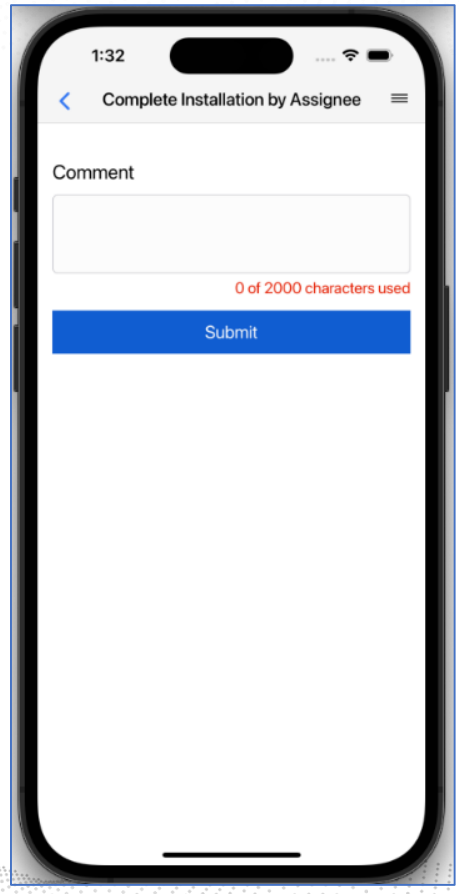
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2.5.2.2.2.1 Complete Installation by Assignee

When the Fire Department user clicks on “Complete Installation by Assignee”, it will open a screen wherein the FD user can add comments and then click on “Submit”.

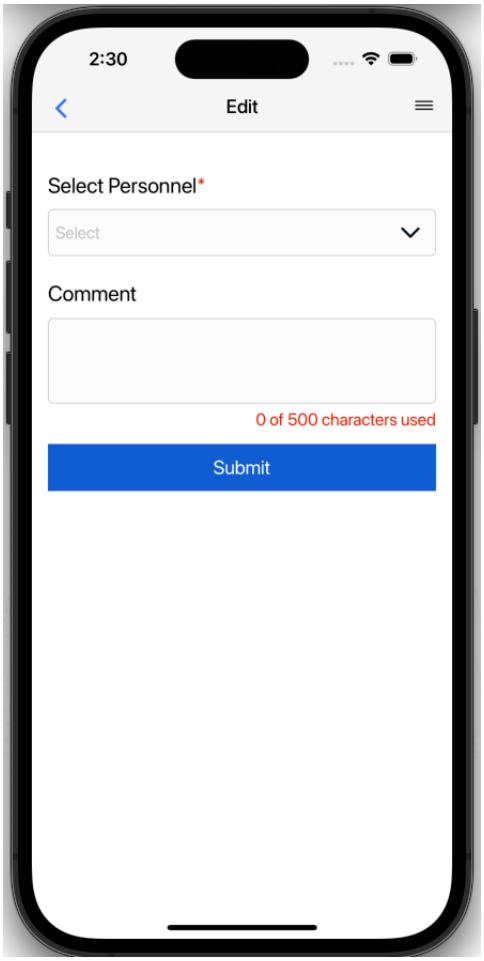


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After clicking on “Submit”, the alarm installation gets completed, and the status of the Installation request changes from “**Assigned for Installation**” to “**SAFE Alarm Installation Completed**”.

2.5.2.2.2.2 Edit

When the Fire Department user clicks on “Edit”, it will open a screen wherein the FD user can select personnel, add comments and then click on “Submit”.

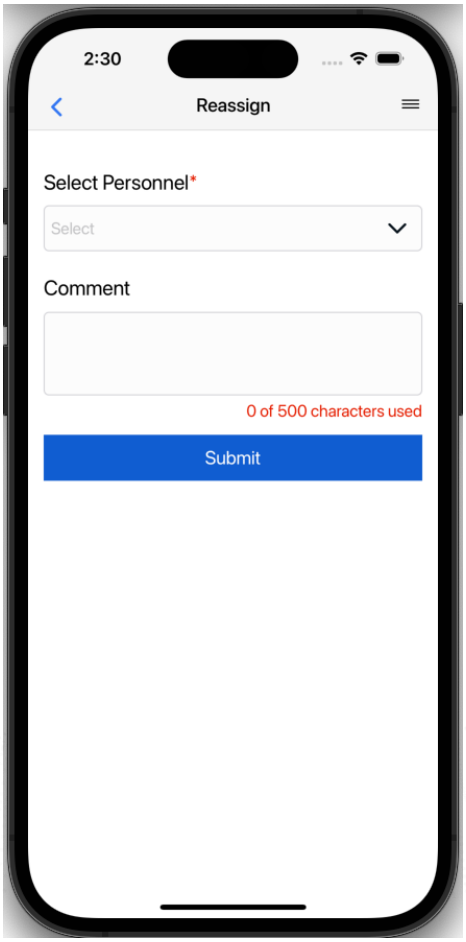


After clicking on “Submit”, the alarm installation still is in “Assigned for Installation” status, only the personnel to which it is assigned will change if the user selects any other personnel than previously selected.

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2.5.2.2.2.3 Reassign

When the Fire Department user clicks on “Reassign”, it will open a screen wherein the FD user can select personnel, add comments and then click on “Submit”.



After clicking on “Submit”, the alarm installation will be reassigned to the selected personnel but the request still is in “Assigned for Installation” status.

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2.6 Sound Off

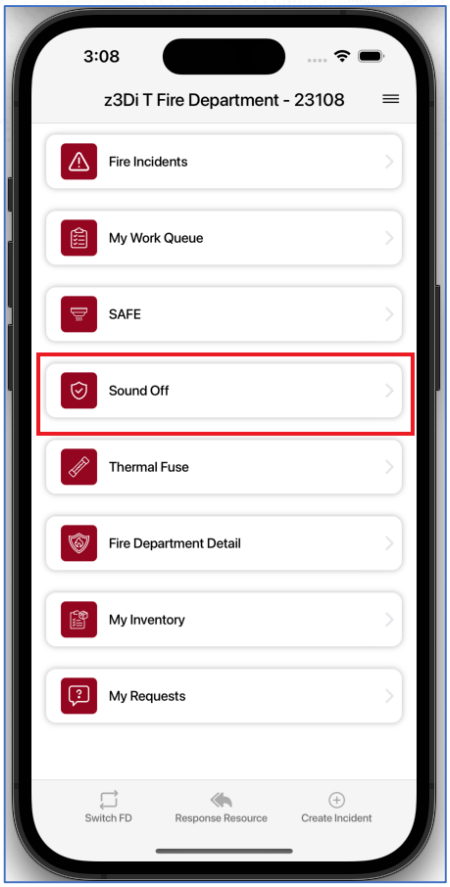
The Sound Off program is available for use by Fire Department staff. The sections below outline the functions that fire department users can perform.

The fire departments can do the following functions:

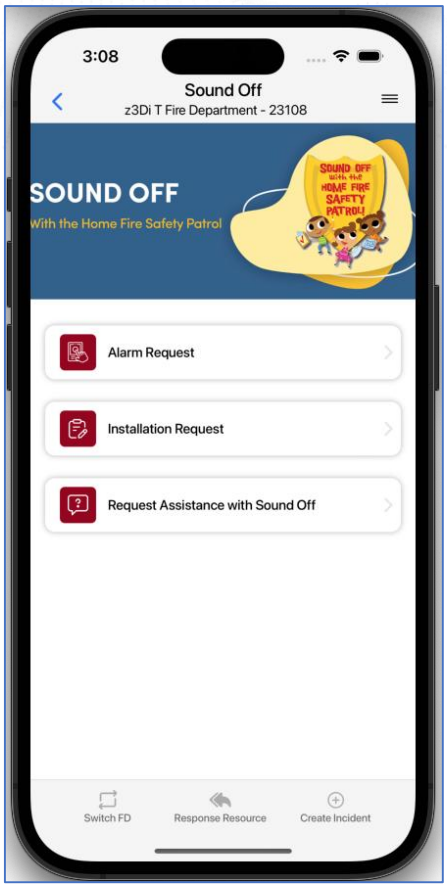
1. **Create Sound Off Alarm Request:** When a fire department delivers a Sound Off program to a school, they distribute forms to collect information about houses that require smoke alarms. The Fire Department staff will create the Sound Off alarm requests based on the number of requests that the Fire Departments receive. In this request, the Fire Department will input data of all the forms with student information that are received.
2. **Installation Requests:** Once the Sound Off Alarm Request is approved and the Alarms are issued to the Fire Department, the system will create the Alarm Installation Request for the Fire Departments. For Each Student form submitted, there will be a separate Installation request created. The installation request will go the queue of the Fire Department Chief's queue. The FD Chief can assign the installation request to individual Fire Department personnel who are going to complete the installation.
3. **Request Assistance with Sound Off:** Request for Assistance allows the Fire Department users to request assistance to conduct a Sound Off Program to the Fire Prevention Bureau. This request gets assigned to the Educator of the Fire Department's County.

2.6.1 Sound Off Landing Page for FD Users

FD users can navigate to the Sound Off landing page from the FD Dashboard Screen. It is designed to create alarm requests, provides a link to the alarm installation form, facilitates requests for assistance from the Bureau for the Sound Off program, and access and display classroom history.



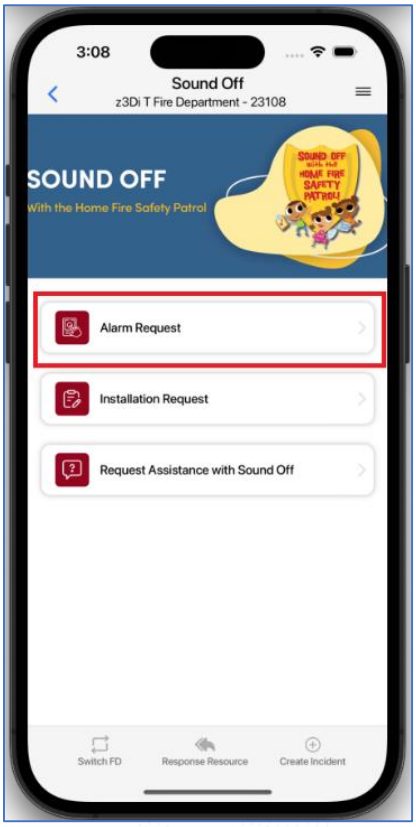
FD Dashboard Screen



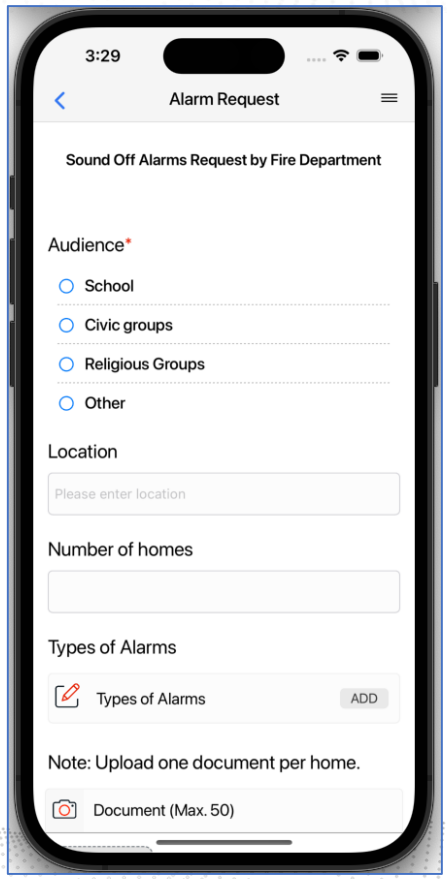
Sound Off Screen

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2.6.1.1 Sound Off Alarm Requests

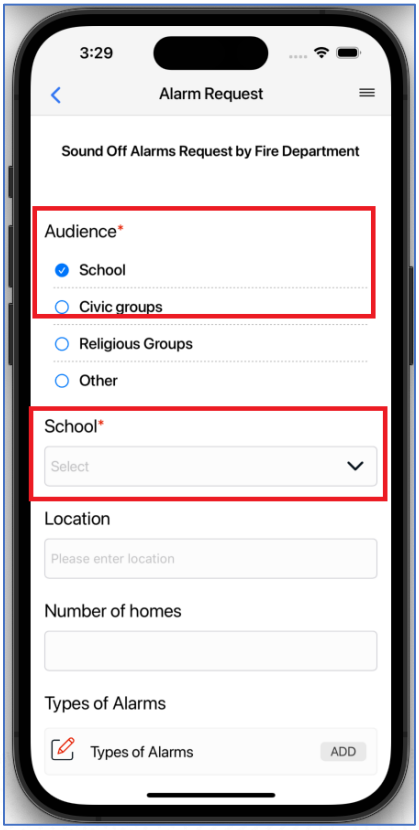


From the Sound Off Landing page, FD users can click on the “Alarm Requests” button as highlighted in the above image.
The FD user will be redirected to the Alarm Request form.

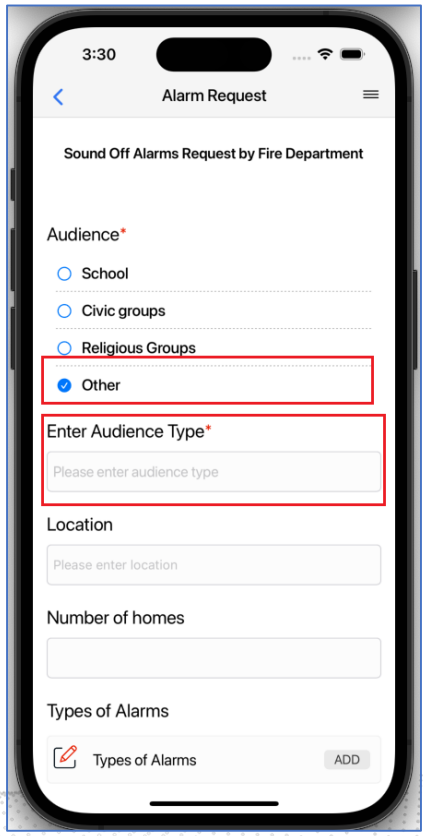


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- FD users can select audiences like school, civic groups, religious groups, or other for which these alarms are requested.
- If the School option is selected for the audience, it shows a school dropdown with a list of all schools in Ohio.

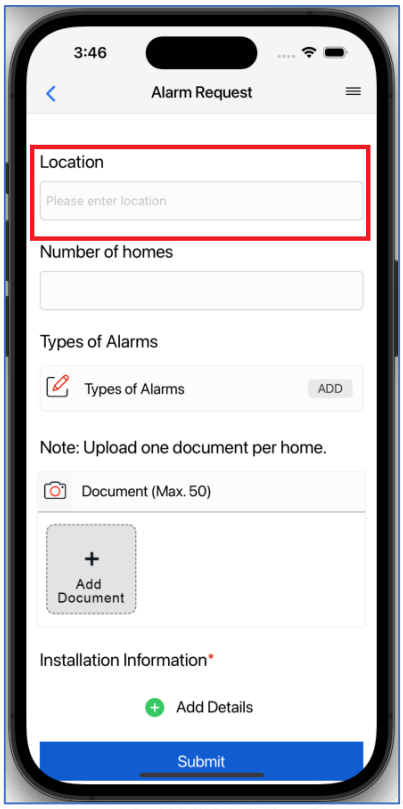


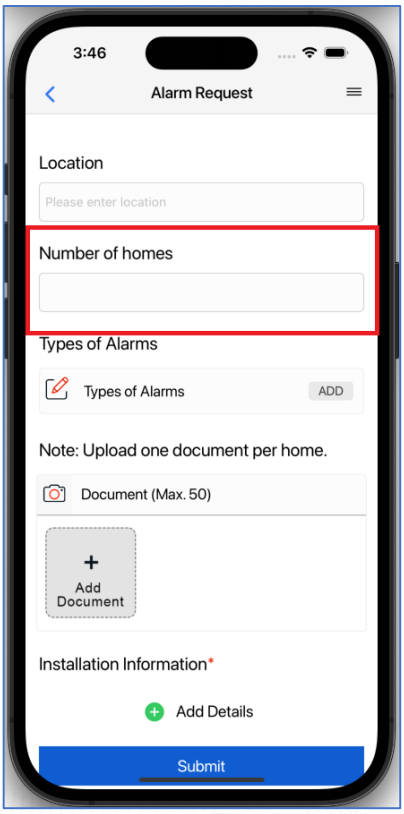
- If the Other option is selected for the audience, it shows a textbox where the user can enter any other audience type.



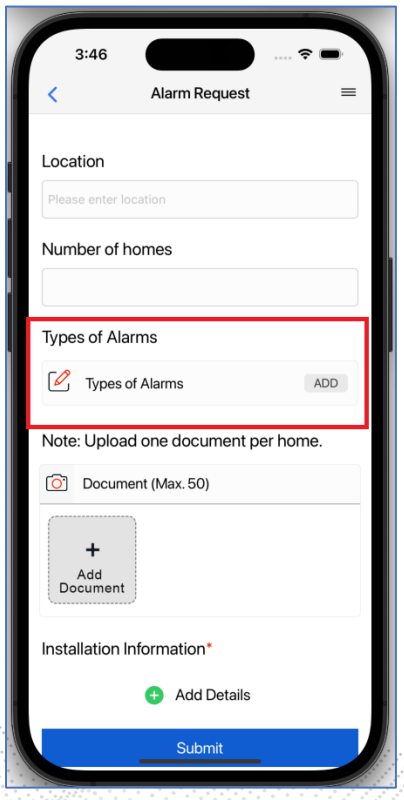
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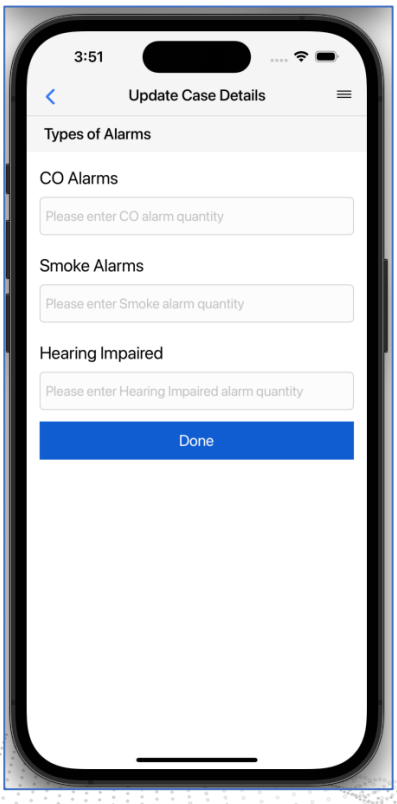
- FD user can enter Location and select the location based on google address.
- FD users can add the Number of homes that require Alarms.





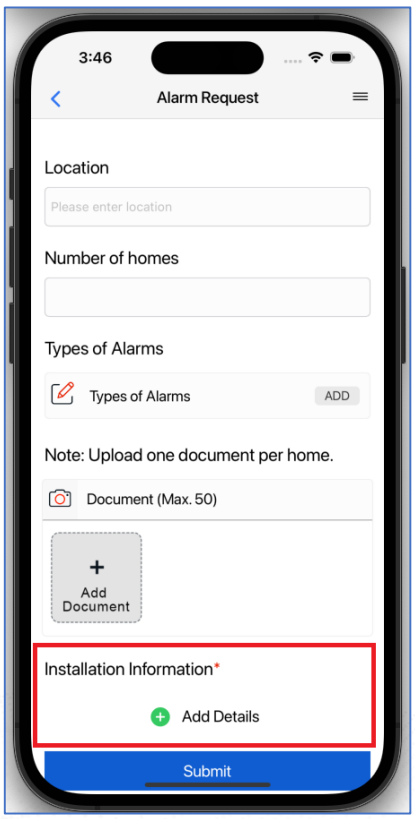
- FD users can also add the quantity of alarms required based on the Alarm types. 3 types of Alarms like CO Alarms, Smoke Alarms, and Bed shaker alarms are available for Sound Off.

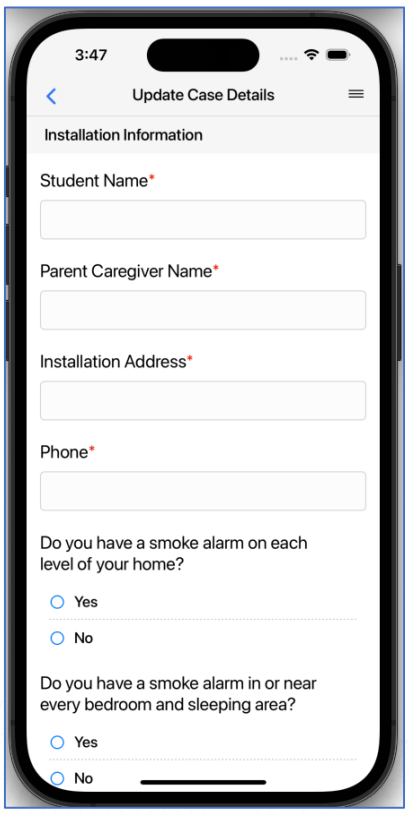




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- FD users can also upload documents.
- FD users can add student details like Student Name, Parent Caregiver Name, Installation Address, and Phone which is mandatory, and can answer a few questions related to the alarms which are optional.





- **Note:** Multiple Student details can be added by clicking on the “Add Details” button.
- After filling in all the above data click on “Submit” to submit the Sound Off Alarm Request. The Request will be automatically assigned to the Educator of the FD's County. If No Educator is associated with the FD's County, then it will be assigned to the FP - Bureau Chief.
- **Note:** When the Educator hands over the Sound Off Alarms to the Fire Department, it will automatically create installation requests based on the student information provided while requesting the Sound Off Alarm.

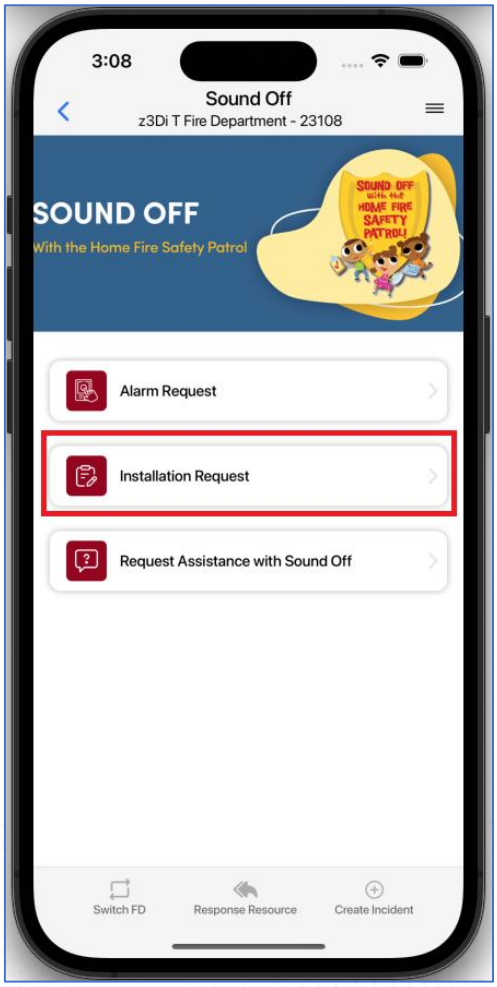
2.6.1.2 Installation Requests

Sound Off Installation Requests are automatically generated when the Educator performs the “Hand Over alarm to FD” action based on the student information provided by the Fire Department while requesting Sound Off Alarms.

Once the Installation Request is created, it will be visible to the FD Users in the Installation Request grid. From this grid, the FD users can assign this installation request to another personnel, install the alarms, mark it as refused with a reason, or mark it for Revisit with a reason.

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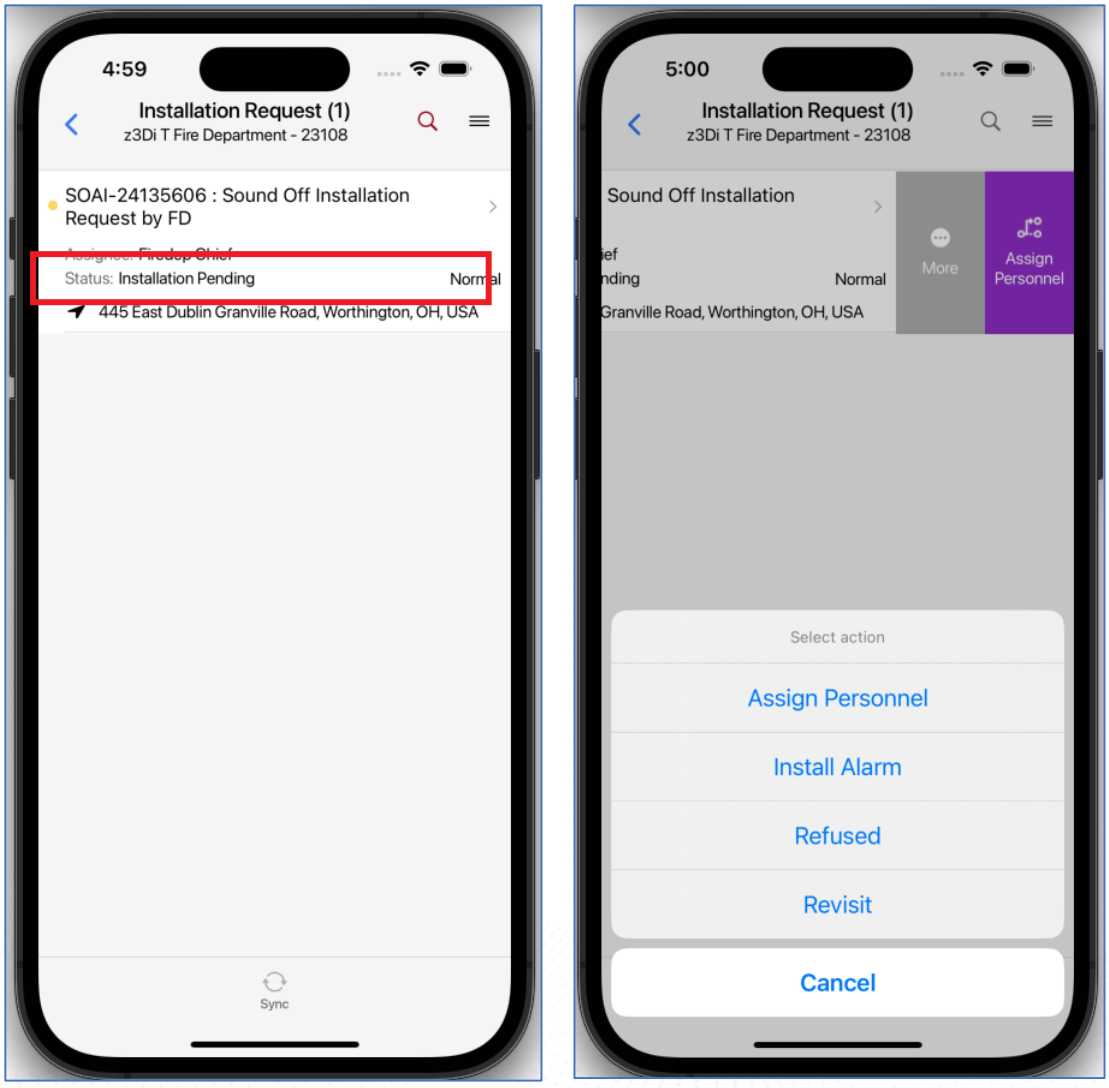
2.6.1.2.1 Installation Requests for FD User



From the Sound Off Landing page, FD users can click on the “Installation Requests” button as highlighted in the above image.

The FD user will be redirected to the “Installation Requests” screen where all the Installation Requests will be listed with “Installation Pending” status.

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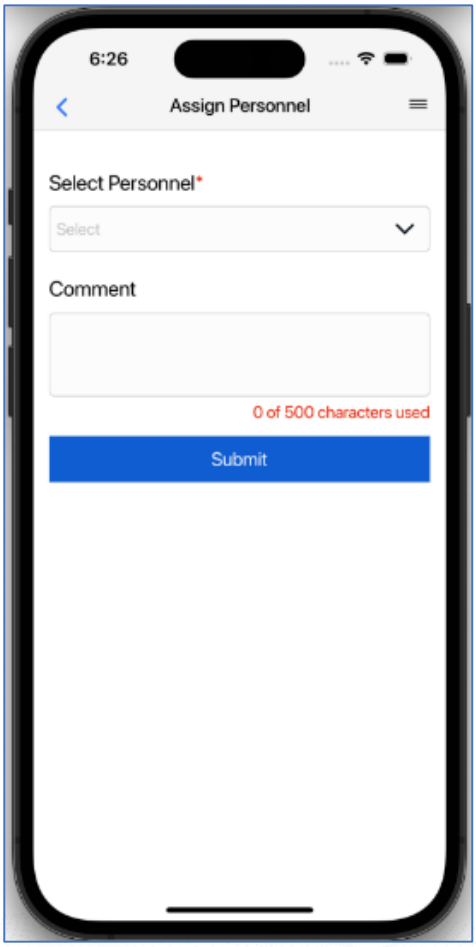
For the “Installation Pending” status, the FD user can perform the following action.

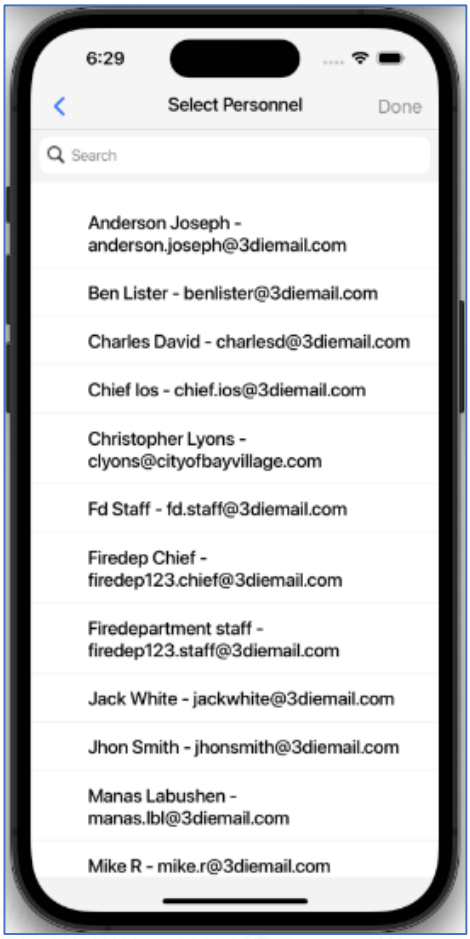
1. Assign Personnel
2. Install Alarm
3. Refused
4. Revisit

2.6.1.2.1.1 Assign Personnel

When the FD User clicks on the “Assign Personnel” action, it will open a screen wherein the FD User can select any other FD staff to whom he wants to assign this Installation Request. The FD user can also add comments and then click on “Submit”.

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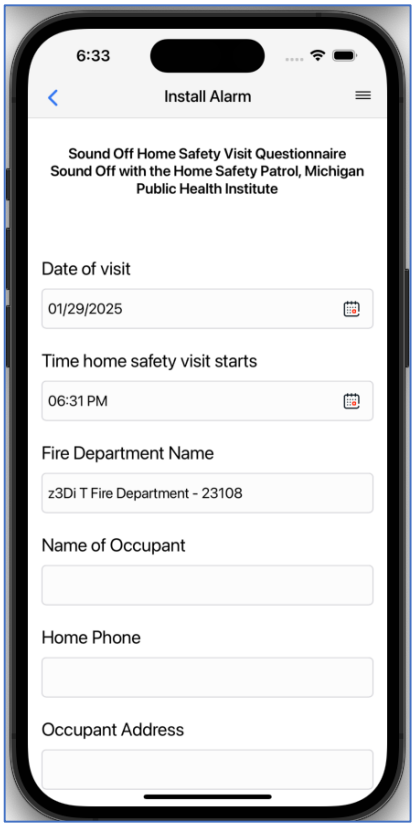
After clicking on “Submit”, this installation request will be available to the assigned Personnel’s (FD Staff’s) Installation Request grid.

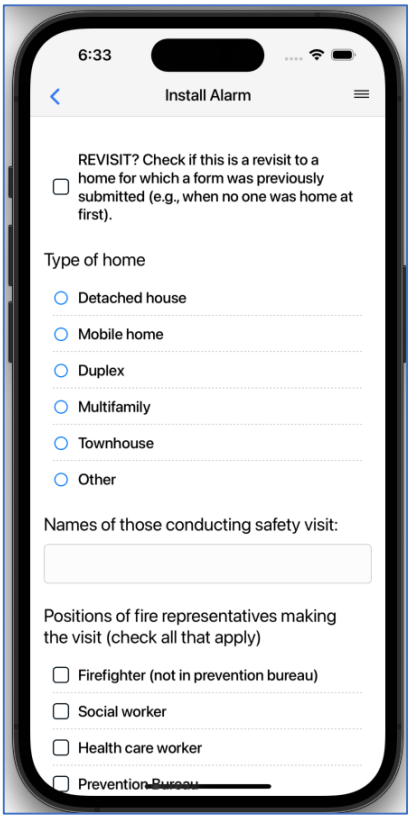
2.6.1.2.1.2 Install Alarm

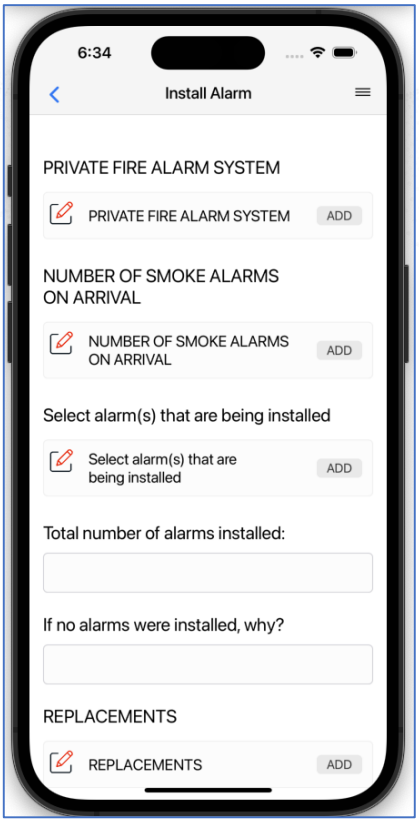
When the FD User clicks on the “Install Alarm” action, it will open a screen wherein the FD User can add details mentioned in the form and click on “Submit”.

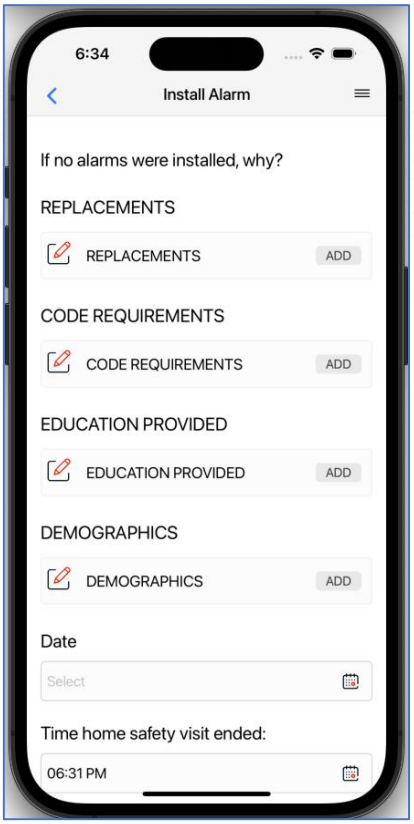
The below form is filled up by the FD users once they install the requested alarms which consist of the Date of visit, Name of Occupant, type of Home, Alarms that are being installed, etc.

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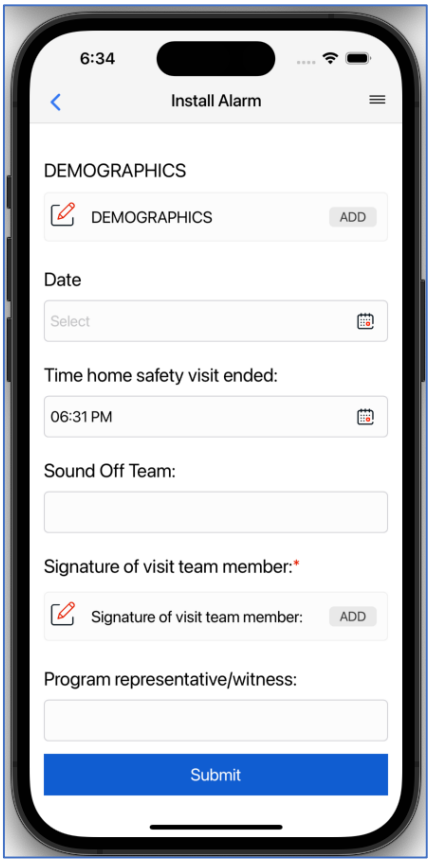








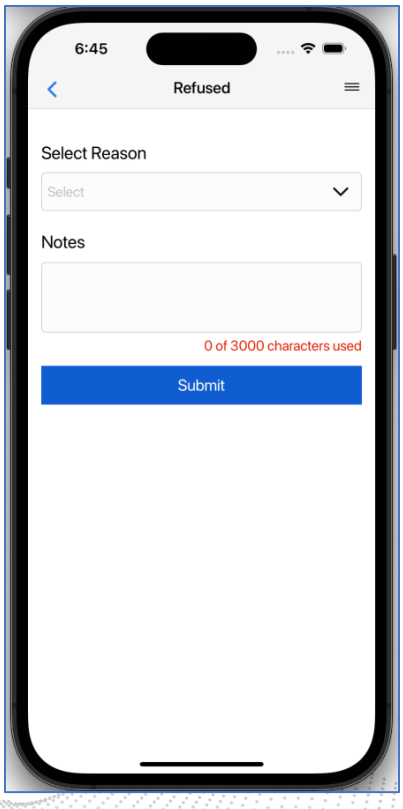
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After clicking on “Submit”, the status of the Installation request changes from “Installation Pending” to “Installation Completed”.

2.6.1.2.1.3 Refused

When the FD User clicks on the “Refused” action, it will open a screen wherein the FD User can select a reason for refusal. The FD user can also add Notes and then click on “Submit”.

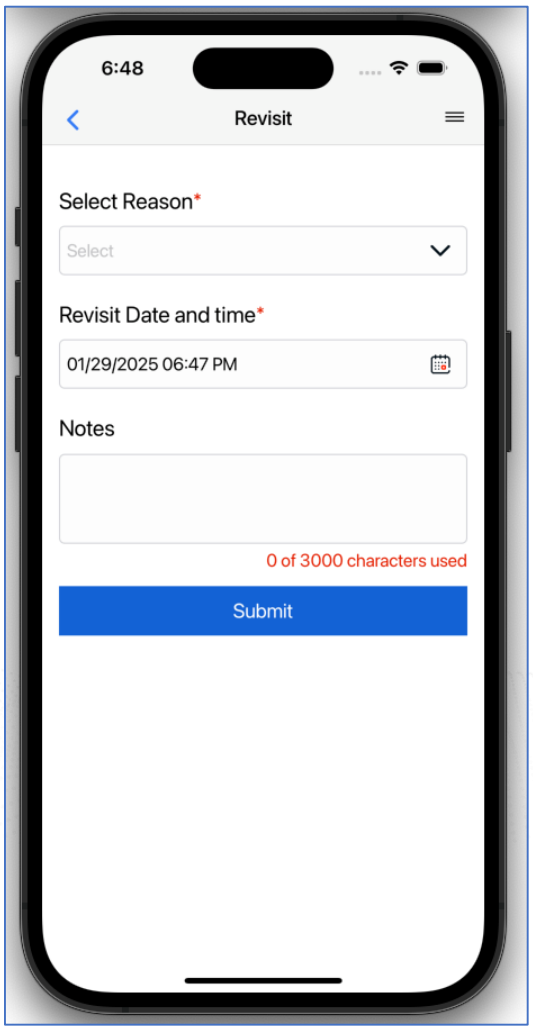


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After clicking on “Submit”, the status of the Installation Request changes from “Installation Pending” to “Installation Refused”.

2.6.1.2.1.4 Revisit

When the FD User clicks on the “Revisit” action, it will open a screen wherein the FD User can select a reason for Revisit. The FD user can also add Notes and then click on “Submit”.



After clicking on “Submit”, the Installation status remains in the “Installation Pending” state.

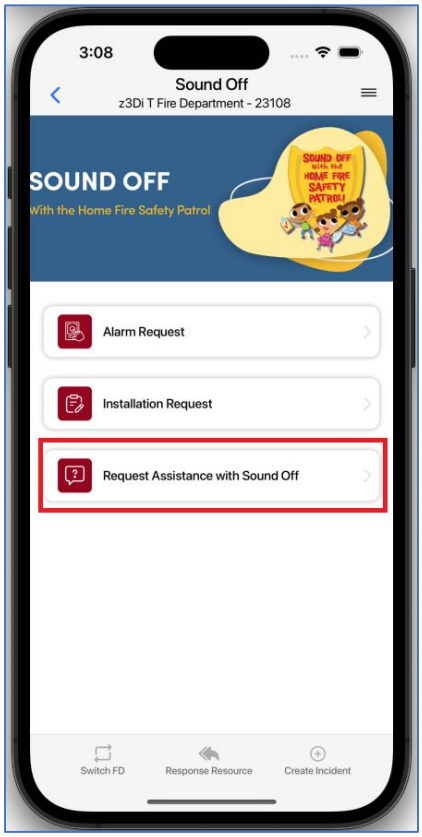
2.6.1.3 Request Assistance with Sound Off

Request for Assistance allows the Fire Department users to request assistance to conduct a Sound Off Program to the Fire Prevention Bureau.

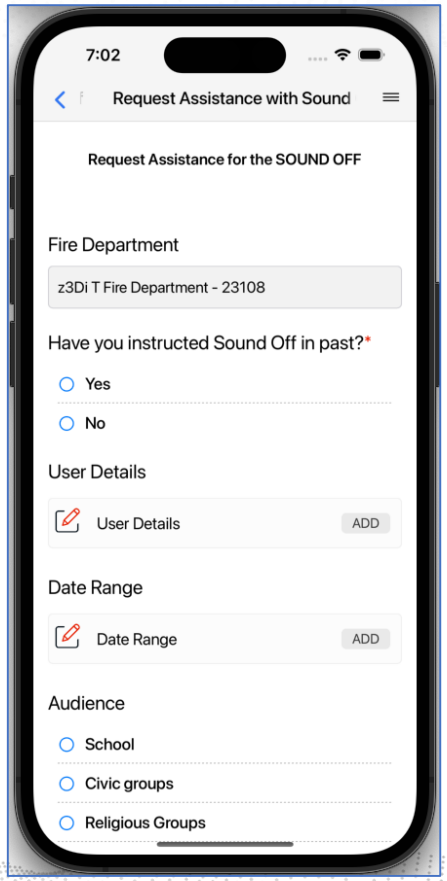
Upon creation of the request, the request is assigned to the Educator associated with the fire department’s county. The Educator will review the request and determine whether assistance is needed or not.

