3Di

Ohio State Fire Marshal

3Di Engage

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

Document version: 1.0

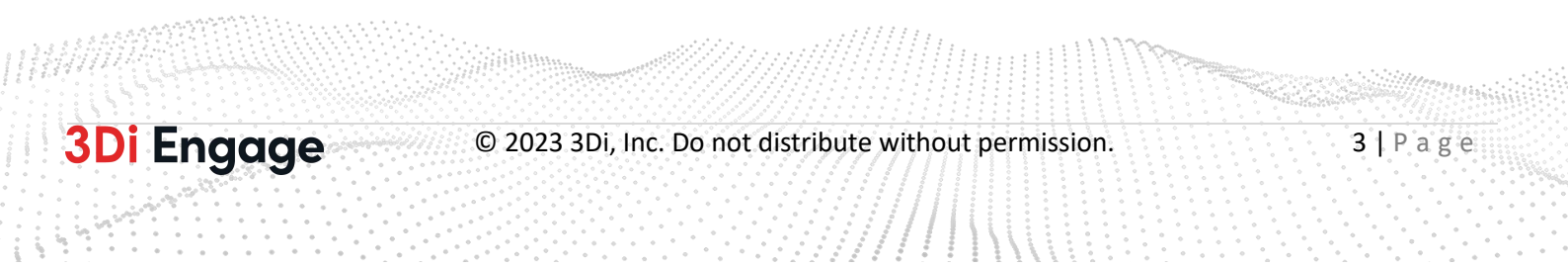**Release date: 10/17/2023**

Table of Content

1   Introduction

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

1.1   Links to Portal and Apps

1.1.1   Production Version

- Web Portal – https://sfmengage.com.ohio.gov

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 portal by clicking the URL below and then click the **Register | Sign in** button.

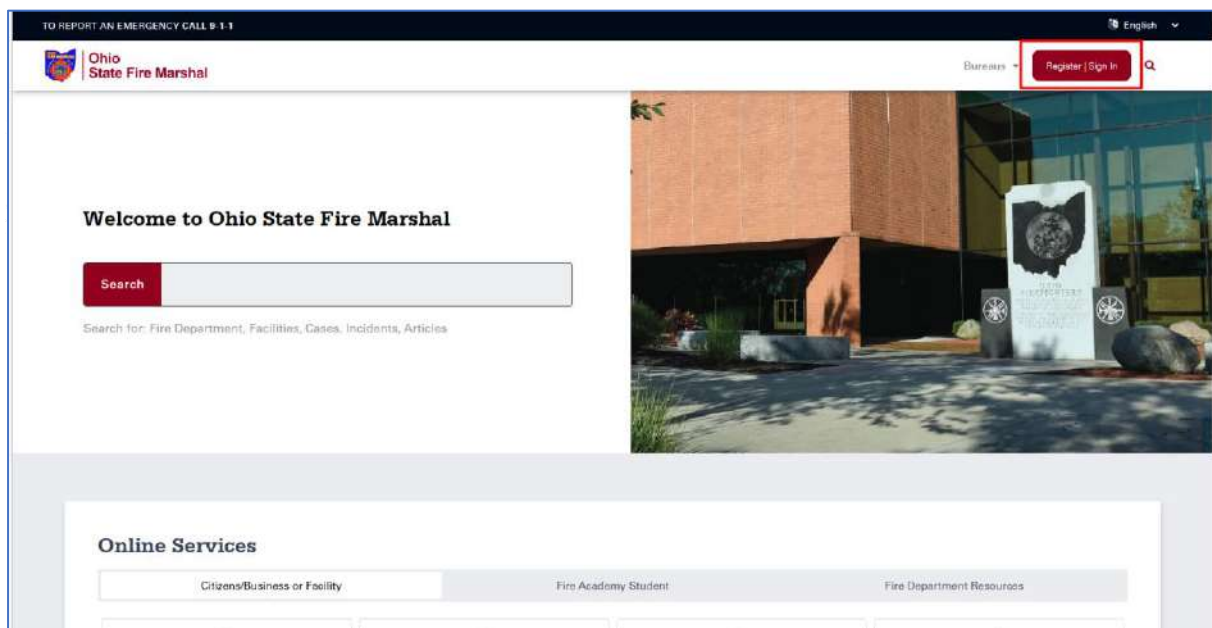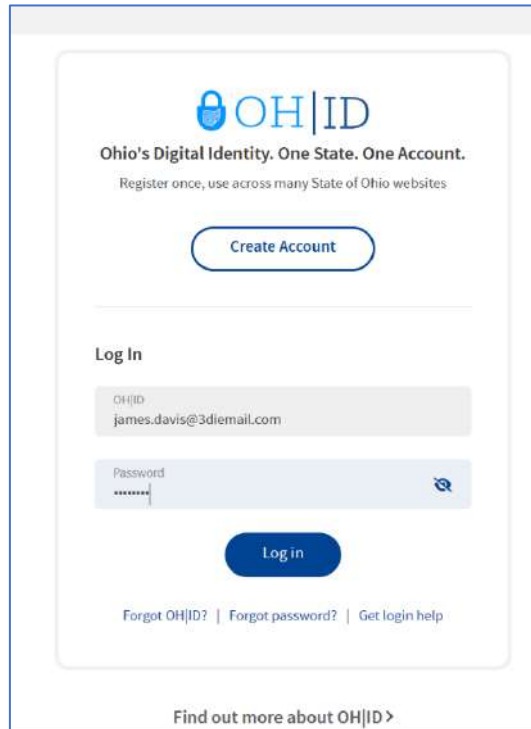- SFM Portal Link: https://sfmengage.com.ohio.gov

Figure 1: Ohio SFM Portal Landing Screen

Step 2: Provide **OHID** credentials and press login.
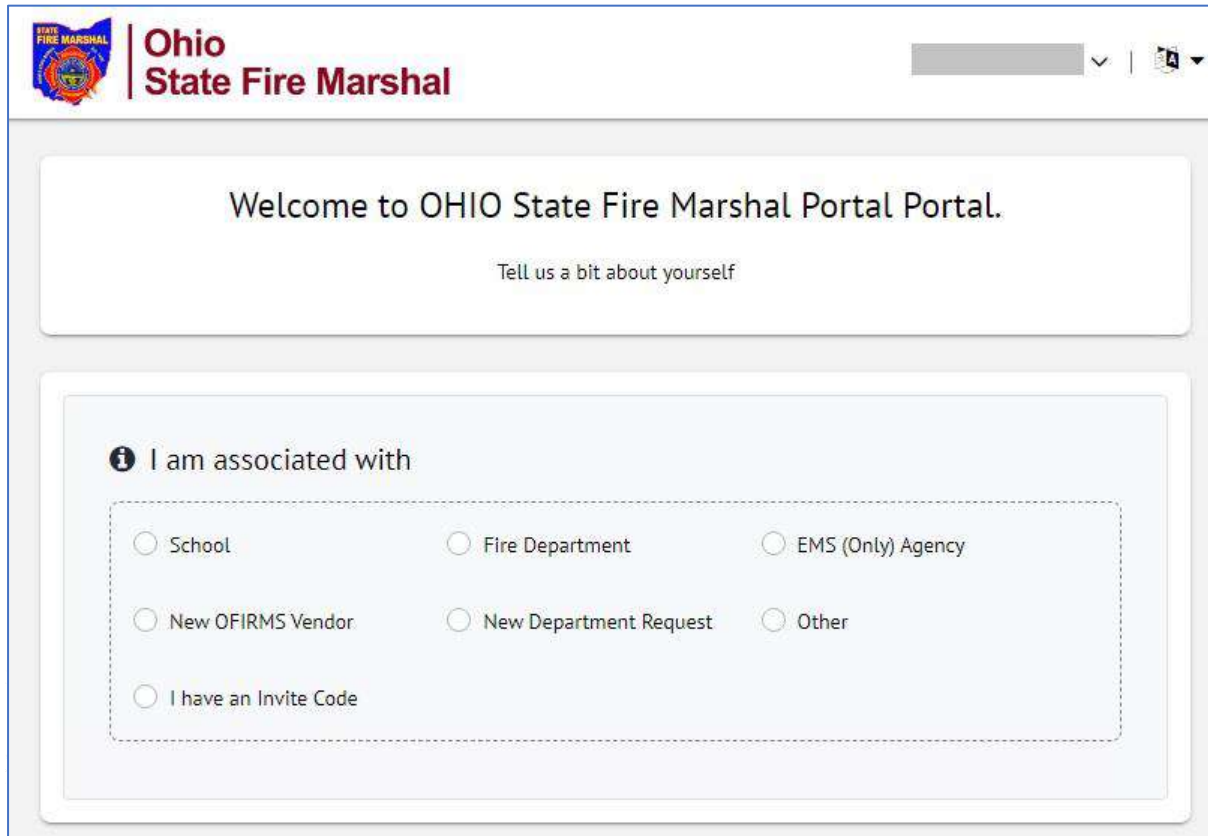
Figure 2: OHID Login Screen

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

2   New Fire Department Request

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

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

Figure 3: Welcome Screen for first time users

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

Figure 4: Options for New Fire Department Creation

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

Figure 5: New Fire Department Registration Form

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

Your case has been submitted successfully.

Please refer to the case number **FDER-2382899** for future reference.
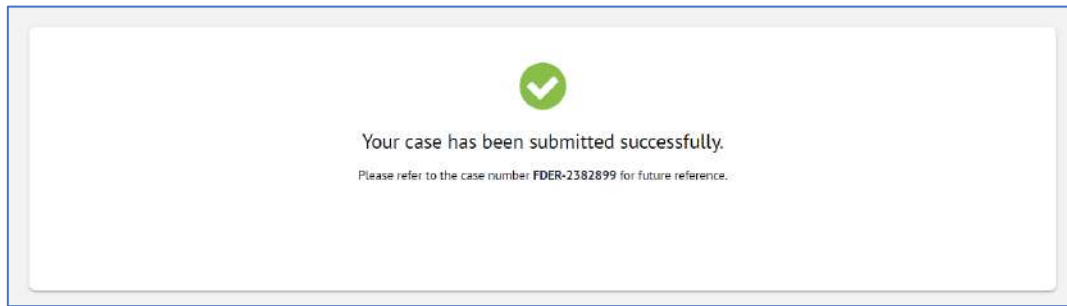
Once the bureau chief approves the request, the newly created fire department will be registered.
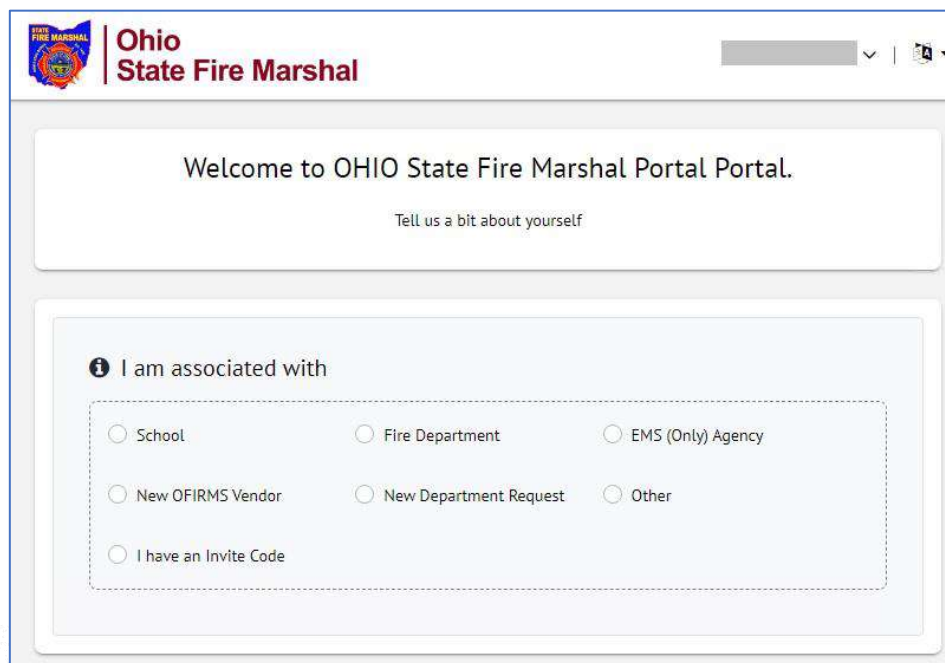
Please log out and log in to access the Pending Approval Screen. You can track your new Fire Department Registration Case from ***Pending Approval*** Screen.

3   Login/Register as Fire Department Staff

This section outlines the process of a Fire Department Staff registration with an existing Fire Department in OFIRMS. The user trying to register with a fire department need to log in to the Portal using the OHID credentials. The process of OHID login and account creation is outlined in the Prerequisite section above in this document.
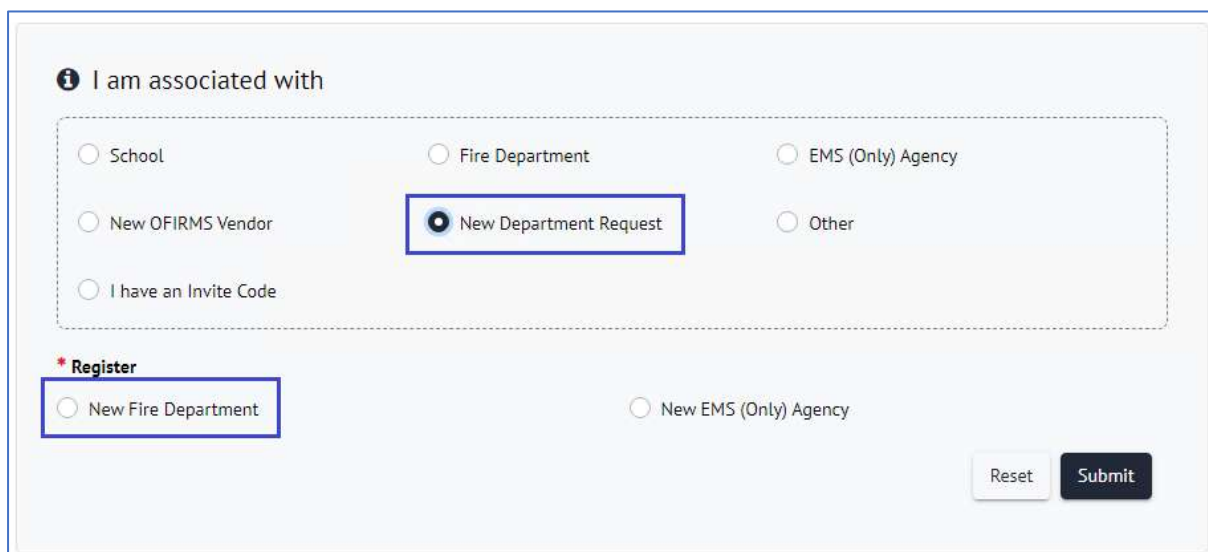
Upon successful log in, the user will be presented with the below options on the OFIRMS Portal.

Figure 6: Welcome Screen for first time Users

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

Figure 7: Fire Department User Registration Form

Description of the fields in the Form

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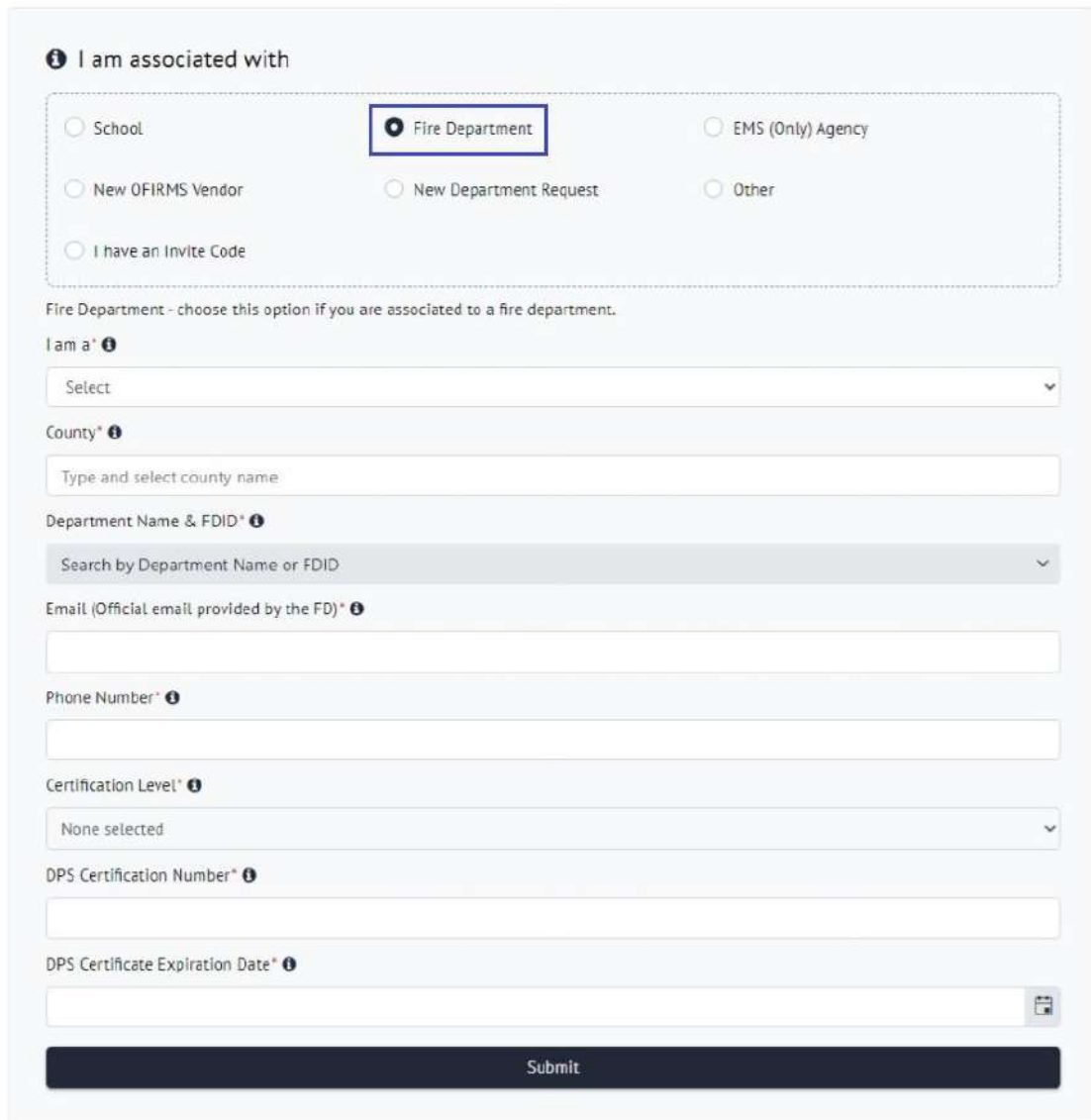- **Department Name & FDID** – select department name and FDID from the options.
- **Email** – official email address for the fire department
- **Phone Number** – official phone number for the fire department
- **Certification Level** – select multiple certification level from the options.
- **DPS Certificate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

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

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

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

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

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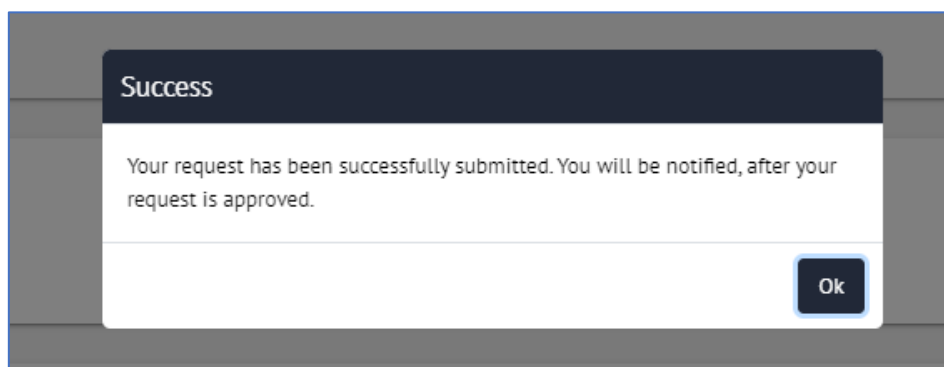

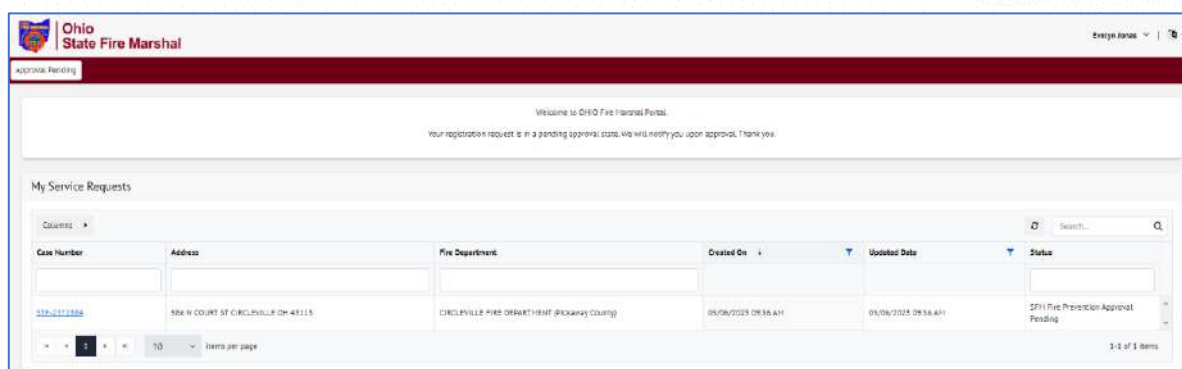*Figure 8: New Fire Department User Registration Confirmation Screen*

Figure 9: Approval Pending Screen

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

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

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

The Fire Department Chief View
- **Dashboard**
- **My Work Queue**
- **My Fire Department**
- **Incidents**
- **Activity Tracker**
- **Admin**
- **Create a Ticket**

4 Portal features for all Fire Department Users

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

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

4.1 My Fire Department

Rank: All fire department staff

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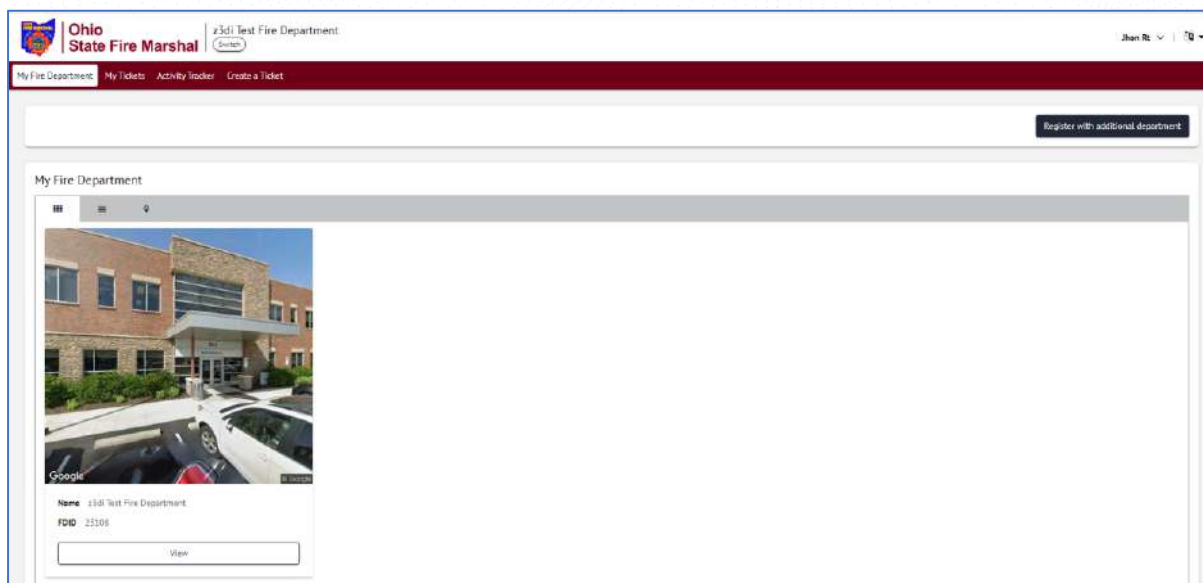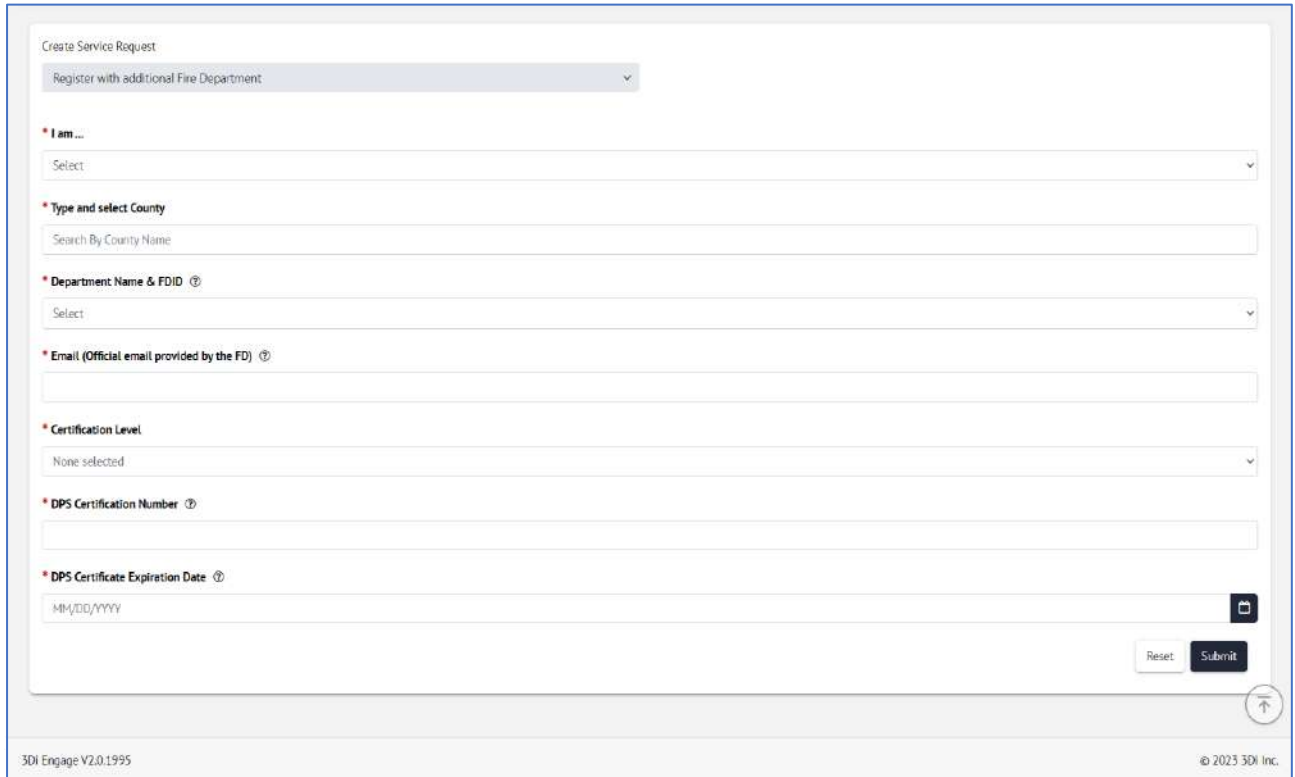

Figure 10: My Fire Department Screen

4.2 Registering with Additional Fire Departments

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

Figure 11: Register with Additional Fire Department form
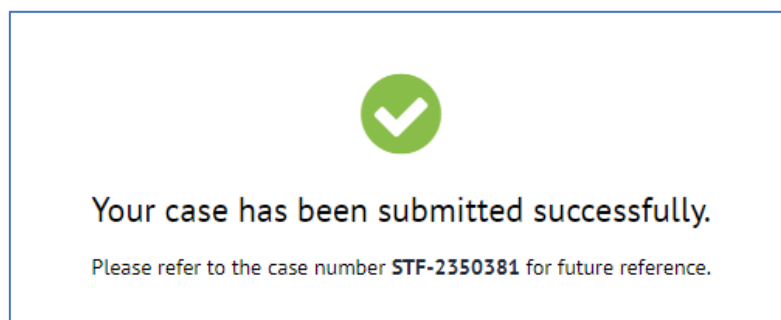
Figure 12: Register with additional Fire Department Confirmation Pop-up

4.3 Switch Fire Department

The OFIRMS system shows one fire department data at a time which includes fire department details, staff member details, incidents, work queue records, etc. In case a staff member is associated with more than one fire department, then the member must switch the fire department to see desired fire department details. The switching for the FD can be done by clicking on the 'Switch' button from the header.
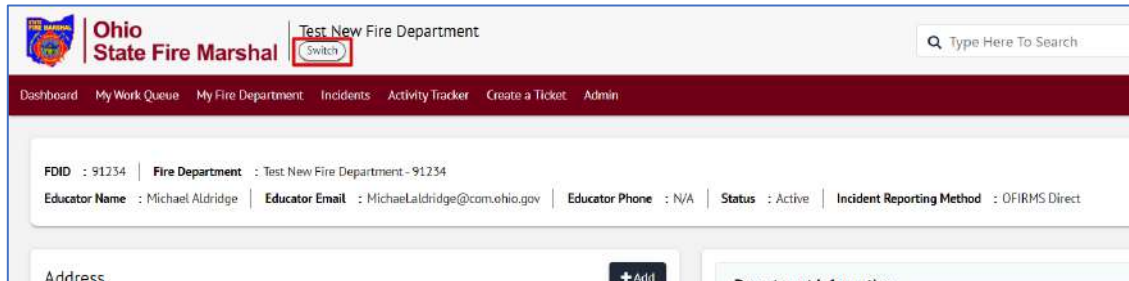

Figure 13: Switch Fire Department in header

A Switch Organization popup appears on the screen. The user will get the option to select the Fire Department that the user is associated with. Select the desired fire department from the list and click on the Submit button.
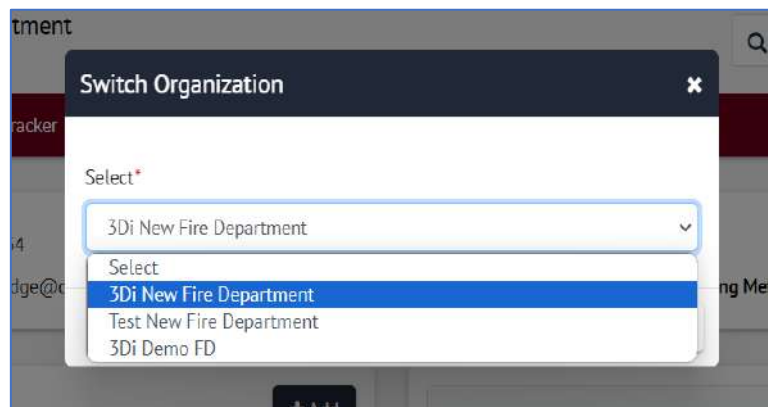
Figure 14: Switch Fire Department pop-up

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

4.4   Department Detail Page

Rank: All fire department staff

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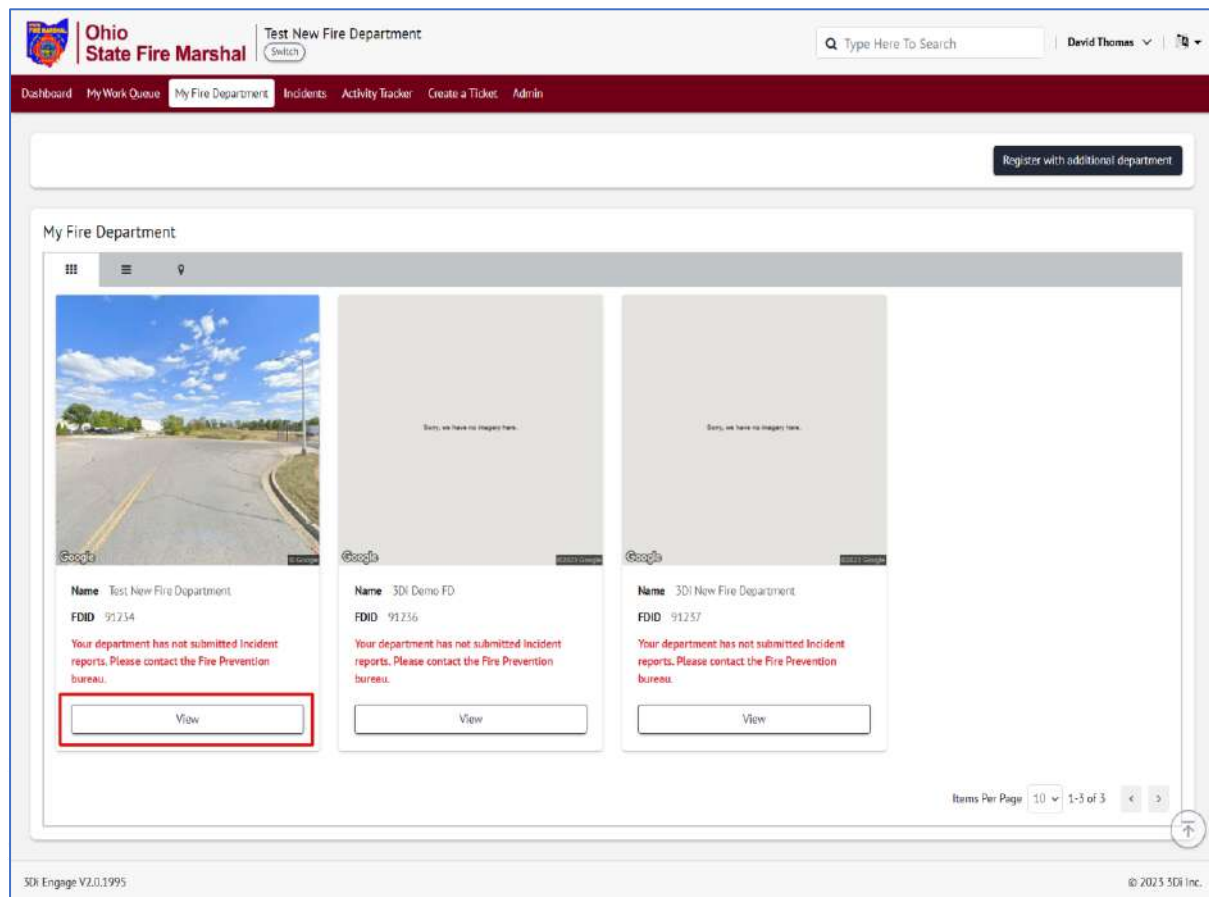

Figure 15: My Fire Department Screen

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**

4.4.1 Fire Department Detail Screen

Registration Cases

Export to Excel | Search...

