

3Di



**Ohio
State Fire Marshal**

3Di Engage

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

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1 Introduction

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

1.1 Links to Portal and Apps

1.1.1 Production Version

- Web Portal – <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 click the **Register | Sign in** button.

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

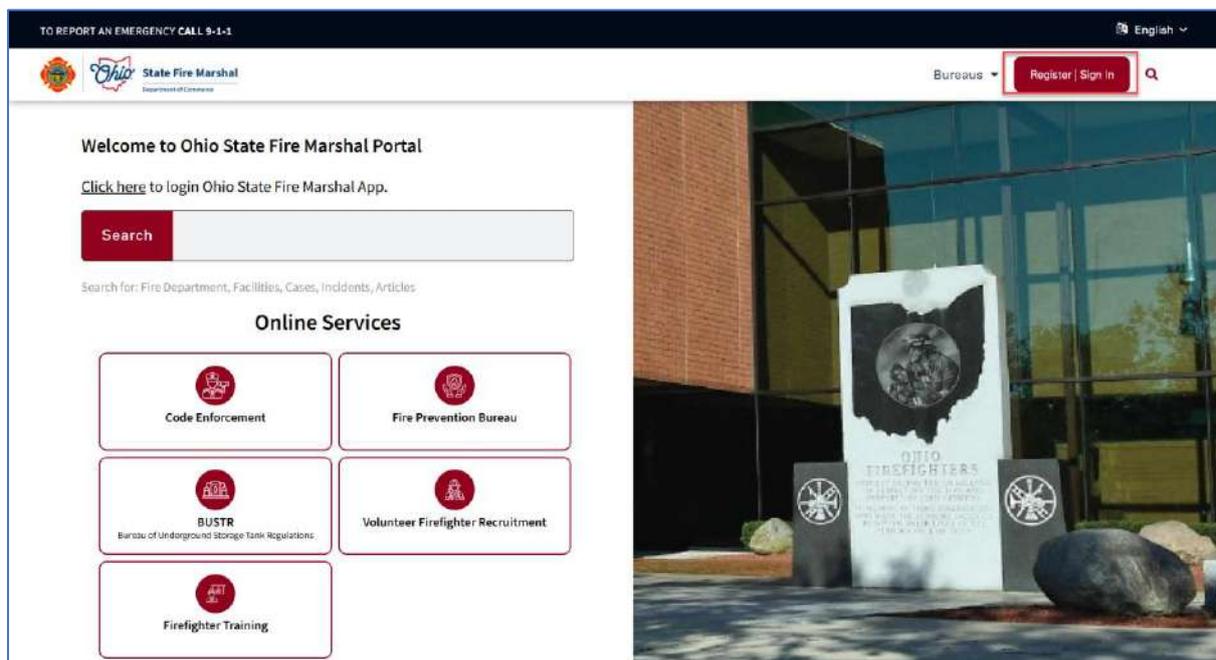


Figure 1: Ohio SFM Portal Landing Screen

Step 2: Provide OHID credentials and press login.

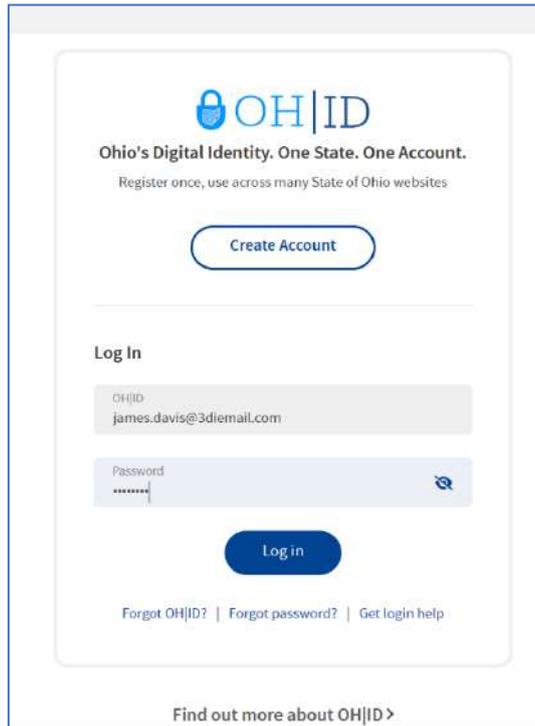


Figure 2: OHID Login Screen

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

1.3 Common Features of OFIRMS

Below are some common functions across the OFIRMS Portal.

1.3.1 Action Button

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

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

Action	Name	Personnel ID	Rank/Position	Supervisor	Certification Level	Fire Station	Certification #	Date of Joining	OFIRS Contact	OSFM Portal User	Phone Number
⋮	Arjit Singh		Engineer						No	No	(978) 979-7400

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

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

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

After clicking on the **3 dots**, it opens a **set of actions** that can be performed, like Edit, Change Rank, Invite Personnel, etc., as shown in the image below:

Action	Name	Personnel ID	Rank/Position	Supervisor	Certification Level	Fire Station	Certification #	Date of Joining	OFIRS Contact	OSFM Portal User	Phone Number
			Engineer						No	No	(978) 979-7491
		5677	Fire Fighter	John T		New Fire Department 909			No	No	
		8965	Battalion Chief						No	No	
		6958	Battalion Chief						No	No	
			Lieutenant		EMS Instructor				No	Yes	8888888888

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

2. Action Button on the Overview section of Detail screens

FDID : 23108 | Fire Department : z3DI Test Fire Departmen Name - 23108
 Status : Active | Incident Reporting Method : OFIRMS Direct | County : Adams | Educator Name : | Educator Email : | Educator Phone :
 ← Back **Action**

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

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

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

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

FDID : 23108 | Fire Department : z3DI Test Fire Departmen Name - 23108
 Status : Active | Incident Reporting Method : OFIRMS Direct | County : Adams | Educator Name : | Educator Email : | Educator Phone :
 ← Back **Action**
 Add Coverage Area
 Leave Application

Fire Department OFIRS Compliance Status: OFIRS Compliant

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

2 New Fire Department Request

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

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

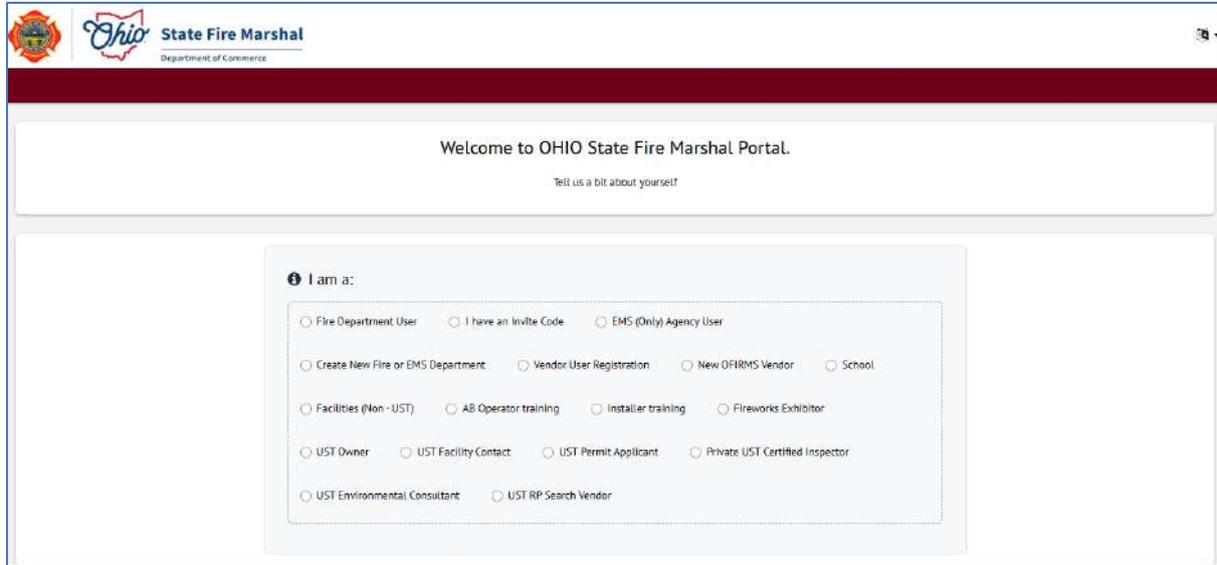


Figure 7: Welcome Screen for first-time users

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

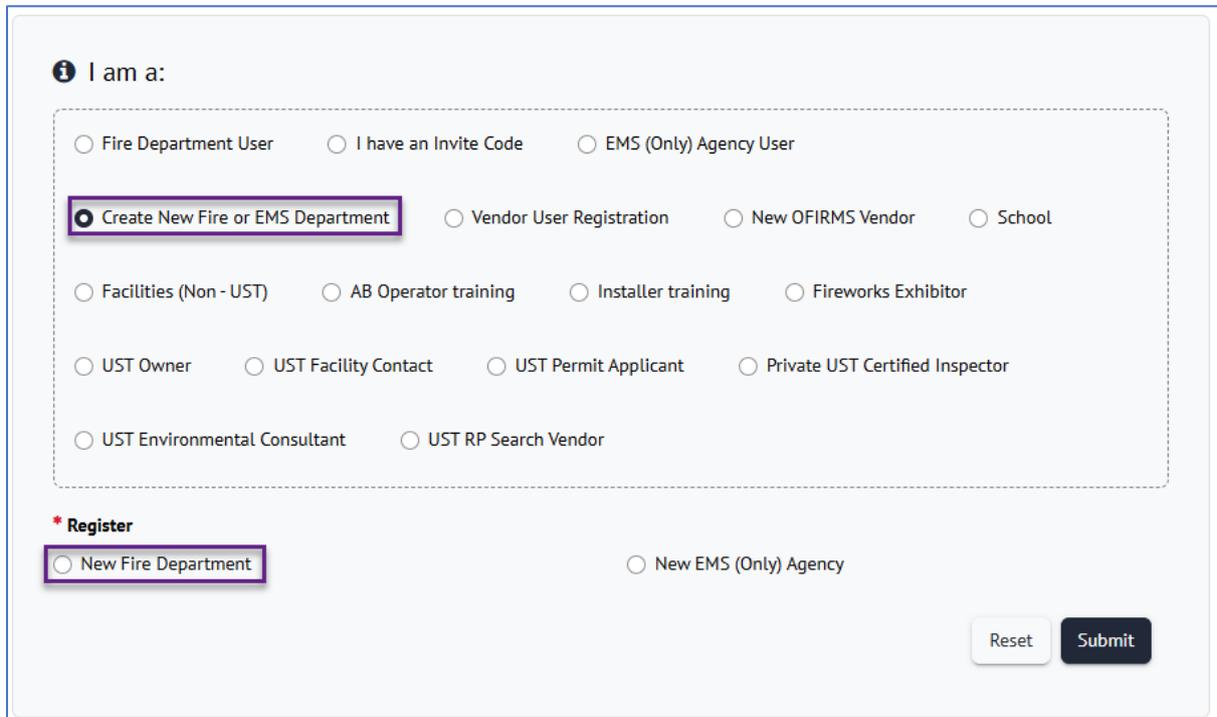


Figure 8: Options for New Fire Department Creation

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

*** Register**

New Fire Department New EMS (Only) Agency

Fire Department Info

*** Fire Department Name** **Disciplines**

County **FIPS County Code**

District (Fire Prevention) **District (Code Enforcement)**

*** What is your association with Fire Department?**

What geographical area(s) do you cover for primary Fire Protection? ⓘ

Community Type

Add More Community Type

*** Staffing level**

Populations Protected	Sq. Mile Covered	# of Fire Stations	# of Paid Fire Fighters
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Paid Fire Fighters Per Call	# of Volunteer Fire Fighters		
<input type="text"/>	<input type="text"/>		

*** Physical Address**

*** Mailing Address**

Website

Are you a private fire company?
 Yes No

Are you a Fire District?
 Yes No

EMS Transporting Agency
 Yes No

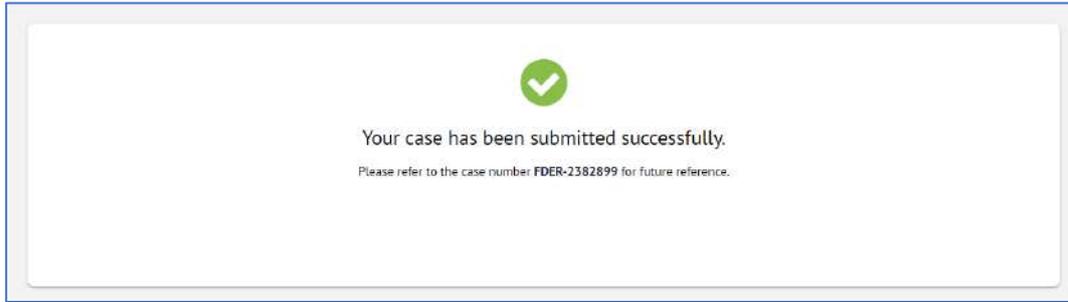
Incident Reporting Method
 OFIRMS Direct Outside Vendor

Upload documents

Ordinance
 Resolution
 Contract

Figure 9: New Fire Department Registration Form

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



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

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

3 Login/Register as Fire Department Staff

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

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

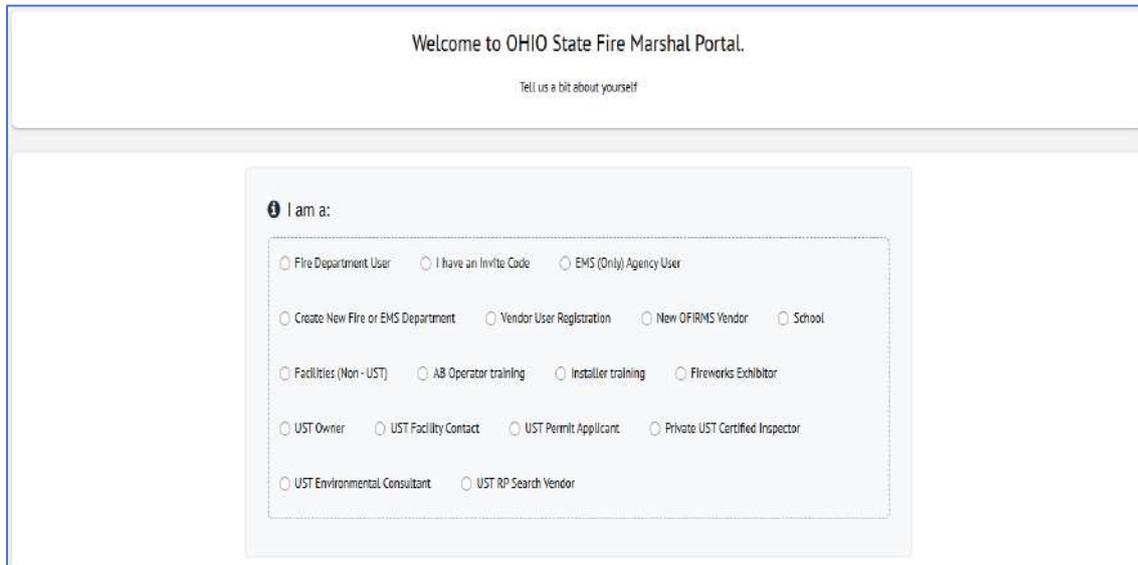


Figure 10: Welcome Screen for First-time Users

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

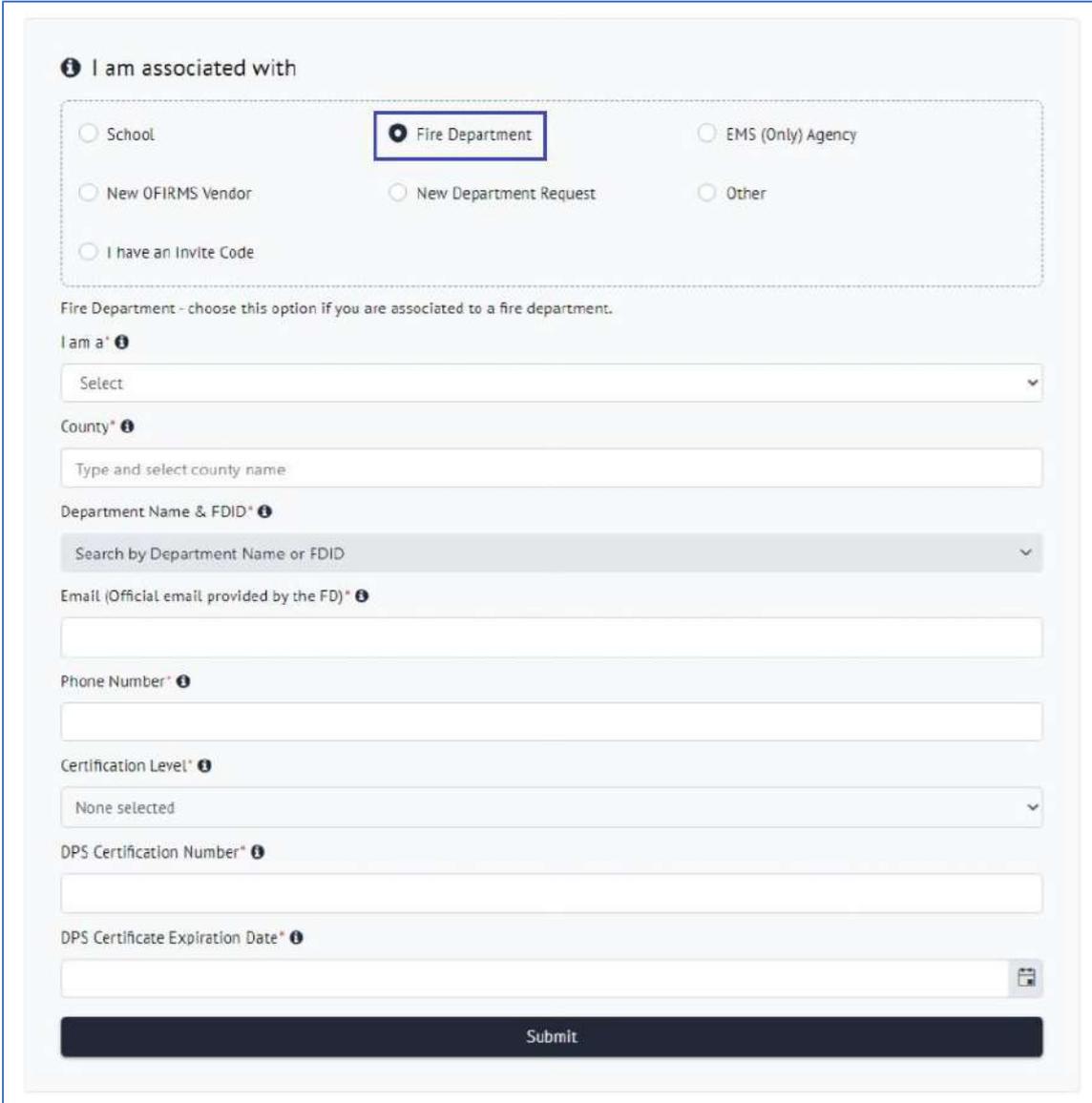


Figure 11: Fire Department User Registration Form

Description of the fields in the Form

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

Step 1: 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 2: 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.

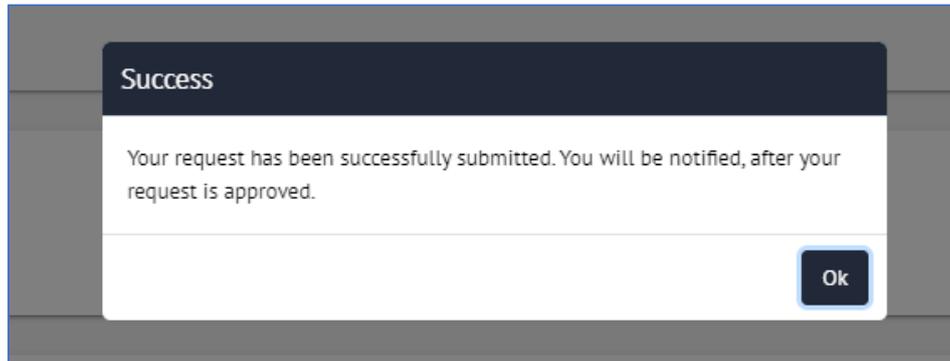


Figure 12: New Fire Department User Registration Confirmation Screen

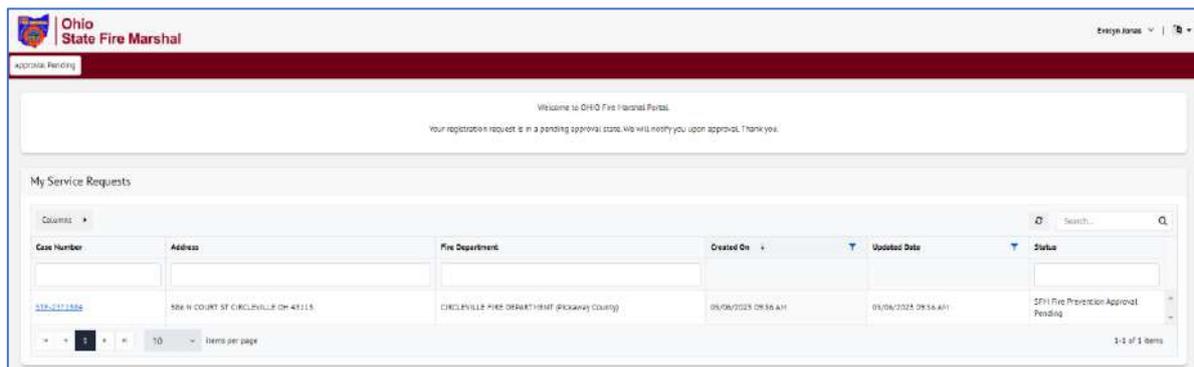


Figure 13: Approval Pending Screen

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

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

Fire Department Staff View

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

The Fire Department Chief View

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

4 Portal features for all Fire Department Users

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

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

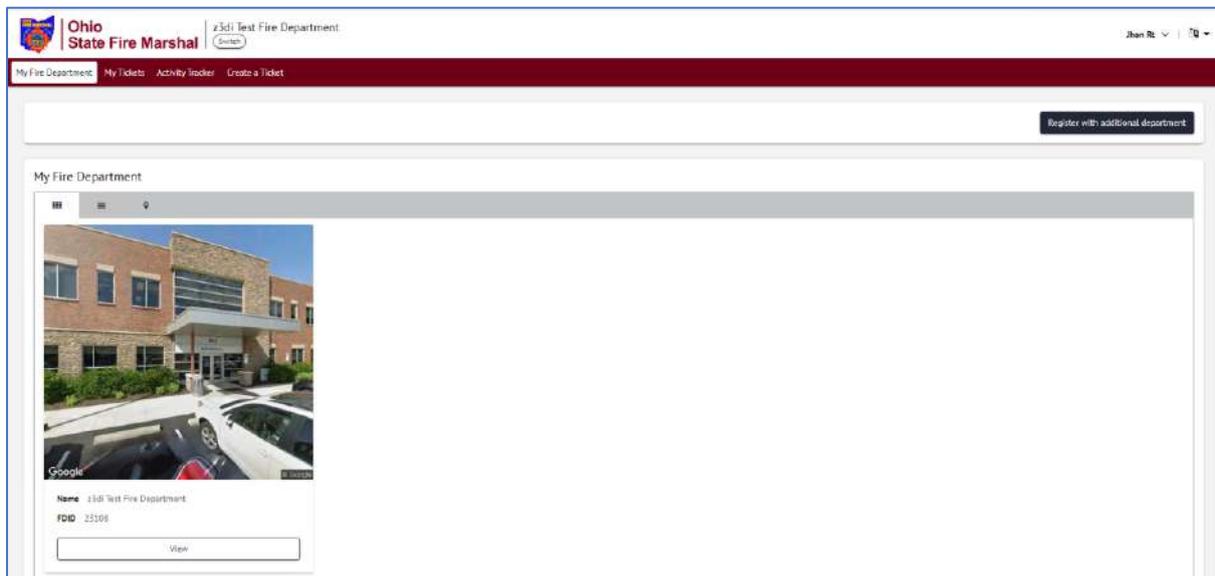


Figure 14: My Fire Department Screen

4.2 Registering with Additional Fire Departments

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

Create Service Request

Register with additional Fire Department

* I am ...
Select

* Type and select County
Search By County Name

* Department Name & FDID
Select

* Email (Official email provided by the FD)

* Certification Level
None selected

* DPS Certification Number

* DPS Certificate Expiration Date
MM/DD/YYYY

Reset Submit

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Figure 15: Register with the Additional Fire Department form

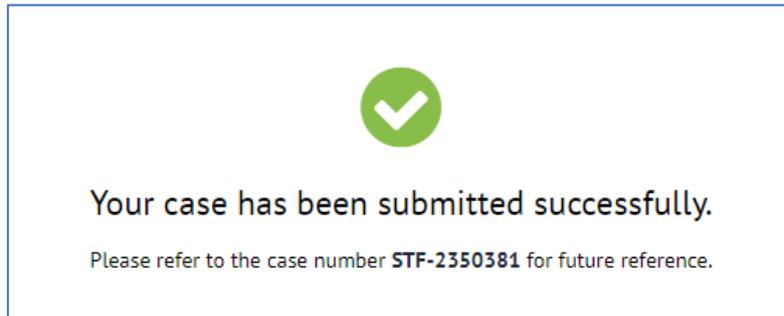


Figure 16: Register with additional Fire Department Confirmation Pop-up

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 the desired fire department details. The switching for the FD can be done by clicking on the 'Switch' button from the header.

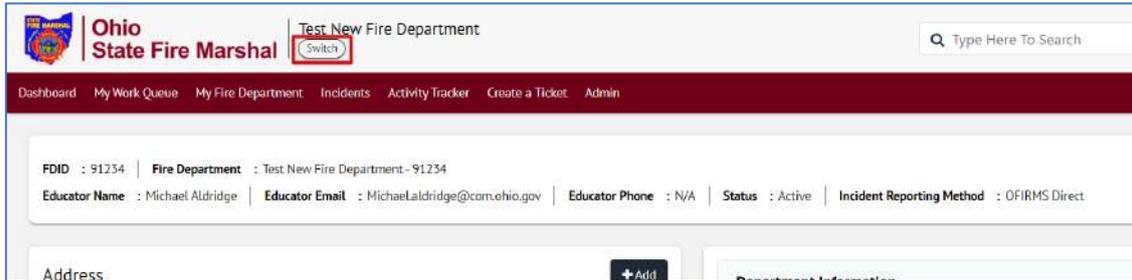


Figure 17: Switch Fire Department in the header

A Switch Organization pop-up 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.

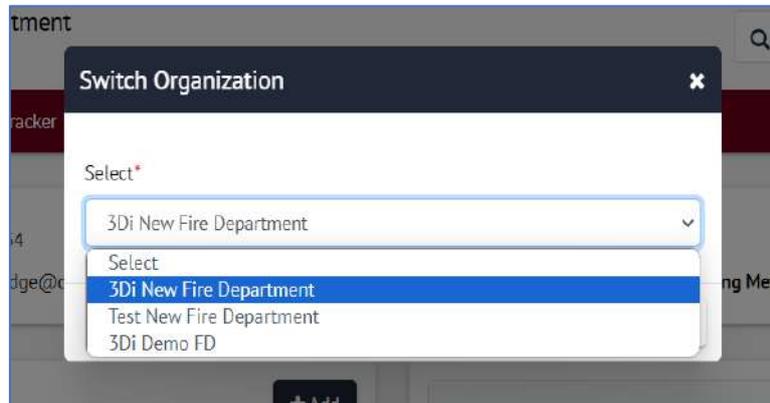


Figure 18: Switch Fire Department pop-up

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

4.4 Department Detail Page

Rank: All fire department staff

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

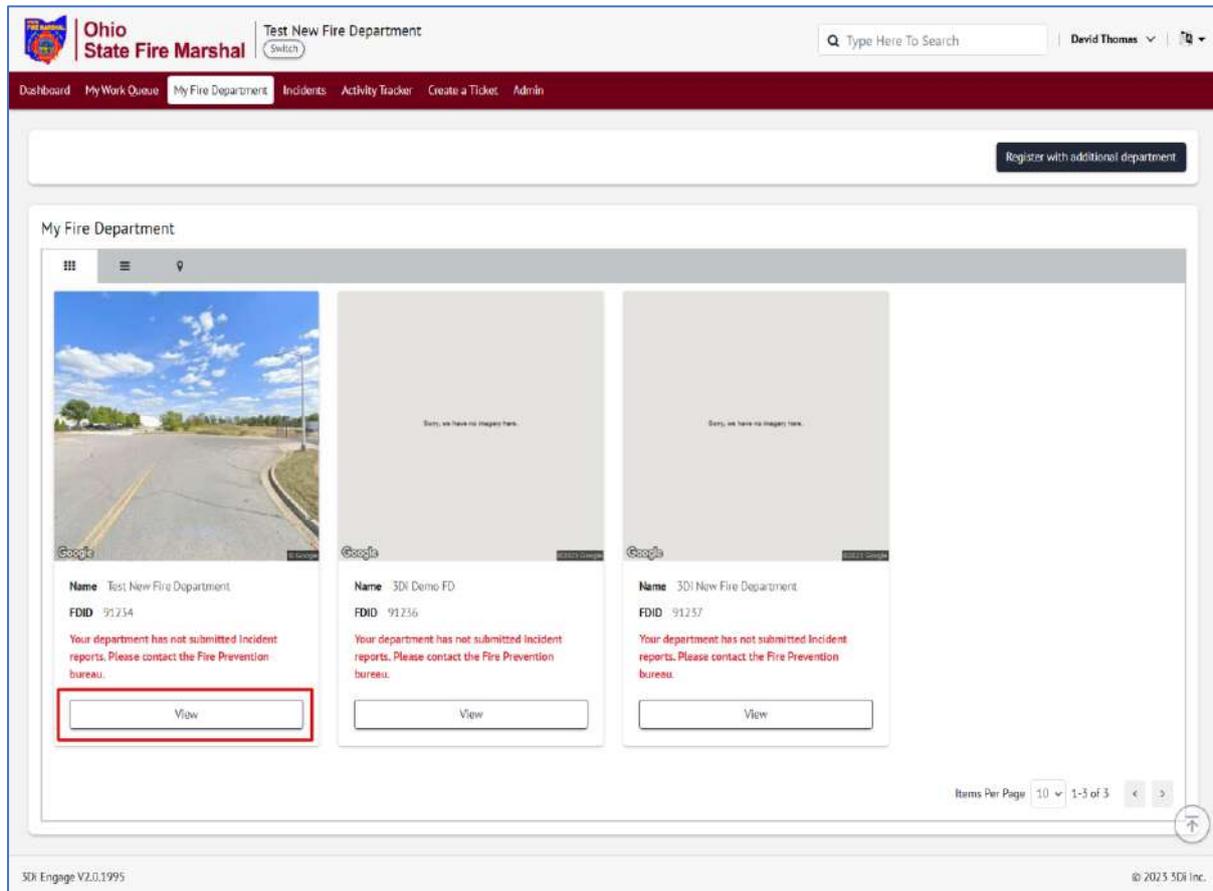


Figure 19: My Fire Department Screen

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

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

4.4.1 Fire Department Detail Screen

Fire Department Dashboard | My Work Queue | Fireworks Exhibition Permits | My Fire Department | My Tickets | Incidents | Create a Ticket | Admin | Prevention Resources | Approved Vendors | Help

Response Resource

FDID : 10101 | **Fire Department :** AUGUSTA TWP VOLUNTEER FIRE DEPARTMENT - 10101

Status : Active | **Incident Reporting Method :** OFIRMS Direct | **County :** Carroll | **Educator Name :** Jesse Baughman | **Educator Email :** jesse.baughman@com.ohio.gov

Educator Phone : (614) 769-2646 | **Reporting Start Date :**

← Back | Action

Fire Department OFIRS Compliance Status: OFIRS Compliant

Address + Add

Mailing Address

3041 Aurora Road Northeast
Carrollton OH 44615 US

Office

3041 Aurora Road Northeast
Carrollton OH 44615 US

Image View | Map View

Department Information Edit

Disciplines :	Fire, Non-Profit, Volunteer Fire Department, Private Firefighter Company	Email Address :	atvfd170@gmail.com
District (Fire Prevention) :	3	District (Code Enforcement) :	
FIPS County Code :	019	Schedule :	
Staffing Level :	Volunteer	Phone :	(530) 893-2551
Fix :		Website :	
Populations Protected :	1500	Sq. Mile Covered :	28
# of Fire Stations :	1	# of Paid Fire Fighters :	0
# of Paid Fire Fighters Per Call :	0	# of Volunteer Fire Fighters :	12
EMS Transporting Agency :	No		
Are you a Fire District? :	No		

Fire Station + Add

Export to Excel | Search...

Action	Station ID	Station Name	Address	Phone	Email Address	Occupied	Type
i	17	Augusta Township Volunteer Fire Department	3041 Aurora Road Northeast Carrollton OH 44615 US	(330) 205-3250	atvfd170@gmail.com	No	Volunteer

1-1 of 1 items

Apparatus + Add

Export to Excel

Action	Apparatus Name	Apparatus ID	Apparatus Use	Apparatus Type	Fire Station	Location	Asset Status
i	Engine	171	Suppression	Engine	Augusta Township Volunteer Fire Department	Augusta, OH, USA	Active
i	Tanker	174	Suppression	Tanker & pump combination	Augusta Township Volunteer Fire Department	Augusta, OH, USA	Active
i	Brush/Utility	175	Suppression	Brush truck	Augusta Township Volunteer Fire Department	Augusta, OH, USA	Active
i	Engine 2	2	Suppression	Engine	Augusta Township Volunteer Fire Department	Augusta, OH, USA	Active

1-4 of 4 items

Registration Cases

Case Number	Applicant Name	Case Type	FD Name	Vendor Name	NFIRS VIN	Created On	Approved Date	Status
STF-24128023	Joe Staff	Fire Department Staff Registration	AUGUSTA TWP VOLUNTEER FIRE DEPARTMENT			08/14/2024	08/14/2024 10:32:44 AM	Approved
STF-24101929	David Campbell	Fire Department Staff Registration	AUGUSTA TWP VOLUNTEER FIRE DEPARTMENT			05/03/2024	05/02/2024 10:20:44 PM	Approved
STF-2490683	charles wright	Fire Department Staff Registration	AUGUSTA TWP VOLUNTEER FIRE DEPARTMENT			01/03/2024	01/03/2024 12:31:19 PM	Approved

1-3 of 3 items

Jurisdiction

Jurisdiction Name	community type	County	Fiscal Officer Name	Title	Term End Date	Phone	Email	Address
Augusta	Township	Carroll	Tonya Hawk	Fiscal Officer	03/31/2024			3005 Aurora Road NE Carrollton Oh 44613

1-1 of 1 items

Associated Vendor

No Record Found

Decal Requests

[+ Request Decal](#)

Case Number	Issuing Year	Vehicle Owner Name	Requested On	DPS Certification Number	License Plate Number	Manufacturing Year	Make and Model	Maltese Cross Required	Status
DR-24101930	2024	david campbell	05/02/2024	160783	JVP5527	2004	Ford F-250	Yes	Shipped

1-1 of 1 items

Personnel + Add Personnel

Export to Excel Search...

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 station 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 Mika		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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Figure 20: Fire Department Details screen

4.5 Leave Request Action for Fire Department Personnel

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

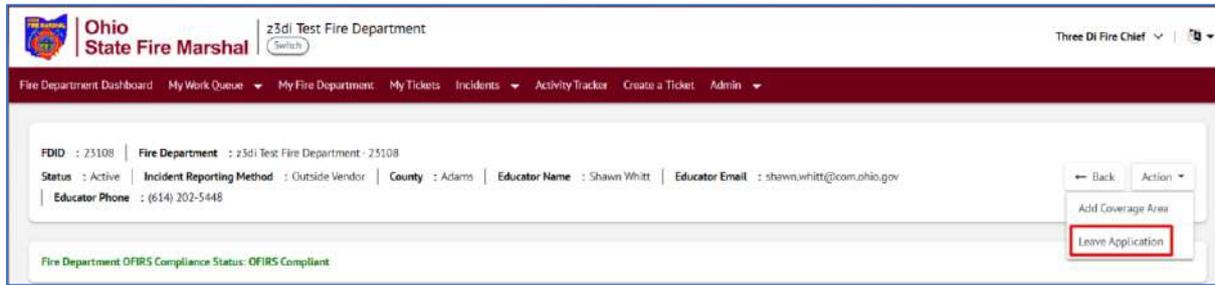


Figure 21: Actions for Fire Department Personnel on Fire Department Detail Screen

After clicking on Leave application, it will open a pop-up wherein the user can enter his leave details.

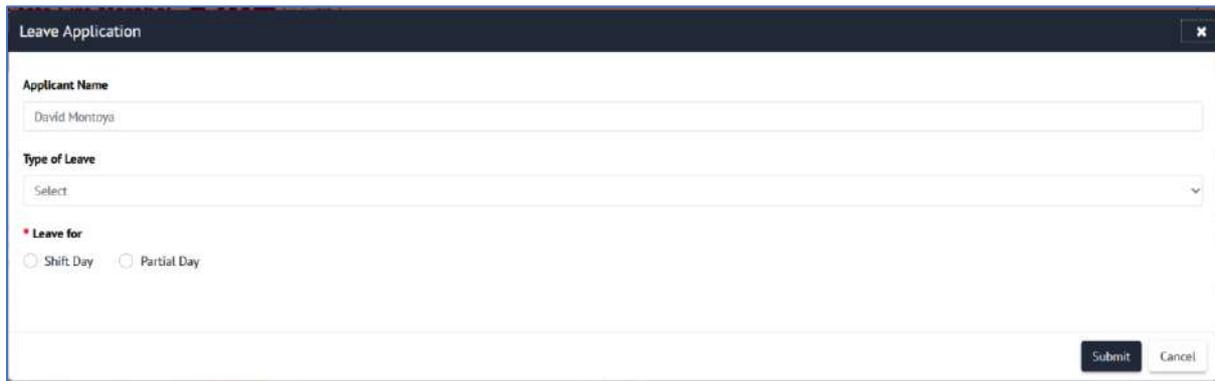


Figure 22: Leave Application Form pop-up.

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

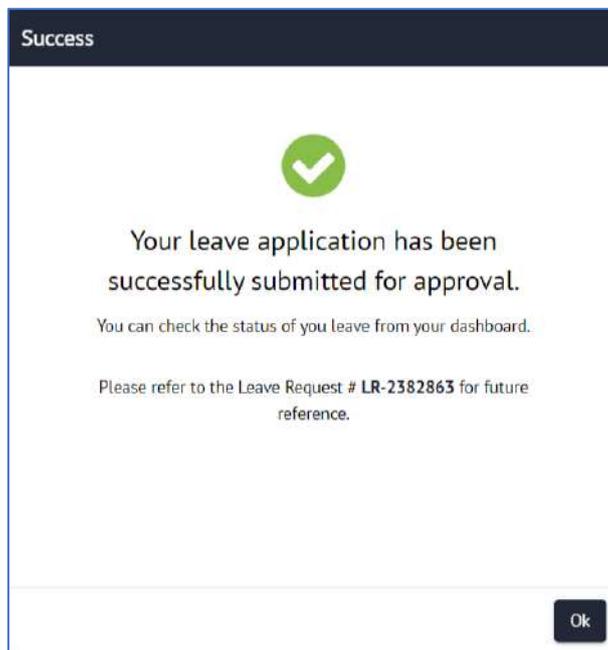


Figure 23: Leave Application Submission Confirmation Screen

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

5 Portal features for Fire Department Chief

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

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

5.1 Dashboard

Rank: Fire Department Chief

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

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

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

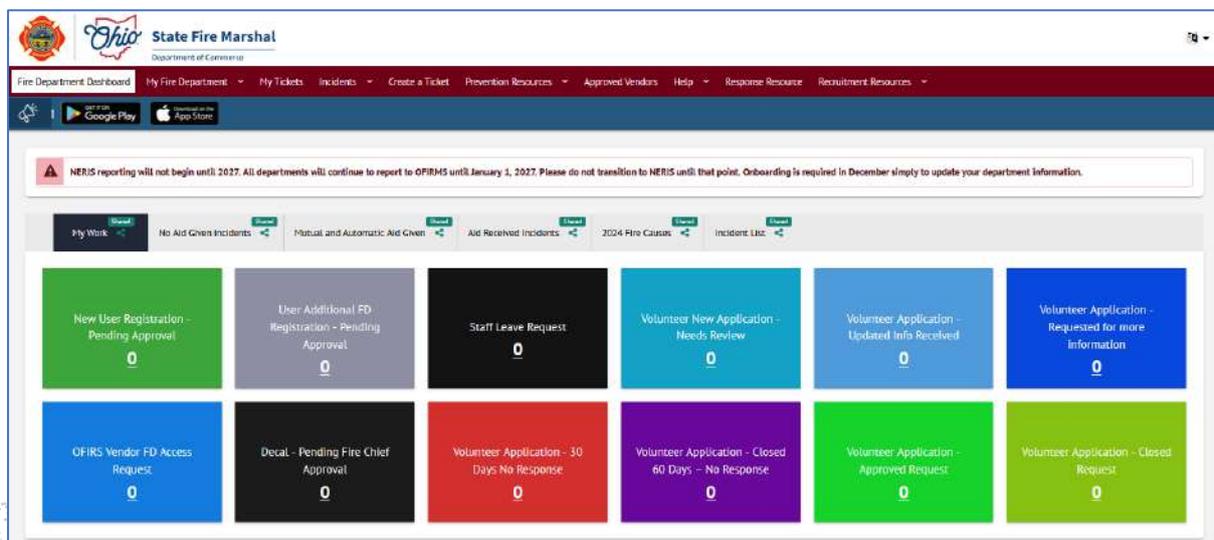


Figure 24: Fire Department Dashboard for FD Chief

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 [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.

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

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

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

Action	Case Number	Applicant Name	Title	Fire Department Name	FDID	District	Status	Requested On
	STF-2379279	ram son	Engineer	Test New Fire Department - 91234	91234	10	Fire Chief approval pending	09/21/2023
Approve Cancel	test testing	test testing	Assistant Fire Chief	Test New Fire Department - 91234	91234	10	Fire Chief approval pending	09/19/2023
	STF-2378864	test testing	Assistant Fire Chief	Test New Fire Department - 91234	91234	10	Fire Chief approval pending	09/19/2023

Figure 25: User Registration Request Grid on User Registration Requests screen

5.2.2 Pending Decal Request

Rank: Fire Department Chief

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

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

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

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

Action	Case Number	County	Fire Department/ EMS Agency	Maltese Cross Required	FDID/EMS Number	Issuing Year	Vehicle Owner Name	DPS Certificate Number	Requested On
[Menu Icon]	FP-2382273	Marion	3Di FIRST CONSOLIDATED FD	Yes	91213	2023	Kim Smith	4567878999	09/30/2023

Figure 26: Pending Decal Request grid on Pending Decal Request screen

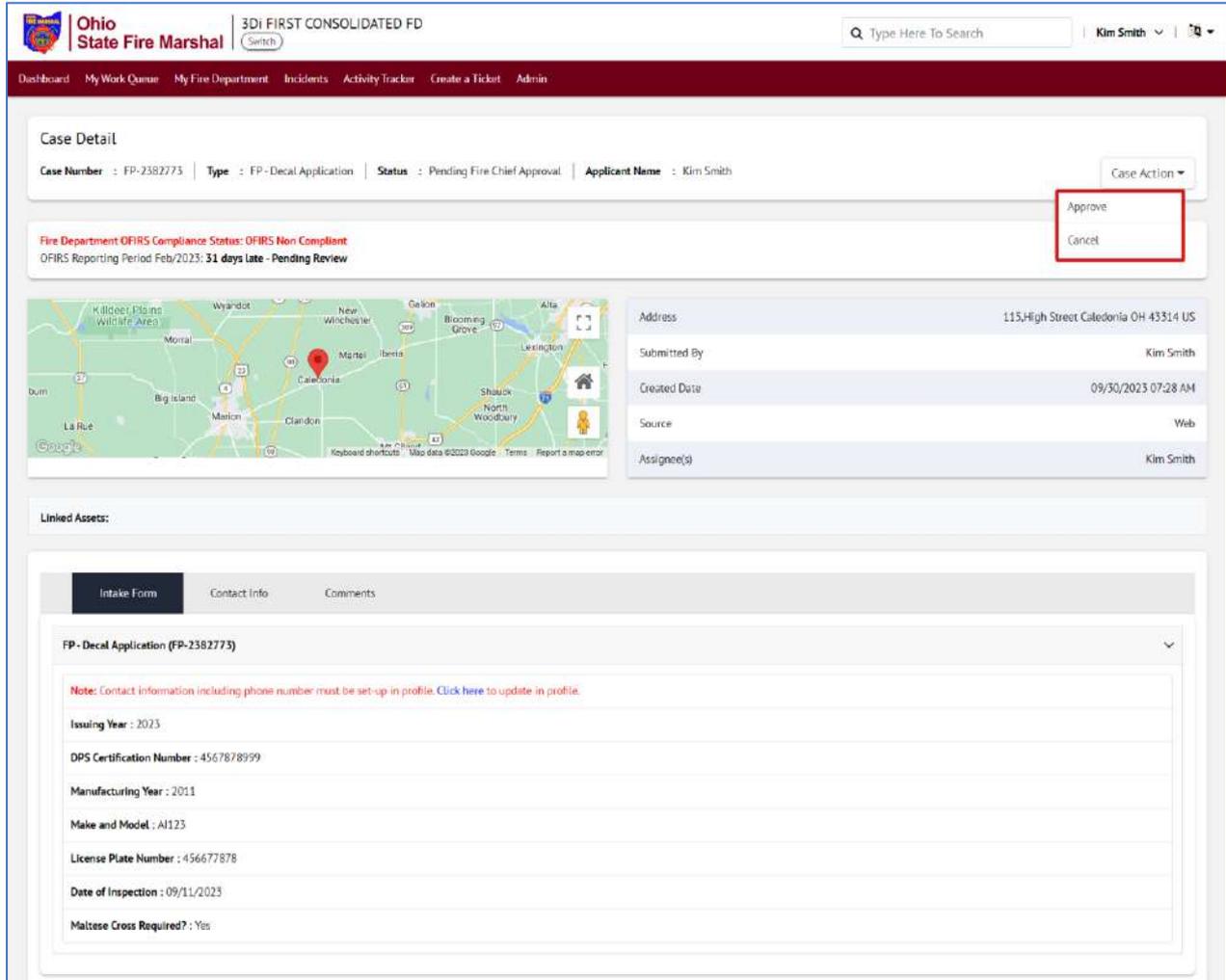


Figure 27: Decal Request Case Detail Screen

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

5.2.3 Vendor Access Request

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

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

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

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

My Work Queue / Vendor Access Request

Vendor Registration with FD

Export to Excel Search...

Drag a column header and drop it here to group by that column

Action	Case Number	FDID	County	Vendor Company Name	Vendor Doing Business As	NFIRS VIN	Requester Name	Created On	Status
	VRFD-2363908	23108	Adams	3DI Test Vendor for Testing	3DI Test Vendor for Testing	301YN23109	Amit Singh	10/13/2023	Pending Fire Chief Approval

1-1 of 1 items

Figure 28: Vendor Access Request grid on Vendor Access Request screen

5.2.4 Sound OFF Requests

This screen displays the Sound OFF Installation Requests for the selected Fire Department.

FD Users can click on the **case number** field to view the Sound Off Installation case details.

Fire Department Dashboard My Work Queue Fireworks Exhibition Permits My Fire Department My Tickets Incidents Create a Ticket Admin Prevention Resources Approved Vendors Help

Response Resource

My Work Queue / Sound OFF Requests

Installation Requests

Export to Excel Search...

Action	Case Number	Case Type	Fire Department	FDID	Status	Installation Address	Requested On
	SOAI-24128491	Sound Off Installation Request by FD	AUGUSTA TWP VOLUNTEER FIRE DEPARTMENT	10101	Installation Pending	4565 Columbus Pike, Delaware, OH, USA	08/28/2024
	SOAI-24128413	Sound Off Installation Request by FD	AUGUSTA TWP VOLUNTEER FIRE DEPARTMENT	10101	Installation Completed	3480 Benedict Road, Marengo, OH, USA	08/26/2024

1-2 of 2 items

Figure 29: Installation Requests grid

The FD user will be able to perform the following actions from this screen:

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

Fire Department Dashboard My Work Queue Fireworks Exhibition Permits My Fire Department My Tickets Incidents Create a Ticket Admin Prevention Resources Approved Vendors Help

Response Resource

My Work Queue / Sound OFF Requests

Installation Requests

Export to Excel Search...

Action	Case Number	Case Type	Fire Department	FDID	Status	Installation Address	Requested On
	128491	Sound Off Installation Request by FD	AUGUSTA TWP VOLUNTEER FIRE DEPARTMENT	10101	Installation Pending	4565 Columbus Pike, Delaware, OH, USA	08/28/2024
	128413	Sound Off Installation Request by FD	AUGUSTA TWP VOLUNTEER FIRE DEPARTMENT	10101	Installation Completed	3480 Benedict Road, Marengo, OH, USA	08/26/2024

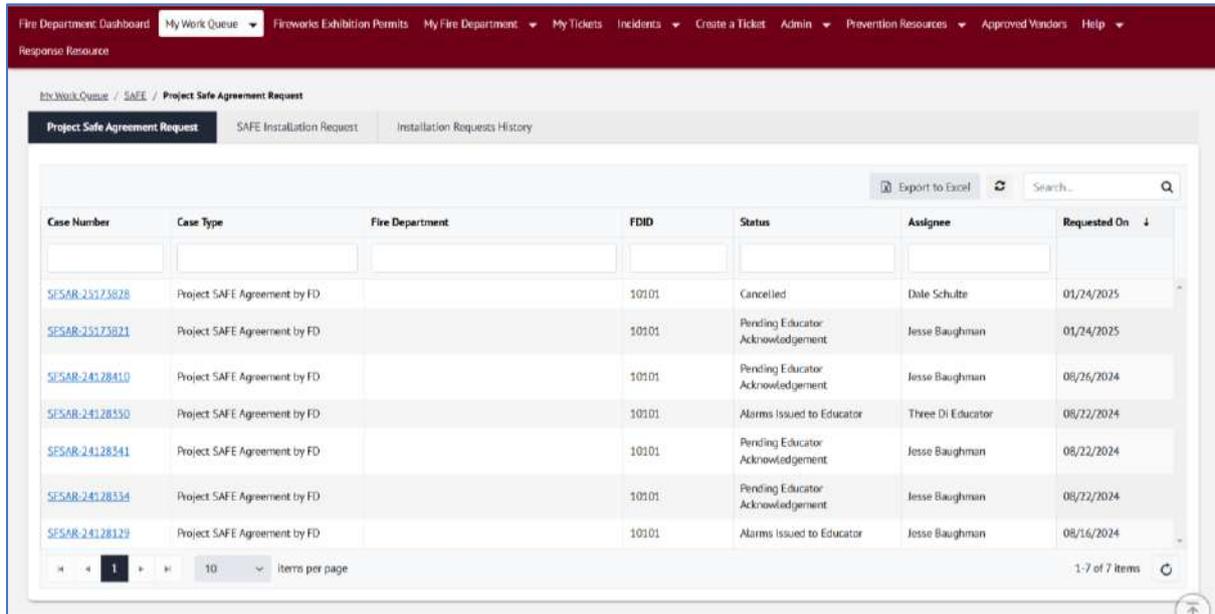
Figure 30: Actions that can be performed for Installation Requests

For further details, refer to section [15.2.1.4.1](#)

5.2.5 SAFE

This screen displays the SAFE Agreement Requests and Installation Requests submitted by the FD user for the selected Fire Department.

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



The Project SAFE Agreement Request tab will show all the requests submitted by the Fire Department user for the Project SAFE Agreement.

The SAFE Installation Request tab will show all the Open Installation Requests submitted by the fire department user.

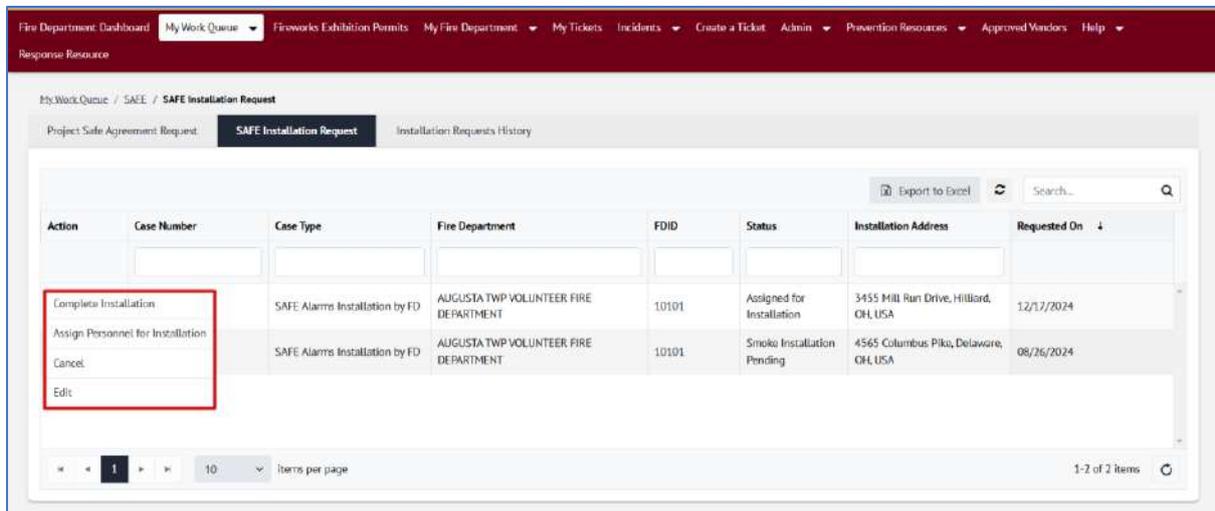


Figure 31: SAFE Installation Request tab

For further details, refer to section [15.3.1.2.1.1](#)

The Installation Request History tab will show all the installation requests that have been installed.

5.3 Fireworks Exhibition Permit

Rank: Fire Department Chief/Fireworks Permit Reviewer

Fireworks Inspector Registration Process – Fireworks Inspector has to register himself as a Fire Department Staff, after registration, he can log in to the system using his credentials, which will redirect the him to the registration page. From where the user has to select the below highlighted options.

- Select “Fire Department” in the association
- Select the respective Fire Department that, user wants to register for
- Select the respective county
- And Fire Department Name

I am a:

Fire Department User I have an Invite Code EMS (Only) Agency User

Create New Fire or EMS Department Vendor User Registration New OFIRMS Vendor School

Facilities (Non - UST) AB Operator training Installer training Fireworks Exhibitor

UST Owner UST Facility Contact UST Permit Applicant Private UST Certified Inspector

UST Environmental Consultant UST RP Search Vendor

*** I am ...**
Select

*** Type and select County**
Search By County Name

*** Select Fire Department Name**
Select

FDID
[Text Input Field]

*** Email(Your official email provided by the FD) ?**
[Text Input Field]

*** Phone Number**
[Text Input Field]

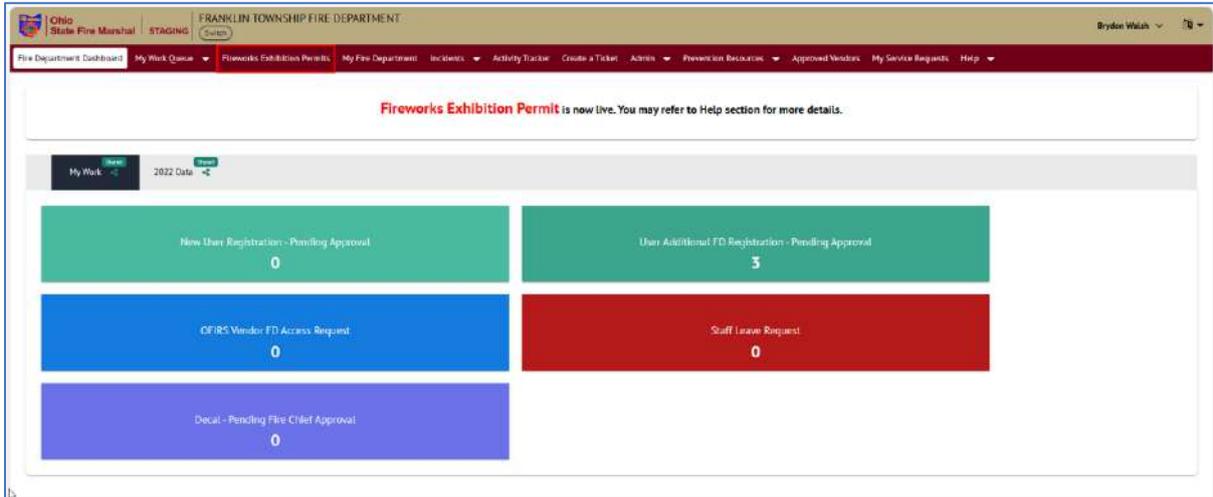
Certification Level
None selected

DPS Certification Number ?
[Text Input Field]

DPS Certificate Expiration Date ?
MM/DD/YYYY [Calendar Icon]

Reset Submit

Once his registration is approved, the **Fire Chief** must assign him the **"Fireworks Permit Reviewer"** permission from the **FD Staff Access Management**. After completing these steps, he will be able to perform **fireworks inspections**.



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

Action	Case Number	County	Assignee	Requester Name	Email	Created On	Exhibit Date	Status
[i]	FWP-25563103	Adams	Michael Estep, Provin IC, test ce fd	firework exhibitor	fireworkexhibitor@3diemail.com	05/17/2025	05/18/2025	Post Shoot
[i]	FWP-25565863	Adams	James Schuster	firework exhibitor	fireworkexhibitor@3diemail.com	05/27/2025	05/28/2025	Code Enforcement Bureau Review
[i]	FWP-25565870	Adams	James Schuster	firework exhibitor	mario@3diemail.com	05/28/2025	05/28/2025	Code Enforcement Bureau Review
[i]	FWP-25565869	Adams	Michael Estep, Provin IC, test ce fd	firework exhibitor	fireworkexhibitor@3diemail.com	05/28/2025	05/28/2025	Permit Submitted
[i]	FWP-25565865	Adams	Michael Estep, Provin IC, test ce fd	firework exhibitor	fireworkexhibitor@3diemail.com	05/27/2025	05/28/2025	Permit Submitted

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

5.3.1 Review the Permit

On the case details page, FD Chief can review the permit details and can Approve or Return the permit for Correction. Upon taking Approve action, the permit will move to the NEXT State “Ready for e-Signature”, and on taking Return for Correction, the case will move into “Missing Information”.