If no Educator is associated with the Fire Department’s county, then the request will be assigned to the Bureau Chief.

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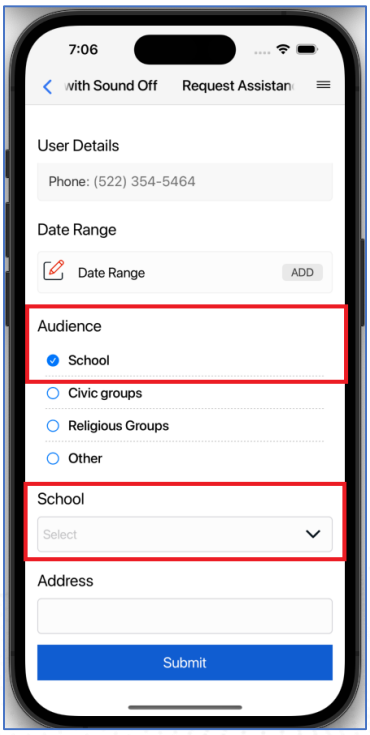


- From the Sound Off Landing page, FD users can click on the “Request Assistance with Sound-off” button as highlighted in the above image.
  The FD user will be redirected to the “Request Assistance with Sound Off” form.

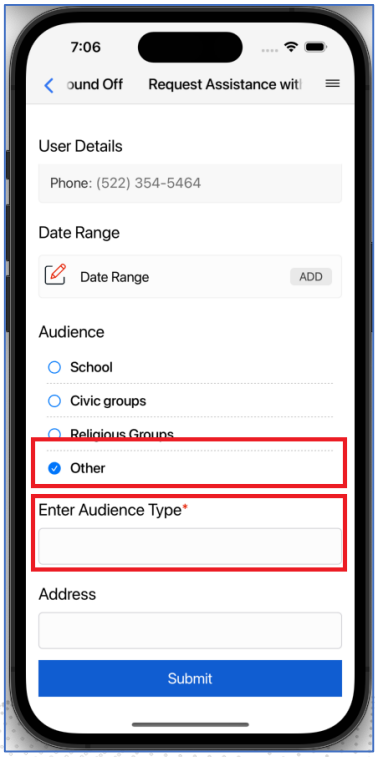


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- FD user's Fire department will be prefilled in the form by default. Also, User Details like Title, Full Name, Email, and Phone will be prefilled in the form.
- FD users can select either the "Yes" or the "No" option for the "Have you instructed Sound Off in past?" field. This is a required field.
- FD users can specify the date range during which Sound-off assistance is required.
- FD users can select audiences like school, civic groups, religious groups, or other for which these alarms are requested.
- If the School option is selected for Audience, it shows a school dropdown with a list of all schools in Ohio.

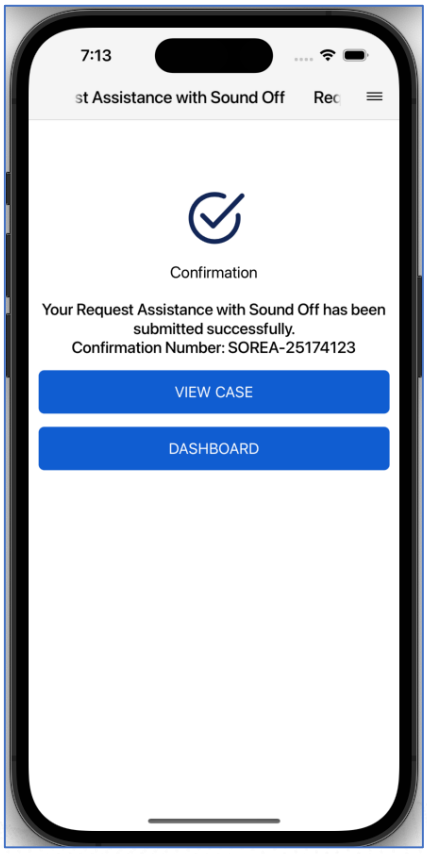


- If the Other option is selected for Audience, it shows a textbox where the user can enter any other audience type.

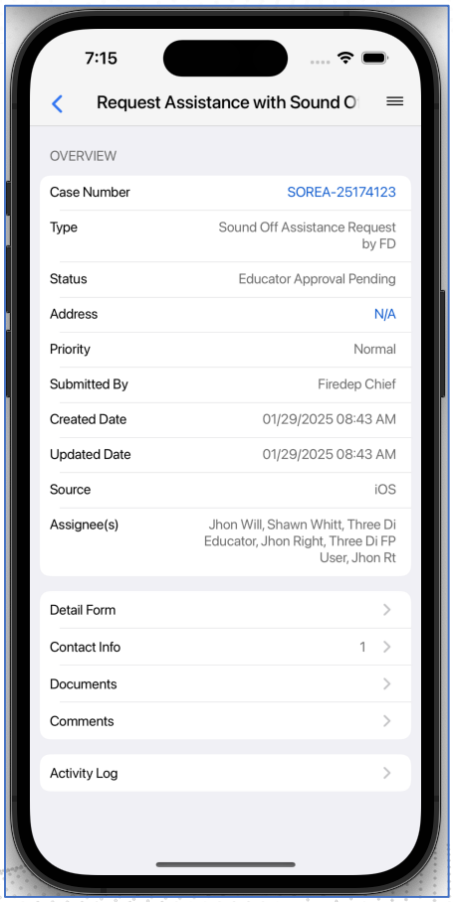


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- **Note:** The Request will be automatically assigned to the Educator associated with the Fire department's county.
- After clicking on "Submit", it will show a confirmation message as shown in the image below.



- After clicking on the view case button it will redirect the FD user to the case details screen where all the details regarding the request will be visible.



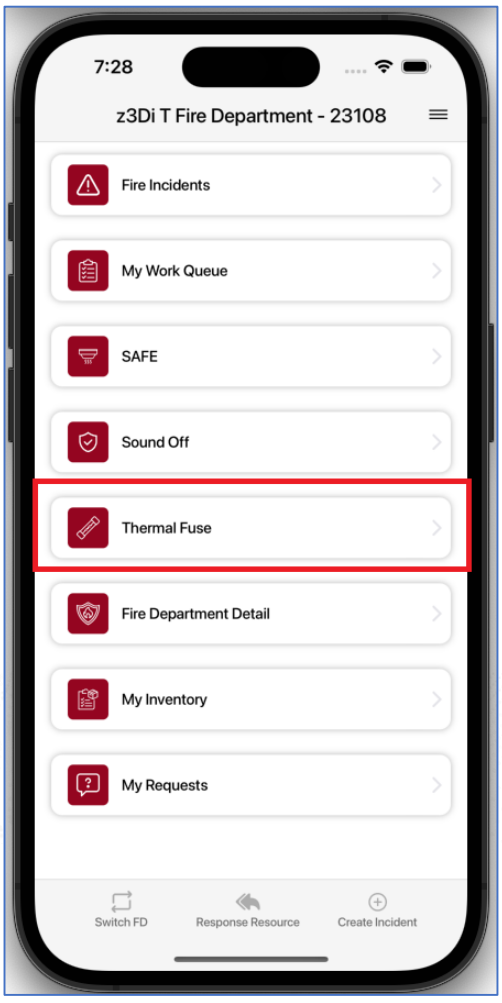
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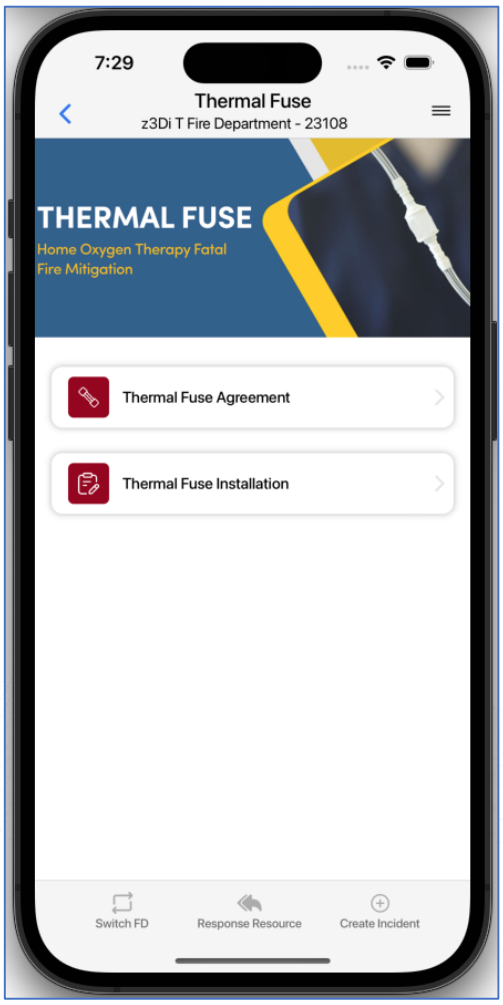
2.7 Thermal Fuse

The Thermal Fuse program is available for use by Fire Department staff.

2.7.1 Thermal Fuse Landing Page for FD Users

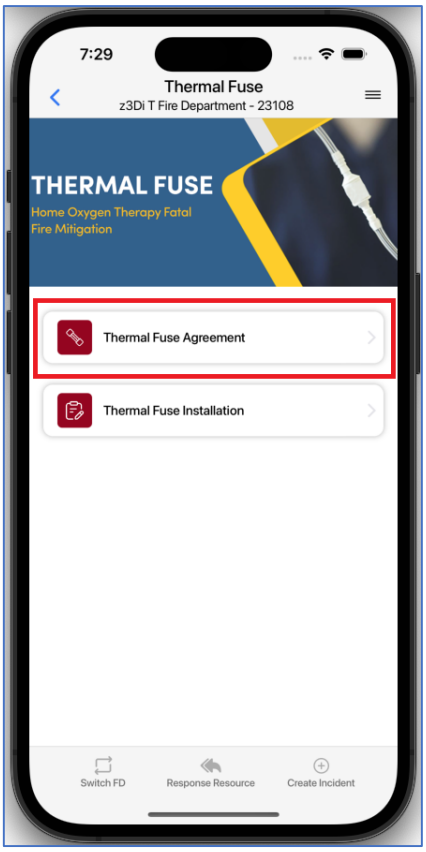
The Thermal Fuse landing page is accessible to FD users. It is designed to allow for Thermal Fuse Request, providing a link to the Thermal Fuse installation form.



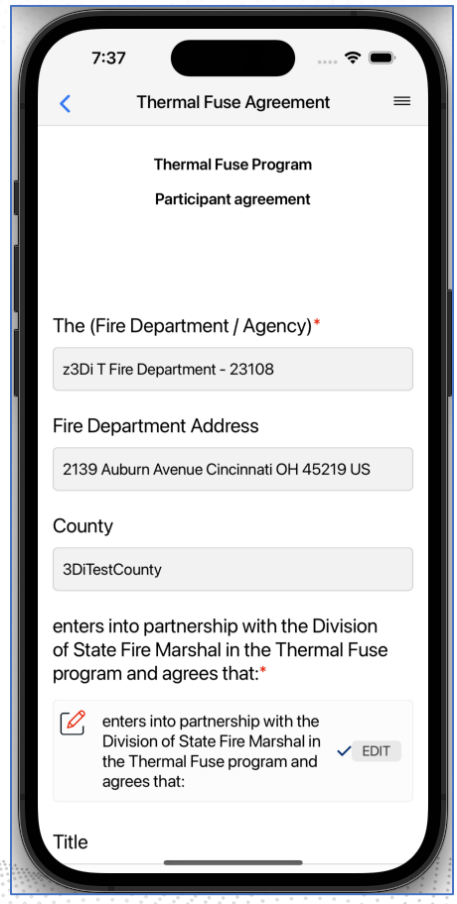


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2.7.1.1 Thermal Fuse Agreement by FD Users

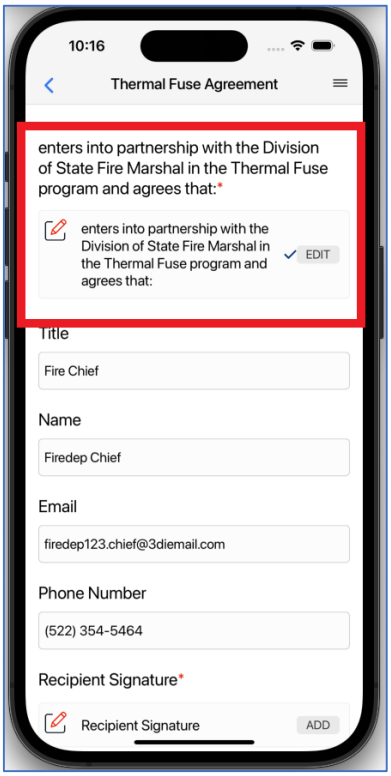


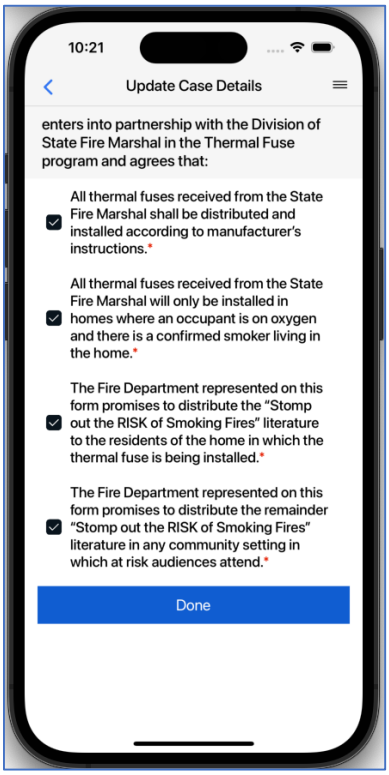
From the Thermal Fuse Landing page, FD users can click on the “Thermal Fuse Agreement” button as highlighted in the above image.
The FD user will be redirected to the “Thermal Fuse Agreement” form.



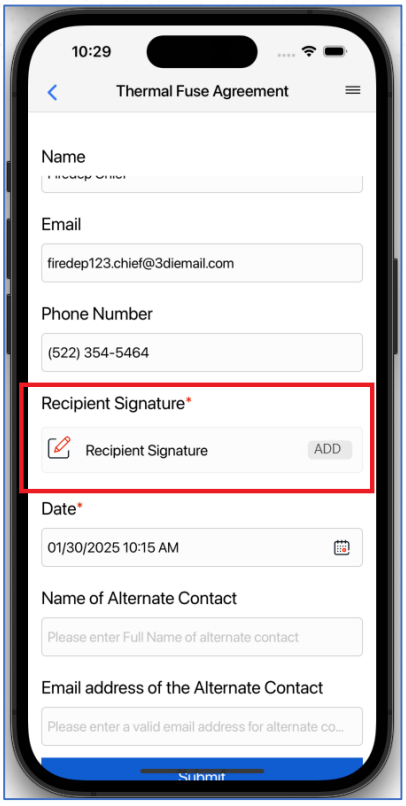
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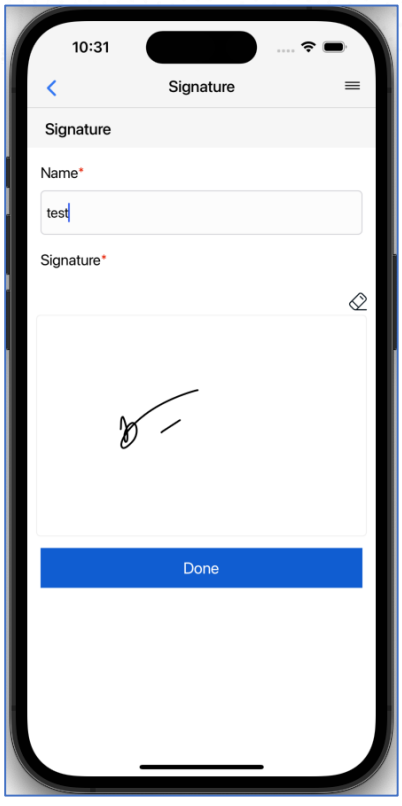
- Based on the FD user who is signing the thermal fuse agreement, the Fire Department Name, Address, County, Title, Name, Email, and Phone Number will be prefilled.
- The FD user has to click on all the checkboxes which are required fields.





- The FD user has to enter the Recipient Name, select the Date, and add the signature.

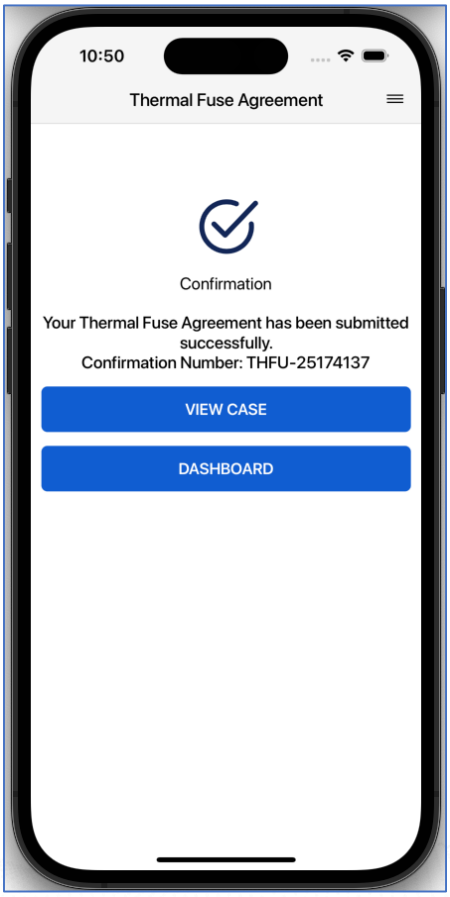




- The FD user can also enter the Name and Email of Alternate Contact which are optional fields.

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- After clicking on “Submit”, the Thermal Fuse request is generated and it shows a confirmation message as shown in the image below.

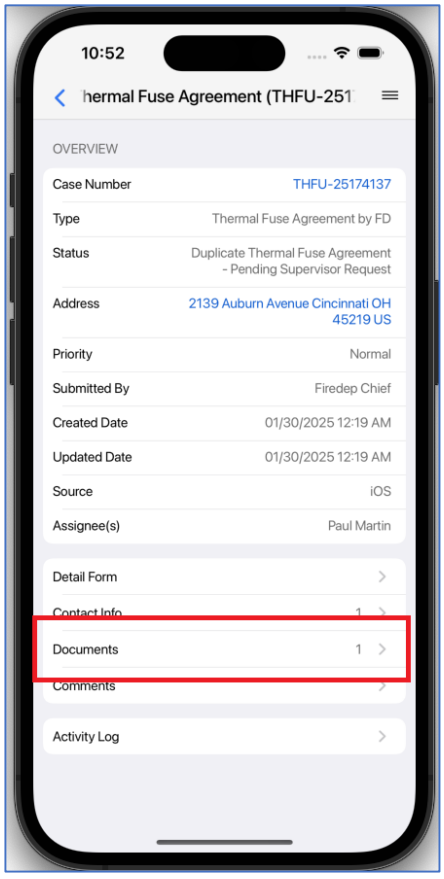


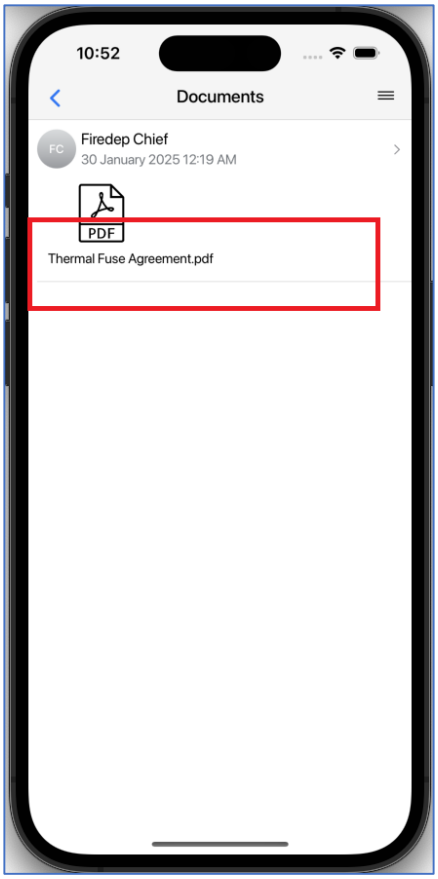
After submitting the request, it also checks whether the thermal fuse request is duplicate or not. If it is not a duplicate request, then the thermal fuse request gets assigned to the Educator associated with the fire department’s county and the request status becomes “Pending Educator Acknowledgement”.

If it is a duplicate request, then it gets assigned to the Educator’s Supervisor and the request status becomes “**Duplicate Thermal Fuse Agreement - Pending Supervisor Approval**”.

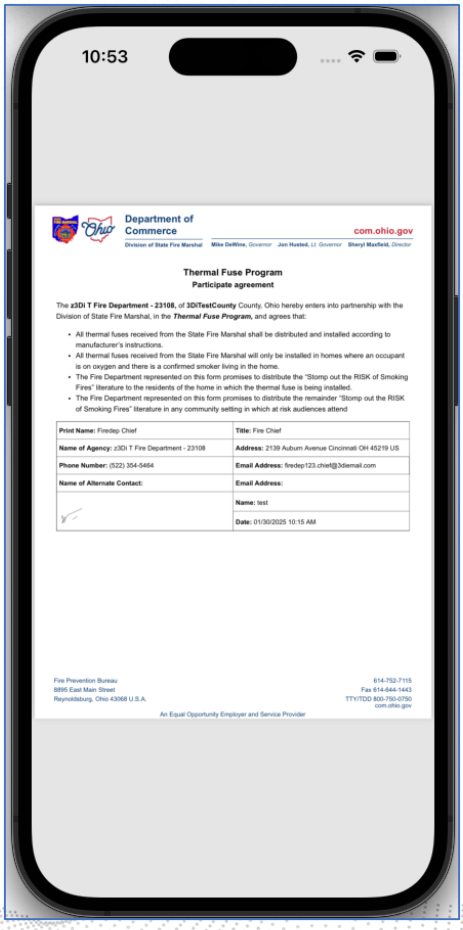
After the Thermal Fuse Agreement is signed, it generates a PDF which is visible in the case details screen in the Document Section.

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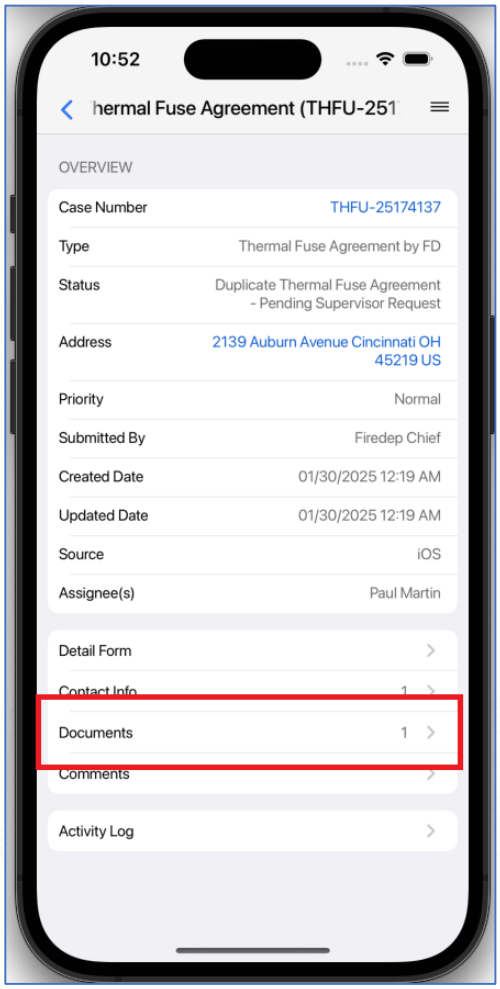
Thermal Fuse Agreement PDF Sample:

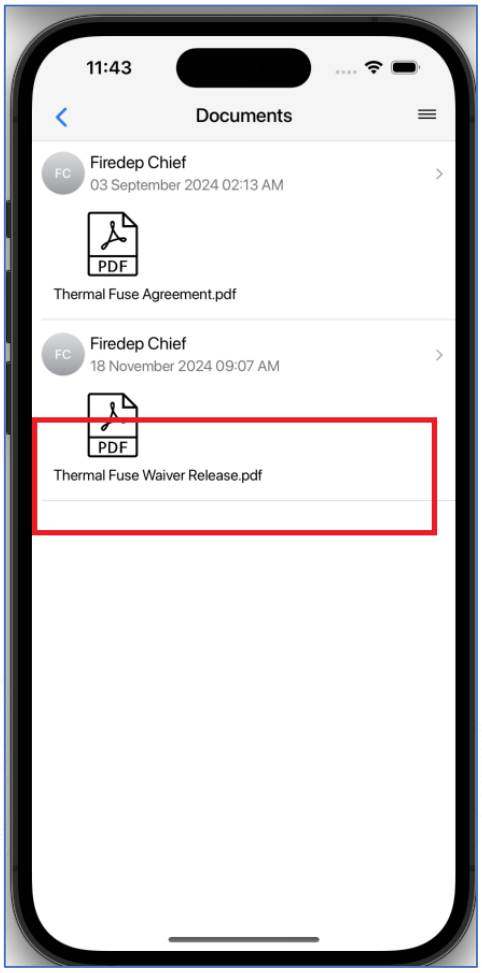


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After the Educator hands over Thermal Fuse devices to the Fire Department, 6 thermal fuse devices will be deducted from the Educator's Inventory and will be available in the Fire Department's inventory.

Once the Thermal Fuses are handed over to FD, it generates a PDF which is visible in the case details screen in the Document Section.



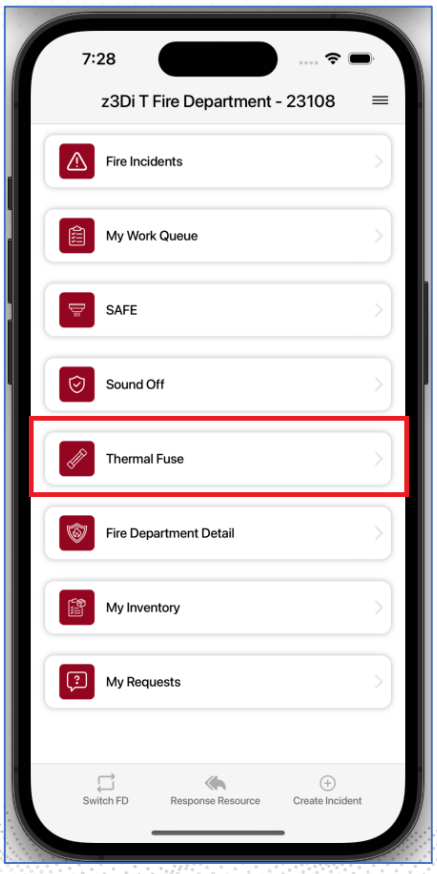


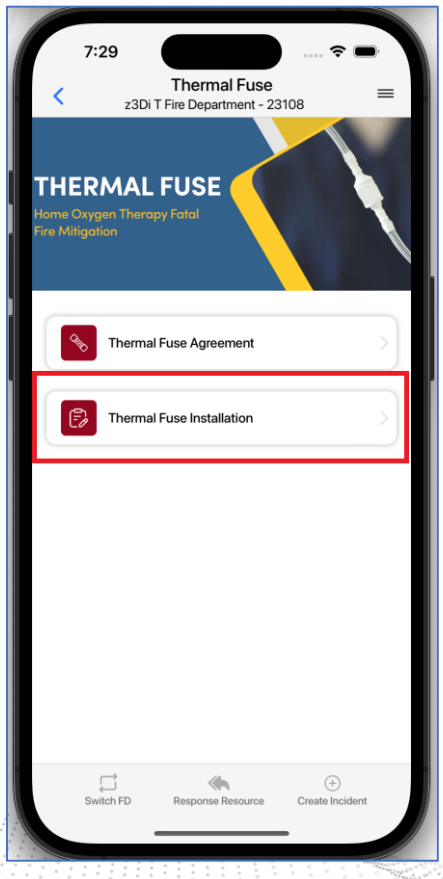
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Thermal Fuse Waiver Release PDF Sample:



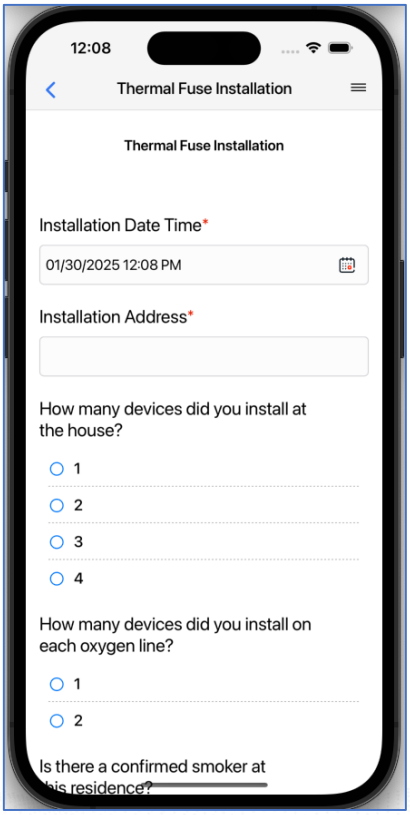
2.7.1.2 Thermal Fuse Installation by FD Users



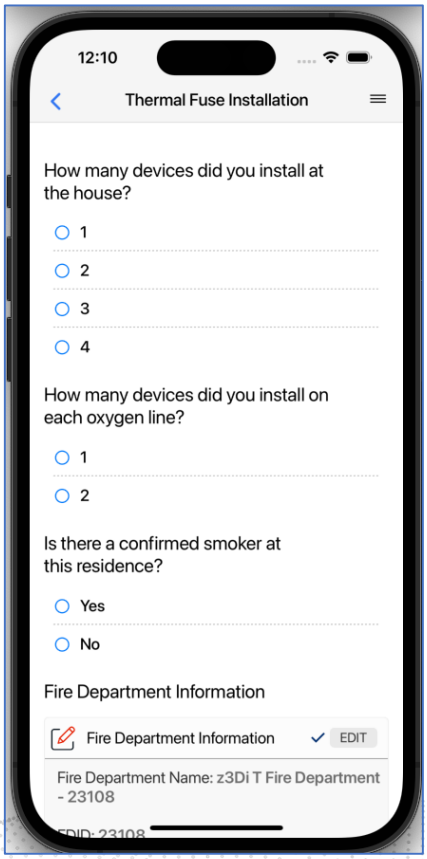


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- From the Thermal Fuse Landing page, FD users can click on the “Thermal Fuse Installation” button as highlighted in the above image.
- The FD user will be redirected to the “Thermal Fuse Installation” form.

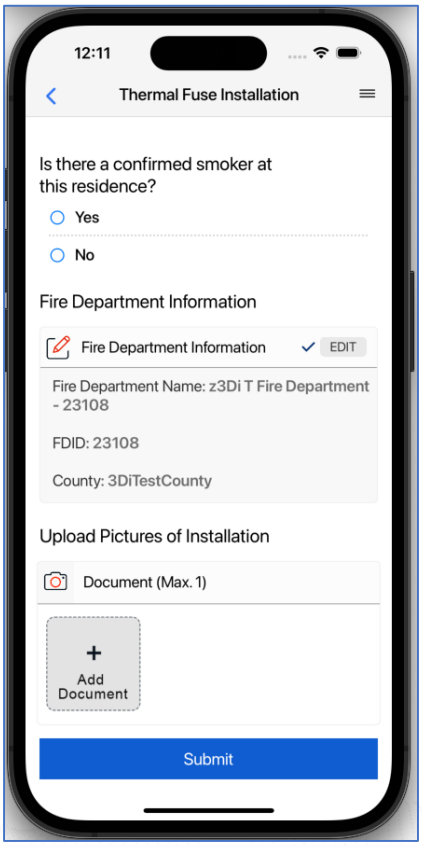


- The FD user has to select the Installation date and time and Installation Address.
- The FD user has to select the option for “How many devices did you install at the house?”.

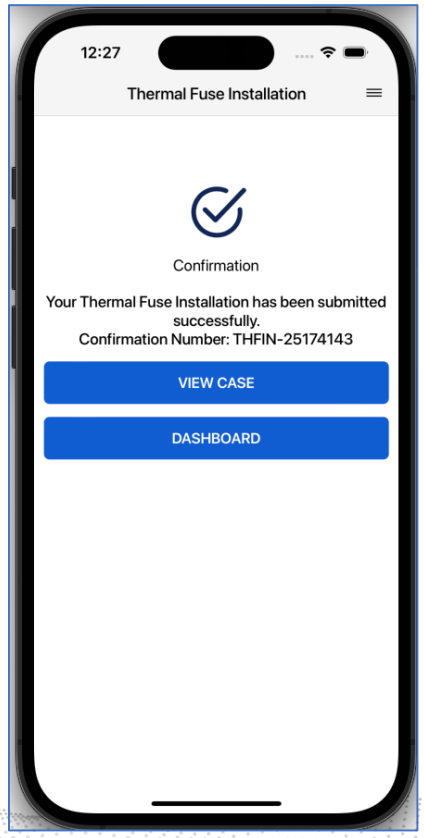


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- The FD user can answer a few optional questions.
- Based on the FD user who is requesting for the installation, fire department name, FDID, and County will be prefilled in the form.



- The FD user can upload pictures of the installation which is an optional field.
- After clicking on “Submit”, the Thermal Fuse installation gets completed and it shows a confirmation message as shown in the image below.



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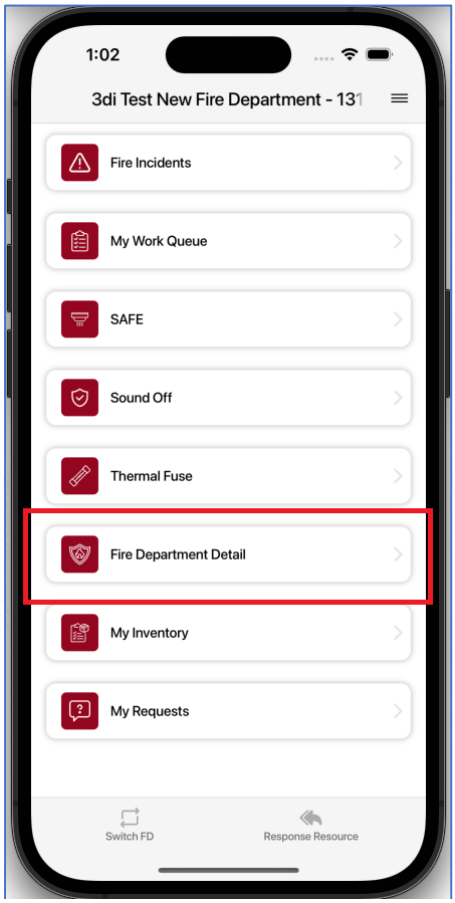
Once the installation form is submitted by the FD user, the status of the installation request changes to "**Installation Completed**".

Note: Once the installation process is completed, based on the number of devices installed in the house, the inventory will move from the "**Fire Department Inventory**" to the "**Installed**" state.

2.8 Fire Department Detail Page

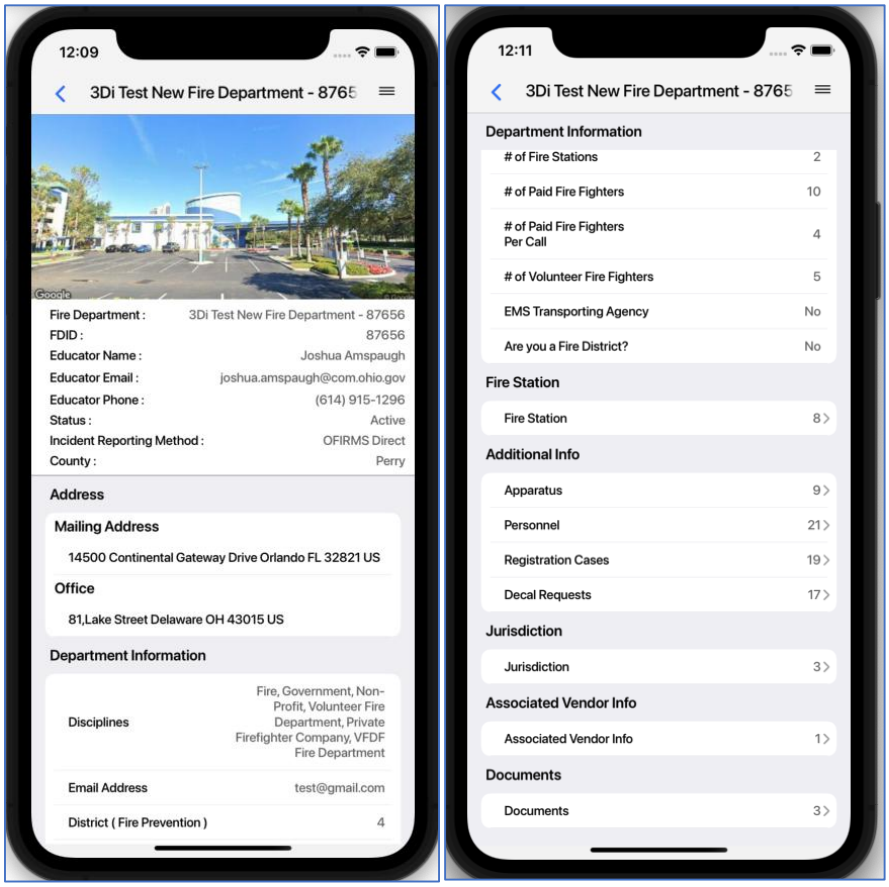
Rank: All fire department staff

From FD Dashboard screen, click on the **Fire Department Detail** to see the details of the fire department which is already selected.



FD Dashboard Screen with selected FD

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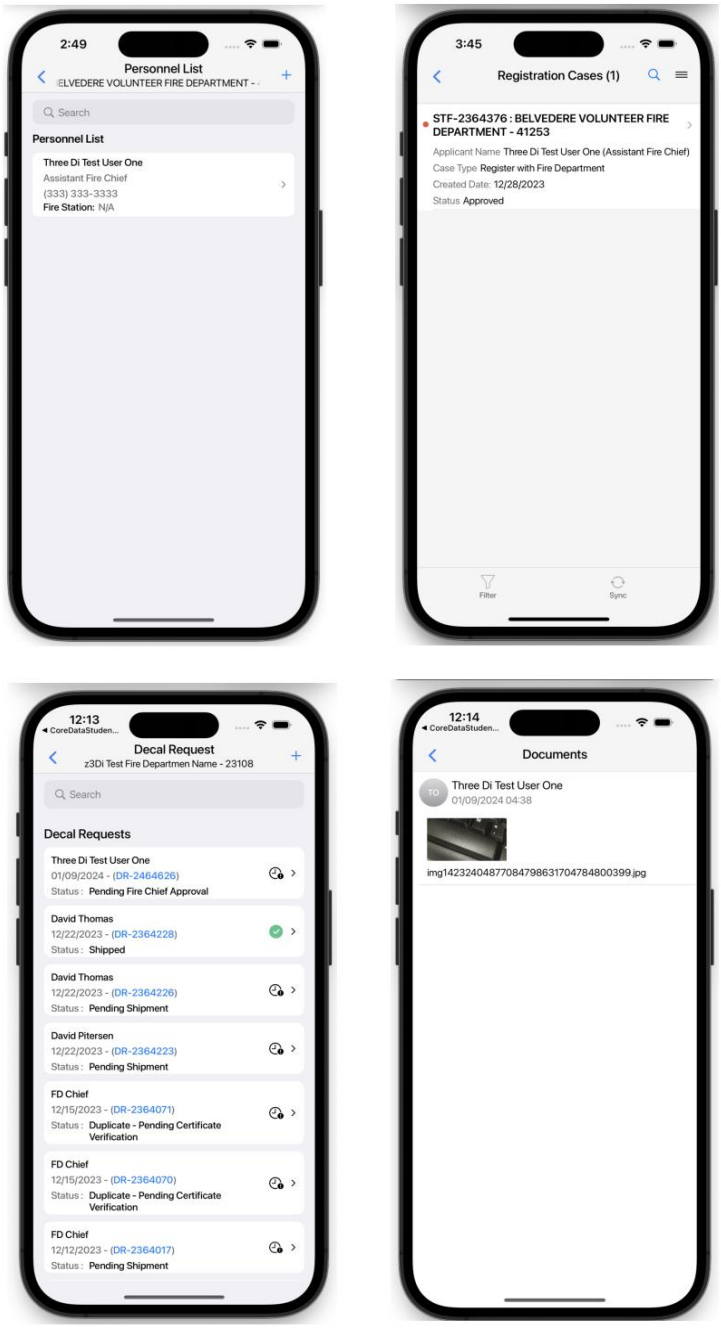


My Fire Department Screen

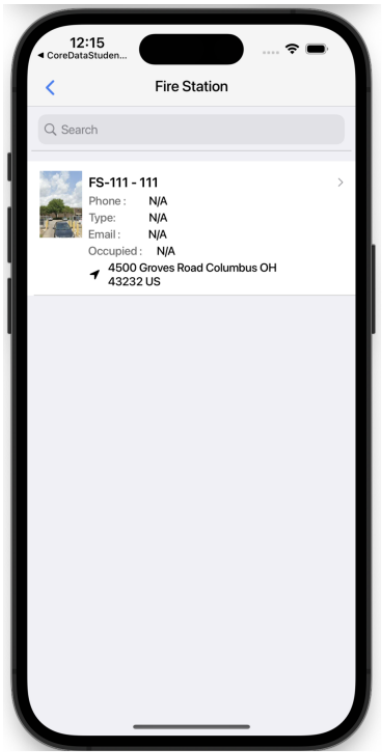
The **Fire Department detail** page consists of…

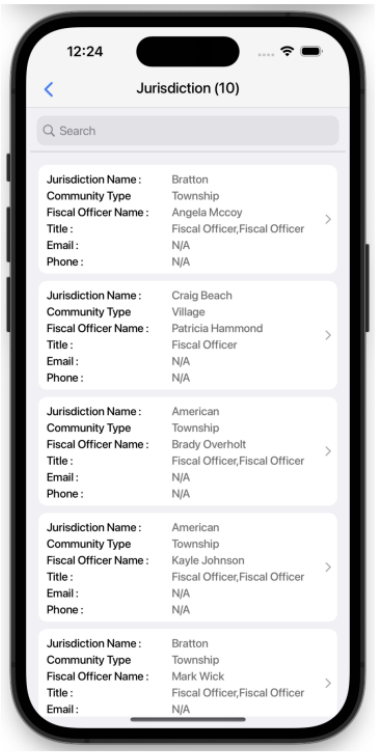
- **FDID** and **Fire Department** name, **Educator** details, **Status,** and **Incident Reporting Method**
- **Department Image** and **Address**
- Information like **Disciplines, district, county, contact details**, etc.
- **Fire Station**
- **Apparatus**
- **Jurisdiction**
- **Decal Requests**
- **Associated Vendor Info**
- **Personnel** (staff details)
- **Documents**
- **Change Log**

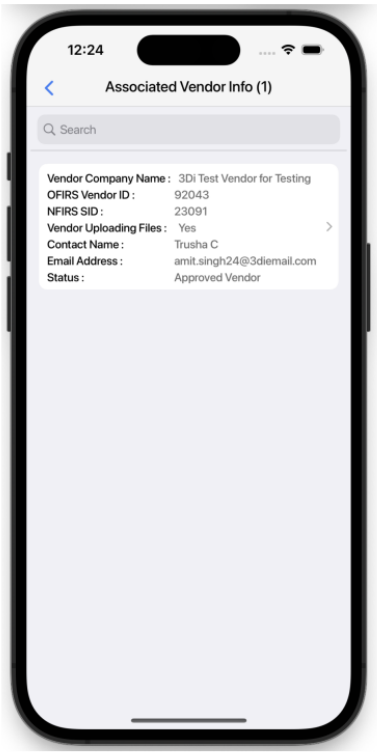
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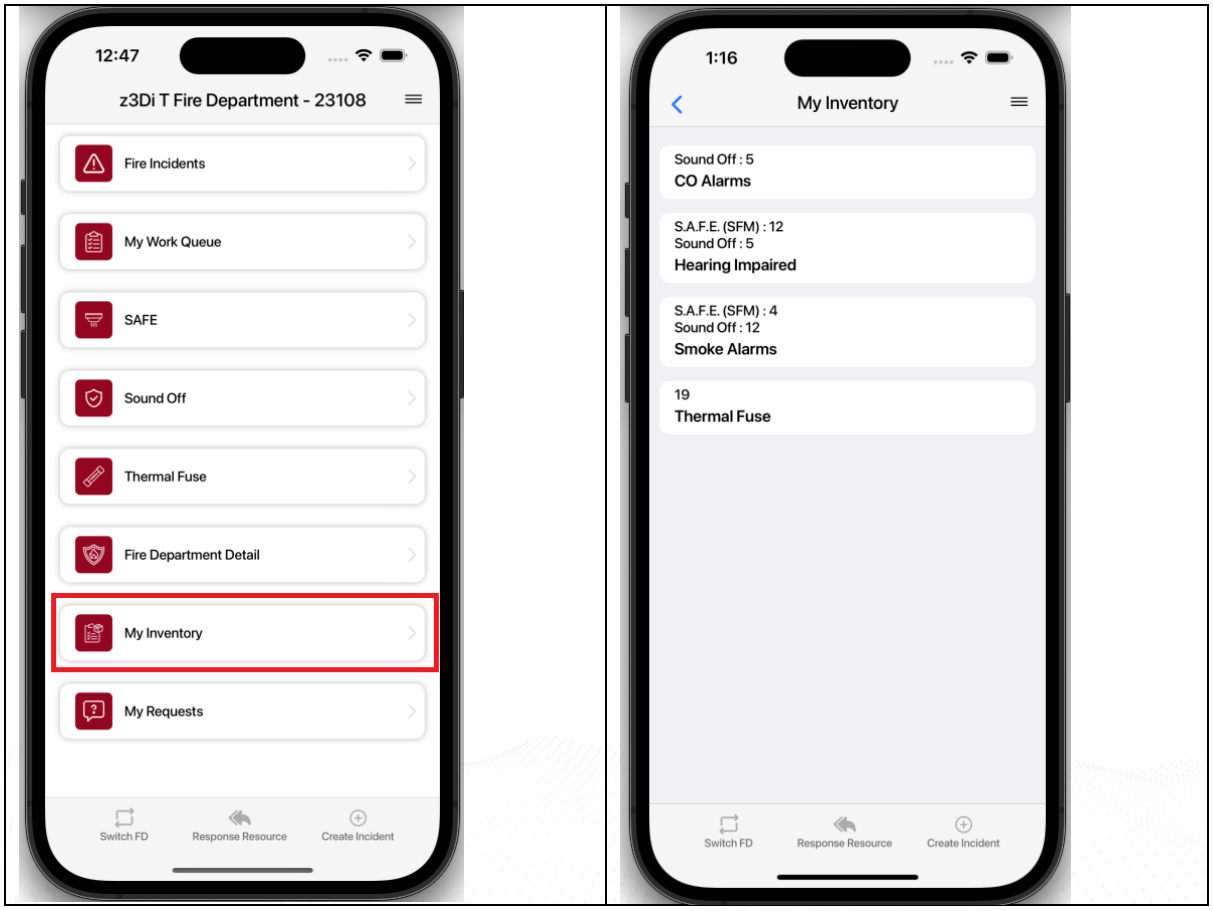


My Fire Department Details Screen

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2.9 My Inventory

- From FD dashboard Screen, FD users can click on the “Inventory” button as highlighted in the below image.
  FD users will be redirected to the “My Inventory” Screen.

