RescueNet FireRMS
User Guide
Software version 4.9
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Preface

Welcome to FireRMS™. The *FireRMS User Guide* describes how to use the FireRMS software suite.

Introduction

FireRMS is the most advanced Fire Department Records Management System (RMS) on the market. It is a NFIRS 5.0 and NEMSIS 2.2 compliant Incident Reporting software program that has been specifically developed to dramatically cut report completion time for front-line officers and enhance data security.

Two versions of FireRMS are available:

- **FireRMS Standard Edition** - Provides the basic elements for records management, including Incident Reporting, Training, Station Roster, and Personnel
- **FireRMS Enterprise Edition** - Includes additional features such as occupancy module, hydrants with flow calculation, advanced EMS, vehicles and equipment, scheduling and tracking, a daybook module, a HazMat database and query tools. The Enterprise version also includes advanced management capabilities not found in the Standard edition of the product.

The FireRMS Mobile™ software is available as an add-on to the FireRMS Enterprise Edition. This software enables you to collect data while away from the fire station using a laptop or a PC tablet and merge it into the database when you return.

Documentation Set

The documentation set for the FireRMS software consists of the following:

- **FireRMS Administrator Guide**
  Contains a product overview, and describes the hierarchy of data access. Lists the configuration tasks the Administrator must complete before users can view/enter data and describes the FireRMS system settings.
• **FireRMS Supplies and Inventory Guide**  
Describes how to configure and use the FireRMS Supplies and Inventory add-on application. The FireRMS Supplies and Inventory application enables you to store your fire equipment and supplies inventory in a database.

• **FireRMS Maintenance & Work Orders Online Help**  
Describes how to configure and use the FireRMS M&WO add-on application. The M&WO application enables you to schedule, track, test, and manage department equipment and apparatus.

• **Online Help**  
Contains online Help files that describe the user interface.

• **RescueNet FireRMS NEMSIS User Guide**  
Describes how you can collect EMS and demographics data required by the National EMS Information System (NEMSIS).

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**About This Guide**

This User Guide is written for users of FireRMS who:

• Enter and modify incident data  
• Schedule activities for Occupancies, Hydrants, Vehicles and Equipment  
• Review their To Do list  
• Schedule training classes  
• Enter department and personnel information  
• Print reports

To use the FireRMS product, this guide assumes you are familiar with the basic PC functions, such as changing to a different directory, editing and saving files, copying and printing files.

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**Book Conventions**

This section describes:

• Typographical conventions  
• Information highlighting and cross-references
Typographical Conventions

This guide contains the following typographical conventions:

<table>
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<th>Appearance</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>italics</em></td>
<td>Terms first defined, and emphasis.</td>
</tr>
<tr>
<td><strong>bold regular</strong></td>
<td>Descriptions of user interface elements such as buttons, tabs, icons, folders, directories, filenames, window text, etc. All displayed case-sensitive.</td>
</tr>
</tbody>
</table>

Information Highlighting and Cross-References

This guide contains the following information highlighting and cross-references:

**Note:** Identifies important points, hints, special circumstances, or alternative methods.

**Caution:** Cautions the user regarding actions that may result in important system changes, operational issues, security issues, overwriting data, or data loss.

**Warning:** Warns the user regarding actions that may result in physical damage to the system, actions that may be hazardous to the user, or actions that will disrupt communications between the server and clients.

Cross-references indicate the location of additional information regarding the chosen topic. References may include headings on specific pages, entire chapters, or other guides.

When viewing the documentation online using Adobe® Acrobat®, click the cross-reference to display the referenced section.

Organization

The FireRMS User Guide is organized as follows:

**Chapter 1: FireRMS Overview**

Provides an overview of the FireRMS application, illustrates the FireRMS desktop, describes the settings that enable you to view particular FireRMS data, and explains the department levels that your system administrator can assign you to. This chapter describes how security objects are used to restrict users from viewing or changing items, fields, tabs, and desktop items. This chapter also explains the filtering mechanisms that enables you to control the amount and type of FireRMS data.
displayed. It lists the types of fill-in fields, indicates which fields must be filled in, and describes the meaning of color in these fill-in fields.

**Chapter 2: Reporting Incidents**
Describes how to enter new incident data, modify incidents, search for or filter incidents, create sub-incidents, review and complete incidents, save incidents as routine calls, and import/export incidents.

**Chapter 3: Using Your Daybook**
Describes how to review your list of assignments and your list of completed activities. This chapter also describes how you can send Email messages to other FireRMS users or review received messages from other FireRMS users.

**Chapter 4: Other Entries**
Describes how to manage and track non-training events that you can schedule, and for which you can store results. These events can include routine station work, public education, physical fitness, inspections, and hydrant testing.

**Chapter 5: Training Classes**
Describes how to schedule training classes and add participants, pre-register for classes, identify employees absent from classes, define training objectives and assign them to participants, enter training results and authorize a training session.

**Chapter 6: The Daily Roster**
Describes how to set up a station roster and how to add assignments, split assignments, and add roster exceptions.

**Chapter 7: Vehicles & Equipment**
Describes how to add or modify vehicle and equipment information, and assign actions or recurring actions for vehicles and equipment.

**Chapter 8: Scheduling and Tracking**
Describes how to track personnel schedules, view training completed by personnel and classes available, and display credentials that are certification-based, course-based, degree-based, and team-based. You can do the following in the Vehicles, Equipment, Hydrants, and Occupancies modules: generate activities from scheduled items, schedule activities for non-scheduled items, track scheduled items, and enter completion information for activities.

**Chapter 9: Occupancies**
Describes how to manage all commercial or residential occupancy information, and how to assign actions and recurring actions you want your personnel to complete.
Chapter 10: Hydrants
Describes how to manage all relevant hydrant information such as location, number and manufacturer, and how to assign hydrant actions and recurring actions to your personnel.

Chapter 11: Personnel
Describes how to view or change personnel information. Personnel information includes names and addresses, login, password and security group names, along with assignments and shift schedules.

Chapter 12: Printing FireRMS Data and Generating Reports
Describes how to print data displayed in lists, tabs, and dialog boxes, and how to create reports using the report templates provided to you.

Chapter 13: Working With Queries
Describes how users can create, edit, and run queries for Incidents or Occupancies. Users should be familiar with creating queries and the SQL language in order to achieve the full benefits of this feature.

Chapter 14: Reconciling Incidents
Describes how users can save incidents created on a mobile device as a master incident record or reconcile two or move mobile incident records. You can also add apparatus data to an existing record or reconcile apparatus data that already exists in a master record.

Appendix A: Quick Reference
Lists quick reference questions for all major procedures in alphabetical order.

Appendix B: Incident Tabs
Contains images of all Incident tabs and descriptions of the fields on these tabs.

Appendix C: Contacting ZOLL
Describes how to contact ZOLL using email, phone, or the Web.
FireRMS Overview

Overview

The FireRMS application enables you to:

- Streamline NFIRS compliant Incident Reporting
- Customize Desktop Data
- Manage resources: Personnel, Equipment, and Training
- Track personnel assignments, and schedule training classes and activities
- Generate a department Roster of detailed assignments
- Manage operational data and create comprehensive reports

FireRMS is the most advanced Fire Department Records Management System (RMS) on the market. It is a NFIRS 5.0 and NEMSIS 2.2 compliant Incident Reporting software program that has been specifically developed to dramatically cut report completion time for front-line officers and enhance data security.

Two versions of FireRMS are available:

- FireRMS Standard Edition - Provides the basic elements for records management, including Incident Reporting, Training, Station Roster, and Personnel
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The FireRMS Mobile™ software is available as an add-on to the FireRMS Enterprise Edition. This software enables you to collect data while away from the fire station using a laptop or a PC tablet and merge it into the database when you return.

- **Mobile Inspections** - Utilizes FireRMS Mobile and the features of the Tablet PC and Microsoft Windows XP Tablet PC Edition to enable pen-tablet functionality such as handwriting recognition for text field entry and free form signature capture. A new inspection form enables routine occupancy inspections to be performed in the field on a
mobile client (Tablet PC or laptop), thus eliminating redundant entry of data and streamlining the inspection process.

- For more information about Mobile Inspections using a Tablet PC, see “Opening an Action on a Mobile Device” on page 9-23.

- **Mobile Disclosures** - Using the (Mobile) Disclosures feature, Administrators can create multiple disclosures and signatures from which users can choose. The list of patient Disclosures is available from the Advanced EMS tab if using a Tablet PC.

  - For more information about the Mobile Disclosures tab, see “Disclosures Tab” on page B-93.

After collecting data on mobile devices, a person designated by the system administrator, that is logged onto a FireRMS client PC connected to the network, can choose settings on the Reconcile tab to add a new record to the database or, select settings to merge the pertinent data from multiple records into one incident record in the database.

- For information about using the Reconcile tab, see Chapter 14: “Reconciling Incidents.”

**Note:** New incident records created on mobile devices, closed prior to completion, can be displayed on the Incident tab of the PC Tablets. Users can reopen these incident records to enter any remaining data.

- For more information about the FireRMS Mobile product, see “Using FireRMS Mobile” on page 1-9.

Before you use the FireRMS application, your system administrator performs a number of setup procedures to customize the application for your department. This setup includes defining the department structure and employee shifts, entering personnel data, entering information for all department vehicles and equipment, defining the various codes, e.g. 901 or chemical codes, that are chosen from selection lists, and assigning user access to data. The system administrator, or a person designated by the system administrator, can customize the following areas:

- Incidents
- Department Structure
- Personnel
- Apparatus
- Vehicles, Equipment, and Locations
- Occupancies
- Hydrants
- Codes
This User Guide describes the FireRMS modules and contains step-by-step procedures for each module.

**FireRMS Desktop**

The FireRMS desktop window in Figure 1-1 is displayed when you run the FireRMS client application. You will access all the FireRMS modules described in this book, from the FireRMS Desktop. Five main tabs and seven main buttons are displayed at the top of the window. You will use these to modify/view all department-related information and incident data. You can use the toolbar buttons, labeled in Figure 1-1, to create, edit, delete, filter, search for, and print data.

**Note:** A Reconcile tab may also be displayed on your desktop. A designated person can use this tab to reconcile incidents entered on mobile devices. This tab displays only when the Administrator has enabled the server on which your database is located as a Distributor, and when your database has been enabled as a Publisher.

![FireRMS Desktop](image)

**Figure 1-1: FireRMS Desktop**

The text box in the upper right of the screen displays the department name, or the user’s department level if the Protect Options are enabled. You may filter the list of incidents by using the checkboxes.
in the lower right corner. The **Set To Roster** option displays incidents for which you are responsible based on your Roster Assignment for the date displayed. The **Set to Current User** displays incidents you attended based on the incident personnel assignments and the **Not Assigned** option displays incidents which have no Station or Apparatus listed. You can use the filtering icons in the bottom left corner to filter data by date.

**Note:** Incidents that have been marked complete display on the list only if you select a date or date range that includes the Alarm Date of the record. Incidents that are not yet marked complete continue to display on the Incident list depending on the filter options selected.

For information about filtering by date, see “Filtering Data” on page 1-7.

### Sorting Desktop Data

You can sort the data on your desktop for Incidents, Training, Other Entries, Daybook, Personnel, Occupancies, Hydrants, Vehicles, and Equipment in order to easily find specific types of data. You sort data by clicking on the desktop headings. For example, you can click the Location heading on the INCIDENTS tab to display an alphabetical list of incident locations.

To sort the data:

1. Select the desktop tab or click the button of the module you wish to sort.

2. Position the mouse pointer on the column label you wish to sort by. The cursor turns into a down-arrow.

3. Click once to sort alphanumerically in descending order. Click again to sort in ascending order.

### Changing the Desktop Font Size

You can change the size of the font on your desktop. You can increase the font size to easily view the fields where you position the mouse. In addition to the default font, you can choose from one of three larger fonts.

To change the font size:

1. In the Tools menu, click **User Preferences** followed by **Expand Controls**.

2. Select **Big** to display 12-point characters, **Bigger** to display 14-point characters, or **Biggest** to display 20-point characters. The selection **None** displays the default font size. When you hover a mouse over a field, the **field** and the **text** you enter is enlarged.
Enhanced Navigation Controls

You can enable Navigation Control bars to help users with touch pads when entering new incident information. This removes normal keyboard requirements for entering information. Click on Tools> User Preferences> Navigation Bar to enable the new controls. A full set of normal keyboard navigation objects display on the screen. Objects include Tab, Back-tab, Up, Down, Left, Right, Home, End, Del and Enter. When active, a numeric entry panel displays when the user accesses a numeric field with a spinner control. Instead of having to click on the control to increase or decrease the numbers, the user can now type in the number value desired. A hot button labeled Nav allows the user to minimize or maximize the controls when they are active. The new controls do not display by default, but are enabled by each user. Once a user enables the controls, they remain active for that user’s logon until they are dismissed by accessing Tools> User Preferences> Navigation Controls> Disable.

Accessing FireRMS Data

Your ability to view particular FireRMS data is dependant on the security access assigned by your Administrator. The department level you are assigned in your department structure affects the amount and type of data and type of access to menus, forms, and commands.

Note: If you are unable to perform some of the procedures in this guide, contact your system administrator. You may be restricted from viewing or modifying these modules.

Department Structure

Your system administrator enters your fire department structure in FireRMS. The traditional structure of a fire department contains Divisions, Battalions, and Stations. Each level; Department, Division, Battalion and Station, has characteristics in terms of roles, data access, and security restrictions. Figure 1-2 depicts the Logical Hierarchy of a department.
The Administrator assigns you one of the department levels in the department structure, listed below. You can view only the data available to your department level.

**Department** - Personnel assigned to Department, can filter data for all Divisions, Battalions, and Stations in the department.

**Division** - Personnel assigned to Division, can filter incidents in their command or division. This includes the Battalions and Stations that their Division supports.

**Battalion** - Personnel assigned to a Battalion, can filter incidents contained in a specific Battalion and the assigned stations that this specific Battalion supports.

**Station** - Personnel assigned to Station, can filter only the data at their local station level.

An Administrator can also select the following settings to restrict these areas of the product to your assigned department level; Protect Roster, Protect Daybook, Protect Personnel, and Protect Desktop.

**Security Objects**

Security objects are names of “objects” (e.g., modules, tabs, commands) to which you can control access. For example, the security object that controls your ability to create new incidents is named Desktop New Incidents. You must have read/write access to this object to create new incidents. A
number of security objects exist in FireRMS to restrict users from viewing or changing menu items, fields, tabs, and desktop items. Each user is assigned to a security group defined by the Administrator. The Administrator then assigns the security group a level of access to each security object. For example, you cannot delete an occupancy unless the security group to which you belong is granted full access to the Occupancy, List, Delete security object.

**Note:** Refer to the *FireRMS Administrator’s Guide* for a complete description of all security objects.

### Filtering Data

FireRMS has several desktop filtering mechanisms that enable you to control the amount and type of FireRMS data displayed. You can filter by date, by user, and using the desktop filter. Refer to Figure 1-3 for the location of these filtering tools on your FireRMS Desktop.

![Figure 1-3: Desktop Filtering Selections]

- **Date Icons** - You can filter your desktop to display only incidents with a specified date criteria. You can choose one of the date icons in the bottom left of the Desktop window. Select the 1 icon to display information for the current day, click 7 to display the information for the past week, or click 31 to display the information for the past month. If
you select the check box, the Calendar dialog displays in Figure 1-3, and you can select a date or range of dates.

- **Set To Current User** or **Not Assigned** - You can select the **Set To Current User** check box to display only data, for example, Incident records (with resources to which the user is assigned). The user’s name appears in the upper right text box of the Desktop window. If the check box is not checked, all data relevant to the user’s department level is displayed. If you select the **Not Assigned** check box, all Incidents, Training Classes, or Other Entries that have not been assigned a resource are displayed. Resources are a combination of apparatus and personnel assigned to an incident or task.

- **Desktop Filter Settings** - If you select the Filter toolbar icon, the Desktop Filter dialog in Figure 1-3 displays. You can choose settings to filter Incident or Training records. Refer to the online Help for information about the selections in the Desktop Filter dialog box.

### Meaning of Color In Fields

The FireRMS data fields are displayed in various colors to indicate they are required or optional data fields. The following fields are displayed in your FireRMS forms:

- **NFIRS Required** - You must complete the information in these fields. The required fields are dependent on rules and are displayed in red. If you do not enter information in these fields, you will be unable to authorize and complete the incident. An Incident report must be complete and authorized before you can perform an NFIRS Export.

- **Mandatory** - Mandatory fields are chosen by the system administrator and data must be entered in these fields before the records are considered “complete.” They are displayed in the color chosen by the Administrator.

- **Recommended** - Recommended fields are also chosen by the Administrator. The Administrator selects the color these fields are displayed in. This is information your system administrator would like you to fill in but they do not have to be completed in order for you to complete an Incident Report.

- **Optional** - You can optionally enter the remaining fields on the form which are displayed in white.

Refer to the following figure for examples of Mandatory and Recommended fields chosen by the Administrator. In this example, purple was the color chosen by the Administrator for Mandatory fields and yellow was the color chosen for Recommended fields.
Using FireRMS Mobile

Using the FireRMS Mobile module and a Mobile device, you can collect FireRMS data while you are away from the fire station. The agency-supplied mobile device, e.g. a laptop or Tablet PC, is loaded with FireRMS Mobile module. Using SQL Utilities, your Administrator configures your mobile device. If using a Tablet PC in a wireless network, data is automatically merged with the FireRMS database upon returning to the fire station. If using a Tablet PC in a disconnected mode, the data you have entered is merged into your FireRMS database when you return to the fire station and connect to the network.

For information on software and hardware requirements for the mobile device, see the FireRMS Version 4.0 Release Notes.

The following steps must be completed to use the FireRMS Mobile product:

- **Step 1**: Users are supplied with a Mobile device loaded with the FireRMS Mobile module.
  - For information about installing the FireRMS Mobile module, refer to Chapter 2 in the FireRMS Administrator’s Guide.

- **Step 2**: Administrators Perform Mobile Setup Using SQL Utilities.
  - For information, refer to Chapter 7 in the SQL Utilities Guide.
Step 3: Administrators download the most recent database snapshot to the mobile device by adding subscribers.
   - For information, see Chapter 7 in the *SQL Utilities Guide*.

Step 4: Users add/update data.

Step 5: Upon returning to the fire station, incident records you updated are merged/replicated with the FireRMS database. (The data is automatically merged if using a Tablet PC in a wireless network. If not, connect to the network to merge your data.)

Step 6 (OPTIONAL): Using the Reconcile tab, reconcile incidents entered/updated on mobile devices.
   - For information about using Reconcile, see Chapter 14: “Reconciling Incidents.”

Step 7: Using SQL Utilities, update the subscriber properties. This includes updating each subscriber’s login, changing the time interval of the Merge Sync Agent, and reviewing a sync history of actions. You can also run a bi-directional Ping test.
   - For information, refer to Chapter 7 in the *SQL Utilities Guide*.

**Online Help**

This FireRMS Online help file contains an overview section with introductory information about the product, detailed procedures you can perform, and context sensitive help topics containing descriptions of dialog boxes and data fields.

When you are running the FireRMS application, you can display online Help text in three ways:

- Click the Help toolbar button.
- Select Help from the menu selections, then select Contents.
- Press the F1 key to display context sensitive help about the dialog box or window currently displayed.
Chapter 2: Reporting Incidents

Overview

You will use the FireRMS Incident module to enter incident data. Incidents can include fires, auto accidents, or EMS calls. The Incident tabs are displayed in Appendix B, along with descriptions of the fields. You will not initially see all of these tabs on your desktop; some of the tabs are hidden and only display when you select certain fields or check boxes. For example, if you click the EMS Patient check box on the Persons Involved tab, and you are running the FireRMS Enterprise software, the Advanced EMS tab displays with information you must complete.

- For a description of the fields in each Incident tab, see Appendix B: “Incident Tabs.” You can also click the help icon at the top of the screen to review an online help topic with field descriptions.

In addition to creating incidents, you can modify incidents, search for specific incident numbers, filter the list of incidents, create sub-incidents, attach files to the incidents, save incidents as routine calls, apply routine calls to incidents, authorize incidents, and import/export incidents.

Creating New Incident Reports

You will enter new incident data after responding to an incident. The Alarm time, Arrival time, and Cleared time appear across the top right of the Incident form in blue. When making selections or entering data, be sure to complete the fields displayed in red, which contain NFIRS-required data.

If a CAD interface is implemented, some of the dispatch information, such as time and date will automatically populate the incident.

- For more information about required data, see “Meaning of Color In Fields” on page 1-8.

You can save and complete an Incident report at a later time if you do not have time to enter all the information. After completing the Incident report, a designated person must authorize that the report is complete and accurate. The report can then be released to the public. Incidents must be authorized before they can be exported to NFIRS.
For more information, see “Authorizing an Incident Report” on page 2-17.

**Note:** If a CAD interface is implemented, the Incident Report is automatically created and partially populated with data.

To create a new incident report:

1. On the FireRMS desktop, click the **Incidents** tab.
2. Click the **Create a New Entry** button. The **Basic Response** tab displays.

3. Enter pertinent information in the fields of the Basic Response tab. You must complete all fields displayed in red.

   - **Alarm Time** - The time and date of the first alarm. To change the time, type a new time using 24-hour time (midnight is 00:00). To change the date, click the down-arrow to open the Calendar. The Arrival, Controlled and Cleared time are adjusted automatically according to the Alarm Time.
   - **Arrival Time** - The time that the first unit arrived on scene. To change the time, type a new entry using 24-hour time.
   - **No Arrival** - Indicates response units never arrived on scene. For example, units may not arrive in the case of a false alarm. Selecting this option cancels the Arrival Time and Controlled time, as these will no longer apply to the incident.
   - **Controlled Time** - The time that the incident commander determined the incident, e.g. fire, was under control.
   - **Cleared Time** - The time that the last unit left the incident scene.
   - **Type** - Select a description of the incident. The choices are based on NFIRS 901 codes. You must select a code that is at least three characters long (for example, 111 - Building Fire), to meet NFIRS requirements. Otherwise, the selection remains red, indicating that your selection is not specific enough.

**Note:** To display the 901 Codes Explorer, right-click the down-arrow on the **Type** list box.

   - **Priority Response** - Indicates the incident was a priority response.
- **EMS Provided** - Indicates emergency medical services were provided. The EMS tab appears when this option is selected. This check box is automatically selected if the selected incident type indicates that EMS was provided.

- **Casualties** - Indicates injuries occurred to fire staff or civilians. The Casualties tab appears when you select this option. You can also activate the Casualties tab from the Persons Involved tab by checking the Fire Casualty box.