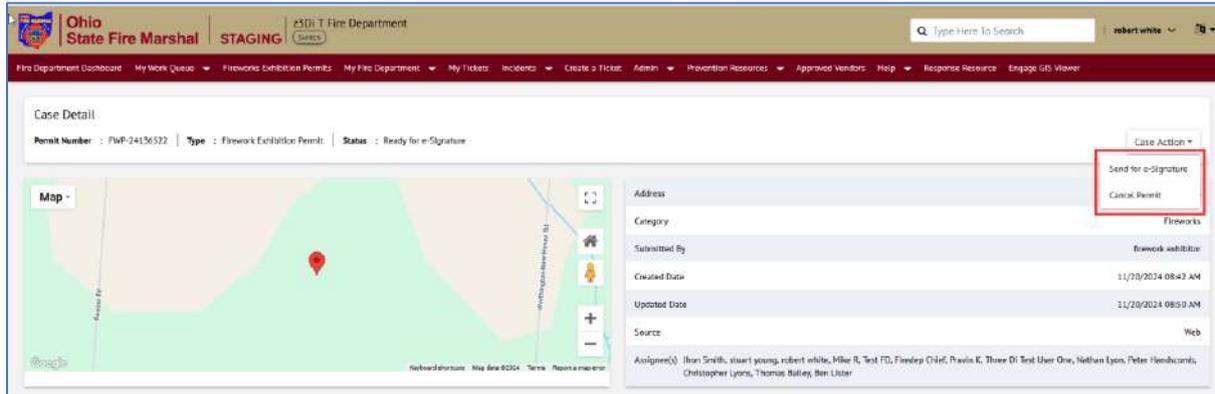


Figure 32: Action for FD Chief to Approve or Return for Correction

5.3.2 Send Permit for e-Signature

On the “Ready for e-Signature” state FD chief has two actions-

1. Send for e-Signature – Upon taking this action FD Chief user has select a Fire Department user and a Local Law Enforcement officer, by whom the permit has to be signed digitally.
 - a. Upon taking “Send for e-Signature” action, FD chief will get below pop-up.

Note: Same user cannot be selected as a Local Law enforcement officer and the FD Officer both

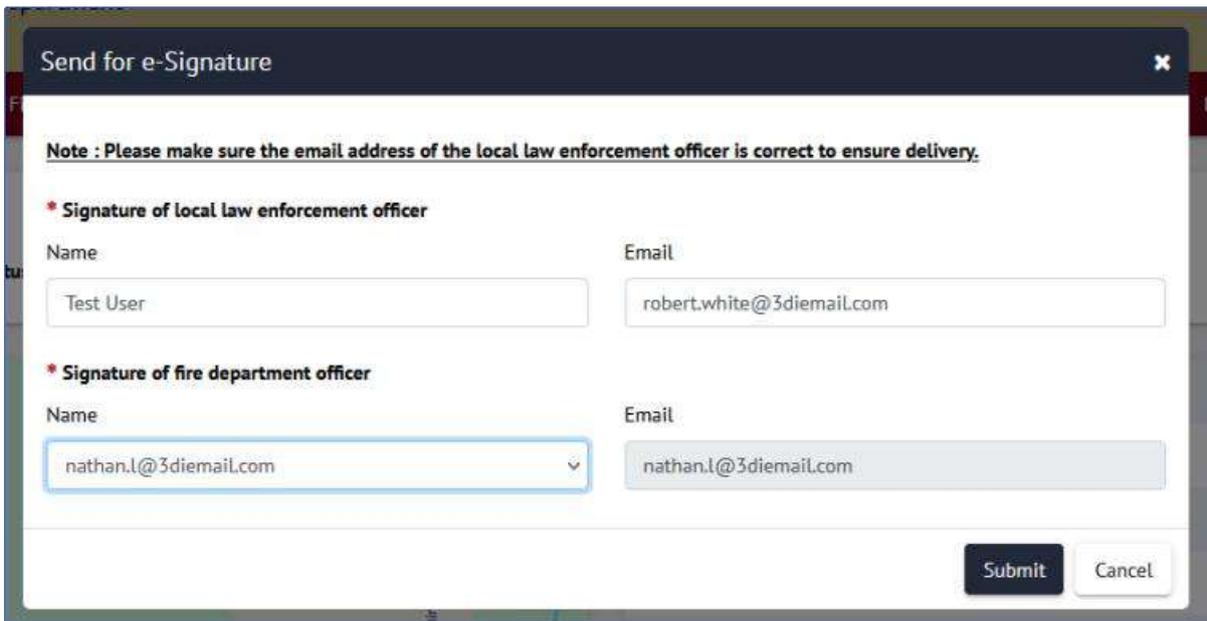


Figure 33: Send for e-Signature

- b. Upon clicking the Submit button, after adding the required details. The system will send an email notification to the respective users as below

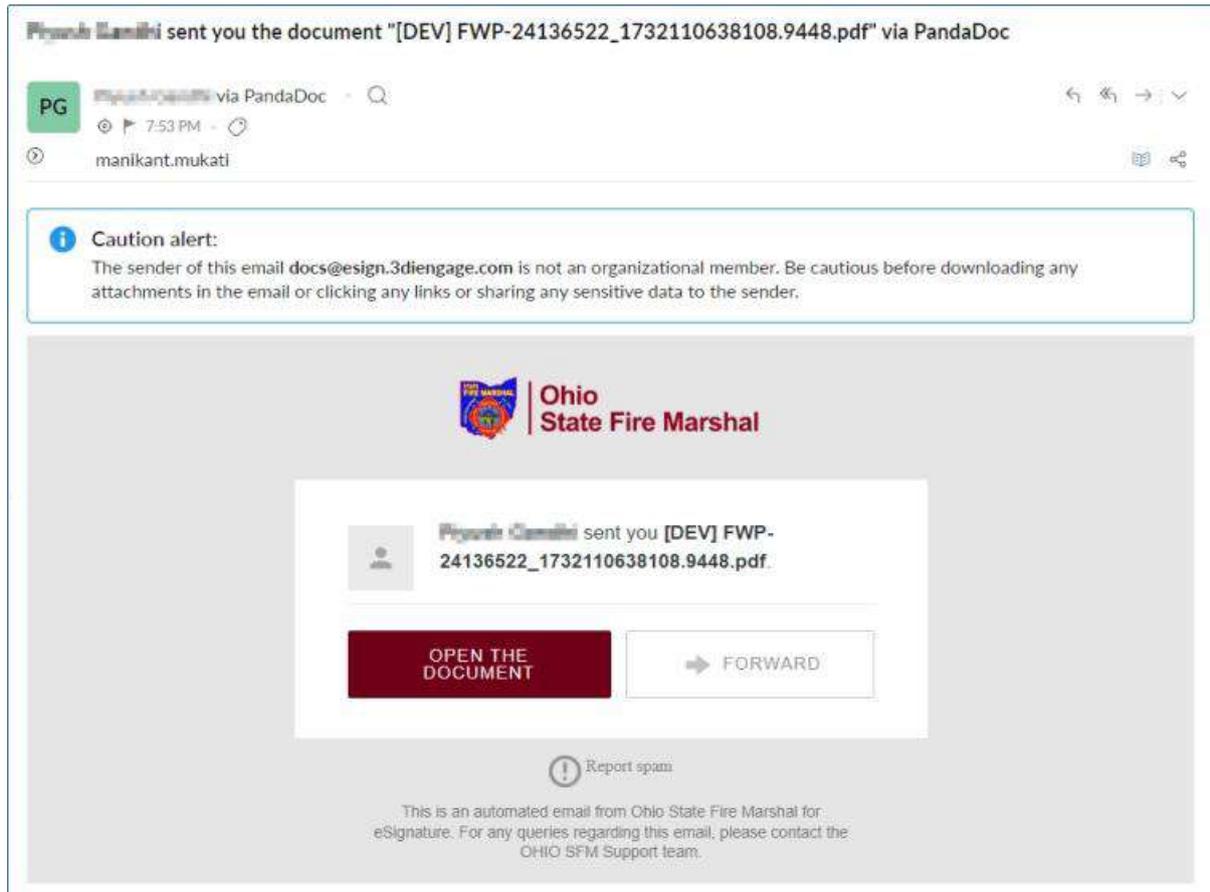


Figure 34: e-Signature email sent to selected user

- c. Upon clicking on Open the Document, the user will be redirected to the third-party digital signature application, like below

When you are done reviewing the document, please click **Finish** button. → **Finish**

Department of Commerce
Division of State Fire Marshal
8895 East Main Street, Reynoldsburg, Ohio 43068
614.728.5460 Fax 614.728-5168
Email sfm_codeenf@com.state.oh.us

Permit # FWP-24136522

Fireworks 1.1G, 1.3G, 1.4G
 Pyrotechnics 1.4S
 Flame Effects

Application for Fireworks Exhibition Permit

Permit applications must be accompanied by all support documents required by Ohio Revised Code 3743.54 and Ohio Administrative Code 1301:7-7-56. This signed document is preliminary authorization for a fireworks exhibition to be conducted.

Exhibition	<p>Location of Exhibition Site/Event : Prime Park County : 3DiTestCounty Rain Date : Sponsor Contact : testsponsor@3diemail.com</p>	<p>Address : Exhibitors Drive, Garden City, ID, USA Date/time of Exhibition : 11/21/2024 07:08 PM Sponsor : Firework test sponsor Phone Number : (456) 465-6465</p>
Product	<p>Company Supplying Firework : Shivakashi Fireworks Ohio Manufacturer/Wholesaler/Out-of-State Shipper ID : Shipper1234</p>	<p>Phone Number : (465) 465-4653 Address : Shippers Road, Vestal, NY, USA</p>
Exhibitor	<p>Licensed Exhibitor Required? : Yes License category : Fireworks NFPA 1123/NFPA 1124 Phone Number : (796) 465-4654 Company Affiliation (if applicable) : comp affiliation</p> <p>I understand that I, as the Exhibitor of this exhibition, shall be held strictly responsible for any damage to persons or properties resulting from fireworks, pyrotechnics, or flame effects used at this exhibition. I understand and will comply with all applicable laws and rules.</p> <p>Exhibitor Signature : </p>	<p>Ohio Exhibitor ID(s) : test Exhibitor Exhibitor Name : Test Exhibitor Address : Exhibitors Drive, Garden City, ID, USA</p> <p>Date : November 20, 2024</p>
Liability	<p>Insurance/Bonding Company : axa Address : Insurance Drive, Fort Wayne, IN, USA</p>	<p>Coverage Amount : \$ 45,200</p>
Inspection/Approval	<p>This form must be signed and approved by the Fire Authority Having Jurisdiction (AHJ) and Law Enforcement AHJ (if outdoor exhibition). Per ORC 3743.55, the exhibitor is required to have this document to purchase fireworks for the exhibition. The completed permit application and completed checklist constitute final approval by the AHJ.</p> <p>Signature of Fire Chief or Designee Date <input type="text" value="Select date"/></p> <p>Print Name <input type="text"/> Fire Department Name : z3Di T Fire Department</p> <p>Signature of Law Enforcement AHJ Date <input type="text" value="11 / 20 / 2024"/></p> <p>Print Name <input type="text" value="Manikant Mukad"/> Municipality/Township/County <input type="text" value="IMC"/></p>	

Provide signed copies of this document and the checklist to the Exhibitor, Fire AHJ, Law Enforcement AHJ and Ohio State Fire Marshal.

Figure 35 : Permit document during e-Signature

- d. User can enter the signature either by scribbling or uploading the image of signature
- e. FD user has to click the Finish button, after the signature is done.
- f. Once the FD user clicks the Finish button, the permit application gets assigned to Local Law Enforcement officer for their signature.
- g. Local Law enforcement officer has to follow the same steps from a to e.
- h. Once the permit is signed by both parties, the system will send a completion email notification to both the assigned users like below.

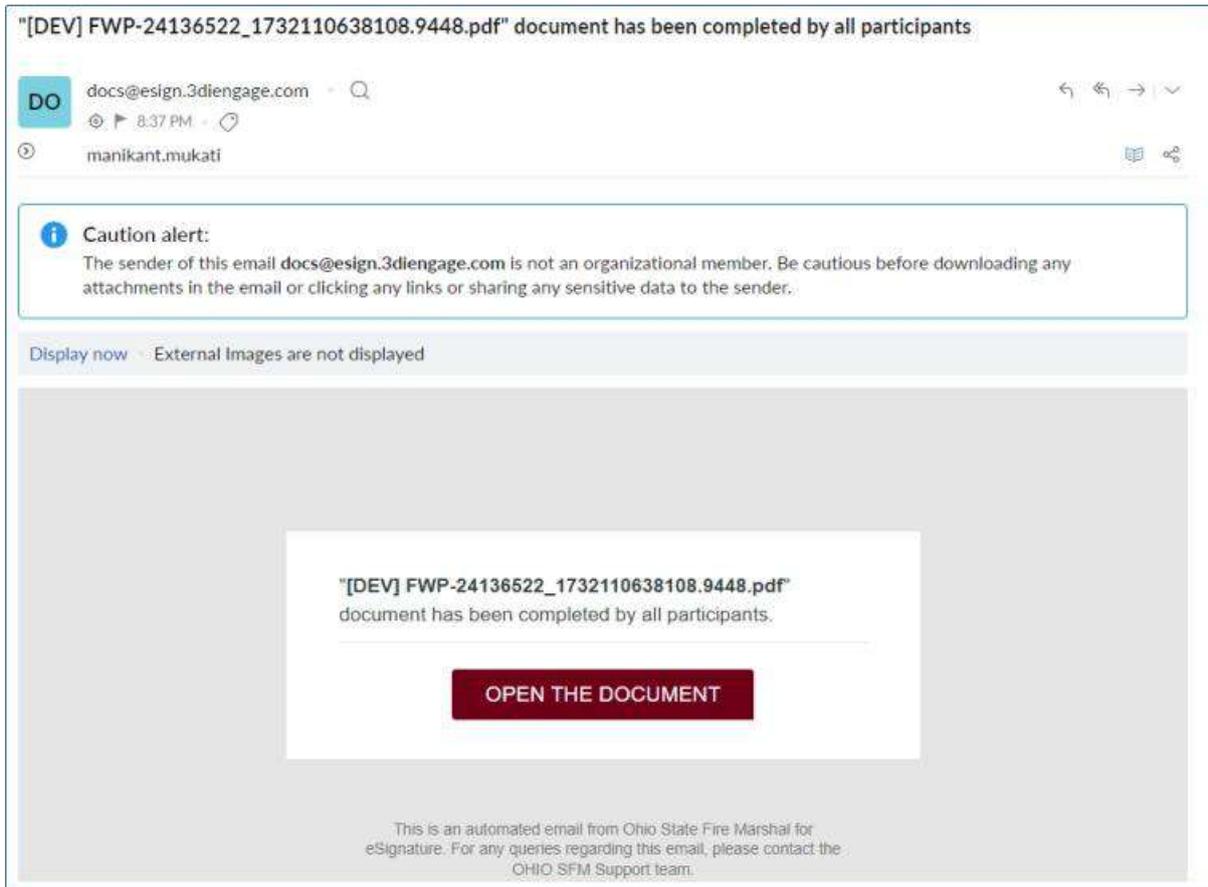


Figure 36 : Confirmation email after e-Signature

- i. Once the permit is signed by LFD and LLE the permit status will automatically gets updated to “Awaiting Show”.
- j. Also the permit letter gets saved under “Signed Fireworks Exhibition Permit Letter” under the documents tab on permit details page

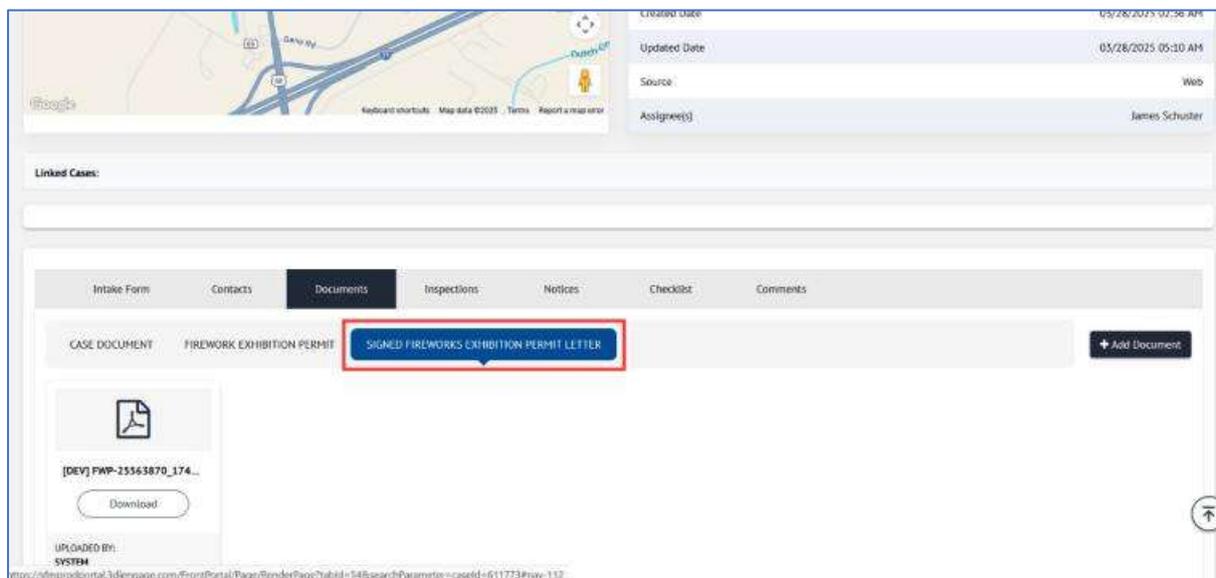


Figure 37 : Signed fireworks exhibition permit letter

- Cancel Permit – this action will cancel the permit case, and no further actions can be taken on the permit.

5.3.3 Schedule Inspection

Once the permit is approved with LFD and LLE signatures, the permit status will get updated to “Awaiting Show”

- On “Awaiting Show” inspector has the action of Mark Exhibition Day, Additional Documentation Required or Revoke.

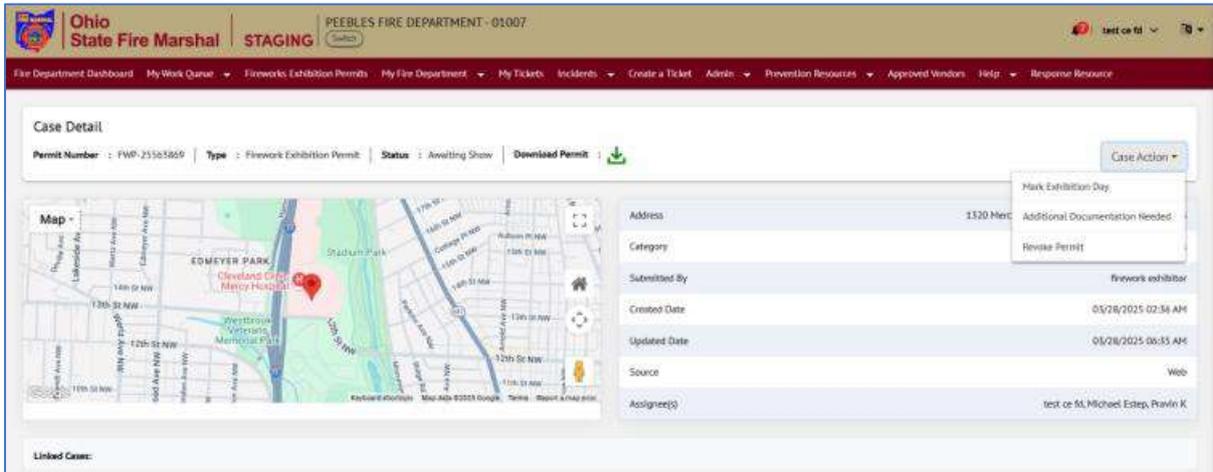


Figure 38 : Awaiting show screen for inspector

- Upon taking the ‘Mark Exhibition Day’ the case will move to ‘Exhibition Day’ state, and an inspection is scheduled for the permit automatically, which needs to be conducted from the mobile inspection app(iOS/Android).

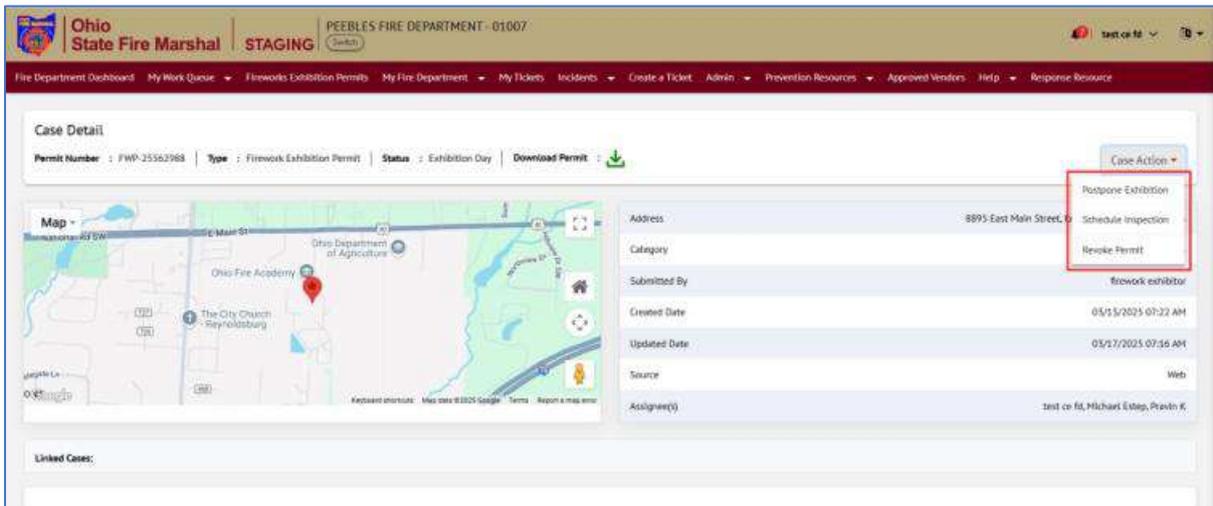


Figure 39 : Actions on Exhibition Day for inspector

- Additional Document Needed – Inspector can ask for additional documents in case of any further details are required for the permit
- Revoke Permit – The Inspector can revoke the permit if the requirements are not fulfilled.

Exhibition Day – From this state inspector can perform the inspection, postpone the exhibition or can revoke the permit.

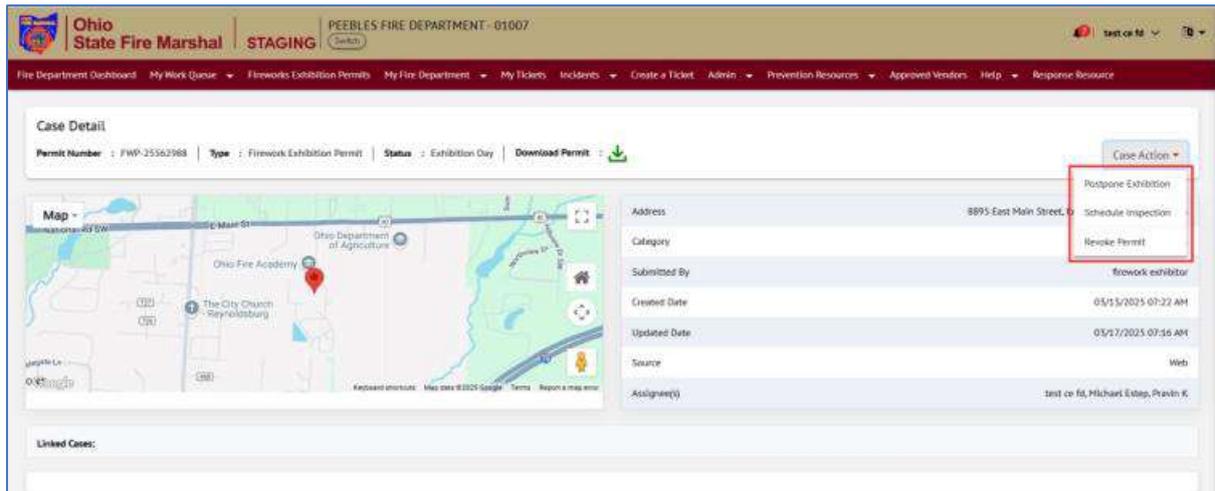


Figure 40 : Actions on Exhibition Day for inspector

5.3.4 Perform Inspection

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

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

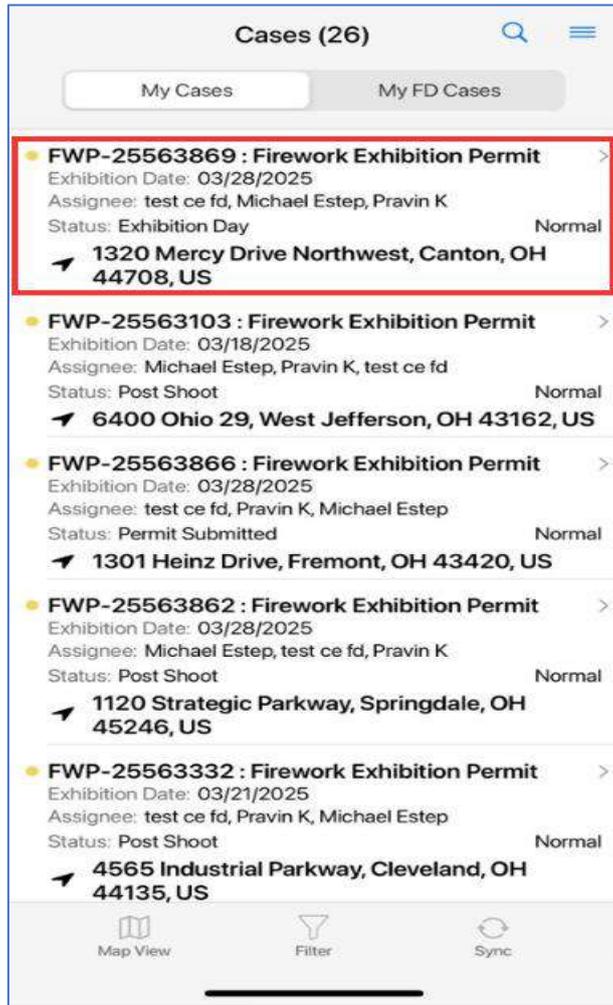


Figure 41 : My Cases queue for inspector

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

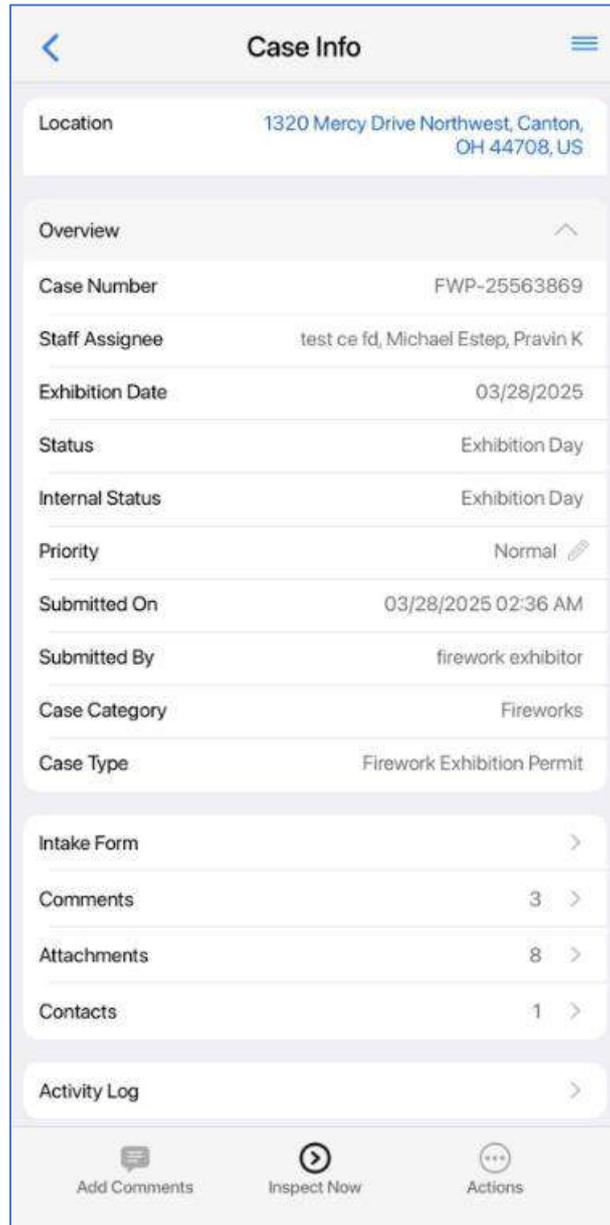


Figure 42 : Case Details page on mobile app

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

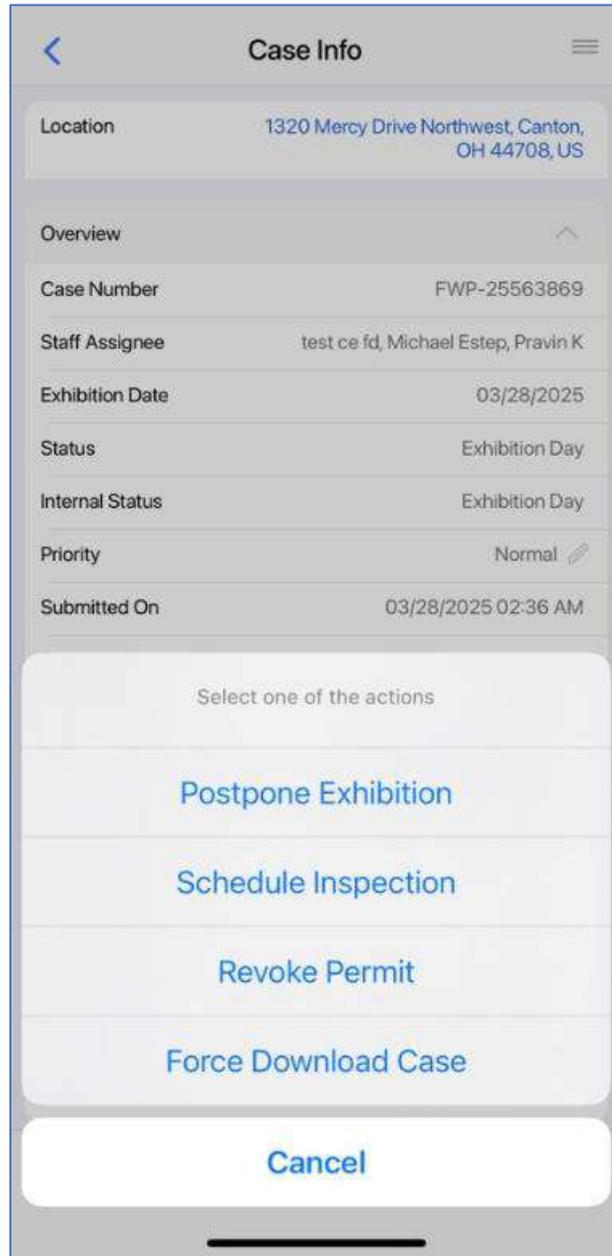


Figure 43 : Actions available for inspector on case details

4. Upon taping the Inspect Now, the app will redirect the inspector to Inspection screen.

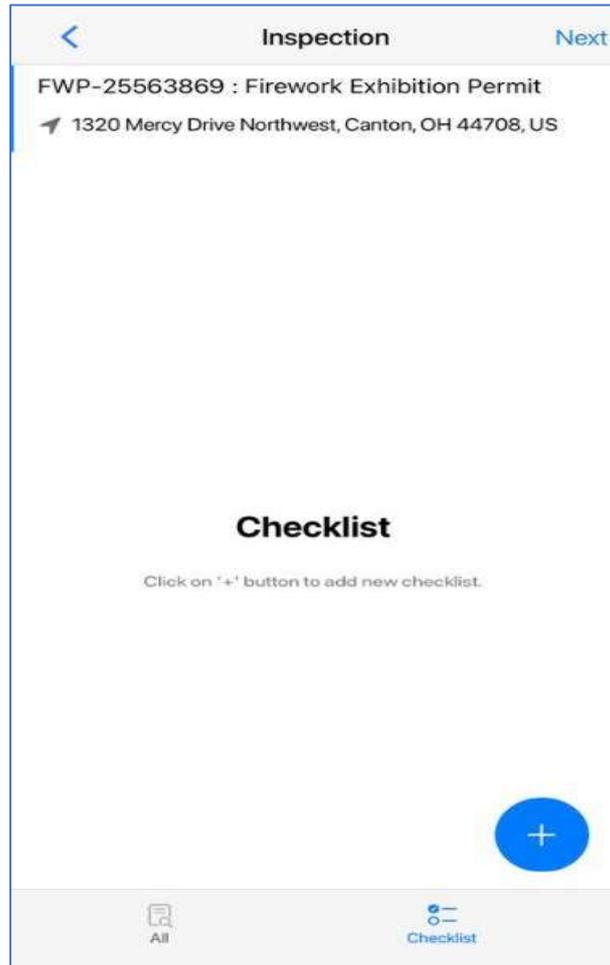


Figure 44 : Inspection screen for inspector

- a. Inspector user can add the required checklist from the '+' button.

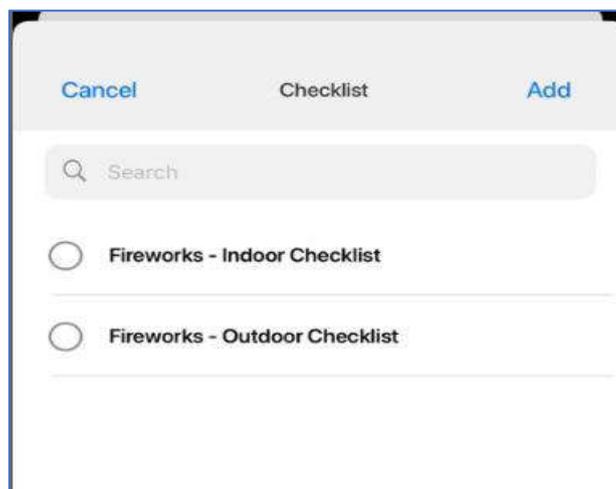
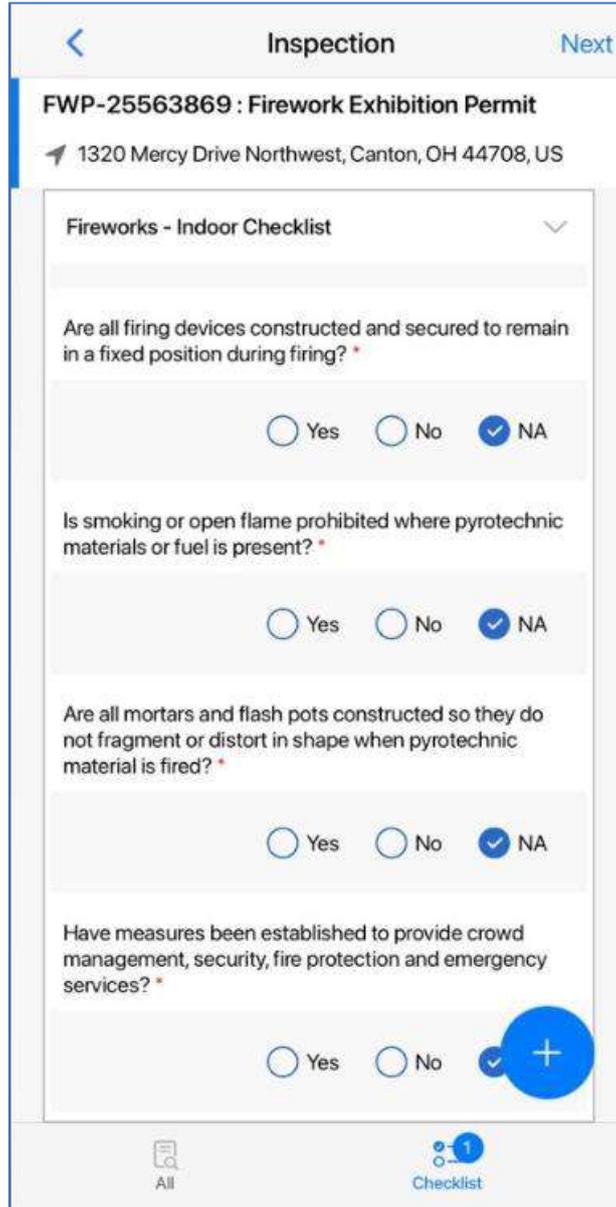


Figure 45 : Available checklists for inspector

- 5. After selecting the required checklist, the inspector user has to answer each checklist question in Yes, No, or NA as they are mandatory.



Inspection Next

FWP-25563869 : Firework Exhibition Permit

1320 Mercy Drive Northwest, Canton, OH 44708, US

Fireworks - Indoor Checklist

Are all firing devices constructed and secured to remain in a fixed position during firing? *

Yes No NA

Is smoking or open flame prohibited where pyrotechnic materials or fuel is present? *

Yes No NA

Are all mortars and flash pots constructed so they do not fragment or distort in shape when pyrotechnic material is fired? *

Yes No NA

Have measures been established to provide crowd management, security, fire protection and emergency services? *

Yes No +

All Checklist

Figure 46 : Checklist questions

6. After answering all the Checklist questions, the inspector user can review the inspection by clicking the 'Next' button. The inspector will be redirected to 'Summary' screen.

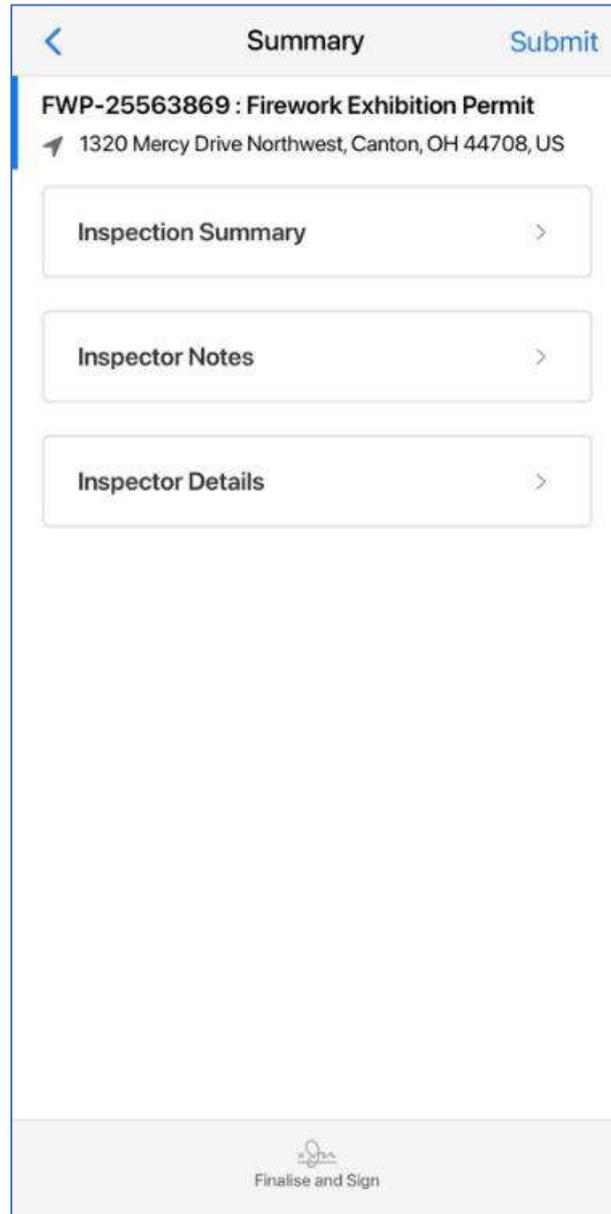


Figure 47: Inspection summary screen

7. In case multiple inspectors are involved during inspection, the inspector can update the inspector's names from the 'Inspector Details' tab
 - a. To edit the name, the user should click on the 'Edit' button present at the bottom of the Inspector Details screen.

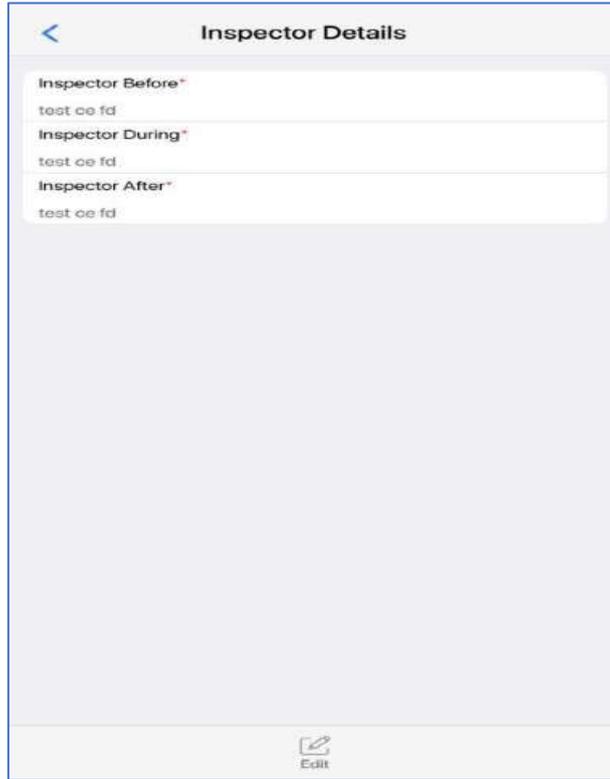


Figure 48: Inspector details screen

- b. Once the inspector details are updated, click 'Save'

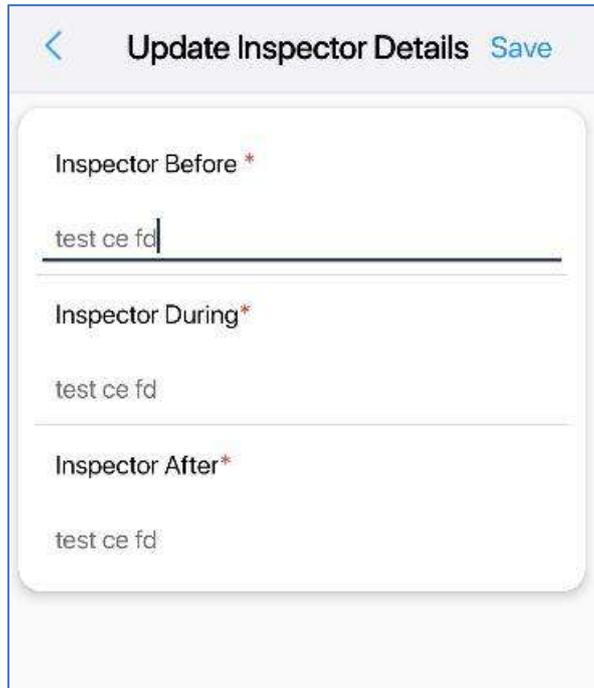


Figure 49: Update inspector details screen

- 8. Before submitting the inspection, the inspector has to get the signature from the exhibitor user present at the spot.
 - a. To take the exhibitor's signature, the inspector has to click on the 'Finalise and Sign' button

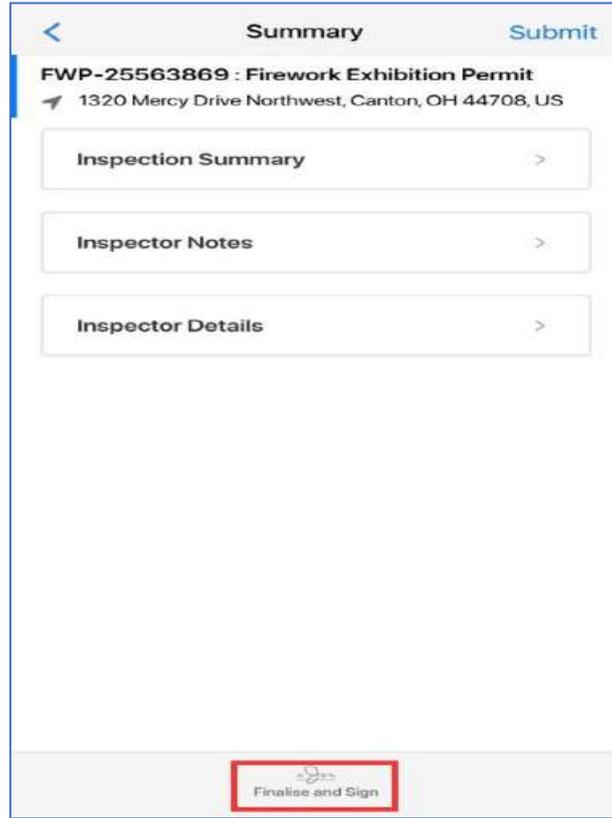


Figure 50: Inspection summary with finalize and sign

- b. Upon clicking the 'Finalise and Sign', user will be redirected to 'Signature' screen as shown below

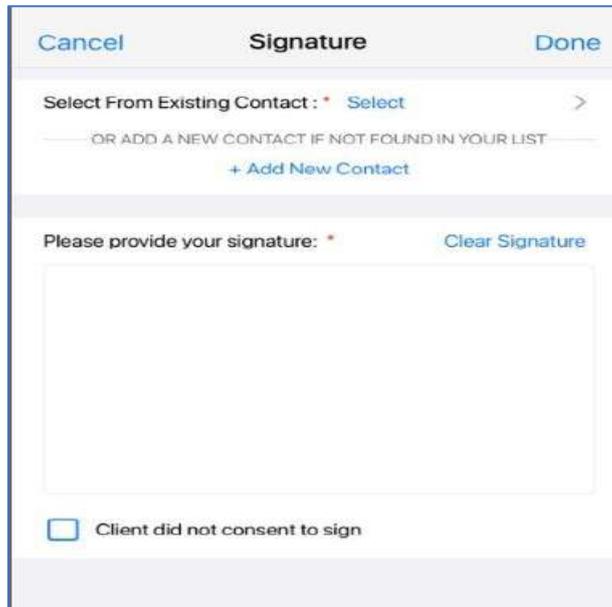


Figure 51 : Exhibitor signature screen

- c. Inspector can take the signature of existing contact and also have the ability to add new contact.

- 9. Upon submitting the inspection, from the 'Submit' button inspector's signature will get published automatically on the inspection report.

- a. If inspector’s signature is not present on the profile, user will get a below prompt



Figure 52 : Inspector signature missing prompt

- b. To upload the signature inspector user need to go to My Account >> My Profile

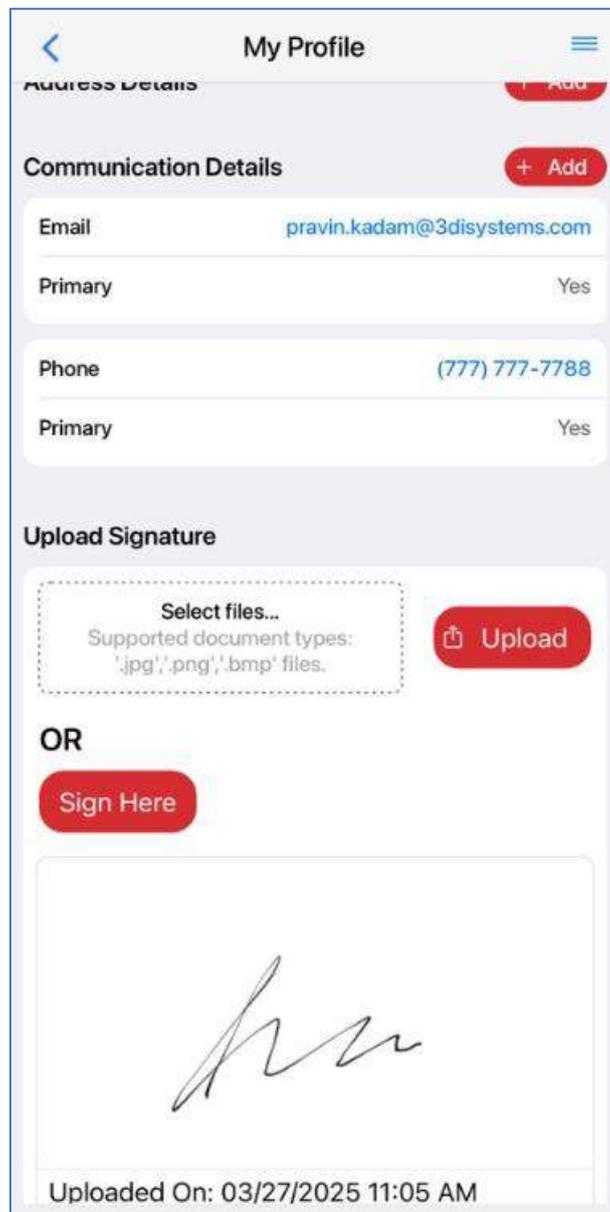


Figure 53 : My Profile screen for inspector

- c. After uploading the signature, inspector can upload the inspection from the 'Submit' button.

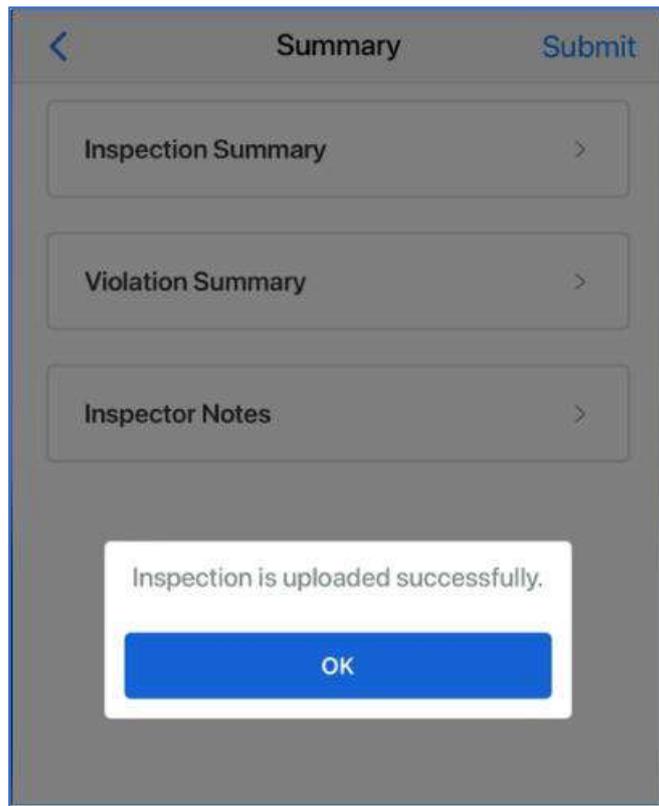


Figure 54 : Inspection upload success prompt

5.3.5 Generate Inspection Report

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

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

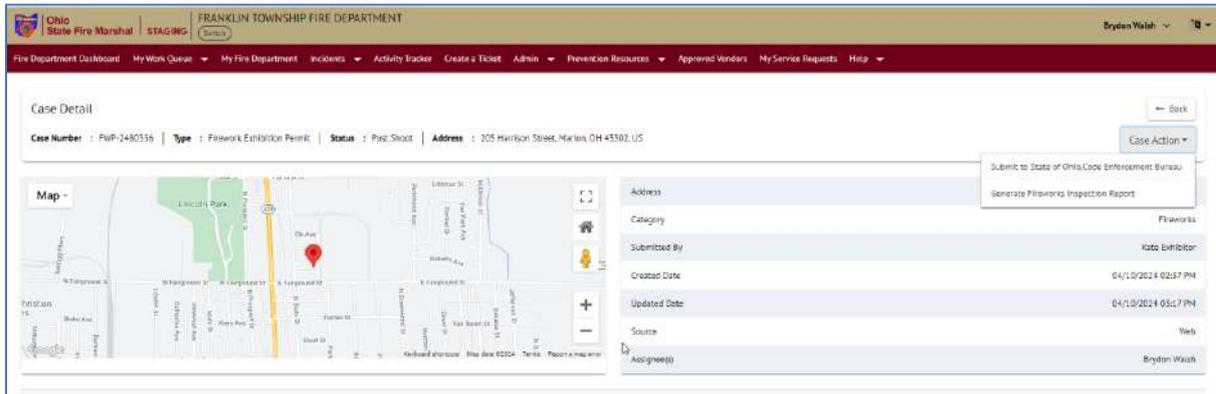


Figure 39: Action available for FD Chief on Post Shoot State

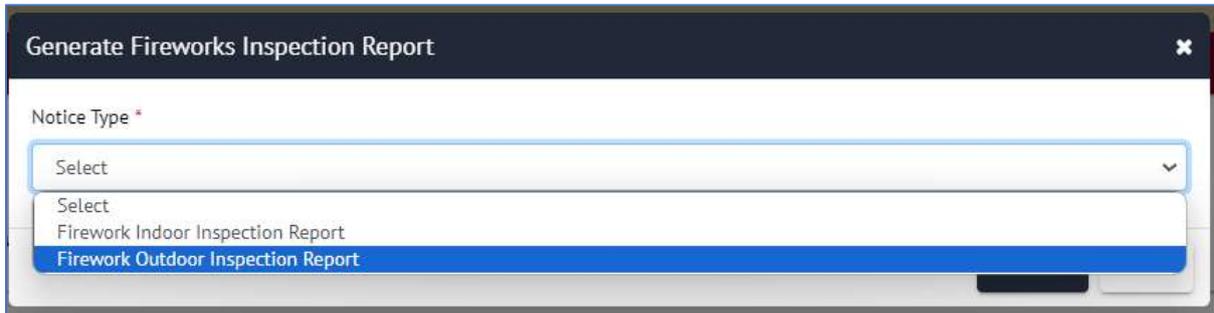


Figure 40: Type of Notices on Post Shoot state

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

5.4 Fire Department Management

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

5.4.1 FD Management Functions from Fire Department Detail Screen:

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

5.4.2 FD Management Functions from Admin:

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

5.4.3 Fire Department Actions:

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

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

5.4.3.1 Add Coverage Area

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

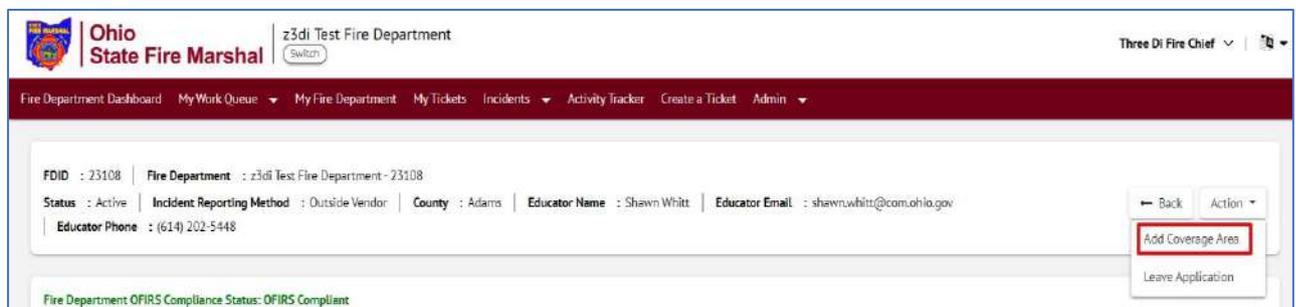


Figure 41: Add Coverage Action on the Fire Department Detail Screen

On the Add Coverage Area form,

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

Figure 42: Add Coverage Form pop-up.

5.4.3.2 Disassociate Vendor

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

Figure 43: 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 44: Disassociate Vendor Form pop-up.

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

5.4.4 Edit Department Address and Information

Rank: Fire department chief

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

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

5.4.5 Fire Station

Refer to [Fire Station Management](#)

5.4.6 Apparatus

Rank: Fire department chief

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

Action	Apparatus Name	Apparatus ID	Apparatus Use	Apparatus Type	Fire Station	Location	Asset Status
<ul style="list-style-type: none"> Add Apparatus Maintenance Info Engine Check Edit Delete Inactive 	Truck	101	Suppression	Truck or aerial	3Di Test Fire Station	14520 Broadway Avenue, Cleveland, OH, USA	Active
		101	Other	Fire boat with pump	3Di Test Fire Station		Active
	us 1	45454	Other	Truck or aerial	3Di Test Fire Station		Active
		105	Suppression	Tanker or tender	3Di Test Fire Station	8224 Dixie Highway, Florence, KY, USA	Inactive
	3di	1234	Suppression	Truck or aerial	3Di Test Fire Station	814 East University Avenue, Ann Arbor, MI, USA	Active

Figure 47: Apparatus List on Fire Department Detail Screen

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

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

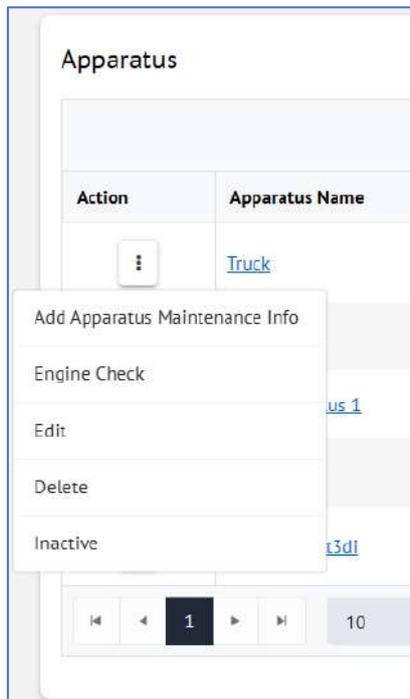


Figure 48: Apparatus Actions

5.4.6.1 Add Apparatus

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

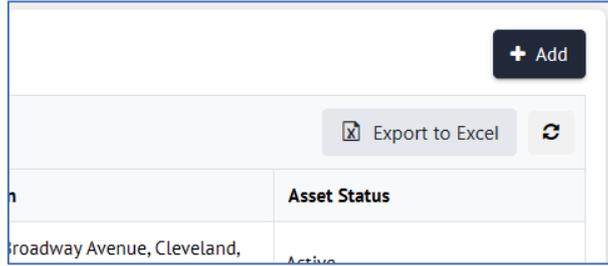


Figure 49: Add Button on the Apparatus Section

Figure 50: Add Apparatus pop-up.