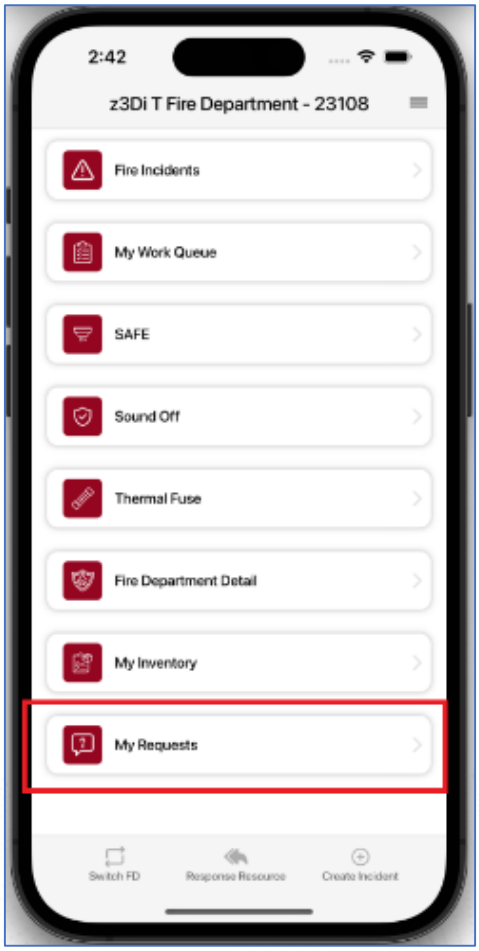


- This screen will display the count of all the Sound-Off alarms, Safe Alarms, and thermal fuse devices available in the logged-in bureau staff's inventory.

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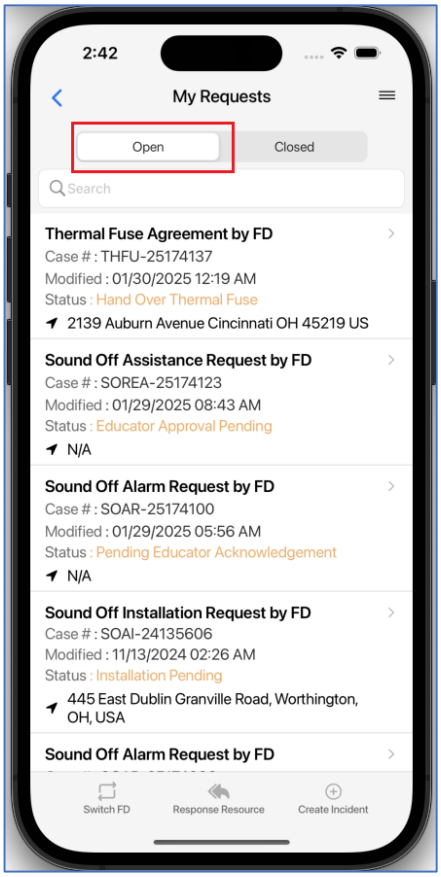
2.10 My Requests

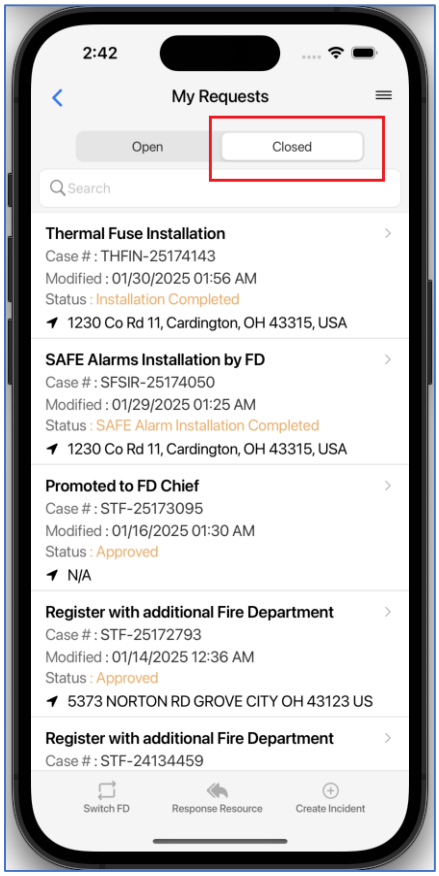
Fire Department users can select the "**My Requests**" option from FD Dashboard screen to view the Sound Off, Smoke alarms for everyone, and Thermal Fuse Requests and any other requests.



- My Requests has two tabs "**Open**" and "**Closed**"
- Open tab lists down all the requests that are still in progress or not yet closed/completed.
- Closed tab lists down all the requests that are completed, and closed (not active requests).

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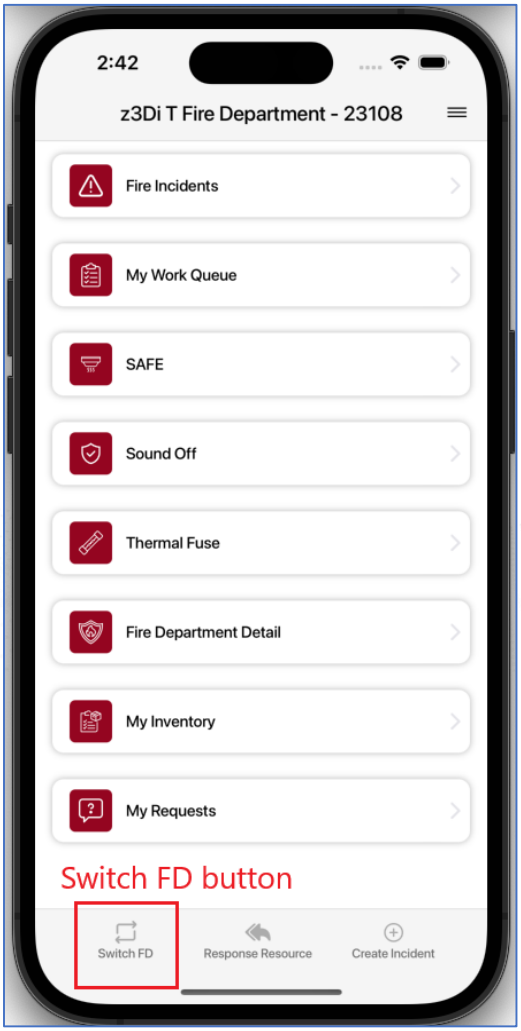


- The Fire department user can click on “Case” to view the respective case details screen. The Fire department user can click on search to search a particular record.

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2.11 Switch Fire Department

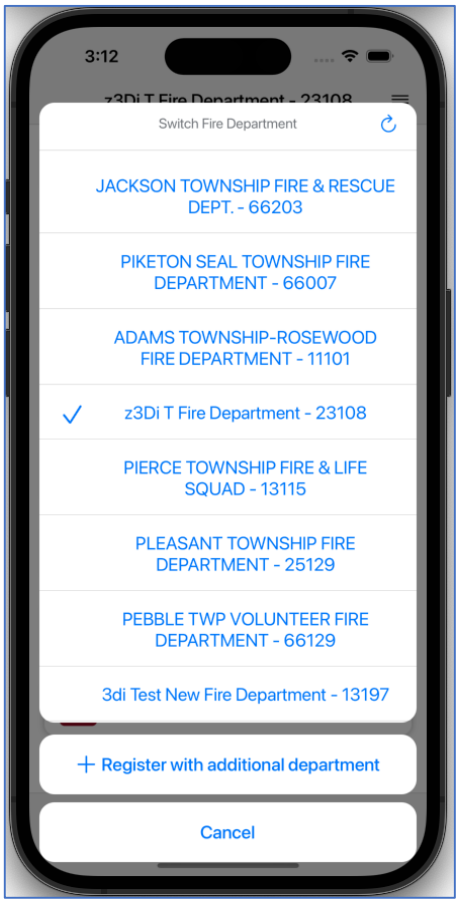
- The OFIRMS system shows one fire department data at a time which includes fire department details, staff member details, incidents, work queue records, etc. In case a staff member is associated with more than one fire department, then the member must switch the fire department to see desired fire department details.
- The user can switch to another FD by clicking on the "**Switch FD**" button from the bottom navigation bar.



Switch Fire Department in bottom navigation

- A Switch Organization dialog box will appear. The user will get the option to select the Fire Department that the user is associated with. Select the desired fire department from the list.

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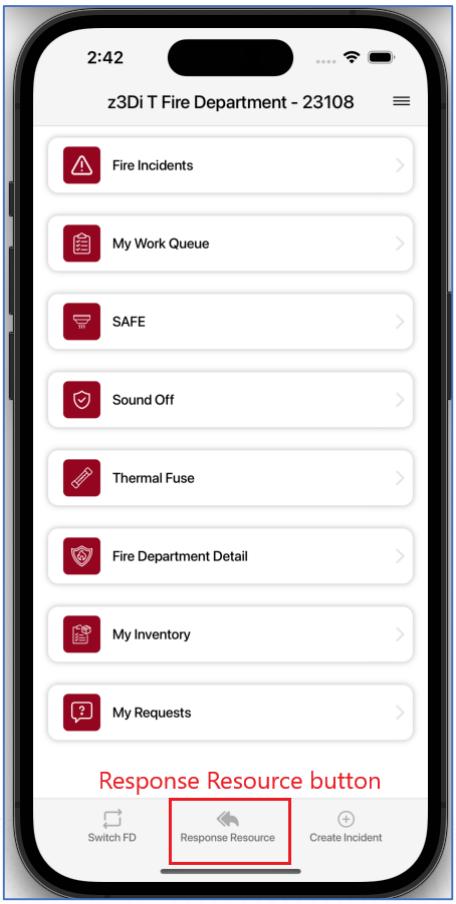


- After selecting the Fire Department, it will redirect to the FD dashboard screen and the changed fire department name appears in the header. The app starts rendering details of the selected fire department.
- User can also register with additional fire department by clicking "**Register with Additional department**" button in the bottom of the switch fire department dialog box.

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2.12 Response Resource

- Clicking on the "**Response Resource"** button navigates to the Response Resource web page.

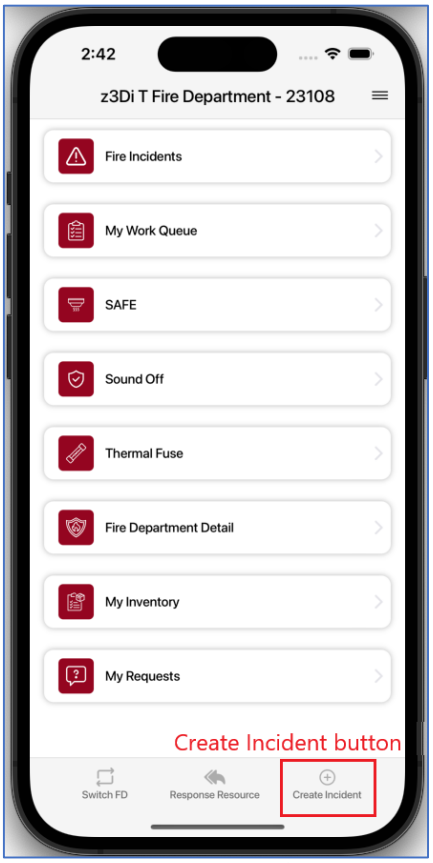


- The Response Resource page is a dedicated mapping and visualization tool within the Engage GIS Viewer. It enables users to analyze critical geographic data on an ESRI map, supporting informed decision-making.

- **Key Layers:**
  1. County Boundary – Displays Ohio's county boundaries for spatial reference.
  2. High-Risk Property – Identifies and maps high-risk properties across Ohio.
  3. Hydrant Layer – Shows the locations of hydrants within Ohio for emergency response planning.
  4. This page provides essential spatial insights, assisting users in resource allocation, risk assessment, and emergency preparedness.

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2.13 Create Incident

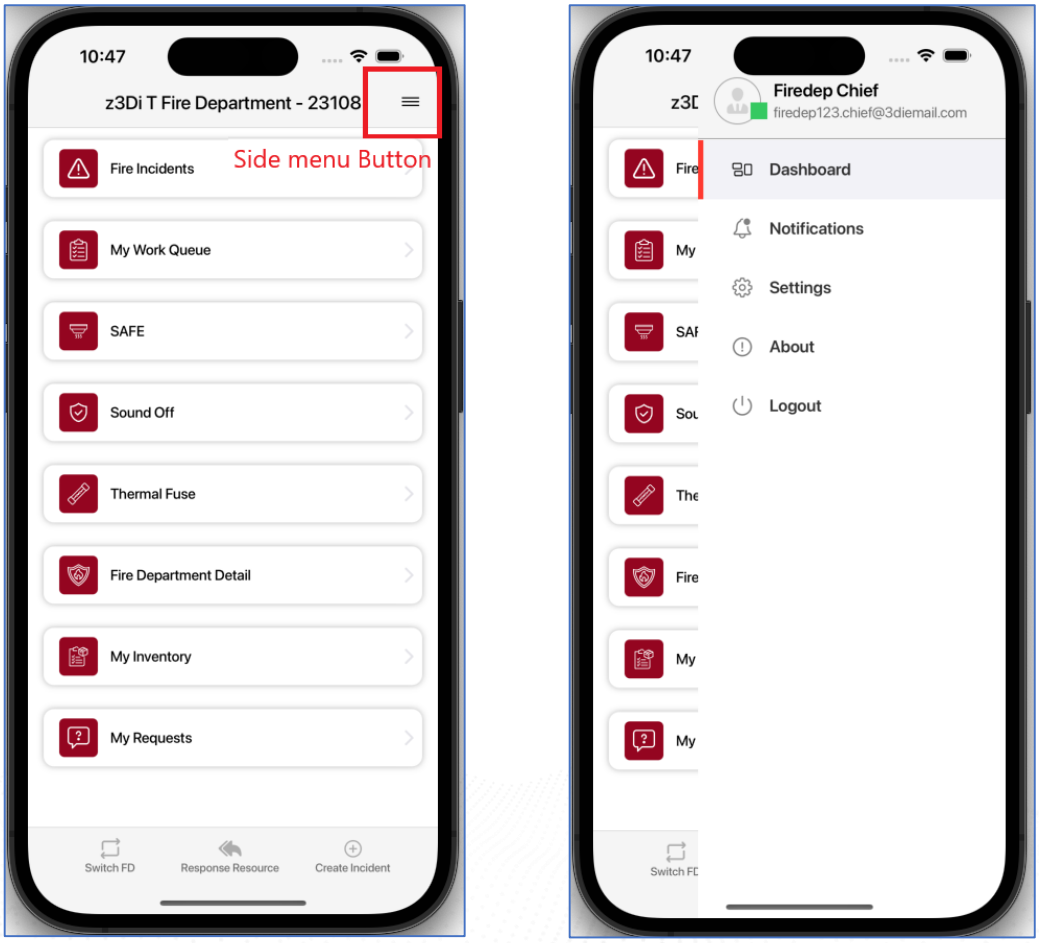


- **Important:** The **+ Create Incident** button will only be available for Fire Departments that are using the OFIRMS Direct Incident reporting method.
- The Create New Incident button allows the fire department user to create a new fire incident in OFIRMS.
- For further details Refer to: 6.2 Create New Incident

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2.14 Side Menu

Users can navigate to different screens using this side menu button.



It has mainly the following options:

1. **User Profile Section:** Clicking on this option will navigate the user to the profile details screen, where user can see all the details of the logged in user. User can also add or edit the details.
2. **Dashboard:** Clicking on this option will navigate to the FD dashboard screen
3. Notifications: Clicking on this option will navigate to the Notifications screen where the user can see all the notifications.
4. **Settings:** Clicking on this option will navigate to the Settings screen where the user can:
    - Enable Login with Face ID for the app.
    - User can do a full configuration sync using the configuration full sync option
    - User can also Enable GPS tracking
5. **About:** Provides information about the app version.
6. **Logout:** The user can logout from the app using this option.

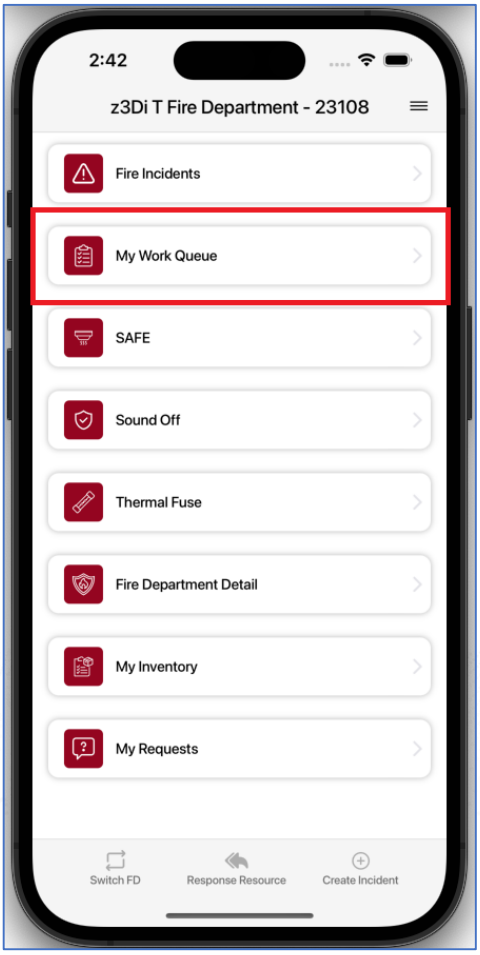
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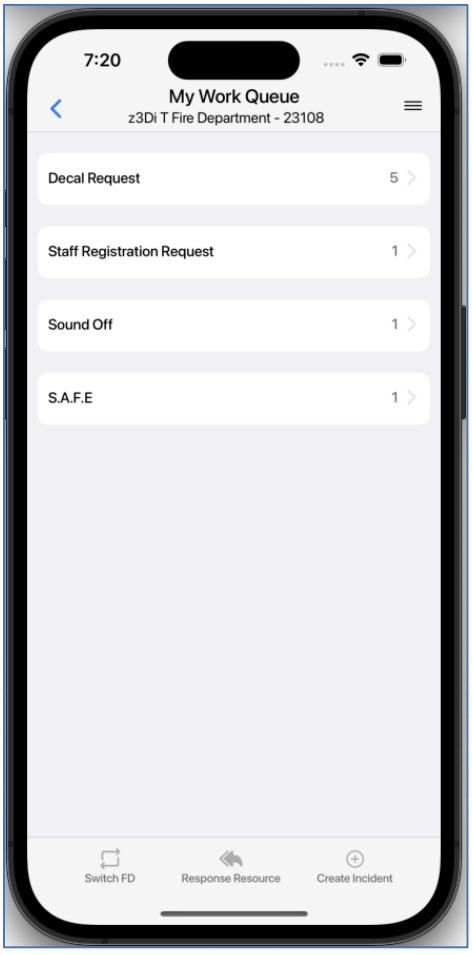
3 Mobile features for Fire Department Chief

3.1 My Work Queue

Rank: Fire Department Chief

My Work Queue for Fire Department Chief is the section from where the FD Chief can perform actions on tasks assigned to the FD Chief.





My Work Queue has the following subsections based on the type of tasks/cases:

1. **User Registration Requests:** This screen displays the New User Registration Request with the Fire Department and Additional Fire Department User Registration Requests.
2. **Pending Decal Request:** This screen displays the Pending Decal Requests by the personnel of the selected Fire Department.
3. **Sound Off:** This screen displays the list of Sound Off Installation Requests assigned to the user.
4. **SAFE:** This screen displays the list of Project SAFE Installation Requests assigned to the user.

3.1.1 User Registration Requests

Rank: Fire Department Chief

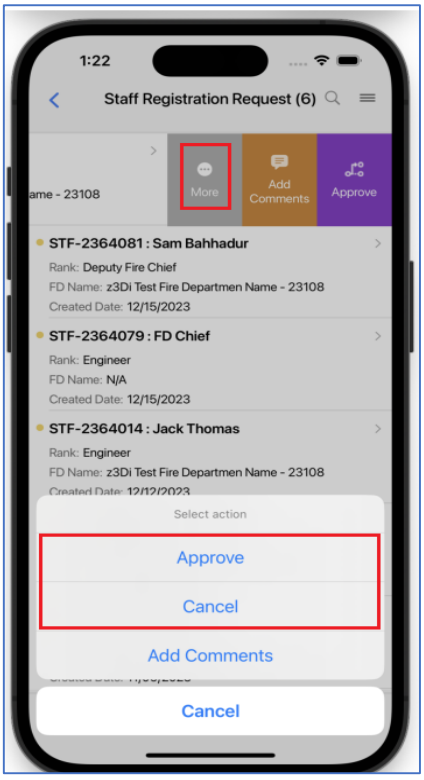
This screen displays the New User Registration Request with the Fire Department and Additional Fire Department User Registration Requests.

Users can click on any **Registration Request list item** field to view the details.

The Swipe has the actions that can be performed by the FD Chief. The Fire Chief will be able to Approve or Cancel the User Registration Request.

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- Upon Approve action, the requesting user will be associated with the Fire Department.
- Upon Cancel action, the requesting user will not be associated with the Fire Department.



User Registration Actions on User Registration Requests screen

3.1.2 Pending Decal Request

Rank: Fire Department Chief

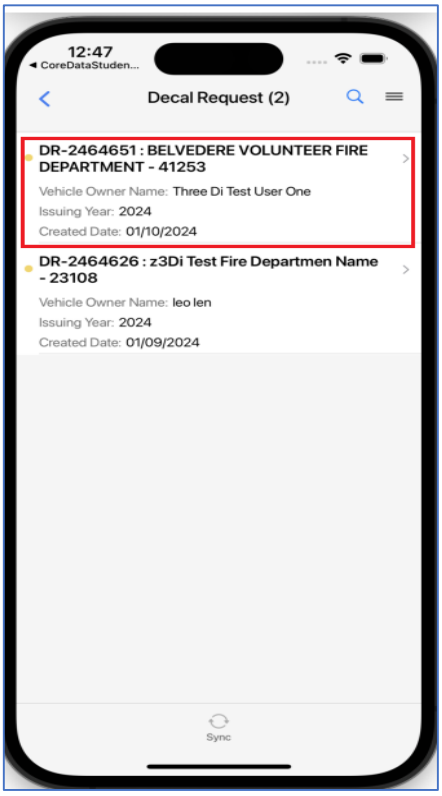
This screen displays the Decal Request submitted by the personnel of the Fire Department which requires FD Chief Approval.

Users can click on any **Decal Request List Item** field to view the details.

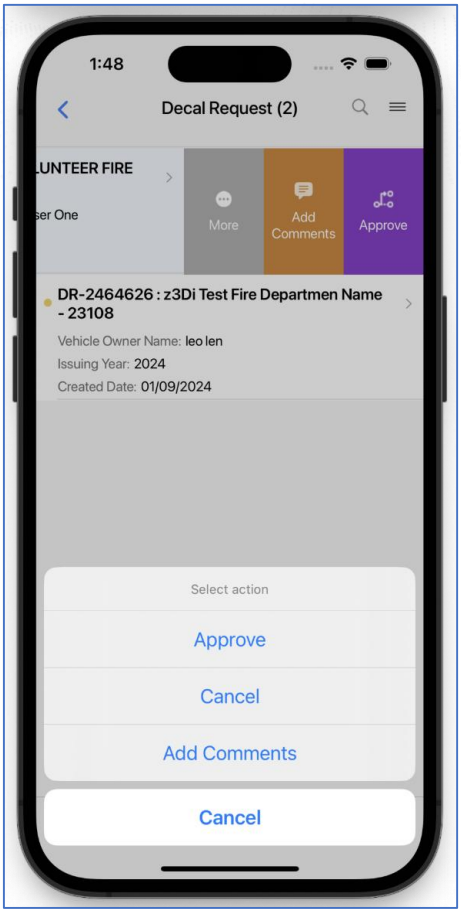
The Swipe option has the actions that can be performed by the FD Chief. The Fire Chief will be able to Approve or Cancel the Decal Request.

- Upon Approve action, the Decal Request will go to the Fire Prevention Bureau for Approval. The status of the Request will change to **Pending Certificate Verification** and the request will be assigned to the Bureau. After the required verification by the Bureau, the Decal will be issued and shipped to the fire department. If the verification fails, then the Bureau can cancel the Decal request.
- Upon Cancel action, the Decal Request will be cancelled.

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Pending Decal Request record on Pending Decal Request screen



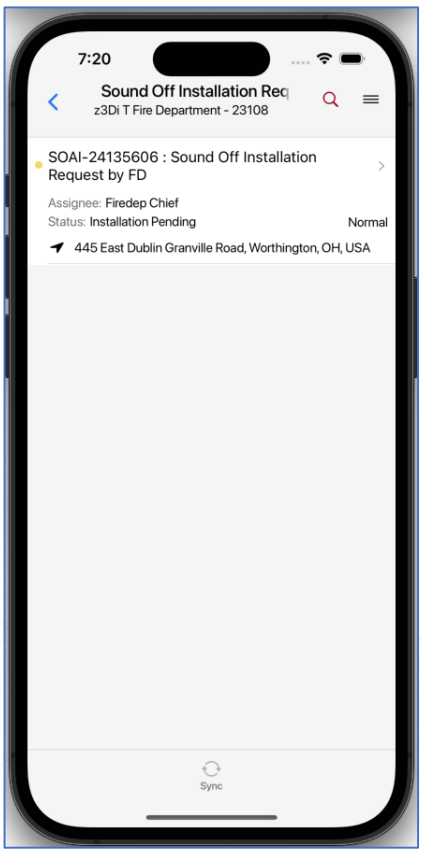
Decal Request Case Detail Screen

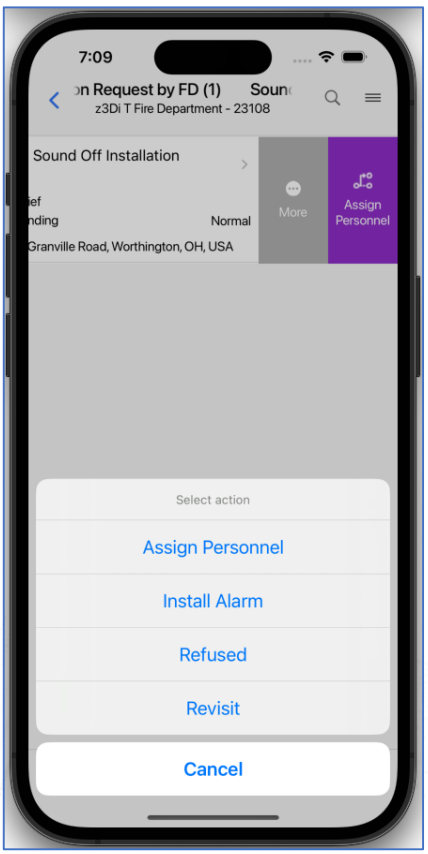
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Important: The Fire Prevention Bureau will not approve the request due to verification failures. The request would then be rejected by bureau staff and the Decal request will be sent back to the requester as **Certification Verification Failed**.

3.1.3 Sound Off

This screen displays the List of Sound Off Installation Requests assigned to the user.



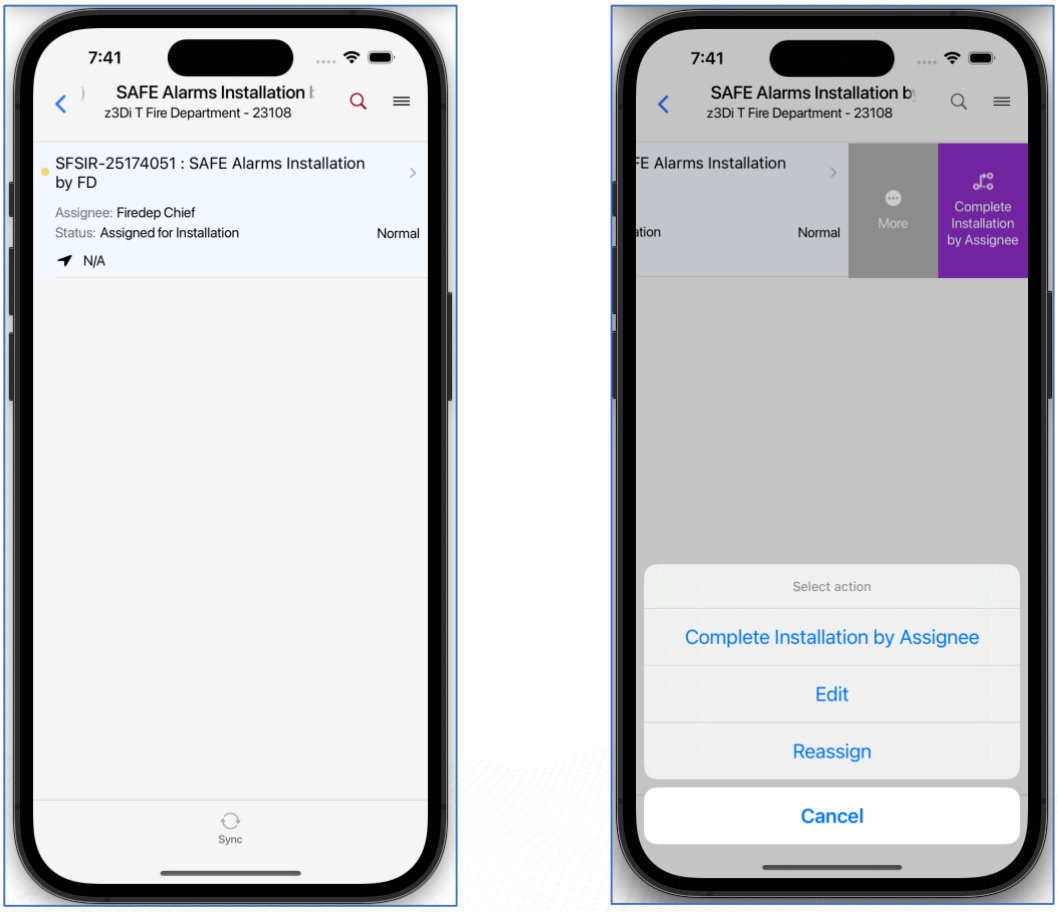


- Users can click on the case to view the respective case details.
- The Swipe option has the actions that can be performed by the user. The user will be able to Assign personnel, install alarms, refused, and revisit.
- Assign Personnel: When the FD User clicks on the “Assign Personnel” action, The FD user can select other FD staff to whom he wants to assign this Installation Request.
- Install Alarm: When the FD User clicks on the “Install Alarm” action, it will open a form wherein the FD User can add details mentioned in the form and click on “Submit”.
- When the FD User clicks on the “Refused” action, it will open a screen wherein the FD User can select a reason for refusal. The FD user can also add Notes and then click on “Submit”.
- When the FD User clicks on the “Revisit” action, it will open a screen wherein the FD User can select a reason for Revisit. The FD user can also add Notes and then click on “Submit”.

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3.1.4 SAFE

This screen displays the List of Project SAFE Installation Requests assigned to the User.



- Users can click on the case to view the respective case details.
- The Swipe option has the actions that can be performed by the user. The user will be able to Complete Installation by Assignee, Edit, and Reassign.
- Complete Installation by Assignee: When the Fire Department user clicks on “Complete Installation by Assignee”, it will open a screen wherein the FD user can add comments and then click on “Submit”.
- Edit: When the Fire Department user clicks on “Edit”, it will open a screen wherein the FD user can select another personnel and add comments and then click on “Submit”.
- Reassign: When the Fire Department user clicks on “Reassign”, it will open a screen wherein the FD user can select another personnel and add comments and then click on “Submit”.

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3.2 Fire Department Management

This section contains the functions related to Fire Department Management. Below is a summary of all the Functions:

3.2.1 FD Management Functions from Fire Department Detail Screen:

1. Fire Department Address
   a. Add
   b. Edit
   c. Delete
2. Edit Fire Department Information
3. Fire Station
   a. Add
   b. Edit
   c. Delete
4. Apparatus
   a. Add
   b. Edit
   c. Delete
   d. Inactive
   e. Add Maintenance History
   f. Edit Maintenance History
   g. Engine Check
5. Personnel
   a. Add Personnel
   b. Edit Personnel
   c. Promote to FD Chief
   d. Assign Fire Station
   e. Remove

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3.2.2 Edit Department Address and Information

Rank: Fire department chief

The fire department chief will have the ability to add and edit department addresses and other information such as addresses, disciplines, contact details, no. of firefighters, etc.

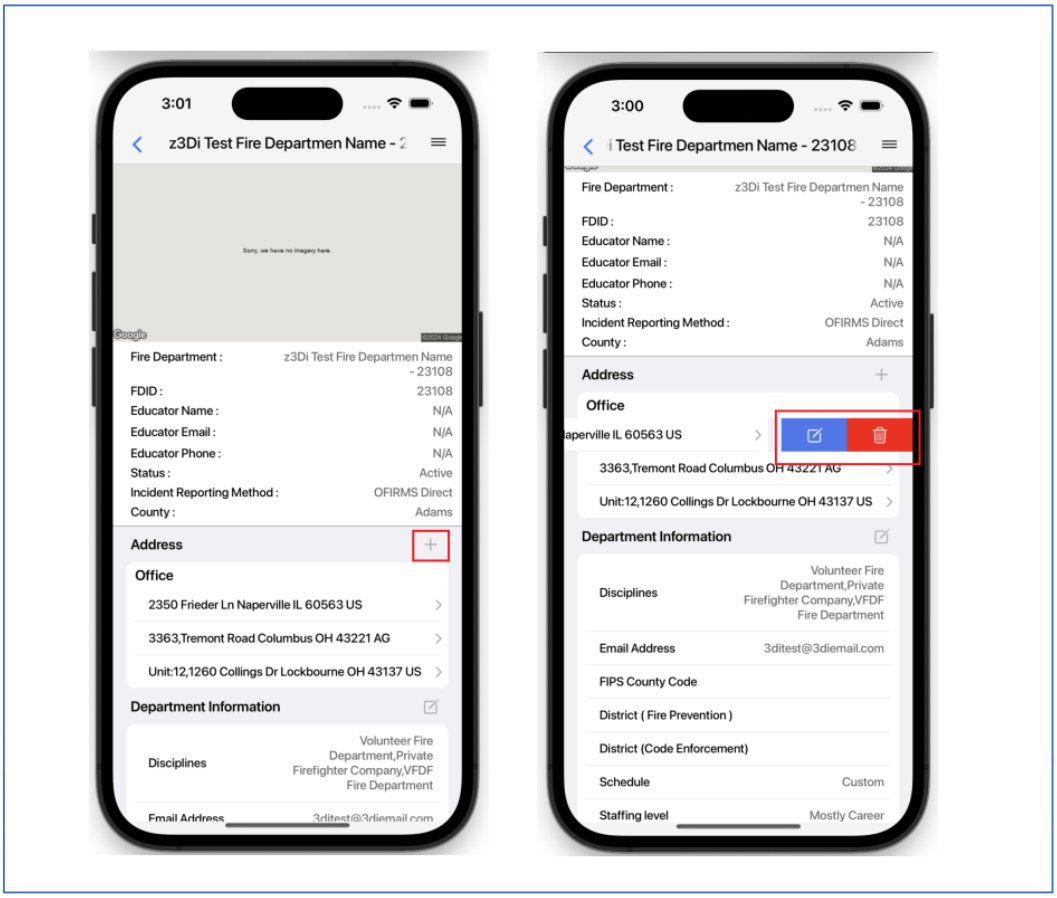


Figure 17: Address and Fire Department Information sections on FD Detail Screen

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3.2.3 Fire Station

Refer to Fire Station Management

3.2.4 Apparatus

Rank: Fire department chief

The Apparatus section displays the Apparatus of the Fire Department. The Fire Department Chief will be able to Add a new Apparatus and associate the Apparatus to the Fire Station.

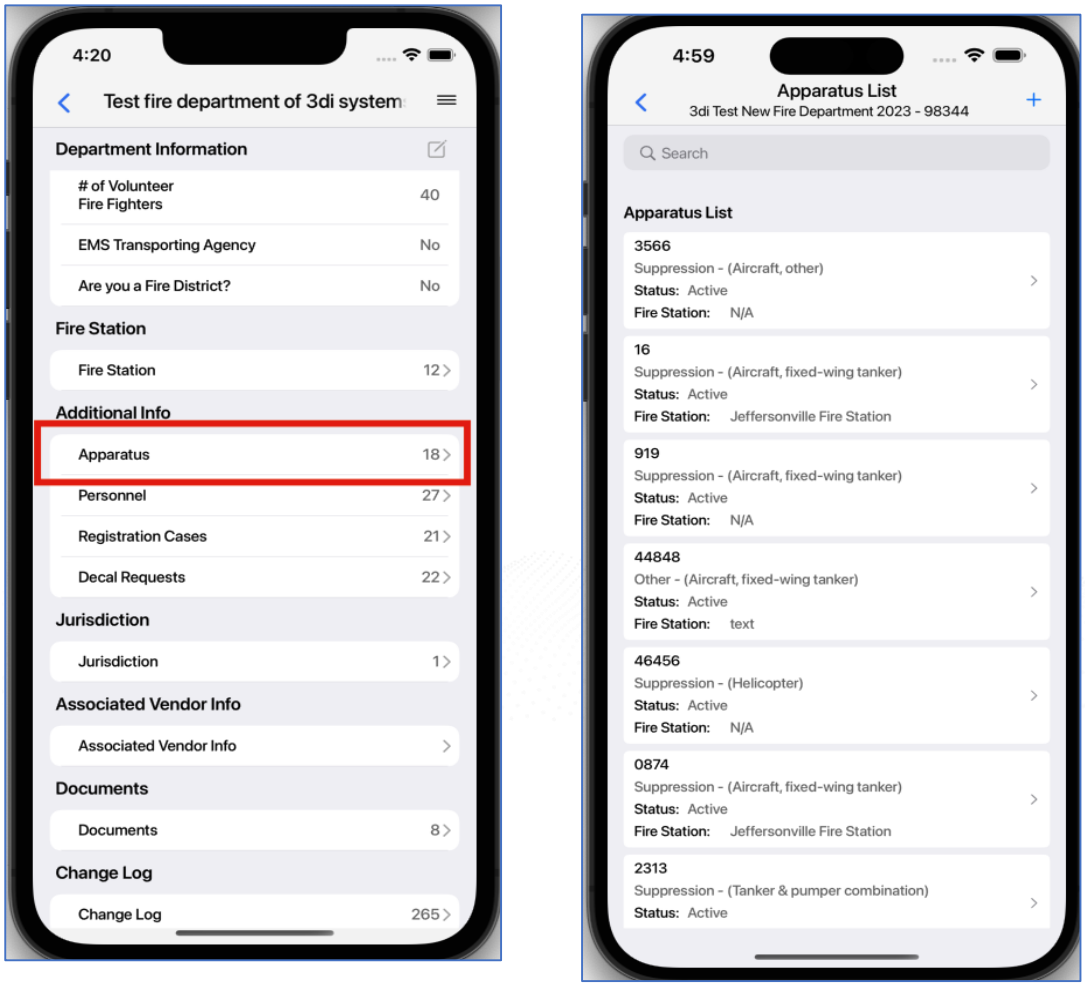


Figure 18: Apparatus List on Fire Department Detail Screen

Once an Apparatus is added, the following actions can be performed by the FD Chief:

- Engine Check
- Inactive
- Edit
- Delete

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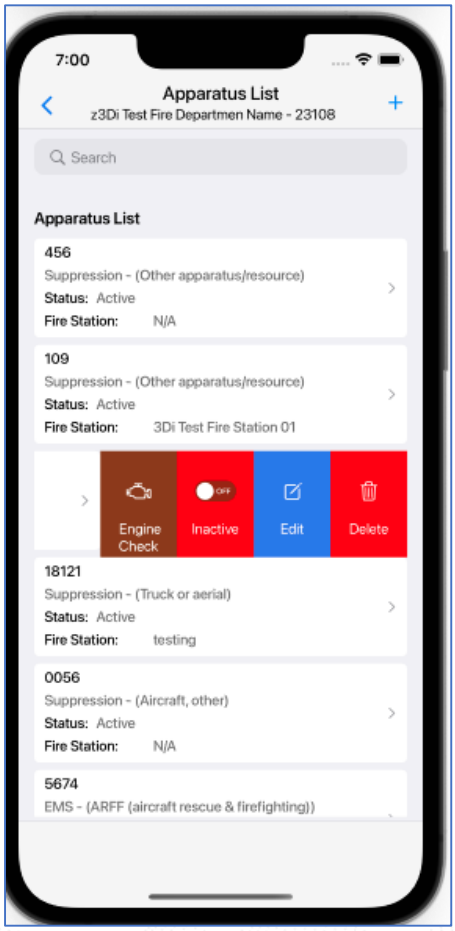


Figure 19: Apparatus Actions

3.2.4.1 Add Apparatus

When the user clicks on the **"+" Icon** on the top right corner of the Apparatus section, the Add Apparatus screen will open. The system allows users to add the department's apparatus details. **Apparatus Name, ID, Use**, and **Type** are mandatory fields while capturing the details.

