

# **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 <u>https://play.google.com/store/apps/details?id=com.OhioFire.OFIRs</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.

#### <u>Steps:</u>

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

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





Ohio SFM Landing and Login Screen

Ohio SFM Landing and Login Screen



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Step 2: Provide OHID credentials and press login.

Cancel In ohid.ohio.gov AA     Arroincial state of Onio site. Here's now you know     Language Translation     Ohio's Digital Identity. One State. One Account.     Register once, use across many State of Ohio websites     Create account     Log In   OHID   Password     Image: Translation     Image: Translation				
<image/> Create account     Log In     Password				×
Ohio's Digital Identity. One State. One Account. Register once, use across many State of Ohio websites Create account Log In OHID Password Register once, use across many State of Ohio websites		Language Translation	1	
Log In OHID Password	Ohio's	<b>Digital Identity. (</b> <b>One Account.</b> once, use across many	One State.	
OHID Password 💐	Log In	Create account	$\supset$	
Password Reverse Rever				
	OHID			
	Passwo	rd	Ø	
			<b>Q</b> Search	
(				1

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.

7:02

✓ N/A

Draft

moveup 571)

Submitted

moveup 571)

occupants 555)

Submitted

✓ N/A Draft

✓ N/A Draft Incidents (100)

Test fire department of 3di systems My Incidents All

4017409 (Cover assignment, standby,

✓ 831 Hilliard Rome Road East, Columbus, OH, USA

4017407 (Cover assignment, standby,

4017405 (Defective elevator, no

✓ 831 Hilliard Rome Road East, Columbus, OH, USA

4017406 (Carbon monoxide incident 424)

Incident Dashboard

4017410 (Building fire 111)

Incident Date: 04/03/2024

Incident Date: 04/03/2024

4017408 (Building fire 111)

Incident Date: 04/03/2024

Incident Date: 04/03/2024

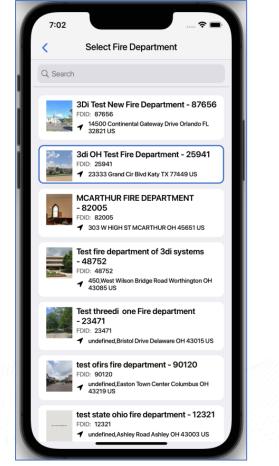
Incident Date: 04/03/2024

Incident Date: 04/03/2024

5 Q

`

All Incidents



Switch FD Screen

#### 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 List	=
Par constant of	test state ohio fire department - 12123 FDID: 12123 v undefined,Ashley Road Ashley OH 43003 US	>
The access to post.	test state ohio fire department - 12321 FDID: 12321 ✔ undefined,Ashley Road Ashley OH 43003 US	>
	3Di Test New Fire Department - 87656         FDID: 87656         ✓ 14500 Continental Gateway Drive Orlando FL 32821 US	>
	3di Test New Fire Department 2023 - 98344         FDID: 98344         ✓ 6801 Hollywood Boulevard Los Angeles CA 90028 US	>
A	MCARTHUR FIRE DEPARTMENT - 82005 FDID: 82005 303 W HIGH ST MCARTHUR OH 45651 US	>

My Fire Department Screen

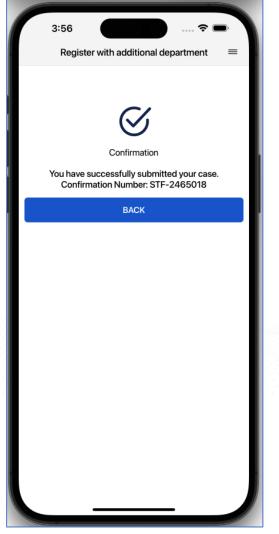


#### 2.2 Registering with Additional Fire Departments

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.

3:55 ? (	-
Register with additional department	=
lam*	- 1
(Required)	~
Type and select County*	
Search By County Name (Required)	
Department Name & FDID*	•
(Required)	~
Email (Official email provided by the FD)*	0
(Required)	
Certification Level	
	~
DPS Certification Number	0
DPS Certificate Expiration Date	0
Submit	

Register with Additional Fire Department form

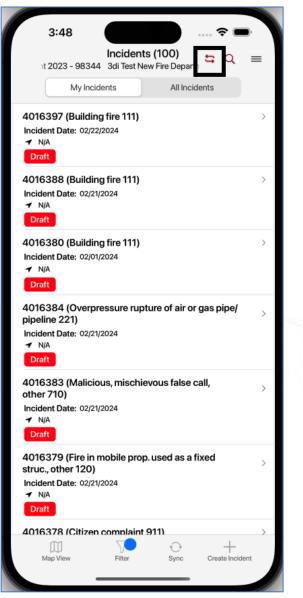


Register with additional Fire Department Confirmation Screen



#### Switch Fire Department 2.3

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

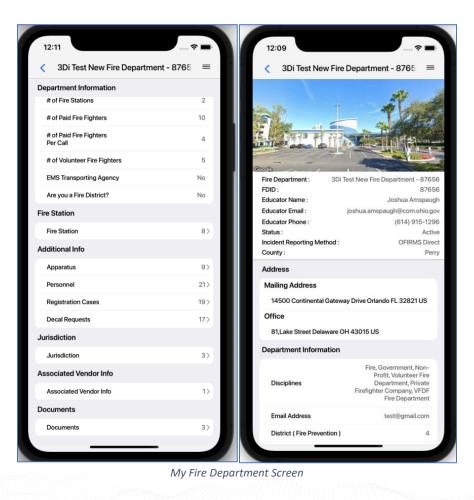
Rank: All fire department staff

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

	4:40		
<	My Fire Department List	=	
PL-9909-986-01	test state ohio fire department - 12123 FDID: 12123 undefined,Ashley Road Ashley OH 43003 US	>	
State and a state of the state	test state ohio fire department - 12321 FDID: 12321 undefined,Ashley Road Ashley OH 43003 US	>	
	3Di Test New Fire Department - 87656 FDID: 87656 ✓ 14500 Continental Gateway Drive Orlando FL 32821 US	>	
	3di Test New Fire Department 2023 - 98344         FDID: 98344         ✔ 6801 Hollywood Boulevard Los Angeles CA 90028 US	>	
1	MCARTHUR FIRE DEPARTMENT - 82005 FDID: 82005 ◀ 303 W HIGH ST MCARTHUR OH 45651 US	>	
	+		
	Register with additional department		

My Fire Department Screen with selected FD





The Fire Department detail page consists of ...

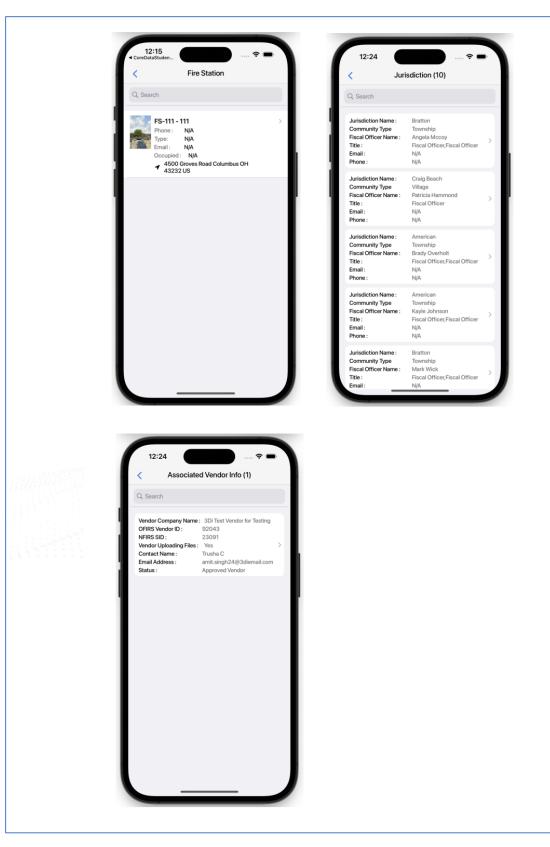
- FDID and Fire Department name, Educator details, Status, and Incident Reporting Method
- Department Image and Address
- Information like Disciplines, district, county, contact details, etc.
- Fire Station
- Apparatus
- Jurisdiction
- Decal Requests
- Associated Vendor Info
- Personnel (staff details)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







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My Fire Department Details Screen



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### 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

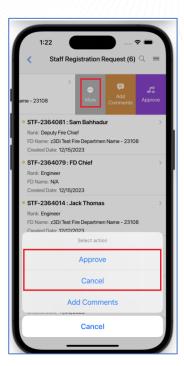
Rank: Fire Department Chief

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



	D	ecal Reque	st (2)	ର ≡	
LUNTEER	FIRE	 More	F Add Comments	<b>ری</b> Approve	
- 2310 Vehicle Issuing	08 Owner Name Year: 2024		Departmen	Name >	
Create	d Date: 01/09	9/2024			
		Select actic	'n		
		Select action			
			9		
	Α	Approve	9		

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.