Important:

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

5.4.6.2 Add Apparatus Maintenance Info

Rank: Fire Department Chief

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

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

- Edit
- Delete

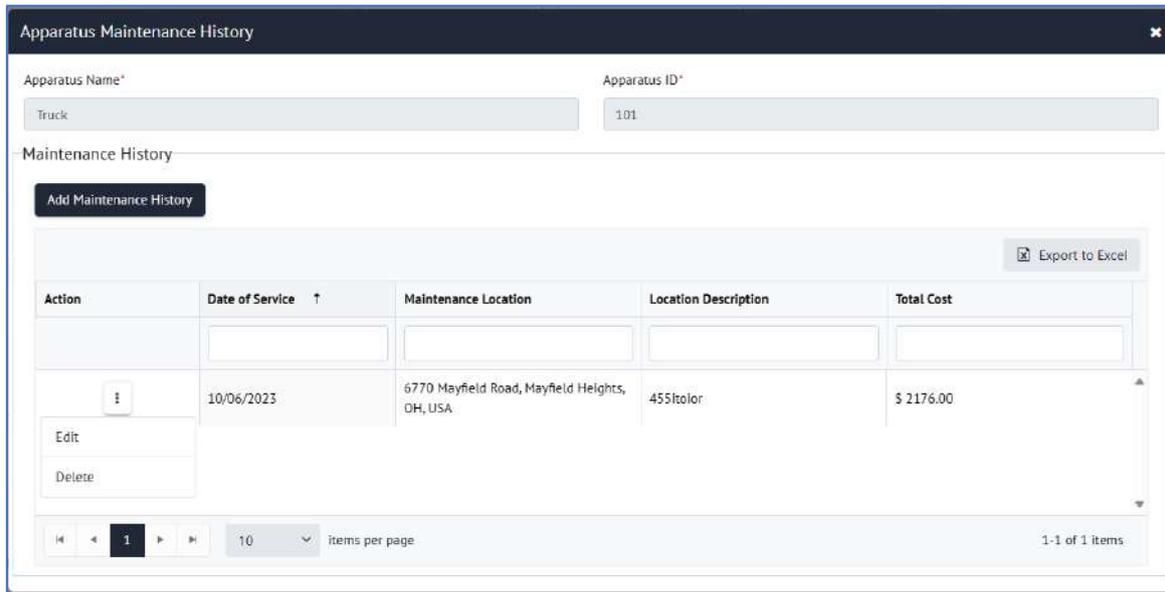


Figure 51: Add maintenance history pop-up with Action on Maintenance History

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

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

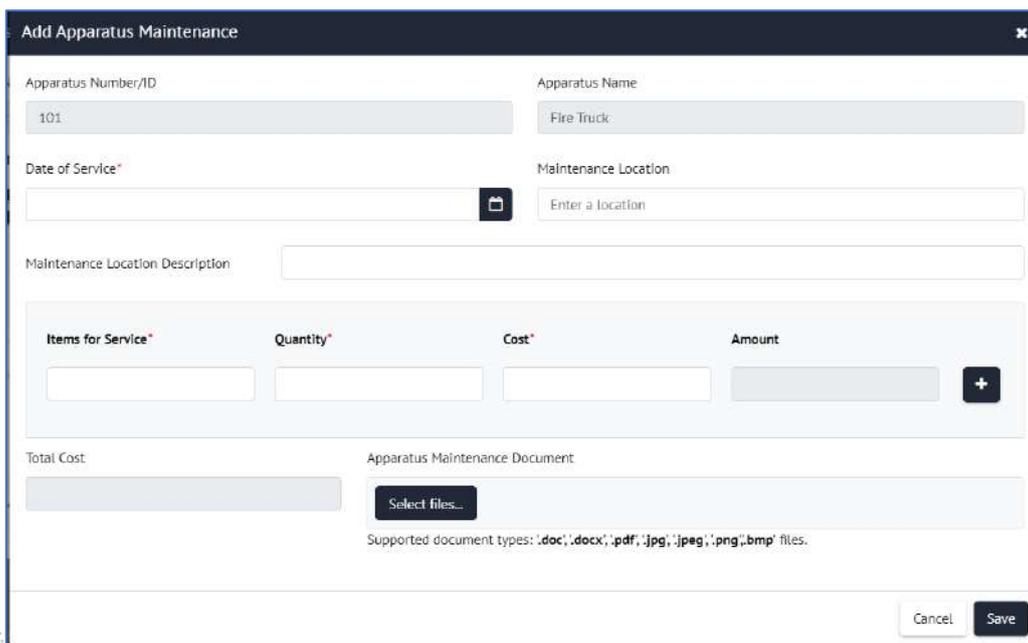


Figure 52: Add Apparatus Maintenance pop-up.

5.4.6.3 Edit Apparatus

Rank: Fire Department Chief

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

Figure 53: Edit Apparatus Screen

5.4.6.4 Delete Apparatus

Rank: Fire Department Chief

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

Figure 54: Delete Apparatus Confirmation pop-up.

Important:

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

5.4.6.5 Engine Check

Rank: Fire Department Chief

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

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

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

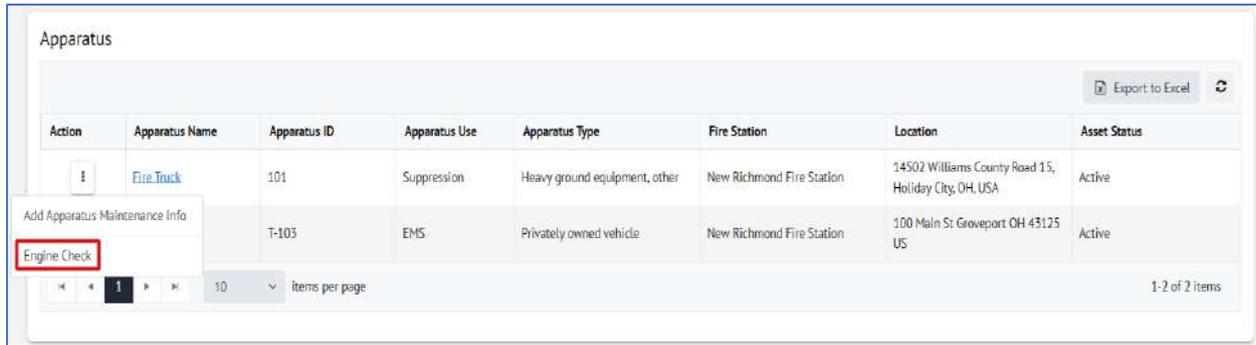


Figure 55: Apparatus Section on Fire Department Detail screen with Engine Check action highlighted.

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

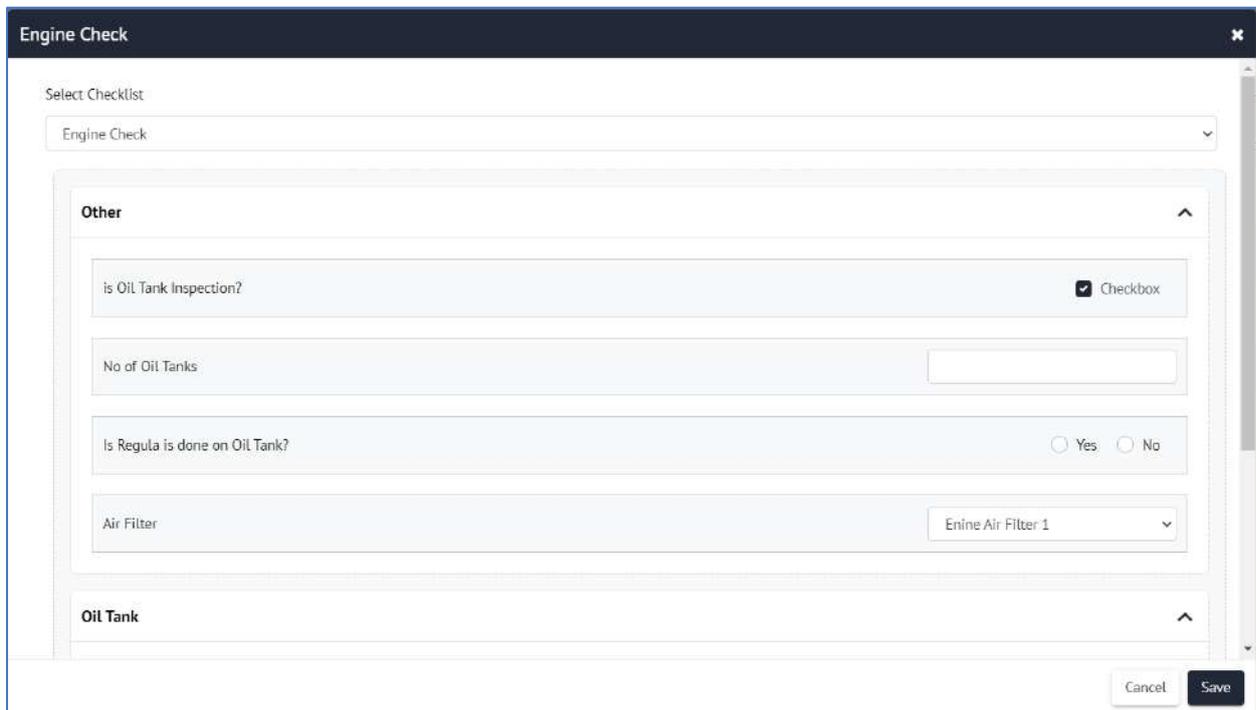


Figure 56: Engine Check pop-up

5.4.6.6 Apparatus Details

Rank: Fire department staff

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

Overview
 Apparatus ID : T-103 | Apparatus Name : T-103 | Fire Station : New Richmond Fire Station | Fire Department : Test New Fire Department | Apparatus Description : Privately owned vehicle

Address
 14502 Williams County Road 15 Holiday City OH 43554 US

Engine Check
 No Record Found

Equipment

Asset ID	Equipment Name	Classification Name	Quantity	Model	Status	Apparatus	Compartment	Sub-Compartment
AID65	Chainsaw	Cutting tools	2		In Service	101 - Heavy ground equipment, other	Rear Compartment	Side Tray
56678	Pump	Apparatus	5		In Service	101 - Heavy ground equipment, other		

Apparatus Maintenance History
 No Record Found

Figure 57: Apparatus Detail Screen

5.4.7 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.

Case Number	Applicant Name	Title	FDID	Case Type	FD Name	Created On	Status
STF-2378780	Joseph Taylor	Fire Chief	91234	Fire Department Staff Registration	Test New Fire Department	09/16/2023	Approved
VFRD-2378775	Charles Brown	Fire Chief	91234	OIFRS Vendor FD Access Request	[Test New Fire Department - 91234]	09/16/2023	Approved
STF-2378773	ron potter	Fire Chief	91234	Fire Department Staff Registration	Test New Fire Department	09/16/2023	SFM Fire Prevention Approval Pending
STF-2378771	James benet	Fire Chief	91234	Fire Department Staff Registration	Test New Fire Department	09/16/2023	Approved
STF-2378766	James Peter	Fire Chief	91234	Fire Department Staff Registration	Test New Fire Department	09/16/2023	Approved

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

5.4.8 Jurisdiction

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

Jurisdiction Name	community type	Fiscal Officer Name	Title	Email	Phone
American	Township	Brady Overholt	Fiscal Officer		
Bratton	Township	Angela McCoy	Fiscal Officer		
Craig Beach	Village	Patricio Hammond	Fiscal Officer		
Laudonville	Village	Etaine Van Horn	Fiscal Officer		
Manchester	Village	Robin Taylor	Fiscal Officer		
North Kingsville	Village	Christine Stevens	Fiscal Officer		
Cincinnati	City				

Figure 59: Jurisdiction associated with the Fire Department

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

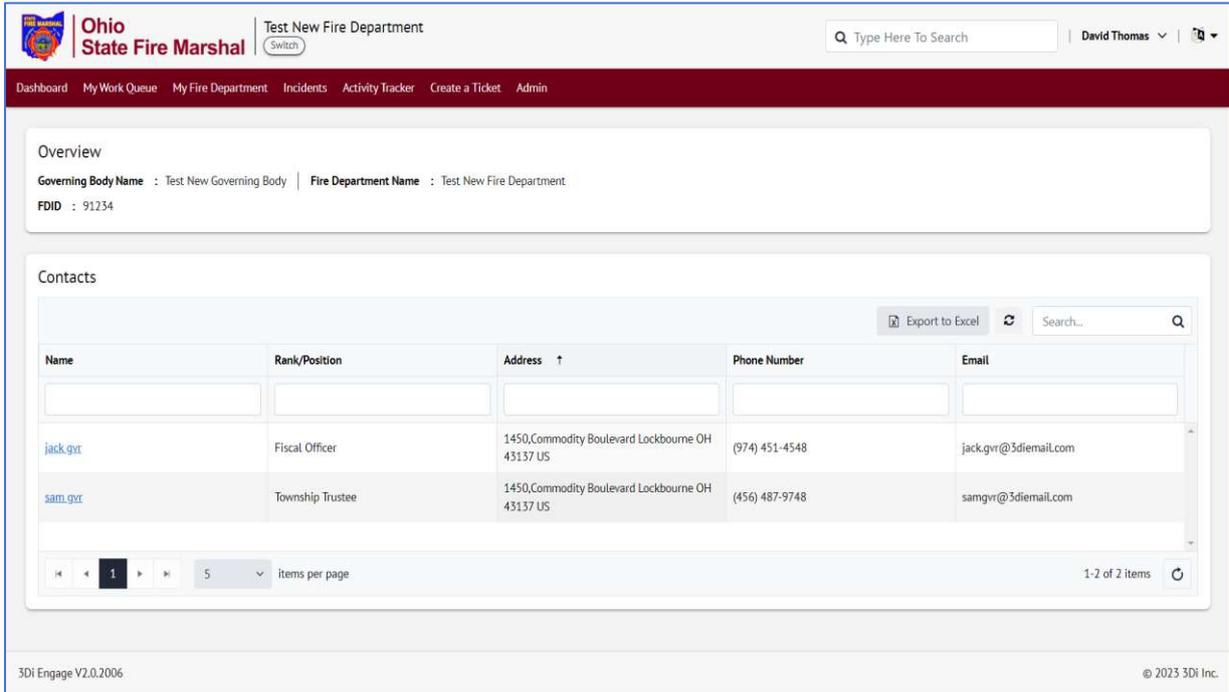


Figure 60: Jurisdiction Detail Screen

5.4.9 Decal Requests

For Decal requests, refer to section [6.1](#)

5.4.10 Associated Vendor Info

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

If a fire department does not have a Vendor, then the Fire Department has the option to use the “**OFIRMS Direct**” Incident Reporting Method. Refer to [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’s Approval, the request will be sent to the Bureau for approval. After the Bureau Approved, the Vendor will be associated with the Fire Department and will start appearing in the Associated Vendor Info section.

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

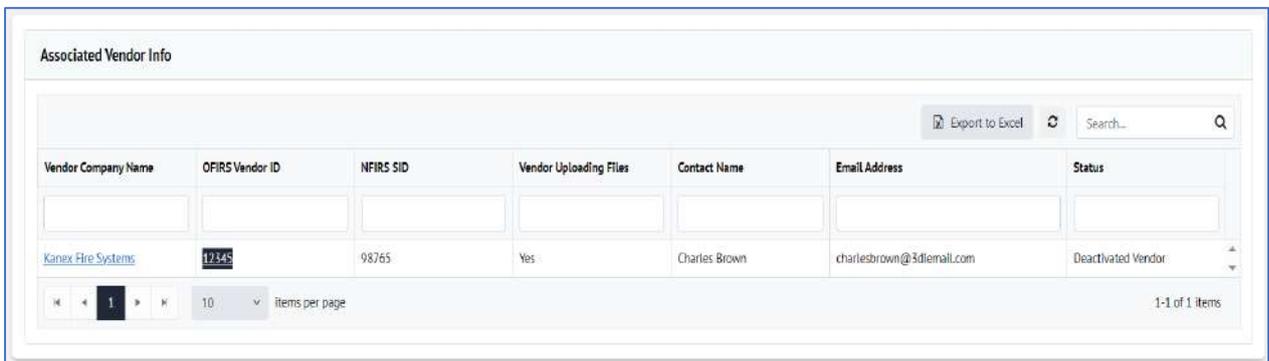


Figure 55: Vendor associated with the Fire Department

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

Overview

Vendor Company Name : Vendor Three | OFIRMS ID : 90003

Status : Approved Vendor | Incident Reporting Method : OFIRMS Direct

Address

Mailing Address

123,Hyatts Road Delaware OH 43015 US

[Image View](#) [Map View](#)

The specified location could not be found.

Vendor Info

Vendor Company Name : Vendor Three | Vendor Doing Business As : Vendor Three

Website : www.vendorthree.com

Are you going to submit OFIRMS Incidents for your Fire Department(s)? : Yes

Vendor NFIRS Registration Details:

Software Name : Vendor Three | Software Version : V1.2

NFIRS Vendor Identification Number : 6543219870 | NFIRS Software Identification Number : 41500

Does your software support NFIRS Version 5.0? : Yes

First Name : Vendor | Last Name : Three

Email Address : vendor3@3diemail.com | Phone Number :

Contact Person

[Export to Excel](#)

Name	Address ↑	Phone Number	Email
vendor:three	123,Hyatts Road Delaware OH 43015 US		vendor3@3diemail.com

1-1 of 1 items

Figure 56: Vendor Detail Screen

5.4.11 Personnel

Rank: Fire department chief

Action	Name	Personnel ID	Rank/Position	Supervisor	Certification Level	Fire Station	Certification #	Date of Joining	OFIRMS Contact	OSF
?	Kate Littleton		Battalion Chief			Test New Fire Station			No	No
!			Battalion Chief		Emergency Medical Responder	Test New Fire Station	DPS11		No	Yes
					Emergency Medical Responder, Emergency Medical Technician, Advanced Emergency Medical Technician, Paramedic, EHS Instructor, CE Instructor, EMS Asst. Instructor, Volunteer					

Figure 57: Personnel List on the Fire Department Detail Screen

The Personnel grid consists following details:

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

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

Figure 58: 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.

Action	Name	Personnel ID	Rank/Pos
⋮	Kate Littleton		Battalion
<ul style="list-style-type: none"> Edit Remove from Fire Department Change Rank Assign Fire Station Employment Status Invite Personnel 			Battalion

Figure 59: Personnel Action List

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

5.4.12 Documents

Rank: Fire Department Chief

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

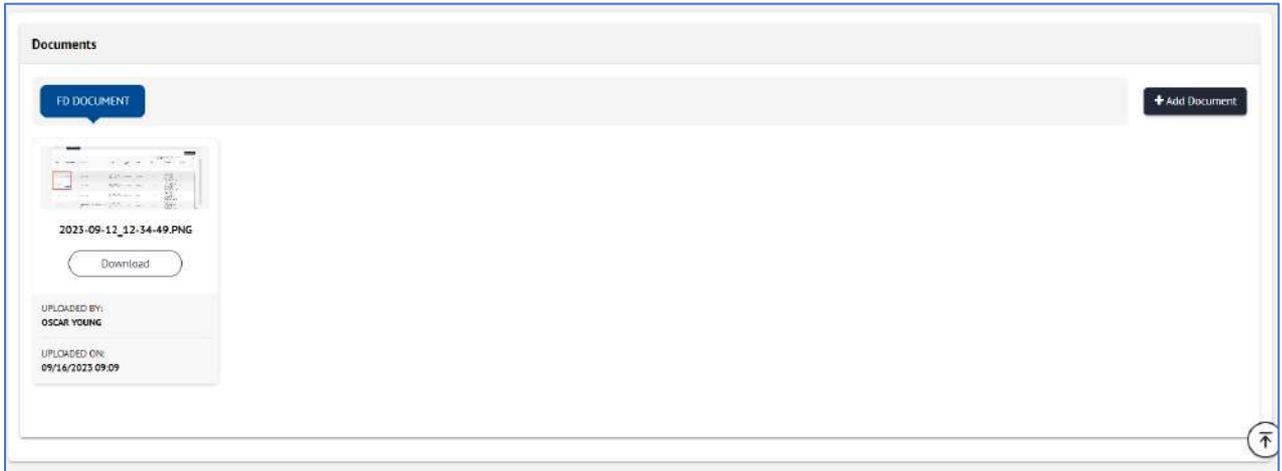


Figure 60: Documents Section on the Fire Department Detail Screen

5.4.13 Change Log

Rank: Fire Department Chief

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

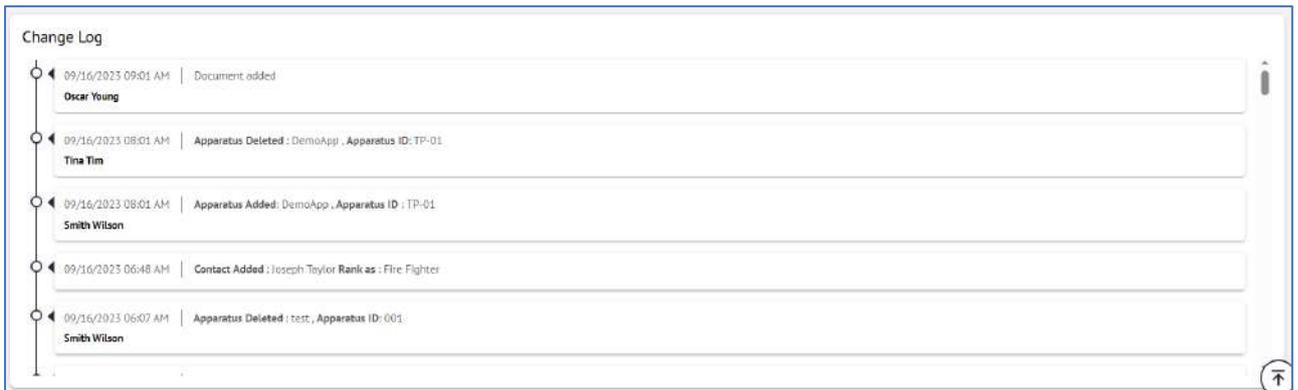


Figure 61: Change Log Section on Fire Department Detail Screen

5.5 Admin

5.5.1 User Management

Rank: Fire Department Chief

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

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

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

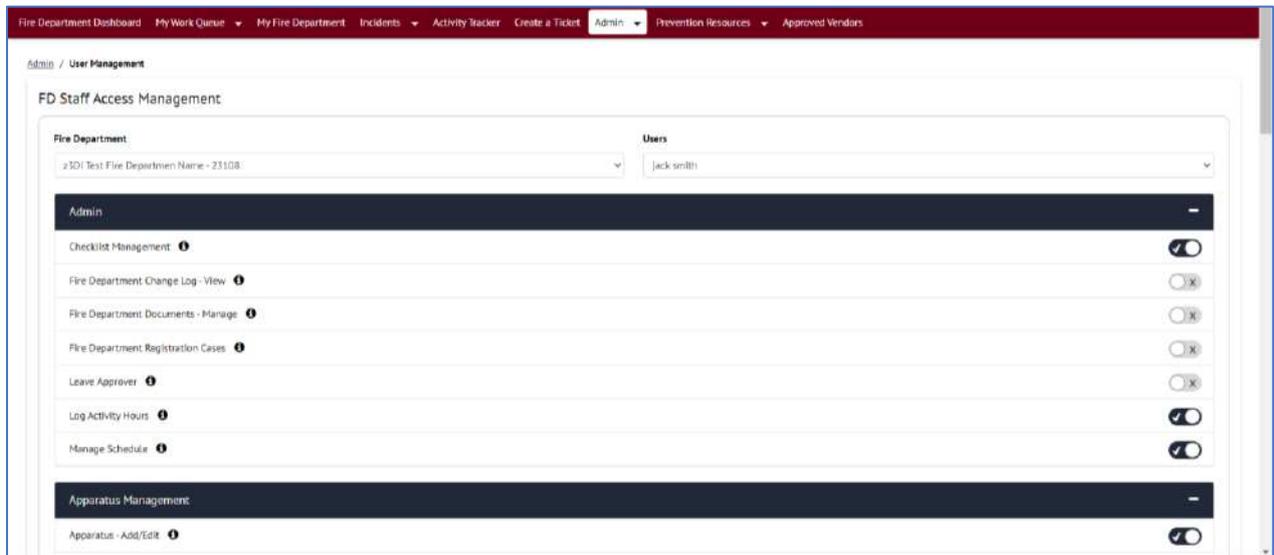


Figure 62: User Management Screen under Admin

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

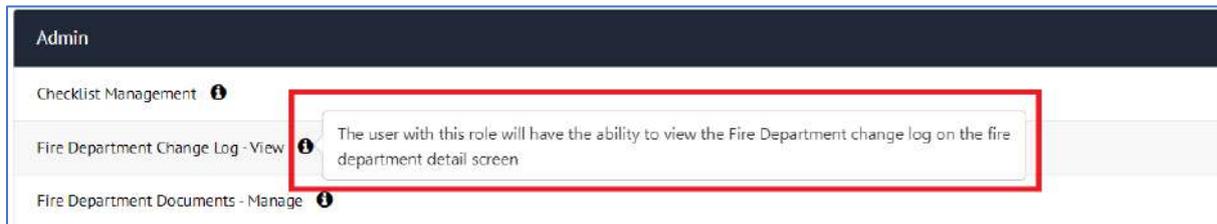


Figure 63: User Management hover on the “i” icon

5.5.2 Leave Request

Rank: Fire Department Chief

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

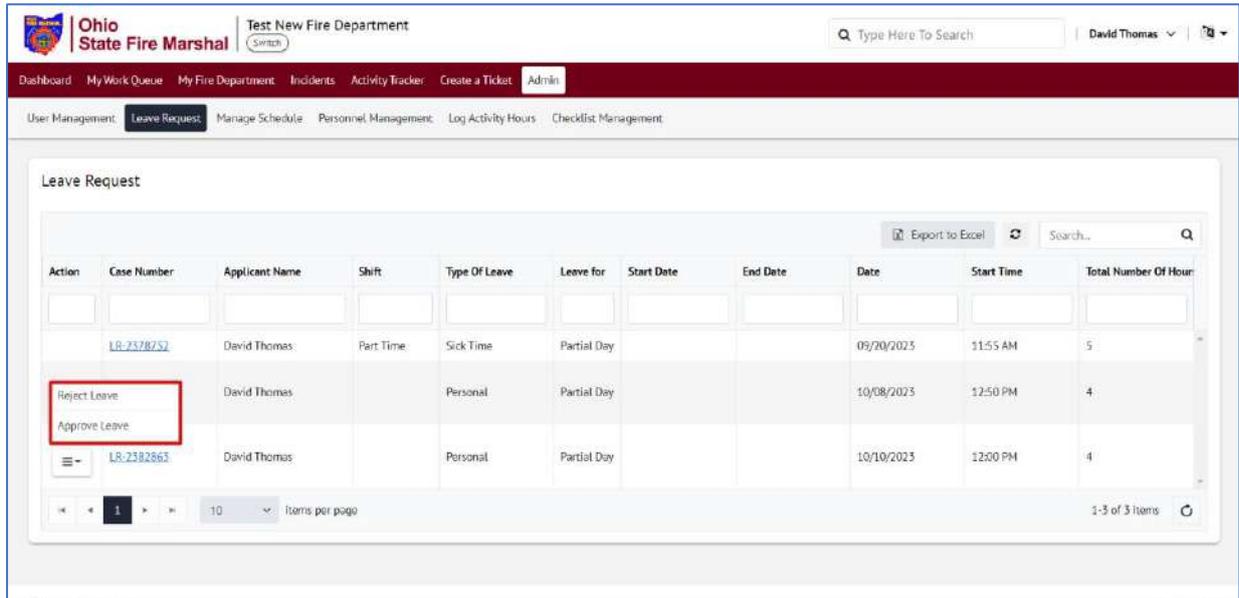


Figure 64: Leave Request Screen with Actions

After clicking on Approve Leave, it will open a pop-up wherein the FD chief can add his comments for approval.

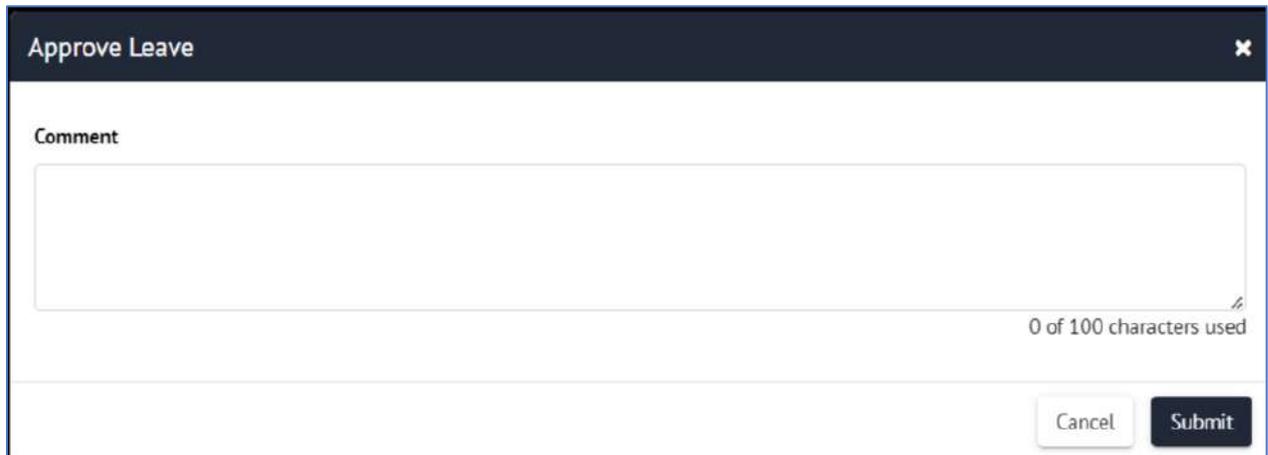


Figure 65: Leave Request Approval pop-up.

After clicking on Reject Leave, it will open a pop-up wherein the FD chief can add their comments for Rejection.

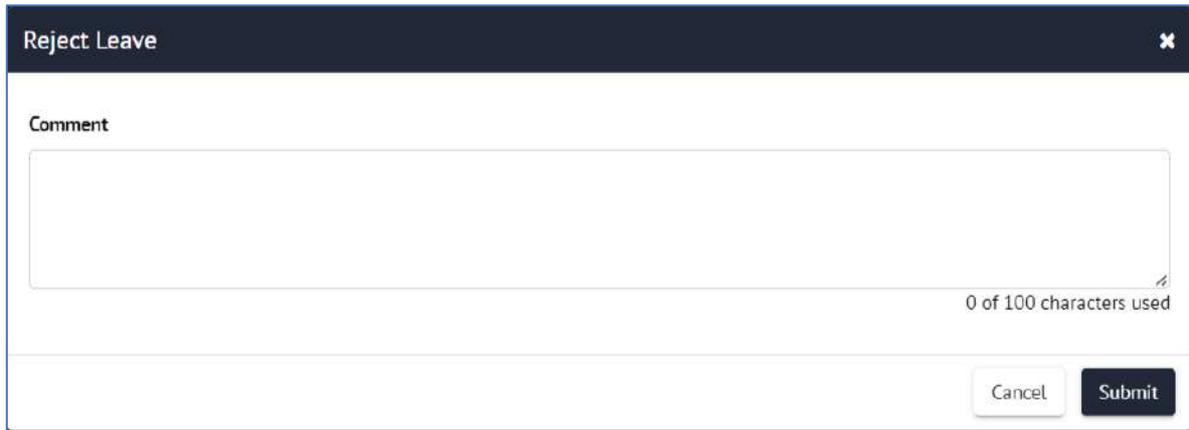


Figure 66: Leave Request Reject pop-up.

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

5.5.3 Manage Schedule

Rank: Fire Department Chief

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

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

The screenshot displays the 'Manage Schedules' interface. At the top, there's a navigation bar with 'Ohio State Fire Marshal' and 'Test New Fire Department'. Below this is a breadcrumb trail: 'Dashboard > My Work Queue > My Fire Department > Incidents > Activity Tracker > Create a Ticket > Admin > Manage Schedule'. The main content area has a 'Fire Department' dropdown set to 'Test New Fire Department' and an '+ Add' button. Below is a table with the following data:

Action	Schedule Type	Start Date	End Date	Shift Name
[Edit]	Kelly	11/01/2023	11/02/2023	A
[Edit]	Kelly	11/01/2023	11/02/2023	B
[Edit]	Kelly	11/01/2023	11/02/2023	C
[Edit]	Kelly	09/01/2023	10/31/2023	A
[Edit]	Kelly	09/01/2023	10/31/2023	B
[Edit]	Kelly	09/01/2023	10/31/2023	C
[Edit]	Kelly	12/01/2023	12/31/2023	Team 1
[Edit]	Kelly	12/01/2023	12/31/2023	Team 2
[Edit]	Kelly	12/01/2023	12/31/2023	Team 3
[Edit]	Kelly	01/01/2024	01/31/2024	A1

Below the table is a calendar view for October 2023. The calendar shows days 24 through 30. Below the calendar, there are seven shift blocks labeled 01 through 07, each with a color-coded background and text indicating the shift name, working hours, and leave status.

Figure 67: Manage Schedule Screen

5.5.3.1 Add a new Schedule

After clicking on the “Add” button, it will open a pop-up wherein you can select a schedule, add the shift names, and add the effective date and End Date. After clicking on Save, it will create a schedule for a particular fire department.

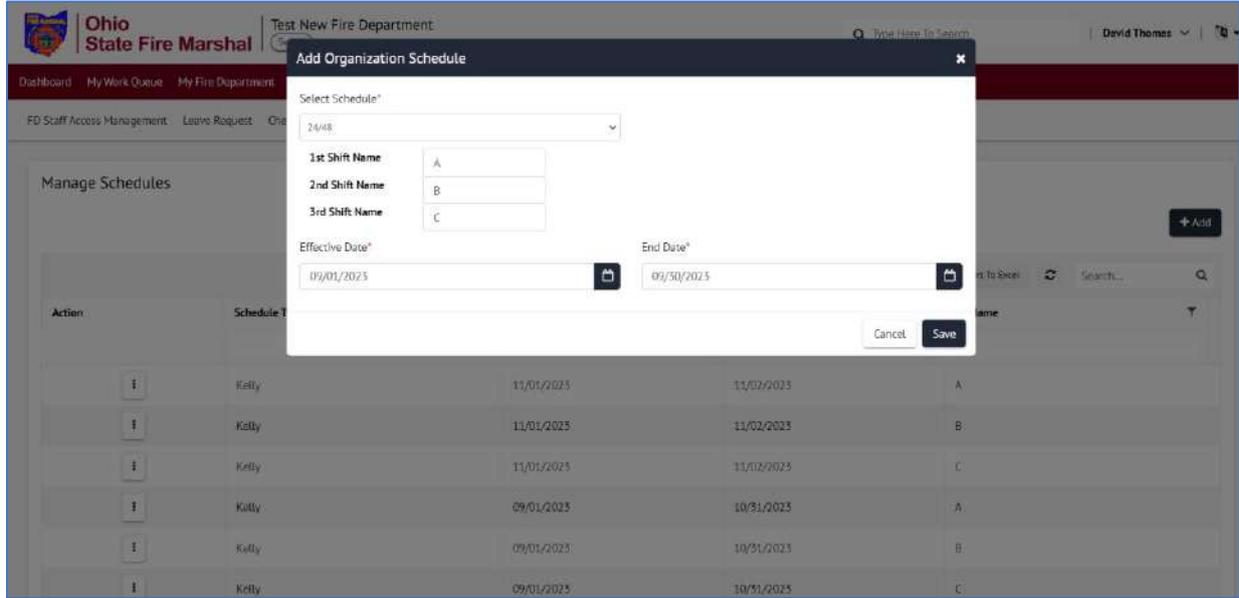


Figure 68: Add Schedule pop-up.

Below actions can be performed from the Manage schedule grid:

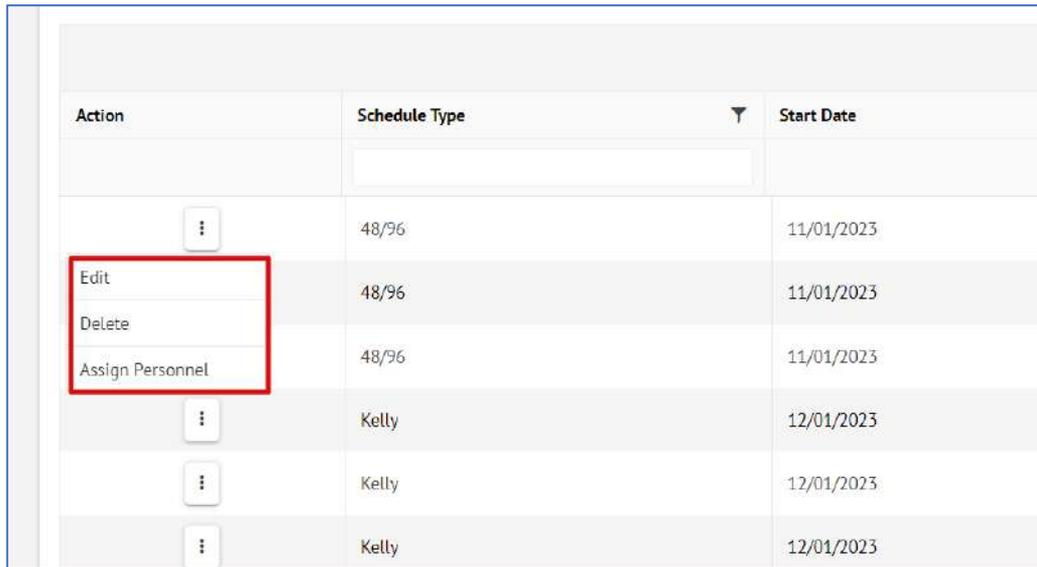


Figure 69: Actions on Schedule

5.5.3.2 Edit Schedule

After clicking on Edit, it will open a pop-up, wherein we can change the end date of the schedule. After 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.

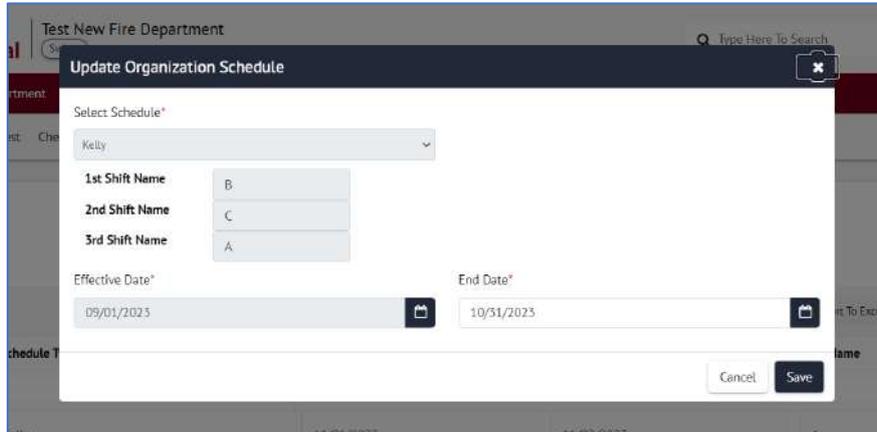


Figure 70: Edit/Update Schedule pop-up.

5.5.3.3 Delete Schedule

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

After clicking on Delete, it will show a confirmation pop-up. After clicking on “Yes”, the schedule will get deleted.

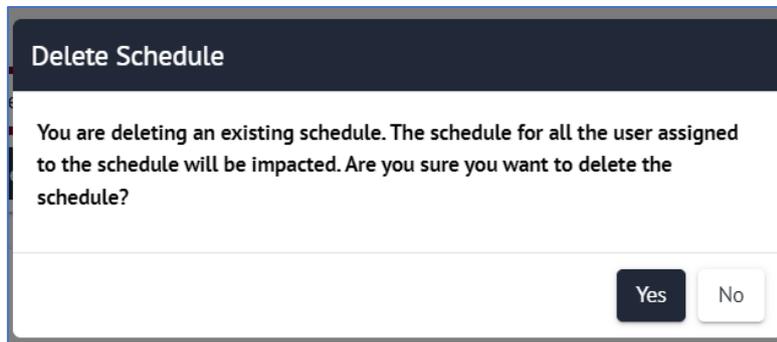


Figure 71: Delete Schedule Confirmation pop-up.

5.5.3.4 Assign Personnel

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

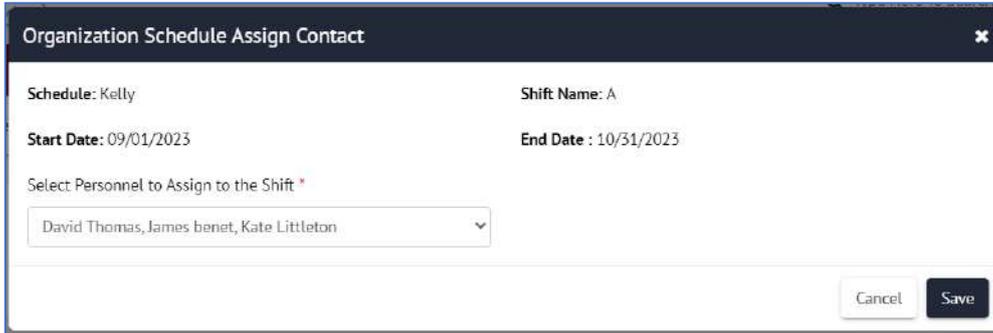


Figure 72: Assign Personnel pop-up.

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

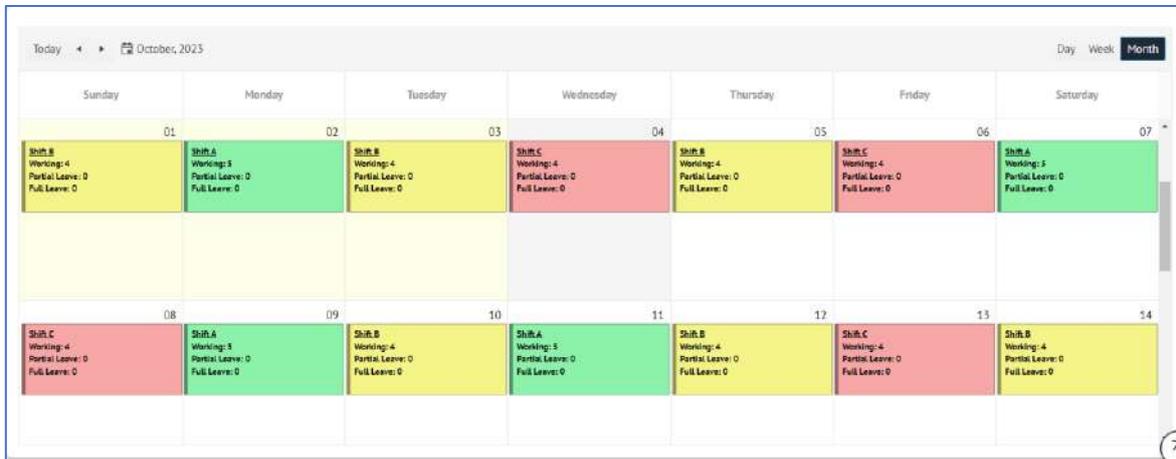


Figure 73: Calendar view of the schedule on the Manage Schedule screen.

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

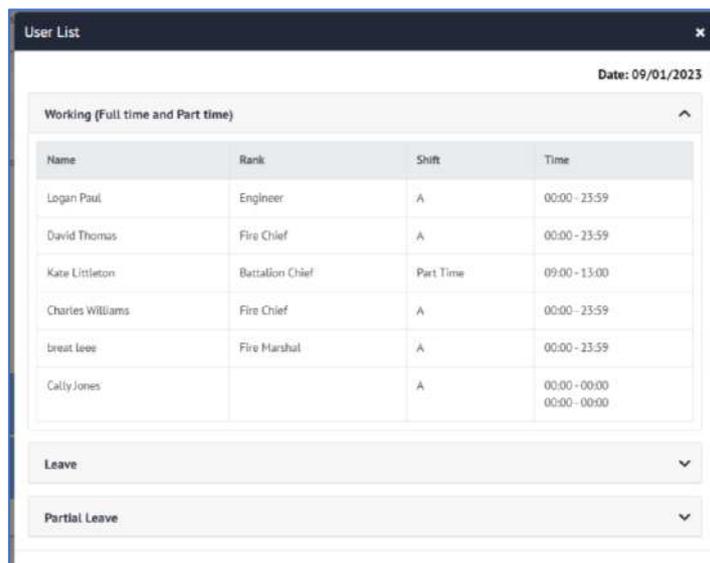


Figure 74: Pop-up displaying the details of the Personnel grouped by working, on leave, or Partial leave.

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01 Shift B Working: 4 Partial Leave: 0 Full Leave: 0	02 Shift A Working: 5 Partial Leave: 0 Full Leave: 0	03 Shift B Working: 4 Partial Leave: 0 Full Leave: 0	04 Shift C Working: 4 Partial Leave: 0 Full Leave: 0	05 Shift B Working: 4 Partial Leave: 0 Full Leave: 0	06 Shift C Working: 4 Partial Leave: 0 Full Leave: 0	07 Shift A Working: 5 Partial Leave: 0 Full Leave: 0
08 Shift C Working: 4 Partial Leave: 0 Full Leave: 0	09 Shift A Working: 5 Partial Leave: 0 Full Leave: 0	10 Shift B Working: 4 Partial Leave: 0 Full Leave: 0	11 Shift A Working: 5 Partial Leave: 0 Full Leave: 0	12 Shift B Working: 4 Partial Leave: 0 Full Leave: 0	13 Shift C Working: 4 Partial Leave: 0 Full Leave: 0	14 Shift B Working: 4 Partial Leave: 0 Full Leave: 0

Important:

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

5.5.4 Personnel Management

Rank: Fire Department Chief

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

Action	Name	Personnel ID	Rank/Position	Fire Station	Date of Joinin	Phone Number	Email	FD Administrator	Employment Status	Shift
	Mike Sam		Fire Chief	3Di Fire Station		(987) 489-4416	sam@3diemail.com	No	Full Time	A
	Mike Sam		Fire Chief	3Di Fire Station		(987) 489-4416	sam@3diemail.com	No	Full Time	A1
	David Thomas		Fire Chief	3Di Fire Station		(978) 977-9788	david.thomas@3diemail.com	No	Full Time	A
	David Thomas		Fire Chief	3Di Fire Station		(978) 977-9788	david.thomas@3diemail.com	No	Full Time	C1
	David Thomas		Fire Chief	3Di Fire Station		(978) 977-9788	david.thomas@3diemail.com	No	Full Time	Team 2

5.5.4.1 Add Personnel

Click on Add Personnel to add a user.

The Add Personnel pop-up will be visible, wherein you can add personnel’s data, address, etc.

Figure 75: Add Personnel pop-up.

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

Action	Name	Personnel ID	Rank/Position	Fire Station	Date of Joinin	Phone Numbe	Email	FD Administrator	Employment Status	Shift
	Mike Sam		Fire Chief	3Di Fire Station		(987) 489-4416	sam@3diemail.com	No	Full Time	A
			Fire Chief	3Di Fire Station		(987) 489-4416	sam@3diemail.com	No	Full Time	A1
			Fire Chief	3Di Fire Station		(978) 977-9788	david.thomas@3diemail.com	No	Full Time	A
			Fire Chief	3Di Fire Station		(978) 977-9788	david.thomas@3diemail.com	No	Full Time	C1
			Fire Chief	3Di Fire Station		(978) 977-9788	david.thomas@3diemail.com	No	Full Time	Team 2

5.5.4.2 Edit Personnel

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

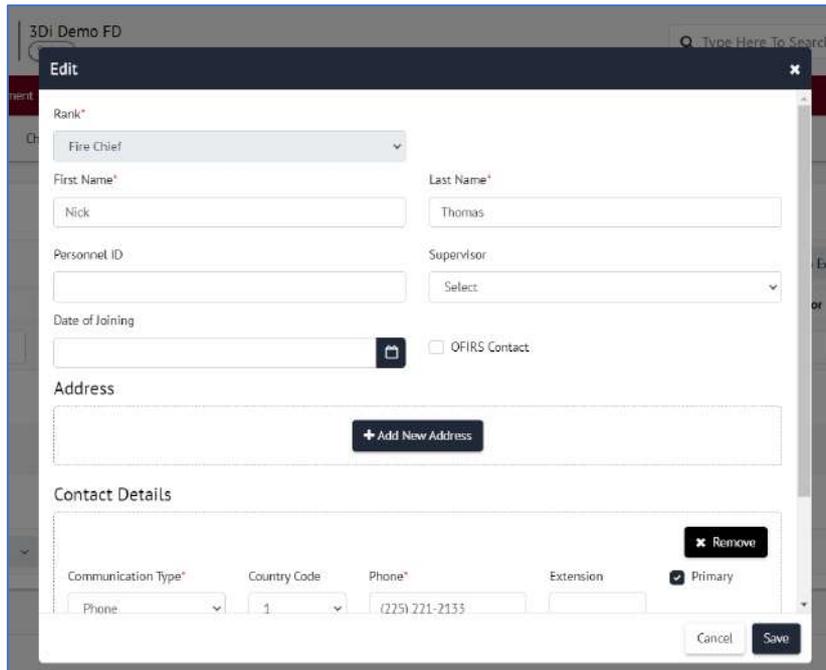


Figure 76: Edit Personnel pop-up.

5.5.4.3 Remove Personnel

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

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

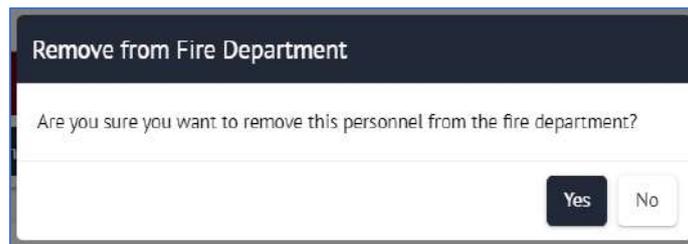


Figure 77: Remove from Fire Department confirmation pop-up.

5.5.4.4 Promote to Fire Chief

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

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

The 'Change Rank' pop-up form has a dark header with the title 'Change Rank'. Below the header is a white area with a label 'Select Rank*' and a dropdown menu currently showing 'Fire Chief'. At the bottom right of the form are two buttons: 'Save' and 'Cancel'.

Figure 78: Change Rank pop-up

5.5.4.5 Assign fire Station.

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

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

The 'Assign Fire Station' pop-up form has a dark header with the title 'Assign Fire Station' and a close button (X). Below the header, it shows 'Personnel Name : Nick Thomas' and a 'Fire Station*' dropdown menu with 'Select' as the current option. At the bottom right are 'Cancel' and 'Save' buttons.

Figure 79: Assign to Fire Station pop-up.

5.5.4.6 Set Employment Status/Schedule

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

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

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

The 'Set Employment Status' pop-up form has a dark header with the title 'Employment Status'. Below the header, there is an 'Employment Status*' dropdown menu with 'Part Time' selected. Underneath is a 'Shift Time*' section with a '+' button to add more shifts. This section contains four input fields: 'Start Date*' (09/26/2023), 'End Date*' (09/26/2023), 'Start Time*' (11:00:00), and 'End Time*' (20:00:00). Each date and time field has a calendar or clock icon. At the bottom right are 'Save' and 'Cancel' buttons.

Figure 80: Set Employment Status pop-up.

5.5.4.7 Modify Schedule

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

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



Figure 81: 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.

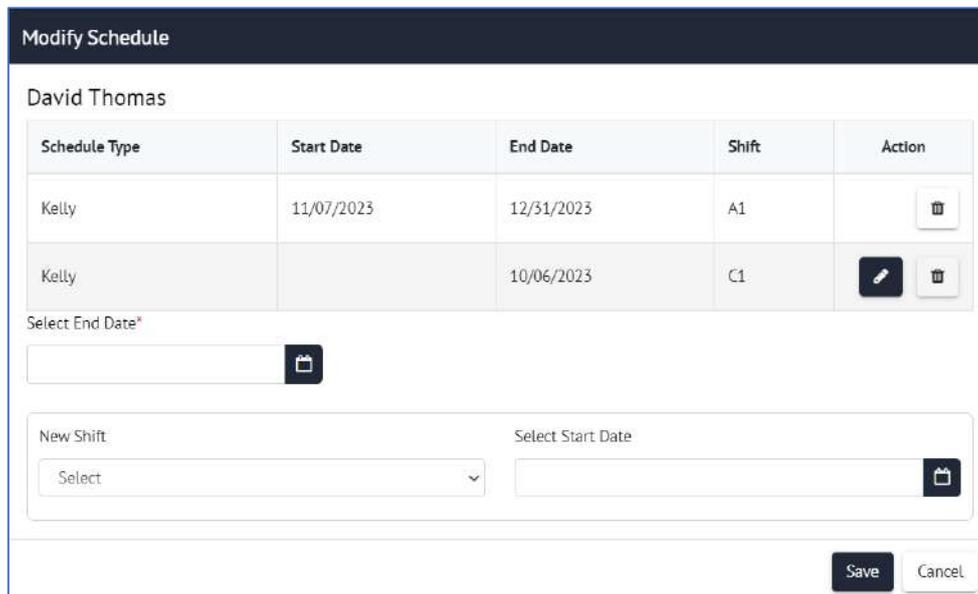


Figure 82: Expanded Modify Schedule pop-up with edit schedule.

5.5.4.8 Send invitation to join OFIRMS.

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

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

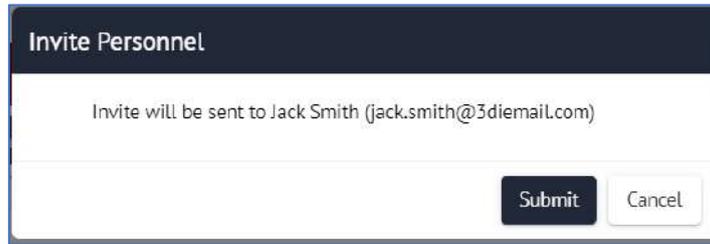


Figure 83: Invite Personnel pop-up.

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



Figure 84: 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.

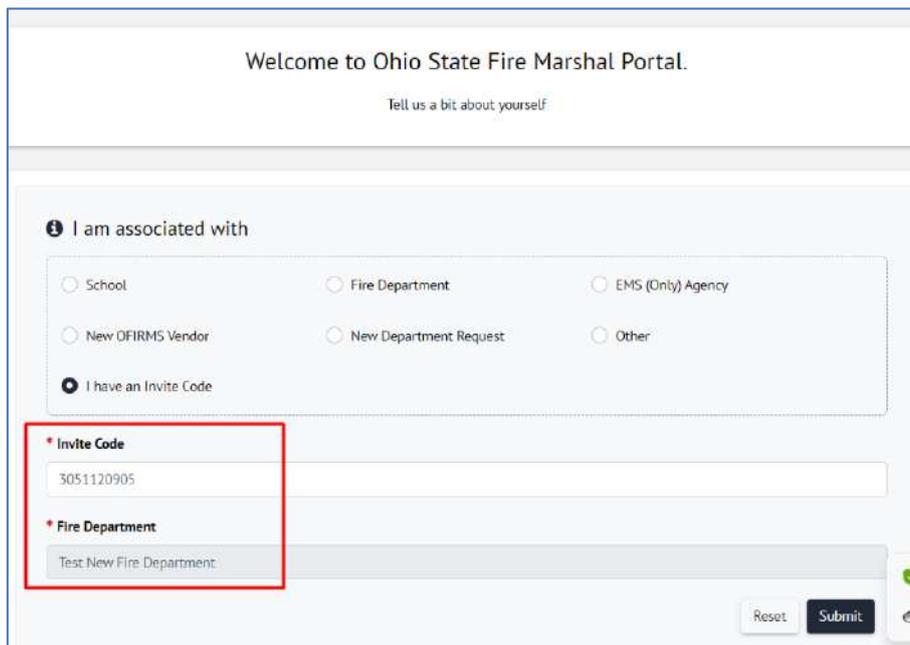


Figure 85: New OHIO SFM Portal user screen with I have an Invite Code selected.

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

5.5.5 Log Activity Hours

Rank: Fire Department Chief

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

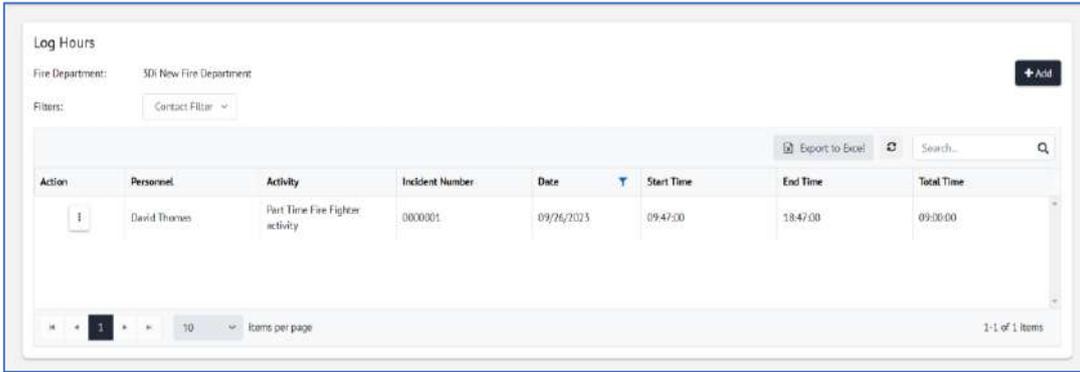


Figure 86: Log Activity Screen

5.5.5.1 Add/Log Hours

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

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

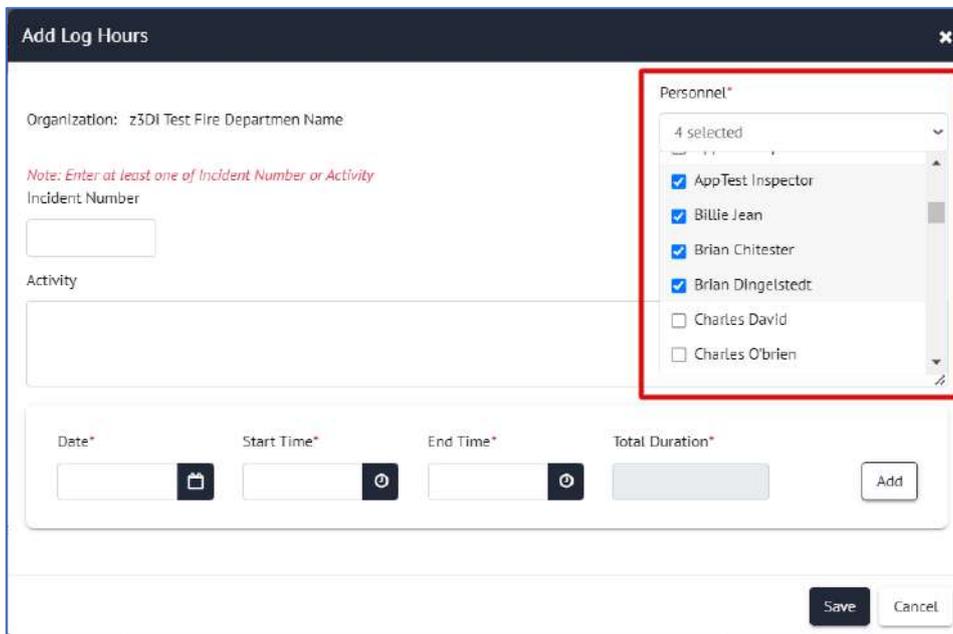


Figure 87: Add hours pop-up.

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.

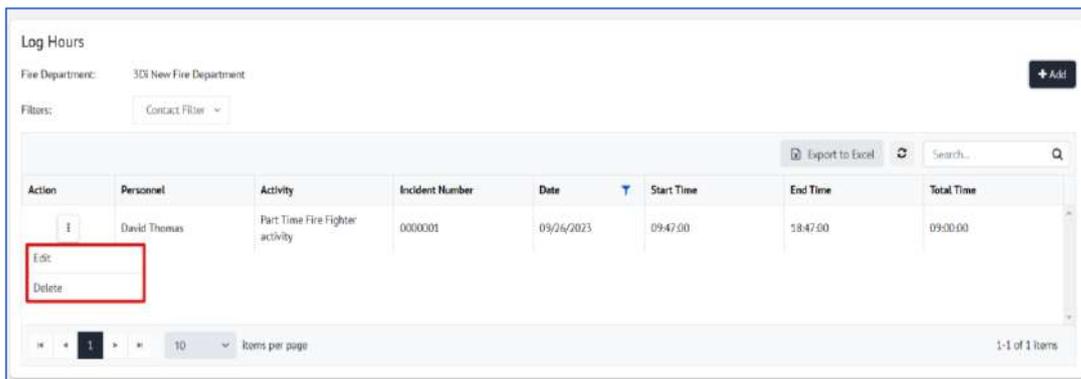


Figure 88: Log hours grid displaying Edit and Delete Actions

5.5.5.2 Edit Logged Hours

After clicking on Edit from Action, below pop-up will be visible, wherein we can update the log hours added for the selected personnel.

Figure 89: Edit Log Hours pop-up.

5.5.5.3 Delete Logged Hours

After clicking on Delete from the action, a confirmation pop-up will be visible. After clicking on “Yes”, the Log hours added for the personnel will be deleted.

Figure 90: Delete Log Hours confirmation pop-up.