- **CO** - Select this check box to display the CO tab and enter details about carbon monoxide detectors and occupants.

- **Alternate Form** - For certain types of wildland fires you can select this check box to manually activate the Fire tab if you want to use this tab instead of the Wildland tab as allowed by NFIRS.

  **Note:** Your administrator can also select Customize Incidents, followed by Incident Defaults and indicate Fire is the default tab for wildland fires instead of the Wildland tab.

- **Alarms** - Type the number of alarms transmitted for this incident.

- **Shift** - Select the shift that was on duty at the time the alarm occurred.

- **Actions Taken** - Select the options that best describe actions taken during the incident. You can choose up to three actions. At least one action must be selected.

- **Hazardous Materials Released** - Select the options that best describe any hazardous material released during the incident. You can select up to two hazardous materials. If you select **Special hazmat actions required or spill greater than 55 gallons**, the HazMat tab appears.

- **Mutual Aid** - Use these options to enter details about mutual aid given or received. If there was no mutual aid, select the **None** check box. If there was mutual aid, clear the **None** check box and select a mutual aid type from the drop-down list.

- **Department** - Displays the names of agencies that provided mutual aid to your department or received mutual aid from your department.

- **Add** - Adds a mutual aid agency for this incident.

- **Delete** - Deletes the selected mutual aid agency from this incident.

- **Incident No.** - For incidents where your department provided mutual aid, type the other department’s incident number. This is required by NFIRS reporting to prevent the same incident from being reported twice.

- **State** - The state where the mutual aid agency is located.

- **Use Optional Tabs** - When you provide mutual aid, you are no longer the primary reporting agency under NFIRS rules. The primary responsibility for reporting most incident details falls on the other agency. In this case, FireRMS hides tabs that are no longer your responsibility. Click the **Use Optional Tabs** check box to display these tabs. For example, you may want to enter this information for internal department use. Optional information will be “stripped” from your NFIRS export but will remain stored in FireRMS for your internal use.
Creating New Incident Reports

- Detector - The option that best describes the performance of detectors present in the building. This option is only active for building fires and only when it is your department’s incident.
- Initial Dispatch Code - Allows you to record the initial dispatch code in situations where the initial dispatch code is different from the final dispatch code for the incident.
- Response Time - Displays the Response time to the incident scene based on the total time between the first alarm and the first arriving unit; Response Time = Arrival Time — Alarm Time. If your agency is using a default response time and that time is exceeded, the response time will be colored red.
- PSAP Time: Allows you to track the time the call was received by the dispatch center. This field can be imported from CAD by using the latest version of SMS.
- Incident Delay: Your Administrator may setup a list of codes for this field. Select the appropriate code to explain reasons for any delay in the Arrival time for the Incident.
- Casualty: Select Yes or No to indicate if Civilian or Fire Service Casualties are being recorded for the Incident.
- Critical Incident: Used for NFIRS reporting in the State of Massachusetts only. Administrators of systems in other states may hide this field using design mode or rename it and use it to gather any alternate data desired.
- Team Mobilized: Used for NFIRS reporting in the State of Massachusetts only. Administrators of systems in other states may hide this field using design mode or rename it and use it to gather any alternate data desired.
- Circumstances (1, 2, 3): Used for NFIRS reporting in the State of Massachusetts only. Administrators of systems in other states may hide this field using design mode or rename it and use it to gather any alternate data desired.
- Incident Reported By: Used for NFIRS reporting in the State of Oregon only. Administrators of systems in other states may hide this field using design mode or rename it and use it to gather any alternate data desired.
- Mutual Aid: Use these options to enter details about mutual aid given or received. If there was no mutual aid, select the None check box. If there was mutual aid, clear the None check box and select a mutual aid type from the drop-down list.

**Note:** The NFIRS Rules for Incident Reporting changes depending on the code selected for Mutual Aid. After you have selected an incident type code and the code for Mutual Aid, you can view the additional tabs display, or additional fields become required. You should select the codes for Incident Type and Mutual Aid before entering data on any other Incident Tabs to eliminate the need to revisit those tabs later.

4. Select the Location tab or the next tab you wish to fill in. Table 2-1 contains a complete list of Incident tabs. The remainder of the Incident tabs and the fields on the tabs are described in Appendix B.

- For a description of all the Incident tabs and their fields, see Appendix B: “Incident Tabs.”
Note: Some of the tabs listed in Table 2-1 may not appear on your incident form. FireRMS contains hidden tabs that only display when you make certain selections. For example, if you click the EMS Patient check box on the Persons Involved tab, the Advanced EMS tab displays.

Table 2-1: Incident Tabs

<table>
<thead>
<tr>
<th>Tab</th>
<th>Sub-Tabs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic</td>
<td>Response</td>
</tr>
<tr>
<td></td>
<td>Location</td>
</tr>
<tr>
<td></td>
<td>Persons Involved</td>
</tr>
<tr>
<td></td>
<td>AirCRAFT</td>
</tr>
<tr>
<td></td>
<td>Highway</td>
</tr>
<tr>
<td></td>
<td>CO</td>
</tr>
<tr>
<td></td>
<td>PropInsurance</td>
</tr>
<tr>
<td></td>
<td>Supplemental</td>
</tr>
<tr>
<td></td>
<td>Attachments</td>
</tr>
<tr>
<td></td>
<td>Narrative</td>
</tr>
<tr>
<td>Resources</td>
<td>Apparatus</td>
</tr>
<tr>
<td></td>
<td>Personnel</td>
</tr>
<tr>
<td></td>
<td>Equipment</td>
</tr>
<tr>
<td></td>
<td>Summary</td>
</tr>
<tr>
<td></td>
<td>Quarters Attended</td>
</tr>
<tr>
<td>Fire</td>
<td>Property &amp; Ignition</td>
</tr>
<tr>
<td></td>
<td>Involved</td>
</tr>
<tr>
<td>Structure</td>
<td>Description &amp; Damage</td>
</tr>
<tr>
<td></td>
<td>Systems</td>
</tr>
<tr>
<td>Wildland</td>
<td>Cause &amp; Factors</td>
</tr>
<tr>
<td></td>
<td>Property &amp; Responsible</td>
</tr>
<tr>
<td></td>
<td>Weather &amp; Behavior</td>
</tr>
<tr>
<td>HazMat</td>
<td>Release</td>
</tr>
<tr>
<td></td>
<td>Involved</td>
</tr>
<tr>
<td></td>
<td>Identification</td>
</tr>
<tr>
<td></td>
<td>Responsible</td>
</tr>
</tbody>
</table>
5. After entering the incident data, click the **Close** toolbar button. If the ability to assign automatic incident numbers has been **disabled**, you are prompted to manually enter an incident number. Note that you can save a partially completed incident and complete it at another time. Once you have completed entering all information in an incident report, the report must be authorized before the Incident can be released to the public.

### Table 2-1: Incident Tabs

<table>
<thead>
<tr>
<th>Tab</th>
<th>Sub-Tabs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced EMS</td>
<td>Scene&lt;br&gt;PatientInfo&lt;br&gt;History&lt;br&gt;Assessment&lt;br&gt;FlowChart&lt;br&gt;Trauma&lt;br&gt;CPR&lt;br&gt;Accident&lt;br&gt;ObGyn&lt;br&gt;Other&lt;br&gt;Billing&lt;br&gt;EMSNarrative&lt;br&gt;Disclosures&lt;br&gt;LifePak EKG&lt;br&gt;ZOLL EKG&lt;br&gt;Attachments</td>
</tr>
<tr>
<td>EMS</td>
<td>Scene&lt;br&gt;PatientInfo&lt;br&gt;History</td>
</tr>
<tr>
<td>Casualty</td>
<td>Fire Service&lt;br&gt;Fire Service Injury&lt;br&gt;Protective Equipment&lt;br&gt;Civilian&lt;br&gt;Civilian Injury</td>
</tr>
<tr>
<td>Arson</td>
<td>Investigation&lt;br&gt;Juvenile Firesetter&lt;br&gt;Referred To&lt;br&gt;Narrative</td>
</tr>
<tr>
<td>Narrative</td>
<td>Contains no sub-tabs. Complete the fields.</td>
</tr>
<tr>
<td>Authorization</td>
<td>Contains no sub-tabs. Complete the fields.</td>
</tr>
</tbody>
</table>
For information on authorizing an Incident report, see “Authorizing an Incident Report” on page 2-17.

Using Shortcuts To Enter Incident Data

You can use the shortcuts described below to reduce the time you spend entering incident data.

**Date Fields** - You can click the down-arrow next to any date field to display a calendar and quickly select a calendar date. When the cursor is located in the date field, you can press the T key to enter today’s date or the Y key to enter yesterday’s date.

**Date and Time Fields** - You can press the Tab key to move the cursor to each date or time field and then press the N key to enter the current date or time.

**Auto Fill-in Employee Info** - You can type an employee number in an incident report. If the person is on the list of assignees and is the logged in user, the employee’s personnel information is then automatically filled in.

**901 Code Explorers** - 901 Code Explorers provides a list of commonly selected codes for many of the lists on the Incident form. When you position the mouse pointer over a field, if the message “Right-click to explore” appears, a code explorer is available for the field. Right-click on the field to open the 901 Code Explorer. Selecting from common codes, eliminates the time you might spend searching the entire list of 901 codes.

**Routine Calls** - You can save an incident report as a routine call. You can then create a new incident report based on the routine call. This is useful for storing the name and address of an EMS patient who is the subject of repeated calls.

For more information, see “Saving An Incident As a Routine Call” on page 2-19.

**Finders and Explorers** - Finders and Explorers allow you to quickly select from predefined entries on the Incident form. You can select addresses, cities, personnel, and more.

**Auto Narratives** - You can automatically generate narrative text based on the information in the Incident report by clicking the Auto button on the narrative form. You can select from Incident and Advanced EMS narratives on the Incident form.
Modifying Incident Reports

After initially entering incident data, you may need to modify the information or enter additional information.

To open an incident report:

1. On the FireRMS desktop, click the **Incidents** tab.

2. On the Incident list, double-click the incident that you want to open or select the incident and click the **Open Selected Entry** toolbar button. You can review the Incident or make changes to it.

   For a description of the fields on the Incident tabs, see Appendix B: “Incident Tabs.”

3. Save your changes, and click the **Close** toolbar button.
Searching For Incident Reports

If you have several incident reports on your desktop, and you know the number of the incident report you want to modify, you can quickly display that incident report using the Incident Finder. If you are unsure of the Incident number, you can also filter incident reports. This is described in the next section.

To find a specific incident report:

1. On the FireRMS desktop, click the **Incidents** tab.

2. Click the **Find an Entry** toolbar button. The Incident Finder dialog displays.

3. In the **Incident Number** text box, type the number of the incident you want to display. You must type the complete incident number; however, you do not have to enter leading zero’s. (For example, if the incident number is 0001901, you can type 1901).

4. Click the **Find** button. FireRMS displays all incidents that match the number, including the main incident and any incident exposures for that number.
5. Double-click the incident you want to open or highlight it and click Select. The incident report displays.

Filtering Incident Reports

The Incident Filter enables you to search for Incident reports that meet a certain criteria. This is useful if your database contains numerous Incident reports and you only want to display a particular incident. The filter criteria includes:

- Department Level
- Incident Type
- Manual Aid Type
- Location
- Shift
- Authorization Status

To filter the list of incidents:

1. On the FireRMS desktop, click the Incidents tab.

2. Click the Filter the List toolbar button. The Desktop Filter dialog displays.
3. **OPTIONAL**: Search the tree view for a specific apparatus, e.g. STATION 2, by typing the apparatus in the text box and clicking the **Search** button.

4. Select the filter criteria:
   
   - Department Tree View - Select a department level.
   - Incident Type - Select a particular type of incident.
   - Mutual Aid Type - Select incidents based on mutual aid status.
   - Location Contains - Enter keywords that appear in the incident location, such as **Main** as the street name.
   - Owner Contains - Enter keywords for the owner that appears in the incident.
   - Use a Saved Query - Select a Query to run on your desktop data. The Queries listed are those that you created using the Query Builder.
   - Authorization Status - Choose a status type to filter the list based on an incident’s completed status.
   - Shift - Select the shift of incidents you want to view.
   - Reporting Station - Check this box to display incidents for the selected station entered in the Station field on the **Basic>Scene** tab. Note that this filtering option does not apply to apparatus assigned to the incident, regardless of the station to which the apparatus may be assigned.

5. Click **Select** to apply the filter criteria. These filter settings remain in effect until you clear the filter. They are displayed on the bottom of the Incidents tab. The incidents that meet the criteria you chose are displayed.
6. **OPTIONAL:** You can use the Calendar (as described below) to further limit the data displayed by selecting specific dates and shifts on which incidents occurred. The Incident reports displayed on the list satisfies the filter criteria and occurred on the dates that you specified.

### Using the Calendar

You can use the Calendar to select specific dates and limit the data displayed.

- For the location of the Calendar buttons, see Figure 1-3 on page 1-7.

To use the Calendar:

1. On the FireRMS desktop click one of the following in the lower left corner:
   - Red 1 button to view the current day’s incidents. For Incidents, the list begins at the active shift start time.
   - Red 7 button to view incidents from the past seven days
   - Red 31 button to view incidents from the past 31 days
   - Red check mark to display a Calendar.
     a) Select a date or date range and a shift schedule from the Calendar.
     b) Click the **Close** toolbar button.
   - Left blue tab to scroll back one day at a time.
   - Right blue tab to scroll forward one day at a time.

The incidents that occurred on the date you selected are displayed.

### Changing An Incident Number

Incident numbers are assigned sequentially; 0000001, 0000002, etc. You can change the number if you want to assign a different number or you want to create your own numbering sequence, e.g. 2004001, 2004002, 2004003.

**Note:** Your system administrator can enable you to manually enter all incident numbers by selecting **Disable Automatic Incident Numbers** on the **Settings** tab. See your Administrator for information.

To change an incident number:

1. Open the incident report containing the number you want to change, and then click **Change** next to the **Incident Number** text box.
2. Type the new number in the **Incident Number** box. (You do not have to enter leading zeros.)

3. Click the **Save** toolbar button. A message displays indicating the new report number.

4. Click **OK**.
Creating Exposure Reports

You can create an exposure report based on an original Fire type incident. An ‘Exposure’ is defined as a fire resulting from another fire outside that building, structure or vehicle, or a fire that extends to an outside property from building, structure or vehicle. For example, if the building fire ignites a truck parked outside, the truck fire should be reported as an exposure fire.

Exposure fires inherit the first seven digits of the original incident number, and append an exposure flag number, such as 001, 002, etc.

To create an incident exposure:

1. Open the incident report for which you want to create the sub-incident report.

2. Click the New button next to the Exposure text box. You are prompted to save the existing incident.

3. Click Yes. FireRMS creates a new incident based on the existing incident record. The information in the following fields is copied from the original incident; Alarm Time, Arrival Time, Controlled Time, and Cleared Time. The remaining fields are blank.

4. Complete the incident report details.

   ▶ For a definition of the fields in the Incident tabs, see Appendix B: “Incident Tabs.”
5. Click the **Close** toolbar button to save your changes.

**Attaching Files To An Incident Report**

You may need to attach files with supporting data or images to an incident report. These attachments can include photos, video, investigative reports, press releases, receipts, PT care files, or EKG files.

To attach files to an incident report:

1. Open the incident report to which you wish to attach a file and then click the **Attachments** tab.

2. Click **Add**. In the **Description** text box, type a name for the attached file.
3. Click the **Browse** button. The Windows Open dialog displays.

4. Select the file you want and click **OK**. The name of the attached file appears in the **Linked To** text box.

5. Click the **Close** toolbar button to save this attachment.

6. Alternately, click the checkbox **Web Page URL** to add a link to a web site that contains pertinent data. If your local computer is running Internet Explorer version 8, you can view URLs from addresses entered as: www.zoll.com. Systems running earlier versions of Internet Explorer (IE 6 or 7) should enter the URL as a fully qualified address such as: \www.zoll.com when adding Web Page URLs as attachments.

## Authorizing an Incident Report

On the Authorization tab of the Incident reports, you must choose the name of the person entering the Incident Report data. This is the **Member Making Report**. Before incident data can be exported or included in reports, this person must authorize the report to verify it is complete and accurate. This report can only be authorized after all mandatory fields have been completed.

To authorize an Incident report:

1. Open the Incident report you wish to authorize.
2. In the Incident form, click the **Authorization** tab. Click the **Explorer** button under Member Making Report to choose the person responsible for the report from the Personnel Explorer. Alternately, you can type the employee number in the **Number** text box, or, if the Administrator has enabled login security, you can click **Set to Current User**.

3. **OPTIONAL**: You can identify the officer in charge of the Incident that is being reported and select a person to review the Incident. The person reviewing the Incident checks the **Reviewed** box.

4. After entering all necessary information, the person responsible for entering the incident report must select the **Complete** check box to complete the record. Once a record is marked as complete, it may be exported to NFIRS and be included in reports, or released to the public.

5. The optional choices on this form include:
   - **Officer In Charge** – Use this section to identify the Officer in Charge of the Incident if different from the Member Making Report.
   - **Reviewer** – Use this section to identify the Reviewing Officer if desired. Note that the incident must be marked complete and closed one time before the Reviewed checkbox becomes available. This ensures the Incident is actually being reviewed by someone other than the Member Making Report.
   - **Release to Public** – Select this checkbox to access the Released to Public section of the form. Additional information about the release may be logged in this section.
Corrected Record for Re-Export - Use this option to flag the record to be re-exported as a new record if the incident was rejected by the State or National system after an initial export.

6. Click the Close toolbar button when you are finished to save your changes and close the Incident form.

Saving An Incident As a Routine Call

The Routine Call feature enables you to reduce redundant data entry by saving common incidents as routine calls and applying them to new or existing incidents. For example, if you make frequent EMS calls to the same address, you can save the incident as a routine call. When you save an incident as a routine call, the data is saved in a stand-alone record. When you make another call to the same address, you can then apply the routine call to the new incident.

To save an incident as a routine call:

1. Open the Incident report you wish to save as a routine call.

2. In the Routine menu, click Save As.

3. Click Yes when you are prompted to save the current incident.

4. In the Save Routine Call dialog, click New Call.

5. OPTIONAL: To overwrite an existing call, select the existing call and then click Existing Call.
6. Type a name for the routine call.

7. Click Save. You can now apply this routine call to a new or existing incident as described in the next section.

### Applying a Routine Call To An Incident Report

After you have saved incidents as routine calls, you can apply any of these routine calls to new or existing incident reports.

To apply a routine call to an incident report:

1. Create or open the incident report to which you wish to apply the routine call, and click on Apply in the Routine menu.

2. Click Yes when you are prompted to save the current Incident. The Routine Call Finder dialog displays.

3. In the Routine Call Finder dialog, do one of the following:
   
   - Click Search, type the name of the routine call you want, and click Find.
   - Click Show All Routine Calls for a complete list.

4. In the list of routine calls, click the one you want to apply.

5. Click Select. The Incident report is displayed with the data that was saved in the routine call.
6. Make any necessary changes and click the Save toolbar button, and close the Close toolbar button.

Importing/Exporting Incident Reports

You can import FireRMS Incident reports from other departments and review them. You can also export your Incident reports to other users or to NFIRS.

To import Incident reports:

1. In the Tools menu, click Import. The Import Incidents dialog displays.

2. In the Import Incidents dialog, click Browse. The Windows Open dialog displays.

3. Select the file you want to import and click OK.

4. Click Import. The file is imported if it is a valid NFIRS export file. If it is not a valid file, a warning is displayed stating the file cannot be imported.
To export incident reports:

1. In the Tools menu, click Export followed by Incidents. The Export Incidents dialog displays.

![Export Incidents dialog](image)

2. Under **Selection Criteria**, choose the incident date(s) you wish to export, as follows:
   - **Month** - Exports a specific month’s incidents. Select a month from the drop-down list, and make sure that the correct Year is selected as well.
   - **Quarter** - Exports a particular quarter’s incidents. Select a quarter from the drop-down list, and make sure that the correct Year is selected.
   - **Year** - Exports an entire year’s worth of incidents. Select the Year you want from the drop-down list.
   - **Between** - Select a date range and enter the beginning and ending dates in the range.

3. Select the following check boxes:
   - **Re-Export as New Records** - Allows incidents previously exported to be re-exported without including the ‘update record’ flag. This may be required if a State Agency has rejected a previous post.
   - **No Activity** - Creates a No Activity Export which can be sent to the State or NFIRS to fulfill reporting requirements for the month.
   - **Include Incomplete Incidents** - Includes incomplete incident reports in the export. An incident report is considered incomplete if the **Completed** check box has not been
Importing/Exporting Incident Reports

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marked for the incident on the Incident form’s Authorization tab. This option is only available for FireRMS Export.

- Exclude Narrative, Apparatus and Personnel or Persons Involved – Selecting any of these checkboxes excludes those record sets from the NFIRS Export. Exclusions may be due to State Reporting requirements, or to ensure compliance with local HIPAA regulations.
- Corrected record flagged for Export – Selecting this option generates an export that contains only those incidents flagged for re-export after a correction has been made. Some state reporting systems do not allow an entire month or quarterly report to be resubmitted if one or more incidents was rejected, and instead require only the corrected incidents to be re-posted. This option supports that requirement.

4. Choose one of the following Export Types:

- FireRMS Export - Exports all Incident information, including the information that is not included in the NFIRS exports. The main purpose of this option is to allow you to exchange complete Incident records with FireRMS users with whom you do not share a database connection. You can import or merge the exported file with another FireRMS database.
- NFIRS Export - Exports the Incidents for submission to the NFIRS database. This exports your Incident reports in a format that is suitable for submission to NFIRS. NFIRS export only works for Incident records marked as complete.
- Dept. Info - Creates an export file based on department information only, independent of all else. For example, some states require a separate piece that is department-related. This information can also be used by ZOLL to set up a technical support profile for your department.
- EMS Only - Creates an export file that contains only Advanced EMS data.
- Previous Export - Provides a summary statement of the most recent export.

5. Click Export to begin the export process.

Incident Options: NFIRS Reporting for Massachusetts

If your Department is configured for the State of Massachusetts (State Code ‘MA’), the following fields should be filled out when appropriate for proper inclusion in the NFIRS export:


When the NFIRS export is created for systems with the MA state code, data entered in these fields are included in the export. Users in Massachusetts should not modify any codes associated with these fields. Users in any other state may update the codes or hide the fields completely through Design Mode if desired.