	🗢 🗖	3:00	🗢 📼	
z3Di Test Fire Departmen N	ame - 2 🛛 🔤	<ul> <li>i Test Fire Department</li> </ul>	nen Name - 23108 🛛 🚍	
		Fire Department :	z3Di Test Fire Departmen Name - 23108	
		FDID :	23108	
Bory, we have no imagery here.		Educator Name :	N/A	
		Educator Email :	N/A	
		Educator Phone :	N/A	
		Status : Incident Reporting Method :	Active OFIRMS Direct	k
e e e e e e e e e e e e e e e e e e e	612024 Gloogy	County :	Adams	
	Departmen Name - 23108	Address	+	
FDID :	23108	Office		
Educator Name : Educator Email :	N/A N/A			
Educator Phone :	N/A	laperville IL 60563 US	> 🗹 🗊	
Status :	Active	3363,Tremont Road Colu	umbus OH 43221 AG	
Incident Reporting Method :	OFIRMS Direct			
County :	Adams	Unit:12,1260 Collings Dr	Lockbourne OH 43137 US	
Address	+	Department Information	Ø	
Office 2350 Frieder Ln Naperville IL 60563 U	s >	Disciplines	Volunteer Fire Department,Private Firefighter Company,VFDF Fire Department	
3363, Tremont Road Columbus OH 432	221 AG >	Email Address	3ditest@3diemail.com	
Unit:12,1260 Collings Dr Lockbourne O	H 43137 US >	FIPS County Code		
Department Information	Cí –	District (Fire Prevention)		
	Volunteer Fire artment,Private	District (Code Enforceme	ent)	
Firetighter C	Company,VFDF ire Department	Schedule	Custom	

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.

4:20		4:59 Apparatus List 3di Test New Fire Department 2023 - 98344	)
Department Information	ď	Q Search	
# of Volunteer Fire Fighters	40	Apparatus List	
EMS Transporting Agency	No	3566 Suppression - (Aircraft, other)	
Are you a Fire District?	No	Status: Active Fire Station: N/A	
Fire Station Fire Station Additional Info	12>	16 Suppression - (Aircraft, fixed-wing tanker) Status: Active Fire Station: Jeffersonville Fire Station	>
Additional Info Apparatus Personnel	18>	919 Suppression - (Aircraft, fixed-wing tanker) Status: Active Fire Station: N/A	)
Registration Cases	21>	44848 Other - (Aircraft, fixed-wing tanker)	
Decal Requests Jurisdiction	22>	Status: Active Fire Station: text	,
Jurisdiction Associated Vendor Info	1>	46456 Suppression - (Helicopter) Status: Active Fire Station: N/A	)
Associated Vendor Info	>	0874	
Documents		Suppression - (Aircraft, fixed-wing tanker) Status: Active Fire Station: Jeffersonville Fire Station	)
Documents	8>	2313	
Change Log		Suppression - (Tanker & pumper combination) Status: Active	)
Change Log	265>		

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

7:00	
Apparatus List z3Di Test Fire Departmen Name - 231	08 +
Q Search	
pparatus List	
456 Suppression - (Other apparatus/resource) Status: Active Fire Station: N/A	>
109 Suppression - (Other apparatus/resource) Status: Active Fire Station: 3Di Test Fire Station 01	>
, Čt ● ✓ 2 Engine Check Inactive Edit	Delete
18121 Suppression - (Truck or aerial) Status: Active Fire Station: testing	>
0056 Suppression - (Aircraft, other) Status: Active Fire Station: N/A	>
5674	

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

Apparatus Name*	Enter	
Apparatus ID*	Enter	
Apparatus Use*	Select >	m
Apparatus Type*	Select >	
Apparatus First In Service Date	Select >	
Fire Station	Select >	
C Enter a location		
Apparatus Photos		
Select files Supported Image types: '.jpg',		
Submit		

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

3:50 Maintenand	ce Histo	۲y (1)	-	
Q, Search				
/09/2024 1: test 16.00 ouse, Lead, SD 57754, USA	>	🗹 Edit	団 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.

pparatus	5674	Items for Service*	Enter
umber/ID		Quantity*	Enter
paratus Name	test45	Cost*	Enter
te of Service*	MM/DD/YYYY >	Amount	
intenance Location			
C Enter a location		Subr	nit
laintenance Location Descripti	ion		
E. t I			
Enter here			
	0 of 100 characters used		
	o or roo characters used		
ems of Service*	Ð		
tal Cost	\$ 0.00		
pparatus Maintenance Do	ocument		
Select file Supported docur	ment types:		
'.doc', '.docx', '.pdf', '.jpg', '.j			

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.

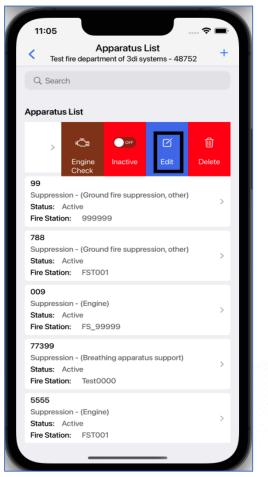


Figure 24: Apparatus Screen with Edit Action

Apparatus Name*	test
Apparatus ID*	00111
Apparatus Use*	Suppression $>$
Apparatus Type*	Aircraft, fixed-wing tanker $\geq$
Apparatus First In Service Da	te 03/28/2024 >
Fire Station 121 - 0	Columbus Fire Station 123 🗧
Location La Salle Dr Lockbourne Apparatus Photos	DH 43137 US
Select Supported Image types: '.jr	files yg','.jpeg','.png','.bmp' files.
03-28-2024_01_45 101 KB	_560.png
Sub	mit

Figure 25: Edit Apparatus Screen



ŝ,

#### 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.

3:5 < z	A	pparatus L Departmen Na		<b>?</b> ■
Q Sear	ch			
Apparatu	s List			
ghting))	>	<b>OFF</b> Inactive	🗹 Edit	Delete
12 Suppress Statu	sion - (Other	apparatus/re	source)	>
Fire S		ure you war this record?		
1234 Supp Statu Fire S	No		Yes	
201 Suppress Status: A		apparatus/re:	source)	>

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.

C Engine Check	Upload
FD management checklist testing	~
category 2	$\sim$
category 2 item	
Enter Description	
add reason for justifications	
Select	<u>~</u>
category 3	~
check category 3 items pass	
category 1	~
text 1testing	
	+
Checklist	



#### 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.

4:38 4:31 Equipment (5) Apparatus Info Asset ID : test Pump N/A 25 45 In Service 45454 - Truck or aerial test Equipmer Classifica Quantity : Model : Status : ent Na Apparatus ID: 567 Apparatus Apparatus Name Fire Department 14 Compartment test z3Di Test Fire Depar 34 Sub-Compartment : Fire Station: 3ditestingtean Asset ID : Equipment Name : Classification : Quantity : Model : Status : ARFF (aircraft rescue & firefighting Apparatus Description: 600 600 test1 test2 pune OH 23456 US In Ser 456 Washington St New York NY 10013 US Apparatus : 45454 - Truck or aerial Compartment : Sub-Compartm 600 New York NY 10017 US 600 ent 456 Washington St New York NY 10013 US Asset ID : Test egipment 4 Equipment Name : **Engine Check** Helmet Classification : N/A Engine Check Quantity: 100 Model Range Maintenance History Status In Service Apparatus 45454 - Truck or aeria ntenance History Compartment : Sub-Compartment : test subtest Edit Asset ID : Asset ID : N/A Equipment Name : Four Gas monitor 4:38 Maintenance History (1) Q. Search Date of Service : 01/09/2024 Location Description : test Total Cost : \$36.00 ✔ 123456 Water House, Lead, SD 57754, USA

Apparatus Detail Screen

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#### 3.2.5 Registration Cases

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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.

4:20		? <b>•</b>
< Test fire of	department of 3di systems	=
Department Infe # of Volunteer Fire Fighters EMS Transport		40 No
Are you a Fire [	District?	No
Fire Station Fire Station Additional Info Apparatus		12>
Personnel		27 >
Registration Ca Decal Request urisdiction		21> 22>
Jurisdiction		1>
Associated Ven Associated Ven		>
Documents Documents		8>
Change Log		
Change Log		265>

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.

4:35	? 🛛	
< Juri	isdiction (10)	
Q Search		
Jurisdiction Name : Community Type Fiscal Officer Name : Title : Email : Phone :	Lima City N/A N/A N/A	>
Jurisdiction Name : Community Type Fiscal Officer Name : Title : Email : Phone :	Manchester Village Robin Taylor Fiscal Officer N/A N/A	>
Jurisdiction Name : Community Type Fiscal Officer Name : Title : Email : Phone :	Bratton Township Mark Wick Fiscal Officer,Fiscal Officer N/A N/A	>
Jurisdiction Name : Community Type Fiscal Officer Name : Title : Email : Phone :	Bratton Township Mark Wick Fiscal Officer,Fiscal Officer N/A N/A	>
Jurisdiction Name : Community Type Fiscal Officer Name : Title : Email :	Bratton Township Angela Mccoy Fiscal Officer,Fiscal Officer N/A	>

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



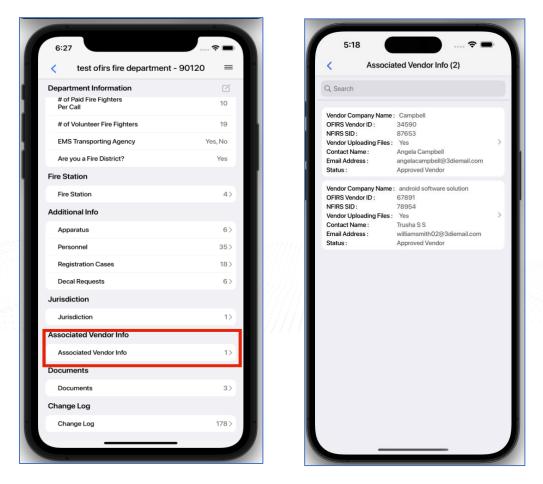
#### 3.2.7 Decal Requests

Refer to **Decal** 

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#### 3.2.8 Associated Vendor Info