5.5.6 Checklist Management

Rank: Fire Department Chief

Permission: Checklist Management

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

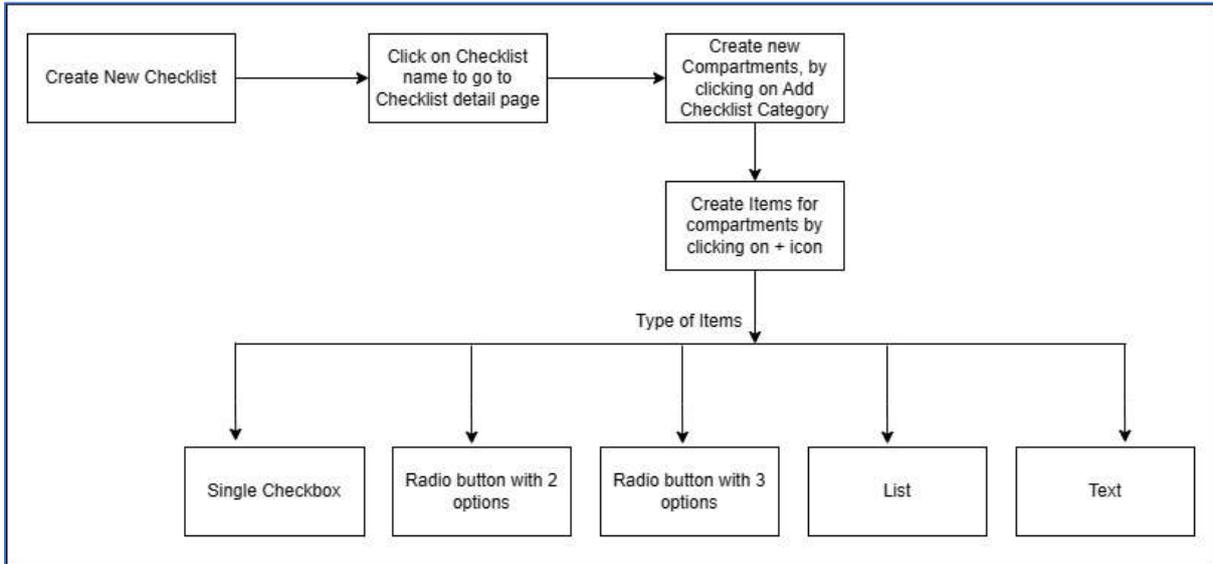


Figure 91: Checklist Management Flow

Description of the workflow step above:

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

5.5.6.1 Checklist Management

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

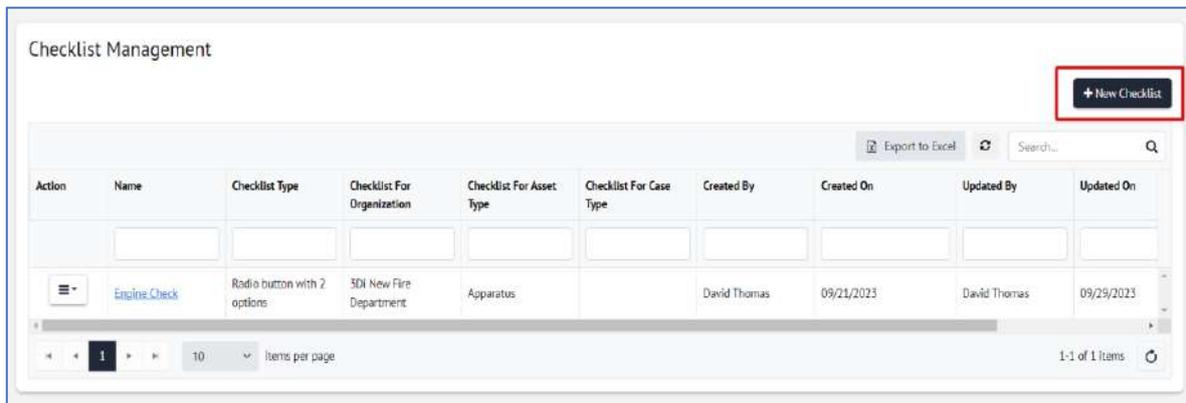


Figure 92: Checklist Management Screen

5.5.6.2 Add New Checklist

To add a new checklist for a Fire Department, click on the “New Checklist” button.

After clicking on Add Checklist pop-up 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.

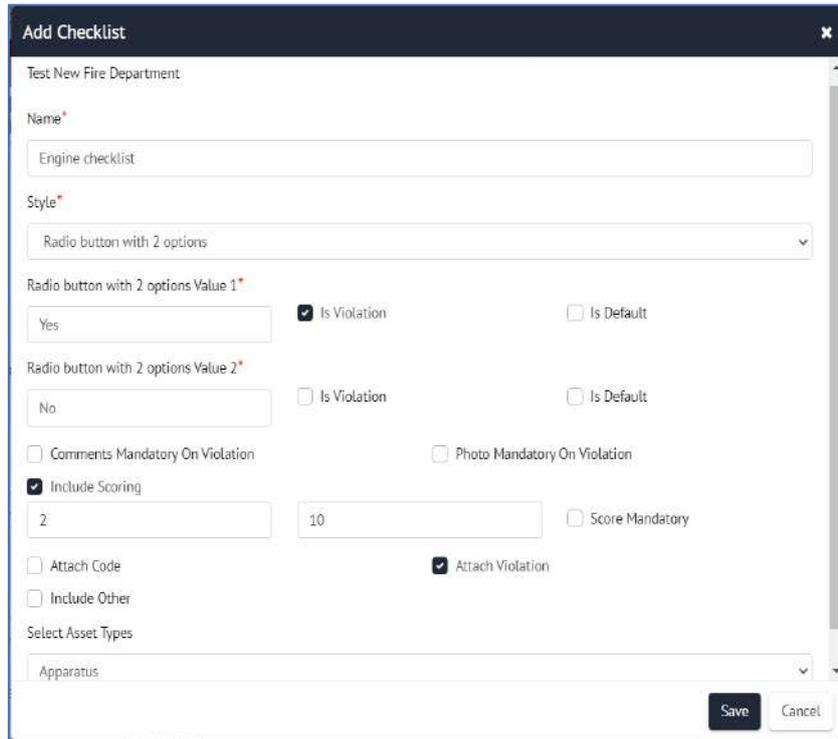


Figure 93: Add new Checklist pop-up.

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

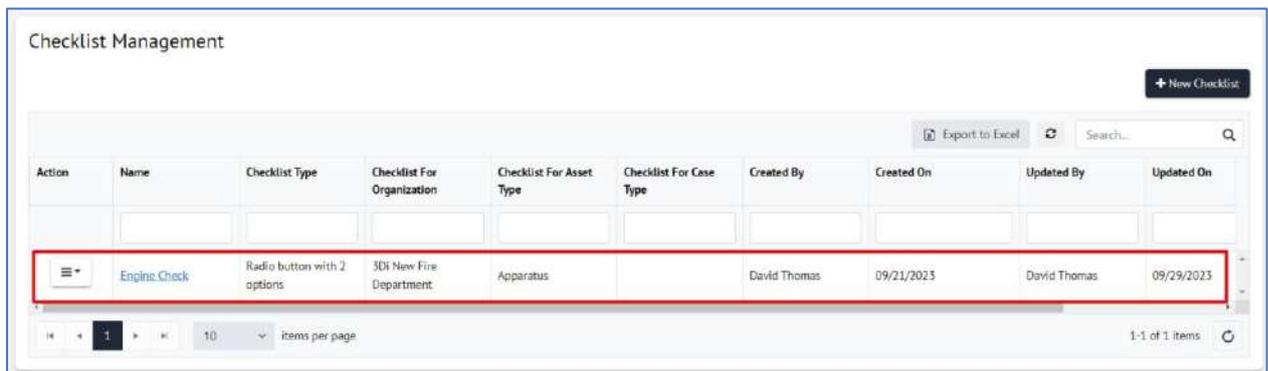


Figure 94: Checklist Management screen with new checklist item created.

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

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

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

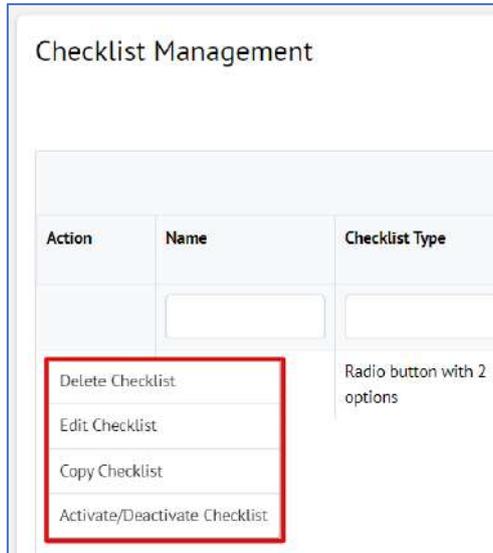


Figure 95: Action on a checklist.

5.5.6.3 Delete checklist.

After clicking on Delete Checklist, a confirmation pop-up will display. After clicking on “Yes”, the checklist will be deleted.

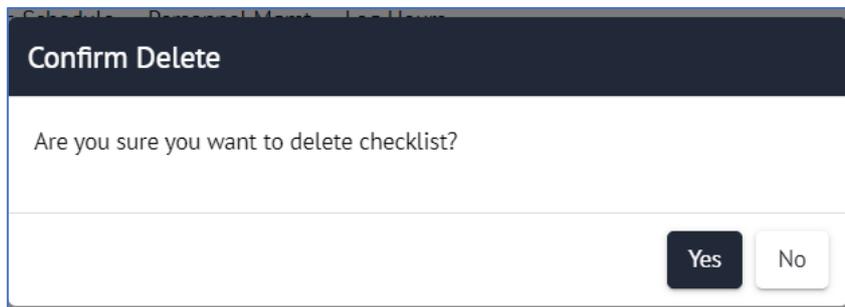


Figure 96: Delete Checklist Confirmation pop-up.

5.5.6.4 Edit Checklist

After clicking on Edit Checklist, it will open a pop-up wherein you can change the design of the checklist.

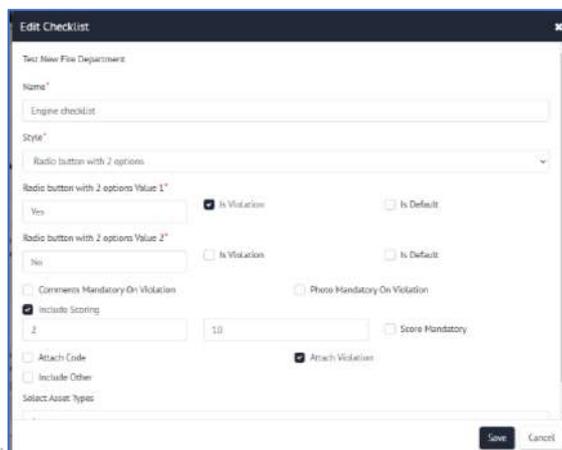


Figure 97: Edit Checklist pop-up.

5.5.6.5 Copy Checklist

After clicking on Copy Checklist, it will show a confirmation pop-up.

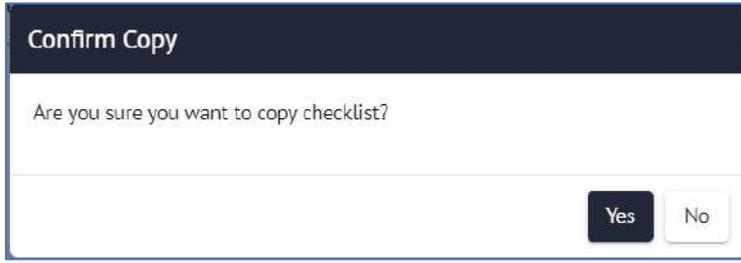


Figure 98: Copy Checklist confirmation pop-up

After clicking on "Yes", it will show a success pop-up.

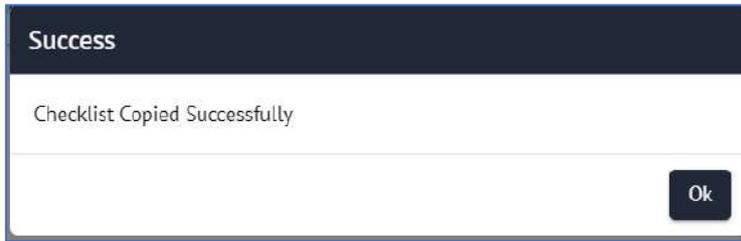


Figure 99: Copy checklist confirmation pop-up.

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

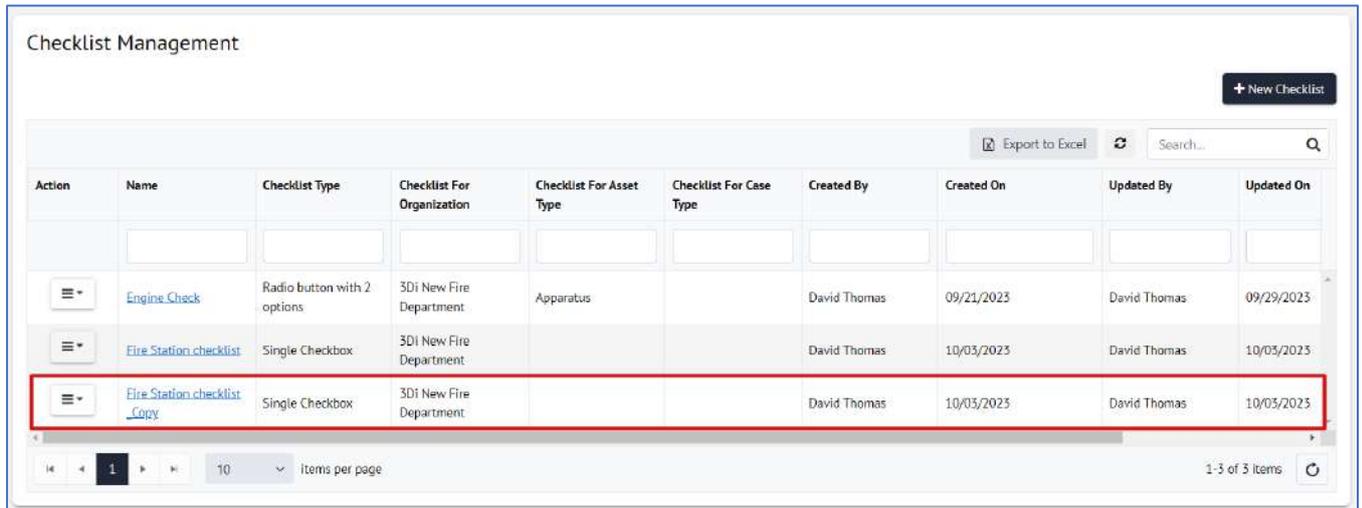


Figure 100: Checklist screen highlighting a copied checklist.

5.5.6.6 Activate/Deactivate Checklist

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

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

5.5.6.7 Checklist Builder Screen

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

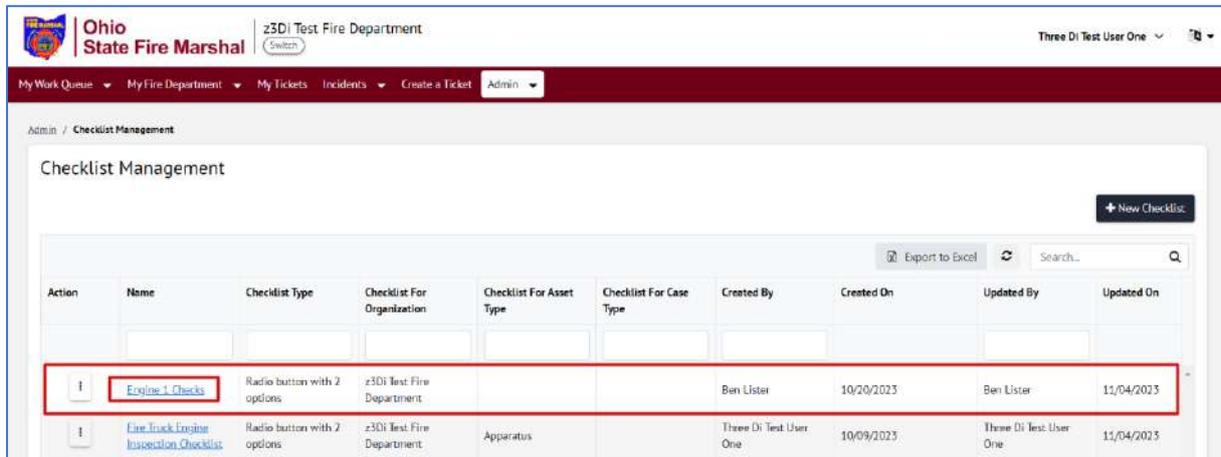


Figure 101: Checklist Management Screen

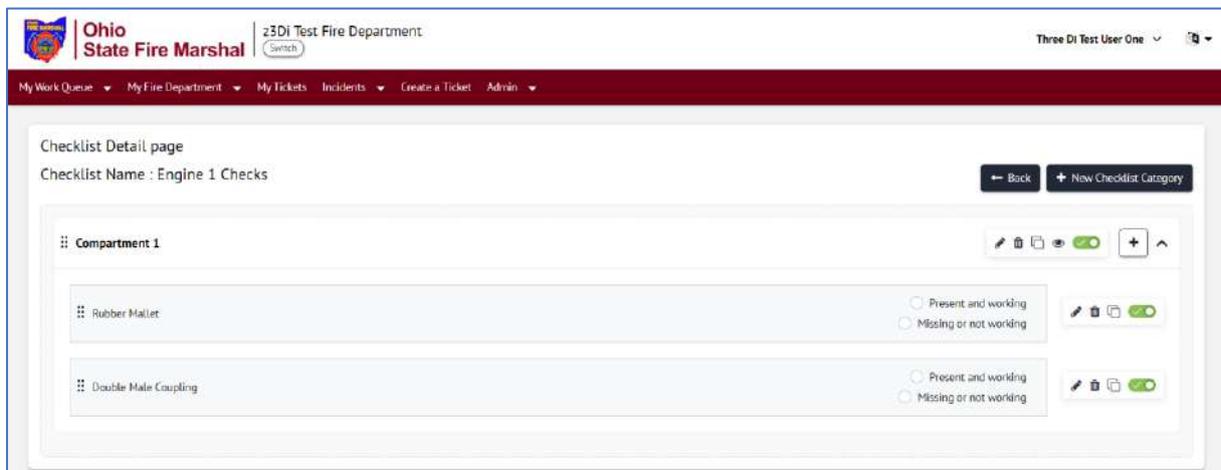


Figure 102: Checklist Builder Screen

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

This will open the Add Checklist Category pop-up as shown in the image below.

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

The 'Add Checklist Category' dialog box contains the following fields and options:

- Name***: A text input field.
- Description***: A text input field.
- Header**:
- Footer**:
- Hidden**:
- Buttons**: 'Save' and 'Cancel' buttons.

Figure 103: Add Checklist Category

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

The 'Checklist Builder Screen' shows the following details:

- Header**: Ohio State Fire Marshal | z3Di Test Fire Department (Switch) | Three Di Test User One
- Navigation**: My Work Queue, My Fire Department, My Tickets, Incidents, Create a Ticket, Admin
- Page Title**: Checklist Detail page
- Checklist Name**: Engine 1 Checks
- Buttons**: Back, New Checklist Category
- Item**: Compartment 1 (with edit, delete, and visibility icons)
- Footer**: Present and working

Figure 104: Checklist Builder Screen

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

The 'Add Item' dialog box contains the following fields and options:

- ItemText***: A rich text editor with a toolbar (Bold, Italic, Underline, text color, background color, bulleted list, numbered list, link, unlink, image, table, code) and a 'Format' dropdown.
- Style***: A dropdown menu set to 'Radio button with 2 options'.
- Radio button with 2 options Value 1***: A text input field containing 'Present and working', with Is Violation and Is Default.
- Radio button with 2 options Value 2***: A text input field containing 'Missing or not working', with Is Violation and Is Default.
- Buttons**: 'Save & Close', 'Save and Add More', and 'Cancel'.

Figure 105: Add Checklist Item

5.5.6.7.1 Checklist Item Type – Single Checkbox

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

Figure 106: Single Checkbox Style

Figure 107: Single Checkbox Checklist Item

5.5.6.7.2 Checklist Item Type – Radio button with 2 options

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

Figure 108: Radio button with 2 options

Figure 109: Radio button with 2 options checklist Item

5.5.6.7.3 Checklist Item Type – Radio button with 3 options

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

Figure 110: Radio button with 3 options

Figure 111: Radio button with 3 options checklist Item

5.5.6.7.4 Checklist Item Type – List

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

Figure 112: List checklist item

Figure 113: List Checklist Item

5.5.6.7.5 Checklist Item Type – Text

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

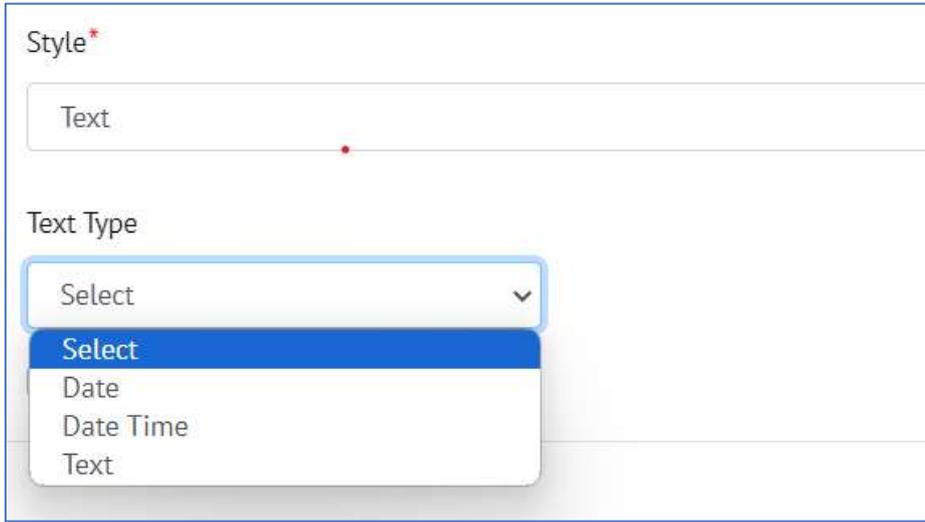


Figure 114: Text Checklist Item

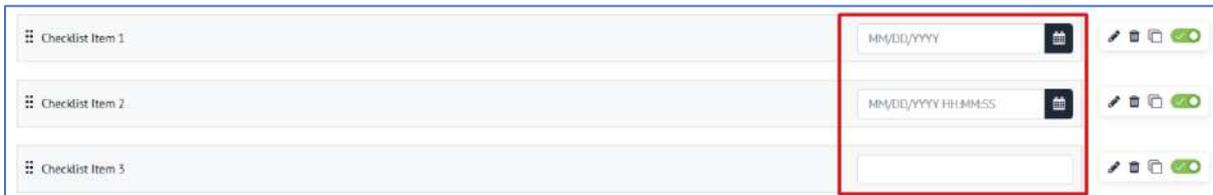


Figure 115: Date, Date Time and Text Checklist Item

5.5.6.7.6 Re-ordering Checklist Items

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

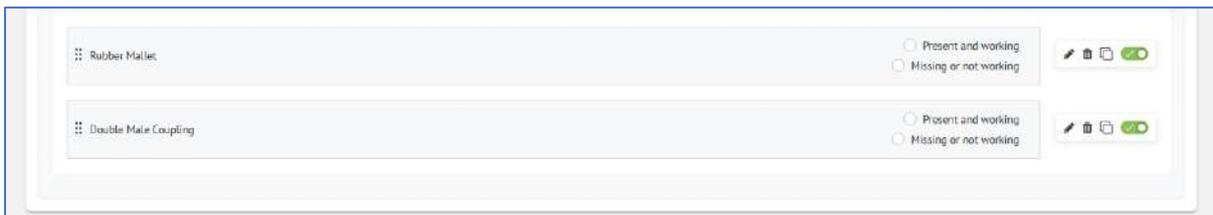


Figure 116: Checklist Item Builder

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



Figure 117: Ordering of Checklist Item

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

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



Figure 118: Ordering of Checklist Category

Note: Checklist Header and Footer Category are not draggable.

6 Decal

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

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

6.1 Request Decal

Rank: All fire department staff

Steps:

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

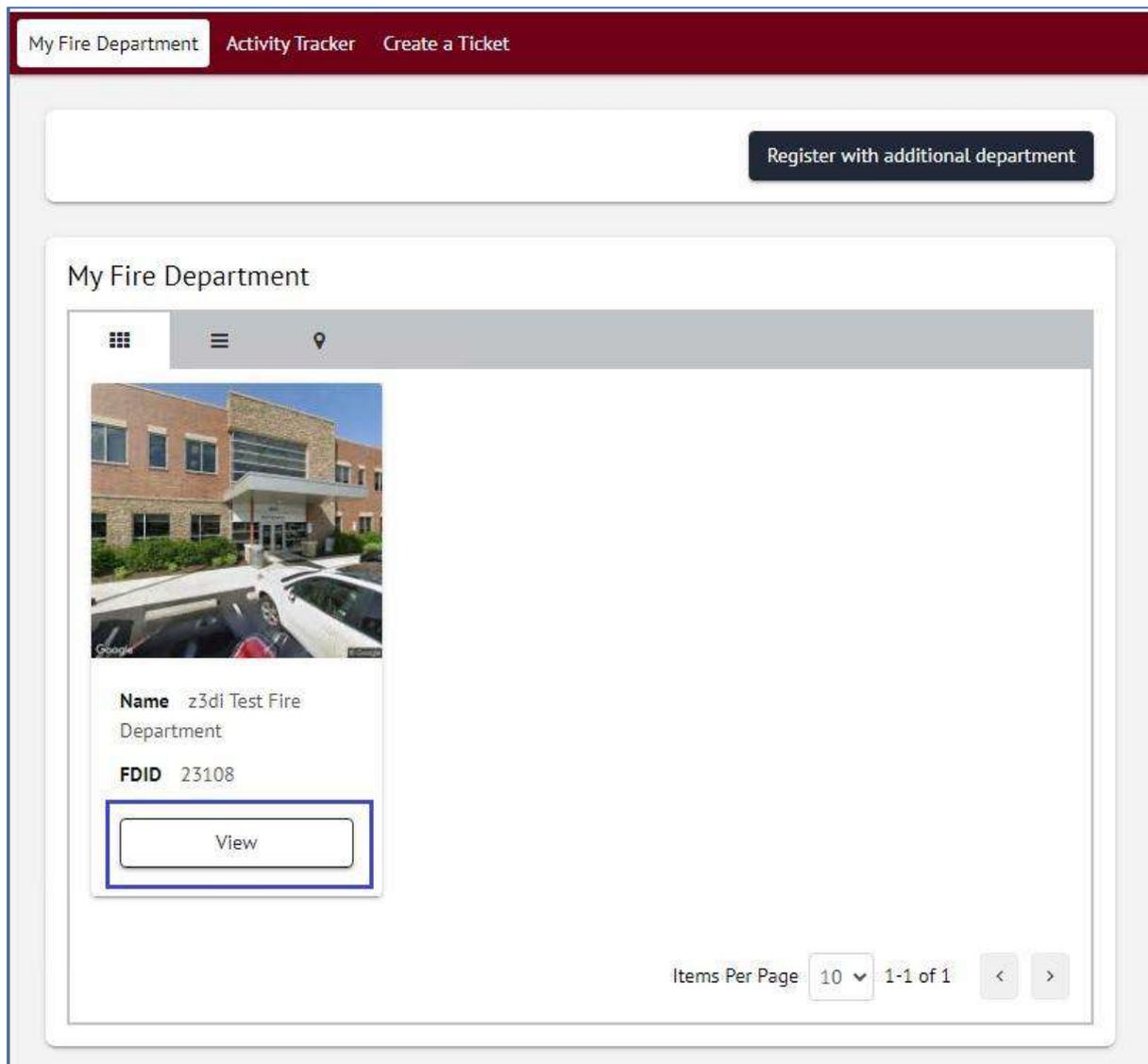


Figure 119: My Department Screen with View Button highlighted.

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

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-2341707	2024	mark sam	01/26/2023	DPS77458	OH77452	2022	MIG	Yes	Close
FP-2341698	2023	3DiEngage Admin	01/25/2023	T22	L33	2022	M334	No	Pending Certificate Verification

Figure 120: Decal Request grid on Decal Request Screen

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

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

Figure 121: Request Decal Form

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

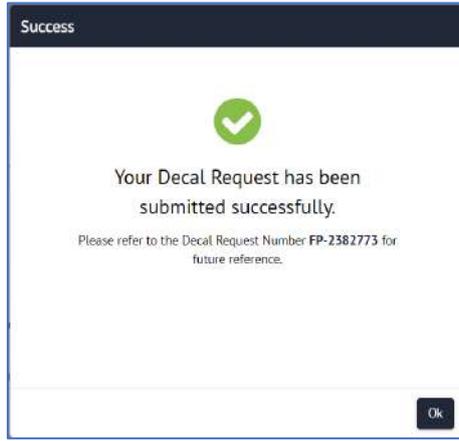


Figure 122: Decal Request Creation confirmation pop-up.

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

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-2382773	2023	kim smith	09/30/2023	4567878999	456677878	2011	AI123	Yes	Pending Fire Chief Approval
FP-2382643	2023	kim smith	09/27/2023	D898989797	OH-12345	2022	JEEP	Yes	Packing Slip Reopened

Figure 123: 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.

Action	Station ID	Station Name	Address	Phone	Email Address	Occupied	Type
	714	Henry	4030 W Henderson Rd Columbus OH 43220 US				
Edit		New Richmond Fire Station	1965 Laurel Lindale Road New Richmond OH 45157 US	(123) 654-9874	pdohlo@3diemail.com	Yes	Mostly Career
Delete	E1	Test New Fire Station	14502 Williams County Road 15 Holiday City OH 43554 US	(340) 465-6487	newf0@3diemail.com	Yes	Career

Figure 124: Fire Station grid on Fire Department Detail Screen

Add Fire Station

ID* Address*

Fire Station Name*

Phone Email

Type Occupied

Figure 125: 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 126: 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.

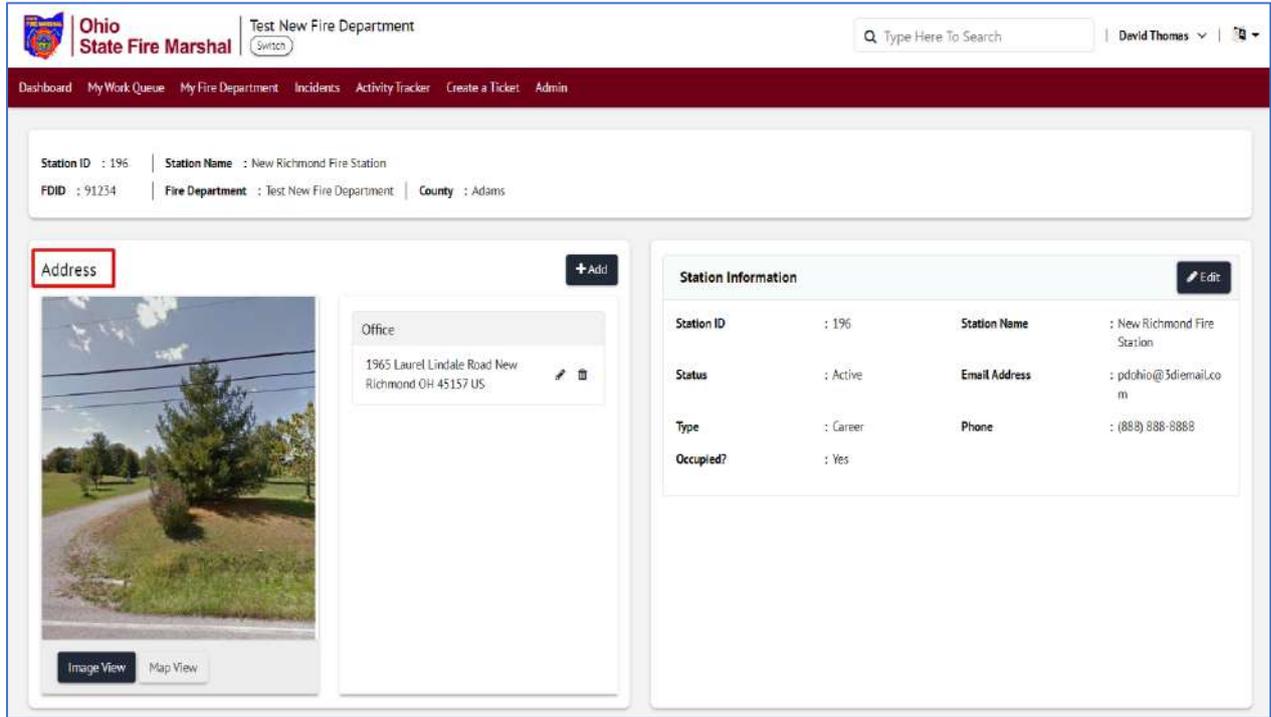


Figure 127: Address and Station Information screen on Fire Station Detail screen

7.2.2 Station Information

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

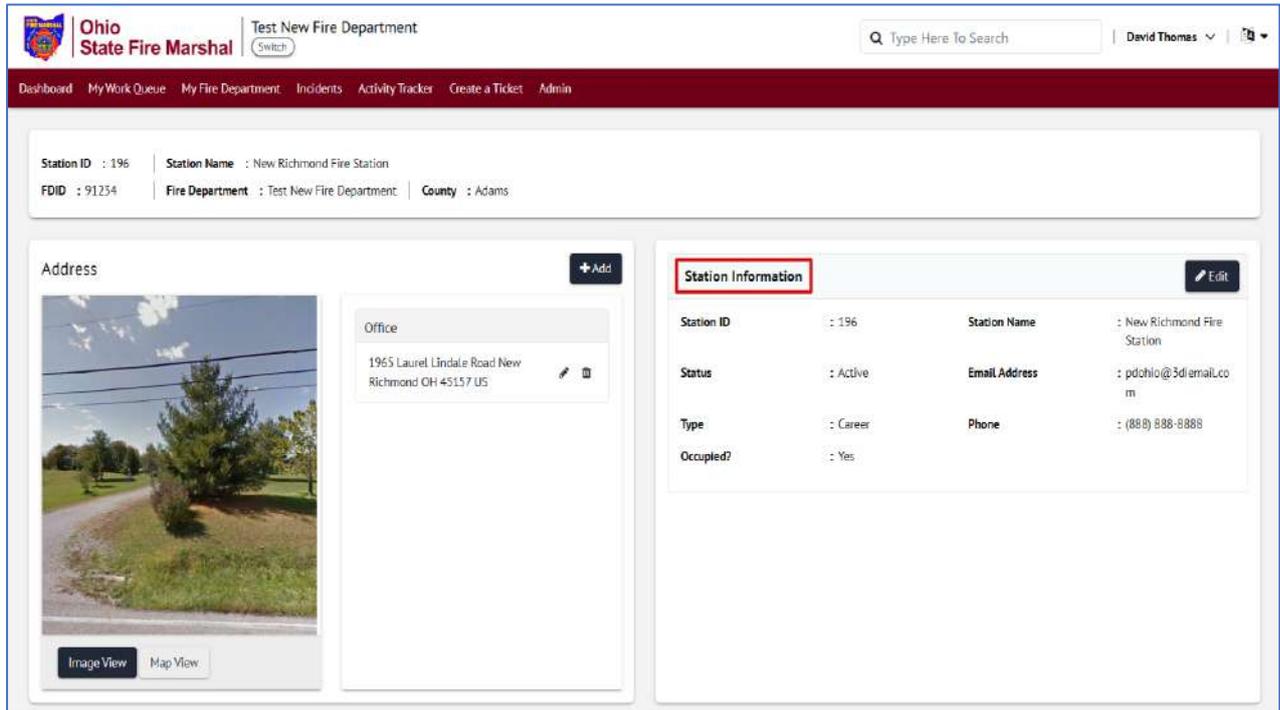


Figure 128: Address and Station Information screen on Fire Station Detail screen

7.2.3 Apparatus

The station apparatus are listed under this section.

Action	Apparatus Name	Apparatus ID	Apparatus Use	Apparatus Type	Fire Station	Location	Asset Status
	Fire Truck	101	Suppression	Heavy ground equipment, other	New Richmond Fire Station	14502 Williams County Road 15, Holiday City, OH, USA	Active
	T-105	T-105	EMS	Privately owned vehicle	New Richmond Fire Station	100 Main St. Groveport OH 43123 US	Active

Figure 129: Apparatus List on the Fire Station Detail Screen

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

Actions:

- Add Apparatus Maintenance Info: Refer to [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.

Name	Personnel ID	Rank/Position	Supervisor	Fire Station	Certification #	Date of Joining	OFIRS Contact	OSFM Portal User	Phone Number
Kate Littleton		Battalion Chief		New Richmond Fire Station			No	No	
Jack Smith		Fire Chief		New Richmond Fire Station			No	No	(676) 516-4546

Figure 130: 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.

Action	Category	Type	Date	Start Time	End Time	CEU (Continuing education Units)	Trainer	External Trainer	Location
	Fire Drill	Drill	09/01/2023	09:00:00	09:30:00	1	Logan Paul, Mike Chest, David Thomas		

Figure 131: Drill Nights/Training grid on Fire Station Detail Screen

Figure 132: 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.

Action	Hydrant Number	Address	Hydrant Status	Last Inspection Date	Fire Station	Main Size	Shape	Hydrant Color
[i]	12	195.0 Laurel, Lindale Road New Richmond OH 45157 US	In Service	09/01/2023	New Richmond Fire Station	16		
[i]	13	194.0 Laurel, Lindale Road New Richmond OH 45157 US	In Service		New Richmond Fire Station	26		
[e]	14	195.5 Laurel, Lindale Road New Richmond OH 45157 US	Needs Repair		New Richmond Fire Station	16		
[i]	15	194.0 Laurel, Lindale Road New Richmond OH 45157 US			New Richmond Fire Station			

Figure 133: Hydrant List on Fire Station Detail screen

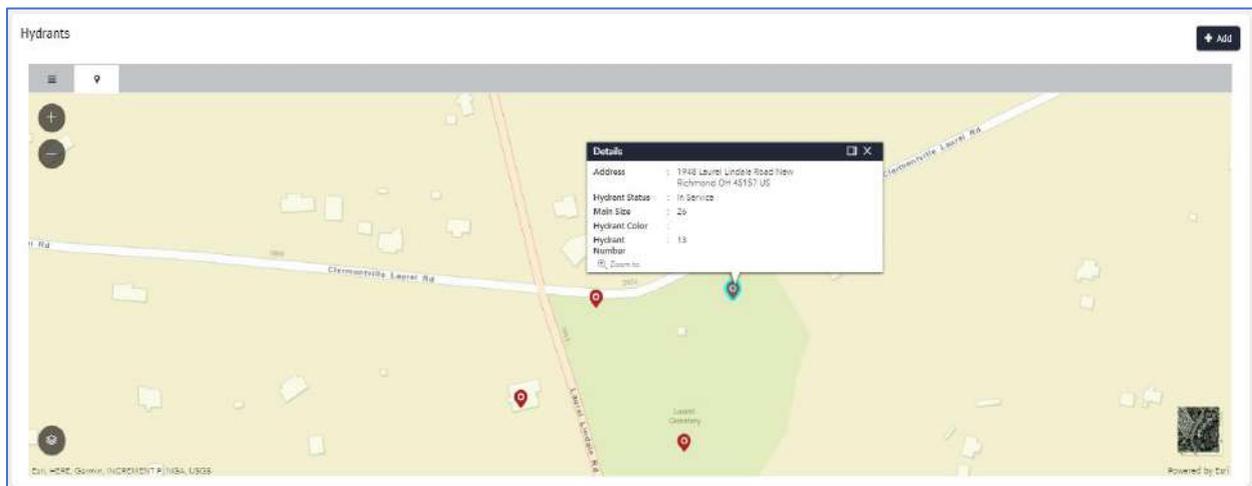


Figure 134: Map view of Hydrants on Fire Station detail screen

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 135: 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.

Hydrant Number	Inspection Date	Inspection Time	Status	Static	Residual	Flowing	Condition	Comments
12	09/01/2025	01:24 PM	Out of Service					

Figure 136: Hydrant Detail Screen

7.2.6.3 Add Hydrant Inspection

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

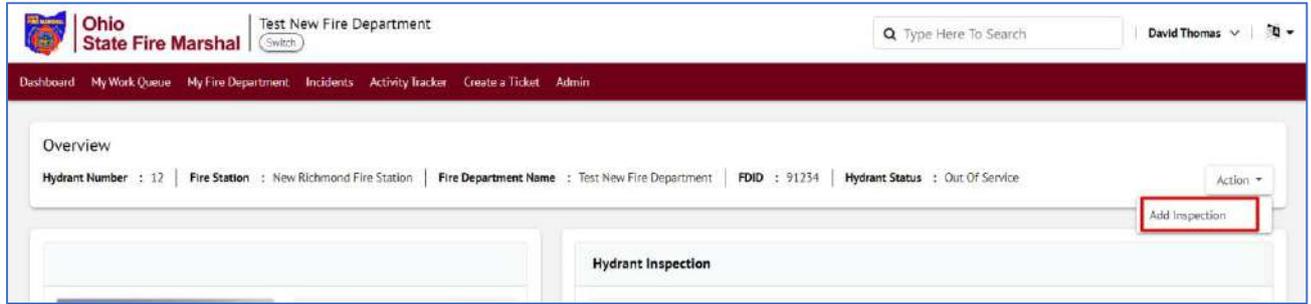


Figure 137: Add Hydrant Action on Hydrant Detail screen.

After clicking on Add Inspection, it will open a pop-up wherein you can fill in the inspection details.

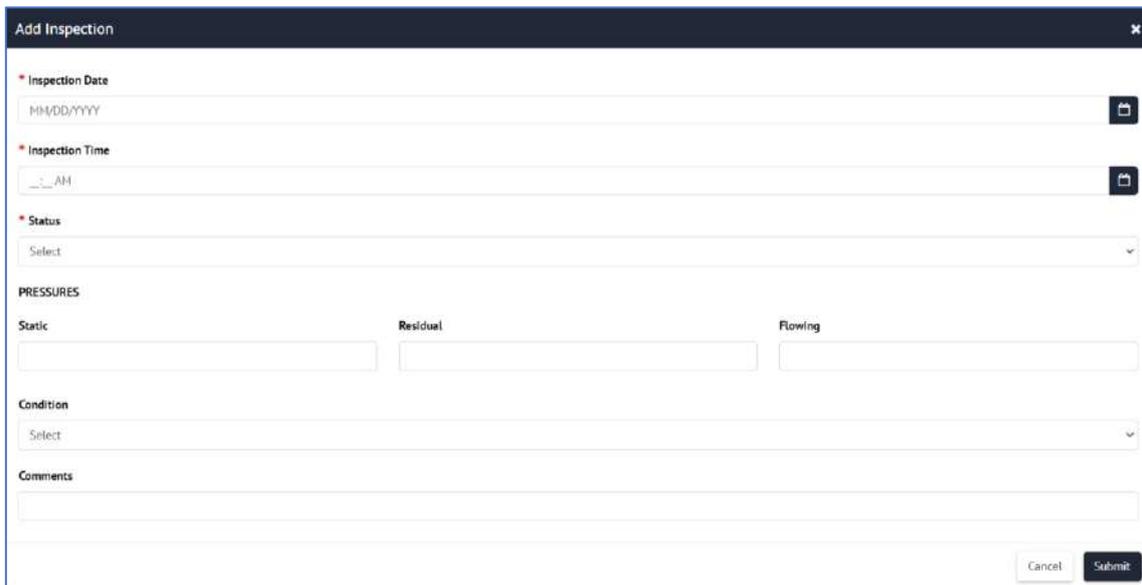


Figure 138: Add Hydrant Inspection pop-up.

7.2.7 Equipment

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

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

Figure 139: Equipment List on the Fire Station Detail screen.

7.2.7.1 Add Equipment

Click on the **Add** button to add a new equipment entry. **Asset ID**, **Classification**, **Equipment Name**, and **Status** are important fields to be provided. If equipment is part of an apparatus, then equipment will be added to the selected apparatus. The equipment added to the apparatus will be displayed on the Apparatus Detail screen.

Figure 140: Add Equipment pop-up on Fire Station Detail screen.

7.2.7.2 Equipment Detail

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

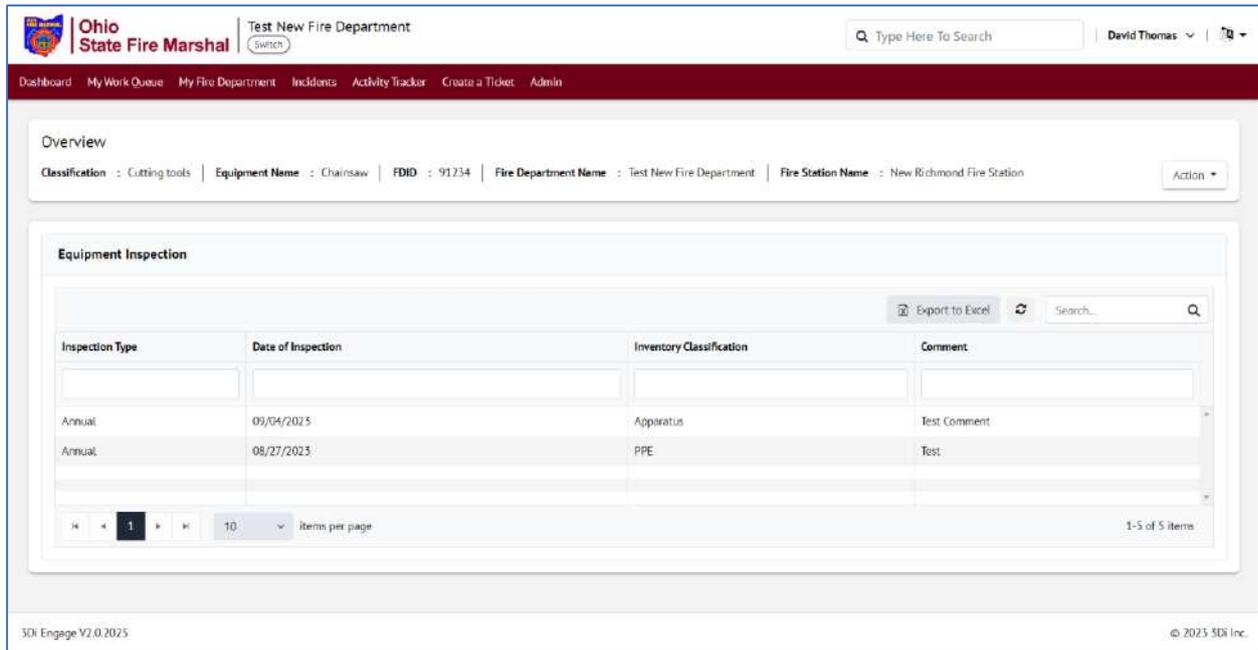


Figure 141: Equipment Detail screen

7.2.7.3 Add Equipment Inspection

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

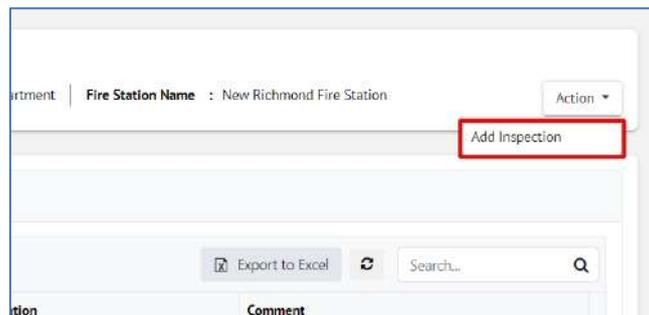


Figure 142: Add Inspection action on Equipment Detail screen.

After clicking on Add Inspection, it will open a pop-up wherein you can fill in the inspection details.



Figure 143: 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.

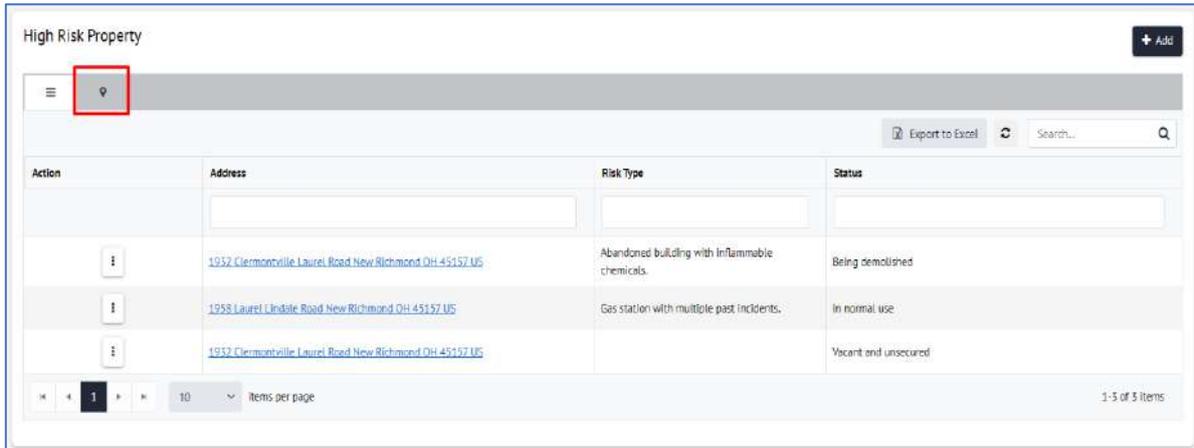


Figure 144: High Risk properties on Fire Station Detail screen.

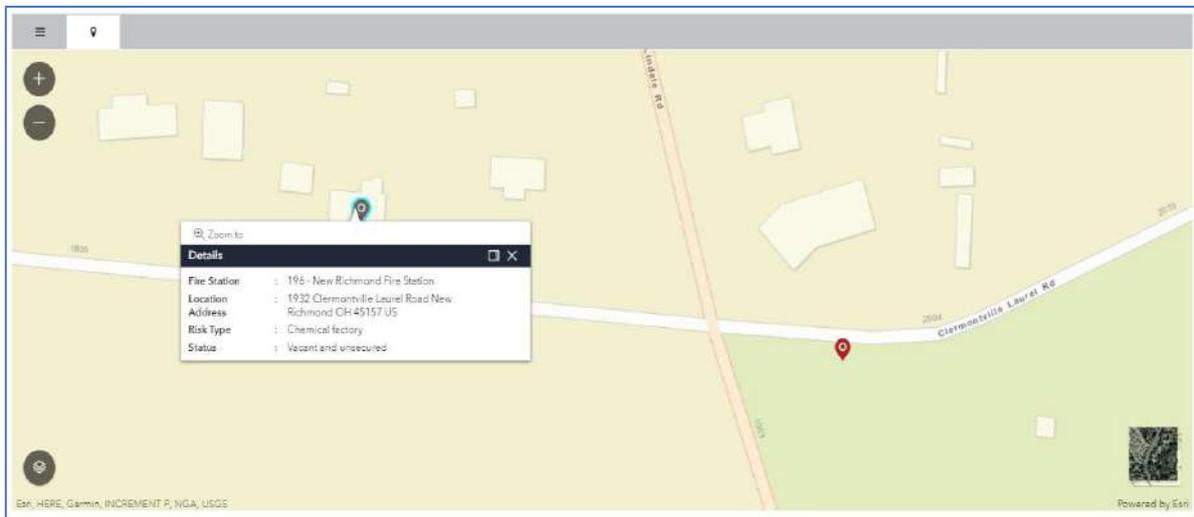


Figure 145: Map view of High Risk properties on Fire Station Detail screen.

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 146: 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.

Action	Address	Risk Type	Status
	6788 Loop Road Dayton OH 45459 US	High Risk	Vacant and unsecured
	13513 Glendale Avenue Cleveland OH 44105 US	type one	Under Construction

Figure 147: Actions on the High Risk Property List on the Fire Station Detail screen.

7.2.8.2 Delete High Risk Property

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

Figure 148: Delete High Risk Property Confirmation pop-up.

7.2.8.3 Edit High Risk Property

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

Edit Property

Fire Station
482 - 3Di Test Fire Station

Location*
6788 Loop Road Dayton OH 45459 US

Map Satellite

Risk Type
High Risk

Status*
Vacant and unsecured

Save Cancel

Figure 149: 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.

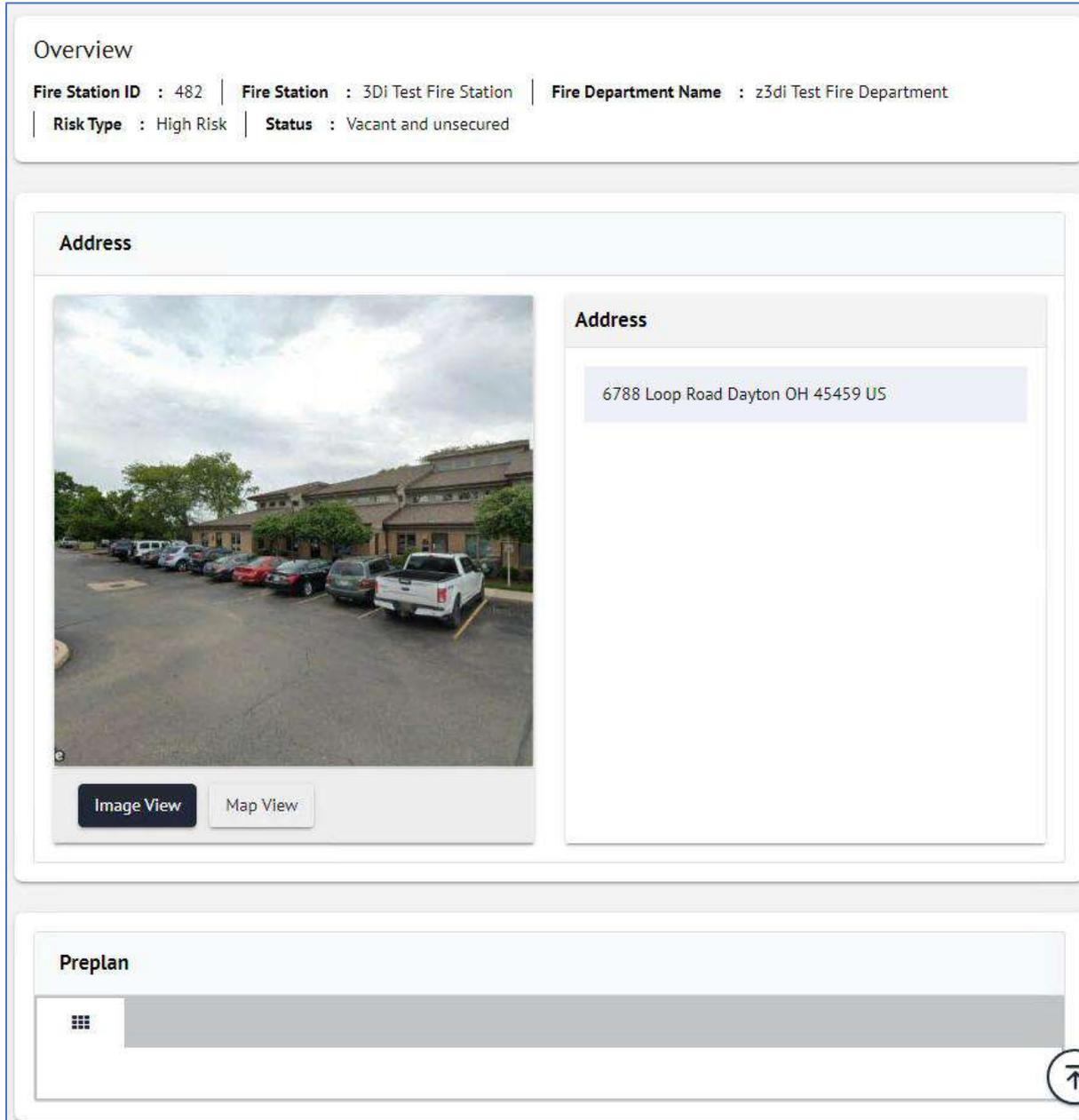


Figure 150: High Risk Detail screen.

7.2.9 Documents

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



Figure 151: 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 152: 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.

Action	Incident Number	Exposure Number	Incident Type	Address	Incident Date	External Status	FDID	FD Name	District	County
	9811378	000	111 Building fire		01/31/2023	Draft	31003	AMBERLEY VILLAGE FIRE DEPARTMENT (Hamilton County)		

Figure 153: 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.

8.1.2 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.

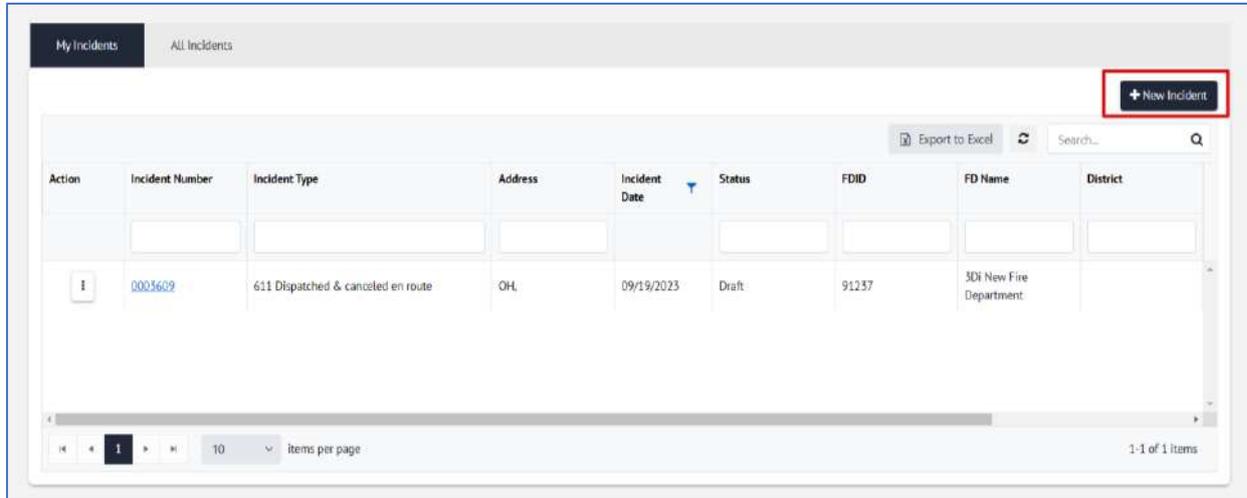


Figure 154: Incident Dashboard with New Incident button highlighted.