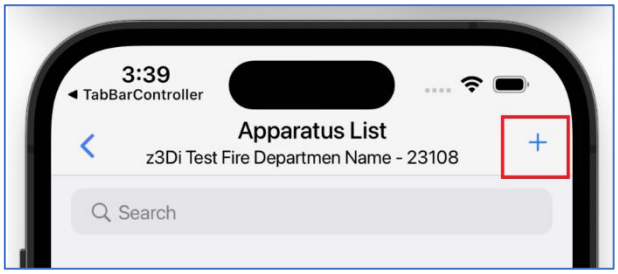


Figure 10: Add Button on the Apparatus Section

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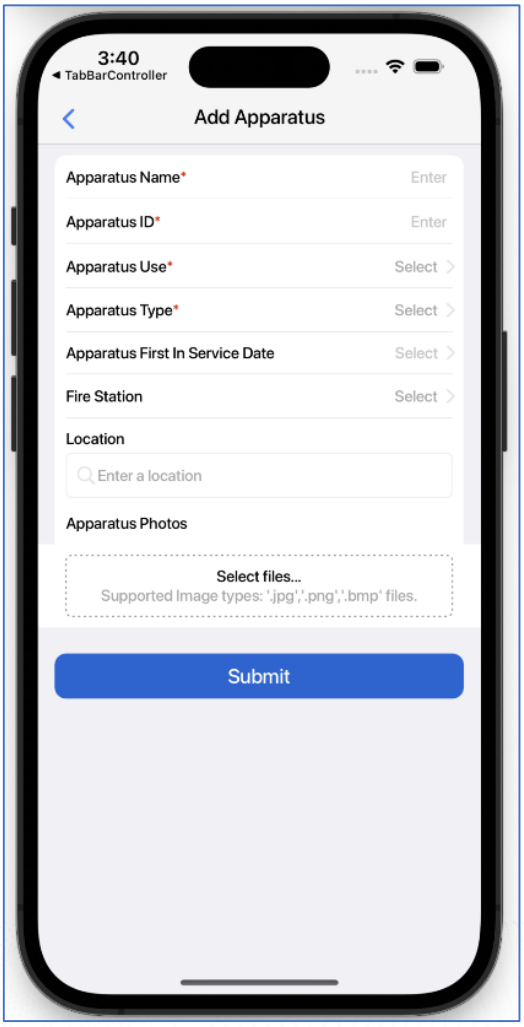


Figure 21: Add Apparatus screen

Important:

- Added apparatus details will be available for selection while reporting an incident using the OFIRMS portal/mobile app. It is a good practice to keep apparatus details up to date for reporting purposes.

Once the Fire Station is assigned to the apparatus, it will be also visible on the Fire Station detail page.

3.2.4.2 Add Maintenance History

Rank: Fire Department Chief

To add apparatus maintenance history, choose **Maintenance History** from the **Apparatus Details Screen**. This will open the Apparatus Maintenance History screen. The apparatus Maintenance History summary will be displayed on the screen.

The Actions available for each Maintenance History item in the grid are:

- Edit
- Delete

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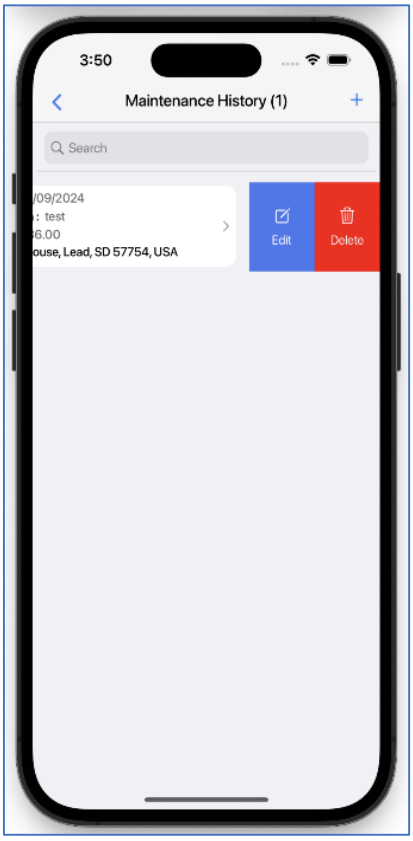


Figure 22: Add maintenance history screen with Action on Maintenance History

On the Apparatus Maintenance History screen, Click the **"+" Icon at the upper right corner** button to add Maintenance History.

Provide **service date, Items for Service, Cost, Quantity**, etc. to capture maintenance history. If needed, maintenance bills can also be uploaded.

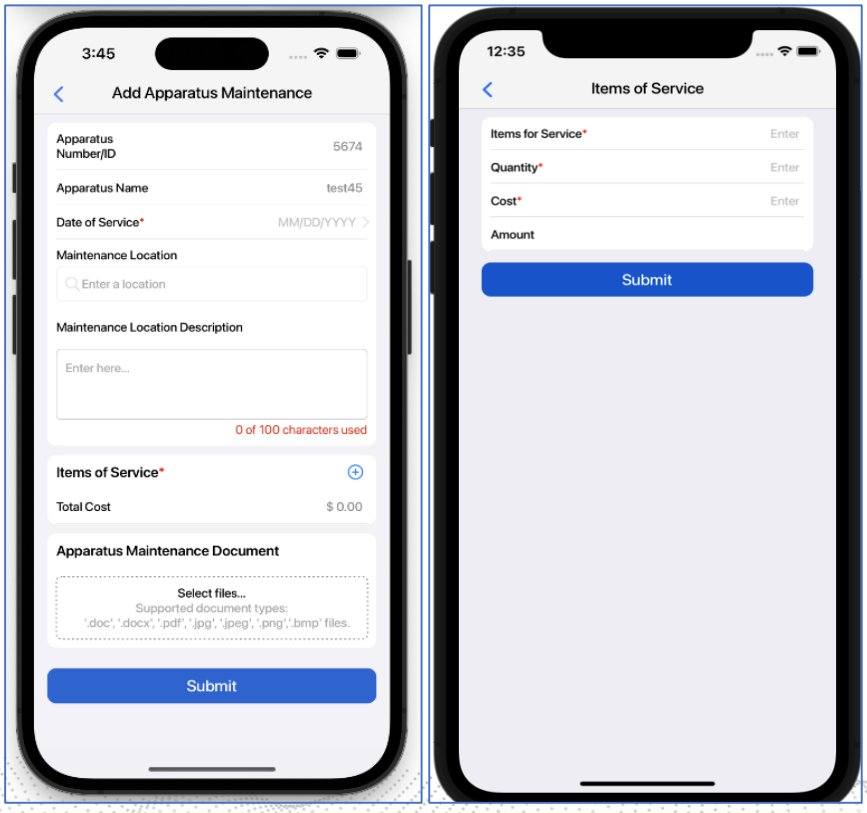


Figure 22: Add Apparatus Maintenance Screen

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3.2.4.3 Edit Apparatus

Rank: Fire Department Chief

Use the **Edit** action from the Swipe Options to edit apparatus details.

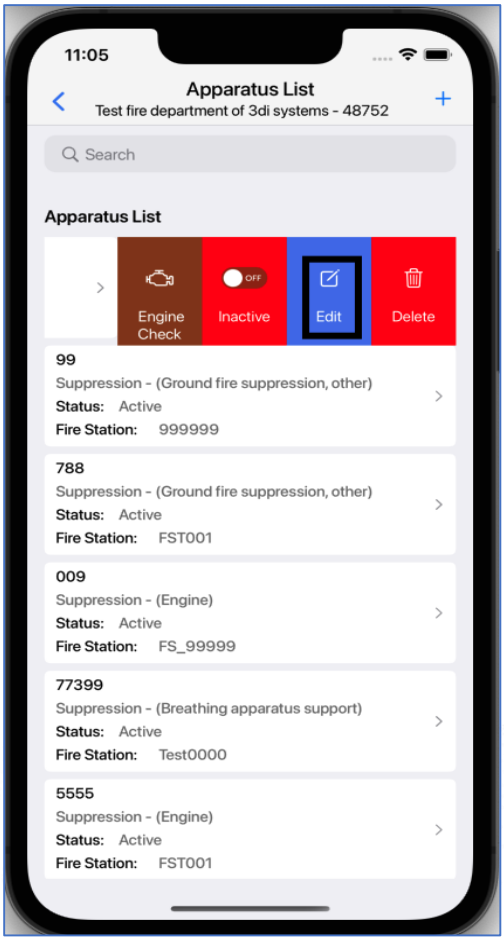


Figure 24: Apparatus Screen with Edit Action

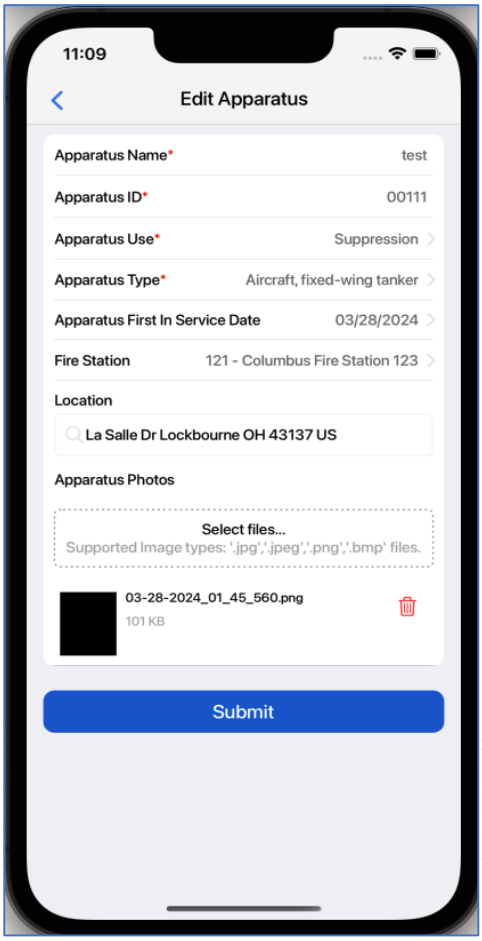


Figure 25: Edit Apparatus Screen

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3.2.4.4 Delete Apparatus

Rank: Fire Department Chief

Use the **Delete** Action from the **Swipe** options to delete an apparatus from the Fire Department. On clicking the Delete Icon, the user will be presented with a Delete Apparatus confirmation pop-up.

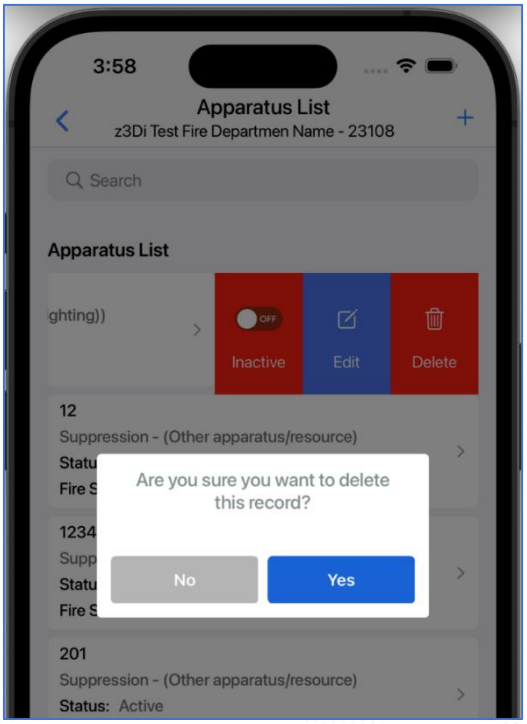


Figure 26: Delete Apparatus Confirmation pop-up

Important:

- An apparatus once deleted cannot be undeleted.
- After an apparatus is deleted, all the data related to the Maintenance History and Engine Checks will be deleted.

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3.2.4.5 Engine Check

Rank: Fire Department Chief

Engine check is used for Daily truck checks and can be customized to the type of truck check you want. You can create daily, weekly, or monthly inspections and checks. You can add line items and inventories of each cabinet in your engine, tower, ladder, ambulance, and so on.

Prerequisite: A Checklist is required for Engine checks. Please create at least one checklist to do an Engine Check.

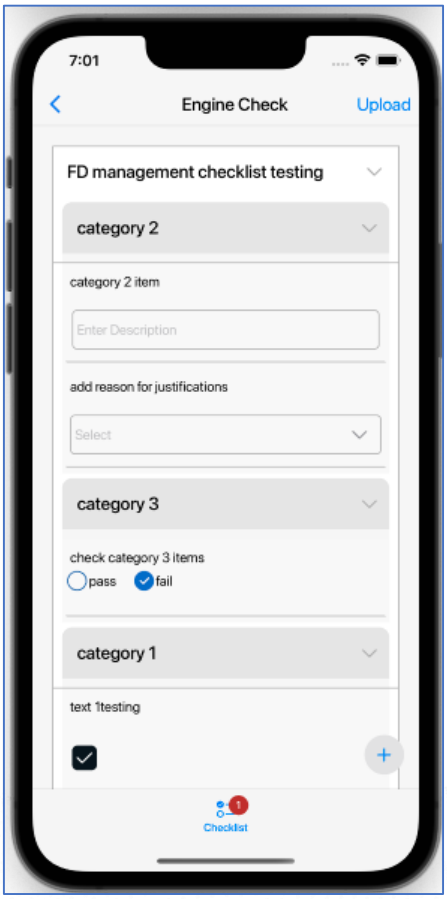
The Engine Check option is available in the Swipe Menu of the Apparatus.



Figure 27: Apparatus Section on Fire Department Detail screen with Engine Check action highlighted

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On clicking on Engine check it will open the Engine Check screen. Select the Checklist that you want to use for the Engine check. When the checklist is selected, it will load so you can add data for Engine checks and then click on Save. Engine check's data is visible in the Apparatus detail page.



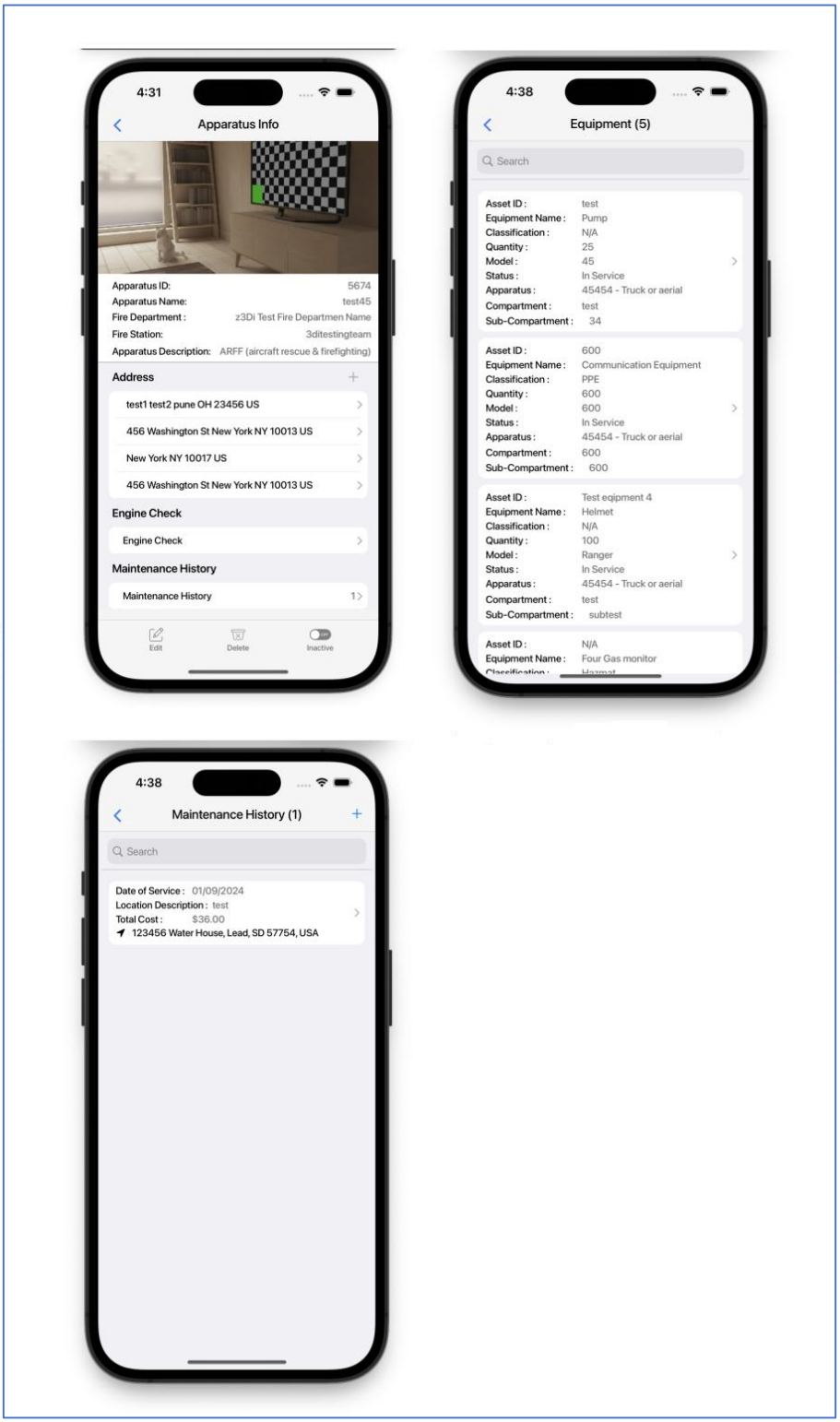
Engine Check screen

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3.2.4.6 Apparatus Details

Rank: Fire department staff

Click on **Apparatus list** item to see the detail page of the Apparatus. It will show engine checks added for the apparatus in the list. It will also display all the equipment associated with the Apparatus.

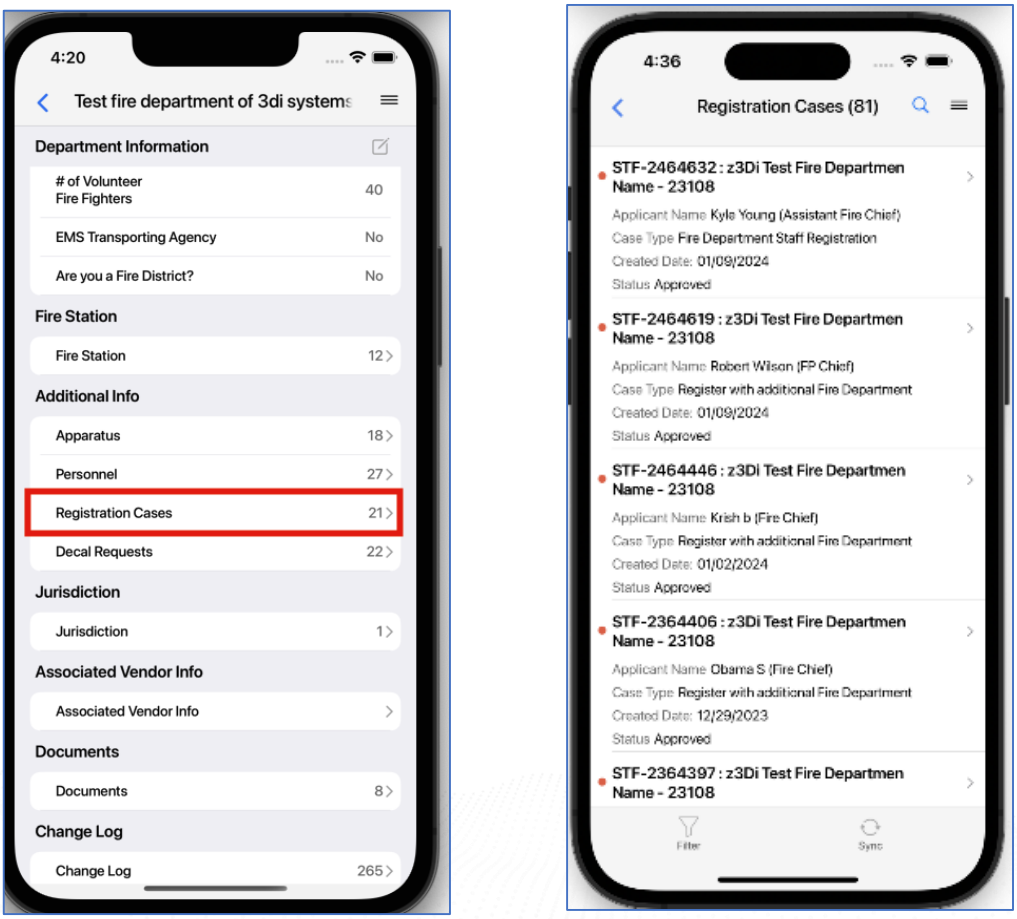


Apparatus Detail Screen

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3.2.5 Registration Cases

The Fire Department Staff Registration cases are listed in this section. Click on the **Registration cases** list item to see the detail page of the case.

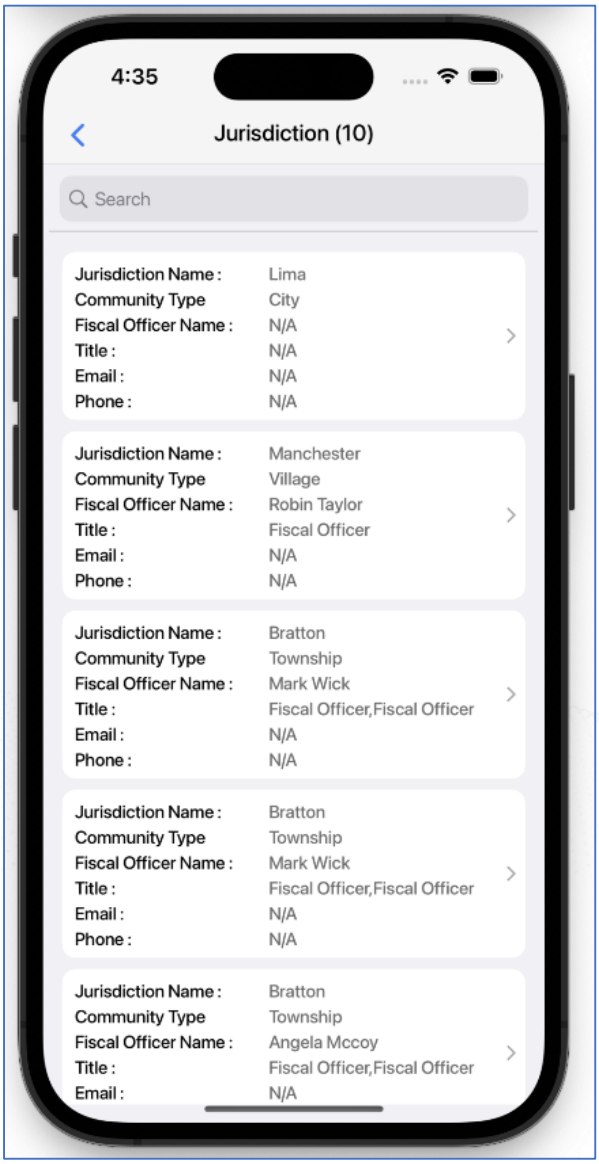


Fire Department Registration Case section on Fire Department Detail screen

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3.2.6 Jurisdiction

The Jurisdiction section displays the primary area of fire response for each individual department. This is the Township/Village/city that a fire department responds to on first alarm. This does not include mutual aid areas.



Jurisdiction associated with the Fire Department

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Click on the Jurisdiction List Item to see the detail page of the Jurisdiction. Jurisdiction detail screen will show the associated contacts in the contact section.



Jurisdiction Detail Screen

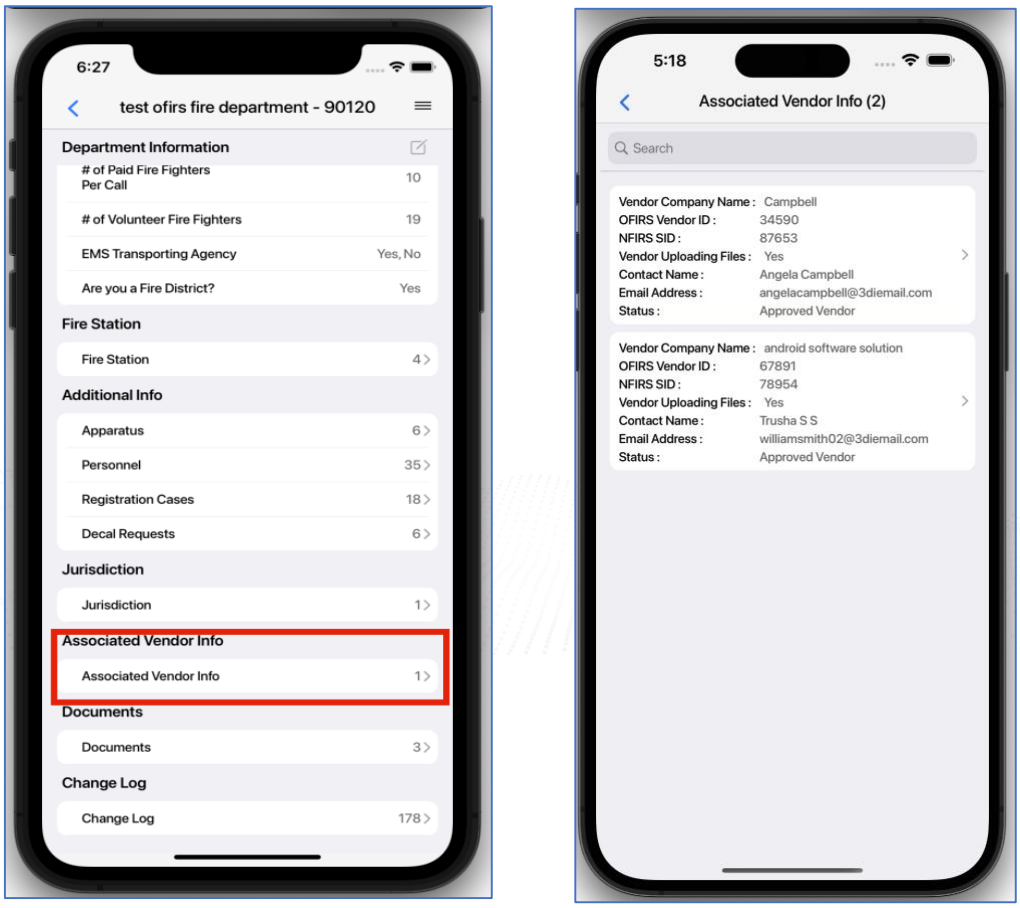
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3.2.7 Decal Requests

Refer to Decal

3.2.8 Associated Vendor Info

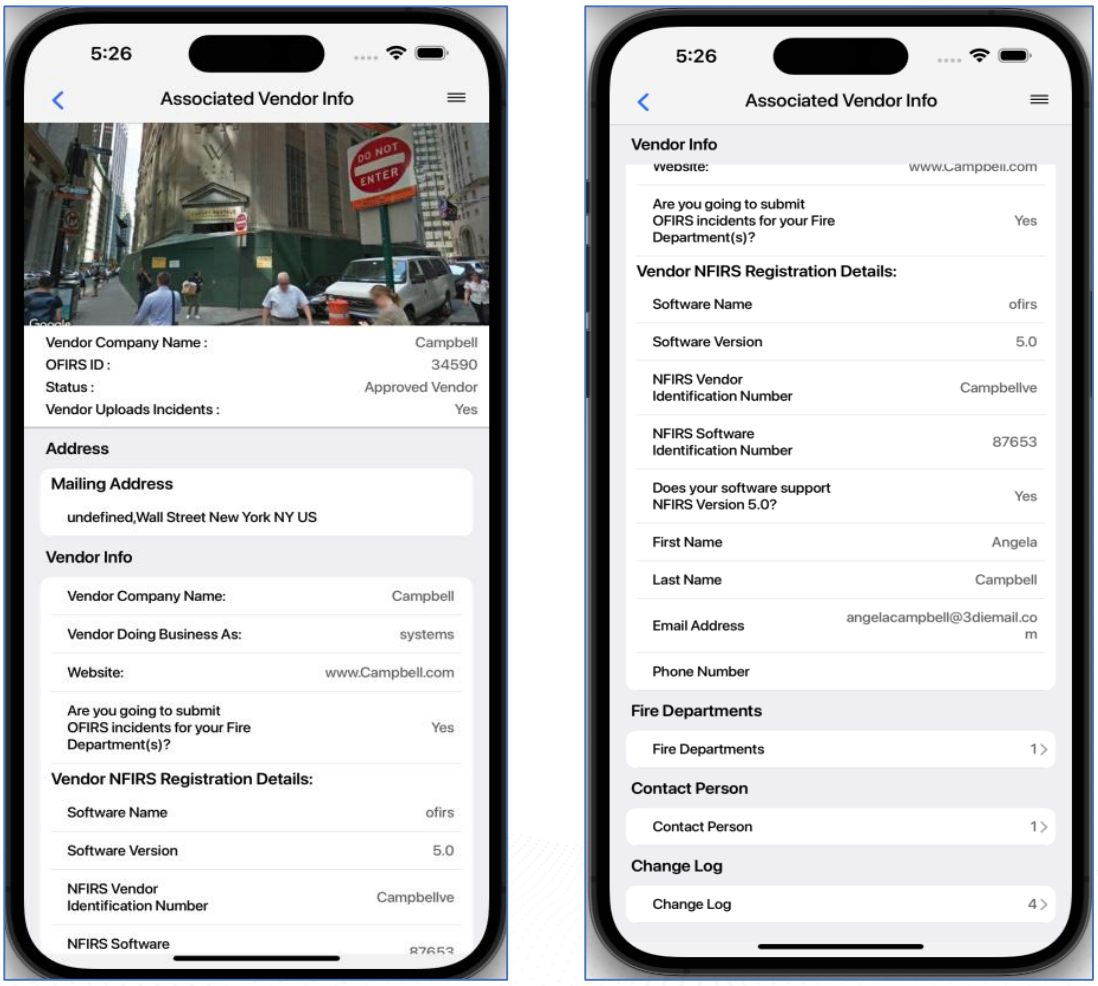
The Associated Vendor Info section displays the Vendor associated with the Fire Department. The OFIRMS system only accepts the Incident file of the fire department that has an Approved OFIRMS Vendor associated with the fire department.



Vendor associated with the Fire department

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Click on any **vendor list item** to view the detail page.



Vendor Detail Screen

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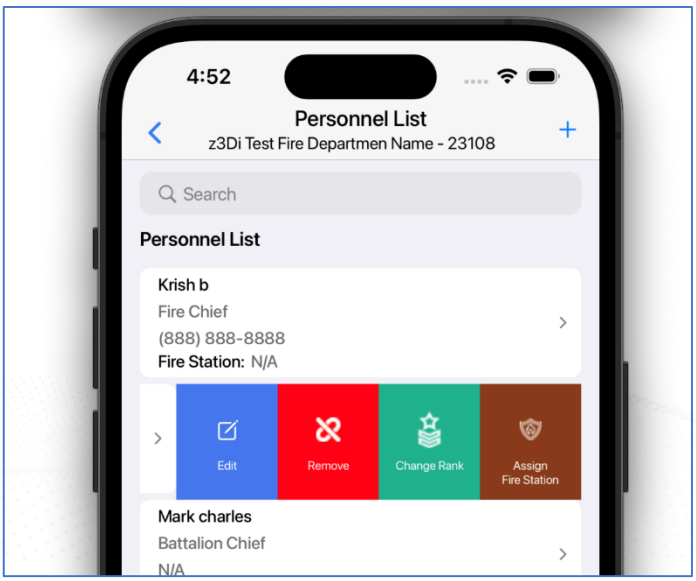
3.2.9 Personnel

Rank: Fire department chief

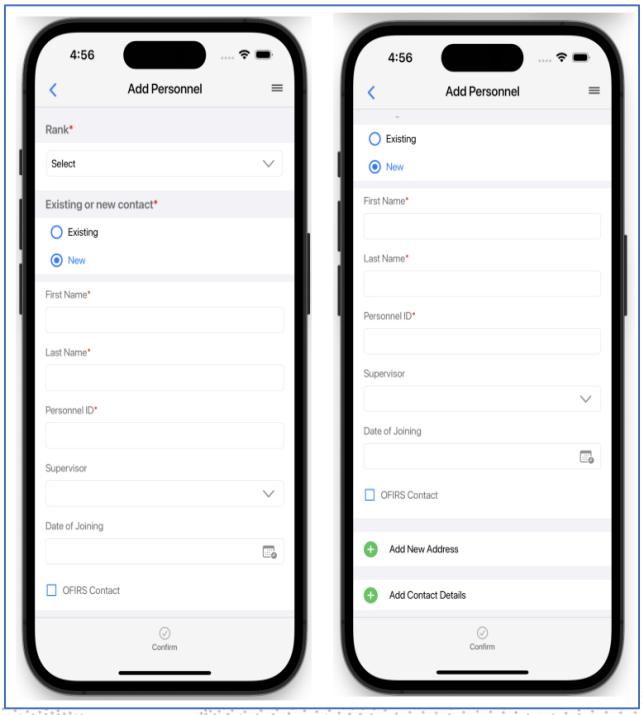
The Personnel list consists following details:

- **Name**
- **Personnel ID** – ID provided by the fire department.
- **Rank/Position**
- **Fire Station** – The Fire Station that the Personnel is associated with.
- **Phone Number**

+ Icon: This button allows non-registered department personnel to be a contact in the system.



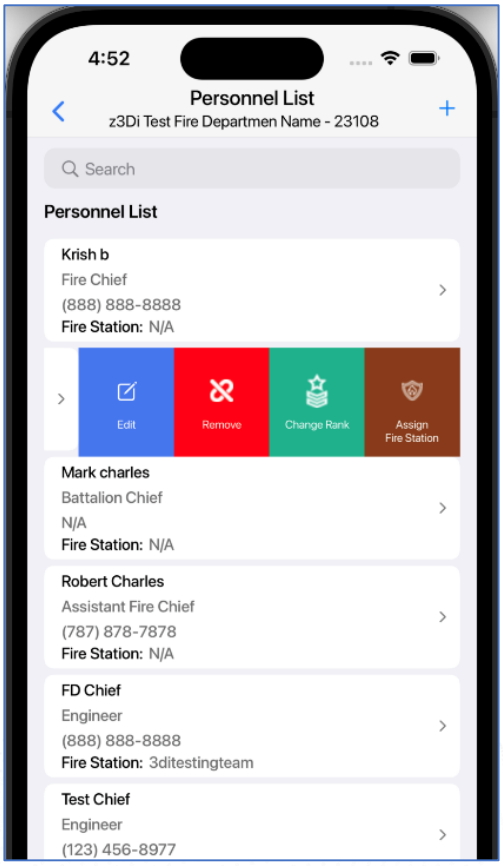
Personnel List on the Fire Department Detail Screen



Add Personnel screen

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The fire department chief will have the ability to edit the department personnel, Remove, or change personnel rank as fire chief using the **Swipe** Options.



Personnel Action List

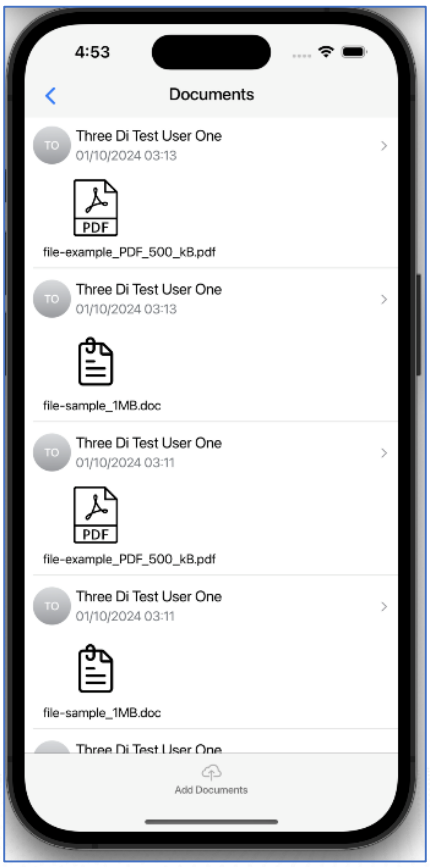
For Details on the action, please refer to the Personnel Management section below in this document.

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3.2.10 Documents

Rank: Fire Department Chief

The department chief will be able to Add/Delete/View/Download documents.



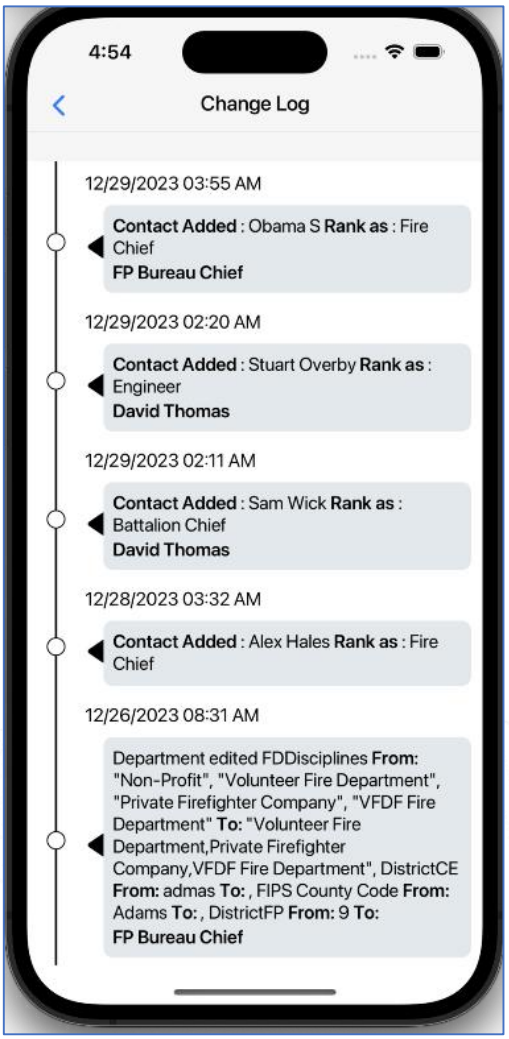
Documents Section on the Fire Department Detail Screen

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3.2.11 Change Log

Rank: Fire Department Chief

The change log maintains a history of the updates getting done over the period. The section records who did the change, at what time the change was done, and what was changed.



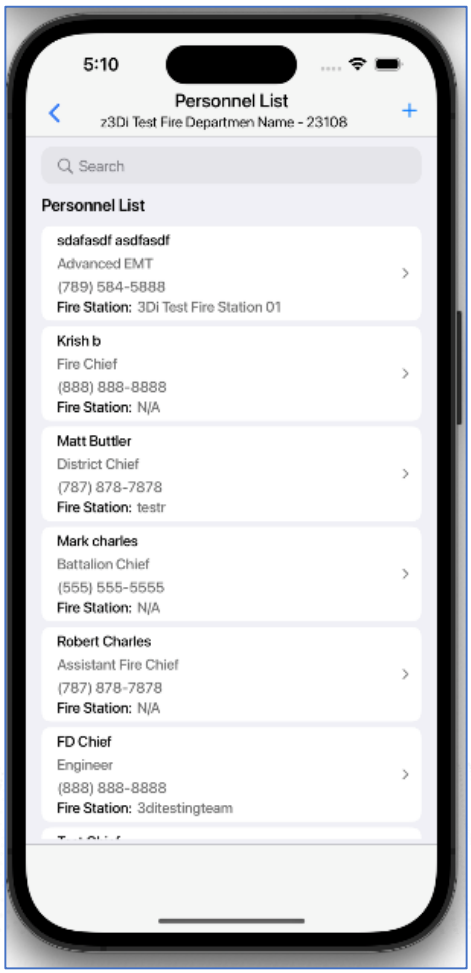
Change Log Section on Fire Department Detail Screen

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3.2.12 Personnel Management

Rank: Fire Department Chief

The Personnel Management screen shows all the personnel associated with the fire department.