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Incident Options: NFIRS Reporting for Oregon

If your Department is configured for the State of Oregon (State Code ‘OR’), the following fields should be filled out when appropriate for proper inclusion in the NFIRS export: Basic> Response tab: Incident Reported By. Basic> Persons Involved Tab: Primary Language & Secondary Language. Fire>Property Tab: Roof Covering Type. Hazmat> Responsible form: Agency Type. When the NFIRS export is created for systems with the OR state code, data entered in these fields will be included in the Export. Users in Oregon should not modify any codes associated with these fields. Users in any other state may update the codes or hide the fields completely through Design Mode if desired.

Option for NFIRS Export to Multi Agency Systems

An additional option is available to support the NFIRS export routine reporting on multi-agency systems. These agencies use the option Multiple FDID to identify the individual reporting agencies for each incident report. When the Multiple FDIDs option is enabled, a new dropdown field becomes available on the export form to allow the local agency to select records from an individual FDID to be included in the export. When the individual export option is used, only Incidents from the selected FDID field is included in the export. Users may continue to export all incidents by not using the drop down selection field.

NOTE: The FDID field is located on the Incident Location tab and ZOLL recommends that agencies intending to use this new export option set the field to Mandatory using Design Mode. The following screenshot shows an example:
Exporting to FireRMS Collector
Use this menu item to export data to the optional FireRMS Collector tool. Contact the ZOLL Sales team for more information on the Collector tool.
Overview

The FireRMS Daybook contains a To Do list of pending activities, a Log list of completed activities, and a list of internal email sent or received to/from other FireRMS users. Using the To Do list, you can review your pending departmental activities for the day or week. You can review your completed activities on the Log list. The FYI/Requests tab contains a list of internal email sent or received to/from other FireRMS users. When you run FireRMS, the Daybook automatically filters the view to your position in the department. This position is defined in the Daily Roster for the date set on your desktop.

Note: You can select the date icons in the lower left of the Desktop window to view your Daybook items on a specific date.

Reviewing Pending Activities

You can view the list of To Do Items to review pending activities for the day or the selected date range.

To review pending activities:
1. Click the Daybook, **To Do Items** tab.

2. **OPTIONAL**: Select the check boxes of the items you want to filter. Click the **Save as my preference** button to save your filter selections.

3. Select an activity from the To Do Items list and click the **Open** toolbar button. The activity opens in the form it was created, e.g., Other Entry, Training. Review the information or make changes, as necessary.

   After you have completed a task, and it is marked as “completed,” it appears on the Log list of the participant. For example, if an item in the To Do Items list is completed and is marked as Complete and Reviewed, it appears on the Log list of each person who participated in the activity.

### Reviewing Completed Activities

The Log list contains completed activities for incidents, training, other entries, occupancies, hydrants, vehicles, and equipment. The Log displays activities that apply to the active duty roster, based on the Daily Roster settings. In addition, if the Protect Daybook feature is enabled on the Settings tab, you will only see scheduled activities that apply to your assigned area.

To review completed activities:
1. Click the Daybook, Log tab.

2. Select a completed activity from the Log list and click the Open toolbar button. The activity opens in the form it was created, for example, Other Entry, Training.

3. Review the information or make changes, as necessary.
Sending or Reviewing FireRMS Email

You can create and send email to other FireRMS users. These mail messages contain the following types of information; FYI, Training, Support, Work Order, Leave, or Other Type. You can also review the list of email you have received.

To send or review email:

1. Click the Daybook, **FYI/Request** tab.

2. On the **Requests** tab, do one of the following:
   
   - Create and send email:
     a) Click the **Create a New Entry** toolbar button to create new email.
Filtering, Sorting, Refreshing, Removing, or Printing Daybook Items

You can perform the following on the Daybook activities:

- Filter the list of pending or completed activities
- Sort the list of activities on the To Do Items list and the Log list
- Refresh the list of activities
- Remove activities from the Log list
- Print activities
Filtering Activities

Use the Desktop Filter to filter the Daybook Log and To Do Items lists. Using the filter, you can select the department level for which you wish to view activities. For example, you can view activities for your station only.

To filter the To Do Items list or Daybook Log:

1. Select the Daybook **To Do Items** tab or the **Log** tab.

2. Click **Filter the List** toolbar button.

3. Do one of the following:
   - Select the department level of interest in the tree view and click the **Select** button to filter the Daybook based on the current entry selected on the tree-view.
   - Type a search term in the text box at the top of the Desktop Filter, and click the **Search** button to search the department structure for a particular entry. FireRMS highlights the first tree-view entry that matches the search term. Click the **Select** button to filter the Daybook on the entry highlighted in the tree view.

The results are displayed on the To Do Items list or the Log list.

Sorting Activities

You can sort the To Do items or Log items to easily find specific types of activities. You can sort by Start Time, Entry, Details, Other Info, or Priority for activities in the To Do list. For the activities in the Log list, you can sort by Start Time, End Time, Entry, Details or Other Info.

To sort the list of activities:

1. Select the Daybook **To Do Items** tab or the **Log** tab.

2. Position the mouse pointer on the column label you wish to sort by. The cursor turns into a down-arrow.

3. Click once to sort alphanumerically in descending order. Click again to sort in ascending order.

Refreshing The List of Items

You can review the most recent list of pending activities or completed activities by clicking the **Refresh the List** toolbar button. The most recent items assigned to you or completed are displayed on the To Do Items tab and the Log tab.
Removing Completed Items

You can remove completed activities on the Log list at any time by selecting the activity and clicking the **Delete** toolbar button. The actual record of the activity is not deleted; it no longer displays on the Log list.

Printing Items

You can print all pending activities, or all completed activities by selecting the To Do Items tab or the Log tab and clicking the **Print** toolbar button. The entire list of items prints when you click the **Print** button in the Print dialog and click the **OK** button.
Other Entries

Overview

The Other Entries list contains activities that you can schedule and store results. These are activities in addition to those associated with other FireRMS modules, for example, Occupancy inspections or Hydrant testing. They may include routine station work, public education, and physical fitness. You can schedule events, modify and delete events, and filter, sort, and print the list of events.

Scheduling or Modifying Entries

You can schedule a new entry or modify an existing entry. Entry types can include Housework, Hydrant Testing, Inspection, Laundry, Shopping, and Training. The types of items you can schedule are defined by your system administrator.

To schedule or modify an entry:
1. Click the **Other Entries** tab on the desktop. If the **Set To Current User** box is checked, entries currently assigned to you are displayed.

2. Do one of the following:

   - Select an entry to modify and click the **Open a Selected Entry** toolbar button.
     a) Click the tab containing the information you want to modify.
     b) Make necessary changes.
   - Click the **Create a New Entry** button to schedule an entry.
a) On the Definition tab, select the entry type from the Type drop-down. Enter information in the following fields:

- **Type** - The type of event you want to schedule.
- **Start Time** - Displays the date and time that the event begins. To change the time, type a new entry using 24-hour time. To change the date, click the down-arrow to open the Calendar and select the correct date.
- **End Time** - Displays the date and time that the event ends. FireRMS calculates the End Time based on the Start Time plus Hours. For example, if the Start Time = 8:00 and Hours = 1, then the End Time = 9:00.
- **Hours** - The total hours that the event lasts. You may use quarter-hour increments, for example, 1.25 = 1 hour and 15 minutes. You can click the arrow buttons to cycle to the correct hour setting.
- **Location** - Use these options to identify where the event is taking place.
  - **Station** - Indicates the event takes place at a station. Select the station you want from the drop-down list displayed.
  - **Other** - Indicates the event takes place at a location other than a station. Type the location name in the text box.
- **Default Results** - These user-definable fields allow you to enter the default results for the event. By default, these fields are named Default 1, Default 2, and Default 3. Your system administrator can customize these fields.
- **Comments** - Additional notes for this event.
- **Losap Points**: Enter the points defined by your administrator if your system is set up to use LOSAP.
- **Losap Type**: Enter the type of LOSAP event defined by your administrator.

3. Save changes and close the entry.

## Adding Participants to an Entry

On the Other Entry form, you can assign participants to the scheduled event.

To assign participants to an event:

1. On the **Participants** tab, select the participants who will perform the task.

![Participants Tab Image](image)

2. Enter information in the following fields:

- **Add from Assignment** - Add participants from assignments based on the Daily Roster. This option is only available if the Daily Roster has been created for the day. Use the Shift, Station and Apparatus drop-down lists to choose the assignment from which you wish to add participants.
- **Add from Personnel** - Select participants from the Personnel Explorer.
- **Add External** - Add participants from outside your department.
- **Detail Information for** - Displays the name of the participant for whom you are viewing/editing information.
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- **Remove** - Click this button to remove the selected participant from the list of participants for this event.
- **Results** - These options allow you to record results for the selected participant. You can record total Hours credited and up to three additional results per participant. By default, these fields are named Default 1, Default 2, and Default 3. Your system administrator can customize these fields.
- **Losap Points**: Enter the LOSAP award points per participant if your system is set up to use LOSAP.

3. Click the **Save** toolbar button to save your selections. A notice is sent to the participants’ To Do list informing them of the scheduled event.

## Authorizing an Entry

After a scheduled entry type has been completed, a designated person must authorize the entry on the Authorization tab to verify it is complete and accurate. After an entry is authorized, it is moved to each participants’ Log list.

- For a description of the Log, see “Reviewing Completed Activities” on page 3-2.

To authorize an entry:

1. On the **Authorization** tab, select the Member Making Report.

2. **OPTIONAL**: Select a Supervisor/Coordinator, and/or a Reviewer.
3. Enter information in the following fields:

- **Member Making Report** - The person responsible for completing the scheduled event. Click the **Explorer** button to choose from the Personnel Explorer. You can also “quick select” the member making report by typing that person’s employee number in the Number text box and pressing the **Enter** key.
- **Set to Current User** - The member making the report based on login ID. The name of the current user is filled-in if logins are enabled in FireRMS.
- **Number** - The employee number of the member making the report.
- **Date** - The date that the report was completed. Click the down-arrow to select a date from the Calendar.
- **Position** - The job position of the member making the report.
- **Assignment** - The assignment of the member making the report.
- **Completed** - Select this check box to mark the entry as completed. This option is not active until the Member Making Report has been identified.
- **Supervisor/Coordinator** - Allows a supervisor to authorize the activity. If security is enabled, these options will only be available to supervisory level personnel.
- **Reviewer** - Allows a reviewer to verify the activity is completed. If security is enabled, this option will only be available to designated personnel.

4. **OPTIONAL**: You can identify the Supervisor/Coordinator in charge of the entry that is being reported and select a Reviewer. After the entry has been reviewed, the **Reviewed** box must be checked.
5. Click the Close toolbar button to save your changes. Once an entry is marked as completed, it is listed on the participants’ Log list.

Filtering, Sorting, Refreshing, Removing or Printing Entries

You can perform the following on the list of other entries:

- Filter the list of entries
- Sort the list of entries
- Refresh the list of entries
- Remove entries from the list
- Print the list of entries

Filtering Entries

Use the Desktop Filter to filter the list of Other Entries. Using the filter, you can select the department level for which you wish to view entries. For example, you can view entries for your station only.

To filter the Other Entries:

1. Select the Other Entries tab.

2. Click Filter the List toolbar button and select the department level of interest in the tree view.

3. Do one of the following:

   - Select the department level of interest in the tree view and click the Select button to filter the list of entries based on the current entry selected on the tree-view.
   - Type a search term in the text box at the top of the Desktop Filter and click the Search button to search the department structure for a particular entry. FireRMS highlights the first tree-view entry that matches the search term. Click the Select button to filter the list of entries on the entry highlighted in the tree view.

The results are displayed on the Other Entries list.

Sorting The List of Entries

You can sort the list of Other Entries on your desktop to easily find specific types of entries. You can sort by Type, Start Time, or Location.
To sort the list of entries:

1. Select the **Other Entries** tab.

2. Position the mouse pointer on the column label you wish to sort by. The cursor turns into a down-arrow.

3. Click once to sort alphanumerically in descending order. Click again to sort in ascending order.

**Refreshing The List of Entries**

You can review the most recent list of entries by clicking the **Refresh the List** toolbar button. The most recent items assigned to you are displayed on the Other Entries tab.

**Removing Entries From The List**

You can remove entries listed on the Other Entries tab at any time by selecting the entry and clicking the **Delete** toolbar button. You are prompted to verify you want to delete the activity. Click **Yes** to remove it from the Other Entries list.

**Printing Entries**

You can print all entries listed by selecting the Other Entries tab and clicking the **Print** toolbar button. The entire list of items prints when you click the **Print** button in the Print dialog and click the **OK** button.
Training Classes

Overview

Your system administrator or training manager enters the initial training information. This includes adding sub-categories, entering standards, entering objectives and skills, creating classes, creating credentials related to training classes, and setting up training default results. The following example class categories may be listed in the training section: Advanced First Aid, Hazardous Materials Identification, or Aircraft Fire and Rescue. Your system administrator can determine the classes to schedule in these categories based on the region your department serves and the needs of your department.

After the initial training information is entered, if you have the appropriate access, you can perform the following training-related tasks:

- Schedule a Training Session
- Add Participants to the Training Session
- Add Objectives/Skills to the Training Session
- Assign Objectives to Participants
- Authorize the Training Session

Scheduling a Training Session

Once a class, or classes have been created, you can choose the location, start time, and end time to schedule a training session for the class.

To schedule a training session:

1. On the FireRMS desktop, click the Training tab.
2. Click the **Create a New Entry** toolbar button. The Training Form is displayed. Four tabs are displayed on this form:

- **Definition** - Schedule a training session
- **Participants** - Select the participants in the training session
- **Objectives/Skills** - Define the default objectives and skills for a training session
- **Authorizations** - Authorize a training session to indicate the training session is complete and that the results are accurate
3. On the **Definition** tab, select from the following:

- **Class** - Use these options to select the class you want to schedule. Click the **Explorer** button to select from the Class Explorer. You can also “quick select” a class by typing the class number in the text box under Class and pressing the **Enter** key.

- **Method** - Displays the training method used for the selected class. This text box may be pre-filled based on class selection or you can select a method from the drop-down list.

- **Provider** - Displays the organization responsible for the selected class. This text box may be pre-filled based on class selection or you can select a provider from the drop-down list.

- **Start Time** - Displays the date and time the class begins. You can type a new time using 24-hour time. You can click the down-arrow to choose a new date from the Calendar.

- **End Time** - Displays the date and time the class ends. You can change the end time, if necessary.

- **Hours** - Displays the total class time. This text box may be pre-filled based on the class selection. You can change the hours, if necessary.

- **Preregistration** - If you are scheduling a class for pre-registration, check the **Preregistration** check box. You must also select “Open” from the Status drop-down list, and the Start and End time must display a future date.

- **Status** - Use this option to indicate whether or not a class is full. When the number of participants equals the maximum class size, status is automatically set to full. N/A
indicates not applicable, e.g., the class is not open, or it is a pre-registration class and it is closed. Open indicates the class is open for a pre-registration class, and Closed indicates that the class is closed and you cannot pre-register for it.

- **Minimum Class Size** - The minimum number of participants required for the class. This may be pre-filled.
- **Maximum Class Size** - The maximum number of participants allowed in the class. This may be pre-filled.
- **Resources** - From this tree, click either Instructor or Location and then click the Add resource to session button to open either the Instructor List or Location List from which you can select the appropriate resource. Select a class location from the Explorer, then click OK. Click Vehicles or Equipment, and the Add resource to session button to display a list of vehicles or equipment relevant to that class. You can delete a location, instructor, vehicle, or equipment by selecting it from the tree view and clicking the Delete Resource from class button.
- **Default Results** - These customizable fields allow you to assign a series of default results for your department’s training classes. Three fields are available and are by default labeled Default 1, Default 2 and Default 3. Your system administrator can customize these fields as part of the FireRMS setup process.
- **Comments** - Type any miscellaneous notes for this class. This option may be pre-filled based on class selection.
- **Prerequisite Notes** - Type any notes specific to the class prerequisites. This may be pre-filled based on class selection.
- **Losap points**: Enter the points defined by your administrator if your system is set up to use LOSAP.
- **Losap Type**: Enter the type of LOSAP event defined by your administrator.
4. Click the **Save** toolbar button to save your changes and do one of the following:

- Click the **Close** toolbar button
- Follow the procedure in the next section if you want to add participants to the class.

**Adding Participants to a Training Session**

After scheduling a training session, you can add participants to the session. You can add participants from the following:

- Shift Assignment
- Personnel Explorer
- External Departments

After adding participants, the class is displayed on the participants’ To Do Item list.

**Adding Participants From a Shift Assignment**

You can add participants from a selected shift assignment. This is useful if multiple participants that you want to add share a shift assignment.

To add participants from a shift assignment:

1. On the FireRMS desktop, click the **Training** tab to open the Training Form and select the class to which you want to add participants.
2. Click the **Participants** tab.

3. On the **Participants** tab, select from the following:

   - **Add from Assignment** - Use this option to add participants based on Daily Roster assignments. This option is only available if the Daily Roster has been created for the day. Use the Shift, Station and Apparatus drop-down lists to choose the roster assignment from which you wish to add participants.
   - **Add from Personnel** - Click this button to select participants from the Personnel Explorer.
   - **Add External** - Click this button to add participants from outside of your department. This option is useful when neighboring departments train together or when an instructor is from another agency.
   - **Remove** - Click this button to remove the selected participant from the list.
   - **Detail Information for** - Displays the name of the selected participant. The selected participant is highlighted in the list, and that person's information is shown under Roles, Registration Status, and Results.
   - **Attendance** - Displays the selected participant’s attendance status. The default setting is Present. If a participant was absent, click this button to change the participant’s attendance status to Absent.
   - **Role(s)** - Select the check box(es) that best describe the selected participant’s role in this training session. When you select a role, it is marked next to the participant’s name on the list of participants. For example, when you click the **Student** check box, the S check box is marked next to that student’s name on the list.
Scheduling a Training Session

- **Registration Status** - If this class requires registration, use this option to set the user’s current registered status. The default, N/A, indicates that registration is not required. Pre-Registered indicates that the participant has registered for the session; Approved indicates that the person's participation in the class has been approved; Wait-Listed indicates that the person has been placed on a waiting list. When Wait-Listed is selected, you are unable to enter results for the participant.

- **Results** - Use these options to track a participants results from a training class. Three user-definable results fields, labeled Default 1, Default 2 and Default 3, are available in addition to the following:
  - **Completed** - Select this check box when the participant has satisfactorily completed the training session.
  - **Hours** - Type the total number of hours spent by the participant in this training session.
  - **LOSAP Points**: Enter award points per participant if your system is set up to use LOSAP.

4. Under **Assignment**, on the drop-down list, select the Shift from which you wish to add participants.

5. **OPTIONAL**: Select a Station and Apparatus.

6. Click the **Add from Assignment** button to add participants based on the Daily Roster assignments. Refer to the topics below if adding from the personnel explorer or adding external personnel.

7. Click the **Save** toolbar button to save your changes and do one of the following:
   - Click the **Close** toolbar button.
   - Assign objectives to participants.

   ▶ For information on assigning objectives to participants, see “Assigning Objectives To Participants” on page 5-9.

### Adding Participants From the Personnel Explorer

You can add participants from your list of employees in the Personnel Explorer.

To add participants from the personnel explorer:

1. On the **Training form** **Participants** tab, click the **Explorer** button next to **Add from Personnel**.

2. In the **Personnel Explorer**, choose from the following:
   - Select Tree View - Use these options to control how personnel are listed on the tree view.
Chapter 5: Training Classes

- **Personnel** - Select this option to view personnel based on department structure.
- **Roster** - Select this option to view personnel based on Daily Roster assignments. This option is only available if the Daily Roster has been created for the day.
- **Alphabetical** - Select this option to view personnel in alphabetical order by last name.
- **Roster Date to View** - When Roster is chosen as the Select Tree View option, use this option to select a roster to view based on date and time.
- **Number** - This read-only text box displays the number assigned to the selected employee.
- **Position** - This read-only text box displays the employee’s primary position assignment.
- **Name** - This read-only text box displays the employee’s name.

**Note:** Number, Position, and Name are assigned in the Personnel module.

- **Quick Select** - Use this option to “quick select” an employee by typing that person’s Personnel ID number in the text box and pressing the **Enter** key.

3. Locate and click the name of the person you wish to add and click the **Select >>** button. Repeat Steps 2 and 3 for each person you wish to add. You can click the **<< UnSelect** button to remove the highlighted name of an employee on the personnel list.

4. When you are finished, click **OK** to close the Personnel Explorer. The participants’ names are displayed in the list.
Adding Participants From External Departments
You can add participants that are located outside of your department. These are people that are not included in your FireRMS database Personnel list.

To add participants from external departments:

1. On the Training form Participants tab, click Add External.

2. Choose from the following:
   - Last Name - Type the participant’s last name.
   - Initial - Optionally, type the participant’s middle initial.
   - First Name - Type the participant’s first name.
   - Number - If applicable, type an employee or other ID number for the participant.
   - Agency - Select the outside agency to which the participant belongs, if applicable.
     These options are entered by the system administrator.

3. Click OK. The participant’s name is displayed in the list.

Assigning Objectives To Participants
After you define the default objectives and skills for a class session, apply them to the class participants. You can add the default objectives to all participants and/or define objectives for each individual participant.

Adding Default Objectives to All Participants
You can automatically assign the default objectives and skills defined on the Defaults tab to all class participants.
To add default objectives/skills to all class participants:

1. On the Training form Objectives/Skills tab, click the Participants tab.

2. Click the Add Defaults button. The default objectives and skills defined on the Defaults tab are listed. You can then customize them as needed for individual participants as described in the next section.
Defining Objectives for Individual Participants

In addition to or in place of the default class objectives, you can select a unique set of objectives and skills for each participant in a class.

To define objectives/skills for individual participants:

1. In the Training form Objectives/Skills tab, click the Participants tab.
2. In the drop-down list, select the participant for which you wish to define objectives and skills.

3. Use the **Add objective to Participant** button. The Objective Explorer dialog displays. (You can click the **Delete objective from Participant** button to remove objectives for the selected participant.)

4. Select the objectives, and click the **Add >>** button and click **OK**. The objectives are displayed on the **Participants** tab.
Defining the Training Objectives

Objectives and skills are the goals and the expertise the participants will gain from attending the training session. Objectives and skills are often defined in the Class Explorer and then added to the Training form when a class is scheduled. You can also add and delete objectives and skills using the Defaults tab. Once these are defined, whether or not these objectives or skills have been met is noted for each participant.

For information about whether or not the objectives/skills have been met, see “Entering Training Results” on page 5-15.