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



Vendor associated with the Fire department



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

5:26	···· 🕆 🗖	5:26	
< Associated Vendo	or Info =	<	Associated Vendor Info
	DO NOT	Vendor Info	www.camppeii.com
	ETTER A	Are you goir	ng to submit dents for your Fire Ye
		Vendor NFIR Software Na	RS Registration Details: ame ofir
Vendor Company Name :	Campbell	Software Ve	ersion 5.
OFIRS ID : Status : Vendor Uploads Incidents :	34590 Approved Vendor Yes	NFIRS Vend Identificatio	
Address	165	NFIRS Softw Identificatio	8765
Mailing Address undefined,Wall Street New York NY U	s	Does your so NFIRS Versio	software support Ye:
Vendor Info		First Name	Angel
Vendor Company Name:	Campbell	Last Name	Campbe
Vendor Doing Business As:	systems	Email Addre	ess angelacampbell@3diemail.co n
Website:	www.Campbell.com	Phone Num	nber
Are you going to submit OFIRS incidents for your Fire	Yes	Fire Departm	
Department(s)? Vendor NFIRS Registration Details		Fire Departm	
Software Name	ofirs	Contact Pers	
Software Version	5.0	Contact Per	rson
NFIRS Vendor Identification Number	Campbellve	Change Log Change Log	g a
NFIRS Software	87653		

Vendor Detail Screen



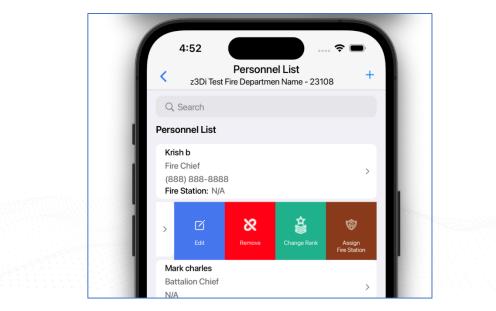
#### 3.2.9 Personnel

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	=	< Add Personnel	1
Rank*			<ul> <li>Existing</li> </ul>	
Select		$\sim$	<ul> <li>New</li> </ul>	
existing or ne	w contact*	_	First Name*	
Existing				
New			Last Name*	
irst Name*				
			Personnel ID*	
ast Name*				
			Supervisor	
ersonnel ID*				$\sim$
			Date of Joining	
Supervisor				
		$\sim$	OFIRS Contact	
Date of Joining				
			Add New Address	
OFIRS Cont	act	- 1	Add Contact Details	
	$\bigcirc$		$\bigcirc$	

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.

		2.2.2.2.6.7	-
4:52 z3Di Test Fi	Personne	el List en Name - 2310	<b>? ()</b>
Q Search			
Personnel List			
Krish b Fire Chief (888) 888-8888 Fire Station: N/A			>
> C Edit	Remove	Change Rank	Sign Fire Station
Mark charles Battalion Chief N/A Fire Station: N/A			>
Robert Charles Assistant Fire Chie (787) 878-7878 Fire Station: N/A	f		>
FD Chief Engineer (888) 888-8888 Fire Station: 3dite:	stingteam		>
Test Chief Engineer (123) 456-8977			>

Personnel Action List



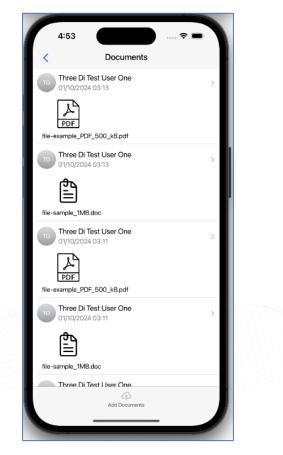
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For Details on the action, please refer to the <u>Personnel Management</u> section below in this document.

## 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

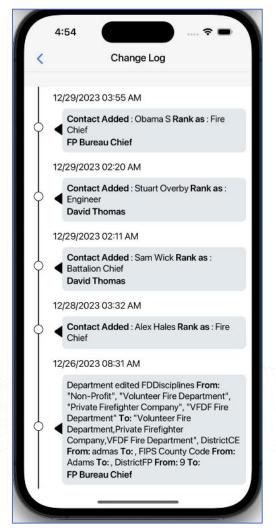


# 3Di

## 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.



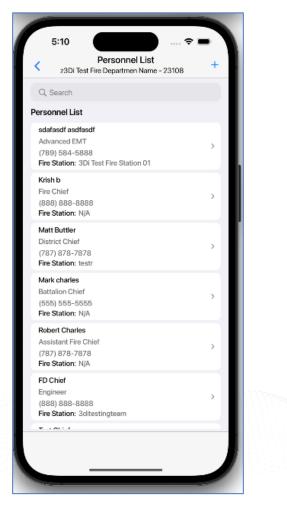
Change Log Section on Fire Department Detail Screen



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.

11:55	<b>?</b> ■	
Personnel List     Test fire department of 3di systems - 48752		]
Q, Search		
Personnel List		
Asher Check Fire Fighter (123) 423-4567 Fire Station: N/A	>	
abc xyz Captain (123) 423-4567 Fire Station: N/A	>	
Test Abc Deputy Fire Chief N/A Fire Station: N/A	>	I
John Tim Engineer (888) 888-8888 Fire Station: N/A	>	I
John Tim Civilian N/A Fire Station: FST001	>	
AB Test Advanced EMT N/A Fire Station: N/A	>	
test user Engineer M/A	>	

Personnel List with Highlighted Plus Button Screen



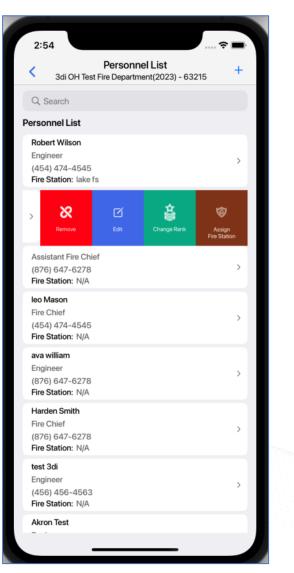
## The Add Personnel screen will be visible where you can add personnel's data, address, etc.

<	Add Personnel	=	<ul> <li></li> </ul>	Add Personnel	=
ank*			Existing		
Select		$\sim$	New		
xisting or new co	ontact*		First Name*		
Existing					
New			Last Name*		
irst Name*					
		í	Personnel ID*		
ast Name*			Current inter		
			Supervisor		$\sim$
ersonnel ID*			Date of Joining		
upervisor					
apervisor		$\sim$	OFIRS Conta	act	
ate of Joining					
			Add New	Address	
OFIRS Contact			+ Add Conta	act Details	
	Confirm			Confirm	
OFIRS Contact				act Details	

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

<	Edit	=	<		Edit	E
Rank*			Perso	onnel ID*		
District Chief		$\sim$				
First Name*			Supe	ervisor		
Matt						$\sim$
Last Name*			Date	of Joining		
Buttler						
Personnel ID*				OFIRS Contact		
			0	Add New Addr	222	
Supervisor			Ľ	, laurien , lauri		
		$\sim$	C	ommunication	Type: Email	PRIMARY
Date of Joining			Er	mail: mattbuttler	70@3diemail.com	
OFIRS Contact						
Add New Address			E	dit   Dele	te	
		_				
Communication To			0	Add Contact D	etails	

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

Edit Personnel screen

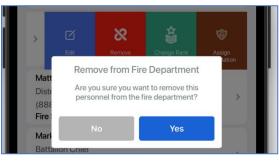


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## 3.2.12.3 Remove Personnel

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

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



Remove from Fire Department confirmation pop-up

## 3.2.12.4 Change Rank

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

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

12:02 Personnel List + Test fire department of 3di systems - 48752	Change Rank	×
Q Search Personnel List	Select Rank*	Fire Chief 📎
Remove		Submit
abc xyz	(888) 888-8888	/

Figure 46: Personnel with Highlighted Change Rank

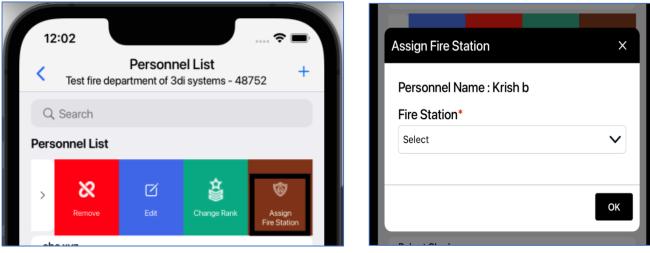
Figure 47: Change Rank pop-up



## 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



# 3Di

## 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:

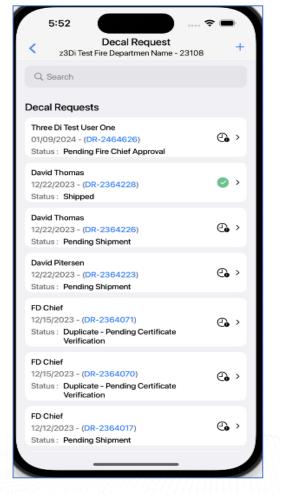
**Step 1:** Log in to the app, select the fire department scroll down, and select the **Decal Requests** section to view the **Decal Requests List**.

6:05		<b>?</b> 🗩
< €98344	3di Test New Fire De	partment $\equiv$
Department Inf	formation	ľ
# of Volunteer	Fire Fighters	1
EMS Transpor	ting Agency	Yes
Are you a Fire	District?	Yes
Fire Station		
Fire Station		5>
Additional Info		
Apparatus		8>
Personnel		23>
Registration C	ases	18>
Decal Reques	ts	12>
Jurisdiction		
Jurisdiction		1>
Associated Ver	ndor Info	
Associated Ve	endor Info	2>
Documents		
Documents		6>
Change Log		
Change Log		134 >

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.