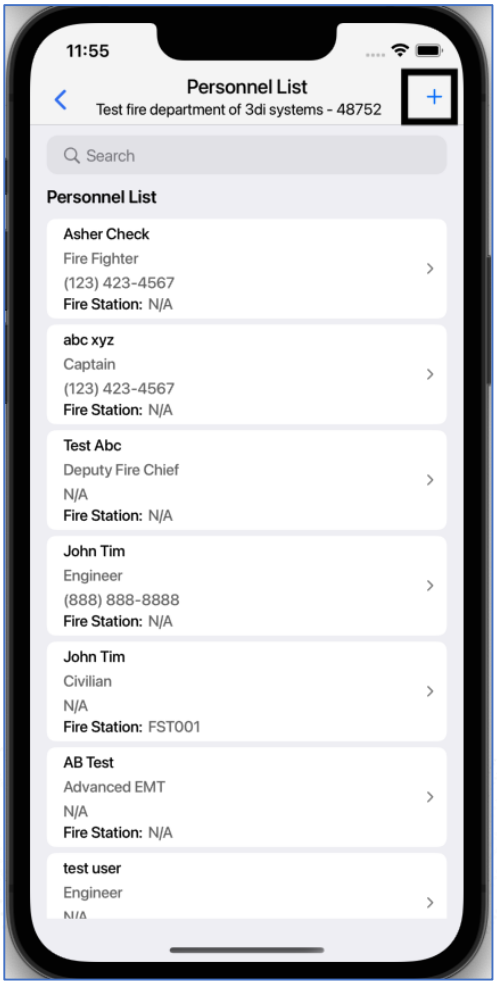


Personnel List Screen

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3.2.12.1 Add Personnel

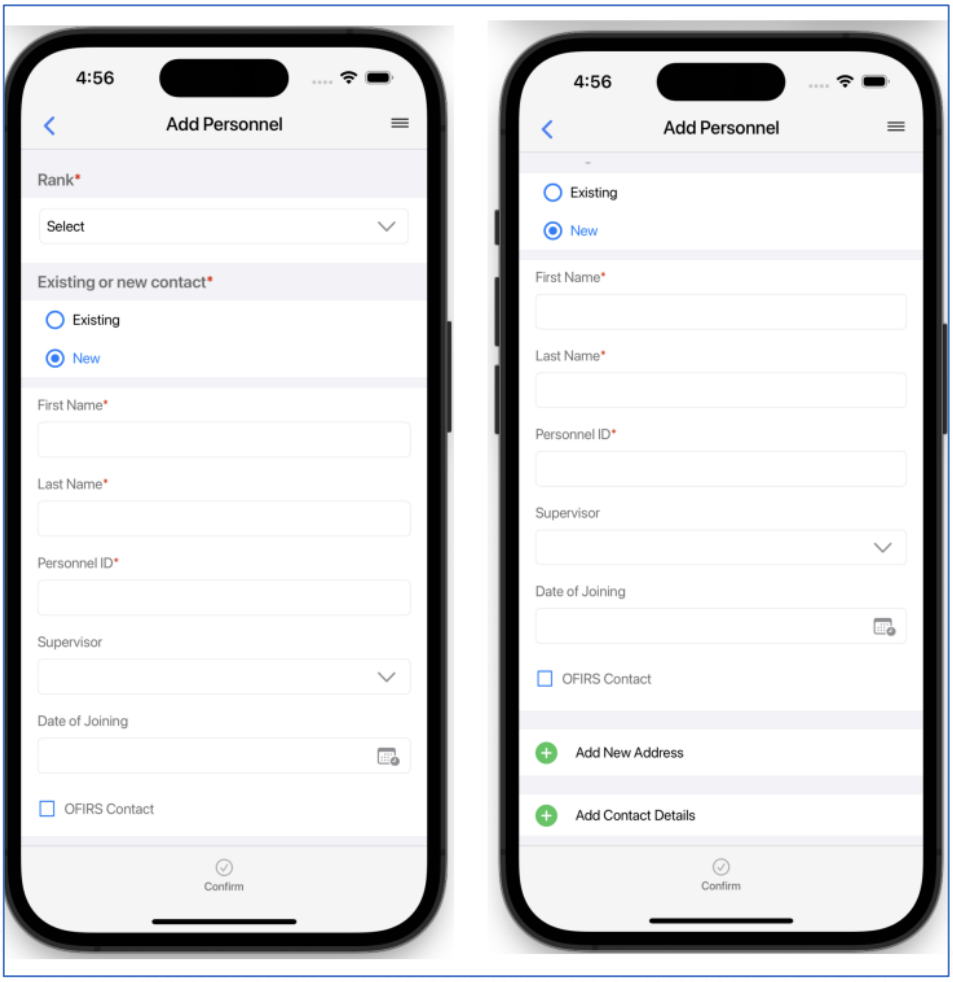
Click on **"+" Icon** at right top corner to add a Personnel.



Personnel List with Highlighted Plus Button Screen

The Add Personnel screen will be visible where you can add personnel's data, address, etc.

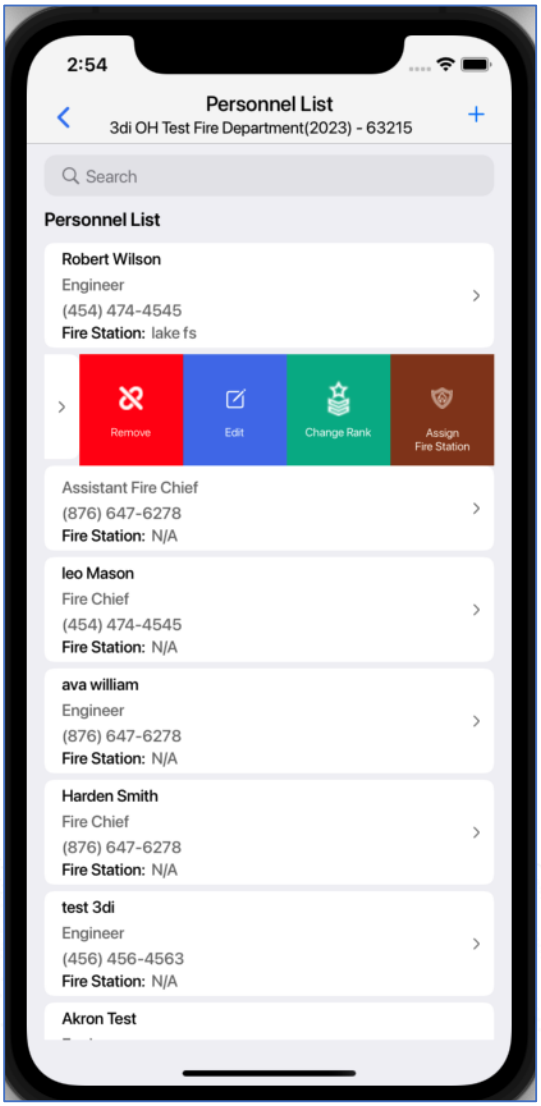
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Add Personnel screen

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Below are the actions that will be visible to the FD chief for the Personnel list.

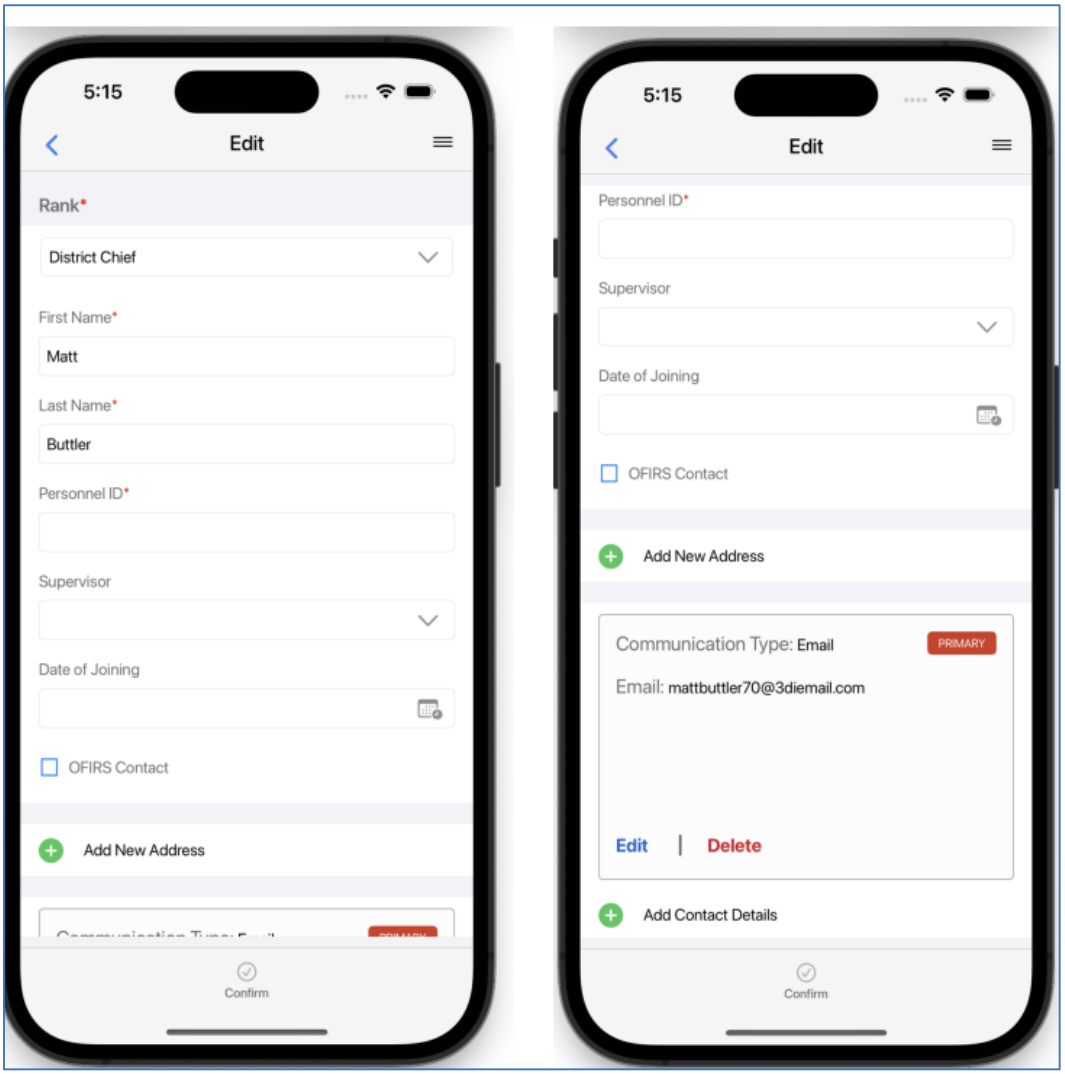


Personnel List screen

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3.2.12.2 Edit Personnel

You can click on Edit Personnel action to edit the personnel's data.



Edit Personnel screen

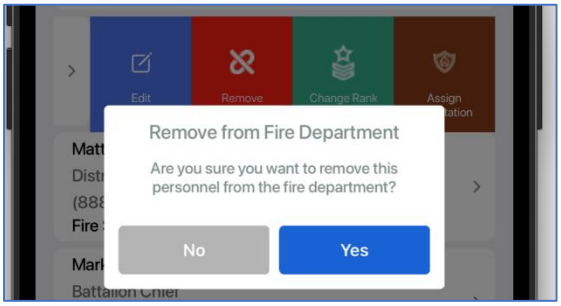
.

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3.2.12.3 Remove Personnel

To remove personnel from the Fire Department, use the “Remove” action.

From the Actions, click on **Remove** action. This will open a confirmation pop-up. Press yes on the “Remove” confirmation pop-up to remove the selected personnel from the Fire Department.



Remove from Fire Department confirmation pop-up

3.2.12.4 Change Rank

To change the rank of a personnel to Fire Chief, use the “Change Rank” action.

From swipe Actions, click on the “Change Rank” action. This will open the “Change Rank” pop-up. On the change rank pop-up select the desired rank.

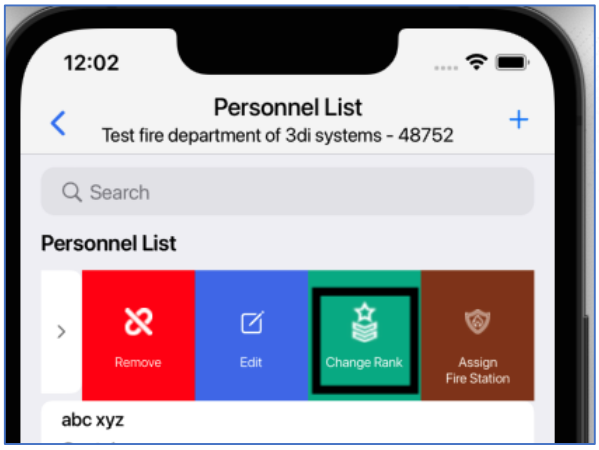


Figure 46: Personnel with Highlighted Change Rank

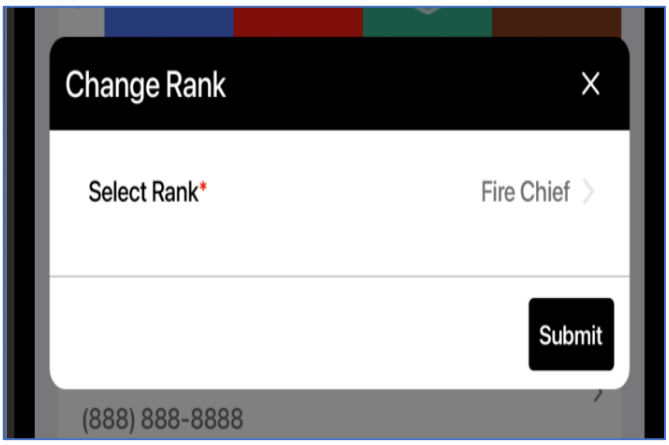


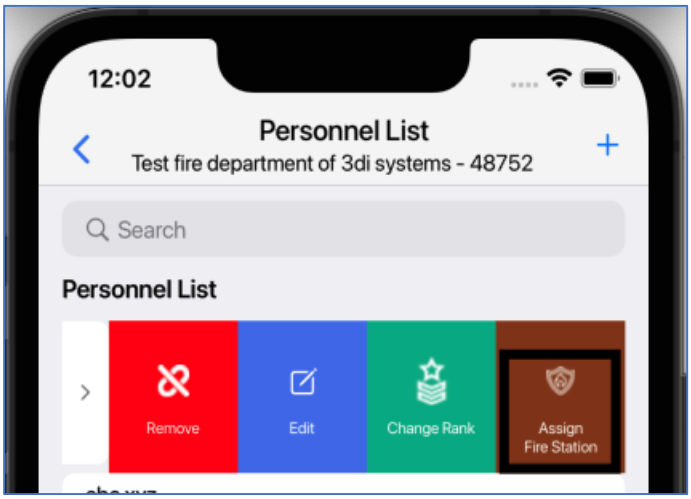
Figure 47: Change Rank pop-up

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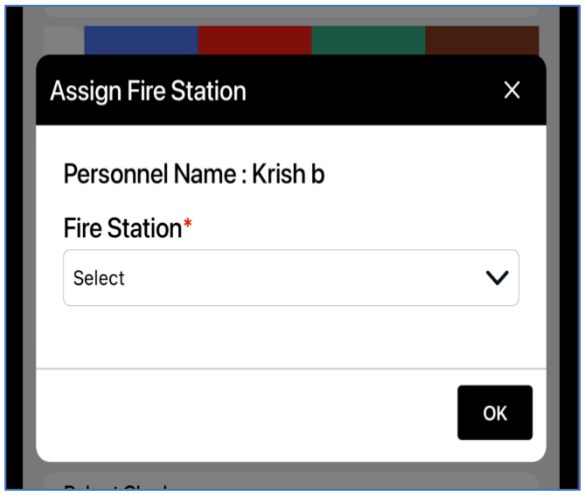
3.2.12.5 Assign Fire Station

"Assign fire station" action can be used to assign personnel to a fire station or change the fire station that a person is associated with.

From Swipe Action, click on Assign Fire Station. This will open the Assign Fire Station pop-up. Select the Fire Station from the drop-down to assign or change the fire station that the personnel are to be assigned to.



Highlighted Assign to Fire Station Action Screen



Assign to Fire Station pop-up

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4 Decal

Department staff can request new decals every year. At a high level, the Decal request is a 3-stage process:

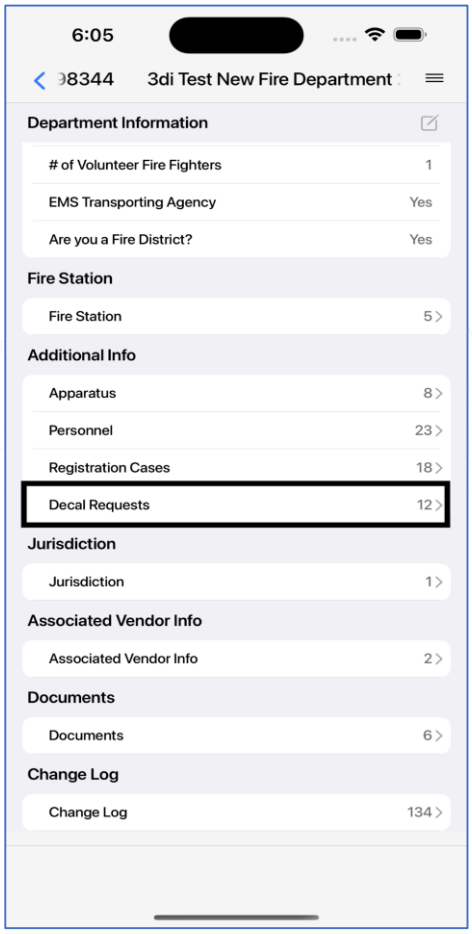
1. Department staff submits the decal request.
2. Decal request approval by the department chief
3. Bureau staff verifies certification details and ships the decal.

4.1 Request Decal

Rank: All fire department staff

Steps:

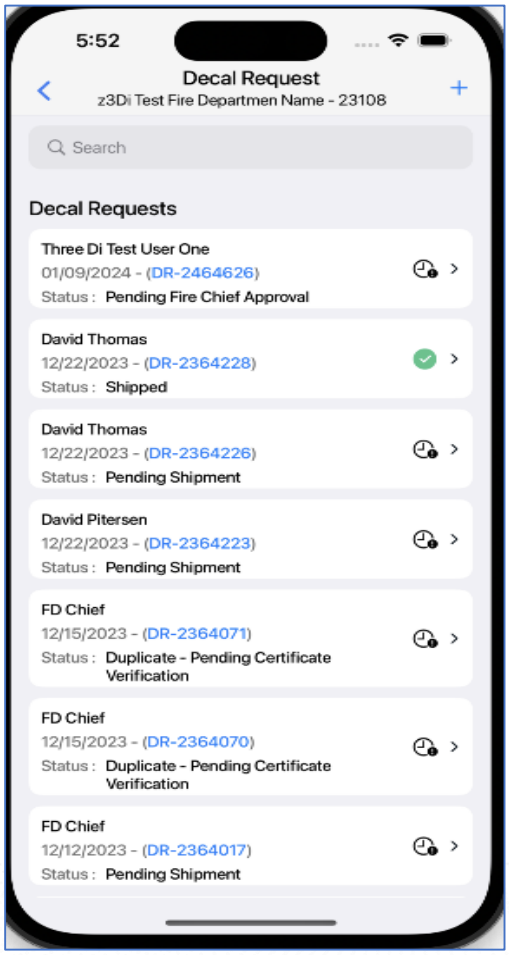
Step 1: Log in to the app, select the fire department scroll down, and select the **Decal Requests** section to view the **Decal Requests List**.



My Department Screen with Decal

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Step 2: To **Request Decal,** click on the **"+" Icon** at the top right corner.

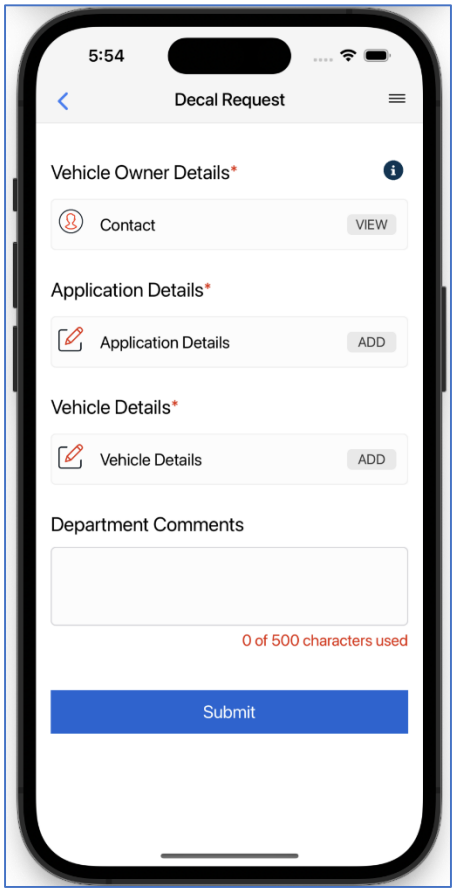


Decal Request List Screen

Step 3: Fill out the **Decal Request** form and hit the **Submit** button.

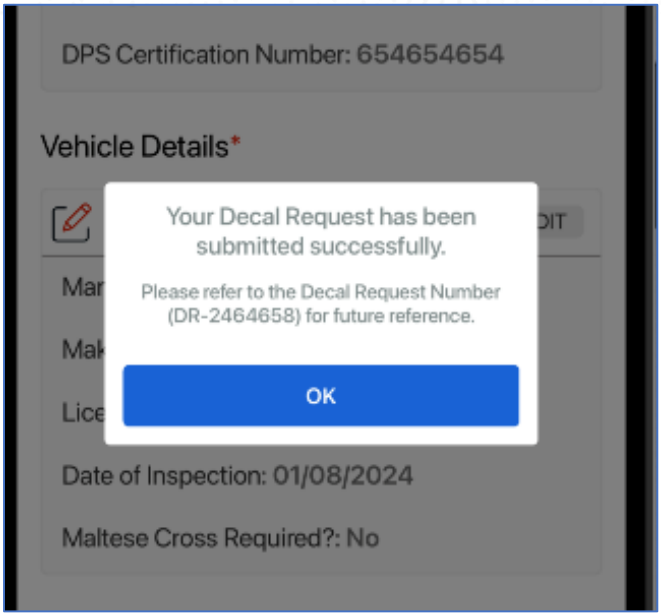
- Contact details such as **first name, last name, email,** and **phone number.**
- **Issuing Year**
- **DPS Certification number** – Firefighter/EMS certification number from the Department of Public Safety.
- Vehicle Details such as **manufacturing year, make and model, license plate number, and date of vehicle inspection.**

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Request Decal Form

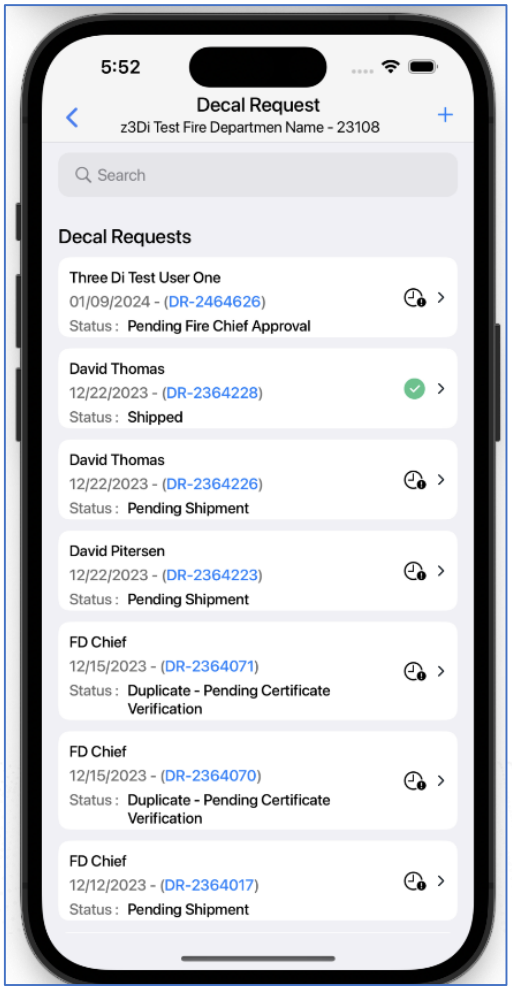
Step 4: Upon submission, the system will provide the confirmation message.



Decal Request Creation confirmation pop-up

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Newly added decal requests will be visible under the Department's **Decal Requests** list and go to the Fire Chief's queue for approval.

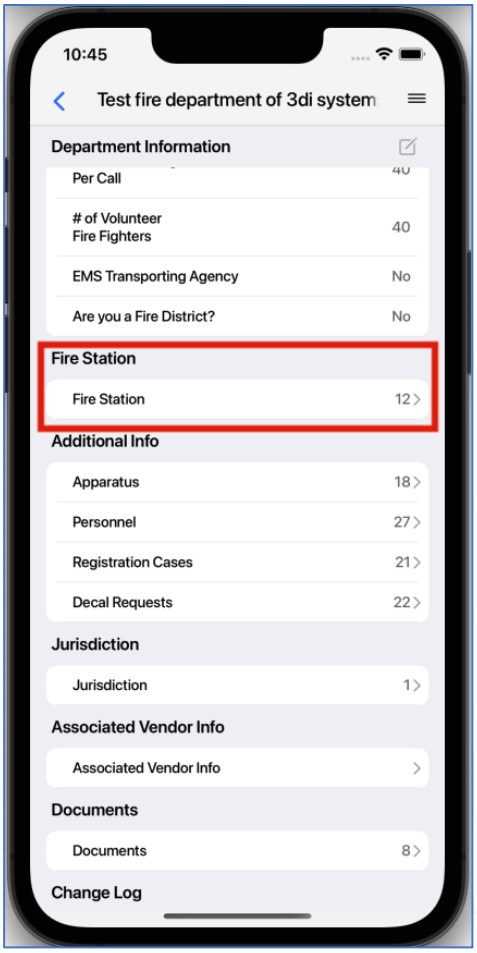


Decal Request on the Fire Department Detail screen

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5 Fire Station Management

To view the Fire Station List click on Fire Station Section from the fire department details screen.

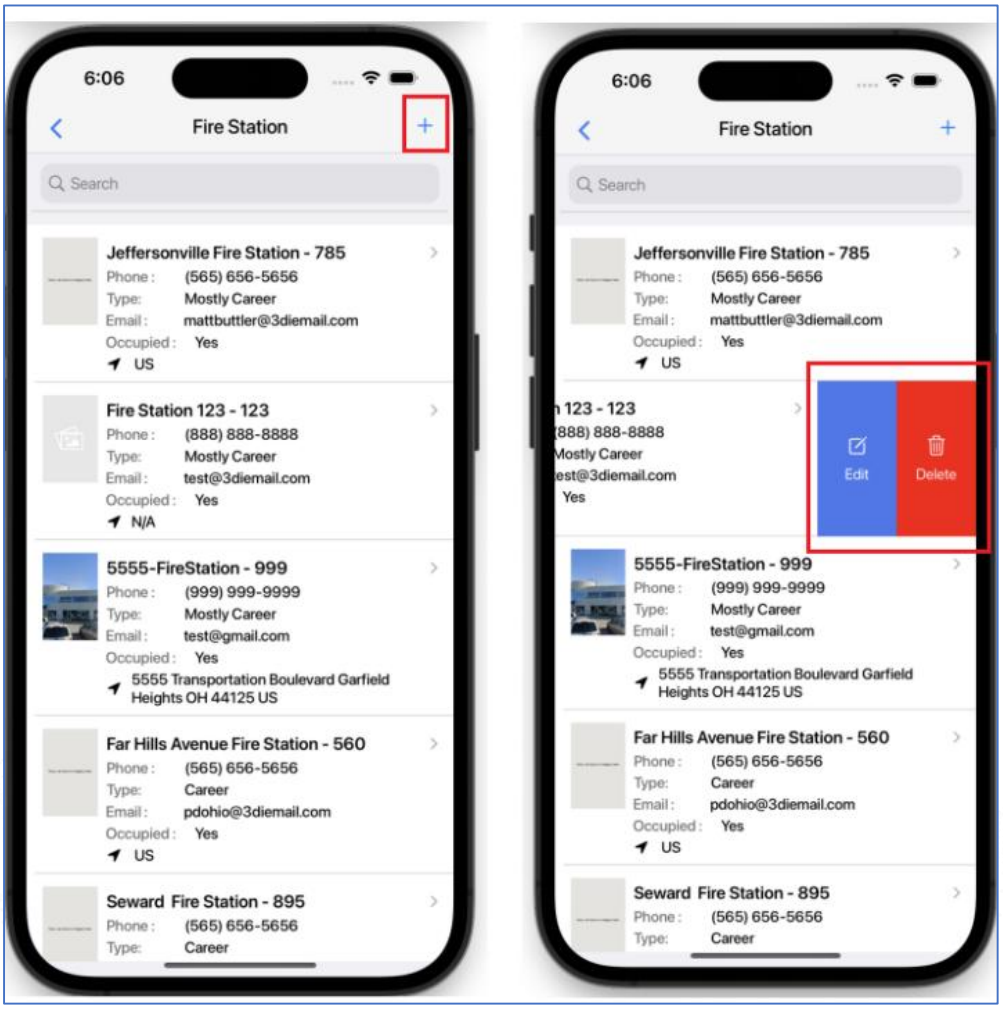


FD Details Screen with highlights Fire Station section

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5.1 Add/Edit/Delete Fire Station

To add a new fire station, click on the **"+" Icon** at the top right corner of the Fire Station List.

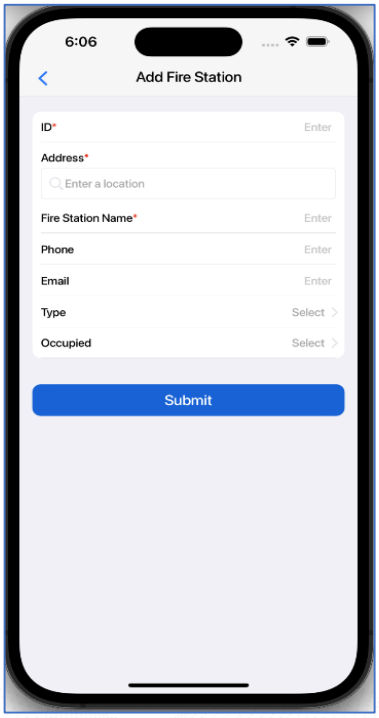


Fire Station screen with highlighted Add/Edit/Delete

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1. Add Fire Station:

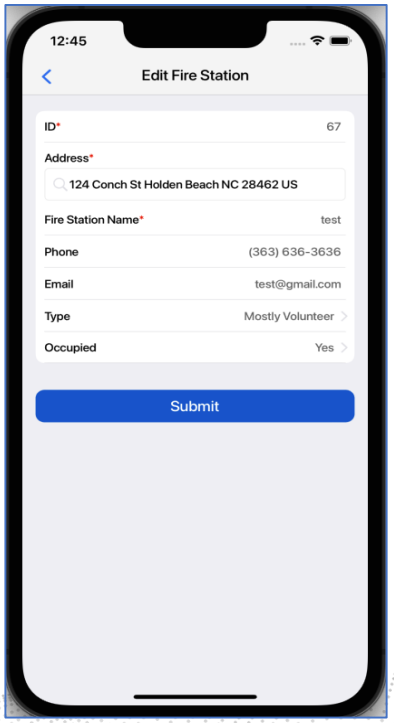
The **ID** and **Address** are mandatory fields for adding a fire station. After filling out the form and clicking on Submit, it adds a record in the Fire station grid. Once the fire station is added, the station details can be edited, or the station record can be deleted.



Add Fire Station screen

2. Edit Fire Station:

After clicking on **Edit** Action, the user can change the ID, Address, Phone, Type, etc., and then click on **Submit.** After clicking on Submit, the changes will be updated in the Fire station grid.



Edit Fire Station screen

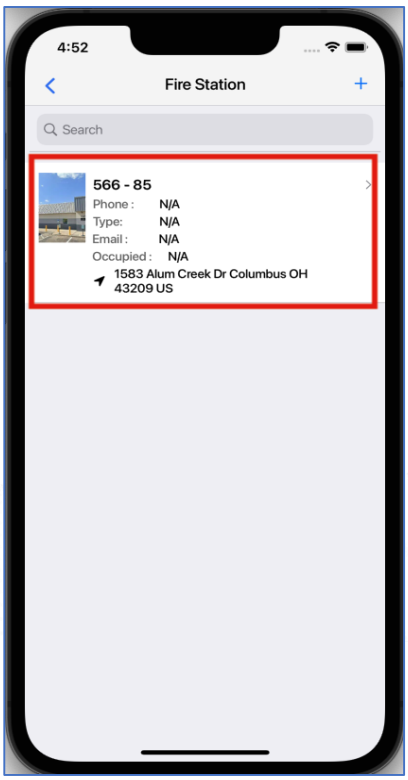
© 20 ut permission.

3. **Delete Fire Station:**

After clicking on **Delete** action, it asks for confirmation, after clicking on Yes, the fire station record gets deleted from the fire station grid.

5.2 Fire Station Detail

To view the station detail page, click on any Fire Station list item that is present on the Fire Department detail page.

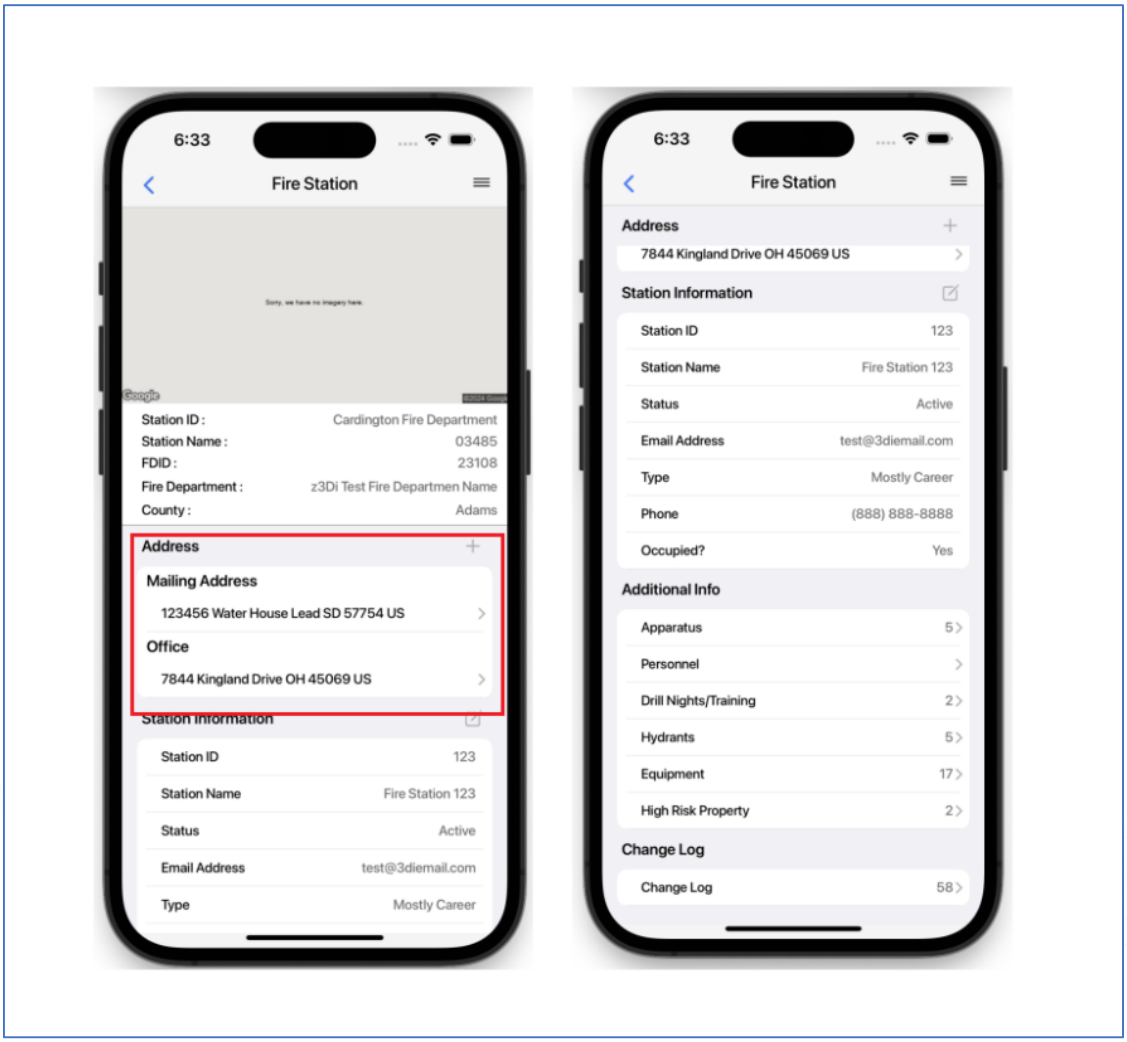


Fire Station List with Select screen

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5.2.1 Address

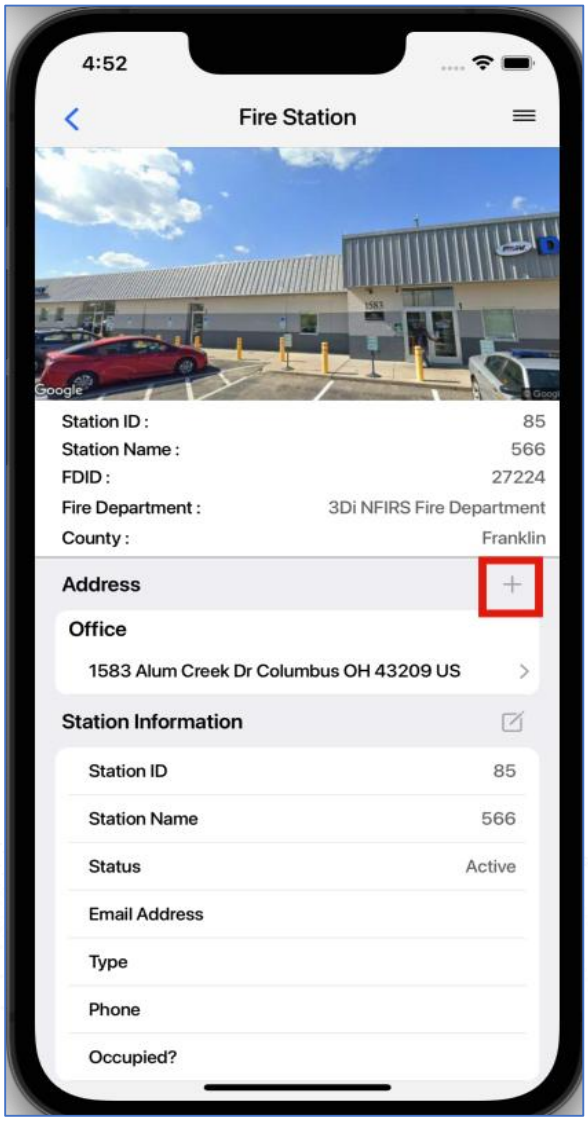
The OFIRMS systems allow multiple addresses (mailing, Office, and PO box) for the fire station.



Address and Station Information screen on Fire Station Detail screen

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The station address can be added by clicking on the **"+" Icon**.

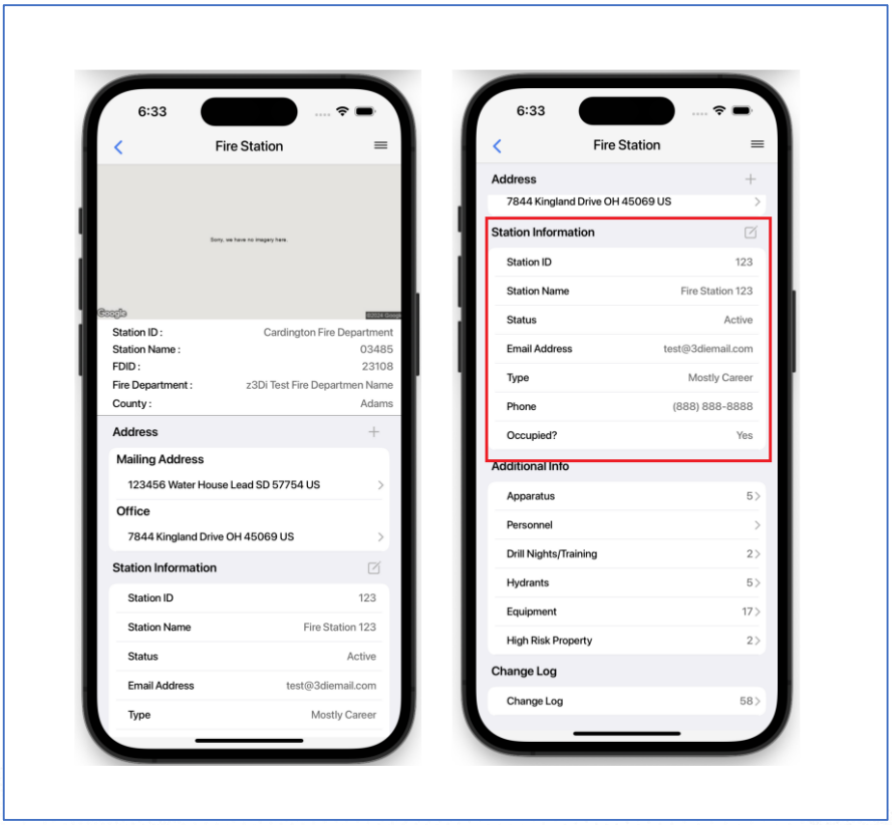


Fs Details Screen with Highlighted Add Address Option

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5.2.2 Station Information

Station information like **Station ID, Name, Status, Contact Details**, etc. are listed under this section.

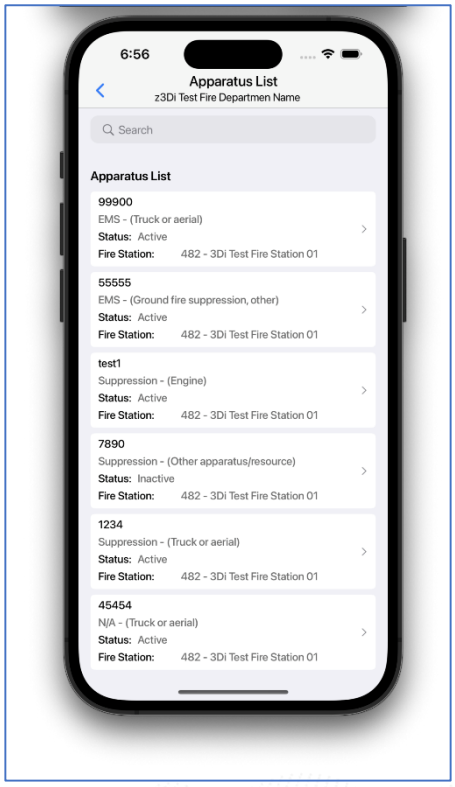


Address and Station Information screen on Fire Station Detail screen

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5.2.3 Apparatus

The station apparatus is listed under this section.



