

# 3Di



# Ohio State Fire Marshal

# 3Di Engage

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

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## 1 Introduction

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

### 1.1 Links to iOS and android apps

#### 1.1.1 Installation

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

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

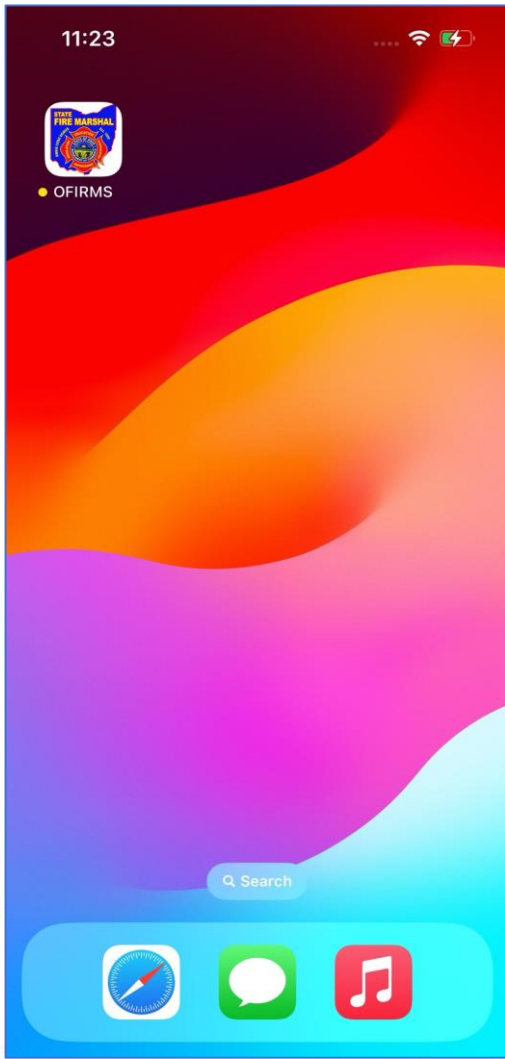
### 1.2 Prerequisite

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

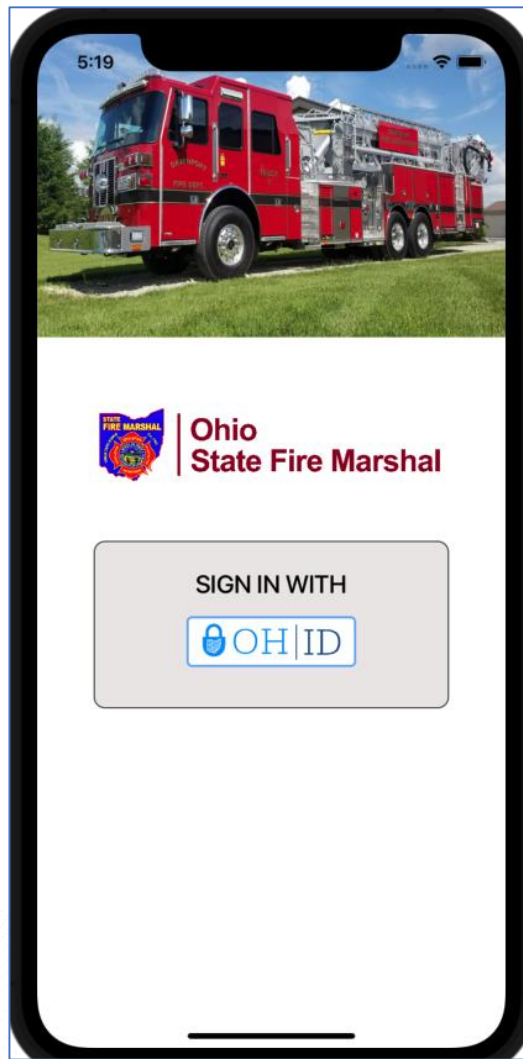
#### **Steps:**

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

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



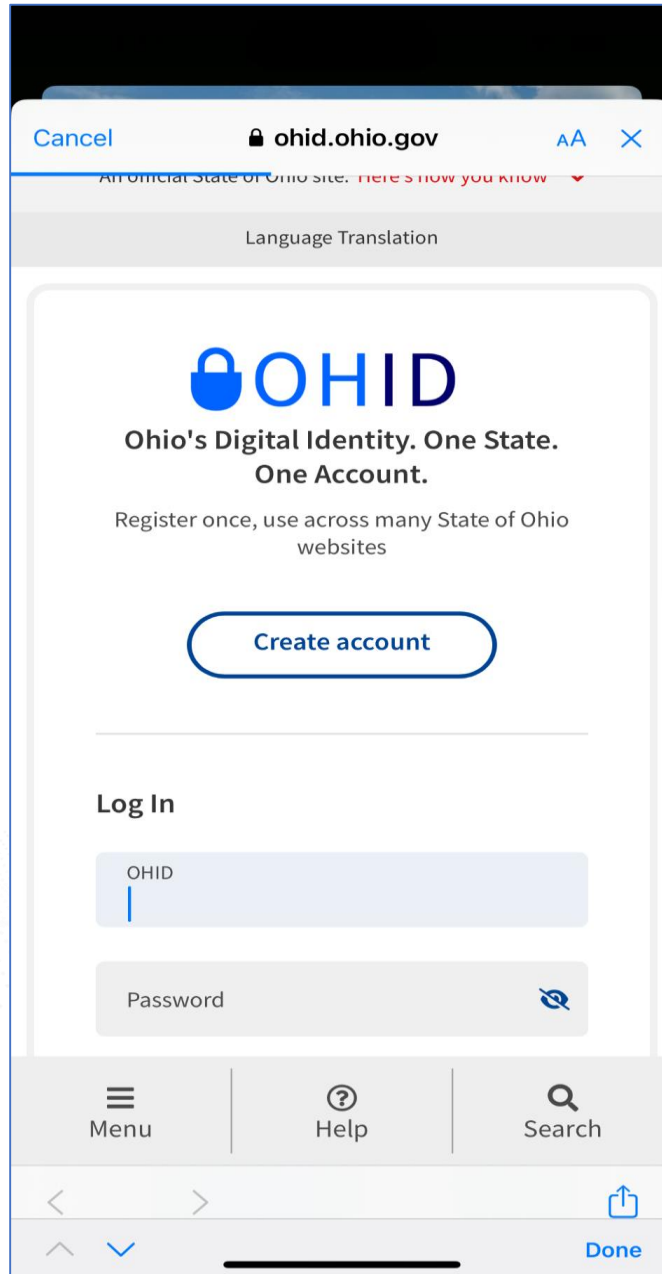
Ohio SFM Landing and Login Screen



Ohio SFM Landing and Login Screen

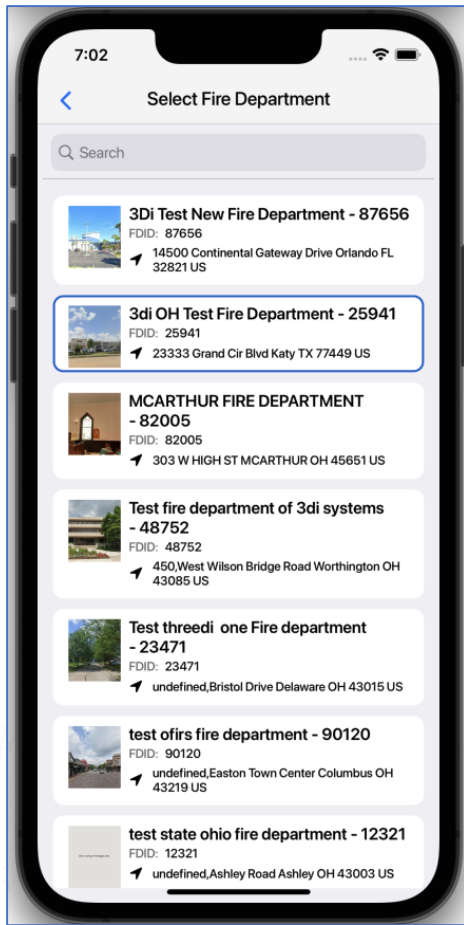


Step 2: Provide OHID credentials and press login.

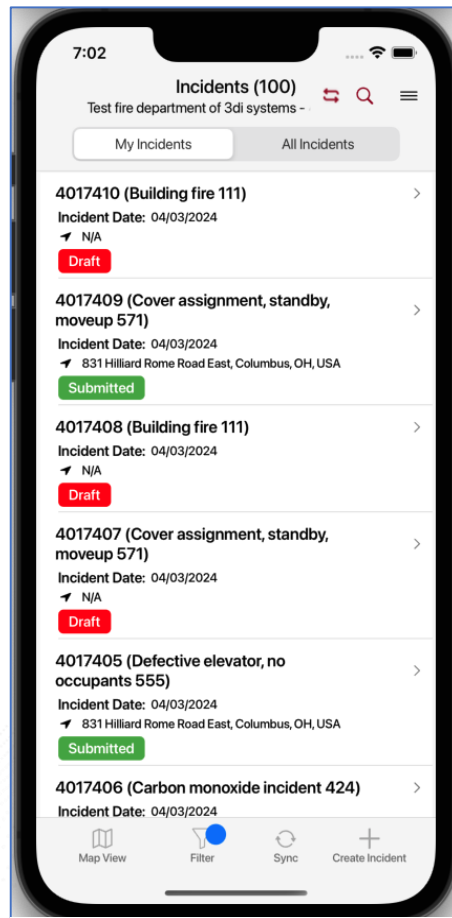


OHID Login Screen

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



Switch FD Screen



Incident Dashboard

**Fire Department Staff View**

- My Fire Department
- Incidents

**The Fire Department Chief View**

- Dashboard
- My Work Queue
- My Fire Department
- Incidents

## 2 Mobile features for all Fire Department Users

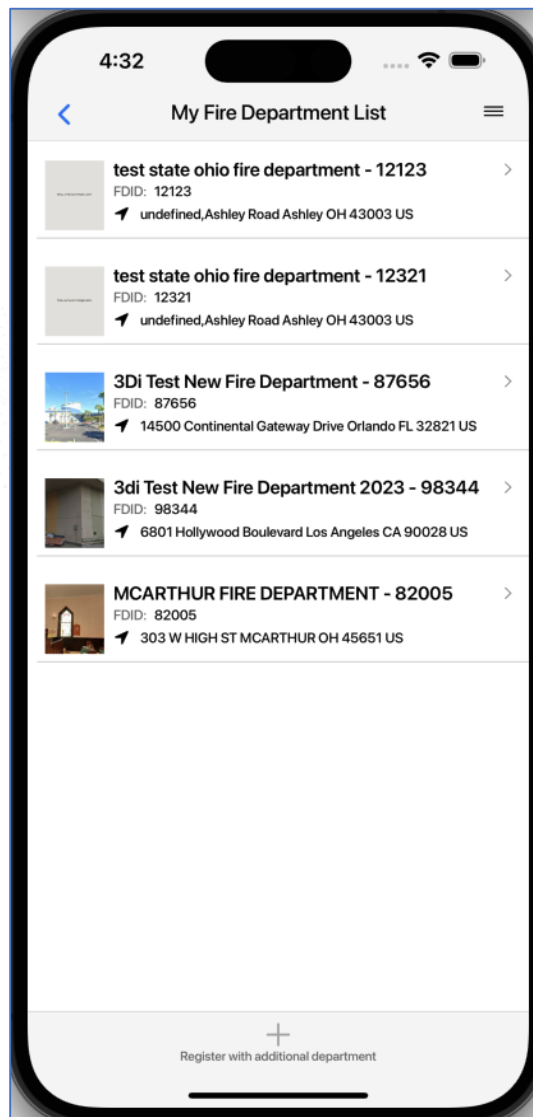
All Approved Fire Department Personnel will have access to the following features:

- **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 are associated with. The user can associate with additional fire departments from this screen using the **“Register with additional department”**.

### 2.1 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.



My Fire Department Screen

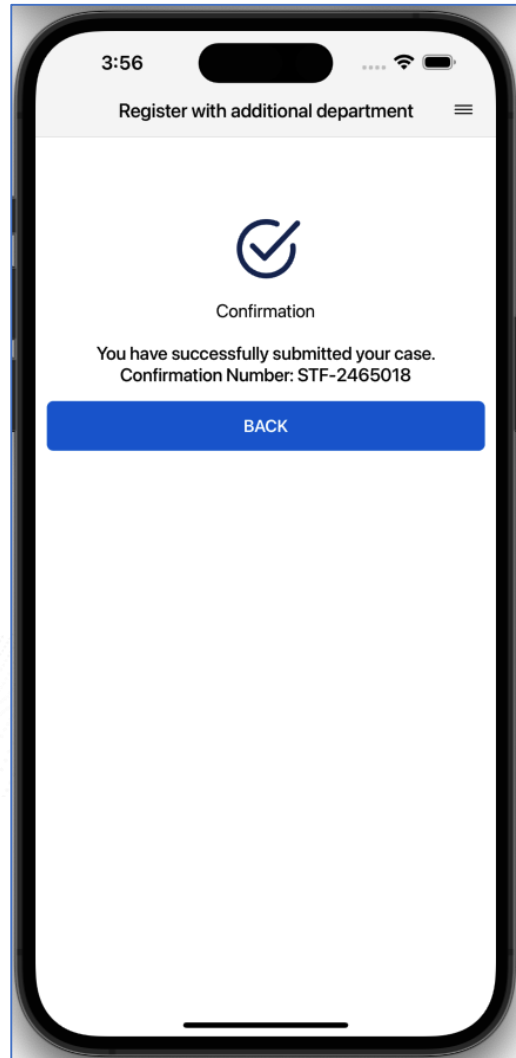
## 2.2 Registering with Additional Fire Departments

If the department staff is affiliated with more than one department then hit the **Register with an additional department** button. After submitting, the user will see a submitted successful message with a case number and must wait for approval.

The screenshot shows a mobile application interface for registering with an additional fire department. The title bar reads "Register with additional department". The form contains the following fields and controls:

- I am ...\***: A dropdown menu with "(Required)" as the placeholder.
- Type and select County\***: A search input field with "Search By County Name (Required)" as the placeholder.
- Department Name & FDID\***: A dropdown menu with "(Required)" as the placeholder and an information icon.
- Email (Official email provided by the FD)\***: An input field with "(Required)" as the placeholder and an information icon.
- Certification Level**: A dropdown menu.
- DPS Certification Number**: An input field with an information icon.
- DPS Certificate Expiration Date**: A date picker field with an information icon.
- Submit**: A blue button at the bottom of the form.

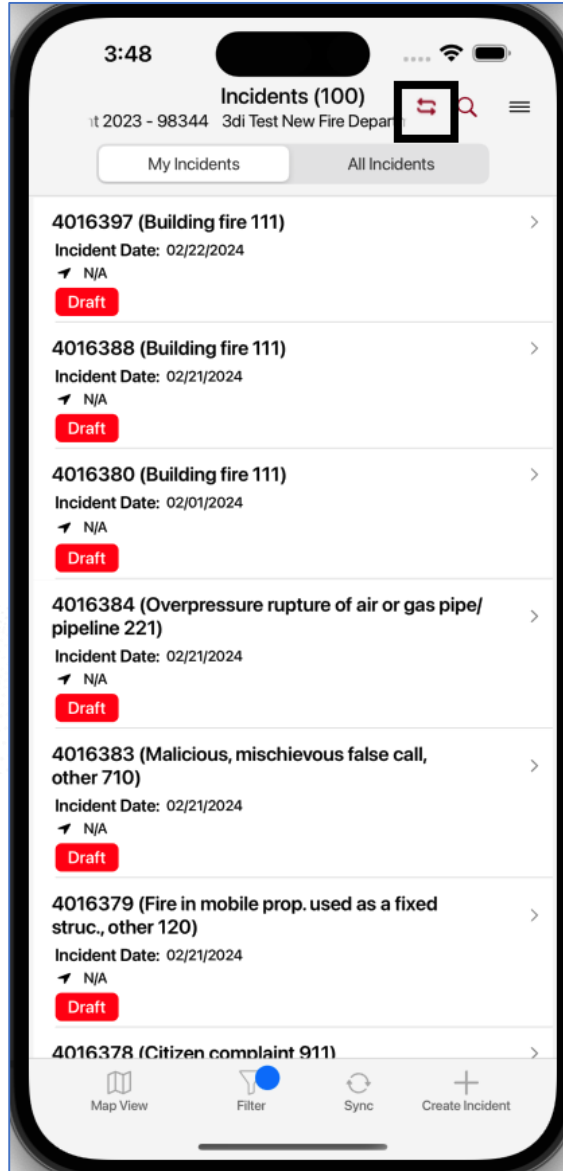
Register with Additional Fire Department form



Register with additional Fire Department Confirmation Screen

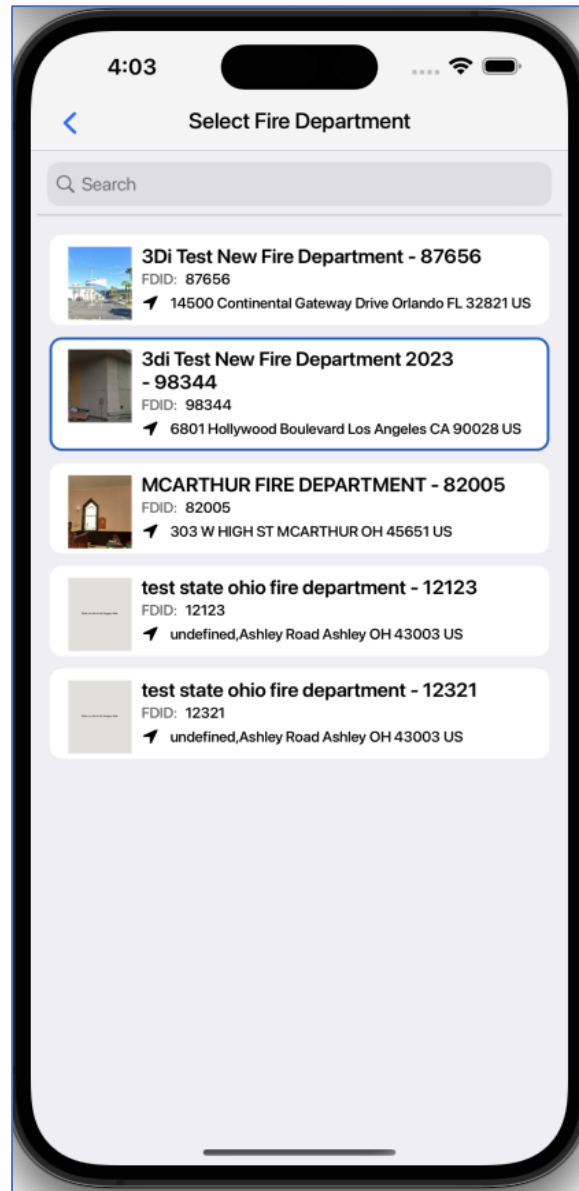
### 2.3 Switch Fire Department

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 icon' button from the header.



Switch Fire Department in header

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



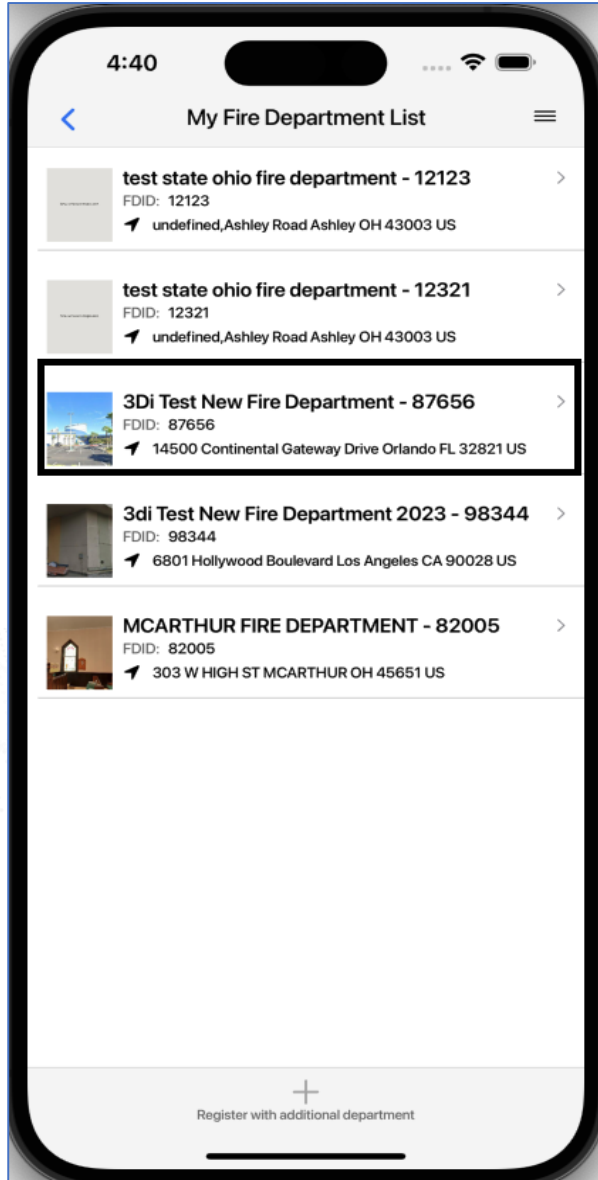
*Switch Fire Department screen*

After selecting the Fire Department, the changed fire department name appears in the header. The app starts rendering details of the selected fire department.

## 2.4 Department Detail Page

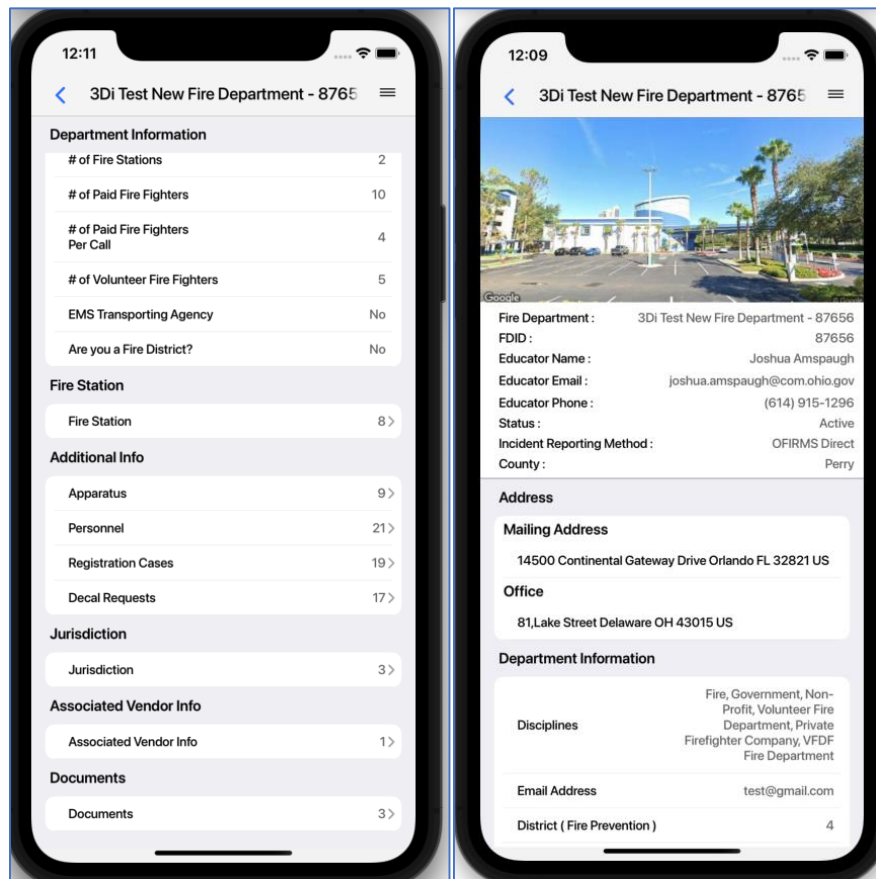
**Rank:** All fire department staff

From the **My Fire Department** page, click on the **FD List** item to see the details of the fire department.



*My Fire Department Screen with selected FD*

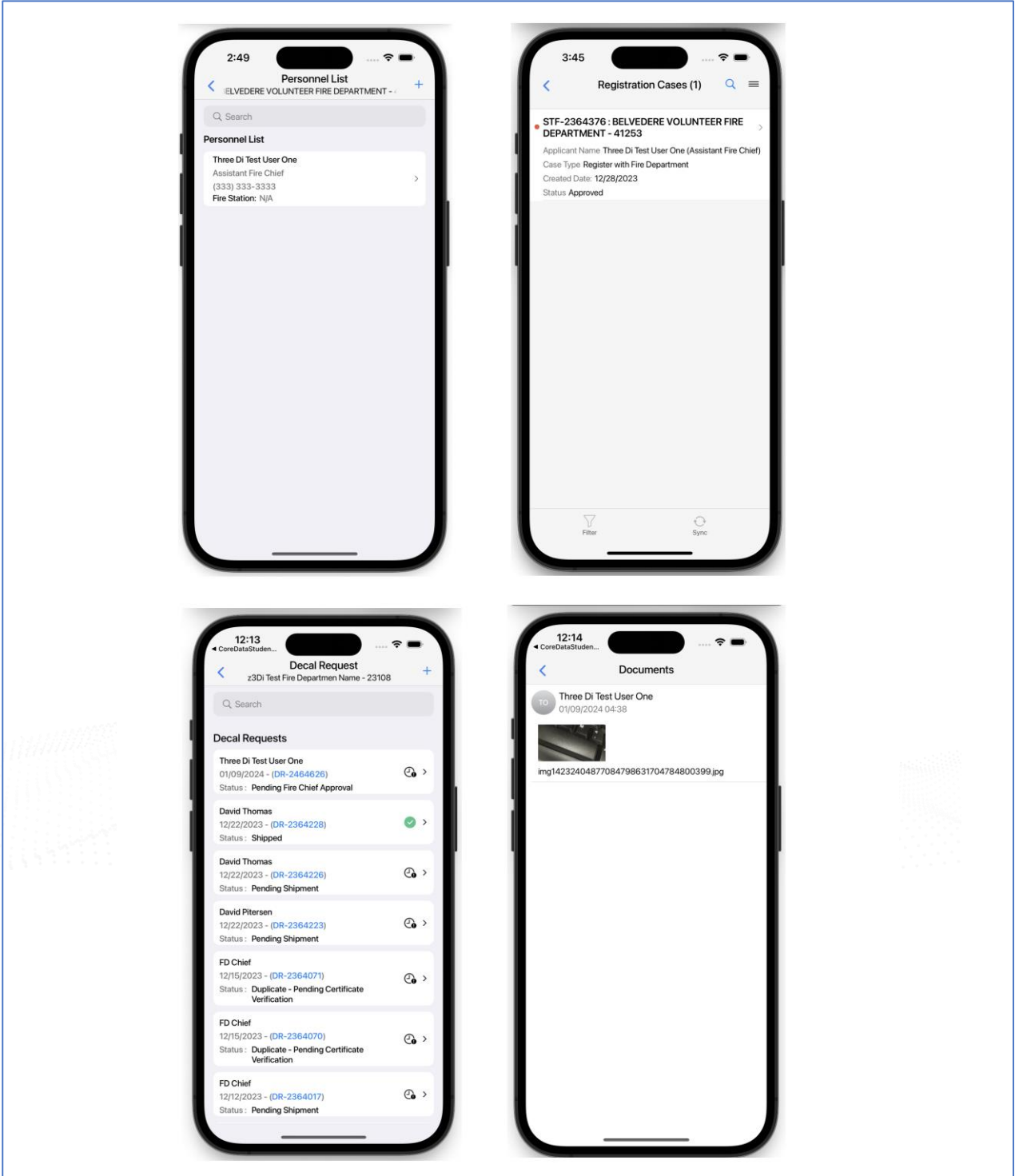


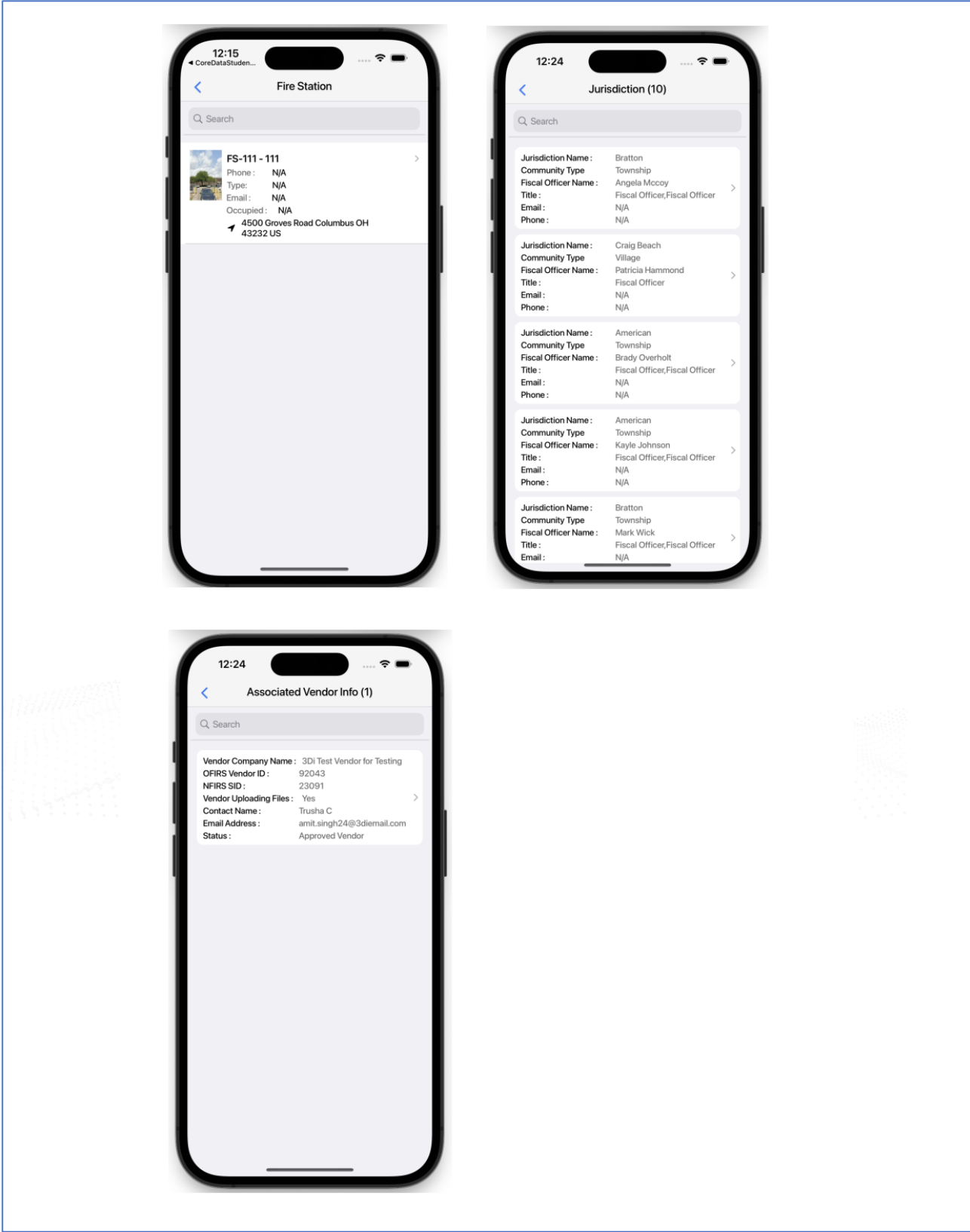


*My Fire Department Screen*

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**





My Fire Department Details Screen

### 3 Mobile features for Fire Department Chief

#### 3.1 My Work Queue

**Rank:** Fire Department Chief

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

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

1. **User Registration Requests:** This screen displays the New User Registration Request with the Fire Department and Additional Fire Department User Registration Requests.
2. **Pending Decal Request:** This screen displays the Pending Decal Requests by the personnel of the selected Fire Department.