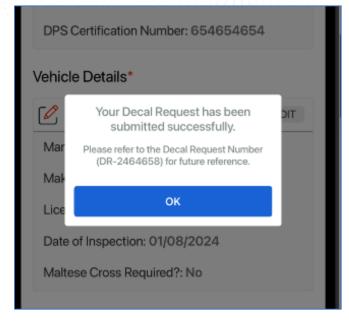
- Contact details such as first name, last name, email, and phone number.
- Issuing Year
- **DPS Certification number** Firefighter/EMS certification number from the Department of Public Safety.
- Vehicle Details such as manufacturing year, make and model, license plate number, and date of vehicle inspection.



5:54		🕈 🖿
<	Decal Reques	st ≡
Vehicle Own	er Details*	0
Ontact	t	VIEW
Application [	Details*	
🖉 Applica	tion Details	ADD
Vehicle Deta	ils*	
🖉 Vehicle	Details	ADD
Department	Comments	
	0 of t	500 characters used
	Submit	
		_

**Request Decal Form** 

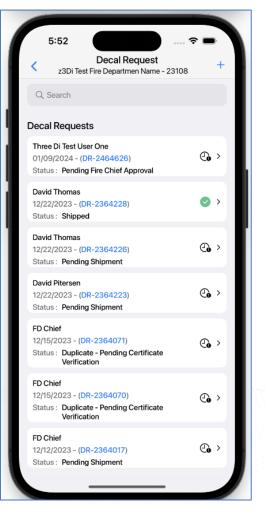
Step 4: Upon submission, the system will provide the confirmation message.



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.

10:45	•
Test fire department of 3di system	=
Department Information	Í
Per Call	40
# of Volunteer Fire Fighters	40
EMS Transporting Agency	No
Are you a Fire District?	No
Fire Station	
Fire Station	12>
Additional Info	
Apparatus	18>
Personnel	27>
Registration Cases	21>
Decal Requests	22>
Jurisdiction	
Jurisdiction	1>
Associated Vendor Info	
Associated Vendor Info	>
Documents	
Documents	8>
Change Log	

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.

6	:06 🗢 1		6:06	· · · · · ? ■
	Fire Station	+	<	Fire Station
Sea	rch		Q Search	
	Jeffersonville Fire Station - 785 Phone : (565) 656-5656 Type: Mostly Career Email : mattbuttler@3diemail.com Occupied : Yes ✓ US	>	Pho Type Ema	n: Mostly Career II : mattbuttler@3diemail.com upied : Yes
	Fire Station 123 - 123         Phone :       (888) 888-8888         Type :       Mostly Career         Email :       test@3diemail.com         Occupied :       Yes         ✓ N/A	>	n 123 - 123 (888) 888-8888 Mostly Career isst@3diemail.co Yes	
P.M.	5555-FireStation - 999         Phone :       (999) 999-9999         Type:       Mostly Career         Email :       test@gmail.com         Occupied :       Yes         ✓       5555 Transportation Boulevard Garfield Heights OH 44125 US	>	Pho Type Ema Occ	Mostly Career
-	Far Hills Avenue Fire Station - 560 Phone: (565) 656-5656 Type: Career Email: pdohio@3diemail.com Occupied: Yes ✓ US	>	Pho Type Ema	e: Career il : pdohio@3diemail.com upied : Yes
	Seward Fire Station - 895 Phone: (565) 656-5656 Type: Career	->	Sev Pho Type	

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.

< Add Fire Stat	on	
ID*	Enter	
Address*		
C Enter a location		
Fire Station Name*	Enter	
Phone	Enter	
Email	Enter	
Туре	Select >	
Occupied	Select >	
Submit		
Submit		

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.

ID*	67	
Address*	0/	
124 Conch St Holden B	each NC 28462 US	
Fire Station Name*	test	
Phone	(363) 636-3636	
Email	test@gmail.com	
Туре	Mostly Volunteer >	
Occupied	Yes >	
Sul	omit	

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.





## 5.2.1 Address

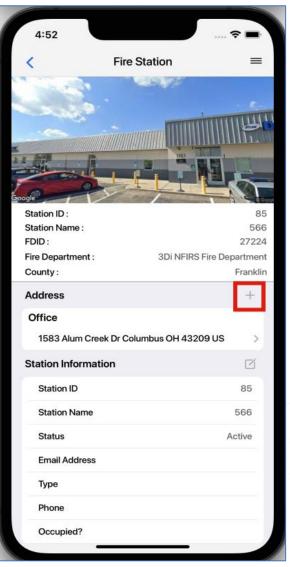
The OFIRMS systems allow multiple addresses (mailing, Office, and PO box) for the fire station.

<	Fire Station	=	< Fire	Station =
			Address	+
			7844 Kingland Drive OH	45069 US >
	Sony, we have no imagery here.		Station Information	Ø
			Station ID	123
			Station Name	Fire Station 123
ද්දයාව		In case of the second se	Status	Active
Station ID : Station Name :	Cardington Fire Dep	03485	Email Address	test@3diemail.com
FDID : Fire Department	z3Di Test Fire Departm	23108 en Name	Туре	Mostly Career
County :		Adams	Phone	(888) 888-8888
Address		+	Occupied?	Yes
Mailing Addre	ess		Additional Info	
123456 Wate	er House Lead SD 57754 US	>	Apparatus	5>
Office			Personnel	>
7844 Kinglar	nd Drive OH 45069 US	>	Drill Nights/Training	2>
Station Inform	nation		Hydrants	5>
Station ID		123	Equipment	17 >
Station Name	e Fire Station	n 123	High Risk Property	2>
Status	A	ctive	Change Log	
Email Addres	test@3diemail	Loom	Change Log	58>
Туре	Mostly C	areer	onunge Log	,

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.

<	Fire Station	=	< Fire S	tation =
			Address	+
			7844 Kingland Drive OH 4	15069 US >
	Sony, we have no inegery here.		Station Information	ď
			Station ID	123
			Station Name	Fire Station 123
ngia		COLUMN TWO IS NOT	Status	Active
Station ID : Station Name :	Cardington Fire Depar	ntment 03485	Email Address	test@3diemail.com
FDID : Fire Department :	z3Di Test Fire Departmen	23108	Туре	Mostly Career
County:		Adams	Phone	(888) 888-8888
Address		+	Occupied?	Yes
Mailing Address			Additional Info	
123456 Water Ho	ouse Lead SD 57754 US	>	Apparatus	5>
Office			Personnel	
7844 Kingland Dr	ive OH 45069 US	>	Drill Nights/Training	2>
Station Informatio	n	Ø	Hydrants	5>
Station ID	1	23		17>
Station Name	Fire Station 1	23	Equipment	
Status	Acti	ive	High Risk Property	2>
Email Address	test@3diemail.co	om	Change Log	
Туре	Mostly Care	eer	Change Log	58>

Address and Station Information screen on Fire Station Detail screen



## 5.2.3 Apparatus

The station apparatus is listed under this section.

6:56	Apparatus List	
z3D	i Test Fire Departmen Name	
Q Search		
Apparatus List		
99900 EMS - (Truck or Status: Active Fire Station:	aerial) 482 - 3Di Test Fire Station 01	>
55555 EMS - (Ground f Status: Active	ire suppression, other)	>
	482 - 3Di Test Fire Station 01	
test1 Suppression - (E Status: Active Fire Station:	Engine) 482 - 3Di Test Fire Station 01	>
Status: Inactive	Other apparatus/resource) 482 - 3Di Test Fire Station 01	>
1234 Suppression - (1 Status: Active Fire Station:	fruck or aerial) 482 - 3Di Test Fire Station 01	>
45454 N/A - (Truck or a Status: Active Fire Station:	erial) 482 - 3Di Test Fire Station 01	>

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 <u>Apparatus</u> section and My Fire Department

## Actions:

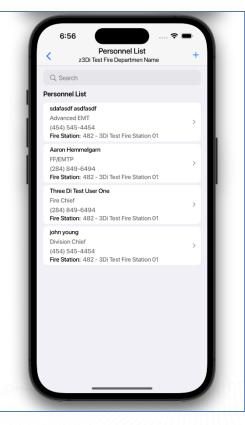
- Add Apparatus Maintenance Info: Refer to Add Apparatus Maintenance
- Engine Check: Refer to Engine Check
- Inactive: The action will change the apparatus status to inactive. The inactivated apparatus is not available for selection while reporting an incident using the OFIRMS portal/mobile app.



## 5.2.4 Personnel

3Di

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 "+" lcon 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.