Apparatus List on the Fire Station Detail Screen

Important: Station Management does not allow users to add new Apparatus to the system. To add a new apparatus and assign it to status, refer to the Apparatus section and My Fire Department

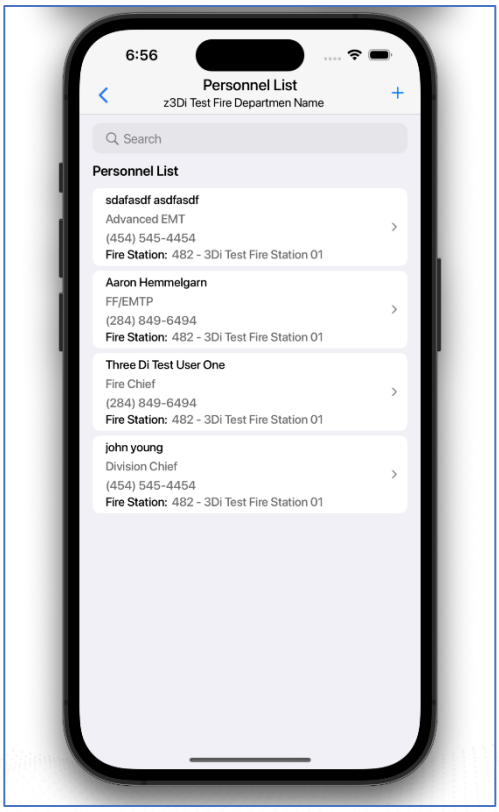
Actions:

- Add Apparatus Maintenance Info: Refer to Add Apparatus Maintenance
- Engine Check: Refer to Engine Check
- Inactive: The action will change the apparatus status to inactive. The inactivated apparatus is not available for selection while reporting an incident using the OFIRMS portal/mobile app.

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5.2.4 Personnel

All fire station personnel are listed in this section. Click on any **Personnel List Item** to view the personnel detail page.

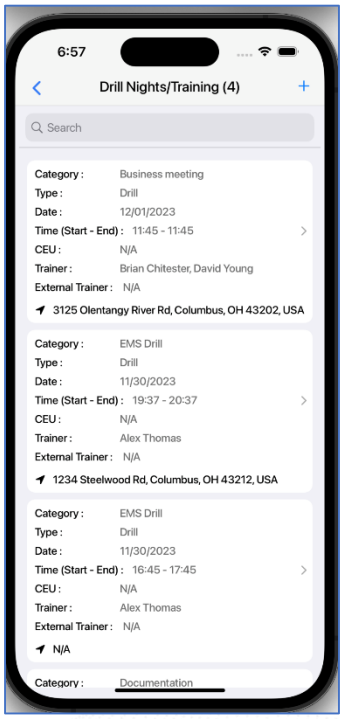


Personnel list on the Fire Station Detail Screen

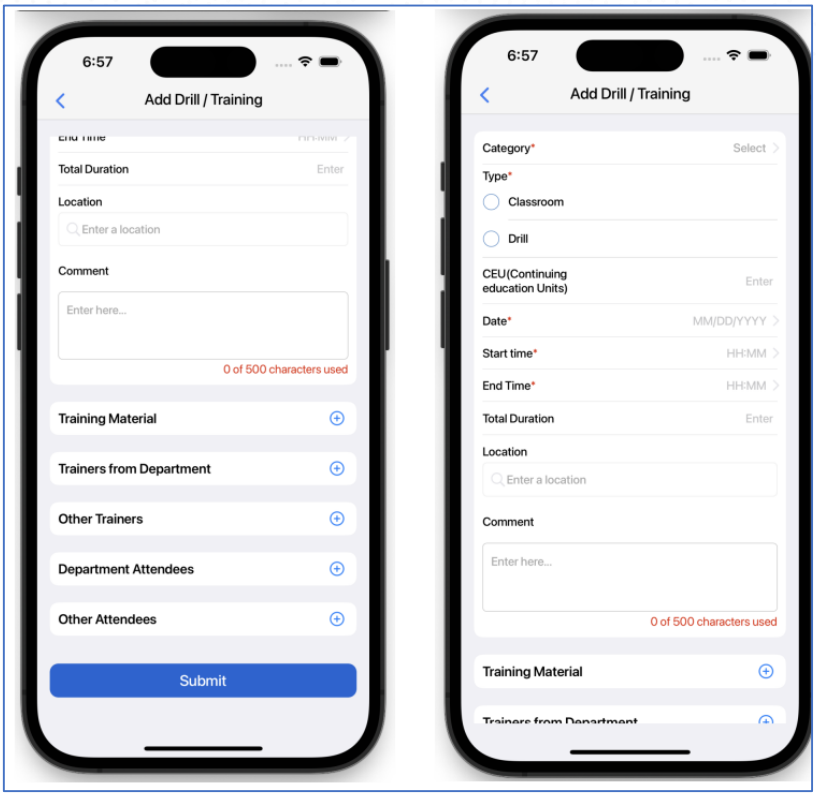
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5.2.5 Drill Nights/Training

The section lists the station's training history. Click on the **"+" Icon** at the right top corner of The Drill Night/Training section. While adding new training, the system asks for a few important details like **category, type, CEU, date and time, location, trainer, attendees**, and other details.



Drill Nights/Training grid on Fire Station Detail Screen

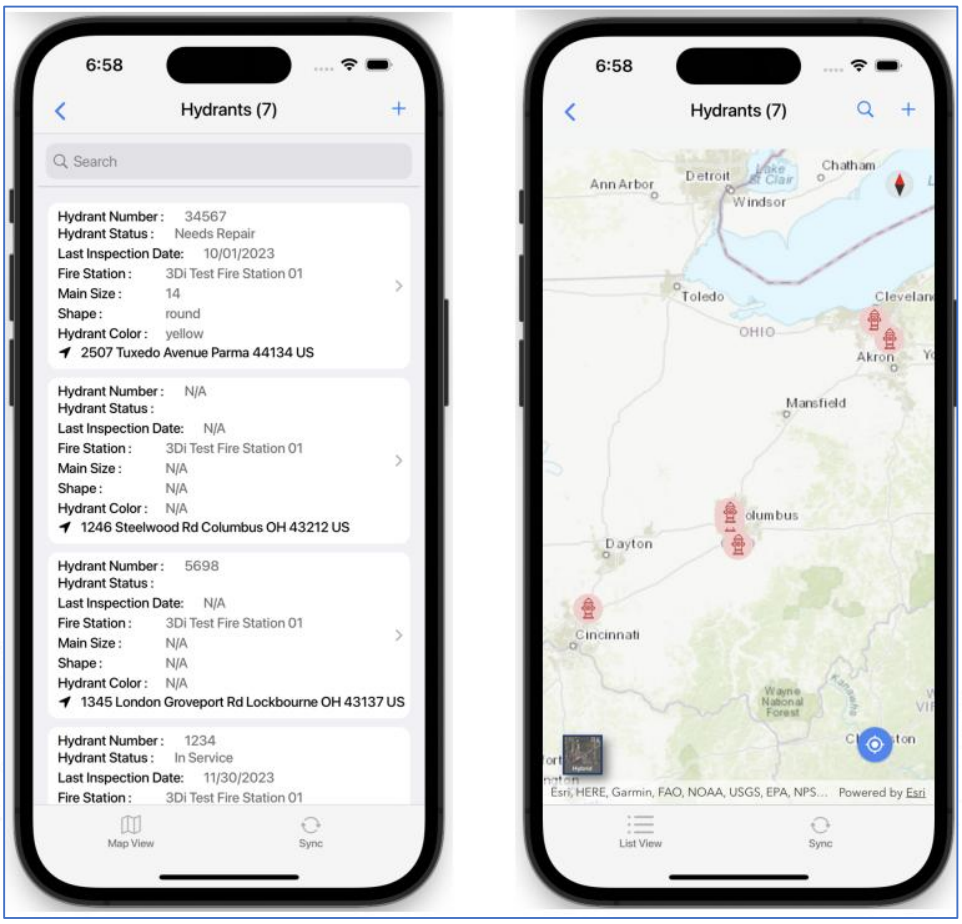


Add Drill / Training Screen

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5.2.6 Hydrants

The system allows users to add hydrant details for the station. When the station detail page gets loaded, it will load the hydrants list. Click on the map view icon at the left bottom corner to view the hydrants in the map view.

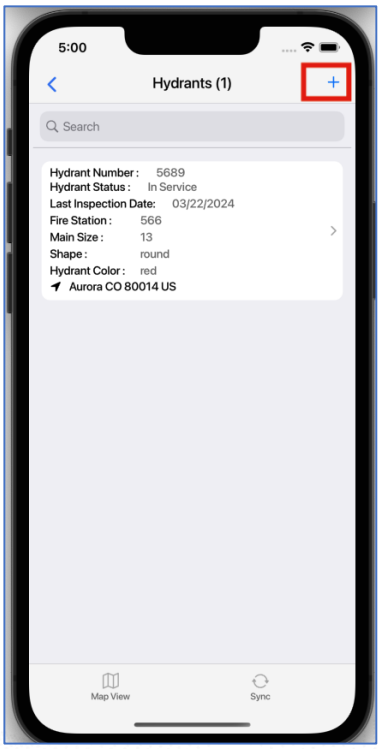


Hydrant List and Map view of Hydrants on Fire Station detail screen

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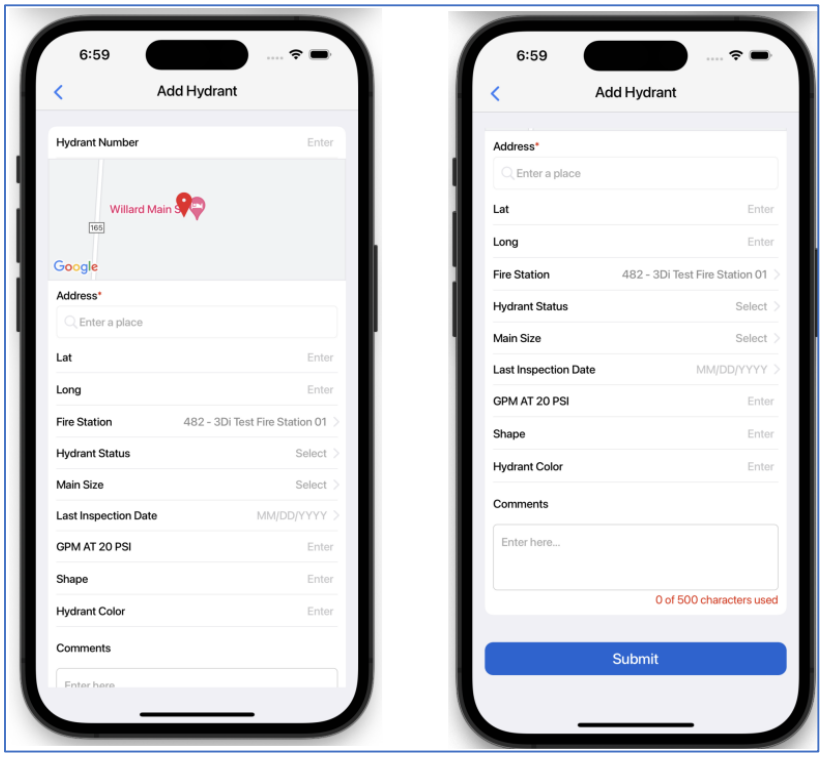
5.2.6.1 Add New Hydrant

The hydrant can be added by clicking the ‘’**+” Icon** button and providing details such as **Hydrant Number, Address, Main Size, Status,** etc.



Hydrants List Screen with Highlighted add option

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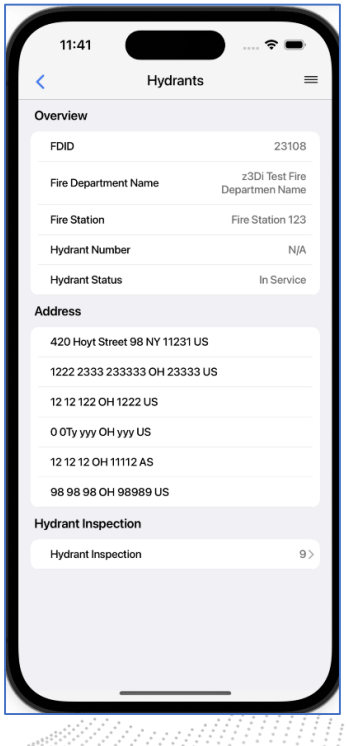


Add Hydrants Screen.

Important: While adding a hydrant, the system can capture the exact location of the hydrant by clicking on the map.

5.2.6.2 Hydrant Detail

Click on the **Hydrant List item** to go to the hydrant detail page.

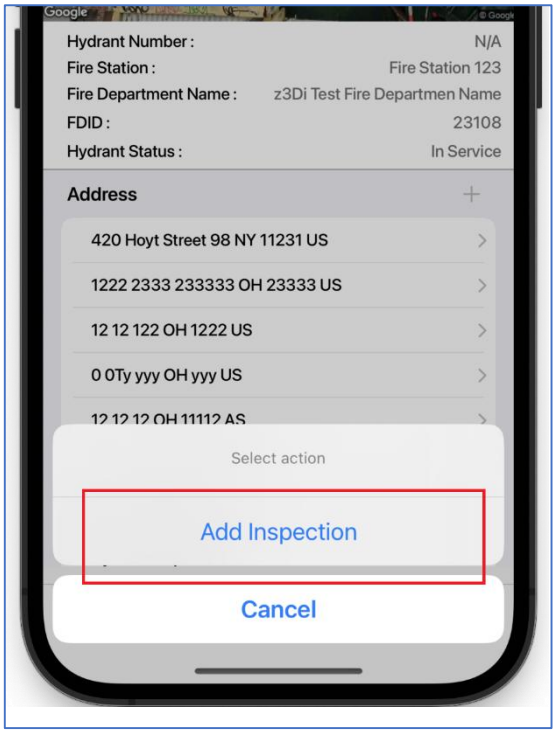


Hydrant Detail Screen

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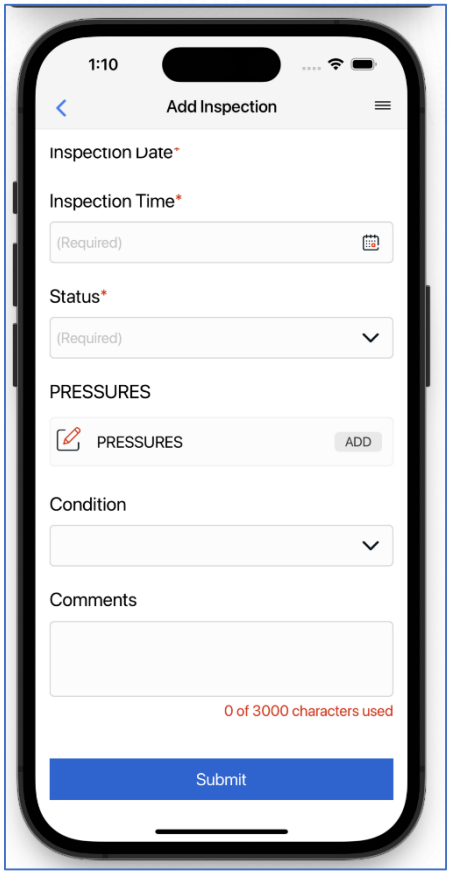
5.2.6.3 Add Inspection

On the Hydrant Detail screen, you can click on the Action to Add Inspection.



Add Inspection on Hydrant Detail screen

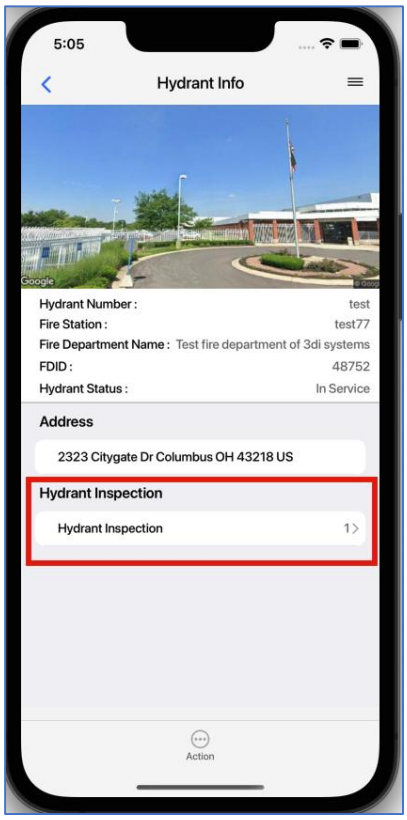
On clicking on Add Inspection, it will open a screen wherein you can fill in the inspection details.



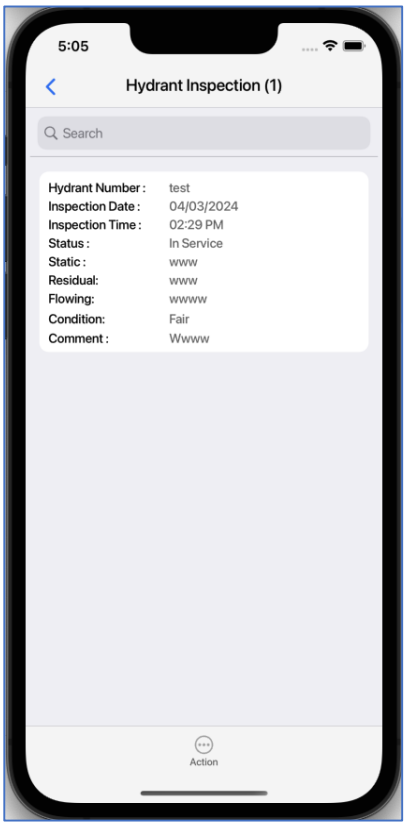
Add Hydrant Inspection screen

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To see the added inspection, click on the Hydrant Inspection section on the hydrant details page.



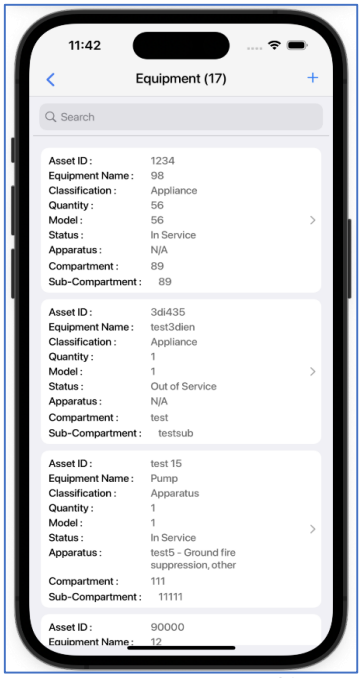
Hydrant Details Screen Hydrant Inspection Highlighted



Hydrant Inspection List

5.2.7 Equipment

Use the equipment section to add all equipment that a fire station possesses.

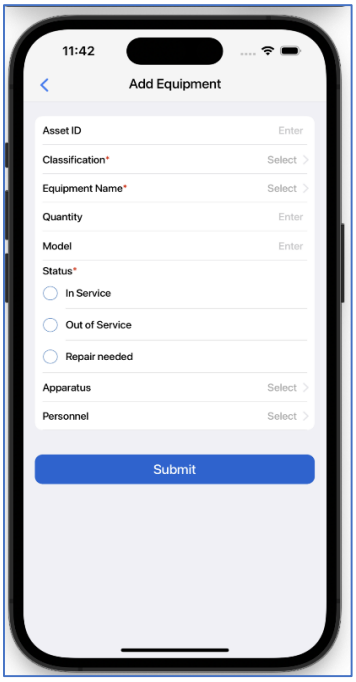


Equipment List on the Fire Station Detail screen

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5.2.7.1 Add Equipment

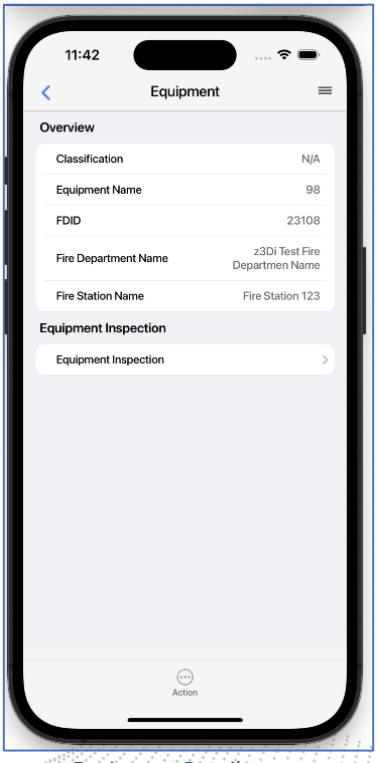
Click on the **"+" Icon** button to add a new equipment entry. **Asset ID, Classification, Equipment Name**, and **Status** are important fields to be provided. If equipment is part of an apparatus, then equipment can be tagged against an apparatus.



Add Equipment on the Fire Station Detail screen

5.2.7.1 Equipment Detail

On clicking on any **Equipment List items,** it will redirect you to the Equipment detail screen.

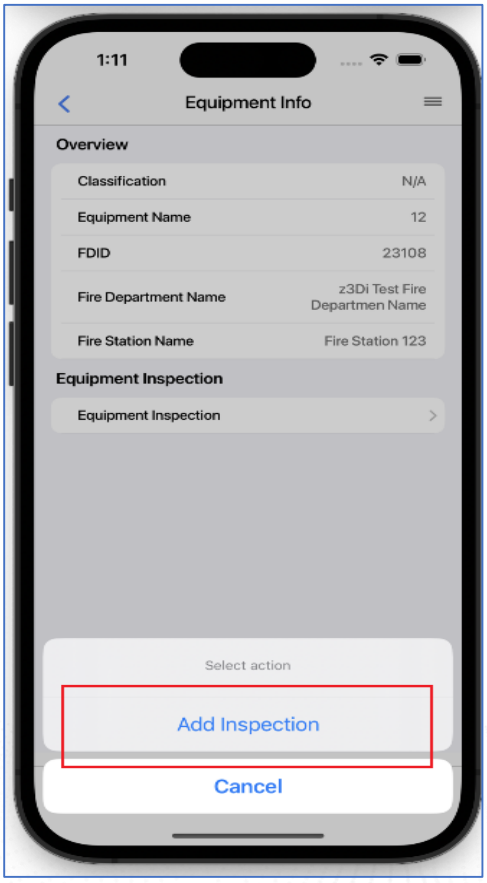


Equipment Detail screen

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5.2.7.2 Add Equipment Inspection

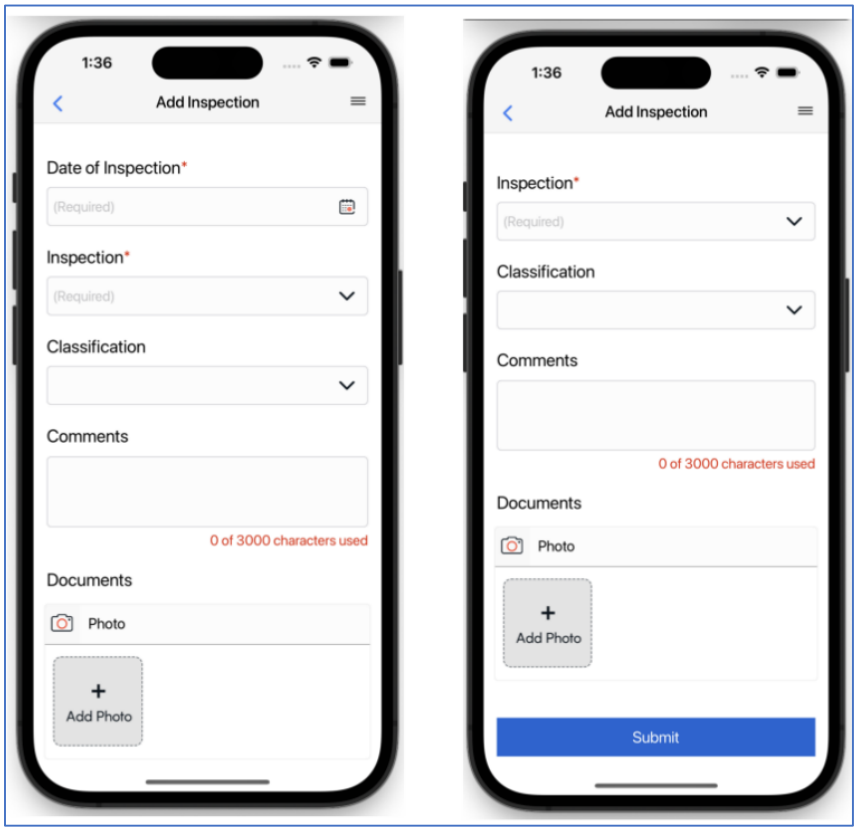
To log the equipment inspection and the documents of the equipment inspection, click on the “Add Inspection” action on the Equipment Detail screen.



Add Inspection action on Equipment Detail screen

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On clicking on Add Inspection, it will open a popup wherein you can fill in the inspection details.



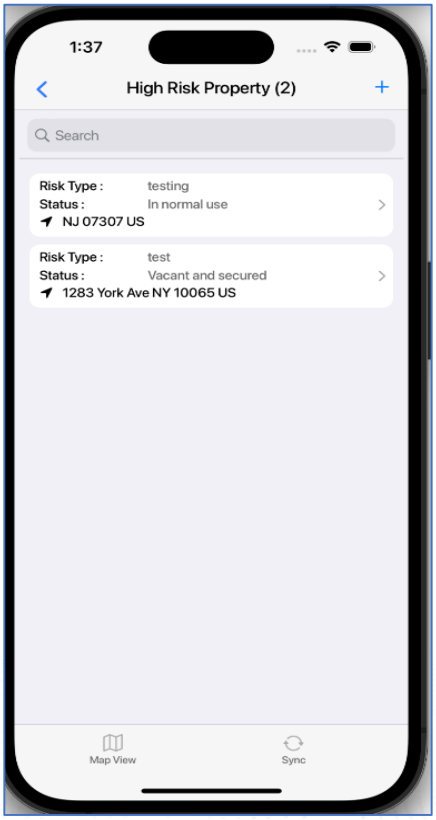
Add Equipment Inspection pop-up

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5.2.8 High-Risk Property

The system allows the Fire Department to keep an inventory of High-risk properties.

After clicking on the High-Risk Property Section from the fire station details screen, it will load the high-risk properties list. Click on the map View icon to view the properties in the map view.



High-Risk properties on Fire Station Detail screen

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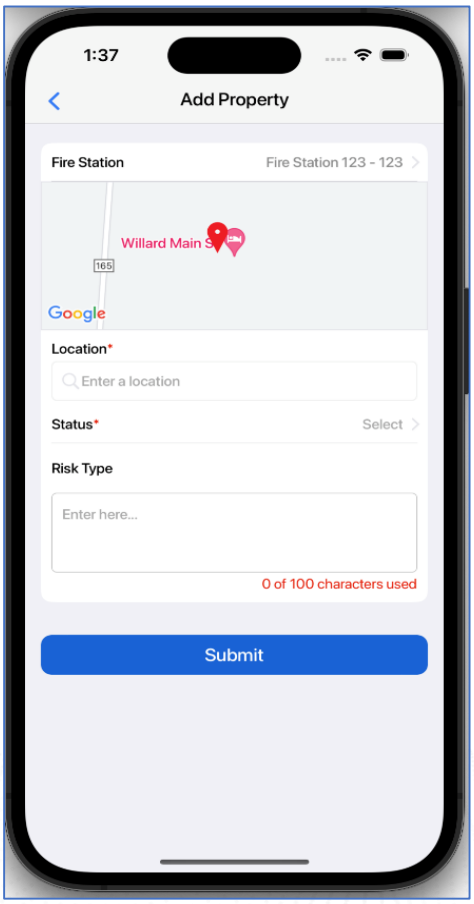


Map view of High-Risk properties on Fire Station Detail screen

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5.2.8.1 Add New High-Risk Property

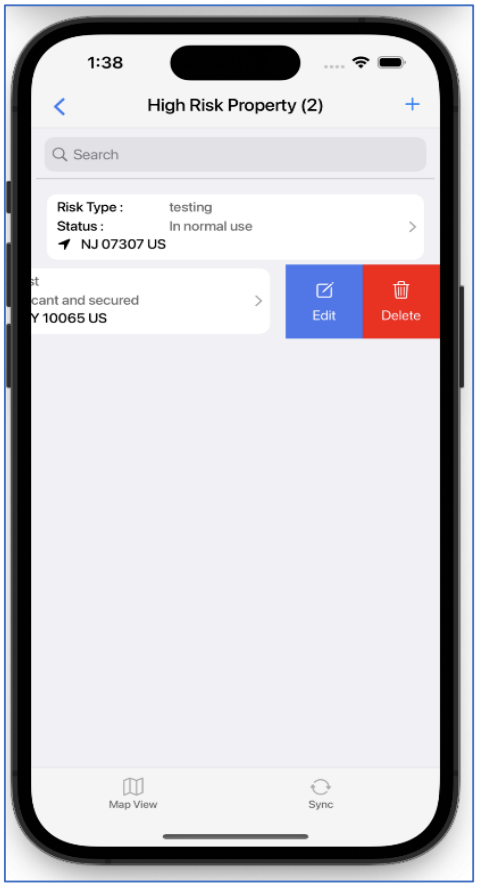
To add new high-risk properties that come under the station's jurisdiction click on the **"+" Icon** and provide details such as **Location, Risk Type, and Status.**



Add High-Risk Property screen

Important: While adding a high-risk property, the system can capture the exact location of the property by clicking on the map.

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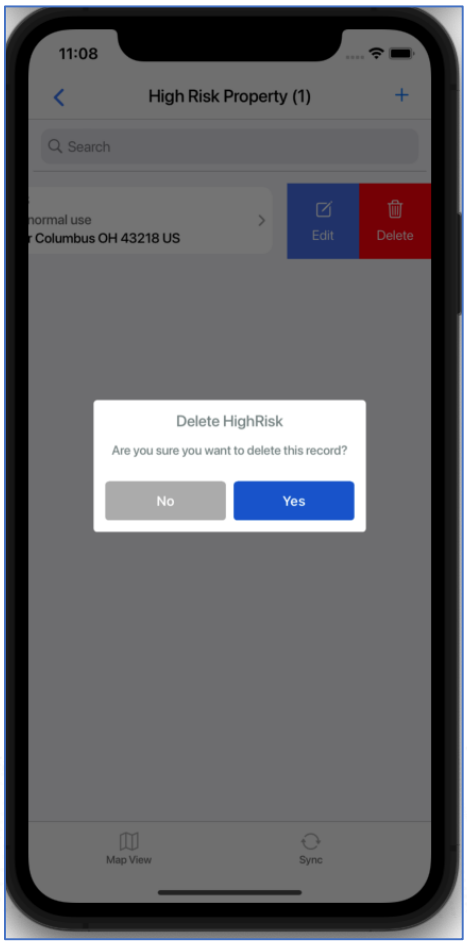


Actions on the High-Risk Property List on the Fire Station Detail Screen

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5.2.8.2 Delete High-Risk Property

To delete a High-Risk Property, click on the **Delete Icon** from the swipe option. This will open a delete confirmation pop-up. Press “Yes” to delete High-Risk Property.

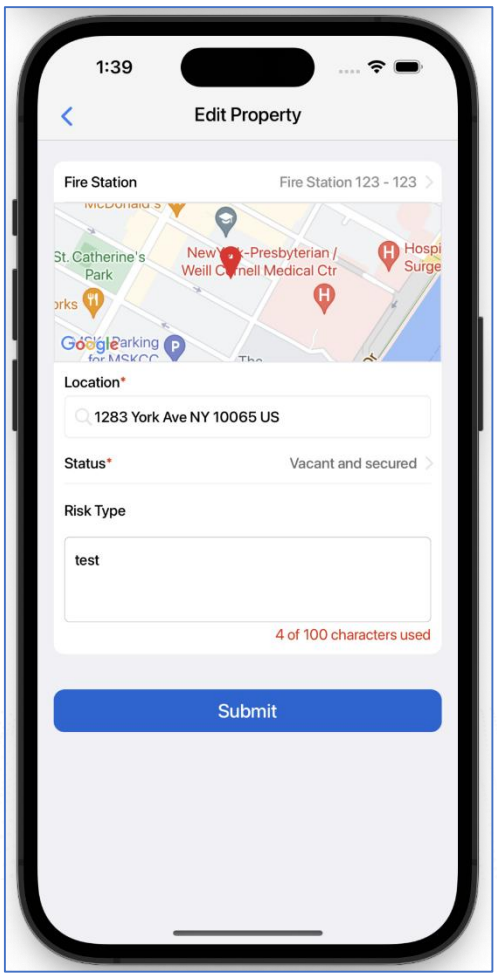


Delete High-Risk Property Confirmation pop-up

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5.2.8.3 Edit High-Risk Property

To edit a High-Risk Property, use the Edit action from the Swipe options. This will open the edit High-Risk Property screen. The user can edit the address, Risk Type, and Status of the High-Risk property. Press the **Submit** button to save the changes. To Cancel press, the **back** button.

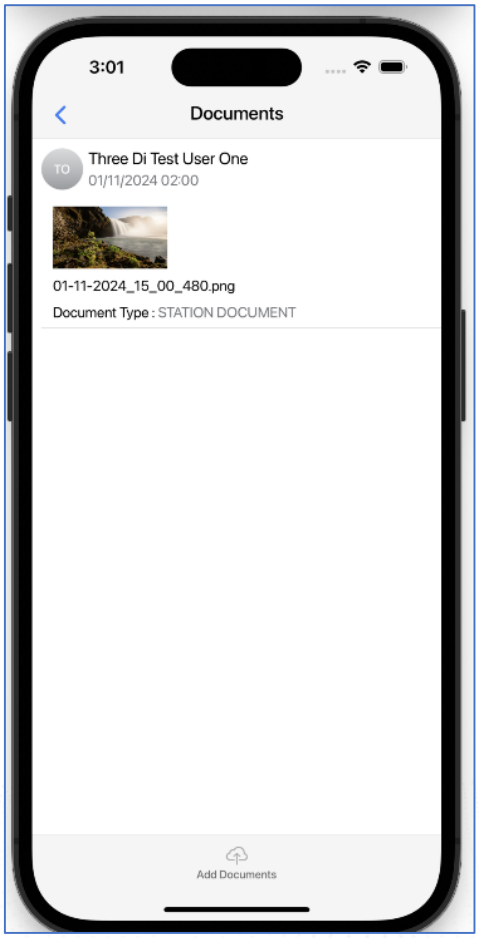


Edit High-Risk property screen

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5.2.9 Documents

The section allows you to Add/Delete/View/Download station-related documents.

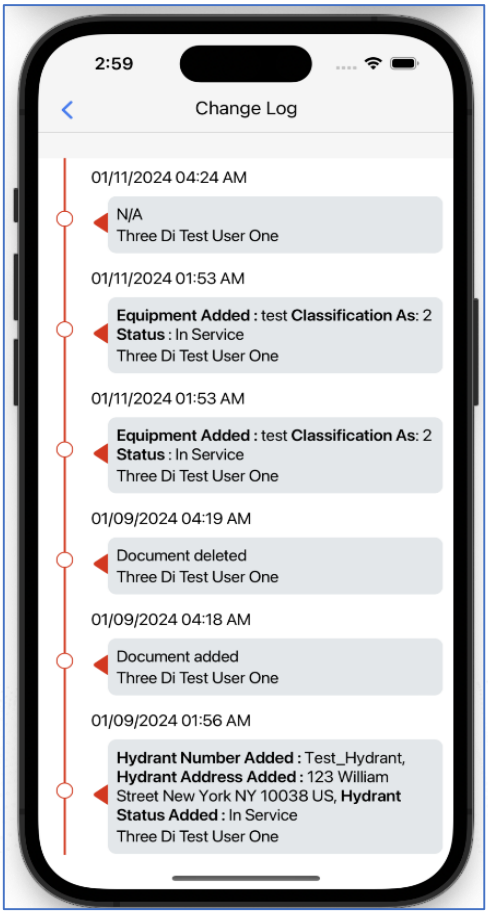


Documents section on Fire Department Detail screen

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5.2.10 Change Log

The change log maintains a history of the updates getting done over the period. The section records who did the change, at what time the change was done, and what was changed.



Change log on the Fire Station detail screen

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6 Incident Management

Rank: Fire department staff with Incident Management Capability

To view Incidents, from FD Dashboard screen select "**Fire Incidents"** option**.**

6.1 Incident Dashboard

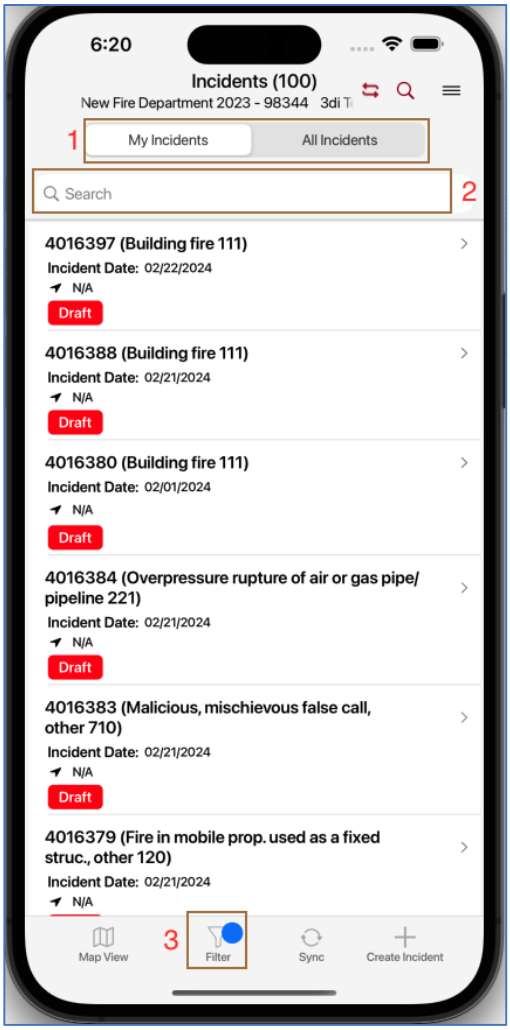
The Incident dashboard has two tabs:

1. **My Incidents** – The tab lists all the incidents submitted by the logged-in user.
2. **All Incidents** – The tab lists all the incidents submitted by department staff and their Vendors (In case of Outside Vendor)

Note: When a user logs in for the first-time, the application fetches the last 30 days data from the current date.

6.1.1 Incident List:

The incidents list items can be searched, sorted, or exported.



Incident Dashboard

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1. Click on the My Incidents OR All Incidents Option to sort the list.
2. The search will help search all the items within the list.
3. Apply the filter to get the specific incidents within the list.

Important: The **+ Create Incident** button will only be available for Fire Departments that are using the OFIRMS Direct Incident reporting method.

6.2 Create New Incident

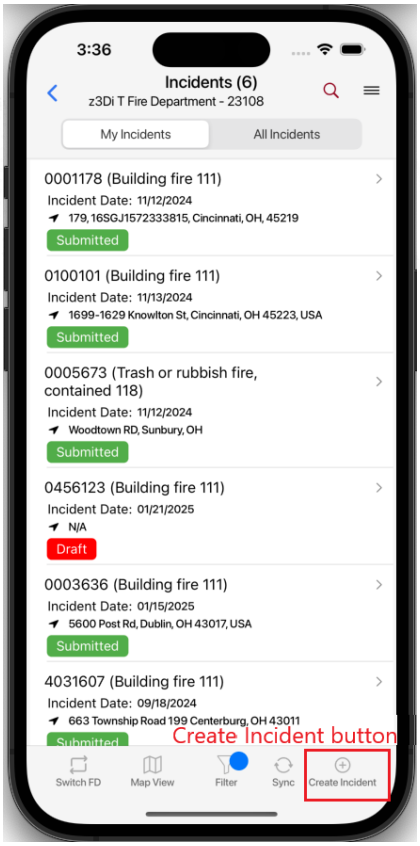
Important: The **+ Create Incident** button will only be available for Fire Departments that are using the OFIRMS Direct Incident reporting method.

The Create New Incident button allows the fire department user to create a new fire incident in OFIRMS.

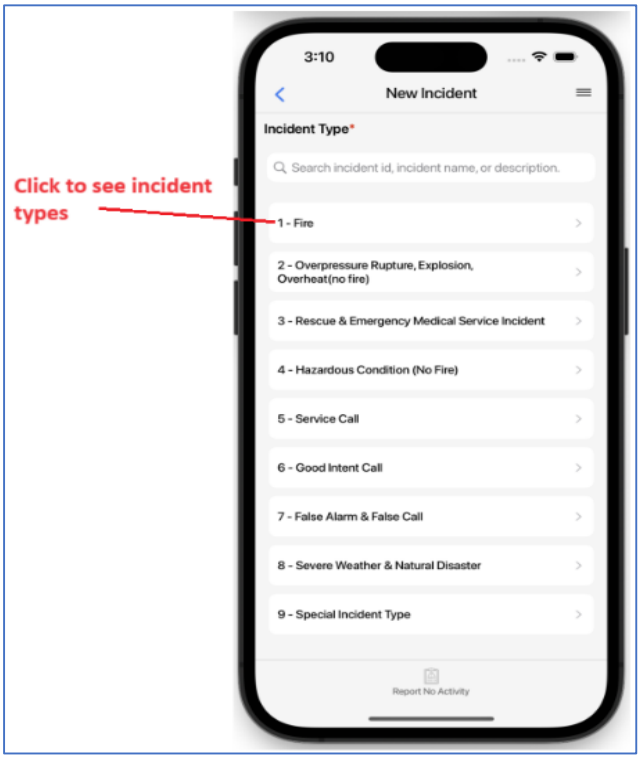
Steps:

Step 1: To add a new incident, visit the Incidents screen and click on **+Create Incident** from the grid.

Incident Dashboard with New Incident button highlighted



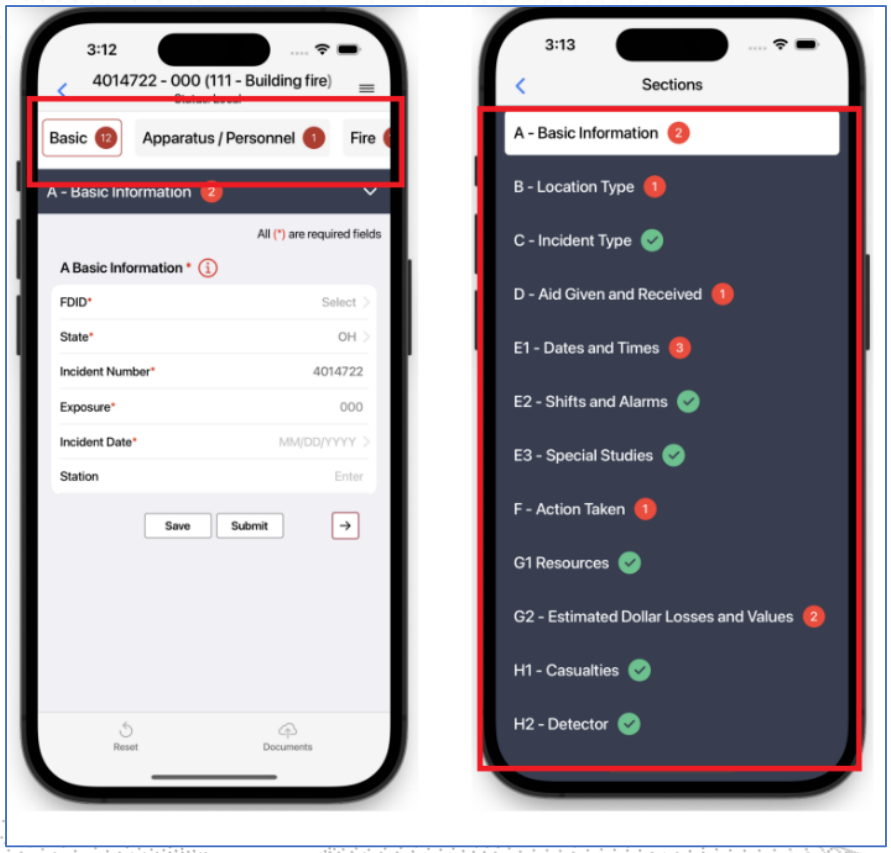
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Search and Select Incident Type screen

Step 2: Type incident ID, name, or description to **search** incident type. Alternatively, **click** on the incident category to see and **select** the desired incident type.