##### 3.1.1 User Registration Requests

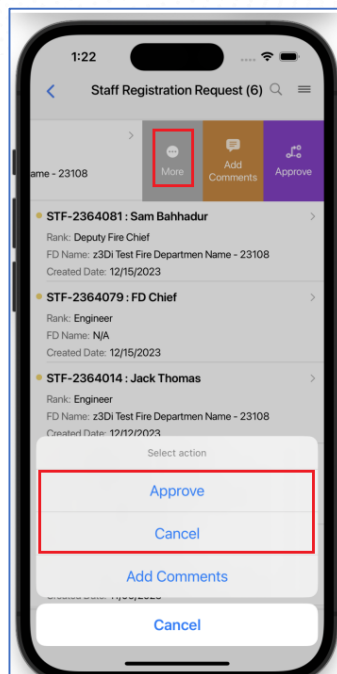
**Rank:** Fire Department Chief

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

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

The Swipe Menu 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.



*User Registration Request Grid on User Registration Requests screen*

3.1.2 Pending Decal Request

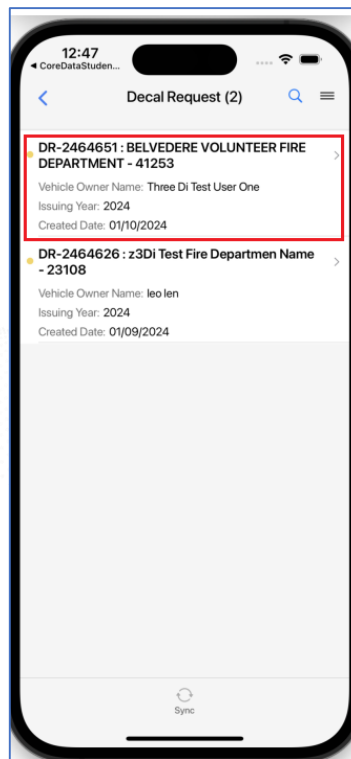
**Rank:** Fire Department Chief

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

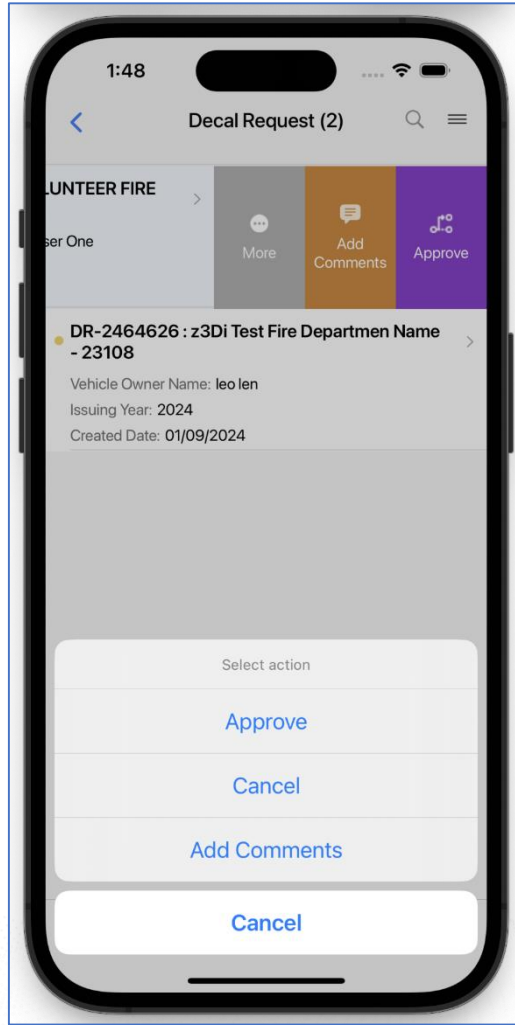
Users can click on any **Decal Request List Item** field to view the details.

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

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



*Pending Decal Request grid on Pending Decal Request screen*



*Decal Request Case Detail Screen*

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

## 3.2 Fire Department Management

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

### 3.2.1 FD Management Functions from Fire Department Detail Screen:

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



### 3.2.2 Edit Department Address and Information

**Rank:** Fire department chief

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

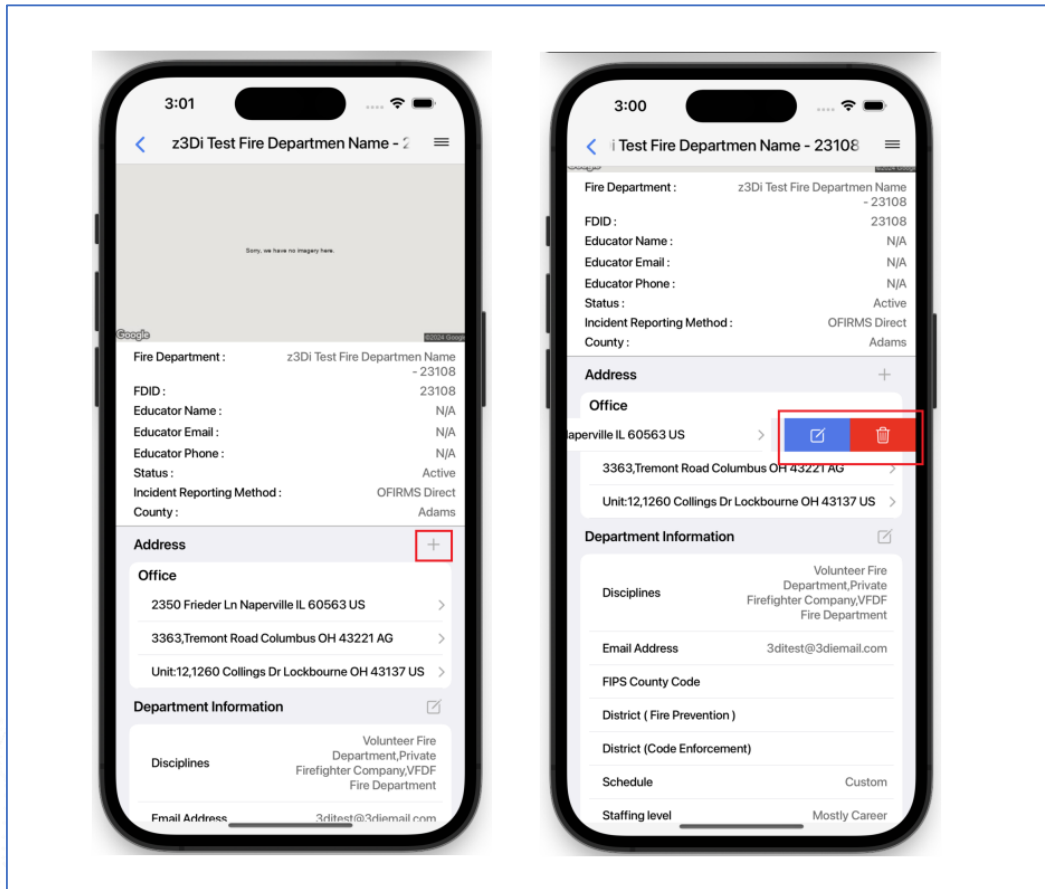


Figure 17: Address and Fire Department Information sections on FD Detail Screen

### 3.2.3 Fire Station

Refer to [Fire Station Management](#)

### 3.2.4 Apparatus

**Rank:** Fire department chief

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



Figure 18: Apparatus List on Fire Department Detail Screen

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

- Engine Check
- Inactive
- Edit
- Delete

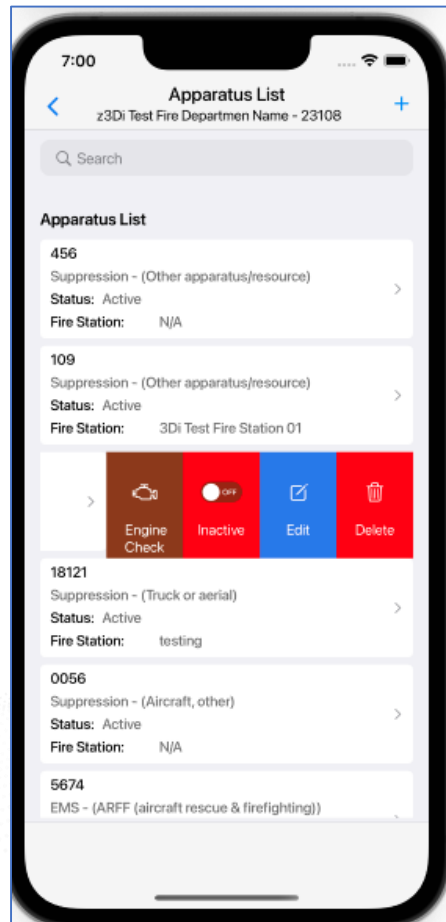


Figure 19: Apparatus Actions

## 3.2.4.1 Add Apparatus

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

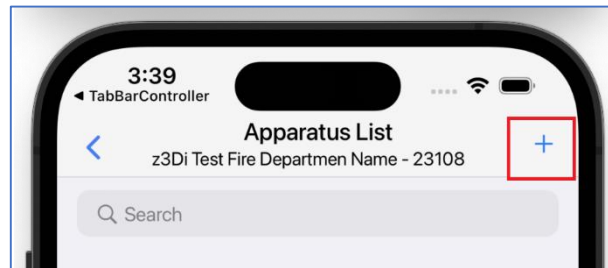


Figure 10: Add Button on the Apparatus Section

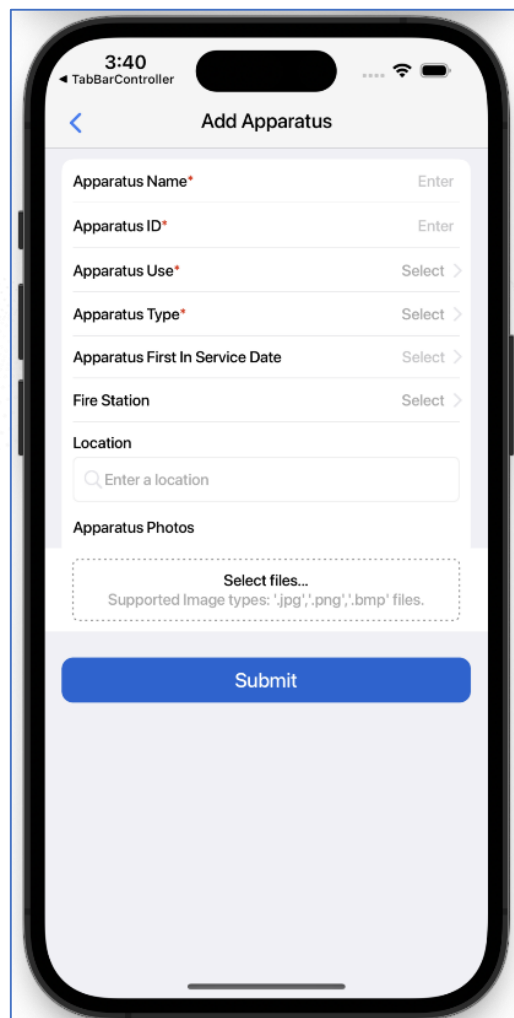


Figure 21: Add Apparatus screen

**Important:**

- Added apparatus details will be available for selection while reporting an incident using the OFIRMS portal/mobile app. It is a good practice to keep apparatus details up to date for reporting purposes.
- Once the Fire Station is assigned to the apparatus, it will be also visible on the Fire Station detail page.

### 3.2.4.2 Add Maintenance History

**Rank:** Fire Department Chief

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

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

- Edit
- Delete

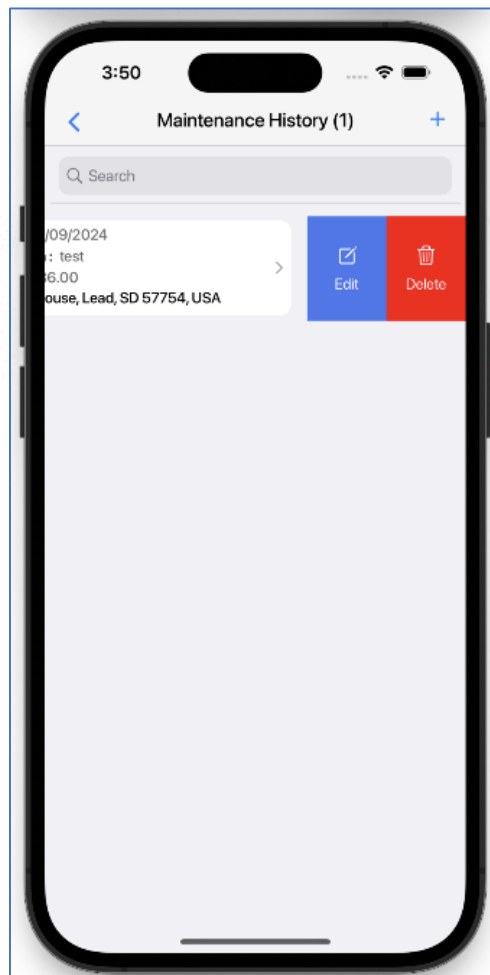


Figure 22: Add maintenance history screen with Action on Maintenance History

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

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

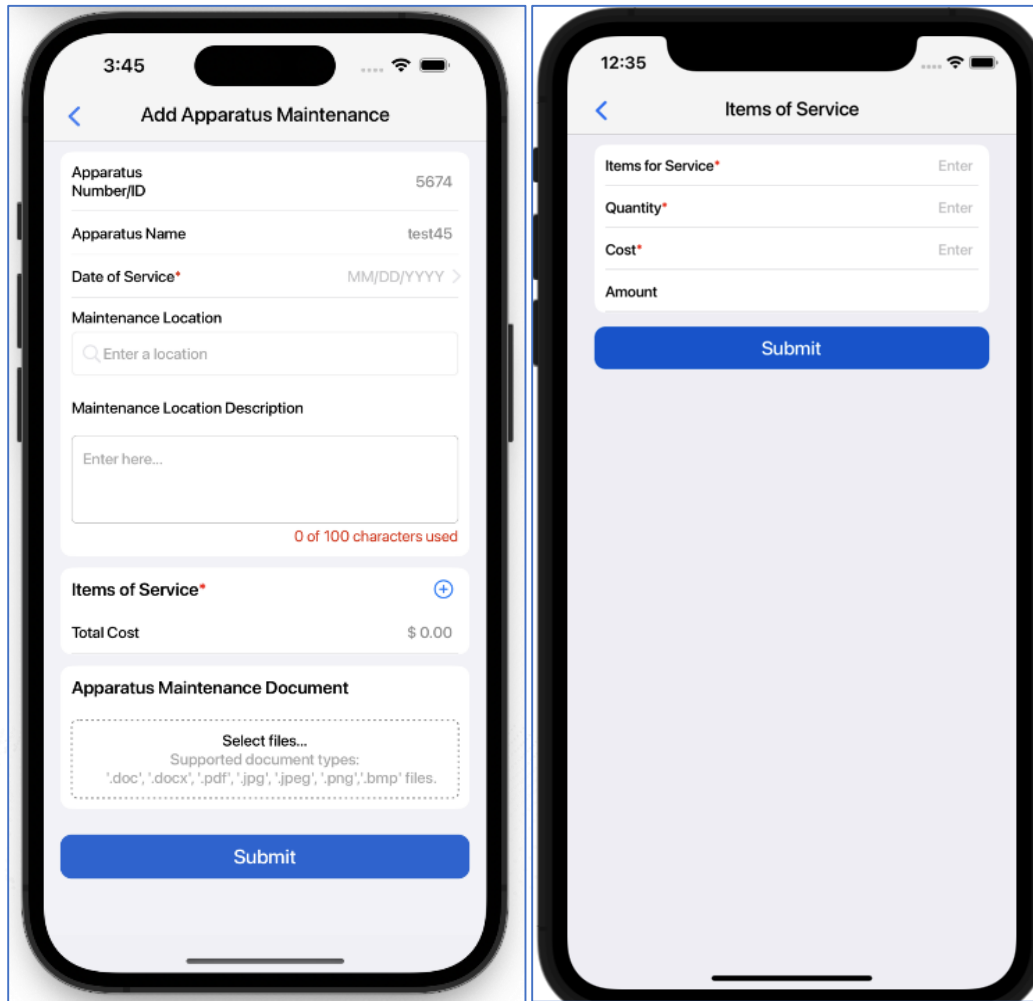


Figure 22: Add Apparatus Maintenance Screen

3.2.4.3 Edit Apparatus

Rank: Fire Department Chief

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

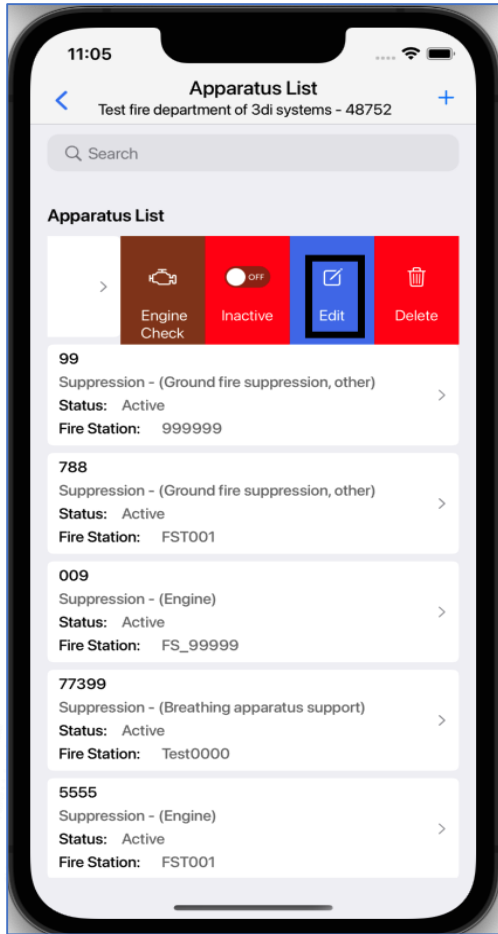


Figure 24: Apparatus Screen with Edit Action

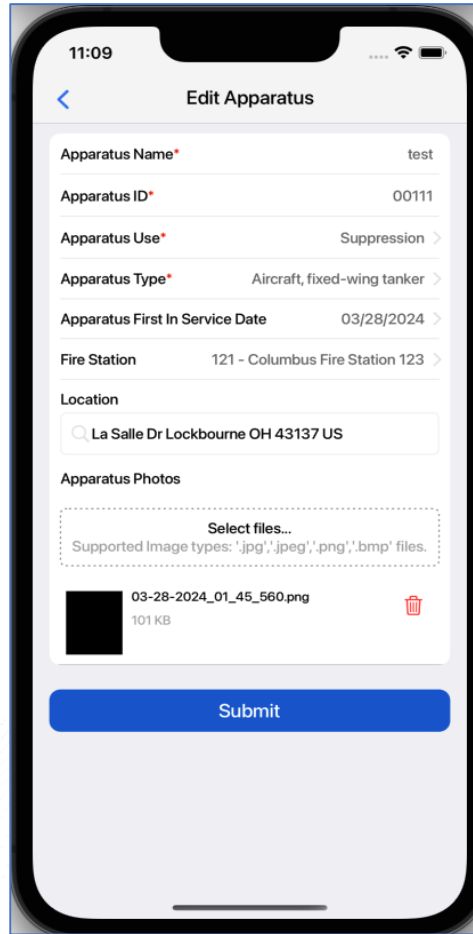


Figure 25: Edit Apparatus Screen



### 3.2.4.4 Delete Apparatus

**Rank:** Fire Department Chief

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

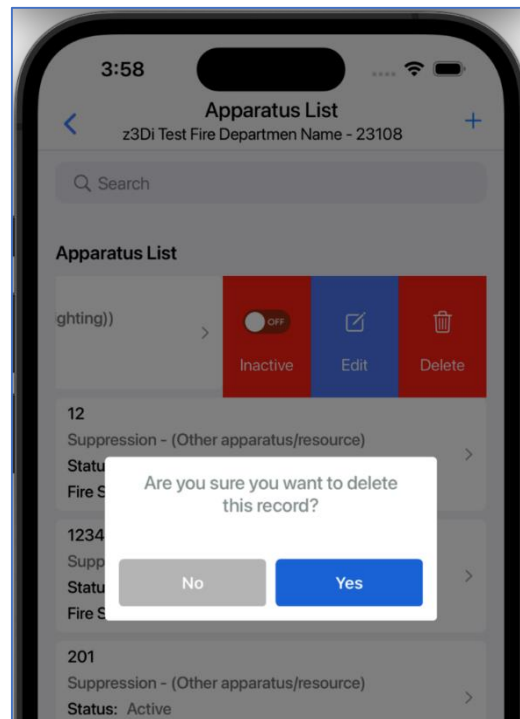


Figure 26: Delete Apparatus Confirmation pop-up

**Important:**

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

### 3.2.4.5 Engine Check

**Rank:** Fire Department Chief

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

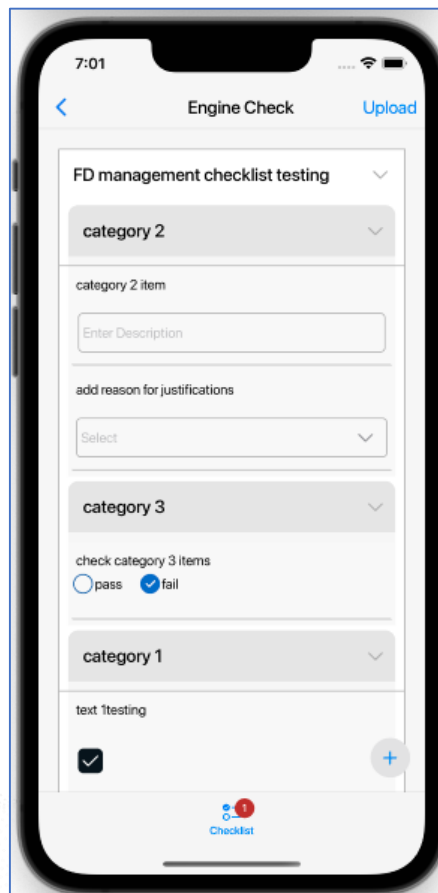
Prerequisite: A Checklist is required for Engine checks. Please create at least one checklist to do an Engine Check.

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



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

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

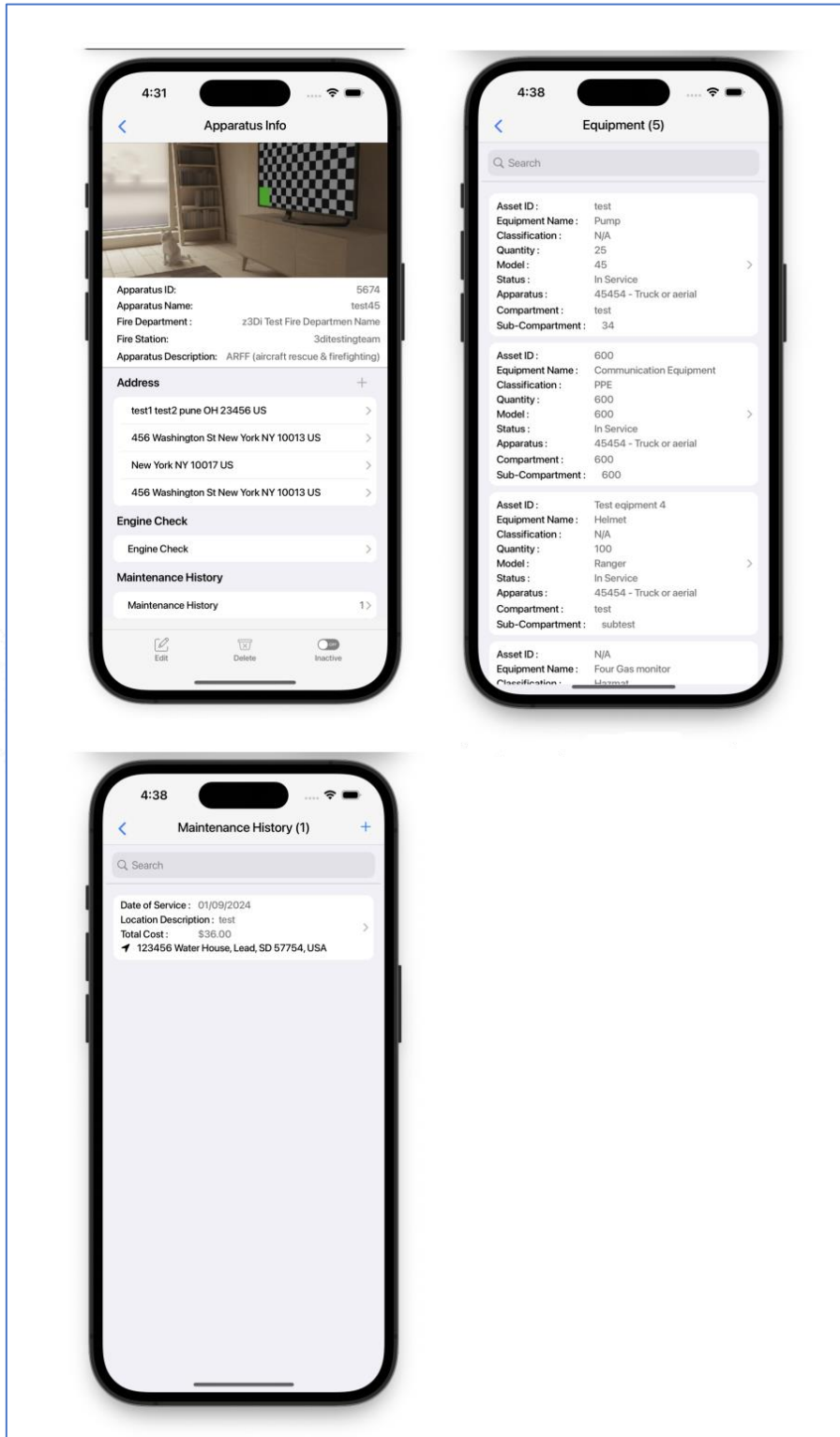


*Engine Check screen*

3.2.4.6 Apparatus Details

Rank: Fire department staff

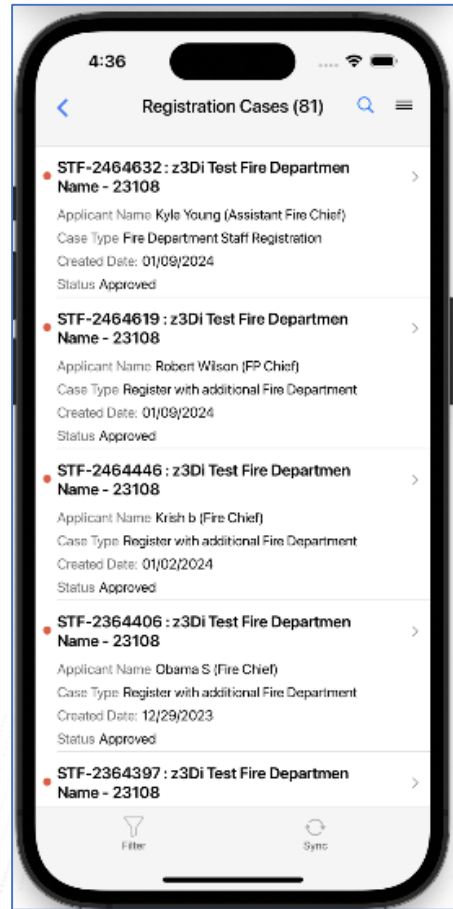
Click on **Apparatus list** item to see the detail page of the Apparatus. It will show engine checks added for the apparatus in the list. It will also display all the equipment associated with the Apparatus.