Adding Objectives/Skills

1. On the Training form Objectives/Skills form Defaults tab, review the list of any objectives and skills.

2. Click the Add objective to class button. The Objective Explorer displays.

3. Select the objective/skill that you want to add.

4. Click Select >>. Repeat Steps 3 and 4 for each objective/skill that you want to add.
5. When you are finished, click OK to close the Objective Explorer. The objectives you selected are displayed on the Defaults tab.

Deleting Objectives/Skills

1. On the Training form Objectives/Skills tab, select the objective on the Defaults tab that you want to remove.

2. Click the Delete objective from class button. You are prompted to delete the objective.

3. Click Yes. The objective is removed from the tab. Repeat Steps 1 and 2 for each objective/skill that you want to remove.

4. Click the Close toolbar button.

Entering Objective/Skill Results

On the Training form, you can enter results for each class objective/skill for each participant in a class. This feature allows you to provide a more detailed account of a participant’s results. It also allows you to determine what additional training a participant may need following the class.

For a class with multiple objectives, a participant may meet some objectives but not others. By indicating which objectives a participant has met in the Training form, you can determine what future objectives the participant needs to be trained in and which objectives have been achieved.

To enter an objective/skill result:

1. In the Training form Objectives/Skills tab, click the Participants tab.
2. Select the participant from the drop-down for whom you wish to enter objective/skill results.

3. In the list of objectives/skills, click the objective or skill for which you wish to enter results.

4. Under Results, enter the results in text boxes Default Result 1, 2 or 3 for the selected objective/skill.

5. Click the Close toolbar button to save your changes.

**Entering Training Results**

When a training session is completed, you can enter the results for each participant as follows.

To enter training results:

1. On the Training tab, open the training class to enter results for and then click the Participants tab.
2. In the list of participants, click the person for whom you wish to enter results.

3. Under Results in the bottom right corner, enter the training results for the selected participant in the Default Result text boxes. Your system administrator can enter default Training results.

Pre-registering for Classes

You can enroll in training classes that will occur at a future date, using the Pre-registration feature.

To pre-register for classes:

1. On the Training tab, select the class you wish to enroll in and click the Open button. The Definition tab displays.

2. Click the Preregistration checkbox. Make sure the fields are filled in as follows: the Status drop-down box must display “Open” and the Start and End Time must display a future date.

3. Click the Close button.

4. Click the Enroll button in the bottom right of the Training tab. The Training Class Pre-Registration dialog displays.
5. Select a class from the Training Class Pre-Registration dialog and click the Enroll button in the bottom left. You are now registered for this class, and it is displayed on your To Do Items list.

**Note:** If the class is full, you are prompted to be added to the wait list. Click Yes to be added to the list.

6. Close the dialog box.

**Identifying Absent Training Participants**

You can identify members from the class list that were absent from the class.

To mark a participant absent:

1. On the Training form Participants tab, in the list of participants, select the person you wish to mark absent.
2. Click the **Present** button. The label changes to **Absent**.

![Image of training session authorization]

3. Click the **Close** toolbar button. You can create reports that contain a list of Participants who were absent from training classes.

### Authorizing a Training Session

When a training session is complete and the results have been entered, the final step is to authorize it. When you authorize a training session, you verify that the results have been reviewed and are satisfactory. The training session information can then be included in the training reports.

To authorize a training session:

1. On the **Training** tab, open the class you want to authorize, and then click the **Authorization** tab.
2. If a Member Making Report has not been selected, click the **Explorer** button under Member Making Report. Choose the person responsible for the report from the Personnel Explorer. Alternately, you can type the employee number in the **Number** text box, or, if logins are enabled, you can click **Set to Current User** and the name of the logged in user is filled in.

3. Select the **Completed** check box. After a class has been authorized, the class is displayed on the participants’ Log list.

4. **OPTIONAL**: Select a supervisor to authorize the training session, and/or a reviewer to “sign off” on the training session. Depending on security settings, these options may only be available to supervisory level personnel.

5. Click the **Close** toolbar button to save your selections.

**Filtering the Training List**

Using the Desktop filter, you can make selections to display only training classes that meet a certain criteria. This is useful if you are searching for a class in a particular location, or for a specific type of class, e.g. CPR. The filter criteria includes:

- Department Level
- Location
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- Method
- All, Mandatory, Accredited
- Class or Category
- Shift
- Authorization Status

To filter the list of classes:

1. On the FireRMS desktop, click the Training tab.

2. Click the Filter the List toolbar button. The Desktop Filter dialog displays.

3. Optional: Search the tree view for a specific apparatus, e.g. STATION 2, by typing in the text box and clicking the Search button.

4. Select the filter criteria:
   - Department Tree View - Select a department level to filter from the tree view.
   - Location - Select All to view all training sessions, regardless of location. Select Station and select a station to view only those sessions held at a particular station. Select Other Locations and select a location to view sessions held at locations other than a station.
   - Method - Select a particular method for the training sessions from the drop-down, e.g., DRILL.
Filtering the Training List

- All, Mandatory, Accredited - Select All to view all training sessions that meet the filter criteria regardless of mandatory and accredited status or training methods used. Select Mandatory to view only mandatory training classes. Select Accredited to view only accredited classes.
- Class or Category - Select a class or category to view only training sessions for a particular class or class category. Click the Explorer button to select the class or category from the Class Explorer.
- Authorization Status - Select All to display all training sessions that meet the filter criteria, regardless of completion status. Select Completed & Not Reviewed to display only those training sessions that have been marked as Complete but not Reviewed on the Training form’s Authorization tab. This option is useful if you are responsible for reviewing training sessions and only want to see sessions that require your attention. Select Incomplete to view only training sessions that are not marked as Complete on the Training form’s Authorization tab. Select Reviewed to view only those training sessions that have been marked as Complete and Reviewed on the Training form’s Authorization tab.
- Shift - Select a shift to filter the Training list according the participants’ shift assignment.

**Note:** In addition to the Desktop filter, you can use the Calendar to select specific dates on which classes occurred. The classes displayed on the list will satisfy the filter criteria and will have occurred on the dates you specify.

5. Click Select to apply the filter. The classes that meet the criteria you chose are displayed.

**Note:** The filter criteria is saved and is displayed beneath the list of training classes. Select the Clear all Filters button on the Desktop Filter dialog to remove all current filter criteria.

Search Option in the Training Module

FireRMS 4.5 or later allows a search option within the Training Module. The search option is available on the class explorer and enables a user creating a new class or setting up a class to search
for any text or code value that exists in the name of any previously created training class as shown in the screenshot.
The Daily Roster

Overview

After FireRMS is configured by the system administrator, a designated person in your department can create a Daily Roster. The Daily Roster is a 24-hour view of daily assignments based on your shift schedule and department structure.

The Daily Roster organizes your department’s structure into a tree view and displays detailed assignments for your agency. You can add new assignments, modify existing assignments and preview future rosters for planning purposes. You must keep the roster up-to-date because other FireRMS modules, including Incidents, Training, and Daybook, take assignment information from the Daily Roster.

Note: The Daily Roster is updated every five minutes to reflect any roster changes made by other personnel.

Creating a Daily Roster

A designated person (for example, a fire captain) can create a daily roster for the department. The daily roster displays a detailed list of assignments based on your shift schedule and department structure.

To create a Daily Roster:

1. Click the Daily Roster button on your FireRMS desktop. The Create Roster For dialog displays. Once you create a roster for the day you will not see this dialog when you click the Daily Roster button.

2. Click the Create and save the roster now radio button and click OK to create the roster for the current day. Once you create a Daily Roster, you won’t be prompted to create another
daily roster until you click this button on a day on which a roster was not created. The following window displays:

![Daily Roster Window]

The Daily Roster window displays a tree view of all your department apparatus, a list of personnel, the department level and apparatus to which they are assigned, and whether the personnel are on or off duty based on their shift schedule. This information is taken from the Apparatus and Personnel modules.

**Note:** When the Administrator adds apparatus for the department using Tools>Customize>Apparatus, staffing for each apparatus can be defined. The Non-compliant node in the Roster tree view lists all the apparatus with staffing that does not adequately match the staffing defined.

3. Enter information in the following fields:

   - Maximize/Normalize button - Expands the tree view area to fill the entire dialog or restores the tree view area to its original size.
   - Roster Statistics button - Opens the Roster Statistics dialog. This dialog displays the on duty/off duty statistics for the personnel assigned to the battalion, engine, or station you selected in the tree view.
   - Zoom/UnZoom button - Click **Zoom** to display only the selected department level on the roster. For example, if you click a specific station on the tree view then click **Zoom**, only the entries at and below that station level are shown on the roster. Click **UnZoom** to restore the tree view to its previous state.
Creating a Daily Roster

- Expand All/Contract All button - Click Expand All to expand the tree view “nodes” to show all entries. Click Contract All to collapse the tree view “nodes” to hide all but the node labels.
- Explorer/Find Person icon - Displays the Personnel Explorer. Click the Explorer icon to select the name of a person you want to display in the tree view. After you select a name and click OK, that person’s name is displayed in the tree view.
- On Duty & Available as of - Select a date and time to view personnel in the Daily Roster who are on duty and available.
- Current Time - Select this option to default to the current date and time. The Daily Roster indicates the personnel who are on duty and available at this time.
- Selected Time - Select this option to enter a specific date and time. Click the down-arrow to select a date from the Calendar. Type the time you want using 24-hour time. The Daily Roster indicates the personnel who are on duty and available at this time.
- Creation Errors - This button is enabled when an error occurs while creating the Daily Roster.
- Roster Entry - The Roster Entry tab displays details on roster entries and allows you to add, delete and split roster assignments. Click an employee’s name in the tree view to view details on the Roster Entry tab.
- Add/Submit - Click Add to create a new roster assignment. Click Submit after you complete the new assignment to add it to the roster.
- Delete - Click Delete to remove the selected entry from the tree view.
- Split - Click Split to split the selected person’s assignment. A split is necessary when a person is assigned to more than one physical location and/or position within the same shift.
- Name - Displays the name of the person you have selected or are adding to the Daily Roster. Click the Explorer icon to select from the Personnel Explorer. You can also “quick select” an employee by typing that person’s employee number in the Number text box and pressing the Enter key.
- Number - Displays the employee number of the person you have selected or are adding to the Daily Roster.
- Position - Displays the assigned position of the person you have selected or are adding to the Daily Roster. You can select a new position from the drop-down list.
- Assigned To - Displays the selected person’s assignment information and allows you to modify the assignment if necessary.
- Apparatus - If you want to assign the person to a specific apparatus, select the apparatus from this drop-down list.
- Comment - Type any additional notes for this roster entry.
- Time - These options display time and paycode information for the selected roster entry.
- Start - The start time for the selected roster entry. This time is based on the Shift start time. You can enter a new time.
- End - The end time for the selected roster entry. This time is automatically set to 24 hours after the Start time. You can enter a new time.
- Hours - Displays the total hours in the selected roster entry’s shift. You can adjust this time.
- Paycode - Displays the paycode that applies to the selected roster entry for this shift.
- Info 1 and Info 2 - Use these optional fields to collect local information for your department. Your administrator can rename these fields, or choose not to use them at all.

Exceptions Tab - Use this tab to enter an exception to a roster entry’s standard shift period. For example, if a staff member takes sick hours for the day, you can use the Exceptions tab to change the paycode and record the sick hours. The Daily Roster indicates the staff member as unavailable during the sick hours.
- Add/Submit - Click Add to add an exception for the selected roster entry. Click Submit after you complete the exception. It is added to the roster.
- Delete - Click Delete to remove the selected (highlighted) exception.
- Cancel - Click Cancel to cancel the exception.
- Start - Enter the time that the exception period starts, or click the arrow buttons to cycle to the time.
- End - Enter the time that the exception period ends.
- Hours - Displays the total hours in the exception period, based on the Start and End times.
- Paycode - Select the paycode that applies to the exception period.

4. OPTIONAL: You can set up the roster for an entire week, month or Date Range if your administrator has enabled the Create Rosters option. When this option is enabled, users may select the Radio buttons Day, Month or Date Range on the Calendar Control to specify the dates for which to create Rosters.

5. Click the Save toolbar button to save your changes and click the Close toolbar button.

Adding Roster Assignments

After a Daily Roster is created, you may want to add new personnel to the roster. Personnel in your department are assigned a primary schedule, department location, and, optionally, apparatus in the Personnel module. In the Daily Roster, you can select any apparatus from the roster list and assign personnel to the apparatus.

To add a roster assignment:
1. On the Daily Roster window, select a division, battalion, or station to which you are creating an assignment.

2. Click the Add button on the Roster Entry tab.

3. Click the Explorer button, select the name of the person you are adding to the Daily Roster and click OK.

4. Select the apparatus to which you want to assign the person.

5. OPTIONAL: Add comments about the roster entry.

6. Enter the start and end time for the selected roster entry.

7. Click Submit.

8. Click the Close toolbar button to save your changes.
Removing or Changing Roster Assignments

You can remove roster assignment or make changes to current roster assignments for your personnel.

To remove or change roster assignments:

1. On the Daily Roster window, click a name on the tree view. Current values display on the Roster Entry tab.

2. Click the Delete button and click Yes at the prompt to remove the roster assignment or proceed with Steps 3 through 6 to modify a roster assignment.

3. Make changes in the Assigned in or Time section of the Roster Entry tab.

4. OPTIONAL: Add an exception to the roster.
   - For information, see see “Adding or Removing Roster Exceptions” on page 6-8.

5. Click Submit to save your changes.

6. Click the Close toolbar button to save your changes.
Splitting Roster Assignments

The Split feature enables you to split the selected person’s assignment between two stations or two jobs within the department. A split is necessary when a person is assigned to more than one physical location and/or position during the same shift. For example, an employee could be responsible for two different tasks, e.g., an EMT who spends time as a training officer.

To split roster assignments:

1. On the Daily Roster window, click an employee name on the tree view. Current values display on the Roster Entry tab.

2. Click the Split button to split the roster assignment.

3. Select the position of the person, e.g. Inspector.

4. Modify the person’s assignment information.

5. **OPTIONAL**: Select the apparatus to which you want to assign the person.

6. **OPTIONAL**: Add comments about the roster entry.

7. Enter the start and end time for the selected roster entry.

8. Click the Submit button.

9. You are prompted to add the new entry.

10. Click Yes. The additional roster entry appears in the list box.

11. Click the Close toolbar button.

**Note:** The hours you enter must be between the hours entered for their first assignment. For example, if Bob Brown is working between the hours of 7 AM and 7 PM on March 23 and you split his assignment, you must enter a start time and end time during these hours, e.g. 4 PM to 7 PM.
Adding or Removing Roster Exceptions

Use the Exceptions tab to enter or remove an exception to a roster entry’s standard shift period. An exception is a time period in which the user is not available for work. You may want to add an exception if an employee takes sick hours for the day. The Daily Roster indicates the employee is unavailable during the sick hours.

To add or remove a roster exception:

1. On the Daily Roster window, click an employee name on the tree view.
2. Click the Exceptions tab.
3. Do one of the following:
   - Select an exception and click the Delete button to remove it.
   - Click the Add button to add an exception.
     a) Enter the start and end time for the selected roster entry.
     b) Select a paycode that applies to the exception period from the Paycode drop-down box.
4. Click the Close toolbar button to save your changes.
Vehicles and Equipment

Overview

The Vehicles & Equipment module may be configured to list all vehicles and equipment used by your department. This module allows you to enter and track all relevant vehicle and equipment data, along with assigned actions, recurring actions, and attachments included with the vehicle or equipment records.

Relevant vehicle and equipment data includes, make, model, license, and VIN. Actions that can be assigned to personnel for your vehicles and equipment include vehicle or equipment repairs. Recurring actions are tasks performed periodically, such as routine maintenance, e.g. tune-ups and oil changes. Files attached to vehicle or equipment records, can include vehicle specs, bids, and warranties.

Vehicle Information

After the data for your department’s vehicles and equipment is initially entered, you may need to add additional vehicles or equipment or modify existing information. Vehicle information is contained on nine tabs: Basic, Compartment, Numbers, Drive Train, Chassis, Pump, Electrical, Parts & Fluid, Accounting, and Notes.

Entering Vehicle Information

You can add vehicles or equipment or modify information for your current vehicles and equipment.

To enter new vehicles or modify existing information:

1. Click the Vehicles & Equipment button on your FireRMS desktop. The Vehicles and Equipment dialog displays.
2. Click the **Vehicles** radio button.

3. Do one of the following:

   - Click the **New** button on the **List** tab to enter new data. The **VEHICLE INFO Basic** tab displays.

   - Select from the following on the List tab to display a listing of vehicles, then highlight a vehicle and click the **VEHICLE INFO** tab:
- **Category** - Click the **Explorer** button. Select the category of vehicles and click **Select**. Vehicles in that category are displayed.
- **Dept. Assign** - Click the **Explorer** button. Select the department and click **Select**. Vehicles assigned to that department are displayed.
- **Pers. Assign** - Click the **Explorer** button. Select the personnel and click **Select**. Vehicles assigned to that personnel are displayed.
- **Search by ID** - Enter an ID number in the text box and click the **Search by ID** button or click the **Search by ID** button to display a list of all vehicle ID numbers. For partial number searches, use the % symbol. For example, “%001” locates all vehicle or equipment numbers that include that include the number “001” anywhere in the number.
- **Select** - Click the **Explorer** button. Select the category of vehicles and click **Select**. Vehicles in that category are displayed.
- **Activity Assign** - Select a person or department from the drop-down. Vehicles associated with the assignments of the selection are displayed.

**Note:** You can sort the list of vehicles on the List tab. Position the mouse pointer on the column label you wish to sort by. The cursor turns into a down arrow. Click once to sort alphanumerically in descending order. Click again to sort in ascending order.

4. Enter information in the fields described below:

- **Identification** - Use these options to enter identifying information for the vehicle.
• ID - A unique ID number for the vehicle based on your department’s vehicle numbering system.
• Description - A description of the vehicle.
• Category - A vehicle category.
• Make - The vehicle make.
• Model - The vehicle model.
• Year - The vehicle’s model year.
• Manufacturer - The vehicle manufacturer.
• Supplier - The vehicle supplier.
• Ours - Select this check box if the vehicle belongs to your agency. Clear this check box if it is owned by another agency.
• Owner - If the vehicle is owned by another agency, click the agency in this drop-down list.
• Assigned To - Use these options to create assignment information for a vehicle.
• Dept Structure - Use this option to assign the unit to a place within the department structure. Click the Explorer button to choose from the Assignment Explorer.
• Person - Use this option to assign the unit to a person. Click the Explorer button to choose a person from the Personnel Explorer.

5. After completing fields on the Basic tab, click the Compartment tab.

6. Modify the existing information, add more compartments, or, select a compartment, type new equipment to be stored in that compartment, and click Add.
7. Enter information in the Compartment tab fields described below:

- Select compartment to add - The vehicle’s compartments. The list of compartments must be defined using Tools>Customize>Codes>Department Codes and the Category Compartment.
- Compartment - The list of compartments that exist for this vehicle.
- Equipment - The equipment that is stored in the designated compartment.

8. After completing fields on the Compartment tab, click the Numbers tab to enter license and VIN.

9. Modify the existing information or click New to enter new information.

10. Enter information in the Numbers tab fields described below:

- License - The vehicle’s license plate number.
- VIN - The Vehicle Identification Number.
- Description - Type a description of the number, e.g. department serial number.
- Number - Type an additional number that identifies the vehicles. For example, you may want to enter a chassis number or serial number.

11. OPTIONAL: Click Delete to delete a selected number for a vehicle.

12. After completing fields on the Numbers tab, click the Drive Train tab to enter engine and transmission information.
13. Enter information in the Drive Train tab fields described below:

- **Engine** - Use these options to identify the vehicle’s engine.
  - Make - The engine make.
  - Model - The engine model.
  - Type - The engine type.
  - Number of Cylinders - The engine’s number of cylinders.
  - Bore - The engine bore size.
  - Stroke - The engine stroke.
  - Displacement - The engine displacement. Select a measurement from the drop-down list.
  - Compression Ratio - The compression ratio of an expression of X : 1.
  - Rated HP - The rated HP.
  - at RPM - The RPM at which the rated HP is measured.
  - No-Load Governed RPM - The no-load governed RPM.
  - Timing RPM - The timing RPM.
- **Transmission** - Use these options to enter details on the vehicle's transmission.
  - Make - The transmission make.
  - Model - The transmission model.
  - Type - Select Manual or Automatic.
  - Clutch size - The clutch size. Select unit of measure from the drop-down list.
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Vehicle Information

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- Pressure Plate - The pressure plate size. Select a unit of measure from the drop-down list.
- Fuel - Use these options to identify the vehicle’s fuel type and fuel capacity.
- Type - The vehicle’s fuel type.
- Capacity - The vehicle’s fuel capacity. Select a unit of measure from the drop-down list.

14. After completing fields on the Drive Train tab, click the Chassis tab to enter information about the vehicle’s chassis.

15. Enter information in the Chassis tab fields described below:

- Make - The chassis make.
- Model - The chassis model.
- Certified Gross Vehicular Weight - The Certified Gross Vehicular Weight and the unit of measure from the drop-down list.
- Weight Distribution - Use these options to record the vehicle’s weight distribution.
- Vehicular Weight Distribution (GAWR) - Use these options to record the vehicular weight distribution. Type the Front and Rear distribution. Total displays the total weight based on Front + Rear. Select the unit used to measure weight from the drop-down list.
- Weight Distribution with Water and Equipment - Use these options to record the vehicular weight distribution when carrying water and equipment. Type the Front and Rear distribution. Total displays the total weight based on Front + Rear. Select the unit used to measure weight from the drop-down list.

VEHICLE INFO Chassis Tab
used to measure weight from the drop-down list. Identify the Date on which the measurement was made.

- **Weight Distribution (Empty)** - Use these options to enter the weight distribution when the vehicle is empty.
- **Axle** - Use these options to enter details on the vehicle’s axle.
- **Capacity** - Use these options to record the front and rear axle’s weight capacity.
- **Front** - The front axle’s capacity.
- **Rear** - The rear axle’s capacity.
- **Total** - Total axle capacity. Determined by adding the values in the Front and Rear fields.
- **Type** - Use these options to identify the axle type.
- **Front** - The front axle type.
- **Rear** - The rear axle type.
- **Single** - Click this option to indicate a single axle.
- **Dual** - Click this option to indicate a dual axle.
- **Steering** - Click this option to indicate a rear steering axle.