6:57	<b>○</b>	
< D	rill Nights/Training (4)	+
Q Search		
Category :	Business meeting	
Type :	Drill	
Date :	12/01/2023	
Time (Start - En	d): 11:45 - 11:45	>
CEU :	N/A	
Trainer :	Brian Chitester, David Young	
External Trainer	: N/A	
◀ 3125 Olenta	angy River Rd, Columbus, OH 43202	USA
,		
Category :	EMS Drill	
Type :	Drill	
Date :	11/30/2023	
Time (Start - En	d): 19:37 - 20:37	>
CEU :	N/A	
Trainer :	Alex Thomas	
mainer.		
External Trainer	: N/A	
External Trainer	: N/A vood Rd, Columbus, OH 43212, USA	
External Trainer		
External Trainer 1234 Steelv	vood Rd, Columbus, OH 43212, USA	
External Trainer 1234 Steelw Category : Type : Date :	wood Rd, Columbus, OH 43212, USA EMS Drill Drill 11/30/2023	
External Trainer 1234 Steelw Category : Type : Date :	vood Rd, Columbus, OH 43212, USA EMS Drill Drill	```````````````````````````````````````
External Trainer 1234 Steelw Category : Type : Date :	wood Rd, Columbus, OH 43212, USA EMS Drill Drill 11/30/2023	
External Trainer 1234 Steelw Category : Type : Date : Time (Start - En	vood Rd, Columbus, OH 43212, USA EMS Drill Drill 11/30/2023 d): 16:45 - 17:45	
External Trainer 1234 Steelw Category : Type : Date : Time (Start - En CEU :	eMS Drill Drill 11/30/2023 d): 16:45 - 17:45 N/A Alex Thomas	
External Trainer	eMS Drill Drill 11/30/2023 d): 16:45 - 17:45 N/A Alex Thomas	

Drill Nights/Training grid on Fire Station Detail Screen

	ing	Add Drill / Tra	anning
		Category*	Selec
Total Duration	Enter	Type*	
Location		Classroom	
C Enter a location		Drill	
Comment		CEU(Continuing education Units)	Ent
Enter here		Date*	MM/DD/YYY
		Start time*	HH:MN
0 of	500 characters used	End Time*	HH:MN
Training Material	$\oplus$	Total Duration	Ent
Taliana fam Danatarant	(+)	Location	
Trainers from Department	Œ	C Enter a location	
Other Trainers	€	Comment	
Department Attendees	€	Enter here	
Other Attendees	€	C	) of 500 characters us

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.

6:58		- N	6:58		🗢 🚍
<	Hydrants (7)	+	<	Hydrants (7)	Q +
Q, Search			Ann Arbor	Detroit	Chatham
Hydrant Number Hydrant Status : Last Inspection I Fire Station : Main Size : Shape :	Needs Repair	>		W indsor * Toledo	Clevel
Hydrant Color :				OHIO	督 Akron
Hydrant Number Hydrant Status : Last Inspection I Fire Station : Main Size : Shape : Hydrant Color : ✓ 1246 Steelw	Date: N/A 3Di Test Fire Station 01 N/A N/A	5	Dayton	Ma olumbus	nsfield
Hydrant Number Hydrant Status : Last Inspection I Fire Station : Main Size : Shape : Hydrant Color : ◀ 1345 Londor		> 43137 US	Cincinnati	Wayne National Forest	R
Hydrant Number Hydrant Status : Last Inspection I Fire Station :			fortune noton Esri, HERE, Garmin, I	FAQ, NOAA, USGS, EPA, NF	C ton
Map View	O Sync		List View		⊖ Sync

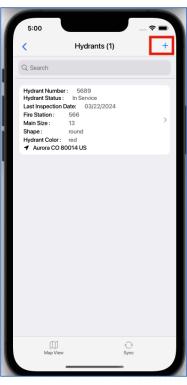
Hydrant List and Map view of Hydrants on Fire Station detail screen



## 5.2.6.1 Add New Hydrant

3Di

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



Hydrants List Screen with Highlighted add option



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Add Hyd	rent		- dramt
Add Hyd	ant	< Add Hy	drant
Hydrant Number	Enter	Address*	
		C Enter a place	
Willard Main 읒		Lat	Ent
165		Long	Ent
Google		Fire Station 482	2 - 3Di Test Fire Station O
Address*		Hydrant Status	Selec
C Enter a place		Main Size	Selec
Lat	Enter	Last Inspection Date	MM/DD/YYY
Long	Enter	GPM AT 20 PSI	Ent
Fire Station 482 -	3Di Test Fire Station 01 >	Shape	Ent
Hydrant Status	Select >	Hydrant Color	Ent
Main Size	Select >	Comments	
Last Inspection Date	MM/DD/YYYY >		
GPM AT 20 PSI	Enter	Enter here	
Shape	Enter		
Hydrant Color	Enter		0 of 500 characters us
Comments		Sub	mit
Enter here			

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.

0	Hydrar	nts ≡
	FDID	23108
	Fire Department Name	z3Di Test Fire Departmen Name
	Fire Station	Fire Station 123
	Hydrant Number	N/A
	Hydrant Status	In Service
Ad	dress	
	420 Hoyt Street 98 NY 11231	IUS
	1222 2333 233333 OH 233	33 US
	12 12 122 OH 1222 US	
	0 0Ту ууу OH ууу US	
	12 12 12 OH 11112 AS	
	98 98 98 OH 98989 US	
Hy	drant Inspection	
	Hydrant Inspection	9>

#### Hydrant Detail Screen

## 5.2.6.3 Add Inspection

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

Google	10 Go
Hydrant Number :	N/A
Fire Station :	Fire Station 123
Fire Department Name :	z3Di Test Fire Departmen Name
FDID :	23108
Hydrant Status :	In Service
Address	+
420 Hoyt Street 98 NY	11231 US >
1222 2333 233333 OH	23333 US >
12 12 122 OH 1222 US	>
0 OTy yyy OH yyy US	>
12 12 12 0H 11112 AS	
Sele	ct action
Add Ir	nspection
Ca	ancel
—	

Add Inspection on Hydrant Detail screen



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

< Ad	ld Inspection	=
Inspection Date*		
Inspection Time*		
(Required)		
Status*		
(Required)		$\sim$
PRESSURES		
PRESSURES	Α	DD
Condition		
		$\sim$
Comments		
	0 of 3000 character	's usec
	Submit	

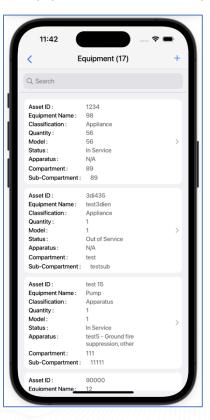
Add Hydrant Inspection screen

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

< Hydrant Info	=	🧹 н	drant Inspection (1)
		Q Search	
		Hydrant Numbel Inspection Date Inspection Time Status : Static : Residual:	04/03/2024
Hydrant Number :	test	Flowing:	wwww
Fire Station :	test77	Condition: Comment :	Fair Wwww
Fire Department Name : Test fire department		Gonalient.	- 7 41 49 14
FDID : Hydrant Status :	48752 In Service		
Hydrant Inspection	1>		
General Action			() Action

## 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.

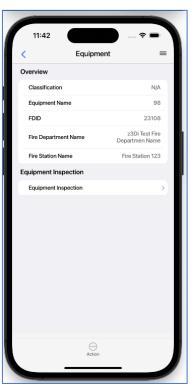
11:42		
<	Add Equipment	
Asset ID		Enter
Classification*		Select >
Equipment Nan	ne*	Select >
Quantity		Enter
Model		Enter
Status*		
Out of Ser	vice	
Repair nee	ded	
Apparatus		Select >
Personnel		Select >
	Submit	

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

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

Overview	uipment Info 🛛 🗮
Classification	N/A
Equipment Name	12
FDID	23108
Fire Department Nar	ne z3Di Test Fire Departmen Name
Fire Station Name	Fire Station 123
Equipment Inspection	n
Equipment Inspectio	n >
	Select action
	Inspection

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.

1:36		
< Ad	d Inspection	=
Date of Inspection	۱*	
Required)		~
Classification		·
Jacomedici		~
Comments		
	0 of 3000 chara	acters used
ocuments		_
Photo		_
+ Add Photo		- 1
		J
_		

## 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 "+" lcon and provide details such as Location, Risk Type, and Status.

Fire Station	Add Property Fire Station 123 - 123	
	Main Se	
Google Location*		
C Enter a locatio	n	
Status*	Select >	
Risk Type		
Enter here		
	0 of 100 characters used	
	Submit	
		2204

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.



1:38			<b>∻</b> ■
<	High Risk Prop	perty (2)	+
Q Search			
Risk Type : Status :	testing In normal use US		>
st cant and secured Y 10065 US	>	C2 Edit	Delete
Map Vie	9W 	⊖ Sync	

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



5.2.8.2 Delete High-Risk Property

3Di

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.

	11:08	·····	
	Q Search		
	normal use > C r Columbus OH 43218 US Edit	Delete	
	Delete HighRisk Are you sure you want to delete this recorre	1?	
	No Yes		
-			
	Map View Sync		

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.

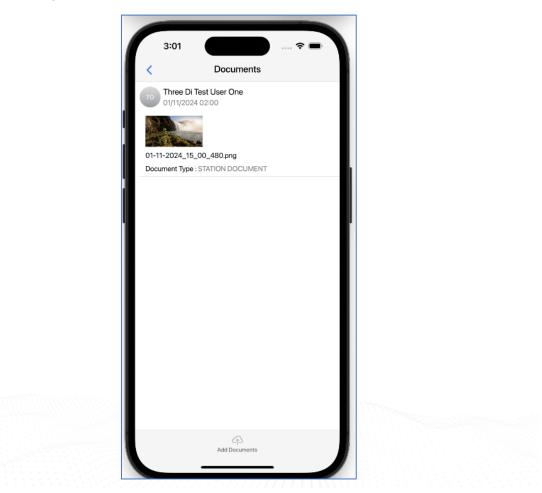
Fire Station	Fire Station 123 - 123	
St. Catherine's Ne Park prks	ew g-Presbyterian / Ill Crnell Medical Ctr	
Googlearking P	The	
Location*	IY 10065 US	
Status*	Vacant and secured >	
Risk Type		
test		
	4 of 100 characters used	
	Submit	In

Edit High-Risk property screen



### 5.2.9 Documents

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

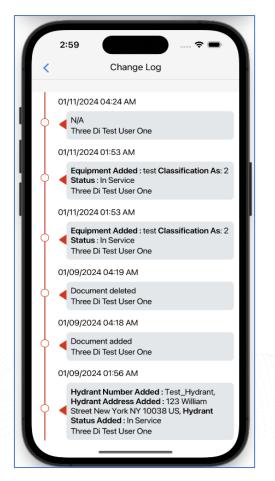


Documents section on Fire Department Detail screen



### 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)

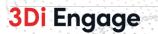
Note: When a user logs in for the first-time, the application fetches the last 30 days data from the current date.