Case Number	Applicant Name	Title	FDID	Case Type	FD Name	Created On	Status
VRFD-2382615	Vendor Three	Fire Chief	91234	OFIRS Vendor FD Access Request	["Test New Fire Department - 91234"]	09/26/2023	Approved
VRFD-2382608	Vendor Two	Fire Chief	91234	OFIRS Vendor FD Access Request	["Test New Fire Department - 91234"]	09/26/2023	Pending Fire Chief Approval
VRFD-2381166	vendorupload yes	Fire Chief	91234	OFIRS Vendor FD Access Request	["Test New Fire Department - 91234"]	09/24/2023	Approved
STF-2381156	Ava Liam	Fire Chief	91234	Fire Department Staff Registration	Test New Fire Department	09/23/2023	Approved
STF-2379793		Fire Chief	91234	Fire Department Staff Registration	Test New Fire Department	09/21/2023	Fire Chief Approval Pending

1 2 3 4 5 ... ▶ ▶| 5 items per page   1-5 of 47 items

Governing Body

Export to Excel | Search...

Governing Body Name	Fiscal Officer Name	Title	Email	Phone
Test New Governing Body	Jack Gvr	Fiscal Officer	jack.smith@3diemail.com	(676) 516-4546

1 ▶ ▶| 10 items per page   1-1 of 1 items

Decal Requests

+ Request Decal

Export to Excel | Search...

Case Number	Issuing Year	Vehicle Owner Name	Requested On	DPS Certification Number	License Plate Number	Manufacturing Year	Make and Model	Maltese Cross Required	Status
FP-2582645	2023	charles williams	09/27/2023	32820	OH-6357652	2023	ola	Yes	Pending Shipment
FP-2382642	2023	charles williams	09/27/2023	24368	OH-6357652	2023	Ola 1	No	Pending Shipment
FP-2382641	2023	charles williams	09/27/2023	2762757	OH-8358582	2023	OLA	No	Pending Shipment
FP-2382640	2023	charles williams	09/27/2023	34543	OH-938920	2023	Honda	Yes	Pending Shipment
FP-2381157	2023	ava liam	09/23/2023	dsp001	OH01AH001	2009	Honda	Yes	Pending Shipment

1 2 3 4 ▶ ▶| 5 items per page   1-5 of 18 items

Associated Vendor Info

Vendor Company Name	OFIRS Vendor ID	NFIRS SID	Vendor Uploading Files	Contact Name	Email Address	Status
Vendor Three	90003	41500	Yes	Vendor Three	vendor3@3diemail.com	Approved Vendor

⇤ ◄ 1 ► ⇥   10 ∨ items per page   1-1 of 1 items

Personnel   **+ Add Personnel**

Action	Name	Personnel ID	Rank/Position	Supervisor	Certification Level	Fire Station	Certification #	Date of Joining	OFIRS Contac
⋮	Kate Littleton		Battalion Chief		Emergency Medical Responder	test station one	DPS11		No
⋮	Logan Paul		Engineer		Hazard Recognition Officer	test sttation five	D999123		No
⋮	Smith Wilson		EMT		Emergency Medical Responder	Commodity fire station	DPS-5001		No
⋮	Smith Wilson		EMT		Emergency Medical Responder	Commodity fire station	DPS-5001		No
⋮	Stalin Mike		Fire Marshal		Paramedic		9001234		No

⇤ ◄ 1 2 3 4 5 ... ► ⇥   5 ∨ items per page   1-5 of 33 items ⟳

Documents

+ Add Document

No Document associated with case

Change Log

○◄ 09/27/2023 07:50 AM | Fire Station Added : test one one
Charles Williams

○◄ 09/27/2023 07:38 AM | Fire Station Added : test fire station four
Charles Williams

○◄ 09/27/2023 07:24 AM | Fire Station Added : Test FS
David Thomas

○◄ 09/27/2023 07:11 AM | Fire Station Added : test . fire
Charles Williams

○◄ 09/27/2023 06:57 AM | Hydrant Status Added : Active
Charles Williams

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4.5 Leave Request Action for Fire Department Personnel

Leave request can be applied by the staff from Fire department detail page Action.
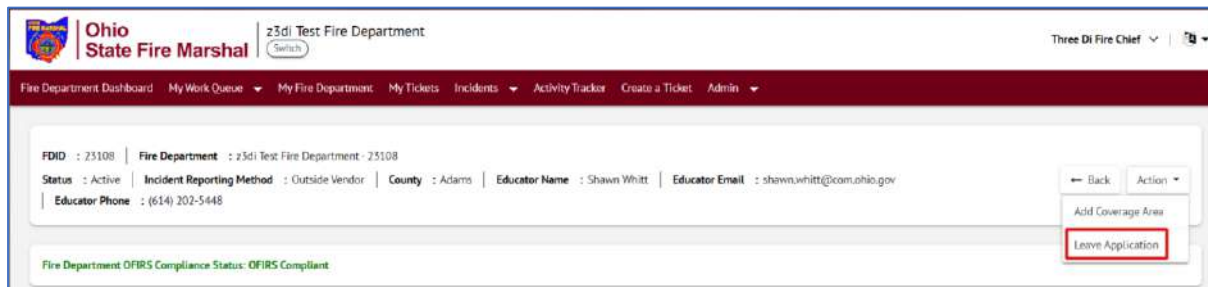

Figure 16: Actions for Fire Department Personnel on Fire Department Detail Screen

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

Figure 17: Leave Application Form pop-up.

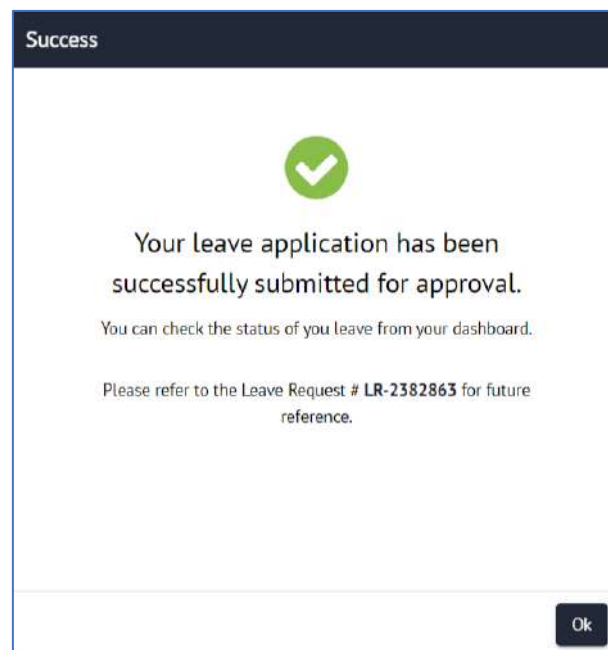On clicking on submit, the leave request will go to the fire chief for approval and a success message will be visible as below:

Figure 18: Leave Application Submission Confirmation Screen

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

5 Portal features for Fire Department Chief

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

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

5.1 Dashboard

Rank: Fire Department Chief

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

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

- **New User Registration – Pending Approval:** Displays the count of Fire department staff registration request for the selected Fire Department. When the Fire Chief Clicks on the count, the user will be navigated to My Work Queue → User Registration Requests screen.
- **User Additional FD Registration – Pending Approval:** Displays the count of personnel's Additional Fire Department registration request for the selected Fire Department. When the Fire Chief Clicks on the count, the user will be navigated to My Work Queue → User Registration Requests screen.
- **Decal - Pending Fire Chief Approval:** Displays the count of Decal Request of the selected Fire Department. When the Fire Chief Clicks on the count, the user will be navigated to My Work Queue → Pending Decal Request screen.
- **OFIRMS Vendor FD Access Request:** Displays the count of OFIRMS Vendor FD Access Request for the selected Fire Department. When the Fire Chief Clicks on the count, the user will be navigated to My Work Queue → Vendor Access Request screen.
- **Staff Leave Request:** Displays the count of Leave request by the Personnels of the selected Fire Department that require approval. When the Fire Chief Clicks on the count, the user will be navigated to My Work Queue → Leave Request screen.
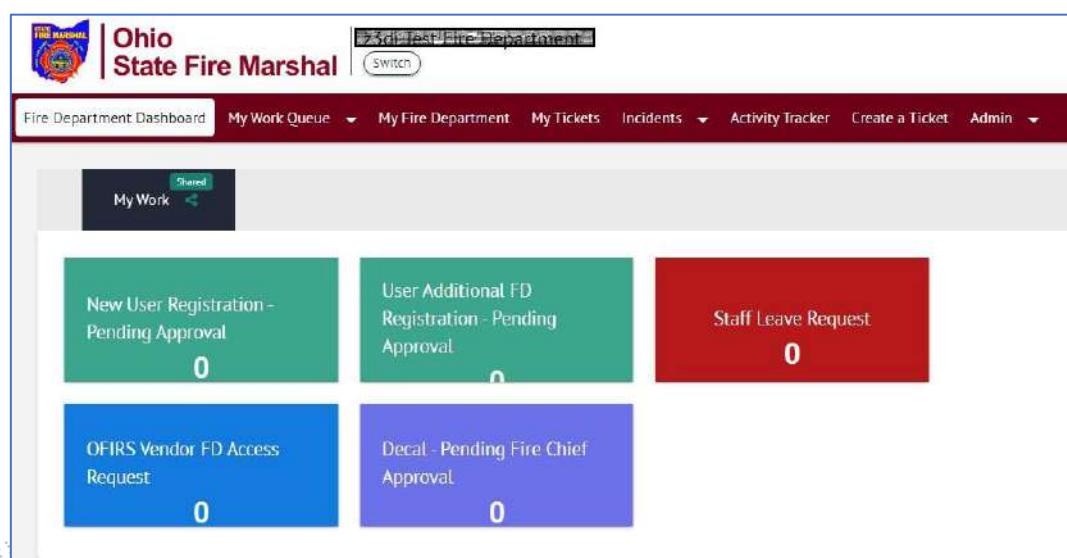
Figure 19: Fire Department Dashboard for FD Chief

5.2   My Work Queue

Rank: Fire Department Chief

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

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

1. **User Registration Requests:** This screen displays the New User Registration Request with the Fire Department and Additional Fire Department User Registration Requests. Refer to the User Registration Request approval section for more details.
2. **Pending Decal Request:** This screen displays the Pending Decal Requests by the personnel of the selected Fire Department.
3. **Vendor Access Request:** This screen displays the Vendor Access Request to associate the Vendor with the Selected Fire Department.

5.2.1   User Registration Requests

Rank: Fire Department Chief

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

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

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

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

Figure 20: User Registration Request Grid on User Registration Requests screen

5.2.2 Pending Decal Request

Rank: Fire Department Chief

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

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

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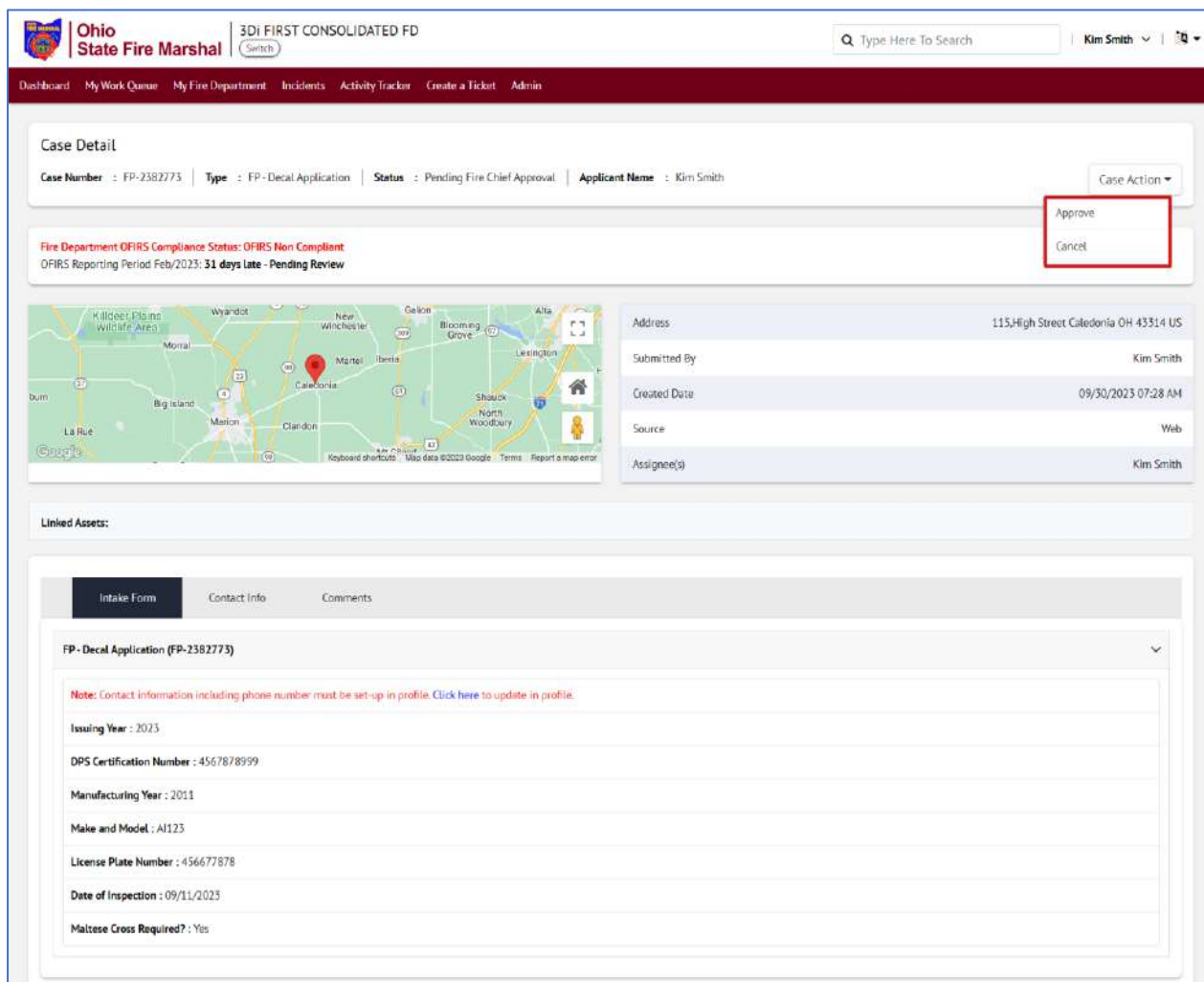
- Upon Approve action, the Decal Request will go to the Fire Prevention Bureau for Approval. The status of the Request will change to **Pending Certificate Verification** and the request will be assigned to Bureau. After the required verification by the Bureau, Decal will be issued and shipped to the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

Figure 21: Pending Decal Request grid on Pending Decal Request screen

Figure 22: Decal Request Case Detail Screen

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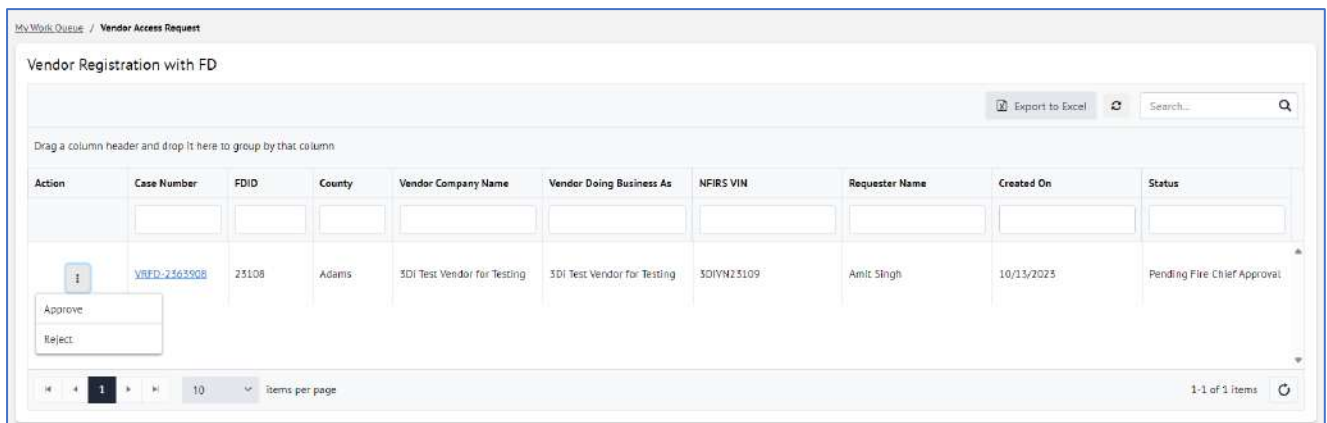
5.2.3 Vendor Access Request

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

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

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

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

Figure 23: Vendor Access Request grid on Vendor Access Request screen

5.3   Fire Department Management

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

5.3.1   FD Management Functions from Fire Department Detail Screen:

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

5.3.2   FD Management Functions from Admin:

1. User Management
    a. Edit FD User Permissions
2. Leave Request
    a. Approve/Deny Leave Requests
3. Manage Schedule
    a. Create / Edit / Delete Department Schedule
    b. Assign Personnel to Schedule
4. Personnel Management
    a. Add Personnel
    b. Edit Personnel
    c. Promote to FD Chief
    d. Invite Personnel
    e. Employment Status
    f. Assign Fire Station

g.   Remove from Fire Department

h.   Modify Schedule

5.   Log Activity Hours

a.   Add Activity

6.   Checklist Management

a.   Add/Edit Checklist

b.   Copy Checklist

c.   Delete Checklist

d.   Activate/Deactivate Checklist
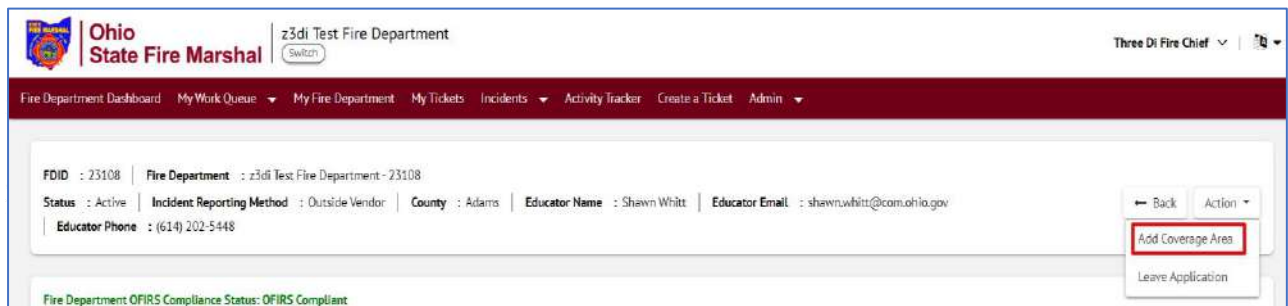
5.3.3   Fire Department Actions:

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

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

5.3.3.1   Add Coverage Area

To add additional coverage area, from the Action menu, click on "**Add Coverage Area**" action. This will open the Add Coverage Area Form in pop-up.
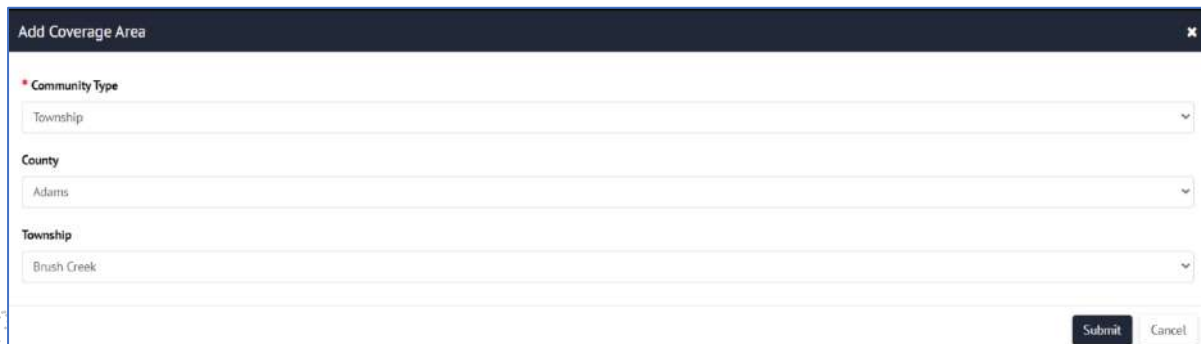
Figure 24: Add Coverage Action on the Fire Department Detail Screen

On the Add Coverage Area form,

- Select the Community Type (City, Township, Village) from the dropdown. Based on the selected community type, the County and the specific selected community type dropdown will display on the screen.
- On submission of the form, the new coverage area will be associated with the fire department. The coverage area associated with the fire department is available under Jurisdiction section on the Fire Department Detail Screen.
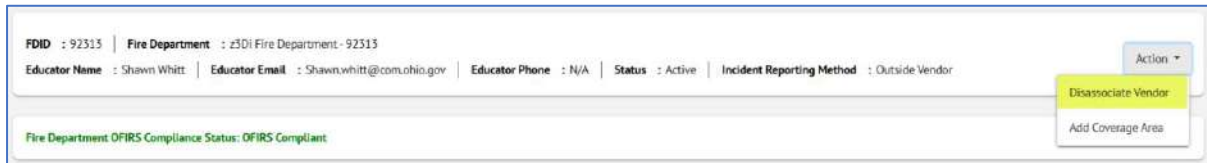
Figure 25: Add Coverage Form pop-up.

5.3.3.2   Disassociate Vendor

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

Figure 26: Disassociate Vendor Action on Fire Department Detail Screen

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

If the user selects "**Yes**", which indicates that the fire department is going to switch to OFIRMS Direct as their Incident Reporting method.
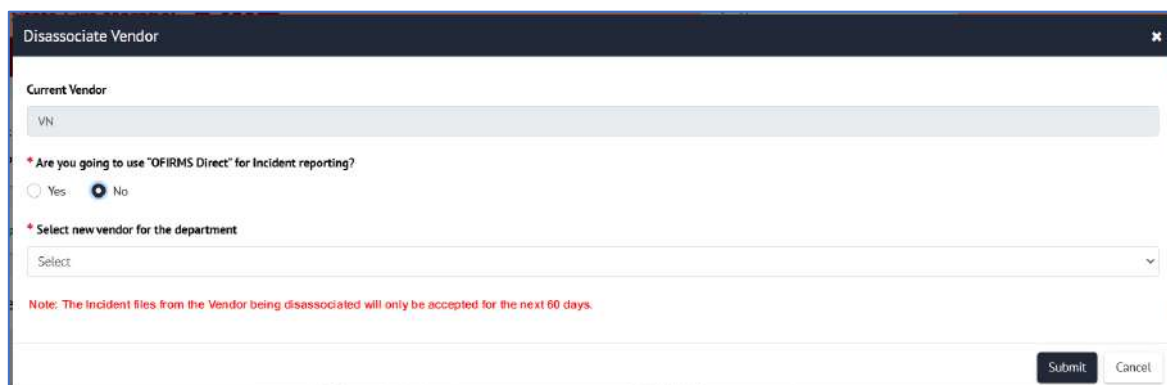
If the user selects "**No**", then the user will get the option to select a Vendor from the list of Approved Vendor to select from.

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

Figure 27: Disassociate Vendor Form pop-up.

Figure 28: Disassociate Vendor Form pop-up with "No" option selected.

5.3.4   Edit Department Address and Information

Rank: Fire department chief

The fire department chief will have the ability to add and edit department addresses and other information such as addresses, disciplines, contact details, no. of firefighters, etc.
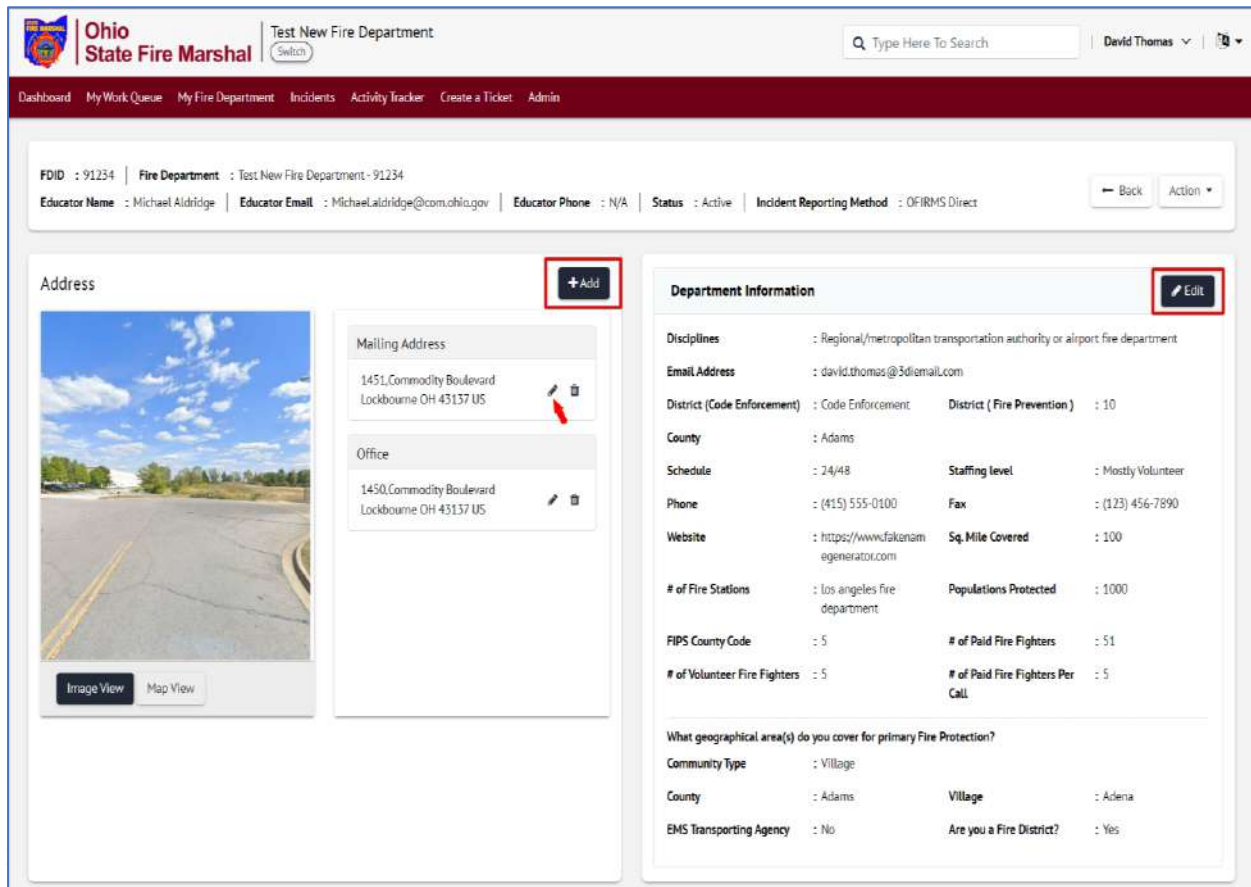
Figure 29: Address and Fire Department Information sections on FD Detail Screen
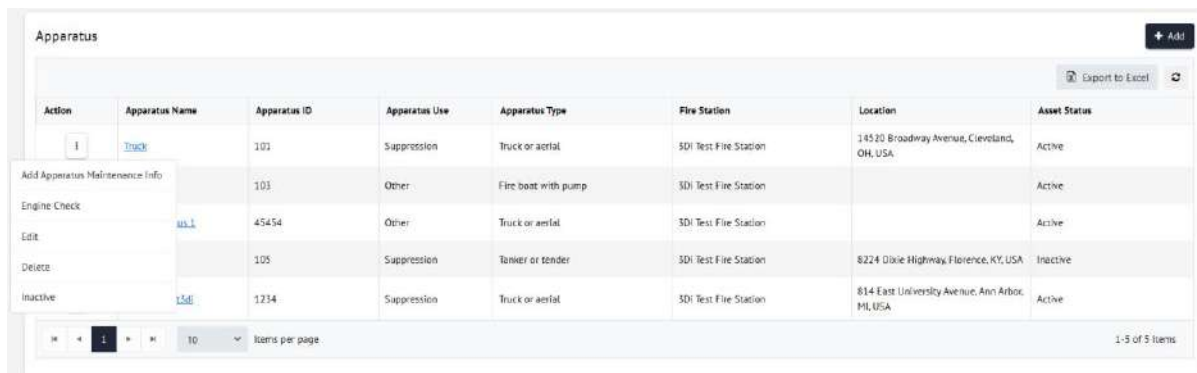
5.3.5   Fire Station

Refer Fire Station Management

5.3.6   Apparatus

Rank: Fire department chief

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

Figure 30: Apparatus List on Fire Department Detail Screen

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

- Add Apparatus Maintenance Info
- Engine Check
- Edit
- Delete
- Inactive
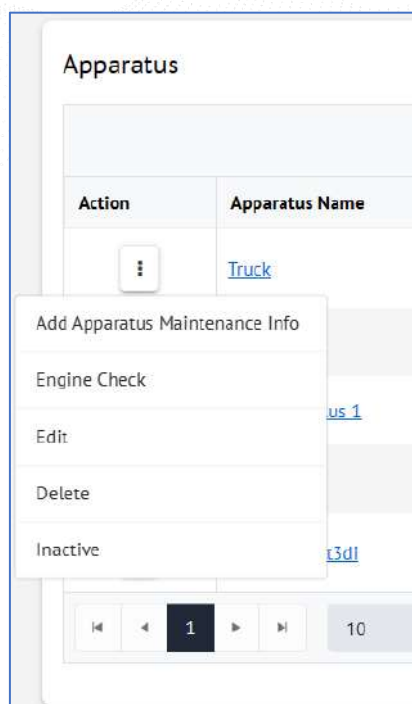
Figure 31: Apparatus Actions

5.3.6.1   Add Apparatus

When the user clicks on Add button on the top right corner of the Apparatus section, the Add Apparatus pop-up will open. The system allows users to add the department's apparatus details. **Apparatus Name, ID, Use**, and **Type** are mandatory fields while capturing the details.
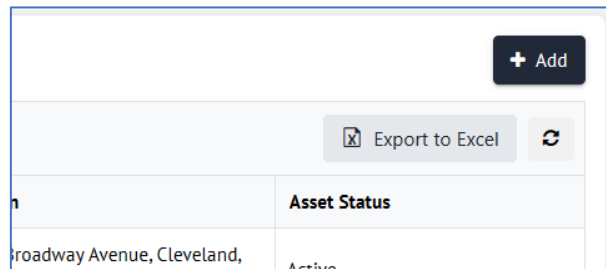
Figure 32: Add Button on the Apparatus Section

Figure 33: Add Apparatus pop-up.