16. After completing fields on the Chassis tab, click the **Pump** tab to enter information about the vehicle’s pump.

**VEHICLE INFO Pump Tab**

17. Enter information in the Pump tab fields described below:
• **Info** - Use these options to record information related to the fire pump mounted on the unit.
  • Make - The make or manufacturer of the fire pump.
  • Model - The model of the fire pump.
  • Relief Device - The type of pressure relief system.
  • Rated Capacity - The rated fire pump capacity.
  • Number Of Stages - The number of fire pumper impeller stages.
  • Impeller Diameter - The size of the fire pump impeller(s).
  • Priming Device Type - Description of the type of fire pump priming device.
  • Suction Hose - Description of the type of suction hose (if any).
• **Transfer Case** - Use these options to describe the details of the fire pump transfer case.
  • Gear Ratio Pump to Engine - The gear ratio between the pump transfer case and the engine as X : 1.
  • Transmission Gear Ratio Used - The gear ratio used by the transmission for optimal pumping capacity as X : 1.
  • Lubricant Type - Select the type of lubricant used in the fire pump transfer case.
  • Lubricant Capacity - The amount of lubricant used in the fire pump transfer case. Select a unit of measure (for example, Quarts) from the drop-down list.
• **Water Supply** - Use these options to provide details relating to supplying water for the fire pump.
  • Water Tank Capacity - The water tank capacity for the fire pump. Select a unit of measure from the drop-down list.
  • Foam System - The option that best describes the foam system available for the fire pump.
  • Foam Tank Capacity - The foam system capacity. Select a unit of measure from the drop-down list.
  • Ports - Use these options to describe the fire pump intake and discharge port.
  • Suction Size - The size of the intake or suction ports. Select a unit of measure from the drop-down list.
  • Discharge (# & Size) - The number and size of available fire pump discharge ports.

18. After completing fields on the **Pump** tab, click the **Electrical** tab to enter information about the vehicle’s electrical system.
19. Enter information in the **Electrical** tab fields described below:

- **System Voltage** - The voltage of the vehicle’s electrical system.
- **Alternator Output Amps** - The maximum output of the primary alternator.
- **Single** - Select this option to indicate a single battery system.
- **Dual** - Indicates a dual or multiple battery system.
- **Systems** - Use these options to describe the details of the electrical systems on the vehicle.
  - **Primary** - Enter details about the primary electrical system.
  - **Auxiliary** - Enter details about the auxiliary electrical system.
  - **Conditioner** - Enter details about any electrical conditioning equipment on the vehicle.
  - **Alternator** - Enter details about the vehicle alternator.
  - **Make** - The make of the electrical system component.
  - **Model** - The model of the electrical system component.
  - **Manufacturer** - The manufacturer of the electrical system component.
  - **Amps** - The amperage rating of the electrical system component.

20. After completing fields on the **Electrical** tab, click the **Parts & Fluids** tab to record parts and fluids for vehicle maintenance. FireRMS provides five parts and fluids categories on the tree view. You must assign all parts and fluids to one of these categories. A Misc category is available for entries that do not fit the other four categories.
21. Modify existing information or click New to add a new part or fluid entry. (Click the tree-view category to which you wish to add the part or fluid prior to clicking New.)

22. **OPTIONAL:** Click Delete to delete the selected part or fluid entry.

23. Enter information in the Parts&Fluids fields described below:

   - Type - Select the tree view category to which you wish to assign the part or fluid.
   - Description - A short description of the part or fluid.
   - Number - A reference number for the part or fluid.

24. After completing fields on the **Parts & Fluid** tab, click the **Accounting** tab to enter information about the vehicle’s cost, replacement, and disposal, if applicable.
25. Enter information in the Accounting fields described below:

- **Budget** - Use these options to identify the budget and cost information for a vehicle.
  - Budget Code - The departmental budget code that corresponds to the vehicle purchase.
  - Original Cost - The original cost of the vehicle in dollars.
  - Purchase Date - The date the vehicle was purchased.
  - Replacement Date - The date that the vehicle was replaced, if applicable.
- **Disposal** - Use these options to enter information on a vehicle that has been disposed.
  - Date - The date that the vehicle was disposed of.
  - Mileage - The vehicle’s total miles prior to disposal.
  - To - The name of the person or organization to which the disposed vehicle was sold or given.
  - Amount - The amount, if any, that was paid for the vehicle.
  - Method - The method used to dispose of the vehicle, e.g., sold, donated, destroyed.

26. After completing fields on the Accounting tab, click the Notes tab to enter miscellaneous notes about the vehicle.
27. Modify existing information or enter new information in the text area. You can position the cursor in the text area and click **Date Time Stamp** to insert the current date and time (according to your system clock). If logins are used, the user name is also inserted.

28. Click the **Close** toolbar button to save the information you entered on all the tabs.


Equipment Information

After the data for your department’s equipment is initially entered, you may need to add additional equipment or modify existing information. Equipment information is contained on four tabs; Basic, Numbers, Accounting, and Notes.

Entering Equipment Information

You can add equipment or modify information for your current equipment.

To enter new equipment information or modify existing information:

1. Click the Vehicles & Equipment button on your FireRMS desktop. The Vehicles and Equipment dialog displays.

2. Click the Equipment radio button.

   ▶ For a description of the search fields on the List tab, above, see “Entering Vehicle Information” on page 7-1.

3. Do one of the following:

   • Click the New button on the List tab to enter new data. The EQUIPMENT INFO Basic tab displays.

---

Chapter 7: Vehicles and Equipment
Display a list of equipment using the search features described on page 7-4, highlight the equipment, then click the **EQUIPMENT INFO** tab:

4. Enter information in the Basic tab fields described below:
   - **Identification** - Use these options to enter identifying details for the equipment.
   - **ID** - A unique ID number for the equipment based on your department’s equipment numbering system.
   - **Description** - A brief description of the equipment.
- Category - A category for the equipment.
- Sub-Category - If applicable, select a sub-category for the equipment.
- Model - The equipment model.
- Year - The model year.
- Make - The equipment make.
- Supplier - The equipment supplier.
- Manufacturer - The equipment manufacturer.
- **Assigned To** - Use these options to assign a piece of equipment to a place within the department structure, a specific vehicle, and/or a specific person.
  - Dept. Structure - Assign equipment to a position within the department structure, for example, a station. Click the **Explorer** button to select from the Assignment Explorer.
  - Vehicles - Assign the equipment to a unit. Click the **Explorer** button to choose from the Vehicle Explorer.
  - Person - Assign the equipment to a person. Click the **Explorer** button to choose from the Personnel Explorer.

5. After completing fields on the **Basic** tab, click the **Numbers** tab to enter license and VIN.

6. Modify the existing information, or click **New** to enter new information.

7. Enter information in the **Numbers** tab fields described below:
   - **Description** - A description of the type of number.
   - **Number** - The number of the equipment, e.g. serial number or model number.
8. After completing fields on the **Numbers** tab, click the **Accounting** tab to enter information about the equipment’s cost, replacement, and disposal, if applicable.

9. Modify the existing information or enter new information in the **Accounting** tab fields described below:

   - **Budget** - Use these options to identify the budget and cost information for the equipment.
   - **Budget Code** - The departmental budget code that applies to the equipment purchase.
   - **Original Cost** - The original cost of the equipment in dollars.
   - **Purchase Date** - The date the equipment was purchased.
   - **Replacement Date** - The date that the equipment was replaced, if applicable.
   - **Disposal** - Use these options to enter information on equipment that has been disposed.
   - **Date** - The date on which the equipment was disposed.
   - **Mileage** - The equipment’s total miles prior to disposal, if applicable.
   - **To** - The name of the person or organization to which the disposed equipment was delivered.
   - **Amount** - The amount, if any that was paid for the equipment.
   - **Method** - The method used to dispose of the equipment; sold, donated, destroyed.

10. After completing fields on the **Accounting** tab, click the **Notes** tab to enter miscellaneous notes about the equipment.
11. Modify the existing information or enter new information.

12. Enter information in the text area. You can position the cursor in the text area and click **Date Time Stamp** to insert the current date and time (according to your system clock). If logins are used, the user name is also inserted.

13. Click the **Close** toolbar button to save your settings.
Vehicle and Equipment Actions

You can assign actions for vehicles and equipment to your personnel or department. Actions include repairs and preventive maintenance. In the Scheduling and Tracking module, you can track the actions, create additional actions, and enter completion information.

**Note:** Your system administrator is responsible for creating the lists of assignees when customizing Assignments for the following modules: Occupancies, Hydrants, Vehicles & Equipment.

Assigning Vehicle and Equipment Actions

In addition to assigning an action, you can enter a date, priority, and fee for the assignment.

To assign vehicle or equipment actions:

1. On the Vehicles & Equipment **List** tab, search for the vehicles or equipment to which you want to assign an action.

2. Select the vehicle or equipment on the **List** tab and click the **ACTIVITIES** tab.

3. Click **New Action** and fill in the following fields:
   - **Activity View Options** - Use these options to control how activities are displayed on the tree view. The tree view displays existing activities for the selected vehicle or equipment record.
• New & Pending Only - Displays only those activities that are new and pending. All other activities are hidden.
• Date Range - Displays activities for a date range. Use the date options to the right to choose the dates you want to view.
• All - Displays all activities.
• New Action - Displays fill-in fields for you to schedule a new activity.
• Delete - Removes the selected activity.
• Action - Select an activity.
• Assigned to - Assign the activity to an employee or department. Click the **Explorer** button to choose from the Assignment Explorer.
• Assignment Date - The date that the assignment was made.
• Scheduled - The date that the action will take place. The tree view is updated to show the action as scheduled.
• Completion Date - When the activity is completed, enter the date of completion. The tree view is updated to show the action as completed.
• Fee - The dollar amount charged for the activity.
• Hours - When the activity is completed, type the total hours required to complete the activity.
• By - The person who completed the activity. Click the **Explorer** button to open the Personnel Explorer. You can also “quick select” a person by typing that person’s employee number in the second text box to the right and pressing the **Enter** key.
• Comments - Miscellaneous notes for the activity.
• To MWO: If your department uses the add-on product Maintenance & Work Orders, use this checkbox to send the activity record to the MWO program.
• Start: Enter the actual Date/Time the activity was started.
• Finish: Enter the actual Date/Time the activity was completed.

4. Click the **Close** toolbar button to save your settings.

**Entering Completion Information**

After completing an activity assigned to you, you must indicate a completion date and the person who completed the activity. You can also enter the hours needed to complete the task.

To enter completion information:

1. On the **Vehicles&Equipment** dialog, select the vehicle or equipment you completed the action on and click the **Activities** tab.

2. Select the activity completed.
3. Enter a completion date and click the Explorer button to select another person who completed the activity, or use the Set to Current User icon to add your own name and ID.

4. In the **Hours** field, enter the total hours required to complete the activity.

5. Enter any optional comments.

6. Click the **Close** toolbar button. The action is moved to the Log list of the person who completed the action.

---

**Recurring Vehicle and Equipment Actions**

Recurring vehicle and equipment actions are similar to vehicle and equipment actions, except that recurring actions are performed on an on-going basis. Some examples of recurring actions, are vehicle inspections and oil changes. In the Scheduling and Tracking module, you can track the actions, assign activities to recurring actions, and enter completion information.

**Assigning Recurring Actions**

You can assign recurring vehicle and equipment actions to your personnel or to a department. Recurring activities can be tracked, and can be marked as complete in the Scheduling and Tracking module.

To assign recurring vehicle and equipment actions:
1. On the **List** tab, select the vehicle or equipment to which you want to assign a recurring action.

2. Click the **Recurring Schedule** tab.

3. Click **New** and fill in the following fields:
   - **Action** - The option that best describes the type of activity that you wish to schedule for the vehicle or equipment.
   - **To Be Assigned To** - If this action is to be regularly assigned to the same staff member, use this option to identify that staff member. Click the **Explorer** button to choose from the Assignment Explorer. If the action does not have a regularly assigned staff member, you can assign it on a per-inspection basis on the **Activities** tab and leave this field blank.
   - **To Be Assigned on (Month/Year)** - The initial month and year of the inspection cycle. Click the month or year, then click the arrows to cycle to the setting you want.
   - **Repeating Every ___ months** - The interval between inspections in months, that is, the number of months between each inspection. If you type “4,” each new inspection is scheduled four months from the last completed inspection.

4. Click the **Save** toolbar button to save your information.

   - For information about scheduling a time and date for the recurring action, see “Generating Activities From Scheduled Items” on page 8-10.
Vehicle and Equipment Attachments

You can add attachments to or remove attachments from vehicle or equipment records.

Adding Attachments

Attachments may include vehicle or equipment specs, bids and warranties.

To add attachments to vehicle or equipment records:

1. On the **List** tab, select the vehicle or equipment to which you want to assign an attachment.

2. Click the **Attachments** tab on the Vehicles&Equipment dialog.

3. Click the **New** button to add a new attachment. (You can select an existing attachment and click the **Open** button to review it or click **Delete** to remove it.)

4. Modify the following fields:
   - Description - A description of the attached file.
   - Linked to - The path or URL to the linked file.

**Note:** In order to provide multi-user access to an attached file, the path you choose must be valid for workstations other than your own. For example, if you attach to a file on your C: drive, FireRMS will search for the file on the local drive of other workstations. A good strategy is to store the file on a network drive and map all workstations to that drive using the same letter designation.
   - Browse - Click this button to navigate to the Windows file you wish to attach to.
Note: Before opening an attached file, the user must have access to the location where the file is stored and a program installed on their workstation that is capable of reading the file format.

- Comments - Additional information you want to include regarding the attachment.
Overview

Using the Scheduling and Tracking feature, you can track personnel assignments, personnel training completed, and personnel accreditation status. You can also open scheduled actions with scheduled activities and schedule class instructors and activities to be completed. You can perform these tasks using the following modules.

**Personnel** - View an updated status of personnel assignments, personnel on leave, e.g. vacation, personnel working overtime, work days being traded, and the schedule of Kelly days. You can also move personnel with future assignments to current assignments.

**Training** - Display the list of personnel who have been trained, personnel who need training, and the classes currently available. You can also update and schedule classes as needed.

**Credentials** - Display the credentials that are certification-based, course-based, degree-based, and team-based. You can also review the employees trying to earn initial or renewal accreditation. You can view other types of credentials, such as vehicle inspections, and determine requirements for an employee to earn a credential.

**Vehicles, Equipment, Occupancies, Hydrants** - Generate activities from scheduled items, schedule activities for non-scheduled items, track open scheduled items with recurring activities, schedule activities by Actions, Activities, Assignees or the list of Vehicles, Equipment, Occupancies, or Hydrants. You can also enter completion information for activities.
Tracking Personnel Schedules

You can review the list of current and future personnel assignments, personnel on leave, a schedule of Kelly days, personnel working overtime, and the schedule of work days being traded. You can also move personnel listed with future assignments to current assignments.

To track personnel schedules:

1. Click the **Scheduling & Tracking** button on the FireRMS desktop to display the main dialog.

2. Click **Personnel** in the tree view. You can click the **Open** toolbar button when you highlight the items in the Personnel tree view, to display the Personnel module. You can review or modify employee information.
3. Select one of the following to display the personnel on the right side of the window:

- Assignments Future
- Assignments Current
- Leaves
- Kelly Days
- Overtime
- Trades

**Note:** You can click the column headings in the right panel to sort the information in ascending/descending order.
Chapter 8: Scheduling and Tracking

4. You can do the following:
   - Click the **Print** toolbar button to print selected items or the entire list of items.
   - Select any name and click the **Open** toolbar button to display that employee’s personnel record.

5. If you display the list of assignments under **Future**, you can move any of the personnel assigned to a future assignment, to an assignment for the current day. Select a name and clicking the **Move** toolbar button. The Move/Assign Future Scheduling dialog displays.

6. Choose **Selected Items** or **Entire List** and click **OK**. The name(s) are moved from the **Future** list to the **Current** list. The personnel are now displayed in the Daily Roster for the current day.
Tracking Trained Personnel, Untrained Personnel, and Available Classes

You can display the personnel who have been trained, personal who need training, and the classes available. From this module, you can also schedule classes as needed.

Displaying Your Department’s Classes and Courses

You can view the attendees in your classes, review completed classes, display personnel who earned credentials, and view classes that require pre-registration.

To display classes and courses:

1. On the Scheduling & Tracking main window, click Training in the tree view.

2. Select one of the following to display specific class or course information:
   - Classes Credentials - Displays the classes required to earn a credential.
   - Classes Mandatory - Displays the list of mandatory classes.
   - Classes Accredited - Displays the list of accredited classes.
   - Classes All - Displays the complete list of classes.
   - Courses - Displays the list of all courses.
   - Pre Registration - Displays the list of open/closed classes that require pre-registration.
3. You can do the following:

- Select a class or course from the list and view the attendees in the right pane, or review the schedule of classes beneath the class name
- View completed classes by clicking the Completed Classes node beneath mandatory classes and classes required to earn a credential
- Select a credential to display a list of people in the right pane who earned the credential by taking the class
- View open/closed classes requiring pre-registration
- Print selected items displayed in the right pane or all items by clicking the **Print** toolbar button

**Scheduling Training Sessions**

You can schedule a training session for all classes, mandatory classes, accredited classes, and classes required to earn a credential. You can also enter a new course description.

To schedule training sessions or enter a new course description:

1. On the Scheduling & Tracking main window, click **Training** in the tree view.

2. Do one of the following:

- Select Courses.
  a) Select a course and click the **Create a New Entry** toolbar button. The Course Description dialog displays:

    ![Course Description dialog](image)

  b) Enter a Start Date and Description and click the **Close** toolbar button. The course you entered is displayed in the tree view.

- Select Classes Credentials, Classes Mandatory, Classes Accredited, or Classes All.
  a) Select a class and click the **Create a New Entry** toolbar button. The Training form displays.
  b) You can schedule your class, add an instructor, include participants and add objective/skills.
  c) Click the **Save** toolbar button after making changes.
Reassigning Attendees To Classes

You can reassign attendees to mandatory classes, open classes requiring pre-registration, and classes required to earn a credential. You can reassign them to existing sessions or you can create new sessions.

To reassign attendees to classes:

1. On the Scheduling & Tracking main window, click Training in the tree view.

2. Select Classes Credentials, Classes Mandatory, or Pre Registration/Opened.

3. Select a class. The attendees are displayed in the right pane.

4. Select one or more attendees to reassign and click the Move toolbar button. The Assign Attendees dialog displays.

5. Select the attendees and do one of the following:
   - If you selected mandatory classes or classes required to earn a credential, select an existing session or create a new session and click Ok. If you selected a new session the Training form displays. Enter your session information and save it. If you selected an existing session, it is displayed in the tree view.
   - If you selected, open classes requiring pre-registration, select one of the following: Create New Session, Delete Participant, Set Status to N/A, Set Status to Approved, Set Status to Pre-Registered, Set Status to Wait-Listed and click Ok. If you selected a new session the Training form displays. Enter your session information and save it. If you chose another selection, the attendee(s) status changes, based on your selection.
Tracking Employees Accreditation Status, and Employees Attempting to Earn Initial or Renewal Accreditation

You can view credentials that are certification-based, course-based, degree-based, and team-based, in addition to other types of credentials.

To track employees’ accreditation status, and employees attempting to earn initial or renewal accreditation:

1. On the Scheduling & Tracking main window, click **Credentials** in the tree view.

2. Select one of the following to display the related credentials:
   - Certifications
   - Courses
   - Degrees
   - Other
   - Teams

3. In addition to the certifications, courses, degrees, etc., an **Initial** and **Renewal** node appears beneath each selection. Select one of these nodes to view the names of people attempting to earn initial or renewal accreditation.
Determining Requirements For An Employee to Earn a Credential

To determine the requirements needed for that employee to earn the credential, you can match an employee to a credential without actually assigning the credential.

To determine requirements for an employee to earn a credential:

1. On the Scheduling & Tracking main window, click Credentials in the tree view.

2. Select [What If...] to display the Add To dialog.
3. Click the **Explorer** button to the left of the **Description** text box to display the Credentials Explorer.

4. Select a certification, course, degree, etc. you would like an employee to earn and click **OK**.

5. Click the **Explorer** button to the left of the **Name** text box to display the Personnel Explorer.

6. Select the name of the employee you would like to earn the credential and click **OK**. The certification, course, degree, etc. that you selected, and employee’s name is displayed beneath [What If...]. The requirements needed for that employee to earn the credential and whether or not they are met is displayed in the right pane.

---

**Filtering Scheduled Items and Generating Activities**

Scheduled items are on-going actions like hydrant inspections that you enter on the Recurring Schedule tab of Occupancies, Hydrants, Vehicles, or Equipment. You can filter scheduled items to display:

- Scheduled with No Activities
- Scheduled with Activities
- Not Scheduled

Scheduled items with no activities lists the ongoing activities, e.g. Clean Vehicles, where no date or assignee(s) has been entered to perform the ongoing activities. Scheduled items with activities lists the ongoing activities where a date and assignee(s) has been entered to perform the ongoing activities. The selection Not Scheduled, displays items, such as Engines or Cars in the Vehicle module, that have not been scheduled for an activity. After an assigned activity has been completed, you can enter completion information.

**Generating Activities From Scheduled Items**

Before an ongoing action can be completed, you must generate an activity for the on-going action and select personnel and dates to complete the action.

To list scheduled items and assign activities:

1. On the Scheduling & Tracking main window, click **Occupancies, Hydrants, Vehicles, or Equipment** in the tree view.
2. Click on the [Schedule...] node. The Filter Scheduled Items dialog displays.

3. Select Scheduled and No Activities to list the scheduled items that have not been assigned an activity.
4. **OPTIONAL**: Enter a **date range** and/or an **Assignee** from the drop-down list to filter the items displayed.

5. Click **Ok**. Scheduled items that have no activities and that satisfy the filter criteria are displayed in the right pane.

6. **OPTIONAL**: You can print the information displayed in the right pane by clicking the **Print** toolbar button.

7. Select one or more items from the right pane and click the **Assign** toolbar button. The Assign Actions dialog displays.

8. Select from the following criteria:
   - **Move** - Select the items for which you want the selected action completed; the selected item or all items in the list.
   - **Action** - Select an action to be completed from the drop-down.
   - **Assignee** - Select an employee or group to complete the action. If you already chose an assignee, you do not have to make a selection unless you want to choose a different assignee.
   - **Scheduled Date** - Enter the date you want the action completed.

9. Click **Ok**. You have created an activity for a scheduled item(s). The scheduled item(s) is removed from the pane, and the new activity is created and appears in the Assignees list, the Item list, the All Actions, and the Actions list.