Apparatus Detail Screen

### 3.2.5 Registration Cases

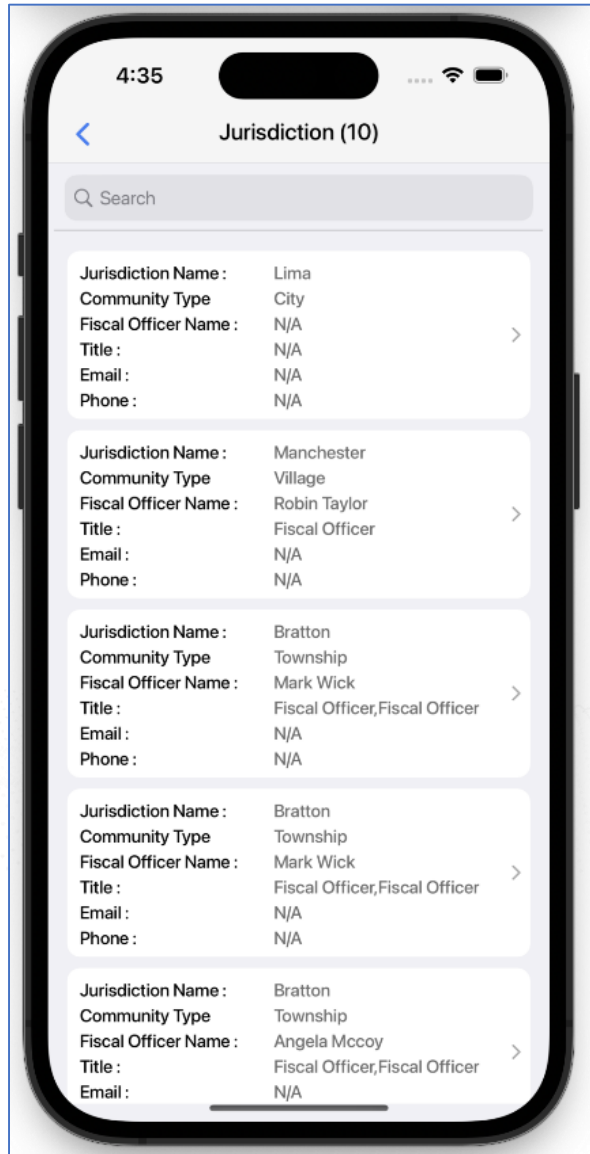
The Fire Department Staff Registration cases are listed in this section. Click on the **Registration cases** list item to see the detail page of the case.



Fire Department Registration Case section on Fire Department Detail screen

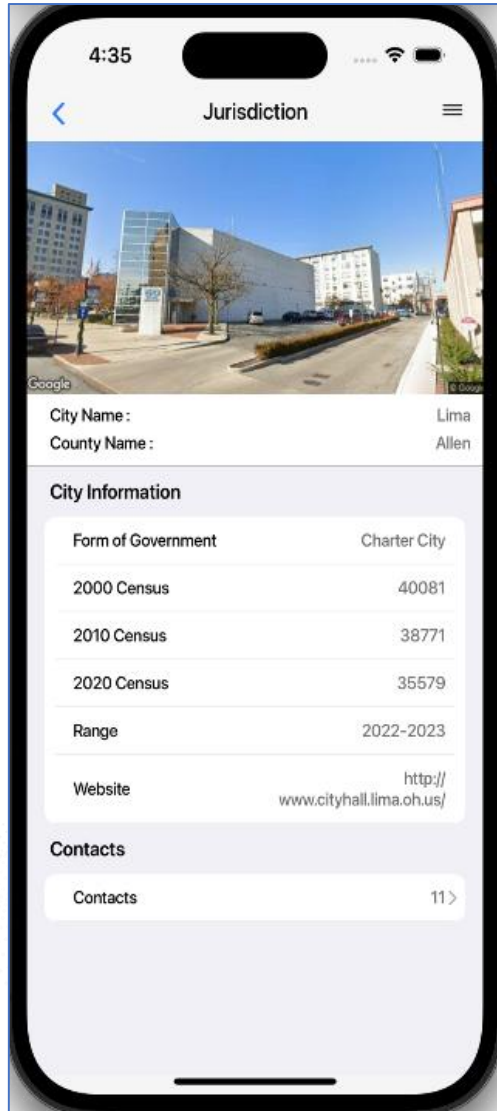
### 3.2.6 Jurisdiction

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



*Jurisdiction associated with the Fire Department*

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



Jurisdiction Detail Screen

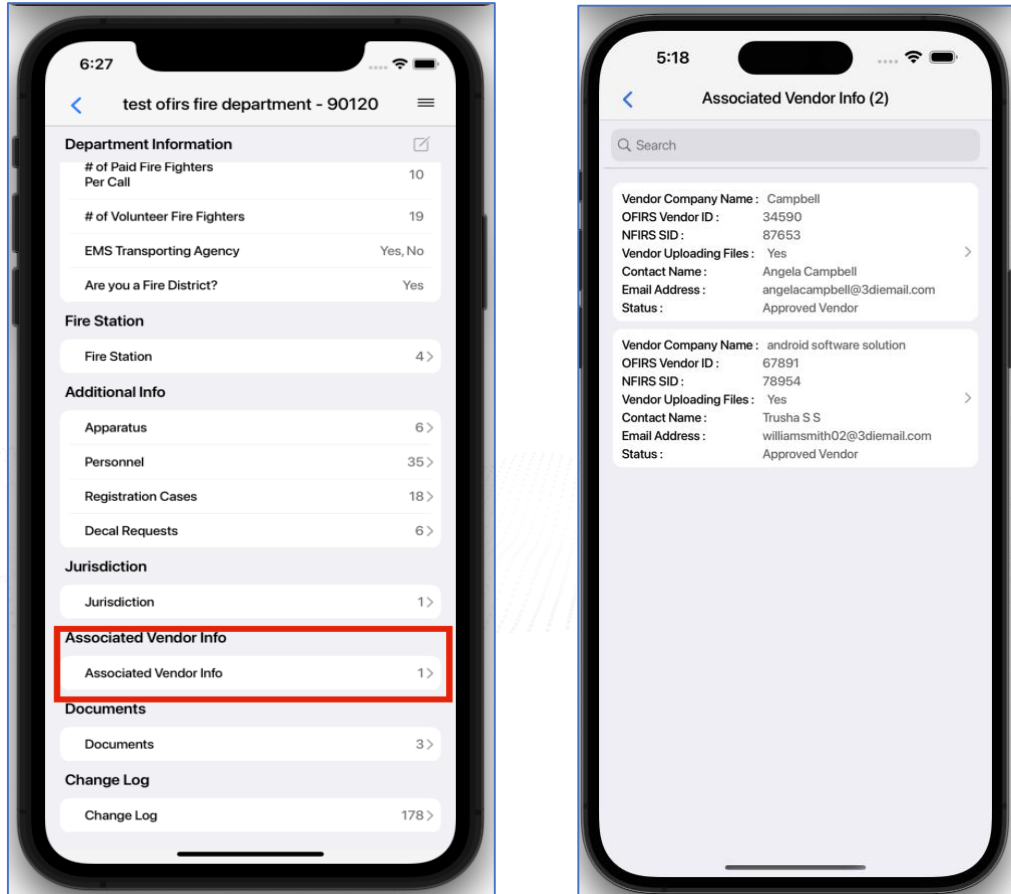


### 3.2.7 Decal Requests

Refer to [Decal](#)

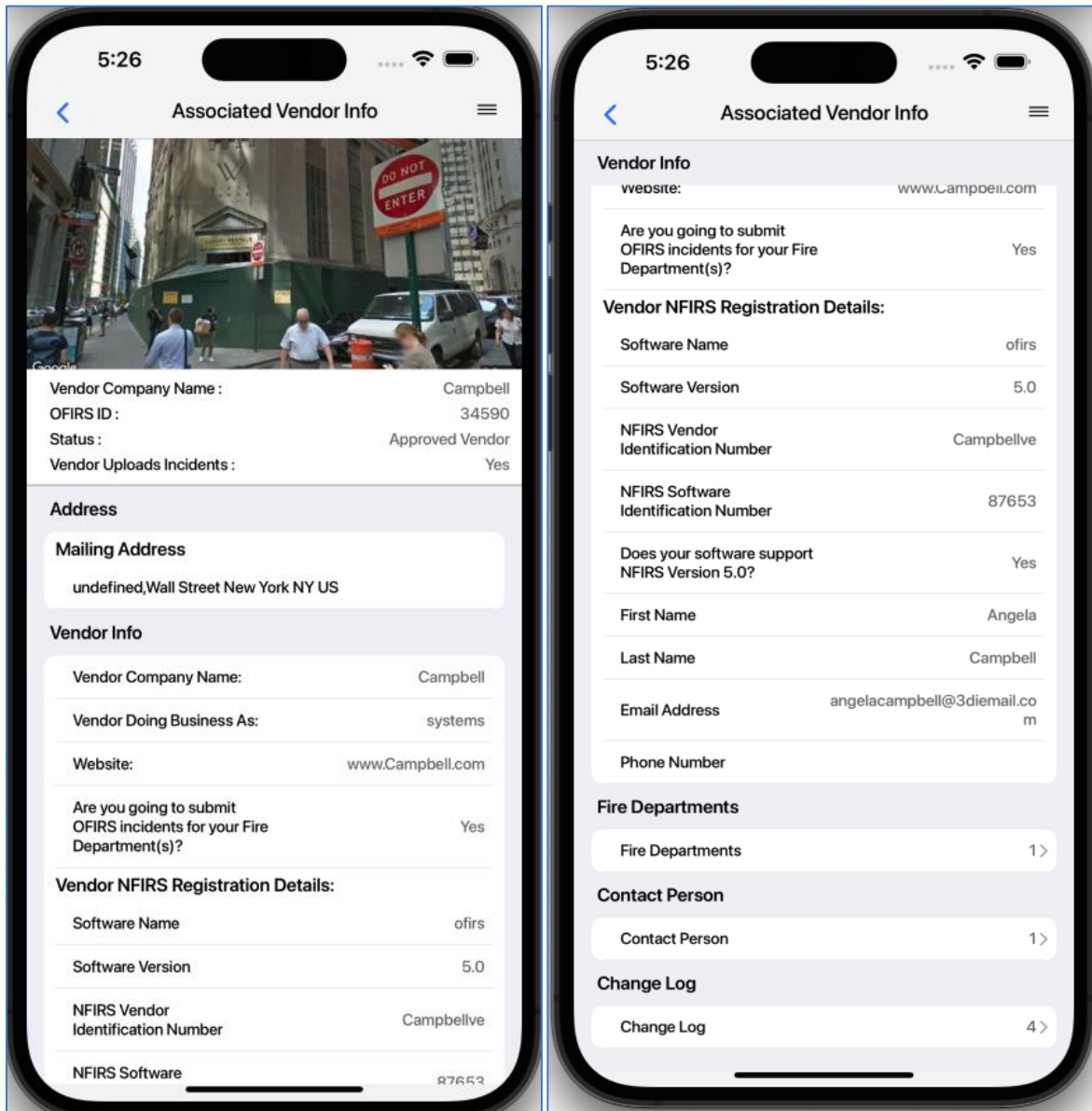
### 3.2.8 Associated Vendor Info

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



Vendor associated with the Fire department

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



Vendor Detail Screen

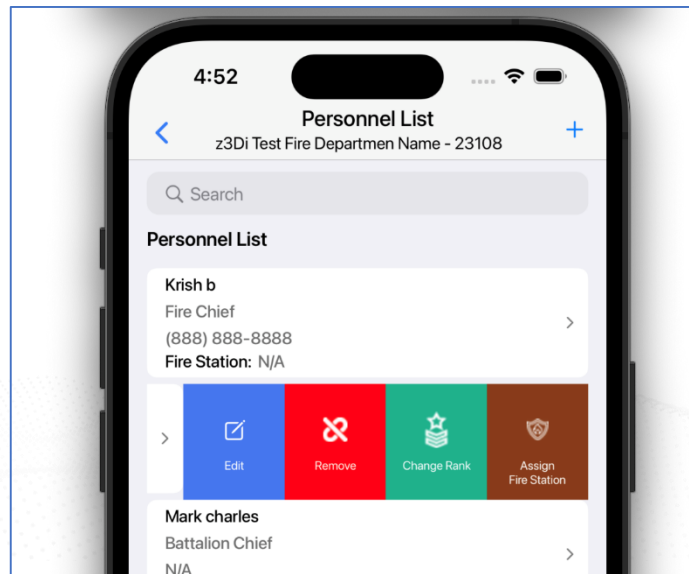
### 3.2.9 Personnel

**Rank:** Fire department chief

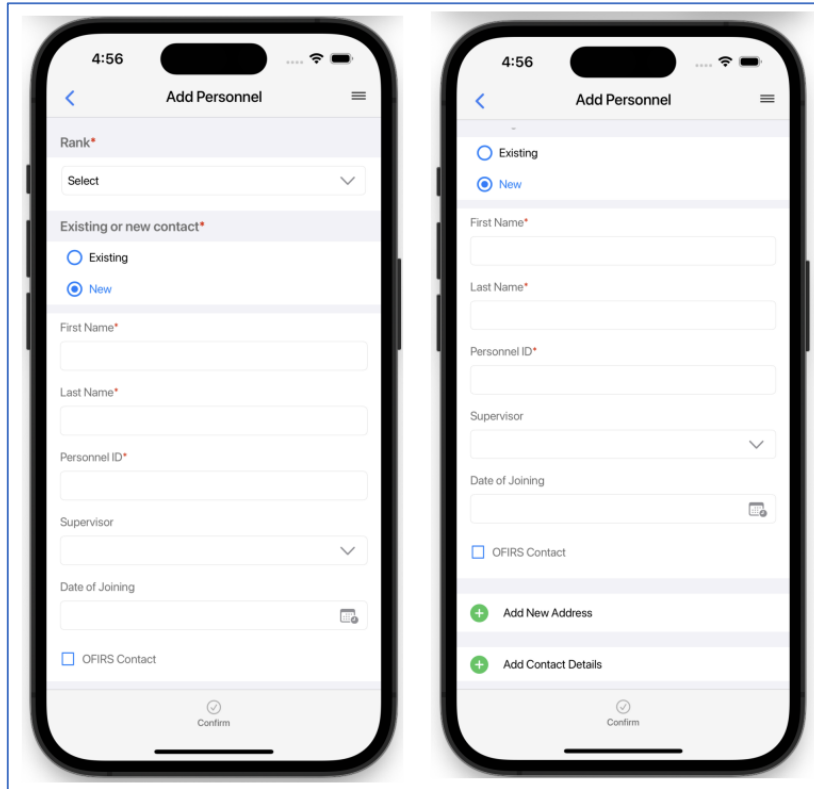
The Personnel list consists following details:

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

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

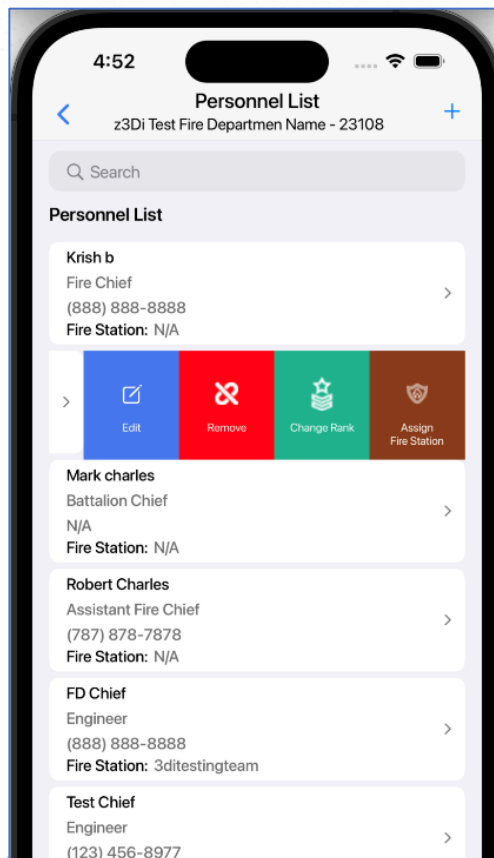


*Personnel List on the Fire Department Detail Screen*



Add Personnel screen

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



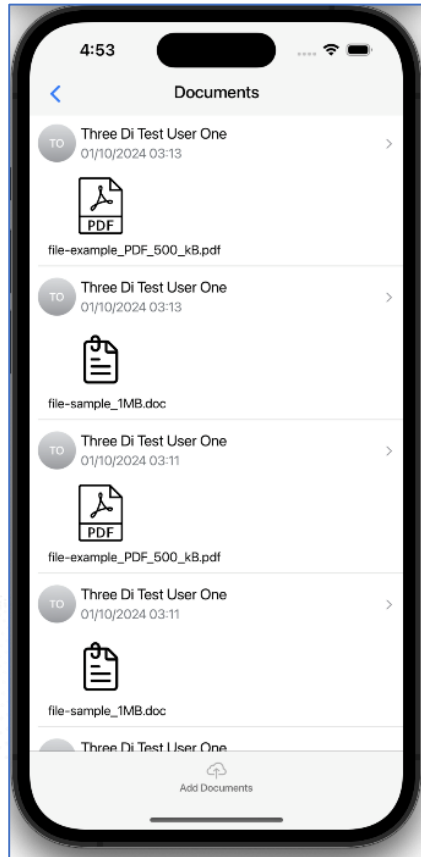
Personnel Action List

For Details on the action, please refer to the [Personnel Management](#) section below in this document.

### 3.2.10 Documents

**Rank:** Fire Department Chief

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

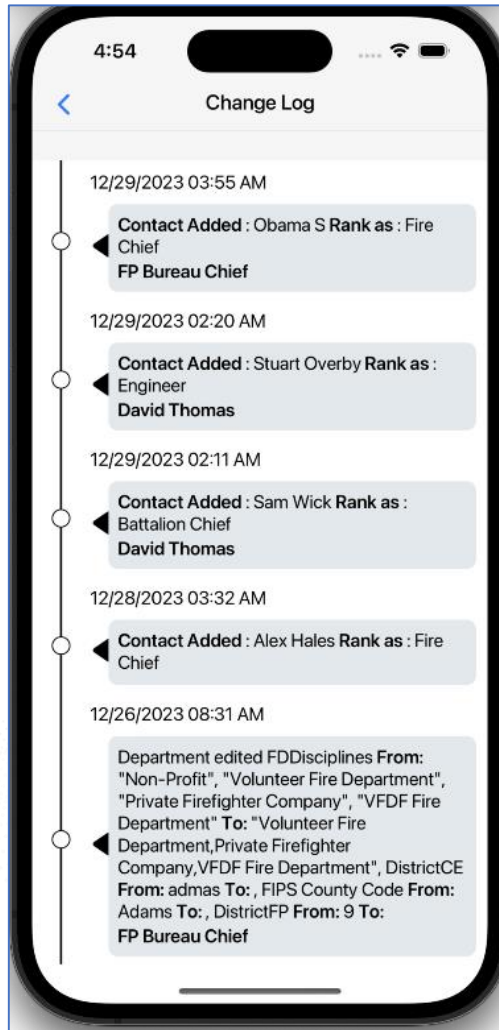


*Documents Section on the Fire Department Detail Screen*

### 3.2.11 Change Log

**Rank:** Fire Department Chief

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

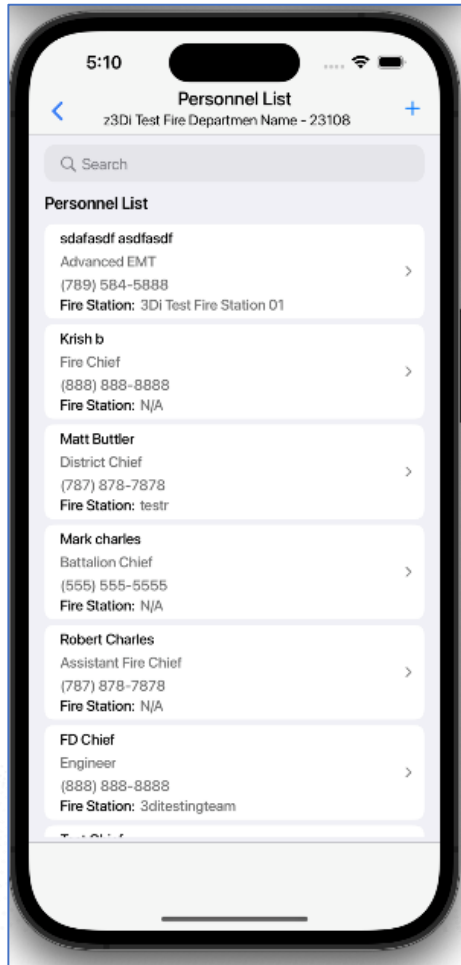


Change Log Section on Fire Department Detail Screen

### 3.2.12 Personnel Management

**Rank:** Fire Department Chief

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

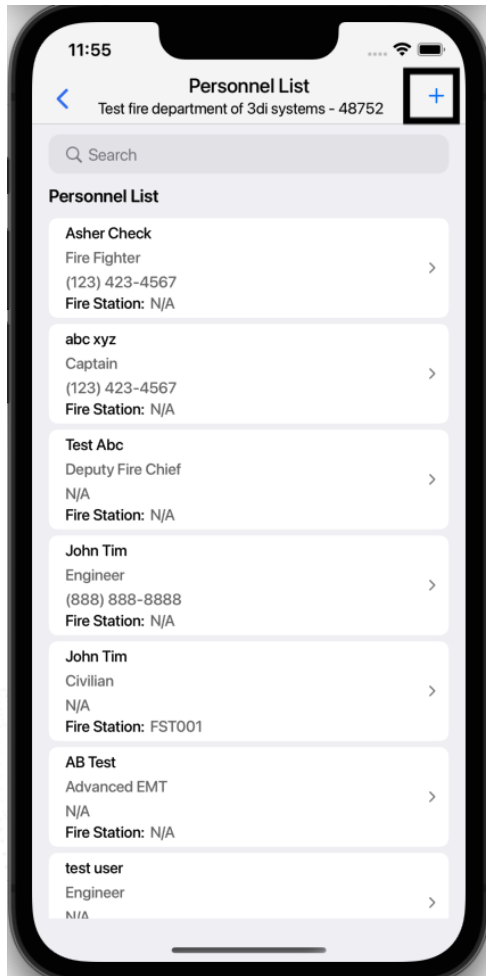


*Personnel List Screen*



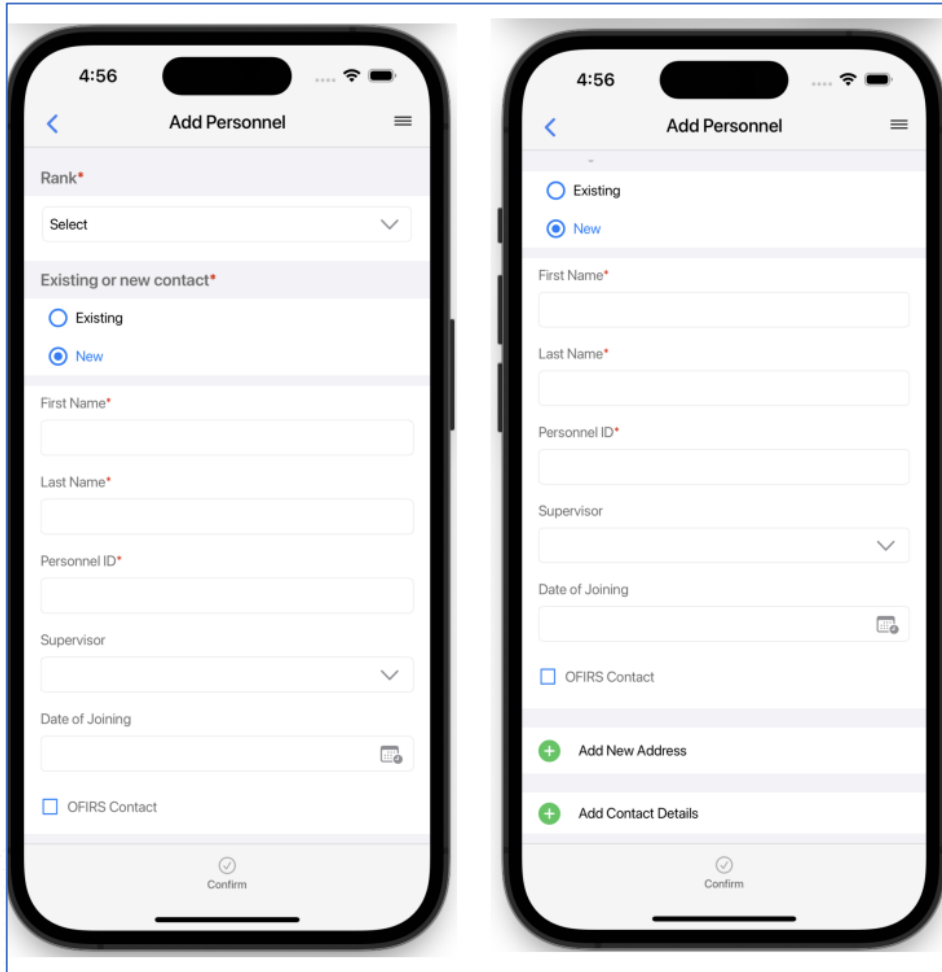
### 3.2.12.1 Add Personnel

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



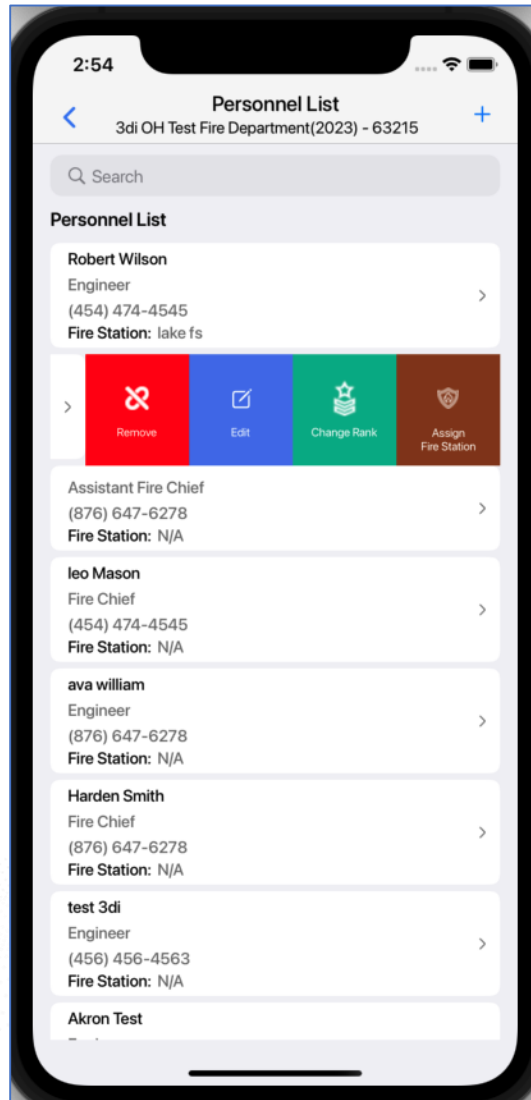
Personnel List with Highlighted Plus Button Screen

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



Add Personnel screen

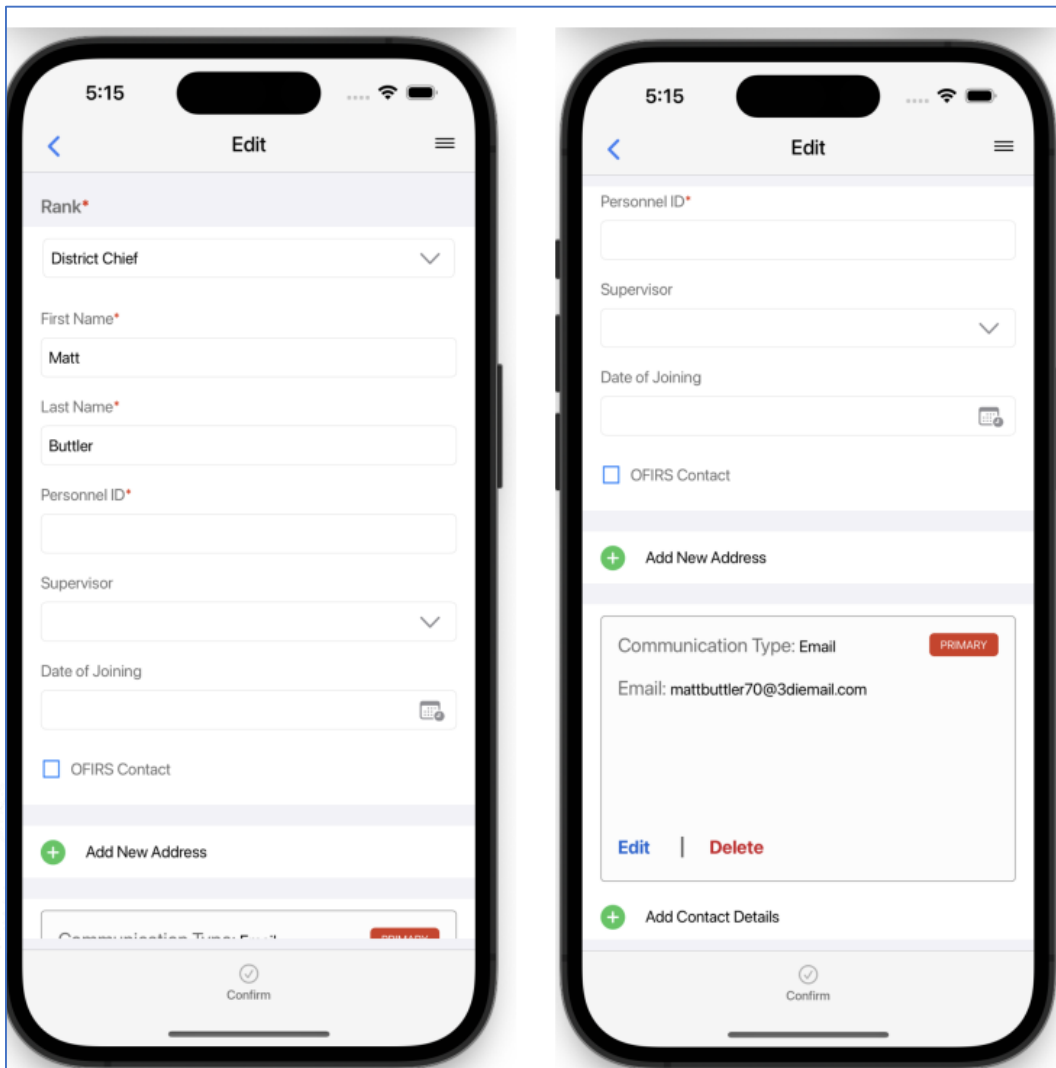
Below are the actions that will be visible to the FD chief for the Personnel list.