Important:

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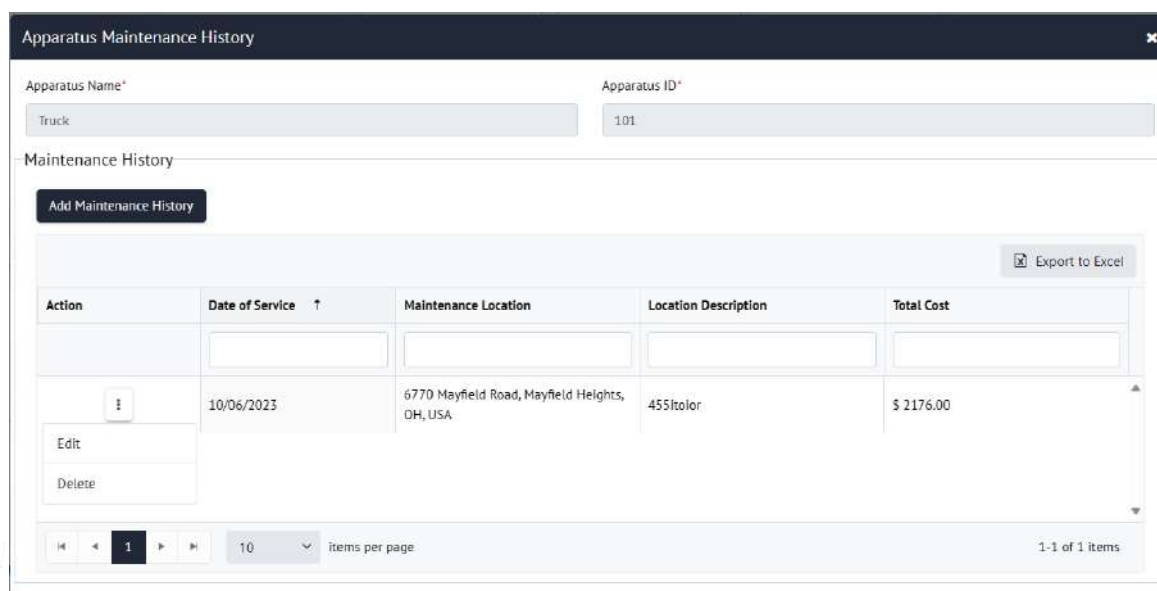
5.3.6.2   Add Apparatus Maintenance Info

Rank: Fire Department Chief

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

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

- Edit
- Delete
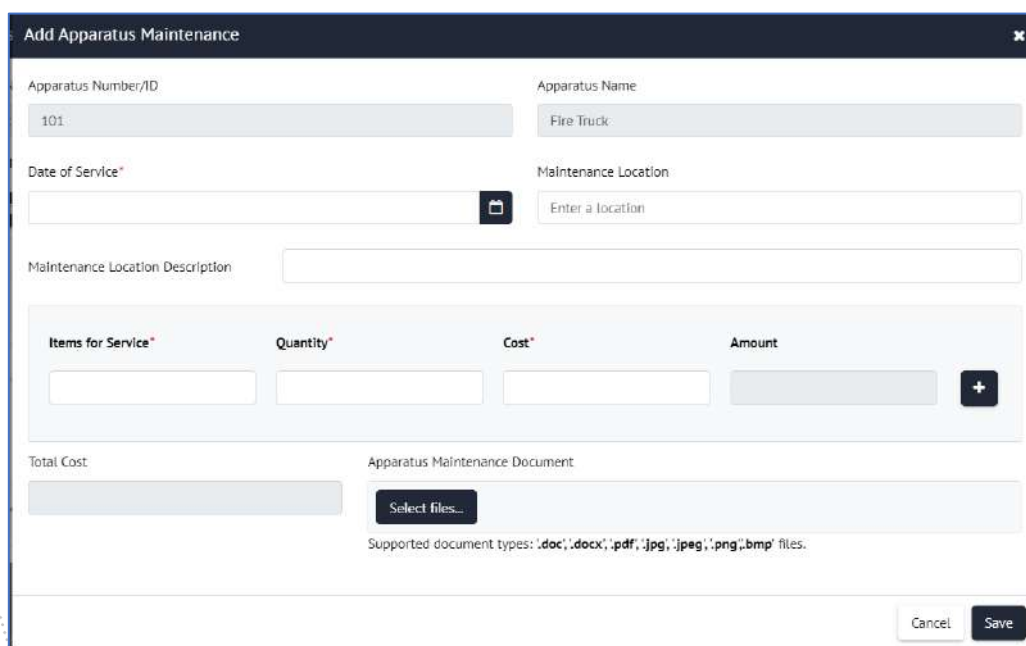
Figure 34: Add maintenance history pop-up with Action on Maintenance History

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

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

Figure 35: Add Apparatus Maintenance pop-up.

5.3.6.3   Edit Apparatus

Rank: Fire Department Chief

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

Figure 36: Edit Apparatus Screen

5.3.6.4   Delete Apparatus

Rank: Fire Department Chief

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

Figure 37: Delete Apparatus Confirmation pop-up.

Important:

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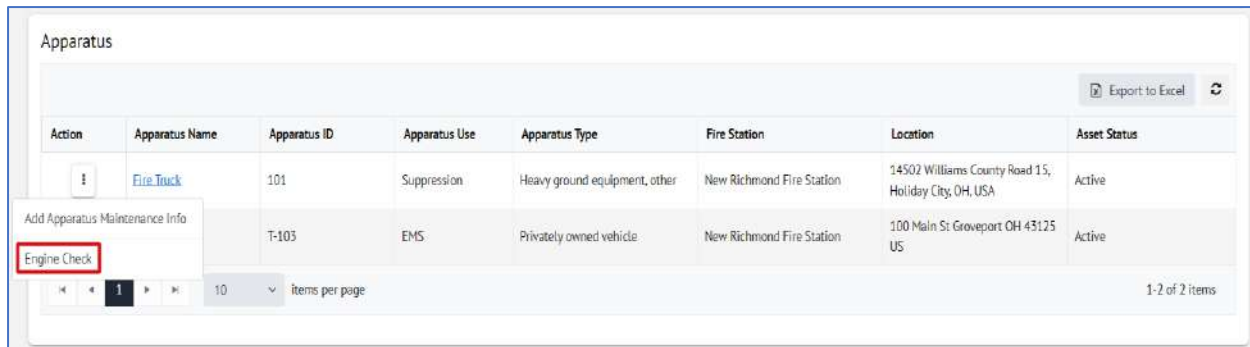
5.3.6.5 Engine Check

Rank: Fire Department Chief

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

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

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

Figure 38: Apparatus Section on Fire Department Detail screen with Engine Check action highlighted.

On clicking on Engine check it will open Engine Check pop-up. Select the Checklist that you want to use for the Engine check. When the checklist is selected, the checklist will load wherein we can add data for Engine checks and then click on Save. Engine check's data is visible in the Apparatus detail page.
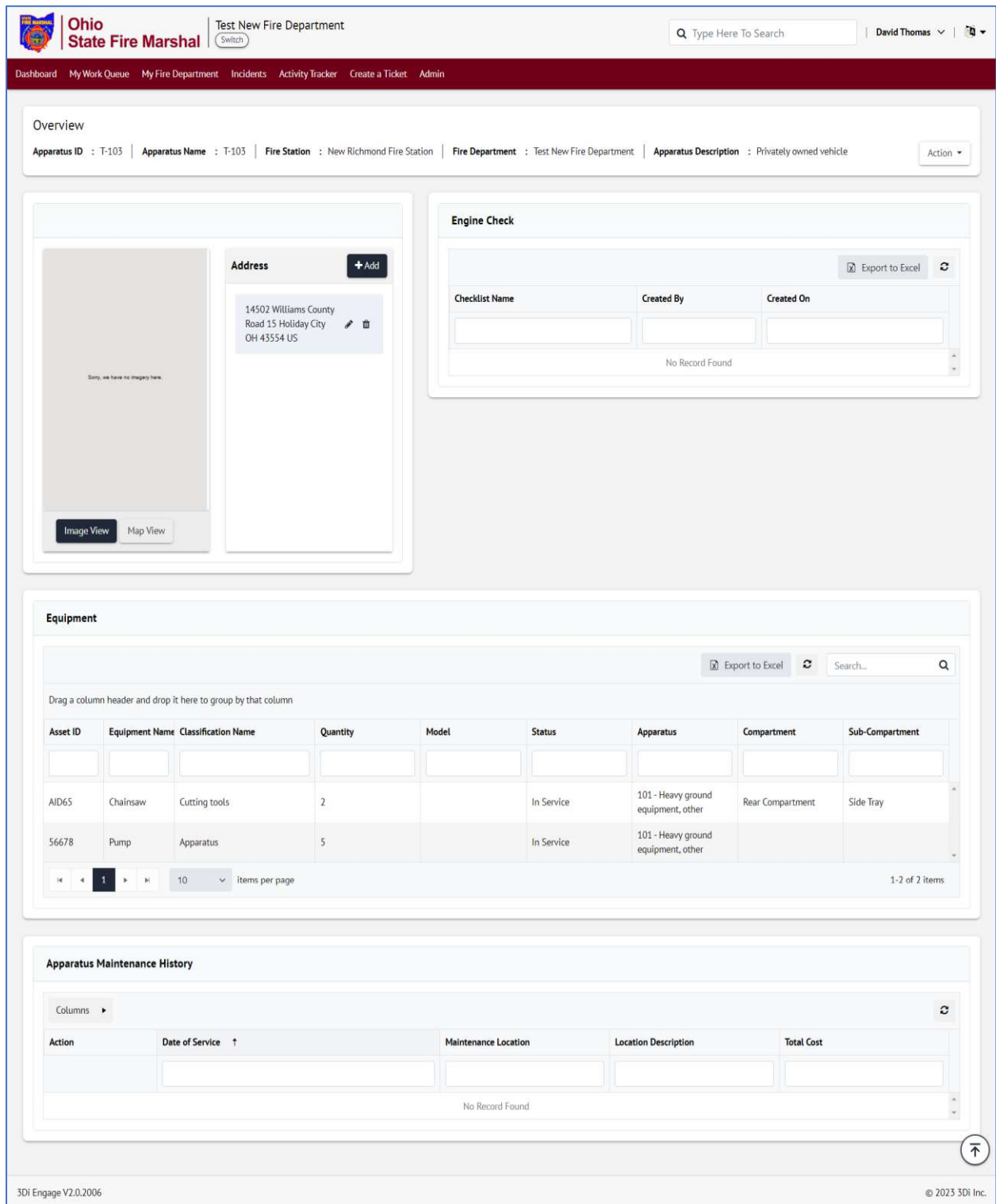
Figure 39: Engine Check pop-up

5.3.6.6   Apparatus Details

Rank: Fire department staff

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

Figure 40: Apparatus Detail Screen

5.3.7   Registration Cases

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

Figure 41: Fire Department Registration Case section on Fire Department Detail screen

5.3.8   Jurisdiction

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

Figure 42: Jurisdiction associated with the Fire Department

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

Figure 43: Jurisdiction Detail Screen

5.3.9 Decal Requests

Refer Decal

5.3.10 Associated Vendor Info

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

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

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

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

Figure 44: Vendor associated with the Fire Department

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

Figure 45: Vendor Detail Screen

5.3.11 Personnel

Rank: Fire department chief

Figure 46: Personnel List on the Fire Department Detail Screen

The Personnel gird consists following details:

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

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

Figure 47: Add Personnel pop-up.

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

Figure 48: Personnel Action List

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

5.3.12 Documents

Rank: Fire Department Chief

The department chief will be able to Add/Delete/View/Download documents.
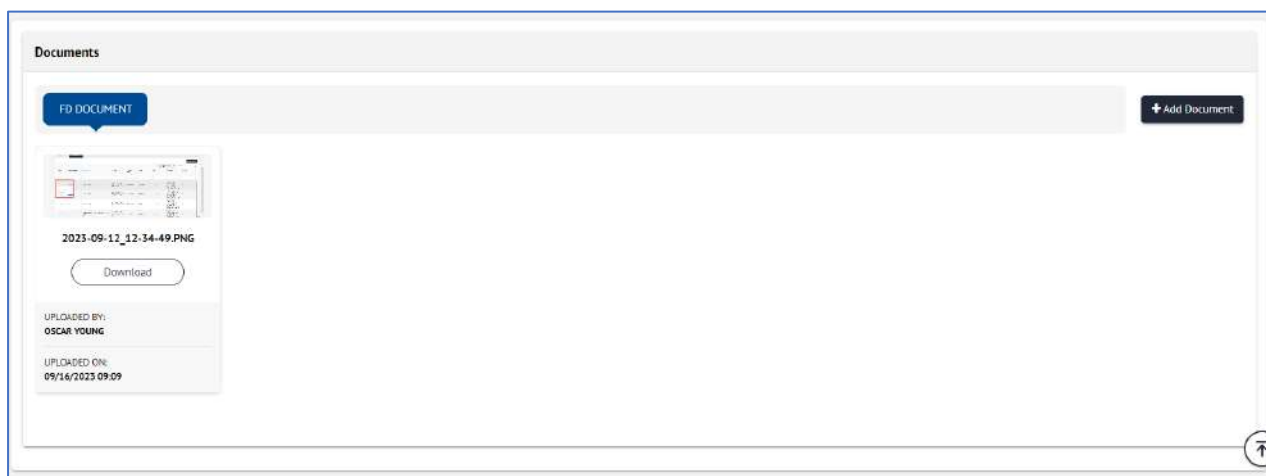
Figure 49: Documents Section on the Fire Department Detail Screen

5.3.13 Change Log

Rank: Fire Department Chief

The change log maintains a history of the updates getting done over the period. The section records who did the change, at what time the change was done, and what was changed.
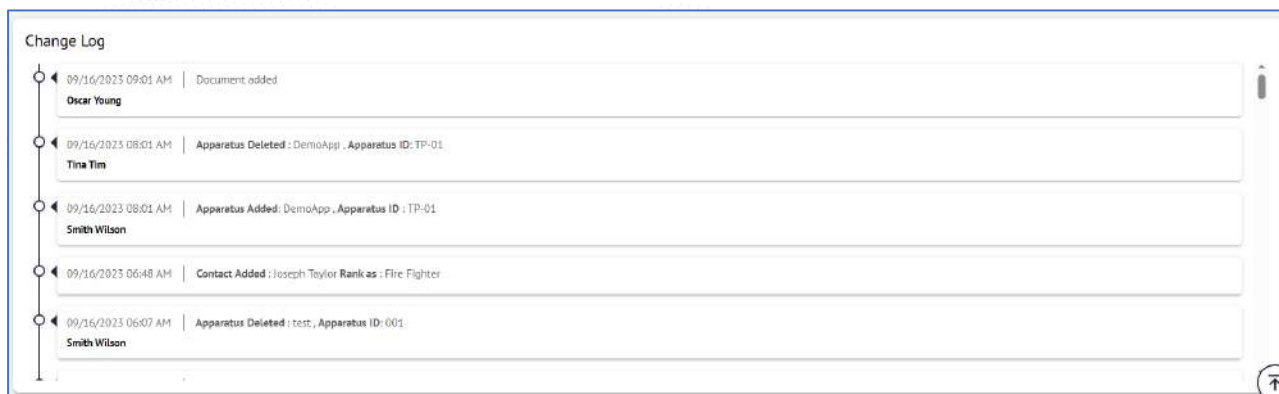
Figure 50: Change Log Section on Fire Department Detail Screen

5.4 Admin

5.4.1 User Management

Rank: Fire Department Chief

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

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

- Personnel Management
- FD Management
- Fire Station Management
- Incident Management
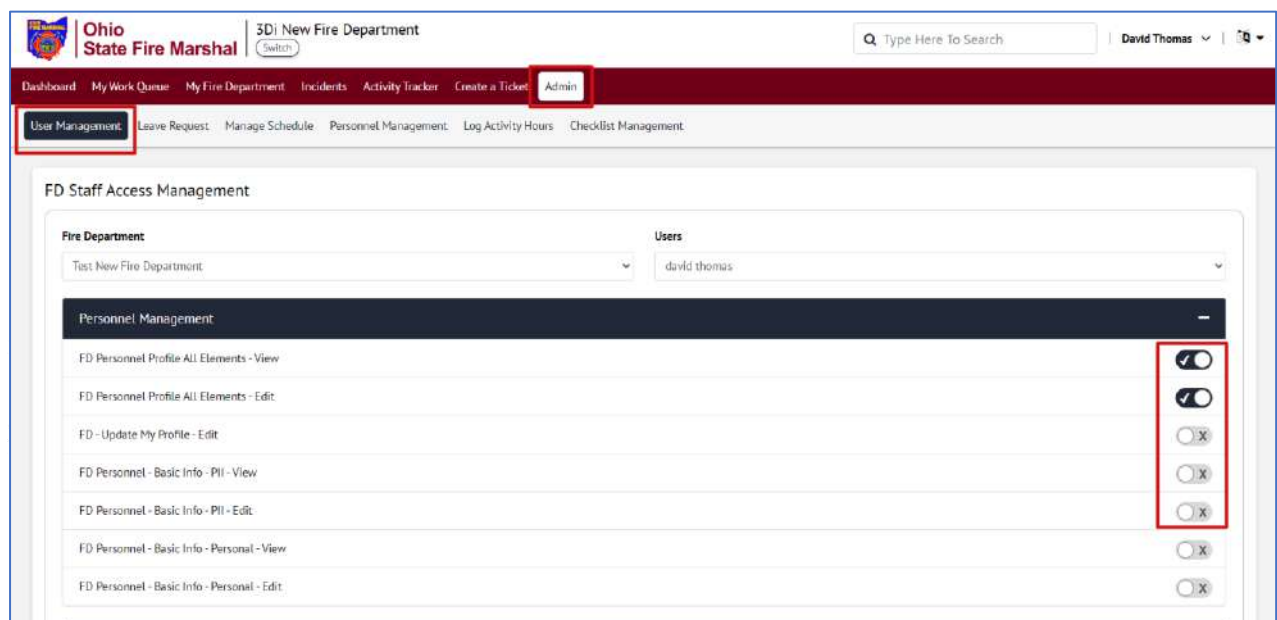
Figure 51: User Management Screen under Admin

5.4.2 Leave Request

Rank: Fire Department Chief

Leave request applied by the staff are visible in the Leave Request grid. FD Chief can either Approve or Reject the leave.
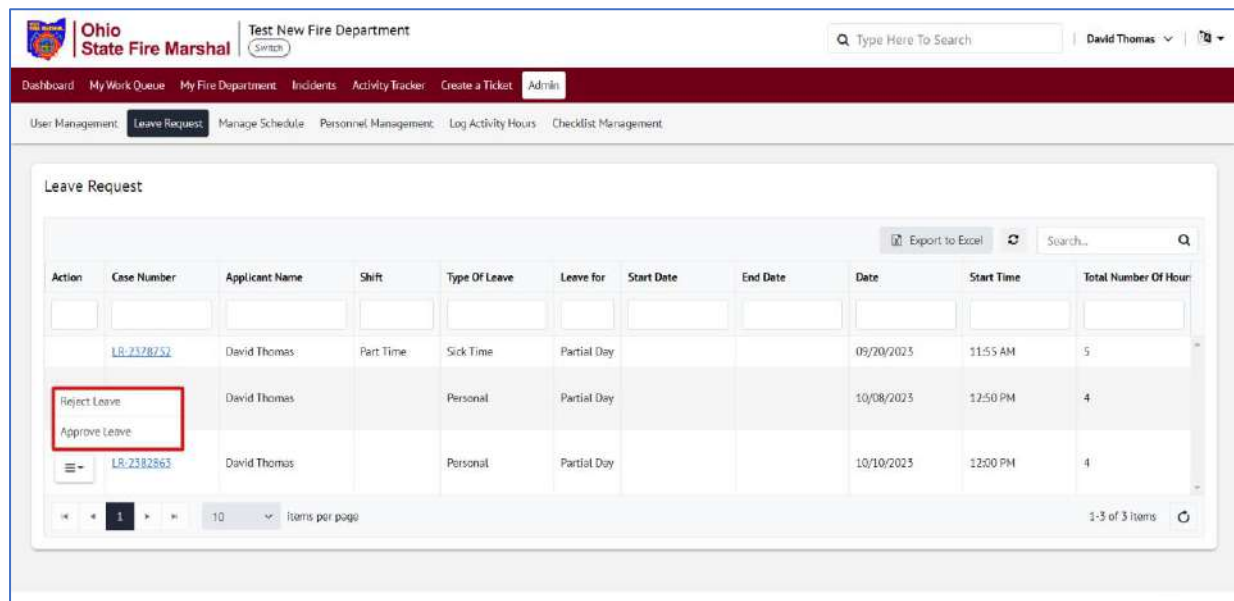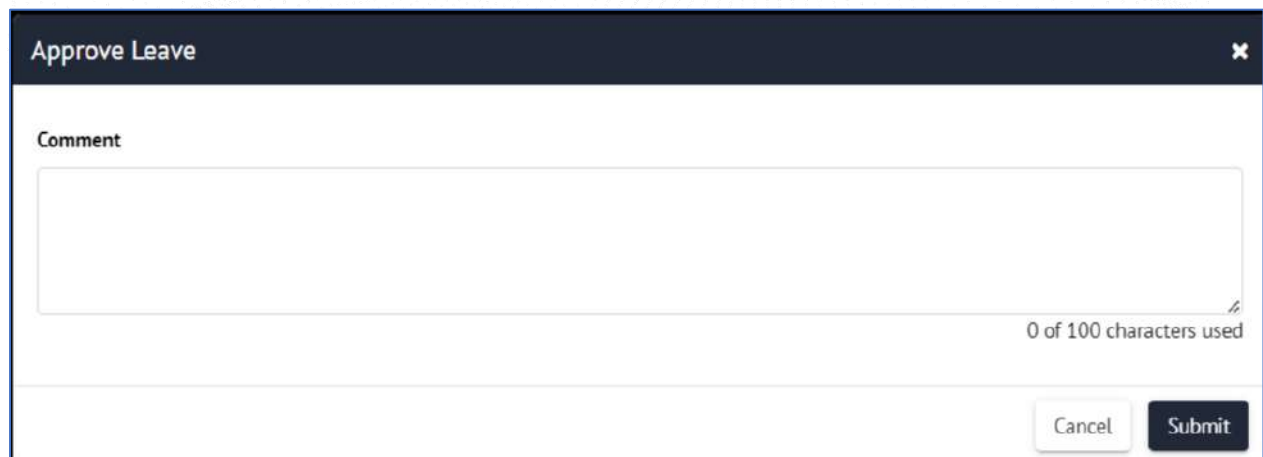
Figure 52: Leave Request Screen with Actions

On clicking on Approve Leave, it will open a popup wherein the FD chief can add his comments for approval.
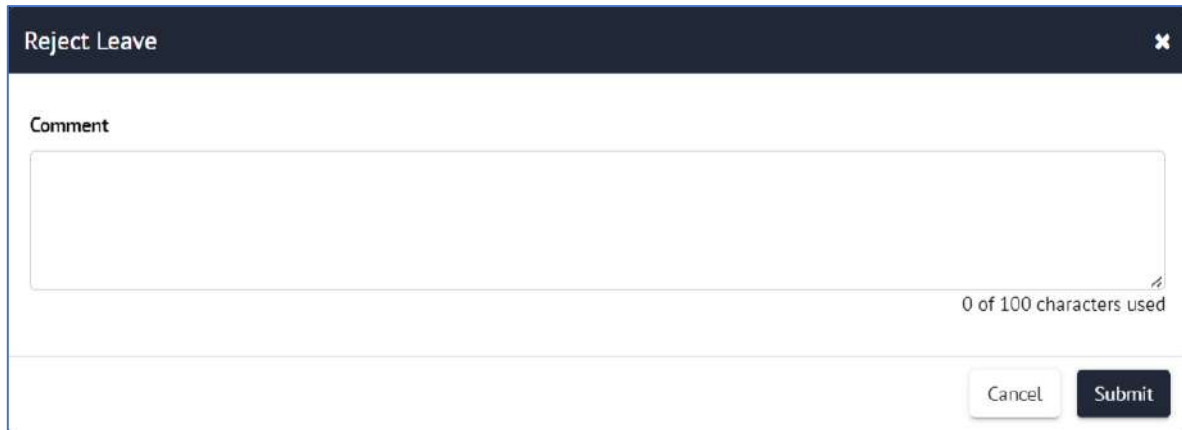
Figure 53: Leave Request Approval pop-up.

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

Figure 54: Leave Request Reject pop-up.

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

5.4.3   Manage Schedule

Rank: Fire Department Chief

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

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

Figure 55: Manage Schedule Screen

5.4.3.1 Add a new Schedule

On clicking on "Add" button, it will open a popup wherein you can select a schedule, add the shift names, add effective date and End Date. On clicking on Save, it will create a schedule for a particular fire department.
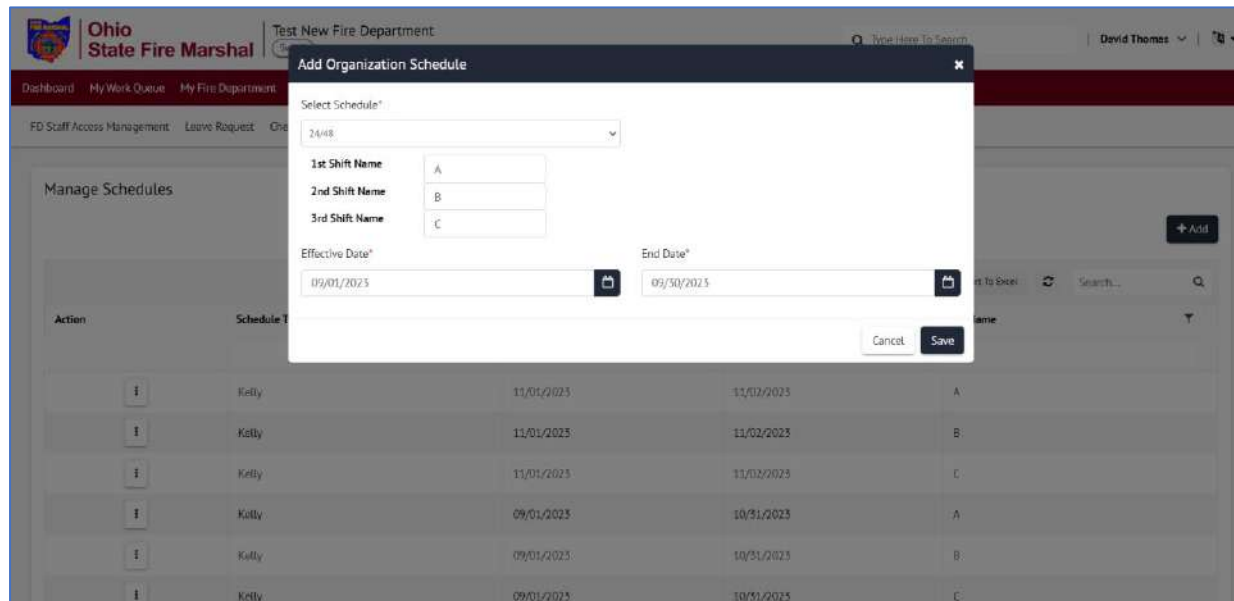
Figure 56: Add Schedule pop-up.

Below actions can be performed from the Manage schedule grid:

Figure 57: Actions on Schedule

5.4.3.2   Edit Schedule

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

The change in the schedule will apply to all the personnel associated with the schedule that is being changed.
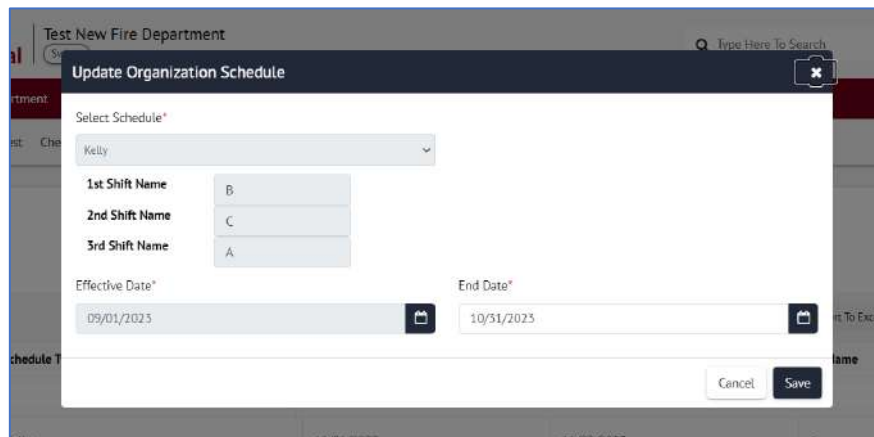
Figure 58: Edit/Update Schedule pop-up.

5.4.3.3   Delete Schedule

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

On clicking on Delete, it will show a confirmation popup. On clicking on "Yes", the schedule will get deleted.
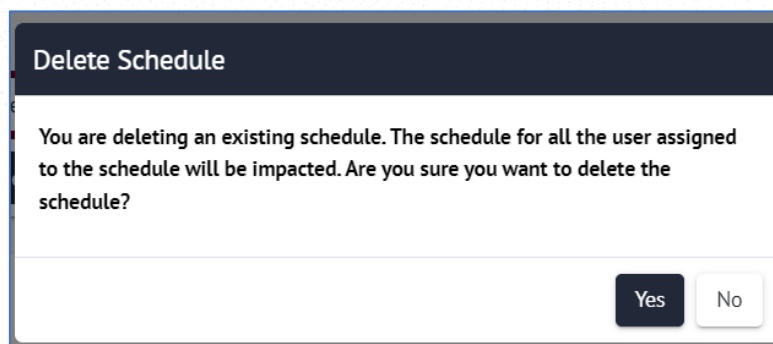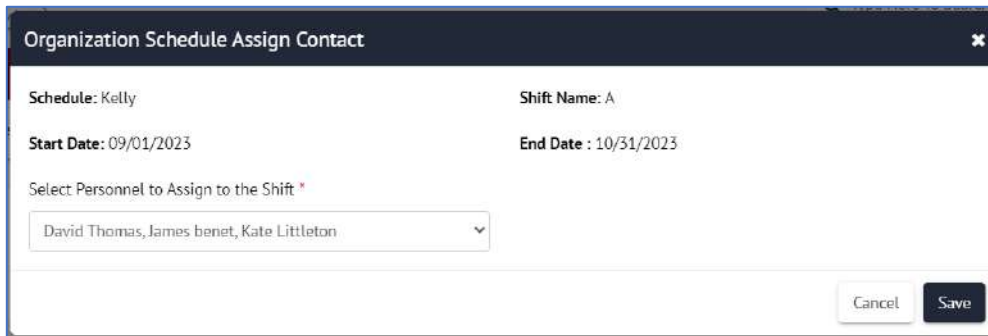
Figure 59: Delete Schedule Confirmation pop-up.