Step 3: Upon incident type selection, the incident detail page will appear.



Create Incident screen

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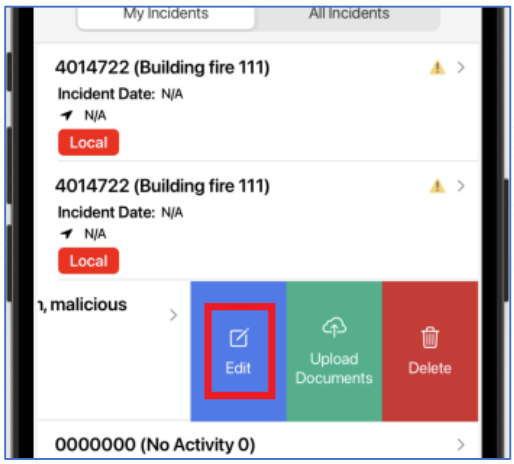
1. The highlighted horizontal scroll bar describes sections within the module. Click on the module name.
2. The section lists incident modules. Click on the module name to see module-specific details. Based on the selected incident type, the system will list only applicable modules. E.g., in the above example, for incident type 111 – Building Fire incident, the Wildland Fire module is not available.

Call Out:

- If a section or module is missing the required details, then the system will generate an error count in the red color beside it. Completing mandatory sections or modules will be indicated using the green check mark .
- Incidents can be saved anytime by pressing the Save button.
- The Submit button will be enabled only after all mandatory fields and modules are completed.

6.3 Edit Incident

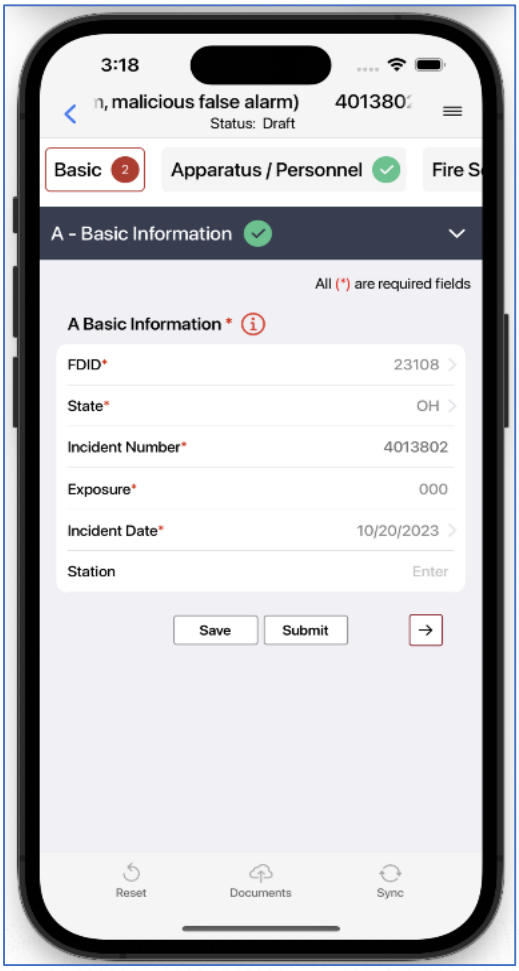
To edit an incident, from the dashboard either click on the incident list item or select Edit from the swipe options.



Incident Dashboard with Edit action highlighted

The incident will open in edit mode. After editing the incident, either save or submit the incident.

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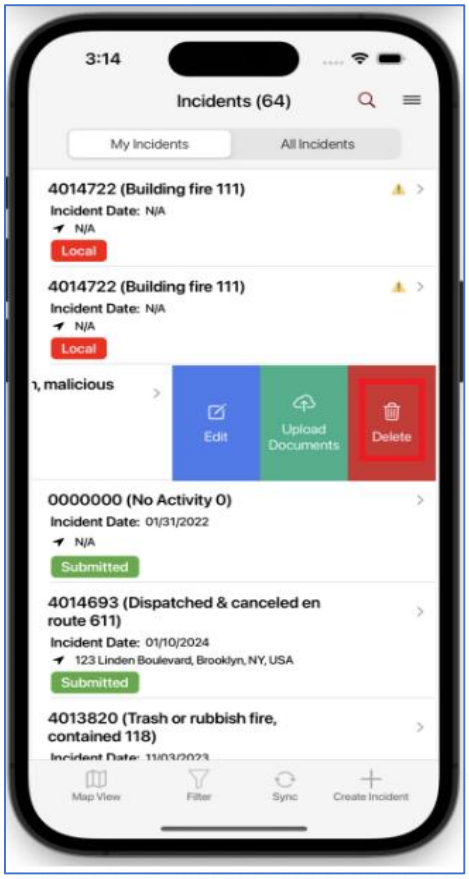


Edit Incident screen

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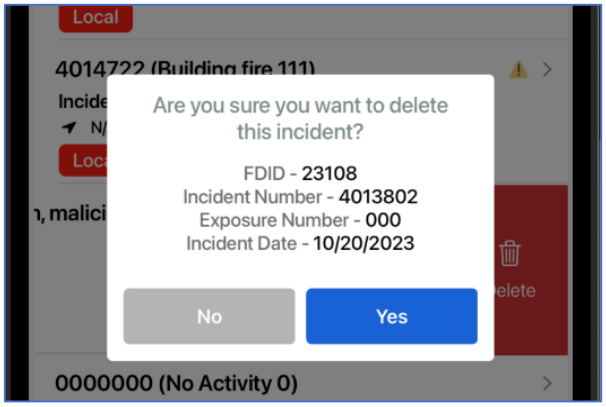
6.4 Delete Incident

To delete an incident, select the delete option from the incident dashboard.



Incident Dashboard with Delete action highlighted

The system will ask for confirmation. Select Yes to delete the incident.



Delete Incident confirmation pop-up

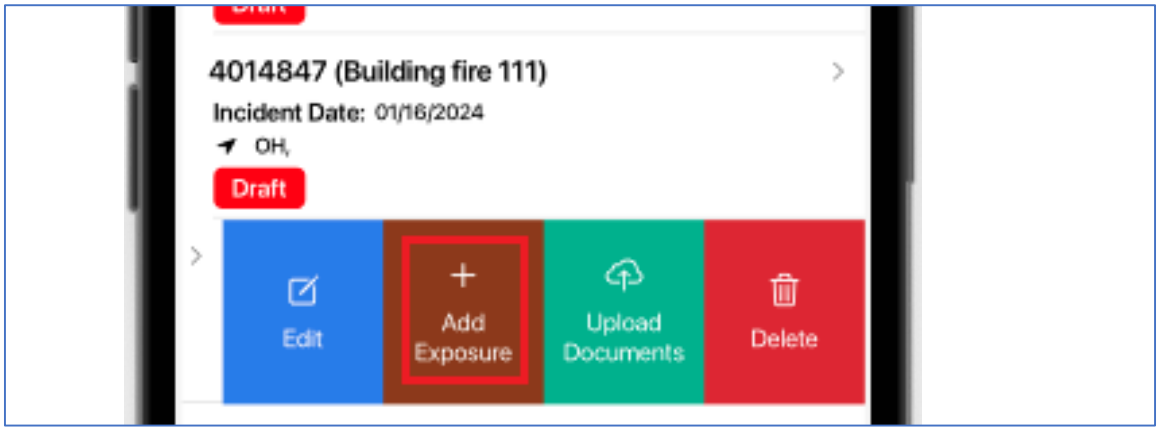
Call Out:

Once deleted, the incident cannot be recovered again.

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6.5 Add Exposure

To add an exposure, click on **+ Add Exposure** action from the swipe options.



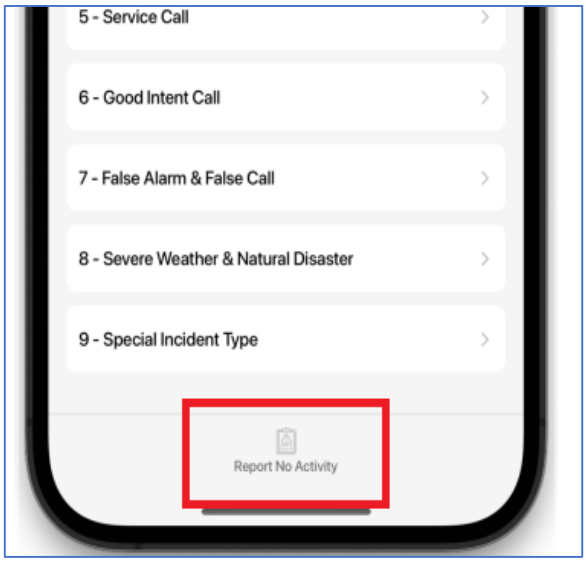
Incident Dashboard with Add Exposure Action highlighted

- Add Exposure action will be available only when…
  - The incident with exposure number 000 and
  - The incident type is 100x series.

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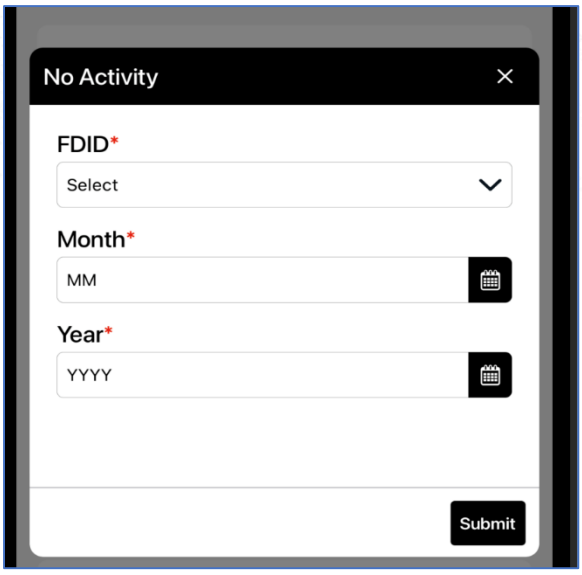
6.6 Report No Activity

To report No Activity, start creating a new incident and select the 'Report No Activity' button present below the screen.



No Activity Reporting

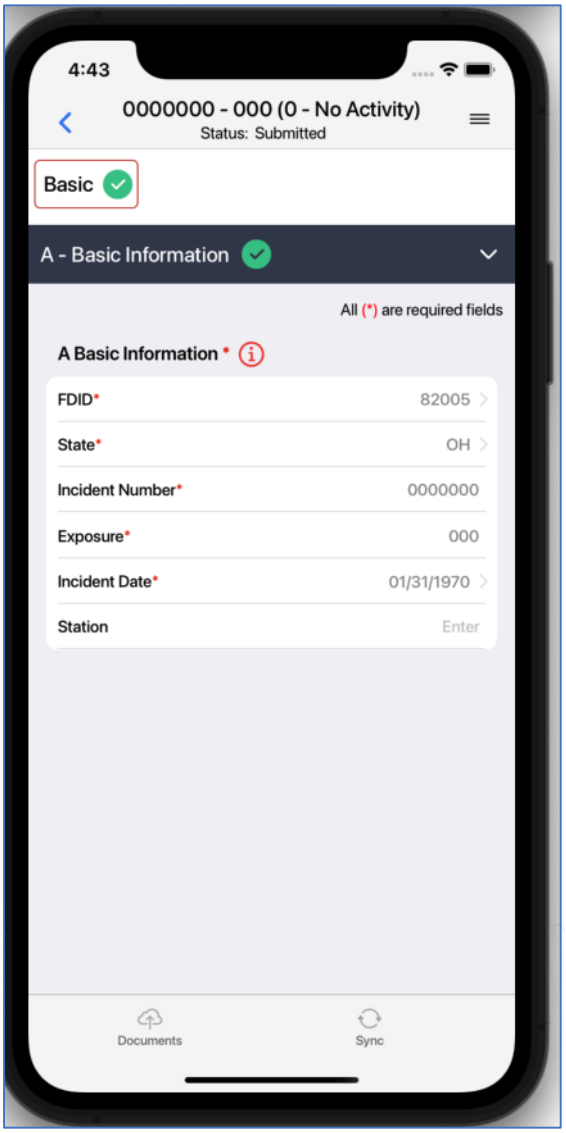
Provide **FDID**, **Month,** and Year of **No Activity**.



No Activity reporting form

On click of the ok button, the page will be redirected to the No Activity Incident Page where the user can Save and submit No Activity.

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No Activity Report detail screen

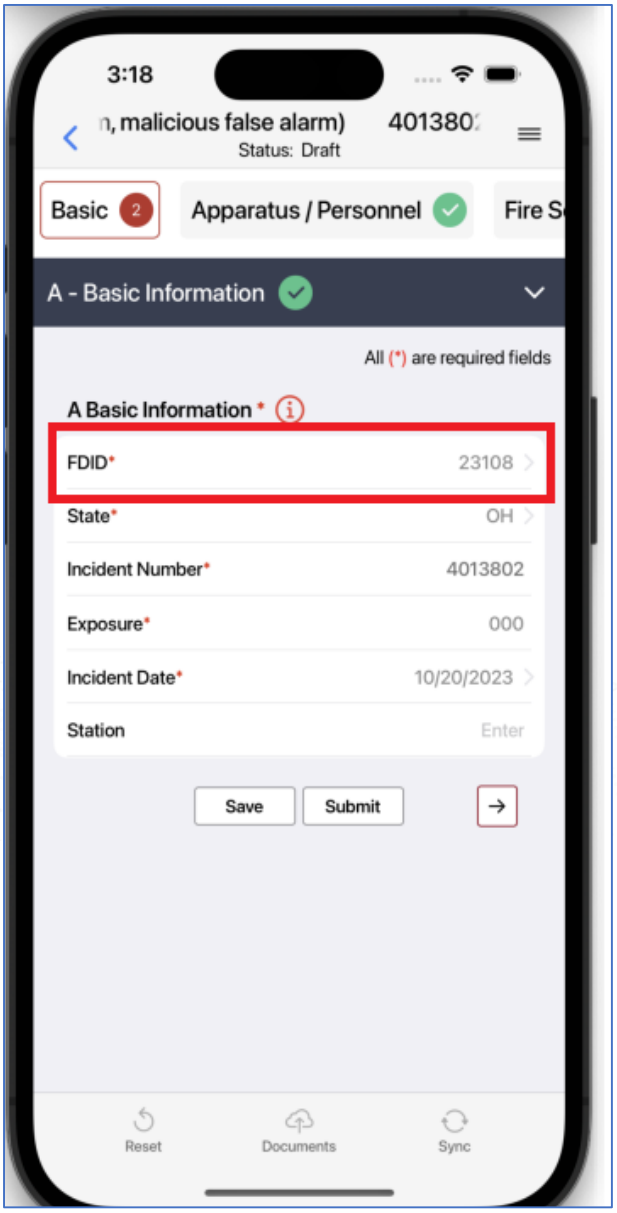
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7 Incident Modules

This section describes only some of the incident fields which change the behaviours of the system. It does not describe all NFIRS fields or any business rules.

7.1 Basic

7.1.1 A. Basic Information

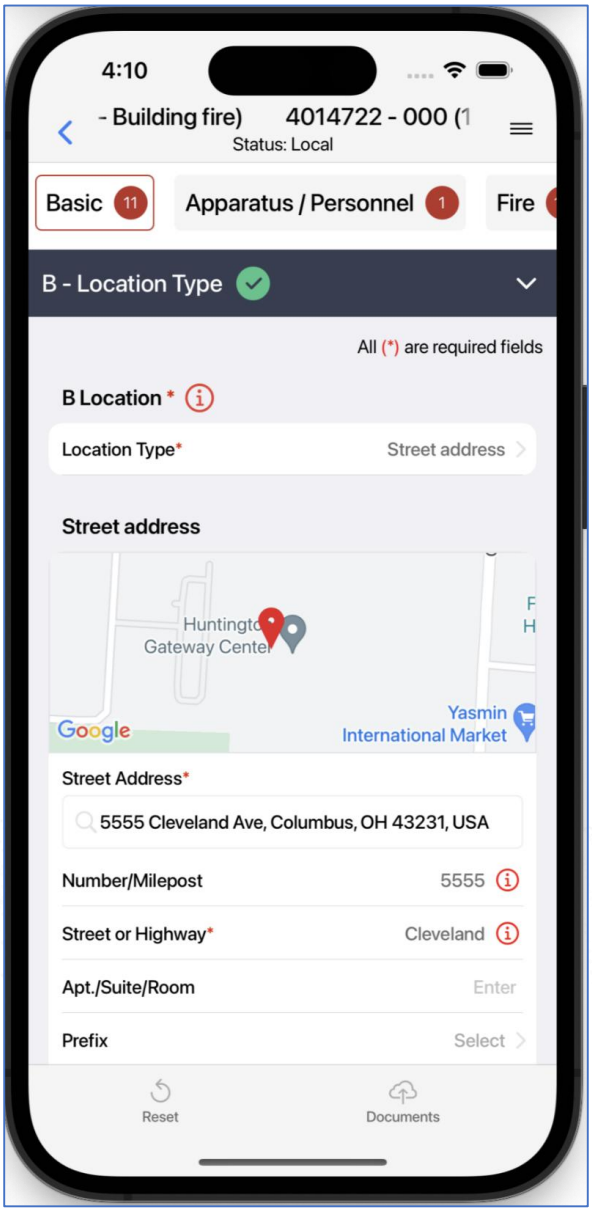


Basic Module

- FDID – If the user is associated with multiple fire departments, then the user must select FDID from the dropdown to create an incident.
- Incident Number – the system will auto-generate an incident number; however, the staff can change the number while the incident is in the draft status. Once the incident is submitted, the incident number cannot be changed.
- To save the incident in the draft mode, all mandatory fields in the Basic Information section are required.

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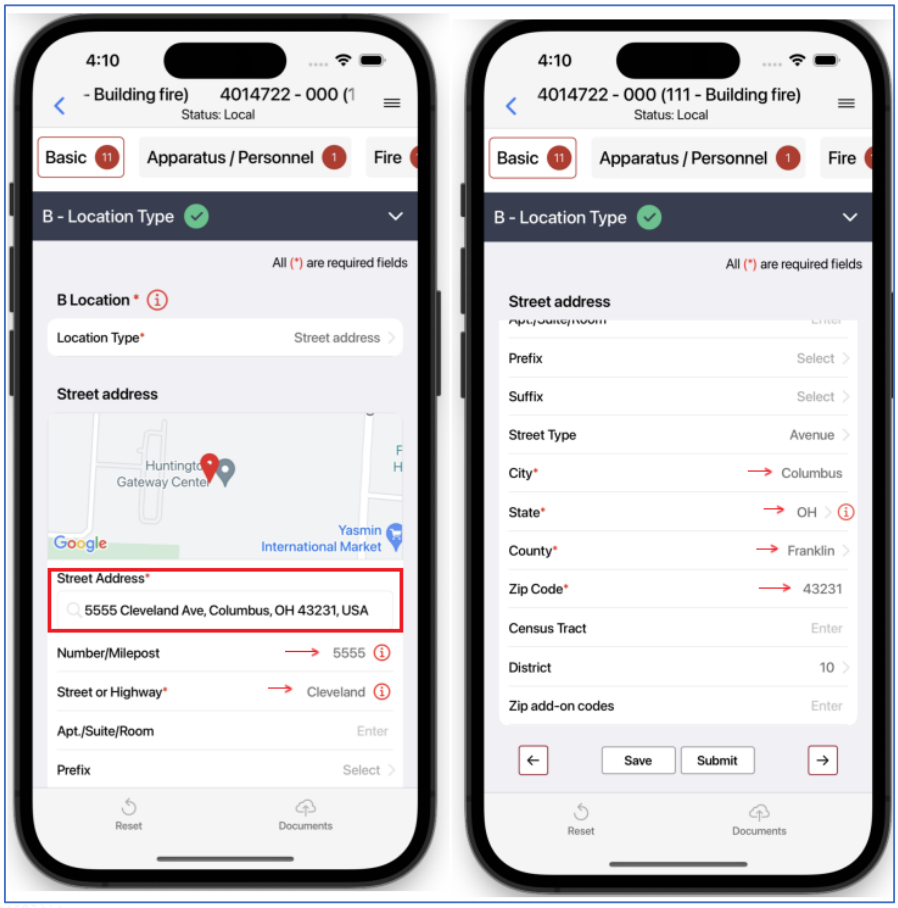
7.1.2 B. Location



Location Type selection

- Based on the selected location type, the system will show relevant address fields on the screen.
- For Street addresses, in front of, Rear of, and Adjacent to address types, the system will provide suggestions in the Street Address field.
- Upon selecting the address, the system will break it into relevant address fields. If required, the individual fields can be updated manually.

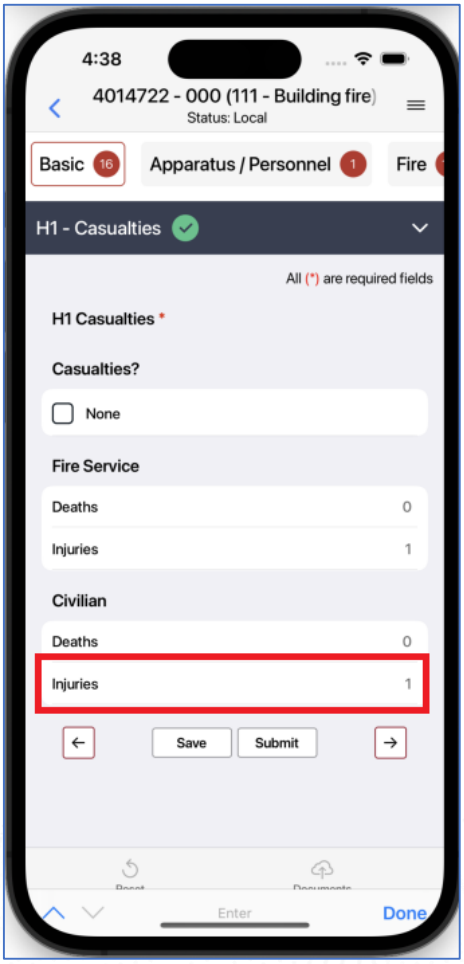
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Location Type section

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7.1.3 H1. Causalities

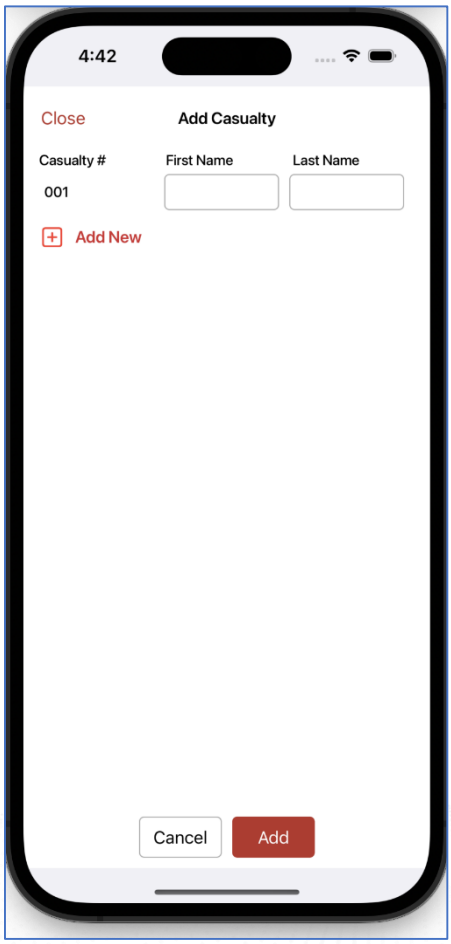


Casualties screen

- Entering details in the Basic Module > H1 Casualties section will make Civilian Fire Casualty and Fire Service Casualty either mandatory or optional.
- Total civilian casualties (Deaths and Injuries) indicate the total number of expected records under the Civilian Causality module.

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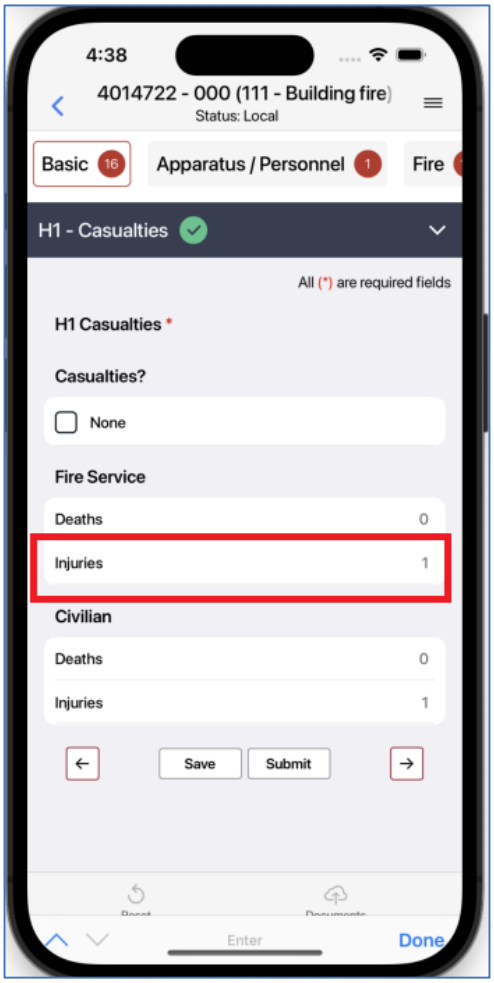
Adding civilian records to the Civilian Causality module:



Add Casualty Screen

- Total fire service casualties (Deaths and Injuries) indicate the total number of expected records under the Fire Service Causality module.

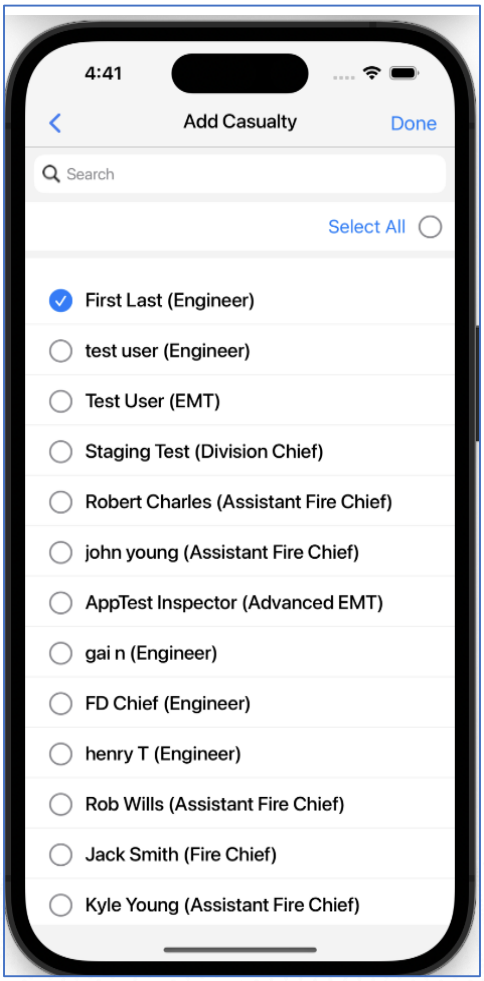
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Casualty section

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Selecting personnel records for the Fire Service Causality module:



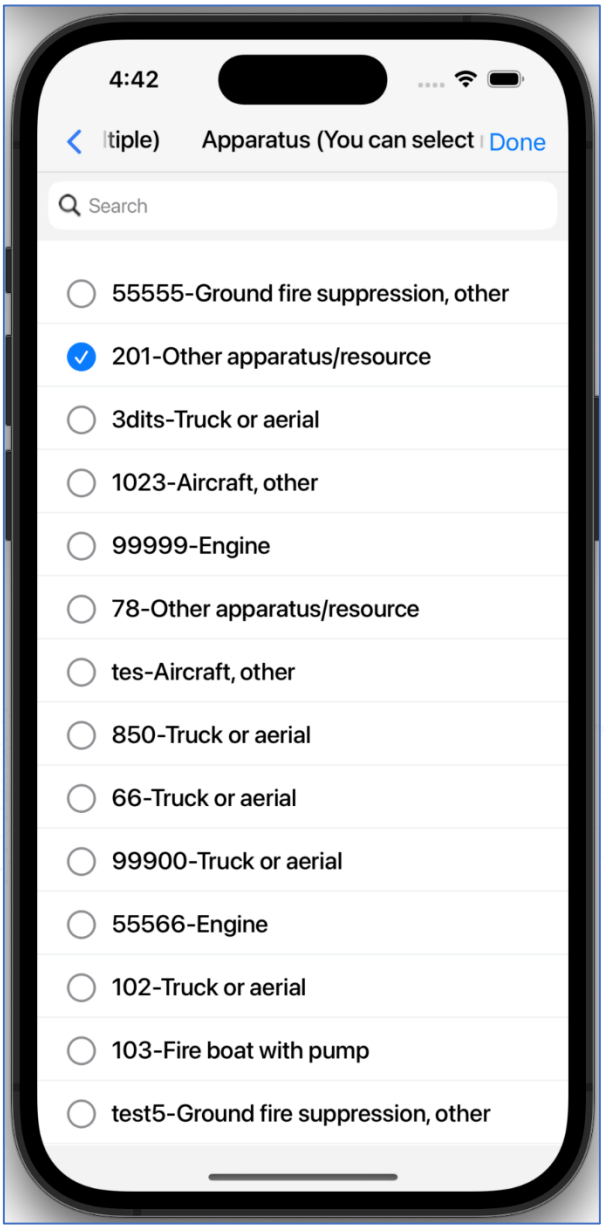
Casualty section

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7.2 Apparatus and Personnel

Apparatus and Personnel is a mandatory module for each incident.

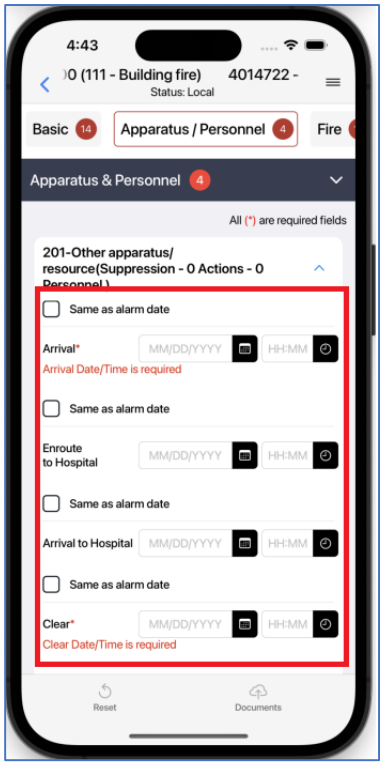
The apparatus details are preloaded from the fire department details. To add or modify apparatus details, refer to the Apparatus section.



Selection Apparatus

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Once apparatus is added to the incident, the system will show Incident Dates & Times on top of each apparatus card for reference.



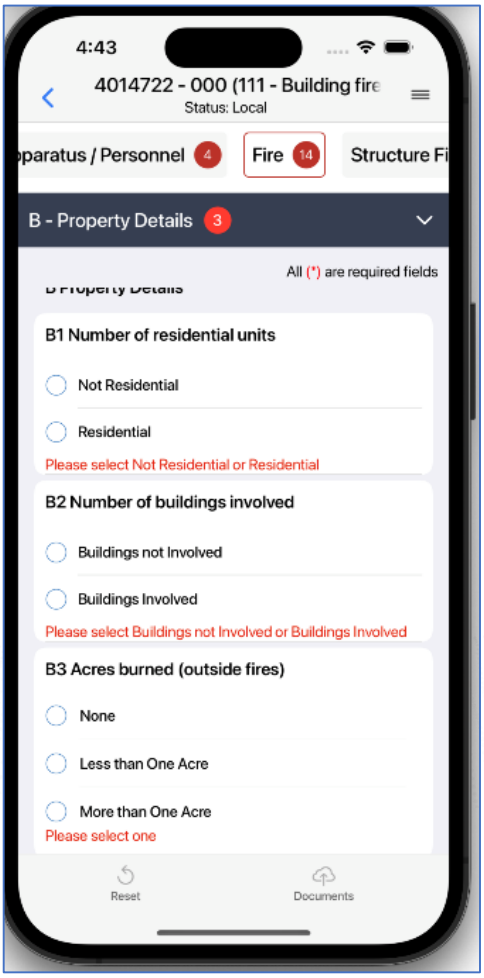
Adding Incident Date and Time

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7.3 Fire

This module should be completed for Incident Types 100, 111, 112, 120–143, 160–173, and 170–173

The optional Wildland Fire Module may be used instead of the Fire Module for Incident Types 140–143, 160, 170–173, 631, and 632. Users may also optionally complete the Fire Module for confined fires (Incident Types 113–118), although it is not required.

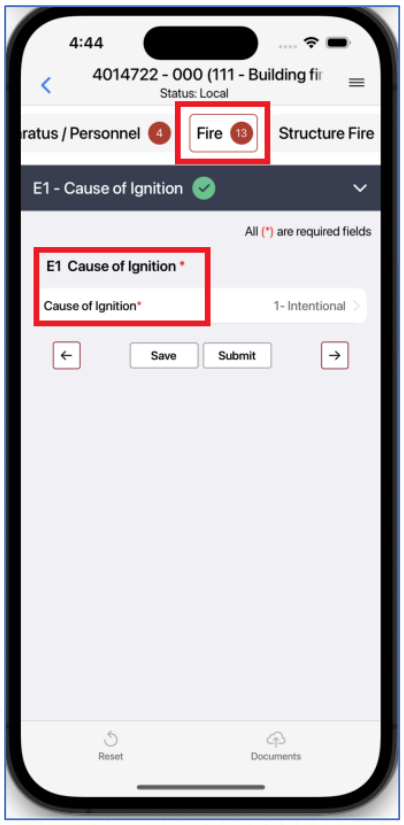


Fire Module Screen

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7.3.1 E1. Cause of Ignition

- **Dependency for the Arson module:** Entering details in the Cause of ignition section will enable the Arson Module. E.g., Selecting value as 1 – Intentional will enable the Arson module for the incident.

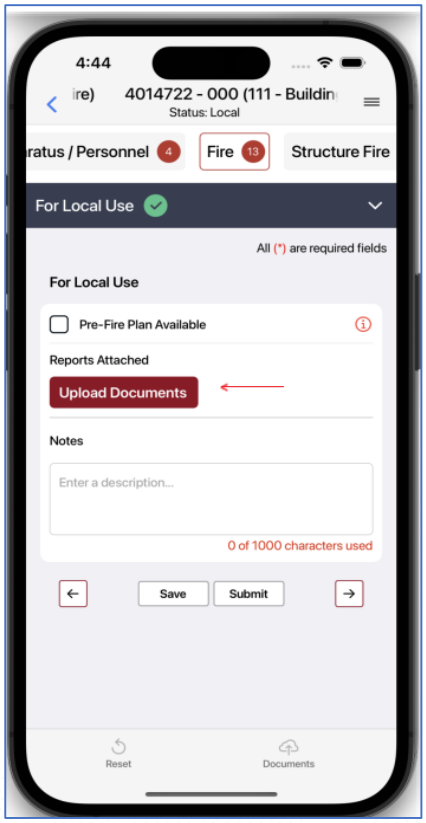


Fire Module, Cause of Ignition

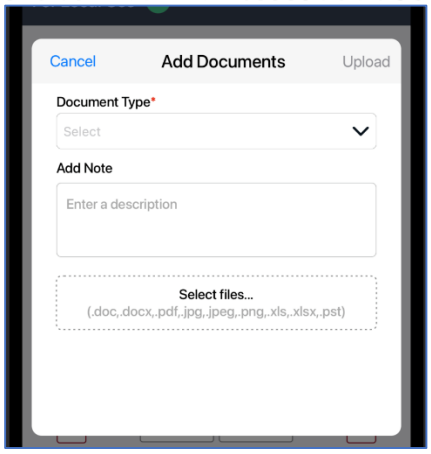
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7.3.2 Local Use

The local use section allows uploading documents in the incident document tab.



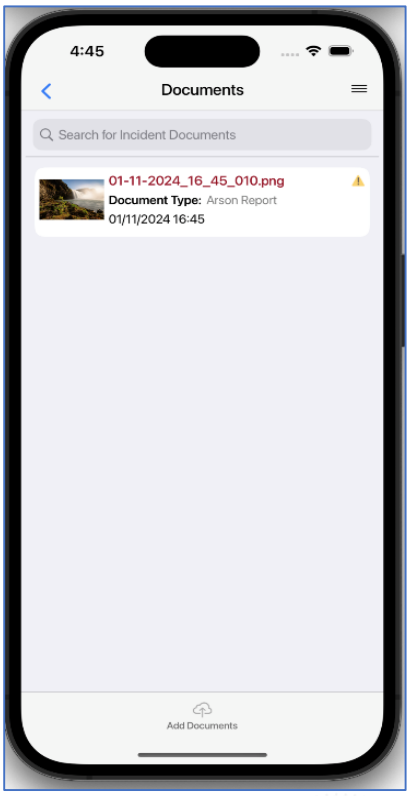
Local Use section



Add Documents pop-up

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Uploaded documents shall be displayed on the Documents list.



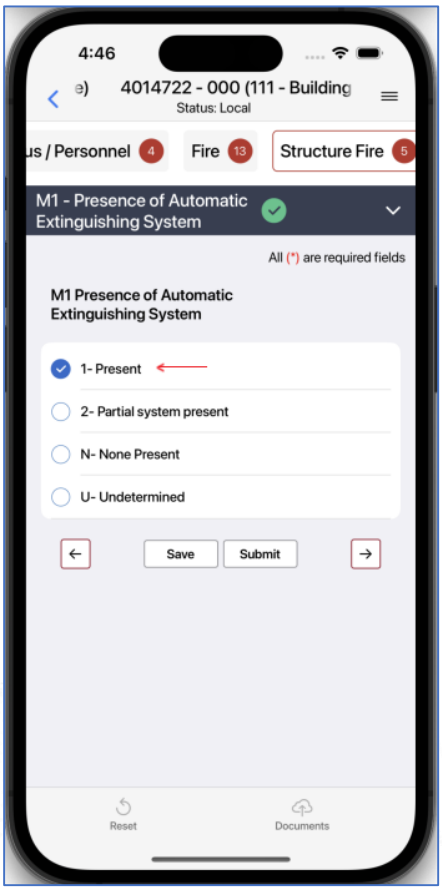
Documents list

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7.4 Structure Fire

7.4.1 M1. Presence of Automatic Extinguishing

If the Presence of Automatic Extinguishing is selected as 1 or 2 then only the record shall be captured for M2, M3, M4, and M5 sections.

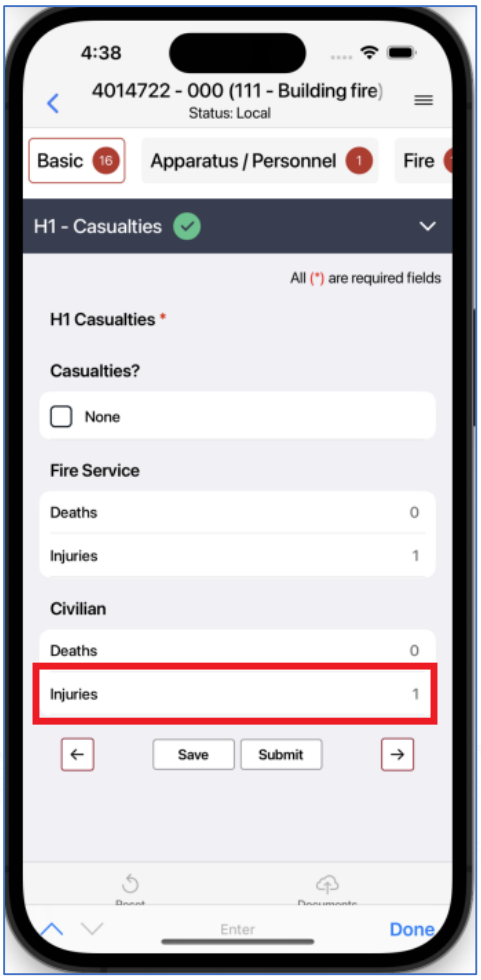


Structure Fire - Presence of Automatic Extinguishing System section

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7.5 Civilian Fire Casualty

Before adding civilian casualty records, make sure that the Basic module's **H1 Casualties** section is updated with civilian casualty details. It is a prerequisite to add Civilian Casualty details.