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

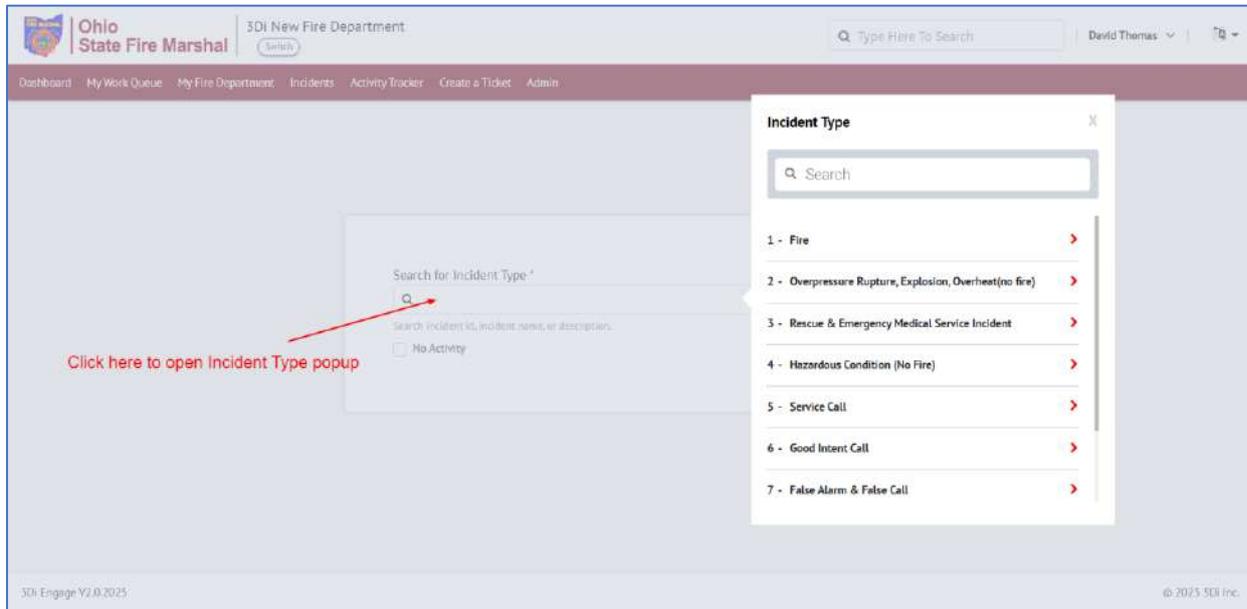


Figure 155: Search and Select Incident Type pop-up.

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.

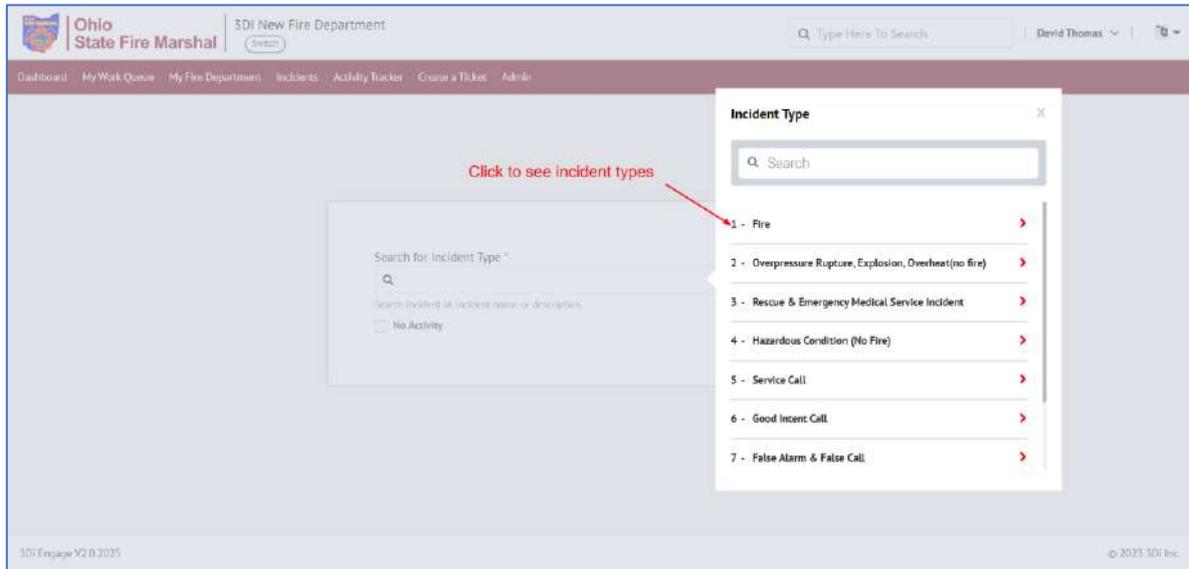


Figure 156: Search and Select Incident Type pop-up.

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

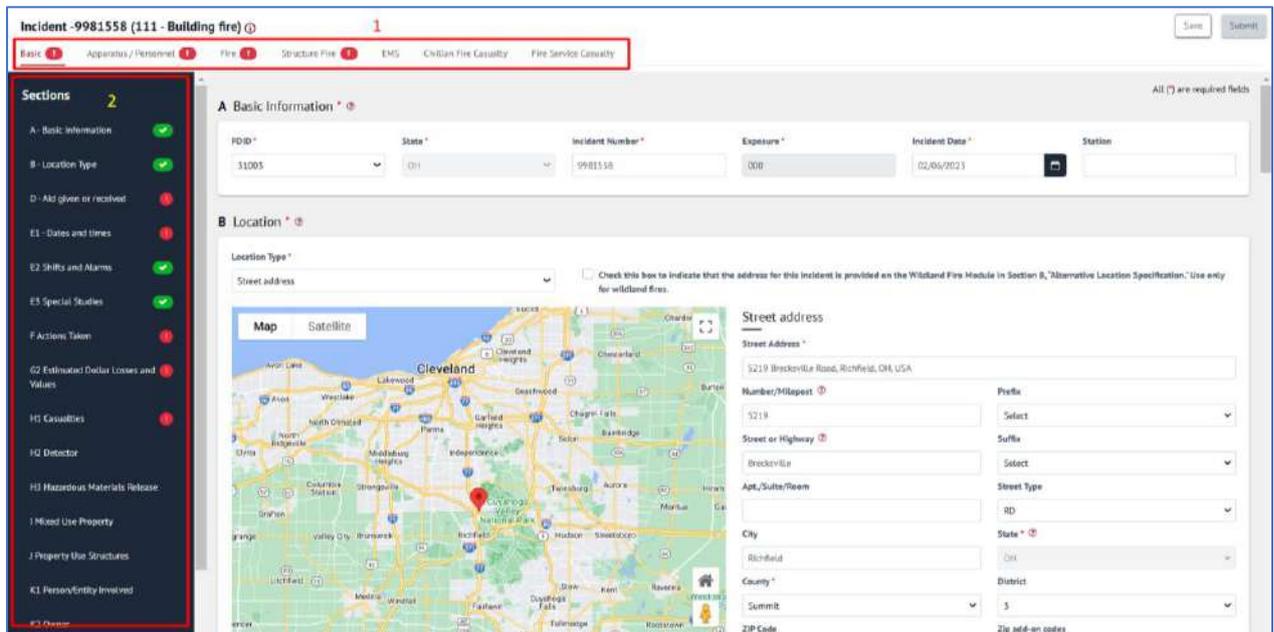


Figure 157: Create Incident screen.

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.

8.1.3 Edit Incident

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

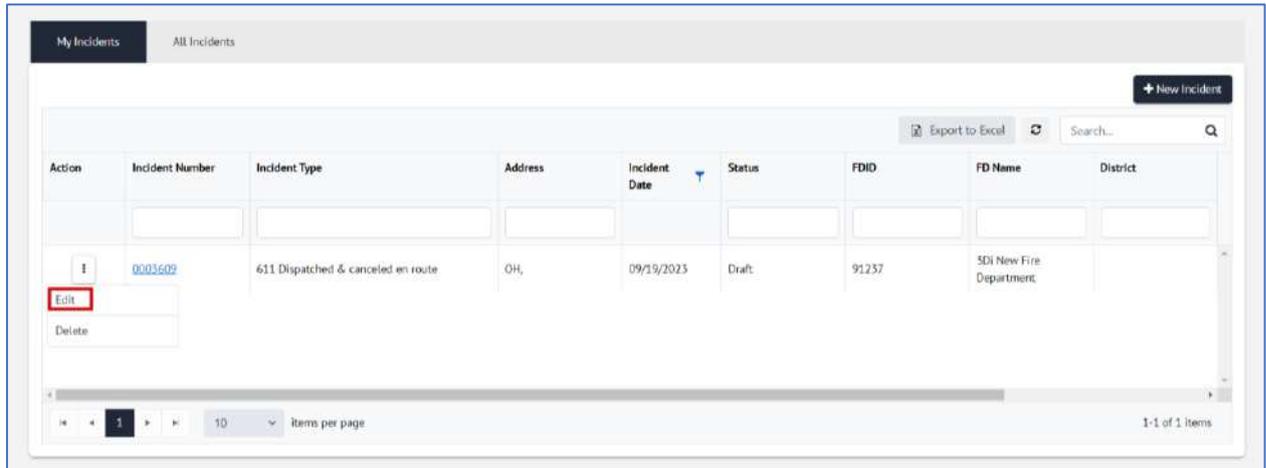


Figure 158: Incident Dashboard with Edit action highlighted.

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

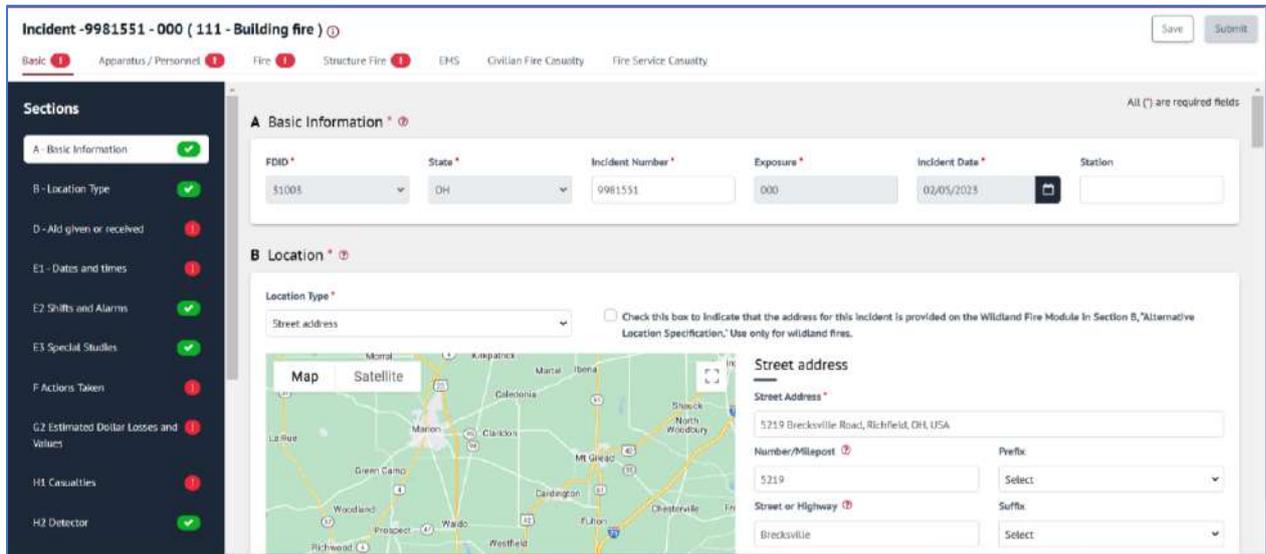


Figure 159: Edit Incident screen.

8.1.4 Delete Incident

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

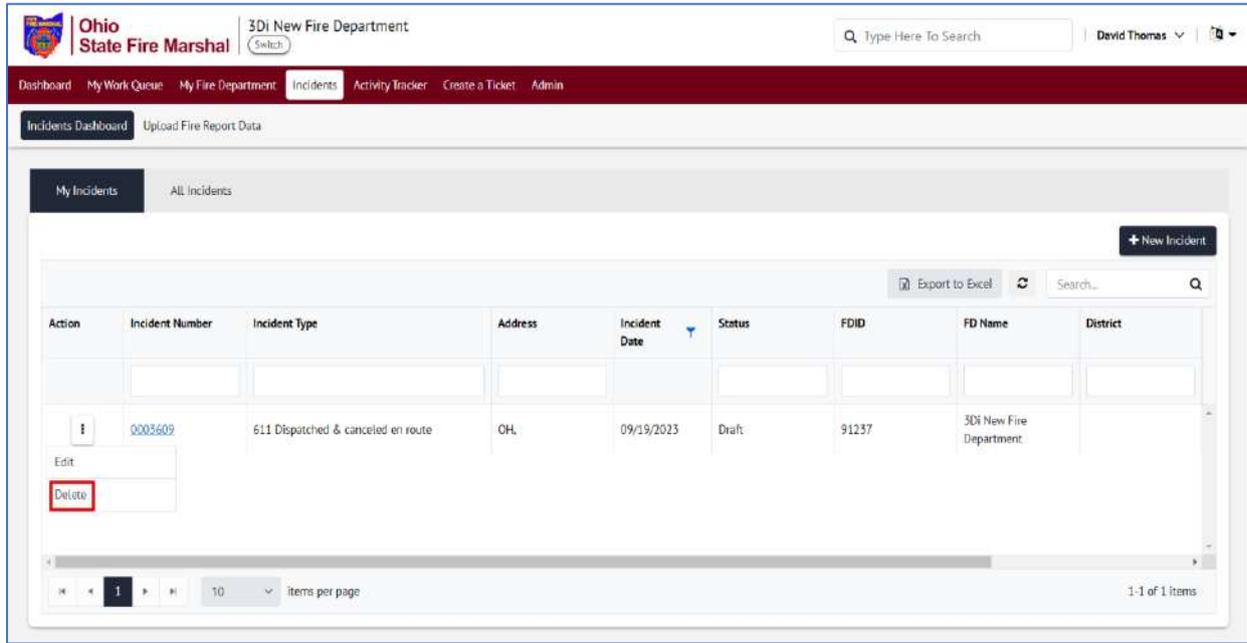


Figure 160: Incident Dashboard with Delete action highlighted.

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

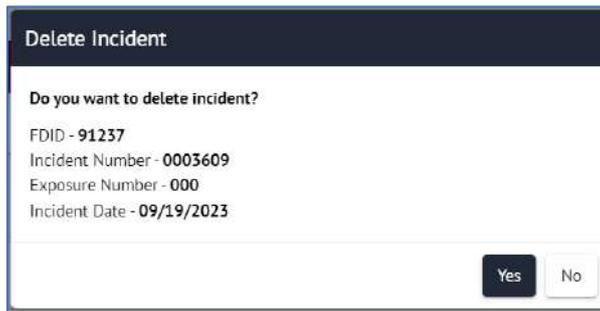


Figure 161: Delete Incident confirmation pop-up.

Call Out:

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

8.1.5 Add Exposure

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

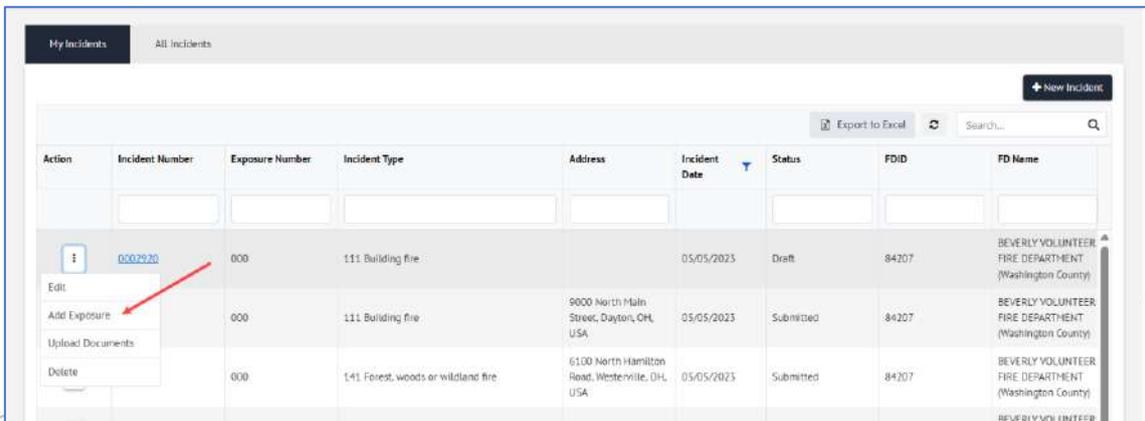


Figure 162: Incident Dashboard with Add Exposure Action highlighted.

- Add Exposure action will be available only when...

- The incident with exposure number 000 and
- The incident type is 100x series.

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

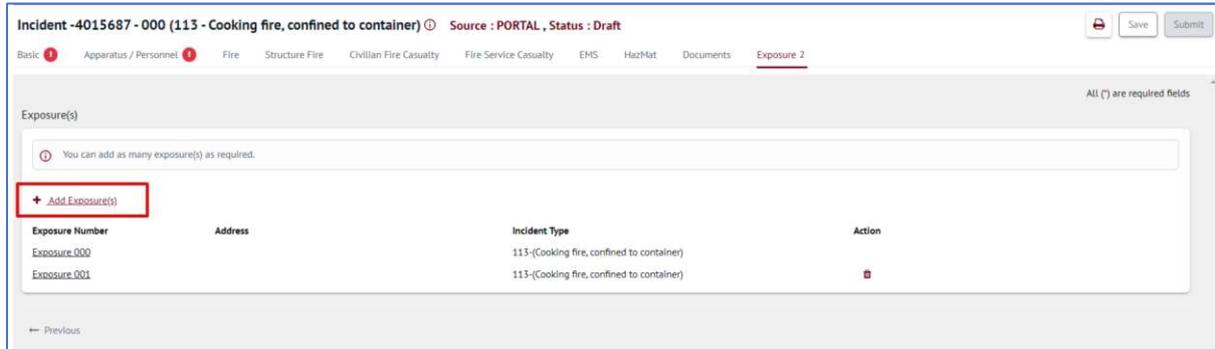


Figure 163: Add Exposure from Incident detail screen

8.1.6 No Activity Report

“No Activity Report can be created from three screens.

1. Add new Incident
2. Incident Dashboard
3. Upload Fire Report Data

8.1.6.1 Add new Incident

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



Figure 164: No Activity Reporting

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



Figure 165: No Activity reporting form

After clicking on “Submit”, it will show a confirmation pop-up where the user can either click on “Yes” or “No”.

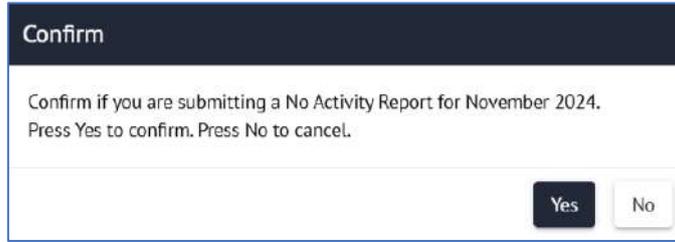


Figure 166: No Activity confirmation pop-up

If the user clicks on “No”, it will redirect to the previous “No Activity” pop-up.

If the user clicks on “Yes”, and the “No Activity” is being reported for the first time for the “Year” and “Month” selected, then the “No Activity” report will be submitted successfully.

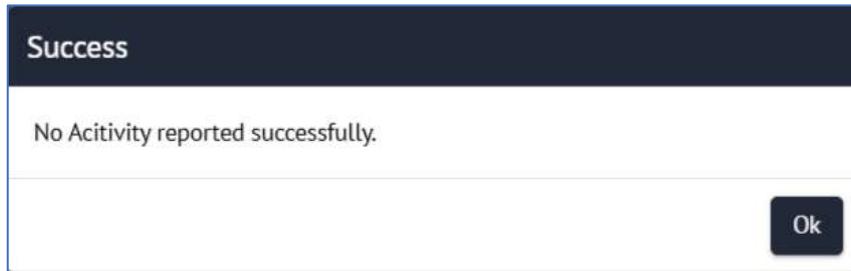


Figure 167: No Activity Success pop-up

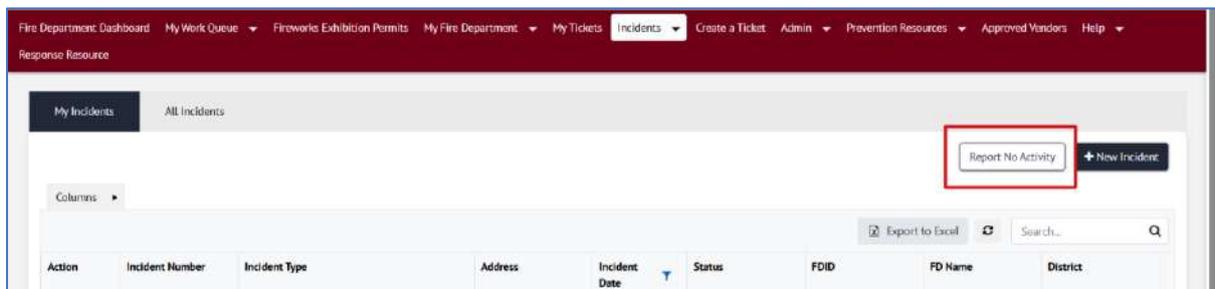
If the user clicks on “Yes” and the “No Activity” or “Incident” for the selected “Year” and “Month” is already present, then it will show a validation in the pop-up saying “Incident already created, No activity is not allowed for this month”.



Figure 168: Incident already created validation

8.1.6.2 Incident Search

No Activity can also be reported from the “Incident Dashboard” screen as shown in the image below:



To report “No Activity”, the user can click on the “Report No Activity” button as highlighted in the image above.

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

The form is titled "No Activity" and has a close button (X) in the top right corner. It contains three input fields: "FDID" with a dropdown menu showing "17007 - GALION FIRE DEPARTM...", "Year" with a text box containing "2024" and a calendar icon, and "Month" with a dropdown menu showing "November" and a calendar icon. At the bottom right, there are two buttons: "Submit" and "Cancel".

Figure 169: No Activity reporting form

After clicking on "Submit", it will show a confirmation pop-up where the user can either click on "Yes" or "No".

The pop-up is titled "Confirm" and contains the text: "Confirm if you are submitting a No Activity Report for November 2024. Press Yes to confirm. Press No to cancel." At the bottom right, there are two buttons: "Yes" and "No".

Figure 170: No Activity confirmation pop-up

If the user clicks on "No", it will redirect to the previous "No Activity" pop-up.

If the user clicks on "Yes", and the "No Activity" is being reported for the first time for the "Year" and "Month" selected, then the "No Activity" report will be submitted successfully.

The pop-up is titled "Success" and contains the text: "No Activity reported successfully." At the bottom right, there is one button: "Ok".

Figure 171: No Activity Success pop-up

If the user clicks on "Yes" and the "No Activity" or "Incident" for the selected "Year" and "Month" is already present, then it will show a validation in the pop-up saying "Incident already created, No activity is not allowed for this month".

The pop-up is titled "No Activity" and contains the text: "Incident already created, No activity is not allowed for this month." At the bottom right, there is one button: "Ok".

Figure 172: Incident already created validation

8.1.6.3 Upload Fire Report Data

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

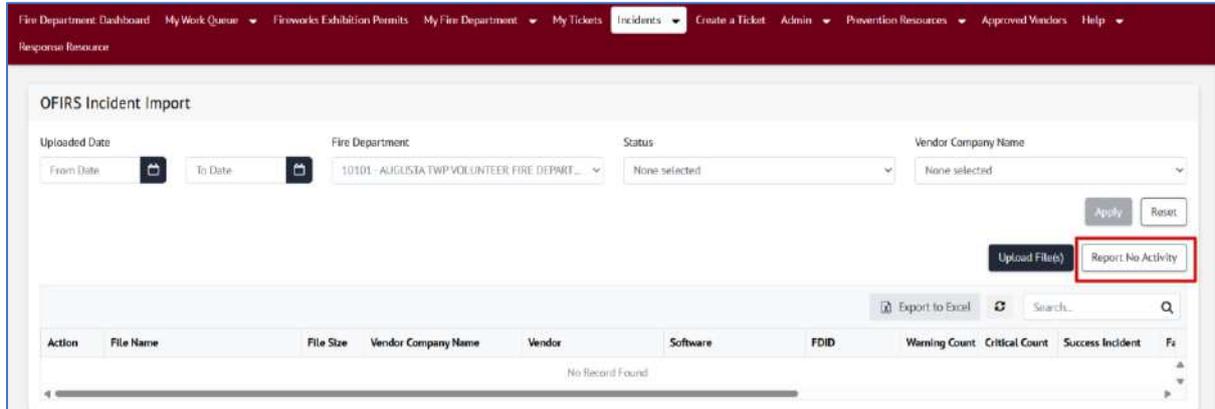


Figure 173: OFIRS Incident Import Screen

To report “No Activity”, the user can click on the “Report No Activity” button as highlighted in the image above.

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



Figure 174: No Activity reporting form

After clicking on “Submit”, it will show a confirmation pop-up where the user can either click on “Yes” or “No”.

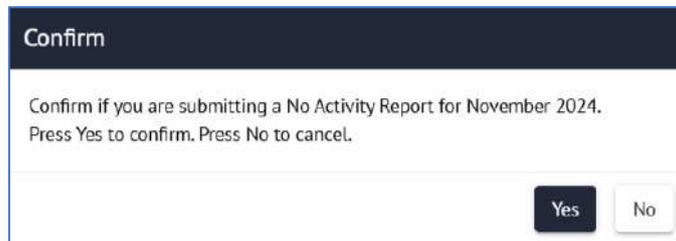


Figure 175: No Activity confirmation pop-up

If the user clicks on “No”, it will redirect to the previous “No Activity” pop-up.

If the user clicks on “Yes”, and the “No Activity” is being reported for the first time for the “Year” and “Month” selected, then the “No Activity” report will be submitted successfully.

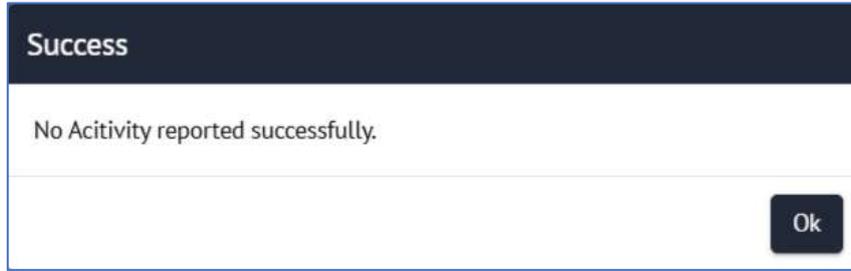


Figure 176: No Activity Success pop-up

If the user clicks on “Yes” and the “No Activity” or “Incident” for the selected “Year” and “Month” is already present, then it will show a validation in the pop-up saying “Incident already created, No activity is not allowed for this month”.



Figure 177: Incident already created validation

8.2 Upload Fire Report Data

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



Figure 178: OFIRS Incident Import screen

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



Figure 179: Upload Files button

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

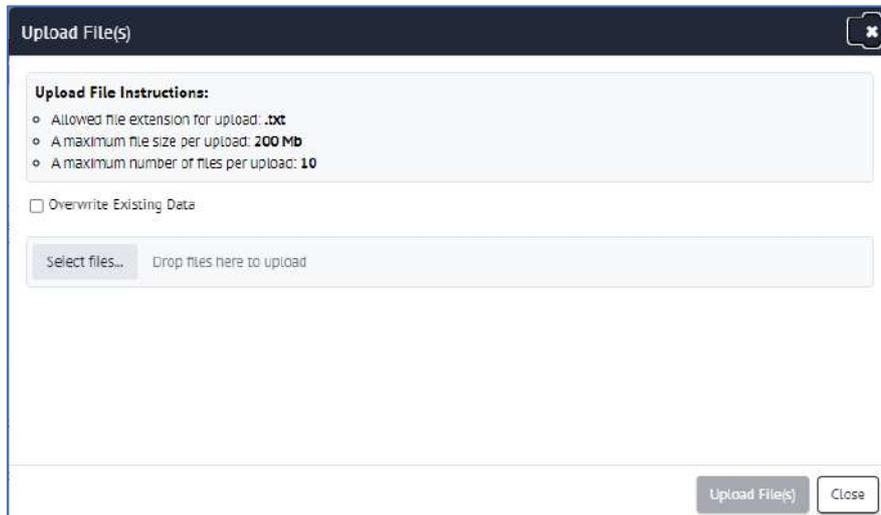


Figure 180: Upload files pop-up

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



Figure 181: Upload file confirmation pop-up

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

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



Figure 182: File Processing Pending

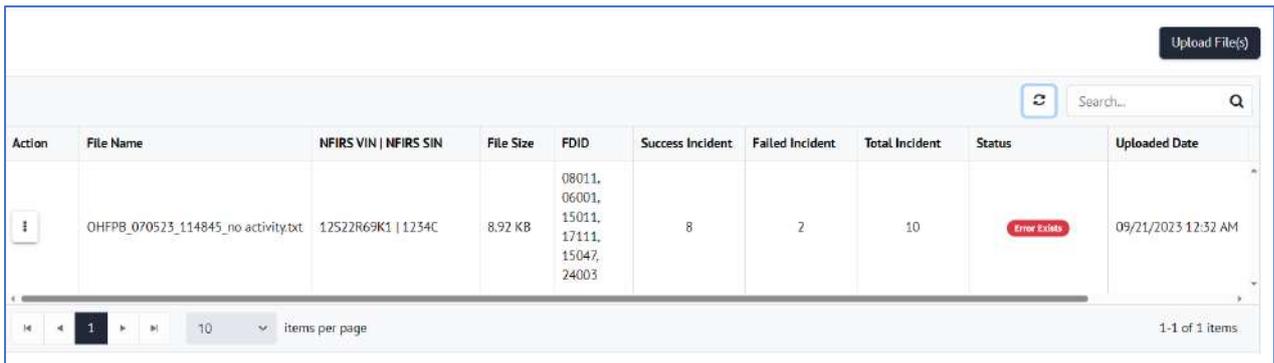


Figure 183: File processing completed

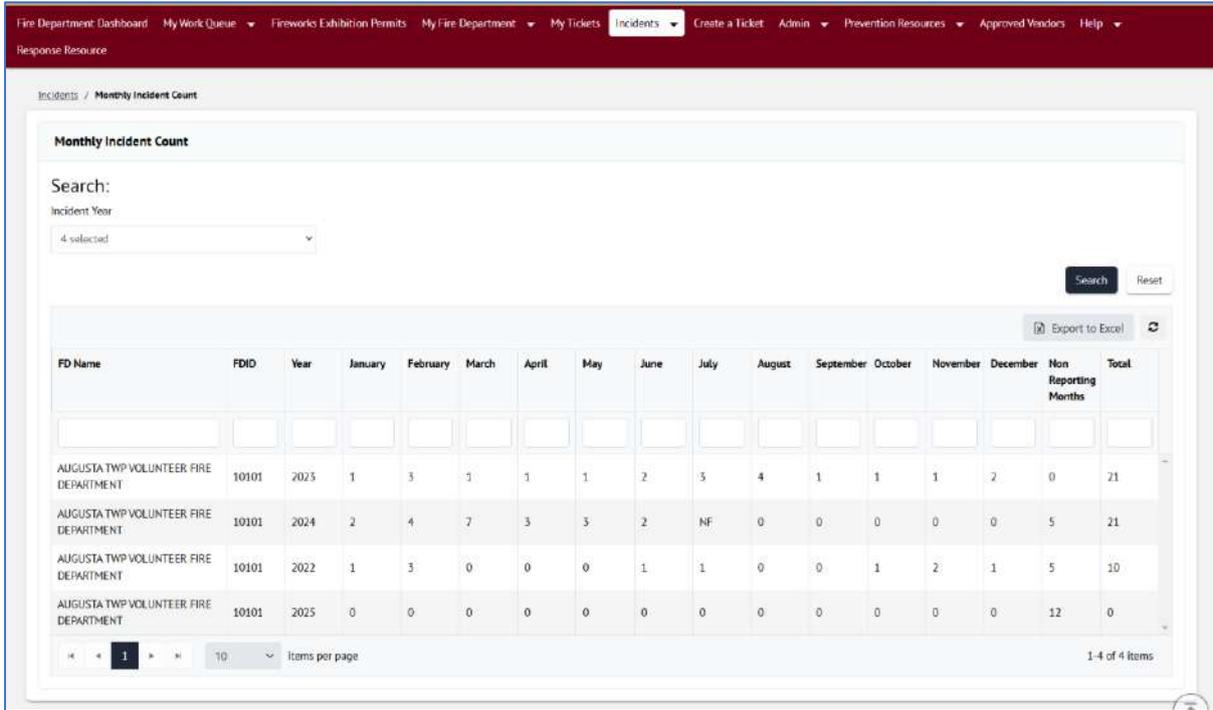
Once processed, the OFIRMS system displays the uploaded file status.

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

8.3 Analytics/Reports

8.3.1 Monthly Incident Count

This screen is used to view the Monthly Incident Count of the Fire Department.



By default, it shows data for the current year. The Fire Department user can select multiple Incident Years and then click “Search” to filter the data as per the filter applied.

The fire department user can use the column search to search for data based on FDID, year, etc.

The fire department user can click on “Export to excel” to export the data in CSV format.

8.3.2 Incident Summary Report - Grid

This screen lists down the summary of the Incidents for the Fire Department that is logged in.

The screenshot shows the 'Incident Summary Report' page. At the top, there is a navigation bar with options like 'Fire Department Dashboard', 'My Work Queue', and 'Incidents'. Below this is a search section with 'Incident Date' filters set to '01/01/2024' and '12/31/2024'. A 'Search' button is visible. The main area contains a table with the following columns: 'Call By Incident Type Category', 'Call By Incident Type', 'Frequency', 'Aid None', 'Aid Given', 'Aid Received', 'Other Aid Given', 'Fire Service Deaths', 'Fire Service Injuries', 'Civilian Deaths', 'Civilian Injuries', and 'Total'. The table lists various incident types such as 'FALSE CALLS', 'Fires', 'Good Intent Calls', 'Hazardous Condition Calls', 'Rescue Calls', and 'Special Incident: Calls'. At the bottom of the table, there is a pagination control showing '1' of 8 items and an 'Export to Excel' button.

Figure 187: Incident Summary Report

By default, it does not show any record in the grid. The fire department user has to apply filter for “Incident Date” and then click on “Search” to view the data based on the “Incident Date” filter.

The fire department user can use the column search to search for data based on Incident Type, Aid Given, etc.

The fire department user can click on “Export to excel” to export the data in CSV format.

8.3.3 Incident Summary Report - PDF

This screen generates PDF for the Incident Summary Report for the Fire Department that is logged in.

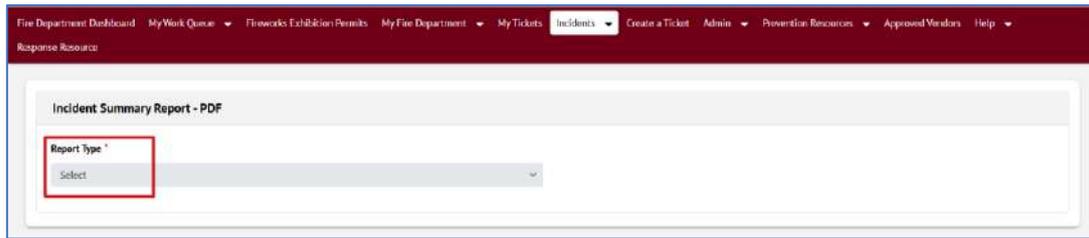


Figure 188: Incident Summary Report - PDF

First, the FD user has to select the “Report Type” as “Incident Summary Report for Fire Department”.

Once the report type is selected, it will prefill the Fire Department field.

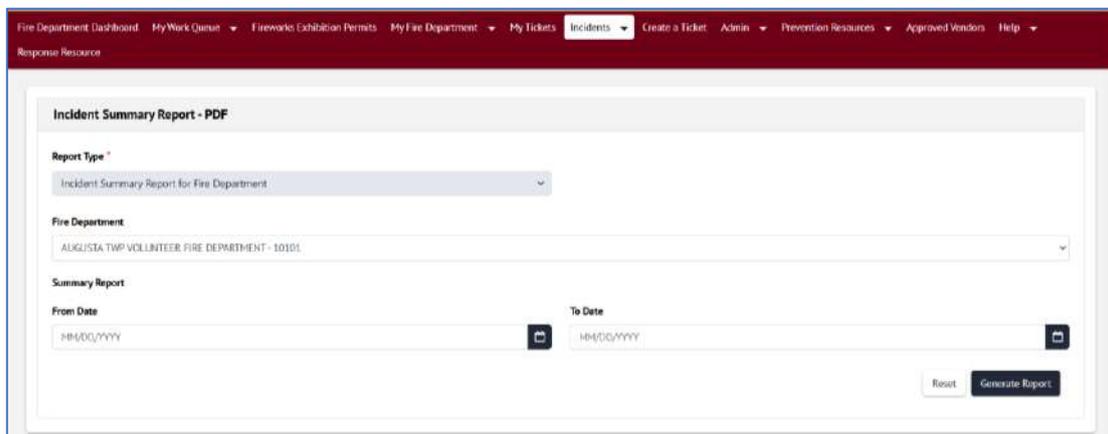


Figure 189: Incident Summary Report – PDF

The FD user can then select the “From Date” and “To Date” for which they want to generate the Summary Report and then click on “Generate Report”.

Sample Summary Report PDF:

Craig Beach Fire Department - 50304
Report Period: 10/01/2024 to 04/30/2025

Call By Incident Type		Mutual Aid None	Mutual Aid Given	Mutual Aid Received	Other Aid Given	Invalid Aid Flag	Total Incidents
Fires	Building Fires (110-118, 120-123)	1	1	1	0	0	3
Rescue Calls	Emergency Medical Treatment (300-324)	22	1	12	0	0	35
Service Calls (500-571)	Service Calls (500-571)	4	0	0	0	0	4
Good Intent Calls (600-671)	Good Intent Calls (600-671)	1	0	0	0	0	1
TOTAL CALLS		28	2	13	0	0	

Total Incidents With Exposure Fires	Total Exposure Fires	Total Fire Dollar Loss	Total Dollar Loss
		\$350	\$350

Casualty Summary		Civilian	Fire Service
Fire Related Injuries		0	0
Non-Fire Injuries		0	0
Fire Related Deaths		0	0
Non-Fire Deaths		0	0

Figure 190: Summary Report – PDF

8.3.4 Incident Report with Apparatus and Personal List

This screen lists the Incident record based on the Personnels. For every personnel, it will show a new record.

Incident Number	Incident Date	FDID	State	Exposure Number	Incident Type	District	Shift	Shift District	Incident Type Series	Alarm Date Time	Arrival Date Time
4014356	07/10/2023 12:00 AM	10101	OH	000	611 - Dispatched & canceled en route	3			600	07/10/2023 16:55	
4014356	07/10/2023 12:00 AM	10101	OH	000	611 - Dispatched & canceled en route	3			600	07/10/2023 16:55	
4014356	07/10/2023 12:00 AM	10101	OH	000	611 - Dispatched & canceled en route	3			600	07/10/2023 16:55	
4014356	07/10/2023 12:00 AM	10101	OH	000	611 - Dispatched & canceled en route	3			600	07/10/2023 16:55	
4014356	07/10/2023 12:00 AM	10101	OH	000	611 - Dispatched & canceled en route	3			600	07/10/2023 16:55	

The Fire department user can apply the “Incident Date” filter and click on “Search” to show the data based on the filter applied.

The fire department user can use the column search to search for data based on Incident Number, FDID, etc.

The fire department user can click on “Export to Excel” to export the data in CSV format.

8.3.5 SFM Grants Report - Grid

This screen lists down the summary of the Incidents for the Fire Department that is logged in.

SFM Grants Report - Grid

Search:
Incident Date
01/01/2024 10/17/2025

Columns Export to Excel

Call By Incident Type Category	Call By Incident Type	Frequency	Aid None	Aid Given	Aid Received	Other Aid Given	Fire Service Deaths	Fire Service Injuries	Civilian Deaths	Civilian Injuries	Total Inci
FALSE CALLS	Other False Calls (700, 721-746)	5	4	0	1	0	0	0	0	0	5
Fires	Building Fires (110-118, 120-123)	2	1	1	1	0	0	0	0	0	3
Fires	Other Fires (100, 140-173)	3	2	0	1	0	0	0	0	0	3
Good Intent Calls (600-673)	Good Intent Calls (600-673)	6	6	1	0	0	0	0	0	0	7
Hazardous Condition Calls (400-482)	Hazardous Condition Calls (400-482)	7	5	0	2	0	0	0	0	0	7
Pressure Ruptures, Explosion, Overheat (200-251)	Pressure Ruptures, Explosion, Overheat (200-251)	1	0	0	1	0	0	0	0	0	1

Figure 191: SFM Grants Report - Grid

By default, it does not show any record in the grid. The fire department user has to apply a filter for “Incident Date” and then click on “Search” to view the data based on the “Incident Date” filter.

The fire department user can use the column search to search for data based on Incident Type, Aid Given, etc.

The fire department user can click on “Export to Excel” to export the data in CSV format.

8.3.6 SFM Grants Report - PDF

This screen generates a PDF for the SFM Grants Report for the Fire Department that is logged in.

SFM Grants Report - PDF

Report Type *
Incident Summary Report for Fire Department

Figure 192: SFM Grants Report - PDF

First, the FD user has to select the “Report Type” as “Incident Summary Report for Fire Department”.

Once the report type is selected, it will prefill the Fire Department field.

SFM Grants Report - PDF

Report Type *
Incident Summary Report for Fire Department

Fire Department
Craig Beach Fire Department - 50504

Summary Report

From Date
01/01/2024

To Date
12/31/2024

Reset Generate Report

Figure 193: SFM Grants Report - PDF

The FD user can then select the “From Date” and “To Date” for which they want to generate the Summary Report and then click on “Generate Report”.

Sample Grants Report PDF:

Call By Incident Type		Mutual Aid None	Mutual Aid Given	Mutual Aid Received	Other Aid Given	Invalid Aid Flag	Total Incidents
Fires	Building Fires (110-118, 120-123)	1	1	0	0	0	2
	Other Fires (100, 140-173)	0	0	1	0	0	1
Total		1	1	1	0	0	3
Pressure Ruptures, Explosion, Overheat (200-251)	Pressure Ruptures, Explosion, Overheat (200-251)	0	0	1	0	0	1
Rescue Calls	All Others (331-381)	0	0	1	0	0	1
	Emergency Medical Treatment (300-324)	29	4	33	0	0	66
Total		29	4	34	0	0	67
Hazardous Condition Calls (400-482)	Hazardous Condition Calls (400-482)	2	0	0	0	0	2
Service Calls (500-571)	Service Calls (500-571)	5	0	1	0	0	6
Good Intent Calls (600-671)	Good Intent Calls (600-671)	4	0	0	0	0	4
FALSE CALLS	Other False Calls (700, 721-746)	3	0	0	0	0	3
TOTAL CALLS		44	5	37	0	0	
Total Incidents With Exposure Fires		Total Exposure Fires		Total Fire Dollar Loss		Total Dollar Loss	
				\$0.00		\$0.00	

Figure 194: SFM Grants Report - PDF

9 Incident Modules

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

9.1 Basic

9.1.1 A. Basic Information

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

Figure 195: 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 196: 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 197: Location Type section

9.1.3 H1. Casualties

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

Figure 198: Casualties screen

Adding civilian records to the Civilian Casualty module:

The 'Add Casualty' pop-up form contains the following elements:

- Header: Add Casualty
- Table with columns: Casualty#, First Name, Last Name
- Row 1: 001, [input field], [input field]
- Row 2: 002, [input field], [input field]
- Button: + Add New
- Text: Add a separate casualty for each person. The total casualties entered should match the number indicated in section H1 in the Basic module.
- Button: Add

Figure 199: Add Casualty pop-up.

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

The screenshot shows the 'Incident -9994448 - 000 (111 - Building fire)' interface. The 'Basic' tab is selected. The 'H1 Casualties' section is expanded, showing a table with columns: Casualties?, Deaths, and Injuries. The 'Fire Service' row has 0 in the Deaths column and 1 in the Injuries column. The 'Civilian' row has 0 in the Deaths column and 1 in the Injuries column. A red box highlights the 'Fire Service' row. The 'H2 Detector' section is also visible, with a 'Detector?' dropdown menu set to 'Select'.

Figure 200: Casualty section

Selecting personnel records for the Fire Service Casualty module:

The screenshot shows the 'Incident -0002982 - 000 (111 - Building fire)' interface. The 'Fire Service Casualty' tab is selected. The 'Add Casualty' section is expanded, showing a search bar and a list of personnel records. The 'PHIL LOWE' and 'Simon Harmer' records are selected. The '002 - Simon Harmer (Fire Chief)' record is highlighted. The 'All (*) are required fields' message is visible at the top right.

Figure 201: 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.

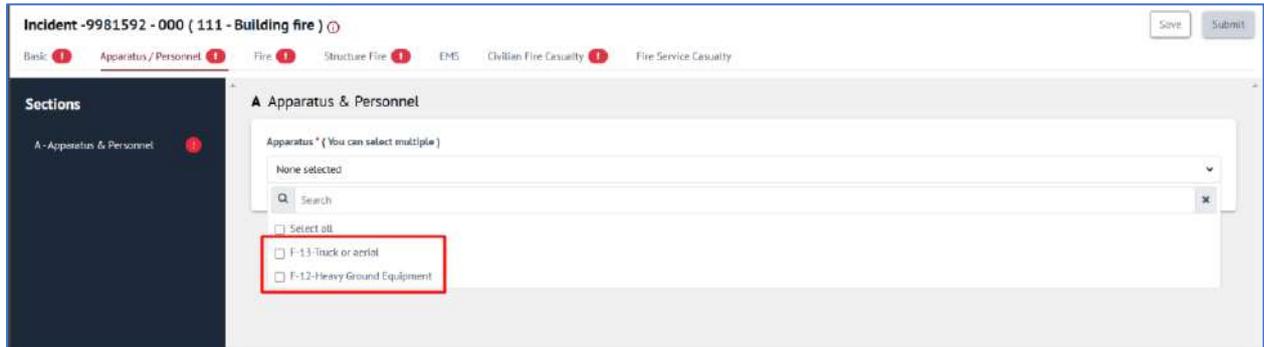


Figure 202: Selection Apparatus.

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

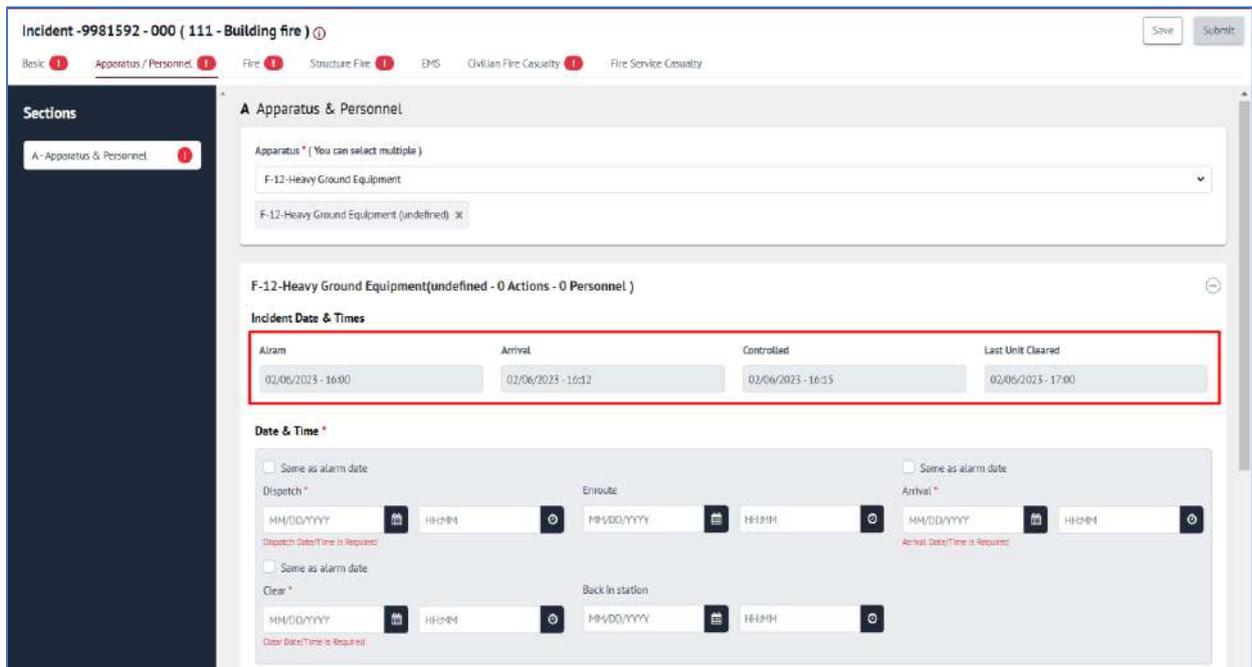


Figure 203: Adding Incident Date and Time

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.

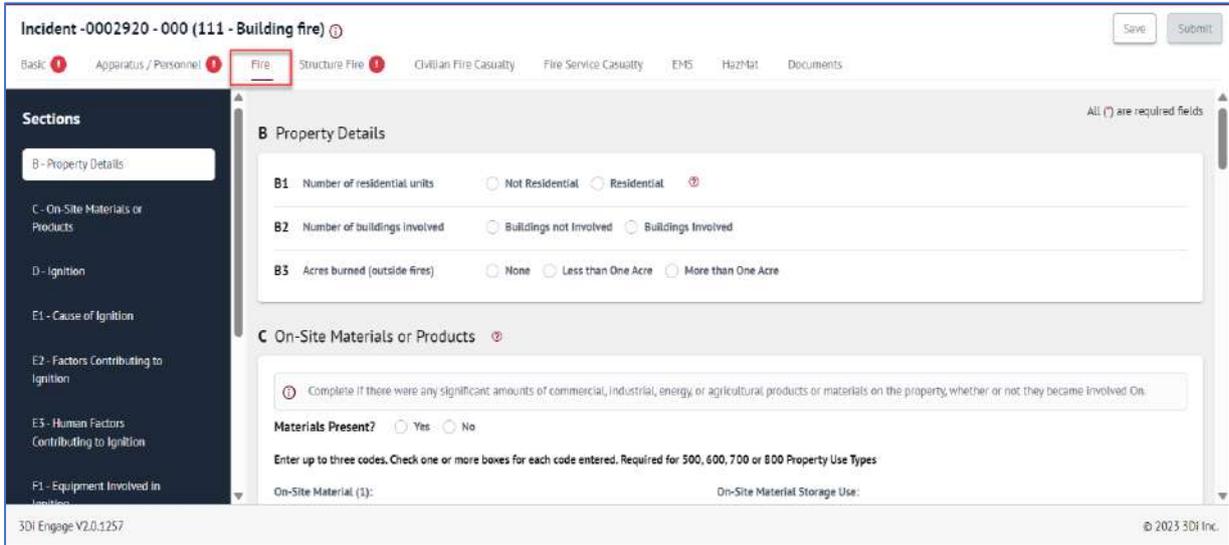


Figure 204: Fire Module Screen

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.

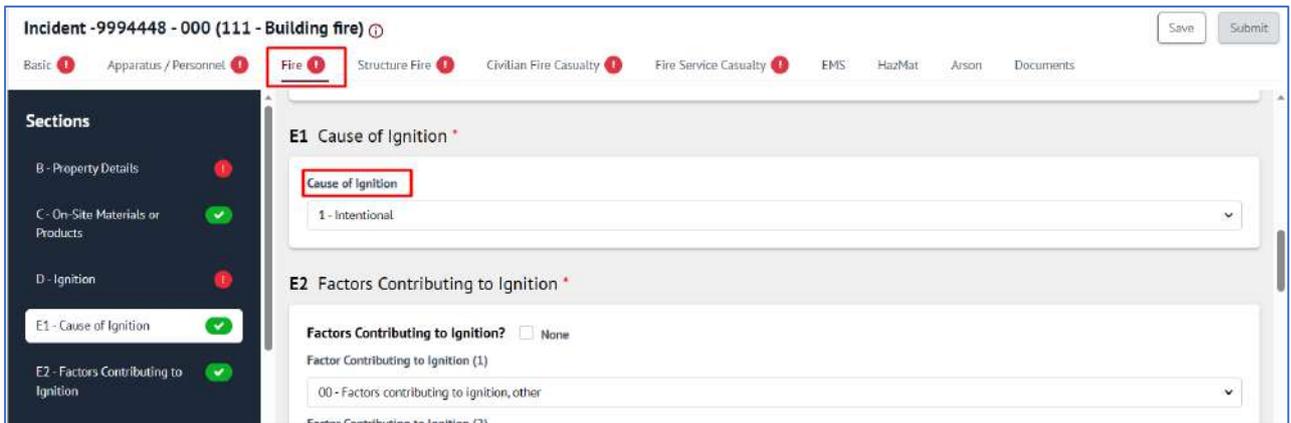


Figure 205: Fire Module, Cause of Ignition

9.3.2 Local Use

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

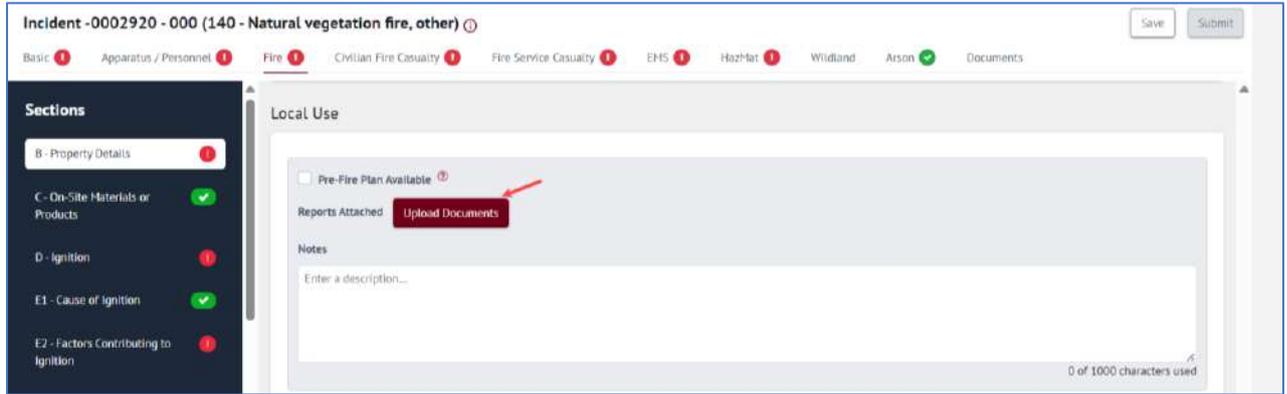


Figure 206: Local Use section

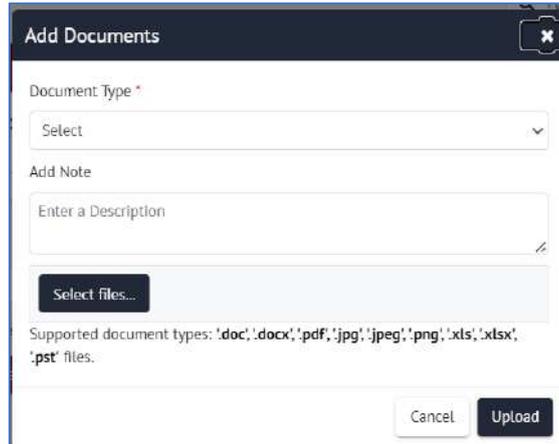


Figure 207: Add Documents pop-up.

Uploaded documents shall be displayed on the Documents tab.

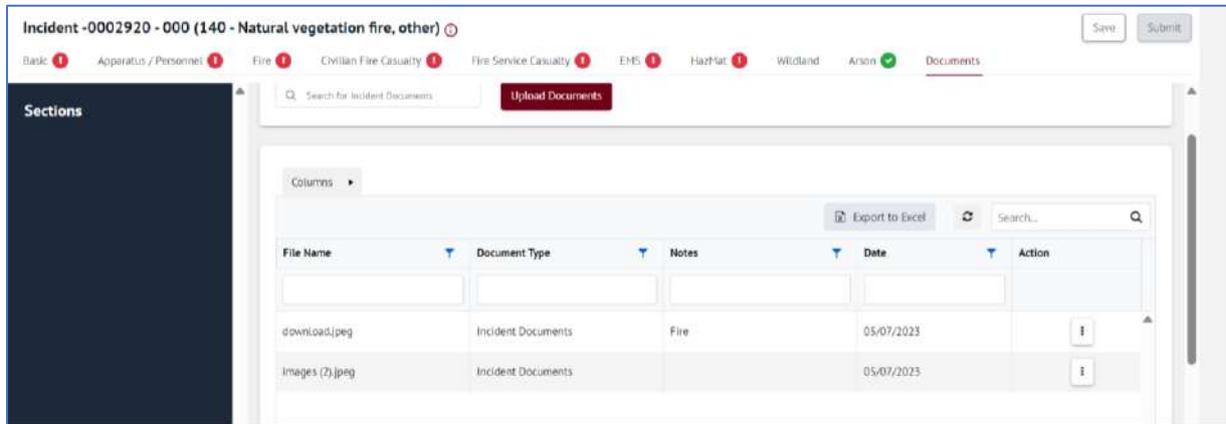


Figure 208: Documents tab

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.

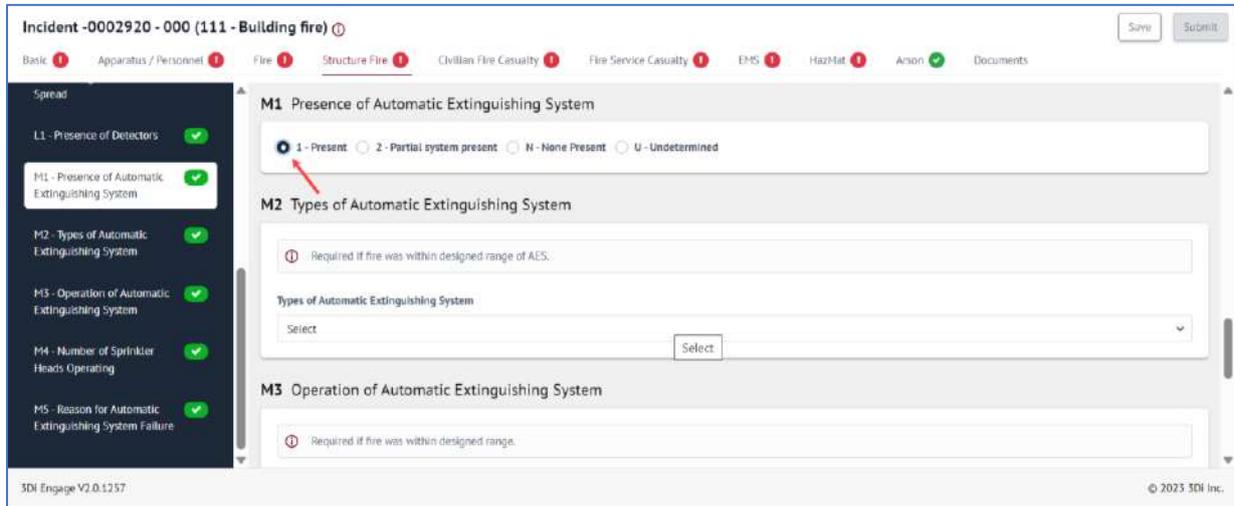


Figure 209: Structure Fire - Presence of Automatic Extinguishing System section

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.