5.4.3.4 Assign Personnel

Once the schedule is created for the fire department, we can assign a personal to it through the "Assign Personnel" Action. Here you can select the personnel to be assigned to the shift.
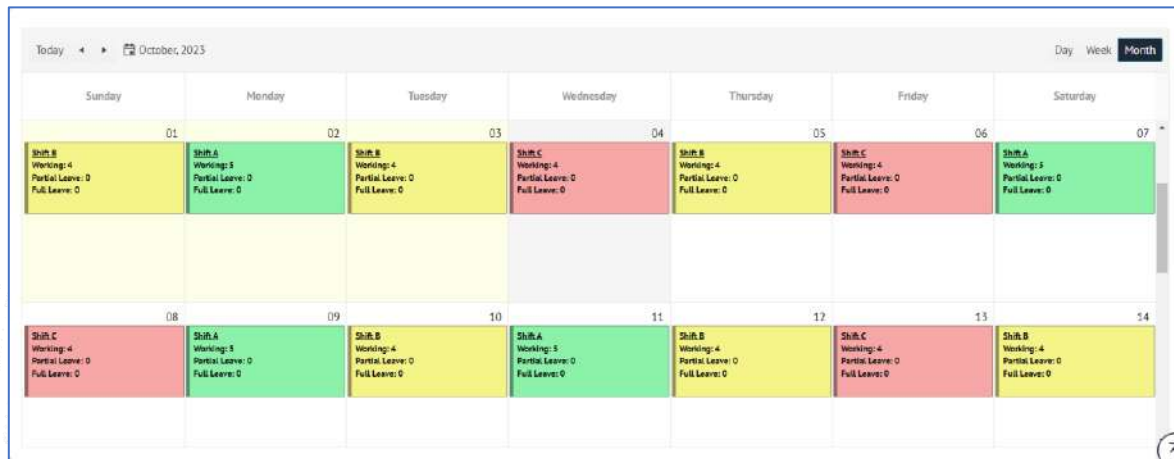
Figure 60: Assign Personnel pop-up.

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

Figure 61: Calendar view of the schedule on the Manage Schedule screen.

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

Figure 62: Pop-up displaying the details of the Personnel grouped by working, on leave or Partial leave.

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

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

Important:

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

5.4.4   Personnel Management

Rank: Fire Department Chief

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

5.4.4.1   Add Personnel

Click on Add Personnel to add a user.

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

Figure 63: Add Personnel pop-up.

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

5.4.4.2   Edit Personnel

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

Figure 64: Edit Personnel pop-up.

5.4.4.3   Remove Personnel

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

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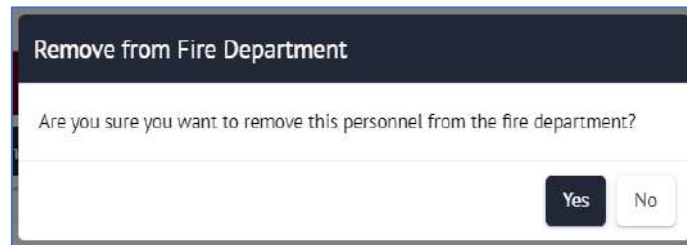

Figure 65: Remove from Fire Department confirmation pop-up.

5.4.4.4   Promote to Fire Chief

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

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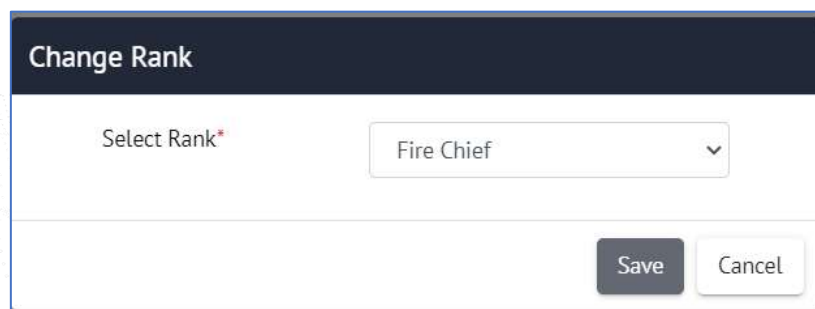

Figure 66: Change Rank pop-up

5.4.4.5   Assign fire Station.

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

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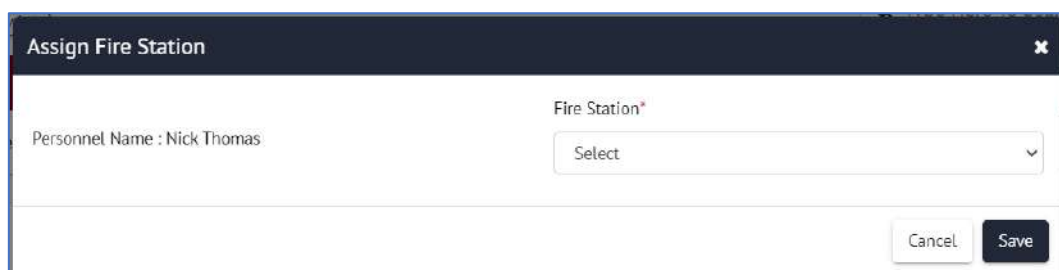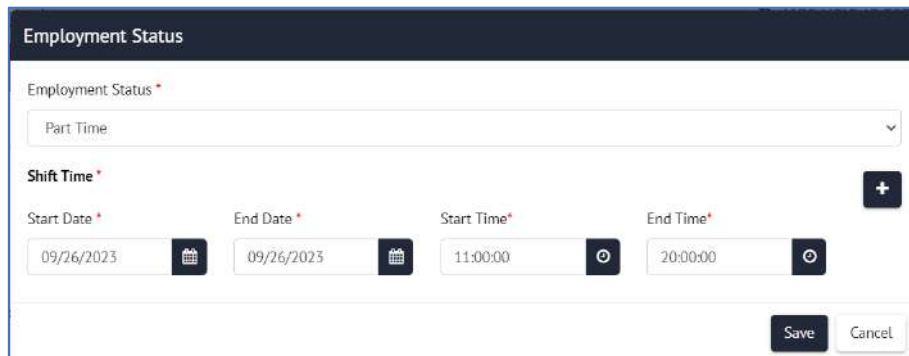

Figure 67: Assign to Fire Station pop-up.

5.4.4.6   Set Employment Status/Schedule

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

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

If the user is working on different times on different days, you can keep adding additional dates and times to define the work schedule of part time and volunteer personnels.
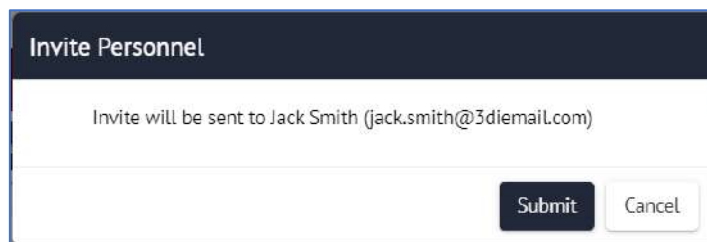
Figure 68: Set Employment Status pop-up.

5.4.4.7   Send invitation to join OFIRMS.

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

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

Figure 69: Invite Personnel pop-up.

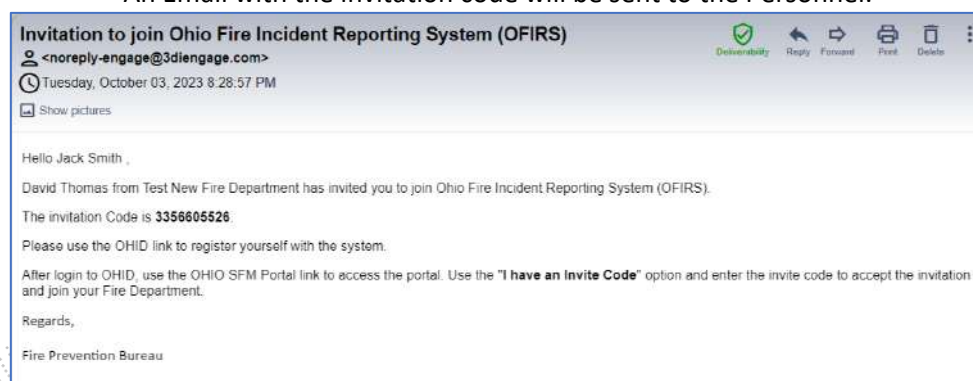An Email with the invitation code will be sent to the Personnel.

Figure 70: Sample Invitation Email with Invitation code.

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

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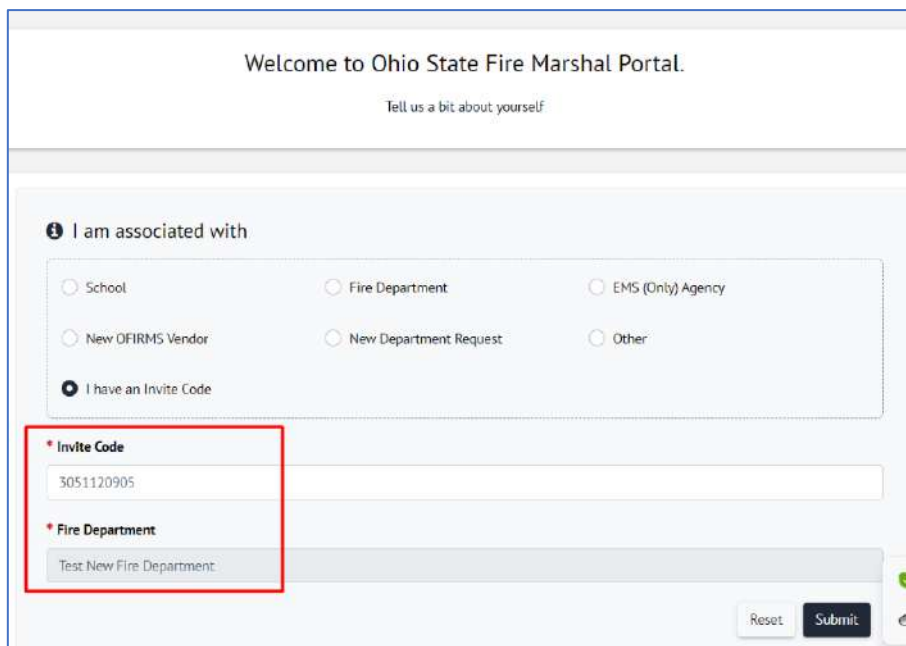

Figure 71: New OHIO SFM Portal user screen with I have an Invite Code selected.

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

5.4.4.8   Modify Schedule

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

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

Figure 72: Modify Schedule pop-up.

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

If you want to assign the personnel to a new shift, then select the new shift name and the select the new start date for the new shift to start on. The Start Date cannot be earlier than the End Date selected above and cannot be a date in the past.
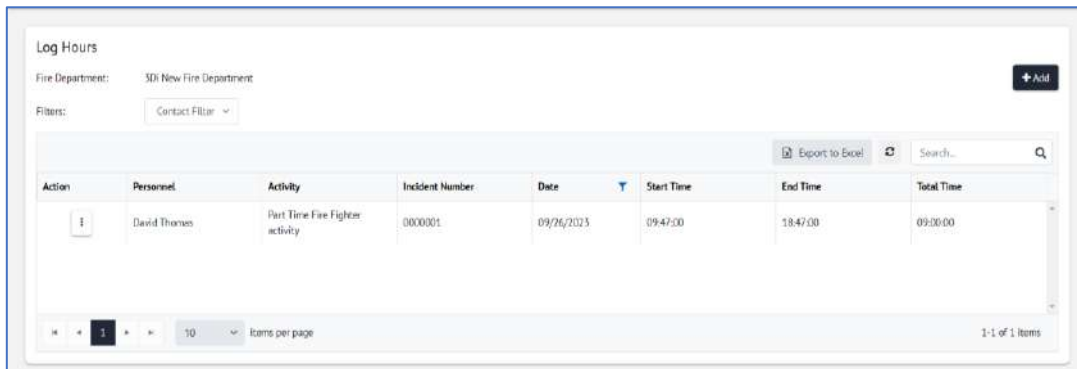
Figure 73: Expanded Modify Schedule pop-up with edit schedule.

5.4.5 Log Activity Hours

Rank: Fire Department Chief

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

Figure 74: Log Activity Screen

5.4.5.1 Add/Log Hours

To add an Activity for personnel, click on **+Add** button. This will open the Add hours pop-up wherein you can select personnel and log activity hours.
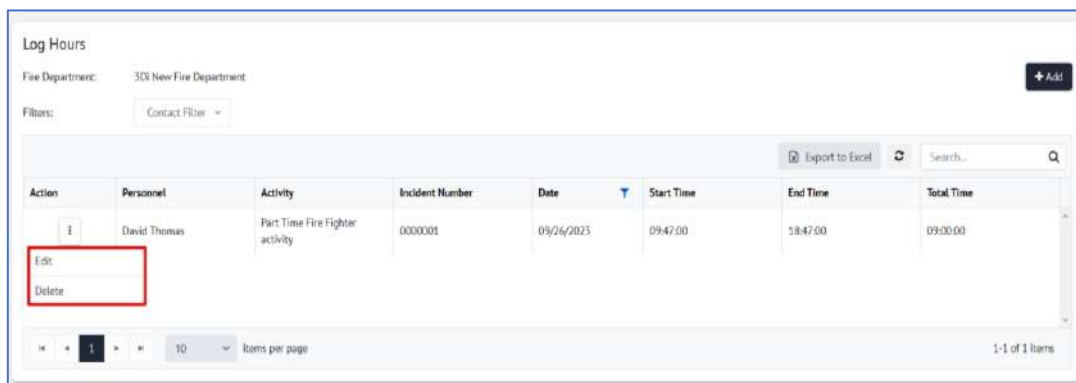
The system allows to log hours for multiple days for any activity or Incident. Use the Add Button to add additional dates for logging hours for the selected personnel.

Figure 75: Add hours pop-up.

On the Log hours screen, each entry can be modified or deleted. Use the Edit or Delete actions against the personnel's logged hours to edit and delete the entry respectively.
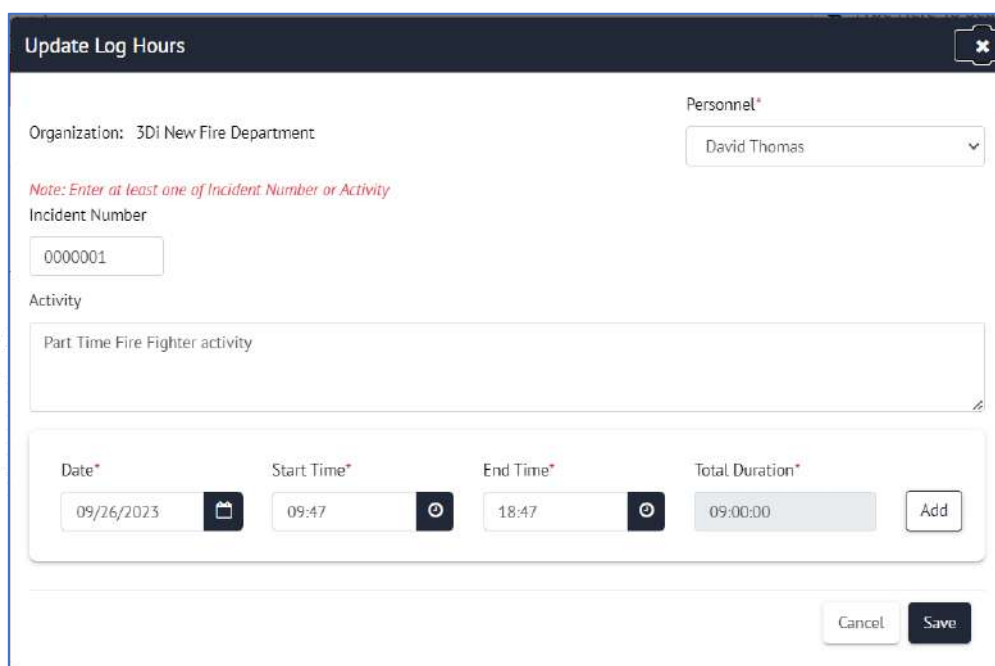
Figure 76: Log hours grid displaying Edit and Delete Actions

5.4.5.2   Edit Logged Hours

On clicking on Edit from Action, below popup will be visible wherein we can update the log hours added for the selected personnel.
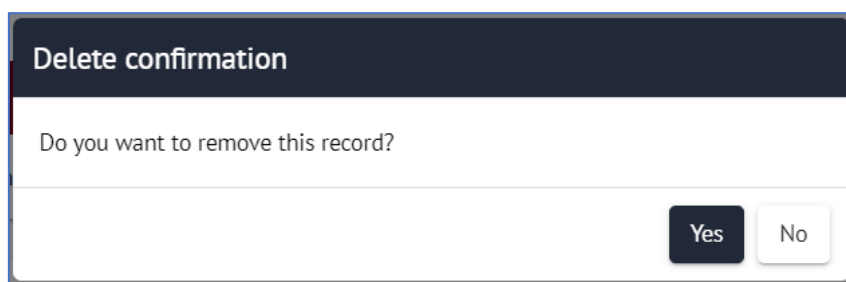
Figure 77: Edit Log Hours pop-up.

5.4.5.3   Delete Logged Hours

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

Figure 78: Delete Log Hours confirmation pop-up.

5.4.6 Checklist Management

Rank: Fire Department Chief

The purpose of this page is to create new Checklists for Engine Checks. This screen lists the checklists created for the selected fire department. Fire Department users can create custom checklist for their engine check using this functionality. To view and/or edit an existing checklist click on checklist name in the grid.
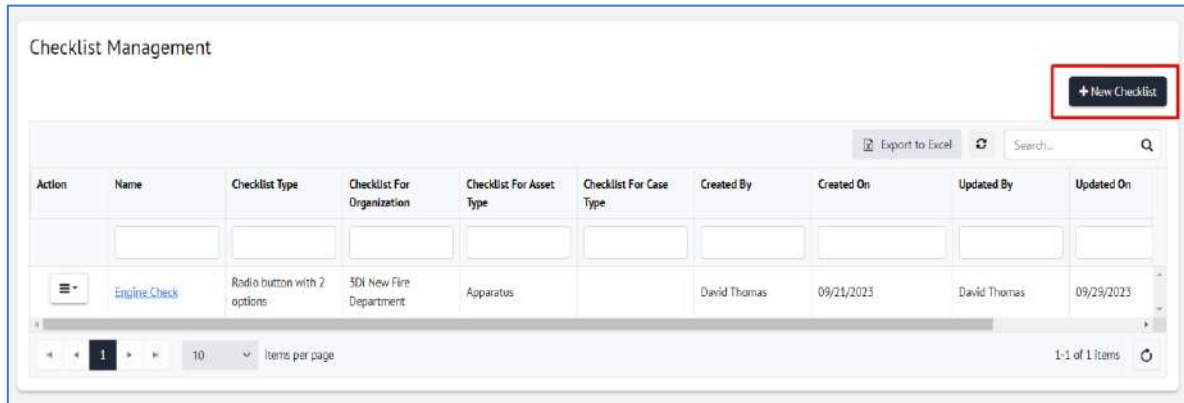
Figure 79: Checklist Management Screen

5.4.6.1 Add New Checklist

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

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

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

Press the **save** button to save the checklist. The options selected on this pop-up will be the default options when creating a checklist item.
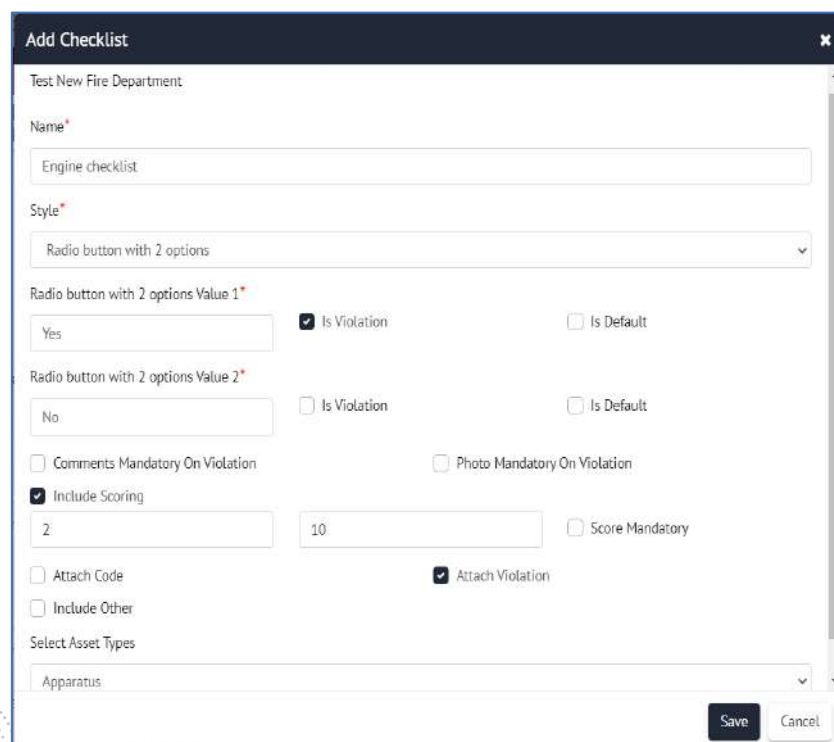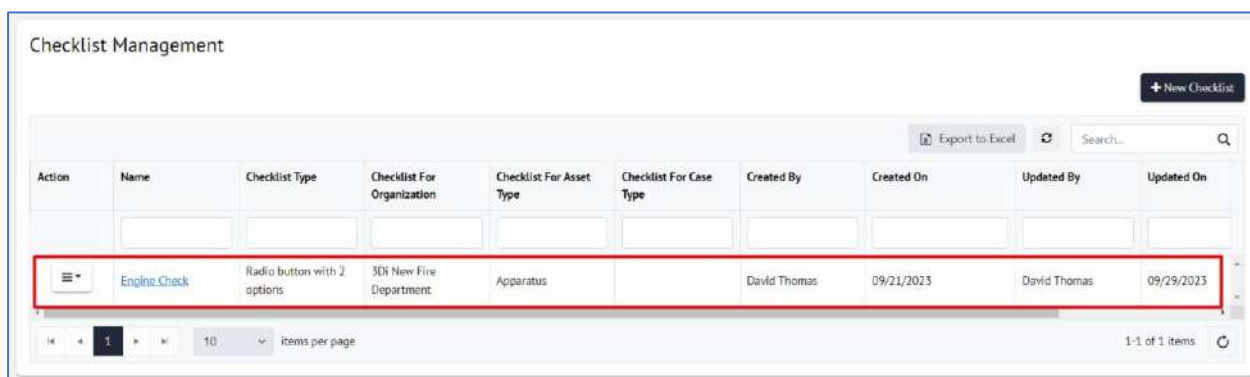
Figure 80: Add new Checklist pop-up.

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

Figure 81: Checklist Management screen with new checklist item created.

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

- **Delete Checklist** – Action to delete and existing checklist. A deleted checklist cannot be recovered. The system will not allow deletion of a checklist that is already used in any engine check.
- **Edit Checklist** – This action will open the edit checklist. The name and the checklist style can be modified using this action.
- **Copy Checklist** – To create a copy of an existing checklist, use this action.
- **Activate/Deactivate Checklist** – This action is used to activate or deactivate and existing checklist. While doing engine checks, only the active checklist will be available.
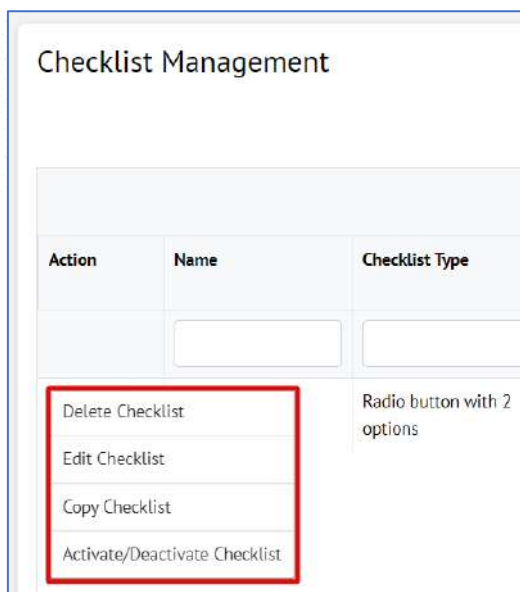
Figure 82: Action on a checklist.

5.4.6.2   Delete checklist.

On clicking on Delete Checklist, a confirmation popup will display. On clicking on "Yes", the checklist will get deleted.
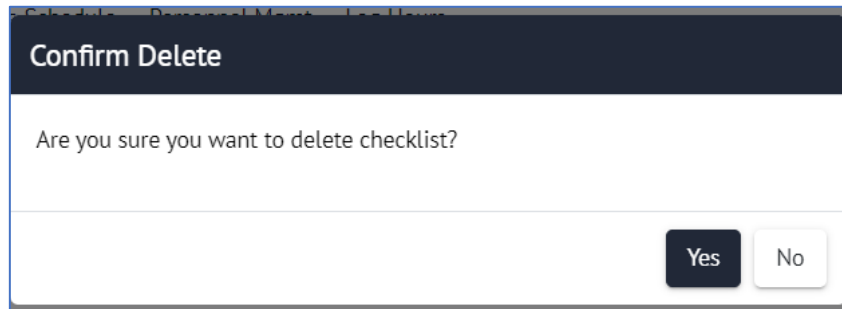
Figure 83: Delete Checklist Confirmation pop-up.

5.4.6.3   Edit Checklist

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

Figure 84: Edit Checklist pop-up.

5.4.6.4   Copy Checklist

On clicking on Copy Checklist, it will show a confirmation popup.
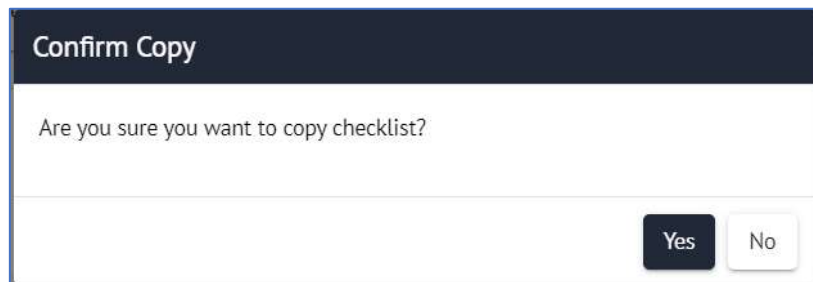
Figure 85: Copy Checklist confirmation pop-up

On clicking on "Yes", it will show a success popup.
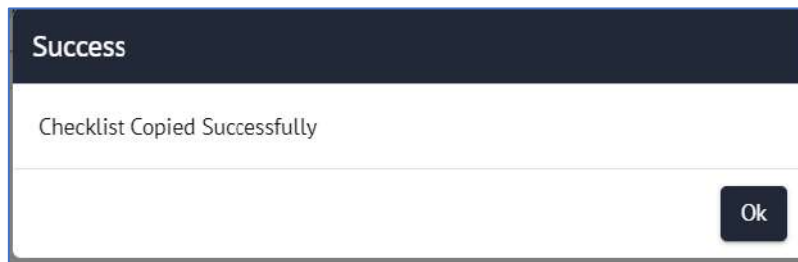
Figure 86: Copy checklist confirmation pop-up.

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

Figure 87: Checklist screen highlighting a copied checklist.

5.4.6.5   Activate/Deactivate Checklist

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

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

6   Decal

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

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

6.1   Request Decal

Rank: All fire department staff

Steps:

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

Figure 88: My Department Screen with View Button highlighted.

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

Figure 89: Decal Request grid on Decal Request Screen

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

- Contact details such as **first name, last name, email,** and **phone number.**
- **Issuing Year**
- **DPS Certification number** – Firefighter certification number from the Department of Public Safety.
- Vehicle Details such as **manufacturing year, make and model, license plate number, and date of vehicle inspection.**
- **Maltese Cross Required?** – let the Fire Prevention Bureau know if Maltese Cross is also required along with the new decal.

Figure 90: Request Decal Form

Step 4: Upon submission, the system will provide the confirmation message.
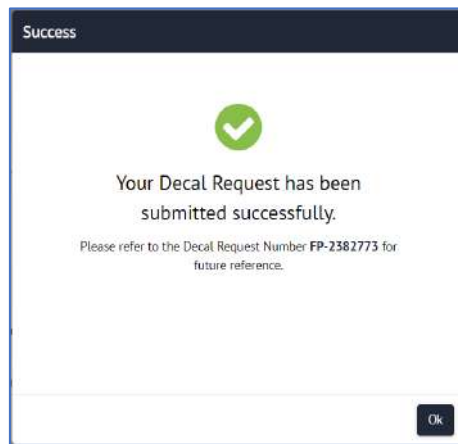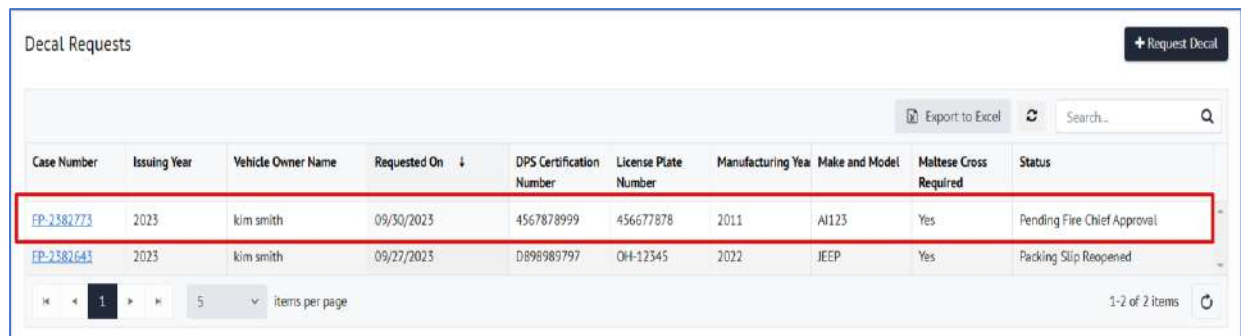
Figure 91: Decal Request Creation confirmation pop-up.

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

Figure 92: Decal Request on the Fire Department Detail screen

7   Fire Station Management

7.1   Add/Edit/Delete Fire Station

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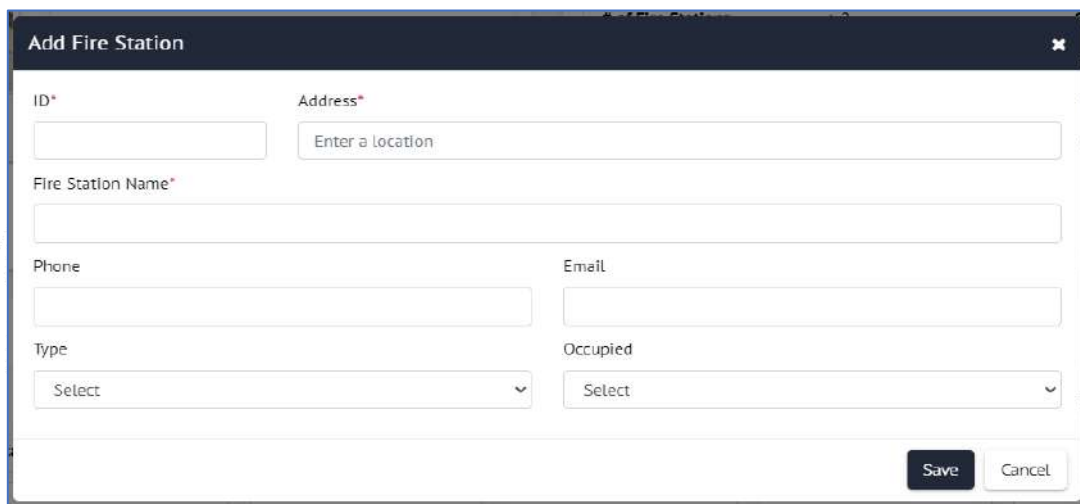

Figure 93: Fire Station grid on Fire Department Detail Screen

Figure 94: Add Fire Station pop-up.

