

3Di Engage

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

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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 Portal and Apps

- 1.1.1 Production Version
 - Web Portal <u>https://sfmengage.com.ohio.gov</u>

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 <u>register and get a</u> <u>new Ohio ID(OHID)</u> 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 portal by clicking the URL below and click the **Register | Sign in** button.

• SFM Portal Link: <u>https://sfmengage.com.ohio.gov</u>

TO REPORT AN EMERGENCY CALL 9-1-1			📴 English 🗸
Ohio State Fire Marshal		Bureaus 👻 Re	egister Sign In
Welcome to Ohio State Fire Marshal Search Search for: Fire Department, Facilities, Cases, Incidents, Articles			
Online Services			
Citizens/Business or Facility	Fire Academy Student	Fire Department Resources	

Figure 1: Ohio SFM Portal Landing Screen





Step 2: Provide OHID credentials and press login.

U 🔁	HID
Ohio's Digital Identity. O Register once, use across m	One State. One Account.
Create	Account
Log In	
OH∣ID james.davis@3diemail.com	
Password	Ø
Log	g in
Forgot OH ID? Forgot pa	assword? Get login help

After login, the user will be redirected to the OFIRMS Portal.

1.3 Common Features of OFIRMS

Below are some common functions across the OFIRMS Portal.

1.3.1 Action Button

The user will find the Action Button based on your role and permission in the system. When the user clicks on the action button, the user will be presented with the actions that can be performed for the specific items.

1. Action Button in the Action column for each item in a Table.

Personnel										I	+ Add Personnel
									Export to Excel	Search	Q
Action	Name	Personnel ID	Rank/Position	Supervisor	Certification Level	Fire Station	Certification #	Date of Joining	OFIRS Contact	OSFM Portal User	Phone Number
:	Amit Singh		Engineer						No	No	(978) 979-749(

Figure 3: Action Button in Action column for each item in a Table

In any table, in the action column, the action button refers to the 3 dots that are highlighted in the above image.

Example: In the Personnel table, the Action that is highlighted in Red is the Action column and the 3 dots that are highlighted in Red is the Action button.





On clicking on the **3 dots**, it opens a **set of actions** that can be performed like Edit, Change Rank,

Invite Personnel, etc. as shown in the image below:

									Export to Excel	Search	Q
ction	Name	Personnel ID	Rank/Position	Supervisor	Certification Level	Fire Station	Certification #	Date of Joining	OFIRS Contact	OSFM Portal User	Phone Number
Edit		1	Engineer						No	No	(978) 979-749
Remove fro	om Fire Department	5677	Fire Fighter	John T		New Fire Department 909			No	No	
Change Ra Assign Fire		8965	Battalion Chief						No	No	
	/ment Status / Schedule	6958	Battalion Chief						No	No	

Figure 4: Set of actions that can be performed in a table

2. Action Button on the Overview section of Detail screens

FDID : 23108 Fire Department : z3Di Test Fire Departmen Name - 23108	
Status : Active Incident Reporting Method : OFIRMS Direct County : Adams Educator Name : Educator Email : Educator Phone :	← Back Action ▼

Figure 5: Action Button on the Overview section of Detail screens

In any of the details screen, the **Action button** is referred to the **Action** that is highlighted in the above image.

Example: In the Fire Department Detail page, the **Action** that is highlighted in Red in the right corner is the **Action button**.

On clicking on the **Action button**, it opens a **set of actions** that can be performed like Add Coverage Area, Leave Application, etc. as shown in the image below:

FDID : 23108 Fire Department : z3Di Test Fire Departmen Name - 23108 Status : Active Incident Reporting Method : OFIRMS Direct County : Adams Educator Name : Educator Email : Educator Phone	← Back Action ▼
Fire Department OFIRS Compliance Status: OFIRS Compliant	Add Coverage Area

Figure 6: Set of actions that can be performed from the Overview Section





2 New Fire Department Request

This section outlines the process of registration of a New Fire Department with the Ohio Division of State Fire Marshal. The user trying to register a new fire department needs to log in to the Portal using the OHID credentials. The process of OHID login and account creation is outlined in the <u>Prerequisite section above</u> in this document.

Upon successful login, the user will be presented with the below options on the OFIRMS Portal.

Ohio State Fire Marshal				
	We	elcome to OHIO State Fire 1 Tell us a bit about yoursel		
	I am associated with School New OFIRMS Vendor I have an Invite Code			

Figure 7: Welcome Screen for first-time users

For New Fire Department, select **New Department Request** Option and then **New Fire Department** as shown in the image below:

🔘 School	Fire Department	EMS (Only) Agency	
O New OFIRMS Vendor	• New Department Request	Other	
I have an Invite Code			
Register New Fire Department		45 (Only) Agency	

Figure 8: Options for New Fire Department Creation

Complete the form presented after the selection of the *New Fire Department* option.



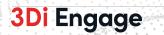


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		New EMS (Only) Agency	
Fire Department Info			
* Fire Department Name		Disciplines	
		None selected	~
County		FIPS County Code	
Select	~		
District (Fire Prevention)		District (Code Enforcement)	
* What is your association with Fi	re Department?		
Select	~		
What geographical area(s) do you	cover for primary Fire Protection?	0	
Community Type Select	~		
Select	· ·		
Add More Community Type			
* Staffing level	~		
Select	•		
Populations Protected	Sq. Mile Covered	# of Fire Stations	# of Paid Fire Fighters
# of Paid Fire Fighters Per Call	# of Volunteer Fire Fighters		
* Physical Address			
* Mailing Address			
* Mailing Address Website			
Website Are you a private fire company?			
Website Are you a private fire company? Yes No			
Website Are you a private fire company? Yes No Are you a Fire District?			
Website Are you a private fire company? Yes No Are you a Fire District? Yes No			
Website Are you a private fire company? Yes No Are you a Fire District?			
Website Are you a private fire company? Yes No Are you a Fire District? Yes No EMS Transporting Agency Yes No			
Website Website Are you a private fire company? Yes No Are you a Fire District? Yes No EMS Transporting Agency	le Vendor		
Website Website Are you a private fire company? Yes No Are you a Fire District? Yes No EMS Transporting Agency Yes No Incident Reporting Method	e Vendor		
Website Are you a private fire company? Yes No Are you a Fire District? Yes No EMS Transporting Agency Yes No Incident Reporting Method OFIRMS Direct Outsid	e Vendor		
Website Are you a private fire company? Yes No Are you a Fire District? Yes No EMS Transporting Agency Yes No Incident Reporting Method OFIRMS Direct Outsid Upload documents Ordinance	e Vendor		
Website Are you a private fire company? Yes No Are you a Fire District? Yes No EMS Transporting Agency Yes No Incident Reporting Method OFIRMS Direct Outsid Upload documents Ordinance Resolution	le Vendor		
Website Are you a private fire company? Yes No Are you a Fire District? Yes No EMS Transporting Agency Yes No Incident Reporting Method OFIRMS Direct Outsid Upload documents Ordinance	le Vendor		

Figure 9: New Fire Department Registration Form

On clicking on submit, the request will be submitted to the bureau chief for approval.







Once the bureau chief approves the request, the newly created fire department will be registered.

Please log out and log in to access the Pending Approval Screen. You can track your new Fire Department Registration Case from the *Pending Approval* Screen.

3 Login/Register as Fire Department Staff

This section outlines the process of a Fire Department Staff registration with an existing Fire Department in OFIRMS. The user trying to register with a fire department needs to log in to the Portal using the OHID credentials. The process of OHID login and account creation is outlined in the <u>Prerequisite section above</u> in this document.

Upon successful login, the user will be presented with the below options on the OFIRMS Portal.

Welcome to OHIO State Fire Marshal Portal. Tell us a bit about yourself							
	I am associated with School New OFIRMS Vendor I have an Invite Code	Fire Department New Department Request	EMS (Only) Agency				

Figure 10: Welcome Screen for First-time Users







On the above screen select the Fire Department Option as shown in the screenshot below:

O School	• Fire Department	O EMS (Only) Agency	
O New OFIRMS Vendor	O New Department Request	Other	
I have an Invite Code			
Fire Department - choose this option	if you are associated to a fire department.		
Select			~
County"			
Type and select county name			
Department Name & FDID* 0			
Search by Department Name or Fl	DID		~
Email (Official email provided by the	FD)*		
Phone Number*			
Certification Level* 0			
None selected			~
DPS Certification Number*			
DPS Certificate Expiration Date* 0			
			Ċ,
			_

Figure 11: Fire Department User Registration Form

Description of the fields in the Form

- I am associated with select Fire Department from the options.
- I am a select your rank within the Fire Department
- **County** Start typing the fire department's county name, the system will provide suggestions. Select the applicable county from the list.
- **Department Name & FDID** select department name and FDID from the options.
- Email official email address for the fire department
- **Phone Number** official phone number for the fire department
- Certification Level select multiple certification levels from the options.
- DPS Certificate Number DPS or firefighter certification number from the Department of Public Safety
- DPS Certificate Expiration Date DPS certificate expiration date





Step 5: Upon selecting the county, the system will suggest a list of departments within the county. Search and select the **Department Name & FDID** from the list and submit the request.

Step 6: After selecting the fire department and FDID, fill in the details for Phone Number, Certification Level, DPS Certification Number, and DPS Certification Expiration Date.

Upon submission. The system will show a confirmation message and the registration request will go for approval.

Note: Selecting the county name is a prerequisite for populating the Fire Department Name/FDID dropdown.

Important: The Fire Chief registration request will go to the **Fire Prevention Bureau** for approval while the rest of the department staff requests will be approved by the Fire Chief. By the large, it will be a good idea to get the fire chief registered before the department staff.

Your request has been successfully submitted. You will be notified, a request is approved.	ifter your
	Ok

Figure 12: New Fire Department User Registration Confirmation Screen

	Ohio State Fire Mars	nal				Evelyn Jonas 🗡	r ® •
Approv	val Pending						
		Y	Welcome to OHIO Fire Marshal Portal.	n approval. Thank you.			
	ly Service Requests					3 Search	٩
	Case Number	Address	Fire Department	Created On ↓	Updated Date	Status	d
1	STF-2372384	586 N COURT ST CIRCLEVILLE OH 43113	CIRCLEVILLE FIRE DEPARTMENT (Pickaway County)	05/06/2023 09:56 AM	05/06/2023 09:56 AM	SFM Fire Prevention Approval Pending	*
L	H 4 1 > H 10	✓ items per page				1-1 of 1 ite	ms

Figure 13: Approval Pending Screen

Important: Once the registration request is approved, the requester must log out and log in again to start accessing the OFIRMS system.

Once the registration request is approved, log in again to the system. Upon successful login...

Fire Department Staff View

- My Fire Department
 - Incidents/Incidents Import
- Activity Tracker
- Create a Ticket

The Fire Department Chief View

- Dashboard
- My Work Queue
- My Fire Department
- Incidents
- Activity Tracker
- Admin
- Create a Ticket





4 Portal features for all Fire Department Users

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

- **My Fire Department** This is the landing page for Fire Department Personnel other than Fire Chief. This screen displays the Fire Department that the personnel is associated with. The user can associate with additional fire departments from this screen using the "**Register with the additional department**".
- **My Tickets** This screen displays the tickets that are created by the logged-in user. The screen provides the status of the tickets created by the user.
- Activity Tracker The Fire Department personnel will be able to log additional time using this screen.
- **Create a Ticket** Create a Ticket is used to create tickets with the Bureau. The user can create the following types of tickets from this screen:
 - $\circ \quad \text{Coding Questions} \\$
 - o Feedback
 - Public Record Request
 - o Technical Support

4.1 My Fire Department

Rank: All fire department staff

The **My Fire Department** page lists all the fire departments that the staff is affiliated with. After successful registration with the OFIRMS system, at least one department will appear on this page with its Name, FDID, and image.

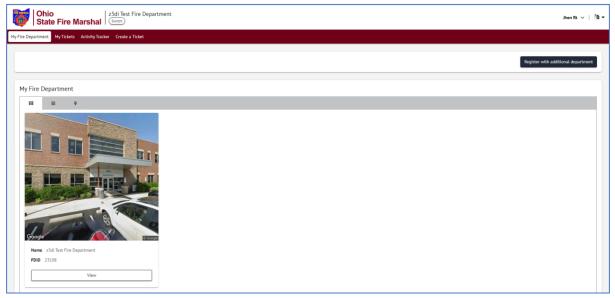


Figure 14: My Fire Department Screen



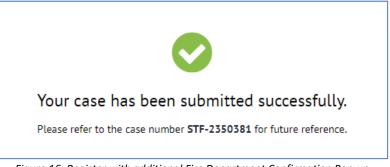


4.2 Registering with Additional Fire Departments

If the department staff is affiliated with more than one department then hit the **Register with** additional department button. The system will start a registration process described in the Login and Register as Fire Department Staff section. After submitting, the user will see a submitted successfully message with a case number and must wait for approval.

× ·
Reset Submit
© 2023 3

Figure 15: Register with the Additional Fire Department form









4.3 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 switching for the FD can be done by clicking on the 'Switch' button from the header.

Ohio Test New Fire Department State Fire Marshal State	Q Type Here To Search
Dashboard My Work Queue My Fire Department Incidents Activity Tracker Create a Ticket Admin	
FDID : 91234 Fire Department : Test New Fire Department - 91234	
Educator Name : Michael Aldridge Educator Email : Michael.aldridge@com.ohio.gov Educator Phone : N/A Status : Active Incident Re	porting Method : OFIRMS Direct
Address + Add	

Figure 17: Switch Fire Department in the header

A Switch Organization popup appears on the screen. 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 and click on the Submit button.

tment		_ Q
	Switch Organization	×
racker		
	Select*	
4	3Di New Fire Department	
	Select	1
dge@c	3Di New Fire Department	ng Me
	Test New Fire Department 3Di Demo FD	

Figure 18: Switch Fire Department pop-up

Upon Submit, the user will be navigated to the Portal Home Page for logged-in users. The changed fire department name appears in the header. The system starts rendering details of the new fire department.





4.4 Department Detail Page

Rank: All fire department staff

From the My Fire Department page, click on the View button to see the details of the fire department.

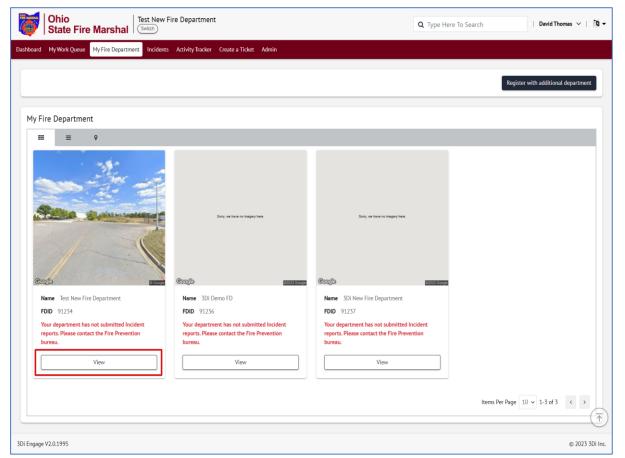


Figure 19: My Fire Department Screen

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** •





Fire Department Detail Screen 4.4.1

	ate Fire Marsh	al Switch	-parametre				٩	Type Here To S	earch	David Tho	mas 🗸
oard My V	Vork Queue My Fire Depa	artment Incidents Acti	vity Tracker Create a Ti	cket Admin							
	1										
DID : 9123 ducator Nam		Test New Fire Department - Educator Email : Michael		Educator Phone	: N/A Status	: Active Incider	t Reporting Met	hod : OFIRMS D	irect	← Back	Action
ddress				+ Add	d De	epartment Informa	tion				/ Edit
	and the second	Ma	ailing Address			ciplines				y or airport fire depart	ment
-			451,Commodity Boulevard ockbourne OH 43137 US	f 🖉 🗇		ail Address trict (Code Enforcemer		nas@3diemail.co rcement D	n istrict (Fire Prever	ntion) : 10	
-	-		fice		Cou	unty	: Adams				
10		A MARCHARD	псе 450,Commodity Boulevard	1	Sche	nedule	: 24/48	S	affing level	: Mostly Vol	
	and in the		ockbourne OH 43137 US	/ 🗊	Pho		: (415) 555			: (123) 456-	7890
		- (Web	bsite	: https://ww egenerato		q. Mile Covered	: 100	
1		-			# of	f Fire Stations	: los angele departme		opulations Protect	ed : 1000	
					FIPS	S County Code	: 5	,	of Paid Fire Fighte	ers : 51	
Image Vi	iew Map View				# of	f Volunteer Fire Fighte	rs :5		of Paid Fire Fighte	ers Per : 5	
2					Wha	at geographical area(s) do you cover fo				
						mmunity Type	: Village		5W2 000		
					Cou		: Adams		llage	: Adena	
					EMS	S Transporting Agency	: No	A	re you a Fire Distri	ct? : Yes	
	Station ID	Station Name	Address		Phone	Email	Address	Cccupied		Search Type	
		Station Name	Address		Phone	Email	Address				+4
		Station Name	21500 E	mery Road North	Phone (072) 394-6329		Address				
Action	Station ID 002	test one one	21500 E Randall 6949 Go	Emery Road North OH 44128 US pod Samaritan Drive			Address	Occupied		Туре	
Action	Station ID 009 998	Lest one one test fire statio	21500 E Randall 6949 Gc Cincinna	mery Road North OH 44128 US	(072) 394-6329 (073) 583-2548			Occupied Yes		Type Volunteer Career	
Action I I I	Station ID 002 998 556	test one one	n four 6949 Gc Cincinna 11590 T East Lib	Emery Road North OH 44128 US bod Samaritan Drive ati OH 45247 US fownship Road 298 verty OH 43319 US	(072) 394-6329 (073) 583-2548 (565) 656-5656	testfs(Address ⊉3diemaiLcom	Occupied Image: Constraint of the second		Type Volunteer	
Action	Station ID 009 998	Lest one one test fire statio	21500 E Randall n four 6949 Gc Cincinna 11590 T East Lib 65 Kenw Chillicot	Emery Road North OH 44128 US bod Samaritan Drive ati OH 45247 US fownship Road 298 erty OH 43319 US worth Drive the OH 45601 US	(072) 394-6329 (073) 583-2548	testfs(Occupied Yes		Type Volunteer Career	
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I	Station ID 009 998 556 687 334	test one one test fire statio Test ES test tire test station fi	21500 E Randall n four 6949 Gc Cincinna 11590 T East Lib 65 Kenw Chillicot	Emery Road North OH 44128 US bood Samaritan Drive ati OH 45247 US fownship Road 298 erty OH 43319 US vorth Drive the OH 45601 US tor Avenue	(072) 394-6329 (073) 583-2548 (565) 656-5656 (079) 846-3745	testfs(Occupied Ves Ves No Ves		Type Volunteer Career Part time Volunteer	
Action	Station ID 002 928 5556 682 334 1 2 3 4 5	test one one test fire statio Test ES test tire test station fi	n four 6949 Gc Cincinna 11590 T East Lib Chillicot S43 Tayl	Emery Road North OH 44128 US bood Samaritan Drive ati OH 45247 US fownship Road 298 erty OH 43319 US vorth Drive the OH 45601 US tor Avenue	(072) 394-6329 (073) 583-2548 (565) 656-5656 (079) 846-3745	testfs(Occupied Ves Ves No Ves		Type Volunteer Career Part time Volunteer Mostly Career	c (
Action	Station ID 002 928 5556 682 334 1 2 3 4 5	test one one test fire statio Test ES test tire test station fi	n four 6949 Gc Cincinna 11590 T East Lib Chillicot S43 Tayl	Emery Road North OH 44128 US bood Samaritan Drive ati OH 45247 US fownship Road 298 erty OH 43319 US vorth Drive the OH 45601 US tor Avenue	(072) 394-6329 (073) 583-2548 (565) 656-5656 (079) 846-3745	testfs(Occupied Ves Ves No Ves		Type Image: Career Part time Volunteer Volunteer Mostly Career 1-5 of 22 it	(()
Action	Station ID 002 202 556 334 2 3 4 5 5	Iest one one test fre statio Test fre statio Test fre statio Test fre statio test station fre test station fre 5	n four 21500 E Randall 6594 Gc Cincinna 11590 T East Lib Chillicot S43 Tay Columbu v items per page	Emery Road North OH 44128 US 20d Samaritan Drive ati OH 45247 US forwnship Road 298 errty OH 43319 US worth Drive Worth Drive UH 45601 US for Avenue us OH 43203 US	(072) 394-6329 (073) 583-2548 (565) 656-5656 (079) 846-3745	testfs(Occupied Image: Imag		Type Volunteer Career Part time Volunteer Mostly Career 1-5 of 22 it	(()
Action	Station ID Image: Stati	Image: Apparatus ID	Columbia Columbia	Emery Road North OH 44128 US bood Samaritan Drive ati OH 45247 US fownship Road 298 eerty OH 43319 US worth Drive the OH 45601 US tor Avenue us OH 43203 US	(072) 394-6329 (073) 583-2548 (565) 656-5656 (079) 846-3745 (037) 956-9655	Fire Station	@3diemaiLcom	Coccupied Coccupied Ves Ves No Ves Ves Ves		Type Image: Status	(()
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Action	Station ID Image: Station ID	Image: Control of the static of the statico of the static of the static of the static of the static of th	Image: Second secon	Emery Road North OH 44128 US bood Samaritan Drive ati OH 45247 US fownship Road 298 erry OH 43319 US worth Drive the OH 45601 US tor Avenue US Apparatus Type Privately owned	(072) 394-6329 (073) 583-2548 (565) 656-5656 (079) 846-3745 (037) 956-9655	Fire Station New Richmond Fire new fire station	@3diemaiLcom	Occupied Cocupied Ves Ves Ves Ves Ves Ves Ves		Type Volunteer Career Part time Volunteer Mostly Career Mostly Career 1-5 of 22 it See Status Active Active	(()
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ase Number	T	Applicant Name	T	Title	T	FDID	T	Case Typ	e	T	FD Name 🍸	Created On	· ₊ .	Status	۲
RFD-2382615	D-2382615 Vendor Three Fire Chief		Fire Chief		91234		OFIRS Ve	OFIRS Vendor FD Access Request		["Test New Fire Department - 91234"]	09/26/2	2023	Approved		
VRFD-2382608 Vendor Two			Fire Chief		91234		OFIRS Ve	endor FD Access Request		["Test New Fire Department - 91234"]	09/26/2	2023	Pending Fire (Approval	hief	
VRFD-2381166 vendorupload yes		25	Fire Chief		91234		OFIRS Ve	endor FD Access Request		["Test New Fire Department - 91234"]	09/24/2	2023	Approved		
TF-2381156		Ava Liam		Fire Chief		91234		Fire Dep	artment Staff Registration		Test New Fire Department	09/23/2	2023	Approved	
TF-2379793				Fire Chief		91234		Fire Dep	artment Staff Registration		Test New Fire Department	09/21/2	2023	Fire Chief App Pending	roval
H 4 1	2 3	4 5		5 v ir	ems per p	age								1-5 of 47 items	C
Governing B	Body										X Export to Exc	el C	Searc	ch	٩
			Fiscal Office	r Name	Title			E	Emeil		Export to Exc	el C	Searc	ch	٩
			Fiscal Office	r Name	Title			E	Email			el C	Searc	ch	Q
	idy Name		Fiscal Office	r Name	Title Fiscal C	Officer			Email acksmith@3diemail.com			el C	Searc	ch	Q
Governing Boo	dy Name eming Body. 1 ► ►	10				Officer					Phone	el C	Searce	ch 1-1 of 1 ite	ems
Governing Bo Governing Boo	dy Name eming Body. 1 ► ►	10	Jack Gvr			2)fficer					Phone			1-1 of 1 ite	ems
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Governing Boo	dy Name eming.Body 1	ear Vehicle charles	Jack Gvr items per	page Requeste	d On ↓ 123	DPS Ce Numbe		License Pla Number	acksmith@3diemail.com ate Manufacturing Yea 52 2023		Phone (676) 516-4546	xcel 2 ss Sta Per	; Se	1-1 of 1 ite + Reque	ems
Governing Boo	Indy Name errning.Body 1 Body I I I I I I I I I I I I I	ear Vehicle charles charles	Jack Gvr items per Owner Name williams	page Requeste 09/27/20	d 0n ↓ 23 23	DPS Ce Numbe 32820	r	License Pla Number OH-63576	acksmith@3diemail.com acksmith@3diemail.com ate ate 2023 2023 2023	ola	Phone (676) 516-4546 Export to E del Maltese Cros Required Yes	xxcel 2 is State Perr	; Se tus	1-1 of 1 ite Reque earch	ems
Governing Boo	I I I I I I I I I I I I I I I I I I I	ear Vehicle charles charles charles	Jack Gvr items per Owner Name williams williams	Page Requeste 09/27/20 09/27/20	d 0 n ↓ 23 23 23	DPS Ce Numbe 32820 24368	r	License Pia Number OH-63576 OH-63576	acksmith@3diemail.com action a	ola Ola 1	Phone (676) 516-4546 Export to B Contemporation Description Descri	Perro Perro Perro Perro Perro	5 Se tus nding Shi	1-1 of 1 ite + Reque earch ipment ipment	ems



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								X Export to Excel	C	Search	Q
endor Cor	npany Name	OFIRS Vendor ID	NFIRS SID	Vendor Uploading	g Files Cor	tact Name	Email Addres	s		Status	
endor Thr	ee	90003	41500	Yes	Ver	dor Three	vendor3@3c	liemaiLcom		Approved Vendor	
ia a	1 ► H	10 v items pe	r page							_	1 of 1 items
sonnel								Export to Excel	C	Search	 Add Persor
on	Name	Personnel ID	Rank/Position	Supervisor	Certification L	evel Fire Station		Certification #		of Joining	OFIRS Con
										-	
1	Kate Littleton		Battalion Chief		Emergency Me Responder	dical test station o	ine	DPS11			No
1	Logan Paul		Engineer		Hazard Recogr Officer	ition test sttation	five	D999123			No
1	Smith Wilson		EMT		Emergency Me Responder	dical Commodity f	ire station	DPS-5001			No
•	Smith Wilson		EMT		Emergency Me Responder	dical Commodity f	ire station	DPS-5001			No
:	Stalin Mike		Fire Marshal		Paramedic			9001234			No
cument	S			No Docume	ent associated wit	h case				+/	dd Documen
	-	Fire Station Added : test or	ne one								
 09/27/ Charle: 09/27/ Charle: 	/2023 07:50 AM s Williams /2023 07:38 AM s Williams	Fire Station Added : test fi	re station four								
 09/27, Charle: 09/27, Charle: 09/27, Charle: 09/27, David 1 	- (2023 07:50 AM SWILLiams (2023 07:38 AM SWILLiams (2023 07:38 AM SWILLiams (2023 07:24 AM Thomas		re station four								





4.5 Leave Request Action for Fire Department Personnel

Leave requests can be applied by the staff from Fire Department detail page Action.

Ohio z3di Test Fire Department	Three Di Fire Chief \vee 🔯 🕶
Fire Department Dashboard My Work Queue 👻 My Fire Department My Tickets Incidents 👻 Activity Tracker Create a Ticket Admin 👻	
FDID : 23108 Fire Department : z3di Test Fire Department - 23108 Status : Active Incident Reporting Method : Outside Vendor County : Adams Educator Name : Shawn Whitt Educator Email : shawn.whitt@com.ohio.gov Educator Phone : 6(14) 202-5448 : 6(14) 202-5448 : Shawn Whitt : Shawn Whitt : Shawn Whitt@com.ohio.gov	← Back Action ▼ Add Coverage Area
Fire Department OFIRS Compliance Status: OFIRS Compliant	Leave Application

Figure 20: Actions for Fire Department Personnel on Fire Department Detail Screen

On clicking on Leave application, it will open a popup wherein the user can enter his leave details.

Leave Application	×
Applicant Name	
David Montoya	
Type of Leave	
Select	~
* Leave for	
Shift Day Partial Day	
	Submit Cancel

Figure 21: Leave Application Form pop-up.

On clicking on submit, the leave request will go to the fire chief for approval and a success message will be visible as below:

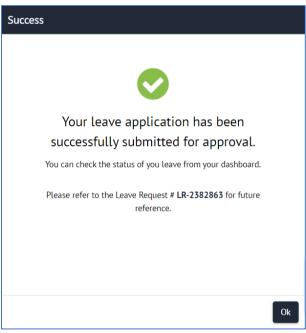


Figure 22: Leave Application Submission Confirmation Screen

The user will be able to view the Leave Applications Status from the My Tickets on the OFIRMS Portal.





5 Portal features for Fire Department Chief

OFIRMS Portal for Fire Department Chief, provides the Fire Department Administration Features in addition to the basic features available for Fire Department Personnel.

The Fire Department Chief is responsible for setting up the Fire Department, Approval of the Fire Department Personnel and Vendor, Fire Incident Creation/Uploads, etc. This section provides an overview of the functions available to the Fire Chief in the OFIRMS Portal.

5.1 Dashboard

Rank: Fire Department Chief

When the Fire Department Chief logs into the OFIRMS System, the Fire Department Dashboard is presented.

The dashboard displays a snapshot of the tasks where the Fire Chief's action is required. The individual card's link takes the user to the appropriate screens under My Work Queue. The Fire Chief will be able to take the appropriate actions from the Subsections of My Work Queue.

- New User Registration Pending Approval: Displays the count of Fire Department staff registration requests for the selected Fire Department. When the Fire Chief Clicks on the count, the user will be navigated to the My Work Queue → User Registration Requests screen.
- User Additional FD Registration Pending Approval: Displays the count of personnel's Additional Fire Department registration request for the selected Fire Department. When the Fire Chief Clicks on the count, the user will be navigated to the My Work Queue → User Registration Requests screen.
- Decal Pending Fire Chief Approval: Displays the count of Decal Request of the selected Fire Department. When the Fire Chief Clicks on the count, the user will be navigated to the My Work Queue → Pending Decal Request screen.
- **OFIRMS Vendor FD Access Request:** Displays the count of OFIRMS Vendor FD Access Request for the selected Fire Department. When the Fire Chief Clicks on the count, the user will be navigated to the My Work Queue → Vendor Access Request screen.
- Staff Leave Request: Displays the count of Leave requests by the Personnels of the selected Fire Department that require approval. When the Fire Chief Clicks on the count, the user will be navigated to the My Work Queue → Leave Request screen.

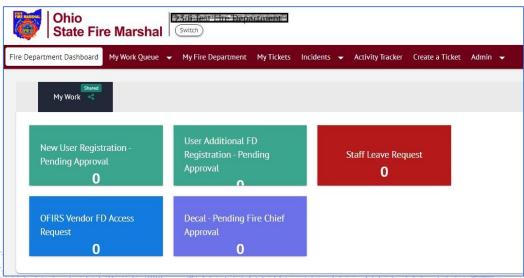


Figure 23: Fire Department Dashboard for FD Chief



5.2 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 sub-sections 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. Refer to the <u>Approval</u> section_for more details.
- 2. **Pending Decal Request:** This screen displays the Pending Decal Requests by the personnel of the selected Fire Department.
- **3. Vendor Access Request:** This screen displays the Vendor Access Request to associate the Vendor with the Selected Fire Department.

5.2.1 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 the **case number** field to view the details.

The Action column 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.

- 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.

Jser Reg	gistration Rec	quests						
							Export to Excel	Search Q
Drag a col	lumn header and d	rop it here to group b	y that column					
Action	Case Number	Applicant Name	Title	Fire Department Name	FDID	District	Status	Requested On ↓
≣∙	<u>STF-2379779</u>	ram son	Engineer	Test New Fire Department - 91234	91234	10	Fire Chief approval pending	09/21/2023
Approve Cancel	2	test testing	Assistant Fire Chief	Test New Fire Department - 91234	91234	10	Fire Chief approval pending	09/19/2023
I .	<u>STF-2378864</u>	test testing	Assistant Fire Chief	Test New Fire Department - 91234	91234	10	Fire Chief approval pending	09/19/2023
	CTE 27700/7		Assistant Fire	Test New Fire Decentment, 01274	01274	10	Fire Chief commel condition	00/40/2002

Figure 24: User Registration Request Grid on User Registration Requests screen





5.2.2 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 the **case number** field to view the details.

The Action column 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 Approval 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.

							Export to Ex	cel 2 Search		0
Drag a colun Action	nn header and drop it he	re to group by that column		Maltese Cross Required	FDID/EMS Number	Issuing Year	Vehicle Owner Name	DPS Certificate Number	Requested On	
=•	FP-2382773	Marion	3Di FIRST CONSOLIDATED FD	Yes	91213	2023	Kim Smith	4567878999	09/30/2023	
нч	1 🕨 🖬 10	 items per page 							l-1 of 1 items	(

Figure 25: Pending Decal Request grid on Pending Decal Request screen





Ohio

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Ohio 3DI FIRST CONSOLIDATED FD State Fire Marshal Switch		Q Type Here To Search Kim Smith ~
rd My Work Queue My Fire Department Incidents Activity Tracker Create a Ticket Admin		
se Detail		
e Number : FP-2382773 Type : FP-Decal Application Status : Pending Fire Chief Approval Application	nt Name : Kim Smith	Case Actio
Department OFIRS Compliance Status: OFIRS Non Compliant RS Reporting Period Feb/2023: 31 days late - Pending Review		Cancel
Killdeer Plains Wyandot New Galion Blooming Atta	Address	115,High Street Caledonia OH 433
Morral (B) Martel Iberia Lexington	Submitted By	Kim
Dig Island, O Caledonia O Shauck II 🐔	Created Date	09/30/2023 07:
La Rue Marion Claridon Woodbury	Source	
ogja Weyboard shortfolds Wap data 62023 Google Terms Report a map error	Kim	
Intake Form Contact Info Comments		
ED Devel 4		
FP - Decal Application (FP-2382773)		•
Note: Contact information including phone number must be set-up in profile. Click here to update in profile.		
Note: Contact information including phone number must be set-up in profile. Click here to update in profile.		
Note: Contact information including phone number must be set-up in profile. Click here to update in profile. Issuing Year : 2023		
Note: Contact information including phone number must be set-up in profile. Click here to update in profile. Issuing Year : 2023 DPS Certification Number : 4567878999		``````````````````````````````````````
Note: Contact information including phone number must be set-up in profile. Click here to update in profile. Issuing Year : 2023 DPS Certification Number : 4567878999 Manufacturing Year : 2011		
Note: Contact information including phone number must be set-up in profile. Click here to update in profile. Issuing Year : 2023 DPS Certification Number : 4567878999 Manufacturing Year : 2011 Make and Model : Al123		

Figure 26: Decal Request Case Detail Screen

Important: The Fire Prevention Bureau may 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**.

5.2.3 Vendor Access Request

This screen displays the Vendor FD Access Request submitted by the Vendor for the Selected Fire Department.