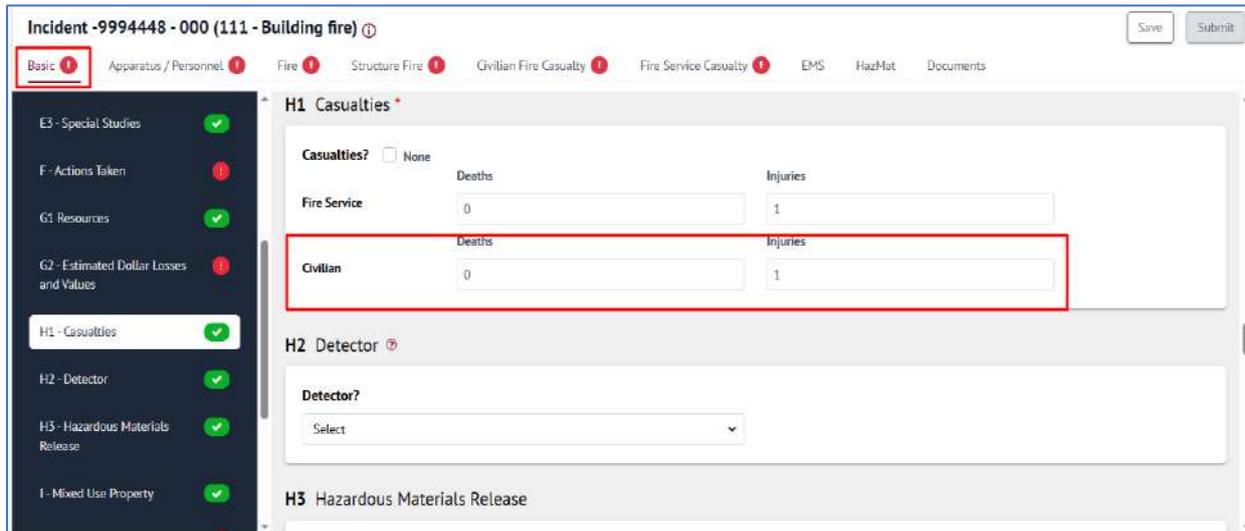


Figure 210: Civilian Fire Casualty under Basic

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 211: Civilian Fire Casualty screen with Add Casualty button highlighted.

Put the civilian’s name in the add casualty pop-up. In case the civilian’s name is not known, then add a blank line.



Figure 212: Add Casualty pop-up.

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

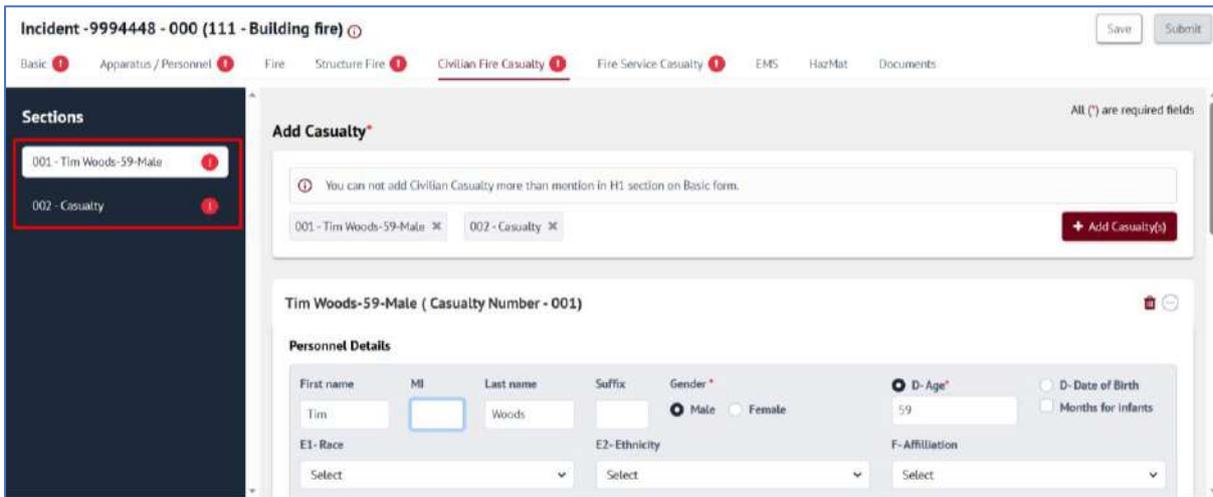


Figure 213: Casualty screen with civilian detail highlighted on left panel.

9.5.2 Delete Casualty

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

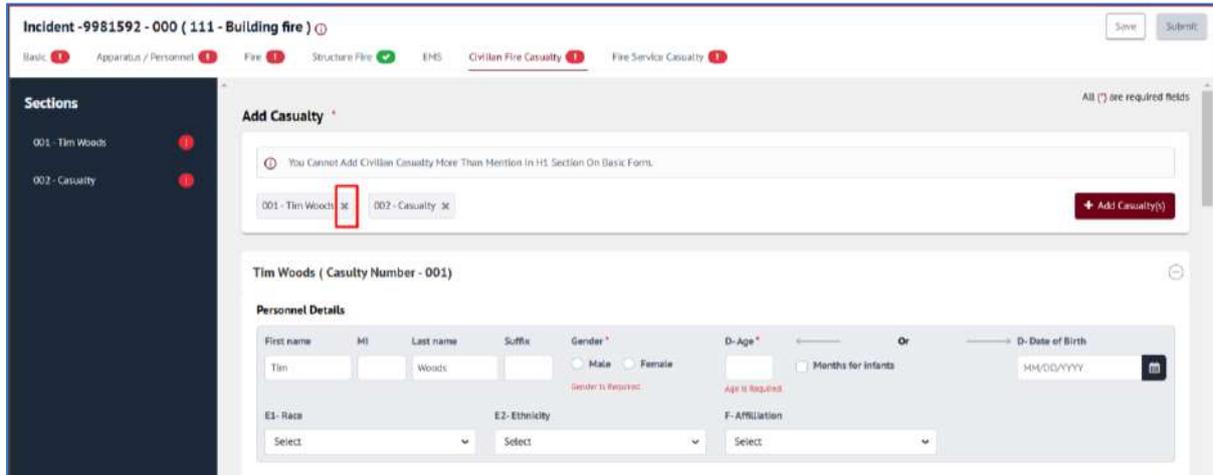


Figure 214: Casualty screen with delete option highlighted.

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

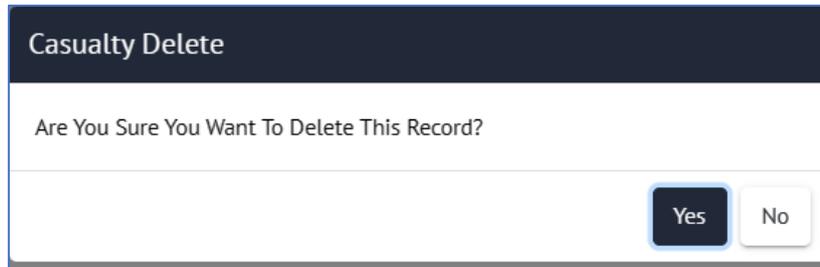


Figure 215: Delete Casualty confirmation pop-up.

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.

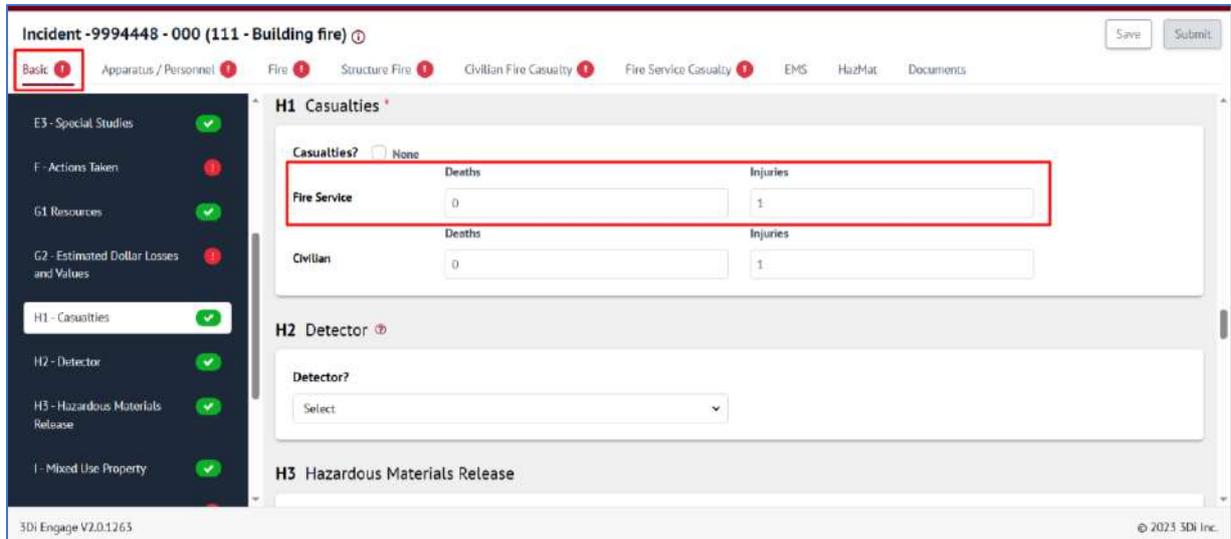


Figure 216: Fire Service Casualty screen

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.

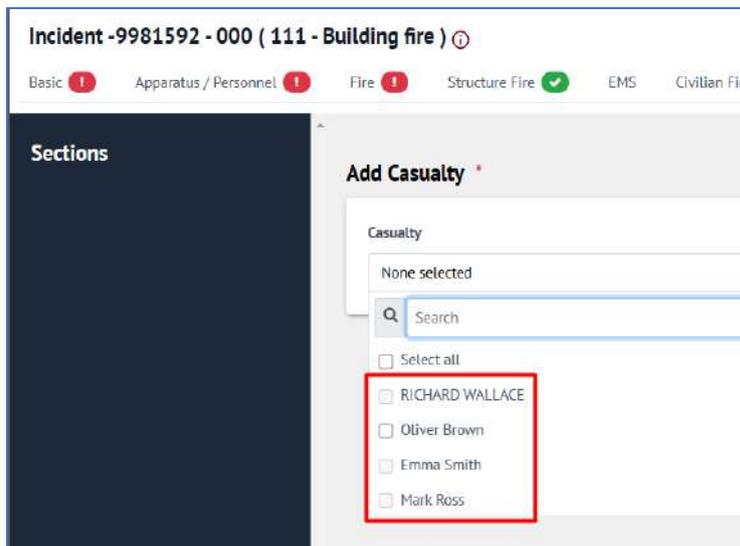


Figure 217: Add Casualty Dropdown

9.6.1 Add Casualty

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

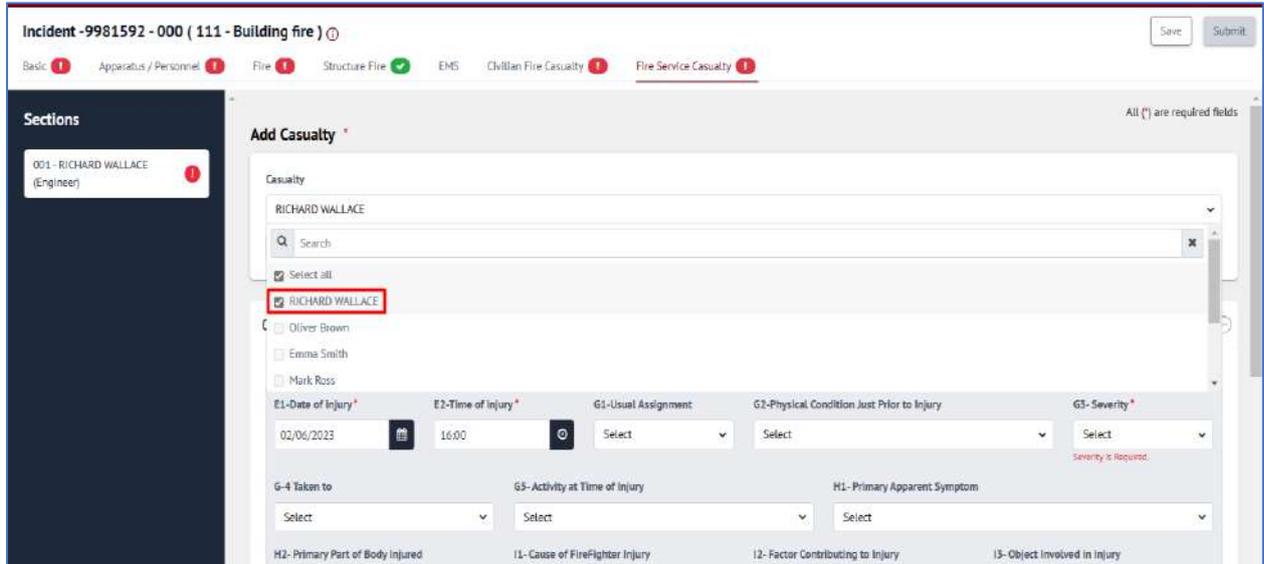


Figure 218: Add Casualty screen with Staff selection highlighted.

9.6.2 Delete Casualty

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

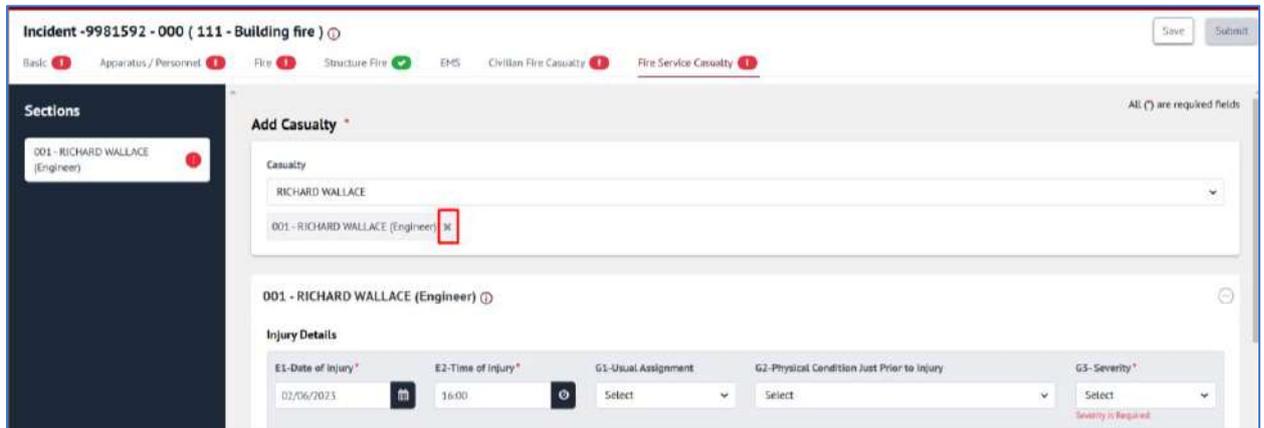


Figure 219: Casualty screen with Delete Casualty highlighted.

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

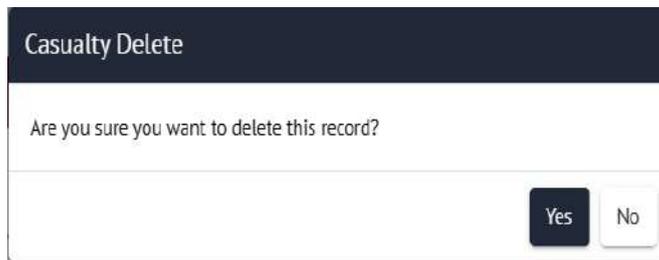


Figure 220: Delete Casualty confirmation pop-up.

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.

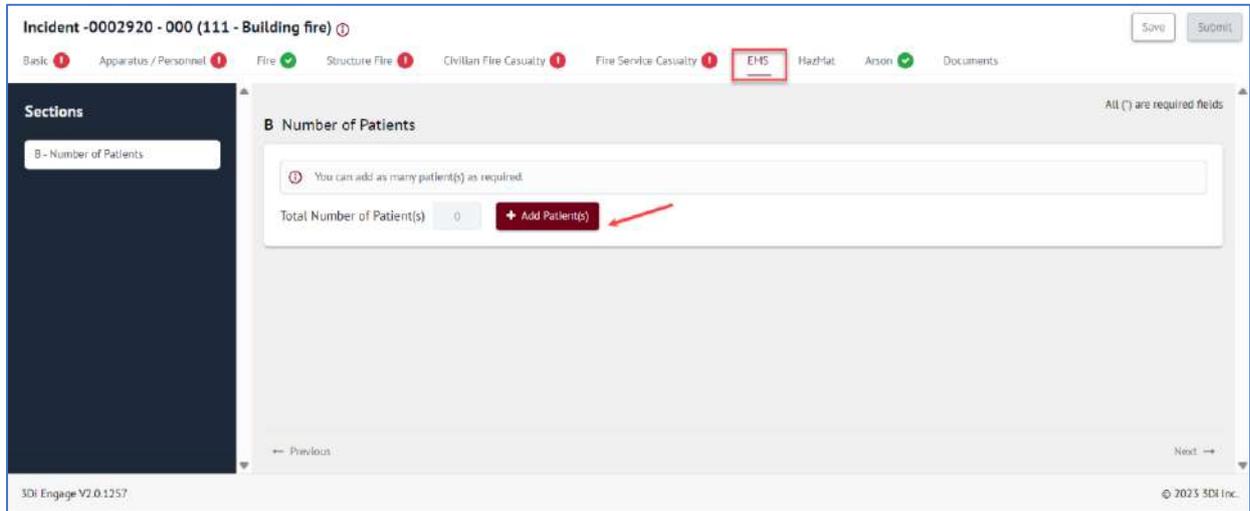


Figure 221: Add Patient screen.

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

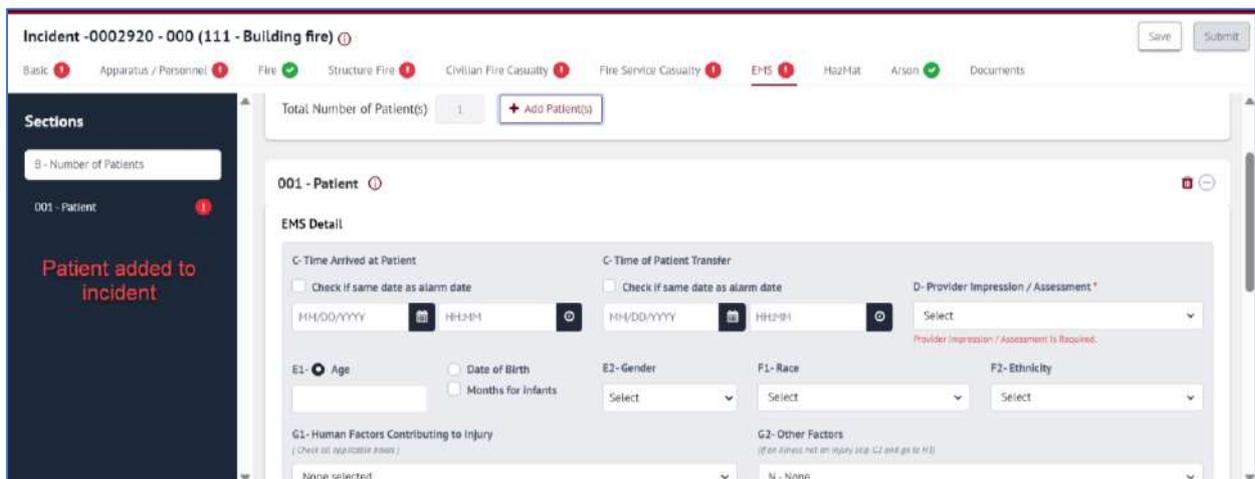


Figure 222: EMS screen with patient added.

9.7.2 Delete Patient

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

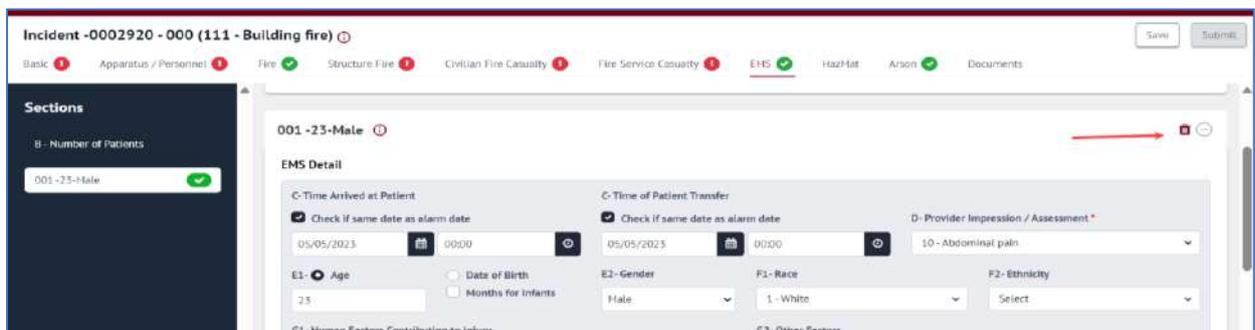


Figure 223: EMS screen with delete patient highlighted.

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

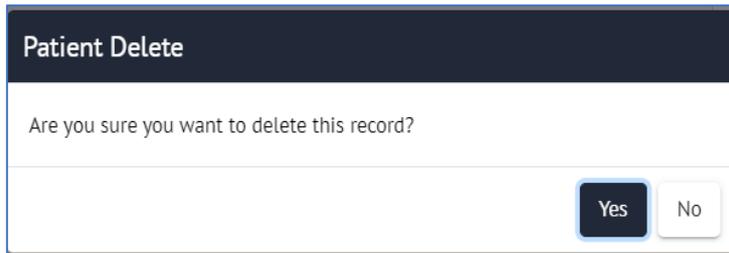


Figure 224: Delete Patient confirmation pop-up.

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.'

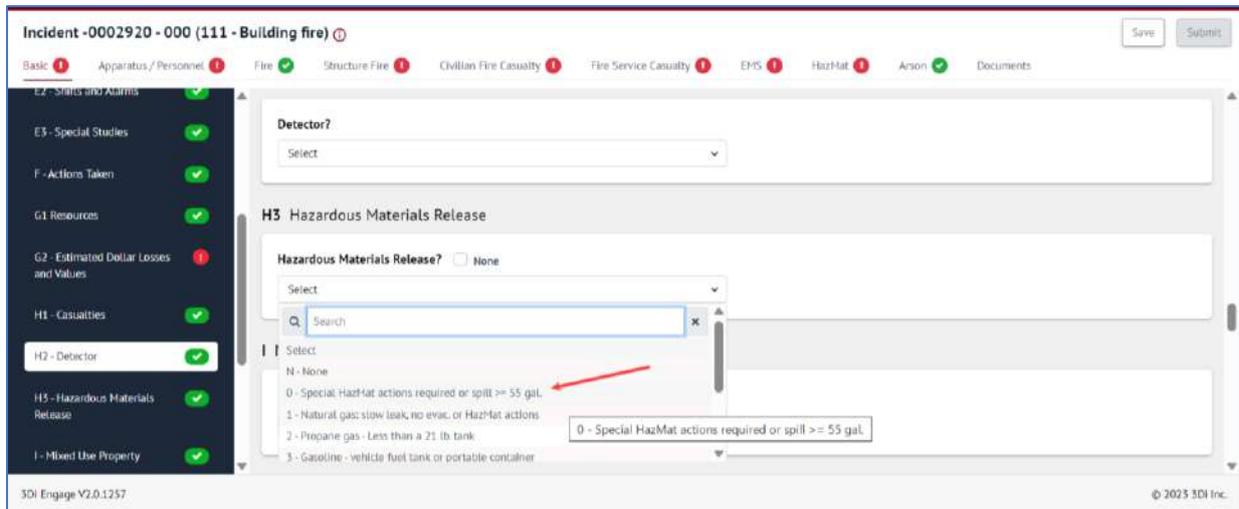


Figure 225: HazMat Module screen.

9.8.1 Add HazMat

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

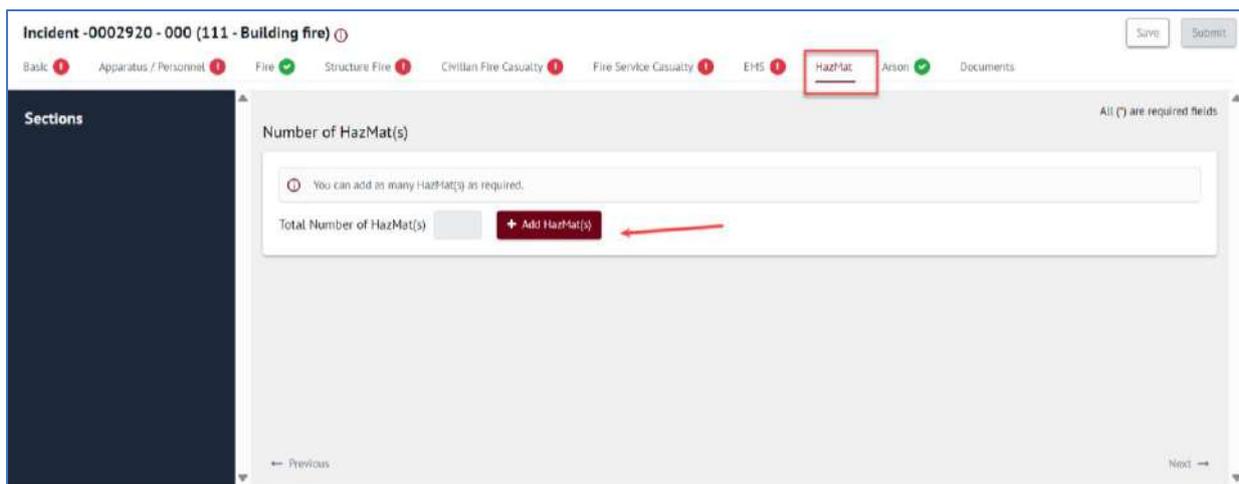


Figure 226: HazMat Module screen with Add HazMat button highlighted.

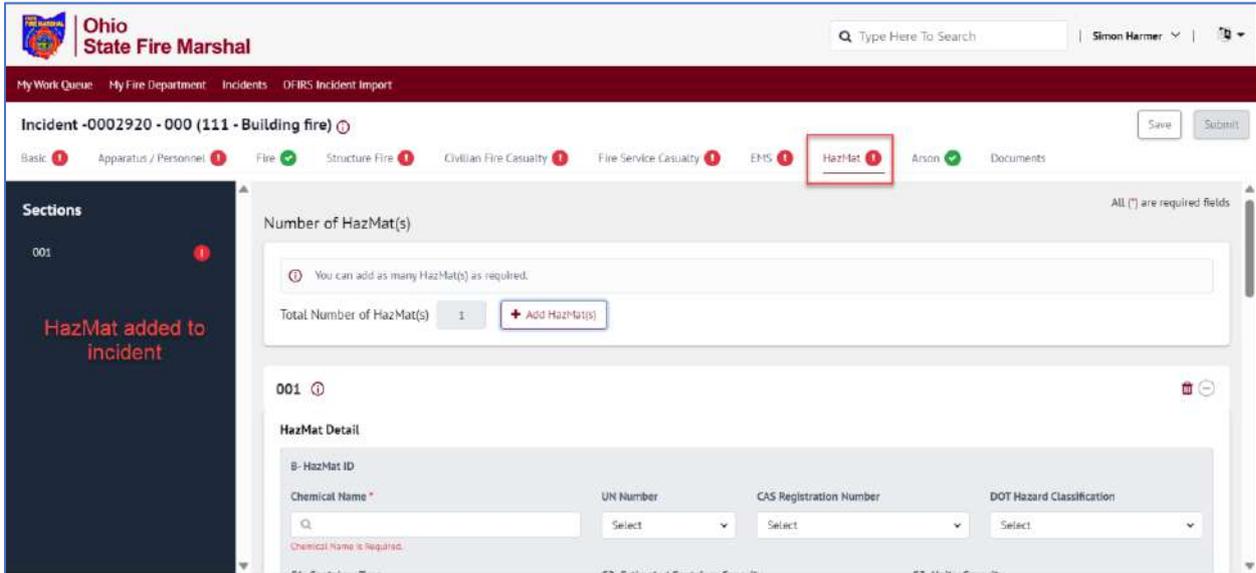


Figure 227: HazMat screen

9.8.2 Delete HazMat

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

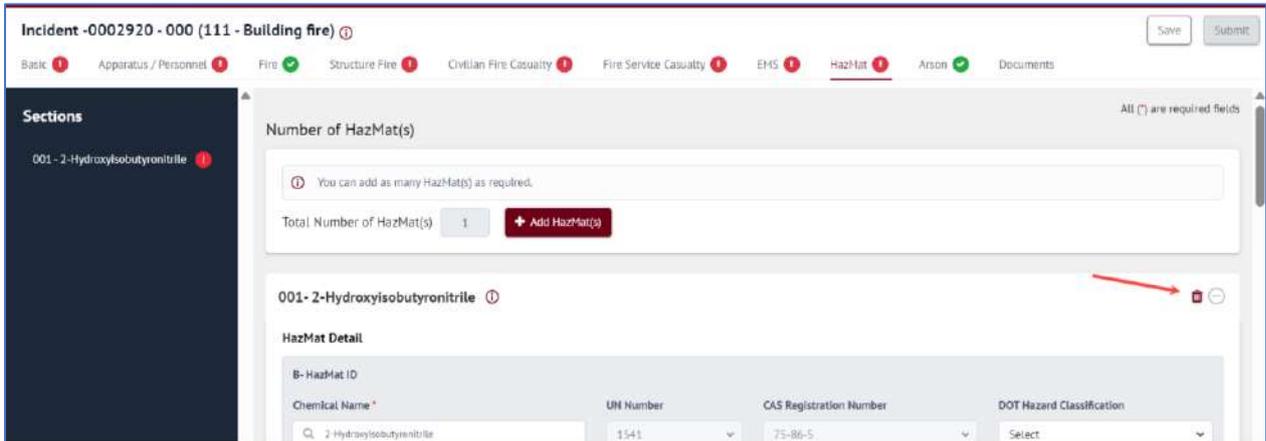


Figure 228: HazMat screen with delete button highlighted.

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

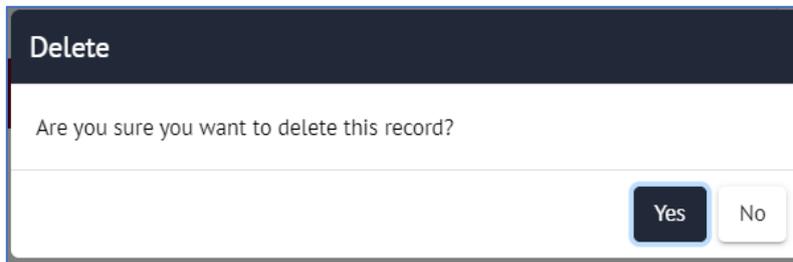


Figure 229: Delete HazMat confirmation pop-up.

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 the user tries to switch between the Wildland & Fire Module, then below confirmation pop-up will be displayed. If the Wildland module is selected, then the Alternate Location Specification in the Wildland module becomes mandatory.

9.10 Arson

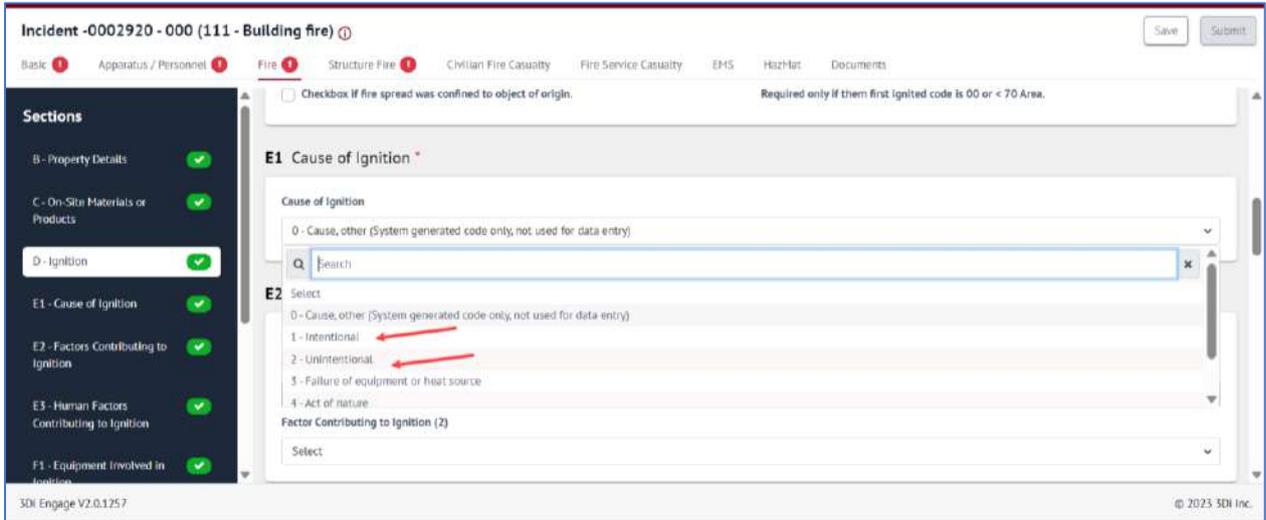


Figure 230: Fire Module with Cause of Ignition highlighted.

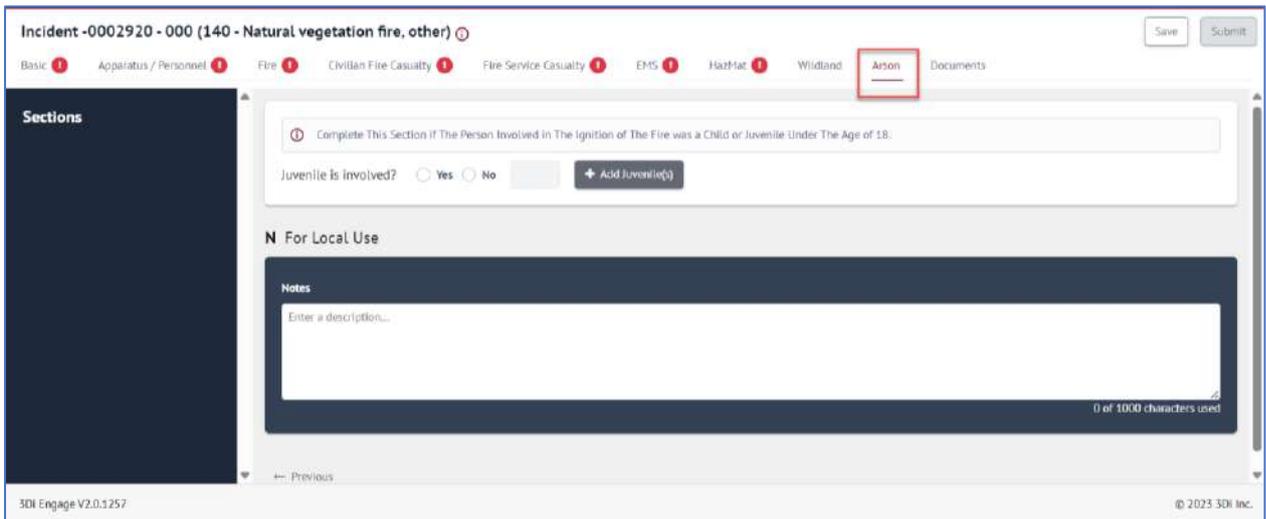


Figure 231: Arson Module screen.

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.

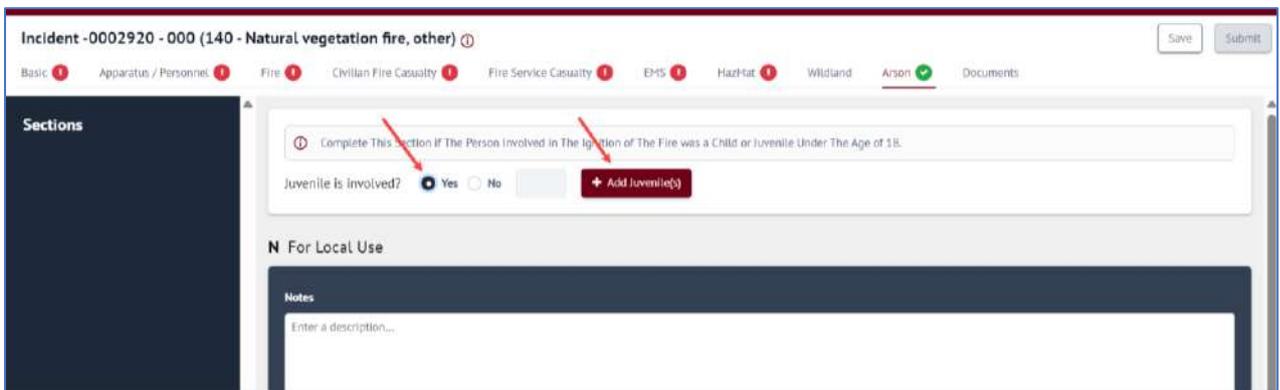


Figure 232: Arson screen with Add Juveniles button highlighted.

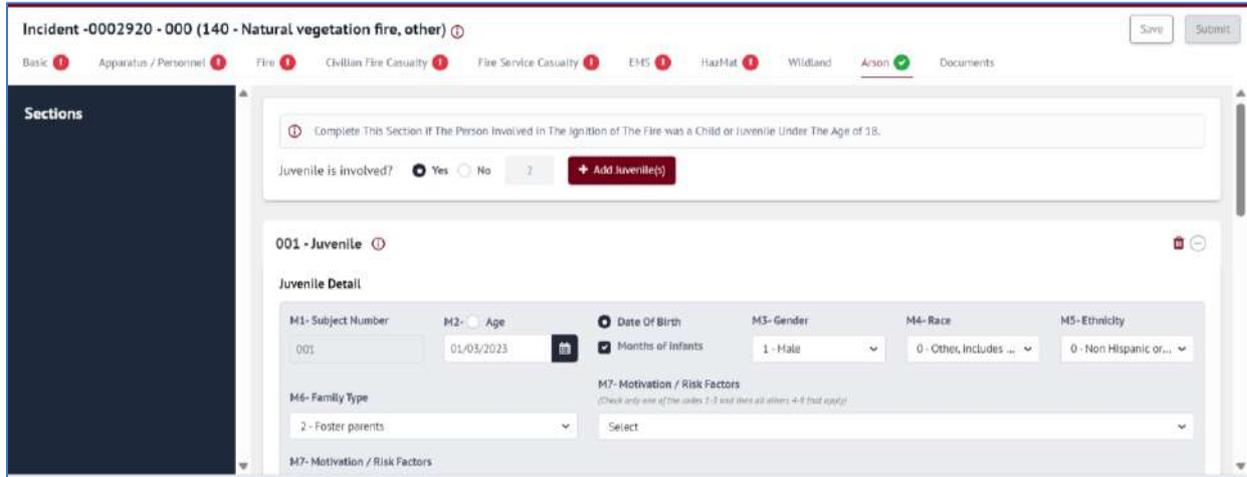


Figure 233: Arson screen with Juveniles added.

9.10.2 Delete Juveniles

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

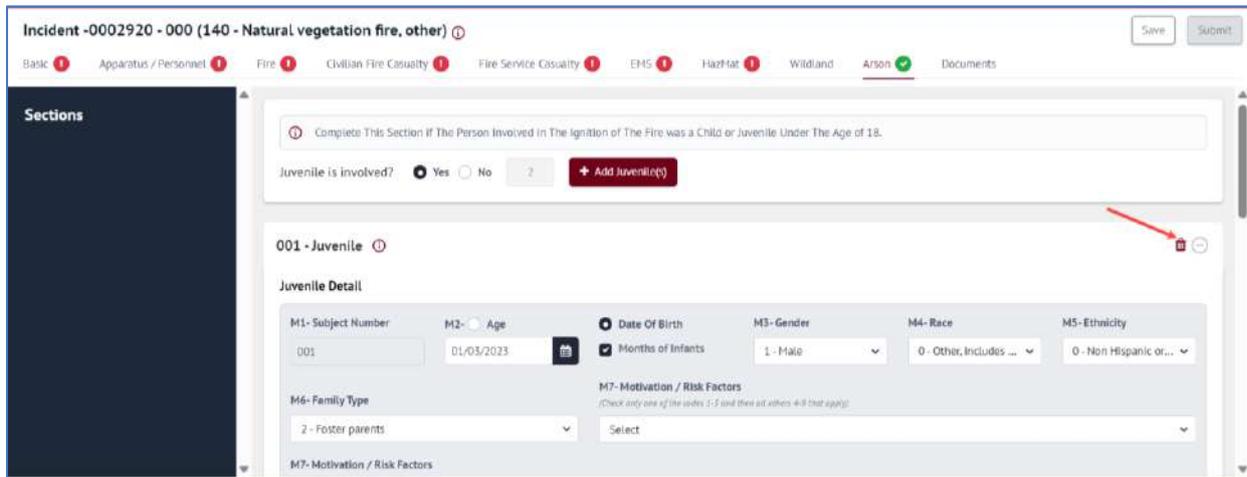


Figure 234: Arson screen with delete Juveniles button highlighted.

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

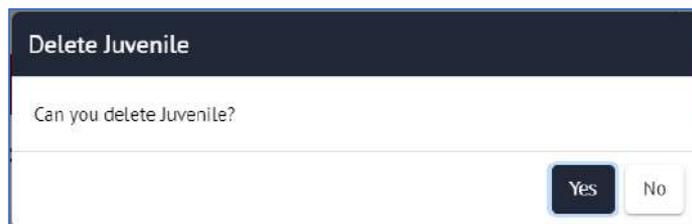


Figure 235: Delete Juveniles confirmation pop-up.

10 Approved Vendors

Rank: All fire department staff

Vendor Company Name	OFIRS ID	NFIRS VIN	Doing Business As	NFIRS SIN	Vendor Uploading Files	Software Name	Status	Contact Name	Address
3Di Test Vendor	92510	3D10025108	3Di Test Vendor	12345	Yes	3DiSystems	Approved Vendor	Test Vendor	14520Broadway Av US
3Di Test Vendor for Testing	92045	3D1NN25109	3Di Test Vendor for Testing	23091	Yes	3DiSYSVENDOR	Approved Vendor	Amit Singh	1452Worthington F OH 43081 US
Test Vendor PVT LTD	76567	5478825456	Vendor Services	32565	Yes	Vendor Service portal	Approved Vendor	Test Vendor	8644Porter Centrat US
firecell vendor test new	09187	3D1SYSTEMS	software	VTRTB	Yes	ofirs	Approved Vendor	peter benjamin	undefined,Rosecran undefined,East Will 43015 US
android software solution	67991	ANDROIDSOF	testing	78954	Yes	OFIRS	Approved Vendor	william smith	undefined,East Will 43015 US
AMSIUS Rescue Systems	56215	4561239784	Fire And Service Management	47112	Yes	OFIRS	Approved Vendor	Matt Wilson	4514Kerry Road C
smith company	34137	7890643218	business	21345	Yes	ofirs	Approved Vendor	James david	undefined,East Bro
fancy consultancy	89916	QPLKUREWQ	software	POILV	Yes	ofirs 5.0	Approved Vendor	stefen mark	undefined,Quarter F 43229 US
Test Vendor	11305	0123456789	testing	12345	No	testVendor	Approved Vendor	Test User	

Figure 236: Approved Vendors List

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

11 Create a Ticket

Rank: Fire Department Personnel

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

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

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

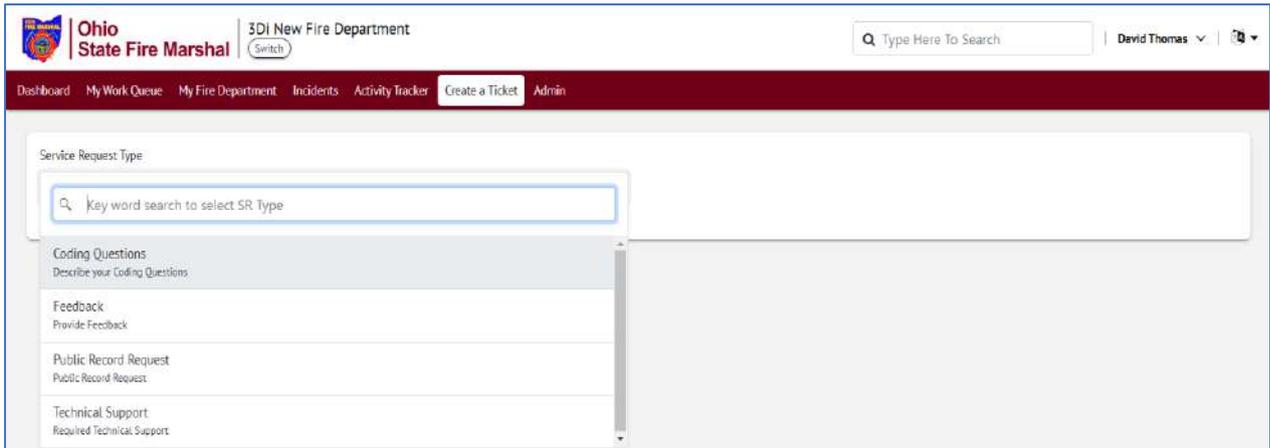


Figure 237: Create a ticket screen displaying the type of tickets that are available for creation.

11.1 Coding Question

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

The screenshot shows the 'Create a Ticket' form in the 3Di New Fire Department system. The page header includes the 3Di logo, 'Ohio State Fire Marshal', and a search bar. The navigation menu contains 'Dashboard', 'My Work Queue', 'My Fire Department', 'Incidents', 'Activity Tracker', 'Create a Ticket', and 'Admin'. The form itself has a 'Service Request Type' dropdown menu set to 'Coding Questions'. Below this is a 'Case Contact' section with two radio buttons: 'Use contact information from my profile' (unselected) and 'Provide contact details' (selected). There are four required text input fields for 'First Name', 'Last Name', 'Email', and 'Phone Number'. A larger text area is provided for 'Describe the Incident in as much detail as possible' and another for 'What is your specific Question?'. A character count '0 of 500 characters used' is visible at the bottom right of the question field. 'Reset' and 'Submit' buttons are located at the bottom right of the form.

Figure 238: Coding Questions Ticket form.

11.2 Feedback

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

The screenshot shows the 'Feedback' service request form. At the top, there is a navigation bar with 'Dashboard', 'My Work Queue', 'My Fire Department', 'Incidents', 'Activity Tracker', 'Create a Ticket', and 'Admin'. A search bar and user profile 'David Thomas' are also visible. The form itself has a 'Service Request Type' dropdown menu with 'Feedback' selected. Below it is a 'Feedback Type' dropdown menu with 'Complaint' selected. There is a large text area for 'Additional Information'. At the bottom right of the form are 'Reset' and 'Submit' buttons.

Figure 239: Feedback Service Request form

11.3 Public Record Request

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

Fill in the details and click on Submit.

The screenshot shows the 'Public Record Request' form. It features a 'Service Request Type' dropdown menu with 'Public Record Request' selected. Under the heading 'What are you looking for', there are radio buttons for 'Incident' (which is selected) and 'General Data'. Below this, there is a text input field for '* Type and select County'. Further down, there are two columns of input fields: the left column has 'Incident Date' (with a date picker icon) and 'Exposure #'; the right column has 'Incident #' and 'Location of Incident'. At the bottom, there is an 'Incident Type' input field. 'Reset' and 'Submit' buttons are located at the bottom right of the form.

Figure 240: Public Record Request form

11.4 Technical Support

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

The screenshot shows the 'Create a Ticket' form in the OFIRMS system. The header includes the Ohio State Fire Marshal logo, the user's name 'David Thomas', and a search bar. The navigation menu contains 'Dashboard', 'My Work Queue', 'My Fire Department', 'Incidents', 'Activity Tracker', 'Create a Ticket', and 'Admin'. The form itself is titled '3Di New Fire Department' and has a 'Switch' button. The 'Service Request Type' dropdown is set to 'Technical Support'. Under 'Case Contact', the 'Provide contact details' radio button is selected. The form contains input fields for 'First Name', 'Last Name', 'Email', and 'Phone Number'. Below these is a 'What Module were you in?' dropdown menu. Two text areas are provided for 'Describe the problem' and 'What were you doing when the problem occurred?', both with a '0 of 500 characters used' indicator. A 'Documents' section at the bottom has a 'Select files...' button. The form concludes with 'Reset' and 'Submit' buttons.

Figure 241: Technical Support Service Request form

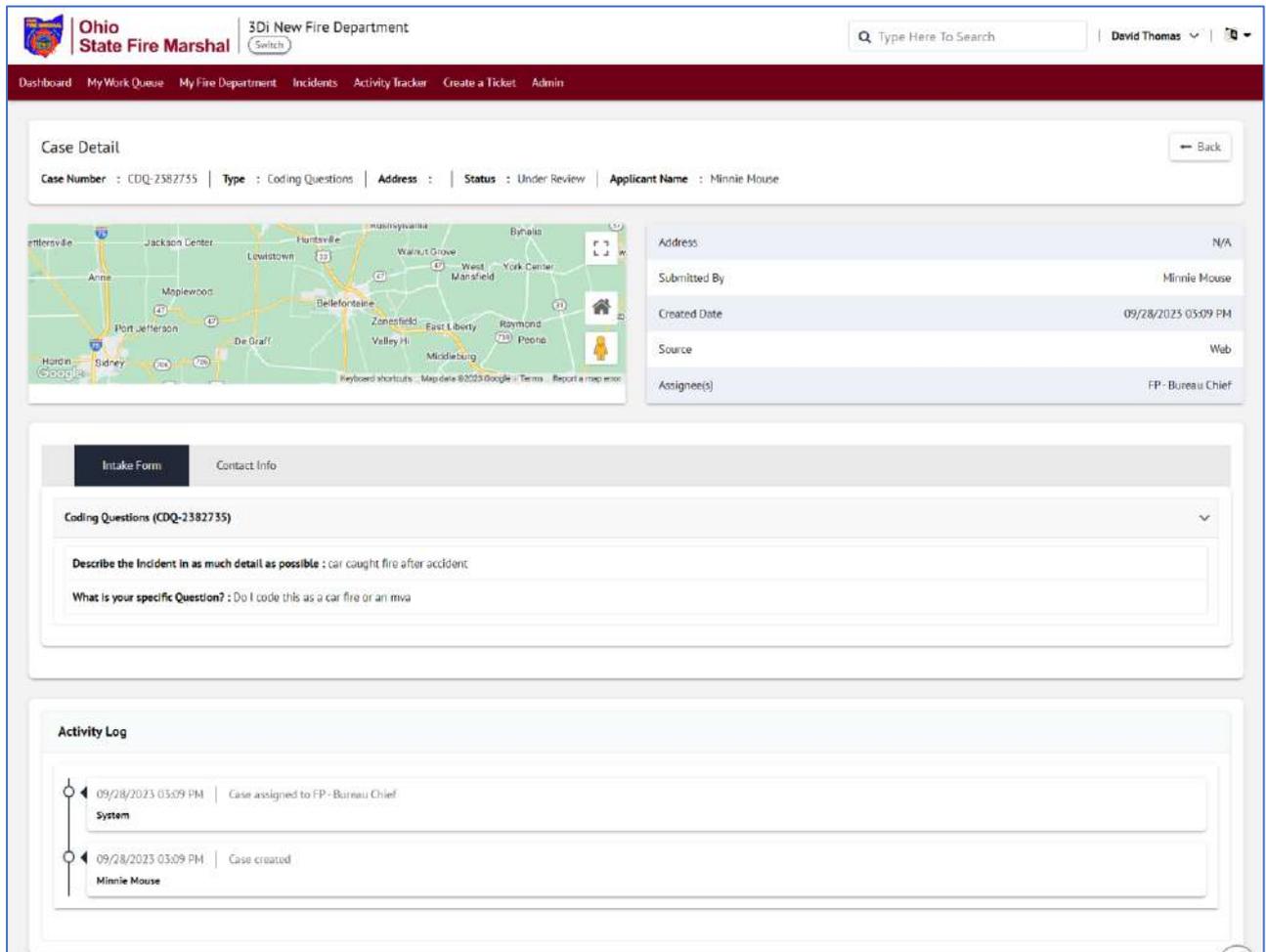
11.5 View My Service Requests/Tickets

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



Figure 242: My Tickets screen

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



12 Activity Tracker

Rank: Fire Department Chief

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

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

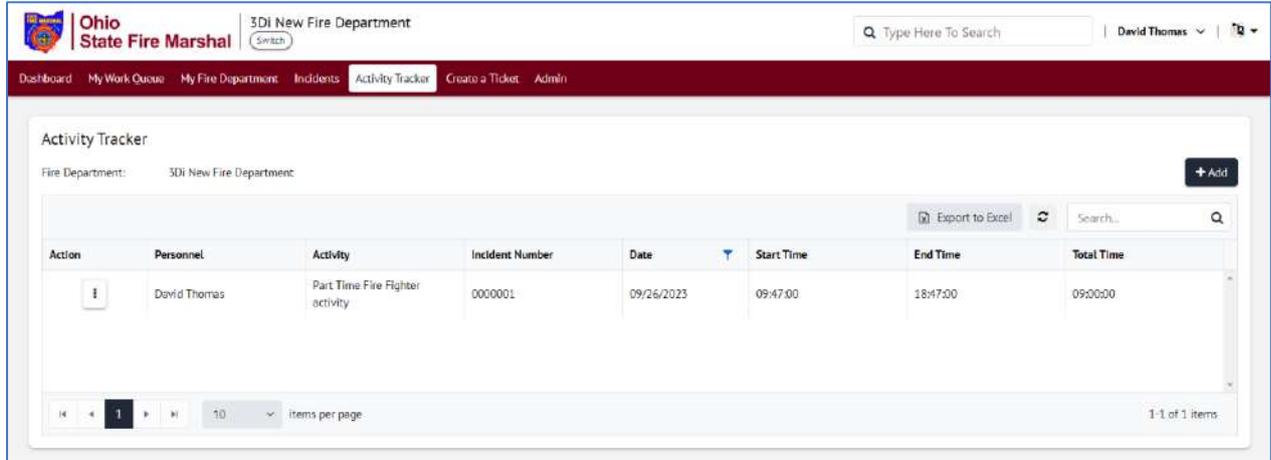


Figure 243: Activity Tracker screen.

12.1 Add Activity

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

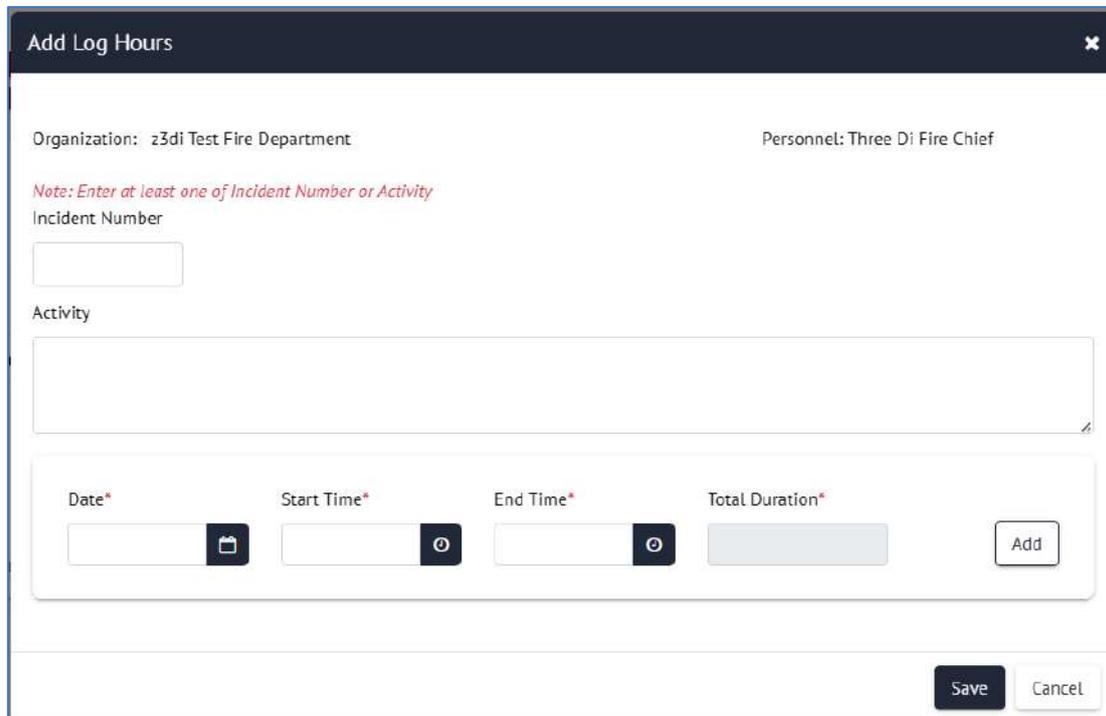


Figure 244: Add Log Hours pop-up.

13 Approved Vendors

This screen lists the Vendors list that have been approved.

Vendor Company Name	OFIRS ID	NFIRS VIN	Doing Business As	NFIRS SIN	Vendor Uploading Files	Software Name	Status	Contact Name
Tyler Technologies	92005	FBRMBOHLG	Tyler Technologies	MUGLE	No	New World Fire Records	Approved Vendor	Garrett Sutphin
Ewers Technology LLC	92007	KIKQMBFPDP	FirePrograms Software	QSAUE	No	FirePrograms Software	Approved Vendor	Christopher Maglera
Samsio Inc.	92011	PIHLUTEEX	Samsio Inc.	ALIUS	No	HealthEMS	Approved Vendor	David Yash
Progressive Intelligence Technologies	92026	RXNQJVTYWX	Progressive Intelligence Technologies	QNMQU	Yes	Infinite Command	Approved Vendor	Jason Trotter
Emergency Reporting by ESO	92009	NZNSNUUYXT	Emergency Reporting	EELRG	No	Emergency Reporting	Approved Vendor	Katherine Heins
Neukadvo	92036	MWYQUOXVV	Responderack	NZNTW	No	Responderack	Approved Vendor	Adam Jack
Jpad Mobile Solutions	90001	OQMWQQLHRU	IMS	90001	Yes	IMS	Approved Vendor	Eric Haines
Emergency Services Marketing Corp. Inc.	92024	NPQZSSWVRV	ImR-Responding	UEQBE	Yes	ImR-NFIRS	Approved Vendor	Ryan Hart
ESO	90002	ZRRRXVLDADA	ESO	USQWF	Yes	ESO Suite	Approved Vendor	Anderson Boodhan
Locality Media	92027	ACISIMWYM7	First Due	BXBHR	No	First Due	Approved Vendor	Nicholas Spring

Figure 245 Approved Vendors grid

The fire department user can use the column search to search for vendors based on Vendor Company Name, Contact Name, etc.

The fire department user can click on “Export to excel” to export the data in CSV format.

14 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.