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Scheduling Activities For Non-Scheduled Items

You can display the list of items, e.g. vehicles or hydrants, that have no activities assigned to them. You can then select from the list of items and assign an activity and select personnel and dates to complete the action. For example,

To display the list of items with no activities and assign an activity:

1. On the Scheduling & Tracking main window, click **Occupancies, Hydrants, Vehicles, or Equipment** in the tree view.

2. Click on the [Schedule...] node. The Filter dialog displays.
3. In the dialog, select **Not Scheduled**.

4. **OPTIONAL**: Select the filter items displayed in the following table for the module you selected.

<table>
<thead>
<tr>
<th>For</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupancies</td>
<td>For Action&lt;br&gt;Having System&lt;br&gt;Having Use</td>
</tr>
<tr>
<td>Hydrants</td>
<td>For Action&lt;br&gt;For Station</td>
</tr>
<tr>
<td>Vehicles</td>
<td>For Action&lt;br&gt;For Category</td>
</tr>
<tr>
<td>Equipment</td>
<td>For Action&lt;br&gt;For Category&lt;br&gt;For Sub-Category</td>
</tr>
</tbody>
</table>

5. Click **Ok**. The items that have no activities scheduled and that satisfy the filter criteria are displayed in the right pane. For example, if you chose Action **Clean Vehicles** for Category **Engine**, all engines that do not have the action **Clean Vehicles** scheduled, are displayed.
6. **OPTIONAL**: You can print the information displayed in the right pane by clicking the Print toolbar button.

7. Select one or more items from the right pane to which you want to assign an action, and click the **Assign** toolbar button. The Assign Activity dialog displays.

8. Select from the following criteria:

   - **Move**: Select the items for which you want the selected action completed; the selected item or all items in the list.
   - **Action**: Select an action to be completed from the drop-down.
   - **Assignee**: Select an employee or group to complete the action.
   - **Scheduled Date**: Enter the date you want the action completed.

9. Click **Ok**. New activities are created and appear in the Assignees list, the Item list, the All Actions, and the Actions list.
Tracking Open, Scheduled Items With Recurring Activities

You can display a list of open recurring scheduled items that have activities assigned to them for Occupancies, Hydrants, Vehicles, or Equipment. (You can enter recurring items on the Recurring Schedule tab in Occupancies, Hydrants, Vehicles or Equipment.)

**Note:** If you want to enter an item that is not recurring, enter it as an activity, on the Activities tab. When the last scheduled date occurs for a scheduled item, an activity is generated, and the item is closed. Scheduled items that were completed are not included on the scheduled lists.

To list scheduled items with recurring activities assigned:

1. On the Scheduling & Tracking main window, click Occupancies, Hydrants, Vehicles, or Equipment in the tree view.

2. Click on the [Schedule...] node. The Filter Scheduled Items dialog displays. Enter the filter criteria for the scheduled items.
3. Select **Scheduled and Activities** to list the recurring items that have been assigned an activity.

4. **OPTIONAL**: Enter a **date range** and/or an **Assignee** from the drop-down list.

5. Click **Ok**. A list of open scheduled items that have recurring items appears in the right pane. You can print the information displayed in the right pane by clicking the **Print** toolbar button. You can also open an item to review it or enter completion information.

   For information about entering completion information, see “Entering Completion Information for Activities” on page 8-21.
Scheduling Activities By Actions, Assignees, or Item List

You can schedule activities for scheduled or non-scheduled items in the Vehicles, Equipment, Occupancies, or Hydrants modules. You can display the list of actions, assignees, or the list of occupancies, hydrants, vehicles, or equipment and then schedule an activity for your selection.

To schedule activities for items:

1. On the Scheduling & Tracking main window, click Occupancies, Hydrants, Vehicles, or Equipment in the tree view.

2. In the tree view, select one of the following:
   - Actions - Displays the activities assigned for a particular action. The Actions node expands to display the FireRMS actions (including those that are not currently scheduled). Select an action.
   - Assignees - Displays the activities for a particular assignee. The Assignees node expands to display a list of employees available for assignment. Select an assignee.
   - Occupancies, Hydrants, Vehicles, or Equipment node - Displays the activities for occupancy, hydrant, vehicle, or equipment. In this procedure, the Equipment node is selected. The node expands to display a list of equipment to which you can assign actions. Select a piece of equipment.
3. Click the **Create a New Entry** toolbar button. The Create dialog displays.

4. Fill-in the appropriate fields, including, Assigned To, Assignment Date, Priority, Scheduled Date, and Action.

**Note:** You can print the items displayed in the right pane at any time by clicking the **Print** toolbar button.
5. Click **Create Actions**. Click **OK** when you are prompted that you have created an activity record. New actions are created and appear in the Assignees list, the Item list, the All Actions list, and the Actions list.

**Tracking Open Activities**

You can view all the open activities for Vehicles, Equipment, Occupancies, or Hydrants.

To track open activities:

1. On the Scheduling & Tracking main window, click **Occupancies, Hydrants, Vehicles, or Equipment** in the tree view.

2. In the tree view, select one of the following:
   - **All Actions** - Displays the entire list of open activities for your node. Click an activity in the right-hand pane.
   - **Actions** - Displays the open activities for a particular action. The Actions node expands to display a list of the related actions in FireRMS (including those that are not currently scheduled). Click an action to view the open activities for the action in the right-hand pane and select an activity.
   - **Assignees** - Displays the open activities for a particular assignee. The Assignees node expands to display a list of employees available for assignment. Click an assignee to display open activities in the right-hand pane and select an activity.
   - **Occupancies, Hydrants, Vehicles, or Equipment node** - Displays the open activities for the node, e.g. Equipment. The node expands to display a list of equipment to which you can assign actions. Click a piece of equipment to display the open activities and select an activity.

3. You can do the following:
   - Click the **Open** toolbar button to modify information or enter new information.
   - Click the **Print** toolbar button to print one or all items in the list of activities.
Entering Completion Information for Activities

After you complete an activity, you can enter completion information. This activity is then displayed on the Log list of employees who completed the activity.

In addition to entering completion information here, you can enter completion information on the Activities tab of each module: Vehicles, Equipment, Hydrants, or Occupancies.

To enter activity completion information:

1. On the Scheduling & Tracking main window, click Occupancies, Hydrants, Vehicles, or Equipment in the tree view.

2. In the tree view, select one of the following:
   
   - All Actions - Displays the entire list of activities for your node. Click an activity in the right-hand pane.
   
   - Actions - Displays the activities for a particular action. The Actions node expands to display a list of the related actions in FireRMS (including those that are not currently scheduled). Click an action to view the activities for the action in the right-hand pane and select an activity.
   
   - Assignees - Displays the activities for a particular assignee. The Assignees node expands to display a list of employees available for assignment. Click an assignee to display activities in the right-hand pane and select an activity.
   
   - Occupancies, Hydrants, Vehicles, or Equipment node - Displays the activities for the node, e.g. Equipment. The node expands to display a list of equipment to which you can assign actions. Click a piece of equipment to display the activities and select an activity.
3. Click the **Complete** toolbar button. The Select Completion Information dialog displays.

4. Select the date the activity was completed and click the **Explorer** button to select the name of the employee or the department who completed the activity.

5. Click **Ok**. Click **OK** again when you are prompted the activity has been completed. This activity is then displayed on the Log list of employees who completed the activity.
Overview

The Occupancies module contains a list of all residential or commercial occupancies in your service area. This module contains all relevant occupancy data, along with assigned actions, recurring actions, and attachments.

Relevant occupancy data includes, building size and construction, contacts, a list of detector and extinguishment systems, and letters and attachments sent to occupancy personnel. Actions that can be assigned to personnel include initial inspections or follow-up inspections. Recurring actions are tasks performed periodically, such as annual inspections. Files attached to occupancy records can include photos or pre-incident plans.

Occupancy Information

After initially entering the data for occupancies in your service area, you may need to add additional occupancies or modify existing information. Occupancy Information is contained on six tabs: Occupancy Info, Prevention Info, Activities, Letters, Recurring Schedule, and Attachments.

Entering Basic Information

Basic occupancy information is contained on six tabs; Basic Data, Contacts, Building, More Building, Hydrants, and Occ Load. These tabs contain location information, contact people, physical building information, hydrants near the occupancy, and the number of people the occupancy can contain.

To enter or modify basic occupancy information:

1. Click the Occupancies button on your FireRMS desktop. The Occupancies dialog displays.
• Name - The name of the business located in the occupancy.
• Location - The address of the occupancy.
• Number - The number assigned to the occupancy by your agency. Occupancy numbers are assigned when an occupancy record is created in FireRMS. Each occupancy must have a unique number.
• Station - The station that has jurisdiction over the occupancy.
• Complex - If the occupancy is part of a complex, the complex name is shown here.
• History - Indicates if history data is available for the occupancy. If the word Yes appears in this column for an occupancy, you can click the History radio button to display the history data.
• Search All RMS Databases: If your FireRMS database resides on a SQL Server that also hosts other FireRMS databases, your administrator may choose to allow you to search and view Occupancy information from those other databases. After entering your search criteria, select the Database you wish to search from the drop-down list, or select the Search All RMS Databases check box. Data from Occupancies in the Other databases may be viewed by selecting the Print Icon.

2. Do one of the following:

• Click the New button on the LIST tab to enter new data. The Occupancy INFO Basic Data tab displays.
• Select from the following on the LIST tab to display a listing of occupancies, then highlight an occupancy and click the OCCUPANCY INFO tab to modify information:
  • Show for Station - Displays all occupancies entered for the station you select.
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- **Complex** - Use this option to view all occupancies that belong to a particular complex. Click the **Explorer** button to select a complex.
- **Select** - Displays occupancies by occupancy number or location.
- **Search by** - Select this option to search for occupancies. Select a search category from the drop-down list, type your keyword, e.g., type Main for category Street, then click the **Find** icon. To search for partial occupancy names, use the % symbol. For example, “%church” locates all names that include the word “church.”
- **Show for Use** - View occupancies by use. Select a use from the drop-down list.
- **Show for Assignment** - Displays all occupancies for the assignment you select.
- **Show All** - Displays all occupancies listed for your department.
- **History** - Displays History, if it exists, for the occupancy.

![Occupancy List](image)

**Note:** To sort the Occupancy List, position the mouse pointer on the column heading by which you wish to sort. The cursor turns into a down arrow. Click once to sort alphanumerically in descending order. Click again to sort in ascending order.
3. Enter information in the fields described below. You must fill in mandatory fields.

- **Identification** - Use these options to identify occupancy location and use.
  - Number - A unique code used to identify an occupancy in FireRMS. This number is assigned based on your department’s occupancy numbering scheme. All occupancies are required to have a number.
  - Name - The name of the business residing in the occupancy.
  - Commercial - Indicates the occupancy is intended for commercial use.
  - Residential - Indicates the occupancy is intended for residential use.
  - Both - Indicates the occupancy is intended for both commercial and residential use.
  - Other - Indicates the occupancy is not intended for either commercial or residential use.
  - # of units - Identify the number of commercial and/or residential units within the occupancy.
- **PrePlan on File** - Indicates there is a predetermined plan available for this occupancy. For example, you may have a diagram of the building with the location of all exits.
- **Business License** - The business license number for commercial occupancies.
- **Complex** - Indicates the occupancy is a complex. A complex is a larger occupancy comprised of or incorporating smaller occupancies. Examples of complexes include strip malls and apartments.
- **Sub-Complex** - Indicates the occupancy is a smaller complex within a larger complex.
- **Part of** - Indicates the occupancy is a part of a complex. Select the complex from the Explorer. For example, you have an occupancy that is a strip mall which consists of the
Joe’s Sub Shop and several other smaller stores. In the parking lot of this strip mall is a separate unit that consists of a drug store on one side and a restaurant on the other. The strip mall would be a complex, named Joe’s Subs after the primary occupant. Each of the units within the strip mall would be a Part of the Joe’s Subs Shop complex. The separate unit in the parking lot would be a sub-complex of the Joe’s Sub Shop complex, with the drug store and restaurant being a part of the sub-complex.

- **N/A** - Indicates the occupancy is a stand-alone unit and is not part of a complex.
- **Location** - Identifies the address of the occupancy.
- Validate - Click this button to determine if the address is valid with the streets/reblocks data. Any address values outside of the block range will not be accepted by FireRMS for the street. See the Blocks help topic for more information.
- **Number** - The street number of the occupancy.
- **Prefix** - Click the Explorer button next to Prefix to select a street from the Street Finder.
- **City** - Click the Explorer button next to City to select a city from the City Finder. Selecting a city inserts the city, state, zip code, and, if used, district and census tract.
- **District** - The district where the occupancy is located.
- **Sub-District** - The sub-district where the occupancy is located.
- **Census Tract** - The census tract number that applies to the occupancy.
- **Station** - The station that is first assigned to the occupancy.
- **Map Info** - Refers to a physical or digital map for the occupancy location.
- **Map Page** - Identifies a specific map page that contains the area where the occupancy is located.
- **Latitude** - Measurement in latitude of the occupancy location.
- **Longitude** - Measurement in longitude of the occupancy location.
- **Estimated Values** - Use these options to estimate the value of the occupancy in terms of both property and contents.
  - **Property** - The estimated value in dollars of the occupancy property.
  - **Content** - The estimated value in dollars of the occupancy content.
  - **Total** - The estimated value of the property and content.
- **Numbers** - Use these options to record Phone and Fax numbers of the occupancy contacts.
- **Parcel ID** - The assessor’s parcel number, if known.
- **Schedule Not Applicable** - Select this check box to prevent activities from being scheduled for this occupancy. The Schedules tab in the Occupancies module is dimmed to prevent its use.
- **Fire Flow** - Click this button to use the Fire Flow Calculator to estimate the amount of water in gallons per minute (GPM) necessary to combat a fire based on square footage, hazards in the building, and suppression systems.
4. Follow the procedure in the next section to enter occupancy contact information.

**Entering Contact Information**

You can record contact people and phone numbers for an occupancy on the Contacts tab.

To enter or modify contacts:

1. Click the **Occupancy Info** tab, followed by the **Contacts** tab.

   ![Occupancy Contact Information Interface](image)

2. Enter information in the fields described below:

   - **Business** - The name of the business located in the occupancy.
   - **Name** - Use these options to identify the contact person.
   - **Involvement** - Use these options to identify the contact’s relationship to the occupancy.
   - **Occupant** - Select this check box if the contact person works or lives in the occupancy.
   - **Owner** - Select this check box if the contact person owns the occupancy.
   - **Other** - Select this check box if the contact person is neither an occupant or an owner of the occupancy. In the drop-down list, select the option that best describes the contact person’s relationship to the occupancy.
   - **Contact** - Use these options to indicate whom to call first and whether or not they have a key to the premises.
   - **Priority** - Indicates the order in which contacts are to be called. Type “1” for the first contact to call regarding the occupancy, type “2” for the second, and so on.
- Keyholder - Select this check box to identify the contact person as a keyholder; the person has access to the occupancy.
- **Address** - Use these options to identify the contact person’s address.
- **Phone** - Use these options to record the contact person’s Daytime and After Hours phone numbers.
- **Other Numbers** - Use this option to identify other numbers that can be used to reach the contact person. Select a Type, and then enter the Number.
- Latitude - The latitude of the shut off valve.
- Longitude - The longitude of the shut off valve.
- Depth - The depth of the shut off valve.

3. Follow the procedure in the next section to enter building information.

### Entering Building Information

You can enter detailed information about the building structure on the Building tab.

To enter or modify building information:

1. Click the **Occupancy Info** tab, followed by the **Building** tab.

2. Enter information in the fields described below:

   - **Building Classifications** - Use these options to classify the building for incident reports.
   - Structure Type - Select the option that best describes the type of structure.
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- Building Status - Select the option that best describes the building status.
- Construction Type - Select the option that best describes the type of construction.
- Building Style - Select the option that best describes the style of building.
- **Main Floor** - Use these options to record details on the main floor of the occupancy.
  - Length - The length in feet of the main floor.
  - Width - The width in feet of the main floor.
  - Area - Displays the total area of the main floor in square feet based on Length multiplied by Width.
- Construction - Select the option that best describes building construction.
- **Wall Construction** - Use these options to identify the interior and exterior wall construction.
  - Interior - Select the option that best describes the interior wall construction.
  - Exterior - Select the option that best describes the exterior wall construction.
- **Roof** - Use these options to record information about the structure’s roof.
  - Type - Select the option that best describes the roof type.
  - Material - Select the option that best describes the roof material.
  - Construction - Select the option that best describes the roof construction.
  - Access - Enter a description of the external and internal access points to the roof.
- **Additional Stories** - Use these options to record the number of stories above and below grade in the occupancy.
  - Above grade - The number of stories above grade.
  - Upper Floor Construction - Select the option that best describes the upper floor construction.
  - Below grade - The number of stories below grade.
  - Access to Below Grade - A description of external and internal access points to the stories below grade.
  - Full - Indicates a full story.
  - Partial - Indicates a partial story, for example, a partial basement.

3. Follow the procedure in the next section to enter additional building information.
Entering Additional Building Information

You can enter additional information about the building structure on the More Building tab, such as, prevention systems, and materials and products stored on the premises.

To enter or modify additional building information:

1. Click the Occupancy Info tab, followed by the More Building tab.

2. Enter information in the fields described below:
   - **Use Classifications** - Use these options to identify how the occupancy is used.
   - **Occupancy Use** - Select the option that best describes the primary use of the occupancy.
   - **Property Uses** - Select up to three options that identify how the occupancy property is used.
   - **Mixed Use** - If the occupancy is of mixed use, select the option that best describes the overall use of the property. Mixed use occurs when a structure has two or more property uses, or if a property has two or more structures with different property uses. Information about mixed use is important for targeting fire prevention and life safety efforts, as well as for analyzing the overall fire problem.
   - **Detector** - Use these options to identify the detectors in use for the occupancy.
   - **Type** - Select the option that best describes the type of detectors in use.
   - **Power Supply** - Select the option that best describes the means used to power the detectors.
• **Automatic Extinguishing System** - Select the option in the Type list that best describes the type of automatic extinguishment system present for the occupancy, if applicable.

• **On-Site Materials or Products** - Use these options to identify any material sold, processed or stored in significant amounts at the property. You should identify these materials whether or not the materials were involved in the fire. If no materials or products exist, select the None check box.

• Storage/warehousing - Select this check box if the selected material is stored at the property involved in the fire.

• Processing/manufacturing - Select this check box if the selected material is both stored and processed or manufactured at the property involved in the fire.

• Repair or service - Select this check box if the selected material is repaired or serviced at the property involved in the fire.

• Packaged goods - Select this check box if the selected material is packaged at the property involved in the fire.

• **Original Construction** - Use these options to identify the year the building was originally constructed and the party responsible for the original building construction.

• Year - The year of original construction.

• By - The name of the builder responsible for construction.

3. Follow the procedure in the next section to enter hydrant information.

### Entering Hydrant Information

You can enter information for all hydrants located near the occupancy.

To enter or modify hydrant information:
1. Click the **Occupancy Info** tab, followed by the **Hydrants** tab.

2. Enter information in the fields described below:
   - **Number** - Use this option to select a hydrant for an occupancy. Click the **Explorer** button to open the Search Hydrants dialog, or type the hydrant number in the text box provided.
   - **Location** - Indicates the location of the selected hydrant. This text box is read-only and is based on the selected hydrant record.
   - **Flow Classification** - Displays the hydrant’s flow classification. This text box is read-only and is based on the selected hydrant record.
   - **Out of Service** - Indicates that the hydrant is currently out of service. A user can indicate a hydrant is out of service in the Hydrants module.
   - **Comments** - Include additional relevant notes about this hydrant.

3. Follow the procedure in the next section to indicate the maximum number of people the occupancy can accommodate.

**Entering Maximum Occupancy Information**

You can record the maximum number of people that the rooms in the occupancy can accommodate.

To enter or modify occupancy load information:

1. Click the **Occupancy Info** tab, followed by the **Occ Load** tab.
2. Enter information in the following fields:

- RoomID - The id of the room, e.g., Marlborough 101.
- Max Number of People - The maximum number of people the room can contain.
- Units of Exit Width - The unit widths of the exits.
- Area - The area of the room.
- Type - The type of room, e.g., Conference Room.
- Certificate Issued - The number of the certificate issued.
- Number of Sprinklers - Indicates the number of sprinklers in the room.

3. Repeat Step 2 for each room in the occupancy.

4. Click the Close button to save your information.

Fire Prevention Information

The Occupancy Prevention tabs contain information about fire prevention systems on the premises, e.g. sprinklers. It also contains a list of chemicals or hazardous materials, location of materials, and details about permits, such as, description, issue date, fee, and permit number.

Note: If the occupancy you selected is storing/processing hazardous material, both the Prevention Info tab and the HazMat tab labels will display in the color Orange.
Entering Detector and Extinguishment Systems

The Systems tab contains information about detector and extinguishment systems in place at an occupancy.

To enter or modify systems information:

1. Click the Occupancies button on your FireRMS desktop. The Occupancies dialog displays.

2. Display a list of occupancies and select the one for which you are entering information.

3. Click the Prevention Info tab, followed by the Systems tab.

4. Modify the existing information or click the New button to enter information. You can enter information in, or modify the following fields:

   - **Identification** - Use these options to enter identifying details about a detector or extinguishment system.
   - AES - Identifies the system as an automatic extinguishment system (AES).
   - Detectors - Identifies the system as a detector system.
   - Other System - Indicates the system that is not an automatic extinguishment system or detector system.
   - Type - Select the option that best describes the type of system. This list will vary based on which detector category (AES, Detectors or Other System) you select.
   - Primary System - Indicates the system is the primary system used.
   - Description - Type a brief description of the system.
• Power Supply - Select the power supply that the system uses.
• Permit Required - Select this check box if a permit is required for the system.
• Expiration Date - Displays the date on which the permit will expire.
• Contractors (name & phone) - Use these options to identify contractors responsible for installing, maintaining and monitoring the selected system.
• Installation - The name and phone number of the primary contractor responsible for installing the system. Use a separate text box for name and phone number.
• Maintenance - The name and phone number of the primary contractor responsible for system maintenance.
• Monitoring - The name and phone number of the primary contractor responsible for monitoring the system.
• Comments - Enter any notes regarding this system.

5. Follow the procedure in the next section to enter HazMat information.

**Entering Hazardous Materials (HazMat) Information**

The HazMat tab identifies hazardous materials that are stored or processed at the occupancy. A HazMat tab label displayed in orange, indicates the occupancy you selected is storing/processing hazardous material.