Users can click on the **case number** field to view the details.

The Action column has the actions that can be performed by the FD Chief. The Fire Chief will be able to Approve or Reject the Vendor FD Access Request.

- Upon **Approve** action, the Decal Request will go to the Fire Prevention Bureau for Approval. The request will move to the Pending Bureau Approval state. The Vendor will have access to the Fire Department only after the Bureau Approves the request.
- Upon **Reject** action, the Vendor FD Access will be canceled.



							Export to Excel	Search
r and drop it here t	o group by that	column						
Case Number	FDID	County	Vendor Company Name	Vendor Doing Business As	NFIRS VIN	Requester Name	Created On	Status
VRFD-2363908	23108	Adams	3DI Test Vendor for Testing	3DI Test Vendor for Testing	3DIVN23109	Amit Singh	10/13/2023	Pending Fire Chief Approva
•	Case Number	Case Number FDID		Case Number FDID County Vendor Company Name Image: Im	Case Number FDID County Vendor Company Name Vendor Doing Business As Image: Im	Case Number FDID County Vendor Company Name Vendor Doing Business As NFIRS VIN Image: Ima	Case Number FDID County Vendor Company Name Vendor Doing Business As NFIRS VIN Requester Name Image: Im	Case Number FDID County Vendor Company Name Vendor Doing Business As NF/RS VIN Requester Name Created On Image:

Figure 27: Vendor Access Request grid on Vendor Access Request screen

5.3 Fireworks Exhibition Permit

Rank: Fire Department Chief

Chio State Fire Marshal STAGING FRANKLIN TOWNSHIP FIRE DEPARTMENT		Brydon Walsh 🗸 🕅 🕶
Fire Department Dashboard My Work Queue 👻 Fireworks Exhibition Permits My Fire Department Incidents 👻 Activit	ity Tracker Create a Ticket Admin 👻 Prevention Resources 👻 Approved Vendors My Service Requests Help 🗣	
Fireworks Exhibition	Permit is now live. You may refer to Help section for more details.	
My Work < 2022 Data ◀		
New User Registration - Pending Approval O	User Additional FD Registration - Pending Approval 3	
OFIRS Vendor FD Access Request O	Staff Leave Request O	
Decal - Pending Fire Chief Approval O		

The person coordinating the Fireworks Exhibition must submit an online Permit Application on the Ohio SFM Portal. Based on the location of the application the permit will get routed to the respective District Department queue. The below screen displays the Fireworks Exhibition Permits assigned to the respective Fire Department.

Users can click on the Case Number field to view the case details.

5.3.1 Review the Permit

On the case details page, FD Chief can review the permit details and can Approve or Return the permit for Correction. Upon taking Approve action, the permit will move into the State "Awaiting Show", and on taking Return for Correction, the case will move into "Missing Information".





State Fire Marshal Stating (State)		Brydon Walsh 🗸 🔞 🕶
Fire Department Dashboard My Work Queue 💌 My Fire Department Incidents 💌 Activity Tracker Create a Ticket Admin 👻 Prevention R	esources 👻 Approved Vendors My Service Requests Help 👻	
Case Detail Case Number : FWP-2480356 Type : Firework Exhibition Permit Status : Permit Submitted Address : 205 Harrison Street, Marion,	DH 43302, US	Case Action -
Lincoln Park	Address	205 Harrison St Return for correction
	Category	Fireworks
	Submitted By	Kate Exhibitor
W Fairground St. W Fairground St. U Fairground St. E Fairground St.	Created Date	04/10/2024 02:37 PM
hristian Coder 2 - Coder 2	Updated Date	04/10/2024 02:37 PM
Black Aver Black A	Source	Web
Park	Assignee(s)	Brydon Walsh
Linked Cases:		₿.

Figure 28: Action for FD Chief to Approve or Return for Correction

5.3.2 Generate Permit Letter

On Awaiting Show state FD chief has three actions-

- 1. Print Permit Letter this action will print the permit letter and add it under the documents tab as "Fireworks Exhibition Permit"
- 2. Mark Exhibition Day this action will move the case to the next state "Exhibition Day"
- 3. Cancel Permit this action will cancel the permit case

Ohio State Fire Marshal	STAGING	IENT		Bryden Watsh 🗸 🔯 🕶
Fire Department Dashboard	My Work Queue 👻 My Fire Department Incidents 👻 A	ctivity Tracker Create a Ticket Admin 👻 Prevention	Resources 👻 Approved Vendors My Service Requests	Help 👻
Case Detail Case Number : FWP-2480	0356 Type : Firework Exhibition Permit Status : A	waiting Show Address : 205 Harrison Street, Marion, C	IH 43302, US	Case Action - Print Permit Latter
	Lincoln Park	Limiteton St. Buchese	Address	205 Harrison St Mark Exhibition Day
	Lincoln Park	sta air Park A Central Dr	Category	Cancel Permit
99 Pitruy		Roberts Alas	Submitted By	Kate Exhibitor
W Fairground St	W Fairground St W Fairground St E Fairground St	E Fairground St	Created Date	04/10/2024 02:37 PM
hristian ≥s	Leader State	Jaffer son	Updated Date	04/10/2024 02:54 PM
Diake Ave	A some set and a some set of the	od Part Van Burren St.	Source	Web
Av Av	Park B	Cran of St	Assignee(s)	Brydon Walsh

Figure 29: Action for FD Chief on Awaiting Show state

5.3.3 Perform Inspection

On Exhibition Day state FD can perform the Checklist based Fireworks Inspection by following steps-

1. Open the Fireworks Inspection App (iOS or Android), upon logging in as FD Chief, the user will be able to see the cases assigned to him.





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Cases (138) Q	=
My Cases All Cases	
• FWP-2480356 : Firework Exhibition Permit	>
Assignee: Brydon Walsh Status: Exhibition Day	Normal
✓ 205 Harrison Street, Marion, OH 43302, US	
• FWP-2480335 : Firework Exhibition Permit	>
Assignee: Brydon Walsh Status: Post Shoot	Normal
✓ 237 Railroad Street, Cardington, OH 43315, US	
• FWP-2480338 : Firework Exhibition Permit	>
Assignee: Brydon Walsh Status: Exhibition Day	Normal
 ✓ Cardington, OH 43315, US 	vormai
• FWP-2479923 : Firework Exhibition Permit	>
Assignee: FD - Administrator, FD - Fire Chief Status: Exhibition Day	Normal
✓ Cardington, OH 43315, US	
FWP-2479937 : Firework Exhibition Permit	>
Assignee: Brydon Walsh	
Status: Exhibition Day 4459 Township Highway 66, Cardington, OH 43315, US	Normal
Map View Filter Sync New Car	se

Figure 30: Fireworks Inspection App – My Cases

2. Upon tapping the Request to be Inspected, all the request details like Case Type, Case Category, Case Number, Status, etc.





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<	Case Info 📃
Overview	
Location	205 Harrison Street, Marion, OH 43302, US
Case Category	Fireworks
Case Type	Firework Exhibition Permit
Case Number	FWP-2480356
Status	Exhibition Day
Internal Status	Exhibition Day
Priority	Normal
Staff Assignee	Brydon Walsh
Created By	Kate Exhibitor
Created Date	04/10/2024 02:37 PM
Intake Form	>
Comments	>
Attachments	7 >
Contacts	1 >
Activity Log	>
Add Comments	Inspect Now Actions

Figure 31: Case details page on Fireworks Inspection App







- 3. Users can take actions like Inspect Now, Cancel Permit, and Postpone Exhibition.
 - a. Upon taking Postpone Exhibition action, the user can perform the Inspection on the Rain date, which is provided by the Exhibitor during submitting the permit.

<	Case Info 📃
Overview	
Location	205 Harrison Street, Marion, OH 43302, US
Case Category	Fireworks
Case Type	Firework Exhibition Permit
Case Number	FWP-2480356
Status	Exhibition Day
Internal Status	Exhibition Day
Priority	Normal
Staff Assignee	Brydon Walsh
Created By	Kate Exhibitor
Created Date	04/10/2024 02:37 PM
Intake Form	>
Comments	>
Attachments	7 >
Contacts	1 >
Activity Log	>
Add Comments	Inspect Now Actions

Figure 32: Inspect Now action on Inspection App





<	Case Info 🛛 🔤
Overview	
Location	Cardington, OH 43315, US
Case Category	Fireworks
Case Type	Firework Exhibition Permit
Case Number	FWP-2480338
Status	Exhibition Day
Internal Status	Exhibition Day
Priority	Normal
Staff Assignee	Brydon Walsh
Selec	ct one of the actions
С	ancel Permit
Post	pone Exhibition
Sche	dule Inspection
Violations	Download Case
	Cancel

Figure 33: Action on Exhibition Day State on Mobile App

4. Upon taping the Inspect Now, the user can create a "Fireworks - Inspection"





Κ	Case Info 📃
Overview	
Location	OH 43302, US
Case Category	Fireworks
Case Type	Firework Exhibition Permit
Case Number	FWP-2480356
Status	Exhibition Day
Internal Status	Exhibition Day
Priority	Normal
Staff Assignee	Brydon Walsh
Created By	Kate Exhibitor
Created Date	04/10/2024 02:37 PM
Intake Form	>
Comments	>
	Inspection Type
Firewo	orks - Inspection
	Cancel

Figure 34: Creating Inspection Fireworks App

5. After the Inspection is scheduled, the FD Chief can add a Fireworks - Indoor Checklist or Fireworks – Outdoor Checklist, based upon requirement from the + button.





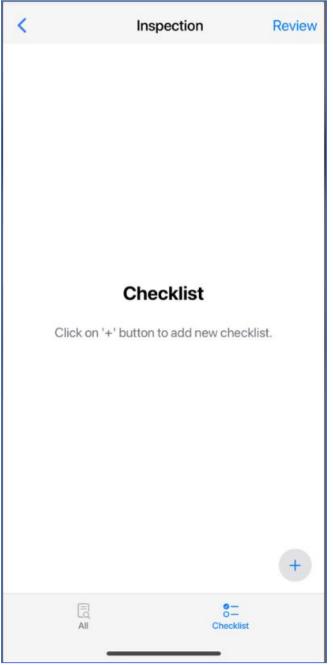


Figure 35: Adding Checklist Fireworks App





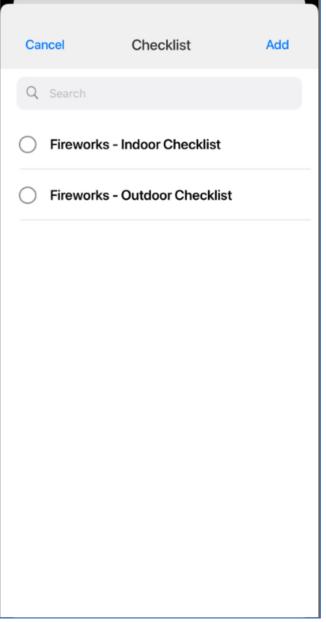


Figure 36: Adding Checklist Fireworks App

6. The FD Chief has to answer each checklist question in Yes, No, or NA as they are mandatory.





<	Inspection Review	v
	Fireworks - Indoor Checklist 🗸	
	Was insurance or bond of \$1,000,000.00 or more verified? *	
	Yes No NA	
	Was product purchase verified to be from licensed Ohio Wholesaler, Manufacturer or Out-Of-State Shipper with a shipping permit? *	
	◯ Yes ◯ No ◯ NA	
	Has exhibitor provided the number, names and ages of all assistants that will be present?	
	◯ Yes ◯ No ◯ NA	
	Was the site inspection conducted prior to issuing permit? *	
	Yes No NA	
	Has all planning and use of pyrotechnics and flame effects been coordinated with the venue owner, manager or producer? *	
	All Checklist	

Figure 37: Answering checklist questions on the Inspection App

 Upon answering all the Checklist items, the user can review the inspection by clicking "Review" and "Submit" the inspection. Upon uploading the inspection, the case will move to the "Post Shoot" state.





<	Summary	Submit
In	spection Summary	>
Vi	olation Summary	>
In	spector Notes	>
	Inspection is uploaded successfully.	
	ОК	

Figure 38: Uploading Inspection on Inspection App

5.3.4 Generate Inspection Report

On the "Post Shoot" state FD Chief has 2 actions -

- 1. Generate Fireworks Inspection Report Upon taking this action a Notice Type popup will appear, from where the user has to select the notice type.
 - a. After generating the notice, the selected notice can be found under Notices on the case details Page

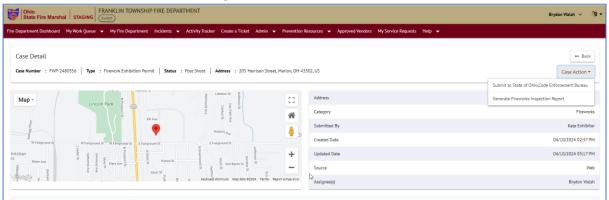


Figure 39: Action available for FD Chief on Post Shoot State





Generate Fireworks Inspection Report	
Notice Type *	
Select	~
Select Firework Indoor Inspection Report	
Firework Outdoor Inspection Report	

Figure 40: Type of Notices on Post Shoot state

- 2. Submit to the State of Ohio, Code Enforcement Bureau Upon taking this action FD Chief can submit the case to the CE Bureau for further action.
 - a. The case will get assigned to the CE Fireworks Inspector based on the FD County.

5.4 Fire Department Management

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

5.4.1 FD Management Functions from Fire Department Detail Screen:

- 1. Actions Menu
 - a. Add Coverage
 - b. Change Name
 - c. Disassociate Vendor
- 2. Fire Department Address
 - a. Add
 - b. Edit
 - c. Delete
- 3. Edit Fire Department Information
- 4. Fire Station
 - a. Add
 - b. Edit
 - c. Delete
- 5. Apparatus
 - a. Add
 - b. Edit
 - c. Delete
 - d. Inactive
 - e. Add Maintenance History
 - f. Edit Maintenance History
 - g. Engine Check
- 6. Personnel
 - a. Add Personnel
 - b. Edit Personnel
 - c. Promote to FD Chief
 - d. Invite Personnel
 - e. Set Employment Status / Schedule
 - f. Assign Fire Station
 - g. Remove from Fire Department
 - h. Modify Schedule



5.4.2 FD Management Functions from Admin:

- 1. User Management
 - a. Edit FD User Permissions
- 2. Leave Request
 - a. Approve/Deny Leave Requests
- 3. Manage Schedule
 - a. Create / Edit / Delete Department Schedule
 - b. Assign Personnel to Schedule
- 4. Personnel Management
 - a. Add Personnel
 - b. Edit Personnel
 - c. Promote to FD Chief
 - d. Invite Personnel
 - e. Employment Status
 - f. Assign Fire Station
 - g. Remove from Fire Department
 - h. Modify Schedule
- 5. Log Activity Hours
 - a. Add Activity
- 6. Checklist Management
 - a. Add/Edit Checklist
 - b. Copy Checklist
 - c. Delete Checklist
 - d. Activate/Deactivate Checklist

5.4.3 Fire Department Actions:

The Fire Department Chief has the option to perform the following actions from the Fire Department Detail Screen:

- Add Coverage Area As a chief, you can add additional Coverage area that the fire department covers.
- **Disassociate Vendor** This action allows the Fire Chief to disassociate an existing vendor and associate with a new vendor or change the Incident Reporting Method to OFIRMS Direct on the Portal.

5.4.3.1 Add Coverage Area

To add an additional coverage area, from the Action menu, click on the "Add Coverage Area" action. This will open the Add Coverage Area Form in the pop-up.

Ohio z3di Test Fire Department State Fire Marshal Switch	Three Di Fire Chief \vee 🕅 🕶
Fire Department Dashboard My Work Queue 👻 My Fire Department My Tickets Incidents 👻 Activity Tracker Create a Ticket Admin 👻	
FDID : 23108 Fire Department : z3dl Test Fire Department - 23108 Status : Active Incident Reporting Method : Outside Vendor County : Adams Educator Name : Shawn Whitt Educator Email : shawn.whitt@com.ohio.gov Educator Phone : (614) 202-5448 : : (614) 202-5448 : (614) 202-5448	← Back Action ▼ Add Coverage Area
Fire Department OFIRS Compliance Status: OFIRS Compliant	Leave Application

Figure 41: Add Coverage Action on the Fire Department Detail Screen

On the Add Coverage Area form,





- Select the Community Type (City, Township, Village) from the dropdown. Based on the selected community type, the County and the specific selected community type dropdown will display on the screen.
- On submission of the form, the new coverage area will be associated with the fire department. The coverage area associated with the fire department is available under the Jurisdiction section on the Fire Department Detail Screen.

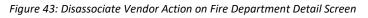
Add Coverage Area	×
* Community Type	
Township	~
County	
Adams	~
Township	
Brush Creek	~
	Submit Cancel

Figure 42: Add Coverage Form pop-up.

5.4.3.2 Disassociate Vendor

To disassociate the vendor, from the Action menu, click on the "**Disassociate Vendor**" action. This will open the Disassociate Vendor Form in the pop-up.

FDID : 92313 Fire Department : z3Di Fire Department - 92313 Educator Name : Shawn Whitt Educator Email : Shawn.whitt@com.ohio.gov Educator Phone : N/A Status : Active Incident Reporting Method : Outside Vendor	Action -
Fire Department OFIRS Compliance Status: OFIRS Compliant	Add Coverage Area



The Disassociate Vendor pop-up displays the Vendor Name currently associated with the Fire Department. When the Fire Department is disassociating the vendor, they have the option to select whether they are changing Vendor or switching to OFIRMS Direct as their Incident Reporting Method. This decision can be made based on the response to the question on the form "Are you going to use "**OFIRMS Direct**" for Incident Reporting".

If the user selects "**Yes**", which indicates that the fire department is going to switch to OFIRMS Direct as their Incident Reporting method.

If the user selects "**No**", then the user will get the option to select a Vendor from the list of Approved Vendor to select from.

Upon the submission of the form, there is no approval required. The changes will be effective immediately. OFIRMS system will accept Incident files from the dissociated Vendor for the Fire Department for 60 days from the date of disassociation.

Disassociate Vendor	×
Current Vendor	
VN	
* Are you going to use "OFIRMS Direct" for Incident reporting?	
○ Yes ○ No	
	Submit Cancel
	vendor Form non-un





Disassociate Vendor	×
Current Vendor	
VN	
* Are you going to use "OFIRMS Direct" for Incident reporting?	
Yes ONO	
* Select new vendor for the department	
Select	~
Note: The Incident files from the Vendor being disassociated will only be accepted for the next 60 days.	
	Submit Cancel

Figure 45: Disassociate Vendor Form pop-up with "No" option selected.

5.4.4 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.

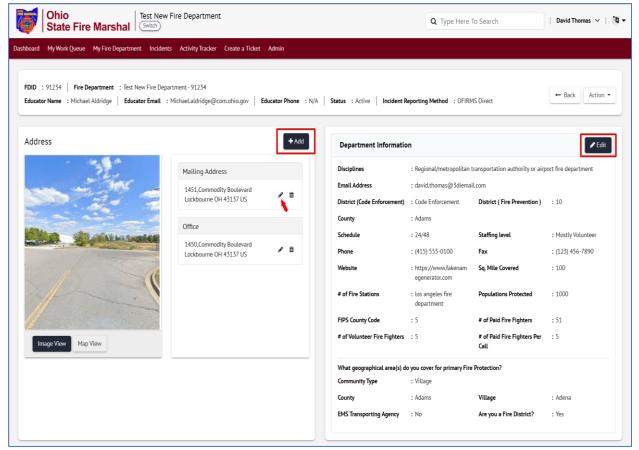


Figure 46: Address and Fire Department Information sections on FD Detail Screen

5.4.5 Fire Station

Refer to Fire Station Management





5.4.6 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.

								Export to Excel
Action	Apparatus	Name	Apparatus ID	Apparatus Use	Apparatus Type	Fire Station	Location	Asset Status
1	Truck		101	Suppression	Truck or aerial	3Di Test Fire Station	14520 Broadway Avenue, Cleveland, OH, USA	Active
Apparatus Mair	ntenance Info		103	Other	Fire boat with pump	3Di Test Fire Station		Active
ne Check		<u>us 1</u>	45454	Other	Truck or aerial	3DI Test Fire Station		Active
te			105	Suppression	Tanker or tender	3Di Test Fire Station	8224 Dixie Highway, Florence, KY, USA	Inactive
tive		<u>t3di</u>	1234	Suppression	Truck or aerial	3Di Test Fire Station	814 East University Avenue, Ann Arbor, MI, USA	Active

Figure 47: Apparatus List on Fire Department Detail Screen

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

- Add Apparatus Maintenance Info
- Engine Check
- Edit
- Delete
- Inactive

Apparatus	
Action	Apparatus Name
i	Truck
Add Apparatus Mainte	enance Info
Engine Check	
Edit	<u>.us 1</u>
Delete	
Inactive	<u>t3di</u>
	▶ ▶ 10

Figure 48: Apparatus Actions





5.4.6.1 Add Apparatus

When the user clicks on the Add button on the top right corner of the Apparatus section, the Add Apparatus pop-up 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.

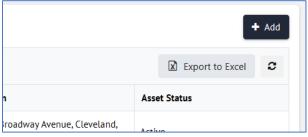


Figure 49: Add Button on the Apparatus Section

Add Apparatus			×
Apparatus Name*		Apparatus ID*	
Apparatus Use*		Apparatus Type*	
Select	~	Select	~
Apparatus First In Service Date		Fire Station	
	8	Select	~
Location		Appratus Photo	
Enter a location		Select files	
		Supported Image types: ' jpg', png', bmp ' files.	
		Cancel	Save

Figure 50: Add Apparatus pop-up.

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.





5.4.6.2 Add Apparatus Maintenance Info

Rank: Fire Department Chief

To add apparatus maintenance history, choose **Apparatus Maintenance History** from the **Action** menu. This will open the Apparatus Maintenance History pop-up. The apparatus Maintenance History pop-up will display the summary of the Maintenance History.

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

- Edit
- Delete

Apparatus Maintena	nce History				×		
Apparatus Name*		Appa	ratus ID*				
Truck		101	101				
Maintenance History							
Add Maintenance Hist	tory						
	_				Export to Excel		
Action	Date of Service 1	Maintenance Location	Location Description	Total Cost			
i	10/06/2023	6770 Mayfield Road, Mayfield Heights, OH, USA	455itoior	\$ 2176.00			
Edit							
Delete							
₩ 4 1 ►	► 10 × item	5 per page			 1-1 of 1 items 		

Figure 51: Add maintenance history pop-up with Action on Maintenance History

On the Apparatus Maintenance History pop-up, use the **Add Maintenance History** 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.

Apparatus Number/ID		Apparatus Name		
101		Fire Truck		
Date of Service*		Maintenance Loca	tion	
		Enter a location		
Maintenance Location Description				
Items for Service*	Quantity*	Cost*	Amount	+
Total Cost	Apparat	us Maintenance Document		
	Sele	ct files		
	Support	ed document types: '. doc', '.docx', '.pdf', '	jpg', 'jpeg', 'png','bmp' files.	
				Cancel





5.4.6.3 Edit Apparatus

Rank: Fire Department Chief

Use the Edit option from the Action column to edit apparatus details.

Edit Apparatus	×
Apparatus Name*	Apparatus ID*
Fire Truck	101
Apparatus Use*	Apparatus Type*
Suppression	Heavy ground equipment, other
Apparatus First In Service Date	Fire Station
09/01/2023	F1 - Test New Fire Station
Location	Appratus Photo
14502 Williams County Road 15, Holiday City, OH, USA	Select files
	Supported Image types: 'jpg', png', bmp' files.
	Cancel Save

Figure 53: Edit Apparatus Screen

5.4.6.4 Delete Apparatus

Rank: Fire Department Chief

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

Delete Apparatus	
Are you sure you want to delete this record?	
	Yes No

Figure 54: 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.





5.4.6.5 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 check. Please create at least one checklist to do an Engine Check.

The Engine Check option is available in the Action column for the Apparatus.

							Export to Excel
Action	Apparatus Name	Apparatus ID	Apparatus Use	Apparatus Type	Fire Station	Location	Asset Status
i	Fire Truck	101	Suppression	Heavy ground equipment, other	New Richmond Fire Station	14502 Williams County Road 15, Holiday City, OH, USA	Active
l Apparatus Mair jine Check	itenance Info	T-103	EMS	Privately owned vehicle	New Richmond Fire Station	100 Main St Groveport OH 43125 US	Active

Figure 55: Apparatus Section on Fire Department Detail screen with Engine Check action highlighted.

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

Engine Check	×
Select Checklist	-
Engine Check	~
Other	^
is Oil Tank Inspection?	Checkbox
No of Oil Tanks	
Is Regula is done on Oil Tank?	🔿 Yes 🔷 No
Air Filter	Enine Air Filter 1
Oil Tank	^
	Cancel Save

Figure 56: Engine Check pop-up





5.4.6.6 Apparatus Details

Rank: Fire department staff

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

		Pepartment Incidents Acti	vity Tracker Create a Tick	xet Admin				
verview								
oaratus ID :	: T-103 Apparatu	is Name : T-103 Fire Sta	tion : New Richmond Fir	e Station Fire Depart	ment : Test New Fire De	partment Apparatus Descript	tion : Privately owned vel	hicle
				Engine Ch	neck			
		Address	+ Add					Export to Excel
		14502 Willia	me County	Checklist N	lame	Created By	Created On	
		Road 15 Holi OH 43554 U	iday City 🕜 🍵					
	iony, we have no imagery here.					No Record Four	ıd	
Image V Equipment								
Drag a colui	ımn header and drop it	t here to group by that column					Export to Excel	Search Q
Drag a colur Asset ID		t here to group by that column	Quantity	Model	Status	Apparatus	Export to Excel 2 Compartment	SearchQ
				Model	Status			
Asset ID	Equipment Name			Model	Status In Service			
	Equipment Name Chainsaw	Classification Name	Quantity	Model		Apparatus 101 - Heavy ground equipment, other 101 - Heavy ground	Compartment	Sub-Compartment
Asset ID AID65	Equipment Name Chainsaw Pump	Classification Name	Quantity 2 5	Model	In Service	Apparatus 101 - Heavy ground equipment, other	Compartment	Sub-Compartment
Asset ID AID65 56678	Equipment Name Chainsaw Pump	Classification Name Cutting tools Apparatus	Quantity 2 5	Model	In Service	Apparatus 101 - Heavy ground equipment, other 101 - Heavy ground	Compartment	Sub-Compartment Side Tray
Asset ID AID65 56678	Equipment Name Chainsaw Pump	Classification Name Cutting tools Apparatus 10 V items per page	Quantity 2 5	Model	In Service	Apparatus 101 - Heavy ground equipment, other 101 - Heavy ground	Compartment	Sub-Compartment Side Tray
Asset ID AID65 56678	Equipment Name Chainsaw Pump Pump Maintenance Hist	Classification Name Cutting tools Apparatus 10 V items per page	Quantity 2 5	Model	In Service	Apparatus 101 - Heavy ground equipment, other 101 - Heavy ground	Compartment	Sub-Compartment Side Tray
Asset ID AID65 56678 Apparatus	Equipment Name Chainsaw Pump t Maintenance Hist	Classification Name Cutting tools Apparatus 10 V items per page	Quantity 2 5	Model	In Service In Service	Apparatus 101 - Heavy ground equipment, other 101 - Heavy ground	Compartment	Sub-Compartment Side Tray 1-2 of 2 items
Asset ID AID65 56678 Apparatus Columns	Equipment Name Chainsaw Pump t Maintenance Hist	Classification Name Cutting tools Apparatus 10 Vitems per page Cory	Quantity 2 5		In Service In Service	Apparatus 101 - Heavy ground equipment, other 101 - Heavy ground equipment, other	Compartment Rear Compartment	Sub-Compartment Side Tray 1-2 of 2 items
Asset ID AID65 56678 Apparatus Columns	Equipment Name Chainsaw Pump t Maintenance Hist	Classification Name Cutting tools Apparatus 10 Vitems per page Cory	Quantity 2 5	Maintenance	In Service In Service	Apparatus 101 - Heavy ground equipment, other 101 - Heavy ground equipment, other	Compartment Rear Compartment	Sub-Compartment Side Tray 1-2 of 2 items

Figure 57: Apparatus Detail Screen





Registration Cases 5.4.7

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

🕱 Export to Excel 🏾 🍣 Search							n Q			
Case Number	T	Applicant Name	•	Title T	FDID	Ŧ	Case Type	FD Name 🍸	Created On + T	Status T
STF-2378780		Joseph Taylor		Fire Chief	91234		Fire Department Staff Registration	Test New Fire Department	09/16/2023	Approved
/RFD-2378775		Charles Brown		Fire Chief	91234		OFIRS Vendor FD Access Request	["Test New Fire Department - 91234"]	09/16/2023	Approved
TF-2378773		ron potter		Fire Chief	91234		Fire Department Staff Registration	Test New Fire Department	09/16/2023	SFM Fire Prevention Approval Pending
TF-2378771		James benet		Fire Chief	91234		Fire Department Staff Registration	Test New Fire Department	09/16/2023	Approved
TF-2378766		James Peter		Fire Chief	91234		Fire Department Staff Registration	Test New Fire Department	09/16/2023	Approved

Figure 58: Fire Department Registration Case section on Fire Department Detail screen

5.4.8 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 the first alarm. This does not include mutual aid areas.

					Export to Excel	earch Q
urisdiction Name	community type	Fiscal Officer Name	Title	Email	Phone	
merican	Township	Brady Overholt	Fiscal Officer			
ratton	Township	Angela Mccoy	Fiscal Officer			
raig Beach	Village	Patricia Hammond	Fiscal Officer			
oudonville	Village	Elaine Van Horn	Fiscal Officer			
fanchester	Village	Robin Taylor	Fiscal Officer			
lorth Kingsville	Village	Christine Stevens	Fiscal Officer			
onneaut	City					

Figure 59: Jurisdiction associated with the Fire Department

Click on the Jurisdiction Name to see the detail page of the Jurisdiction. The jurisdiction detail screen will show the associated contacts in the contact grid.



3Di



	Test New Fire Department		Q Тур	e Here To Search	[David Thomas 🗸	⁄∣®∙
Dashboard My Work Queue My Fire Department	t Incidents Activity Tracker Create a Ticke	t Admin					
Overview Governing Body Name : Test New Governing E FDID : 91234	Sody Fire Department Name : Test New Fi	re Department					
Contacts							
				Export to Excel	2 Search		۹
Name	Rank/Position	Address ↑	Phone Number	Email			
jack gyr.	Fiscal Officer	1450,Commodity Boulevard Lockbourne OH 43137 US	(974) 451-4548	jack.gv	vr@3diemail.com		*
sam.gvr	Township Trustee	1450,Commodity Boulevard Lockbourne OH 43137 US	(456) 487-9748	samgv	rr@3diemail.com		
							v
H 4 1 > H 5 ~	items per page				:	1-2 of 2 items	0
3Di Engage V2.0.2006						© 20	023 3Di Inc.

Figure 60: Jurisdiction Detail Screen

5.4.9 Decal Requests Refer Decal

5.4.10 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.

If a fire department does not have a Vendor, then the Fire Department has the option to use the "**OFIRMS Direct**" Incident Reporting Method. Refer to <u>Incident Management</u> for details.

The Vendor Association process is initiated by the Approved OFIRMS Vendor. This request will have to be approved by the Fire Department Chief. After the Fire Department Chief's Approval, the request will be sent to the Bureau for approval. After the Bureau Approved, the Vendor will be associated with the Fire Department and will start appearing in the Associated Vendor Info section.

The Fire Department Chief has the option to disassociate the vendor or change the vendor using the Disassociate Vendor Action on the Fire Department Detail Screen.

					Export to Excel	Search
Vendor Company Name	OFIRS Vendor ID	NFIRS SID	Vendor Uploading Files	Contact Name	Email Address	Status
Kanex Fire Systems	12345	98765	Yes	Charles Brown	charlesbrown@3diemail.com	Deactivated Vendor

Figure 29: Vendor associated with the Fire Department







Click on the Vendor Company Name or OFIRMS Vendor ID to view the detail page.

ddress		Vendor Info			
The specified institute scale not be found.	Mailing Address 123,Hyatts Road Delaware OH 43015 US	Vendor Company Name Website: Are you going to subm OFIRS incidents for you Fire Department(s)? Vendor NFIRS Registra Software Name	: www.vendorthree.com nit : Yes uur	Vendor Doing Business A Software Version	s: : Vendor Three : V1.2
		NFIRS Vendor Identific Number Does your software suy NFIRS Version 5.0?	cation : 6543219870 ppport : Yes	NFIRS Software Identification Number	: 41500
Image View Map View		First Name Email Address	: Vendor : vendor3@3diemail.com	Last Name Phone Number	: Three :
ontact Person				Export to Excel	Search
	na Addres +				
lame	Address ↑	Phone N	Number	Email	
ame	Address †	Phone N	lumber	Email	
ame ndor three	Address † 123,Hyatts Road Delaware OH 434		4umber	Email vendor3@3diemail	Lcom

Figure 30: Vendor Detail Screen





5.4.11 Personnel

Rank: Fire department chief

rsonnel									+ Add	d Personn
							X	Export to Excel	Search	c
rag a columr	n header and drop it here	to group by that colur	nn							
ction	Name	Personnel ID	Rank/Position	Supervisor	Certification Level	Fire Station	Certification #	Date of Joining	OFIRS Contact	os
•	Kate Littleton		Battalion Chief			Test New Fire Station			No	No
Edit	m Fire Department		Battalion Chief		Emergency Medical Responder	Test New Fire Station	DPS11		No	Ye
Change Ran					Emergency Medical Responder,Emergency Medical					
Assign Fire :					Technician,Advanced Emergency Medical Technician,Paramedic,					
Invite Perso					EMS Instructor,CE Instructor,EMS Asst. Instructor,Volunteer					

Figure 31: Personnel List on the Fire Department Detail Screen

The Personnel gird consists following details:

- Name
- **Personnel ID** ID provided by the fire department.
- **Rank/Position** •
- Supervisor •
- Certification Level Department of Public Safety (DPS) firefighter certification level •
- Fire Station The Fire Station that the Personnel is associated with. •
- Certification # Department of Public Safety (DPS) firefighter certification number
- Date of Joining Personnel's fire department joining date •
- OFIRMS Contact indicates if the department personnel is the primary contact person for the Fire Prevention Bureau. The personnel are also responsible for making sure that all fire incidents are timely reported to the OFIRMS.
- **OSFM Portal User** This is a system-generated field and indicates whether the department personnel have online access to the OFIRMS system or not.
- Phone Number
- Email
- **Employment Status** •
- Shift





Add Personnel Button: The button allows nonregistered department personnel as a contact in the system.