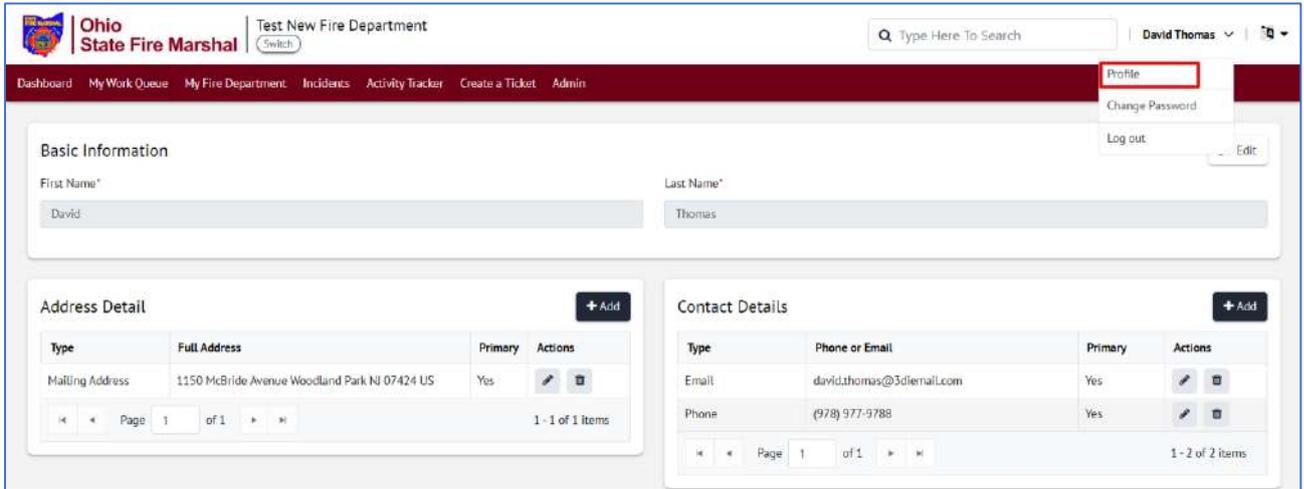


Figure 246: Basic Information on My Profile screen

The profile page contains the following sections:

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

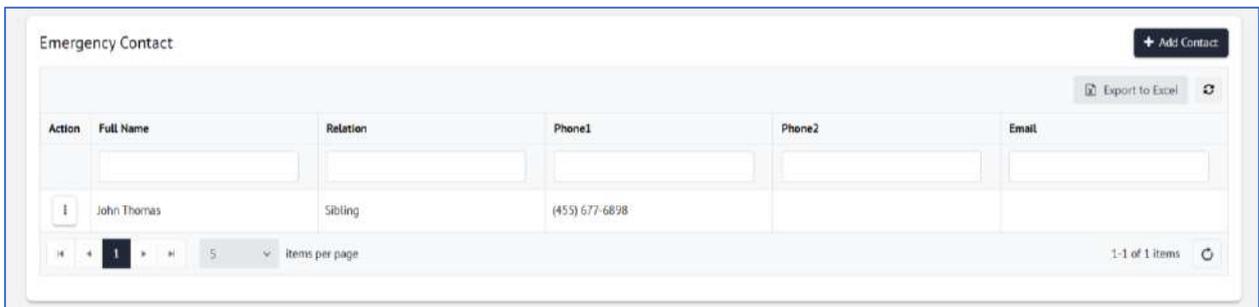


Figure 247: Emergency Contact on My Profile

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	125	08/21/2025	
dId	344		

Personal Information Edit

Date of Birth : 01/05/2000
 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 248: 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

1-3 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	09:30	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

1-3 of 3 items

Figure 249: Fire Department and Drill and Training info on My Profile screen

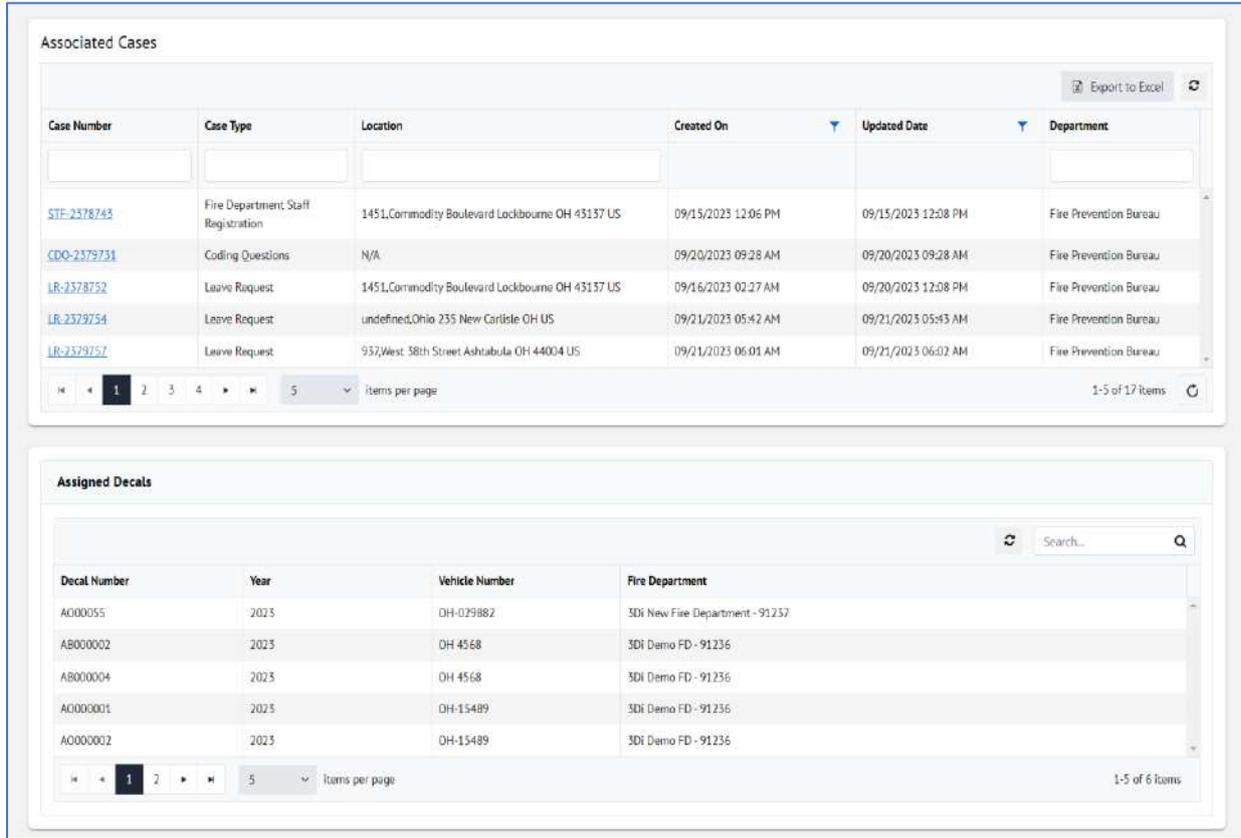


Figure 250: Cases Associated with the user and Decals Assigned to the user on the My Profile screen.

15 Prevention Resources

Rank: Fire Department Personnel

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

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

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

15.1 Literature

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

15.1.1 Literature Ordering/Request Page for FD users

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

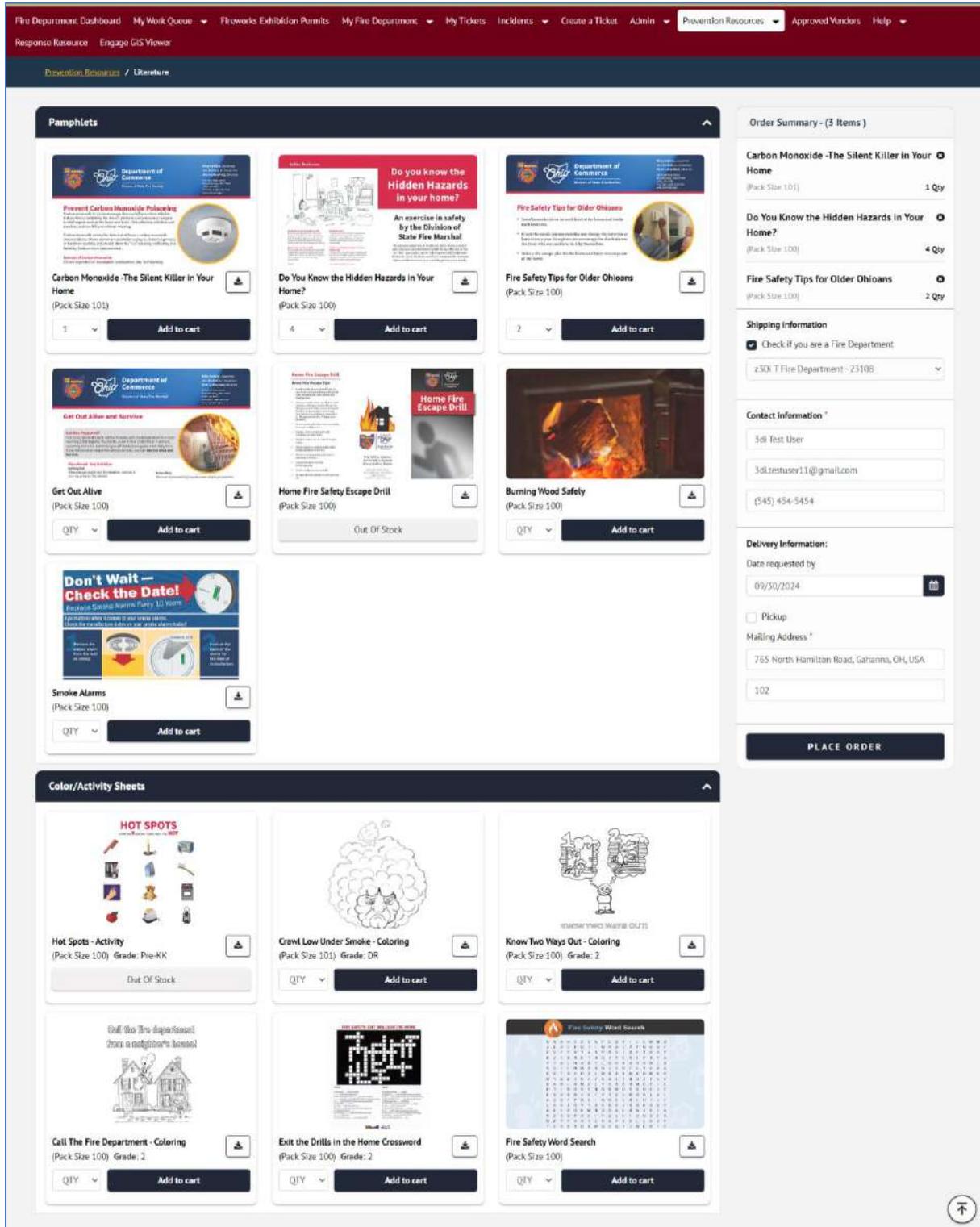


Figure 251: Literature Ordering / Request page

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

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

From the Order Summary section:

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

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

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

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

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

After filling all the sections, FD users can click on “Place Order” button. It will show an order confirmation pop-up wherein the FD user can click on “Yes”.

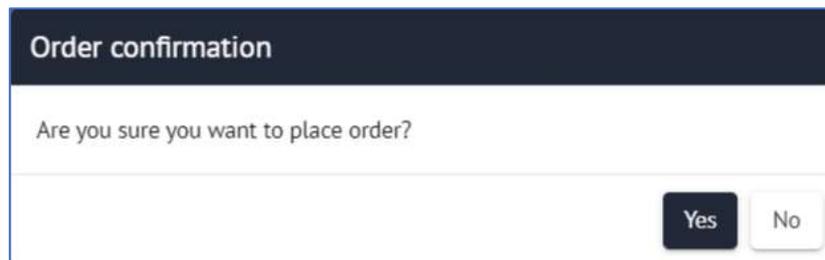


Figure 252: Order confirmation pop-up

After clicking “Yes”, it will show a success pop-up wherein the FD user can click “Ok”.

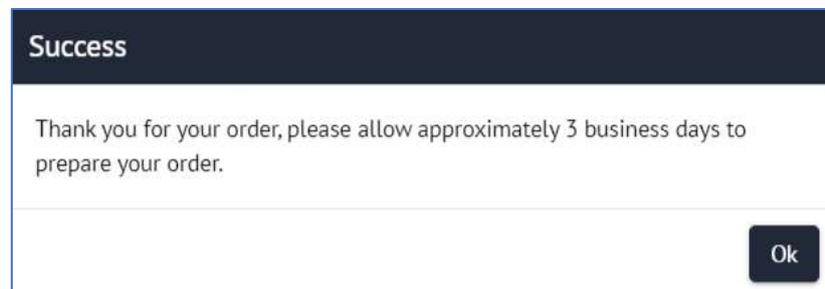


Figure 253: Success pop-up

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

15.2 Sound Off

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

The fire departments can do the following functions:

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

15.2.1 Sound-OFF Landing Page for FD Users

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

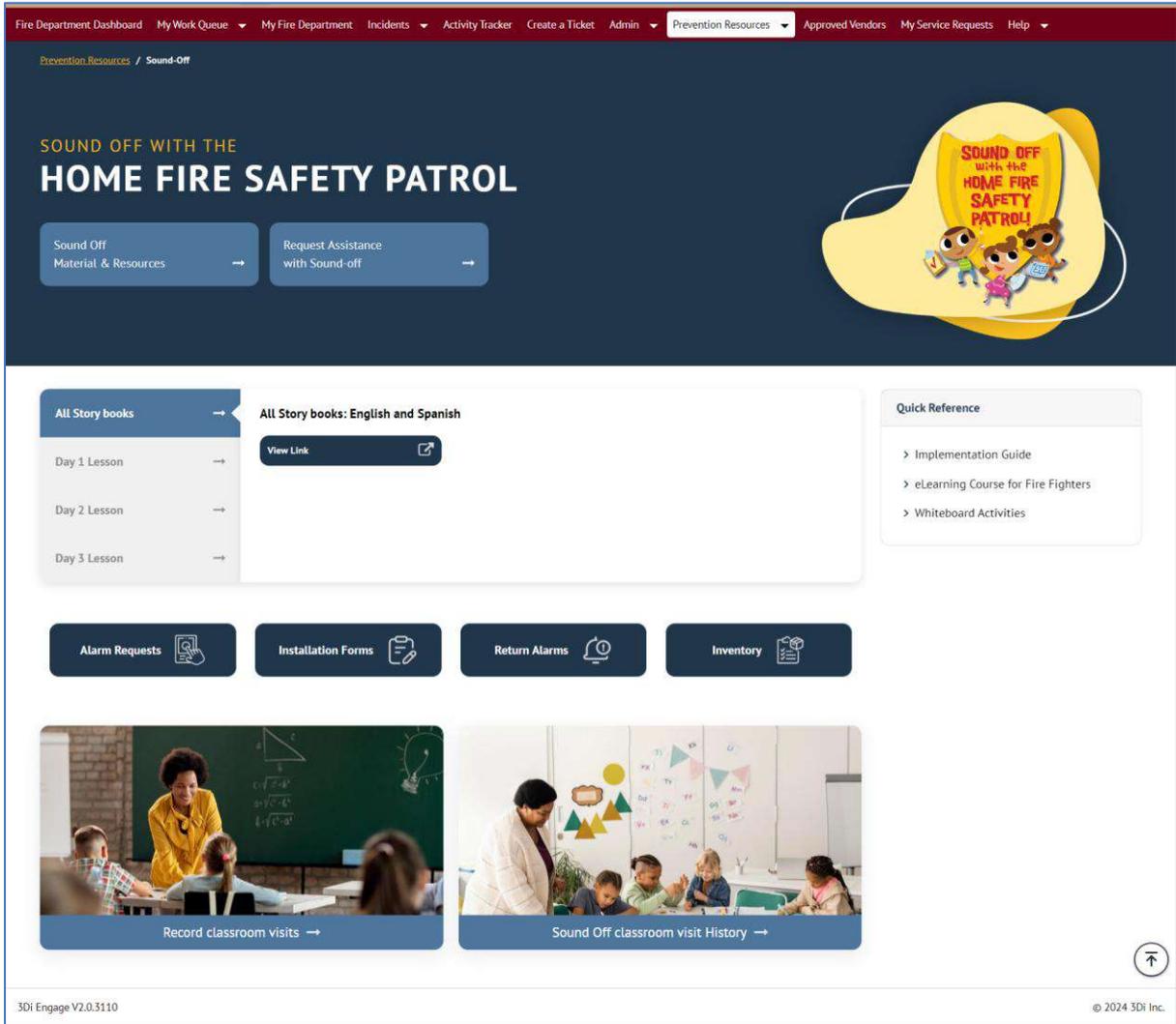


Figure 254: Sound Off Landing Page

15.2.1.1 Sound Off Material & Resources

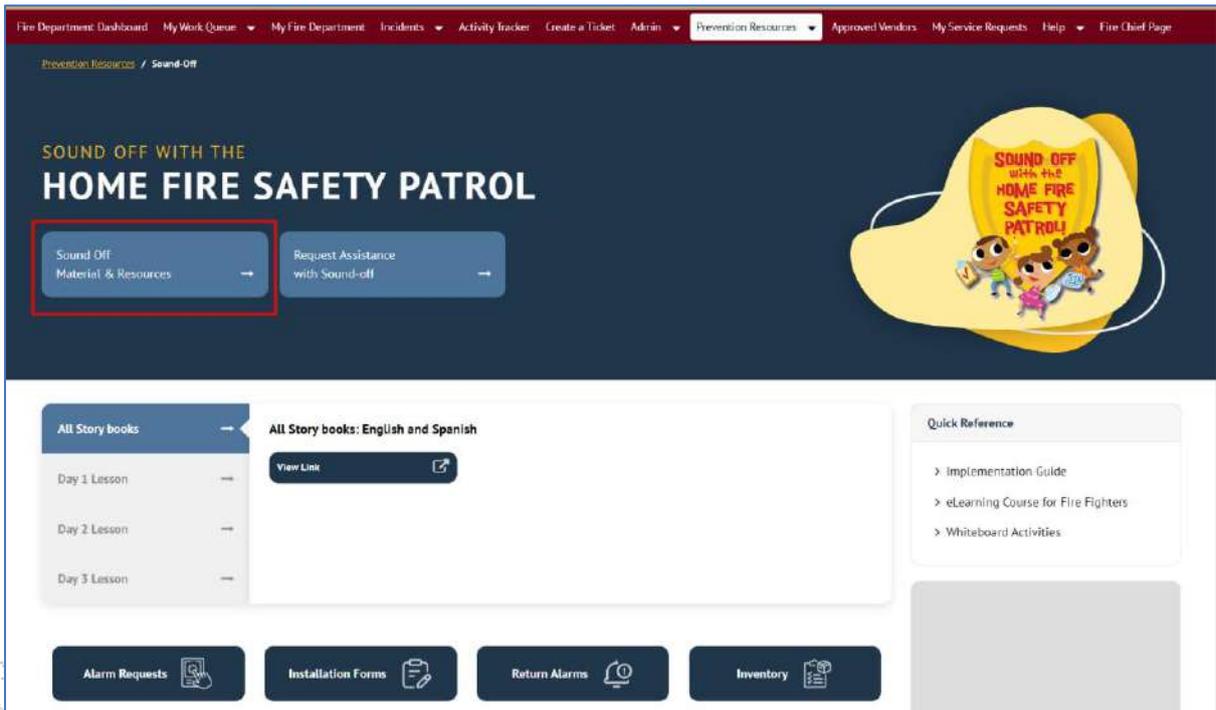


Figure 255: Sound Off Material & Resources

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



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

15.2.1.2 Request Assistance with Sound Off

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

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

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

15.2.1.2.1 Request Assistance with Sound Off by FD user

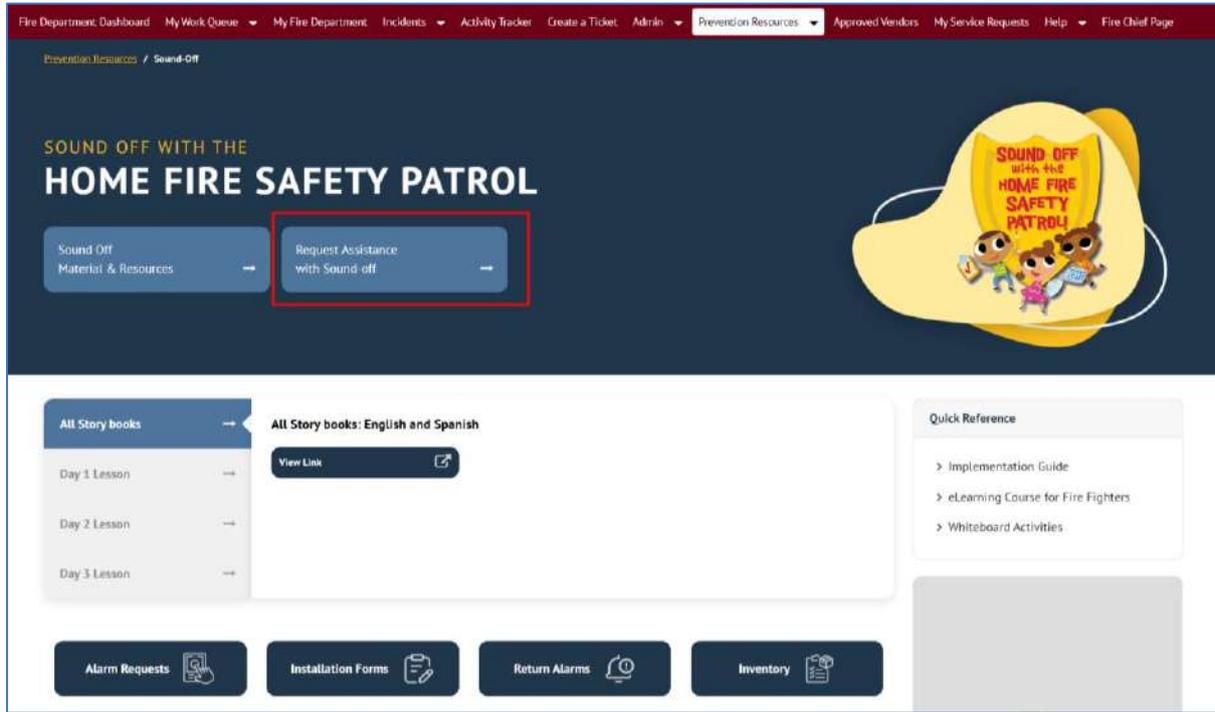


Figure 256: Request Assistance with Sound-off Button

From the Sound Off Landing page, FD users can click on the “Request Assistance with Sound-off” button as highlighted in the above image.

The FD user will be redirected to the “Request Assistance with Sound Off” form.

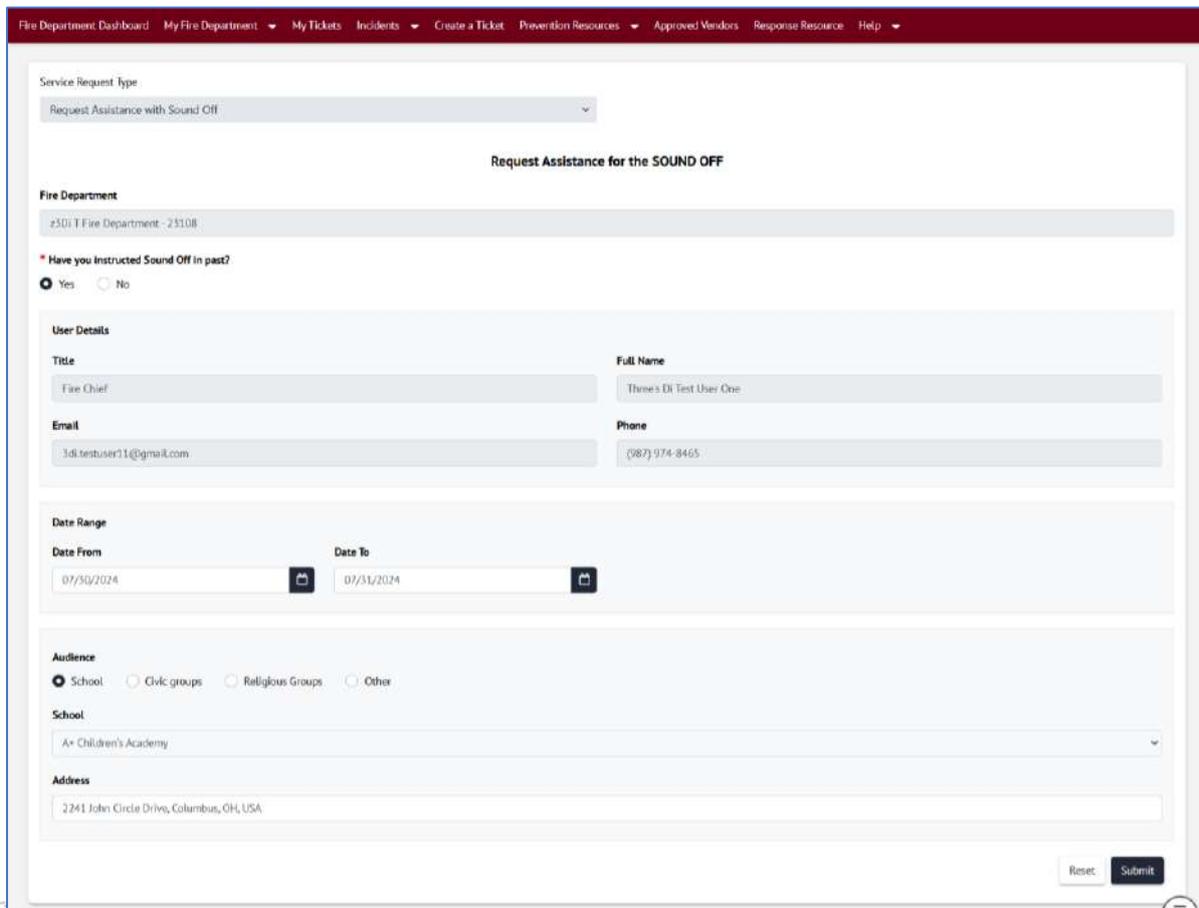


Figure 257: Request Assistance with Sound Off form

FD user's Fire department will be prefilled in the form by default. Also, User Details like Title, Full Name, Email, and Phone will be prefilled in the form.

FD users can select either the "Yes" or the "No" option for the "Have you instructed Sound Off in past?" field. This is a required field.

FD users can specify the date range during which Sound-off assistance is required.

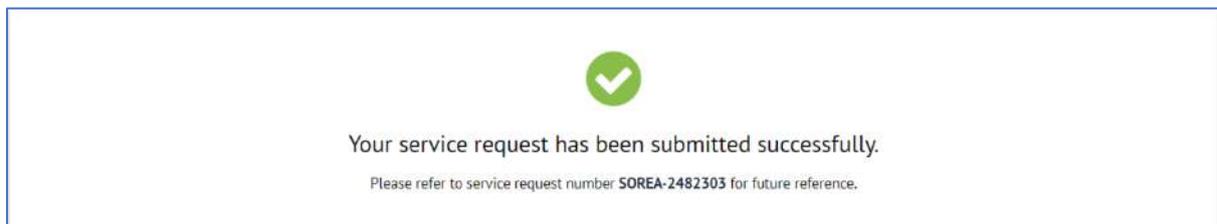
FD users can select audiences like school, civic groups, religious groups, or other for which these alarms are requested.

If the School option is selected for Audience, it shows a school dropdown with a list of all schools in Ohio.

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

Note: The Request will be automatically assigned to the Educator associated with the Fire department's county.

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



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

Fire Department Dashboard | My Fire Department | My Tickets | Incidents | Create a Ticket | Prevention Resources | Approved Vendors | Response Resource | Help

Case Detail

Case Number : SOREA-24125117 | Type : Request Assistance with Sound Off | Status : Educator Approval Pending | Address : 4565 Columbus Pike, Delaware, OH, USA

Map

Address: 4565 Columbus Pike, Delaware, OH, USA
Category: Service Request
Submitted By: Three Di Test User One
Created Date: 07/29/2024 08:35 AM
Updated Date: 07/29/2024 08:35 AM
Source: Web
Assignee(s): Shawn Whitt, Jhon Right, Three Di Educator, Three Di FP User, Jhon Will, Jhon R

Intake Form | Contact Info | Documents | Comments

Request Assistance with Sound Off (SOREA-24125117)

Request Assistance for the SOUND OFF

Fire Department : 3Di T Fire Department - 23108

Have you instructed Sound Off in past? : No

Title : Fire Chief

Full Name : Three's Di Test User One

Email : 3dtestuser11@gmail.com

Phone : (987) 974-8465

Date From : 07/30/2024

Date To : 07/31/2024

Audience : Civic groups

Address : 4565 Columbus Pike, Delaware, OH, USA

Activity Log

- 07/29/2024 08:35 AM - Case assigned to jhon.right11@3diemail.com, jhon.right12@3diemail.com, jhon.will12@3diemail.com, shawn.whitt@com.ohio.gov, test3di08@gmail.com, testemail3di@systems03@gmail.com
System
- 07/29/2024 08:35 AM - Case created
Three Di Test User One

Figure 258: "Request Assistance with Sound-off" Case details screen

15.2.1.3 Sound Off Alarm Request by FD user

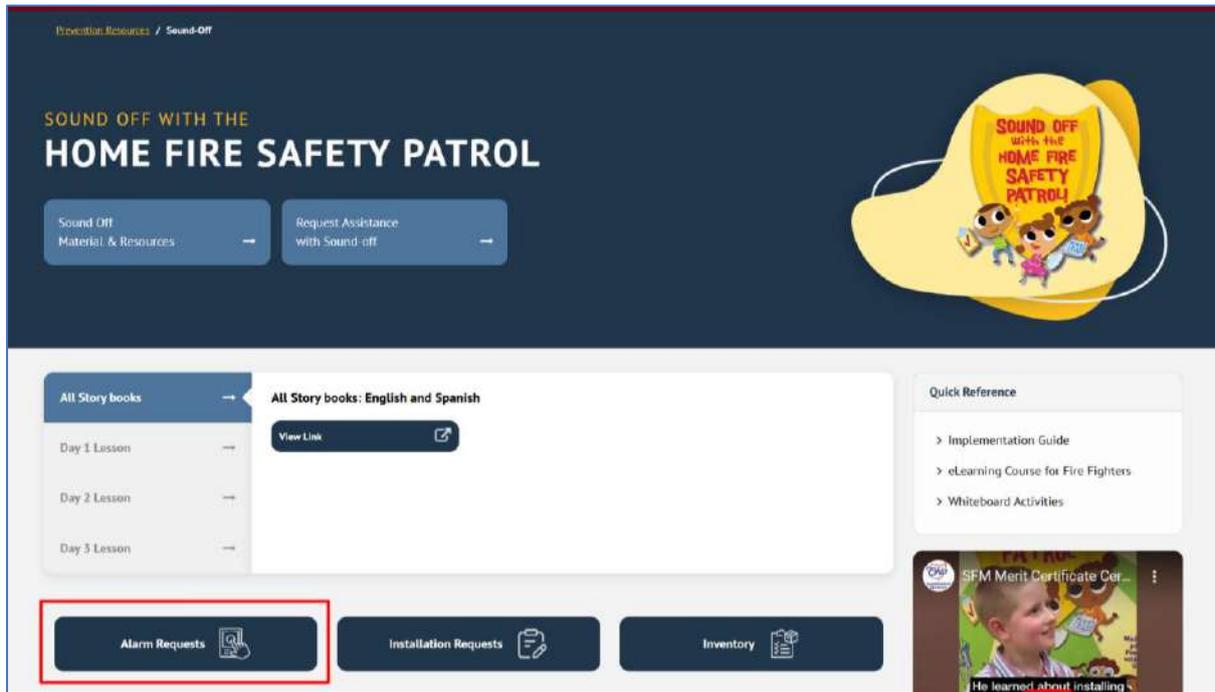


Figure 259: Alarm Requests Button

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

The FD user will be redirected to the Alarm Request form.

Fire Department Dashboard My Work Queue Fireworks Exhibition Permits My Fire Department My Tickets Incidents Create a Ticket Admin Prevention Resources Approved Vendors Response Resource Help

Service Request Type
Sound Off Alarm Request

Sound Off Alarms Request by Fire Department

* Audience
 School Civic groups Religious Groups Other

* School
 A+ Arts Academy

Location
 5555 State Route 521, Kilbourn, OH, USA

Number of homes
 10

Types of Alarms

CO Alarms	Smoke Alarms	Bed shakers alarms
5	5	5

Note: Upload one document per home.
 Select files

+ Add Student

Amy J

* Student Name
 Amy J

* Parent Caregiver Name
 Elle J

* Installation Address
 1254 Streetwood Road, Columbus, OH, USA

* Phone
 (456) 545-4545

Do you have a smoke alarm on each level of your home?
 Yes No

Do you have a smoke alarm in or near every bedroom and sleeping area?
 Yes No

Do all of your smoke alarms work when you test them?
 Yes No

+ Add Student

Reset Submit

Figure 260: Sound Off Alarm Request form

FD users can select audiences like school, civic groups, religious groups, or other for which these alarms are requested.

If the School option is selected for the audience, it shows a school dropdown with a list of all schools in Ohio.

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

FD user can enter Location and select the location based on google address.

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

FD users can also upload documents.

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

Note: Multiple Student details can be added by clicking on the “Add Student” button.

After filling in all the above data click on “Submit” to submit the Sound Off Alarm Request. The Request will be automatically assigned to the Educator of the FD's County. If No Educator is associated with the FD's County, then it will be assigned to the FP - Bureau Chief.

Note: When the Educator hands over the Sound Off Alarms to the Fire Department, it will automatically create installation requests based on the student information provided while requesting the Sound Off Alarm.

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

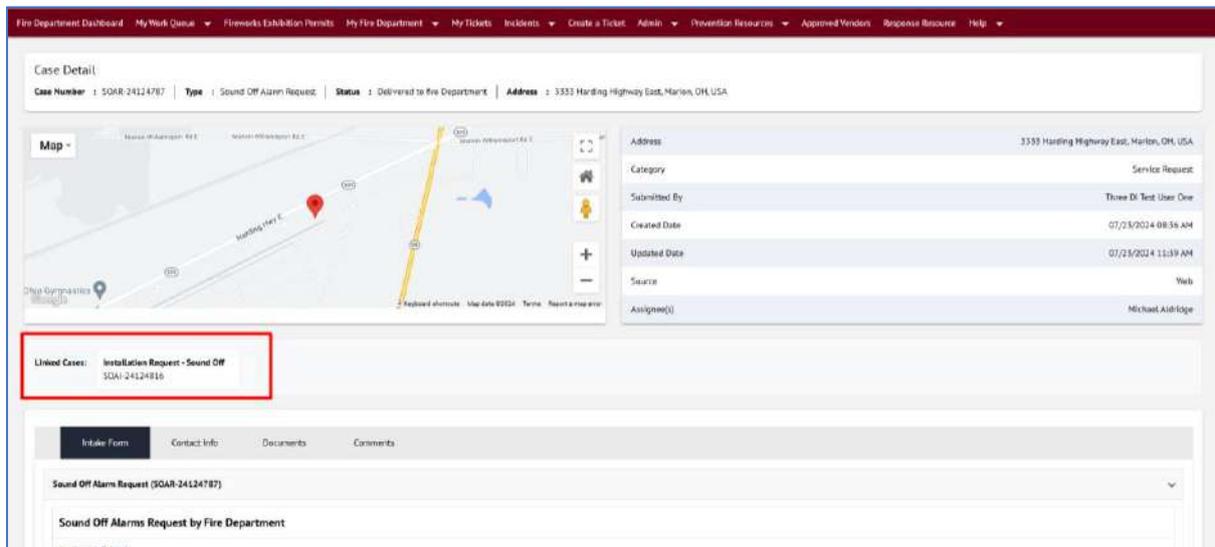


Figure 261: Sound Off Case details page with Linked Cases highlighted.

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

Case Detail
 Case Number : SOAI-24124816 | Type : Installation Request - Sound Off | Status : Installation Pending | Address : 5675 Venture Drive, Dublin, OH, USA

Map
 Address: 5675 Venture Drive, Dublin, OH, USA

Submitted By	Three DI Test User One
Created Date	07/23/2024 11:39 AM
Updated Date	07/23/2024 11:39 AM
Source	Web
Assignee(s)	Three DI Test User One, Jim Newland

Intake Form

Installation Request - Sound Off (SOAI-24124816)

Select Fire Department : RIDGEWAY FIRE DEPARTMENT

Student Name : Tim J

Parent / Caregiver Name : Kim J

Installation Address : 5675 Venture Drive, Dublin, OH, USA

Phone : (543) 452-2323

Do you have a smoke alarm on each level of your home? : No

Do you have a smoke alarm in or near every bedroom and sleeping area? : Yes

Do all of your smoke alarms work when you test them? : No

Sound Off Alarm Request (SOAR-24124787)

Activity Log

- 07/23/2024 11:39 AM | Case assigned to rvfchief81@gmail.com, 3di.testuser11@gmail.com
System
- 07/23/2024 11:39 AM | Case created
Three DI Test User One

3Di Engage V2.0.2061 © 2024 3Di Inc.

Figure 262: Installation Request Case Details Screen

15.2.1.4 Installation Requests

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

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

15.2.1.4.1 Installation Requests for FD user

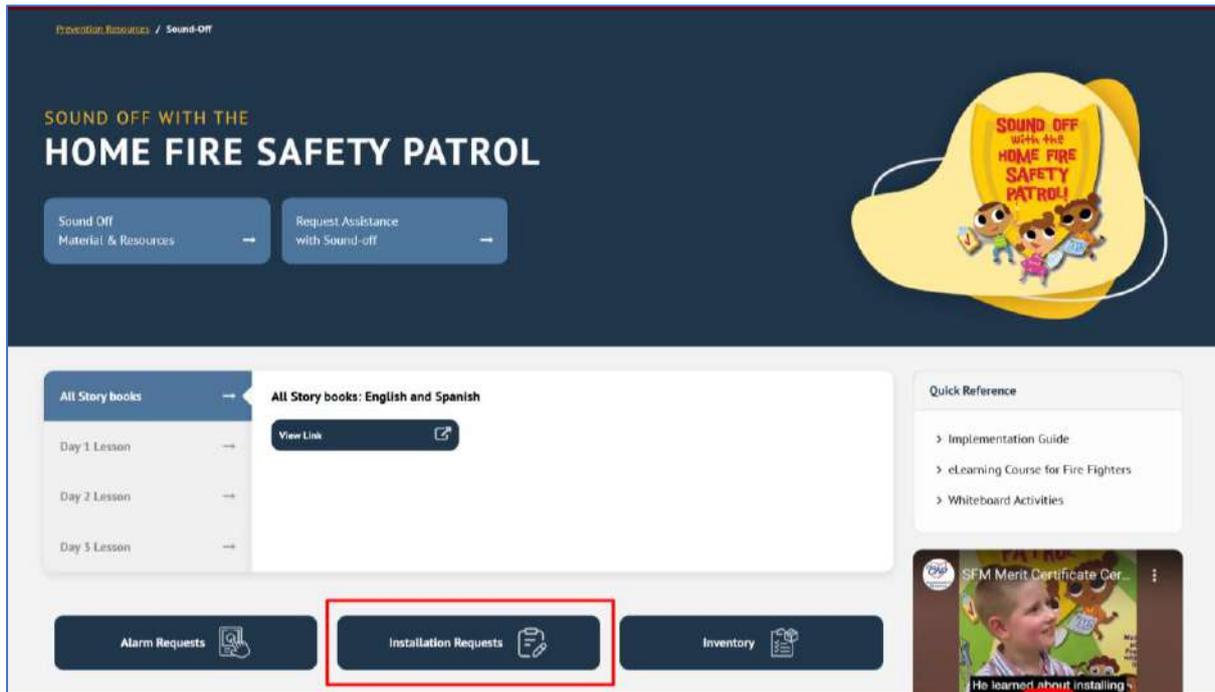


Figure 263: Sound Off Landing page - Installation Requests highlighted

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

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

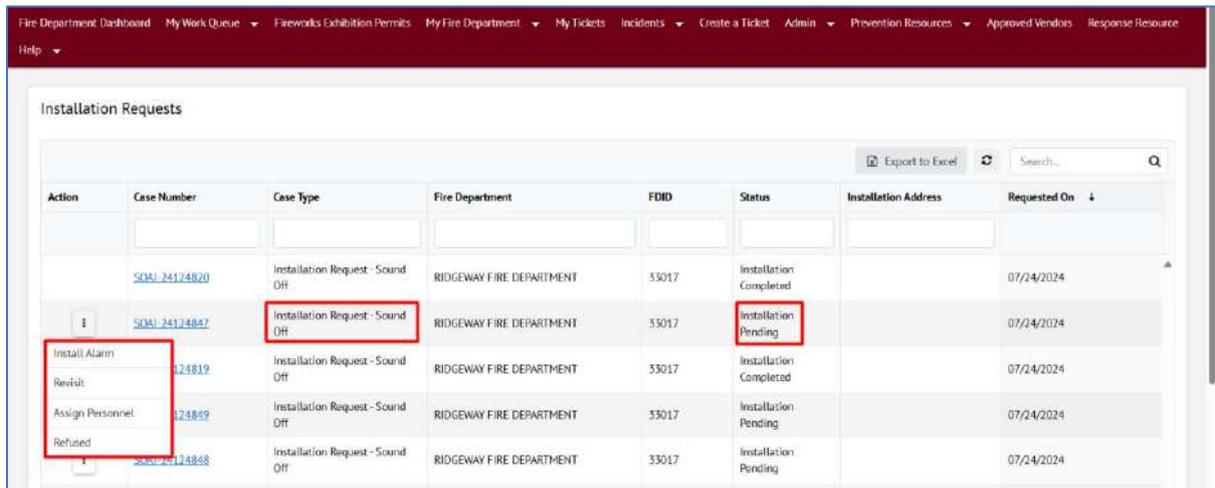


Figure 264: Installation Requests Screen for Fire Department user

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

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

15.2.1.4.1.1 Assign Personnel

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

The 'Assign Personnel' pop-up form features a dark header with the title and a close button. Below the header is a 'Select Personnel' section with a dropdown menu currently showing 'Select'. Underneath is a 'Comment' section with a large text area and a character count '0 of 500 characters used' at the bottom right. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

Figure 265: Assign Personnel pop-up

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

15.2.1.4.1.2 Install Alarm

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

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

The 'Install Alarm' form has a dark header with the title and a close button. The main content area is titled 'Sound Off Home Safety Visit Questionnaire' and 'Sound Off with the Home Safety Patrol, Michigan Public Health Institute'. It contains several input fields: 'Date of visit' (MM/DD/YYYY), 'Time home safety visit starts' (03:22 PM), and 'Fire Department Name' (z3Di T Fire Department - 23108). Below these are fields for 'Name of occupant', 'Home phone', and 'Occupant Address'. There is a checkbox for 'REVISIT?' with a descriptive note. A 'Type of home' section includes radio buttons for Detached house, Mobile home, Duplex, Multifamily, Townhouse, and Other. At the bottom, a section titled 'If entry to residence was not possible, why not? (primary reason only)' includes checkboxes for No one home, Only minor at home, Language barrier, Vacant home/lot, Occupant refused entry (Why? Fill in.), and Other.

Names of those conducting safety visit:

Positions of fire representatives making the visit (check all that apply)
 Firefighter (not in prevention bureau) Social worker Health care worker
 Prevention Bureau Community volunteer Other

PRIVATE FIRE ALARM SYSTEM
Was a private fire alarm system present? (do not test)
 Yes No

NUMBER OF SMOKE ALARMS ON ARRIVAL
of working (sounds when tested) smoke alarms (exclude private fire alarm system) # of non-working smoke alarms (excluding private fire alarm system)

Select alarm(s) that are being installed by manufacture date

CO Alarms Smoke Alarms Hearing Impaired Alarms

Select alarm(s) that are being installed by manufacture date

CO Alarms Smoke Alarms Hearing Impaired Alarms

If no alarms were installed, why?

REPLACEMENTS
of working smoke alarms replaced (e.g., because of age) # of non-working smoke alarms whose batteries were replaced

Total number of working smoke alarms at end of visit

CODE REQUIREMENTS
Did the home end up with the number of working smoke alarms required by local code?
 Yes No

EDUCATION PROVIDED
Occupant instructed on (check all that apply):
 Smoke alarms Heating safety Cooking safety Escape planning CO safety
 Residential sprinklers Smoking safety Candle safety No instruction provided
 Child fire safety Other

Ask occupant: Do you have a fire escape plan?
 Yes No

Occupant given written materials on:

Smoke alarms Heating safety Cooking safety Escape planning CO safety
 Residential sprinklers Smoking safety Candle safety No written materials left
 Child fire safety Other

DEMOGRAPHICS

Assure occupants the following information is to help improve the Sound Off program. Ask:

Do you own or rent your home?
 Own Rent

How many people live in your home?

How many children in the home are under age 5?

How many people in the home are over age 65?

How many people in the home have a disability? (e.g., hearing, sight, mobility, or other physical or mental)

How many people in the home are smokers?

How many people in the home are on oxygen?

What is the race or ethnic group of the people in this household? (can check more than one: e.g., White and Hispanic)

African American
 Native American
 Asian/Pacific Islander
 Hispanic/Latino
 White Other

Date

Time home safety visit ended:

Sound Off Team:

Signature of visit team member:

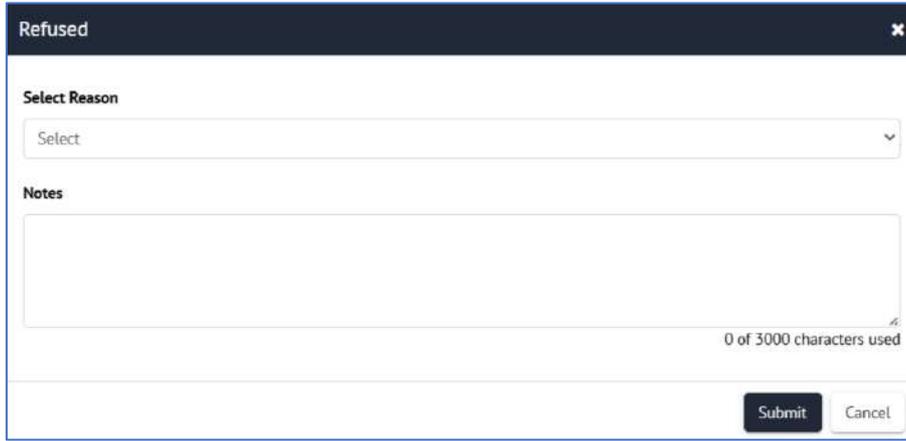
Program representative/witness:

Figure 266: Install Alarm pop-up

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

15.2.1.4.1.3 Refused

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



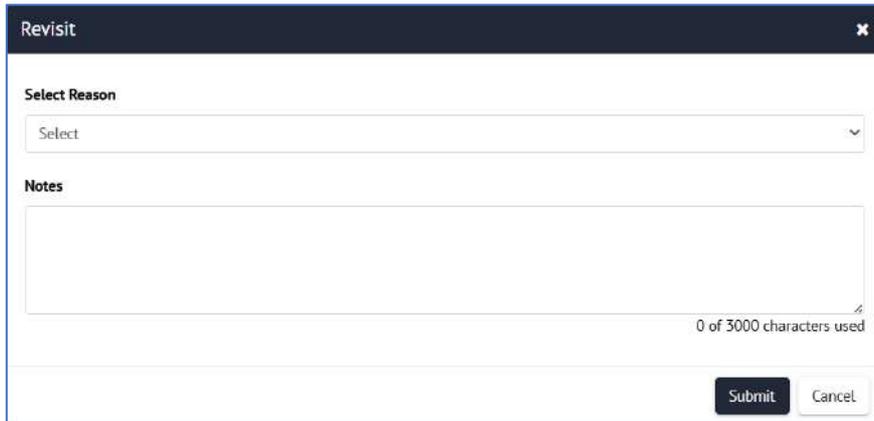
The 'Refused' pop-up form features a dark header with the title 'Refused' and a close button. Below the header, there is a 'Select Reason' section with a dropdown menu currently showing 'Select'. Underneath is a 'Notes' section with a large text area and a character count indicator at the bottom right that reads '0 of 3000 characters used'. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

Figure 267: Refused pop-up

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

15.2.1.4.1.4 Revisit

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



The 'Revisit' pop-up form has a dark header with the title 'Revisit' and a close button. It contains a 'Select Reason' dropdown menu with 'Select' as the current selection. Below this is a 'Notes' text area with a '0 of 3000 characters used' character count indicator. The bottom of the form includes 'Submit' and 'Cancel' buttons.

Figure 268: Revisit pop-up

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

15.2.1.5 Inventory

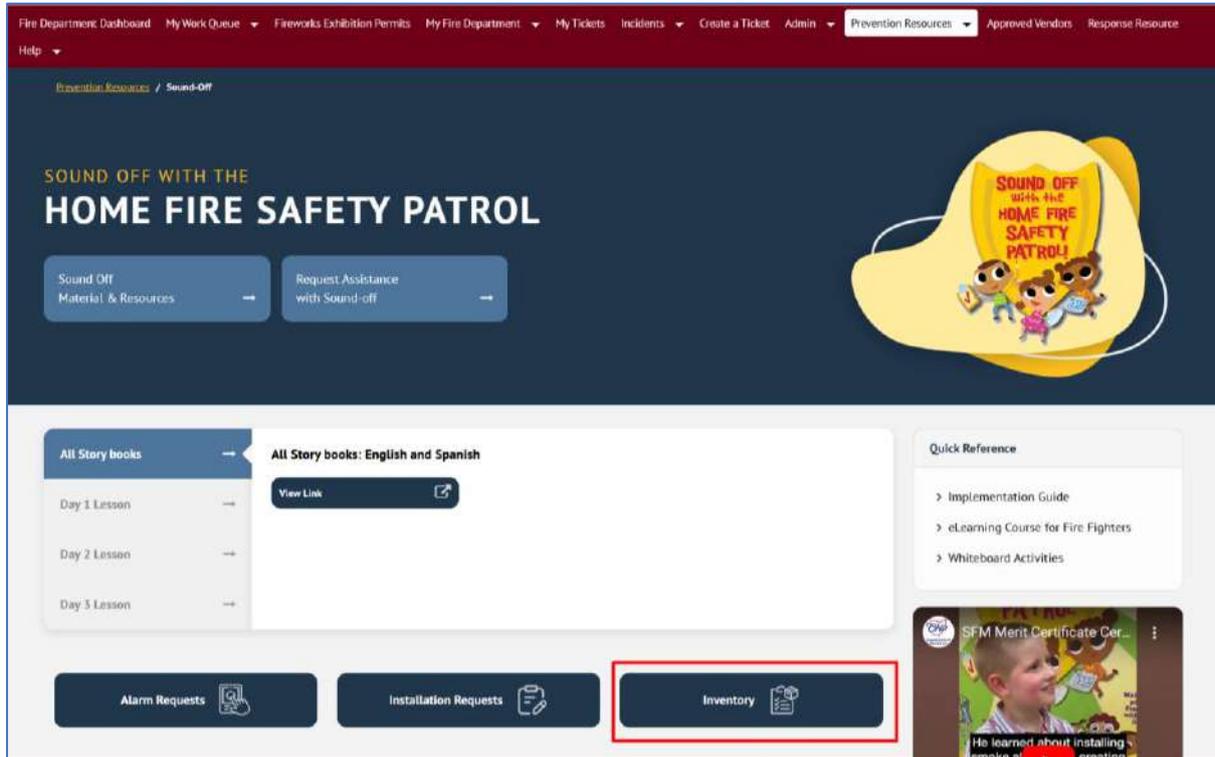


Figure 269: Sound Off Landing page with Inventory Button highlighted for Fire Department user

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

FD users will be redirected to the “My Inventory” Screen.

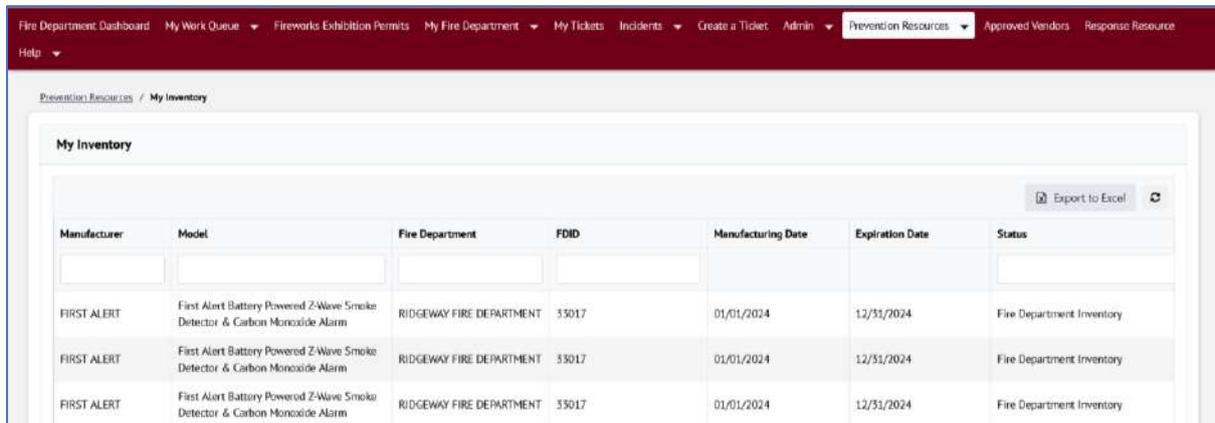


Figure 270: My Inventory Screen for FD Users

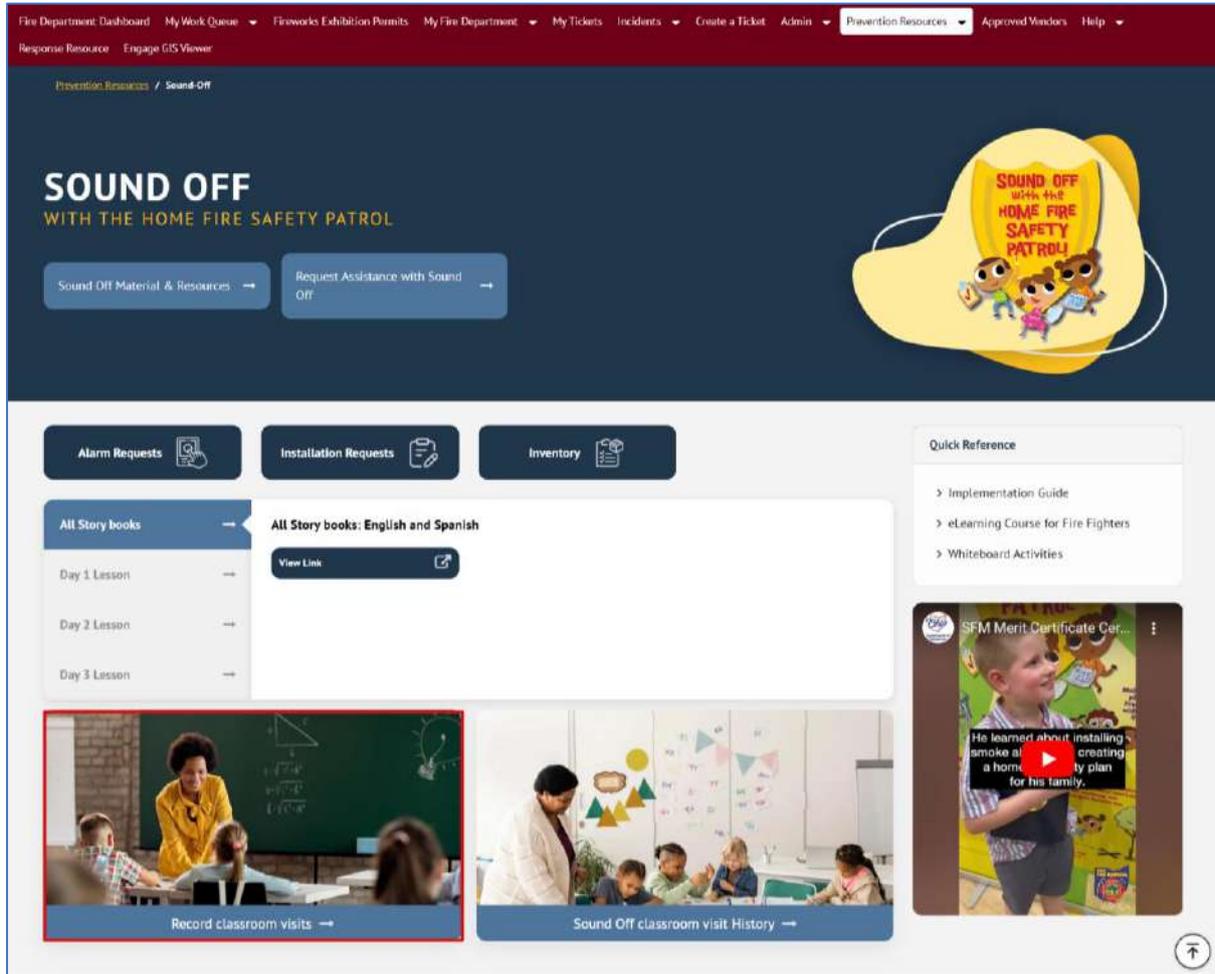
This grid will display all the sound-off alarms (CO Alarms, Smoke Alarms, Bed shakers alarms (Hearing Impaired)) assigned to the logged-in Fire Department.

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

The FD users can click on “Export to Excel” to export the grid’s data in an Excel format.

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

15.2.1.6 Record classroom visits



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

Fire Department Dashboard My Work Queue Fireworks Exhibition Permits My Fire Department My Tickets Incidents Create a Ticket Admin Prevention Resources Approved Vendors Help

Response Resource Engage GIS Viewer

Service Request Type
Record Classroom Visits

Record Classrooms visit

Audience
 School Civic groups Religious Groups Other

School
 A+ Arts Academy

* Address
 4570 Hasughn Road, Grove City, OH, USA

Date of Visit: 10/01/2024 Start Time: 04:30 PM End Time: 06:30 PM

Attendance

Number of 2nd Grade Student	Number of 3rd Grade Student	Number of Other Grade Student
10	10	5

Number of Surveys Returned

Number of Surveys returned by 2nd Grade Student	Number of Surveys returned by 3rd Grade Student	Number of Surveys returned by Other Grade Student
10	10	5

Number of Alarms Requested

CD Alarms	Hearing Impaired Alarms	Smoke Alarms
20	20	20

Upload Survey Documents
 Select files...