Personnel List screen

### 3.2.12.2 Edit Personnel

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

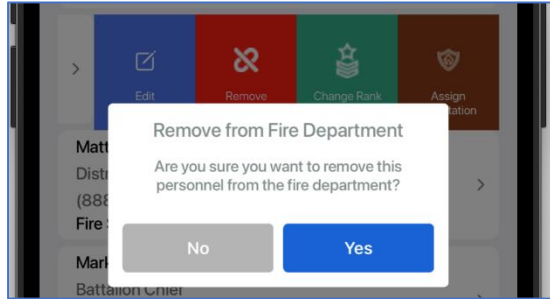


*Edit Personnel screen*

3.2.12.3 Remove Personnel

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

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



Remove from Fire Department confirmation pop-up

3.2.12.4 Change Rank

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

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

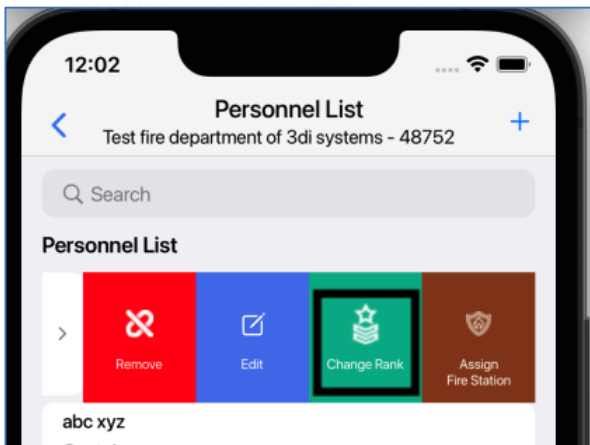


Figure 46: Personnel with Highlighted Change Rank

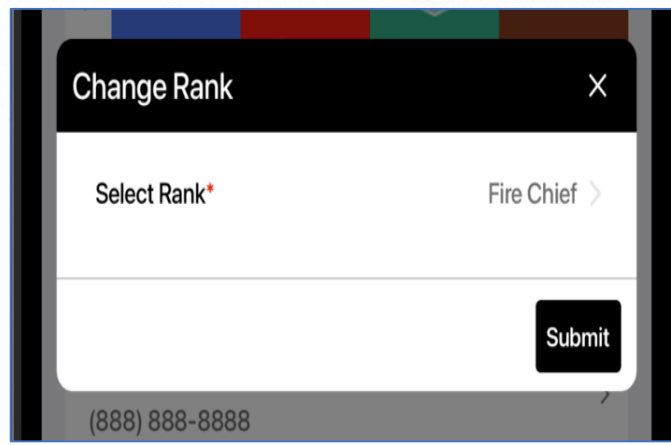
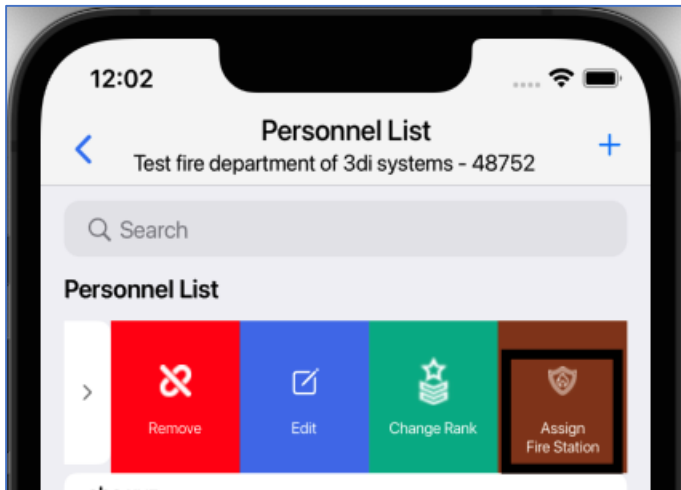


Figure 47: Change Rank pop-up

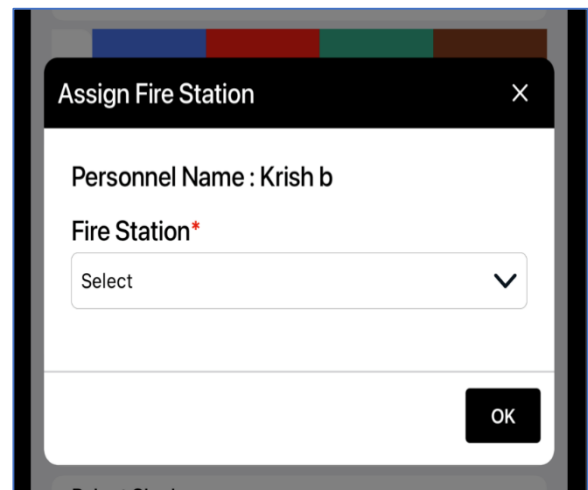
### 3.2.12.5 Assign Fire Station

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

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



*Highlighted Assign to Fire Station Action Screen*



*Assign to Fire Station pop-up*

## 4 Decal

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

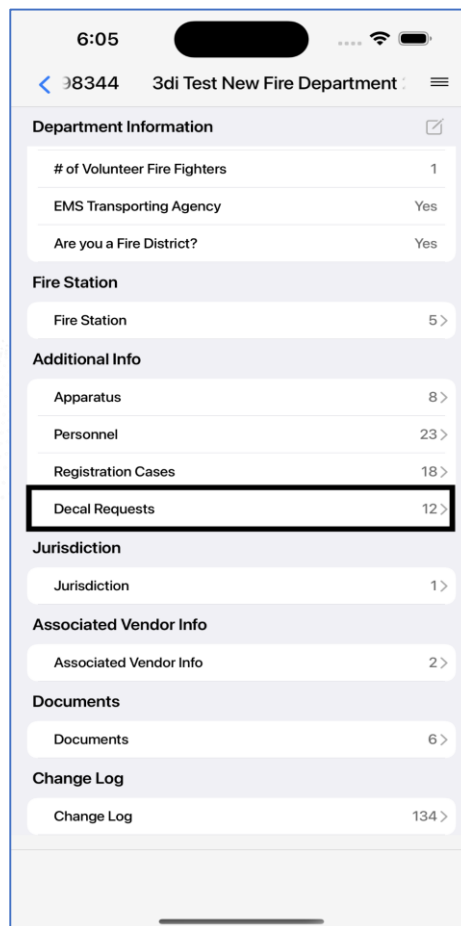
1. Department staff submits the decal request.
2. Decal request approval by the department chief
3. Bureau staff verifies certification details and ships the decal.

### 4.1 Request Decal

**Rank:** All fire department staff

**Steps:**

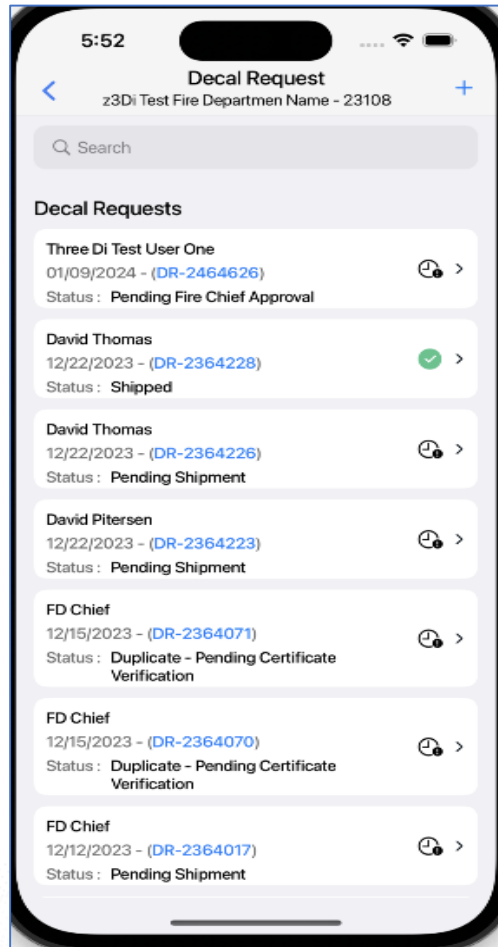
**Step 1:** Log in to the app, select the fire department scroll down, and select the **Decal Requests** section to view the **Decal Requests List**.



*My Department Screen with Decal*



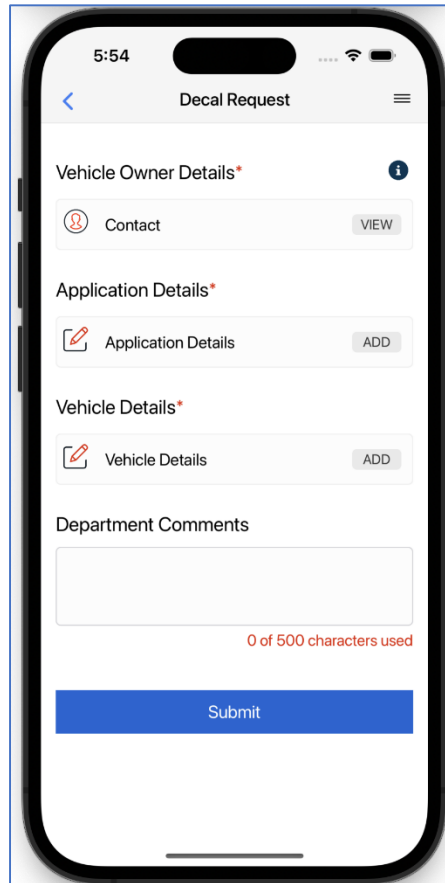
**Step 2:** To Request Decal, click on the **“+” Icon** at the top right corner.



*Decal Request List Screen*

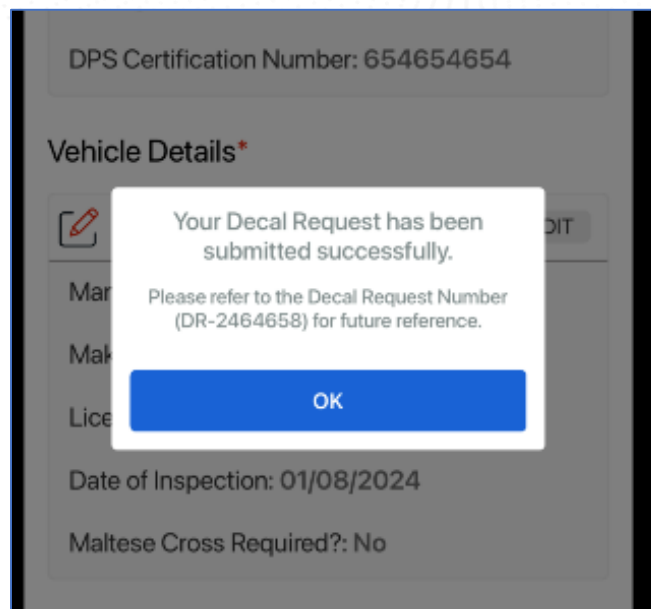
**Step 3:** Fill out the **Decal Request** form and hit the **Submit** button.

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



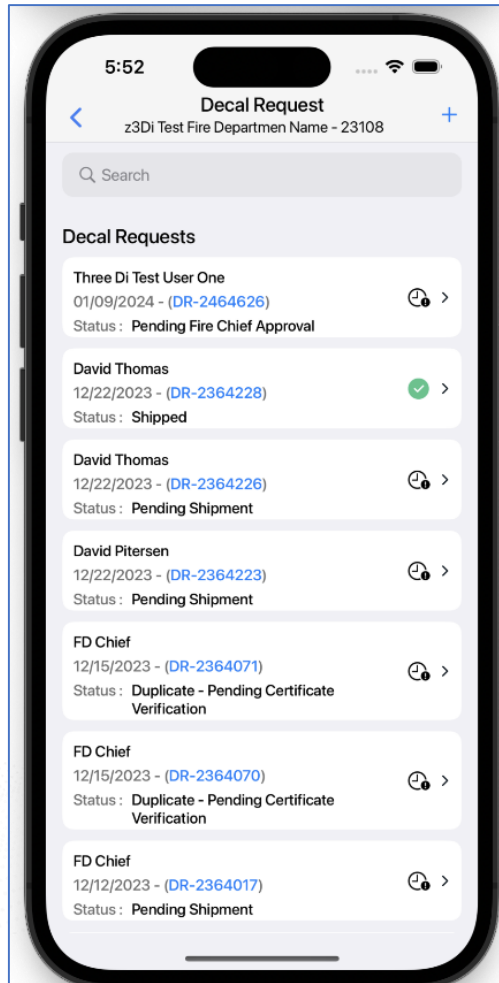
Request Decal Form

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



Decal Request Creation confirmation pop-up

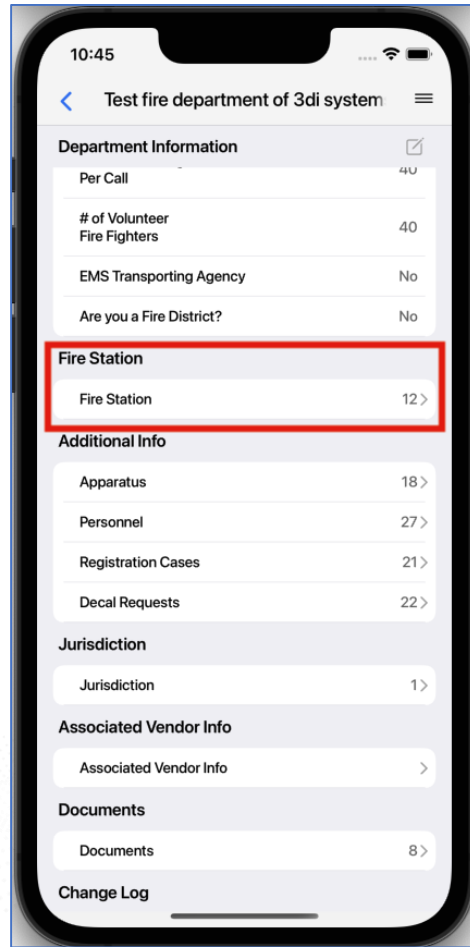
Newly added decal requests will be visible under the Department's **Decal Requests** list and go to the Fire Chief's queue for approval.



*Decal Request on the Fire Department Detail screen*

## 5 Fire Station Management

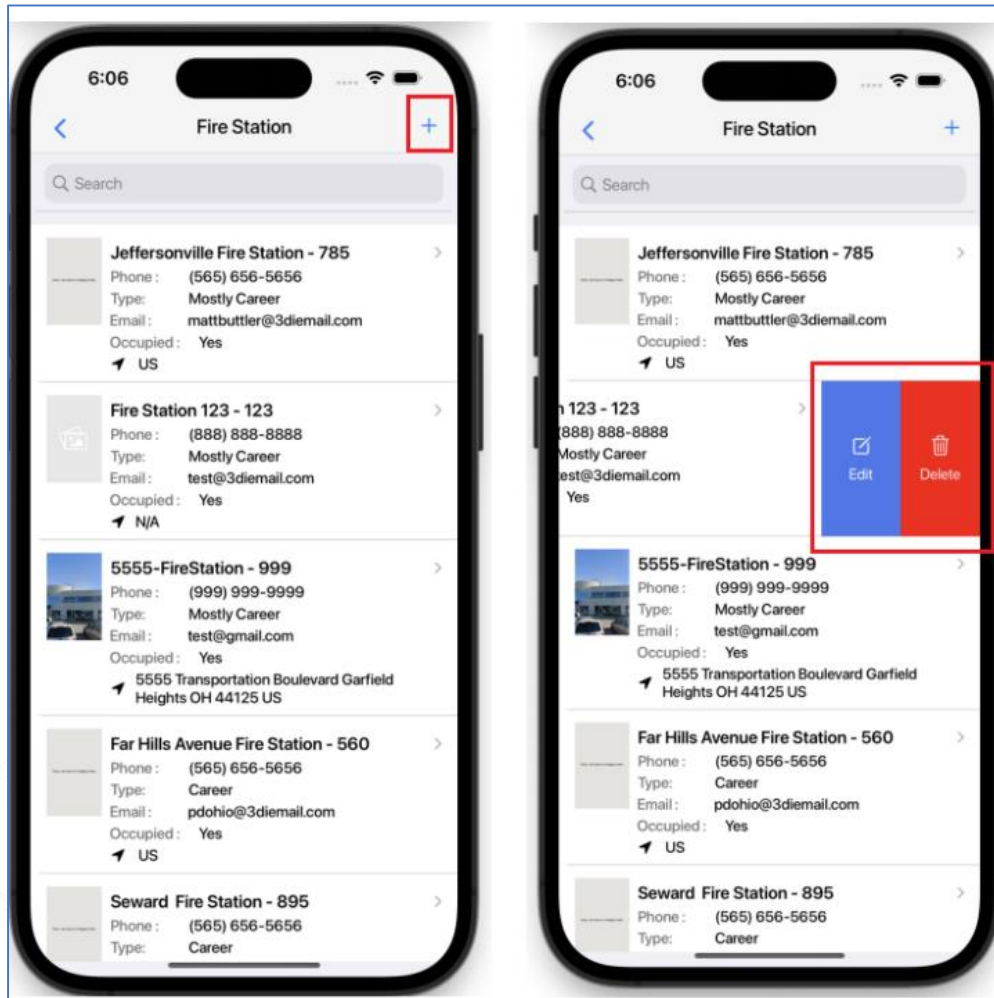
To view the Fire Station List click on Fire Station Section from the fire department details screen.



FD Details Screen with highlights Fire Station section

## 5.1 Add/Edit/Delete Fire Station

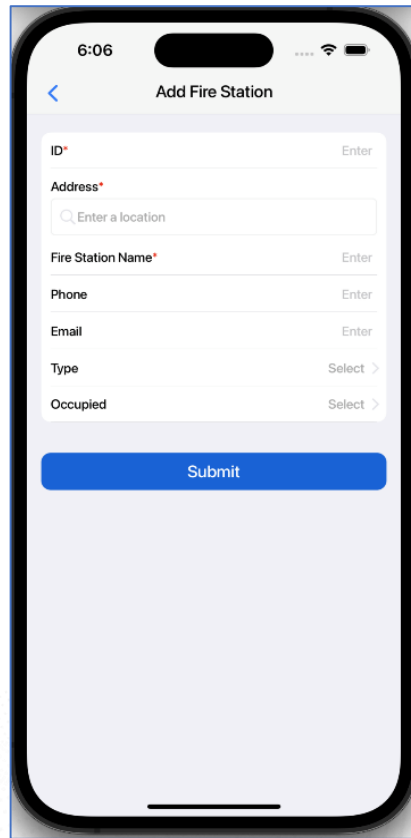
To add a new fire station, click on the **“+” Icon** at the top right corner of the Fire Station List.



Fire Station screen with highlighted Add/Edit/Delete

### 1. Add Fire Station:

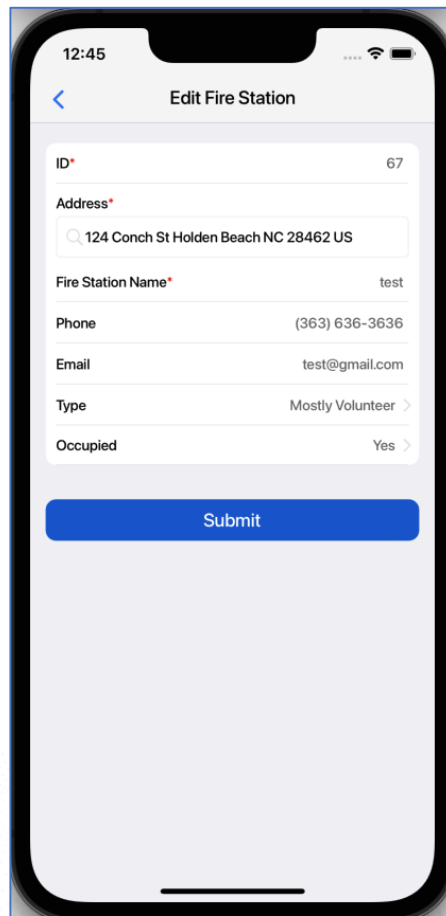
The **ID** and **Address** are mandatory fields for adding a fire station. After filling out the form and clicking on Submit, it adds a record in the Fire station grid. Once the fire station is added, the station details can be edited, or the station record can be deleted.

The image shows a mobile application interface for adding a fire station. At the top, the status bar shows the time 6:06 and signal strength. Below that, a navigation bar contains a back arrow and the title "Add Fire Station". The form consists of several input fields: "ID\*" with a red asterisk and "Enter" text; "Address\*" with a red asterisk and a search icon followed by "Enter a location"; "Fire Station Name\*" with a red asterisk and "Enter" text; "Phone" with "Enter" text; "Email" with "Enter" text; "Type" with "Select >" text; and "Occupied" with "Select >" text. A prominent blue "Submit" button is located below the form fields. The background of the screen is a light gray gradient.

*Add Fire Station screen*

## 2. Edit Fire Station:

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



The screenshot shows a mobile application interface for editing a fire station. The title bar at the top reads "Edit Fire Station". Below the title bar, there is a list of form fields, each with a red asterisk indicating a required field. The fields and their values are: ID\* (67), Address\* (124 Conch St Holden Beach NC 28462 US), Fire Station Name\* (test), Phone ((363) 636-3636), Email (test@gmail.com), Type (Mostly Volunteer >), and Occupied (Yes >). A blue "Submit" button is positioned below the form fields. The status bar at the top of the phone shows the time as 12:45 and signal strength, Wi-Fi, and battery icons.

*Edit Fire Station screen*

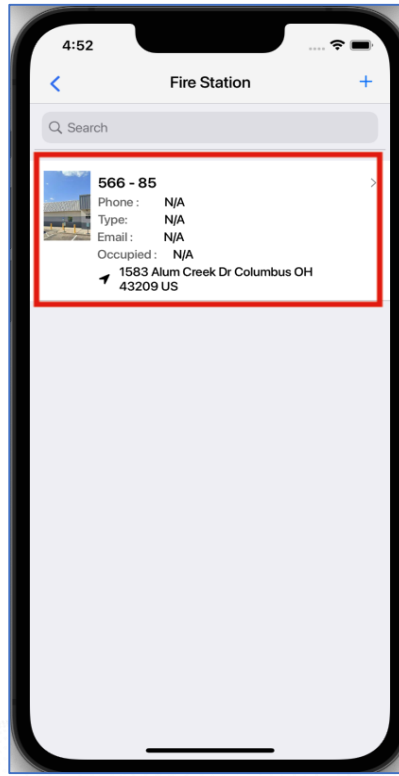
## 3. Delete Fire Station:

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



## 5.2 Fire Station Detail

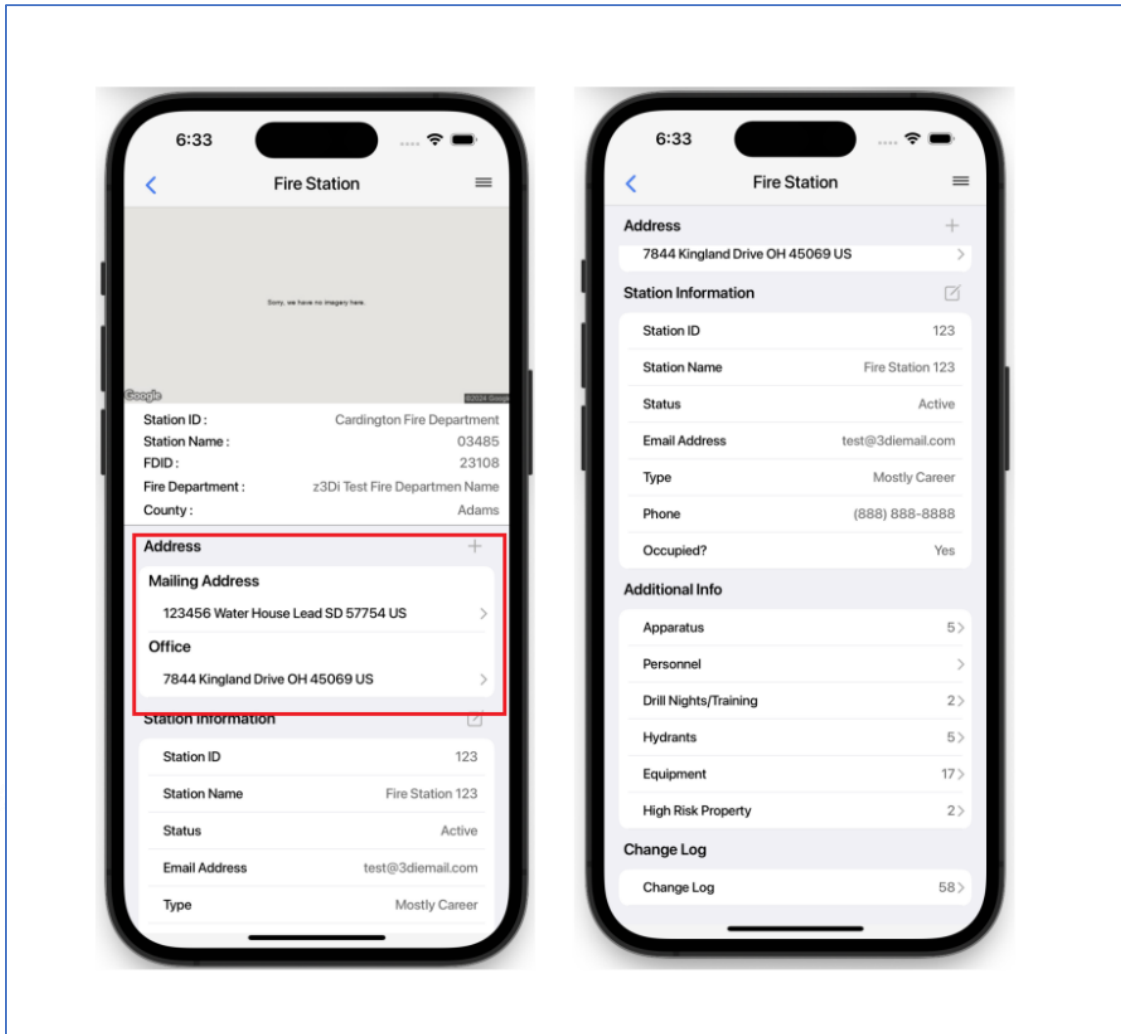
To view the station detail page, click on any Fire Station list item that is present on the Fire Department detail page.