Add Personnel	×
Rank*	
Select ~	
C Existing O New	
First Name	Last Name
Personnel ID	Supervisor
	Select 🗸
Date of Joining	
Ö	
Address	
+ Add N	ew Address
Contact Details	
+ Add Cor	ntact Details
L	
	Cancel Save

Figure 32: Add Personnel pop-up.

The fire department chief will have the ability to edit the department personnel, disassociate personnel, or change personnel rank as fire chief using the Action menu.

Personnel			
Drag a colun	nn header and drop it her	re to group by that colu	mn
Action	Name	Personnel ID	Rank/F
:	Kate Littleton		Battali
Edit			Battali
Remove fr	om Fire Department		
Change Ra	ink		
Assign Fire	e Station		
Employme	nt Status		
Invite Pers	onnel		

Figure 33: Personnel Action List

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





5.4.12 Documents

Rank: Fire Department Chief

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

FD DOCUMENT		+ Add Document
2023-09-12_12-34-49.PNG		
UPLOADED BY: OSCAR YOUNG		
UPLOADED ON: 09/16/2023 09:09		

Figure 34: Documents Section on the Fire Department Detail Screen

5.4.13 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.

Cha	nge Log	
¢	09/16/2023 09:01 AM Document added Oscar Young	Î
	O9/16/2023 08:01 AM Apparatus Deleted : DemoApp , Apparatus ID: TP-01 Tina Tim	
	O9/16/2023 08:01 AM Apparatus Added: DemoApp , Apparatus ID : TP-01 Smith Wilson	
0	09/16/2023 06:48 AM Contact Added : Joseph Taylor Rank as : Fire Fighter	
0	O9/16/2023 06:07 AM Apparatus Deleted : test , Apparatus ID: 001 Smith Wilson	
1		$(\overline{\uparrow})$

Figure 35: Change Log Section on Fire Department Detail Screen





5.5 Admin

5.5.1 User Management

Rank: Fire Department Chief

The **Admin** screen provides complete control over what a staff member can view or edit in the OFIRMS system. A Fire Department Chief can provide the ability to personnel's to perform additional tasks from this screen.

To set the access, select the Fire Department and then the staff member for the selected department. The accesses are bundled under below high-level groups. The toggle button (present on the right-hand side) can be used to grant, or revoke given access.

- Personnel Management
- FD Management
- Fire Station Management
- Incident Management

Department Dashboard 🛛 My Work Queue 👻 My Fire Department Incidents 👻 Ac	ilvity Tracker Create a Ticket Admin 👻 Prevention Resources 👻 Approved Vendors	
imin / User Management		
FD Staff Access Management		
Fire Department	Users	
z3DI Test Fire Departmen Name - 23108	✓ Jack smith	~
Admin		-
Checklist Management		
Fire Department Change Log - View		⊖ x ⊖
Fire Department Documents - Manage		⊖ x
Fire Department Registration Cases		⊖ x
Leave Approver 0		⊂ x
Log Activity Hours		
Manage Schedule		
Apparatus Management		-
Apparatus - Add/Edit 0		

Figure 36: User Management Screen under Admin

Note: If we hover over the "i" icon, it will further explain what this permission is used for.

Admin		
Checklist Management 0		1
Fire Department Change Log - View	The user with this role will have the ability to view the Fire Department change log on the fire department detail screen	
Fire Department Documents - Manag	0	

Figure 37: User Management hover on the "i" icon





5.5.2 Leave Request

Rank: Fire Department Chief

Leave requests applied by the staff are visible in the Leave Request grid. FD Chief can either Approve or Reject the leave.

		t Manage Schedule Pe	er of met i honogenie	nt Log Activity Hours	Checkust Mar	hagement				
eave R	equest									
								Export	t to Excel	earch Q
Action	Case Number	Applicant Name	Shift	Type Of Leave	Leave for	Start Date	End Date	Date	Start Time	Total Number Of Hour:
	LR-2378752	David Thomas	Part Time	Sick Time	Partial Day			09/20/2023	11:55 AM	5
Reject I	eave	David Thomas		Personal	Partial Day			10/08/2023	12:50 PM	4
Approv	e Leave	David Thomas		Personal	Partial Day			10/10/2023	12:00 PM	4
	LR-2382862	David Thomas		Personal	Partiat Day			10/10/2025	12:00 PM	*

Figure 38: Leave Request Screen with Actions

On clicking on Approve Leave, it will open a popup wherein the FD chief can add his comments for approval.

Approve Leave	×
Comment	
	ĥ
	0 of 100 characters used
	Cancel Submit

Figure 39: Leave Request Approval pop-up.





On clicking on Reject Leave, it will open a popup wherein the FD chief can add their comments for Rejection.

Reject Leave	×
Comment	
	k
	0 of 100 characters used
	Cancel Submit

Figure 40: Leave Request Reject pop-up.

Note: The approved leaves count will also be visible in the Manage Schedule calendar.





Manage Schedule 5.5.3

Rank: Fire Department Chief

Manage Schedule is used to set up the Schedules and Shifts for the Fire Departments. Once the schedule for the fire department is set, the following actions are available:

- Assign personnel This is used to add the fire department personnel to the selected shift of the • schedule.
- Modify Schedule This is used to modify the end date of the schedule.
- Delete Schedule This is used to delete a schedule. • Deletion of the schedule is only allowed if there are no personnel associated with the schedule.

	e Fire Marsh						Q	Type Here To Search		David Thoma	; ¥
		e Department Incidents Activ Manage Schedule Personnel I									
rienogenen	e core nequest	Tenaga Senerata	initigement cogneen	., 110010	energy rungemene						
lanage So	chedules										
re Departme	nt* Test New Fire De	partment	~								+ Add
								Export To	Excel	2 Search	Q
Action		Schedule Type	Ŧ	Start [Date T	End Date		▼ Shift Name			Ŧ
	1	Kelly		11/0	1/2023	11/02/2023		А			
	1	Kelly		11/0	1/2023	11/02/2023		В			
	1	Kelly		11/0	1/2023	11/02/2023		c			
	1	Kelly		09/03	1/2023	10/31/2023		A			
	•	Kelly		09/01	1/2023	10/31/2023		В			
		Kelly		09/0:	1/2023	10/31/2023		с			
	1	Kelly		12/0	1/2023	12/31/2023		Team 1			
	<u> </u>	Kelly		12/01	1/2023	12/31/2023		Team 2			
	1	Kelly		12/0	1/2023	12/31/2023		Team 3			
	1	Kelly		01/0	1/2024	01/31/2024		A1			
H 4 1	2 🕨 🖬	10 v items per page								1-10 of 1	5 items
Today 🖣	October, 2	023								Day Week	Month
5	Sunday	Monday	Tuesday		Wednesday	Thursday		Friday		Saturday	
	24	25		26	27		28		29		30
	01	02		03	04		05		06		07
<u>Shift B</u> Working: 4 Partial Leave: 0 Full Leave: 0		Shift A Working: 5 Partial Leave: 0 Full Leave: 0	Shift B Working: 4 Partial Leave: 0 Full Leave: 0		Shift C Working: 4 Partial Leave: 0 Full Leave: 0	<u>Shift B</u> Working: 4 Partial Leave: 0 Full Leave: 0		Shift C Working: 4 Partial Leave: 0 Full Leave: 0		Shift A Working: 5 Partial Leave: 0 Full Leave: 0	

Figure 41: Manage Schedule Screen





5.5.3.1 Add a new Schedule

On clicking on the "Add" button, it will open a popup wherein you can select a schedule, add the shift names, and add effective date and End Date. On clicking on Save, it will create a schedule for a particular fire department.

Ohio	Test New Fire Departme	ent		Q Type Here To Search	David Thomas 🗸 🛛 🐧
State Fire Marsha	Add Organization S	ichedule		×	
Dashboard My Work Queue My Fire Depart	Select Schedule*	×			
Manage Schedules	1st Shift Name 2nd Shift Name 3rd Shift Name	A B C			+ Add
	Effective Date*		End Date*		
	09/01/2023	8	09/30/2023	et To Excel	C Search Q
Action Sci	hedule T			Cancel Save	Ť
I Ke	łly	11/01/2023	11/02/2023	A	
I Ke	lly	11/01/2023	11/02/2023	В	
I Ke	dty	11/01/2023	11/02/2023	c	
I Ke	lly	09/01/2023	10/31/2023	A	
I Ke	dly	09/01/2023	10/31/2023	В	
I Ke	łly	09/01/2023	10/31/2023	с	

Figure 42: Add Schedule pop-up.

Below actions can be performed from the Manage schedule grid:

Action	Schedule Type	▼ Start Date
:	48/96	11/01/2023
Edit	48/96	11/01/2023
Delete Assign Personnel	48/96	11/01/2023
I	Kelly	12/01/2023
i	Kelly	12/01/2023
1	Kelly	12/01/2023

Figure 43: Actions on Schedule





5.5.3.2 Edit Schedule

On clicking on Edit, it will open a popup, wherein we can change the end date of the schedule. On clicking on Save, it will update the schedule for this fire department.

The change in the schedule will apply to all the personnel associated with the schedule that is being changed.

	t New Fire Departme	nt				Q Type Here	To Search	
al (Sw	Update Organization	n Schedule					×]
rtment	Select Schedule*							
st Che	Kelly		~					
	1st Shift Name	В						
	2nd Shift Name	С						
	3rd Shift Name	А						
	Effective Date*			End Date*			_	
	09/01/2023			10/31/2023				rt To Excel
chedule T						Cancel	Save	lame
Seller.			14 /04 /ጋስጋኛ		44 /03 /3037			

Figure 44: Edit/Update Schedule pop-up.

5.5.3.3 Delete Schedule

Delete Schedule is used to delete a schedule that is not assigned to any personnel. The system will allow the deletion of the schedule that does not have any personnel assigned.

On clicking on Delete, it will show a confirmation popup. On clicking on "Yes", the schedule will get deleted.

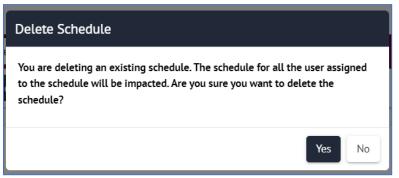


Figure 45: Delete Schedule Confirmation pop-up.





5.5.3.4 Assign Personnel

Once the schedule is created for the fire department, we can assign a personal to it through the "Assign Personnel" Action. Here you can select the personnel to be assigned to the shift.

Organization Schedule Assign Contact	*
Schedule: Kelly	Shift Name: A
Start Date: 09/01/2023	End Date : 10/31/2023
Select Personnel to Assign to the Shift *	
David Thomas, James benet, Kate Littleton	
	Cancel Save

Figure 46: Assign Personnel pop-up.

Once the Personnel is assigned to the shift, it will show in the calendar.

Sunday	Monday		Tuesday	Wednesday	Thursday	Friday	Saturday
0	1	02	03	04	05	06	07
hift 8 Yorking: 4 tartial Leave: 0 uil Leave: 0	Shift A Working: 5 Partial Leave: 0 Full Leave: 0		Shift B Working: 4 Partial Leave: 0 Full Leave: 0	Shift C Working: 4 Partial Leave: 0 Full Leave: 0	Shift B Working: 4 Partial Leave: 0 Full Leave: 0	Shift C Working: 4 Partial Leave: 0 Full Leave: 0	Shift A Working: 5 Partial Leave: 0 Full Leave: 0
0	•	09	10	11	12	13	14
hift.C Vorking: 4 Iartial Leave: 0 ull Leave: 0	o Shift A Working: 5 Partial Leave: 0 Full Leave: 0	09	Shift B Working: 4 Partial Leave: 0 Full Leave: 0	Shift A Working: S Partial Leave: O Full Leave: O	Shift B Working: 4 Partial Leave: 0 Full Leave: 0	Shift C Working: 4 Partial Leave: 0 Full Leave: 0	Shift B Working: 4 Partial Leave: 0 Full Leave: 0

Figure 47: Calendar view of the schedule on the Manage Schedule screen.

Double click on any of the shifts in the calendar, and it will open a popup that will show employees who are working on that shift.

Working (Full time and F	Part time)		^
Name	Rank	Shift	Time
Logan Paul	Engineer	A	00:00 - 23:59
David Thomas	Fire Chief	A	00:00 - 23:59
Kate Littleton	Battalion Chief	Part Time	09:00 - 13:00
Charles Williams	Fire Chief	A	00:00 - 23:59
breat leee	Fire Marshal	А	00:00 - 23:59
Cally Jones		A	00:00 - 00:00 00:00 - 00:00
Leave			~

Figure 48: Pop-up displaying the details of the Personnel grouped by working, on leave, or Partial leave.

It will also show full day leave or partial day leave taken by the employees if any.

Note: We can view the calendar in 3 modes: Day wise, Week wise, and Month wise

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03	04	05	06	07
lift B orking: 4 artial Leave: 0 All Leave: 0	Shift A Working: 5 Partial Leave: 0 Full Leave: 0	Shift B Working: 4 Partial Leave: 0 Full Leave: 0	Shift C Working: 4 Partial Leave: 0 Full Leave: 0	Shift B Working: 4 Partial Leave: 0 Full Leave: 0	Shift C Working: 4 Partial Leave: 0 Full Leave: 0	Shift A Working: 5 Partial Leave: 0 Full Leave: 0
08	09	10	11	12	13	14
lift C orking: 4 rtial Leave: 0 ill Leave: 0	Shift A Working: 5 Partial Leave: 0 Full Leave: 0	<u>Shift B</u> Working: 4 Partial Leave: 0 Full Leave: 0	Shift A Working: 5 Partial Leave: 0 Full Leave: 0	<u>Shift B</u> Working: 4 Partial Leave: 0 Full Leave: 0	<u>Shift C</u> Working: 4 Partial Leave: 0 Full Leave: 0	<u>Shift B</u> Working: 4 Partial Leave: 0 Full Leave: 0

Important:

- Once a schedule is defined and personnel assigned, the schedule cannot be deleted.
- Schedule Modification only allows changing of end date of the schedule no earlier than the current date.
- Currently, the system allows the setting up of the following schedules:
 - a. Kelly
 - b. 24/48
 - c. 48/96

5.5.4 Personnel Management

Rank: Fire Department Chief

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

oard My	Work Queue My Fire Depa	artment Incidents	Activity Tracker Create	e a Ticket Admin						
Manageme	nt Leave Request Man	age Schedule Perso	nnel Management Log	Activity Hours Chec	klist Manageme	ent				
ersonne	ι								+ A	dd Personne
								Export to Exce	Search	Q
Action	Name	Personnel ID	Rank/Position	Fire Station	Date of Joinin	Phone Numbe	Email	FD Administrator	Employment Status	Shift
1	Mike Sam		Fire Chief	3Di Fire Station		(987) 489- 4416	sam@3diemail.com	No	Full Time	A
1	Mike Sam		Fire Chief	3Di Fire Station		(987) 489- 4416	sam@3diemail.com	No	Full Time	A1
1	David Thomas		Fire Chief	3Di Fire Station		(978) 977- 9788	david.thomas@3diemail.com	No	Full Time	A
1	David Thomas		Fire Chief	3Di Fire Station		(978) 977- 9788	david.thomas@3diemail.com	No	Full Time	C1
	David Thomas		Fire Chief	3Di Fire Station		(978) 977- 9788	david.thomas@3diemail.com	No	Full Time	Team 2

5.5.4.1 Add Personnel

Click on Add Personnel to add a user.

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





	New Fire Department		Q Type Here To Searcl
	Add Personnel		×
ent	Rank*		*
Ch	Assistant Fire Chief 🗸 🗸		
	Existing • New		
	First Name*	Last Name"	
	Michael	Dan	Б
	Personnel ID	Supervisor	or
		David Thomas	~
	Date of Joining		
	09/01/2023		
	Address		
	+ Add N	lew Address	
~	Contact Details		
	+ Add Co	ntact Details	•
			Cancel Save

Figure 49: Add Personnel pop-up.

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

Ohio State	Fire Marshal	3Di New Fire De	partment				Q Ty	pe Here To Search	David	d Thomas 🗸 🕴
hoord My Work Queue My Fire Department Incidents Activity Tracker Create a Tickle er Manage Schedule Personnel Manage Schedule Personnel Management Log Activity Hours Checklist Management Personnel Action Name Personnel D Renk/Position Fire Station Date of Joinin Phone Numb Email PDAdministrator Employment Status Shift I Mike Sam Fire Chief Station Station Station Station Station Station Station No Full Time A 1 Fire Chief Station Station Station Station Station Station Station Station Station No Full Time A 1 Station Station Station Station Station No Full Time A 1 Fire Chief Station Station Station Station Station No Full Time A 1 Station Station Station Station No Full Time A 1 Station Station Station Station No Full Time A 1 Station Station Station No Full Time A 1 Station Station Station No Full Time A 1 Station Station Station No Full Time Time A 1 Station No Full Time Time A 1 Station Station No Full Time Time A 1 S										
Management	Leave Request Mana	age Schedule Perso	nnel Management Log A	ctivity Hours Chec	klist Manageme	nt				
									_	
ersonnel										Add Personnel
								X Export to Exce	el 2 Search	Q
Action	Name	Personnel ID	Rank/Position	Fire Station	Date of Joinin	Phone Numb	e Email	FD Administrator	Employment Status	Shift
			Fire Chief				sam@3diemail.com	No	Full Time	A
			Fire Chief				sam@3diemail.com	No	Full Time	A1
			Fire Chief				david.thomas@3diemail.com	No	Full Time	A
			Fire Chief				david.thomas@3diemail.com	No	Full Time	C1
Send Invitatio	on to join OFIRMS		Fire Chief				david.thomas@3diemail.com	No	Full Time	Team 2
R 4 1	► ► 5	✓ items per pa	qe						1-2	of 2 items 💍





5.5.4.2 Edit Personnel

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

3Di Demo FD	Q Type Here To Search
Edit	×
nt Rank*	í.
Ch Fire Chief ~	
First Name*	Last Name*
Nick	Thomas
Personnel ID	Supervisor
	Select V
Date of Joining	
ee	OFIRS Contact
Address	
+ Add 1	New Address
Contact Details	
~	X Remove
Communication Type* Country Code Phone	
Phone • 1 • (225	Cancel Save

Figure 50: Edit Personnel pop-up.

5.5.4.3 Remove Personnel

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

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



Figure 51: Remove from Fire Department confirmation pop-up.

5.5.4.4 Promote to Fire Chief

To change the rank of a personnel to Fire Chief, use the "Promote to Fire Chief" action.

From Actions, click on the "Promote to Fire Chief" action. This will open the "Change Rank" pop-up. On the change rank pop-up select the desired rank.





Change Rank		
Select Rank*	Fire Chief	~
		Save Cancel

Figure 52: Change Rank pop-up

5.5.4.5 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 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 is to be assigned to.

Assign Fire Station		×
	Fire Station*	
Personnel Name : Nick Thomas	Select	~
		Cancel Save

Figure 53: Assign to Fire Station pop-up.

5.5.4.6 Set Employment Status/Schedule

Set Employment Status action can be used to define the schedule for "Part Time" and "Volunteer" personnel. If the personnel work at a specific time, you can also specify the date and time the personnel is working on.

From Action, click on "Set employment Status action. This will open the Employment Status pop-up. The user can select the Employment Status (Part Time or Volunteer) for the selected personnel. If the user is working on a regular schedule, then click on the + (Add) button to add the Start Date and End Date when the user is going to work as Part Time or Volunteer, and then add the Start Time and End Time for the selected date range.

If the user is working at different times on different days, you can keep adding additional dates and times to define the work schedule of part time and volunteer Personnels.

Part Time			
Shift Time *			
Start Date *	End Date *	Start Time*	End Time*
09/26/2023	09/26/2023	11:00:00	2 0:00:00
			S





5.5.4.7 Modify Schedule

Modify Schedule action is used to change the shift of a personnel. The system will only allow modification to the future schedules of a personnel or any existing schedule which has end date in future. Modification to past schedule is not allowed.

Click on the Modify Schedule action; this will open the Modify Schedule pop-up.

avid Thomas				
Schedule Type	Start Date	End Date	Shift	Action
Kelly	11/07/2023	12/31/2023	A1	Û
Kelly		10/06/2023	C1	1

Figure 55: Modify Schedule pop-up.

To modify schedule, click on the Edit icon. This will expand the form to show the Select End Date. This End Date is the date when you want the existing shift that the user is assigned-to to end. The End Date cannot be in a past date.

If you want to assign the personnel to a new shift, then select the new shift name and the select the new start date for the new shift to start on. The Start Date cannot be earlier than the End Date selected above and cannot be a date in the past.

I	Modify Schedule				
	David Thomas				
	Schedule Type	Start Date	End Date	Shift	Action
	Kelly	11/07/2023	12/31/2023	A1	ŵ
	Kelly		10/06/2023	C1	e
	Select End Date*				
	New Shift		Select Start Date		
	Select	~			Ċ
					Save Cancel

Figure 56: Expanded Modify Schedule pop-up with edit schedule.

5.5.4.8 Send invitation to join OFIRMS.

The "Send invitation to join OFIRMS is used to invite personnel from the fire department who are not OFIRMS portal users.

From Action, click on "Send Invitation to join OFIRMS", this will open the "Invite Personnel" pop-up. The pop-up will display the email address of the personnel selected. If the email address is correct, then press the submit button to send the invite.







An Email with the invitation code will be sent to the Personnel.

Invitation to join Ohio Fire Incident Reporting System (OFIRS) S <noreply-engage@3diengage.com> Tuesday, October 03, 2023 8:28:57 PM Show pictures</noreply-engage@3diengage.com>	Deliverability	Reply	Forward	Print	Delete	***
Hello Jack Smith,						
David Thomas from Test New Fire Department has invited you to join Ohio Fire Incident Reporting System (OFIRS).						
The invitation Code is 3356605526.						
Please use the OHID link to register yourself with the system.						
After login to OHID, use the OHIO SFM Portal link to access the portal. Use the "I have an Invite Code" option and and join your Fire Department.	enter the in	vite co	de to acc	cept the	e invitati	ion
Regards,						
Fire Prevention Bureau						

Figure 58: Sample Invitation Email with Invitation code.

The personnel can then click on the link provided and register with OHID.

After login to OHID, use the OHIO SFM Portal link to access the portal. Use the "I have an Invite Code" option and enter the invite code to accept the invitation and join their Fire Department.

Welcome to Ohio State Fire Marshal Portal. Tell us a bit about yourself						
I am associated with						
🔿 School	O Fire Department	O EMS (Only) Agency				
New OFIRMS Vendor	O New Department Request	O Other				
I have an Invite Code						
* Invite Code	7				2	
3051120905						
* Fire Department						
Test New Fire Department						
	_		Reset	Submit		

Figure 59: New OHIO SFM Portal user screen with I have an Invite Code selected.

After clicking on Submit, the personnel will be associated with their department and can login and see the pages that they have access to.

5.5.5 Log Activity Hours

Rank: Fire Department Chief

Log Activity Hours is used to add additional hours of any personnel in the fire department. The screen displays the activities logged for all the user of the fire department.





ire Department:	3Di New Fire Departr	nent								+ Add
ilters:	Contact Filter 🗸									
							Export to Excel	C	Search	Q
Action	Personnel	Activity	Incident Number	Date	T	Start Time	End Time		Total Time	
1	David Thomas	Part Time Fire Fighter activity	0000001	09/26/2023		09:47:00	18:47:00		09:00:00	

Figure 60: Log Activity Screen

5.5.5.1 Add/Log Hours

To add an Activity for personnel, click on **+Add** button. This will open the "Add hours" pop-up wherein you can select single or multiple personnel's and log activity hours.

The system allows to log hours for multiple days for any activity or Incident. Use the Add Button to add additional dates for logging hours for the selected personnel.

Add Log Hours				×
	Test Fire Departmen Name ne of Incident Number or Activity	,	Personnel* 4 selected AppTest Inspector Billie Jean Brian Chitester	~
Activity			Brian Dingelstedt Charles David Charles O'brien	•
Date*	Start Time*	End Time*	Total Duration*	Add
			Save	Cancel

Figure 61: Add hours pop-up.

On the "Log hours" screen, each entry can be modified or deleted. Use the Edit or Delete actions against the personnel's logged hours to edit and delete the entry respectively.

re Department:	3Di New Fire Department						+ Ad
iters:	Contact Filter 🗸						
						Export to Excel	Search O
Action	Personnel	Activity	Incident Number	Date T	Start Time	End Time	Total Time
I Edit	David Thomas	Part Time Fire Fighter activity	0000001	09/26/2023	09:47:00	18:47:00	09:00:00
Delete							

Figure 62: Log hours grid displaying Edit and Delete Actions





5.5.5.2 Edit Logged Hours

On clicking on Edit from Action, below popup will be visible wherein we can update the log hours added for the selected personnel.

Jpdate Log Hours				
0	D		Personnel*	
Organization: 3Di New Fi	re Department		David Thomas	~
Note: Enter at least one of l Incident Number	ncident Number or Activity			
0000001				
Activity				
Part Time Fire Fighter ad	start Time*	End Time*	Total Duration*	
)
09/26/2023	09:47	●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●<	09:00:00	Add
			Cancel	Save

Figure 63: Edit Log Hours pop-up.

5.5.5.3 Delete Logged Hours

On clicking on Delete from the action, a confirmation popup will be visible. On clicking on "Yes", the Log hours added for the personnel will be deleted.

Delete confirmation	
Do you want to remove this record?	
	Yes No

Figure 64: Delete Log Hours confirmation pop-up.

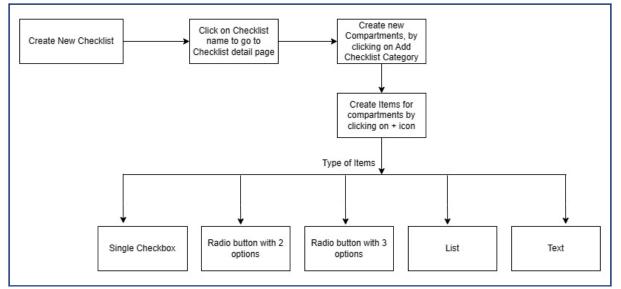
5.5.6 Checklist Management

Rank: Fire Department Chief Permission: Checklist Management

The purpose of this functionality is to create new Checklists for Engine Checks. A high level flow of building a checklist is provided below:







Ohio

Figure 65: Checklist Management Flow

Description of the workflow step above:

- 1) **Create a new Checklist** Follow the instructions in Add New Checklist section below.
- 2) Build Checklist Follow the instructions under the Checklist Builder Screen section below.
 - a) Define Compartment in an Apparatus Compartments are categories in the Checklist builder.
 - b) Create Checklist items Add checklist items under the Compartment (Checklist Category). Checklist items can be of the following types based on the input requirements:
 - Single Checkbox i)
 - ii) Radio button with 2 options
 - iii) Radio button with 3 options
 - iv) Lists
 - v) Text

5.5.6.1 Checklist Management

This screen lists the checklists created for the selected fire department. Fire Department users can create custom checklists for their engine check using this functionality. To view and/or edit an existing checklist click on the checklist name in the grid.

ction Name Checklist Type	Checklist For				Export	to Excel C Search.	
		Checklist For Asset	Checklist For Case	Created By	Created On	Updated By	Updated On
	Organization	Туре	Туре				
Radio button with	3Di New Fire						

Figure 66: Checklist Management Screen





5.5.6.2 Add New Checklist

To add a new checklist for a Fire Department, click on "New Checklist" button.

On clicking on, Add Checklist popup will open. For creating an Engine Check checklist,

- Enter the Name of the checklist,
- Select the style of the checklist and
- Select the Asset Types as Apparatus.

Press the **save** button to save the checklist. The options selected on this pop-up will be the default options when creating a checklist item.

Add Checklist			×
Test New Fire Department			
Name*			
Engine checklist			
Style*			
Radio button with 2 options			~
Radio button with 2 options Value 1*			
Yes	Is Violation	Sefault	I.
Radio button with 2 options Value 2*			
No	Is Violation	Sefault	t
Comments Mandatory On Violation		Photo Mandatory On Violation	
Include Scoring			
2	10	Score Ma	ndatory
Attach Code		Attach Violation	
Include Other			
Select Asset Types			
Apparatus			~
			Save

Figure 67: Add new Checklist pop-up.

After clicking on Save, it will show the newly created checklist in the grid.

									+ New Check
							Export to Excel	Search	
action	Name	Checklist Type	Checklist For Organization	Checklist For Asset Type	Checklist For Case Type	Created By	Created On	Updated By	Updated On
= *	Engine Check	Radio button with 2 options	3Di New Fire Department	Apparatus		David Thomas	09/21/2023	David Thomas	09/29/2023

Figure 68: Checklist Management screen with new checklist item created.

On any checklist in the grid, the user can perform the following actions:

- **Delete Checklist** Action to delete an existing checklist. A deleted checklist cannot be recovered. The system will not allow deletion of a checklist that is already used in any engine check.
- Edit Checklist This action will open the edit checklist. The name and the checklist style can be modified using this action.



3Di



- **Copy Checklist** To create a copy of an existing checklist, use this action.
- Activate/Deactivate Checklist This action is used to activate or deactivate and existing checklist. While doing engine checks, only the active checklist will be available.

Checklis	t Manageme	ent
Action	Name	Checklist Type
Delete Che Edit Check		Radio button with 2 options
Copy Checl Activate/D	klist eactivate Checklist	

Figure 69: Action on a checklist.

5.5.6.3 Delete checklist.

On clicking on Delete Checklist, a confirmation popup will display. On clicking on "Yes", the checklist will get deleted.

Confirm Delete	
Are you sure you want to delete checklist?	
	Yes No

Figure 70: Delete Checklist Confirmation pop-up.

5.5.6.4 Edit Checklist

On clicking on Edit Checklist, it will open a popup wherein you can change the design of the checklist.

Name		
Engine checklist		
Style*		
Radio button with 2 options		
Radio button with 2 options Value 1*		
Yes	Is Violation	S Default
Radio button with 2 options Value 2*		
No	Is Violation	S Default
Comments Mandatory On Violation		Photo Mandatory On Violation
Include Scoring		
2	10	Score Mandatory
Attach Code		 Attach Violation
Include Other		
Select Asset Types		
· · ·		
		Save





5.5.6.5 Copy Checklist

On clicking on Copy Checklist, it will show a confirmation popup.

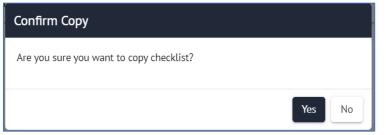


Figure 72: Copy Checklist confirmation pop-up

On clicking on "Yes", it will show a success popup.

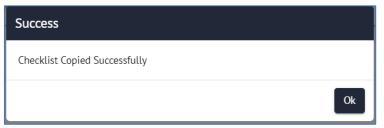


Figure 73: Copy checklist confirmation pop-up.

On clicking on "Ok", it will create a copy of the checklist.

							Export to Excel	2 Search	c
Action	Name	Checklist Type	Checklist For Organization	Checklist For Asset Type	Checklist For Case Type	Created By	Created On	Updated By	Updated On
≡∙	Engine Check	Radio button with 2 options	3Di New Fire Department	Apparatus		David Thomas	09/21/2023	David Thomas	09/29/2023
■	Fire Station checklist	Single Checkbox	3Di New Fire Department			David Thomas	10/03/2023	David Thomas	10/03/2023
	Fire Station checklist <u>Copy</u>	Single Checkbox	3Di New Fire Department			David Thomas	10/03/2023	David Thomas	10/03/2023

Figure 74: Checklist screen highlighting a copied checklist.

5.5.6.6 Activate/Deactivate Checklist

On clicking on Activate / Deactivate Checklist, it will Activate / Deactivate the checklist and it will not be visible for Engine Checks.

Note: Checklist created from here are visible in the "Engine Checks" option in the "Apparatus" grid.





5.5.6.7 Checklist Builder Screen

After successfully creating a checklist, on clicking on checklist name you will be redirected to checklist detail page i.e. Checklist Builder Component.

Ohio z3Di Test Fire Department Three Di Test User One v< Image: Sector S										
Vork Queue 🔸	 My Fire Department 	 My Tickets Incide 	nts 👻 Create a Tick	et Admin 👻						
min / Checkli	ist Management									
Checklis	st Management									
									+ New Checkli	list
							🗴 Export t	o Excel 🛛 Search		۹
Action	Name	Checklist Type	Checklist For Organization	Checklist For Asset Type	Checklist For Case	Created By	Export t	o Excel 2 Search	Updated On	۹
Action	Name	Checklist Type	Checklist For Organization	Checklist For Asset Type	Checklist For Case Type	Created By				۹
Action	Name Engine 1 Checks	Checklist Type Radio button with 2 options				Created By Ben Lister				۹

Figure 75: Checklist Management Screen

Ohio z3Di Test Fire Department State Fire Marshal zwitch	Three Di Test User One 🗸 🕅 🔻
My Work Queue 🔹 My Fire Department 🔹 My Tickets Incidents 👻 Create a Ticket Admin 👻	
Checklist Detail page Checklist Name : Engine 1 Checks	← Back + New Checklist Category
E Compartment 1	1 ti i e 📀 + 🔺
I Rubber Mallet	 ○ Present and working ○ Missing or not working
# Double Male Coupling	 Present and working Missing or not working
	1

Figure 76: Checklist Builder Screen

In the Checklist builder screen, click on New Checklist category to create Compartments for Apparatus. For E.g.: Compartment 1 is the checklist category in the above image.

This will open the Add Checklist Category popup as shown in the image below.

- The Name and Description are mandatory fields. Name is displayed on the Checklist. Description is not displayed on the Checklist.
- If Header option is selected, then the specific category will be displayed on the top of the checklist.
- If Footer option is selected, then the specific category will be displayed on the bottom of the checklist.
- If Hidden option is selected, then the specific category name will not be displayed on the checklist.





Add Checklist Category	,		×
Name*			
Description*			
Header	Footer	Hidden	
		Save	Cancel

Figure 77: Add Checklist Category

After a category is created, the user can Edit, Delete, Copy, Hide/Show, Activate/Deactivate checklist Category from action available in the grid.

Chio z3Di Test Fire Department	Three Di Test User One 🗸 🛛 🕅 🕶
My Work Queue 👻 My Fire Department 👻 My Tickets Incidents 👻 Create a Ticket Admin 💌	
Checklist Detail page Checklist Name : Engine 1 Checks	+ Back + New Checklist Category
E Compartment 1	≠ ± □ ● <
: Dubber Mollet	🔿 Present and working

Figure 78: Checklist Builder Screen

Once the Checklist Category is created, you can **Add a Checklist Item** by clicking on the **+ icon**. This will open the Add Item popup as shown in the image below.