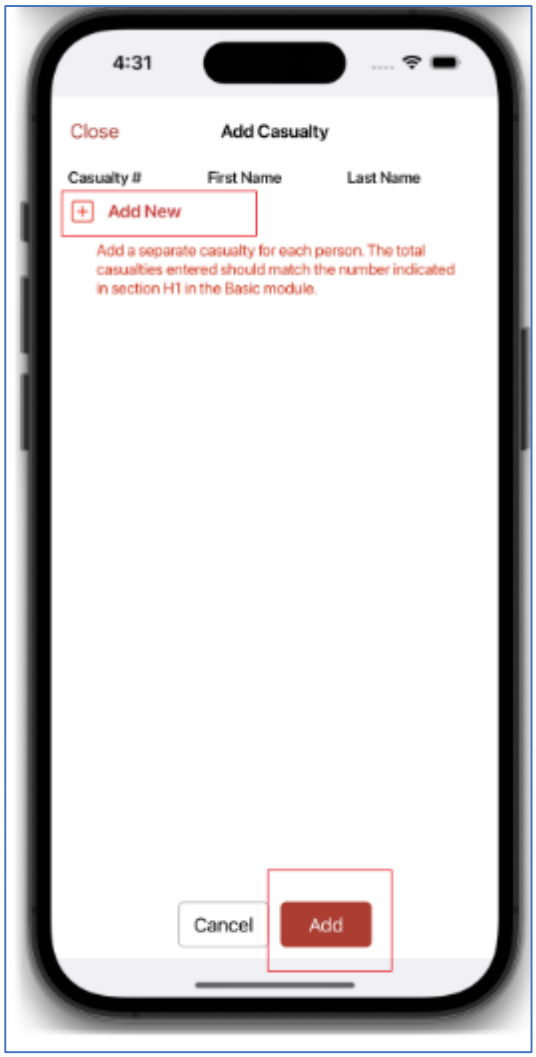


Civilian Fire Casualty under Basic

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7.5.1 Add Casualty

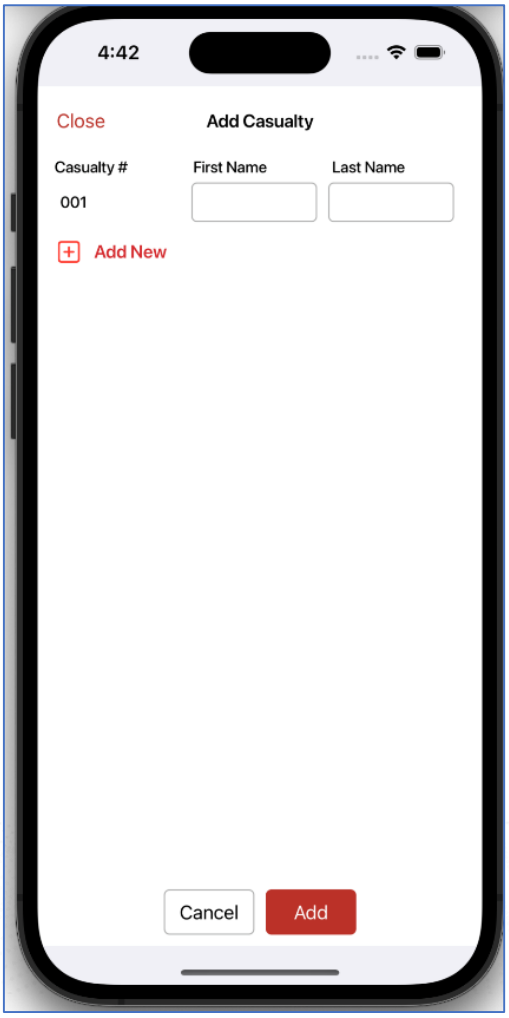
Click on the **+Add** button to add a casualty record. The casualty count must match with a total of **Basic Module H1 Civilian Casualties**



Civilian Fire Casualty screen with Add Casualty button highlighted

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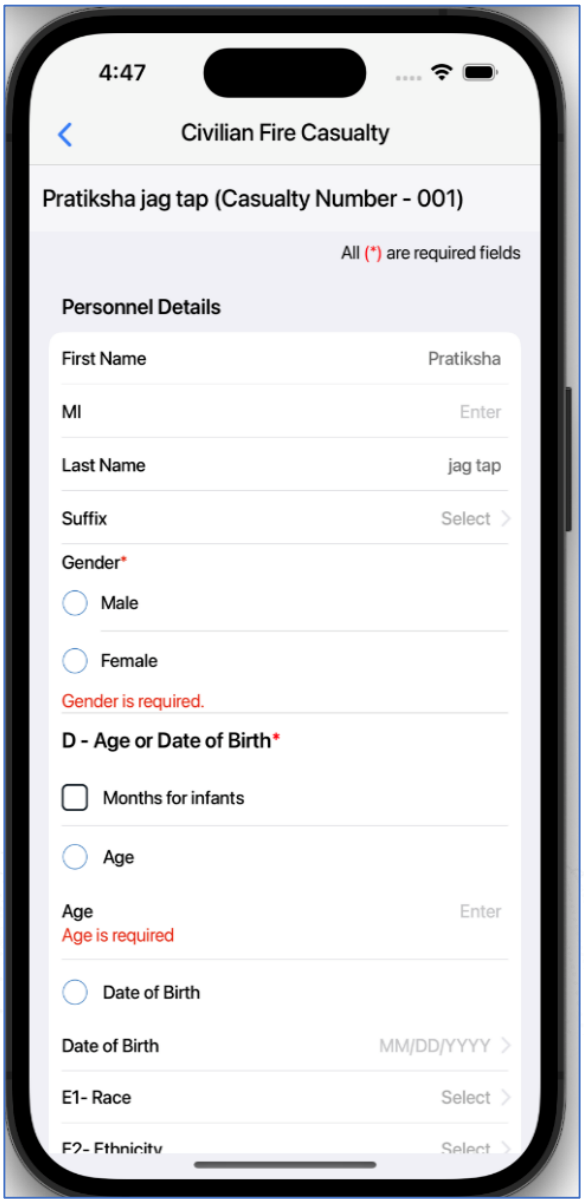
Put the civilian's name in the add casualty popup. In case the civilian's name is not known then add a blank line.



Add Casualty screen

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Once added, the civilian details will be available on the left panel for navigation purposes.

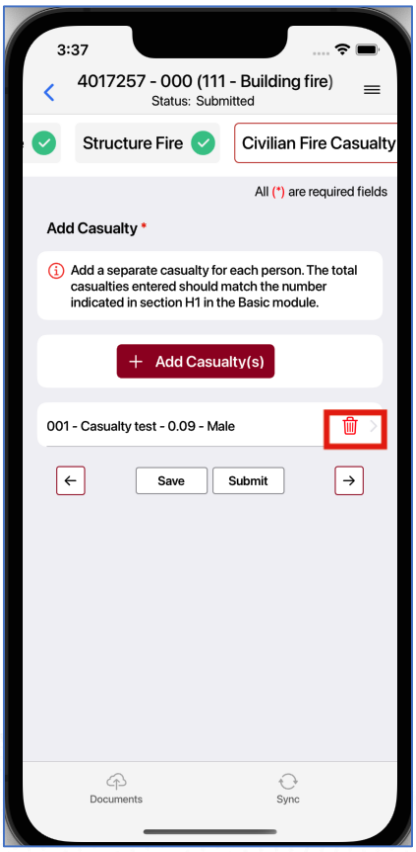


Casualty screen with civilian detail highlighted on left panel

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7.5.2 Delete Casualty

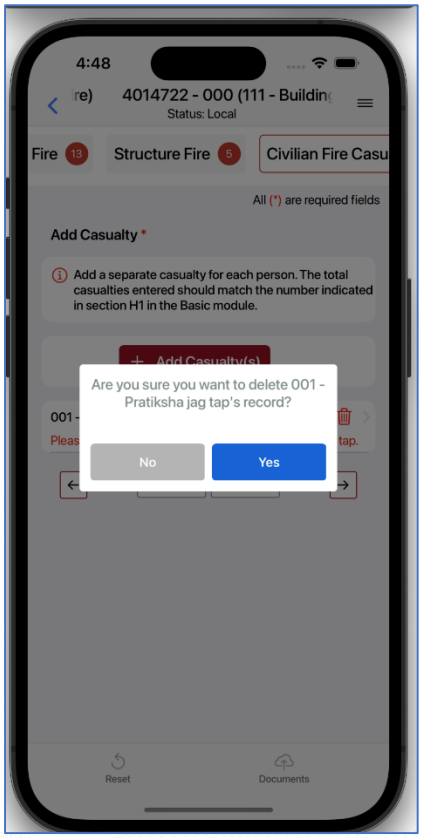
To delete the civilian record from the incident, click on the **Delete icon** beside the civilian name.



Casualty screen with delete option highlighted

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The system will ask for confirmation before deleting the civilian record. Upon selecting Yes, the record will get deleted.

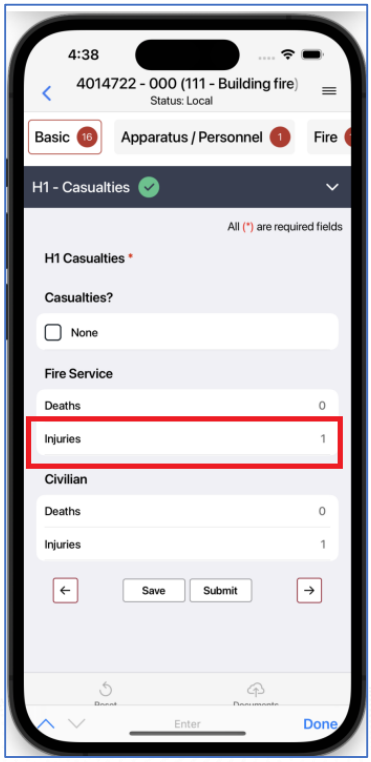


Delete Casualty confirmation pop-up

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7.6 Fire Service Casualty

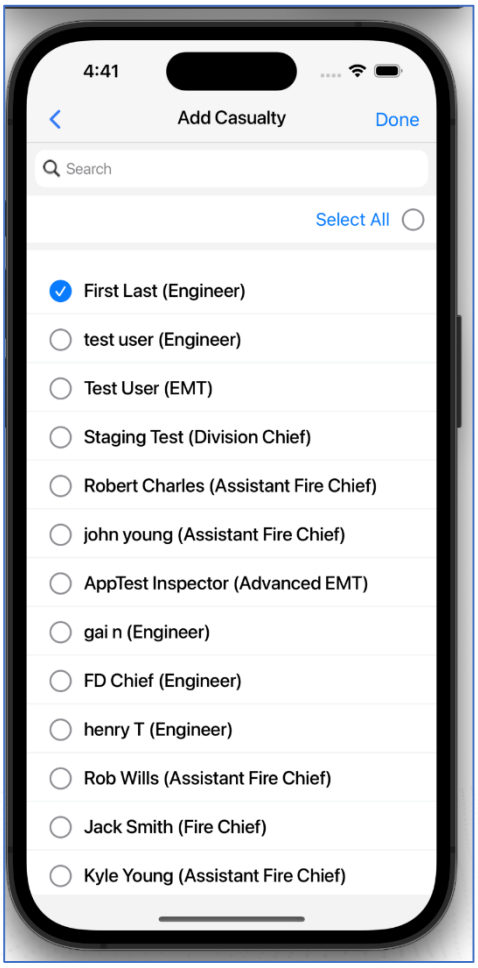
Before adding the fire service casualty record, make sure that the Basic module's **H1 Casualties** section is updated with Fire Service-related casualty details. Once the Basic module is updated, the system will allow the addition of casualty details.



Fire Service Casualty screen

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The fire department personnel details are preloaded from the fire department details. Currently, only registered staff members will be under the **Add Casualty** dropdown. The Fire Service Casualty count should be matched with Basic module's **H1 Casualties** section.

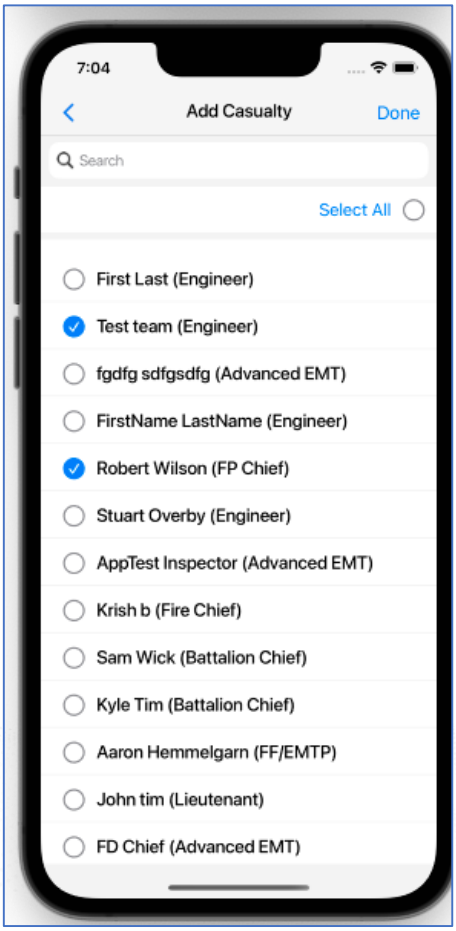


Add Casualty Dropdown

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7.6.1 Add Casualty

To add a casualty record, select the staff name from the dropdown.

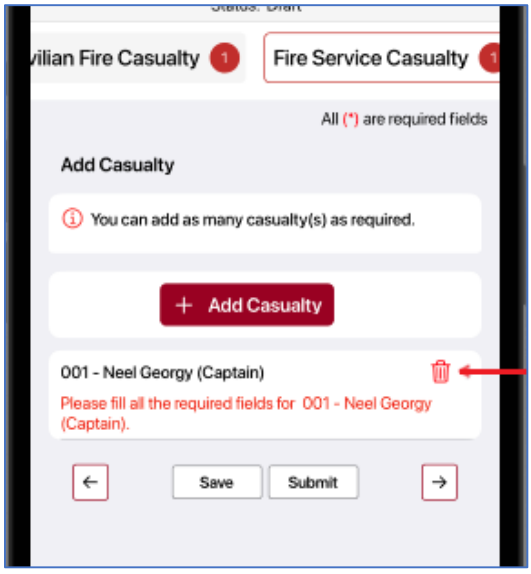


Add Casualty screen with Staff selection highlighted

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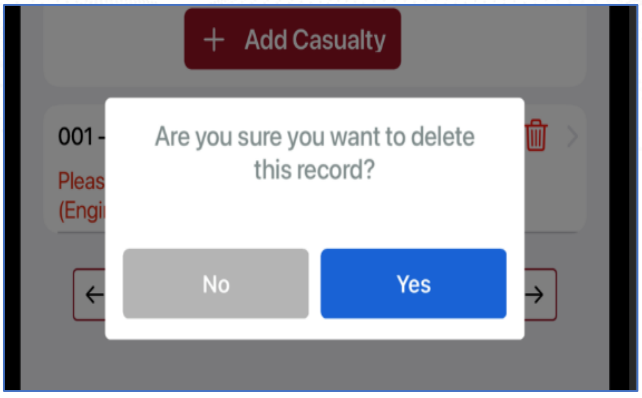
7.6.2 Delete Casualty

To delete the record from the incident, click on the **Delete** icon beside the staff name.



Casualty screen with Delete Casualty highlighted

The system will ask for confirmation before deleting the staff record. Upon selecting Yes, the record will get deleted.



Delete Casualty confirmation pop-up

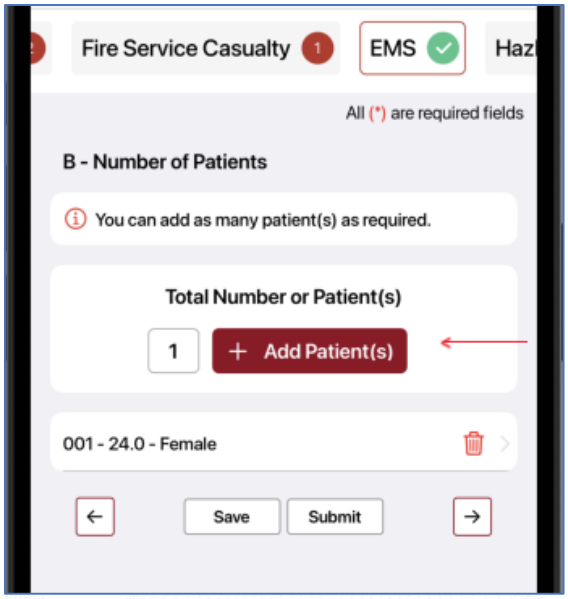
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7.7 EMS

The EMS Module can be completed for incidents where there was no fire, but there was an injury from explosions, burns or injuries on an incident unrelated to fires.

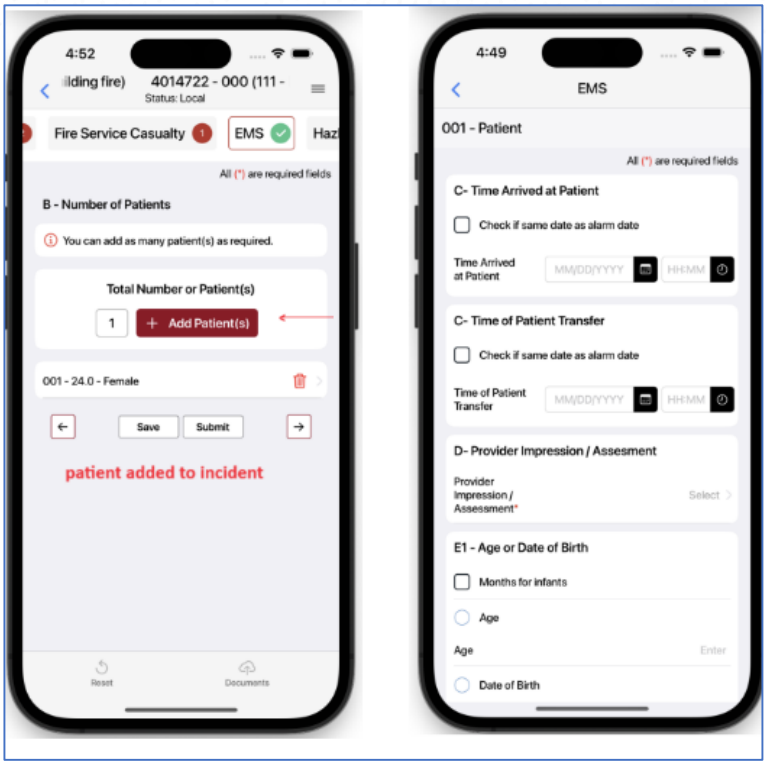
7.7.1 Add Patient

Click on the **+Add Patient** button to add a patient record.



Add Patient screen

Once added, the patient's link will be available on the left panel for navigation purposes.

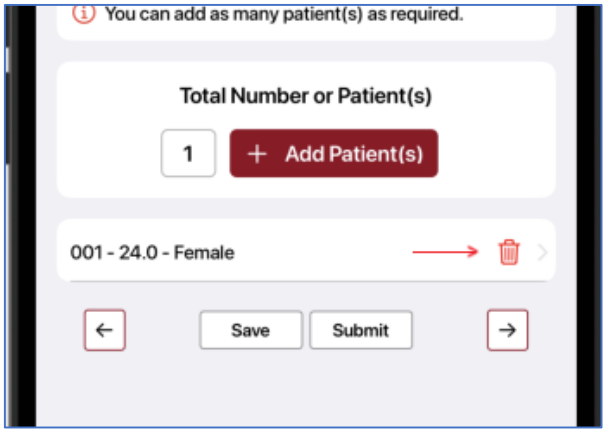


EMS screen with patient added

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7.7.2 Delete Patient

To delete the patient record from the incident, click on the delete icon.



EMS screen with delete patient highlighted

The system will ask for confirmation before deleting the patient record. Upon selecting Yes, the record will get deleted.

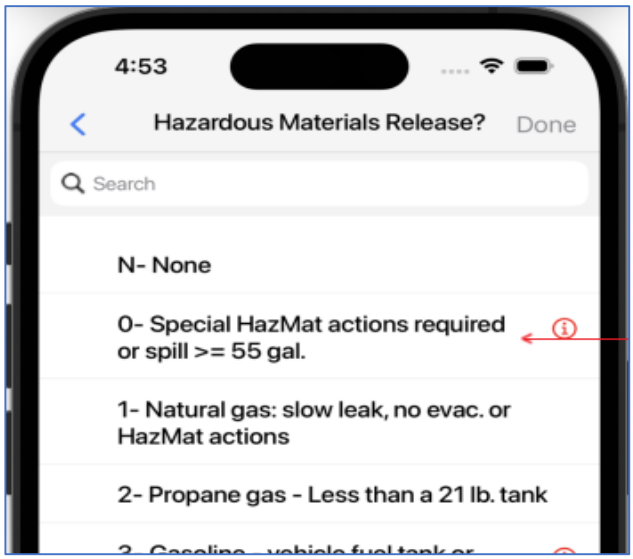


Delete Patient confirmation pop-up

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7.8 HazMat

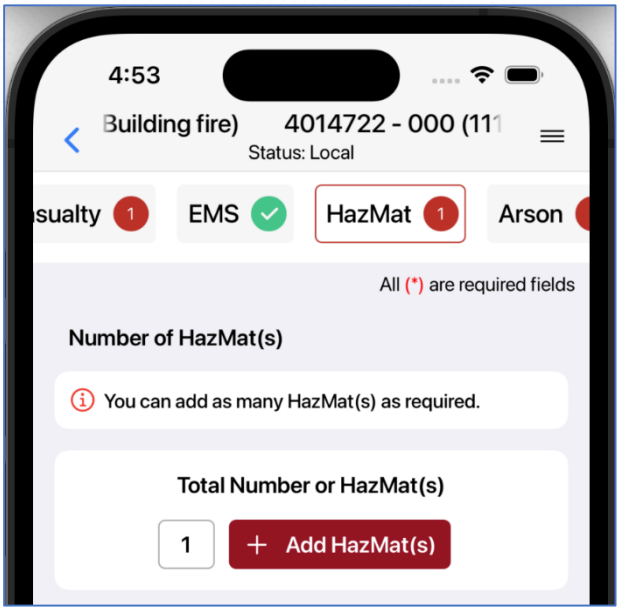
The HazMat Module is optional. It should be when the Basic **Modules H3** section is set as 'Special HazMat action required or spill > =55 gals".



HazMat Module screen

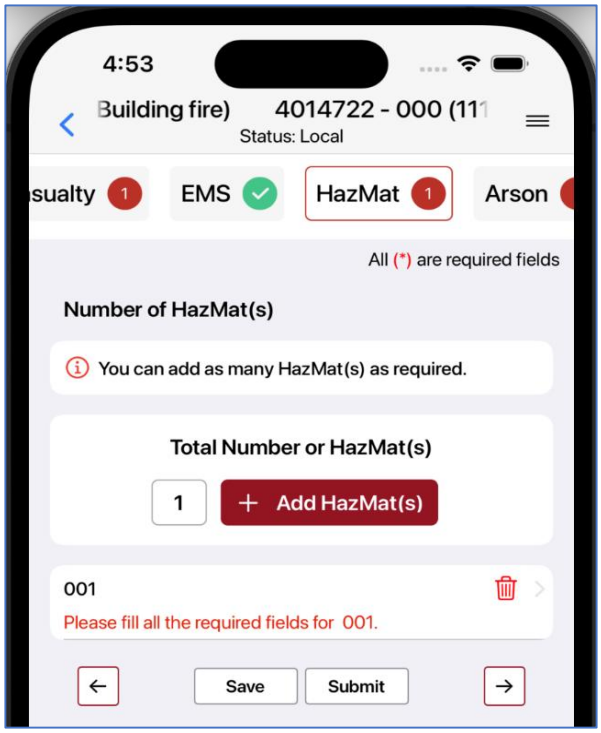
7.8.1 Add HazMat

Click on the **+Add HazMat** button to add a hazmat record.



HazMat Module screen with Add HazMat button highlighted

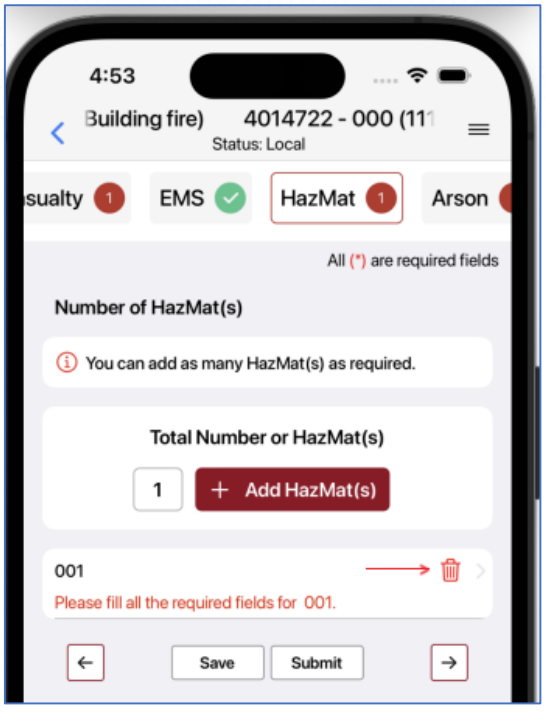
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HazMat screen

7.8.2 Delete HazMat

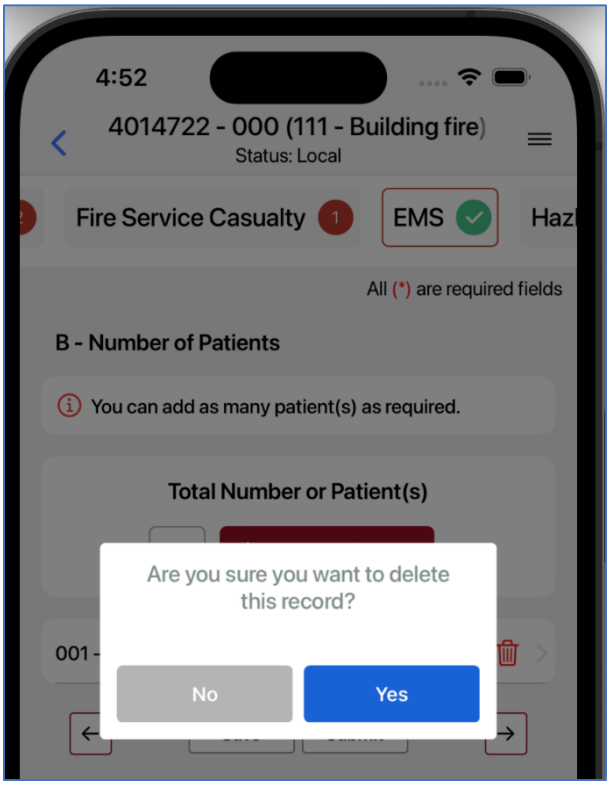
To delete the HazMat record from the incident, click on the delete icon.



HazMat screen with delete button highlighted

The system will ask for confirmation before deleting the HazMat record. Upon selecting Yes, the record will get deleted.

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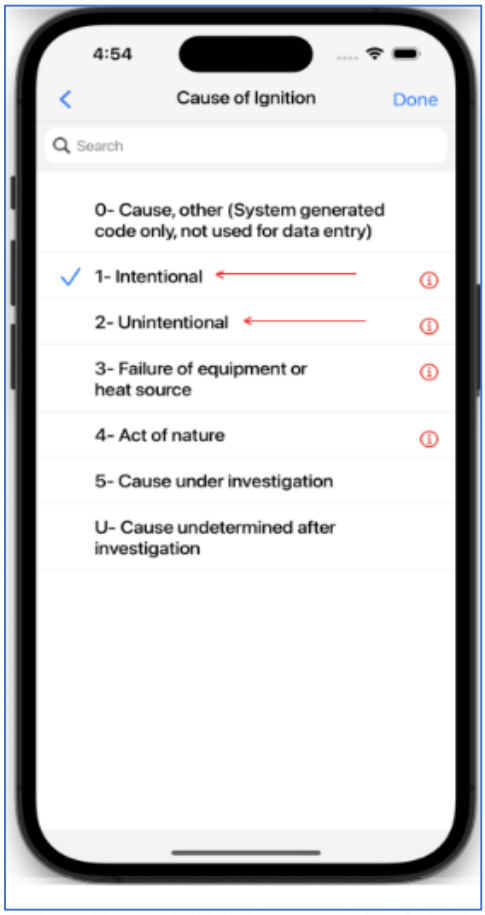
Delete HazMat confirmation pop-up

7.9 Wildland Fire

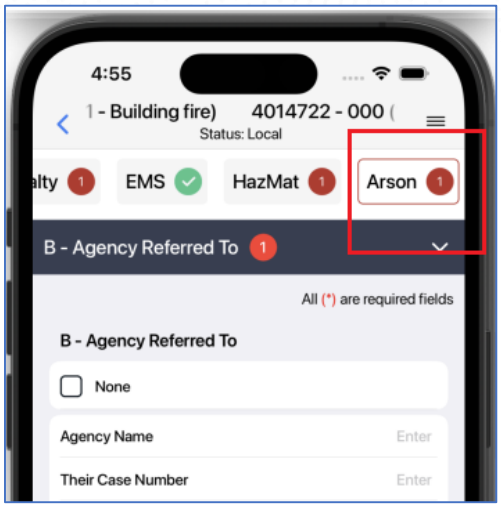
For Incident Type 140-143 or 160,170-173, either the Fire module or the Wildland module is required. One of the two must be completed. If the user tries to switch between Wildland & Fire Module, then the below confirmation popup will be displayed. If the Wildland module is selected, then the Alternate Location Specification in the Wildland module becomes mandatory.

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7.10 Arson



Fire Module with Cause of Ignition highlighted

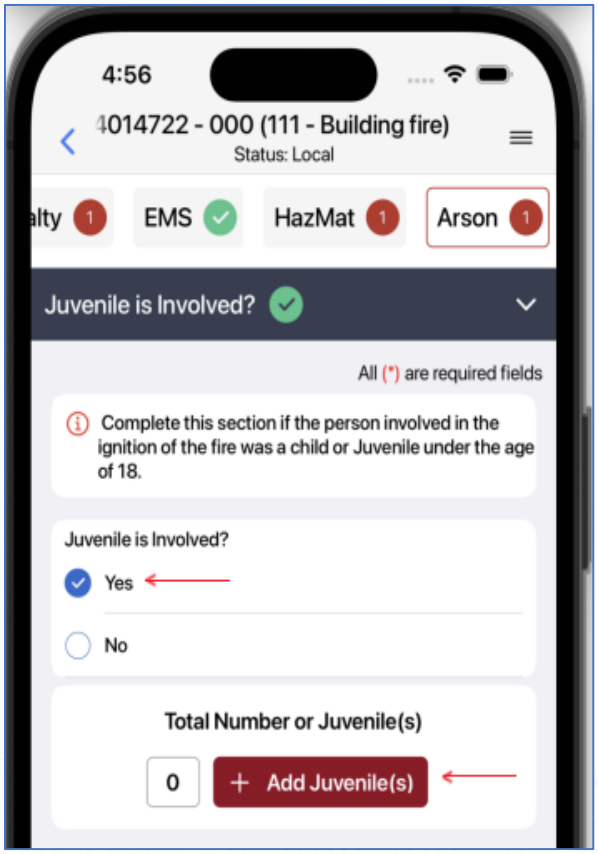


Arson Module screen

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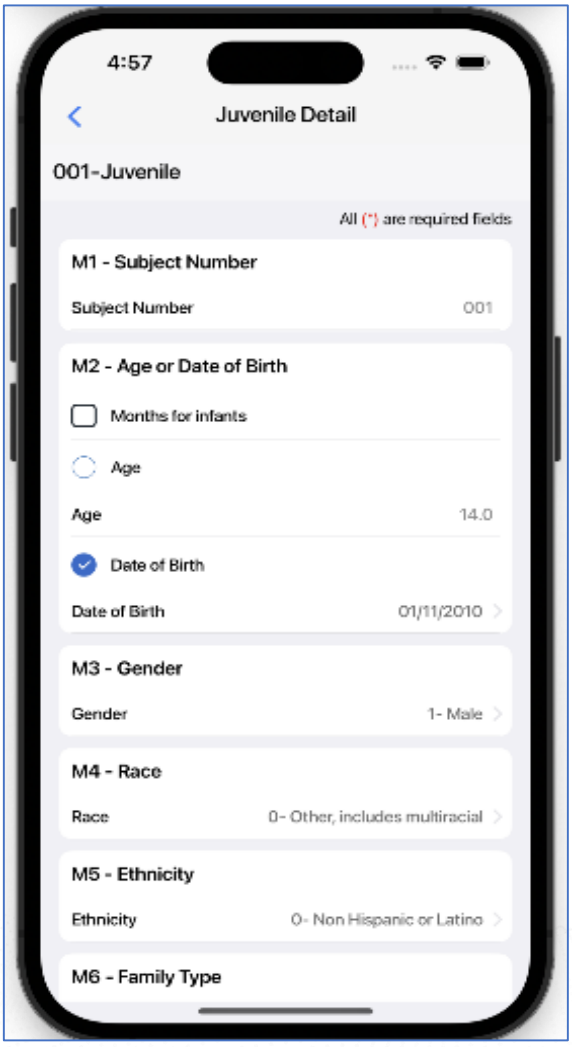
7.10.1 Add Juveniles

To add a Juvenile record, select Yes radio button then Click on the **+Add Juveniles** button to add a Juvenile record.



Arson screen with Add Juveniles button highlighted

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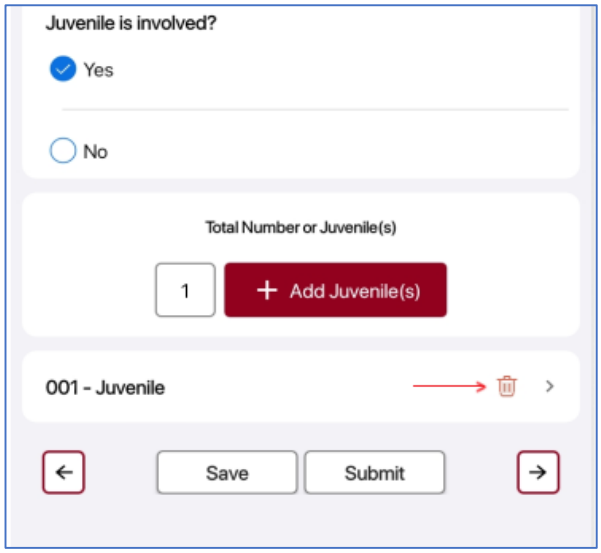


Arson screen with Juveniles added

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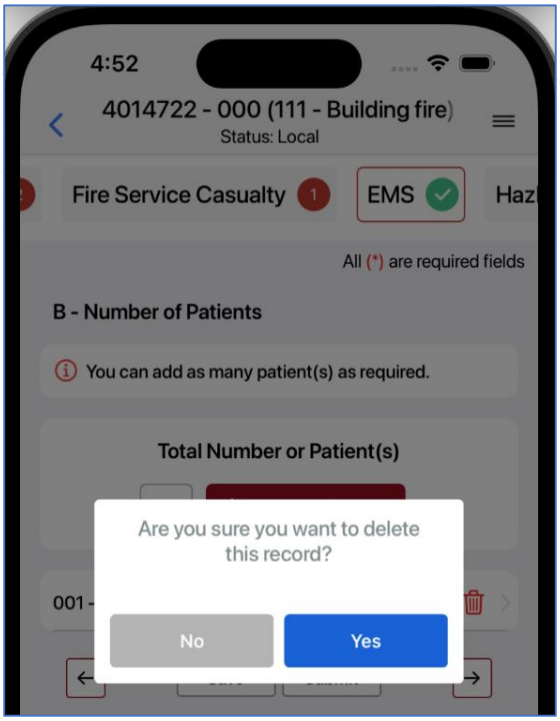
7.10.2 Delete Juveniles

To delete the juvenile record from the incident, click on the delete icon.



Arson screen with delete Juveniles button highlighted

The system will ask for confirmation before deleting the Juvenile record. Upon selecting Yes, the record will get deleted.

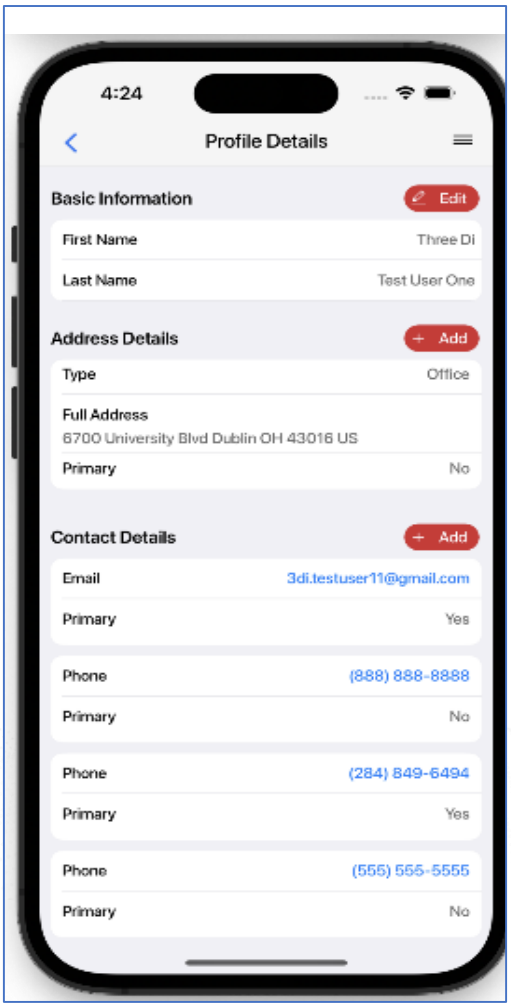


Delete Juveniles confirmation pop-up

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8 Profile Page

The FD staff or FD chief can update the profile details by clicking on the Profile option from the top right corner menu.

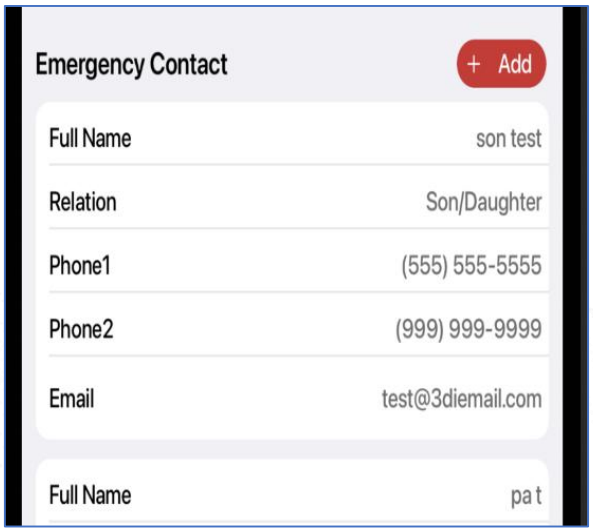


Basic Information on My Profile screen

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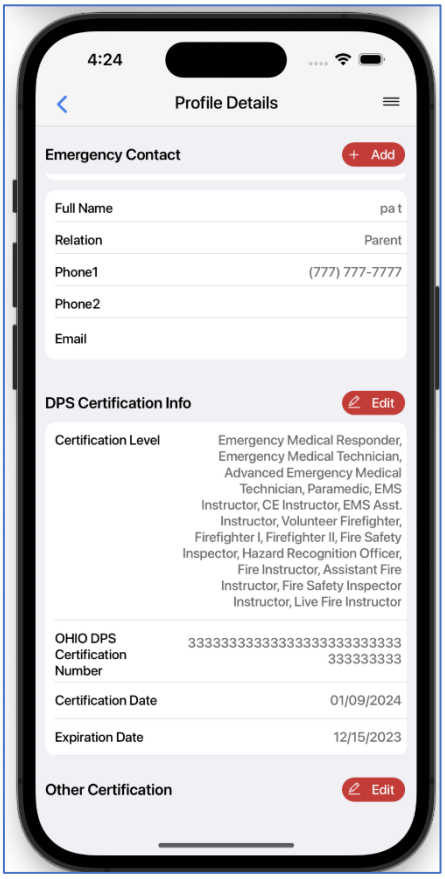
The profile page contains following sections:

- **Basic Information**
- **Address Detail**
- **Contact Detail**
- **Emergency Contact -** Staff's immediate relative/friends' contact details for communication during an emergency.
- **DPS Certification Info –** DPS or firefighter certificate detail issued by Ohio Department of Public Safety
- **Other Certification**
- **Personal Information –** Date, Age, Race, Ethnicity, Language and Income Level. Only selected fire department staff and Fire Presentation Bureau staff will have access to it.
- **Fire Departments**
- **Drill / Training**
- **Associated Cases –** List of incidents reported by the staff. This is a system generated section and cannot be edited.



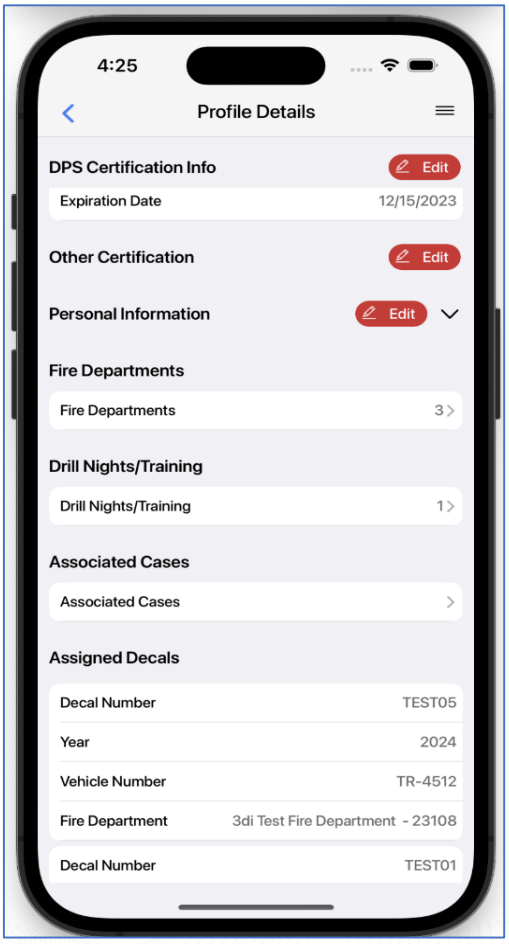
Emergency Contact on My Profile

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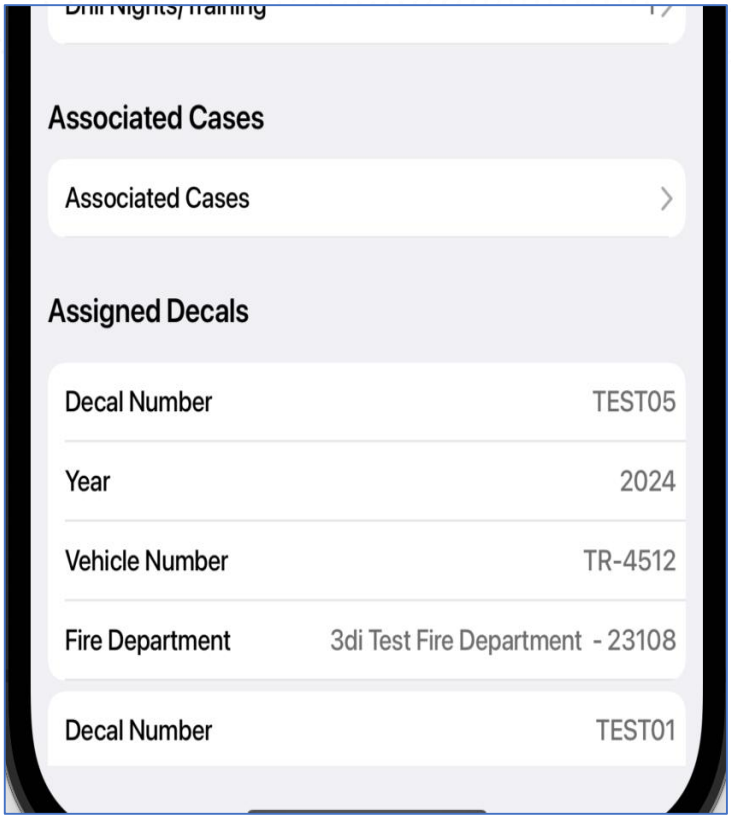


DPS Certification Info, Other Certification, Personal Information, PII Information section on My Profile

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Fire Department and Drill and Training info on My Profile screen



Cases Associated with user and Decals Assigned to user on My Profile screen

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