*Fire Station List with Select screen*

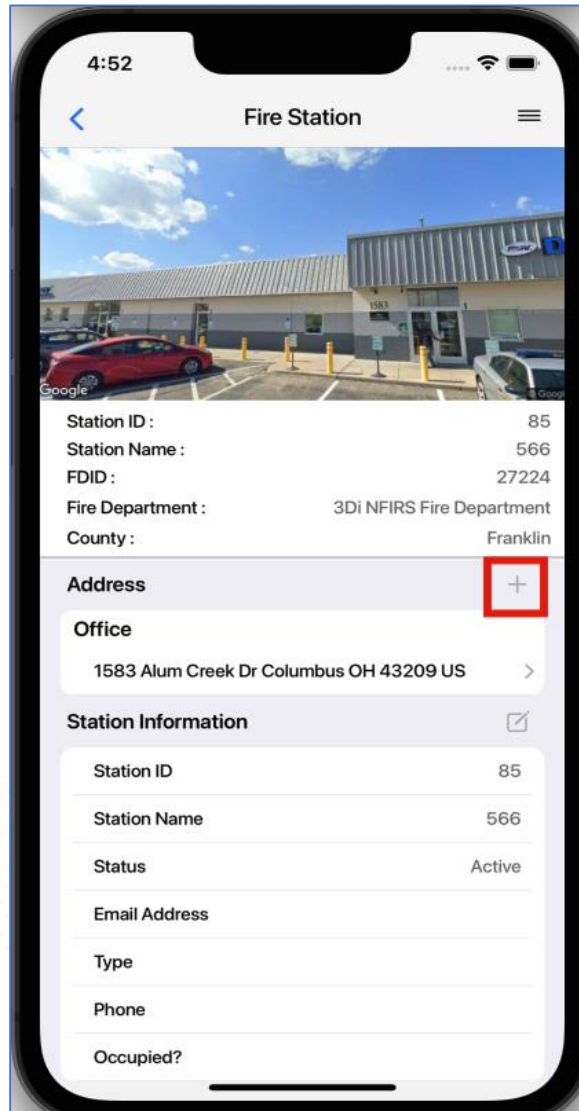
5.2.1 Address

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



Address and Station Information screen on Fire Station Detail screen

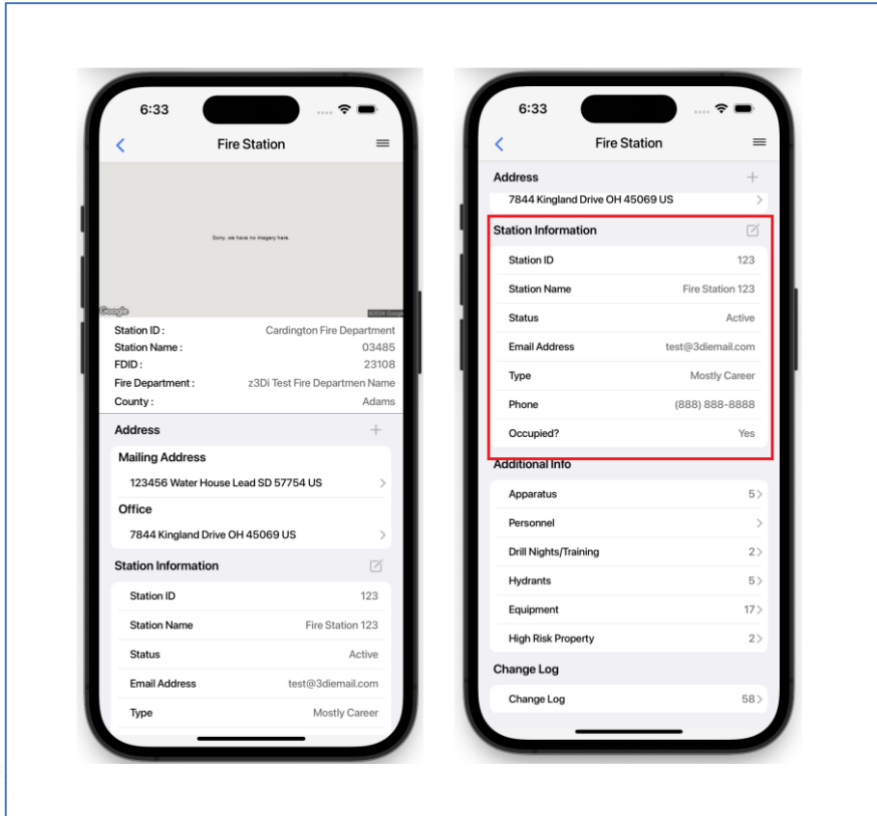
The station address can be added by clicking on the **“+” Icon**.



*Fs Details Screen with Highlighted Add Address Option*

5.2.2 Station Information

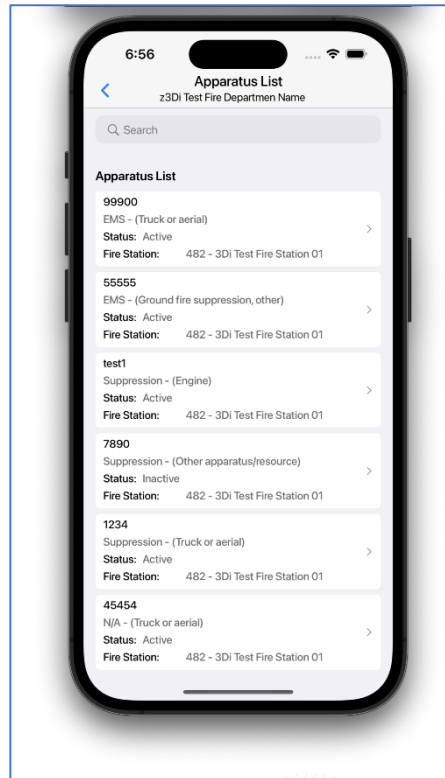
Station information like **Station ID, Name, Status, Contact Details**, etc. are listed under this section.



Address and Station Information screen on Fire Station Detail screen

### 5.2.3 Apparatus

The station apparatus is listed under this section.



*Apparatus List on the Fire Station Detail Screen*

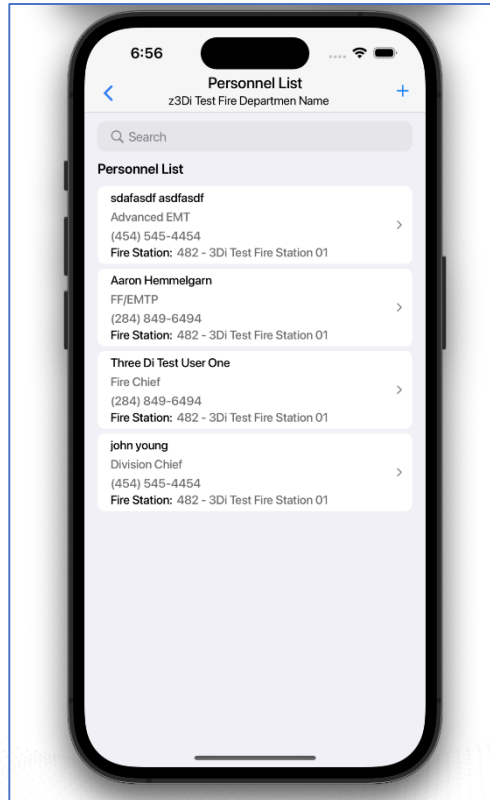
**Important:** Station Management does not allow users to add new Apparatus to the system. To add a new apparatus and assign it to status, refer to the [Apparatus](#) section and My Fire Department

#### **Actions:**

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

## 5.2.4 Personnel

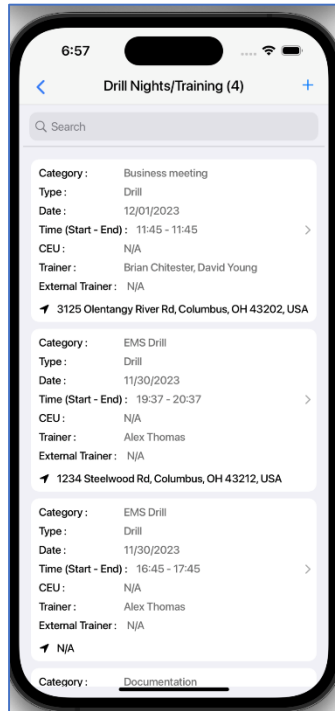
All fire station personnel are listed in this section. Click on any **Personnel List Item** to view the personnel detail page.



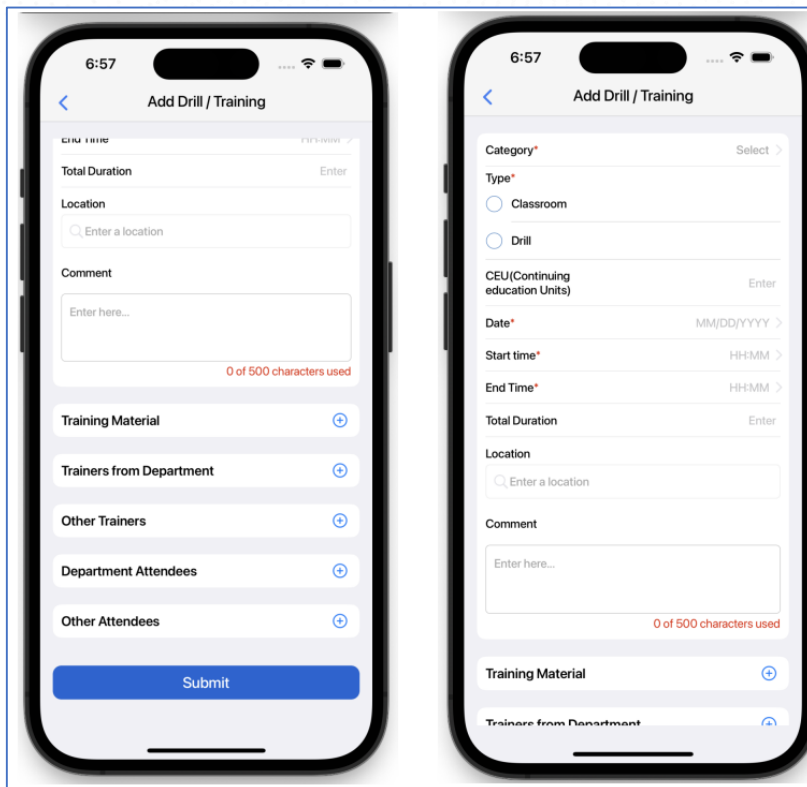
*Personnel list on the Fire Station Detail Screen*

5.2.5 Drill Nights/Training

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



Drill Nights/Training grid on Fire Station Detail Screen

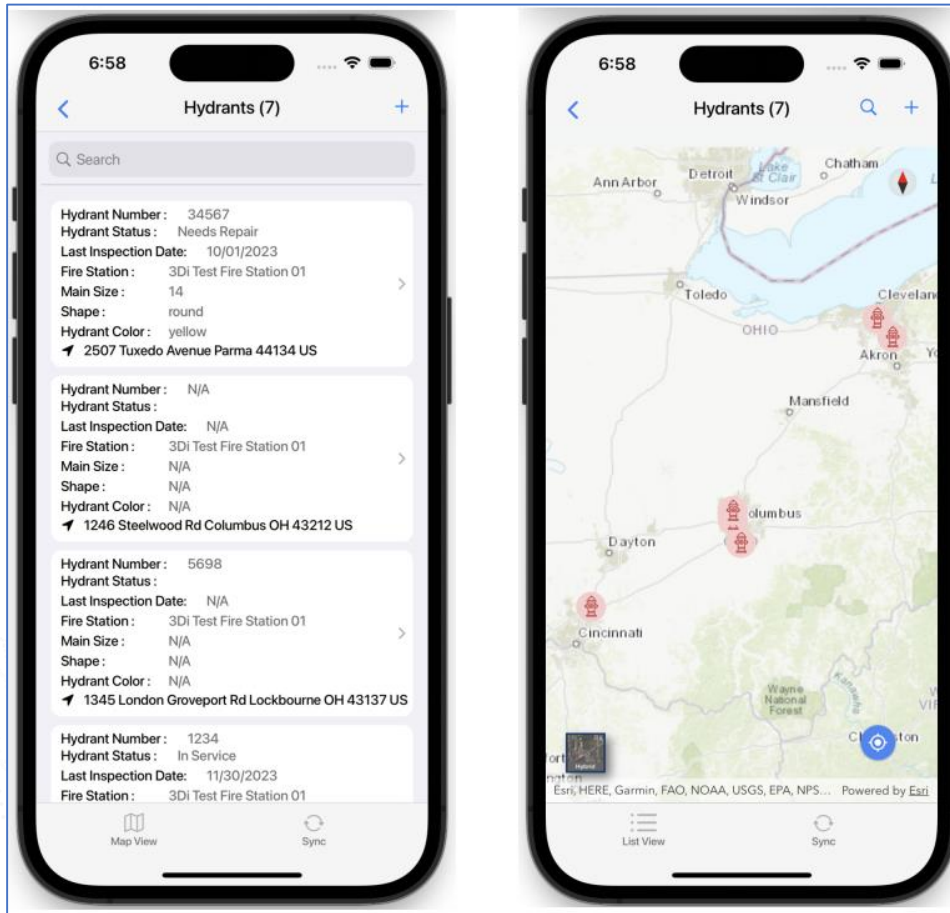


Add Drill / Training Screen



5.2.6 Hydrants

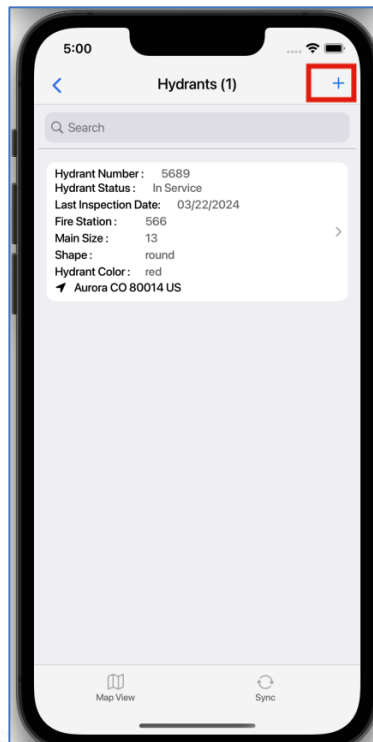
The system allows users to add hydrant details for the station. When the station detail page gets loaded, it will load the hydrants list. Click on the map view icon at the left bottom corner to view the hydrants in the map view.



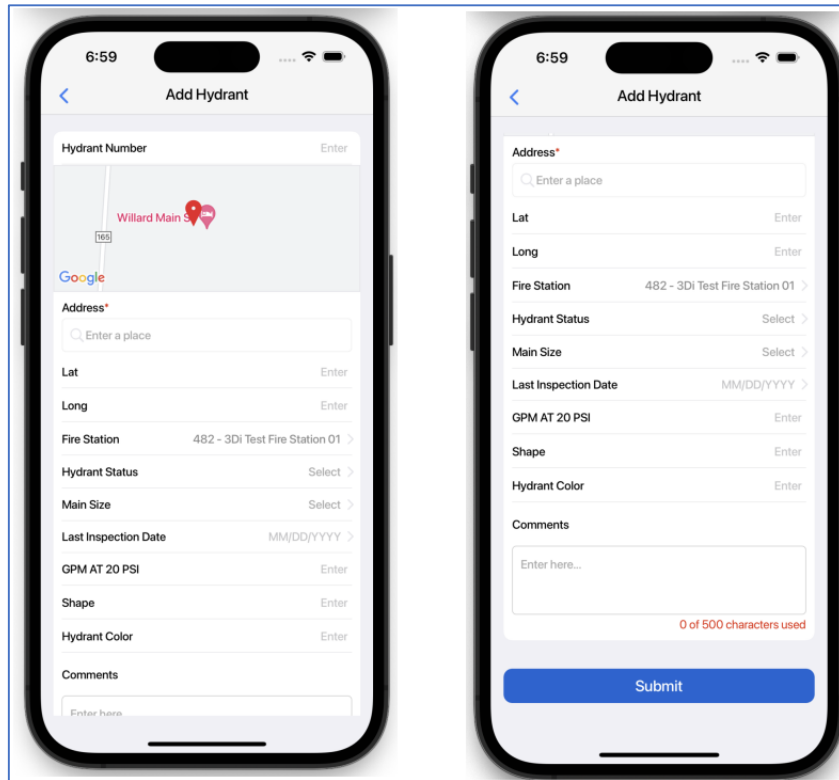
Hydrant List and Map view of Hydrants on Fire Station detail screen

## 5.2.6.1 Add New Hydrant

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



*Hydrants List Screen with Highlighted add option*

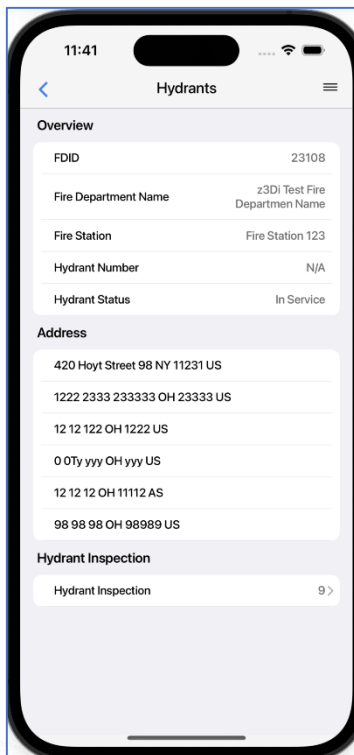


Add Hydrants Screen.

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

5.2.6.2 Hydrant Detail

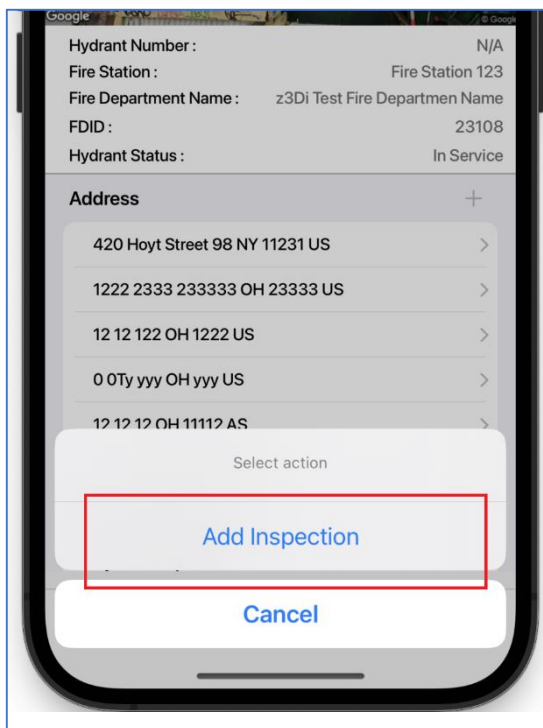
Click on the **Hydrant List** item to go to the hydrant detail page.



Hydrant Detail Screen

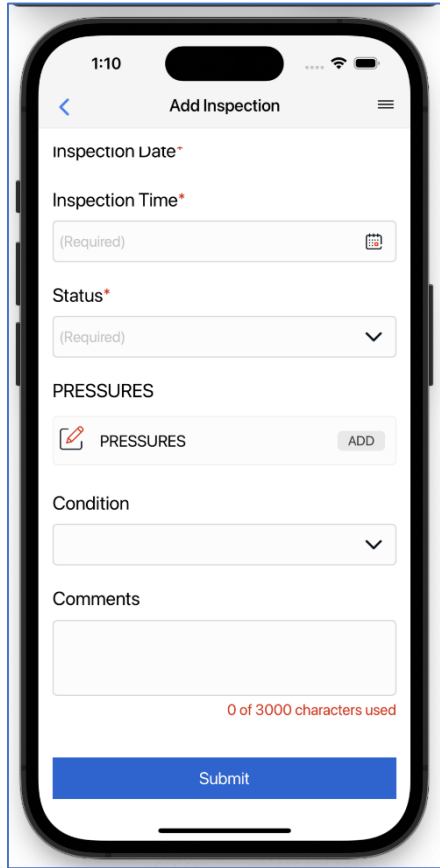
5.2.6.3 Add Inspection

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



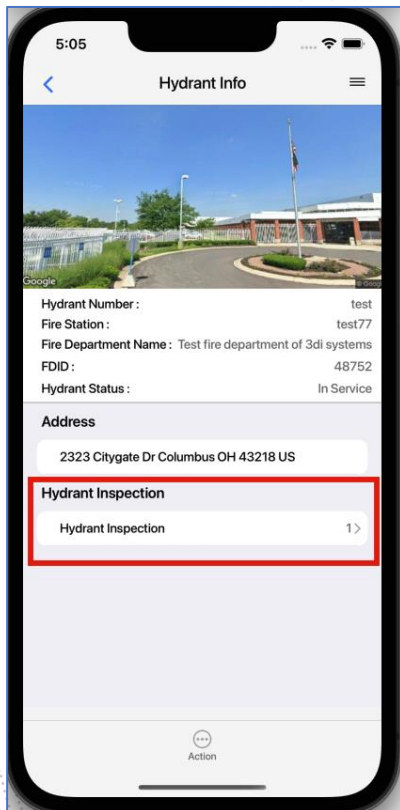
Add Inspection on Hydrant Detail screen

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

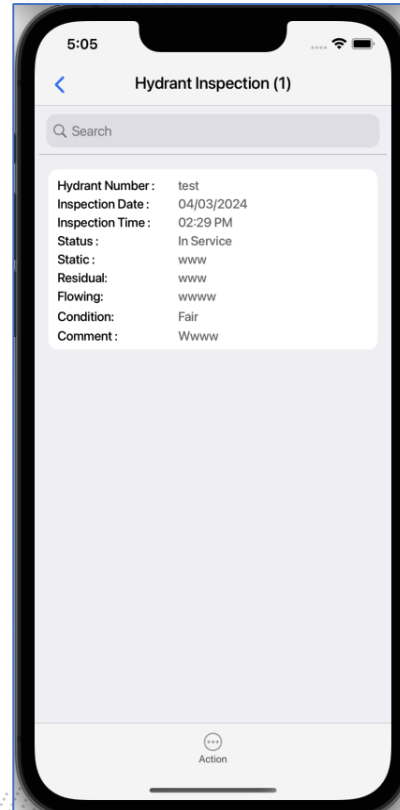


Add Hydrant Inspection screen

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



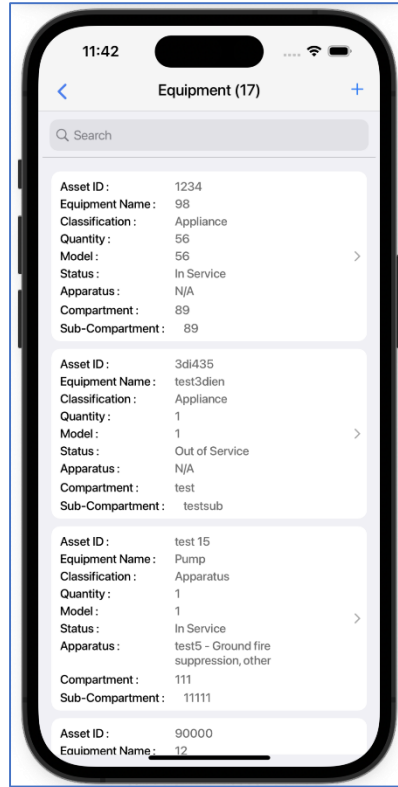
Hydrant Details Screen Hydrant Inspection Highlighted



Hydrant Inspection List

### 5.2.7 Equipment

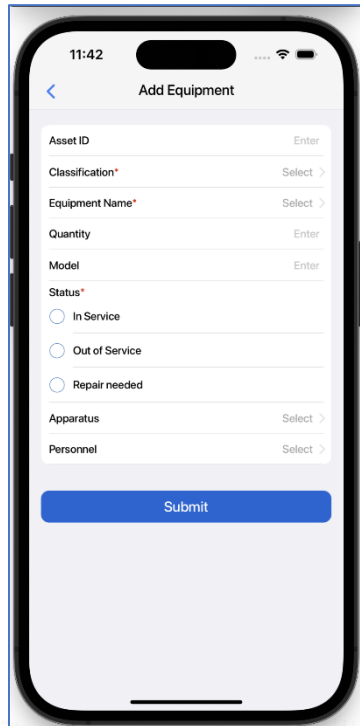
Use the equipment section to add all equipment that a fire station possesses.



Equipment List on the Fire Station Detail screen

### 5.2.7.1 Add Equipment

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



The screenshot shows a mobile application interface for adding equipment. The screen is titled "Add Equipment" and has a back arrow on the left. The form contains the following fields:

- Asset ID: Text input field with "Enter" label.
- Classification\*: Dropdown menu with "Select >" label.
- Equipment Name\*: Dropdown menu with "Select >" label.
- Quantity: Text input field with "Enter" label.
- Model: Text input field with "Enter" label.
- Status\*: Radio button selection with three options: "In Service", "Out of Service", and "Repair needed".
- Apparatus: Dropdown menu with "Select >" label.
- Personnel: Dropdown menu with "Select >" label.

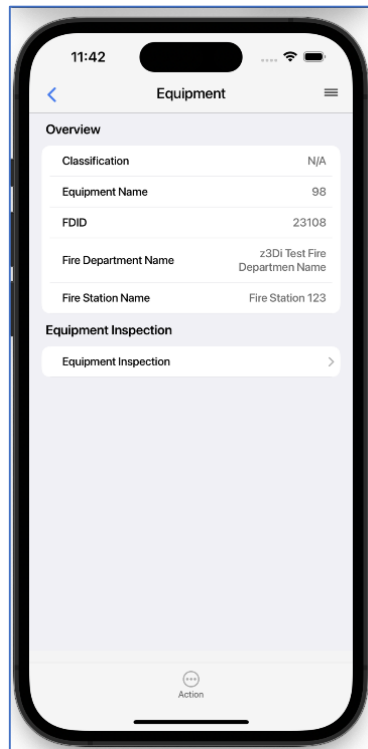
A blue "Submit" button is located at the bottom of the form.

*Add Equipment on the Fire Station Detail screen*



## 5.2.7.1 Equipment Detail

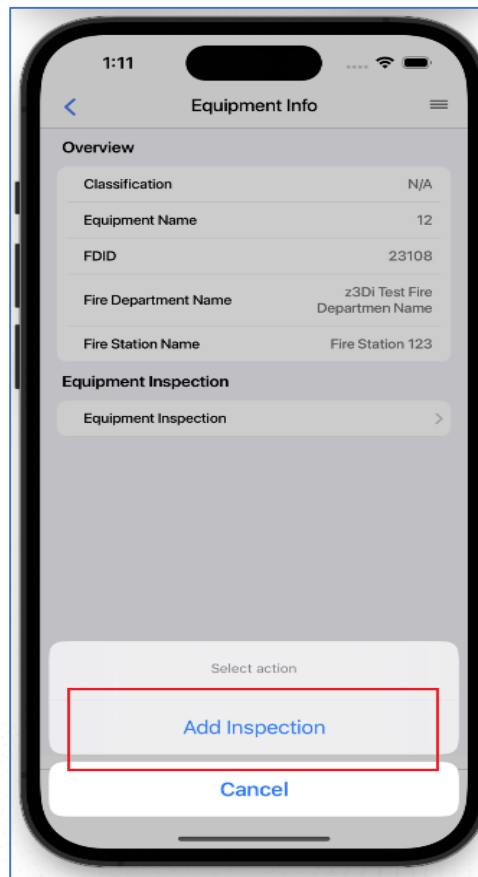
On clicking on any **Equipment List items**, it will redirect you to the Equipment detail screen.