Add Item						×
ItemText*						Í
B I <u>U</u> abe ≣ ≣ ≣		e 🔅 🖬	× ₂ × ²	Format	~ ~	1
(inherited × × (inherited >	< ~ <u>A</u> ~ <u>O</u>	~				
						1
Style*						
Radio button with 2 options						~
Radio button with 2 options Value 1*						
Present and working	Is Violation			Is Default		
Radio button with 2 options Value 2*						- 1
Missing or not working	Is Violation			Is Default		
			Save & Clo	se Save and A	dd More	Cancel

Figure 79: Add Checklist Item





5.5.6.7.1 Checklist Item Type – Single Checkbox

- The **Item Text** and **Style** are mandatory fields. The Item Name and the style selected for the checklist are visible on the checklist.
- If **Single Checkbox** is selected from Style dropdown, then Single checkbox is visible on the Checklist screen.

Style*				
Single Checkbox			~	
Checkbox unchecked value*				
false	Is Violation	S Default		
Checkbox checked value*	_	_		
true	Is Violation	Sefault		
Figure 80: Single Checkbox Style				
Is the Engine parts intact?			· • • • • •	

Figure 81: Single Checkbox Checklist Item

5.5.6.7.2 Checklist Item Type – Radio button with 2 options

• If **Radio button with 2 options** is selected from the style dropdown, then 2 radio button options are visible on the Checklist screen.

Style*			
Radio button with 2 options			
Radio button with 2 options Value 1*	Is Violation	S Default	
Present and working Radio button with 2 options Value 2*			
Missing or not working	✓ Is Violation	S Default	
Figure 82: Radio button with 2 options			

# Compartment 1	/ 🕯 🗇 👁 🚺 + 🔺
II Rubber Mallet	 Present and working Missing or not working

Figure 83: Radio button with 2 options checklist Item





5.5.6.7.3 Checklist Item Type – Radio button with 3 options

• If **Radio button with 3 options** is selected from the style dropdown, then 3 radio button options are visible on the Checklist screen.

Style*		
Radio button with 3 options		
Radio button with 3 options Value 1*	Is Violation	Is Default
1/2 Radio button with 3 options Value 2*		
quarter	S Violation	S Default
Radio button with 3 options Value 3*		
empty	S Violation	S Default
	Figure 84: Radio button with 3 optio	ns

If Fuel

Figure 85: Radio button with 3 options checklist Item

5.5.6.7.4 Checklist Item Type – List

• If **List** is selected from the style dropdown, then you can add multiple lists by clicking on "Add List" button. A dropdown list is visible on the Checklist screen.

Style*			
List			~
		Ad	ld List
List Value 1*			
Engine Oil	S Violation	S Default	
List Value 2*			
Set of Irons	S Violation	Is Default	
	Figure 86: List checklist	tem	
: Compartment 1 List		Select V	- ~

Figure 87: List Checklist Item

Engine Oil Set of Iron:





5.5.6.7.5 Checklist Item Type – Text

• If **Text** is selected from the style dropdown, then a textbox is visible on the Checklist screen. If the Text Type is **Date**, then Date field will be visible on the checklist screen. If the Text type is **Date Time**, then Date Time field is visible on the Checklist screen. If the text type is **Text**, then **Text** field will be visible on the Checklist screen.

Style*		
Text	•	
Text Type	-	
Select	~	
Select		
Date		
Date Time		
Text		

Figure 88: Text Checklist Item

H Checklist Item 1	MM/DD/YYYY	/ 🕯 🗋 💶
Checklist Item 2	MM/DD/YYYY HH:MM:SS	1 🕯 🖸 💶
Checklist Item 3		1 🕯 🔂 🜌

Figure 89: Date, Date Time and Text Checklist Item

5.5.6.7.6 Re-ordering Checklist Items

After adding checklist item, you can Edit, Delete, Show/Hide, Activate/Deactivate the checklist item.

# Rubber Mallet	Present and working Missing or not working	1 🖬 🗋 🕗
: Double Male Coupling	Present and working Missing or not working	/ 🕯 🗍 💶

Figure 90: Checklist Item Builder

Ordering of Checklist item can be done by holding the three dots of the checklist item and move by dragging above or below a checklist item.

E Compartment 1	
Hubber Mallet	
Uouble Male Coupling	
# Compartment 2	

Figure 91: Ordering of Checklist Item

Note: Checklist items can be dragged inside one checklist category only, if you want to change the checklist category you can Edit and change it.





Ordering of Checklist category can be done by holding the three dots of the checklist category and move by dragging above or below a checklist category.

∷ c	ompartment 1
:	. Rubber Mallet
:	Double Male Coupling
:: c	ompartment 2

Figure 92: Ordering of Checklist Category

Note: Checklist Header and Footer Category are not draggable.







6 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.

6.1 Request Decal

Rank: All fire department staff

Steps:

Step 1: Log in to the portal and select the fire department.

Fire Department Activity Tracker Create a Ticket	
	Register with additional department
My Fire Department	
Name z3di Test Fire Department FDID 23108	
View	Items Per Page 10 v 1-1 of 1 < >

Figure 93: My Department Screen with View Button highlighted.





Step 2: Scroll down to the Decal Requests section and click on the **+ Request Decal** button.

									Export to Excel	C
ase Number	Issuing Year	Vehicle Owner Name	Requested On ↓	DPS Certification number	License Plate Number	Manufacturing Year	Make and Model	Maltese Cross Required	Status	
P-2341707	2024	mark sam	01/26/2023	DPS77458	OH77452	2022	MG	Yes	Close	
P-2341698	2023	3DiEngage Admin	01/25/2023	T22	L33	2022	M334	No	Pending Certificate Verification	

Figure 94: Decal Request grid on Decal Request Screen

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

- Contact details such as **first name**, **last name**, **email**, and **phone number**. **Note:** The first and last name need to match what is on the Certification card.
- Issuing Year
- DPS Certification number Firefighter 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.
- **Maltese Cross Required?** let the Fire Prevention Bureau know if Maltese Cross is also required along with the new decal.

uest Decal		
thicle Owner Details \vartheta		
Use contact information from my profile O Provide contact details		
First Name		
Last Name		
Email		
Phone Number		
Application Details		
* Issuing Year	* DPS Certification number 💿	
Select	•	
Vehicle Details		
	* Make and Model	
Vehicle Details * Manufacturing Year	* Make and Model	
* Manufacturing Year		
	Make and Model Date of inspection Mid/0D/YYYY	
* Manufacturing Year * License Plate Number	* Date of inspection	6
* Manufacturing Year * License Plate Number * Mattese Cross Required?	* Date of inspection	G
* Manufacturing Year * License Plate Number	* Date of inspection	ß
* Manufacturing Year * License Plate Number * Mattese Cross Required?	* Date of inspection	ß
* Manufacturing Year * Manufacturing Year * License Plate Number * Mattese Cross Required? * Yes No	* Date of inspection	
* Manufacturing Year * Manufacturing Year * License Plate Number * Mattese Cross Required? * Yes No	* Date of inspection	
* Manufacturing Year * Manufacturing Year * License Plate Number * Mattese Cross Required? * Yes No	* Date of inspection	
* Manufacturing Year * Manufacturing Year * License Plate Number * Mattese Cross Required? * Yes No	* Date of inspection	0 of 500 characters

Figure 95: Request Decal Form

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





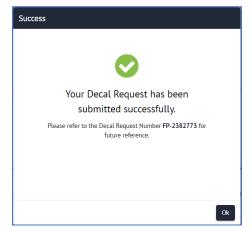


Figure 96: Decal Request Creation confirmation pop-up.

Newly added decal requests will be visible under the Department's Decal Requests list and go to the Fire Chief's queue for approval. The steps that the chief needs to take to approve a decal are mentioned under My Work Queue section 5.2.2.

							[Export to Excel	C Search
ase Number	Issuing Year	Vehicle Owner Name	Requested On ↓	DPS Certification Number	License Plate Number	Manufacturing Yea	Make and Model	Maltese Cross Required	Status
P-2382773	2023	kim smith	09/30/2023	4567878999	456677878	2011	AI123	Yes	Pending Fire Chief Approval
P-2382643	2023	kim smith	09/27/2023	D898989797	OH-12345	2022	JEEP	Yes	Packing Slip Reopened

Figure 97: Decal Request on the Fire Department Detail screen





7 Fire Station Management

7.1 Add/Edit/Delete Fire Station

To add a new fire station, click on the Add button of the Fire Station section (Fire Department detail page). The **ID** and **Address** are mandatory fields. Once added, the station details can be edited, or the station record can be deleted.

Fire Station								+ Add
						Export to Excel	Search	Q
Action	Station ID	Station Name	Address	Phone	Email Address	Occupied	Туре	
	<u>714</u>	<u>henry</u>	4030 W Henderson Rd Columbus OH 43220 US					*
Edit Delete		New Richmond Fire Station	1965 Laurel Lindale Road New Richmond OH 45157 US	(123) 654-9874	pdohio@3diemail.com	Yes	Mostly Career	
· ·	<u>F1</u>	Test New Fire Station	14502 Williams County Road 15 Holiday City OH 43554 US	(546) 465-6487	newfd@3diemail.com	Yes	Career	~
4 4 1	▶ ► 10 v iter	ns per page					1-3 of 3 items	¢

Figure 98: Fire Station grid on Fire Department Detail Screen

Add Fire Station			×
ID *	Address*		
	Enter a location		
Fire Station Name*			
Phone		Email	
Туре		Occupied	
Select	~	Select	~
		Save	cel

Figure 99: Add Fire Station pop-up.





7.2 Fire Station Detail

To view the station detail page, click on the Station ID or Station Name field from the Fire Station grid which is present on the Fire Department detail page.

J Ohio State	Fire Marshal	Test New Fire Dep	partment			Q Type He	re To Search	David Thomas	~
board My Work (Queue My Fire Departn	nent Incidents Activi	ty Tracker Create a Ticket	Admin					
Station ID : 205	1	rownstown Charter Towns : Test New Fire Departme							
Address				+ Add	Station Information			-	Edit
		Offic	ce in the second s		Station ID	: 288	Station Name	: Brownstown Cha Township Fire St	
	The second		8 Dublin Rd Columbus OH 15 US	/ 0	Status	: Inactive	Email Address	: pdohio@3diema m	
			64 Gudith Road Brownstow		Туре	: Part time	Phone	: (123) 456-7890	
		Cha	rter Township MI 48183 US		Occupied?	: Yes			
Apparatus								☑ Export to Excel	0
Action	Apparatus Name	Apparatus ID	Apparatus Use	Apparatus Type	Fire Station	Location	ı	Asset Status	
Personnel				No Record	Found				
						X	Export to Excel	Search	Q
	Personnel ID	Rank/Position	Supervisor	Fire Station	Certification #	Date of Joining	OFIRS Contact	OSFM Portal User	Phor
Name									
Name									
Name				No Record Fe	ound				
Name	► N 5	✓ items per page		No Record Fo	pund			No items to display	•

Figure 100: Fire Station Detail screen

7.2.1 Address

The OFIRMS systems allow multiple addresses (mailing and Office) for the fire station. The station address can be added by clicking on the Add button.



3Di



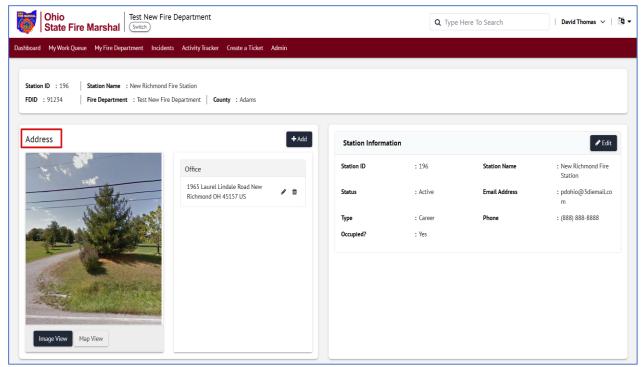


Figure 101: Address and Station Information screen on Fire Station Detail screen

7.2.2 Station Information

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

Chio State Fire Marshal	Department		Q Type	Here To Search	David Thomas 🗸 🔯 🗸
Dashboard My Work Queue My Fire Department Incidents	Activity Tracker Create a Ticket Admin				
Station ID : 196 Station Name : New Richmond Fire FDID : 91234 Fire Department : Test New Fire Department					
Address	+ Add	d Station Informa	ation		✓ Edit
A LAN BRANC	Office	Station ID	: 196	Station Name	: New Richmond Fire Station
	1965 Laurel Lindale Road New 🖋 🛍 Richmond OH 45157 US	Status	: Active	Email Address	: pdohio@3diemaiLco m
A Contraction		Туре	: Career	Phone	: (888) 888-8888
a part of the		Occupied?	: Yes		
Image View Map View					

Figure 102: Address and Station Information screen on Fire Station Detail screen





7.2.3 Apparatus

The station apparatus are listed under this section.

							Export to Excel
tion	Apparatus Name	Apparatus ID	Apparatus Use	Apparatus Type	Fire Station	Location	Asset Status
i	Fire Truck	101	Suppression	Heavy ground equipment, other	New Richmond Fire Station	14502 Williams County Road 15, Holiday City, OH, USA	Active
	<u>T-103</u>	T-103	EMS	Privately owned vehicle	New Richmond Fire Station	100 Main St Groveport OH 43125 US	Active

Figure 103: Apparatus List on the Fire Station Detail Screen

Important: Station Management doesn't allow users to add new Apparatus to the system. To add a new apparatus and assign it to a station, refer to the Apparatus section.

Actions:

- Add Apparatus Maintenance Info: Refer to <u>Add Apparatus Maintenance</u>
- 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.

7.2.4 Personnel

All fire station personnel are listed in this section. Click on the Name column to view the personnel detail page.

Personnel										
							🖹 Export t	to Excel C Searc	:h	۹
Name	Personnel ID	Rank/Position	Supervisor	Fire Station	Certification #	Date of Joining	OFIRS Contact	OSFM Portal User	Phone Number	
Kate Littleton		Battalion Chief		New Richmond Fire Station			No	No		
Jack Smith		Fire Chief		New Richmond Fire Station			No	No	(676) 516-4546	
								-		+
H 4 1 +	Н 5	items per page							1-2 of 2 items	Ċ

Figure 104: Personnel list on the Fire Station Detail Screen





Drill Nights/Training 7.2.5

The section lists the station training history. Click the + Add button on 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												+ Add
									🕅 Expo	ort to Excel	8	Search	۹
Action	Category	Туре	Date	T SI	Start Time	End Time	CEU(Continuing education Units)	Trainer		External Trai	ner	Location	
:	Fire Drill	Drill	09/01/2023	0	09:00:00	09:30:00	1	Logan Paul, Mike Chest, David Tho					*
	_												~
H 4 1	▶ ▶ 10	 items per page 										1-1 of	1 items

Figure 105: Drill Nights/Training grid on Fire Station Detail Screen

Add Drill / Training					×
Category*	Type"	_		CEU (Continuing Educ	ation Units)
Select 🗸	Classroom) Drill			
Date*	Start Time*		End Time*		Total Duration
		0		0	
Location					
Enter a location					
Comment					
					c
Training Material (Supported file types::d	loc', '.docx', '.pdf', '.jpg', '	'.jpeg', '.png', '.xls	s', '.xlsx', '.pst')	+ Add
Trainers from Department					
					+ Add
Trainers from Department*	Start Time"	End Tir	me*	Total Durat	ion
Select 🗸		0		0	۵
Other Trainers					+ Add
Department Attendees					+ Add
Other Attendees					+ Add
					Cancel Save
				_	

Figure 106: Add Drill / Training pop-up.

Important: The station training details are also visible under the Drill and Training section of the attendees' detail page.

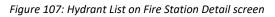




7.2.6 Hydrants

The system allows users to add hydrant details for the station. When the station detail page gets loaded, the hydrants are listed in tabular format. Click on the map icon to view the hydrants in the map view.

≡ የ									
							Export to Excel C Search		
tion	Hydrant Number	Address	Hydrant Status	Last Inspection Date	Fire Station	Main Size	Shape	Hydrant Color	
I	12	1958 Laurel Lindale Road New Richmond OH 45157 US	In Service	09/01/2023	New Richmond Fire Station	16			
1	13	1948 Laurel Lindale Road New Richmond OH 45157 US	In Service		New Richmond Fire Station	26			
i	<u>14</u>	1955 Laurel Lindale Road New Richmond OH 45157 US	Needs Repair		New Richmond Fire Station	16			
1	16	1940 Laurel Lindale Road New Richmond OH 45157 US			New Richmond Fire Station				



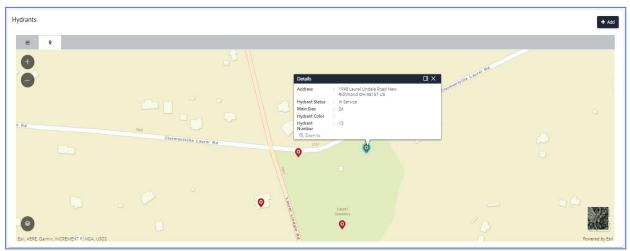


Figure 108: Map view of Hydrants on Fire Station detail screen

7.2.6.1 Add New Hydrant

The hydrant can be added by clicking the Add button and providing details such as Hydrant Number, Address, Main Size, Status, etc.





Add Hydrant	×
Hydrant Number	
Address*	
1940 Laurel Lindale Road, New Richmond, OH 45157, US	
Map Satellite	Keyboard shortcurs Map data @2023 Google Terms
Lat	Long
38.920448	-84.195346
Fire Station	Hydrant Status
196 - New Richmond Fire Station	Select 🗸
Main Size	Last Inspection Date
Select 🗸	•
GPM AT 20 PSI	Shape
Hydrant Color	
Comments	
	6
	Cancel Save

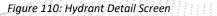
Figure 109: Add Hydrants pop-up.

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

7.2.6.2 Hydrant Detail

Click on Hydrant number or Address to go to the hydrant detail page.

	witch) ent Incidents Activity Tracker Create a Tic	ket Admin									
IVErVieW ydrant Number : 12 Fire Station : 1	New Richmond Fire Station Fire Department	Name : Test New Fire Departme	ent FDID	: 91234	Hydrant Status	: Out Of	Service			A	ction
		Hydrant Inspecti	ion								
	Address + Add							8	Search		۹
	1958 Laurel Lindale Road New Richmond 🖋 📋	Hydrant Number	Inspection Date	Inspection Time	Status	Static	Residual	Flowing	Condition	Comments	
	OH 45157 US										
		12	09/01/202 3	01:24 PM	Out of Service						
		H 4 1	н	5 ×	items per page				1-1	1 of 1 items	Ċ
Image View Map View											







Add Hydrant Inspection 7.2.6.3

On the Hydrant Detail screen, you can click on the "Action" button in the top right corner and select the "Add Inspection" action to Add Hydrant inspection.

Ohio Test New Fire Department State Fire Marshal Switch	Q Type Here To Search	David Thomas 🗸 🛛 🖣 🗸
Dashboard My Work Queue My Fire Department Incidents Activity Tracker Create a Ticket Admin		
Overview Hydrant Number : 12 Fire Station : New Richmond Fire Station Fire Department Name : Test New Fire Department FDID :	91234 Hydrant Status : Out Of Service	Action -
Hydrant Inspection		

Figure 111: Add Hydrant Action on Hydrant Detail screen.

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

Add Inspection			×
Inspection Date MM/DD/YYY			
Inspection Time AM		•	
• Status Select			
PRESSURES			
Static	Residual	Flowing	
Condition Select		· · · · · · · · · · · · · · · · · · ·	,
Comments			
		Cancel Submit	

Figure 112: Add Hydrant Inspection pop-up.





7.2.7 Equipment

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

							🖾 Expo	rt to Excel	Search
Action	Asset ID	Equipment Name	Classification	Quantity	Model	Status	Apparatus	Compartment	Sub-Compartment
:	AID65	Chainsaw	8	2		In Service	101 - Heavy ground equipment, other	Rear Compartment	Side Tray
1	AID67	Oxygen tanks	12	3		In Service	T-103 - Privately owned vehicle		

Figure 113: Equipment List on the Fire Station Detail screen.

7.2.7.1 Add Equipment

Click on the Add 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 will be added to the selected apparatus. The equipment added to the apparatus will be displayed on the Apparatus Detail screen.

Add Equipment	×
Asset ID	Classification*
AID65	Cutting tools
Equipment Name*	Quantity
Chainsaw 🗸	2
Model	Status*
	In Service Out of Service Repair needed
Apparatus	Compartment
101-Heavy ground equipment, other	Rear Compartment
Sub-Compartment	
Side Tray	
· · · · · · · · · · · · · · · · · · ·	Cancel Save

Figure 114: Add Equipment pop-up on Fire Station Detail screen.





7.2.7.2 Equipment Detail

On clicking on Asset ID or Equipment name, it will redirect you to the Equipment detail screen.

verview				
VEIVIEW				
ssification : Cutting too	Is Equipment Name : Chainsaw FDID : 91234	Fire Department Name : Test New Fire Department Fire Station	on Name : New Richmond Fire Station	Action •
Equipment Inspection				
Equipment inspection	1			
			Export to Excel Search	Q
Inspection Type	Date of Inspection	Inventory Classification	Comment	
Annual	09/04/2023	Apparatus	Test Comment	*
	08/27/2023	PPE	Test	
Annual				
Annual				
Annual	▶ 10 v items per page			↓ 1-5 of 5 items

Figure 115: Equipment Detail screen

7.2.7.3 Add Equipment Inspection

3Di Engage

To log the equipment inspection and the documents of the equipment inspection, go to the Equipment Detail Screen, click on the "Action" button, then click on the "Add Inspection" action.

irtment Fire Stat	ion Name : New Richm	ond Fire Station		Action 👻
			Add In	spection
	Export to	Excel	Search	Q
tion	Comme	ent		

Figure 116: Add Inspection action on Equipment Detail screen.

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

te of Inspection	
/IM/DD/YYYY	
pection	
elect	
sification	
elect	
ment	
	0 of 100 characters
uments	
Select files	
	Cancel Sub

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High Risk Property 7.2.8

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

When the station detail page gets loaded, the high-risk properties are listed in the tabular format. Click on the map icon to view the properties in the map view.

High Risk Property			+ Add
≡			Export to Excel 🗢 Search Q
Action	Address	Risk Type	Status
1	1932 Clermontville Laurel Road New Richmond OH 45157 US	Abandoned building with inflammable chemicals.	Being demolished
1	1958 Laurel Lindate Road New Richmond OH 45157 US	Gas station with multiple past incidents.	In normal use
1	1932 Clermontville Laurel Road New Richmond OH 45157 US		Vacant and unsecured
H 4 1 > H 10	✓ items per page		1-3 of 3 items

Figure 118: High Risk properties on Fire Station Detail screen.

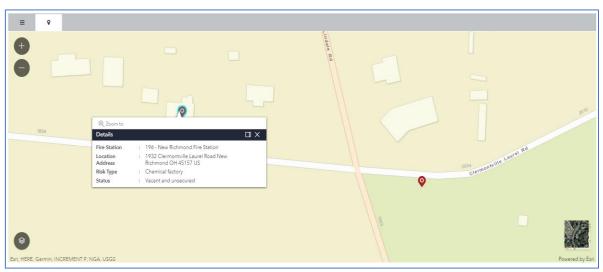


Figure 119: Map view of High Risk properties on Fire Station Detail screen.

Add New High Risk Property 7.2.8.1

To add new high-risk properties that come under the station's jurisdiction click on the Add button and providing details such as Location, Risk Type, and Status.





Add Property		×
Fire Station		
196 - New Richmond Fir	e Station 🗸	
Location*		
1930 Clermontville Laur	el Road, New Richmond, OH 45157, US	
Map Satell	jale Rd	+
Risk Type	หะyboard แต่อาร์ไปน้ำไปไม่ได้เสียง Social Social Republic Control (Control Social Control Social Socia	e Terms
Oil storage warehouse.		1.
Status*		
In normal use		~
	Cancel	Save

Figure 120: Add High Risk Property pop-up.

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

High Risk Pro	perty		+ Add
≡ ◊			
		🗴 Export t	to Excel C Search Q
Action	Address	Risk Type	Status
:	6788 Loop Road Dayton OH 45459 US	High Risk	Vacant and unsecured
it	13513 Glendale Avenue Cleveland OH 44105 US	type one	Under Construction
lete	→ ► 10 → items per page		1-2 of 2 items

Figure 121: Actions on the High Risk Property List on the Fire Station Detail screen.

7.2.8.2 Delete High Risk Property

To delete a High Risk Property, click on the 3 dots from the Action column, then click on the Delete action. This will open a delete confirmation pop-up. Press "Yes" to delete the high risk property.

Are you sure you want to delete this record?	
	Yes No

Figure 122: Delete High Risk Property Confirmation pop-up.





7.2.8.3 Edit High Risk Property

To edit a High Risk Property, use the Edit action from the Action column. This will open the edit High Risk Property pop-up. The user can edit the address, Risk Type and Status of the High Risk property. Press Save button to save the changes. To Cancel press, Cancel button.

Edit Property
Fire Station
482 - 3Di Test Fire Station 🗸
Location*
6788 Loop Road Dayton OH 45459 US
Map Satellite 3 127 Dayton 4 10 15 10 10 10 10 10 10 10 10 10 10 10 10 10
Risk Type High Risk
Status*
Vacant and unsecured
Save Cancel

Figure 123: Edit High Risk property pop-up.





7.2.8.4 High Risk Property Detail Screen

When the user clicks on the address on the High Risk Property List on the Fire Station Detail screen, the High Risk Property detail screen opens. The High Risk Property detail screens displays the address of the property and Pre Plan section.

The Fire Chief can upload **Pre Plans** for the High Risk Property page from this screen.

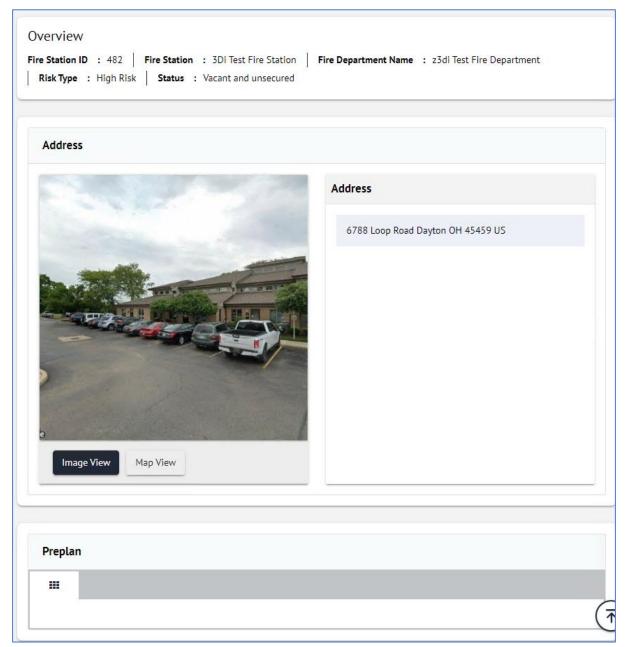


Figure 124: High Risk Detail screen.





7.2.9 Documents

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

Documents	
STATION DOCUMENT	
	L
TJTY6BAQBRAUVHSFUYUE70	NFIRS_DATA_ANALYSIS_GUID
Download	Download
UPLOADED BY: DAVID THOMAS	UPLOADED BY: DAVID THOMAS
UPLOADED ON: 09/17/2023 10:09	UPLOADED ON: 09/18/2023 01:09

Figure 125: Documents section on Fire Department Detail screen

7.2.10 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.



Figure 126: Change log on Fire Station detail screen





8 Incident Management

Rank: Fire department staff with Incident Management Capability

Fire Departments can report Fire Incident using two options:

- 1. **OFIRMS Direct** This allows the fire departments to create incidents via the portal as well as Mobile App. The Fire Departments using the OFIRMS Direct will not be able to upload Incident files generated by any external vendor's software.
- 2. OFIRMS Connect (Outside Vendor) If a Fire Department chooses to use their existing software for reporting incidents, the system has the option to upload incident files. Depending on the Vendor they are working with, the Fire Department user will be able to upload the incidents in OFIRMS. The ability of the Vendor user to upload incidents depends on the Vendor's option selected if they are uploading files for their Fire Departments.

OFIRMS will only accept Incident files from an OFIRMS Registered Vendor.

To view or report Fire Incidents, log in to the portal and visit the incident dashboard by clicking Incidents from the top menu.

8.1 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)

8.1.1 Incident Table/Grid:

The incidents listed in the table can be searched, sorted, or exported.

							🖈 Export to I	Export to Excel C Search	
dent ↓ nber	Exposure Number	Incident Type	Address	Incident Date	External Status	FDID	FD Name	District	County
<u>1378</u>	000	111 Building fire		01/31/2023	Draft	31003	AMBERLEY VILLAGE FIRE DEPARTMENT (Hamilton County)		
•	ber +	ber +	ber · ·	ber ·	ber Date Date	ber Date T	ber Date T	ber Date Date American Strategy 000 111 Building fire 01/31/2023 Draft 31003 AMBERLEY VILLAGE FIRE DEPARTMENT	ber Date T Date T 273 000 111 Building fire 01/31/2023 Draft 31003 FIRE DEPARTMENT

Figure 127: Incident Dashboard

- 1. Click on the column header to sort the grid.
- 2. Type in the textbox below the header to search the incident column data.
- 3. Incidents can be exported to the Excel sheet using the Export to Excel button.
- 4. The search will help search all the columns within the table.
- 5. Towards the bottom, the table navigation options can be found.

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





8.2 Create New Incident

Important: The + New Incident button will only be available for Fire Departments that are using 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 +New Incident from the grid.

Action	Incident Number	Incident Type	Address	Incident _	Status	FDID	Export to Excel	Search District	C
ACCION .	incluent number	inducin type	ruu ess	Date	Suitas	1010	10 Marine	District	
1	0003609	611 Dispatched & canceled en route	OH,	09/19/2023	Draft	91237	3Di New Fire Department		

Figure 128: Incident Dashboard with New Incident button highlighted.

Step 2: Click on the Search for Incident Type text box to see a popup.

Ohio State Fire Marshal Switch	ment	Q Type Here To Search	David Thomas 🗸 👌 🔻
Dashboard My Work Queue My Fire Department Incidents Activ			
		Incident Type	x
		Q Search	
		1 - Fire	>
	Search for Incident Type * Q Search Incident Id, Incident name, or description. No Activity	2 - Overpressure Rupture, Explosion, Overheat(no fire)	>
		3 - Rescue & Emergency Medical Service Incident	>
Click here to open Incident Type popup		4 - Hazardous Condition (No Fire)	>
		5 - Service Call	>
		6 - Good Intent Call	>
		7 - False Alarm & False Call	>
3Di Engage V2.0.2025			© 2023 3Di Inc.

Figure 129: Search and Select Incident Type pop-up.

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

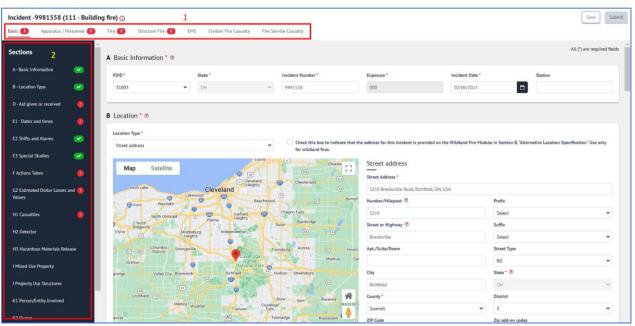




State Fire Marshal User Manual for Fire Departments

Ohio State Fire Marshal	epartment	Q Type Here To Search	David Thomas 🗸 🛛 🕅 🔻
Dashboard My Work Queue My Fire Department Incidents			
	Click to see incident types	Incident Type Q Search 1 - Fire 2 - Overpressure Rupture, Explosion, Overheat(no fire) 3 - Rescue & Emergency Medical Service Incident 4 - Hazardous Condition (No Fire) 5 - Service Call 6 - Good Intent Call	x
		7 - False Alarm & False Call	>
3Di Engage V2.0.2025			© 2023 3Di Inc.

Figure 130: Search and Select Incident Type pop-up.



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

Figure 131: Create Incident screen.

- The top horizontal navigation bar 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.
- 2. The left navigation bar describes sections within the module. Click on the module name.

Call Out:

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



8.3 Edit Incident

To edit an incident, from the dashboard either click on the incident number or select edit from the left menu.

							Export to Excel	Search	0
Action	Incident Number	Incident Type	Address	Incident Date	Status	FDID	FD Name	District	
1	0003609	611 Dispatched & canceled en route	OH,	09/19/2023	Draft	91237	3Di New Fire Department		
it		or a properties of connected en route	014	CITES COLORS	brait	,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,,	Department		

Figure 132: Incident Dashboard with Edit action highlighted.

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

cident -9981551 - 000 (111 -	Building fire) 🕧				Save
ic () Apparatus / Personnel ()	Fire 🚺 Structure Fire 🚺 EMS	Civilian Fire Casualty Fire Service Casualty			
ections	A Basic Information * 🔊				All (*) are required field
- Basic Information	FDID * State *	Incident Number*	Exposure *	Incident Date *	Station
- Location Type 🛛 🕑	31003 🗸 OH	9981551	000	02/05/2023	0
- Aid given or received 🛛 🌗	L				
1 - Dates and times 🛛 🕕	B Location * ®				
2 Shifts and Alarms 🛛 📿	Location Type * Street address		dicate that the address for this inci on." Use only for wildland fires.	dent is provided on the Wildland F	ire Module in Section B, "Alternative
3 Special Studies 🛛 🕑		Kirkpatrick Martel Iberia	Street address		
Actions Taken 🛛 🕕	Map Satellite	Caledonia 61 Shauck			
2 Estimated Dollar Losses and 🌗	La Rue	9- Claridon Woodbury	5219 Brecksville Road, R	ichfield, OH, USA	
Jues	Green Camp	Mt Gilead (1)	Number/Milepost 🔊	Prefix	
1 Casualties 🛛 🚺		Cardington	5219	Selec	t v
		Chesterville	Fre Street or Highway 🕐	Suffix	
12 Detector	Woodland Prospect 4 Walde				

Figure 133: Edit Incident screen.





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

lents Dashboa	ard Upload Fire Report	Data							
My Incident	s All Incidents								
								+	New Incident
							Export to Excel	Search	۵
Action	Incident Number	Incident Type	Address	Incident Date	Status	FDID	FD Name	District	
I	0003609	611 Dispatched & canceled en route	OH,	09/19/2023	Draft	91237	3Di New Fire Department		
Edit									
Delete									

Figure 134: Incident Dashboard with Delete action highlighted.

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



Figure 135: Delete Incident confirmation pop-up.

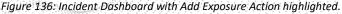
Call Out:

Once deleted, the incident can't be recovered again.

8.5 Add Exposure

To add an exposure, click on three dots on action column then select 'Add Exposure' action.