7.2   Fire Station Detail

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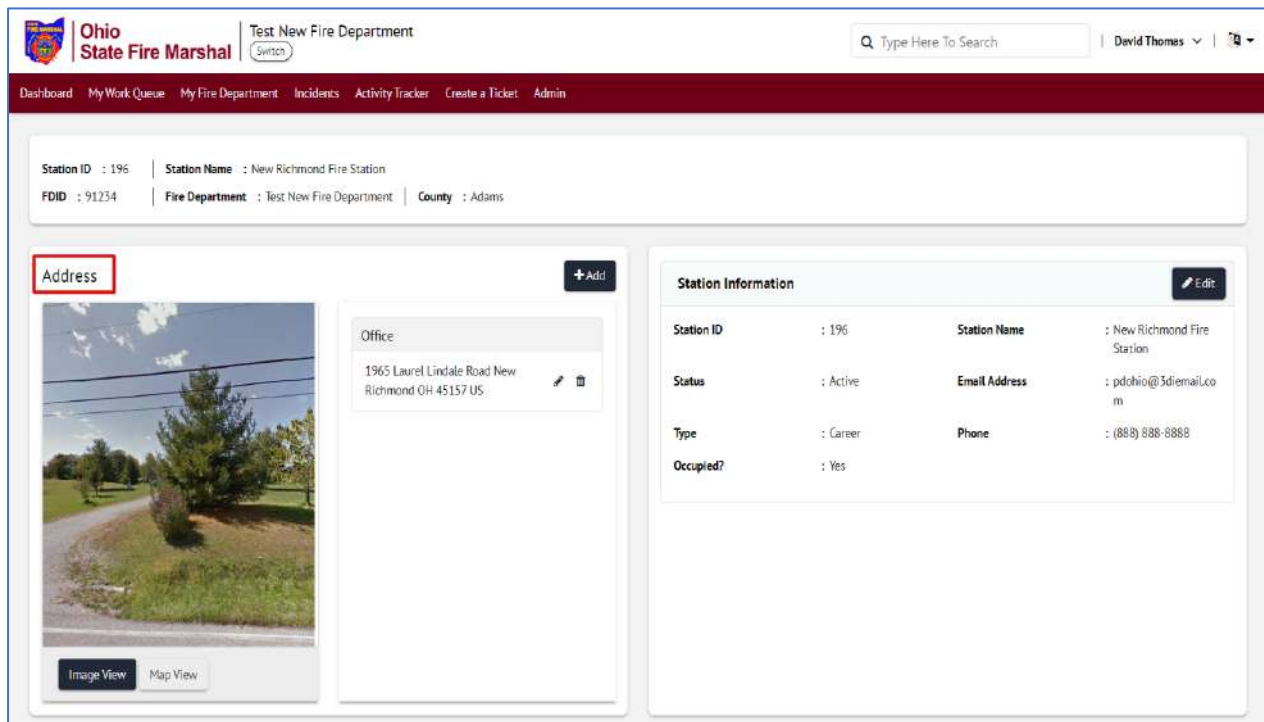

Figure 95: Fire Station Detail screen

7.2.1   Address

The OFIRMS systems allow multiple addresses (mailing and Office) for the fire station. The station address can be added by clicking on the **Add** button.
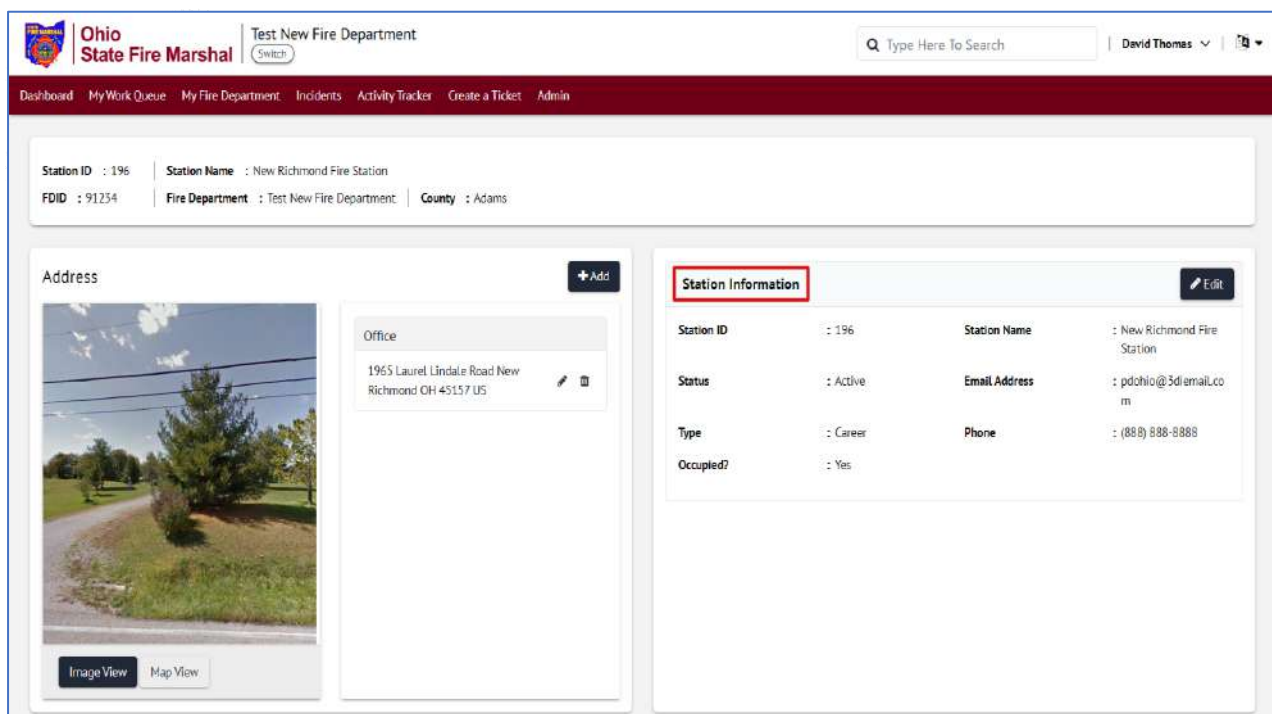
Figure 96: Address and Station Information screen on Fire Station Detail screen

7.2.2 Station Information

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

Figure 97: Address and Station Information screen on Fire Station Detail screen

7.2.3   Apparatus

The station apparatus are listed under this section.

Figure 98: Apparatus List on the Fire Station Detail Screen

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

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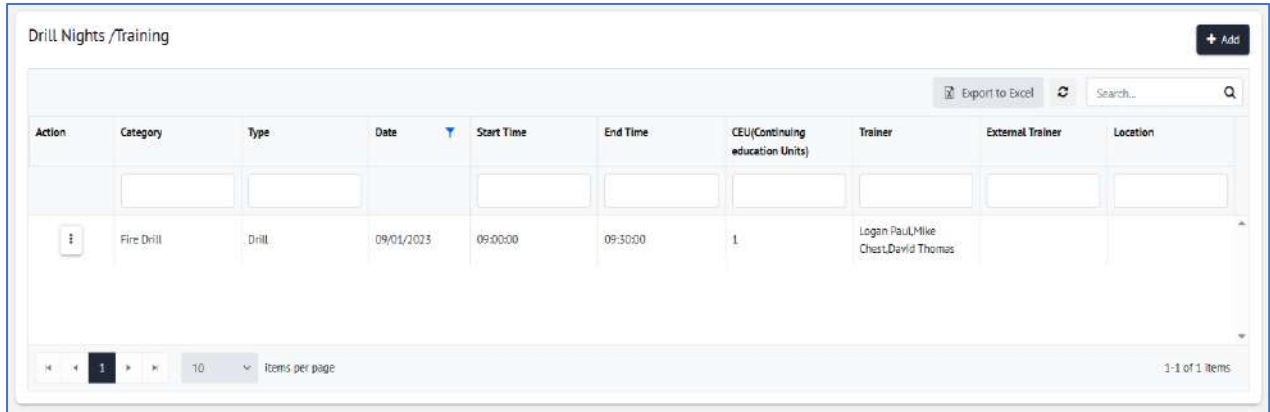
All fire station personnel are listed in this section. Click on the **Name** column to view the personnel detail page.

Figure 99: Personnel list on the Fire Station Detail Screen
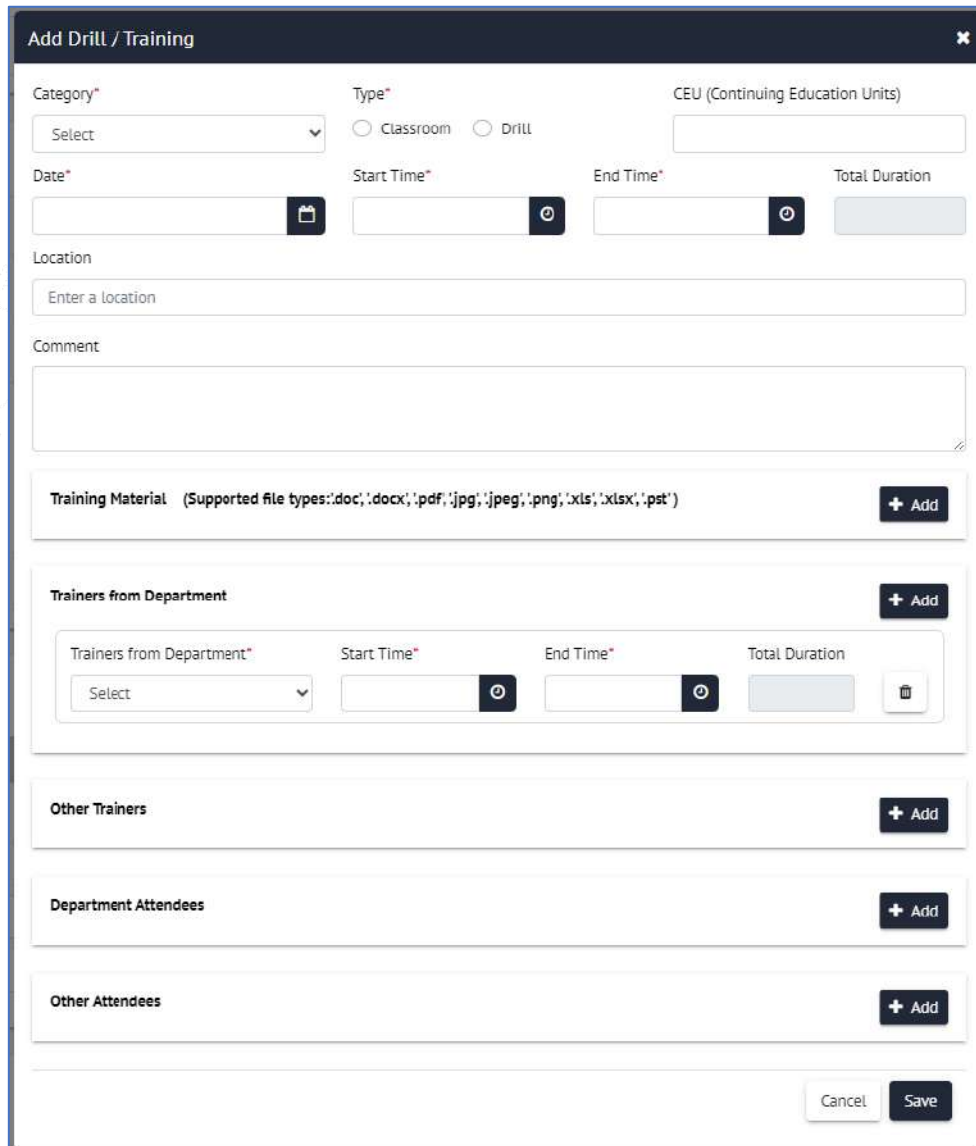
7.2.5 Drill Nights/Training

The section lists the station training history. Click the **+ Add** button on The Drill Night/Training section. While adding new training, the system asks for a few important details like **category, type, CEU, date and time, location, trainer, attendees**, and other details.

Figure 100: Drill Nights/Training grid on Fire Station Detail Screen

Figure 101: Add Drill / Training pop-up.

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

7.2.6   Hydrants

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

Figure 102: Hydrant List on Fire Station Detail screen

Figure 103: Map view of Hydrants on Fire Station detail screen

7.2.6.1   Add New Hydrant

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

Figure 104: Add Hydrants pop-up.

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

7.2.6.2   Hydrant Detail

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

Figure 105: Hydrant Detail Screen

7.2.6.3   Add Hydrant Inspection

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

Figure 106: Add Hydrant Action on Hydrant Detail screen.

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

Figure 107: Add Hydrant Inspection pop-up.

7.2.7 Equipment

Use the equipment section to add all equipment that a fire station possesses.
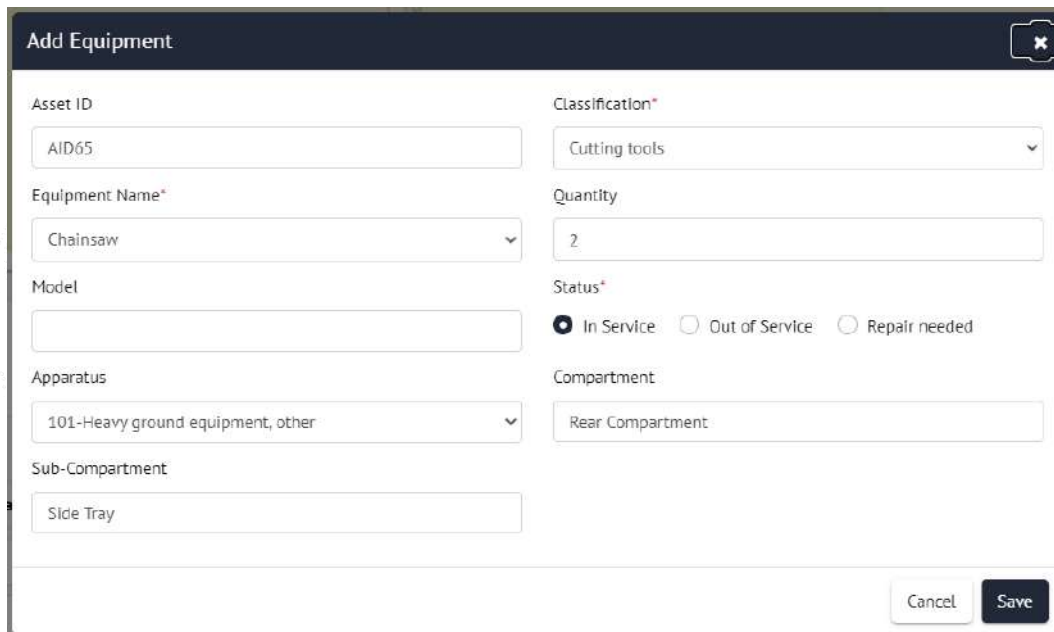
Figure 108: Equipment List on the Fire Station Detail screen.

7.2.7.1 Add Equipment

Click on the **Add** button to add a new equipment entry. **Asset ID, Classification, Equipment Name**, and **Status** are important fields to be provided. If equipment is part of an apparatus, then equipment can be tagged against an apparatus.
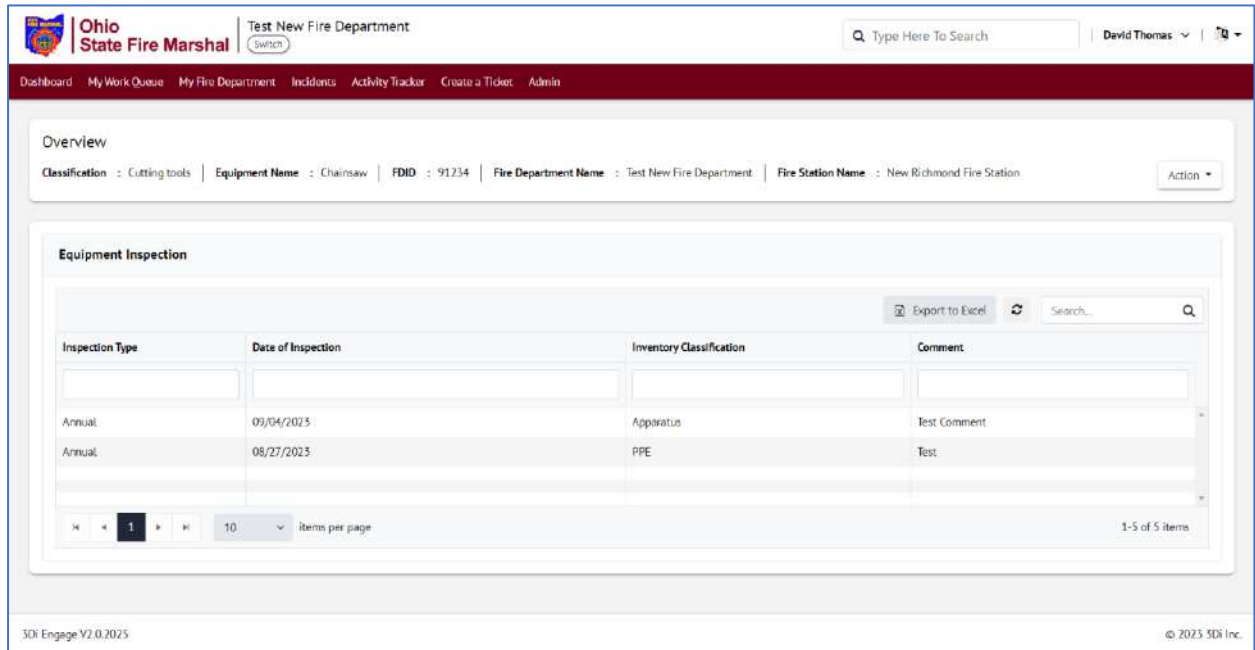
Figure 109: Add Equipment pop-up on Fire Station Detail screen.

7.2.7.2 Equipment Detail

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

Figure 110: Equipment Detail screen

7.2.7.3 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.
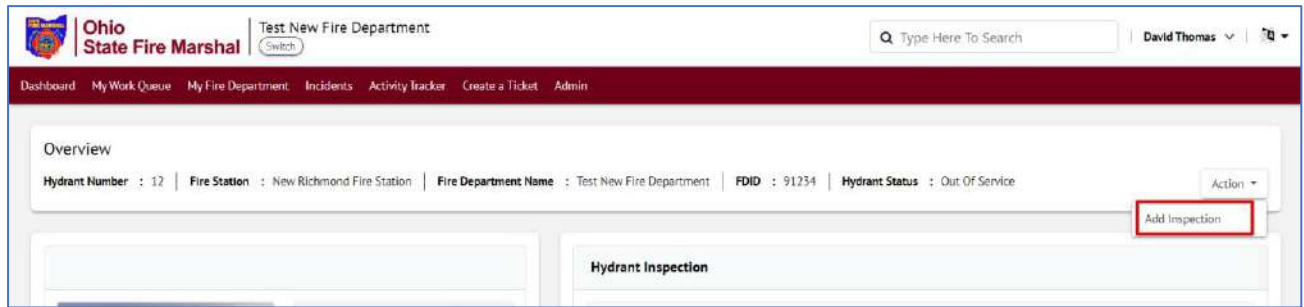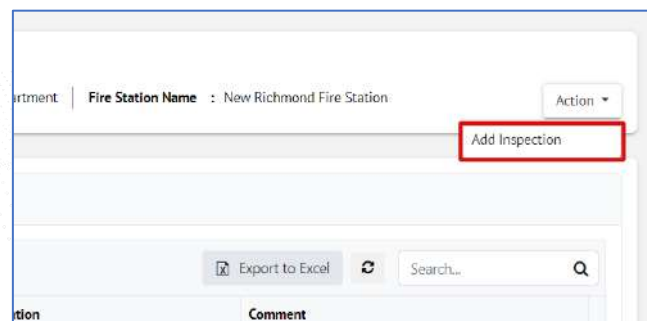

Figure 111: Add Inspection action on Equipment Detail screen.

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

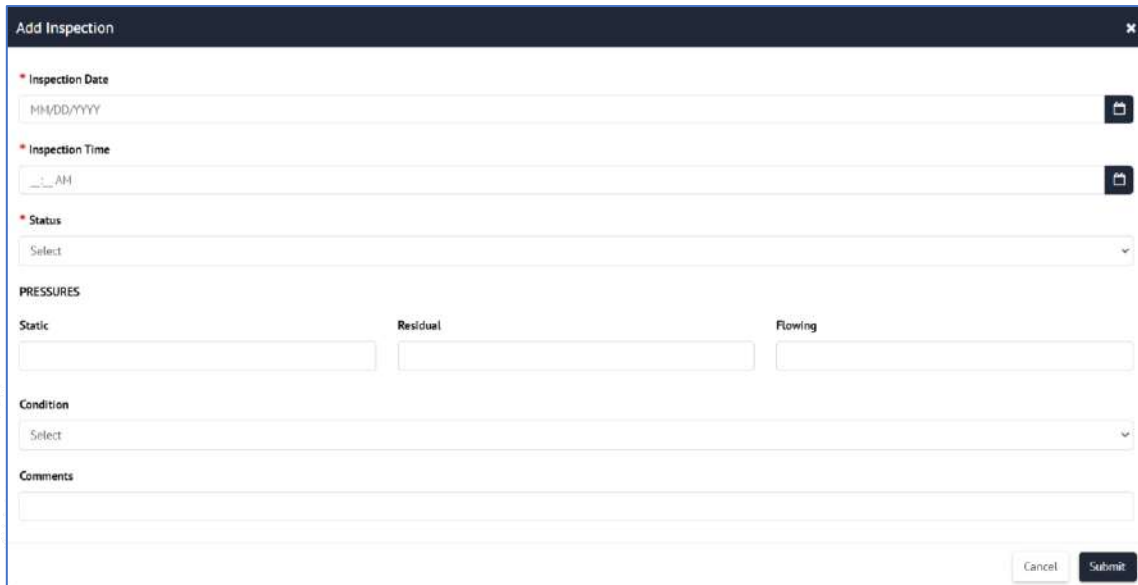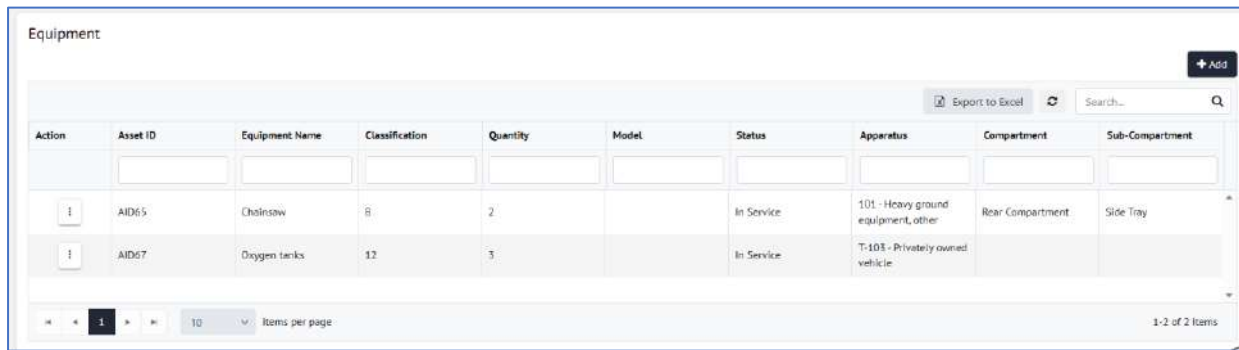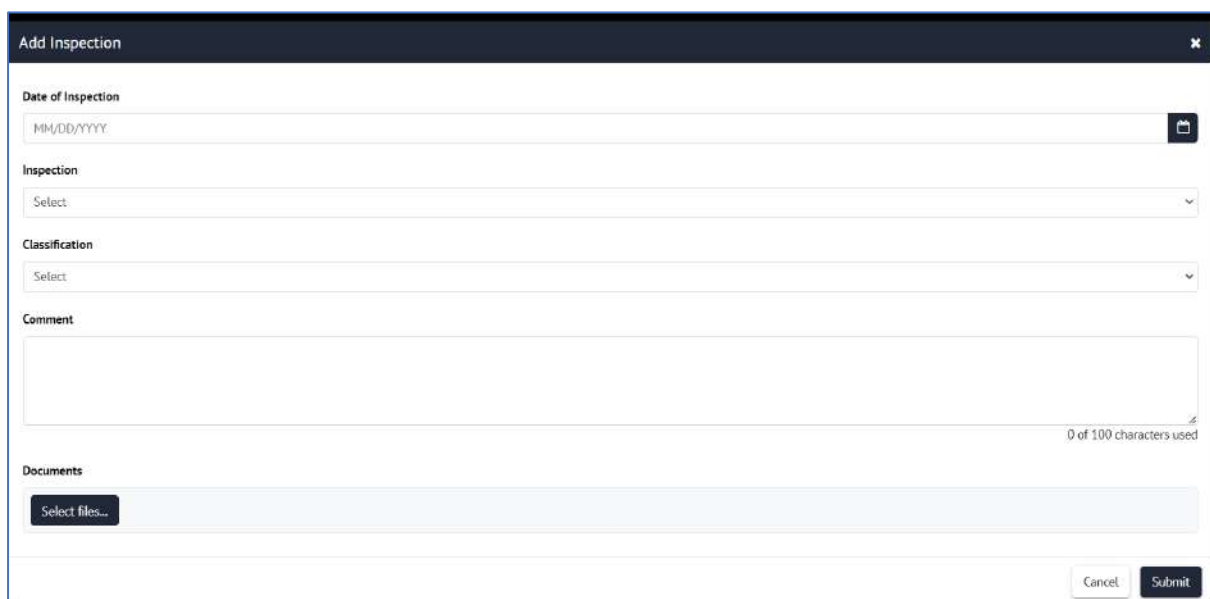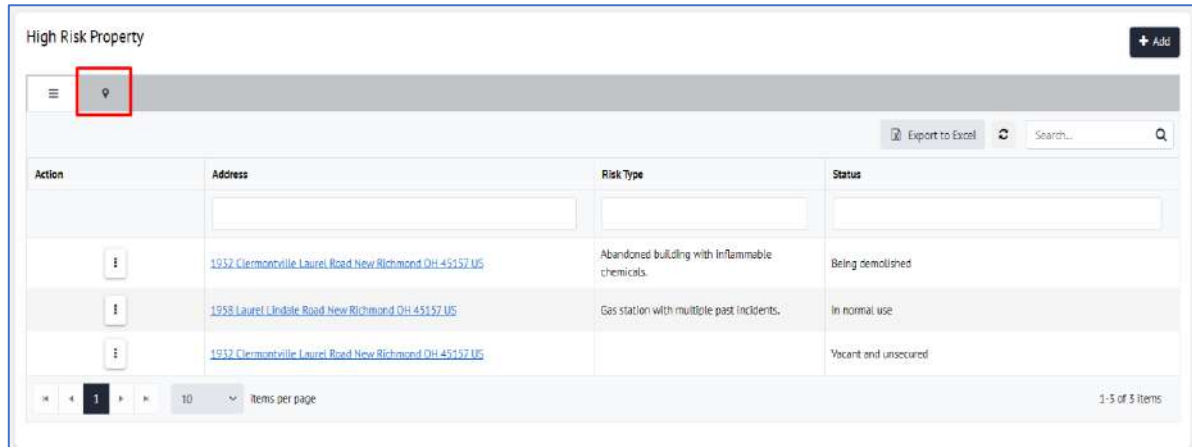*Figure 112: Add Equipment Inspection pop-up.*

7.2.8 High Risk Property

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

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

Figure 113: High Risk properties on Fire Station Detail screen.
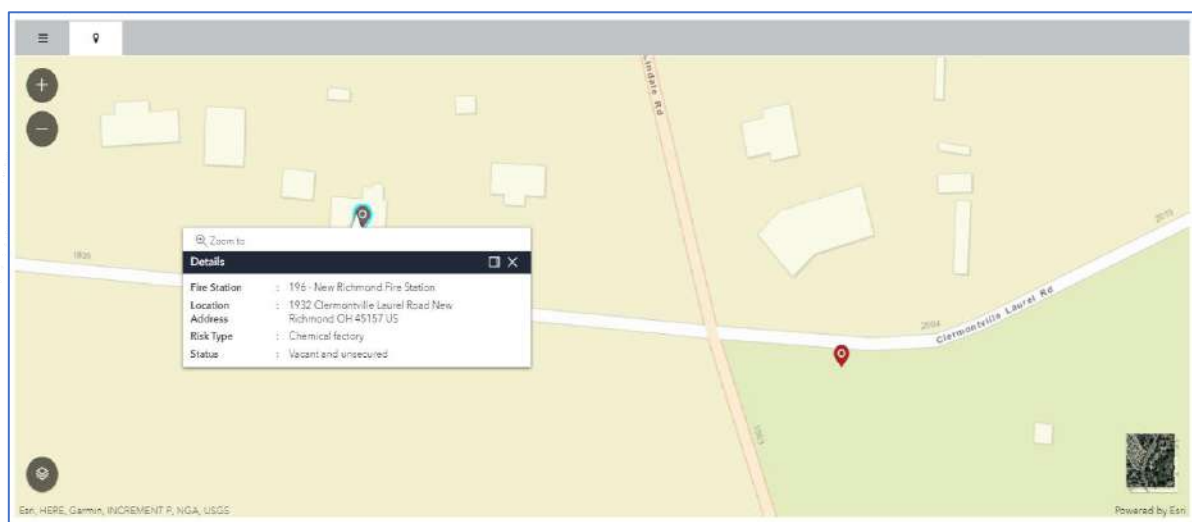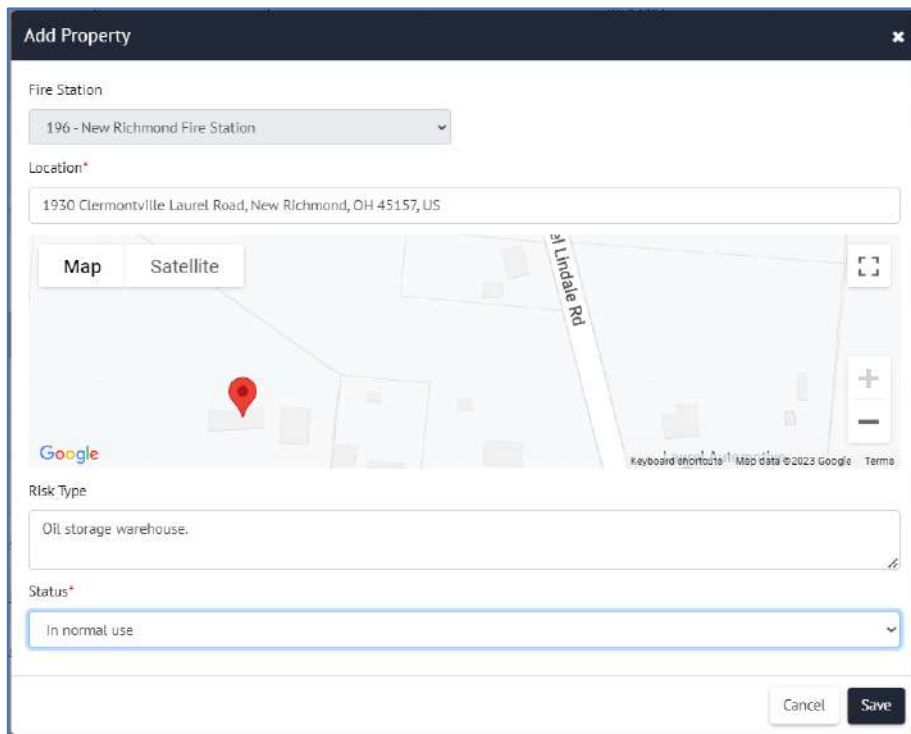
Figure 114: Map view of High Risk properties on Fire Station Detail screen.

7.2.8.1 Add New High Risk Property

To add new high-risk properties that come under the station's jurisdiction click on the **Add** button and providing details such as **Location, Risk Type, and Status.**
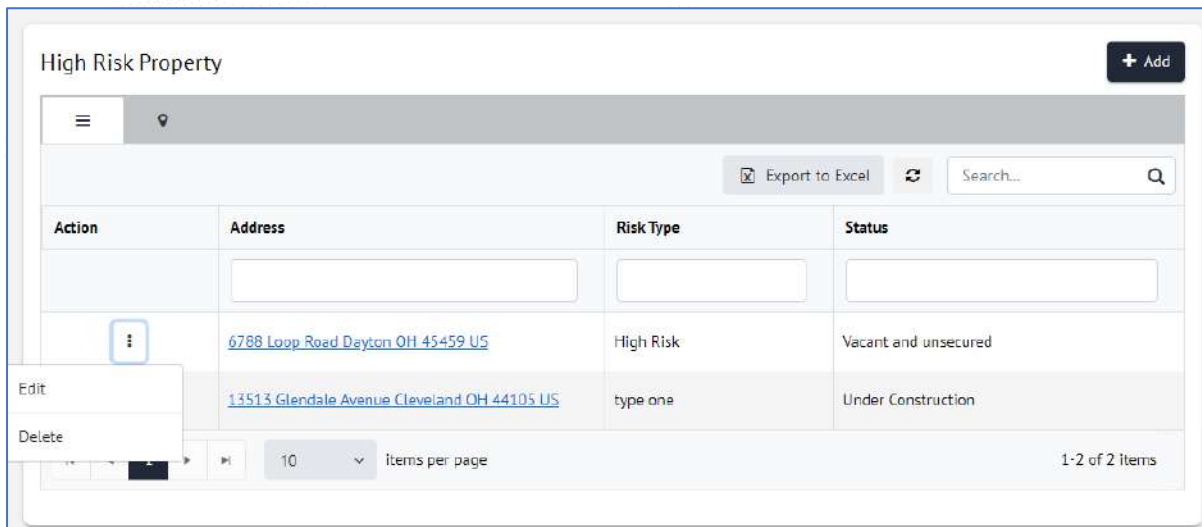
Figure 115: Add High Risk Property pop-up.