Equipment Detail screen

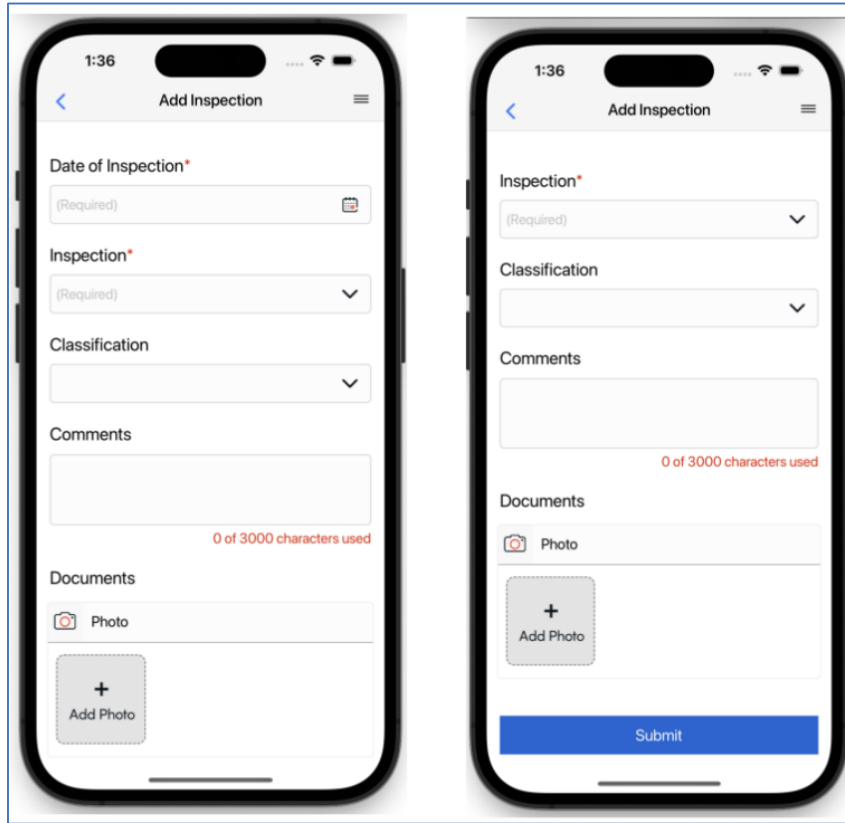
## 5.2.7.2 Add Equipment Inspection

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



*Add Inspection action on Equipment Detail screen*

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

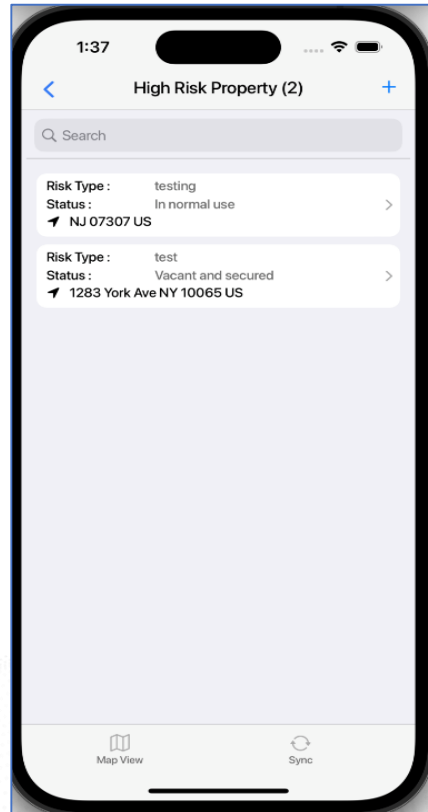


Add Equipment Inspection pop-up

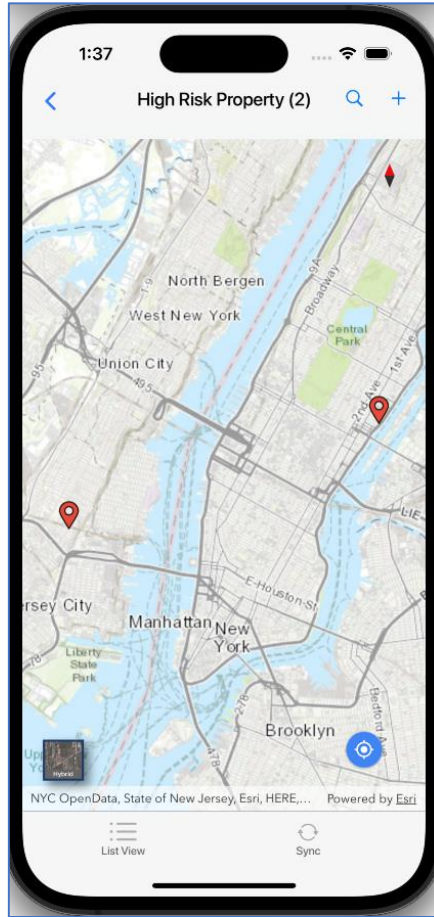
### 5.2.8 High-Risk Property

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

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



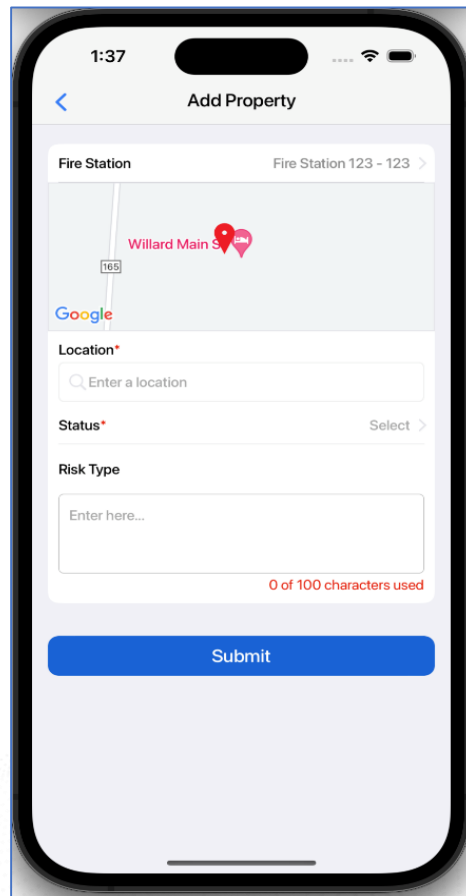
*High-Risk properties on Fire Station Detail screen*



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

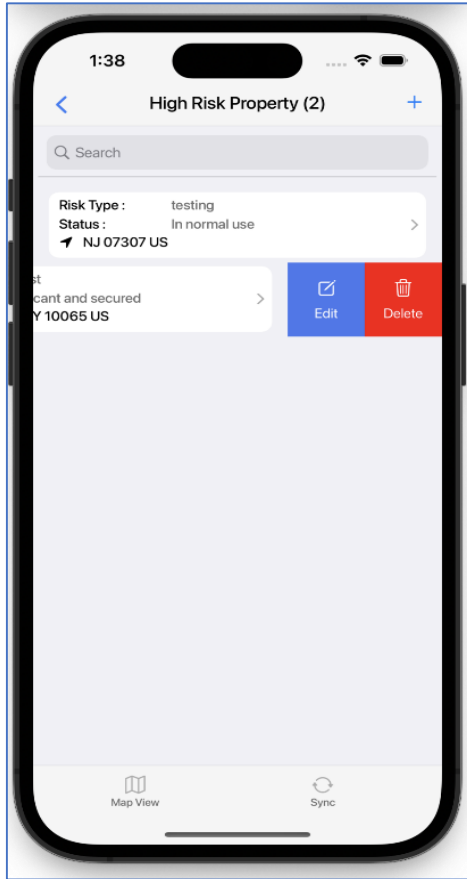
### 5.2.8.1 Add New High-Risk Property

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



*Add High-Risk Property screen*

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

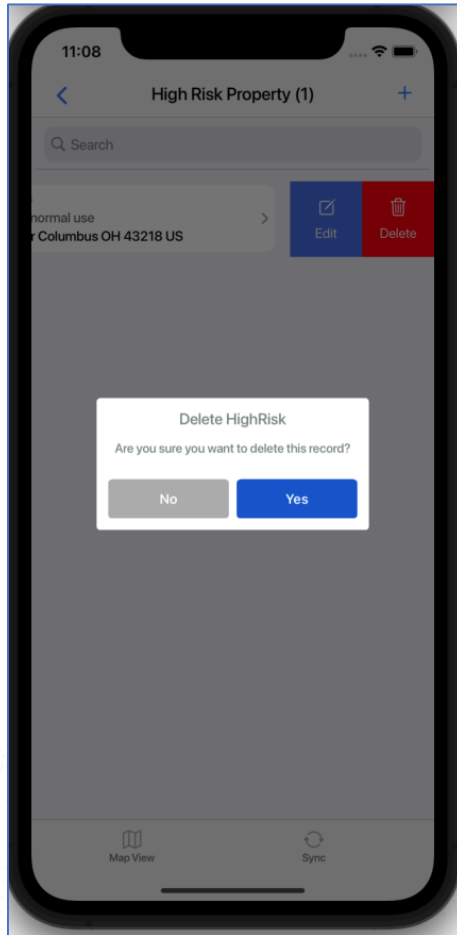


*Actions on the High-Risk Property List on the Fire Station Detail Screen*



## 5.2.8.2 Delete High-Risk Property

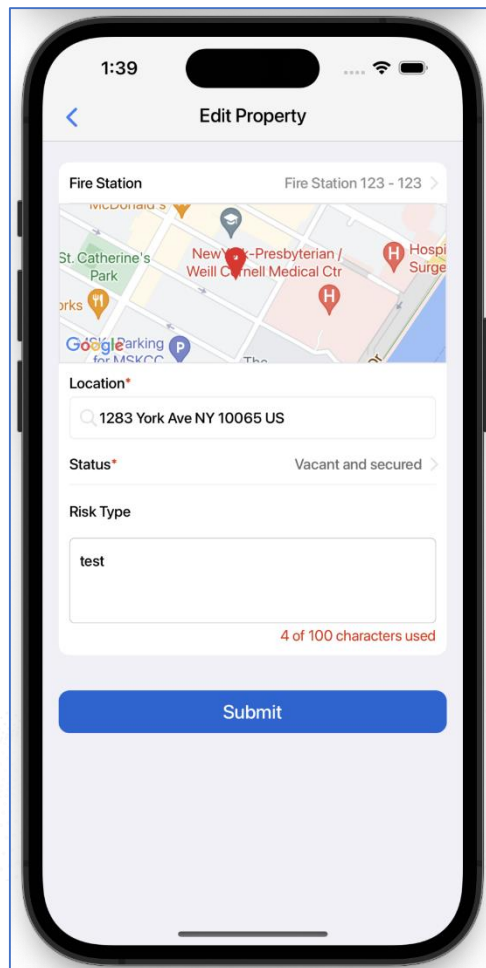
To delete a High-Risk Property, click on the **Delete Icon** from the swipe option. This will open a delete confirmation pop-up. Press “Yes” to delete High-Risk Property.



*Delete High-Risk Property Confirmation pop-up*

## 5.2.8.3 Edit High-Risk Property

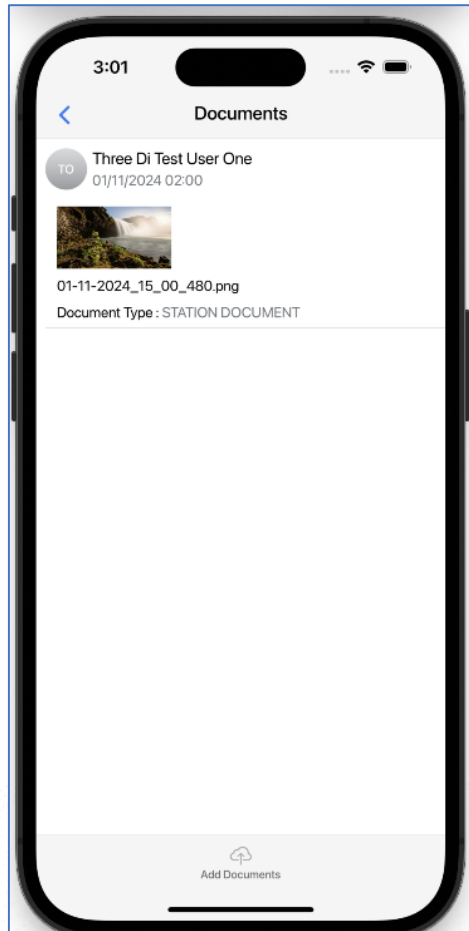
To edit a High-Risk Property, use the Edit action from the Swipe options. This will open the edit High-Risk Property screen. The user can edit the address, Risk Type, and Status of the High-Risk property. Press the **Submit** button to save the changes. To Cancel press, the **back** button.



*Edit High-Risk property screen*

## 5.2.9 Documents

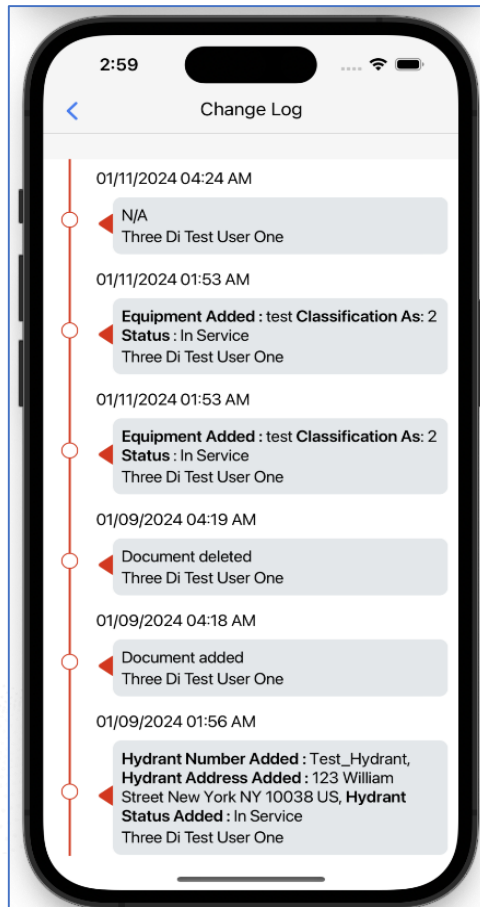
The section allows you to Add/Delete/View/Download station-related documents.



*Documents section on Fire Department Detail screen*

5.2.10 Change Log

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



Change log on the Fire Station detail screen

## 6 Incident Management

**Rank:** Fire department staff with Incident Management Capability

To view Incidents, log in to the app and visit the incident dashboard.

### 6.1 Incident Dashboard

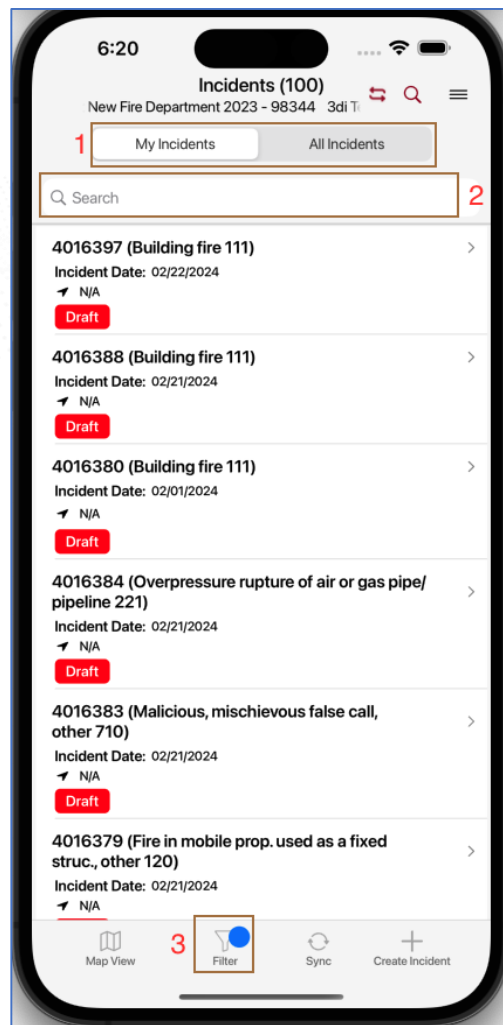
The Incident dashboard has two tabs:

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

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

#### 6.1.1 Incident List:

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



Incident Dashboard

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

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

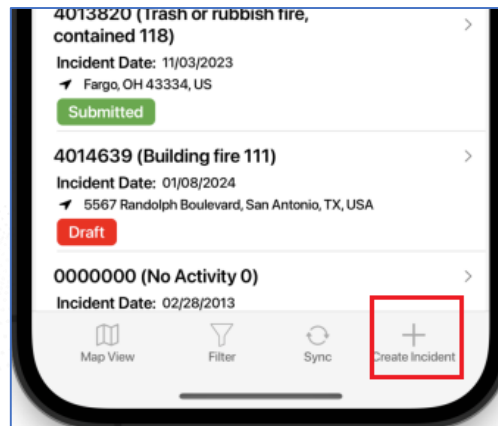
## 6.2 Create New Incident

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

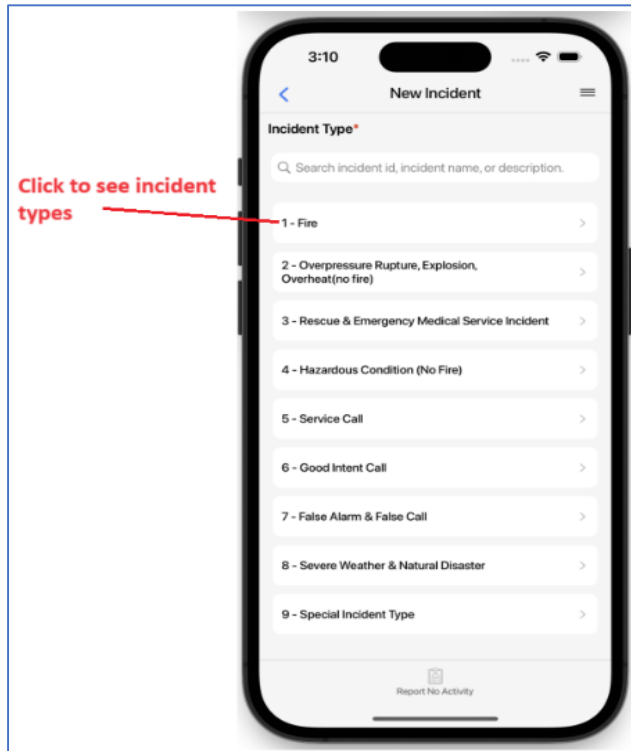
The Create New Incident button allows the fire department user to create a new fire incident in OFIRMS.

### Steps:

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



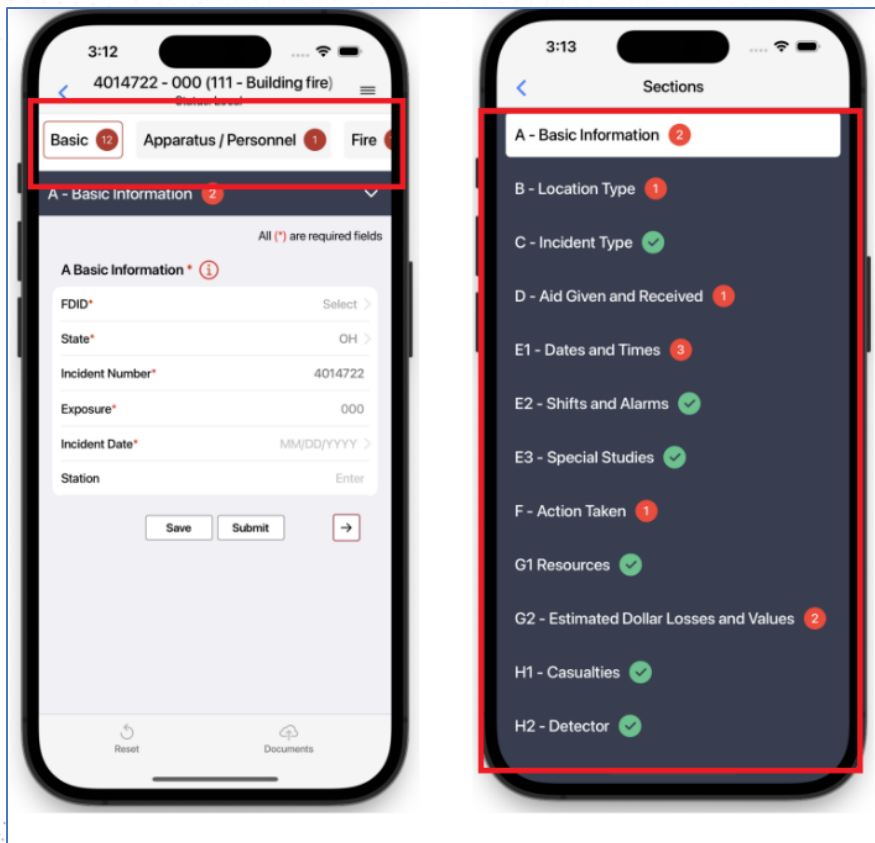
*Incident Dashboard with New Incident button highlighted*



Search and Select Incident Type screen

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

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




Create Incident screen



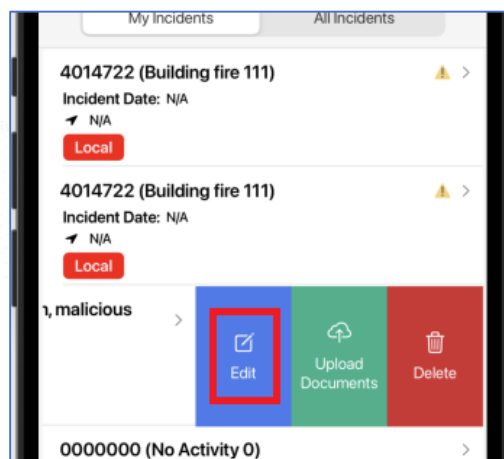
1. The highlighted horizontal scroll bar describes sections within the module. Click on the module name.
2. The section lists incident modules. Click on the module name to see module-specific details. Based on the selected incident type, the system will list only applicable modules. E.g., in the above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

**Call Out:**

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

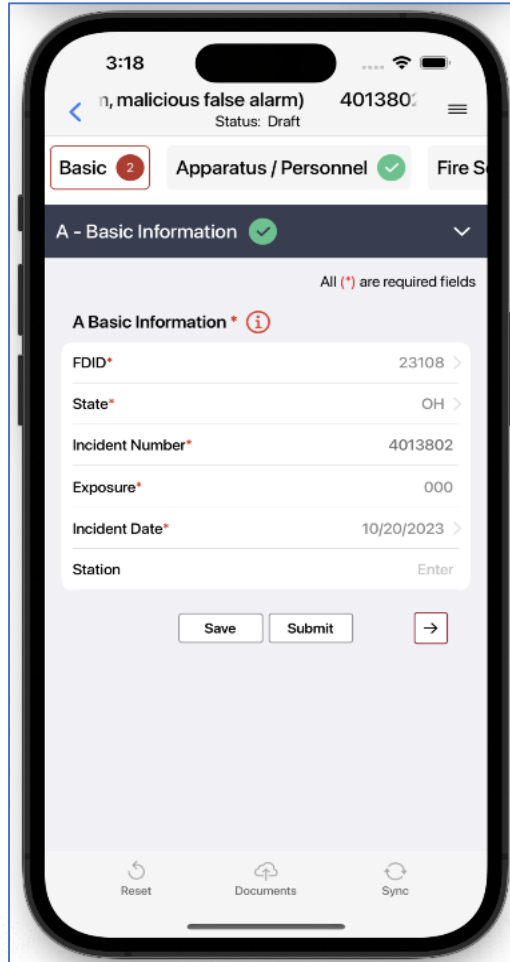
### 6.3 Edit Incident

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



*Incident Dashboard with Edit action highlighted*

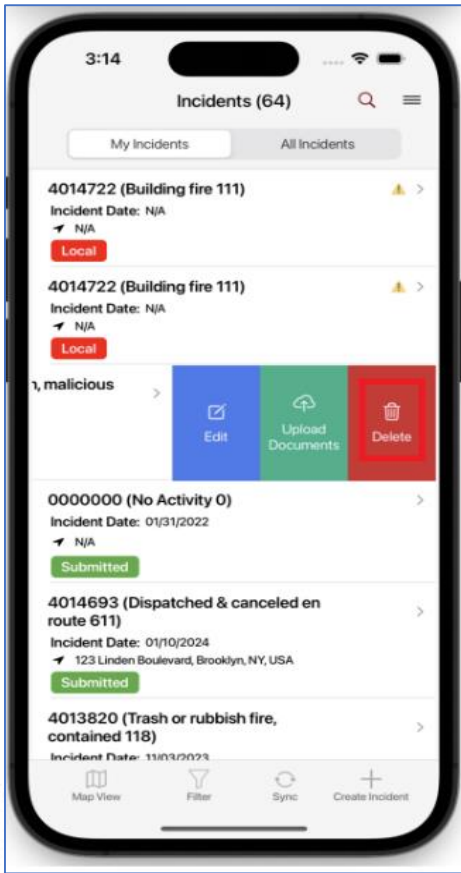
The incident will open in edit mode. After editing the incident, either save or submit the incident.



*Edit Incident screen*

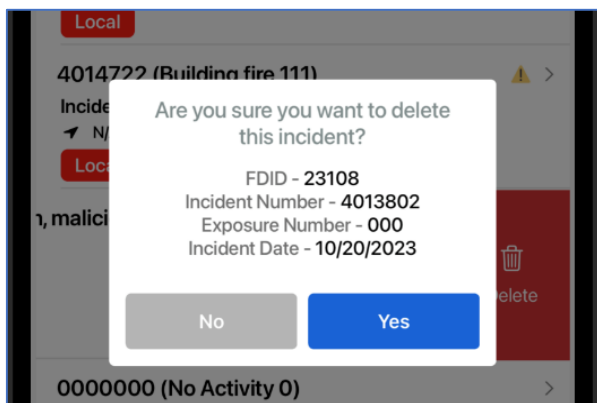
### 6.4 Delete Incident

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



*Incident Dashboard with Delete action highlighted*

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



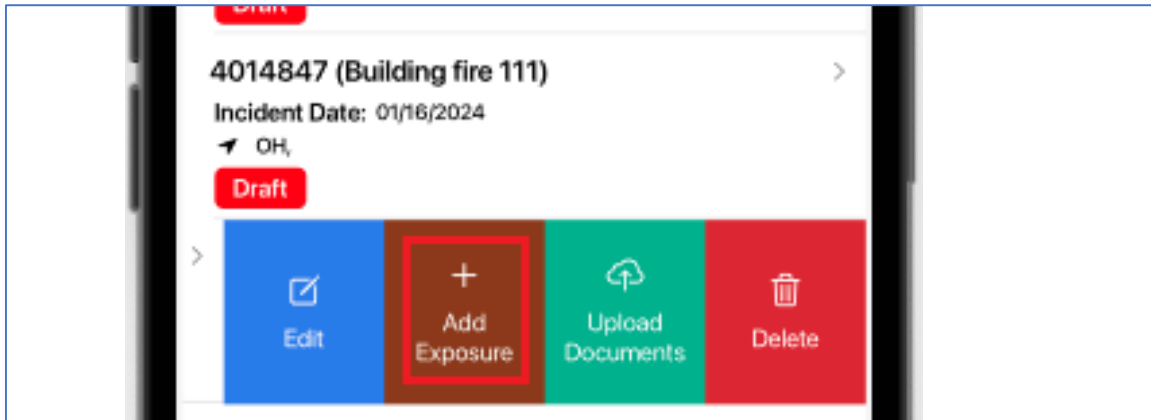
*Delete Incident confirmation pop-up*

**Call Out:**

Once deleted, the incident cannot be recovered again.

## 6.5 Add Exposure

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

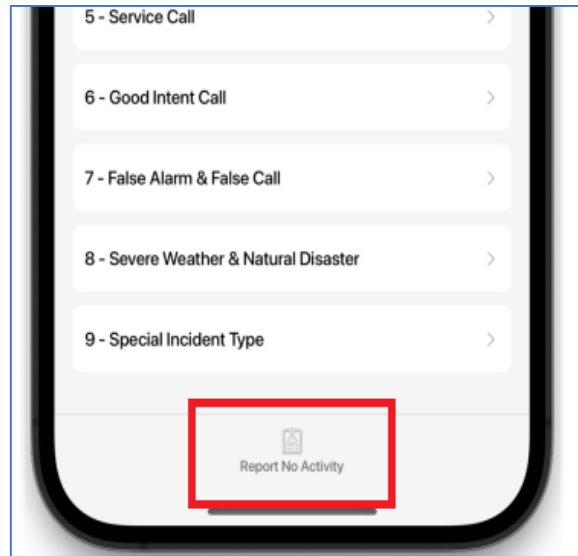


*Incident Dashboard with Add Exposure Action highlighted*

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

## 6.6 Report No Activity

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



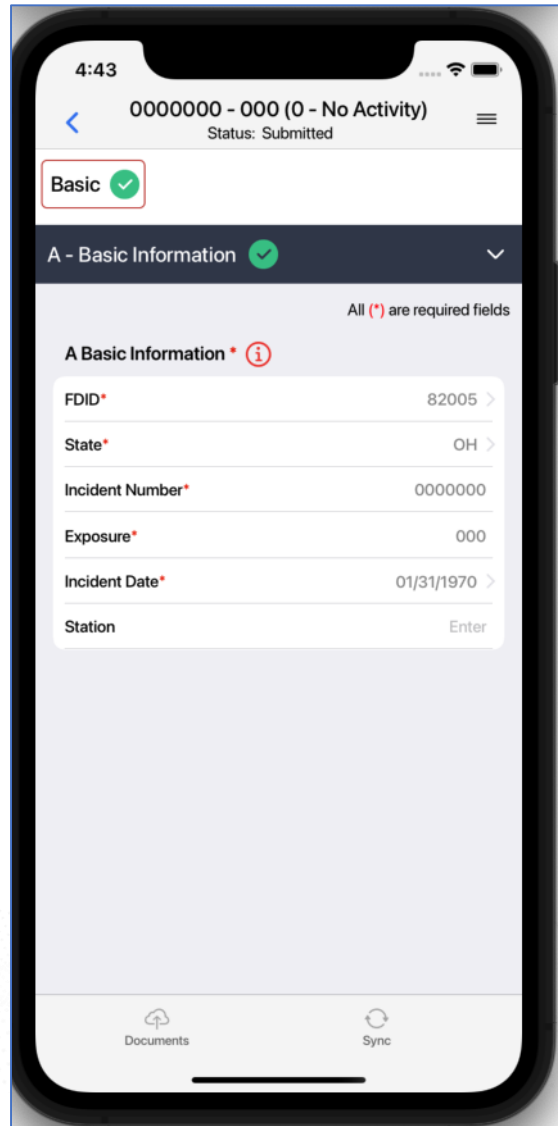
*No Activity Reporting*

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

 A screenshot of a mobile application form titled 'No Activity'. The form has a close button (X) in the top right corner. It contains three required fields: 'FDID\*' with a dropdown menu showing 'Select', 'Month\*' with a text input 'MM' and a calendar icon, and 'Year\*' with a text input 'YYYY' and a calendar icon. A 'Submit' button is located at the bottom right of the form.

*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.