All Incidents							
							+ New Inciden
					🗴 Exp	ort to Excel	Search Q
Incident Number	Exposure Number	Incident Type	Address	Incident Date	Status	FDID	FD Name
0002920	000	111 Building fire		05/05/2023	Draft	84207	BEVERLY VOLUNTEER FIRE DEPARTMENT (Washington County)
	000	111 Building fire	9000 North Main Street, Dayton, OH, USA	05/05/2023	Submitted	84207	BEVERLY VOLUNTEER FIRE DEPARTMENT (Washington County)
	000	141 Forest, woods or wildland fire	6100 North Hamilton Road, Westerville, OH, USA	05/05/2023	Submitted	84207	BEVERLY VOLUNTEER FIRE DEPARTMENT (Washington County)
	Incident Number	Incident Number Exposure Number	Incident Number Exposure Number Incident Type 0002920 000 111 Building fire 000 111 Building fire	Incident Number Exposure Number Incident Type Address 0002220 000 111 Building fire 9000 North Main Street, Dayton, OH, USA 9000 North Main Street, Dayton, OH, USA 000 111 Building fire 9000 North Main Street, Dayton, OH, USA 6100 North Hamilton Read, Westerville, OH,	Incident Number Exposure Number Incident Type Address Incident Type 0002220 000 111 Building fire 05/05/2023 000 111 Building fire 9000 North Main Street, Dayton, OH, USA 05/05/2023 000 111 Building fire 9000 North Main Street, Dayton, OH, USA 05/05/2023 000 141 Forest, woods or wildland fire Read, Westerville, OD 05/05/2023	Incident Number Exposure Number Incident Type Address Incident Type Status 00002520 000 111 Building fire 05/05/2023 Draft 000 111 Building fire 9000 North Hain Street, Bayton, OH, USA 05/05/2023 Draft 000 111 Building fire 9000 North Hain Street, Bayton, OH, USA 05/05/2023 Submitted	Incident Number Exposure Number Incident Type Address Incident Type Status FDD 00002220 000 111 Building fire 0000 North Main Street, Daytor, OH, USA 05/05/2023 Draft 84207 000 111 Building fire 9000 North Main Street, Daytor, OH, USA 05/05/2023 Submitted 84207







- Add Exposure action will be available only when... •
 - o The incident with exposure number 000 and
 - The incident type is 100x series. 0

Exposure can also be added from the Incident Details screen as shown in the image below.

In	ident -	4015687 - 0	00 (113 -	Cooking	g fire, confine	d to container) 🛈	Source : PORTAL , St	tatus : Dr	aft				Save Submit
Bas	ic 🕕	Apparatus / Pers	sonnel 🕛	Fire	Structure Fire	Civilian Fire Casualty	Fire Service Casualty	EMS	HazMat	Documents	Exposure 2		
													All (*) are required fields
E	posure(s	5)											
	() Yo	u can add as many	exposure(s) a	as required									
Γ		xposure(s)											
Г	Exposure	Number		Address			Incident Ty	/pe				Action	
	Exposure	000					113-(Cooki	ing fire, con	fined to contai	ner)			
	Exposure	001					113-(Cooki	ing fire, con	fined to contai	ner)			
	- Previou	15											

Figure 137: Add Exposure from Incident detail screen

8.6 No Activity Report

To report No Activity, start creating a new incident and select the 'No Activity' checkbox present below Search for the Incident Type text box.

Ohio State Fire Marshal	epartment	Q. Type Here To Search David Thomas V 🕅 🗸
Dashboard My Work Queue My Fire Department Incidents	Activity Tracker Create a Ticket Admin	
	Search for Incident Type * C Search Incident Id, Incident name, or description. No Activity	

Figure 138: No Activity Reporting

Provide FDID, Month, and Year of No Activity.

No Activity		×
FDID *	Month *	Year *
84207	February 🛍	2023
		Ok

Figure 139: 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





Incident -000000 - 000 (0 - No	Activity)					Save	Submit
Basic 📀							
Sections	A Basic Inform	ation * 🕫				All (*) are require	ed fields
A - Basic Information	FDID •	State *	Incident Number *	Exposure *	Incident Date •	Station	
	84207	✓ OH	~ 000000	000	02/28/2023	8	
							_

Figure 140: No Activity Report detail screen

No Activity can also be reported from the "Upload Fire Report Data" screen as shown in the image below:

My Work Queue	 My Fire Department 	My EMS Agencies Incide	Activity Tracker	Create a Ticket	Admin 👻 Approved V	endors Sound	-Off 👻					
Incidents / Up	load Fire Report Data											
OFIRS In	cident Import											
Fire Departn	All selected (9)		Y Apply Res	iet						Upto	ad File(s) Report No Ac	:tivity
										c	Search	Q
Action	File Name	File Size	Vendor Software	FDID	Warning Count	Critical Count	Success Incident	Failed Incident	Total Incident	Status	Uploaded Date	
1	non fire incident_9feb.txt	1.71 KB	VENDORTEST ONLIN	26998	2	1	1	1	2	Error Exists	02/09/2024 04:55 AM	^
			Eiau	111.	OEIRS Incide	ont Imn	ort Caroo	•				

Figure 141: OFIRS Incident Import Screen

Provide FDID, Month, and Year of No Activity.

No Activity		×
FDID *	Month *	Year *
Select ~	MM	YYYY 📋
		Ok

Figure 142: 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





8.7 Upload Fire Report Data

This screen is used to upload incidents. Also, it will list all the uploaded incidents by the fire departments which are applied from the filter.

ents / Upi	load Fire Report Data											
FIRS In	icident Import											
re Departm	nent 23108 - z3Di Test Fire Departmen N	ame	← Apply Reset									
											Uplo	ad File(s) Report No Act
											o	Search
Action	File Name	File Size	Vendor Software	FDID	Warning Count	Critical Count	Success Incident	Failed Incident	Total Incident	Status	C Uploaded Date	Search Created By
Action	File Name TestPersonnel/DmaxLength_01152024.t xt		Vendor Software OFIRS12345 12723	FDID 07005	Warning Count	Critical Count	Success Incident	Failed Incident	Total Incident	Status Failed		

Figure 143: OFIRS Incident Import screen

Fire department user can click the Upload File(s) button to start uploading incident files.

OFIRS In	icident Import											
ire Departs	nent 23108 - z3Di Test Fire Departmen Na	ime	✓ Apply Reset]								oad File(s) Report No Ac
											0	Search
Action	File Name	File Size	Vendor Software	FDID	Warning Count	Critical Count	Success Incident	Failed Incident	Total Incident	Status	C Uploaded Date	Search Created By
Action	File Name TestPersonneliDmaxLength_01152024.t xt		Vendor Software OFIRS12345 12723	FDID 07005	Warning Count	Critical Count	Success Incident	Failed Incident	Total Incident	Status Failed		

Figure 144: Upload Files button

The Upload File(s) popup appears on the screen. Once the file upload completes successfully, the system provides confirmation.

Upload File(s)	×
Upload File Instructions: Allowed file extension for upload: .txt A maximum file size per upload: 200 Mb A maximum number of files per upload: 10 	
Overwrite Existing Data	
Select files Drop files here to upload	
	Upload File(s) Close

Figure 145: Upload files pop-up

Overwrite: If we check the "Overwrite Existing Data" checkbox, then we check if that incident exists or not in the system. If yes, then we remove the existing data and overwrite new data provided in the import file. If the incident does not exist, then we add the incident data from the file.





ile(s) Upload Status	
File Name	Upload Status
OHFPB_070523_114845_no activity.txt	×
	Clos

Figure 146: Upload file confirmation pop-up

Once the file is uploaded, the file is queued for processing.

In the Incident Import Grid, the status pending indicates that the uploaded file has not been processed yet.

								2 Se	Upload File(s) earch Q
Action	File Name	NFIRS VIN NFIRS SIN	File Size	FDID	Success Incident	Failed Incident	Total Incident	Status	Uploaded Date
1	OHFPB_070523_114845_no activity.txt		8.92 KB		0	0	0	Pending	09/21/2023 12:32 AM

Figure 147: File Processing Pending

									Upload File(s)
								2 Sea	rch Q
Action	File Name	NFIRS VIN NFIRS SIN	File Size	FDID	Success Incident	Failed Incident	Total Incident	Status	Uploaded Date
:	OHFPB_070523_114845_no activity.txt	12522R69K1 1234C	8.92 KB	08011, 06001, 15011, 17111, 15047, 24003	8	2	10	Error Exists	09/21/2023 12:32 AM
	1 ► ► 10 ~ item	s per page							1-1 of 1 items

Figure 148: File processing completed

Once processed, the OFIRMS system displays the uploaded file status.

- Success Incident Total no. of incidents successfully processed •
- Failed Incident Total no. of incidents failed during the upload processed
- Total Incident Total count of incidents found in the uploaded flat file
- Status
 - Pending The uploaded flat file is in the queue to be processed. It has not started yet.
 - Error Exists Some of the incidents from the uploaded flat file passed all validations, 0 while other ones failed validations or NFIRS rules.
 - Failed All incidents that were uploaded failed validation or NFIRS rules.
 - o Success All incidents uploaded passed validations and NFIRS rules completely, none of the files failed.
 - Validations These are rules and logic that has been assigned in all NFIRS files. This is written by the United States Fire Administration, National Fire Data Center in the Design Documentation. The latest version in 2015.





8.7.1 OFIRS Incident Import Actions

The action menu on the grid provides various options to get more details about the error.

e Departm	ent 23108 - z3Di Test Fire Departmen N	ame	~ Apply Reset									
											Upload	File(s) Report No Activity
											0	Search Q
Action	File Name	File Size	Vendor Software	FDID	Warning Count	Critical Count	Success Incident	Failed Incident	Total Incident	Status	Uploaded Date	Created By
•	TestPersonnellDmaxLength_01152024.t	1.38 KB	OFIRS12345 12723	07005	3	2	0	1	1	Failed	01/16/2024 03:07 AM	Sam Will
<u>View File</u> <u>View Data</u>	DmaxLength_01152024.t	1.31 KB	OFIRS12345 12723	07005	3	1	0	1	1	Failed	01/16/2024 02:57 AM	Sam Will
View Error		1.31 KB	OFIRS12345 12723	07005	3	1	0	1	1	In process	01/15/2024 06:09 AM	Sam Will
Download	Uploaded File 1Section Error.bat	569 Bytes	3DIVN23109 23091	50304	0	1	0	1	1	Failed	01/10/2024 08:28 AM	Sam Will
:	Prod Address Location Issue_Incident1550_Department 18015txt	2.53 KB	OFIRS12345 12723	07005	2	2	1	1	2	Error Exists	12/13/2023 06:06 AM	Sam Will
	Prod Address Location	2.54 KB	OFIRS12345 12723	07005	2	3	1	1	2	Error Exists	12/13/2023 05:59 AM	Sam Will

8.7.1.1 View File

This action allows fire department user to view the uploaded file's data. If it exceeds in MBs, then the download button is shown. If it is in KBs, then the file is visible as shown in below image.

Show 25 ¢	entries	Search:
Line #	↑; Line Text	
1	× ·	
2	VENDORTEST^ONLIN^	
3	26998^OH^20240129^4011129^000^1000^321^5.0^	
4	26998°0H°20240129°4011129°000°1005°°111°N°3°20240129191200°20240129191200°20240129191300°°°23;31;54;°Y°1°0°0°1°0°0°1°0°0°0°0°°°°°	
5	26998^0H^20240129^4011129^000^1010^^1^0^^Curve^RD^^Delaware^0H^43015^^	
6	26998°0H°20240129°4011129°000°1020°°32323°ID°2322°	
7	26998°0H°20240129°4011129°000°1030°°°°°°°°20240129°	
8	26998^OH^20240129^4011129^000^1035^^^^20240129^	
9	26998^0H^20240129^4011129^000^1800^02313^14^20240129191300^20240129191300^20240129191300^1^1^34^	
10	26998^OH^20240129^4011129^000^1810^^0^66321^Robert ^ Wick*Batt Chief*17^	
11	26998^OH^20240129^4015331^000^1000^^aqw^5.0^	
12	26998*0H*20240129*4015333*000*1005**115*N*N*20240129194900*20240129194900**20240129200700********************************	
13	26998^OH^20240129^4015331^000^1010^^11151^^State Route 61^^^Brengo^OH^43334^^	
14	26998^0H^20240129^4015333^000^1030^^^^20240129^	
15	26998^0H^20240129*4015331^000*1035^^^^20240129^	
16	26998^OH^20240129^4015351^000^1040^^remarks*	
17	26998*0H*20240129*4015331*000*1400**1*Casualty ***/*12********************************	
18	26998-0H-20240129-4015331-000-1800-^0-012-24-20240129200600-20240129200700-20240129200700-1-0-41;54-	
19	26998^OH^20240129^4015331^0000^1810^^0^098765&^Matt'^Buttler^Fire Chief^15^	

Figure 149: View File pop-up





This action allows fire department user to view details of the errors. Click on the record expansion icon from the first column of the grid.

now	50 🗢	entries				Sear	ch:
	# 1J	Incident # îj	FDID 1	Exposure 1	Status 🕕	Data	
Þ	1	<u>4011129</u>	26998	000	Success	Show Data	
,	2	4015331	26998	000	Failed	Show Data	
	Type Gitical	↑↓ Rule RE-154	↑↓ Message The total	number of casualtie	s in the Fire Service Ca	ssualty module is not equal to the number of Fire Service Casualty Injuries and Deaths reported on the Basic Module.	
	Info					000°1005°^115°N°N°20240129194900°20240129194900°20240129200700°^^^17;°Y°O°O°1°0°0°1°N°100°100°^0°0°1°1°1°2°^124	^
	Info		Invalid In	cident.			
Sł	howing 1 to	3 of 3 entries					Previous 1 Next

Figure 150: View Data pop-up

The grid shows the error type, the rule that caused the error (RE - Relational Edit/ER - Edit Requirements/ MR - Incident Module Rules), and the error message. The Show Data checkbox opens up incident records in the hierarchical format.

how	50	\$	ent	ries											Search:	
	#		ţ. I	ncide	ent #	ĵ↓	FDID	îJ	Exposure	ĵ↓	Status	îJ	Data			
•	1		(0004	972		17111		000		Failed		Show Data			
Sł	how	50	\$	entr	ies										Search:	
	[Туре	2	îĻ	Rule			Message								î↓
		Warn	ing		RE-15	В		Module a	and HazMat Mo	dule w	hen HazM	at and EM		number of Civilian Inji the number of EMS a s involved.		
		Inf	fo						H^20220510^(N^3^2022051012 0^1^2^1^00^129	74500^20220510174 9^	500^202205101745	500^2022051017450
		Criti	cal		RE-95			Fire Serv DateTime	-	dule: I	njury Date	Time cann	ot be less than A	larm DateTime nor it	can be greater than	Last Unit Cleared
		Inf	fo					Error on 17111^0 1^N^		000497	2^000^15	00^^1^79	86^David^^Con^	^2^^33^2022051005	4500^^3^2^3^^12^^	^^2^10^^^1^22^22^
								-								

Figure 151: View Data pop-up with Expanded Incident

8.7.1.3 View Errors:

This action shows the Incident errors like warning and critical.

ow 50) 🗢 entries		Search:	Export To Ex
	Туре	Rule	Message	
Inciden	t #: <u>4011129</u>	FDID: 26998 Exposu	re: 000	
	Warning	RE-184	Basic Module : Estimated dollar losses are required for all fires. If there was no loss or no pre-incident value, check or mark the appropriate None boxes.	
	Info		Error on line [4]: 26998°OH*20240129°4011129°000°1005°111°N*3*20240129191200°20240129191200°20240129191300°***23;31;54;*Y*1°0*0*0*0*0****0*0*0*0****	
Inciden	t #: <u>4015331</u>	FDID: 26998 Exposu	re: 000	
	Critical	RE-154	The total number of casualties in the Fire Service Casualty module is not equal to the number of Fire Service Casualty injuries and Deaths reported on the Basic Module.	
	Info		Error on line [12]: 26998^OH-20240129^4015331^000*1005**115*W*N*20240129194900*20240129194900*2024012920700****17;*V*0*0*1****10**100**100***11*****124**********	
	Info		Invalid Incident.	
eurine (1 to 5 of 5 entr	ior		Previous 1 N

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8.7.1.4 Download Uploaded Files:

This action is used to download the uploaded incidents.

	exposure	-48 test	×	+							-		×
File	Edit	View											(j)
^													
	ORTEST^(
		240129^4011129^000											
		240129^4011129^000 240129^4011129^000					20240129191	1300^^^23;3:	1;54;^Y^1^0^0^	1~0^0^N^^^^	8~0~0^	0~~~~	
		40129 4011129 000			Delaware on	43013							
		40129^4011129^000			^								
26998	3^0H^20	240129^4011129^000	0^1035^	^^^^20240129	^								
26998	3^0H^20	240129^4011129^000	0^1800^	^0^2313^14^20240	0129191300^2024	10129191300	^2024012919	91300^1^1^34	×				
		240129^4011129^000			rt ^^Wick^Batt	Chief^17^							
		240129^4015331^000											
		240129^4015331^000						0700^^^17;^\	/^0^0^1^0^0^1^	N^100^100^^^	0^0^1^	1^2^^^	·124^
		240129^4015331^000				arengo^OH^4	3334^^						
		240129^4015331^000 240129^4015331^000											
		240129^4015331^000											
		40129 4015331 000			TA1A12AAAAAAAAAA		~~						
		40129^4015331^000						700^1^0^41:	54^				
		40129^4015331^000											





9 Incident Modules

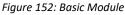
This section describes only some of the incident fields which change the behaviour of the system. It doesn't describe all NFIRS fields or any business rules.

9.1 Basic

9.1.1 A. Basic Information

• FDID – If the user is associated with multiple fire departments, then the user must select FDID from the dropdown to create an incident.

n * 💿					
State	·*	Incident Number*	Exposure *	Incident Date *	Station
• ОН	~	9981584	000	MM/DD/YYYY	
	State	State *	State * Incident Number *	State * Incident Number * Exposure *	State * Incident Number * Exposure * Incident Date *



- 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.

9.1.2 B. Location

- 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.

Location Type *	
Street address 🗸 🗸	this box to indicate that the address for this incident is provided on the Wildland Fire Module in Section B, "Alternative on Specification." Use only for wildland fires.
Map Satellite ⁽¹⁾ Kirkpatrick Martel Iberta	5 Street address
37 Caledonia 61	Street Address *
	Shauck 55 North Woodbury 55
La Rue	S55 South 18th Street Columbus, OH, USA
Green Camp Mt Gilead (%)	S50 Main Street Cincinnati, OH, USA
G Cardington 6	5564 Alan B Shepard Street Trenton, OH, USA
37 Waldo 42 Fulton	Chesterville Frt 5544 Dressler Road Northwest Canton, OH, USA
Richwood (4) Westfield	5555 Youngstown Warren Road Niles, OH, USA
Ashley Marengo	powered by Google

Figure 153: Location Type selection

• 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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Street address			indicate that the address for this incident is provide only for wildland fires.	a on the withtar	IG FIRE MODULE IN SECTION D, ALLE	enative Location
Map Satellite	Berkshire	36	Street address			
	Galena		Street Address *	_		
er 33 42	Lewis Center	605	555 South 18th Street, Columbus, OH	, USA		
Pow	vell 23 Westerville	Johnstown 62	Number/Milepost 🔊		Prefix	
Plain City (33) Dublin		Alavar	555		S	~
Amlin	315	New Albany 161 Alexal	G Street or Highway 🖲		Suffix	
Hilliard	Gahanr	a	18th		Select	~
U Arli	pper ngton	Pataskala	Apt./Suite/Room		Street Type	
TO West Jefferson	Columous	Reynoldsburg Etna	(10		ST	~
(142) Galloway	-114 -33		City		State * 🕐	
Grove C		Pickerington	Columbus		OH	~
Darbydale 🙆 👼 Big Plain	317	Canal Balt Winchester 33	County*		District	
Orient	Lockbourne	Lithopolis Carroll	Franklin	~	10	~
Com	nmercial Point		ZIP Code		Zip add-on codes	
chenowethMt Sterling	Ashville	Royalton	43205			
316	23	674 33	Census Tract			

Figure 154: Location Type section

9.1.3 H1. Causalities

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

Incident -9994448 - 000 (111 - Building fire) 🕥								
Basic 1 Apparatus / Personnel 1	Fire 1 Structure Fire 1	Civilian Fire Casualty 🕛 🛛 Fir	e Service Casualty 🚺 EMS HazMat Document	5				
E3 - Special Studies 🛛 🗸	H1 Casualties *							
F - Actions Taken	Casualties? ONNONE	Deaths	Injuries					
G1 Resources	Fire Service	0	1					
G2 - Estimated Dollar Losses 10 and Values	Civilian	Deaths 0	Injuries					
H1 - Casualties	H2 Detector ®							
H2 - Detector 🛛 🛃	Detector?							
H3 - Hazardous Materials 🛛 🔽 Release	Select		~					
I - Mixed Use Property 📿	H3 Hazardous Materi	als Release						

Figure 155: Casualties screen

Adding civilian records to the Civilian Causality module:





	Add Casualty	×
Casualty#	First Name	Last Name
001		
002		
	ew casualty for each person. The total casua ction H1 in the Basic module.	lties entered should match the number
	Add	

Figure 156: Add Casualty pop-up.

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

Incident -9994448 - 000 (111 - Building fire) 🕞 Save Submit										
Basic 🚺	Apparatus / Personne	l 🚺 Fire 🚺	Structure Fire 🌗	Civilian Fire Casualty !	Fire Service Casualty	EMS	HazMat	Documents		
E3 - Specia	al Studies 💽		Casualties *							^
F - Actions	Taken 🧧	Cas	sualties? None	Deaths		Injuries				
G1 Resour		Fire	Service	0		1				
				Deaths		Injuries				
G2 - Estim and Value	ated Dollar Losses	Civi	lian	0		1				
H1 - Casua	ilties 💽	H2 [Detector ®							
H2 - Detec	tor 💽	Det	tector?							
H3 - Hazar Release	dous Materials 🛛 💽	S	elect		~					
I - Mixed L	Jse Property 🛛 🗸	115 1	lazardous Materia	als Release						
		•								•

Figure 157: Casualty section

Selecting personnel records for the Fire Service Causality module:

Incident -0002982 - 000 (111 Basic 🕑 Apparatus / Personnel 🥥	- Building fire) 🕜 Fire 🕐 Structure Fire 🥏 Civilian Fire Cesualty 🕕 Fire Service Casualty 🕕 EMS HazMat Documents	Save
Sections	Add Casualty *	All (") are required fields
001 - PHIL LOWE (Fire Chief)	Casualty 2 selected Q Search	×
	PHIL LOWE Simon Harmer Peter Handscomb	
	 smith devid O02 - Simon Harmer (Fire Chief) () 	۵ (+)
	← Previous	Next \rightarrow \downarrow

Figure 158: Casualty section





9.2 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 <u>Apparatus</u> section.

Incident -9981592 - 000 (111	- Building fire) $_{\odot}$	Save Submit
Basic Apparatus / Personnel	Fire 1 Structure Fire 1 EMS Civilian Fire Casualty 1 Fire Service Casualty	
Sections	A Apparatus & Personnel	
A - Apparatus & Personnel 🛛 🚺	Apparatus * (You can select multiple)	
	None selected	~
	Q Search	×
	□ Select all	
	F-13-Truck or aerial	
	F-12-Heavy Ground Equipment	

Figure 159: Selection Apparatus.

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

Incident -9981592 - 000 (111 - Bui	lding fire) 🕧			Save
Basic 1 Apparatus / Personnel 1 F	Fire 🚺 Structure Fire 🚺 EMS Civi	lian Fire Casualty 🚺 Fire Service Casualty		
Sections	Apparatus & Personnel			·
A - Apparatus & Personnel	Apparatus * (You can select multiple)			
	F-12-Heavy Ground Equipment			~
	F-12-Heavy Ground Equipment (undefined) $$ $\!$			
	F-12-Heavy Ground Equipment(undefined	1 - 0 Actions - 0 Personnel)		Θ
	Incident Date & Times			
	Alram	Arrival	Controlled	Last Unit Cleared
	02/06/2023 - 16:00	02/06/2023 - 16:12	02/06/2023 - 16:15	02/06/2023 - 17:00
	Date & Time *			
	Same as alarm date		🗌 Sa	ame as alarm date
	Dispatch •	Enroute	Arriva	
	MM/DD/YYYY 🗎 HH:MM Dispatch Date/Time is Required	 ● MM/DD/YYYY 		DD/YYYY HH:MM O Date/Time is Required
	Same as alarm date		An inde	unity time is required
	Clear*	Back in station		
	MM/DD/YYYY	 MM/DD/YYYY 	ннэмм	
	Clear Date/Time is Required			

Figure 160: Adding Incident Date and Time





9.3 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.

Incident -0002920 - 000 (111 - B	uilding fire) 🕤 Save Subr	nit
Basic 🌒 Apparatus / Personnel 🌗	Fire Structure Fire 0 Civilian Fire Casualty Fire Service Casualty EMS HazMat Documents	
Sections	B Property Details	Î
B - Property Details	B1 Number of residential units O Not Residential O Residential 0	
C - On-Site Materials or Products	B2 Number of buildings involved O Buildings not Involved O Buildings Involved	
D - Ignition	B3 Acres burned (outside fires) ONe Less than One Acre More than One Acre	
E1 - Cause of Ignition	C On-Site Materials or Products 💿	
E2 - Factors Contributing to Ignition	Complete If there were any significant amounts of commercial, industrial, energy, or agricultural products or materials on the property, whether or not they became involved On.	
E3 - Human Factors Contributing to Ignition	Materials Present? Ves No	
F4 Ferries and investor dis	Enter up to three codes. Check one or more boxes for each code entered. Required for 500, 600, 700 or 800 Property Use Types	
F1 - Equipment Involved in	On-Site Material (1): On-Site Material Storage Use:	v
3Di Engage V2.0.1257	© 2023 3DI	Inc.

Figure 161: Fire Module Screen

9.3.1 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.

Incident -9994448 - 000 (111 -	Building fire) 🕥	ave Submit
Basic 🚺 Apparatus / Personnel 🌗	Fire ① Structure Fire ③ Civilian Fire Casualty ③ Fire Service Casualty ③ EMS HazMat Arson Documents	
Sections	E1 Cause of Ignition *	
B - Property Details 🛛 🚺	Cause of Ignition	
C - On-Site Materials or 🛛 💙 Products	1 - Intentional	
D - Ignition 🚺	E2 Factors Contributing to Ignition *	
E1 - Cause of Ignition	Factors Contributing to Ignition?	
E2 - Factors Contributing to 📿	Factor Contributing to Ignition (1)	
lgnition	00 - Factors contributing to ignition, other	~
	Factor Contributing to Ignition (2)	

Figure 162: Fire Module, Cause of Ignition

9.3.2 Local Use

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





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Incident -	Incident -0002920 - 000 (140 - Natural vegetation fire, other) 🕦										
Basic 🕕	Apparatus / Personnel 민	Fire	Civilian Fire Casualty 🕕	Fire Service Casualty 🕕	EMS 🕕	HazMat 🕕	Wildland	Arson 🥑	Documents		
Sections		Loc	al Use							*	
B - Property	y Details 🔋 🕕	Ш.,									
C - On-Site Products	Materials or 🛛 🛃		Pre-Fire Plan Available Reports Attached Upload Docur	nents							
D - Ignition	ı 🕕		Notes								
E1 - Cause	of Ignition 🥑		Enter a description								
E2 - Factors Ignition	s Contributing to 🛛 🏮									0 of 1000 characters used	

Figure 163: Local Use section

Add Documents	×
Document Type *	
Select	~
Add Note	
Enter a Description	
	li
Select files	
Supported document types: '.doc', '.docx', '.pdf', '.jpg', '.jpeg', '.png '.pst' files.	,'.xls', '.xlsx',
.psc mes.	
Cano	upload

Figure 164: Add Documents pop-up.

Uploaded documents shall be displayed on the Documents tab.

Incident -	0002920 - 000 (140 - N	atural vegeta	tion fire, other) (D							Save Sub	mit
Basic 🕕	Apparatus / Personnel 🕕	Fire 🕕 Civi	lian Fire Casualty 🕕	Fire Service Casual	ty 🕕 🛛 EMS 🕕	HazMat 🕕	Wildland	Arson 🥑 🛛 🛛	ocuments			
Sections	A	Q, Search f	or Incident Documents	Upload Do	cuments							•
		Columns	•									
								Export to Excel	c s	earch	۹	
		File Name	7	Document Type	Ŧ	Notes	Ŧ	Date	Ŧ	Action		
		download.jp	eg	Incident Documen	nts	Fire		05/07/2023		1	-	
		images (2).j	peg	Incident Documen	nts			05/07/2023		1		

Figure 165: Documents tab





9.4 Structure Fire

9.4.1 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.

Incident -0002920 - 000 (111	- Building fire) 🕥	ave Submit
Basic 🚺 Apparatus / Personnel 🚺	Fire 0 Structure Fire 0 Civilian Fire Casualty 0 Fire Service Casualty 0 EMS 0 HazMat 0 Arson 🥝 Documents	
Spread	M1 Presence of Automatic Extinguishing System	•
L1 - Presence of Detectors	● 1 - Present ○ 2 - Partial system present ○ N - None Present ○ U - Undetermined	
M1 - Presence of Automatic Extinguishing System	M2 Types of Automatic Extinguishing System	
M2 - Types of Automatic	Required if fire was within designed range of AES.	
M3 - Operation of Automatic	Types of Automatic Extinguishing System	
M4 - Number of Sprinkler 🛛 🕑 Heads Operating	Select	
M5 - Reason for Automatic 🛛 🔜	M3 Operation of Automatic Extinguishing System	
Extinguishing System Failure	Required if fire was within designed range.	_
3Di Engage V2.0.1257		© 2023 3Di Inc.

Figure 166: Structure Fire - Presence of Automatic Extinguishing System section

9.5 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's a prerequisite to add Civilian Casualty details.

Incident -9994448 - 000 (111 - Bi	uilding fire) 🕧					Save Submit
Basic 1 Apparatus / Personnel 1	Fire 1 Structure Fire 1	Civilian Fire Casualty !	Fire Service Casualty !	EMS HazMat D	locuments	
E3 - Special Studies	H1 Casualties *					
F - Actions Taken	Casualties? ONNONE	Deaths	Injurie	s		
G1 Resources 🗸 🗸	Fire Service	0	1			
G2 - Estimated Dollar Losses 1	Civilian	Deaths 0	Injurie:	5		
H1 - Casualties	H2 Detector 0					
H2 - Detector 🛛 🕑	Detector?					
H3 - Hazardous Materials 📿 🗸	Select		~			
I - Mixed Use Property 🕑	H3 Hazardous Materi	als Release				

Figure 167: Civilian Fire Casualty under Basic

9.5.1 Add Casualty

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





Incident -	9981592 - 000 (111 -	Building fire	e) ()						Save Submit
Basic 🚺	Apparatus / Personnel !	Fire 🚺	Structure Fire 🗸	EMS	Civilian Fire Casualty !		Fire Service Casualty !		
Sections	۵. ۱	Add Casu	alty *						All (") are required fields
		© Yo	u Cannot Add Civilian Ca	ualty More	Than Mention In H1 Section Or	On Ba	sic Form.		+ Add Casualty(s)

Figure 168: Civilian Fire Casualty screen with Add Casualty button highlighted.

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 C	asualty	×
Casualty# 001 + Add Ne	First Name	Last Name	
		Add	

Figure 169: Add Casualty pop-up.

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

Incident -9994448 - 000 (111 -	Building fire) 🕧					Save Submit
Basic 🕕 Apparatus / Personnel 🕕	Fire Structure Fire 🕕	Civilian Fire Casualty 🕕	Fire Service Casualty 🕚 EM	IS HazMat	Documents	
Sections	Add Casualty*					All (*) are required fields
001 - Tim Woods-59-Male 1	You can not add C 001 - Tim Woods-59-Mal	e ¥ 002 - Casualty ¥	on in H1 section on Basic form.			+ Add Casualty(s)
		(Casualty Number - 001)				
	Personnel Details					
	First name M	II Last name Woods	Suffix Gender* O Male O Fema	ale	• D-Age* 59	D-Date of Birth Months for infants
	E1-Race Select	~	E2-Ethnicity Select	~	F-Affilliation Select	v

Figure 170: Casualty screen with civilian detail highlighted on left panel.





Delete Casualty 9.5.2

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

	- 000 (111 - B / Personnel 🕕	Fire () Struc	tureFire 🗸	EMS O	ivilian Fire Casualty	Fire Service Case	alty			Save Subr
ections	*	Add Casualty			casony					All (*) are required fields
001 - Tim Woods	•									
02 - Casualty	•	001 - Tim Woods		- Casualty 🕱	in menuon in mi se	ction On Basic Form.				+ Add Casualty(s)
		Tim Woods (C	asulty Nun	nber - 001)						Θ
		Tim Woods (C	-	nber - 001)						Θ
		· ·	-	nber - 001) Last name	Suffix	Gender *	D- Age *	← Or	> D- Date of f	
		Personnel Detai	ils		Suffix	Gender * Male Female Gender Is Required.		Months for infants	D-Date of I MM/DD/Y	ßirth
		Personnel Detai	ils	Last name	Suffix E2- Ethnicity	🔿 Male 🔿 Female	D- Age * Age is Require F- Affillatio	Months for infants		3irth

Figure 171: Casualty screen with delete option highlighted.

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

Casualty Delete	
Are You Sure You Want To Delete This Record?	
	Yes No

Figure 172: Delete Casualty confirmation pop-up.



9.6 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.

Incident	-9994448 - 00	0 (111 -	Building f	ire) 🕧						Save	Submit
Basic 🕕	Apparatus / Perso	nnel 🕕	Fire 🕕	Structure Fire 🕕	Civilian Fire Casualty 🕕	Fire Service Casualty	EMS	HazMat	Documents		
E3 - Specia	al Studies		H1 Ca	sualties *							^
F - Actions	T .		Casua	lties? None							
F - Actions	laken				Deaths		Injuries				
G1 Resour	ces	~	Fire Se	ervice	0		1				
		_			Deaths		Injuries				
G2 - Estima and Values	ated Dollar Losses	•	Civilia	n	0		1				
H1 - Casua	lties		H2 De	tector ®							-
H2 - Detec	tor	~	Detec	tor?							
H3 - Hazar Release	dous Materials	~	Sele	ct		~					
I - Mixed U	lse Property		H3 Ha	zardous Materi	als Release						
3Di Engage V	2.0.1263									© 2	023 3Di Inc.

Figure 173: Fire Service Casualty screen

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.