### 6.1.1 Incident List:

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

6:20 🗢 🗖		
Incidents (100) ♀ ♀ ♀ ♀ ♀ ♀ ♀ ♀ ♀ ♀ ♀ ♀ ♀ ♀ ♀ ♀ ♀ ♀	=	
1 My Incidents All Incidents		
Q Search	2	
4016397 (Building fire 111) Incident Date: 02/22/2024 ✓ N/A Draft	>	
4016388 (Building fire 111) Incident Date: 02/21/2024 ✓ N/A Draft	>	
4016380 (Building fire 111) Incident Date: 02/01/2024 ✓ N/A Draft	>	
4016384 (Overpressure rupture of air or gas pipe/ pipeline 221) Incident Date: 02/21/2024	>	
4016383 (Malicious, mischievous false call, other 710) Incident Date: 02/21/2024 ✓ N/A Draft	>	
4016379 (Fire in mobile prop. used as a fixed struc., other 120) Incident Date: 02/21/2024 ✓ N/A Map View 3 Filter Sync + Create Incide	> nt	

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.

	4013820 (Tras contained 118)		n fire,		>
	Incident Date: 11				
	✓ Fargo, OH 433 Submitted	34,05			
	4014639 (Buil	lding fire 111	)		>
	Incident Date: 0	1/08/2024			
	✓ 5567 Randolpl	h Boulevard, San	Antonio, TX, L	ISA	
	Draft				_
•	0000000 (No	Activity 0)			>
l `		2/28/2013			
	Incident Date: 0				
	Incident Date: 0	Y	$\ominus$	+	
	Incident Date: 0	Filter	⊖ Sync		nt
		T	€) Sync	 Create Incider	nt

Incident Dashboard with New Incident button highlighted



< New Incident Incident Type*	
	=
Q. Search incident id, incident name, or desc	cription.
types 1- Fire	>
2 - Overpressure Rupture, Explosion, Overheat(no fire)	>
3 - Rescue & Emergency Medical Service Incid	ident >
4 - Hazardous Condition (No Fire)	>
5 - Service Call	>
6 - Good Intent Call	>
7 - False Alarm & False Call	>
8 - Severe Weather & Natural Disaster	
9 - Special Incident Type	>
Report No Activity	J

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.

Basic 12 Apparatus /	Personnel 1 Fire	A - Basic Information 2
- Basic Information 🙎	~	B - Location Type 🚺
	All (*) are required fields	C - Incident Type 🥪
A Basic Information * (i)		D - Aid Given and Received 🚺
FDID*	Select >	
Incident Number*	4014722	E1 - Dates and Times (3)
Exposure*	000	E2 - Shifts and Alarms
Incident Date*	MM/DD/YYYY >	E3 - Special Studies 🥑
Station	Enter	
Save	Submit	F - Action Taken 🚺
		G1 Resources 🥪
		G2 - Estimated Dollar Losses and Values
		H1 - Casualties 🥪
5	<b>A</b>	H2 - Detector 🥪
Reset	Documents	

Create Incident screen



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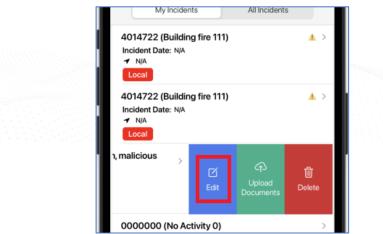
- 1. The highlighted horizontal scroll bar describes sections within the module. Click on the module name.
- The section lists incident modules. Click on the module name to see module-specific details. Based on the selected incident type, the system will list only applicable modules. E.g., in the above 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.



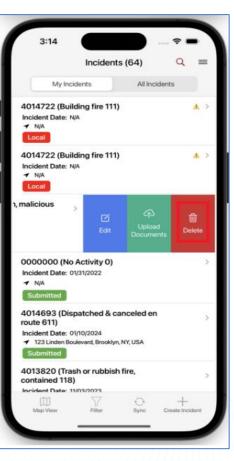
A - Basic Information ♥ All (*) are required fields A Basic Information * ③ FDID* 23108 > State* OH > Incident Number* 4013802 Exposure* 000 Incident Date* 10/20/2023 > Station Enter Save Submit →	Basic 2	Apparatus / Pe	ersonnel 📀	Fire
A Basic Information * () FDID* 23108 > State* OH > Incident Number* 4013802 Exposure* 000 Incident Date* 10/20/2023 > Station Enter	A - Basic II	nformation 🥪		~
FDID*       23108 >         State*       OH >         Incident Number*       4013802         Exposure*       000         Incident Date*       10/20/2023 >         Station       Enter	A Pagia In	formation t	All (*) are require	d fields
Incident Number* 4013802 Exposure* 000 Incident Date* 10/20/2023 > Station Enter			231	08 >
Exposure* 000 Incident Date* 10/20/2023 > Station Enter	State*		(	C HC
Incident Date* 10/20/2023 > Station Enter	Incident Nu	ımber*	4013	802
Station Enter	Exposure*			000
		ite*		
Save Submit >	Station		E	nter
		Save	ubmit	<b>→</b>



5

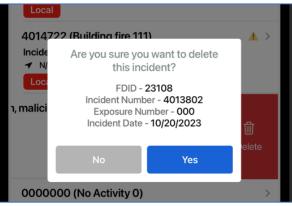
# 6.4 Delete Incident

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

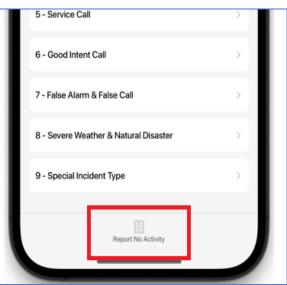
- Add Exposure action will be available only when...
- The incident with exposure number 000 and
- The incident type is 100x series.





# 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

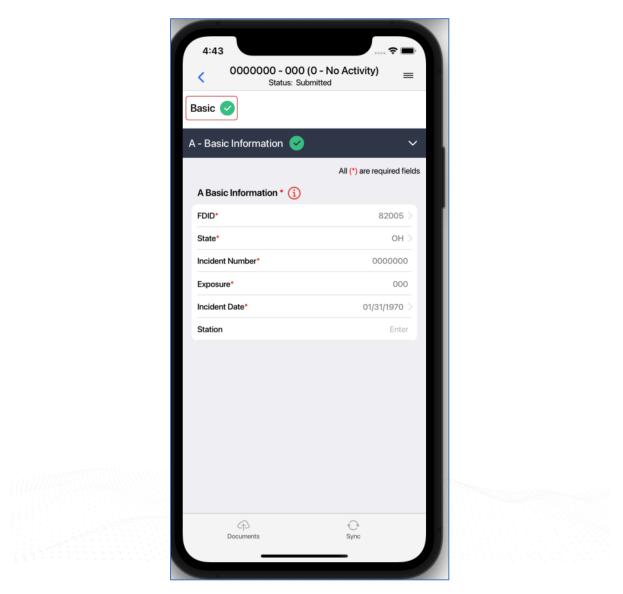
Provide FDID, Month, and Year of No Activity.

No Activity	×	
FDID*		
Select	$\checkmark$	
Month*		
ММ		
Year*		
ΥΥΥΥ		
	Submit	

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



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# 7 Incident Modules

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

# 7.1 Basic

7.1.1 A. Basic Information

3:18 < <sup>n, malicion</sup>	us false alarm) Status: Draft	4013802	-	
Basic 2	Apparatus / Perse	onnel 📀	Fire Se	
A - Basic Inform	mation 🥪		~	
		All (*) are require	ed fields	
A Basic Inform	nation * 🚺		_	
FDID*			08 >	
State*			он >	
Incident Number	r*	4013	- 8	
Exposure*		10/20/20	000	
Station			inter	
(	Save Subm		<b>→</b>	
5 Reset	Documents	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.



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nnel 1	
Street addr	ess >
	Ŭ
	Ŭ
Yası ernational Mar	F H min 🗣
)H 43231, US	A
5555	5 (1)
Cleveland	d (j)
E	Enter
Sel	ect >
جک	
	DH 43231, US 5555 Cleveland E Sel

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.