No Activity Report detail screen

## 7 Incident Modules

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

### 7.1 Basic

#### 7.1.1 A. Basic Information

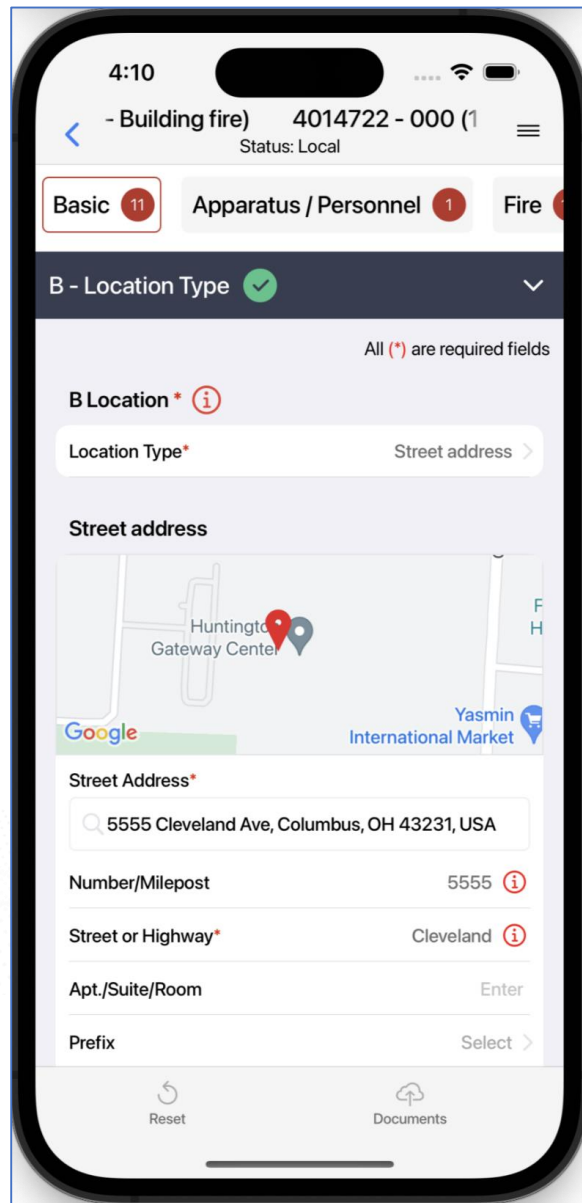
The screenshot shows a mobile application interface for creating an incident. At the top, the time is 3:18 and the status is 'Draft'. The incident number is 4013802. The form is titled 'A - Basic Information' and includes a note that all fields marked with an asterisk (\*) are required. The fields are: FDID\* (highlighted with a red box, value 23108), State\* (value OH), Incident Number\* (value 4013802), Exposure\* (value 000), Incident Date\* (value 10/20/2023), and Station (value Enter). At the bottom, there are buttons for 'Save', 'Submit', and a right arrow. The bottom navigation bar includes 'Reset', 'Documents', and 'Sync'.

Basic Module

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

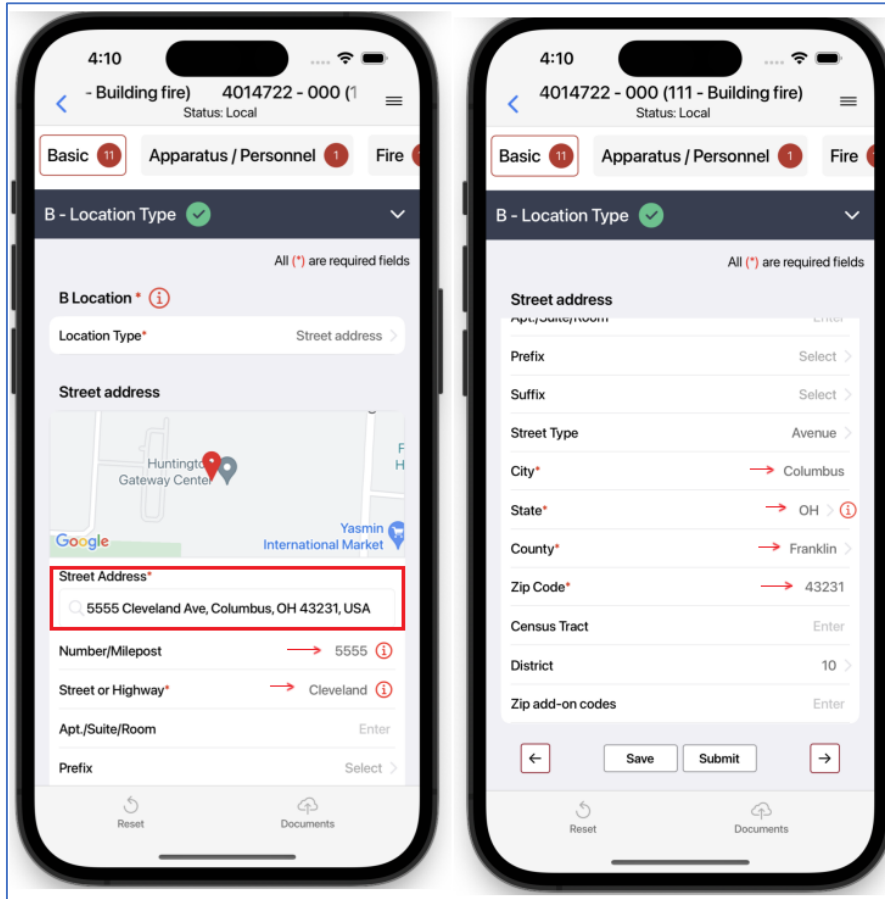


## 7.1.2 B. Location



Location Type selection

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



Location Type section

## 7.1.3 H1. Casualties

4:38

4014722 - 000 (111 - Building fire)  
Status: Local

Basic 16 Apparatus / Personnel 1 Fire

H1 - Casualties ✓

All (\*) are required fields

H1 Casualties \*

Casualties?

None

Fire Service

Deaths 0

Injuries 1

Civilian

Deaths 0

Injuries 1

← Save Submit →

Done

*Casualties screen*

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

Adding civilian records to the Civilian Causality module:

4:42

Close Add Casualty

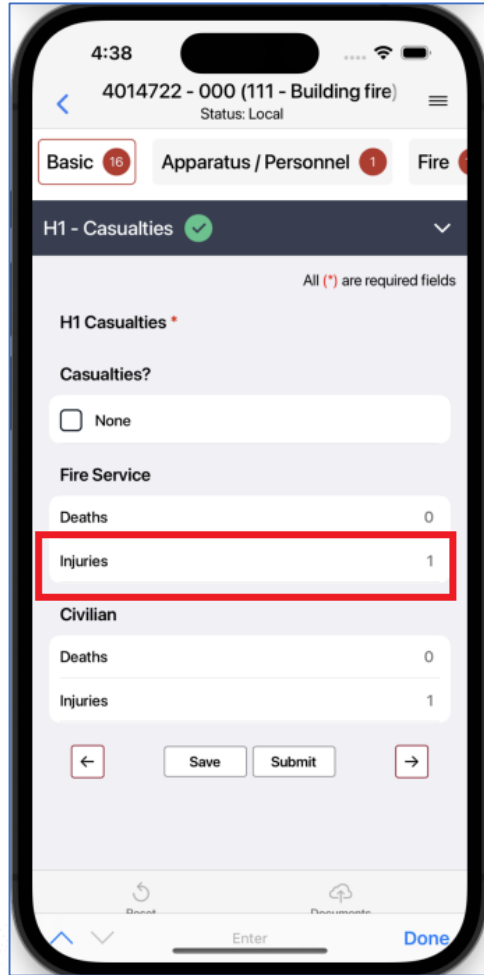
Casualty #	First Name	Last Name
001	<input type="text"/>	<input type="text"/>

+ Add New

Cancel Add

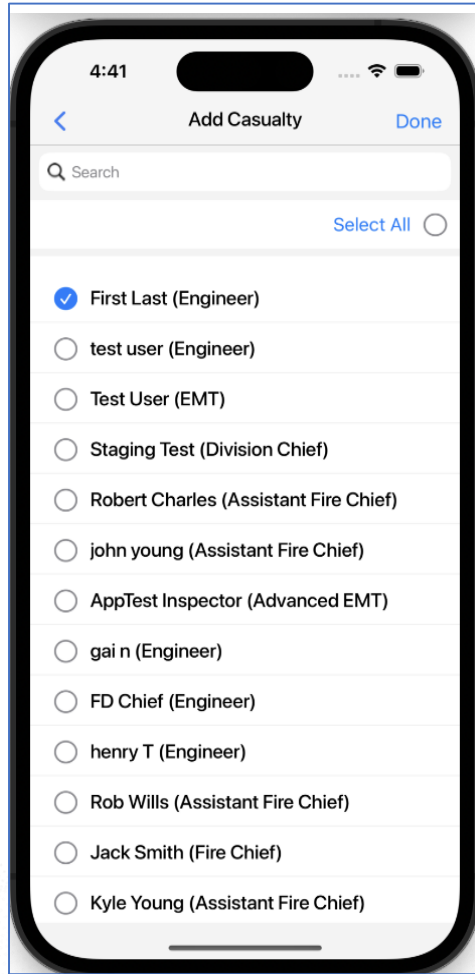
*Add Casualty Screen*

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



Casualty section

Selecting personnel records for the Fire Service Causality module:

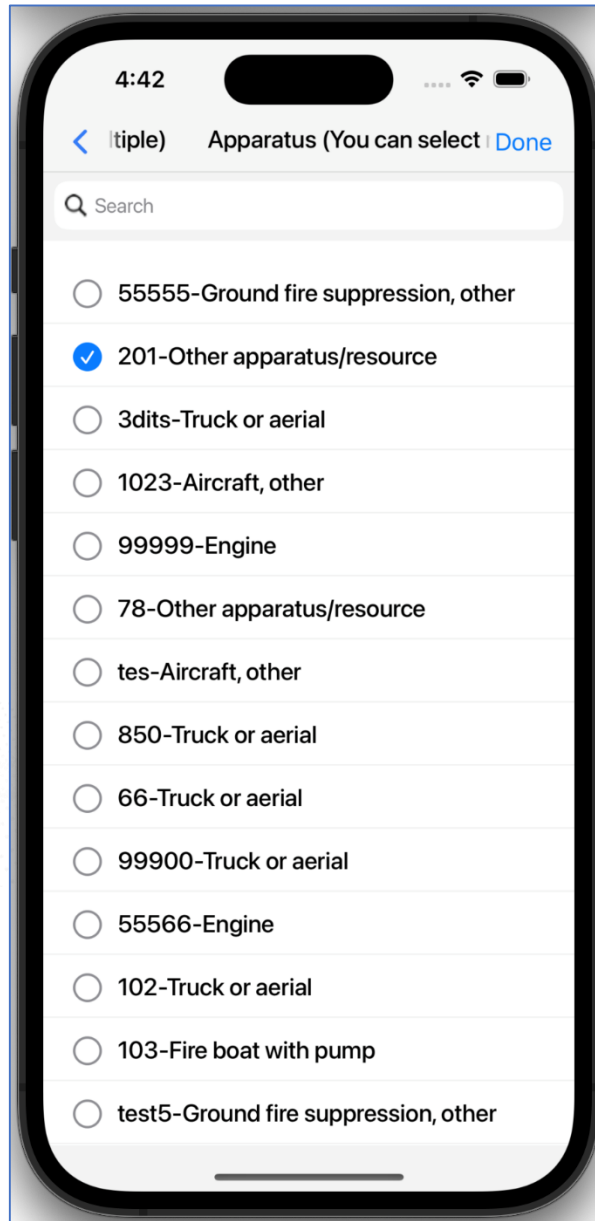


Casualty section

## 7.2 Apparatus and Personnel

**Apparatus and Personnel** is a mandatory module for each incident.

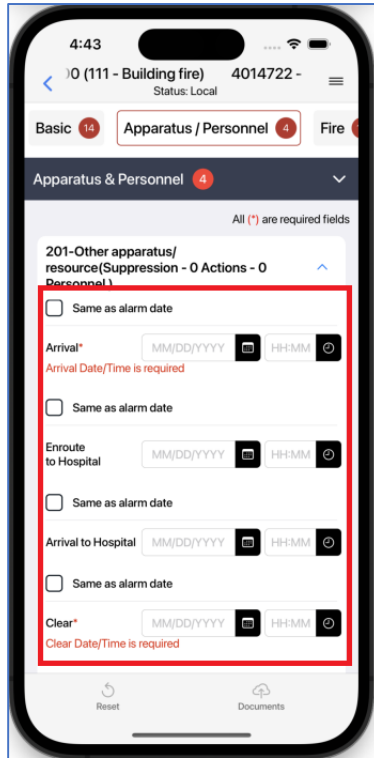
The apparatus details are preloaded from the fire department details. To add or modify apparatus details, refer to the [Apparatus](#) section.



*Selection Apparatus*



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



Adding Incident Date and Time

## 7.3 Fire

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

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

4:43  
4014722 - 000 (111 - Building fire)  
Status: Local

Apparatus / Personnel 4 Fire 14 Structure Fi

B - Property Details 3

All (\*) are required fields

**B1 Number of residential units**

Not Residential

Residential

Please select Not Residential or Residential

**B2 Number of buildings involved**

Buildings not Involved

Buildings Involved

Please select Buildings not Involved or Buildings Involved

**B3 Acres burned (outside fires)**

None

Less than One Acre

More than One Acre

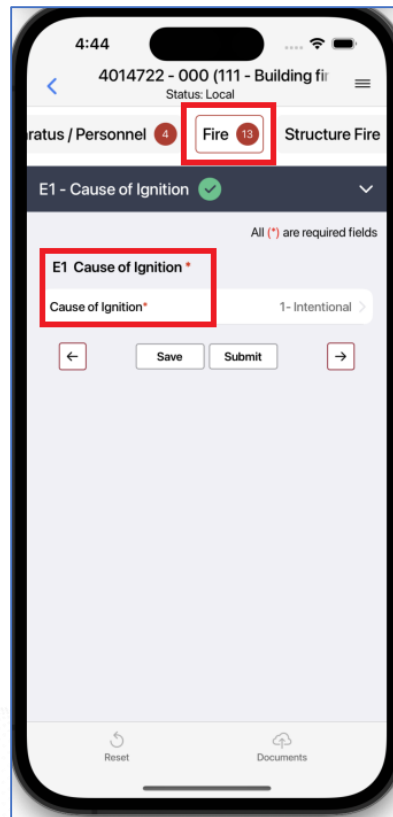
Please select one

Reset Documents

Fire Module Screen

## 7.3.1 E1. Cause of Ignition

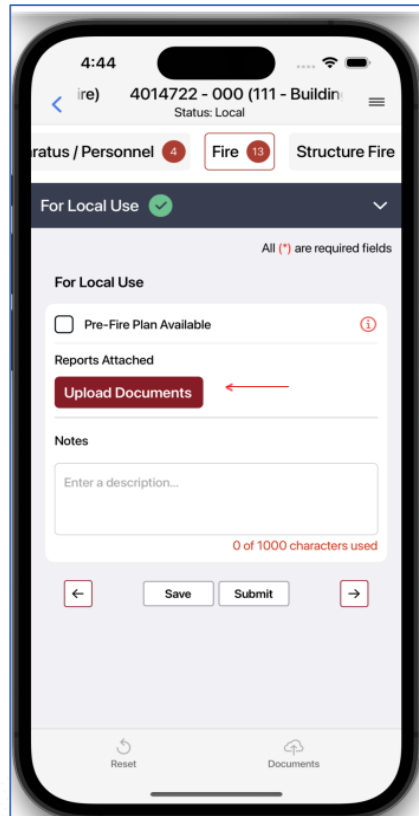
- **Dependency for the Arson module:** Entering details in the Cause of ignition section will enable the Arson Module. E.g., Selecting value as 1 – Intentional will enable the Arson module for the incident.



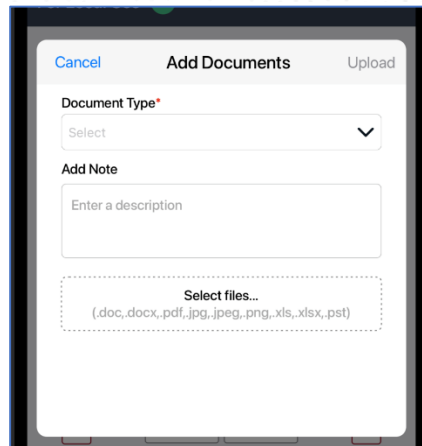
*Fire Module, Cause of Ignition*

## 7.3.2 Local Use

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

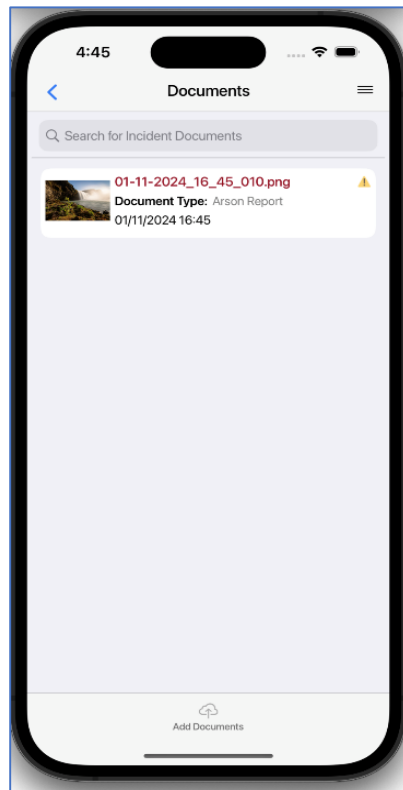


Local Use section



Add Documents pop-up

Uploaded documents shall be displayed on the Documents list.

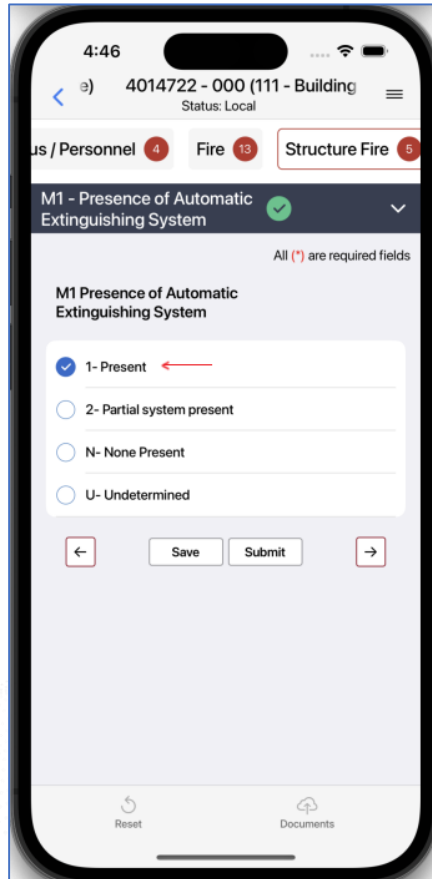


*Documents list*

## 7.4 Structure Fire

### 7.4.1 M1. Presence of Automatic Extinguishing

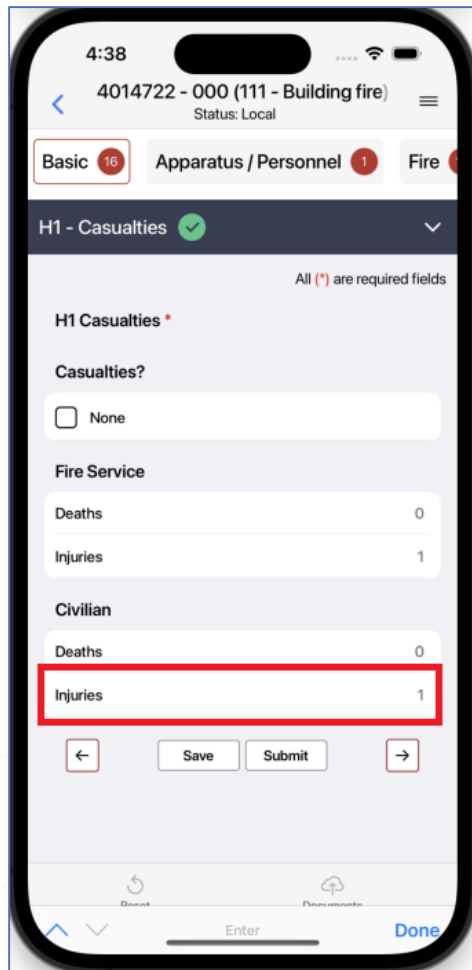
If the Presence of Automatic Extinguishing is selected as 1 or 2 then only the record shall be captured for M2, M3, M4, and M5 sections.



*Structure Fire - Presence of Automatic Extinguishing System section*

## 7.5 Civilian Fire Casualty

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



Civilian Fire Casualty under Basic



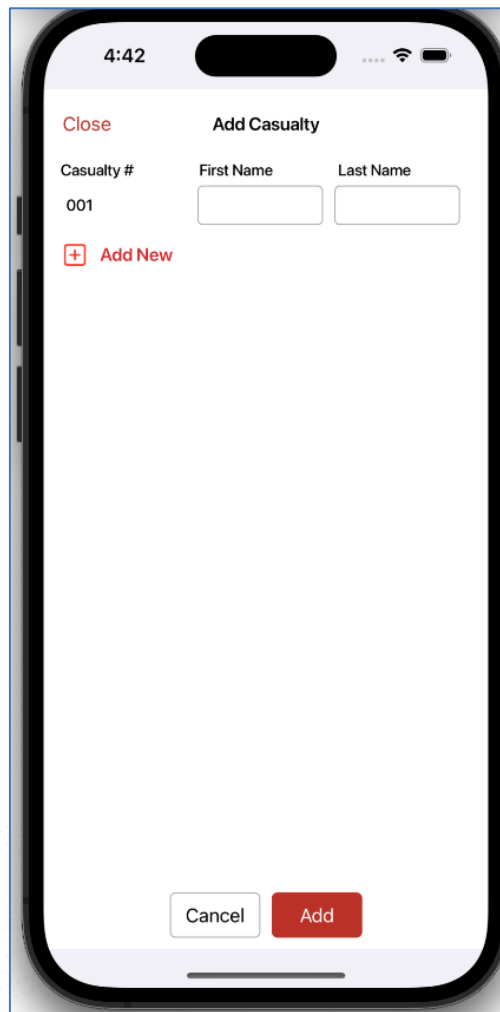
## 7.5.1 Add Casualty

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



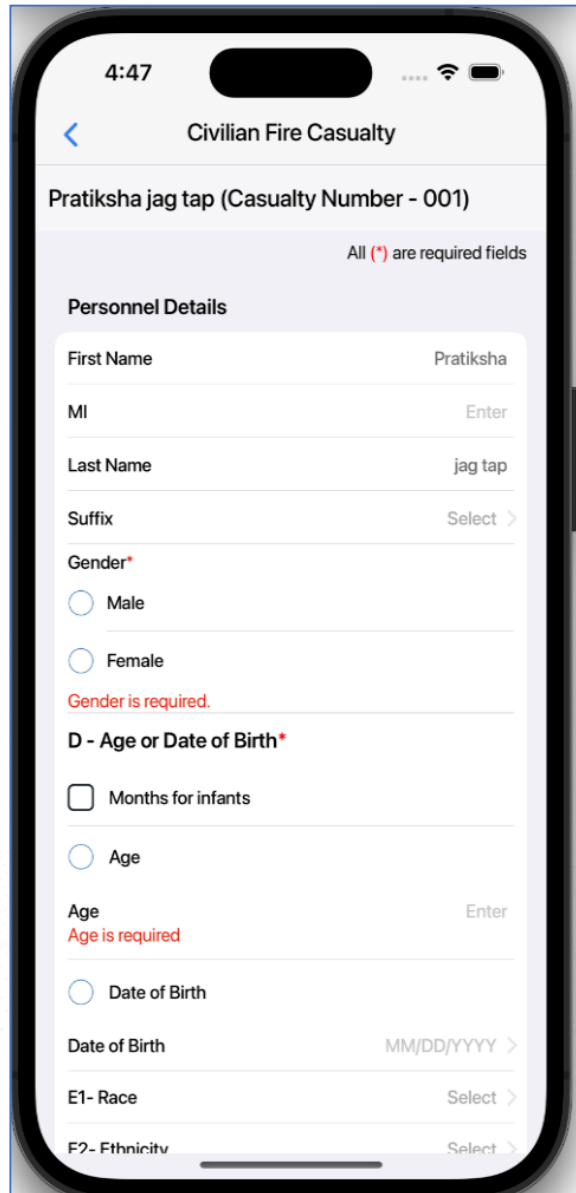
*Civilian Fire Casualty screen with Add Casualty button highlighted*

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



*Add Casualty screen*

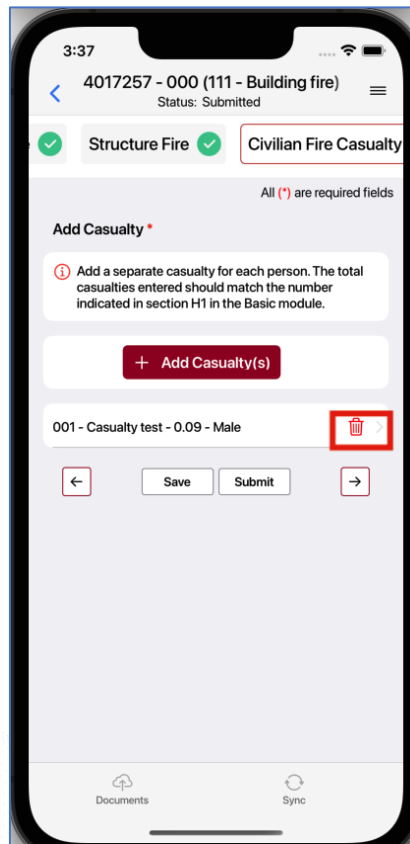
Once added, the civilian details will be available on the left panel for navigation purposes.



Casualty screen with civilian detail highlighted on left panel

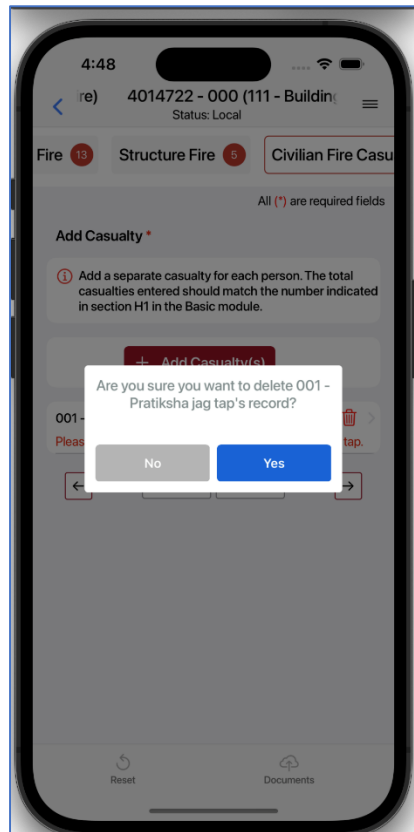
## 7.5.2 Delete Casualty

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



*Casualty screen with delete option highlighted*

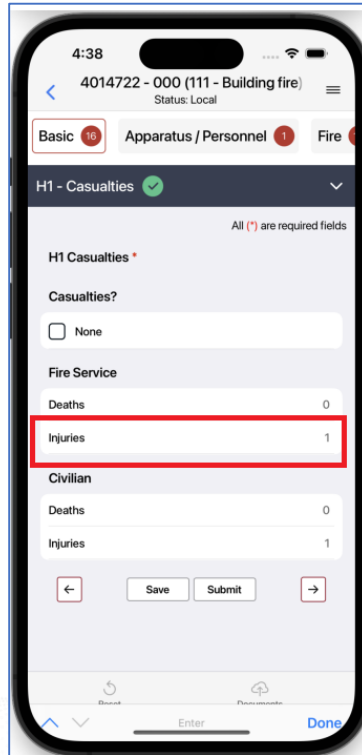
The system will ask for confirmation before deleting the civilian record. Upon selecting Yes, the record will get deleted.



*Delete Casualty confirmation pop-up*

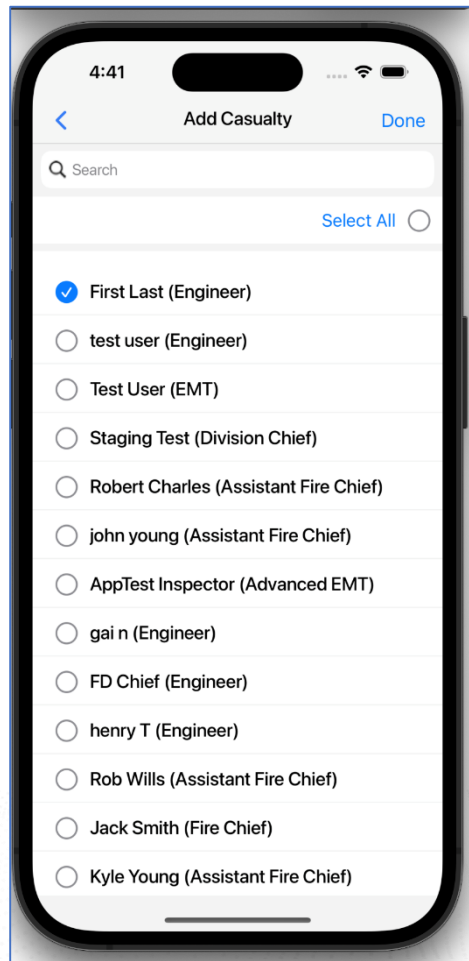
## 7.6 Fire Service Casualty

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



Fire Service Casualty screen

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

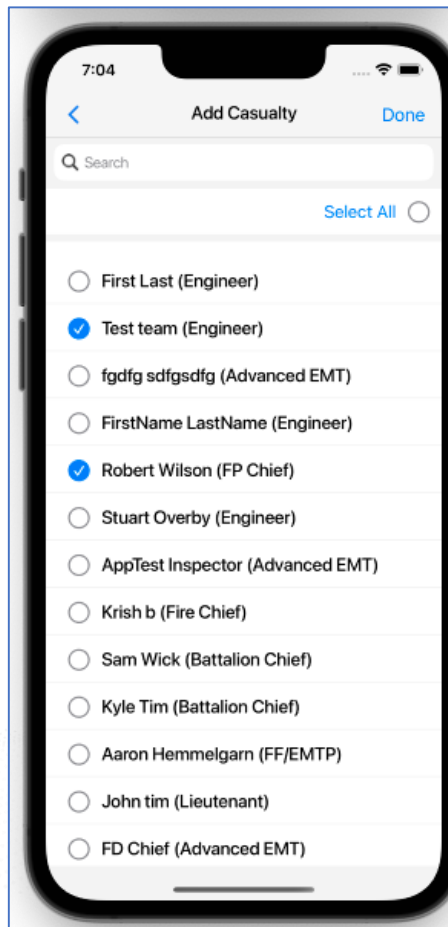


*Add Casualty Dropdown*



## 7.6.1 Add Casualty

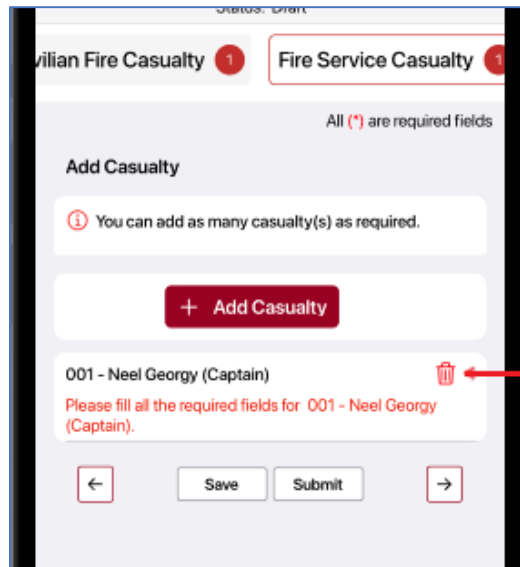
To add a casualty record, select the staff name from the dropdown.