Incident -	Incident -9981592 - 000 (111 - Building fire) 🕤										
Basic !	Apparatus / Personnel 💶	Fire !	Structure Fire 🕑	EMS	Civilian Fire						
Sections	۸ ۱	Add Cası	alty *								
		Casualty									
		None s	elected								
		- Q s	earch								
		🗆 Sele	ect all								
			HARD WALLACE								
		🗌 Oliv	er Brown								
		🗆 Emr	na Smith								
		🗌 Mar	k Ross								

Figure 174: Add Casualty Dropdown

9.6.1 Add Casualty

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





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Incident -9981592 - 000 (111 - Build	ling fire) 🗇								S	ave Submi
Basic 🚺 Apparatus / Personnel 🚺 Fir	re 🚺 Structure Fire 🥑	EMS Civ	ilian Fire Casualty	Fire Service Casua	alty 🚺					
Sections Ac	id Casualty *								All (*) are	e required fields
001 - RICHARD WALLACE (Engineer)	Casualty									
	RICHARD WALLACE									~
	Q Search									*
	Select all									
	RICHARD WALLACE									
(Oliver Brown									Э
	Emma Smith									
	Mark Ross									•
	E1-Date of injury*	E2-Time of inju	ury*	G1-Usual Assignment		G2-Physical Co	ndition Just Prior to Injury		G3- Severity*	
	02/06/2023	16:00	0	Select	~	Select		~	Select	~
									Severity Is Required.	
	G-4 Taken to		G5-Activity at Tir	ne of Injury			H1- Primary Apparent Symptom			
	Select	~	Select			~	Select			~
	H2- Primary Part of Body Injured		11- Cause of FireF	ighter Injury		12- Factor Contr	ributing to Injury	13- Object Invo	lved in Injury	

Figure 175: Add Casualty screen with Staff selection highlighted.

9.6.2 Delete Casualty

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

Incident -9981592 - 000 (111 - Basic 1 Apparatus / Personnet 1		Save
Sections	Add Casualty	All (") are required fields
OO1 - RICHARD WALLACE (Englineer)	Casuality RICHARD WALLACE 001 - RICHARD WALLACE (Engineer)	~
	001 - RICHARD WALLACE (Engineer) ① Injury Details	Θ
	E1-Date of Injury* E2-Time of Injury* G1-Usual Assignment G2-Physical Condition Just Prior to Injury	G3- Severity*
	02/06/2023 📫 16:00 Ø Select 🗸 Select	Select Severity is Required.

Figure 176: 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.



Figure 177: Delete Casualty confirmation pop-up.





9.7 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.

9.7.1 Add Patient

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

Incident -0002920 - 000 (111 - B	uilding fire) 🕜	Save Submit
Basic 🕕 Apparatus / Personnel 🚺	Fire 📀 Structure Fire 🚺 Civilian Fire Casualty 🚺 Fire Service Casualty 🚺 🛛 EMS 🛛 HazMat Arson 🥥 Documents	
Sections	B Number of Patients	All (*) are required fields
B - Number of Patients	• You can add as many patient(s) as required.	
	Total Number of Patient(s) 0 + Add Patient(s)	
	← Previous	Next →
3Di Engage V2.0.1257		© 2023 3Di Inc.

Figure 178: Add Patient screen.

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

c 🕕 Apparatus / Personnel 🕕	Fire 🥑 Structure Fin	e 🕕 Civilian Fire Casualty 🚺	Fire Service Casualty	EMS	HazMat Arson 🥑	Documents	
ctions	Total Number of Par	ient(s) 1 + Add Patlen	t(5)				
Number of Patients	001 - Patient ①						i
	EMS Detail						
Patient added to	C- Time Arrived at Pa	tient	C- Time of Patient T	ransfer			
incident	Check if same da	te as alarm date	Check if same d	ate as alarm date	D- Provider	Impression / Assessment *	
	MM/DD/YYYY	HH:MM 📀	MM/DD/YYYY	HH:MM	 Select 		~
		_		_	Provider Impre	ssion / Assessment Is Required.	
	E1- O Age	O Date of Birth	E2- Gender	F1-Race		F2- Ethnicity	
		Months for infants	Select	✓ Select	~	Select	~
	G1-Human Factors ((Check all applicable boxe	contributing to Injury		G2-Other Fi	actors t an injury skip G2 and go to H3)		
	None selected			V None			~

Figure 179: EMS screen with patient added.

9.7.2 Delete Patient

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

ident -0002920 - 000 (111 - ic ① Apparatus / Personnel ①		e 1 Civilian Fire Casualty 1	Fire Service Casual	ty 🚺 🛛 EMS 🕑 HazMat	Arson 🕑 Documents	Save
ctions	● 001 -23-Male ①					• • •
01-23-Male	EMS Detail	tient	C-Time of Patient	Transfer		
	Check if same da		Check if same		D- Provider Impression / Assessment *	
	05/05/2023	00:00	05/05/2023	00:00	 O 10 - Abdominal pain 	~
	E1- O Age	O Date of Birth	E2- Gender	F1-Race	F2- Ethnicity	
	23	Months for infants	Male	✓ 1 - White	✓ Select	~
	C1. Human Easters	Contributing to Injury		G2- Other Factors		

Figure 180: EMS screen with delete patient highlighted.



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

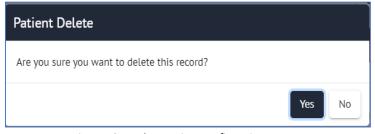


Figure 181: Delete Patient confirmation pop-up.

9.8 HazMat

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

Incident -0002920 - 0	00 (111 -	- Building fire) 🕧	Save Submit
Basic 🕕 Apparatus / Per	sonnel 🕕	Fire 🥏 Structure Fire 🚺 Civilian Fire Casualty 🚺 Fire Service Casualty 🚺 EMS 🚺 HazMat 🚺 Arson 🥏 Documents	
E2 - Shifts and Alarms	V	A	
E3 - Special Studies	~	Detector?	
F - Actions Taken	2	Select	
G1 Resources	~	H3 Hazardous Materials Release	
G2 - Estimated Dollar Losses and Values	•	Hazardous Materials Release? None	
H1 - Casualties	e		[
H2 - Detector		I Select	
H3 - Hazardous Materials Release		0 - Special HazMat actions required or spill >= 55 gal. 1 - Natural gas: slow leak, no evac. or HazMat actions	
I - Mixed Use Property	•	2 - Propane gas - Less than a 21 lb. tank U - Special HazMat actions required or spiil >= 55 gal. 3 - Gasoline - vehicle fuel tank or portable container	,
3Di Engage V2.0.1257			© 2023 3Di Inc.

Figure 182: HazMat Module screen.

9.8.1 Add HazMat

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

Incident -0002920 - 000 (111 -	Building fire) ①	Save
Basic ① Apparatus / Personnel ①	Fire 🤗 Structure Fire 0 Civilian Fire Casualty 0 Fire Service Casualty 0 EMS 0 HazMat Arson 🤗 Documents	
Sections	Number of HazMat(s)	All (") are required fields
	You can add as many HazMat(s) as required.	
	Total Number of HazMat(s)	
	← Previous	Next →

Figure 183: HazMat Module screen with Add HazMat button highlighted.



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Ohio State Fire Marshal			Q Type Here	To Search	Simon Harmer 🗡 🔯 🗸
My Work Queue My Fire Department Incidents	OFIRS Incident Import				
Incident -0002920 - 000 (111 - Build	ding fire) 🕧				Save Submit
Basic 🚺 Apparatus / Personnel 🚺 Fire	e 🕑 Structure Fire 🚺 Civilian Fire Casualty 🚺	Fire Service Casualty 🕛	EMS 1 HazMat 1 Ar	son 🕑 Documents	
Sections N	lumber of HazMat(s)				All (*) are required fields
001 🚺	• You can add as many HazMat(s) as required.				
HazMat added to incident	Total Number of HazMat(s) 1 + Add HazMat	(5)			
	001 ①				a ()
	HazMat Detail				
	B- HazMat ID			DOT Hazard Clas	
	Chemical Name*	UN Number	CAS Registration Number	Select	sification
	Chemical Name Is Required.			Julia Constan	•

Figure 184: HazMat screen

9.8.2 Delete HazMat

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

Incident -	0002920 - 000 (111 -	Building f	îre) 🕧						Save Submit
Basic 🕕	Apparatus / Personnel 🚺	Fire 🕑	Structure Fire 🚺	Civilian Fire Casualty 🕛	Fire Service Casualty 🕛	EMS 🚺 HazM	at 🚺 Arson 🥑	Documents	
Sections		Numb	er of HazMat(s)						All (*) are required fields
001 - 2-Hyd	froxyisobutyronitrile 🕕	Ō	You can add as many Ha	azMat(s) as required.					
		Total	Number of HazMat(s)	1 Add HazMa	t(s)				
		001-	2-Hydroxyisobutyro	onitrile 🛈				_	→ ± ⊖
		HazM	1at Detail						
		B- H	lazMat ID						
			mical Name *		UN Number	CAS Registration Nu	imber	DOT Hazard Classification	n
		C	2-Hydroxyisobutyronitrile		1541 ¥	75-86-5	~	Select	~

Figure 185: 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.

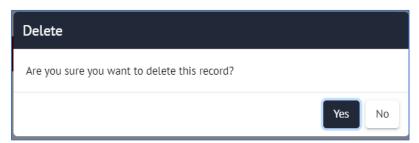


Figure 186: Delete HazMat confirmation pop-up.

9.9 Wildland Fire

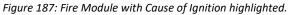
For Incident Type 140-143 or 160,170-173, either the Fire module or the Wildland module is required. One of the two must be completed. If user tries to switch between Wildland & Fire Module, then below confirmation popup will be displayed. If the Wildland module is selected, then the Alternate Location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



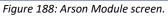


9.10 Arson

Incident -0002920 - 000 (111 - I	Building fire) 🕜	Save Submit
Basic 🕕 Apparatus / Personnel 🕕	Fire 🚺 Structure Fire 🚺 Civilian Fire Casualty Fire Service Casualty EMS HazMat Documents	
Sections	Checkbox if fire spread was confined to object of origin. Required only if them first ignited code is 00 or < 70 Area.	^
B - Property Details 🛛 🕑	E1 Cause of Ignition *	
C - On-Site Materials or 🛛 😪	Cause of Ignition	
D - Ignition	0 - Cause, other (System generated code only, not used for data entry) Q [search	×
E1 - Cause of Ignition	E2 Select 0 - Cause, other (System generated code only, not used for data entry)	
E2 - Factors Contributing to 🕑	1 - Intentional 2 - Unintentional	
E3 - Human Factors 🛛 💙	3 - Failure of equipment or heat source 4 - Act of nature	
Contributing to Ignition	Factor Contributing to Ignition (2) Select	~
F1 - Equipment Involved in		
3DI Engage V2.0.1257		© 2023 3DI Inc.



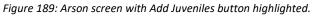
Incident -	0002920 - 000 (140 -	D - Natural vegetation fire, other) ()	ve Submit
Basic 🚺	Apparatus / Personnel 🕕	Fire ① Civilian Fire Casualty ① Fire Service Casualty ① EMS ① HazMat ① Wildland Arson Documents	
Sections		Complete This Section if The Person Involved in The Ignition of The Fire was a Child or Juvenile Under The Age of 18. Juvenile is involved? Yes No Add Juvenile(s) N For Local Use Notes Enter a description O of 1000 chara	acters used
3DI Engage V2	2.0.1257	- Treflow	© 2023 3Di Inc.



9.10.1 Add Juveniles

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

Incident -0002920 - 000 (140 - Natural vegetation fire, other) O	Submit
Basic 🚺 Apparatus / Personnel 🚺 Fire 🚺 Civilian Fire Casualty 🚺 Fire Service Casualty 🚺 EMS 🚺 HazMat 🊺 Wildland Arson 😒 Documents	
Sections Complete This section if The Person Involved in The Ightion of The Fire was a Child or Juvenile Under The Age of 18. Juvenile is involved? Yes No + Add Juvenile(s) N For Local Use Notes Enter a description	





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Incident -0002920 - 000 (140 - Natı	Iral vegetation fire, ot	ner) 访				Save Submit
Basic 🚺 Apparatus / Personnel 🚺 Fin	e 🕕 Civilian Fire Casualt	y 🕕 Fire Service Casualty	EMS HazMat	U Wildland Arson	 Documents 	
Sections			hition of The Fire was a Child or J	uvenile Under The Age of 18.		
	001 - Juvenile 🕚 Juvenile Detail					
	M1- Subject Number	M2- 🔘 Age	O Date Of Birth	M3- Gender	M4- Race	M5-Ethnicity
	001	01/03/2023	 Months of Infants 	1 - Male 🗸	0 - Other, includes 🗸	0 - Non Hispanic or 🗸
	M6- Family Type		M7- Motivation / Risk Factors (Check only one of the codes 1-3 and the			
	2 - Foster parents	~	Select			~
•	M7- Motivation / Risk Facto	rs				

Figure 190: Arson screen with Juveniles added.

9.10.2 Delete Juveniles

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

Incident -0002920 - 000 (140 - Natu	ıral vegetation fire, other) 🕧			Save Submit
Basic 🕕 Apparatus / Personnel 🕕 Fire	e 🕕 Civilian Fire Casualty 🕕 Fire Service	e Casualty 🕕 🛛 EMS 🕕 HazMat 🕕	Wildland Arson 🕑 Documents	
Sections	Complete This Section if The Person Involved Juvenile is involved? Yes No 2	d in The Ignition of The Fire was a Child or Juver	nile Under The Age of 18.	
	001 - Juvenile ① Juvenile Detail			a –
	M1- Subject Number M2- Age	O Date Of Birth M	13- Gender M4- Race	M5-Ethnicity
	001 01/03/2023	Months of Infants	1 - Male v 0 - Other, includes v	0 - Non Hispanic or 🗸
	M6- Family Type	M7- Motivation / Risk Factors (Check only one of the codes 1-3 and then al	til others 4-9 that apply)	
	2 - Foster parents	✓ Select		~
•	M7- Motivation / Risk Factors			

Figure 191: 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.

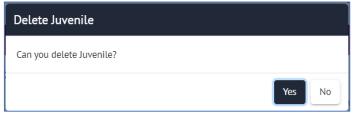


Figure 192: Delete Juveniles confirmation pop-up.





10 Approved Vendors

Rank: All fire department staff

Queue 👻 My Fire Departmen	t My EMS Agencies	Incidents 👻	Activity Tracker Crea	te a Ticket Ad	min 👻 Approved Vendors	Sound-Off 👻			
Approved Vendors									
								Export to Excel	ch Q
Vendor Company Name	OFIRS ID	NFIRS VIN	Doing Business As	NFIRS SIN	Vendor Uploading Files	Software Name	Status	Contact Name	Address
3DI Test Vendor	92310	3DI2023108	3DI Test Vendor	12345	Yes	3DISystems	Approved Vendor	Test Vendor	14520,Broadway Av [*] US
3Di Test Vendor for Testing	92043	3DIVN23109	3Di Test Vendor for Testing	23091	Yes	3DISYSVENDOR	Approved Vendor	Amit Singh	1452,Worthington F OH 43081 US
Test Vender PVT LTD	76567	3476823456	Vender Services	32365	Yes	Vender Service portal	Approved Vendor	Test Vender	8644,Porter Central US
threedi vendor test new	09187	3DISYSTEMS	software	VTRTB	Yes	ofirs	Approved Vendor	peter benjamin	undefined,Rosecran
android software solution	67891	ANDROIDSOF	testing	78954	Yes	OFIRS	Approved Vendor	william smith	undefined,East Will 43015 US
AMKUS Rescue Systems	56213	4561239784	Fire And Service Management	47112	Yes	OFIRS	Approved Vendor	Matt Wilson	4514,Kenny Road Ci
smith commpany	34127	7890643218	bureau	21345	Yes	ofirs	Approved Vendor	james david	undefined,East Broa
fancy consultancy	89116	OPLKIUREWQ		POIUY	Yes	ofirs 5.0	Approved Vendor	stefen mark	undefined,Quarter F

Figure 193: Approved Vendors List

In the Approved Vendors screen, the fire department user can view all the approved vendors.





11 Create a Ticket

Rank: Fire Department Personnel

Create a ticket functionality is available to all the fire department staff and OFIRMS users.

This is a way to reach out to the Fire Prevention Bureau for specific queries and feedback. Currently, there are 4 types of tickets that can be created.

- 1. Coding Question
- 2. Feedback
- 3. Public Record Request
- 4. Technical Support

Ohio 3Di New Fire Department State Fire Marshal Smitch	Q Type Here To Search David Thomas ∨ 🕅 ▼
Dashboard My Work Queue My Fire Department Incidents Activity Tracker Create a Ticket Admin	
Service Request Type C Key word search to select SR Type Coding Questions Describe your Coding Questions	
Feedback Provide Feedback Public Record Request Public Record Request Technical Support Required Technical Support	

Figure 194: Create a ticket screen displaying the type of tickets that are available for creation.





11.1 Coding Question

To create a ticket regarding coding question, select the "Coding Questions" from the service request type dropdown. Fill in the details and click on Submit.

Dubband My Wood Queue My Fire Department Incidents Service Requests Type Coding Questions Ces Contact Use contact Information from my profile P novide contact details First Name Information Phone Number Phone Number Describe the Incident in as much detail as possible Must by your specific Question? O of 500 thatacters used	Ohio State Fire Marshal		Q Type Here To Search	David Thomas 🗸 🛛 🕅 🗸
Coding Questions	Dashboard My Work Queue My Fire Department Incidents Activity Tracker Create a	Ficket Admin		
I bes contact information from my profile Provide contact details • First Name • Last Name • Last Name • Enail • Phone Number • Phone Number Phone Number • Matter is your specific Question? What is your specific Question?		~		
Enail Enail Phone Number Describe the Incident in as much detail as possible What Is your specific Question?	Use contact information from my profile Provide contact details			
Describe the Incident in as much detail as possible What is your specific Question?	* Email			
What is your specific Question?	* Phone Number			
	Describe the Incident in as much detail as possible			
0 of 500 characters used	What is your specific Question?			
0 of 500 characters used				
				0 of 500 characters used
Reset Submit				Reset Submit

Figure 195: Coding Questions Ticket form.







11.2 Feedback

Use the Feedback service request type to provide suggestion or complaint. Fill in the details and click on Submit.

Ohio 3Di New Fire Department State Fire Marshal Switch	Q Type Here To Search	David Thomas 🗸 🕅 🕶
Dashboard My Work Queue My Fire Department Incidents Activity Tracker Create a Ticket Admin		
Service Request Type Feedback		
Feedback Type Complaint		~
Additional Information		
		Reset Submit

Figure 196: Feedback Service Request form

11.3 Public Record Request

To request records for Incidents or General Data, use the Public Record Request.

Fill in the details and click on Submit.

Ohio 3Di New Fire Department State Fire Marshal Switch	Q Type Here To Search David Thomas V 🕅 -
lashboard My Work Queue My Fire Department Incidents Activity Tracker Create a Ticket Admin	
Service Request Type	
Public Record Request ~	
What are you looking for O Incident General Data	
* Type and select County	
* Incident Date	Incident #
MM/DD/YYYY 🗎	
Exposure #	Location of Incident
Incident Type	
	Reset Submit

Figure 197: Public Record Request form





11.4 Technical Support

To request a technical support for incident or any other modules in OFIRMS, please use the Technical Support service request type. Please provide as much details possible for a faster resolution.

Ohio 3DI New Fire Department State Fire Marshal Switch	Q Type Here To Search	David Thomas 🗸 🐧
Dashboard My Work Queue My Fire Department Incidents Activity Tracker Create a Ticket Admin		
Service Request Type		
Technical Support v		
Case Contact Use contact information from my profile Provide contact details		
First Name		
* Last Name		
• Email		
* Email		
Phone Number		
What Module were you in?		
Select		~
Describe the problem		
		0 of 500 characters used
What were you doing when the problem occurred?		
		te
		0 of 500 characters used
Documents		
Select files		
		Reset Submit

Figure 198: Technical Support Service Request form





11.5 View My Service Requests/Tickets

To get the real-time status of your tickets, you can go to the "My Tickets" screen.

4y Tickets						
					Export to Excel C Sea	rch Q
Action	Case Number	Applicant Name	Case Type Name	Status	Requested On †	T
				Leave Approval Pending	10/16/2023	

Figure 199: My Tickets screen

On clicking on the case number, it will redirect you to the case detail page.

Chio State Fire Marshal		Q Type Here To Search	David Thomas 🗸 🔯 🗸
Dashboard My Work Queue My Fire Department Incidents Activity Tracker Create a Ticket Admin			
Case Detail Case Number : CDQ-2382735 Type : Coding Questions Address : Status : Under Review Applic	ant Name : Minnie Mouse		- Back
ettlersville Jackson Center Huntsville Walnut Grove Byhalia U Lewistown 3 Walnut Grove Voik Center	Address		N/A
Anna Maplewood Mansfield	Submitted By		Minnie Mouse
Port Jefferson Zanesfield East Liberty Raymond ib	Created Date		09/28/2023 03:09 PM
Hardin Sidney 00 Middleburg	Source		Web
Kayboard shortcuts Map data @2023 @oogle Terms Report a map error	Assignee(s)		FP - Bureau Chief
Coding Questions (CDQ-2382735) Describe the incident in as much detail as possible : car caught fire after accident What is your specific Question? : Do I code this as a car fire or an mva			~
Activity Log O9/28/2023 03:09 PM Case assigned to FP-Bureau Chief System Case created Case created			
Minnie Mouse			





12 Activity Tracker

Rank: Fire Department Chief

Activity Tracker screen can be used by FD Staff and Volunteers for logging additional hours spent.

Users can add hours spent on specific activities or incidents on this screen. The information of the activities logged for the logged-in user will be displayed on the screen.

Activity Track	Ker 3Di New Fire Departu	nent							+ Add
	Server in Separa					Export to Excel	0	Search	Q
Action	Personnel	Activity	Incident Number	Date 🝸	Start Time	End Time		Total Time	
1	David Thomas	Part Time Fire Fighter activity	0000001	09/26/2023	09:47:00	18:47:00		09:00:00	

Figure 200: Activity Tracker screen.

12.1 Add Activity

To add an activity, press the + Add button. This will open the Add Log Hours pop-up. Enter the Incident Number or the Activity description along with the date and time spent. If the activity is for more than a day, then use the Add button to report additional date and time for the same activity on the Add Log Hours screen.

Add Log Hours				×
Organization: z3di 1	lest Fire Department		Personnel: Three Di	Fire Chief
Note: Enter at least of Incident Number	ne of Incident Number or Activity			
Activity				
				h
Date*	Start Time*	End Time*	Total Duration*	
		0	0	Add
				Save Cancel

Figure 201: Add Log Hours pop-up.





13 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.

ooard My Work Que	eue My Fire Department Incidents Activity Tracker	Create a Tick	et Admin			Profile		
						Change	Password	
Basic Informatio	on					Log out		_ Edit
irst Name"				Last Name*				
David				Thomas				
David			+ Add	Thomas Contact Detail	S			+ Add
	Full Address	Primary	_		S Phone or Email	Primary	Áctio	_
Address Detail	Full Address 1150 McBride Avenue Woodland Park NJ 07424 US	Primary Yes	_	Contact Detail		Primary Yes	Actio P	ns

Figure 202: Basic Information on My Profile screen

The profile page contains the 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 the 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.
- PII (Personal Identification Information) Contains driver's license details. 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.

Emerge	ncy Contact					+ Add Ca	intact
					D	Export to Excel	C
Action	Full Name	Relation	Phone1	Phone2	Email		
1	John Thomas	Sibling	(455) 677-6898				
нч	1 ► ► 5 ~ items	per page				1-1 of 1 items	Q

Figure 203: Emergency Contact on My Profile



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DPS Certification I	nfo					1	Edit
Certification Level	: Emergency Medical Technic	ian, Advanced Emergency Medical Technician, Paramedic	OHIO DPS Number	Certification	: D478622		
Certification Date	: 03/28/2023		Expiration	n Date	: 02/29/2024		
Other Certification	1						Edit
Other Certification							
Certification Type		Certification Number	Cert	rtification Date		Expiration Date	
abc		123	08/2	/21/2023			
did		344					
Personal Informati	ion					1	Edit
Date of Birth	: 01/03/2000						
Age	: 23						
Race	: White						
Gender	: Male						
Language	: English						
Ethnicity	: Hispanic or Latino						
Income Level	: Normal						
PII (Personal Ident	tification Information)						Edit
Driver's License	: ****** @					_	_
Date Issued	: 08/28/2022						
Date of Expiry	: 02/29/2024						

Figure 204: DPS Certification Info, Other Certification, Personal Information, PII Information section on My Profile

										Export to Excel	C
tank/Position	Fire Department Nar	me	FDID			P	ersonnel Id		Date of Joining	OF	IRS R
ire Chief	3Di Demo FD		91236	;						Yes	s
ire Chief	3Di New Fire Depart	ment	91237	1						Yes	5
ire Chief	Test New Fire Depart	tment	91234	ŧ		1	234569			Yes	5
rill and Training											
Fill and Training	Category	Туре	Date	Start Time	End Time	Total Duration (Hours)	CEU	Trainer	External Trainer	Export to Excel	e
D Name	Buringer	Type Classroom	Date	Start Time	End Time	Duration	CEU 1	Trainer David Thomas	External Trainer	Location Location 14502 Williams County Road 15, Holiday City, O	
-	nt Business meeting					Duration (Hours)			External Trainer	Location 14502 Williams County	

Figure 205: Fire Department and Drill and Training info on My Profile screen



Image: Control of the second of the secon									
Imagination 1491, Common/Fy Boulevard Lockbourne OH 43137 US 09/12/2023 12:08 PM 09/12/2023 09:28 AM Fire Prevention Bureau D0:2572731 Coding Questions N/A > 09/12/2023 09:28 AM 09/12/2023 09:28 AM Fire Prevention Bureau R2372752 Leave Rupest 1451, Commod/Fy Boulevard Lockbourne OH 43137 US 09/12/2023 05:42 AM 09/21/2023 05:43 AM Fire Prevention Bureau R2372752 Leave Rupest 0972/West 38th Street Ashtabula OH 44004 US 09/21/2023 05:01 AM 09/21/2023 06:02 AM Fire Prevention Bureau R2372752 Leave Rupest 972/West 38th Street Ashtabula OH 44004 US 09/21/2023 06:01 AM 09/21/2023 06:02 AM Fire Prevention Bureau R4 4 1 2 3 4 * K 5 * terms per page terms per page 1:5 of 17 items 1:5 of 17 items </th <th>ase Number</th> <th>Case Type</th> <th>Location</th> <th>Created On</th> <th>Ŧ</th> <th>Updated Date</th> <th>T</th> <th>Department</th> <th></th>	ase Number	Case Type	Location	Created On	Ŧ	Updated Date	T	Department	
D022379231 Codimy uestions NA Percention Bureau Pire Prevention Bureau R2228252 Lawe Netters 1451.commotify 235 New Carlisle OH US 09/20/203 0523 A2AM 09/20/2023 0523 AAM Fire Prevention Bureau R2329254 Lawe Netters 09/20/203 0524 AM 09/20/203 0523 AAM Fire Prevention Bureau R2329254 Lawe Netters 09/20/203 0524 AM 09/21/2023 0534 AM Fire Prevention Bureau R23292552 Lawe Netters 09/20/203 0524 AM 09/21/2023 0501 AM 09/21/2023 0502 AM Fire Prevention Bureau R23292552 Lawe Netters 09/20/203 0524 AM 09/21/2023 0501 AM 09/21/2023 0502 AM Fire Prevention Bureau R23292552 Lawe Netters 09/20/203 0502 AM 09/21/2023 0501 AM 09/21/2023 0501 AM 09/21/2023 0501 AM Fire Prevention Bureau R23295752 Lawe Netters tems percenters tems percenters 1-5 of 37 fires C R23295752 Lawe Netters tems percenters tems percenters 1-5 of 37 fires C R23295752 Lawe Netters tems percenters tems percenters 1-5 of 37 fires C R23295757 Mathematers	TF-2378743		1451,Commodity Boulevard Lockbourne OH 4	3137 US 09/15/2023 12:06 PM		09/15/2023 12:08 PM		Fire Prevention Bureau	
R2372754 Leave Ruest undefined,OH US OP/1/2023 05/42 AM OP/1/2023 05/43 AM Fire Prevention Bureau R2372757 Leave Ruest 977/West 38 to treat Astrabula OH 44004 US 09/21/2023 05/43 AM OP/21/2023 05/43 AM Fire Prevention Bureau R4 1 2 3 4 H 5 Items per part 09/21/2023 06/01 AM 09/21/2023 06/02 AM Fire Prevention Bureau H 1 5 Items per part East 09/21/2023 06/01 AM 09/21/2023 06/01 AM OP/21/2023 06/01 AM Fire Prevention Bureau H 1 2 3 4 H 5 Items per part 1-5 of 17 Items C Call Mumber Fire Prevention Bureau Call Mumber Fire Prevention Bureau A000005 V H 5 Items per part Items per part </td <td><u>DQ-2379731</u></td> <td>-</td> <td>N/A</td> <td>09/20/2023 09:28 AM</td> <td></td> <td>09/20/2023 09:28 AM</td> <td></td> <td>Fire Prevention Bureau</td> <td></td>	<u>DQ-2379731</u>	-	N/A	09/20/2023 09:28 AM		09/20/2023 09:28 AM		Fire Prevention Bureau	
R2 27 27 27 R2 av Reversion Burgersion Burgers	R-2378752	Leave Request	1451,Commodity Boulevard Lockbourne OH 4	3137 US 09/16/2023 02:27 AM		09/20/2023 12:08 PM		Fire Prevention Bureau	
Image:	<u>R-2379754</u>	Leave Request	undefined, Ohio 235 New Carlisle OH US	09/21/2023 05:42 AM		09/21/2023 05:43 AM		Fire Prevention Bureau	
Asigned Decals Image: Contract of the second of the se	R-2379757	Leave Request	937,West 38th Street Ashtabula OH 44004 US	09/21/2023 06:01 AM		09/21/2023 06:02 AM		Fire Prevention Bureau	
A000055 2023 OH-029892 3Di New Fire Department - 91237 A800002 2023 OH 4568 3Di Demo FD - 91236 A800001 2023 OH 4568 3Di Demo FD - 91236 A000001 2023 OH 4568 3Di Demo FD - 91236		3 4 H M	✓ items per page					1-5 of 17 items	C
AB00002 2023 OH 4568 3Di Demo FD-91236 AB00004 2023 OH 4568 3Di Demo FD-91236 A000001 2023 OH-15489 3Di Demo FD-91236		3 4 F H 5	v items per page				0		
AB00004 2023 OH 4568 3Di Demo FD - 91236 A000001 2025 OH - 15489 3Di Demo FD - 91236	Assigned Decals			Fire Department			c		
A0000001 2023 OH-15489 3Di Demo FD - 91236	Assigned Decals	Year	Vehicle Number				C		
	Assigned Decals Decal Number A000055	Year 2023	Vehicle Number 0H-029882	3Di New Fire Department - 91237			c		
A0000002 2023 0H-15489 3Di Demo ED - 91236	Assigned Decals Decal Number A000055 AB00002	Year 2023 2023	Vehicle Number 0H-029882 0H 4568	3Di New Fire Department - 91237 3Di Demo FD - 91236			2		
	Assigned Decals Decal Number A000055 AB00002 AB000004	Year 2023 2023 2023	Vehicle Number 0H-029882 0H 4568 0H 4568	3Di New Fire Department - 91237 3Di Demo FD - 91236 3Di Demo FD - 91236			2		Q
A0000002 2023 0H-15489 3Di Demo ED-91236	Assigned Decals Decal Number A000055	Year 2023	Vehicle Number 0H-029882	3Di New Fire Department - 91237			0		

Figure 206: Cases Associated with the user and Decals Assigned to the user on the My Profile screen.

14 Prevention Resources

Rank: Fire Department Personnel

Prevention Resources is visible to the Fire Department users. It is the section from which the Fire department users can perform actions for various programs and view the requests.

Prevention Resources has the following sub-sections based on the type of programs:

- 1. Literature: This screen displays the Pamphlets and Color Sheets that the Fire Department user wants to order for their inventory.
- 2. **Sound Off:** Through this screen, the fire department user can request for sound off alarms (CO, Hearing Impaired, Smoke), request for Sound off Assistance, and can also see their inventory.
- 3. **Smoke Alarms for Everyone:** Through this screen, the fire department user can request for Smoke alarms or hearing impaired alarms, can make installation requests, and can see their inventory.
- 4. **Thermal Fuse:** Through this screen the fire department user can request for Thermal Fuse devices, can make installation requests, and can see their inventory.
- 5. **My Requests:** The Fire Department users can view the requests made by them for different programs through this screen.



14.1 Literature

The Literature order/request is available for use by Fire Department staff.

14.1.1 Literature Ordering/Request Page for FD users

Fire Department users can go to the Prevention Resources tab and click on "Literature" to place Literature order/request.

Ohio

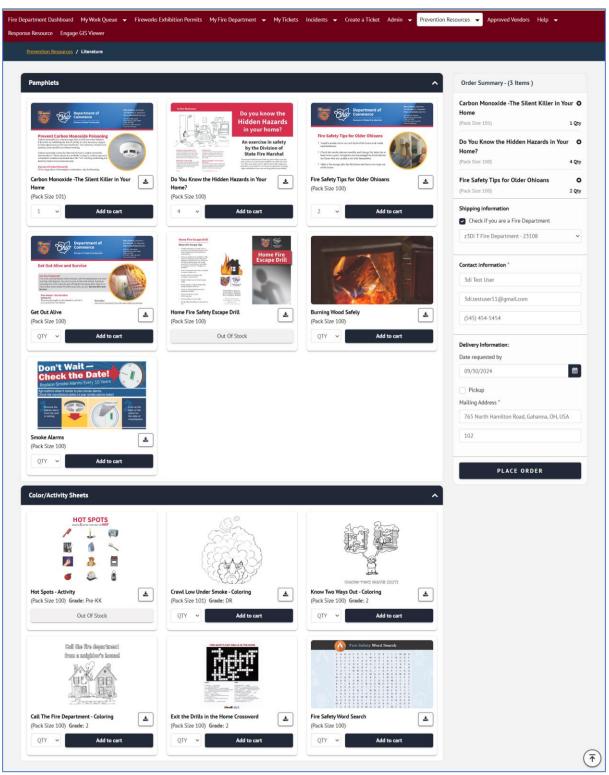


Figure 207: Literature Ordering / Request page

Fire Department users can click on the QTY dropdown and select the quantity of Pamphlets/Color Activity Sheet. After selecting the QTY, FD users have to click on "Add to cart" button.





After clicking on "Add to cart" button, the ordered literature items are visible in the "Order Summary" section.