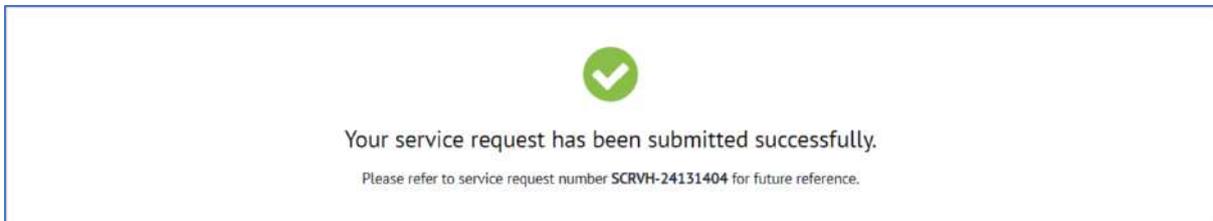
Reset Submit

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

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

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

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



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

Fire Department Dashboard My Work Queue Fireworks Exhibition Permits My Fire Department My Tickets Incidents Create a Ticket Admin Prevention Resources Approved Vendors Help

Response Resource Engage GIS Viewer

Case Detail

Case Number : SCR VH-24131404 | Type : Record Classroom Visits | Address : | Status : Classroom Visit Created Case Action

Map -

Address	N/A
Category	Service Request
Internal Workflow Status	Classroom Visit Created
Priority	Normal
Submitted By	Three Di Test User One
Created Date	10/01/2024 07:53 AM
Updated Date	10/01/2024 07:53 AM
Source	Web
Assignee(s)	Three Di Test User One

Intake Form | Contacts | Documents | Comments

Record Classroom Visits (SCR VH-24131404)

Record Classrooms visit

Audience : School

School : A+ Arts Academy

Address : 4545 Fisher Road, Columbus, OH, USA

Date of Visit : 10/01/2024

Start Time : 05:01 PM

End Time : 07:01 PM

Number of 2nd Grade Student : 10

Number of 3rd Grade Student : 10

Number of Other Grade Student : 5

Number of Surveys returned by 2nd Grade Student : 10

Number of Surveys returned by 3rd Grade Student : 10

Number of Surveys returned by Other Grade Student : 5

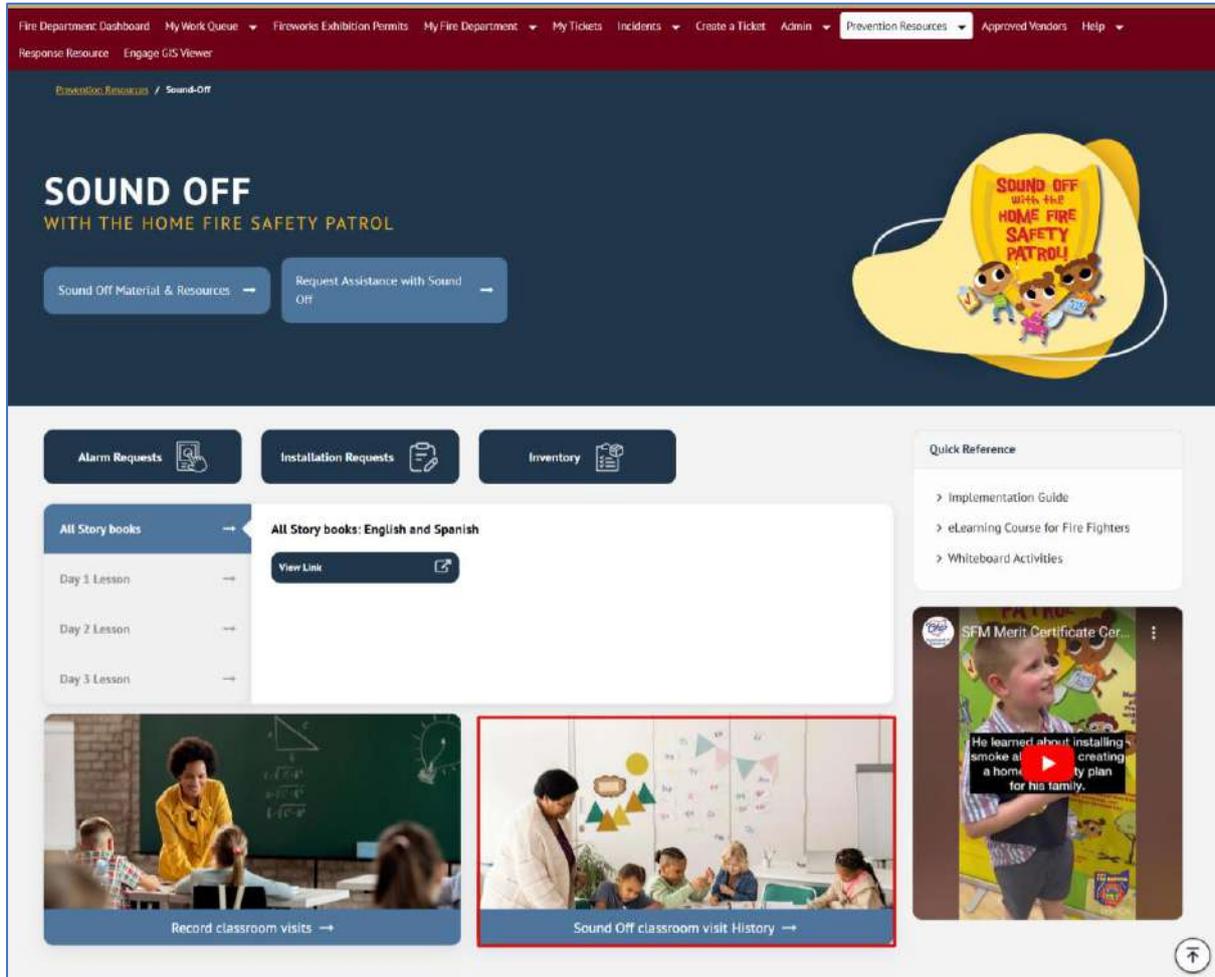
CO Alarms : 20

Hearing Impaired Alarms : 20

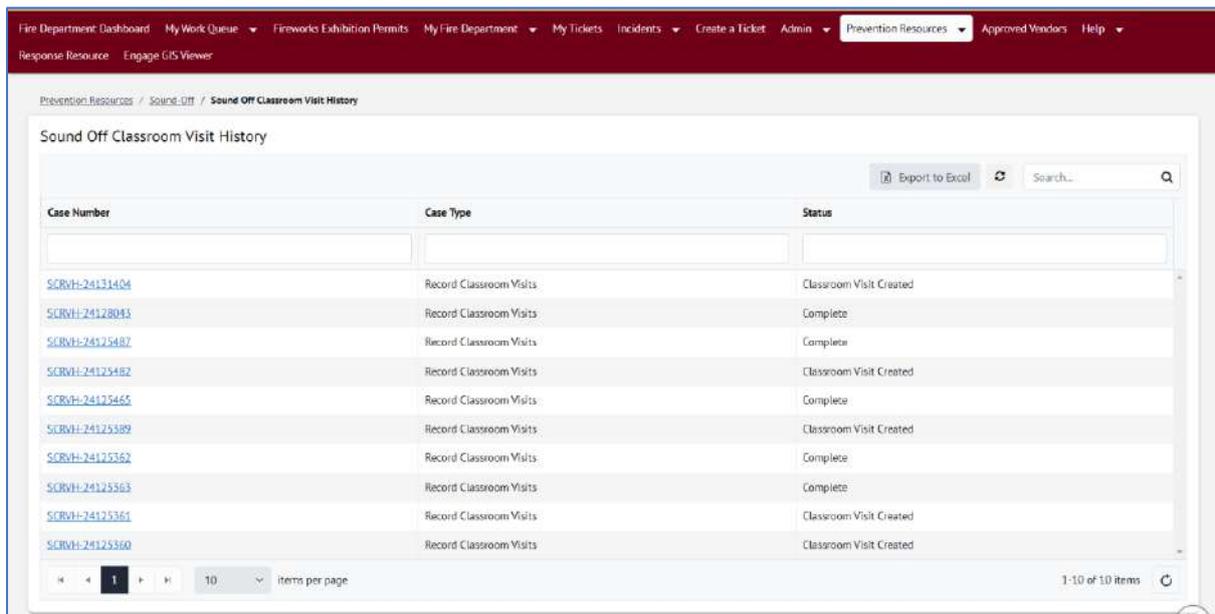
Smoke Alarms : 20

Figure 271: Case details screen

15.2.1.7 Sound off classroom visit History



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



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

Fire Department Dashboard My Work Queue Fireworks Exhibition Permits My Fire Department My Tickets Incidents Create a Ticket Admin Prevention Resources Approved Vendors Help

Response Resource Engage GIS Viewer

Case Detail

Case Number : SCRWH-24131404 | Type : Record Classroom Visits | Address : | Status : Classroom Visit Created Case Action

Address	N/A
Category	Service Request
Internal Workflow Status	Classroom Visit Created
Priority	Normal
Submitted By	Three DI Test User One
Created Date	10/01/2024 07:53 AM
Updated Date	10/01/2024 07:53 AM
Source	Web
Assignee(s)	Three DI Test User One

Intake Form | Contacts | Documents | Comments

Record Classroom Visits (SCRWH-24131404)

Record Classrooms visit

Audience : School

School : A+ Arts Academy

Address : 4545 Fisher Road, Columbus, OH, USA

Date of Visit : 10/01/2024

Start Time : 05:01 PM

End Time : 07:01 PM

Number of 2nd Grade Student : 10

Number of 3rd Grade Student : 10

Number of Other Grade Student : 5

Number of Surveys returned by 2nd Grade Student : 10

Number of Surveys returned by 3rd Grade Student : 10

Number of Surveys returned by Other Grade Student : 5

CO Alarms : 20

Hearing Impaired Alarms : 20

Smoke Alarms : 20

15.3 Smoke Alarms for Everyone

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

15.3.1 SAFE Landing Page for FD Users

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

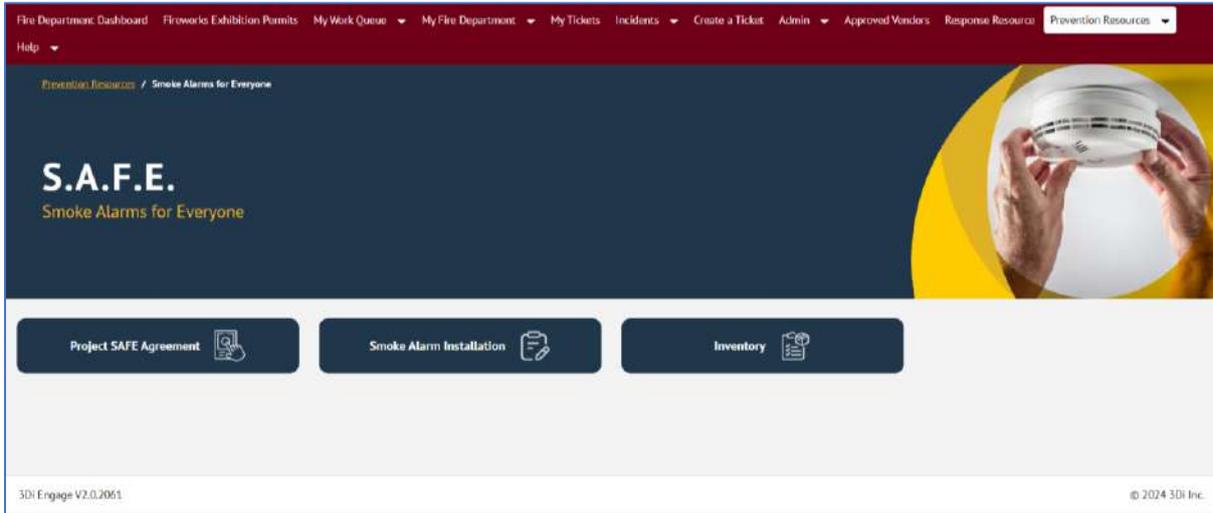


Figure 272: SAFE Landing Page for FD users

15.3.1.1 Project SAFE Agreement by FD Users

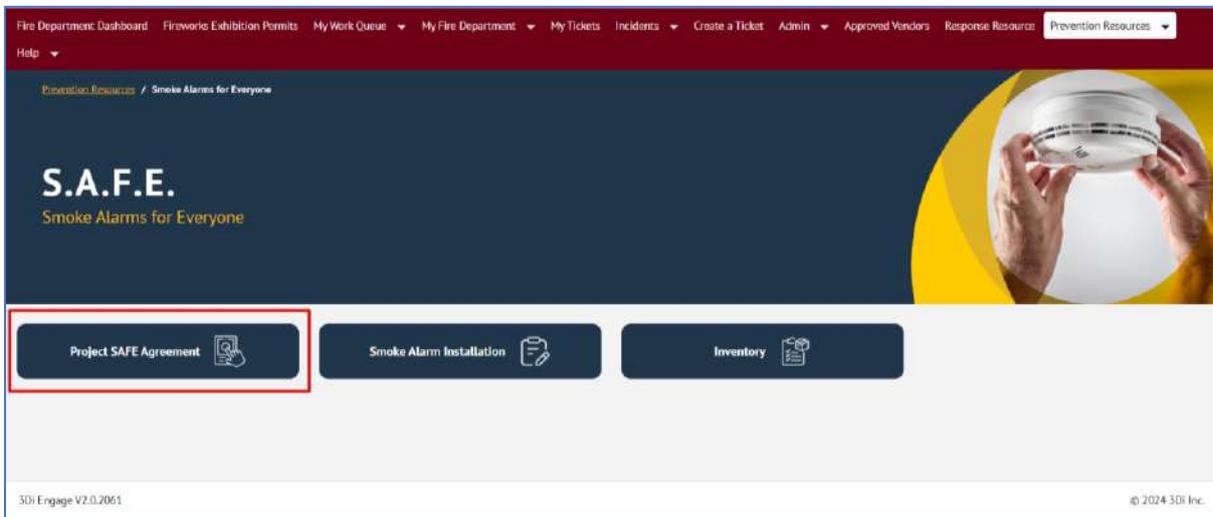


Figure 273: SAFE landing page with Project SAFE Agreement Highlighted

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

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

15.3.1.1.1 Smoke Alarm Request

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

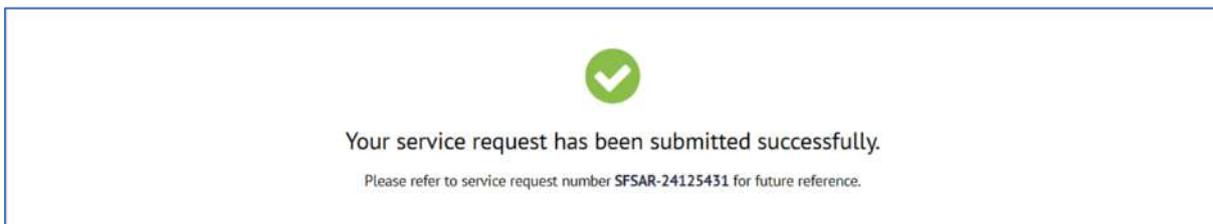
Figure 274: Project SAFE Agreement form with Smoke Alarms option selected

Based on the Fire department user requesting the Smoke alarms, the Fire department name, FDID, Fire Department Address, County, Title, Print Name, Email Address, and Phone number will be pre-filled in the form.

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

The FD User can also enter alternate contact name and the email address which are optional fields.

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



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

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

Duplicate Requests Definition: If the SAFE Alarm Request by a Fire Department exists in Completed (Delivered to Fire Department) or not completed/in progress. (i.e. there is a request which is in progress – “Pending Educator Acknowledgement, Pending Supervisor Approval, Cancelled – Pending Supervisor Approval, Pending Issue of Approve Alarms, Alarms Issued to Educator, Pending Supervisor Approval, Alarms Distribution – Pending Supervisor Approval.)

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

15.3.1.1.2 Hearing Impaired Alarm Request

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

The screenshot shows a web form titled "PROJECT SAFE Smoke Alarms for Everyone". At the top, there is a navigation bar with links like "Fire Department Dashboard", "My Fire Department", "My Tickets", "Incidents", "Create a Ticket", "Prevention Resources", "Approved Vendors", "Help", "Response Resource", and "Recruitment Resources". Below the navigation bar, the "Service Request Type" is set to "Project SAFE Agreement". The form fields are pre-filled with the following information:

- The (Fire Department/Agency):** [Redacted]
- FDID (if Fire Department):** [Redacted]
- Fire Department Address:** [Redacted]
- County:** [Redacted]
- Title:** Assistant Fire Chief
- Name:** Yash FD User
- Email Address:** 3di.testuser22@gmail.com
- Phone Number:** (111) 111-1111

Under "Alarms Requested", the "Hearing Impaired" radio button is selected. Below this, there are questions about existing smoke alarms and a field for the "Number of Hearing Impaired Alarms". The "Name" field is pre-filled with "Yash FD User" and the "Signature Date" is "02/19/2026 17:17". There is a "Signature" field with a placeholder image. At the bottom, there are fields for "Name of Alternate Contact" and "Alternate Email address". "Reset" and "Submit" buttons are located at the bottom right. The footer of the form includes "3Di Engage V2.0.2061" and "© 2026 3Di Inc."

Figure 275: Project SAFE agreement with Hearing Impaired option selected

Based on the Fire department user who is requesting for the Hearing Impaired alarms, the Fire department name, FDID, Fire Department Address, County, Title, Print Name, Email Address, and Phone number will be pre-filled in the form.

Alarm Requested is “Hearing Impaired”. The FD user has to enter the “Number of Hearing Impaired Alarms”. This is a required field. Maximum two hearing impaired devices can be requested.

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

The FD User can also enter an alternate contact name and the email address which are optional fields.

After clicking on “Submit”, the Hearing Impaired alarm request is generated and it shows a confirmation message as shown in the image below.

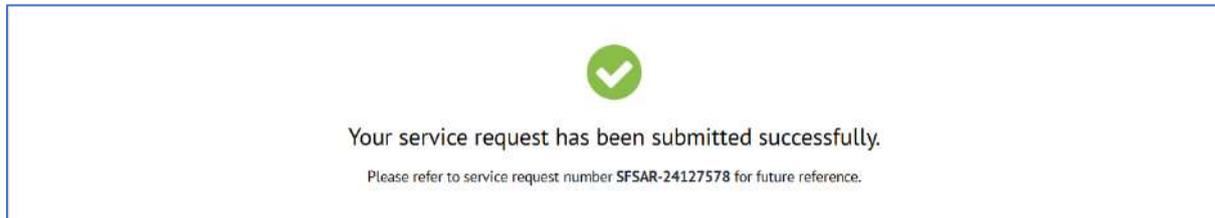


Figure 276: Hearing Impaired alarm request confirmation message

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

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

15.3.1.2 Smoke Alarm Installation Workflow for FD users

Fire department users can create an Installation request from the SAFE landing page.

Once the SAFE installation case is created it will check whether the installation form is filled completely or not.

If the installation form is completely filled, then no other step is required by the fire department user. The status of the installation case will be “SAFE Alarm Installation Complete”.

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

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

15.3.1.2.1 Smoke Alarm Installation by FD users

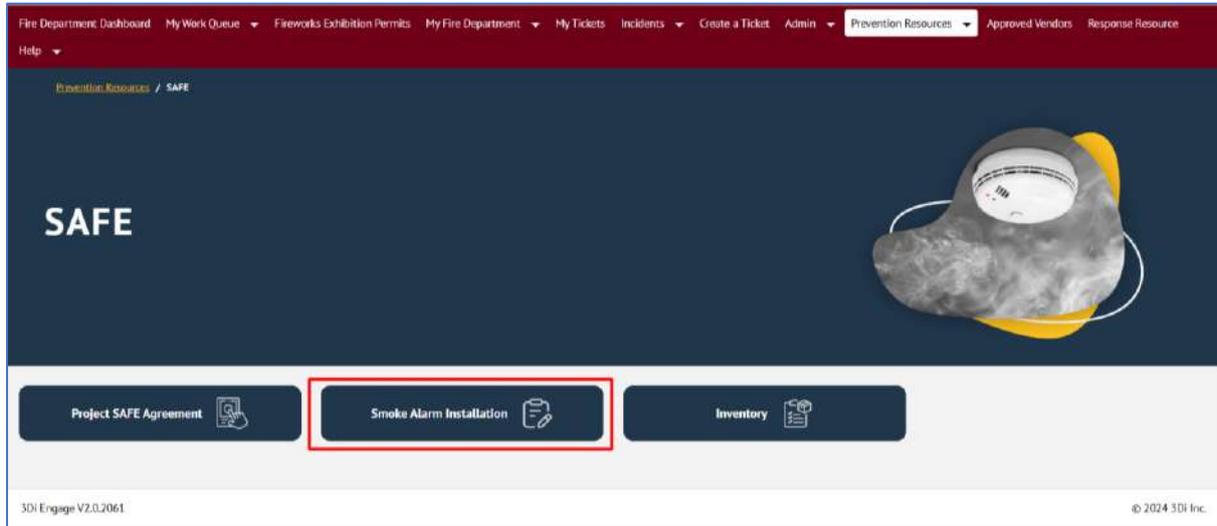


Figure 277: SAFE landing Page with Smoke Alarm Installation highlighted

From the SAFE Landing page, FD users can click on the “Smoke Alarm Installation” button as highlighted in the above image.

The FD user will be redirected to the “Smoke Alarm Installation” form.

The image shows a 'PROJECT SAFE Voucher/Installation Waiver' form. The form is titled 'PROJECT SAFE' and 'Smoke Alarms for Everyone'. It includes a subtitle 'Voucher/Installation Waiver' and a note: 'This form is for Project S.A.F.E. Alarms only given to your department from the SFM FPB. One form required for each residence where alarms are distributed/installed'. The form is divided into sections. The first section, 'Issued by:', has fields for 'Issued by:' and 'FDID'. The second section, 'TO BE COMPLETED BY THE INSTALLING AGENCY', contains several fields: 'Date Installed' (with a date picker showing 02/19/2026 17:06), 'Installation Address', 'Please select installed Alarm Type' (with checkboxes for 'Smoke Alarms' and 'Hearing Impaired Alarms'), 'Number of Smoke Alarms Installed:' (with radio buttons for 1, 2, and 3), 'Location Installed' (with a dropdown menu), 'Wall/Ceiling' (with radio buttons for 'Wall' and 'Ceiling'), 'Model' (with a dropdown menu), 'Number of Hearing Impaired Alarms Installed' (with radio buttons for 1 and 2), another 'Location Installed' dropdown, and 'Model' dropdown. There is also a confirmation field: 'I confirm that Smoke Alarm/Home Fire Safety education was provided to the alarm recipient' with 'Yes' and 'No' radio buttons. The final section, 'Installed by:', has fields for 'Installed by:' and 'FDID'. At the bottom, there is an 'Upload Pictures' section with a 'Select Files...' button and a checkbox for 'Upload Smoke Detector Distribution Waiver form'.

Figure 278: Smoke Installation form

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

Basic details that needs to be filled are Installation Date, Installation Address, Installation Alarm Type, Number of smoke alarms installed, Number of Hearing Impaired alarms installed. They can also fill the Smoke Detector Distribution Waiver form as shown in the above image.

If the Fire department user clicks on the “Upload smoke detector distribution waiver form” checkbox, then they have to upload the waiver file as shown in the image below.

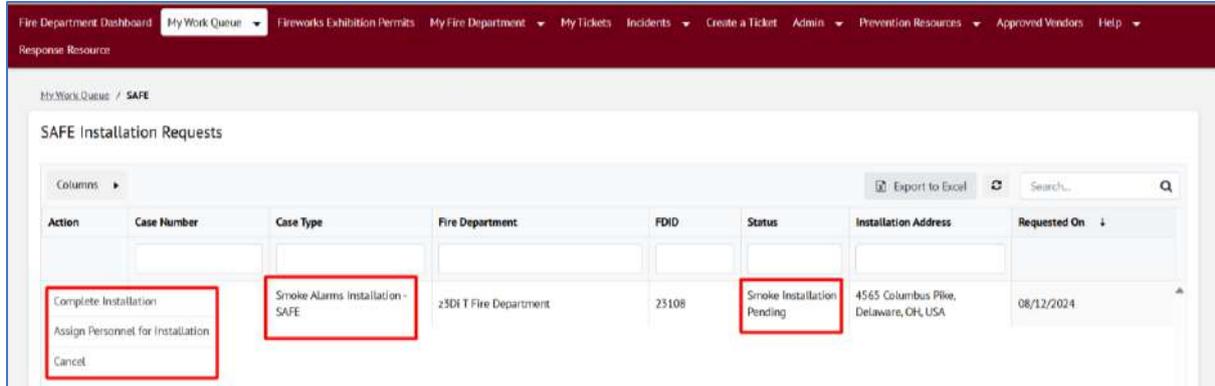
Figure 279: Smoke alarm installation form

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

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

15.3.1.2.1.1 Smoke Alarm Installation by Fire Department Actions

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



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

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

15.3.1.2.1.1.1 Complete Installation

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

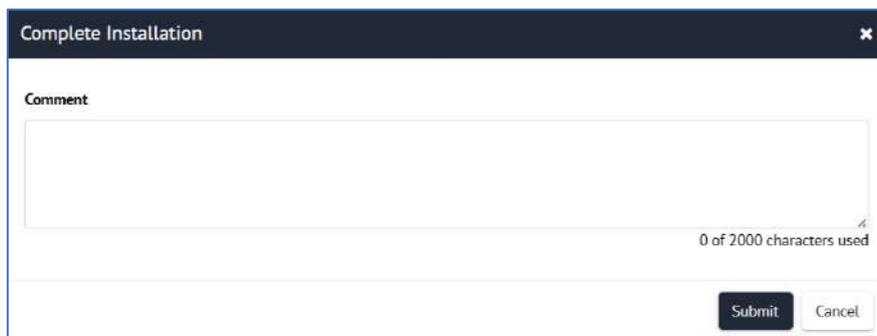


Figure 280: Complete Installation pop-up

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

15.3.1.2.1.1.2 Assign Personnel for Installation

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

The form is titled "Assign Personnel for Installation". It contains a "Select Personnel" dropdown menu with "Ben Lister - benlister@3diemail.com" selected. Below this is a "Comment" text area with a character count of "0 of 500 characters used". At the bottom right are "Submit" and "Cancel" buttons.

Figure 281: Assign Personnel for Installation

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

15.3.1.2.1.1.3 Cancel

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

The form is titled "Cancel". It contains a "Comment" text area with a character count of "0 of 2000 characters used". At the bottom right are "Submit" and "Cancel" buttons.

Figure 282: Cancel pop-up

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

15.3.1.2.1.2 "Assigned for Installation" installation status Actions

The screenshot shows a table of "SAFE Installation Requests". The table has columns for Action, Case Number, Case Type, Fire Department, FDID, Status, Installation Address, and Requested On. One row is highlighted with red boxes around the "Complete Installation by Assignee" action, "Smoke Alarms Installation - SAFE" case type, "23Di T Fire Department" fire department, "23108" FDID, "Assigned for Installation" status, and "08/12/2024" requested on date.

Action	Case Number	Case Type	Fire Department	FDID	Status	Installation Address	Requested On
Complete Installation by Assignee		Smoke Alarms Installation - SAFE	23Di T Fire Department	23108	Assigned for Installation	4565 Columbus Pike, Delaware, OH, USA	08/12/2024

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

1. Complete Installation by Assignee

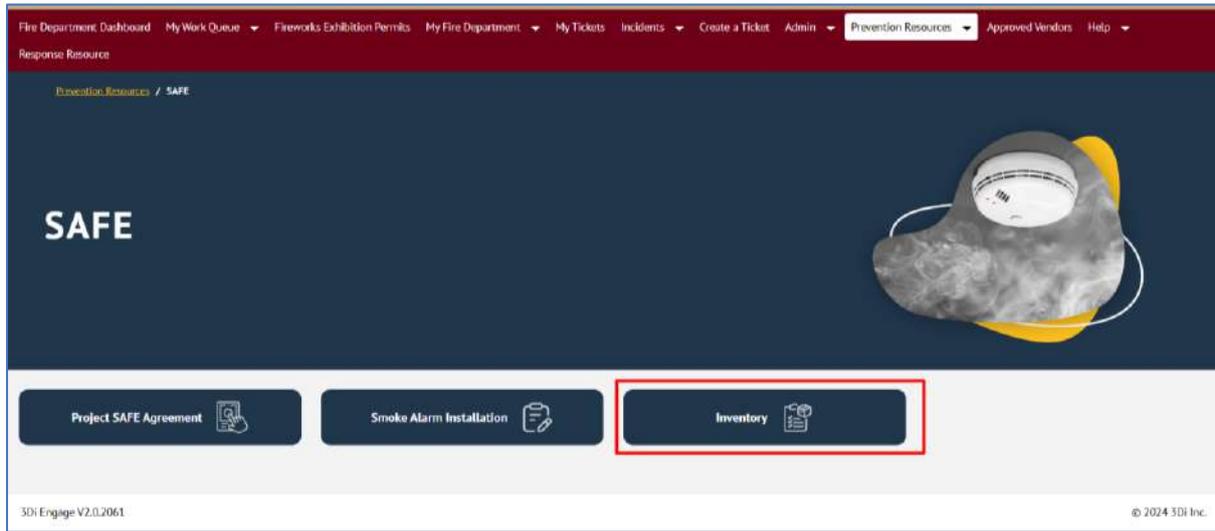
15.3.1.2.1.2.1 Complete Installation by Assignee

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

Figure 283: Complete Installation by Assignee

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

15.3.1.3 Inventory



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

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

Fire Department Dashboard My Work Queue Fireworks Exhibition Permits My Fire Department My Tickets Incidents Create a Ticket Admin Prevention Resources Approved Vendors Help

Response Resource

My Inventory

Program: SAFE Asset Type: 2 selected

Search Reset

Export to Excel

Serial Number	Asset Type Name	Manufacturer	Model	Fire Department	FDID	Manufacturing Date
198257	Hearing Impaired	MaxiAids	3 Ampere (A) Current Rating Standard Blade Fuse	z5DI T Fire Department	23108	08/01/2024
198258	Hearing Impaired	MaxiAids	3 Ampere (A) Current Rating Standard Blade Fuse	z5DI T Fire Department	23108	08/01/2024
198259	Hearing Impaired	MaxiAids	3 Ampere (A) Current Rating Standard Blade Fuse	z5DI T Fire Department	23108	08/01/2024
198260	Hearing Impaired	MaxiAids	3 Ampere (A) Current Rating Standard Blade Fuse	z5DI T Fire Department	23108	08/01/2024
198269	Hearing Impaired	MaxiAids	3 Ampere (A) Current Rating Standard Blade Fuse	z5DI T Fire Department	23108	08/01/2024
198270	Hearing Impaired	MaxiAids	3 Ampere (A) Current Rating Standard Blade Fuse	z5DI T Fire Department	23108	08/01/2024
228287	Smoke Alarms	SITERWELL	SITERWELL Smoke Detector Carbon Monoxide Detector Combo with Voice Speaker	z5DI T Fire Department	23108	08/01/2024
228288	Smoke Alarms	SITERWELL	SITERWELL Smoke Detector Carbon Monoxide Detector Combo with Voice Speaker	z5DI T Fire Department	23108	08/01/2024
228289	Smoke Alarms	SITERWELL	SITERWELL Smoke Detector Carbon Monoxide Detector Combo with Voice Speaker	z5DI T Fire Department	23108	08/01/2024
228290	Smoke Alarms	SITERWELL	SITERWELL Smoke Detector Carbon Monoxide Detector Combo with Voice Speaker	z5DI T Fire Department	23108	08/01/2024

1 2 10 Items per page 1-10 of 16 Items

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

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

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

15.4 Thermal Fuse

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

15.4.1 Thermal Fuse Landing Page for FD Users

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

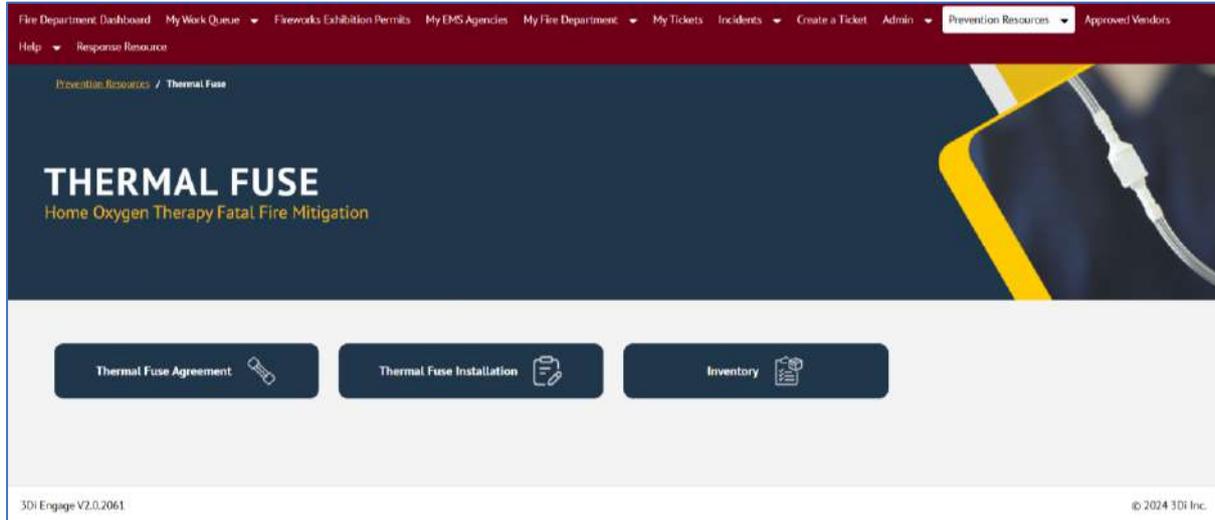


Figure 284: Thermal Fuse Landing Page for FD users

15.4.1.1 Thermal Fuse Agreement by FD Users

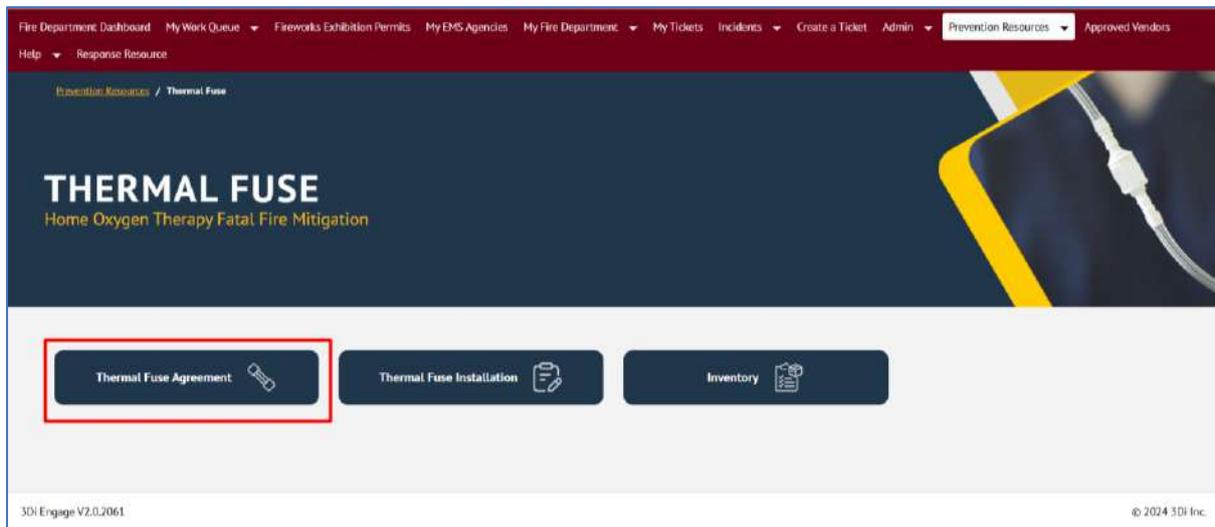


Figure 285: Thermal Fuse Landing Page with "Thermal Fuse Request" highlighted

From the Thermal Fuse Landing page, FD users can click on the “Thermal Fuse Agreement” button as highlighted in the above image.

The FD user will be redirected to the “Thermal Fuse Agreement” form.

Fire Department Dashboard My Fire Department My Tickets Incidents Create a Ticket Prevention Resources Approved Mandates Help Response Resource

Service Request Type
Thermal Fuse Agreement by FD

Thermal Fuse Program Participant agreement

* The (Fire Department / Agency) Fire Department Address County
 AUGUSTA TWP VOLUNTEER FIRE DEPARTMENT - 10101 3041 Aurora Road Northwest Carrollton OH 44615 US Carroll

enters into partnership with the Division of State Fire Marshal in the Thermal Fuse program and agrees that:

- * All thermal fuses received from the State Fire Marshal shall be distributed and installed according to manufacturer's instructions.
- * All thermal fuses received from the State Fire Marshal will only be installed in homes where an occupant is on oxygen and there is a confirmed smoker living in the home.
- * The Fire Department represented on this form promises to distribute the "Stamp out the RISK of Smoking Fires" literature to the residents of the home in which the thermal fuse is being installed.
- * The Fire Department represented on this form promises to distribute the remainder "Stamp out the RISK of Smoking Fires" literature in any community setting in which at risk audiences attend.

Title Name
 Fire Chief Theres's Di Test User One

Email Phone Number
 D1staff@3diemail.com (253) 777-1511

* Recipient Name
 3di test user

* Recipient Signature

* Date
 08/30/2024 04:09 PM

Name of Alternate Contact Email address of the Alternate Contact
 Please enter Full Name of alternate contact Please enter a valid email address for alternate contact.

Reset Submit

Figure 286: Thermal Fuse Agreement form

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

The FD user has to click on all the checkboxes which are required fields.

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

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

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

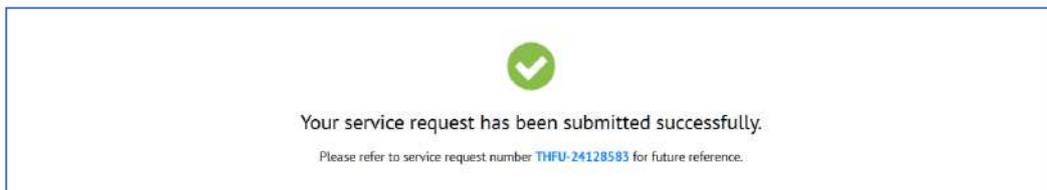


Figure 287: Thermal Fuse Request Confirmation Message

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

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

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

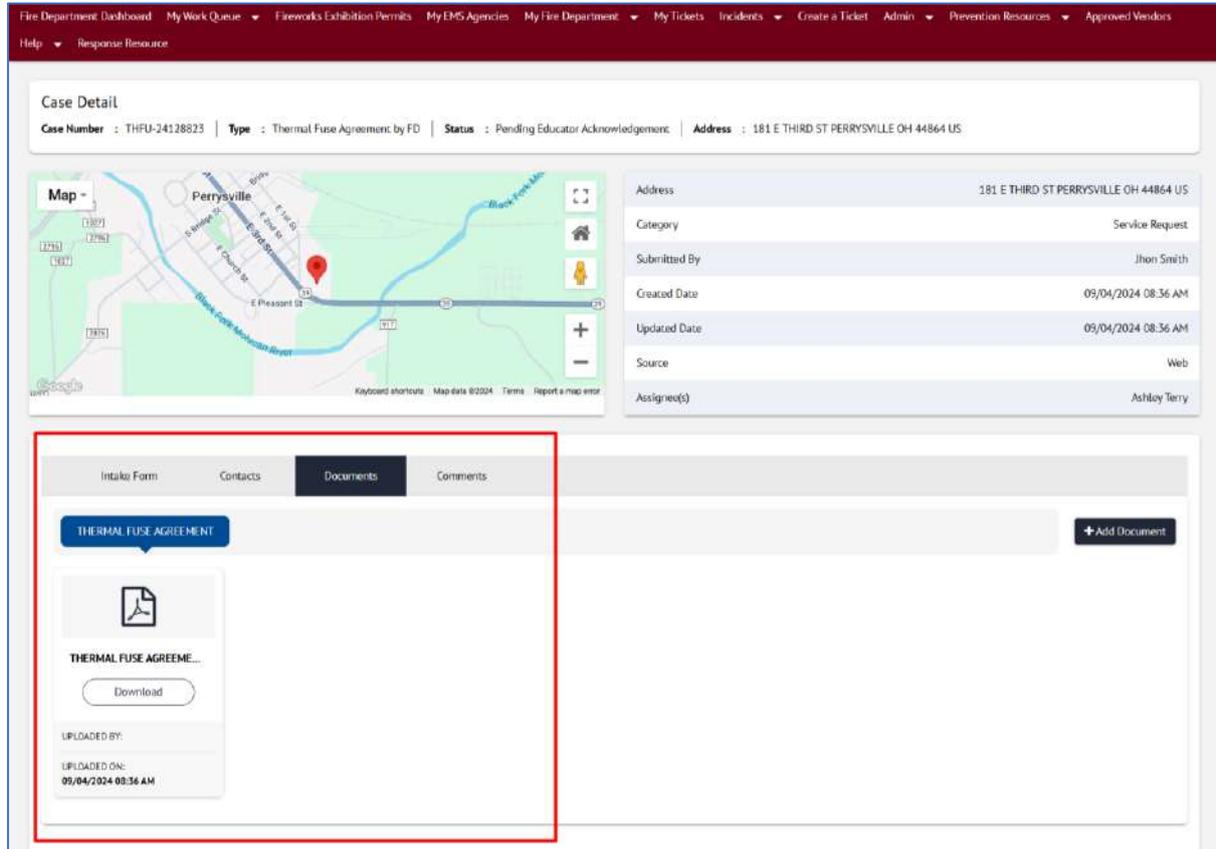


Figure 288: Case Details Screen - Documents Section

Thermal Fuse Agreement PDF Sample:




**Department of
Commerce**

Division of State Fire Marshal Mike DeWine, Governor Jon Husted, Lt. Governor Sheryl Maxfield, Director

com.ohio.gov

Thermal Fuse Program Participate agreement

The **GREEN PERRYVILLE JT FIRE DISTRICT - 03013**, of **Ashland** County, Ohio hereby enters into partnership with the Division of State Fire Marshal, in the **Thermal Fuse Program**, and agrees that:

- All thermal fuses received from the State Fire Marshal shall be distributed and installed according to manufacturer's instructions.
- All thermal fuses received from the State Fire Marshal will only be installed in homes where an occupant is on oxygen and there is a confirmed smoker living in the home.
- The Fire Department represented on this form promises to distribute the "Stomp out the RISK of Smoking Fires" literature to the residents of the home in which the thermal fuse is being installed.
- The Fire Department represented on this form promises to distribute the remainder "Stomp out the RISK of Smoking Fires" literature in any community setting in which at risk audiences attend

Print Name: Jhon Smith	Title: Fire Chief
Name of Agency: GREEN PERRYVILLE JT FIRE DISTRICT - 03013	FDID (if Fire Department): 03013
Address: 181 E THIRD ST PERRYVILLE OH 44864 US	Phone Number:
City, State, Zip:	Email Address: jhonsmith@3diemail.com
Name of Alternate Contact:	Email Address:
	Name: Jhon Smith
	Date: 09/04/2024 06:06 PM

Fire Prevention Bureau
8895 East Main Street
Reynoldsburg, Ohio 43068 U.S.A.

814-752-7115
Fax 614-644-1443
TTY/TDD 800-750-0750
com.ohio.gov

An Equal Opportunity Employer and Service Provider

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

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

Fire Department Dashboard My Work Queue Fireworks Exhibition Permits My EMS Agencies My Fire Department My Tickets Incidents Create a Ticket Admin Prevention Resources Approved Vendors

Help Response Resource

Case Detail

Case Number : THFU-24128886 | Type : Thermal Fuse Agreement by FD | Status : Thermal Fuse Issued to Fire Department | Address : PO BOX 193 CASSTOWN OH 45312 US

Map - PO BOX 193 CASSTOWN OH 45312 US

Address	PO BOX 193 CASSTOWN OH 45312 US
Category	Service Request
Submitted By	Jhon Smith
Created Date	09/05/2024 04:07 AM
Updated Date	09/05/2024 04:22 AM
Source	Web
Assignee(s)	Charles Arnold

Intake Form Contacts Documents Comments

THERMAL FUSE AGREEMENT THERMAL FUSE WAIVER RELEASE + Add Document

THERMAL FUSE WAIVER R...
Download

UPLOADED BY:
UPLOADED ON:
09/05/2024 04:22 AM

Figure 289: Thermal fuse case details screen, Documents section

Thermal Fuse Waiver Release PDF Sample:

		Department of Commerce	com.ohio.gov
Division of State Fire Marshal		Mike DeWine, Governor	Jon Husted, Lt. Governor
OHIO DEPARTMENT OF COMMERCE DIVISION OF STATE FIRE MARSHAL THERMAL FUSE DISTRIBUTION PROGRAM			
FIRE DEPARTMENT OR ENTITY:	CASSTOWN FIRE DEPARTMENT - 55206		
Address:	PO BOX 193 CASSTOWN OH 45312 US		
TERMINOLOGY:			
"Product"----- FireSafe Cannula Valve; aka FireSafe Flowmeter; aka Firesafe Nozzle;			
"Recipient"-----The fire department or entity receiving the free Product(s);			
"SFM" -----The State of Ohio, Ohio Department of Commerce, Division of State Fire Marshal, including the Fire Prevention Bureau			
I, as authorized representative of the Recipient and on behalf of the Recipient, confirm that the product (the "Product") received by me today is offered as part of the Thermal Fuse Program at no cost to the fire department. I also acknowledge that the SFM, its members, officers, directors, employees, agents and contractors (collectively "SFM") make NO REPRESENTATION OR WARRANTY AS TO THE MERCHANTABILITY, QUALITY, CONTENTS OR ORIGINS OF THIS PRODUCT OR TO THE FITNESS OF THIS PRODUCT FOR ANY PURPOSE.			
I, as authorized representative of the Recipient and on behalf of the Recipient, on behalf of the Recipient, accept the Product "as is" and I acknowledge that the Product has not been inspected by the Program. I ACCEPT ALL RISKS ASSOCIATED WITH ANY USE OF THIS PRODUCT			
In consideration for this product, I release SFM from all claims, damages, losses, causes of action, or actions arising from the distribution, receipt, and/or use of this Product and acknowledge that I am waiving all legal rights against the SFM in relation to the acceptance, distribution, and/or use of this Product. I acknowledge that if I have any reason to suspect that the Product has been altered in any way or that the contents are not represented by the original label information, I should not use this Product and return it to the SFM.			
Signature-Authorized Representative of Recipient:			
Title:	Fire Chief		
Print Name:	Charles A		
Date:	09/05/2024 01:51 PM		
Rev. 6/23			
8895 East Main Street Reynoldsburg, Ohio 43068 U.S.A.		614 752 8200 com.ohio.gov	
The State of Ohio is an Equal Opportunity Employer and Provider of ADA Service			

15.4.1.2 Thermal Fuse Installation by FD Users

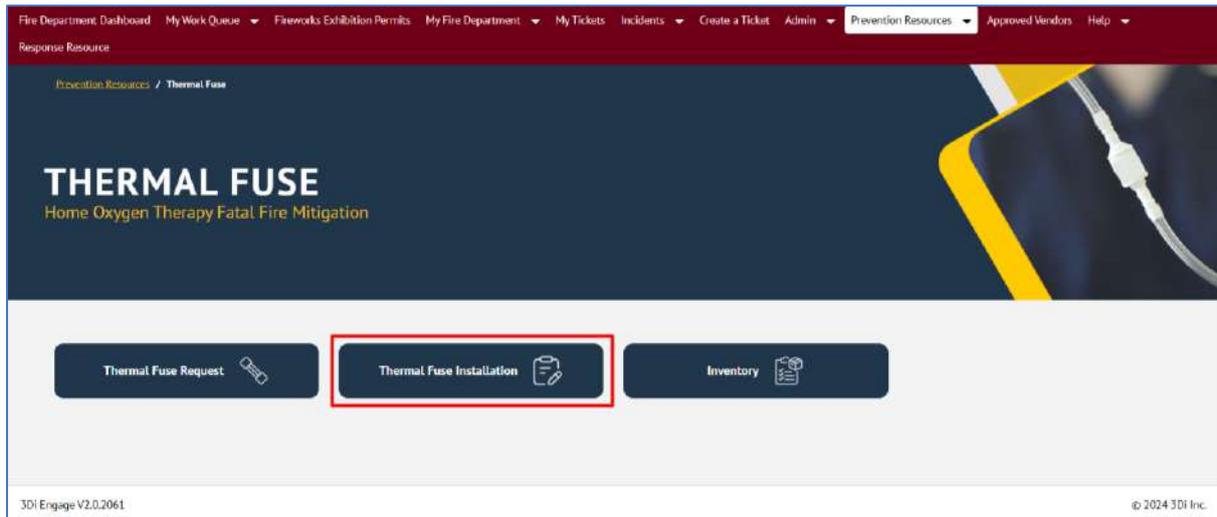


Figure 290: Thermal Fuse Landing Page with "Thermal Fuse Installation" Button highlighted

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

The FD user will be redirected to the "Thermal Fuse Installation" form.

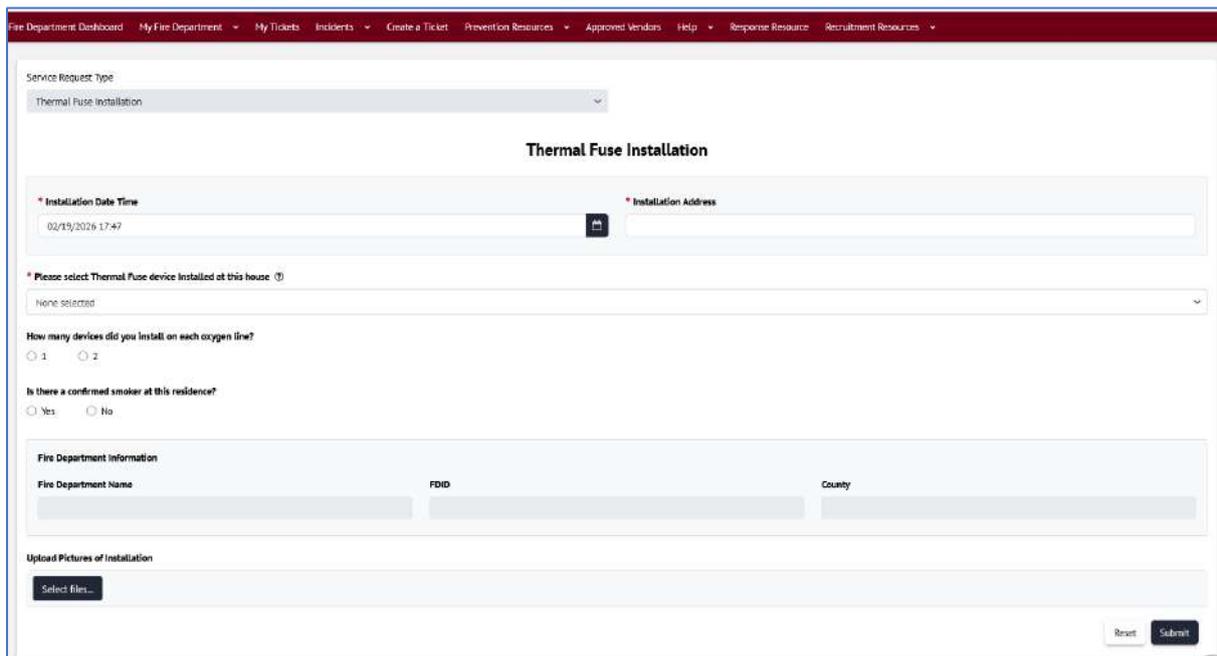


Figure 291: Thermal Fuse Installation form

The FD user has to select the Installation date and time and Installation Address.

The FD user has to select the option for "Please select Thermal Fuse device installed at this house?".

The FD user can answer a few optional questions.

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

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

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

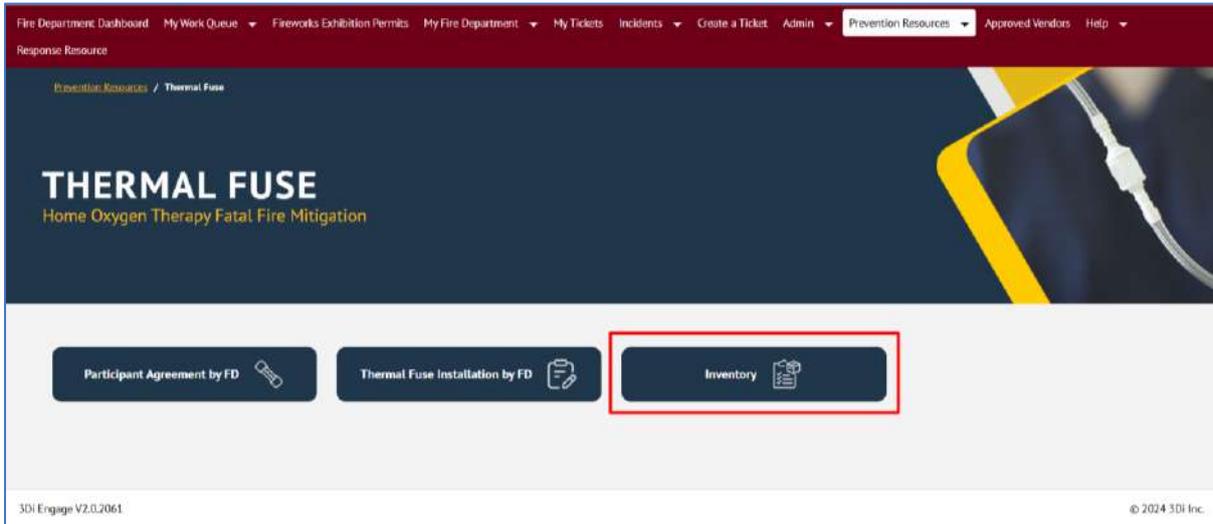
Your case has been submitted successfully.

Please refer to the case number **THFIN-24128663** for future reference.

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

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

15.4.1.3 Inventory



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

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

Serial Number	Asset Type Name	Manufacturer	Model	Installation Date	Manufacturing Date	Status
250257	Thermal Fuse	Canthem	SDF DF091S		02/01/2024	Fire Department Inventory
250258	Thermal Fuse	Canthem	SDF DF091S		02/01/2024	Fire Department Inventory
250259	Thermal Fuse	Canthem	SDF DF091S		02/01/2024	Fire Department Inventory
250260	Thermal Fuse	Canthem	SDF DF091S		02/01/2024	Fire Department Inventory
250261	Thermal Fuse	Canthem	SDF DF091S		02/01/2024	Fire Department Inventory
250262	Thermal Fuse	Canthem	SDF DF091S		02/01/2024	Fire Department Inventory

Figure 292: My Thermal Fuse Inventory

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

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

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

15.5 My Requests

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

Case Number	Case Type	Created On	Updated On	Status
SOMI-24127804	Installation Request - Sound Off	08/12/2024 07:06 AM	08/12/2024 07:06 AM	Installation Pending
SOMR-24127802	Sound Off Alarm Request	08/12/2024 06:51 AM	08/12/2024 07:06 AM	Delivered to fire Department
SESIR-24127800	Smoke Alarms Installation - SAFE	08/12/2024 06:41 AM	08/12/2024 06:41 AM	Unnamed
SESIR-24127799	Smoke Alarms Installation - SAFE	08/12/2024 06:57 AM	08/12/2024 06:57 AM	Unnamed
SOMR-24127796	Sound Off Alarm Request	08/12/2024 06:23 AM	08/12/2024 06:32 AM	Alarms Issued to Educator
STF-24127787	Register with additional Fire Department	08/12/2024 05:26 AM	08/12/2024 05:28 AM	Approved
SESAR-24127786	Project SAFE Agreement	08/12/2024 05:23 AM	08/12/2024 05:23 AM	Duplicate Request - Pending Supervisor Approval
SOMR-24127785	Sound Off Alarm Request	08/12/2024 04:30 AM	08/12/2024 04:30 AM	Pending Educator Acknowledgement
SESAR-24127782	Project SAFE Agreement	08/12/2024 04:07 AM	08/12/2024 04:07 AM	Pending Educator Acknowledgement
SESAR-24127723	Project SAFE Agreement	08/09/2024 06:23 AM	08/09/2024 07:18 AM	Delivered to FD

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

16 Help

This menu consists of all the user manuals for the Fire department users. The users can click on the manuals to download and view them.

1. Fire Department User Manual
2. Fire Department Mobile App User Manual
3. How to videos
4. NFIRS Complete Reference Guide
5. Public Safety Vehicles Inspection form

17 Response Resource

Clicking on the “**Response Resource**” menu navigates to the Response Resource page.

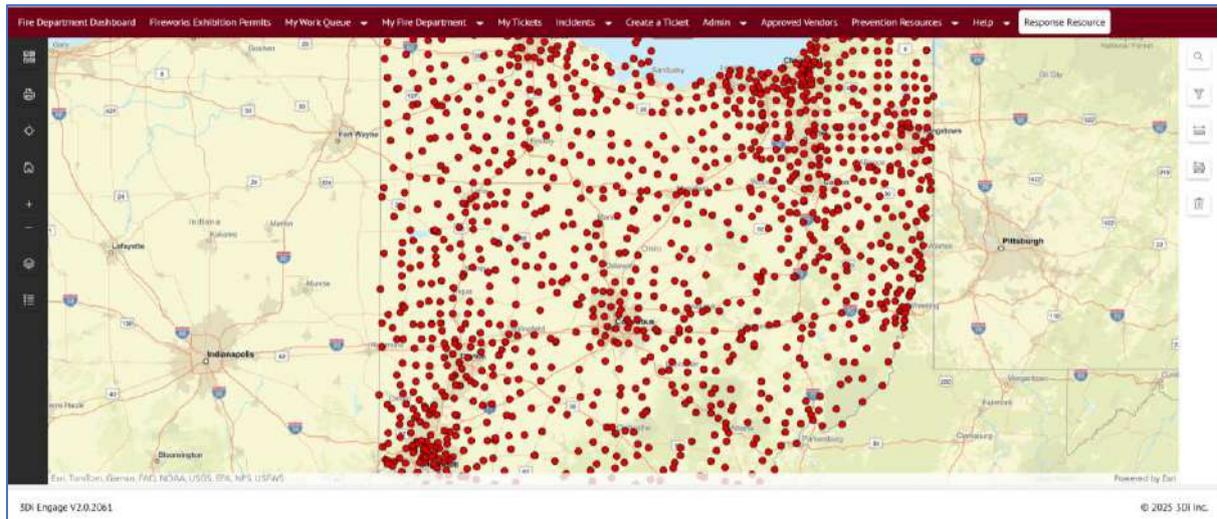
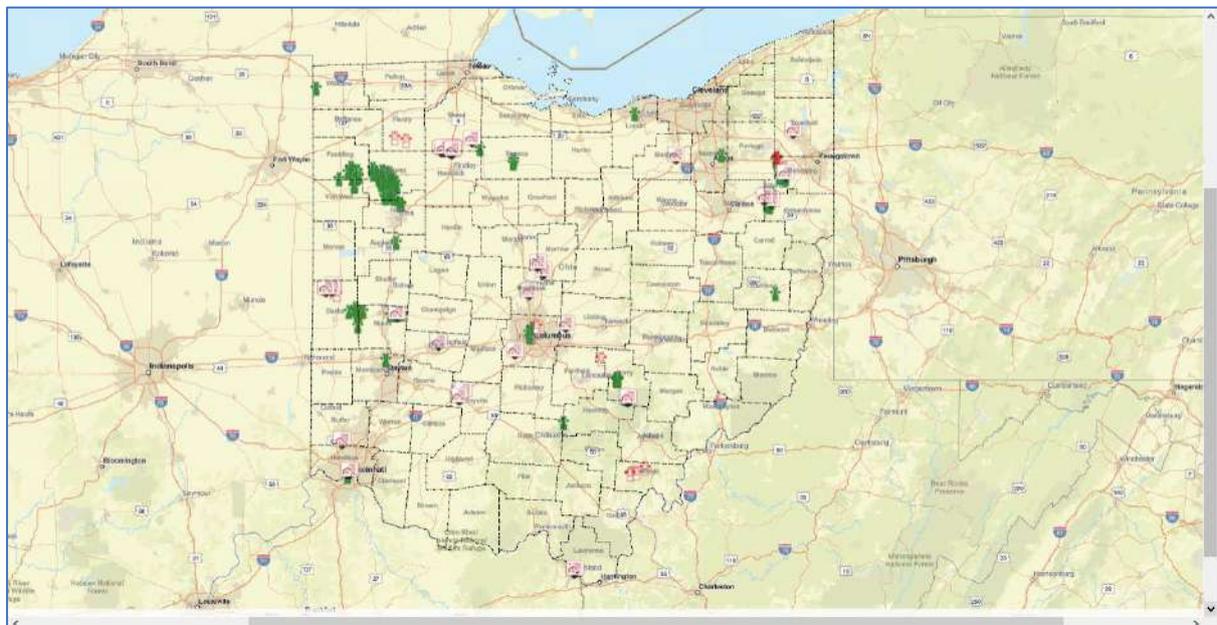


Figure 293: Response Resource tab



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

Key Layers:

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