To enter or modify HazMat information:

1. Click the **Prevention Info** tab, followed by the **HazMat** tab.
2. Modify the existing information or click the **New** button to enter information. You can enter information in, or modify the following fields:

- **Identification** - Use these options to identify the hazardous material.
- **Chemical** - Enter the chemical or trade name of the hazardous material as shown on the MSDS, product label, packaging or container. Click the **Explorer** button to open the Chemical Finder.
- **Class** - The two-digit UN (United Nations) Hazard Classification Code assigned to the hazardous material.
- **UN Number** - The four-digit UN Number assigned to the hazardous material. This may be prefilled based on chemical selection. Leave blank if a UN Number has not been assigned.
- **CAS Number** - The number assigned by the Chemical Abstract Service (CAS) to the chemical, including dashes. This may be prefilled based on chemical selection. CAS Number can be found in reference materials, on Material Safety Data Sheets (MSDS), and on some product labels.
- **Physical State** - Use these options to describe the physical state of the material.
- **Pure** - Select this option if the material exists in a pure state, then select either Solid, Liquid or Gas to identify the material’s pure state.
- **Mix** - Select this option if the material exists in a mixed state, then select a combination of Solid, Liquid and Gas to identify the material’s mixed state.
- **Permit Required** - Select this option if a permit is required in order for the hazardous material to be present at the occupancy site.
- **Expiration Date** - If a permit is required, type the date that the permit expires.
- **Container** - Use these options to record information about the container used to store the hazardous material.
- **Class** - Select the option that best describes the type of container used to store the hazardous material.
- **Capacity** - Enter the estimated amount of material that the container was designed to hold to the nearest whole unit of measure.
- **Units** - Select the unit of measure associated with container capacity.
- **Tanks** - Click this button to record information about a tank used to house a hazardous material at an occupancy site. This option is available only for Container Class 20 - Fixed Container, Other, and Class 21 - Tank or Silo. When you click this button, the Storage Tanks dialog opens, which you can then use to record the tank information.
- **Amounts on Hand** - Use this option to identify the amount of hazardous material present at the occupancy.
- **Units** - In this list, click the unit used to measure the amount of hazardous material on hand.
- **Ave** - The average amount of material on hand at the occupancy at any given time.
- Max - The maximum amount of the material that will be present at the occupancy at any given time.
- **Hazards** - Use these options to identify specific dangers associated with a hazardous material.
  - Fire - Select this option if the hazardous material presents a fire hazard.
  - Pressure - Indicates the hazardous material presents a pressure hazard.
  - Reactive - Indicates the hazardous material presents a reactive hazard.
  - Acute - Indicates the hazardous material presents an acute (immediate) exposure hazard.
  - Chronic - Indicates the hazardous material presents a chronic (long term or repeated) exposure hazard.
  - MSDS on File - Indicates a Material Safety Data Sheet is on file for the hazardous material.
  - Prefire ID - The Prefire ID associated with the hazardous material.
- Comments - Enter additional notes about this hazardous material.

3. Follow the procedure in the next section to enter information about additional prevention systems.

**Entering Additional Prevention Systems**

The Locations & Other Info tab identifies items other than prevention systems located within the occupancy, such as natural gas valves, electrical panels and key boxes.

To enter or modify additional system information:
1. Click the **Prevention Info** tab, followed by the **Locations&Other Info** tab.

2. Modify the existing information or click the **New** button to enter information. You can modify the following fields:

   - **Description** - The location where the other item is located.
   - **Comments** - Notes about this location.
   - **Other Info** - Use these options to describe items other than prevention systems or hazardous material present. For example, you can use this option to record occupancy use permits such as assembly or open flame permits.
   - **Identification** - Use this option to identify the Other Info entry.
   - **Description** - Description of the Other Info entry.
   - **Permit Required** - Select this option if a permit is required.
   - **Expiration Date** - If a permit is required, type the expiration date.
   - **Comments** - Enter additional notes for the Other Info entry.

3. Follow the procedure in the next section to enter permit information.

**Entering Permit Information**

The Permits tab contains details about permits attached to Systems, Hazmat and Other Info entries.

To enter or modify permit information:

1. Click the **Prevention Info** tab, followed by the **Permits** tab.
2. Modify the existing information or click the New button to enter information. You can enter information in, or modify the following fields:

- **Description** - Cross-references the description of the entry on the Systems, Hazmat, or Locations & Other Info tab.
- **Details** - Use these options to describe the permit.
- **Permit** - The option that best describes the type of permit.
- **Issue Date** - The date that the permit was issued.
- **Permit Issued Until Revoked** - Check this box to set up a permit with no expiration date. The Expiration Date field is greyed. When the permit is revoked, you can uncheck this box and enter an expiration date.
- **Expiration Date** - The date that the permit expires.
- **Number** - The permit number.
- **Fee Amount** - The amount in dollars of any fees charged for issuance or renewal of the permit.
- **Date Paid** - The last date a permit fee was paid.
- **User Defined Info** - Use these three fields record additional permit details. Each field contains up to six alphanumeric characters.
- **Comments** - Enter additional comments about this permit.
- **Show Permit History** - Click this button to open the Permit History dialog. This dialog displays all permits for this occupancy that have been moved to the Permit History, that is, permits that have expired.
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- Move to Permit History - Click this button to move the permit to the Permit History dialog. We recommended that you do this when a permit expires, prior to replacing it with a new one. The Permit History stores expired permits to give you an ongoing chronology of permits for an occupancy. FireRMS does not automatically move expired permits to the history for you. You must do it manually for each permit.

3. Save your changes and click the Close toolbar button.

Occupancy Actions

You can assign actions for occupancies to your personnel or department. Actions include inspections and fire alarm testing. You can enter the findings beneath the associated actions. Findings can be the results of an occupancy inspection or other occupancy-related action scheduled on the Activities tab. You can keep track of all inspection findings and record whether or not the findings are cleared (resolved). In the Scheduling and Tracking module, you can track the actions, create additional actions, and enter completion information.

When using the Mobile tablet, you can select an activity and click the Open Inspection button, and, using the tablet pen, add comments to occupancy activities while away from the fire station. You can also create, sign, and save a report of all relevant data for the occupancy activity.

Assigning Occupancy Actions or Findings

In addition to assigning an action, you can enter a date, priority, and fee for the assignment.

To assign occupancy actions or findings:

1. Select the occupancy on the Occupancies List tab for which you want to assign an action.
2. Click the **Activities** tab on the Occupancies dialog. The Activities dialog displays.

3. Click the **New Action**, **New Finding**, or **Open Inspection** button. (The **Open Inspection** button is only enabled when you are reviewing Occupancy Activities on a Mobile device.) The fields you can fill-in are highlighted.
4. You can enter the following information for Actions or Findings:

**New Action**
- Action - The action you want to assign. This list is provided by your system administrator.
- Start Time - The time you began the action. This field defaults to the current time.
- Finish Time - The time you completed the action. The *Start* and *Finish* times are displayed on the Mobile Inspection Report.
- For Permit - If this is a permit inspection, select the permit from this drop-down list.
- Assigned To - Use this option to select the assigned company or employee responsible for performing the inspection. Click the **Explorer** button to choose from the Assignment Explorer. Double-click the box to the right to automatically fill-in an assignee that is on the assignee list and is the logged in user.
- Assignment Date - The date that the assignment was made.
- Priority - The priority of the action, with 1 being high and 9 being low.
- Scheduled Date - The date for which the inspection is scheduled. You can also optionally enter a scheduled time.
- Completion Date - After the activity is finished, enter the date of completion. This causes the action to be marked complete on the tree view.
- Paid Date - After the inspection is paid, enter the date of payment. This causes the action to be marked paid on the tree view.
- Fee - The dollar amount of any fees charged for this inspection.
- Hours - The total number of hours required to complete the inspection.
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- By - Identify the employee responsible for the inspection. Click the Explorer button to select this employee from the Personnel Explorer. You can also “quick select” an inspector by typing that personnel’s employee number in the second text box to the right.
- Comments - Enter notes about this action.
- Job Number - Enter a number if you assigned one.

**Finding**

- Description - Use this option to enter a description of the finding. Click the Explorer button to select a description from the Findings Explorer.
- Found Date - The date of the finding.
- By - The name of the employee who reported the finding. Click the Explorer button to select this employee from the Personnel Explorer. You can also “quick select” an employee by typing that personnel’s employee number in the second text box to the right.
- Referred to - The employee to whom the finding was referred, if applicable. Click the Explorer button to select from the Personnel Explorer.
- On - The date the finding was referred.
- Clear Date - The date the Finding was resolved. An example would be when hazardous material found during a previous inspection was removed from the occupancy. This causes the finding to be marked as resolved on the tree view.
- By - The name of the employee who authorized clearing the finding. Click the Explorer button to select this employee from the Personnel Explorer. You can also “quick select” an employee by typing that personnel’s employee number in the second text box to the right.
- Comments - Enter additional notes for this finding.
- Finding Full Description – Use to review the Full Description for the Finding.
- National Code – If your administrator has setup your system to use IFC codes, you may select or review those codes, and associate them with the finding by selecting this tab.
- Standards – If your administrator has defined National, State or Local standards for findings you may select or review those codes and associate them with the finding by selecting this tab.

**Open Inspection:** This button is only enabled on a mobile device. For information about Open Inspection, see the next section.

5. Click the Close toolbar button.
Opening an Action on a Mobile Device

When using a mobile device, such as a laptop or a Tablet PC, you can open an Occupancy action, step through the inspection check list, and display findings. If using a Tablet PC, you can add handwritten comments, and enter a signature.

To add information to an occupancy activity:

1. Select an Occupany action on the Occupancy > Activities tab.

2. Click Open Inspection. The Inspection form displays.

3. You can select an inspection and review the inspection check list. You can display findings, add written comments, and enter completion information.
Note: When adding comments with a Tablet pen, wait for the written comments to convert to text before proceeding with the next step. If you do not, unexpected results may occur.

- **Found Date** - Enter the date of the finding.
- **Found By** - Enter the personnel who found it.
- **Cleared Date** - Enter the date the finding was cleared.
- **Clear Finding** - Click this button to clear a finding.
- **Delete Finding** - Click this button to delete a finding.
- **Show Cleared Findings** - Check this box to display all findings; cleared and not cleared.
- **Show Report** - Click this button to display a report of the information.

4. If you click the **Show Report** button, the following report is displayed:

![Report Image]

5. You can add comments and sign the bottom.
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- **Clear** - Click this button to erase the signature and add another.
- **Save and Preview** - Click this button to preview the report. It is saved as a .PDF document.

When your information is merged into the main database, these reports are listed on the Occupancy > Letters tab.

**Note:** A generic logo appears at the top each report. You can generate reports with your own fire station logo. To do this, close the FireRMS application, save your logo as a .BMP with the same height and width, rename it `CustomerLogo.bmp` and place this logo in your FireRMS5SQL directory. You can also create separate logos for each database and copy them to each database directory.

### Entering Completion Information

After completing an activity assigned to you, you must indicate a completion date and the employee who completed the activity. You can also enter the hours needed to complete the task.

To enter completion information:

1. On the **Occupancies** dialog, select the occupancy you completed the action on and click the **Activities** tab.

2. Select the activity completed.

3. Enter a completion date and click the **Explorer** button to select the employee who completed the activity.

4. In the **Hours** field, enter the total hours needed to complete the activity.
5. Enter any optional comments.

6. Click the Close toolbar button. The action is moved to the Log list of the participants who completed the action.

Recurring Occupancy Actions

Recurring occupancy actions are similar to occupancy actions, except that recurring actions are performed periodically. Some examples of recurring actions, are Elevator inspections and Fire alarm inspections. In the Scheduling and Tracking module, you can track the actions, create additional actions, and enter completion information.

Assigning Recurring Occupancy Actions

You can assign recurring occupancy actions to your personnel or to a department. Recurring activities can be tracked, and can be marked as complete in the Scheduling and Tracking module.

To assign recurring occupancy actions:

1. On the Occupancies List tab, select the occupancy to which you want to assign a recurring action.
2. Click the **Recurring Schedule** tab on the Occupancies dialog.

3. Click the **New** button. The fields you can fill in are highlighted.

4. Enter information in the fields described below:
   - **Identification** - Use these options to enter the activity details.
   - **Action** - Select the action that best describes the type of activity you are scheduling.
   - **For Permit** - If this is a permit inspection, select the permit type here.
   - **To Be Assigned To** - If this action is to be regularly assigned to the same engine company, use this option to identify that company. Click the **Explorer** to choose from the Assignment Explorer. If the action does not have a regularly assigned staff member,
you can assign it on a per-inspection basis on the **Activities** tab and leave this field blank.

- **If NO Permit** - Use these options to set up an on-going cycle for inspections that are not related to permits.
- **To Be Assigned on** - Enter the initial month for the new inspection.
- **Repeating Every** - The interval between inspections in days or months, that is, the number of days or months between each occurrence of the activity. For example, if you type 7 and select Days, a new activity task is created for each successive week. If you type 12 and select months, new activity tasks is created once per year after the initial start date.
- **If Permit** - If you are scheduling a permit inspection, use this option to receive notification prior to a permit’s expiration.
- **Days before expiration** - Type the number of days prior to the expiration date that you want to receive notification. For example, type “5” to be notified five days before a permit expires. This option references the Expiration Date on the **Permits** tab.

5. Click the **Close** toolbar button.

### Occupancy Letters and Attachments

You can create letters to send to occupancies regarding upcoming inspections, and testing done on sprinkler systems or fire alarms. When creating letters you can select from letter templates you previously created. You can also add attachments to occupancy records. Attachments may include photos or pre incident plans.

### Creating Letters

You can create form letters to send to specific occupancies regarding future inspections.

To create or modify letters:

1. On the **List** tab, select the occupancy to which you want to create a letter.

2. Click the **Letters** tab on the Occupancies dialog.

3. Do one of the following:

   - Click the **New** button to create a new letter.
Select a letter to modify.

4. You can modify the following fields:

- **Template** - A predefined letter template. Letter templates are defined on the Tools>Customize>Occupancies>Letter Templates tab.
- **Created on** - The date on which the letter was created. This date is inserted in the letter header.
- **Created By** - Identifies the employee responsible for creating the letter. Click the **Explorer** button to select the employee from the Personnel Explorer. You can also “quick select” the author by typing that personnel’s employee number in the first text box and pressing the **Enter** key.
- **Text** - The body of the letter which you can enter or edit.

5. **OPTIONAL**: You can select a letter and click the Preview, Print, or Delete buttons to preview the letter, print it, or delete it.

6. Save your changes and click the **Close** button.

**Adding Attachments**

You can attach files to occupancy records. For example, you might want to attach a picture of the occupancy or a pre-incident plan.

To add attachments:
1. On the Occupancies List tab, select the occupancy to which you want to assign an attachment.

2. Click the Attachments tab on the Occupancies dialog.

3. Do one of the following:
   - Click the New button to add a new attachment.
   - Select an existing attachment and click the Open button.
   - Select an existing attachment and click the Delete button.
   - Click the Critical Information check box to flag important attachments. The tab header turns orange to alert other users to the file.

4. Modify the following fields:
   - Description - A description of the attached file.
   - Linked to - The path or URL to the linked file.

   **Note:** In order to provide multi-user access to an attached file, the path you choose must be valid for workstations other than your own. For example, if you attach to a file on your C: drive, FireRMS will search for the file on the local drive of other workstations. A good strategy is to store the file on a network drive and map all workstations to that drive using the same letter designation.
   - Browse - Click this button to navigate to the Windows file you wish to attach to.
Note: Before opening an attached file, the user must have access to the location where the file is stored and a program installed on their workstation that is capable of reading the file format.

- Comments - Type any notes for this attachment.

5. Save your changes and click the Close button.

Creating a New Occupancy From an Existing and Saving the History

You can create a new occupancy from an existing occupancy and save the data from the original occupancy in a history record. This is useful when a business closes or vacates a commercial building. When you create the new occupancy, you can copy most of the data into a new record with the name of the new business that moves into that location.

Once a History record is created, if you select an Occupancy on the List tab with a History record, a radio button appears on the List tab. You can click this button to display the list of historical records for that occupancy. You can then select the record you want to view.

To create a new occupancy and save the original data in a history record:

1. Click the Occupancies button on the desktop. The Occupancies dialog displays.

2. Using the radio buttons, search for the occupancy from which you want to create a new occupancy.

3. On the List tab, select the occupancy.

4. Click the Create History button. You are prompted to set the current occupancy as historical and create a new record.
Click Yes. The Copy Occupancy Explorer dialog displays.

5. Select the check boxes of the data you want copied into the new record and enter a name. Click Copy. The new occupancy record displays. Enter and save your data.

**Note:** You may not create a History Record if you have any incomplete Activities or Findings. You must complete or delete those records before you may create the History Record. Recurring Schedules may be moved to the new Record or just deleted from the History record when setting an existing Occupancy as a History record.
Overview

The Hydrants module contains a list of all hydrants in your service area. This module contains all relevant hydrant data, along with assigned actions and recurring actions.

Relevant hydrant data includes, location, number, manufacturer, and nearest occupancy. Actions that can be assigned to personnel include painting or replacing hydrants. Recurring actions are tasks performed periodically, such as verifying water pressure or flushing hydrants.

Hydrant Information

After initially entering the data for hydrants in your service area, you may need to add additional hydrants or modify existing information. Hydrant information is contained on three tabs: INFO, Activities, Recurring Schedule.

Entering Hydrant Information

Hydrant INFO information is contained on two tabs; Basic and Additional. The Basic tab contains location of the hydrant and hydrant number. The Additional tab contains physical details about the hydrant; classification, ports, and shut off valve.

To enter or modify hydrant information:

1. Click the Hydrants button on your FireRMS desktop. The Hydrants dialog displays.
Chapter 10: Hydrants

- Number - The number assigned to the hydrant by your agency. Numbers are assigned when a hydrant is entered into FireRMS. Each hydrant must have a unique number.
- Location - Street location of the hydrant.
- Nearest Occupancy - Address of occupancy nearest to the hydrant.
- Out of Service - Indicates that a hydrant is out of service.

2. Do one of the following:

- Select from the following to display the current listing of hydrants and then highlight a hydrant and click the INFO tab to modify information:
  - **Show for Station** - Displays all hydrants entered for the station you select. Select Unassigned to view hydrants that are not assigned to any station.
  - **Select** - Displays hydrants by hydrant number or location.
  - **Search by Street** - Displays all hydrants entered for the street you choose. To search for partial street names, use the % symbol. For example, “%apple” searches for all streets that include “apple” anywhere in the name.
  - **Show for Assignment** - Displays all hydrants for the assignment you select.
  - **Show All** - Displays all hydrants listed for your department.
Click the New button on the List tab to enter new data. The INFO Basic tab displays.
3. Enter/edit information in the fields described below. You must fill in mandatory fields.

- **Identification** - Use these options to record the hydrant’s identification features.
  - Number - The Number is a unique code that identifies the hydrant in FireRMS. This number is assigned based on your department’s hydrant numbering scheme.
  - Mfg/Model - The hydrant’s manufacturer and model name.
  - Year - The hydrant’s model year.

- **Water District** - Use these options to identify the water district where the hydrant resides.
  - Number - The number of the water district to which the hydrant is assigned.
  - Hydrant # - If the water district uses a different identification number for the hydrant than your department, enter that number here.
  - Out of Service - Select this check box if the hydrant is presently or will be out of service. Choose the date and time that the hydrant became or will be out of service.

- **Location** - Use these selections to identify where the hydrant is located. Use the address of the property nearest to the hydrant.
  - Cross Street - Use this option to identify the nearest cross street to the hydrant. This information may be returned to certain CAD systems.
  - Prefix - Click the Explorer button next to Prefix to select a street from the Street Finder.
  - City - Click the Explorer button next to City to select a city from the City Finder.
  - Validate - Click this button to determine if the address is valid. When you validate an address, any address values outside of the block range entered by your system administrator will not be accepted by FireRMS.
  - Latitude - Location of the hydrant measured in latitude.
  - Longitude - Location of hydrant measured in longitude.
  - Station - The station to which the hydrant is assigned.
  - Ownership - The ownership of the hydrant, e.g., Public or Private.
  - Info - Additional pertinent information about the hydrant.

- **Nearest Occupancy** - Use these options to identify the occupancy nearest to the hydrant.
  - Occupancy Name - The name located at the occupancy. Click the Explorer button to select an occupancy.
  - Occupancy Number - The number assigned to the occupancy. You can also “quick select” an occupancy by typing the occupancy number in this text box.

4. After completing fields on the Basic tab, click the Additional tab to record the physical details of a hydrant.
5. You can enter information in the following fields:

- **Flow** - Select the option that best describes the hydrant flow.
- **Zone** - Zone is a local option that your department can use to record the zone number (e.g., a fire management zone or hydrant management zone) where a hydrant is located.
- **Sub-Zone** - A local option that your department can use to record the sub-zone number where the hydrant is located.
- **Route** - Use this option to refer to a prescribed route used for hydrant testing or maintenance. This could be an alphanumeric code that references the route.
- **Main** - Use these options to record information on a hydrant’s water main.
  - **Type** - The water main type.
  - **Composition** - The water main composition (material).
  - **Size** - The size of the water main.
  - **Dead End** - Select this check box if the water main is a dead-end pipe.
- **Port(s)** - Identify a hydrant’s ports.
  - **Number** - Enter the total number of ports on the hydrant.
  - **Thread Type** - The thread type description for each port.
  - **Size** - The port size of each port.
  - **Adapter** - The port adapter type of each port.
  - **Default Coefficient** - Select the option that matches the default coefficient.
- **Barrel** - Use this option to provide details about the barrel.
  - **Size** - The barrel size.
• Open Turns - The number of turns on the operating system required to open the hydrant.
• **Shut Off Valve** - Use these options to provide details about the shut off valve.
• Size - The size of the shut off valve.
• Location - The location of the shut off valve.
• Latitude - The latitude of the shut off valve.
• Longitude - The longitude of the shut off valve.
• Depth - The depth of the shut off valve.

6. Click the **Close** button to save your information.

**Hydrant Actions**

In order to maintain your hydrants, you can assign tasks to your personnel or departments. The actions listed that you can choose from were entered by your system administrator. In the Scheduling and Tracking module, you can track the actions, create additional actions, and enter completion information.

**Assigning Hydrant Actions**

In addition to assigning an action, you can enter a date, priority, and fee for the assignment.

To assign hydrant actions:

1. Select the hydrant on the **Hydrants List** tab for which you want to assign an action.

2. Click the **Activities** tab on the Hydrants dialog. The Activities dialog displays. The number of the hydrant you selected is displayed in the upper right corner of the dialog.
3. Click the New button. The fields you can fill-in are highlighted.