4:10 - Building fire) 4014 Status: Local	<b>?</b> ■			00 (111 - Building fire) tatus: Local	_
Basic 🕕 Apparatus / Pe	rsonnel 1 F	ire 🌔 🛛 Bas	ic 🕕 Appa	ratus / Personnel 🕕	Fire
B - Location Type 🥑		∼ Г	Location Type(	<b>9</b>	~
	All (*) are required f	ields		All (*) are requir	ed field
B Location * (i)			reet address		
Location Type*	Street address		efix	Sel	lect >
Street address		Su	ffix	Sel	lect >
		F	reet Type	Ave	nue >
Huntingto Gateway Center		H Cit	ty*	-> Colun	nbus
U.	Yasmin	C	ate*	→ он	) (i
Google	International Market		ounty*	-> Fran	klin >
Street Address*	us. OH 43231. USA	Zij	o Code*	→ 43	3231
Number/Milepost	-> 5555 (		ensus Tract	E	Enter
Street or Highway*	Cleveland	Di	strict		10 🗧
Apt./Suite/Room	Ente	Zip	o add-on codes	E	Enter
Prefix	Select	- I I I	← Sav	ve Submit	→
5	Cp. Documents		5 Reset	<b>P</b>	

#### Location Type section



7.1.3 H1. Causalities

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4:38	····. ?	- 7	
< 4014722	- 000 (111 - Building fire) Status: Local	=	
Basic 10 Ap	paratus / Personnel 🚺	Fire	
H1 - Casualties	<b>9</b>	$\sim$	
	All (*) are require	ed fields	
H1 Casualties *			
Casualties?			
None None			
Fire Service			
Deaths		0	
Injuries		1	
Civilian			
Deaths		0	
Injuries		1	
←	Save Submit	→	
Boost	Documente		
<u> </u>	Enter	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:

Close	Add Casualty			
Casualty <i>#</i> 001	First Name	Last Name		
+ Add New				
			11200	
	Cancel Ad	d		

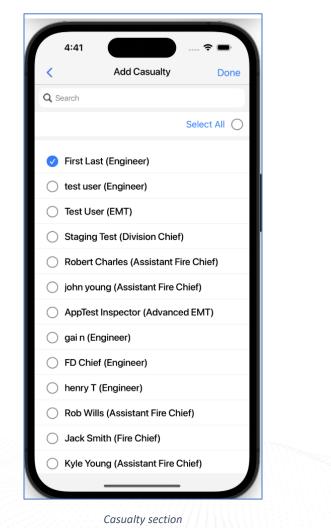
• Total fire service casualties (Deaths and Injuries) indicate the total number of expected records under the Fire Service Causality module.



<b>`</b>	Status: Local	
Basic 16	Apparatus / Personnel	1 Fire
H1 - Casualt	iies 🥑	~
	All (*) are	required fields
H1 Casualt	es*	
Casualties	?	
None		
Fire Service	)	
Deaths		0
Injuries		1
Civilian		
Deaths		0
Injuries		1
F	Save Submit	→
Ś	)	

3Di Engage

Selecting personnel records for the Fire Service Causality module:





# 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 <u>Apparatus</u> section.

4:42
<pre></pre>
Q Search
55555-Ground fire suppression, other
201-Other apparatus/resource
○ 3dits-Truck or aerial
1023-Aircraft, other
O 99999-Engine
O 78-Other apparatus/resource
○ tes-Aircraft, other
850-Truck or aerial
O 66-Truck or aerial
99900-Truck or aerial
O 55566-Engine
102-Truck or aerial
103-Fire boat with pump
<ul> <li>test5-Ground fire suppression, other</li> </ul>

Selection Apparatus



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

4:43		÷ - )
< O (111 - Building Statu	ire) 4014722 a: Local	2- ≡
Basic (14) Apparate	ıs / Personnel 🧃	Fire (
Apparatus & Personne	4	~
	All (*) are re	equired fields
201-Other apparatus/ resource(Suppression	- 0 Actions - 0	^
Same as alarm date		
Arrival* MM/I Arrival Date/Time is require	D/YYYY	:MM 🕑
Same as alarm date		
Enroute to Hospital	D/YYYY	:MM 🕑
Same as alarm date		
Arrival to Hospital MM/I	D/YYYY 📾 HH:	MM O
Same as alarm date		
Clear* MM/I Clear Date/Time is required	D/YYYY	:MM 🕑
5 Reset	Documents	

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.

Status: Loca	ire 🚺 Structure Fi	
B - Property Details 3	~	
ט רוטףכו נץ טכנמווס	All (*) are required fields	
B1 Number of residential uni	ts	
Not Residential		
Residential		
Please select Not Residential or Re	esidential	
B2 Number of buildings invo	lved	
Buildings not Involved		
Buildings Involved		
Please select Buildings not Involve	ed or Buildings Involved	ma
B3 Acres burned (outside fin	es)	
O None		
Less than One Acre		
More than One Acre Please select one		
5	Â	

Fire Module Screen



### 7.3.1 E1. Cause of Ignition

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• **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.

4:44	🕆 🖃	
< 4014722 - 000 Status: I	(111 - Building fir =	
ratus / Personnel 🚳 🛛	Fire 13 Structure Fire	
E1 - Cause of Ignition	> ×	
E1 Cause of Ignition *	All (*) are required fields	
Cause of Ignition*	1- Intentional >	
← Save	Submit	
		11111
S Reset	Cp Documents	
Fire Module, Co	ause of Ianition	



### 7.3.2 Local Use

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

4:44	
(re) 4014722 - 000 (111 - Buildin	
< Ire) 4014722 - 000 (111 - Buildin = Status: Local =	
ratus / Personnel 4 Fire 13 Structure Fire	
For Local Use 🥪 🗸 🗸	
All (*) are required fields	
Pre-Fire Plan Available	
Reports Attached	
Upload Documents	
Notes	
Enter a description	
0 of 1000 characters used	
← Save Submit →	
C Save Submit 7	
S P Reset Documents	
Local Use section	
Cancel Add Documents Upload	
Document Type*	
Select	
Add Note	
Enter a description	
Select files (.doc,.docx,.pdf,jpg,jpeg,.png,xls,.xlsx,.pst)	
	1
Add Documents pop-up	



Uploaded documents shall be displayed on the Documents list.

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# 7.4 Structure Fire

### 7.4.1 M1. Presence of Automatic Extinguishing

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

				ructure	Fire	
	Presence nguishing S	of Automat System			~	
			All (*)	are requi	red fields	
	Presence o tinguishing	f Automatic System				
	1- Present	←				
0	2- Partial sy	stem present				
0	N- None Pre	esent				
0	U- Undeterr	mined				
	← ſ	Save	Submit		→	

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.

Rasic 16	4722 - 000 (111 - Building fire) Status: Local Apparatus / Personnel (1)	≡ Fire ●
		1 110
H1 - Casua	alties 🥑	~
	All (*) are requir	ed fields
H1 Casua	Ities *	
Casualtie	s?	
None None		
Fire Servi	ce	
Deaths		0
Injuries		1
Civilian		
Deaths		0
Injuries		1
÷	Save Submit	→
		_
	5 P	
$\land \lor$	Enter	Done

Civilian Fire Casualty under Basic



# 7.5.1 Add Casualty

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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.

	4:42		···· ÷ •		
	Close	Add Casualty			
	Casualty #	First Name	Last Name		
	001				
1	+ Add New				
I					
				man	
	_				
		Cancel Ad	d		

Add Casualty screen



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

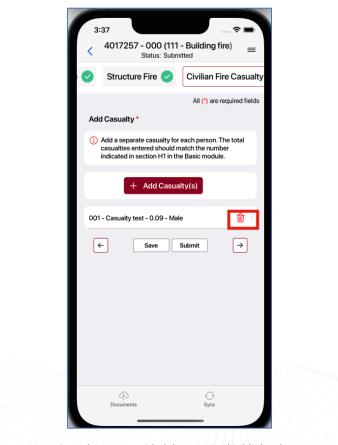
Civilian Fire Casualty				
ratiksha jag tap (Casu	alty Number - 001)			
	All (*) are required fields			
Personnel Details				
First Name	Pratiksha			
MI	Enter			
Last Name	jag tap			
Suffix	Select >			
Gender*				
Female Gender is required.				
D - Age or Date of Birth	·			
Months for infants				
Age				
Age Age is required	Enter			
Date of Birth				
Date of Birth	MM/DD/YYYY >			
E1- Race	Select >			

Casualty screen with civilian detail highlighted on left panel



### 7.5.2 Delete Casualty

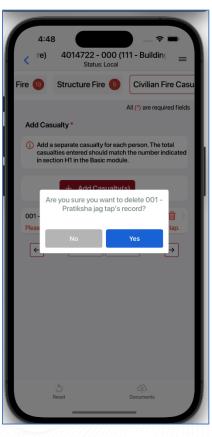
To delete the civilian record from the incident, click on the **Delete icon** beside the civilian name.



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



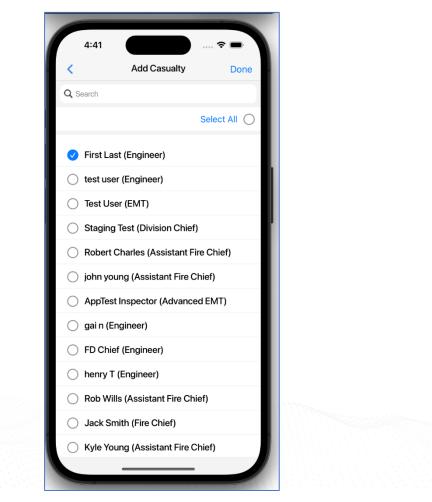
# 7.6 Fire Service Casualty

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.

~
All (*) are required fields
0
1
0
1
omit



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.