From the Order Summary section:

FD users can click on the cross sign besides each literature to remove it.

FD users have to check the checkbox for "Check if you are a fire department". After checking the checkbox, FD users has to select the Fire Department from the dropdown.

FD users have to fill the Contact Information, which are mandatory fields.

FD users can select the Date by which they want their literature order to be delivered.

FD users has to enter the Mailing Address which is required.

After filling all the sections, FD users can click on "Place Order" button. It will show an order confirmation popup wherein the FD user can click on "Yes".

Order confirmation	
Are you sure you want to place order?	
	Yes No

Figure 208: Order confirmation popup

After clicking "Yes", it will show a success popup wherein the FD user can click "Ok".

Success
Thank you for your order, please allow approximately 3 business days to prepare your order.
Ok

Figure 209: Success popup

Note: Once the literature order is placed, it will be available on the "My Requests" Screen.





14.2 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. **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. 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.
- 3. **Install Alarms:** 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.
- 4. View Alarm Inventory: The Fire Department will be able to view their inventory of Alarms.

14.2.1 Sound-OFF Landing Page for FD Users

The Sound Off landing page is accessible to FD users and serves as their initial point of entry. It is designed to provide quick reference links to important resources, allowing for alarm requests, providing a link to the alarm installation form, facilitating requests for assistance from the Bureau for the Sound Off program, accessing and displaying classroom history, and viewing the fire department inventory.



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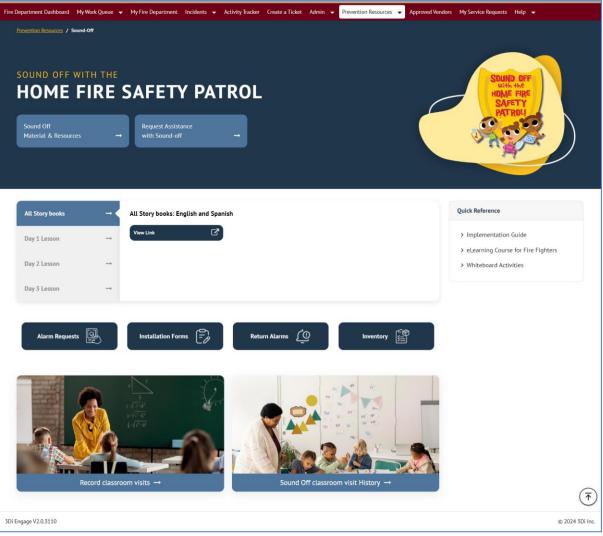


Figure 210: Sound Off Landing Page

14.2.1.1 Sound Off Material & Resources

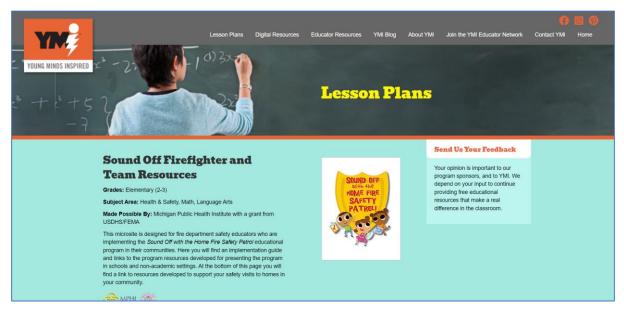
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Fire Department Dashboard My Work (Queue 👻 My Fire Department Incidents 👻 Activity Tracker. Create a Ticket Admin 👻 Prevention Resources 👻 Approved Vendo	rs My Service Requests Help 👻 Fire Chief Page
Prevention Resources / Sound-Off		
SOUND OFF WITH HOME FIF Sound Off Material & Resources	THE RE SAFETY PATROL Request Assistance with Sound off	Sound off With the Home Frige Safetty Patroul
All Story books	All Story books: English and Spanish	Quick Reference
Day 1 Lesson	→ View Link	 Implementation Guide eLearning Course for Fire Fighters
Day 2 Lesson	-	Whiteboard Activities
Day 3 Lesson	→	
Alarm Requests	Installation Forms	

Figure 211: Sound Off Material & Resources



The FD User can click on "Sound Off Material & Resources", it will redirect the user to a Lessons Learning Page as shown in the image below.



This is designed for fire department safety educators who are implementing the Sound Off with the Home Fire Safety Patrol educational program in their communities. Here you will find an implementation guide and links to the program resources developed for presenting the program in schools and non-academic settings. At the bottom of this page you will find a link to resources developed to support your safety visits to homes in your community.

14.2.1.2 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.





14.2.1.2.1 Request Assistance with Sound Off by FD user

Fire Department Dashboard MyWork Queue 👻 My Fire Department Incidents 💌 Activity Tracker Greate a Ticket Admin 💌 Prevention Resources 💌 Approved	I Vendors My Service Requests Help 🛩 Fire Chief Page
Prevention Resources / Sound-Off	
SOUND OFF WITH THE HOME FIRE SAFETY PATROL Sound Off Material & Resources	Sound off urth the HOME FIRE PATROLI
All Story books	Quick Reference
Day 1 Lesson → View Link	> Implementation Guide
bey a kesson	> eLearning Course for Fire Fighters
Day 2 Lesson →	> Whiteboard Activities
Day 3 Lesson →	
Alarm Requests 👰 Installation Forms 🚍 Return Alarms 🖉 Inventory 🖹	

Figure 212: Request Assistance with Sound-off Button

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.

ervice Request Type			
Request Assistance with Sound Off		~	
	Request	Assistance for the SOUND OFF	
re Department			
z3Di T Fire Department - 23108			
Have you instructed Sound Off in past?			
Yes No			
User Details			
Title		Full Name	
Fire Chief		Three's Di Test User One	
Email		Phone	
3di.testuser11@gmail.com		(987) 974-8465	
Date Range			
Date From	Date To		
07/30/2024	07/31/2024		
Audience			
	Religious Groups Other		
School			
A+ Children's Academy			,
Address			
2241 John Circle Drive, Columbus, OH	I, USA		





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.

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 service request number 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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Number : SOREA-24125117 Type : Request Assistance with Sound Off Sta	atus : Educator Approval Pending Address : 4	4565 Columbus Pike, Delaware, OH, USA
Group Primary Care L.	Address	4565 Columbus Pike, Delaware, OH, L
- Aller	Category	Service Requ
	Submitted By	Three Di Test User O
Delaware Area Careo Center South Campus	Created Date	07/29/2024 08:35
	Updated Date	07/29/2024 08:35
23 Prototion for	- Source	v
Winter Rd Winter Rd Keyboard shortcuts Map data @2024 Goo	ogle Terms Report a map error Assignee(s)	Shawn Whitt, Jhon Right, Three Di Educator, Three Di FP User, Jhon Will, Jhor
Intake Form Contact Info Documents Commeni Request Assistance with Sound Off (SOREA-24125117)	1.5	
equest Assistance with Sound Off (SUREA-24125117)		~
Request Assistance for the SOUND OFF		
Fire Department : z3Di T Fire Department - 23108		
Have you instructed Sound Off in past? : No		
Title : Fire Chief		
Full Name : Three's Di Test User One		
Email : 3di.testuser11@gmail.com		
Phone : (987) 974-8465		
Date From : 07/30/2024		
Date To: 07/31/2024		
Audience : Civic groups		
Address : 4565 Columbus Pike, Delaware, OH, USA		
ctivity Log		
 07/29/2024 08:35 AM Case assigned to jhon.right11@3diemail.com.jhon.right System 	ht12@3diemail.com,jhon.will17@3diemail.com,shaw	m.whitt@com.ohio.gov,test3di08@gmail.com,testemail3disystems03@gmail.com

Figure 214: "Request Assistance with Sound-off" Case details screen





14.2.1.3 Sound Off Alarm Request by FD user

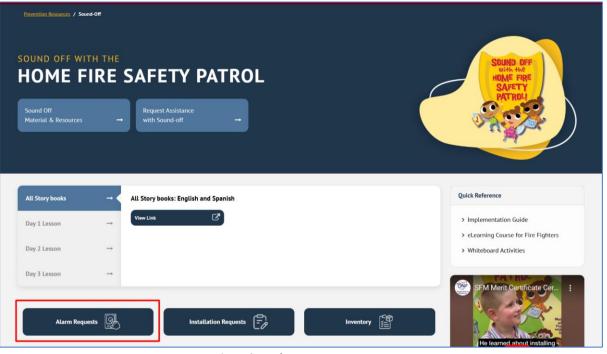


Figure 215: Alarm Requests Button

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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rvice Request Type			
Sound Off Alarm Request	~		
	Sound Off Alarms Request by Fi	re Department	
• Audious			
* Audience School Civic groups Religi	ious Groups Other		
* School			
A+ Arts Academy			~
Location 5555 State Route 521, Kilbourne, OH, USA			
5555 State Route 521, Ribburne, ON, 65A			
umber of homes			
10			
Types of Alarms			
CO Alarms	Smoke Alarms	Bed shakers alarms	
5	5	5	
Note: Upload one document per home. Select files			
Note: Upload one document per home.		+4	sdd Studen
Select files		+A	udd Studen
Select files		★ ∧	idd Studen
Select files			dd Studen
Select files Amy J * Student Name			udd Studer
Select files Amy J * Student Name Amy J			idd Studen
Select files Amy J Student Name Amy J Parent Caregiver Name Elle J Installation Address			-
Select files Amy J Student Name Amy J Parent Caregiver Name Ette J Installation Address 1234 Steelwood Road, Columbus, OH, USA			sdd Studen
Select files Amy J Student Name Amy J Parent Caregiver Name Ette J Installation Address 1234 Steelwood Road, Columbus, OH, USA Phone			vdd Studen
Select files Amy J Student Name Amy J Parent Caregiver Name Elile J Installation Address I 234 Steelwood Road, Columbus, OH, USA Phone [(454) 545-4545			dd Studer
Select files Amy J Student Name Amy J Student Caregiver Name Ette J Installation Address 1234 Steelwood Road, Columbus, OH, USA Phone (454) 545-4545 Do you have a smoke alarm on each level of y			vidd Studer
Select files Amy J Student Name Amy J Parent Caregiver Name Eltle J Installation Address I 234 Steelwood Road, Columbus, OH, USA Phone (454) 545-4545	your home?		dd Studer
Select files Any J Student Name Any J Student Name Any J Parent Caregiver Name Eltle J Installation Address I234 Steelwood Road, Columbus, OH, USA Phone (454) 545-4545 Do you have a smoke alarm on each level of yo Yes Yes No	your home?		-
Select files	your home? bedroom and sleeping area?		-
Select files Amy J Student Name Amy J Student Name Amy J Parent Caregiver Name Elite J Installation Address I234 Steelwood Road, Columbus, OH, USA Phone (454) 545-4545 Do you have a smoke alarm on each level of yo Ves No Do you have a smoke alarm in or near every b No	your home? bedroom and sleeping area?		dd Studer
Select files	your home? bedroom and sleeping area?		dd Studer

Figure 216: Sound Off Alarm Request form

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.

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.

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 Student" 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.

The installation request case will be visible in the Sound Off Case Details page in the Linked Cases section as highlighted in the image below.

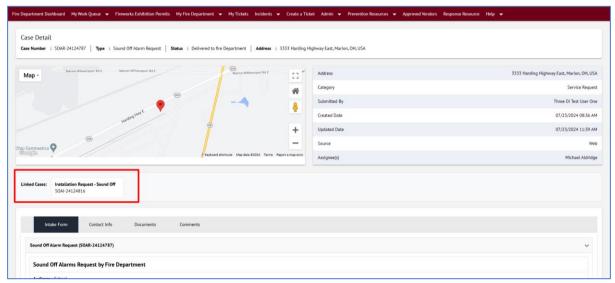


Figure 217: Sound Off Case details page with Linked Cases highlighted.

After clicking on the Installation request, it will redirect the user to the Installation Request Case Details page as shown in the image below:



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Bureau Dashboard My Work Queue 🕶 My Activity 💌 Bureau Organizations 👻 Inventory 👻 Decals 💌 Incidents 💌 Non-Reporting Rep	port 👻 Prevention Resources 👻 Response Re	Isource
Case Detail		
Cese Number : SOAI-24124816 Type : Installation Request - Sound Off Status : Installation Pending Address : 5675 Venture Drive,	Dublin, OH, USA	
	Address	5675 Venture Drive, Dublin, OH, USA
teatth Dublin , CENTER 2 METRO NORTH , Metro NORTH , Additional Advised and Ad	Submitted By	Three Di Test User One
POST ROAD	Created Date	07/23/2024 11:39 AM
	Updated Date	07/23/2024 11:39 AM
USERY BOAD USTRIAL PARK	Source	Web
Cosejo Rockin Jump The State Abortow Map data 2024 George. Terms Reports map error	Assignee(s)	Three DI Test User One, Jim Newland
Intake Form Contact Info Documents Comments		
Installation Request - Sound Off (SOAI-24124816)		×
Select Fire Department : RIDGEWAY FIRE DEPARTMENT		
Student Name : Tim J		
Parent / Caregiver Name : Kim J		
Installation Address : 5675 Venture Drive, Dublin, OH, USA		
Phone : (343) 432-2323		
Do you have a smoke alarm on each level of your home? : No		
Do you have a smoke alarm in or near every bedroom and sleeping area? : Yes		
Do all of your smoke alarms work when you test them? : No		
Sound Off Alarm Request (SOAR-24124767)		^
Activity Log		
↓ ↓ 07/23/2024 11:39 AM Case assigned to rvfdchief81@gmail.com,3diltestuser11@gmail.com		
System		
Q ◀ 07/23/2024 11:39 AM Case created		
Three Di Test User One		
		(7
TRU Promote UR & RAVA		0
3Di Engage V2.0.2061		© 2024 3Di Ini

Figure 218: Installation Request Case Details Screen

14.2.1.4 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.





Sound Off	SAFETY PATROL	Sound OFF With the HOME FIRE SAFETY PATROL!
All Story books → Day 1 Lesson → Day 2 Lesson →	All Story books: English and Spanish View Link	Quick Reference Implementation Guide Learning Course for Fire Fighters Whiteboard Activities
Day 3 Lesson →	Installation Requests	SFM Merit Certificate Cer :

Figure 219: Sound Off Landing page - Installation Requests highlighted

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.

	n Requests						
						Export to Excel	Search Q
Action	Case Number	Case Type	Fire Department	FDID	Status	Installation Address	Requested On 4
	SOAI-24124820	Installation Request - Sound Off	RIDGEWAY FIRE DEPARTMENT	33017	Installation Completed		07/24/2024
I	SOAI-24124847	Installation Request - Sound Off	RIDGEWAY FIRE DEPARTMENT	33017	Installation Pending		07/24/2024
Install Alarm Revisit	1 <u>124819</u>	Installation Request - Sound Off	RIDGEWAY FIRE DEPARTMENT	33017	Installation Completed		07/24/2024
Assign Perso	onnel <u>124849</u>	Installation Request - Sound Off	RIDGEWAY FIRE DEPARTMENT	33017	Installation Pending		07/24/2024
Refused	5041-24124848	Installation Request - Sound Off	RIDGEWAY FIRE DEPARTMENT	33017	Installation		07/24/2024

Figure 220: Installation Requests Screen for Fire Department user

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

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

14.2.1.4.1.1 Assign Personnel

When the FD User clicks on the "Assign Personnel" action, it will open a popup 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".



Assign Personnel	×
Select Personnel	
Select	~
Comment	
	li.
	0 of 500 characters used
	Submit Cancel

Figure 221: Assign Personnel popup

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

14.2.1.4.1.2 Install Alarm

When the FD User clicks on the "Install Alarm" action, it will open a popup 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.

Sound Off	Sound Off Home Safety Visit Q with the Home Safety Patrol, Mich	
Date of visit	Time home safety visit starts	Fire Department Name
MM/DD/YYYY	03:22 PM	z3Di T Fire Department - 23108
Name of occupant	Home phone	Occupant Address
REVISIT? Check if this is a re first).	evisit to a home for which a form was previc	ously submitted (e.g., when no one was home at
Type of home Detached house	Mobile home 🔷 Duplex 🔷 Multi	ifamily 🔿 Townhouse 🔿 Other
	possible, why not? (primary reason only)	



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ositions of representatives maki Firefighter (not in prevention Prevention Bureau	bureau) Social worl		care worker	
RIVATE FIRE ALARM SYSTE	м			
/as a private fire alarm system p) Yes () No	resent? (do not test)			
IUMBER OF SMOKE ALARMS				
of working (sounds when tested		# of non-working sn	noke alarms (excluding p	private fire
rivate fire alarm system)		alarm system)		
ect alarm(s) that are being instal	lod			
Alarms	Manufacturer/Make		Model	
nter number of alarms	Select	~	Select	~
			Stitt	
oke Alarms	Smoke Manufacturer/	'Make	Model	
nter number of alarms	Select	~	Select	~
Shaker	Bed Shaker Manufact	urer	Model	
nter number of alarms	Select	~	Select	~
EPLACEMENTS	ed (e.g., because of age)	# of non-working sm replaced	ioke alarms whose batter	ries were
otal number of working smoke a	Jarme at and of visit			
stat number of working shoke a				
ODE REQUIREMENTS				
bid the home end up with the nu	mber of working smoke alarm	s required by local co	de?	
Yes No				
DUCATION PROVIDED				

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Yes No Occupant given written materials on: Besidential prinklers Besidential prinklers Child five safety Other DEMOGRAPHICS Assure occupants the following information is to help improve the Sound Off program. Asi: De you own or rent your home? How many people in the home are Own Rest How many people in the home are or age 57 How many people in the home are or age 57 How many people in the home are or age 57 How many people in the home are or age 57 How many people in the home are or age 657 Mobility: or other physical or mental Home many people in the home are Other Home many people in the home are Output Child The anic Assian/Pacific Islander Hispanic/ Output Date Time home safety visit ended: Date Image: Child Them: Output Other Dispatch of the safety visit ended: Dispatch of the improve of visit team member: Operation of the improve of visit team member: Operation in the improve of visit team member: Operation in the improve of visit team member:	Ask occupant: Do you have a fire escap	e plan?	
Smoke atarms Heating safety Cooking safety Escape planning C 0 safety Residential sprinkters Smoking safety Candle safety No written materials left DEMOGRAPHICS Assure occupants the following information is to help improve the Sound Off program. Ask: De you own or rent your home? How many people live in your home? Now many people in the home are over age 65? How many people in the home are a disability? (e.g., hearing, sight, mobility, or other physical or mental) Home many people in the home are on oxygen? What is the race or ethnic group of the people in this isouehold? (can check more than one: e.g., White and Hispanic/Latino Monte safety visit ended: Date Time home safety visit ended: MM/DD/YVY Signature of visit team member: Porgram representative/witness:	🔿 Yes 🔷 No		
Assure occupants the following information is to help improve the Sound Off program. Ask: Do you own or rent your home? How many people live in your home? How many children in the home are under age 5? Own Rent How many people in the home are a disability? (e.g., hearing, sight, mobility, or other physical or mental) How many people in the home are source? Home many people in the home are or oxygen? How the race or ethnic group of the pople in this household? (an check more than one: e.g., White and Hispanic/Latino Home many people in the home are source? Date Time home safety visit ended: MM/DD/YYYY Image: Signature of visit team member: Program representative/witness:	Smoke alarms Heating s Residential sprinklers Sn		
Do you own or rent your home? How many people live in your home? How many children in the home are under age 57 How many people in the home are over age 65? How many people in the home are adisability? (e.g., hearing, sight, mobility, or other physical or mental) Home many people in the home are on oxygen? What is the race or ethnic group of the people in this household? (can check more than one: e.g., White and Hispanic) Home many people in the home are on oxygen? African American African American Asian/Pacific Islander Hispanic/Latino Other Date Time home safety visit ended: MM/DD/YYYY Signature of visit team member: Program representative/witness:	DEMOGRAPHICS		
Own Rent How many people in the home are or ethnic group of the people in the home are a disability? (e.g., hearing, sight, mobility, or other physical or mental) Home many people in the home are or ethnic group of the people in this household? (can check more than one: e.g., White and Hispanic) Home many people in the home are or ethnic group of the people in this household? (can check more than one: e.g., White and Hispanic/Latino More many people in the home are or ethnic group of the people in this household? (can check more than one: e.g., White and Hispanic/Latino Mew DD/YYYY Date Time home safety visit ended: Mew/DD/YYYY Signature of visit team member:	Assure occupants the following inform	ation is to help improve the Sound Off prog	gram. Ask:
over age 65? a disability? (e.g., hearing, sight, mobility, or other physical or mental) Home many people in the home are on oxygen? What is the race or ethnic group of the people in this household? (can check more than one: e.g., White and Hispanic) African American Native American Asian/Pacific Islander Hispanic/Latino Date Time home safety visit ended: MM/DD/YYYY Sound Off Team: Signature of visit team member: Program representative/witness:		How many people live in your home?	
on oxygen? the people in this household? (can check more than one: e.g., White and Hispanic) African American Native American Asian/Pacific Islander Hispanic/Latino Date Date Time home safety visit ended: O3:22 PM Sound Off Team: Signature of visit team member: Program representative/witness:		a disability? (e.g., hearing, sight,	
Native American Asian/Pacific Islander Hispanic/Latino Date MM/DD/YYYY Sound Off Team: Signature of visit team member: Program representative/witness:		the people in this household? (can check more than one: e.g., White and	
Date Time home safety visit ended: MM/DD/YYYY 03:22 PM Sound Off Team: Signature of visit team member: Program representative/witness:		Native American Asian/Pacific Islander	
MM/DD/YYYY Sound Off Team: Signature of visit team member: Program representative/witness:		White Other	
Sound Off Team: Signature of visit team member: Program representative/witness:	Date	Time home safety	visit ended:
Program representative/witness:	MM/DD/YYYY	03:22 PM	
	Sound Off Team:	Signature of visit	team member:
Submit Cancel	Program representative/witness:		
Submit Cancel			
			Submit Cancel

Figure 222: Install Alarm popup

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

14.2.1.4.1.3 Refused

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





Refused	×
Select Reason	
Select	~
Notes	
	4
	0 of 3000 characters used
	Submit Cancel

Figure 223: Refused popup

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

14.2.1.4.1.4 Revisit

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

Revisit	×
Select Reason	
Select	~
Notes	
	0 of 3000 characters used
	Submit Cancel

Figure 224: Revisit popup

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





14.2.1.5 Inventory

Fire Department Dashboard 🛛 My Work Q Help 👻	ueue 🐱 Fireworks Exhibition Permits My Fire Department 🐱 My Tickets Incidents 🐱 Create a Ticket Admin 🐱 Prevention	Resources Approved Vendors Response Resource
Sound Off Material & Resources	THE RESAFETY PATROL Request Assistance with Sound-off	Sound OFF with the HOME Fire SAFETY PATROJ
All Story books	All Story books: English and Spanish	Quick Reference > Implementation Guide
Day 2 Lesson		 eLearning Course for Fire Fighters Whiteboard Activities
Day 3 Lesson Alarm Requests	Installation Requests	SFM Merit Certificate Cer :

Figure 225: Sound Off Landing page with Inventory Button highlighted for Fire Department user

From the Sound Off Landing page, FD users can click on the "Inventory" button as highlighted in the above image.

FD users will be redirected to the "My Inventory" Screen.

vention Resources /	My Inventory					
My Inventory						
						Export to Excel
Manufacturer	Model	Fire Department	FDID	Manufacturing Date	Expiration Date	Status
FIRST ALERT	First Alert Battery Powered Z-Wave Smoke Detector & Carbon Monoxide Alarm	RIDGEWAY FIRE DEPARTMENT	33017	01/01/2024	12/31/2024	Fire Department Inventory
						Fire Department Inventory
FIRST ALERT	First Alert Battery Powered Z-Wave Smoke Detector & Carbon Monoxide Alarm	RIDGEWAY FIRE DEPARTMENT	33017	01/01/2024	12/31/2024	Fire Department inventory

Figure 226: My Inventory Screen for FD Users

This grid will display all the sound-off alarms (CO Alarms, Smoke Alarms, Bed shakers alarms (Hearing Impaired)) assigned to the logged-in Fire Department.

The FD users can search a particular inventory using the grid search for manufacturers, models, FDIDs, etc.

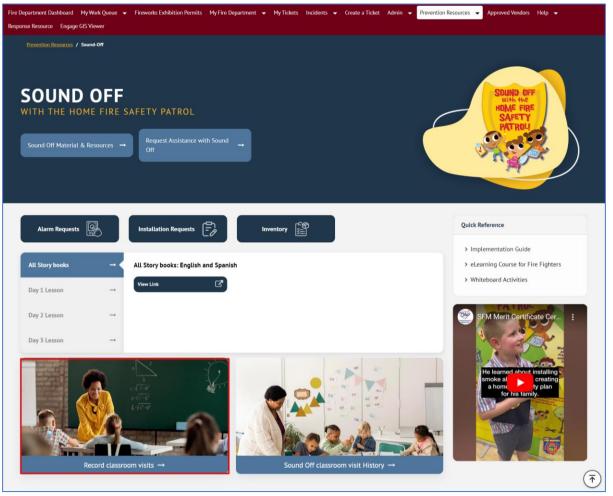
The FD users can click on "Export to Excel" to export the grid's data in an Excel format.

Note: The Fire Department user can view only their Fire Department's Inventory along with the Installed Inventory.





14.2.1.6 Record classroom visits



The FD User can click on "Record classroom visits", it will redirect the user to Record Classroom Visits form as shown in the image below.





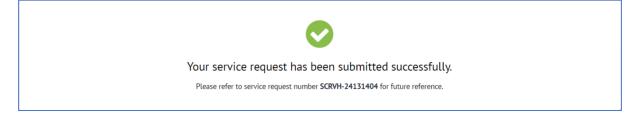
Department Dashboard 🛛 My Work Queue 👻 🗧 Fireworks I	xhibition Permits	My Fire Department 👻 My Tickets 🛛	ncidents 👻 Create a Ticket	Admin 👻 Prevention Resources 👻	Approved Vendors Help 👻
onse Resource Engage GIS Viewer					
Service Request Type					
Record Classroom Visits		~			
		Record Class	ooms visit		
Audience O School O Civic groups O Religious Groups	Other				
	Other				
School					
A+ Arts Academy					*
* Address					
4570 Haughn Road, Grove City, OH, USA					
Date of Visit	Start Time		End Time		
10/01/2024	04:30 PM	Ö	06:30 PM		
Attendance					
Number of 2nd Grade Student		Number of 3rd Grade Student		Number of Other Grade Student	
10		10		5	
Number of Surveys Returned					
Number of Surveys returned by 2nd Grade Student		Number of Surveys returned by 3rd Grad	e Student	Number of Surveys returned by Ot	her Grade Student
10		10		5	
Number of Alarms Requested					
CO Alarms		Hearing Impaired Alarms		Smoke Alarms	
20		20		20	
Upload Survey Documents					
Select files					
Select files					
Select files					
Select files					Reset Submit

The FD User can select audience, add address, add date of visit, start time and end time.

The FD user can add attendance details, number of surveys returned, Number of Alarms Requested.

The FD user can upload survey documents and click on "Submit".

After clicking on "Submit", it will show a confirmation message as shown in the image below.



After clicking on the request number, it will redirect the user to the case details screen.





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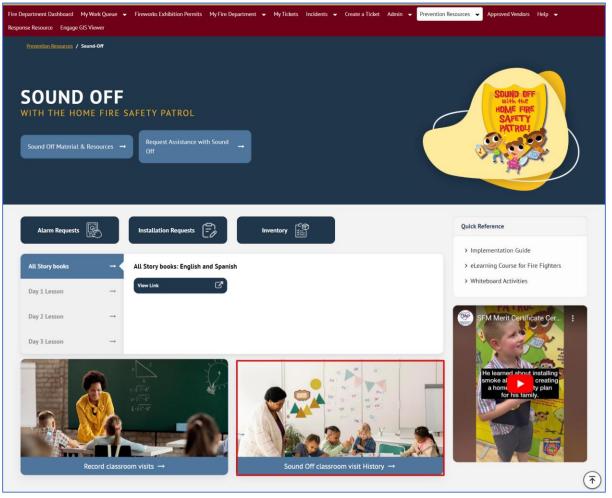
se Detail	
Number : SCRVH-24131404 Type : Record Classroom Visits Address : Status : Classroom Visit Created	Case Action
ap - R Address	
	Service Requ
Discovery Genters	ow Status Classroom Visit Crea
Priority	Non
Submitted By	Three Di Test User 0
Lewis Ratleff Park	10/01/2024 07:33
+ Updated Date	10/01/2024 07:33
Source	v
Bellefontaine / Assignee(s)	Three Di Test User (
Record Classrooms visit	~
Record Classroom Visits (SCRVH-24131404) Record Classrooms visit Audience : School	~
Record Classroom Visits (SCRVH-24131404) Record Classrooms visit Audience : School School : A+ Arts Academy	~
Record Classroom Visits (SCRVH-24131404) Record Classrooms visit Audience : School School : A+ Arts Academy Address : 4545 Fisher Road, Columbus, OH, USA	· · · · · · · · · · · · · · · · · · ·
Record Classroom Visits (SCRVH-24131404) Record Classrooms visit Audience : School School : A+ Arts Academy Address : 4545 Fisher Road, Columbus, OH, USA Date of Visit : 10/01/2024	
Record Classroom Visits (SCRVH-24131404) Record Classrooms visit Audience : School School : A+ Arts Academy Address : 4545 Fisher Road, Columbus, OH, USA	
Record Classroom Visits (SCRVH-24131404) Record Classrooms visit Audience : School School : A+ Arts Academy Address : 4545 Fisher Road, Columbus, OH, USA Date of Visit : 10,01/2024 Start Time : 05:01 PM	
Record Classroom Visits (SCRVH-24131404) Record Classrooms visit Audience : School School : A+ Arts Academy Address : 4545 Fisher Road, Columbus, OH, USA Date of Visit : 10/01/2024 Start Time : 05:01 PM End Time : 07:01 PM	
Record Classroom Visits (SCRVH-24131404) Record Classrooms visit Audience : School School : A+ Arts Academy Address : 4545 Fisher Road, Columbus, OH, USA Date of Visit : 10/01/2024 Start Time : 05:01 PM End Time : 07:01 PM Number of 2nd Grade Student : 10	
Record Classroom Visits (SCRVH-24131404) Record Classrooms visit Audience : School School : A+ Arts Academy Address : 4545 Fisher Road, Columbus, OH, USA Date of Visit : 10,01/2024 Start Time : 05:01 PM End Time : 07:01 PM Number of 2nd Grade Student : 10 Number of 3rd Grade Student : 10	
Record Classroom Visits (SCRVH-24131404) Record Classrooms visit Audience : School School : A+ Arts Academy Address : 4545 Fisher Road, Columbus, OH, USA Date of Visit : 10/01/2024 Start Time : 05:01 PM End Time : 07:01 PM Number of 2nd Grade Student : 10 Number of 3rd Grade Student : 10 Number of Other Grade Student : 5	
Record Classroom Visits (SCRVH-24131404) Record Classrooms visit Audience : School School : A+ Arts Academy Address : 4545 Fisher Road, Columbus, OH, USA Date of Visit : 10/01/2024 Start Time : 07:01 PM End Time : 07:01 PM Number of 2nd Grade Student : 10 Number of 3rd Grade Student : 5 Number of Surveys returned by 2nd Grade Student : 10	
Record Classroom Visits (SCRVH-24131404) Record Classrooms visit Audience : School School : A+ Arts Academy Address : 4545 Fisher Road, Columbus, OH, USA Date of Visit : 10,01/2024 Start Time : 07:01 PM End Time : 07:01 PM Number of Zind Grade Student : 10 Number of Surveys returned by 2nd Grade Student : 10 Number of Surveys returned by 3rd Grade Student : 10	
Record Classroom Visits (SCRVH-24131404) Record Classrooms visit Audience : School School : A+ Arts Academy Address : 4545 Fisher Road, Columbus, OH, USA Date of Visit : 10/01/2024 Start Time : 05:01 PM End Time : 07:01 PM Number of 2nd Grade Student : 10 Number of Grade Student : 5 Number of Surveys returned by 2nd Grade Student : 10 Number of Surveys returned by 3rd Grade Student : 5 Number of Surveys returned by Other Grade Student : 5	

Figure 227: Case details screen





14.2.1.7 Sound off classroom visit History



The FD User can click on "Sound off classroom visit History", it will redirect the user to the Sound Off Classroom Visit History screen as shown in the image below.

revention Resources / Sound-Off / Sound Off Classroom Visit History			
ound Off Classroom Visit History			
		Export to Excel	Q
Case Number	Саѕе Туре	Status	
SCRVH-24131404	Record Classroom Visits	Classroom Visit Created	
SCRVH-24128043	Record Classroom Visits	Complete	
SCRVH-24125487	Record Classroom Visits	Complete	
SCRVH-24125482	Record Classroom Visits	Classroom Visit Created	
SCRVH-24125465	Record Classroom Visits	Complete	
SCRVH-24125389	Record Classroom Visits	Classroom Visit Created	
SCRVH-24125362	Record Classroom Visits	Complete	
SCRVH-24125363	Record Classroom Visits	Complete	
SCRVH-24125361	Record Classroom Visits	Classroom Visit Created	
SCRVH-24125360	Record Classroom Visits	Classroom Visit Created	

After clicking on the case number, it will redirect the FD user to the case details screen.