*Add Casualty screen with Staff selection highlighted*

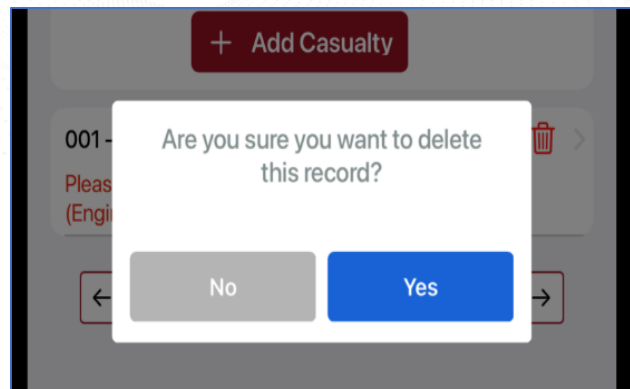
## 7.6.2 Delete Casualty

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



*Casualty screen with Delete Casualty highlighted*

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



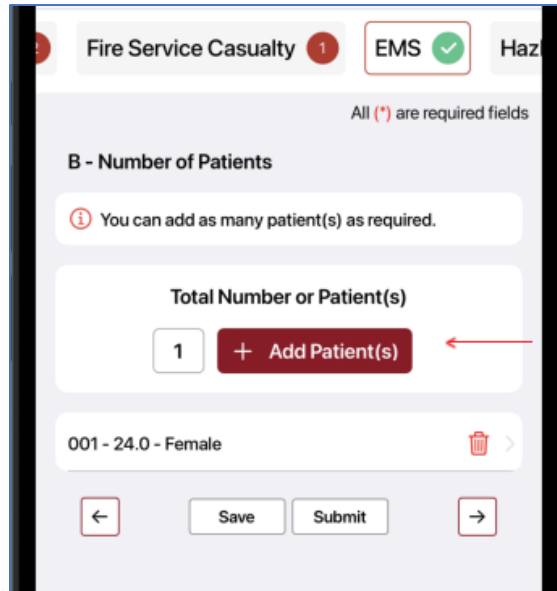
*Delete Casualty confirmation pop-up*

7.7 EMS

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

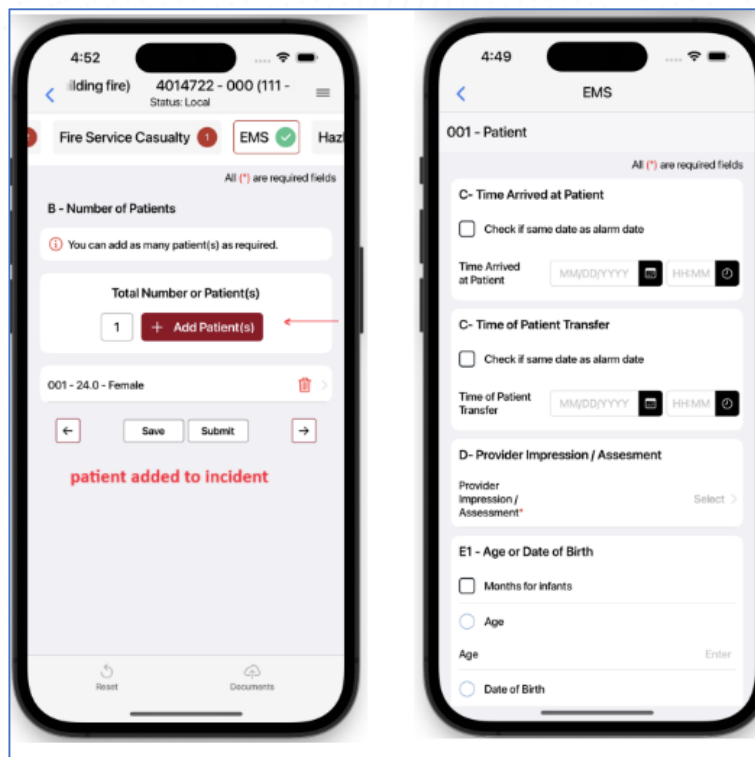
7.7.1 Add Patient

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



Add Patient screen

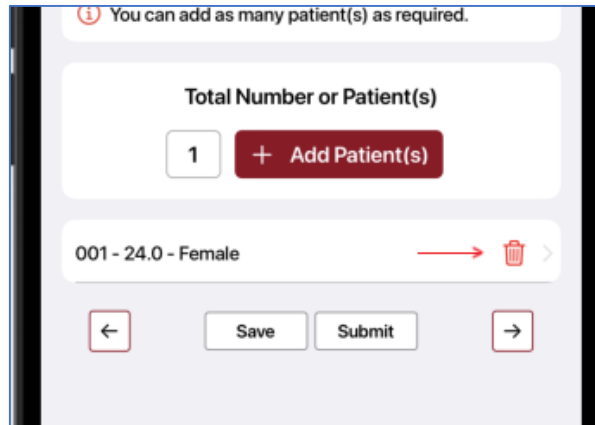
Once added, the patient's link will be available on the left panel for navigation purposes.



EMS screen with patient added

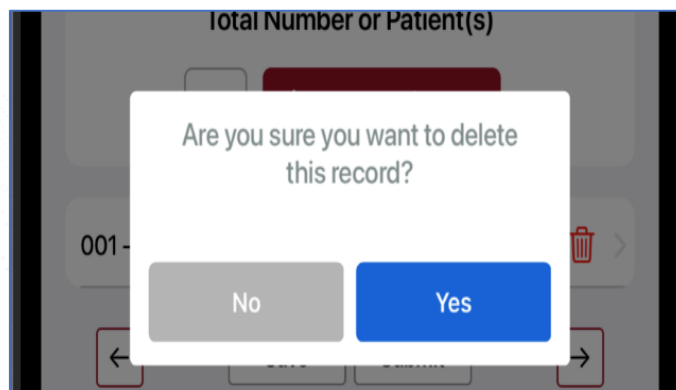
## 7.7.2 Delete Patient

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



EMS screen with delete patient highlighted

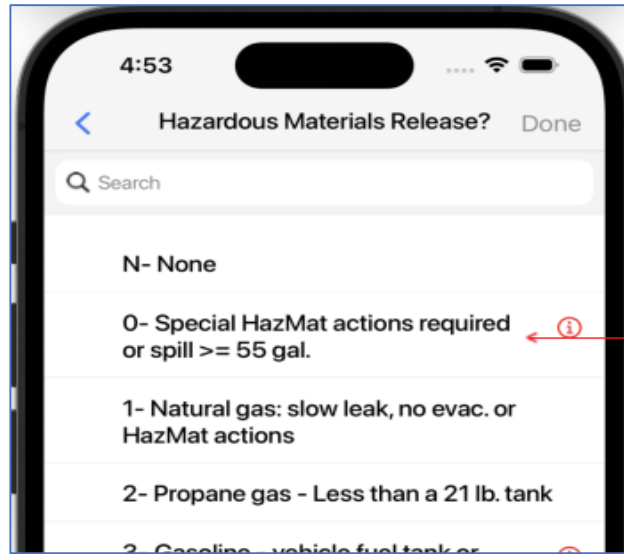
The system will ask for confirmation before deleting the patient record. Upon selecting Yes, the record will get deleted.



Delete Patient confirmation pop-up

## 7.8 HazMat

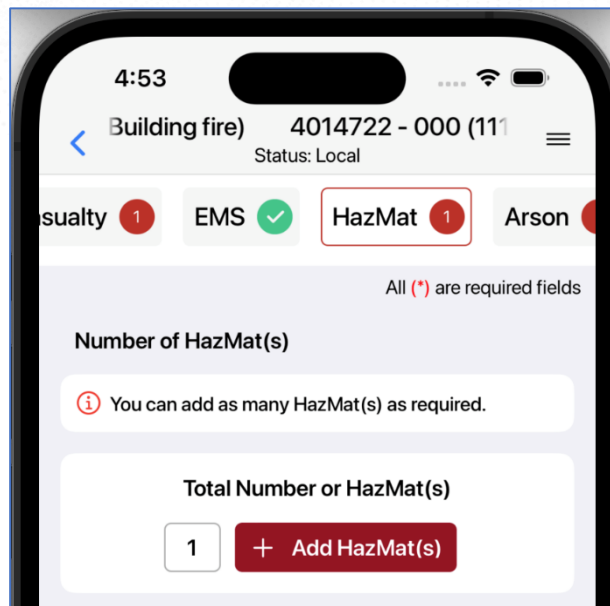
The HazMat Module is optional. It should be when the Basic **Modules H3** section is set as ‘Special HazMat action required or spill > =55 gals’.



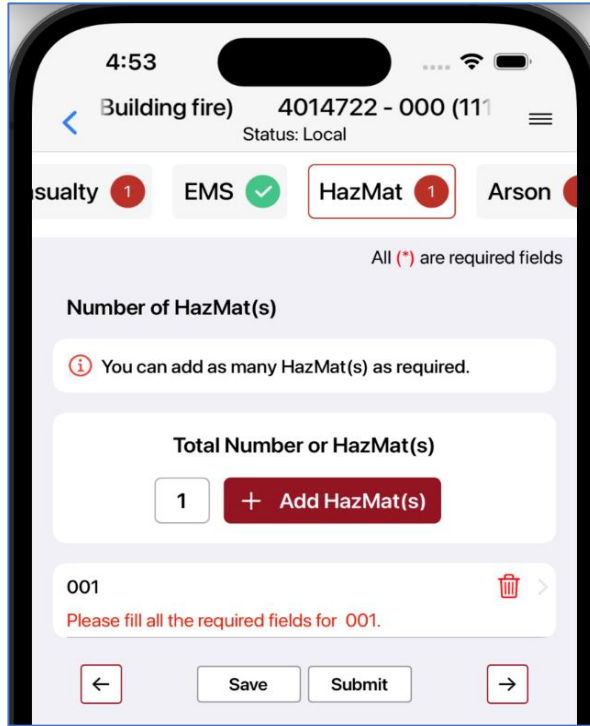
HazMat Module screen

### 7.8.1 Add HazMat

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



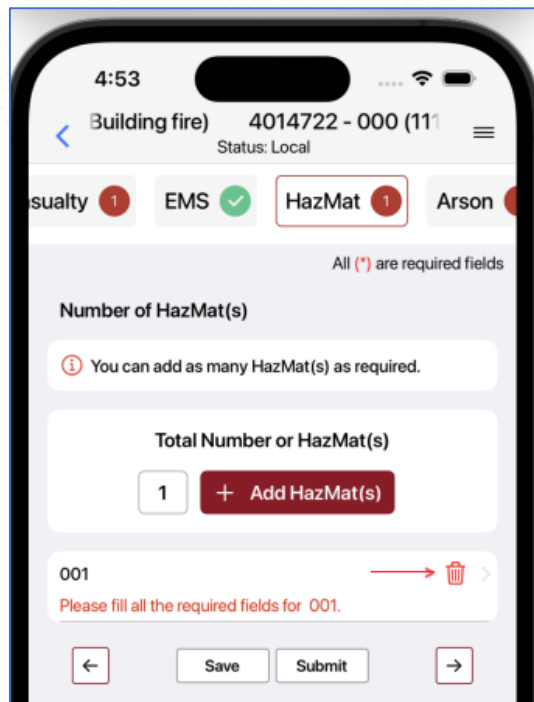
HazMat Module screen with Add HazMat button highlighted



HazMat screen

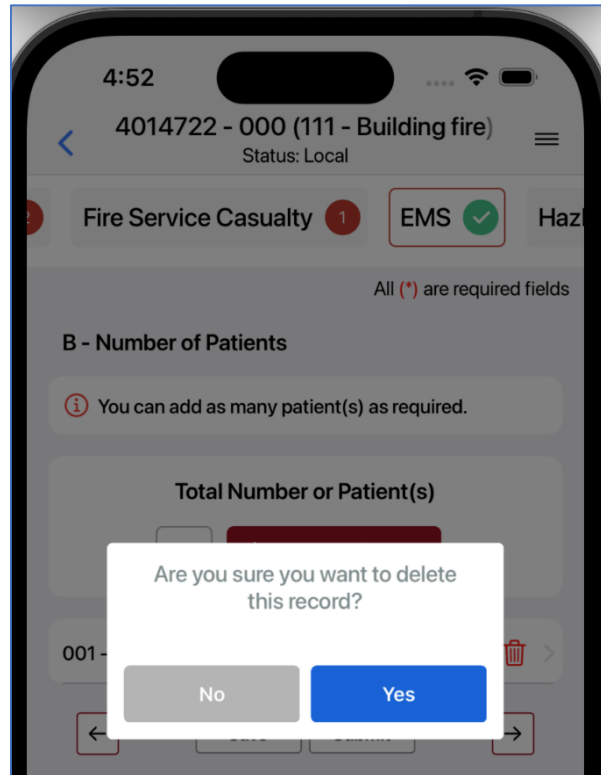
### 7.8.2 Delete HazMat

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



HazMat screen with delete button highlighted

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



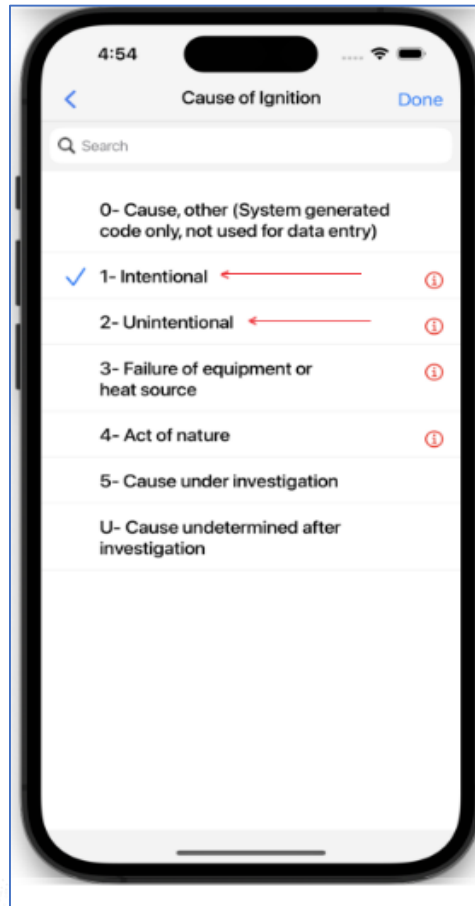
*Delete HazMat confirmation pop-up*

## 7.9 Wildland Fire

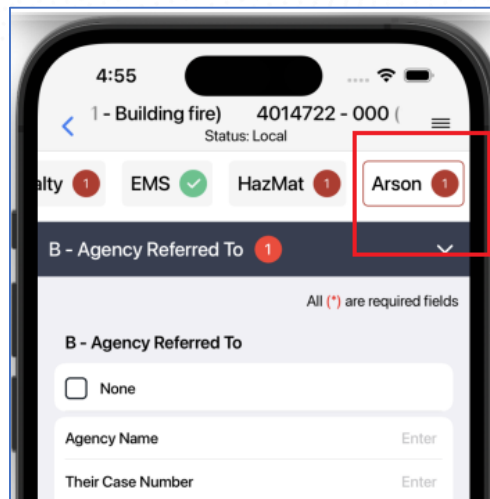
For Incident Type 140-143 or 160,170-173, either the Fire module or the Wildland module is required. One of the two must be completed. If the user tries to switch between Wildland & Fire Module, then the below confirmation popup will be displayed. If the Wildland module is selected, then the Alternate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



7.10 Arson



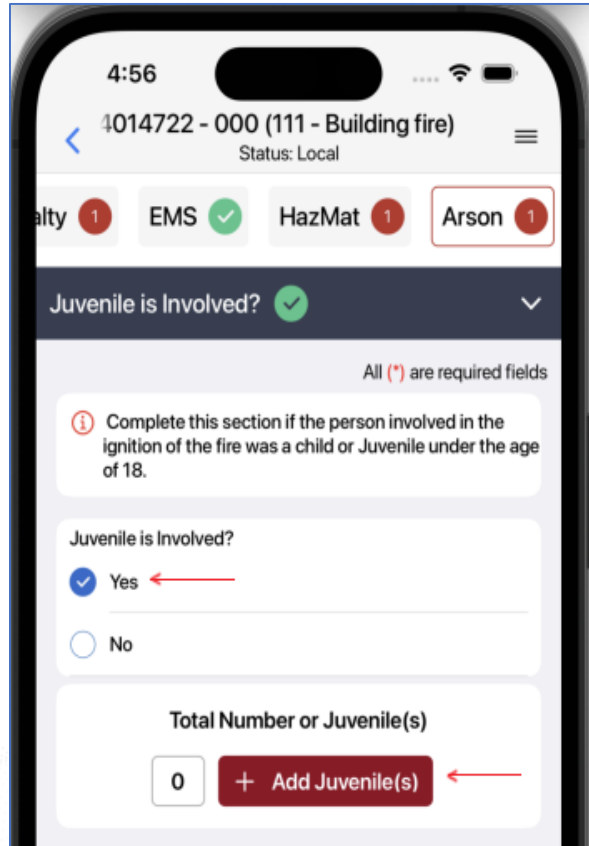
Fire Module with Cause of Ignition highlighted



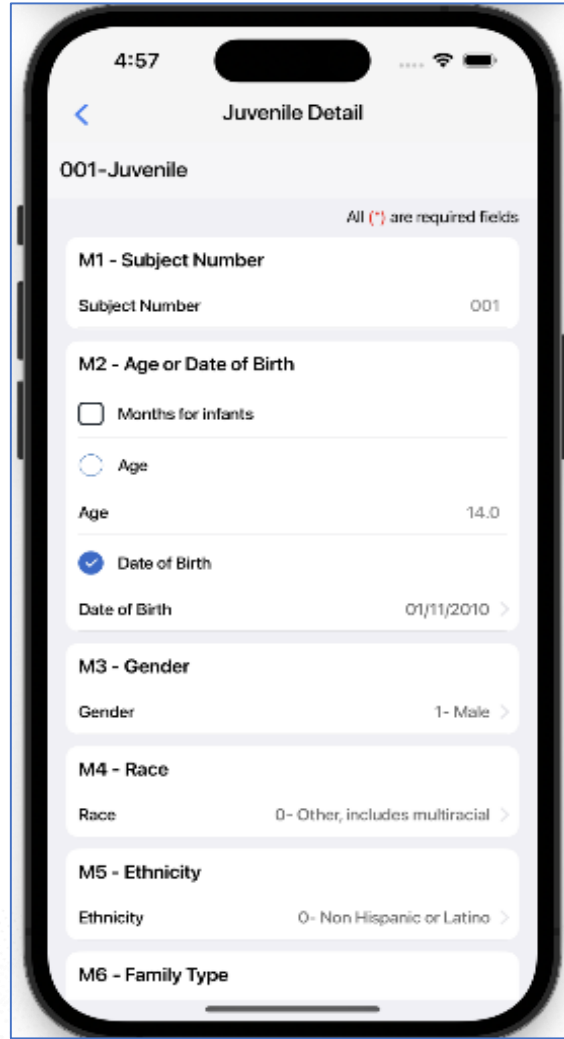
Arson Module screen

## 7.10.1 Add Juveniles

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



Arson screen with Add Juveniles button highlighted



Arson screen with Juveniles added

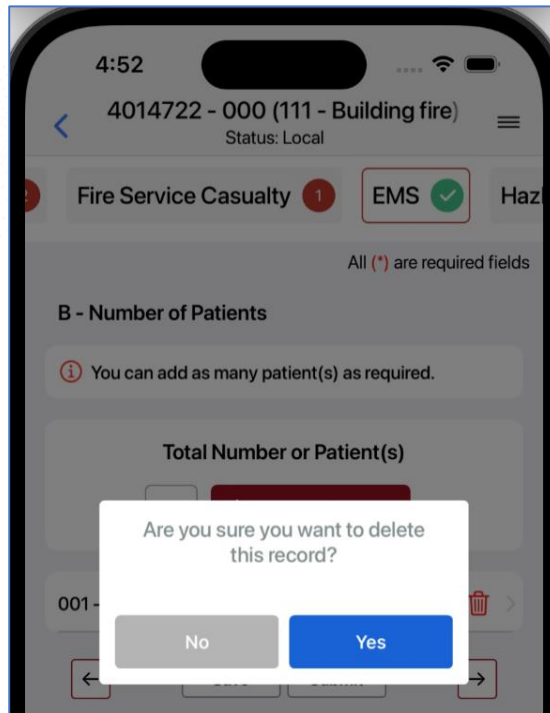
7.10.2 Delete Juveniles

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



Arson screen with delete Juveniles button highlighted

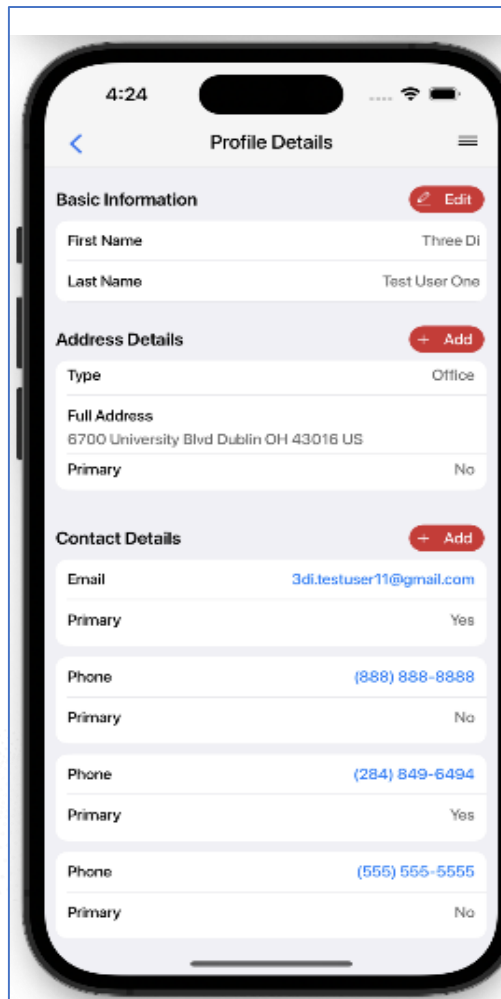
The system will ask for confirmation before deleting the Juvenile record. Upon selecting Yes, the record will get deleted.



Delete Juveniles confirmation pop-up

## 8 Profile Page

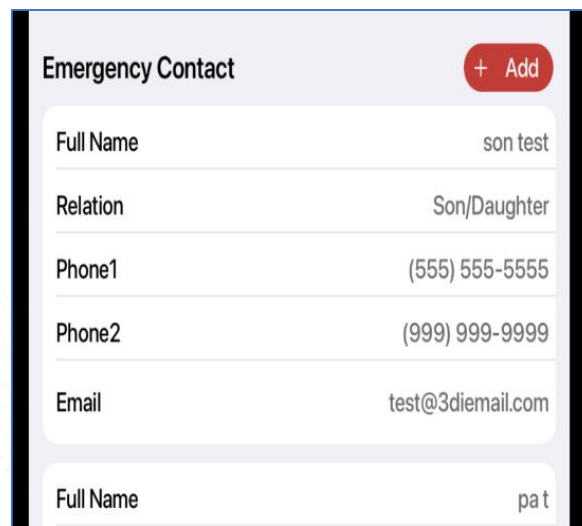
The FD staff or FD chief can update the profile details by clicking on the Profile option from the top right corner menu.



Basic Information on My Profile screen

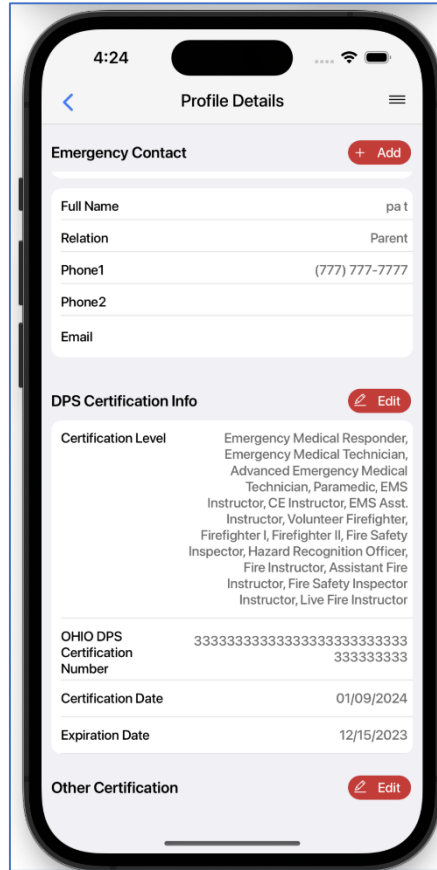
The profile page contains following sections:

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

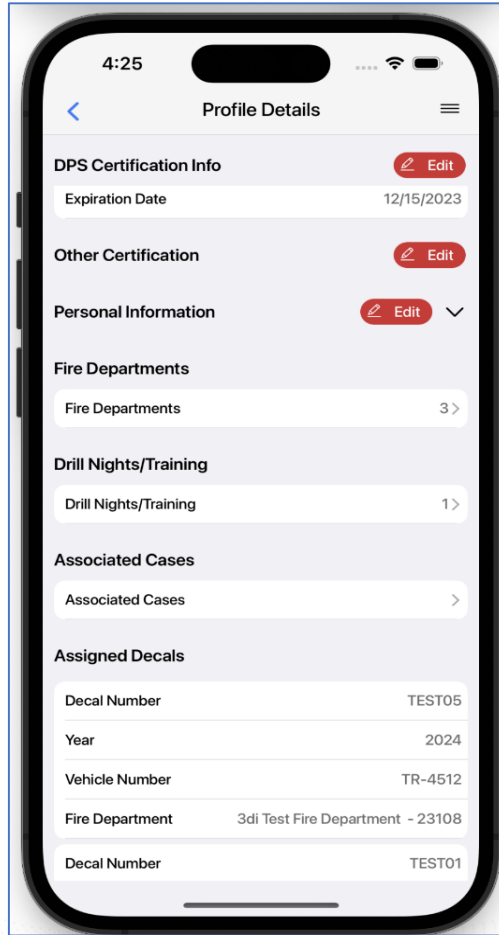


Emergency Contact		+ Add
Full Name	son test	
Relation	Son/Daughter	
Phone1	(555) 555-5555	
Phone2	(999) 999-9999	
Email	test@3diemail.com	
Full Name	pat	

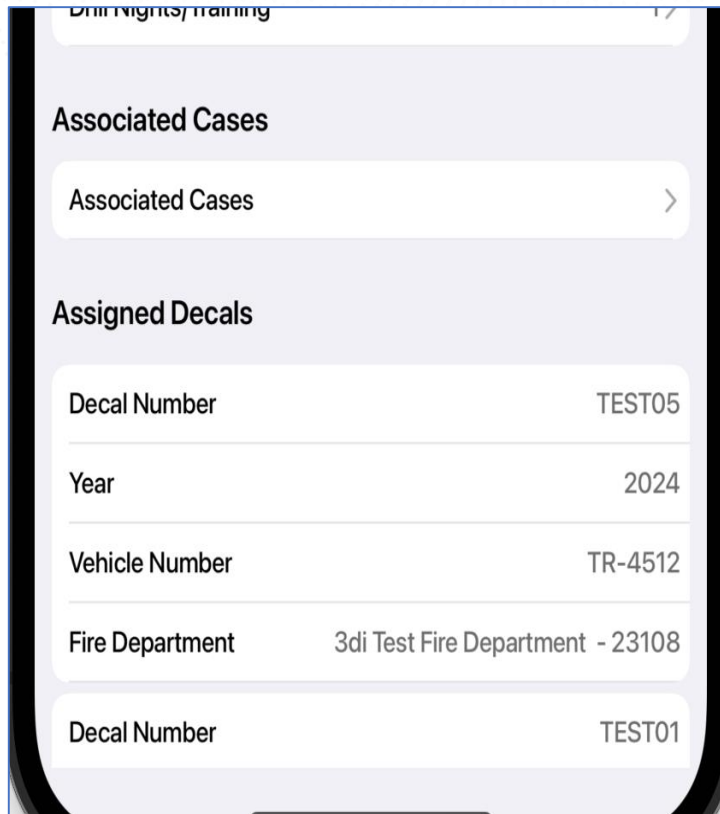
*Emergency Contact on My Profile*



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



Fire Department and Drill and Training info on My Profile screen



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