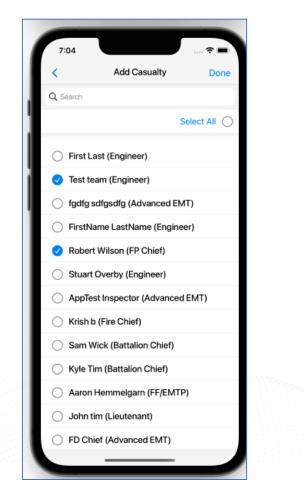


Add Casualty Dropdown



#### 7.6.1 Add Casualty

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

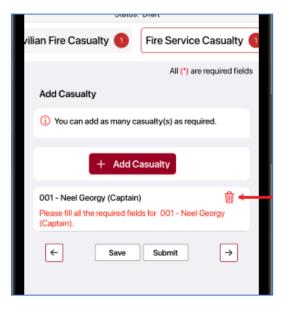


Add Casualty screen with Staff selection highlighted



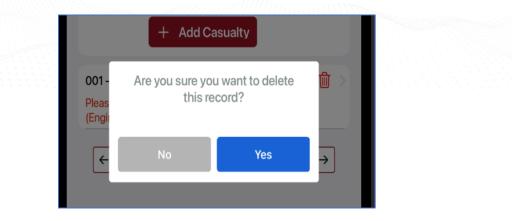
#### 7.6.2 Delete Casualty

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

3Di

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.

Fire Service Casualty	EMS 🥏	Haz
B - Number of Patients	All (*) are required	fields
<ol> <li>You can add as many patient(s)</li> </ol>	as required.	
Total Number or Pat		
001 - 24.0 - Female	Ū	
← Save Sub	mit 🔶	•
Add Patient screen		11123

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

4:52	4:49
< iilding fire) 4014722 - 000 (111 - Status: Local =	< EMS
Fire Service Casualty 🚺 EMS 🥏 Hazi	001 - Patient
All (*) are required fields	All (*) are required f
B - Number of Patients	C- Time Arrived at Patient
<ol> <li>You can add as many patient(s) as required.</li> </ol>	Check if same date as alarm date
Total Number or Patient(s)	Time Arrived at Patient MM/DD/YYYY R HHMM
1 + Add Patient(s)	C- Time of Patient Transfer
	Check if same date as alarm date
001 - 24.0 - Female (1) > (2) > (2) + (2)	Time of Patient MM/DD/YYYY B HH:MM
	D- Provider Impression / Assesment
patient added to incident	Provider Impression / Selec Assessment*
	E1 - Age or Date of Birth
	Months for infants
	Age
	Age Ent
S Contraction Contraction	Date of Birth

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.



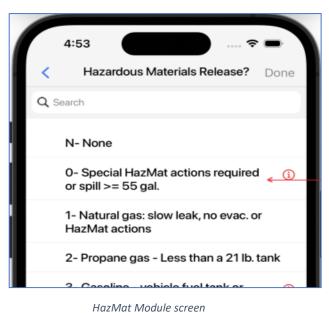
Delete Patient confirmation pop-up



#### 7.8 HazMat

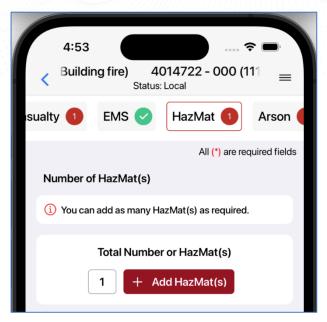
3Di

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".



#### 7.8.1 Add HazMat

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



HazMat Module screen with Add HazMat button highlighted



4:53 Buildin		0014722 - 000 ( s: Local	
sualty 1	EMS 📀	HazMat 🚺	Arson
		All (*) are re	equired fields
	f HazMat(s)		
(i) You car	<ol> <li>You can add as many HazMat(s) as required.</li> </ol>		
(		er or HazMat(s) .dd HazMat(s)	
001 Please fill all	the required fiel	ds for 001.	<u>ل</u>
÷	Save	Submit	$\rightarrow$
	HazM	at screen	

#### 7.8.2 Delete HazMat

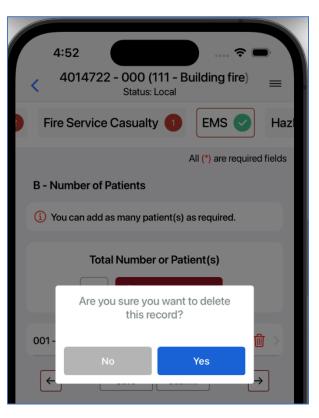
To delete the HazMat record from the incident, click on the delete icon.

-					
ſ	4:53			?	- 1
	< <sup>Buildi</sup>	<b>•</b> <i>i</i>	1014722 - ( s: Local	000 (11	1 =
ISUA	alty 🚺	EMS 🕑	HazMat	1	Arson 🌔
			All (	*) are requ	ired fields
	Number o	of HazMat(s)			
	(i) You ca	n add as many l	HazMat(s) as r	equired.	
		Total Numb	er or HazMa	t(s)	
		1 + /	Add HazMat	(s)	
	001				• ff >
		I the required fie	lds for 001.		
	←	Save	Submit		→

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

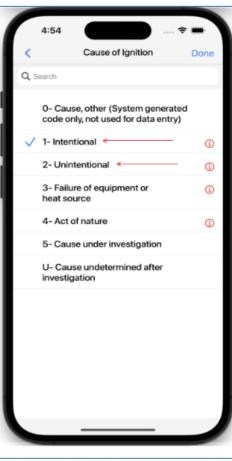
#### 7.9 Wildland Fire

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.

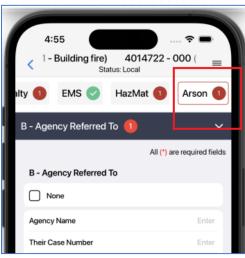


# 3Di

### 7.10 Arson



Fire Module with Cause of Ignition highlighted

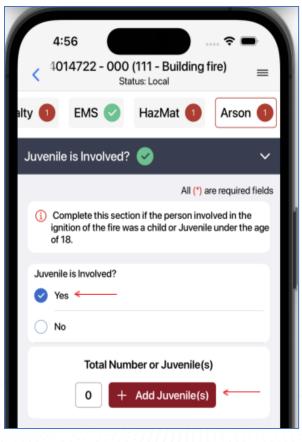


Arson Module screen



#### 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



🖌 Ju	venile Detail	
001-Juvenile		
501-5dvernie	All (11	
	All (*) are required fields	5
M1 - Subject Numb		
Subject Number	001	
M2 - Age or Date o	f Birth	
Months for infant	ts	
🔿 Age		ľ
Age	14.0	
<ul> <li>Date of Birth</li> </ul>		
Date of Birth	01/11/2010 >	
M3 - Gender		
Gender	1- Male 🗦	
M4 - Race		
Race	0- Other, includes multiracial >	
M5 - Ethnicity		
Ethnicity	0- Non Hispanic or Latino	
M6 - Family Type		



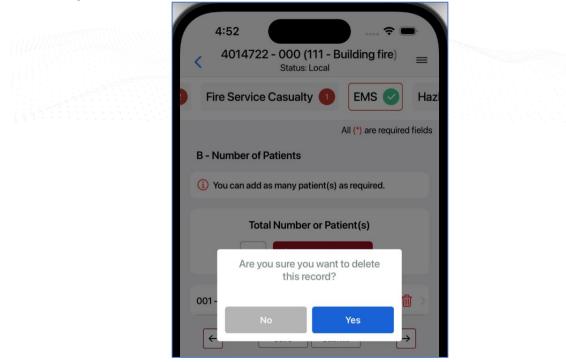
5

#### 7.10.2 Delete Juveniles

Juvenile is involv	ed?
Yes	
◯ No	
	Total Number or Juvenile(s)
1	+ Add Juvenile(s)
001 - Juvenile	
<b>←</b>	Save Submit >
Arson screen w	

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

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.

4:24	le Details =
Basic Information	🖉 Edit
First Name	Three Di
Last Name	Test User One
Address Details	+ Add
Туре	Office
Full Address 6700 University Blvd Dublin	n OH 43016 US
Primary	No
Contact Details	+ Add
Contact Details Email Primary	+ Add 3di.testuser11@gmail.com Yes
Email	3di.testuser11@gmail.com
Email Primary	3di.testuser11@gmail.com Yes
Email Primary Phone	3di.testuser11@gmail.com Yes (888) 888-8888
Email Primary Phone Primary	3di.testuser11@gmail.com Yes (888) 888-8868 No
Email Primary Phone Primary Phone	3di.testuser11@gmail.com Yes (888) 888-8888 No (284) 849-6494
Email Primary Phone Primary Phone Primary	3di.testuser11@gmail.com Yes (888) 888-8888 No (284) 849-6494 Yes

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



4:24		··· ? •
<	Profile Details	=
Emergency Contac	et	+ Add
Full Name		pat
Relation		Parent
Phone1	(7	777) 777-7777
Phone2		
Email		
	Instructor, CE Instru Instructor, Volunt Firefighter I, Firefighte Inspector, Hazard Reco	gency Medica aramedic, EMS ctor, EMS Asst teer Firefighter er II, Fire Safety gnition Officer r, Assistant Fire afety Inspector
OHIO DPS Certification Number	333333333333333333333	
Certification Date		01/09/2024
Expiration Date		12/15/2023
Other Certification		🖉 Edit

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



4:25		🗢 🔲
< Pro	file Details	=
DPS Certification Info		🖉 Edit
Expiration Date		12/15/2023
Other Certification		🖉 Edit
Personal Information		🖉 Edit 🗸
Fire Departments		
Fire Departments		3>
Drill Nights/Training		
Drill Nights/Training		1>
Associated Cases		
Associated Cases		>
Assigned Decals		
Decal Number		TEST05
Year		2024
Vehicle Number		TR-4512
Fire Department	3di Test Fire De	partment - 23108
Decal Number		TEST01
—		

Fire Department and Drill and Training info on My Profile screen

	17
Associated Cases	
Associated Cases	>
Assigned Decals	
Decal Number	TEST05
Year	2024
Vehicle Number	TR-4512
Fire Department	3di Test Fire Department - 23108
Decal Number	TEST01

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