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se Detail				
e Number : SCRVH-24131404	Type : Record Classroom Visits	Address : Status : Classroom Visi	it Created	Case Action •
lap -	Y 32 N		Address	М
Discovery Center O	antly Ha	W/Sandusky/Ave	Category	Service Requ
biacovery center	47 47 284 9 (283) 97	4 Columbus Ave	Internal Workflow Status	Classroom Visit Creat
	284 () 281 9	*	Priority	Norm
		Lewis Ratleff Park	Submitted By	Three Di Test User O
		Lewis katien Park	Created Date	10/01/2024 07:33 /
		+	Updated Date	10/01/2024 07:33 /
		-	Source	W
		Bellefontaine 4	4-1	
Intake Form Record Classroom Visits (SCRVI Record Classrooms visi		Comments	Assignee(s)	Three Di Test User C
Record Classroom Visits (SCRVI	4-24131404)	Comments	vss@nee(s)	Three Di Test User O
Record Classroom Visits (SCRVI	4-24131404)	Comments	vssignee(s)	Three Di Test User G
Record Classroom Visits (SCRVI Record Classrooms visi	4-24131404)	Comments	vss@nee(s)	Three Di lest User C
Record Classroom Visits (SCRVI Record Classrooms visi Audience : School	4-24131404) t	Comments	/ssigned(s)	Three Di lest User C
Record Classroom Visits (SCRV) Record Classrooms visil Audience : School School : A+ Arts Academy	4-24131404) t	Comments	/ssignee(s)	Three Di lest User C
Record Classroom Visits (SCRV) Record Classrooms visit Audience : School School : A+ Arts Academy Address : 4545 Fisher Road, C	4-24131404) t	Comments	vss@nee(s)	Ihree Di lest User C
Record Classroom Visits (SCRV) Record Classrooms visi Audience : School School : A+ Arts Academy Address : 4545 Fisher Road, C Date of Visit : 10/01/2024	4-24131404) t	Comments	/ssigned()	Three Di lest User C
Record Classroom Visits (SCRVI Record Classrooms visit Audience : School School : A* Arts Academy Address : 4545 Fisher Road, C Date of Visit : 10/01/2024 Start Time : 05:01 PM	4-24131404) t	Comments	/ssigned()	Three Di lest User C
Record Classroom Visits (SCRVI Record Classrooms visit Audience : School School : A+ Arts Academy Address : 4545 Fisher Road, C Date of Visit : 10/01/2024 Start Time : 05:01 PM End Time : 07:01 PM Number of 2nd Grade Studen Number of 3rd Grade Studen	4-24131404) t olumbus, OH, USA t: 10	Comments	/ssigned()	Three Di lest User C
Record Classroom Visits (SCRVI Record Classrooms visit Audience : School School : A* Arts Academy Address : 4545 Fisher Road, C Date of Visit : 10/01/2024 Start Time : 05:01 PM End Time : 05:01 PM End Time : 07:01 PM Number of 2nd Grade Student Number of 3rd Grade Student Number of Other Grade Student	4-24131404) t olumbus, OH, USA t:10 :10 mt : 5	Comments	vssignee(s)	Ihree Di lest User C
Record Classroom Visits (SCRVI Record Classrooms visit Audience : School School : A* Arts Academy Address : 4545 Fisher Road, C Date of Visit : 10/01/2024 Start Time : 05:01 PM End Time : 05:01 PM Number of 2nd Grade Student Number of 3rd Grade Student Number of Other Grade Student	4-24131404) t t olumbus, OH, USA t : 10 .: 10	Comments	vssignee(s)	Ihree Di lest User C
Record Classroom Visits (SCRVI Record Classrooms visit Audience : School School : A+ Arts Academy Address : 4545 Fisher Road, C Date of Visit : 10/01/2024 Start Time : 05:01 PM End Time : 05:01 PM Number of 2nd Grade Studen Number of 3rd Grade Studen Number of Surveys returned I Number of Surveys returned I	4-24131404) t t olumbus, OH, USA t: 10 t: 5 y 2nd Grade Student : 10 y 3rd Grade Student : 10	Comments	/ssignee(s)	Ihree Di lest User C
Record Classroom Visits (SCRVI Record Classrooms visit Audience : School School : A* Arts Academy Address : 4545 Fisher Road, C Date of Visit : 10/01/2024 Start Time : 05:01 PM End Time : 07:01 PM Number of 2nd Grade Studen Number of 2nd Grade Studen Number of Surveys returned I Number of Surveys returned I Number of Surveys returned I	4-24131404) t t olumbus, OH, USA t: 10 t: 5 y 2nd Grade Student : 10 y 3rd Grade Student : 10	Comments	/ssignee(s)	Ihree Di lest User C
Record Classroom Visits (SCRVI Record Classrooms visit Audience : School School : A+ Arts Academy Address : 4545 Fisher Road, C Date of Visit : 10/01/2024 Start Time : 05:01 PM End Time : 05:01 PM Number of 2nd Grade Studen Number of 3rd Grade Studen Number of Surveys returned I Number of Surveys returned I	4-24131404) t olumbus, OH, USA t: 10 1: 10 y 3rd Grade Student : 10 y 3rd Grade Student : 10 y Other Grade Student : 5	Comments	/ssignee(s)	Ihree Di lest User C

14.3 Smoke Alarms for Everyone

The Smoke Alarms for Everyone program is available for use by Fire Department staff.

14.3.1 SAFE Landing Page for FD Users

The SAFE landing page is accessible to FD users and serves as their initial point of entry. It is designed to provide quick reference links to important resources, allowing for project safe agreement, providing a link to the smoke alarm installation form, and viewing the fire department inventory.





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Fire Department Dashboard Fireworks Exhibition Permits Help 👻	My Work Queue 👻 My Fire Department 🕤		🗸 Create a Ticket Admin 👻 /	Approved Vendors Response Resource Prevention Resource 👻
Prevention Resources / Smoke Alarms for Everyone S.A.F.E. Smoke Alarms for Everyone				
Project SAFE Agreement	Smoke Alarm Installation	<u>61</u>	Inventory	
3Di Engage V2.0.2061				© 2024 3Di Inc.

Figure 228: SAFE Landing Page for FD users

14.3.1.1 Project SAFE Agreement by FD Users

Fire Department Dashboard Fireworks Exhibition Permits Help 👻	My Work Queue 👻 My Fire Department 👻 My Tickets	Incidents 👻 Create a Ticket Admin 👻 Approved Vendors	Response Resource Prevention Resources 👻
Prevention Resources / Smoke Alarms for Everyone S.A.F.E. Smoke Alarms for Everyone			
Project SAFE Agreement	Smoke Alarm Installation	Inventory	
3Di Engage V2.0.2061			© 2024 3Di Inc.

Figure 229: SAFE landing page with Project SAFE Agreement Highlighted

From the SAFE Landing page, FD users can click on the "Project SAFE Agreement" button as highlighted in the above 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.





14.3.1.1.1 Smoke Alarm Request

If the FD user selects the Smoke Alarm option, the below form will be displayed:

Fire Department Dashboard 🛛 My Work Queue 👻 🛛 Fire	eworks Exhibition Permits My Fire Department	- My Tickets Incidents - Create a Tic	cket Admin 👻 Prevention F	Resources 👻 Approved Vendors Response Resource
Help 👻				
-				
Service Request Type				
Project Safe Agreement		~		
		PROJECT SAFE		
	Smo	oke Alarms for Everyone		
The (Fire Department/Agency)	FDID (If Fire Department)	Fire Department Address		County
RIDGEWAY FIRE DEPARTMENT - 33017	33017	133 MAIN STREET RIDGE	WAY OH 43345 US	Hardin
	55047	255 FRANCE PRODUCE	1841 OT 15515 05	- Million -
enters into partnership with the Division of State Fire instructions Furthermore, it is agreed that all alarms				be distributed and installed according to manufacturer's
Title		Print Name		
Fire Chief		Three's Di Test User One		
Email Address		Phone Number		
DTstaff@3diemail.com		(123) 777-1111		
Alarms Requested: Smoke Alarms Hearing Impaired Note: If you need both types of alarms, then you are a	equired to submit separate requests for each type.	* Signature Date		
* Signed by		MM/DD/YYYY		-
* Signature				
		×		
Name of Alternate Contact		Email address		
				Reset Submit

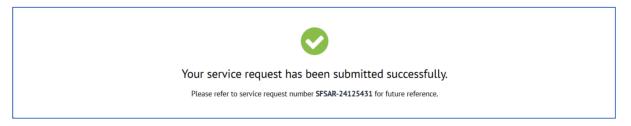
Figure 230: Project SAFE Agreement form with Smoke Alarms option selected

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 prefilled in the form.

The FD user can enter Signed by, select the signature date, and add signature which are the mandatory fields.

The FD User can also enter 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.



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.





14.3.1.1.2 Hearing Impaired Alarm Request

If the FD user selects the Hearing Impaired option, the below form will be displayed:

Fire Department Dashboard My Work Queue 👻 Fireworks	Exhibition Permits My Fire Department 👻 My Tickets	; Incidents 🗸 Create a Ticket Admin 🚽 Prevention	Resources
Help 👻			
Service Request Type			
Project Safe Agreement	~		
	PROJE	CT SAFE	
	Smoke Alarm	ns for Everyone	
The (Fire Department/Agency)	FDID (if Fire Department)	Fire Department Address	County
RIDGEWAY FIRE DEPARTMENT - 33017	33017	133 MAIN STREET RIDGEWAY OH 43345 US	Hardin
enters into partnership with the Division of State Fire Marsh instructions Furthermore, it is agreed that all alarms receive		hat any and all alarms received fron the State Fire Marshal shall re the occupants have no working alarms.	l be distributed and installed according to manufacturer's
Title		Print Name	
Fire Chief		Three's Di Test User One	
Email Address		Phone Number	
DTstaff@3diemail.com		(123) 777-1111	
Note: If you need both types of alarms, then you are required Number of Hearing Impaired Alarms 	d to submit separate requests for each type.		
* Signed by		* Signature Date	_
		MM/DD/YYYY	
* Signature	×		
Name of Alternate Contact		Email address	
			Reset Submit

Figure 231: Project SAFE agreement with Hearing Impaired option selected

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.





Your service request has been submitted successfully.

Please refer to service request number SFSAR-24127578 for future reference.

Figure 232: Hearing Impaired alarm request confirmation message

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.

14.3.1.2 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 "**Fire Department Inventory**" to "**Installed**" state.

Fire Department Dashboard My Work Queue 👻 Firew Help 👻	vorks Exhibition Permits 🛛 My Fire Department 👻	MyTickets Incidents 👻 Create a Ticket	Admin • Prevention Resources • Approved Vendors Response Resource
Prevention Resources / SAFE			
Project SAFE Agreement	Smoke Alarm Installation) Inventory	
3Di Engage V2.0.2061			© 2024 3Di Inc.

14.3.1.2.1 Smoke Alarm Installation by FD users

Figure 233: SAFE landing Page with Smoke Alarm Installation highlighted

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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<form></form>	vice Request Type	
	imoke Alarms Installation - SAFE	*
<section-header> Provention</section-header>		
	This form is for Project SA.F.E	E. Alarms only, given to your department from the SFM FPB.
<form> No la classe de la</form>	ana jaan nagan as	
	issued by:	
<form></form>	23Di T Fire Department - 23108	25108
	TO BE COMPLE	TED BY THE INSTALLING AGENCY
	* Date installed	
	08/20/2024 04:28 PM	
<form></form>	* Well Politice	* Marcal
	* Location Installed * Wall/Ceiling	
<form> </form>		
<form> </form>		
<form><pre>share tabuit is in the intervent of the share tabuit tabuit is intervent of the share tabuit tabuit tabuit is intervent of the share tabuit t</pre></form>		
<form>ment Image: ment Image:</form>		
<form></form>		Des Code de Carlos
	Bedroom 1 Clarity 600 Wake Ass	sure Alarm Clock with Bed Shaker
In the second se	nfirm that Smoke Alarm/Home Fire Safety education was provided to the alarm recipient	
<form> 11111 Trippendere: 2101 2010<td>Yes 🔿 No</td><td></td></form>	Yes 🔿 No	
<form> 11111 Trippendere: 2101 2010<td>nstalled by</td><td>FDID</td></form>	nstalled by	FDID
bringing the State Fie Marshall Since Detector Distribution Waiver Action Control State State Paraball Since Detector Distribution Waiver Action Control State		
bringing the State Fie Marshall Since Detector Distribution Waiver Action Control State State Paraball Since Detector Distribution Waiver Action Control State		
A de data de la de l		
Shaka Manging Mada M Targetan Landona Data Data Data Data Data Data Data Da	State of Divis	sion of the State Fire Marshal
Shaka Manging Mada M Targetan Landona Data Data Data Data Data Data Data Da	State of Divis Smoke	sion of the State Fire Marshal
Street Listoned better Calcing House Listoned and Listoned Calcing Cal	State of Divis Smoke	sion of the State Fire Marshal
Pleading Lange Lang	State of Divis Smoki Smoki	sion of the State Fire Marshal
Card part of the state Autom Clark with the State Card Time Department - 2013 The operator is a constrained on the state on the state Autom Clark and	State of Divis Smoke Recipient Name: 	sion of the State Fire Marshal
her had 2011 The planeters - 2013 The value of a value of value of a value	State of Divis Smoke Recipient Name: 	sion of the State Fire Marshal
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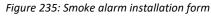


When the fire department user goes to install the SAFE alarms, they have to fill out the installation form.

Basic details that needs to be filled are Installation Date, Installation Address, Number of smoke alarms installed, 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.

Fire Department Dashboard 🛛 My Work Queue 👻 🛛 Fireworks Exhit	pition Permits My EMS Agencies My Fire	e Department 👻 My Tickets Incidents 👻 Create a Ticket Admin 👻 Prevention Resources 👻 Approved Vendors
Help 👻 Response Resource		
6		
Service Request Type		
Smoke Alarms Installation - SAFE		~
	P	ROJECT SAFE
	Sm	loke Alarms for Everyone
		er/Installation Waiver
		larms only, given to your department from the SFM FPB. 1 residence where alarms are distributed/installed
Issued by:		FDID
z3Di T Fire Department - 23108		23108
	TO BE COMPLETE	D BY THE INSTALLING AGENCY
* Date Installed		
08/20/2024 04:16 PM		0
Installation Address		
3452 North Old State Road, Delaware, OH, USA		
Number of Smoke Alarms Installed:		
* Location Installed	Wall/Ceiling	* Model
Kitchen 🗸 🔍	Wall Ceiling	Smoke Alarm 🗸
* Location Installed	Wall/Ceiling	* Model
) Wall O Ceiling	
nau	• county	SITERWELL Smoke Detector Carbon Monoxide 💙
Number of Hearing Impaired Alarms Installed		
* Location Installed	* Model	
Bedroom 2	✓ Clarity 600 Wake Assure	Alarm Clock with Bed Shaker
I confirm that Smoke Alarm/Home Fire Safety education was prov	rided to the alarm recipient	
• Yes No		
Installed by		FDID
z3Di T Fire Department - 23108		23108
Upload Pictures		
Select files		
Upload Smoke Detector Distribution Waiver form		
Smoke Detector Distribution Waiver		
Select files		
		Reset. Submit
L		







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.

14.3.1.2.1.1 Smoke Alarm Installation by Fire Department Actions

Fire Department users can log in to the system and go to the "My Work Queue" tab and select the "SAFE" option to view the Smoke Alarm Installation requests.

Fire Department Da Response Resource	hboard My Work Queue 👻	Fireworks Exhibition Permits	My Fire Department 👻 My Tickets	Incidents 👻 Creat	e a Ticket Admin 👻	Prevention Resources 👻 A	pproved Vendors Help 👻
My Work Queue							
SAFE Insta	lation Requests					Export to Excel	Search Q
Action	Case Number	Case Type	Fire Department	FDID	Status	Installation Address	Requested On ↓
Complete Ins	tallation nnel for Installation	Smoke Alarms Installation - SAFE	z3Di T Fire Department	23108	Smoke Installation Pending	4565 Columbus Pike, Delaware, OH, USA	08/12/2024
Cancel							

For "Smoke Installation Pending" status, the fire department user can perform the following 3 actions.

- 1. Complete Installation
- 2. Assign Personnel for Installation
- 3. Cancel

14.3.1.2.1.1.1 Complete Installation

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

Complete Installation	×
Comment	
	0 of 2000 characters used
	Submit Cancel

Figure 236: Complete Installation popup

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".

14.3.1.2.1.1.2 Assign Personnel for Installation

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





Assign Personnel for Installation	×
Select Personnel	
Ben Lister - benlister@3diemail.com	~
Comment	
	0 of 500 characters used
	Submit Cancel

Figure 237: Assign Personnel for Installation

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".

14.3.1.2.1.1.3 Cancel

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

Cancel	×
Comment	
	6
	0 of 2000 characters used
	Submit Cancel

Figure 238: Cancel popup

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

14.3.1.2.1.2 "Assigned for Installation" installation status Actions

Department Das	hboard My Work Queue	Fireworks Exhibition Permits	My Fire Department 👻 My Ticket	s Incidents 👻 Cro	ate a Ticket Admin	 Prevention Resources 	Approved Vendors 🛛 Help 👻
oonse Resource							
My Work Queue	/ SAFE						
SAFE Instal	lation Requests						
Columns	•					Export to Excel	Search Q
Action	Case Number	Case Type	Fire Department	FDID	Status	Installation Address	Requested On 4
	tallation by Assignee	Smoke Alarms Installation -	z3Di T Fire Department	23108	Assigned for	4565 Columbus Pike,	08/12/2024
Complete Ins	and control in of it oblightee	SAFE			Installation	Delaware, OH, USA	

For "Assigned for Installation" installation status, the following action can be performed.

1. Complete Installation by Assignee

14.3.1.2.1.2.1 Complete Installation by Assignee

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





Complete Installation by Assignee	×
Comment	
	h
	0 of 2000 characters used
	Submit Cancel

Figure 239: Complete Installation by Assignee

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".

14.3.1.3 Inventory	
Fire Department Dashboard My Work Queue 👻 Fireworks Exhibition Permits My Fire Department Response Resource	t 🐱 My Tickets Incidents 👻 Create a Ticket Admin 🐱 Prevention Resources 💌 Approved Vendors Help 🐱
Prevention Resources / SAFE	
Project SAFE Agreement	
3Di Engage V2.0.2061	© 2024 3Di Inc.

From the SAFE Landing page, FD users can click on the "Inventory" button as highlighted in the above image.

The FD user will be redirected to the "My Inventory" page as shown in the image below.





My Invento	pry						
Program		Asset Type					
S.A.F.E		2 selected	. •				
						Search Rese	et
						Export to Excel	3
Serial Number	Asset Type Name	Manufacturer	Model	Fire Department	FDID	Manufacturing Date	ŀ
198237	Hearing Impaired	MaxiAids	3 Ampere (A) Current Rating Standard Blade Fuse	z3Di T Fire Department	23108	08/01/2024	*
<u>198238</u>	Hearing Impaired	MaxiAids	3 Ampere (A) Current Rating Standard Blade Fuse	z3Di T Fire Department	23108	08/01/2024	
<u>198239</u>	Hearing Impaired	MaxiAids	3 Ampere (A) Current Rating Standard Blade Fuse	z3Di T Fire Department	23108	08/01/2024	
<u>198240</u>	Hearing Impaired	MaxiAids	3 Ampere (A) Current Rating Standard Blade Fuse	z3Di T Fire Department	23108	08/01/2024	
<u>198269</u>	Hearing Impaired	MaxiAids	3 Ampere (A) Current Rating Standard Blade Fuse	z3Di T Fire Department	23108	08/01/2024	
<u>198270</u>	Hearing Impaired	MaxiAids	3 Ampere (A) Current Rating Standard Blade Fuse	z3Di T Fire Department	23108	08/01/2024	
228287	Smoke Alarms	SITERWELL	SITERWELL Smoke Detector Carbon Monoxide Detector Combo with Voice Speaker	z3Di T Fire Department	23108	08/01/2024	
228288	Smoke Alarms	SITERWELL	SITERWELL Smoke Detector Carbon Monoxide Detector Combo with Voice Speaker	z3Di T Fire Department	23108	08/01/2024	
<u>228289</u>	Smoke Alarms	SITERWELL	SITERWELL Smoke Detector Carbon Monoxide Detector Combo with Voice Speaker	z3Di T Fire Department	23108	08/01/2024	
228290	Smoke Alarms	SITERWELL	SITERWELL Smoke Detector Carbon Monoxide Detector Combo with Voice Speaker	z3Di T Fire Department	23108	08/01/2024	v

The Fire Department user can select the SAFE program, select the Asset type, and click on "Search" to view their SAFE Alarm Inventory.

The Fire Department user can click on Alarm ID to view the Inventory details page.

The Fire Department user can click on "Export to Excel" to export the records in an Excel format.





14.4 Thermal Fuse

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

14.4.1 Thermal Fuse Landing Page for FD Users

The Thermal Fuse landing page is accessible to FD users and serves as their initial point of entry. It is designed to provide quick reference links to important resources, allowing for Thermal Fuse Request, providing a link to the Thermal Fuse installation form, and viewing the fire department inventory.

Fire Department Dashboard My Work Queue Fireworks Exhibition Permits Help Response Resource	My EMS Agencies My Fire Department 👻 My Tie	kets Incidents 👻 Create a Ticket Admir	n Prevention Resources Approved Vendors
Prevention Resources / Thermal Fuse THERMAL FUSE Home Oxygen Therapy Fatal Fire Mitigation			
Thermal Fuse Agreement 📎 Therr	al Fuse Installation	Inventory	
3Di Engage V2.0.2061			© 2024 3Di Inc.

Figure 240: Thermal Fuse Landing Page for FD users

14.4.1.1 Thermal Fuse Agreement by FD Users

Fire Department Dashboard My Work Queue Fireworks Exhibition Permit Help Response Resource	s My EMS Agencies My Fire Departmer	nt	et Admin 👻 Prevention Resources 👻 Approved Vendors
Prevention Resources / Thermal Fase THERMAL FUSE Home Oxygen Therapy Fatal Fire Mitigation			
Thermal Fuse Agreement 📎 Ther	mal Fuse Installation	Inventory	
3Di Engage V2.0.2061			© 2024 3Di Inc.

Figure 241: Thermal Fuse Landing Page with "Thermal Fuse Request" highlighted

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.





Ohio State Fire Marshal User Manual for Fire Departments

Department Dashboard My Fire Department - My Tickets Incidents -	Create a Ticket Prevention Resources 👻 Approved Vendo	ors Help 👻 Response Resource		
Service Request Type				
Thermal Fuse Agreement by FD	~			
	Thermal Fuse Program Participant agreement			
* The (Fire Department / Agency)	Fire Department Address	County		
AUGUSTA TWP VOLUNTEER FIRE DEPARTMENT - 10101	3041 Aurora Road Northeast Carrollton OH 44615 US	Carroll		
enters into partnership with the Division of State Fire Marshal in the Thermal Fuse program and agrees that:				
Title Fire Chief	Name Three's Di Test User C	lha		
Email Phone Number		ли. 		
DTstaff@3diemail.com	(123) 777-1111			
* Recipient Name				
3di test user				
* Recipient Signature				
3di		×		
* Date		_		
08/30/2024 04:09 PM		e)		
Name of Alternate Contact	Email address of the Alt	ternate Contact		
Please enter Full Name of alternate contact	Please enter a valid e	email address for alternate contact.		
		Reset Submit		

Figure 242: Thermal Fuse Agreement form

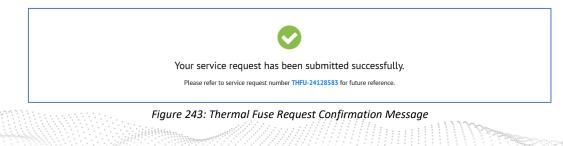
Based on the FD user who is signing the thermal fuse agreement, the Fire Department Name, Address, County, Title, Name, Email, and Phone Number will be prefilled.

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.

After clicking on "Submit", the Thermal Fuse 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 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.

Fire Department Dashboard My Work Queue 👻 Fireworks Exhibition Permits My EMS Agencies My Fire De Help 👻 Response Resource	epartment 👻 My Tickets Incidents 👻 Create a T	icket Admin 👻 Prevention Resources 👻 Approved Vendors
Case Detail Case Number : THFU-24128823 Type : Thermal Fuse Agreement by FD Status : Pending Educate	or Acknowledgement Address : 181 E THIRD ST PEI	RRYSVILLE OH 44864 US
Map - Perrysville	Address	181 E THIRD ST PERRYSVILLE OH 44864 US
The second to the second secon	Category	Service Request
	Submitted By	Jhon Smith
B Pleasant St.	Created Date	09/04/2024 08:36 AM
The American Street Str	+ Updated Date	09/04/2024 08:36 AM
Granda	Source	Web
Keyboard shortcuts Map data #2024 Terms Report a m	Assignee(s)	Ashley Terry
Intake Form Contacts Documents Comments THERMAL FUSE AGREEMENT THERMAL FUSE AGREEME Download UPCOADED DY: UPCOADED DX: UPCOADED XX UPCOA		◆ Add Document

Figure 244: Case Details Screen - Documents Section





Thermal Fuse Agreement PDF Sample:

Philo	Department of Commerce	com.ohio.gov
		Mike DeWine, Governor Jon Husted, Lt. Governor Sheryi Maxfield, Director
	There	nal Fuse Program
		icipate agreement
		T - 03013, of Ashland County. Ohio hereby enters into al, in the Thermal Fuse Program, and agrees that:
	ses received from the State 's instructions.	Fire Marshal shall be distributed and installed according to
		Fire Marshal will only be installed in homes where an occupant
	and there is a confirmed smo artment recreasented on this	over living in the home. form promises to distribute the "Stomp out the RISK of Smoking
		he in which the thermal fuse is being installed.
The Fire Dep	artment represented on this	form promises to distribute the remainder "Stomp out the RISK
of Smoking F	ires" literature in any commu	nity setting in which at risk audiences attend
Print Name: Jhon S	mith	Title: Fire Chief
Name of Agency: G DISTRICT - 03013	REEN PERRYSVILLE JT FIRE	FDID (if Fire Department): 03013
Address: 181 E THIRD ST PERRYSVILLE OH 44864 US Phone Number:		64 US Phone Number:
City, State, Zip:		Email Address: jhonsmith@3diemail.com
Name of Alternate	Contact:	Email Address:
		Name: Jhon Smith
-5		Date: 09/04/2024 06:06 PM
Fire Prevention Bureau		614-752-7115
8895 East Main Street		Fax 614-644-1443

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.





e Department Dashboard 🛛 My Work Queue 👻 Fireworks Exhibition Permits 🛛 My EMS Agencies 🖉 My Fire Departmen	nt 👻 My Tickets Incidents 👻 Create a Ticket Admin 👻 Prevention Resources 👻 Approved Vendors
p	
Case Detail Case Number : THFU-24128886 Type : Thermal Fuse Agreement by FD Status : Thermal Fuse Issued to F	Fire Department Address : PO BOX 193 CASSTOWN OH 45312 US
Map -	Address PO B0X 193 CASSTOWN OH 45312 US
	Category Service Request
2 Burton Rd Casesmann (18)	Submitted By Jhon Smith
Per Burton Rd Cassiown (B) (Conter s) (Conte	Created Date 09/05/2024 04:07 AM
to the state of th	Updated Date 09/05/2024 04:22 AM
Coordina Ulat 0 units 0 units	Source Web
High Ol Keyboard shortcuts Map data 82024 Terms Report a map error	Assignee(s) Charles Arnold
Intake Form Contacts Documents THERMAL FUSE AGREEMENT THERMAL FUSE WAIVER RELEASE Image: Construct of the state of	▲ Add Document

Figure 245: Thermal fuse case details screen, Documents section





com.ohio.gov

Thermal Fuse Waiver Release PDF Sample:

Department of Commerce

Division of State Fire Marshal

Mike DeWine, Governor Jon Husted, Lt. Governor Sheryl Maxfield, Director

OHIO DEPARTMENT OF COMMERCE DIVISION OF STATE FIRE MARSHAL THERMAL FUSE DISTRIBUTION PROGRAM

FIRE DEPARTMENT OR ENTITY:	CASSTOWN FIRE DEPARTMENT - 55206
Address:	PO BOX 193 CASSTOWN OH 45312 US

TERMINOLOGY:

"Product"------ FireSafe Cannula Valve; aka FireSafe Flowmeter; aka Firesafe Nozzle;

"Recipient"-----The fire department or entity receiving the free Product(s);

"SFM" -----The State of Ohio, Ohio Department of Commerce, Division of State Fire Marshal, including the Fire Prevention Bureau

I, as authorized representative of the Recipient and on behalf of the Recipient, confirm that the product (the "Product") received by me today is offered as part of the Thermal Fuse Program at no cost to the fire department. I also acknowledge that the SFM, its members, officers, directors, employees, agents and contractors (collectively "SFM") make NO REPRESENTATION OR WARRANTY AS TO THE MERCHANTABILITY, QUALITY, CONTENTS OR ORIGINS OF THIS PRODUCT OR TO THE FITNESS OF THIS PRODUCT FOR ANY PURPOSE.

I, as authorized representative of the Recipient and on behalf of the Recipient, on behalf of the Recipient, accept the Product "as is" and I acknowledge that the Product has not been inspected by the Program. I ACCEPT ALL RISKS ASSOCIATED WITH ANY USE OF THIS PRODUCT

In consideration for this product, I release SFM from all claims, damages, losses, causes of action, or actions arising from the distribution, receipt, and/or use of this Product and acknowledge that I am waiving all legal rights against the SFM in relation to the acceptance, distribution, and/or use of this Product. I acknowledge that if I have any reason to suspect that the Product has been altered in any way or that the contents are not represented by the original label information, I should not use this Product and return it to the SFM.

Signature-Authorized Representative of Recipient:	F
Title:	Fire Chief
Print Name:	Charles A
Date:	09/05/2024 01:51 PM

Rev. 6/23

8895 East Main Street Reynoldsburg, Ohio 43068 U.S.A. 614 | 752 8200 com.ohio.gov

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14.4.1.2 Thermal Fuse Installation by FD Users

Fire Department Dashboard My Work Queue - Fireworks Exhibition Permits My Fire Department - My Tickets Incidents - Create a Ticket . Response Resource	Admin Prevention Resources Approved Vendors Help
THERMAL FUSE Home Oxygen Therapy Fatal Fire Mitigation	
Thermal Fuse Request 📎 Thermal Fuse Installation 🛱 Inventory	
3Di Engage V2.0.2061	© 2024 3Di Inc.

Figure 246: Thermal Fuse Landing Page with "Thermal Fuse Installation" Button highlighted

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.

Fire Department Dashboard My Work Queue 👻 Fireworks Exhibition Permits	My Fire Department 👻 My Tickets	ncidents 👻 Create a Ticket Admin 👻 Preve	ntion Resources 👻 Approved Vendors Help 👻
Response Resource			
Service Request Type			
Thermal Fuse Installation	~		
	Thermal Fuse	Installation	
* Installation Date Time		* Installation Address	
09/02/2024 06:43 PM	_		
How many devices did you install at the house?			
How many devices did you install on each oxygen line?			
Is there a confirmed smoker at this residence? Yes No			
U Tes V NO			
Fire Department Information			
Fire Department Name	FDID	County	
AUGUSTA TWP VOLUNTEER FIRE DEPARTMENT - 10101	10101	Carroll	
Upload Pictures of Installation			
Select files			
			Reset Submit
L			Ē

Figure 247: 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?".

The FD user can answer a few optional questions.

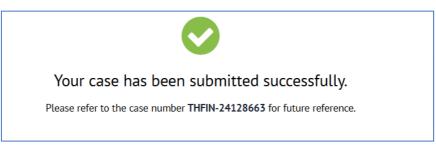
Based on the FD user who is requesting for the installation, fire department name, FDID, and County will be prefilled in the form.

The FD user can upload pictures of the installation which is an optional field.



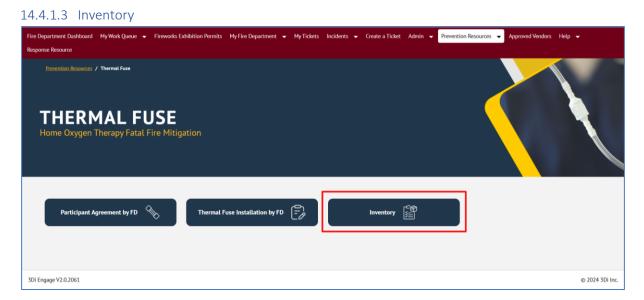


After clicking on "Submit", the Thermal Fuse installation gets completed and it shows a confirmation message as shown in the image below.



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.



From the Thermal Fuse Landing page, FD users can click on the "Inventory" button as highlighted in the above image.

The FD user will be redirected to the "My Thermal Fuse Inventory" page as shown in the image below.





My Thermal Fuse	Inventory							
Export to Exce						Export to Excel	el 2	
Serial Number	Asset Type Name	Manufacturer	Model	Installation Date	Manufacturing Date	Status		
230157	Thermal Fuse	Cantherm	SDF DF091S		02/01/2024	Fire Department Inventory	-	
230158	Thermal Fuse	Cantherm	SDF DF091S		02/01/2024	Fire Department Inventory		
230159	Thermal Fuse	Cantherm	SDF DF091S		02/01/2024	Fire Department Inventory		
230160	Thermal Fuse	Cantherm	SDF DF091S		02/01/2024	Fire Department Inventory		
230161	Thermal Fuse	Cantherm	SDF DF091S		02/01/2024	Fire Department Inventory		
230162	Thermal Fuse	Cantherm	SDF DF091S		02/01/2024	Fire Department Inventory		

Ohio

Figure 248: My Thermal Fuse Inventory

The Fire Department user can click on Serial Number to view the Inventory details page.

The Fire Department user can click on "Export to Excel" to export the records in an Excel format.

Note: The FD users can view the "Fire Department Inventory" and "Installed" status in the Inventory screen.

14.5 My Requests

Fire Department users can log in to the system and go to the "Prevention Resources" tab and select the "My Requests" option to view the Literature, Sound Off, Smoke alarms for everyone, and Thermal Fuse Requests.

vention Resources / My Requests								
My Requests								
D Export to Excel C Search.						Search	Q	
Case Number	Case Type	Created On 斗	Ŧ	Updated On	•	Status		
SOAI-24127804	Installation Request - Sound Off	08/12/2024 07:06 AM		08/12/2024 07:06 AM		Installati	on Pending	
SOAR-24127802	Sound Off Alarm Request	08/12/2024 06:51 AM		08/12/2024 07:06 AM			Delivered to fire Department	
SFSIR-24127800	Smoke Alarms Installation - SAFE	08/12/2024 06:41 AM		08/12/2024 06:41 AM			Unnamed	
SFSIR-24127799	Smoke Alarms Installation - SAFE	08/12/2024 06:37 AM		08/12/2024 06:37 AM		Unnamed		
SOAR-24127796	Sound Off Alarm Request	08/12/2024 06:23 AM		08/12/2024 06:32 AM	2 AM		Alarms Issued to Educator	
STF-24127787	Register with additional Fire Department	08/12/2024 05:26 AM		08/12/2024 05:28 AM		Approved		
SFSAR-24127786	Project SAFE Agreement	08/12/2024 05:23 AM		08/12/2024 05:23 AM	2/2024 05:23 AM		Duplicate Request - Pending Supervisor Approval	
SOAR-24127785	Sound Off Alarm Request	08/12/2024 04:30 AM		08/12/2024 04:30 AM		Pending Educator Acknowledgement		
SFSAR-24127782	Project SAFE Agreement	08/12/2024 04:07 AM		08/12/2024 04:07 AM	04:07 AM		Pending Educator Acknowledgement	
SFSAR-24127723	Project SAFE Agreement	08/09/2024 06:23 AM		08/09/2024 07:18 AM		Delivere	d to ED	١,

The Fire department user can click on "Case Number" to view the Literature, Sound Off, Smoke alarms for everyone, and Thermal Fuse requests case details screen. The Fire department user can click on column search to search a particular record. The fire department user can click on "Export to Excel" to export the data in an Excel format.