Important: While adding a high-risk property, the system can capture the exact location of the property by clicking on the map.
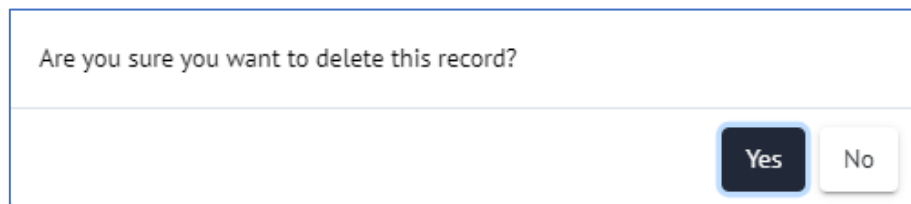
Figure 116: Actions on the High Risk Property List on the Fire Station Detail screen.

7.2.8.2 Delete High Risk Property

To delete a High Risk Property, use the Delete action from the Action column. This will open a delete confirmation pop-up. Press "Yes" to
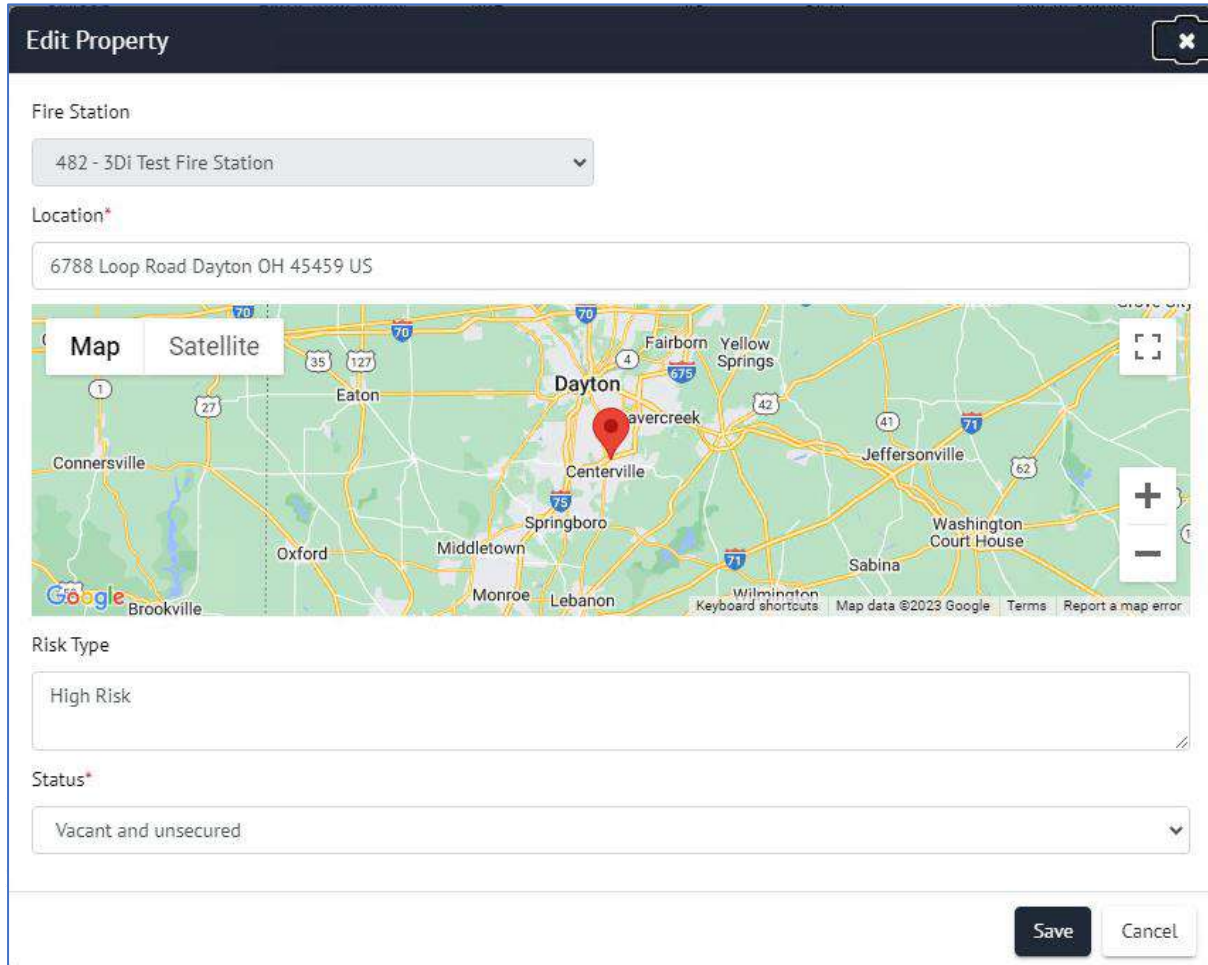
Figure 117: Delete High Risk Property Confirmation pop-up.

7.2.8.3 Edit High Risk Property

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

Figure 118: Edit High Risk property pop-up.

7.2.8.4 High Risk Property Detail Screen

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

The Fire Chief can upload **Pre Plans** for the High Risk Property page from this screen.
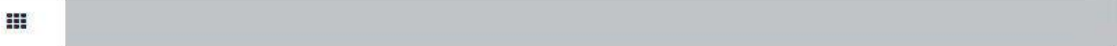
Figure 119: High Risk Detail screen.

7.2.9   Documents

The section allows you to Add/Delete/View/Download station-related documents.
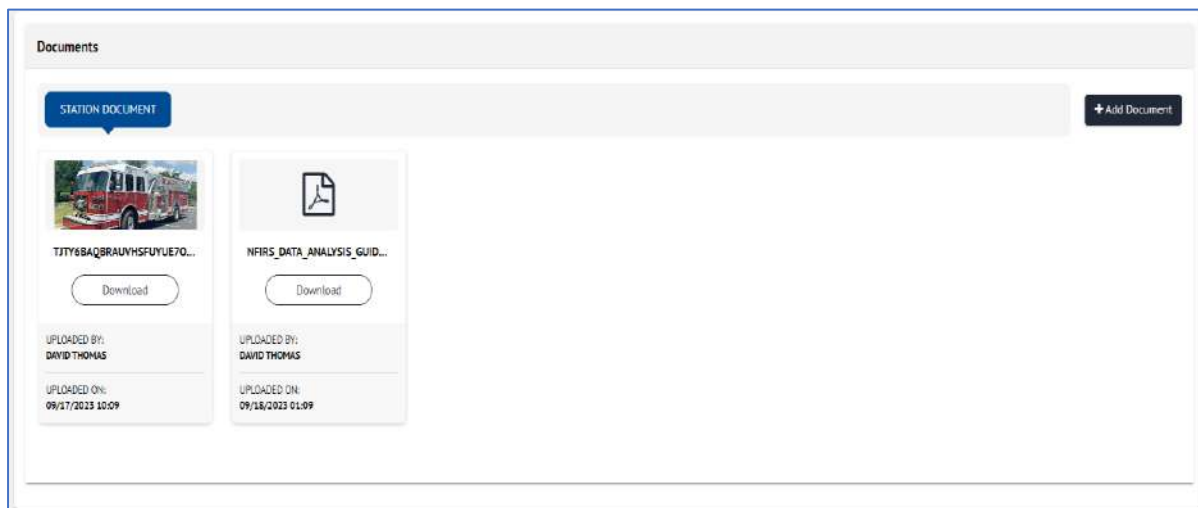
Figure 120: Documents section on Fire Department Detail screen

7.2.10 Change Log

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

Figure 121: Change log on Fire Station detail screen

8   Incident Management

Rank: Fire department staff with Incident Management Capability

Fire Departments can report Fire Incident using two options:

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

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

8.1   Incident Dashboard

The Incident dashboard has two tabs:

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

8.1.1   Incident Table/Grid:

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

Figure 122: Incident Dashboard

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

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

8.2   Create New Incident

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

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

Steps:

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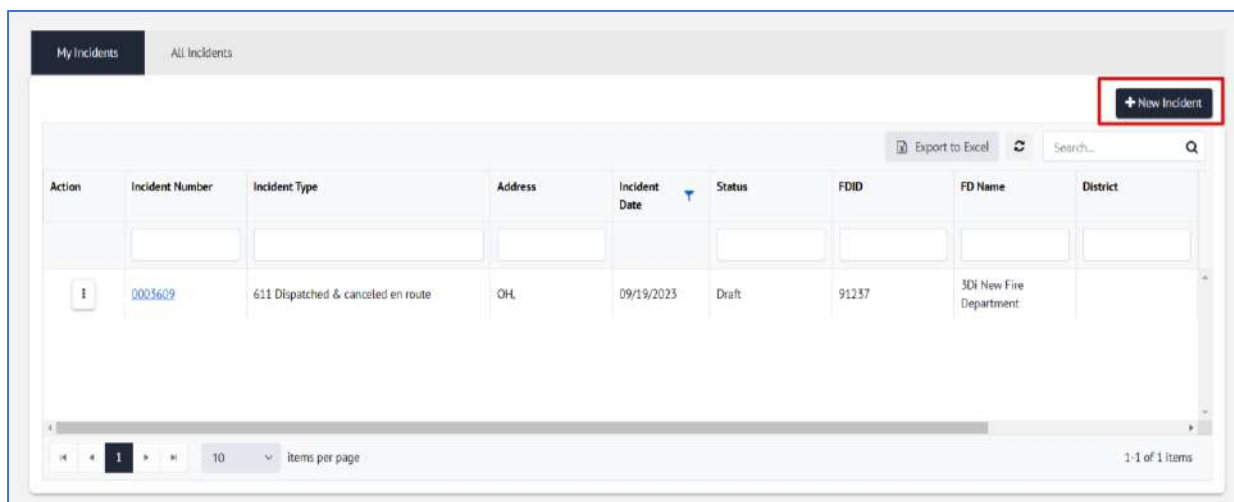

Figure 123: Incident Dashboard with New Incident button highlighted.

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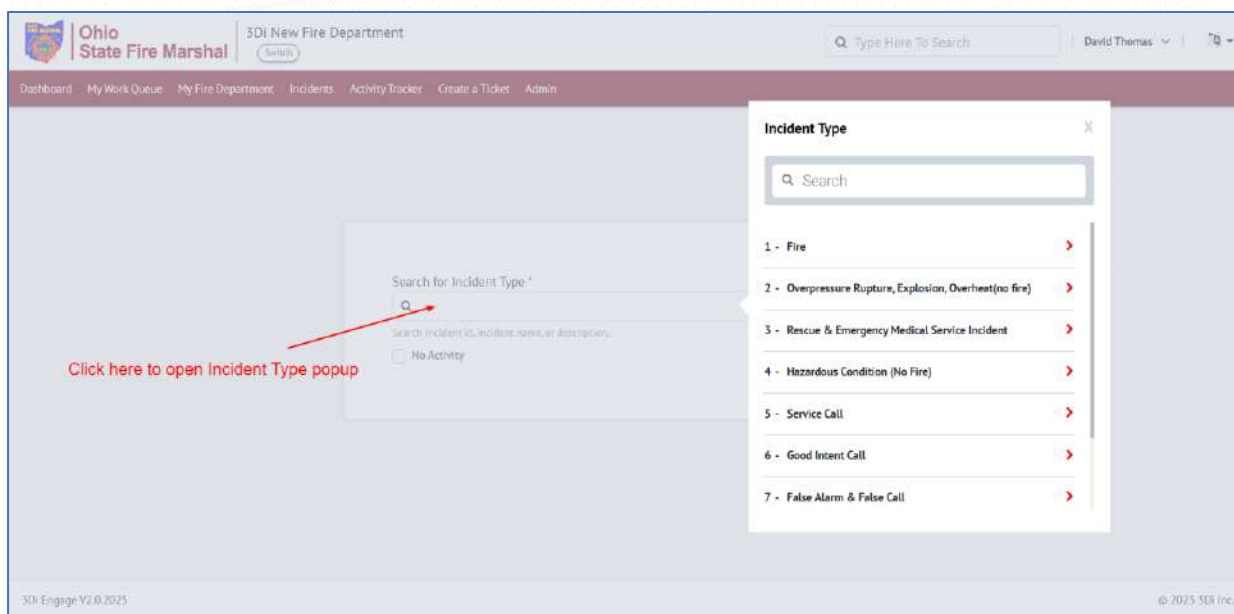

Figure 124: Search and Select Incident Type pop-up.

Type in incident ID, name, or description to search incident type. Alternatively, click on the incident category to see and select the desired incident type.
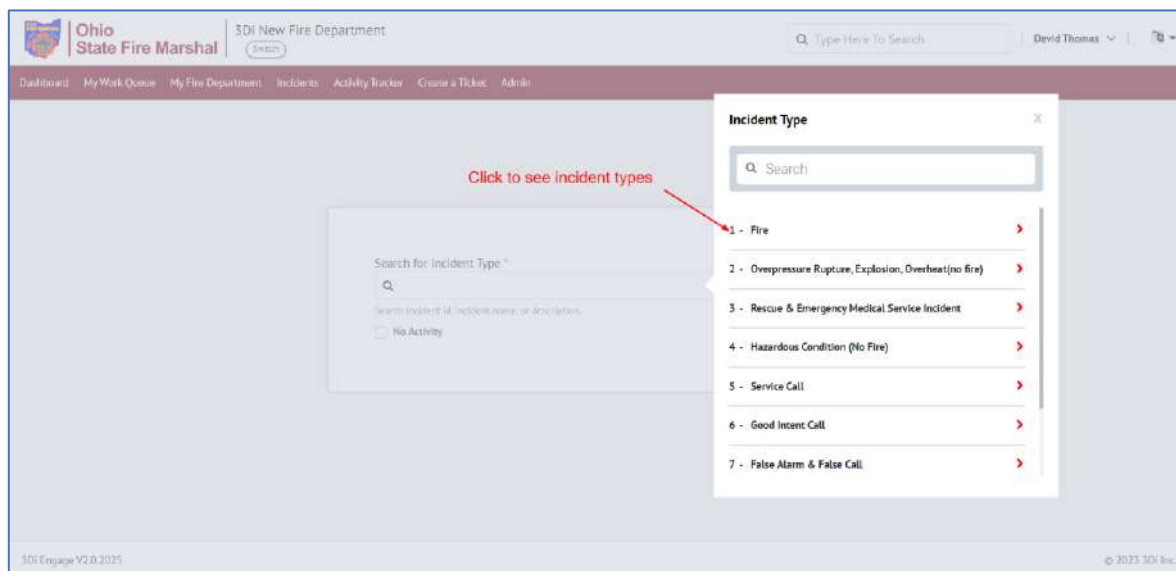
Figure 125: Search and Select Incident Type pop-up.

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

Figure 126: Create Incident screen.

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

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

Call Out:

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

8.3   Edit Incident

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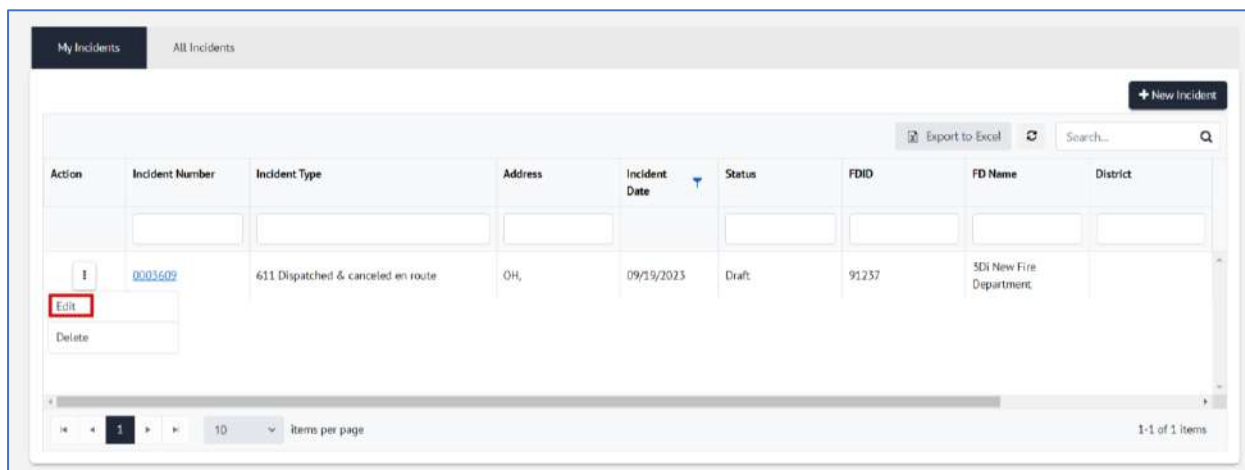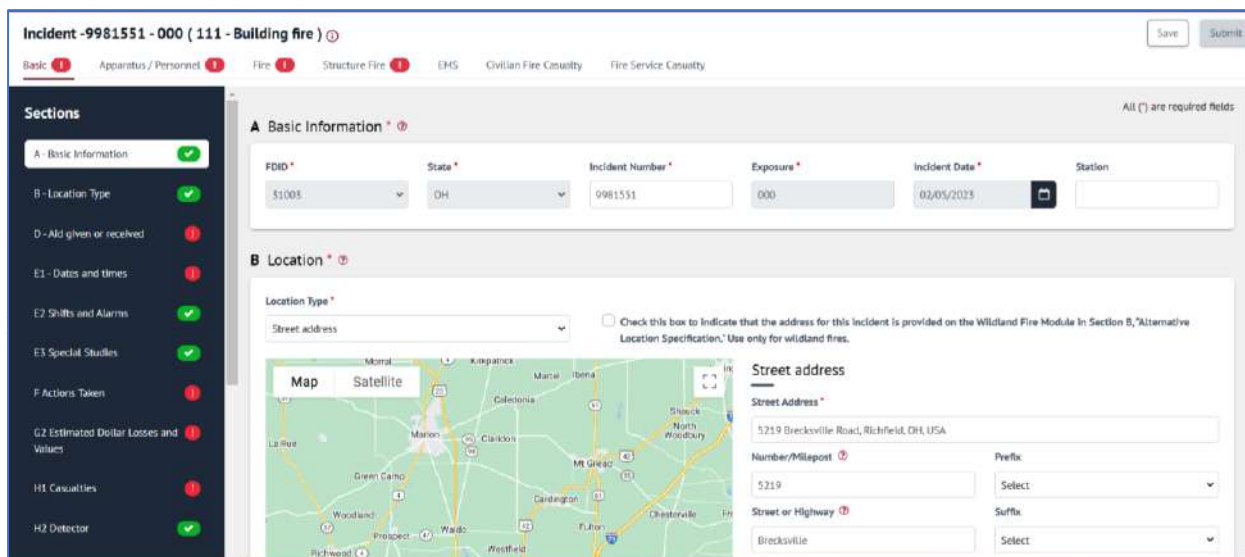

Figure 127: Incident Dashboard with Edit action highlighted.

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

Figure 128: Edit Incident screen.

8.4   Delete Incident

To delete an incident, select the delete option from the incident dashboard.
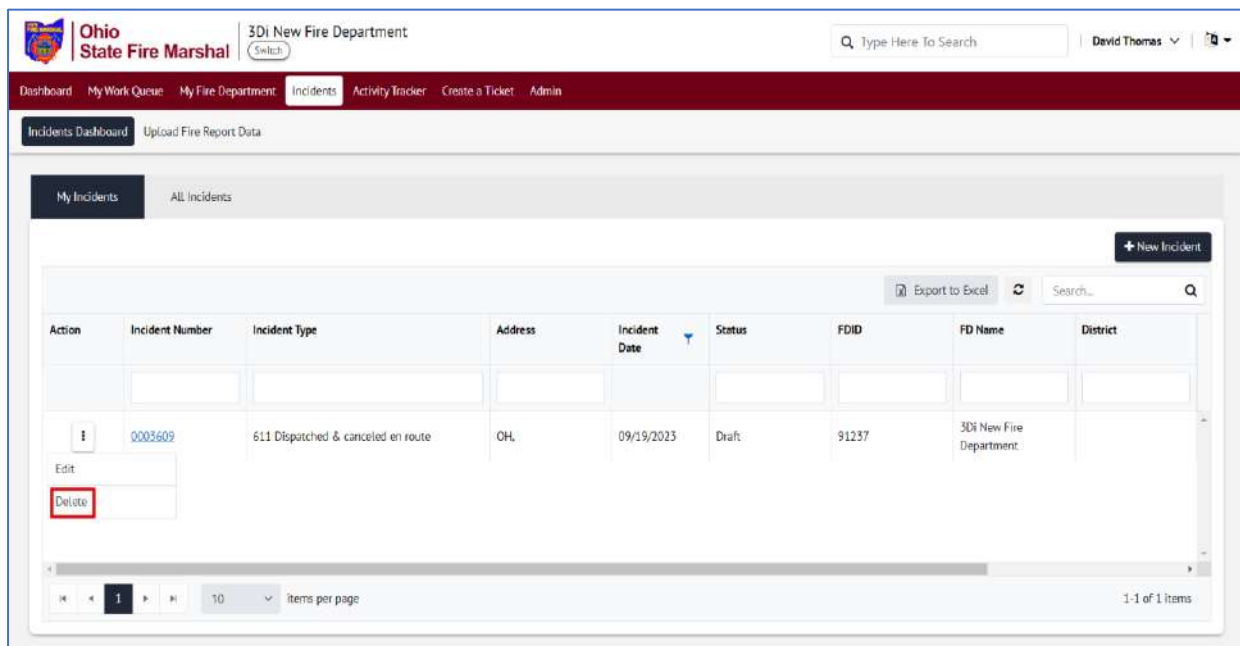
Figure 129: Incident Dashboard with Delete action highlighted.

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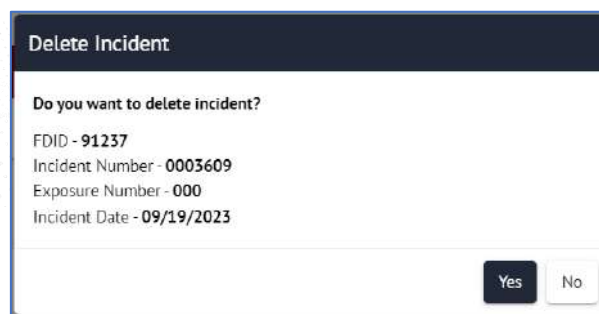

Figure 130: Delete Incident confirmation pop-up.

Call Out:

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

8.5   Add Exposure

To add an exposure, click on three dots on action column then select 'Add Exposure' action.
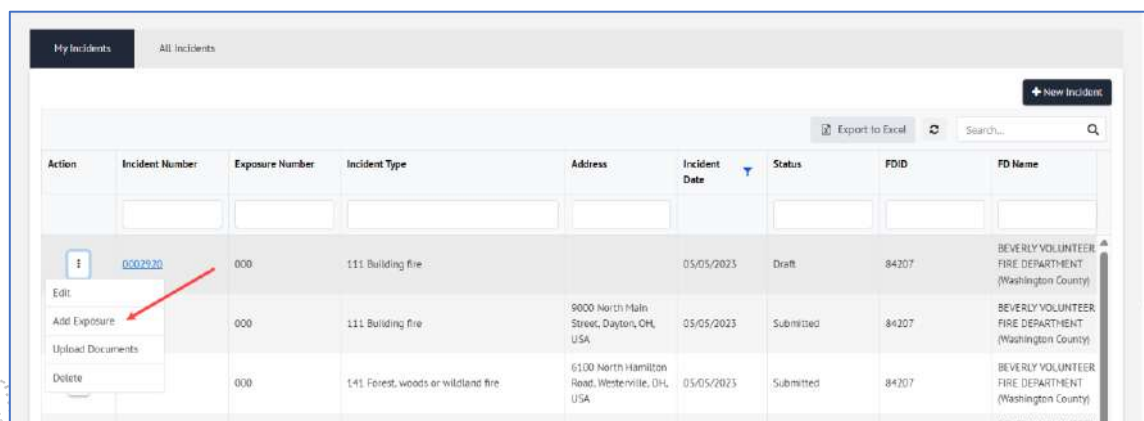
Figure 131: Incident Dashboard with Add Exposure Action highlighted.

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

8.6 No Activity Report

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

Figure 132: No Activity Reporting

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

Figure 133: 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

Figure 134: No Activity Report detail screen

9 Incident Modules

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

9.1 Basic

9.1.1 A. Basic Information

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

Figure 135: Basic Module

- Incident Number – the system will auto-generate an incident number; however, the staff can change the number while the incident is in the draft status. Once the incident is submitted, the incident number cannot be changed.
- To save the incident in the draft mode, all mandatory fields in the Basic Information section are required.

9.1.2 B. Location

- Based on the selected location type, the system will show relevant address fields on the screen.
- For Street addresses, in front of, Rear of, and Adjacent to address types, the system will provide suggestions in the Street Address field.

Figure 136: Location Type selection

- Upon selecting the address, the system will break it into relevant address fields. If required, the individual fields can be updated manually.

Figure 137: Location Type section

9.1.3 H1. Causalities

- Entering details in the Basic Module > H1 Casualties section will make Civilian Fire Casualty and Fire Service Casualty either mandatory or optional.
- Total civilian causalities (Deaths and Injuries) indicates total number of expected records under the Civilian Causality module.
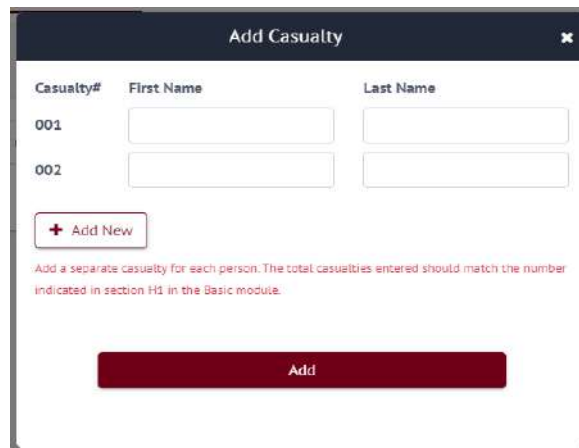
Figure 138: Casualties screen

Adding civilian records to the Civilian Causality module:
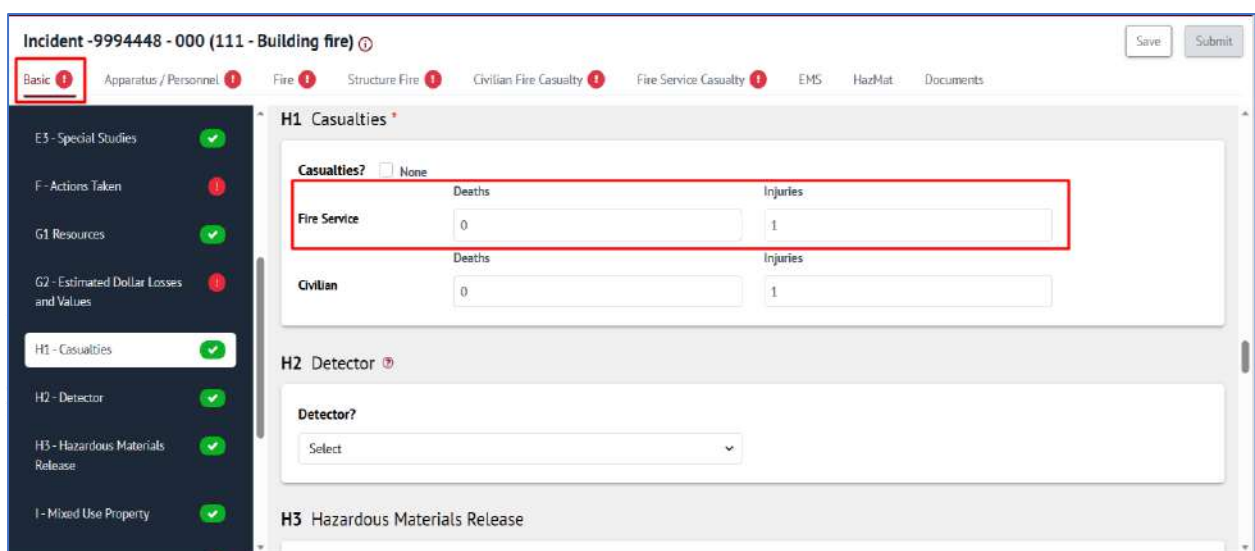
Figure 139: Add Casualty pop-up.

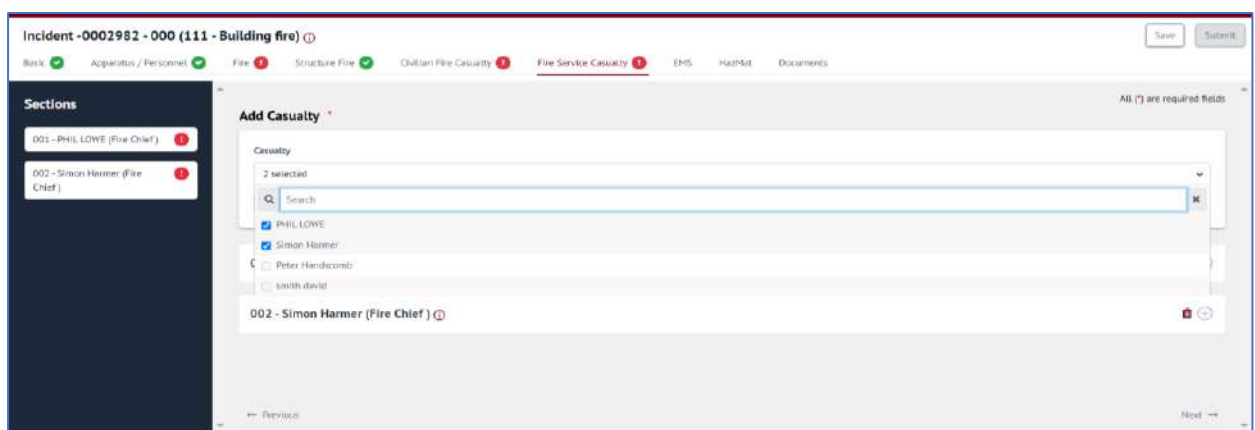- Total fire service causalities (Deaths and Injuries) indicate total number of expected records under the Fire Service Causality module.

Figure 140: Casualty section

Selecting personnel records for the Fire Service Causality module:

Figure 141: Casualty section

9.2 Apparatus and Personnel

Apparatus and Personnel is a mandatory module for each incident.

The apparatus details are preloaded from the fire department details. To add or modify apparatus details, refer to the Apparatus section.
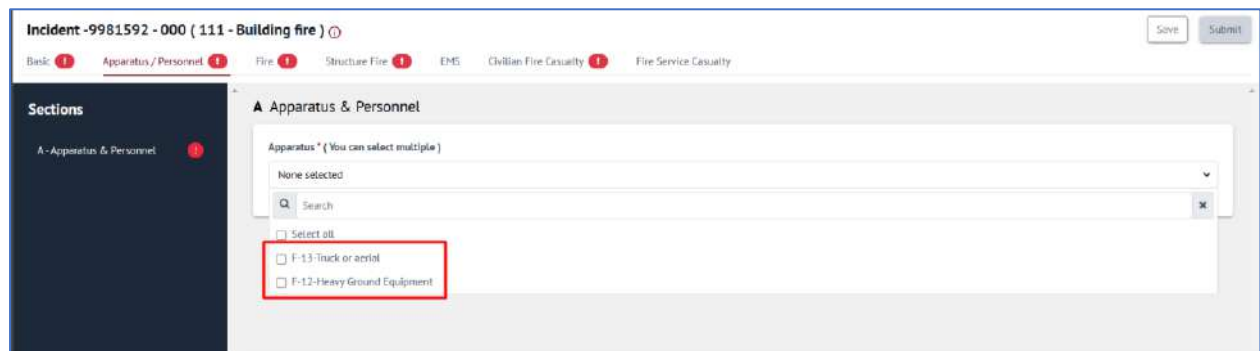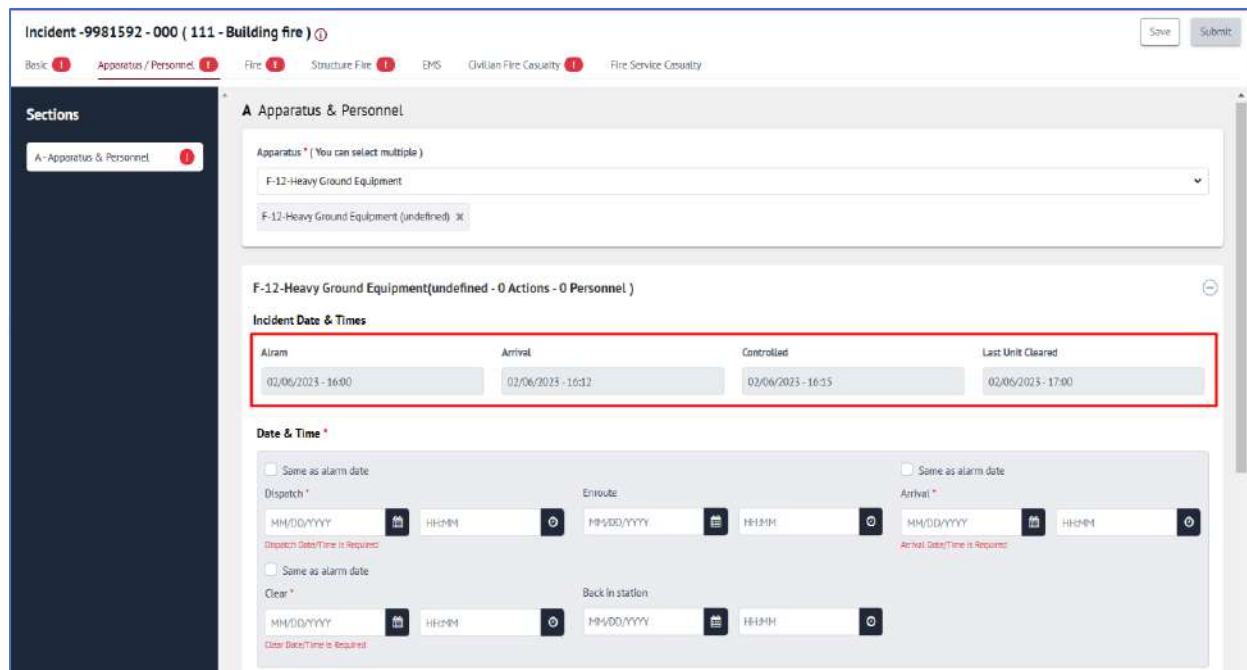
Figure 142: Selection Apparatus.

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

Figure 143: Adding Incident Date and Time

9.3   Fire

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

The optional Wildland Fire Module may be used instead of the Fire Module for Incident Types 140–143, 160, 170–173, 631, and 632. Users may also optionally complete the Fire Module for confined fires (Incident Types 113–118), although it is not required.
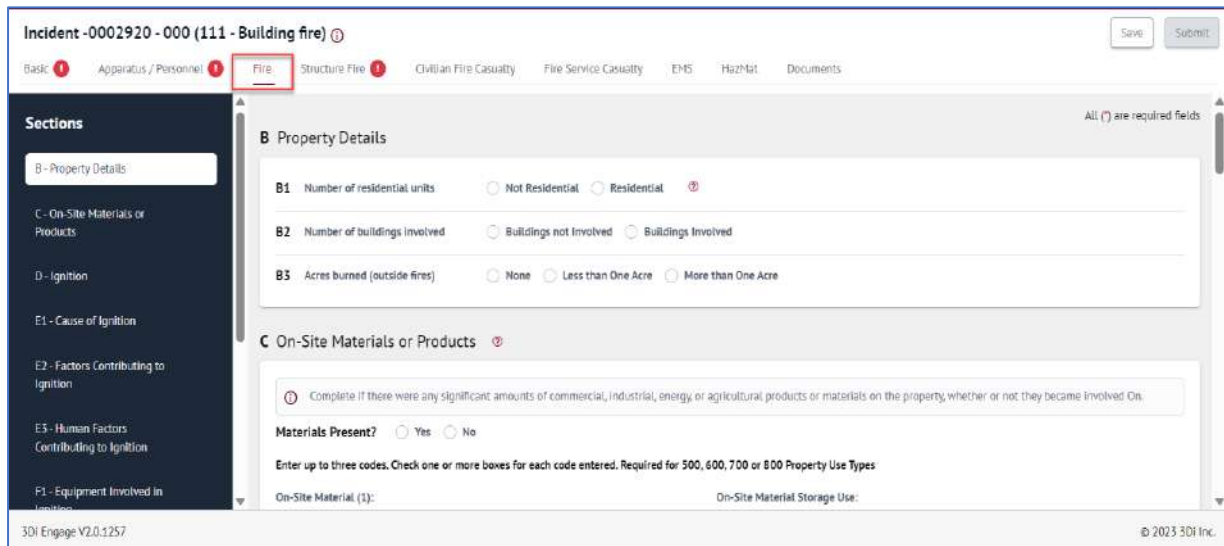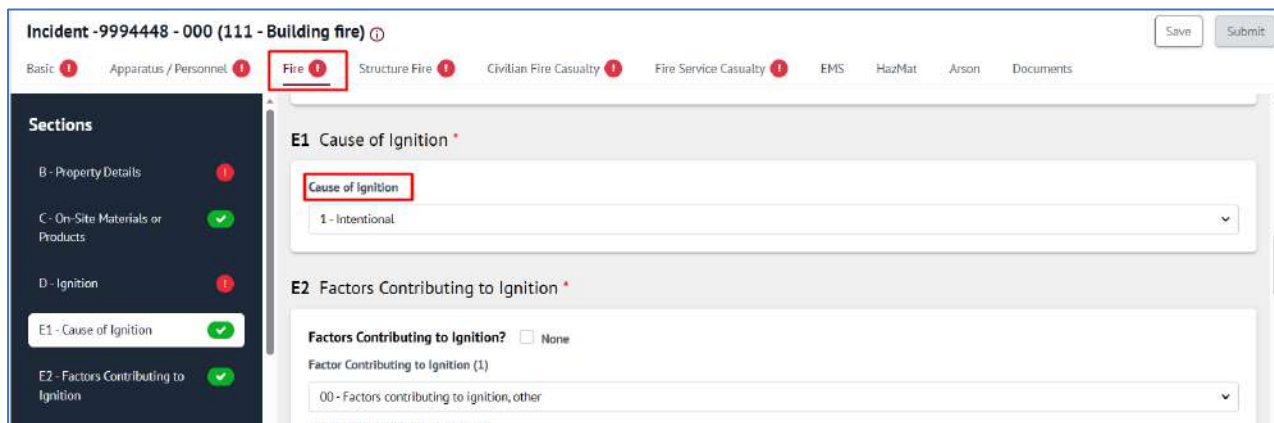
Figure 144: Fire Module Screen

9.3.1 E1. Cause of Ignition

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

Figure 145: Fire Module, Cause of Ignition
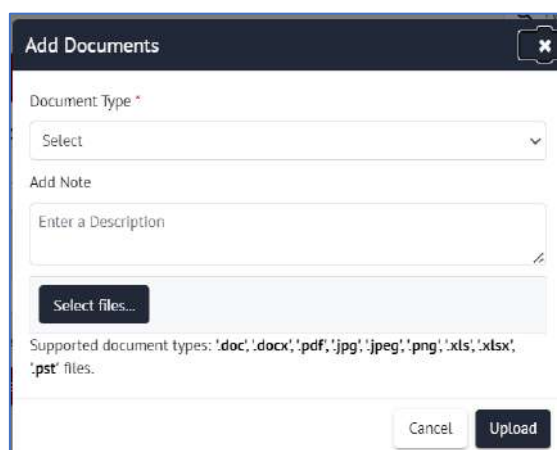
9.3.2 Local Use

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

Figure 146: Local Use section

Figure 147: Add Documents pop-up.

Uploaded documents shall be displayed on the Documents tab.
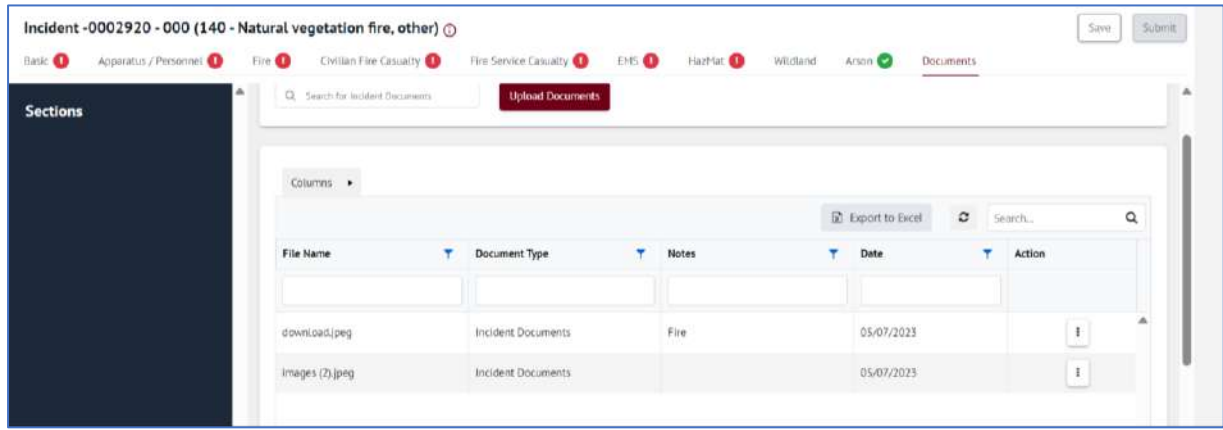
Figure 148: Documents tab

9.4   Structure Fire

9.4.1   M1. Presence of Automatic Extinguishing

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

Figure 149: Structure Fire - Presence of Automatic Extinguishing System section

9.5   Civilian Fire Casualty

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

Figure 150: Civilian Fire Casualty under Basic

9.5.1   Add Casualty

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

Figure 151: 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.

Figure 152: Add Casualty pop-up.

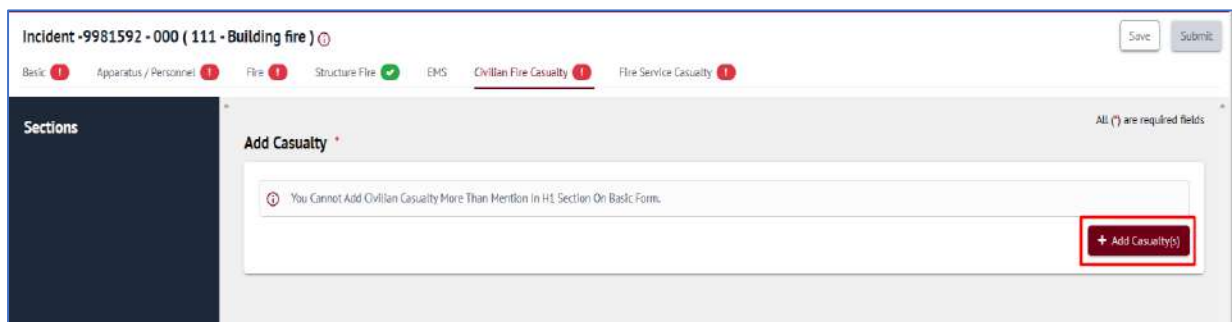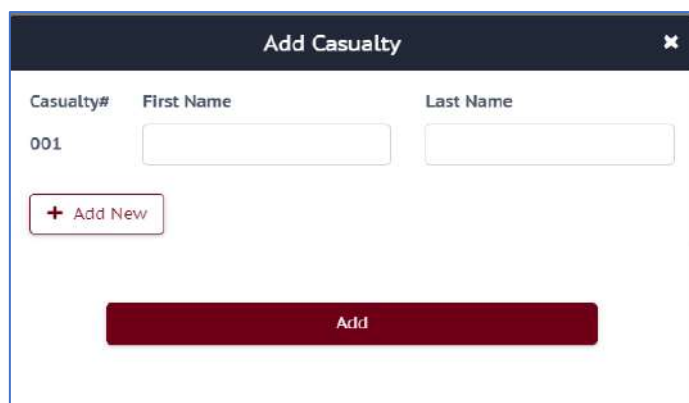Once added, the civilian details will be available on the left panel for navigation purposes.
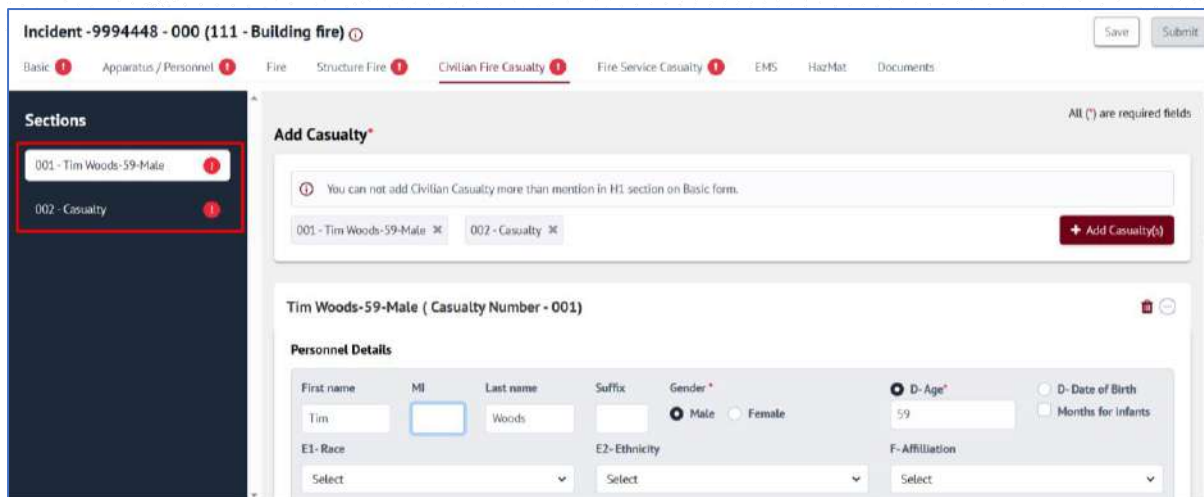
Figure 153: Casualty screen with civilian detail highlighted on left panel.

9.5.2   Delete Casualty

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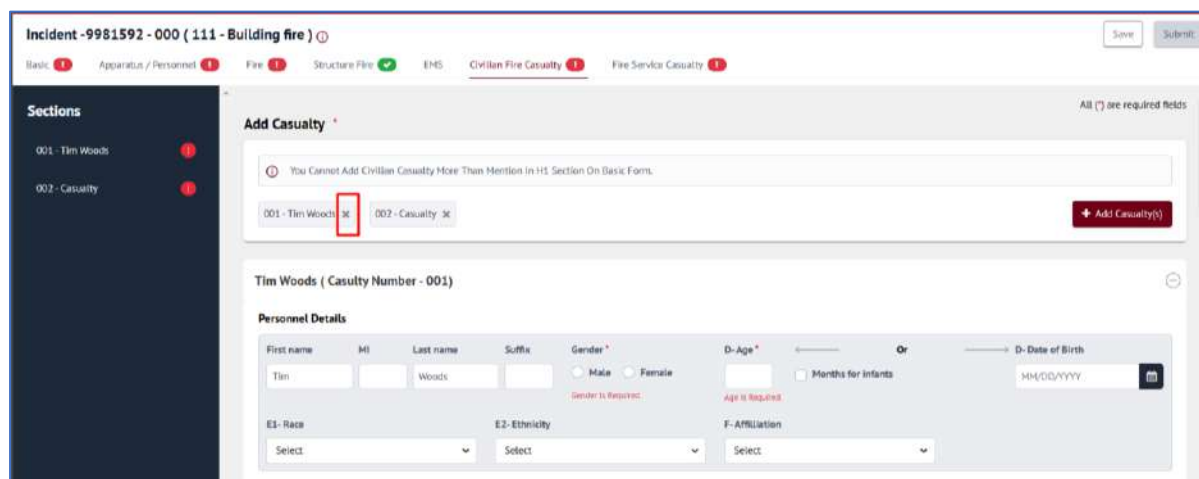

Figure 154: Casualty screen with delete option highlighted.

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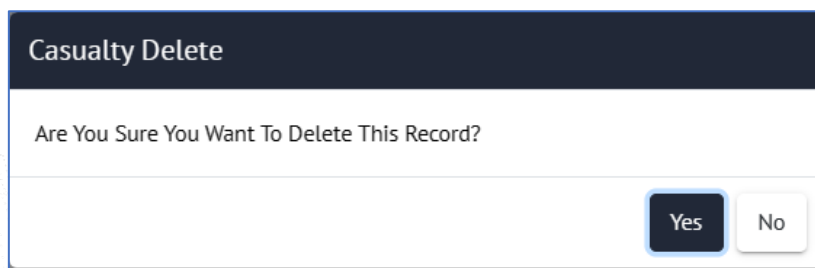

Figure 155: Delete Casualty confirmation pop-up.

9.6   Fire Service Casualty

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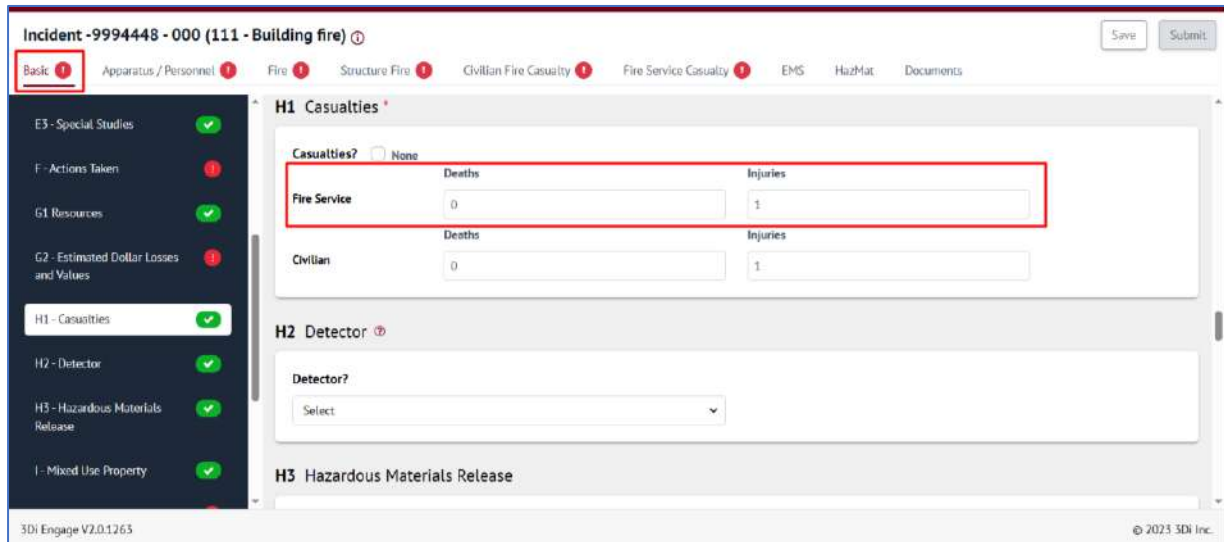

Figure 156: Fire Service Casualty screen

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.
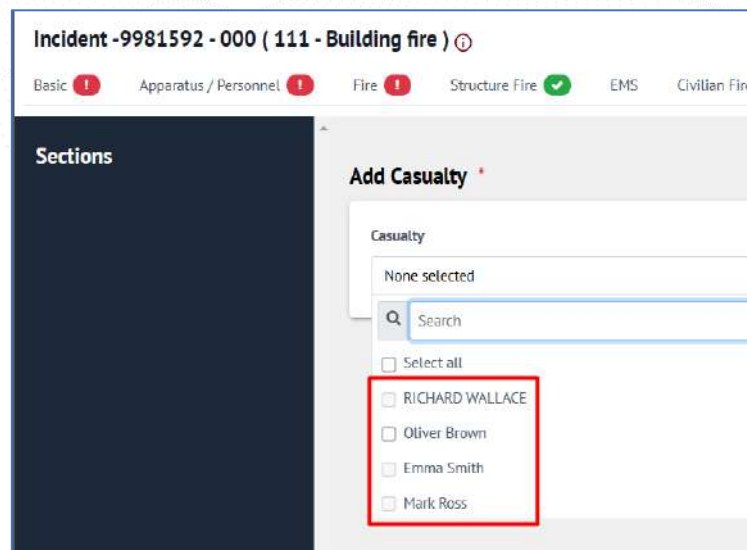

Figure 157: Add Casualty Dropdown

9.6.1   Add Casualty

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

Figure 158: Add Casualty screen with Staff selection highlighted.

9.6.2   Delete Casualty

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

Figure 159: Casualty screen with Delete Casualty highlighted.

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

Figure 160: Delete Casualty confirmation pop-up.

9.7 EMS

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

9.7.1 Add Patient

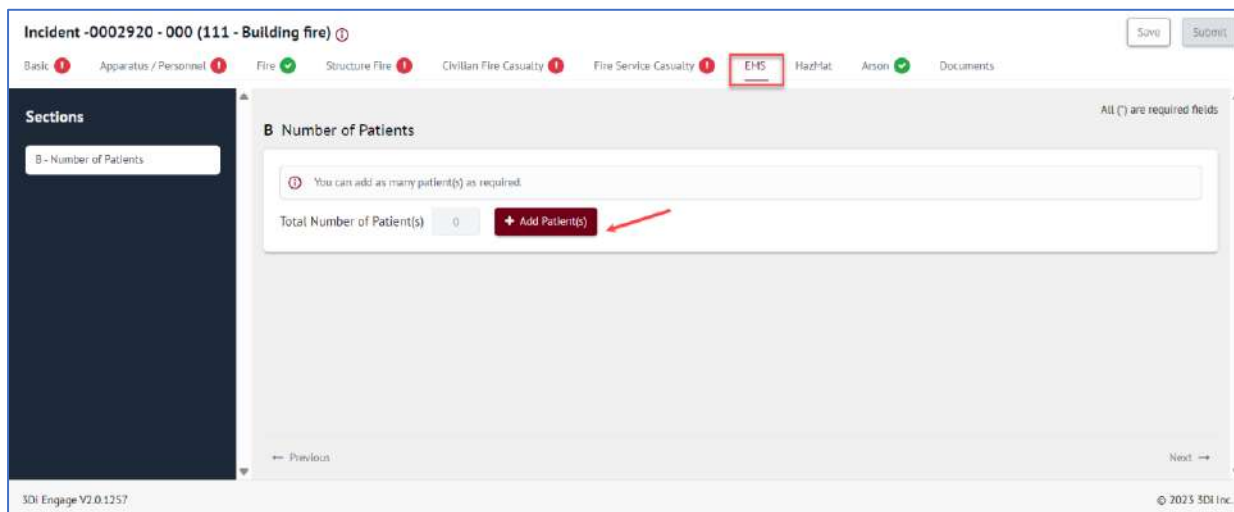Click on the **+Add Patient** button to add a patient record.

Figure 161: Add Patient screen.

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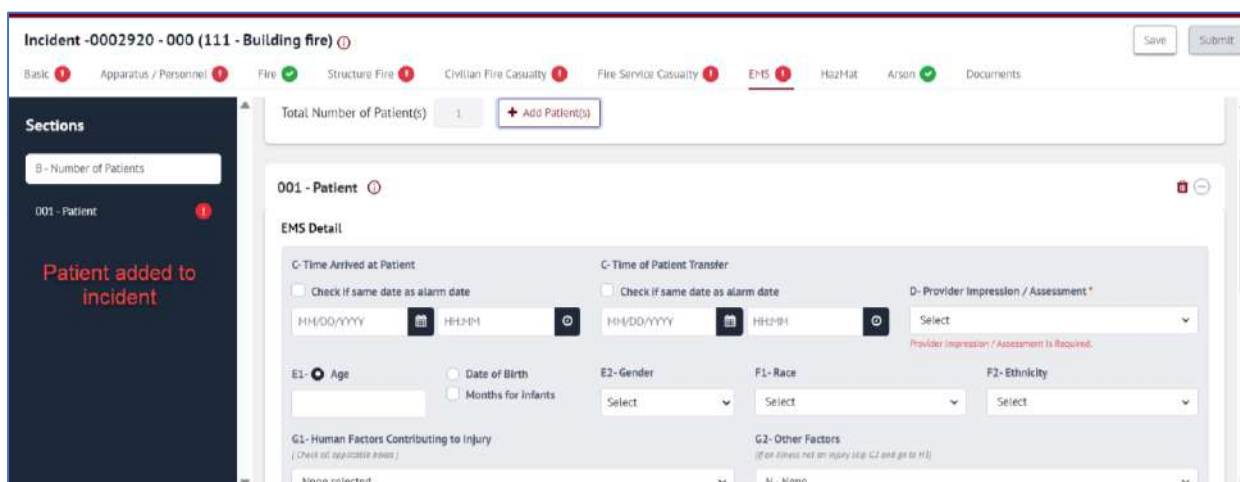

Figure 162: EMS screen with patient added.

9.7.2 Delete Patient

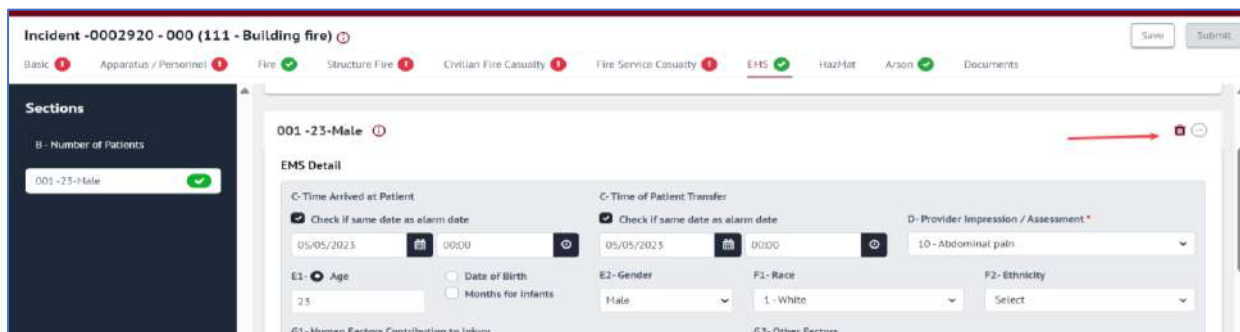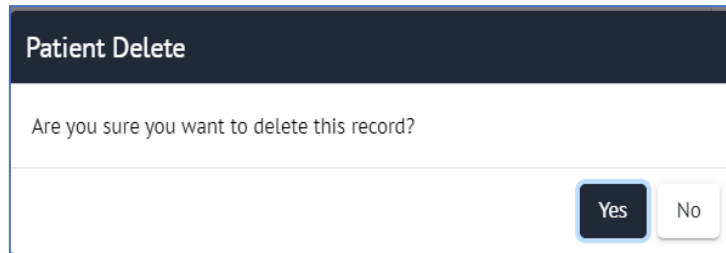To delete the patient record from the incident, click on the delete icon.

Figure 163: 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.
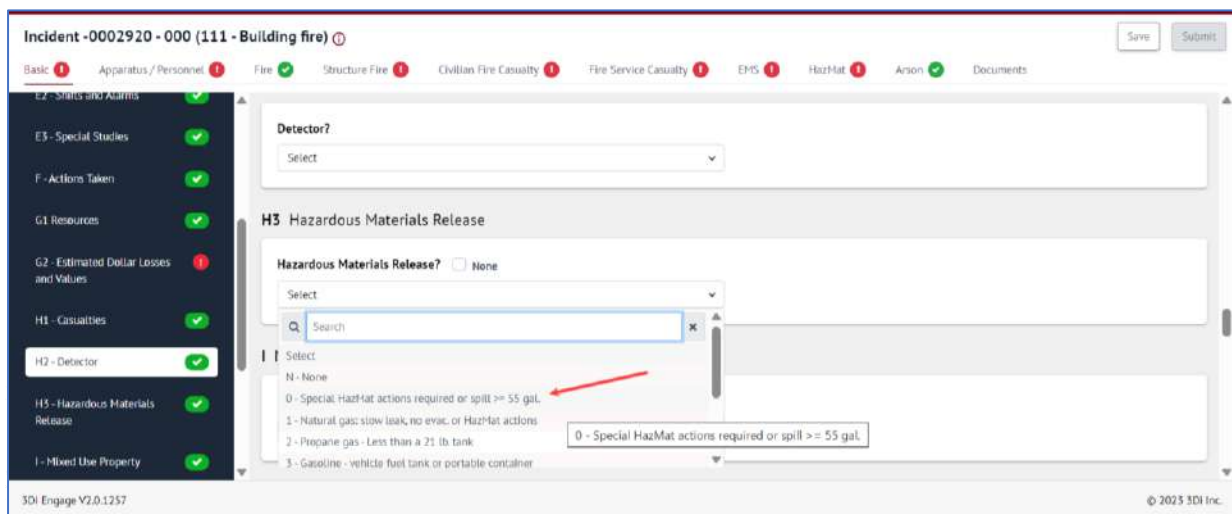

Patient Delete

Are you sure you want to delete this record?

Yes   No

Figure 164: Delete Patient confirmation pop-up.

9.8   HazMat

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

Figure 165: HazMat Module screen.

9.8.1   Add HazMat

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

Figure 166: HazMat Module screen with Add hazMat button highlighted.

Figure 167: HazMat screen

9.8.2 Delete HazMat

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

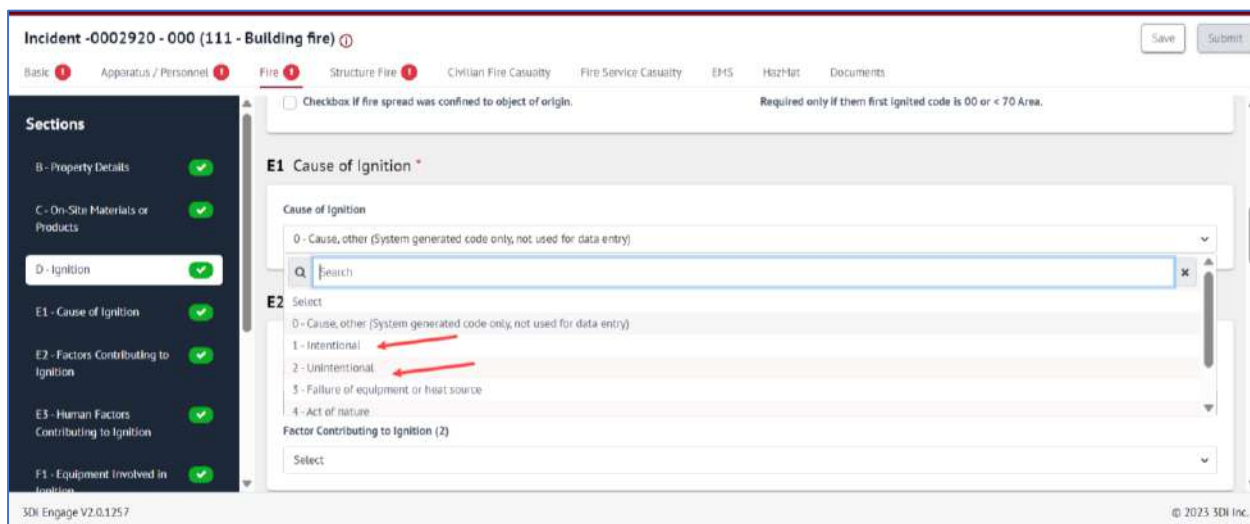*Figure 168: HazMat screen with delete button highlighted.*

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

Figure 169: Delete HazMat confirmation pop-up.
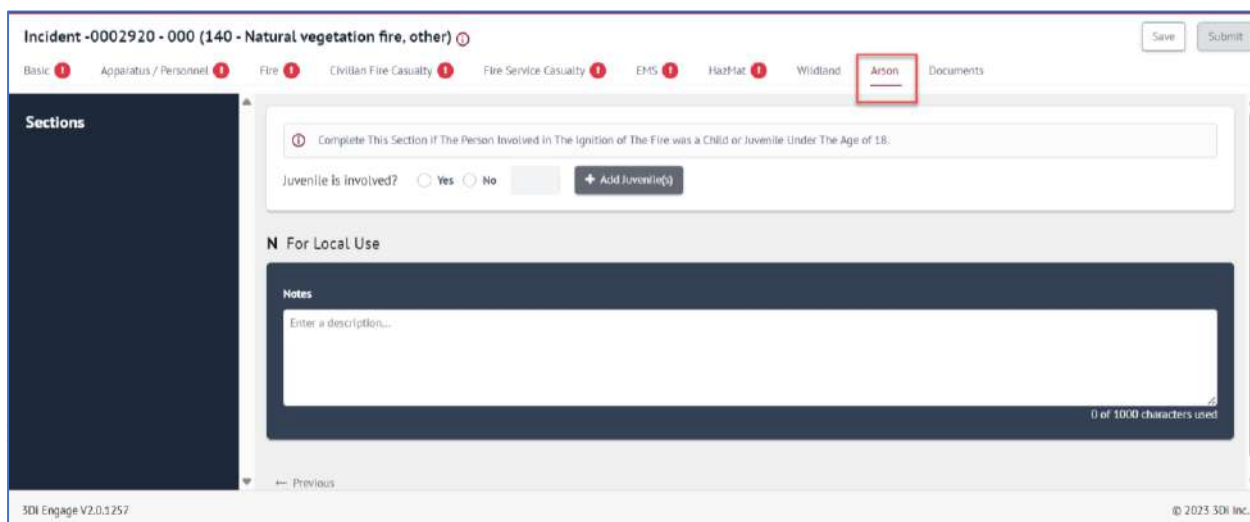
9.9   Wildland Fire

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

9.10 Arson

Figure 170: Fire Module with Cause of Ignition highlighted.
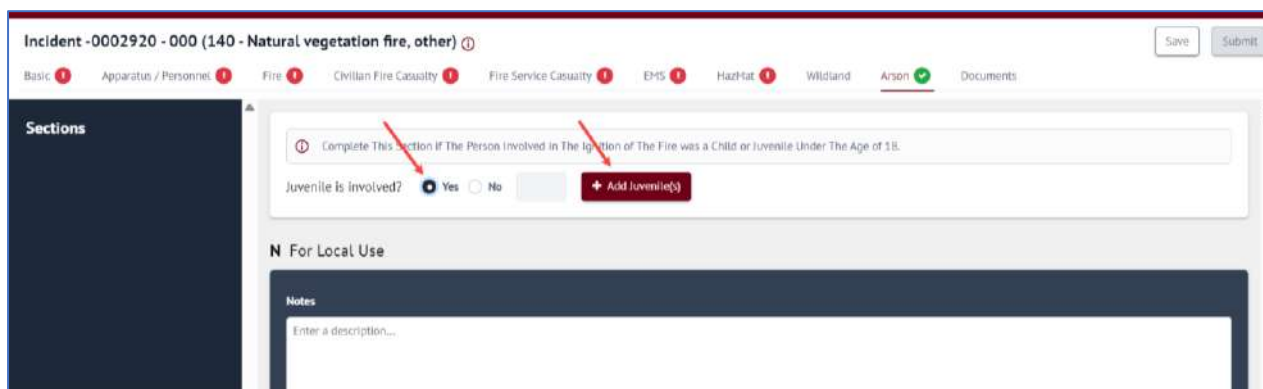
Figure 171: Arson Module screen.

9.10.1 Add Juveniles

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

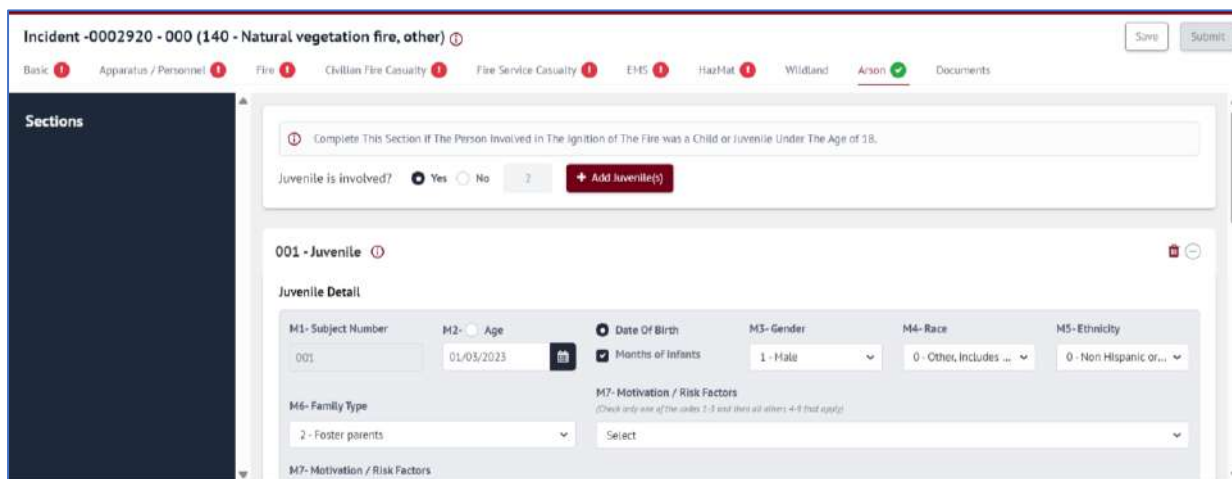*Figure 172: Arson screen with Add Juveniles button highlighted.*

Figure 173: Arson screen with Juveniles added.

9.10.2 Delete Juveniles

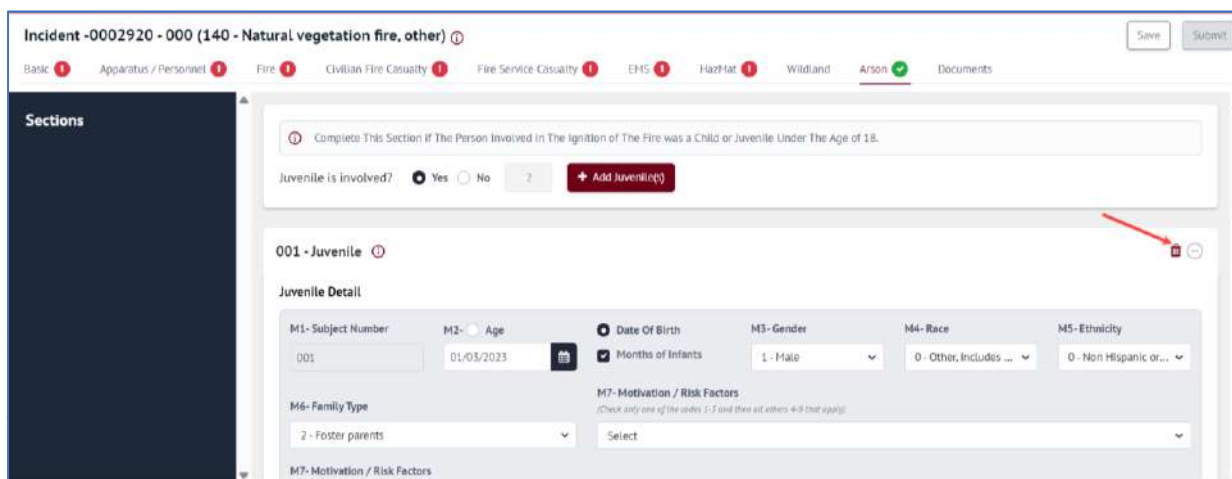To delete the juvenile record from the incident, click on the delete icon.

Figure 174: Arson screen with delete Juveniles button highlighted.

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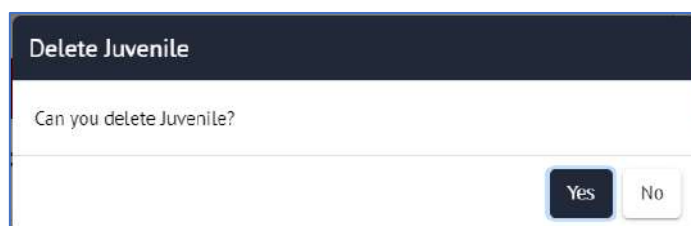

Figure 175: Delete Juveniles confirmation pop-up.

10 Create a Ticket

Rank: Fire Department Personnel

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

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

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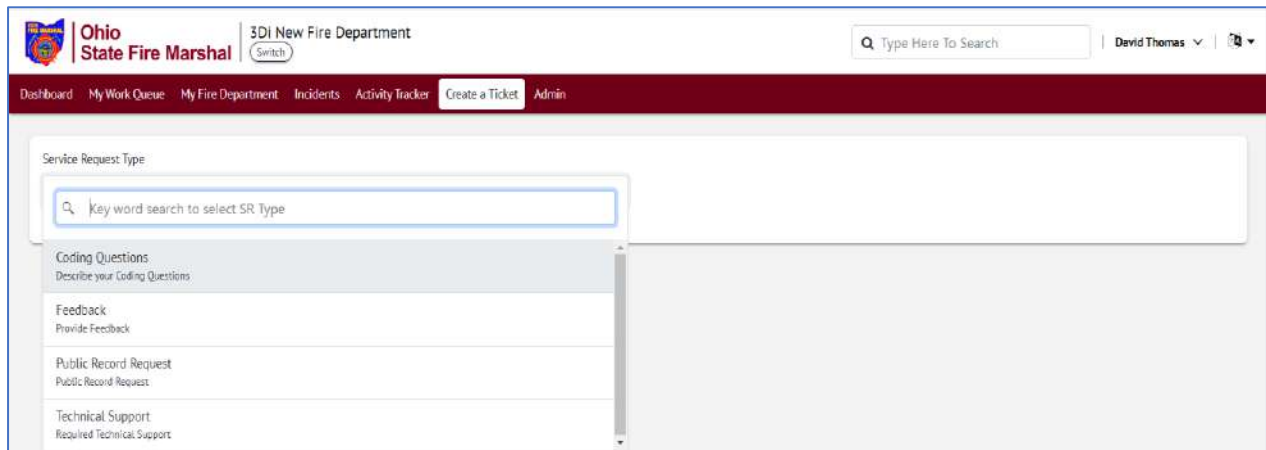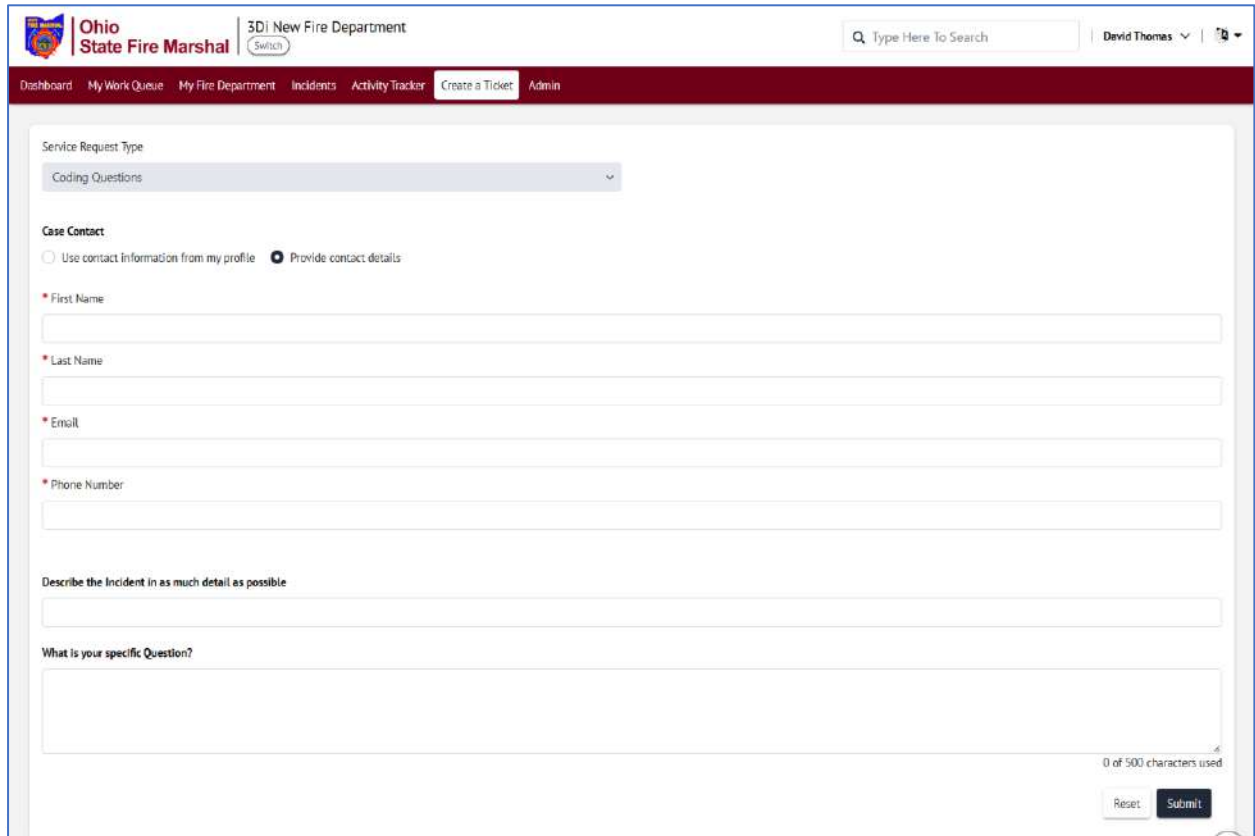3. Public Record Request
4. Technical Support

Figure 176: Create a ticket screen displaying the type of tickets that are available for creation.

10.1 Coding Question

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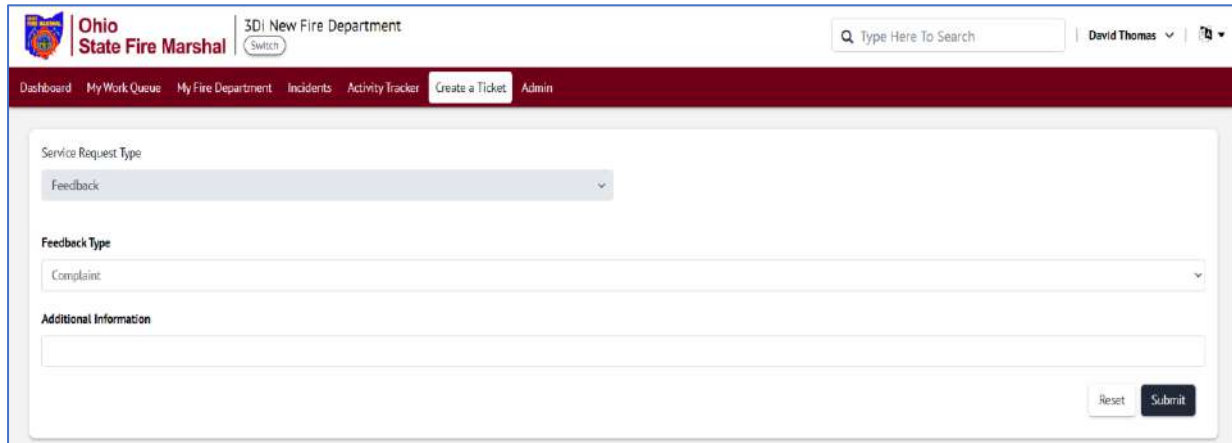

Figure 177: Coding Questions Ticket form.

10.2 Feedback

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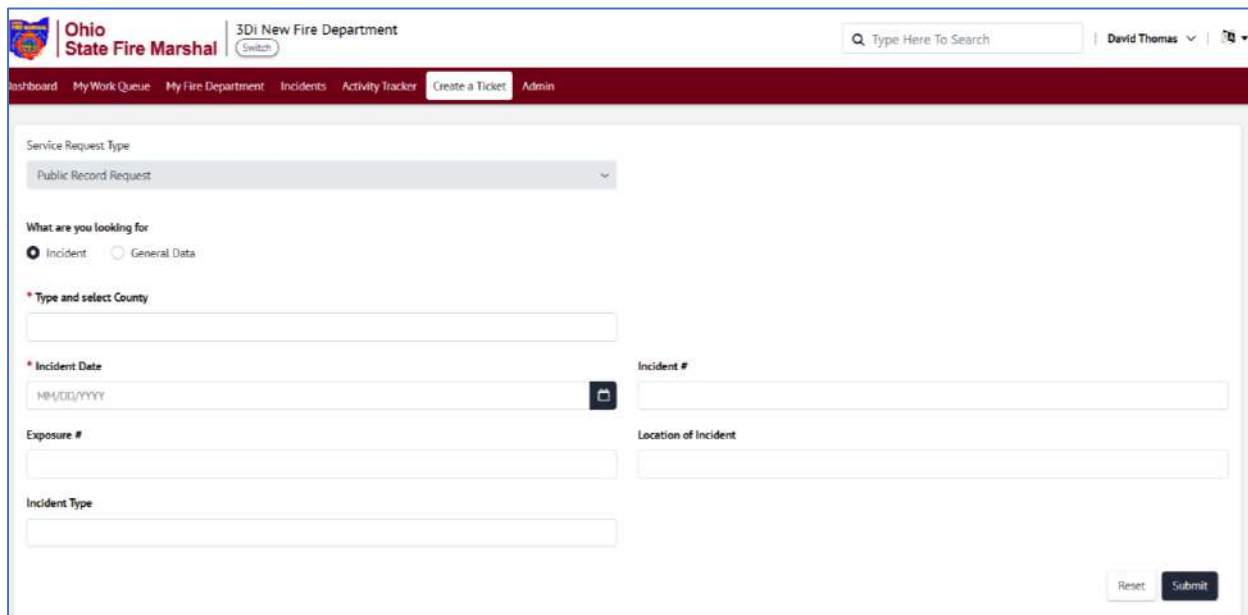

Figure 178: Feedback Service Request form

10.3 Public Record Request

To request records for Incidents or General Data, use the Public Record Request.
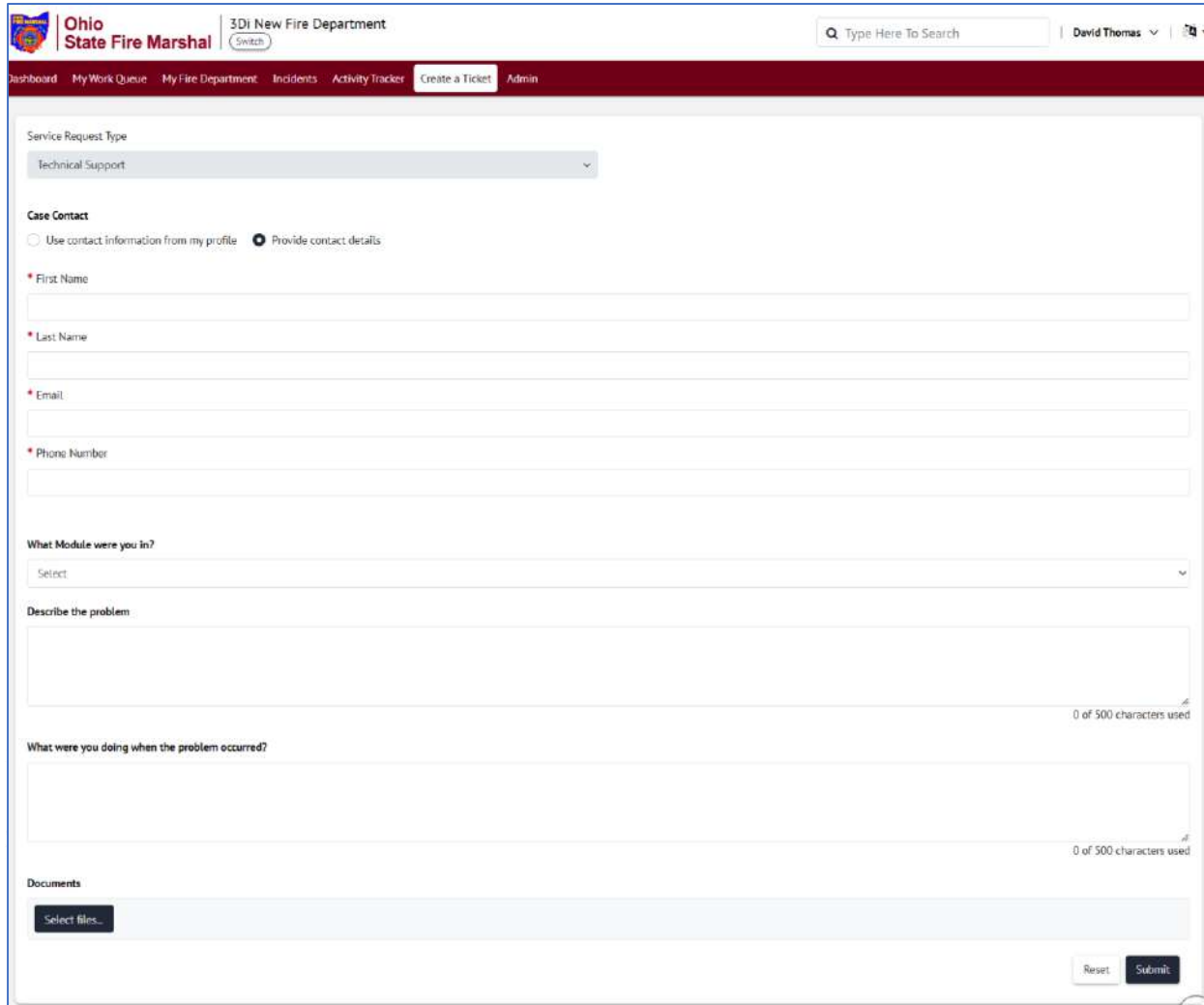
Fill in the details and click on Submit.

Figure 179: Public Record Request form

10.4 Technical Support

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

Figure 180: Technical Support Service Request form

10.5 View My Service Requests/Tickets
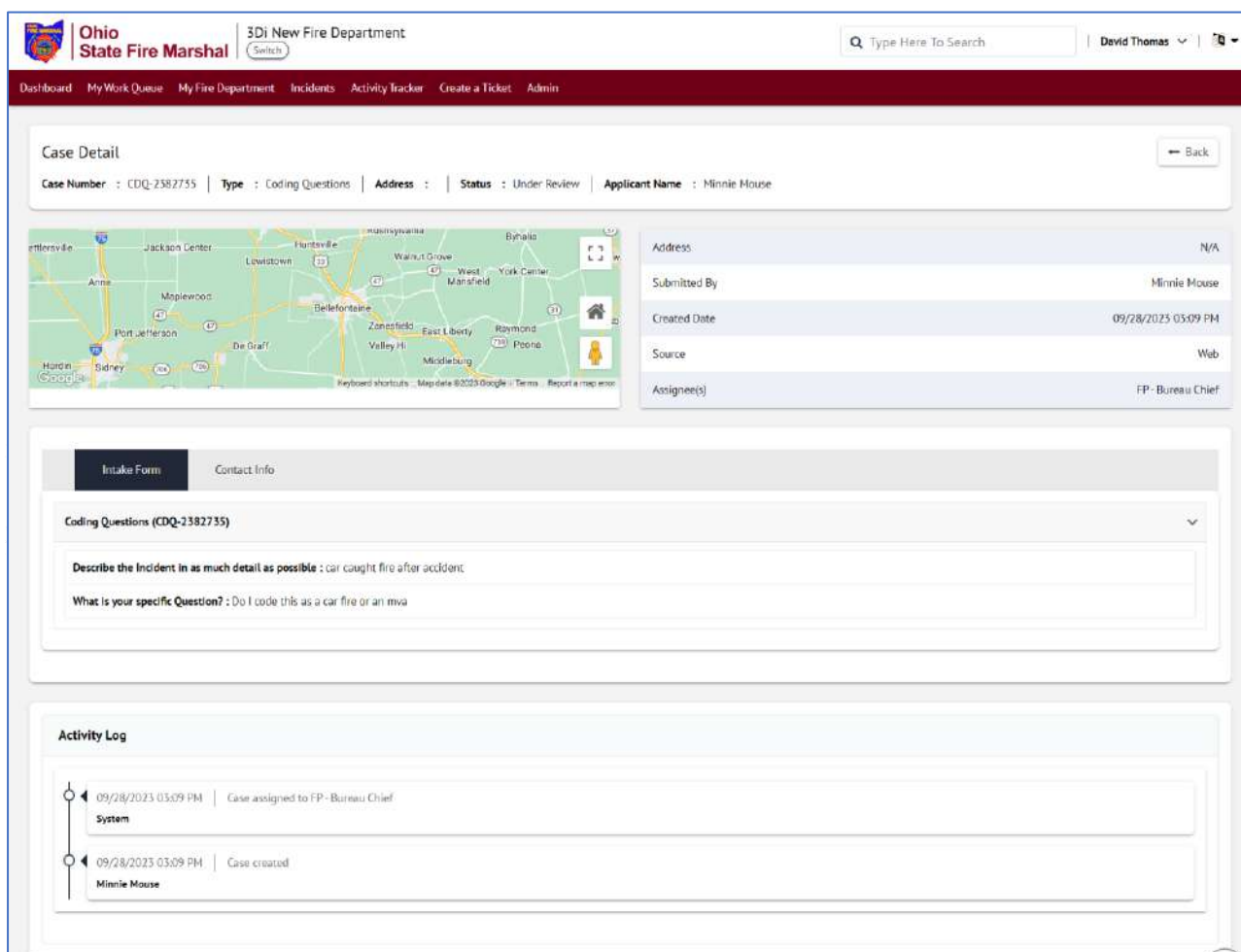
To get the real time status of your tickets, you can go to "My Tickets" screen.

Figure 181: My Tickets screen

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

11 Activity Tracker

Rank: Fire Department Chief

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

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

Figure 182: Activity Tracker screen.
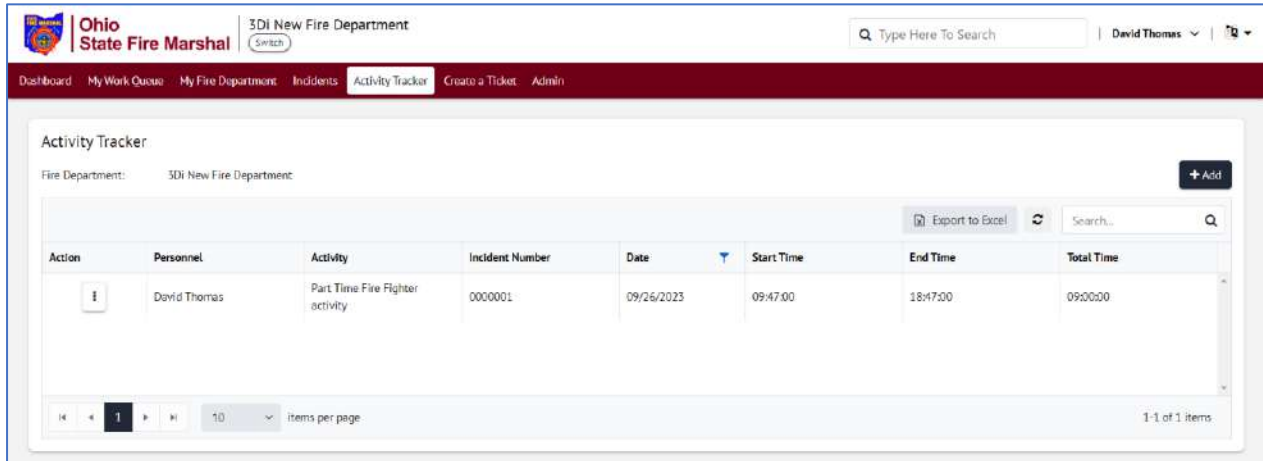
11.1 Add Activity

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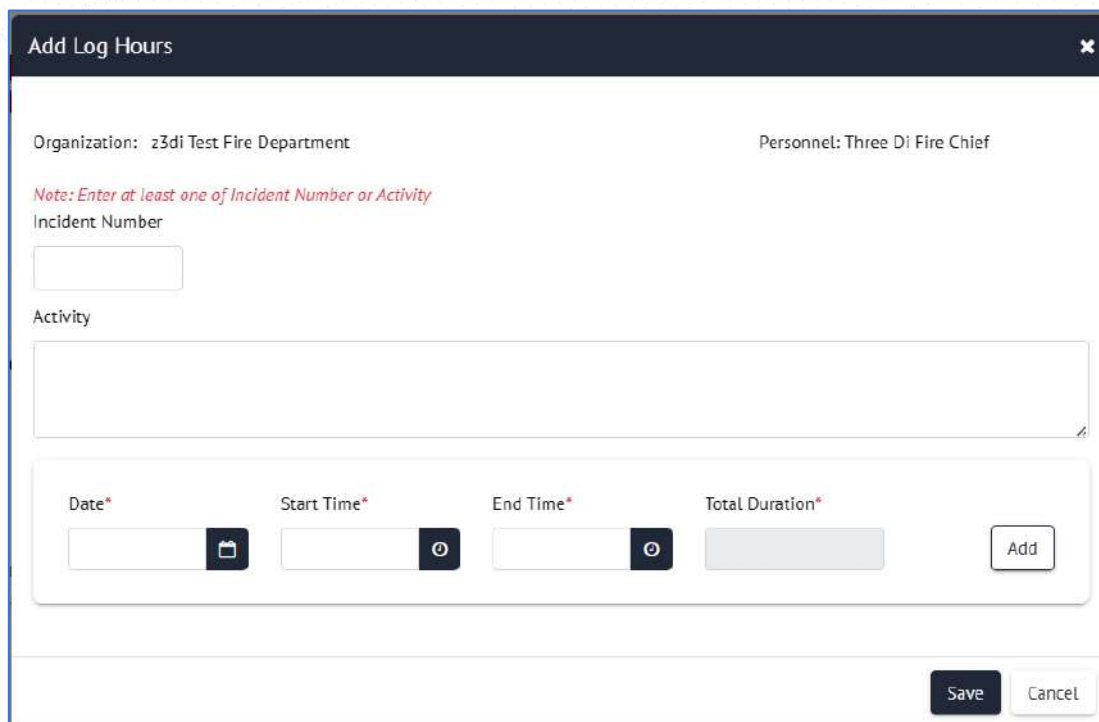

Figure 183: Add Log Hours pop-up.

12 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.

Figure 184: 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.
- **PII (Personal Identification Information) –** Contains driver's license details. Only selected fire department staff and Fire Presentation Bureau staff will have access to it.
- **Fire Departments**
- **Drill / Training**
- **Associated Cases –** List of incidents reported by the staff. This is a system generated section and cannot be edited.

Figure 185: Emergency Contact on My Profile

DPS Certification Info   ✎ Edit

Certification Level	: Emergency Medical Technician, Advanced Emergency Medical Technician, Paramedic	OHIO DPS Certification Number	: D478622
Certification Date	: 03/28/2023	Expiration Date	: 02/29/2024

Other Certification   ✎ Edit

Other Certification

Certification Type	Certification Number	Certification Date	Expiration Date
abc	123	08/21/2023	
did	344		

Personal Information   ✎ Edit

Date of Birth	: 01/03/2000
Age	: 23
Race	: White
Gender	: Male
Language	: English
Ethnicity	: Hispanic or Latino
Income Level	: Normal

PII (Personal Identification Information)   ✎ Edit

Driver's License	: ******* 👁
Date Issued	: 08/28/2022
Date of Expiry	: 02/29/2024

Figure 186: DPS Certification Info, Other Certification, Personal Information, PII Information section on My Profile

Fire Departments

Export to Excel ⟳

Rank/Position	Fire Department Name	FDID	Personnel Id	Date of Joining	OFIRS R
Fire Chief	3Di Demo FD	91236			Yes
Fire Chief	3Di New Fire Department	91237			Yes
Fire Chief	Test New Fire Department	91234	1234569		Yes

|◄ ◄ **1** ► ►| 10 ∨ items per page   1-3 of 3 items

Drill and Training

Export to Excel ⟳

FD Name	Category	Type	Date	Start Time	End Time	Total Duration (Hours)	CEU	Trainer	External Trainer	Location
Test New Fire Department	Business meeting	Classroom	09-18-2023	12:00	13:00	1	1	David Thomas		14502 Williams County Road 15, Holiday City, OH, USA
Test New Fire Department	Fire Drill	Drill	09-01-2023	09:00	09:50	0.30	1	Logan Paul,Mike Chest,David Thomas		
3Di New Fire Department	EMS Drill	Classroom	09-28-2023	10:00	12:00	2	1			14520 Broadway Avenue, Cleveland, OH, USA

|◄ ◄ **1** ► ►| 10 ∨ items per page   1-3 of 3 items

Figure 187: Fire Department and Drill and Training info on My Profile screen

Figure 188: Cases Associated with user and Decals Assigned to user on My Profile screen.