4. Use the Activity View Options to display specific activities on the tree view.
   - New & Pending Only - Click this option to see only new and pending activities. All other activities are hidden.
• Date Range - Click this option to see activities for a date range. Use the date options to the right to choose the date range you want to see.
• All - Click this option to view all activities.

5. Select an action from the **Action** drop-down list.

6. Click the **Explorer** button and choose an employee or department to assign the action to. Double-click the text box above the Priority box to automatically fill-in an assignee that is on the assignee list and is the logged in user. You can also enter the following information:

• Assignment Date - The date that the assignment was made.
• Priority - A number that indicates the priority for this action.
• Scheduled Date - The date that the action is scheduled to take place. The tree view is updated to show the action as scheduled.
• Completion Date - The date the activity was completed. The tree view is updated to show the action as completed.
• Fee - The dollar amount charged for the activity.
• Hours - The total hours that were needed to complete the activity.
• By - The employee who completed the activity. Click the **Explorer** button to choose from the Personnel Explorer. You can also “quick select” an employee by typing that personnel’s employee number in the second text box to the right and pressing the **Enter** key.
• Observed Flow - Displays the available flow in GPM (or LPM) based on the most recent flow test.
• Flow Test - Click this button to perform a flow test using the Hydrant Flow Calculator.
• Comments - Type any notes regarding the activity.
• Flow at 20 PSI – Displays the calculated flow at 20 PSI from the most recent flow test.
• Start Time – Displays the Time the activity was started
• Finish Time – Displays the time the activity was completed
7. Save your changes and click the Close toolbar button.

**Entering Completion Information**

After completing an activity assigned to you, you must indicate a completion date and the employee who completed the activity. You can also enter the hours needed to complete the task.

To enter completion information:

1. On the **Hydrants** dialog, click the **Show All** radio button to display the list of hydrants.

2. Select the hydrant you completed the action on and click the **Activities** tab.

3. Select the activity completed.

4. Enter a completion date and click the **Explorer** button to select the employee who completed the activity.

5. In the **Hours** field, enter the total hours required to complete the activity.

6. Enter any optional comments.
7. Click the Close toolbar button. The action is moved to the Log list of the employee who completed the action.

Note: You can use a Batch Option to create a new activity in the Hydrants module. Use the Batch button to open the Hydrant Explorer. You may use the explorer to search for and then select additional Hydrants. The Activity can then be assigned to all the selected Hydrants at once.
Recurring Hydrant Actions

Recurring hydrant actions are similar to hydrant actions. Unlike hydrant actions, recurring actions must be performed periodically. Some examples of recurring actions are yearly hydrant inspections or flushing hydrants. In the Scheduling and Tracking module, you can track the actions, create additional actions, and enter completion information.

Assigning Recurring Hydrant Actions

You can assign recurring hydrant actions to your personnel or to a department.

To assign recurring hydrant actions:

1. On the Hydrants List tab, select the hydrant to which you want to assign a recurring action.

2. Click the Recurring Schedule tab on the Hydrants dialog.
3. Click the **New** button. The fields that you can fill in are highlighted.

- **Action** - Select the option that best describes the type of inspection or other activity that you wish to schedule for the hydrant.
- **To Be Assigned To** - If this action is to be regularly assigned to the same staff member or company, use this option to identify that staff member. Click the **Explorer** to choose from the Assignment Explorer. If the action does not have a regularly assigned staff member, you can assign it on a per activity basis on the **Activities** tab and leave this field blank.
- **To Be Assigned on** - The initial date for the new inspection.
- **Repeating Every** - The interval between inspections in days or months, that is, the number of days or months between each occurrence of the activity. If you type 7 and select Days, a new activity task is created for each successive week. If you type 12 and select months, new activity tasks are created once per year after the initial start date.

4. Click the **Close** toolbar button.
Overview

The Personnel module lists all the personnel in your department. In addition to detailed information about the personnel, this module contains additional information needed to run the department, e.g. user login and password. You can also add attachments to employee records such as photos, or a document of the employee’s medical history.

Personnel Information

The basic personnel information includes name and address of the employee, and assignment information. In addition, the employees login and password are entered on this tab, and their Primary and Secondary schedule and shift. Personnel information is contained on the following six tabs: Basic Info, Communication, Personal, Attachments, Scheduling, and Other Data.

Entering Basic Personnel Information

The Personnel Information dialog displays a table with an alphabetical list of all personnel in your department. By default, the names of all department personnel are displayed. The most pertinent department information is displayed; Name, Position, Employee Number, Shift, Assignment, and Group.

To enter or modify basic personnel information:
1. Click the **Personnel** button on your desktop. The Personnel dialog displays.

![Personnel dialog](image)

**Note:** To sort the Personnel List, position the mouse pointer on the column label you wish to sort by. The cursor turns into a down arrow. Click once to sort alphanumerically in descending order. Click again to sort in ascending order.

2. On the **List** tab, do one of the following:

   - Select a name and click the **Basic Info** tab or filter the list using the options below and then select a name and click the **Basic Info** tab.

   - **Show All** - Displays all department personnel.
   - **Show for Station** - Displays all personnel entered for the station you select.
   - **Select** - Displays personnel you select from the **Explorer**.
   - **Search by Last Name** - Enter a name in the **Find** text box and click the **Find** icon to display all personnel by the last name you entered. If you enter an A in the text box, all last names beginning with the letter A are displayed.
   - **Employment Filter** - Displays all personnel that satisfy the criteria you select; All, Current, Past, or Future. **All** includes all current, past, and future employees. **Current** displays personnel currently in the department. **Past** displays personnel that have left the department, and **Future** displays new employees that have not yet begun working for the department.
Click the **New** button to add additional personnel.

3. Modify information in the following fields:
   - **Name and Address** - Use these options to enter the employee’s name and address information.
   - **Login Information** - If logins are active, use these options to enter a user name, password, and security group assignment for the employee.
• Login Name - The name the employee will use to log in to FireRMS. If you are using Windows NT logins to login to FireRMS, type the user’s NT login name.

• Security Group - The employee’s security group. A security group determines a user’s access to information and ability to use features in FireRMS.

• Change Password - Click this button to create a password that the employee will use to log in to FireRMS.

• Date Filtering Only - Click this check box to filter all of your department’s incidents according to the date or dates displayed at the bottom of the screen. The Filter The List toolbar button is grayed out. When you click the Incidents tab, the Set To Current User and Not Assigned check boxes no longer display at the bottom of the window. If you do not check this box, the incidents are filtered according to the “Logical Hierarchy.”

For information about the “Logical Hierarchy,” see “Department Structure” on page 1-5.

• Assignment Information - Use these options to enter information about the employee’s position and employment status and to create a primary and secondary shift assignment for the employee.

• Start Date - The employee’s date of hire. If this is a future employee, type the employee’s anticipated start date. Entering future employees allows you to schedule them in advance.

• End Date - The last day an employee worked at the department.

• Employee Number - The unique identification number assigned to this employee by your agency. Employee numbers are used to identify employees and to track employee activities in FireRMS. They are also used to “quick select” employees in FireRMS by typing a person’s employee number.

• NFIRS - The option that best describes the employee’s primary duty as defined by NFIRS version 5 codes, e.g. 2 - EMS.

• Position - The option that best describes the employee’s position in the department.

• Status - An option to identify the person as a career employee or a volunteer.

• Primary - Use these options to define the employee’s primary shift assignment.

• Schedule - The employee’s primary shift pattern.

• Shift - The employee’s regular shift assignment.

• Assigned To - The department level to which the employee will be assigned.

• Apparatus - If applicable, select a unit assignment for the employee.

• Secondary - Use this tab to create a secondary assignment for an employee. The options on this tab are the same as those on the Primary tab.

• NEMSIS Fields: These fields can be used to define Demographics information for your personnel if your system is setup to use NEMSIS. Refer to the FireRMS NEMSIS Administrator’s Guide for more information on using NEMSIS with FireRMS.
4. Follow the procedure in the next section to enter employee contact information.

Contact Information

You can enter a list of contact information for an employee on the Communication tab. This information includes an emergency contact and additional phone numbers for the employee.

Entering Contact Information For Employees

You can enter additional contact information for you employees such as email address and pager number.

To enter or modify contact information for an employee:

1. Click the Communication tab.

2. Enter or modify information in the following fields:

   - **Home Phone** - The employee’s home phone number.
   - **Restricted** - Select this check box to restrict access to an employee’s home phone number. Restricting limits viewing of the home phone number to authorized FireRMS users only. It also excludes the phone number from general employee rosters and other reports intended for distribution to general staff. Authorization is granted using the FireRMS Security dialog.
• **Mobile Phone** - The employee’s primary cell phone number.
• **Emergency Contact** - Use these options to identify the person to contact in case of emergency.
• Restricted - Select this check box to restrict access to the emergency contact’s home phone number to authorized FireRMS users only.
• **Work Phone** - The employee’s work Number and Extension.
• **Email Address** - The employee’s email address.
• **Pager Number/Address** - The employee’s pager number or address, if applicable.
• **Additional Numbers** - Use these options to record additional contact numbers for the employee, such as cell phone number.
  • Click New or Open to display the Additional Number dialog. Enter a new number or modify the information. (Optionally click Delete to remove the selected number.)
  • Type - Select the type of the number from the drop-down.
  • Description - Enter a description of the number.
  • Number - Enter the contact number.
  • Restricted - Check this box to indicate you want to restrict access to this additional number to authorized FireRMS users only.
  • Click OK to close the dialog. The number appears in the Additional Numbers list box on the Communication tab.

3. Follow the procedure in the next section to enter confidential employee information.

**Confidential Information**

You can enter confidential employee information on the Personal tab, such as social security number, date of birth, and medical information.

**Entering Confidential Employee Information**

You can enter driver’s license information or include notes about the employee.

To enter or modify personal employee information:
1. Click the **Personal** tab.

![Personal tab image](image)

2. Enter or modify information in the following fields:

   - **Info** - Use these options to enter personal employee information.
   - Social Security Number - The employee’s social security number.
   - Date of Birth - The employee’s date of birth.
   - Gender - The employee’s gender is required.
   - Ethnic - Select Hispanic or Non-Hispanic as it applies to the employee.
   - Race - For non-Hispanic employees, select the option that best describes the employee’s race. If the employee is Hispanic, do not select a Race type.
   - Blood Type - The employee’s blood type.
   - Last Medical Exam - The date of the employee’s last known medical exam.
   - **Notes** - Use this option to attach miscellaneous notes to an employee record. Notes can be used, for example, to record a commendation or reprimand for an employee. Also, if the Administrator gave you full access to the security object Form, Personnel, Personal, View exposures, you can enter information regarding the person’s exposure to diseases or chemicals.
     - Type - The category of the note you are entering, e.g. **Medical** or **Exposures**.
     - Date - The date you are entering the note.
     - Description - A brief description of the note.
     - Text - The body of the note you are entering.
     - Click **OK** to close the dialog box. The note headings are displayed in the list box on the Personal tab.
- **Driver’s License** - Use these options to record the employee’s driver’s license information.
  - Number - The employee’s driver’s license number.
  - Expiration - The expiration date on the employee’s driver’s license.
  - Endorsements - Additional driving endorsements the employee has.
  - DL Class Type - Select the class type of the driver’s license, e.g., Commercial Drivers License.
  - Med. Cert. Status - A medical certificate status, e.g., EMT.
- **Alternate ID Numbers** - Use these options to enter additional ID numbers, such as an EMS identification number, for the employee. Click New or Open to display the Alternate ID Number dialog box. Enter a number or modify the selected number and click OK. This information is displayed in the Alternate ID Number list box on the Personal tab. (Optionally click Delete to remove a selected number.)

3. Follow the procedure in the next section to add attachments to the employee record.

## Attachments

The Attachments tab contains files attached to an employee record.

### Adding Attachments To Employee Records

Attachments can include digital photographs of an employee or a document of the employee’s medical history.

To add an attachment:
1. Click the **Attachments** tab.

2. Enter or modify information in the following fields:
   - Click **New** to add a new attachment or click **Open** to modify the selected attachment.
     (Click **Delete** to remove the selected file attachment. This does not delete the actual file; it removes the reference to the file from FireRMS.)
   - **Description** - A description of the attached file.
   - **Linked to** - The path or URL to the linked file.
   - **Browse** - Click this button to navigate to the file you wish to attach to. Select the file and click **OK**.

**Note:** Before opening an attached file, verify you have a program installed on your workstation that can read the file format or you will be unable to open it.

**Note:** If you want to provide multi-user access to an attached file, be sure that the path you choose is valid for workstations other than your own. For example, if you attach to a file on your C: drive, FireRMS will search for the file on the local drive of other workstations. A good strategy is to store the file on a network drive and map all workstations to that drive using the same letter designation. For example, all workstations could map to the file server using the letter “G” as the drive designation.

   - **Comments** - Type any notes for this attachment.

3. Follow the procedure in the next section to schedule exception days for an employee.
Exception Days

You can schedule exception days to an employee’s normal shift pattern, such as a temporary re-assignment or a leave day, on the Scheduling tab.

Scheduling Exception Days For An Employee’s Shift

Exception days can also include overtime, Kelly days, and the days an employee traded with another staff member.

To enter or modify an employee’s exception days:

1. Click the Scheduling tab.

2. Select the following to filter the list:
   - **Filter Options** - Use these options to filter the list of exception days based on the date and type of the exception day.
   - **As Of Date** - The date for which you wish to view exception days.
   - **Type** - The type of exception day that you want displayed in the list box.

3. Do one of the following:
   - Select an item from the list to modify. (Optionally, click **Delete** to removed a selected day).

![Scheduling Exception Days](image)
Click **New** to enter an exception day. In the Select Type dialog, select the type of exception day and click **OK**. The appropriate tab is highlighted. Enter information in the fields described below.

- **Assignment Tab** - Additional assignments for an employee that are not covered by their primary or secondary shift assignments. For example, you may want to schedule temporary re-assignments or multiple permanent assignments.
- **Effective Date** - The date on which the assignment starts.
- **Temporary** - Select this check box if this is a temporary assignment. Selecting this check box causes the End Date option to appear and inserts the text “Temporary Assignment” in the comments text box.
- **End Date** - For temporary assignments, type the date on which the assignment ends.
- **Primary** - Schedule a primary assignment for the employee.
- **Schedule** - Select a shift schedule for the assignment.
- **Shift** - Select a shift for the assignment.
- **Assigned To** - Select the department level and location for the assignment. For example, to assign the employee to a specific station, select Station from the first drop-down list, then select the station name from the second drop-down list.
- **Apparatus** - Select a unit for the assignment, if applicable.
- **Secondary** - Schedule a secondary assignment for the employee.
- **Comments** - Type any notes for the assignments.

- **Leave Tab** - Indicates the days the employee is on leave.
- **Starting Time** - The date and time that the leave begins.
- **Ending Time** - The date and time that the employee returns to work.
- **Pay Code** - The pay code that applies to the leave period.
- **Comments** - Type any notes for the leave period.

- **Kelly Day Tab** - A cycle of Kelly days or other recurring days off, such as military leave, for an employee. FireRMS applies the cycle to the shift schedule to calculate in advance the days that the employee will be off duty. You can create separate Kelly day cycles for an employee’s primary and secondary assignments. Modify the following fields:
  - **Pay Code** - The pay code that applies to this cycle.
  - **Primary Assignment** - Use these options to create a Kelly day cycle that applies to the employee’s primary assignment.
  - **Cycle** - The number of shift days in a single Kelly day cycle. For example, type “7” if the Kelly day occurs every seventh A-Shift day.
  - **Start Date** - The date of the first Kelly day.
  - **Calculate** - Click this button to calculate the Kelly day cycle. This creates a list of on and off days based on the employee’s primary shift assignment, the number of days in the cycle, and the start date.
Secondary Assignment - Use these options to create a Kelly day cycle for the employee’s secondary assignment.

Comments - Type any notes for this Kelly day cycle.

**Overtime Tab** - Additional normal hours the employee worked.

Starting Time - The date and time that the overtime period begins.

Ending Time - The date and time that the overtime period ends.

Pay Code - The pay code that applies to the overtime period.

Assigned To - The department level and location to which the employee will be assigned for the overtime period. For example, to assign the employee to a specific station, select Station as the department level from the first drop-down list, then select the station name from the second drop-down list.

Apparatus - If the employee will be assigned to a specific unit during the overtime period, select that unit from this drop-down list.

Comments - The notes for this overtime period.

**Trade Tab** - The hours (date and time) an employee has traded with another employee.

Starting Time - The date and time that the trade takes effect.

Ending Time - The date and time that the trade ends.

**Off Work** - Use these options to identify the person who is trading to be off duty.

Name - Displays the name of the person who is trading to be off duty. By default, this is the name of the employee that is currently selected on the Personnel list. Click the Explorer button to select a different employee.

Pay Code - The pay code that will apply to the employee during the off duty.

**Working** - Use these options to identify the person who traded to be on duty.

Name - Displays the name of the person who is trading to be on duty. By default, this is the name of the employee that is currently selected on the Personnel list. Click the Explorer button to select this person.

Pay Code - The pay code that will apply to the person trading to be on duty.

Comments - Type notes regarding this trade.

4. Follow the procedure in the next section to enter additional employee data.

**Additional Employee Data**

You can enter additional employee data, such as test data and military information, on the Other Data tab.

**Entering Additional Employee Data**

This additional data can include Next of Kin and employee work status.
To enter or modify additional employee information:

1. Click the **Other Data** tab.

2. Modify information in the following fields:

   - **Test Data** - These options indicate employee test scores.
   - Initial Test Score - The initial test score achieved by the employee. This test is taken prior to beginning a job.
   - Promotion Test Score - The promotion test score achieved by the employee. This test is taken before a promotion can be granted.
   - **Ranking Data** - These options include text boxes for dates and associated rank numbers.
   - Adj. Hire Date - The employee’s adjusted date of hire indicates the date training began for the position. The adjusted hire date occurs before the actual start date.
   - Rank Date - The date you entered the ranking data.
   - Position Seniority Ranking - A number indicating the employee’s seniority ranking. This number is determined using a department algorithm.
   - Department Seniority Ranking - A number indicating the department seniority ranking. This number is determined using a department algorithm.
   - **Next of Kin** - Use this option to enter names and addresses of the employee’s next of kin contacts.
   - Name and Address - The name and address of the closest relative.
   - **Other Information** - These options contain additional employee information.
   - Employee Type - Indicates if the employee is full-time, part-time, or a volunteer.
   - Supervisor - The name of the employee’s supervisor.
- Marital Status - The marital status of the employee, e.g. single, married, widowed.
- Retirement system - The type of retirement system the employee is enrolled in, e.g. 401K.
- Employee Status - This may include selections such as on leave, or on short-term disability.
- Inspector - The name of the inspector.
- Residency - The primary location in which employee resides, e.g. USA.
- Religious Preference - The employee’s religion, e.g. Catholic, Jewish, Protestant.
- USAR - Check this box if the employee is a member of the US army reserves.
- Military Information - These options contain the employee’s military data.
  - Military Status - Select a radio button that indicates military status; Unknown, None, Active Duty, Reserve, Retired.
  - Branch - The military branch to which the employee belonged; Army, Navy, Air Force.
  - Rank - The military rank of the employee; Lieutenant, Commander, Admiral, and Captain.
  - Paygrade - The level of pay associated with the employee’s military position.

3. Click the Save toolbar button and click the Close button.
Printing FireRMS Data and Generating Reports

Overview

Your System Administrator determines the type of reporting your department will use:

- Local - The reports are stored and generated on each user’s hard drive.
- Central Network - The reports are stored and generated on a central network.
- Central Web - The reports are stored and generated on a Web server.

You can print FireRMS data from all FireRMS modules. When you attempt to print some of this information, option boxes display in which you can select specific data to print. You can print data in:

- Windows
- Dialog Boxes
- Lists
- Tabs

You can also generate and print reports of your FireRMS data. The FireRMS Reports module contains categorized Crystal Runtime reports that you can choose from. The reports listed are dependant on the FireRMS module for which you are generating a report. These modules include:

<table>
<thead>
<tr>
<th>Advanced EMS</th>
<th>Other Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>Personnel</td>
</tr>
<tr>
<td>Hydrants</td>
<td>Rosters</td>
</tr>
<tr>
<td>Incidents</td>
<td>Training</td>
</tr>
<tr>
<td>Occupancies</td>
<td>Vehicles</td>
</tr>
</tbody>
</table>
You can export each report to a number of file and program formats. In addition to these categorized reports, your system administrator can create customized reports for your department.

**Printing Data in Lists, Tabs and Dialog Boxes**

You can print data in lists, tabs, and dialog boxes. For example, you can open Incidents, Training Classes, Other Entries, or To Do items, and print the data you are viewing. The dialog box that displays when you click the Print toolbar button, depends on the type of data you are viewing on your desktop.

**Printing Incident or Training Records**

You can open any Incident record or Training record and print the data displayed.

To print incident or training record data:

1. Open the incident record or training record with the data you wish to print.

2. Click the Print toolbar button. The Print Incident Report dialog displays for Incident records and the Report Print Options displays for Training records.
Printing Data in Lists, Tabs and Dialog Boxes

3. Select the specific data that you would like to print.

4. Click **OK**. The Print dialog displays. You can preview, print, or export the data.

5. Click the **Print** button. The Windows Print dialog displays.

6. Click **OK** to print the data.

**Printing Data From Desktop Tabs and The Daily Roster**

You can print data from any desktop tab; Incidents, Training, Other Entries, or Daybook. You can also print the data displayed when an Other Entry is open or the Daily Roster dialog is displayed.

To print the data:

1. Do one of the following:
   - Display the desktop tab with the data you want to print.
   - Open the Daily Roster
   - Open an Other Entry item to print the data on the form.

2. Click the **Print** toolbar button, the Print dialog displays from which you can preview, print, or export the data.
3. Click the **Print** button. The Windows Print dialog displays.

4. Click **OK** to print the data.

**Printing Data From Lists and Tabs**

You can open the following modules; Personnel, Hydrants, Vehicles&Equipment, and Scheduling & Tracking, and print the data.

To print data from lists and tabs:

1. Open the module with the data you want to print.

2. Click the **Print** toolbar button. The Print Report dialog displays.

3. Do one of the following:
   - Choose the selected item
     a) Click **OK**. If you are printing from the Scheduling & Tracking module, the Print dialog displays. Proceed with Step d. If you are printing from Personnel, Hydrants, or Vehicles&Equipment, the Select Sections dialog displays. Proceed with Step b.
Printing Data in Lists, Tabs and Dialog Boxes

User’s Guide

Printing Data From The Occupancy Module
You can print the data displayed in the Occupancy module.

To print data in the Occupancy module:

1. Open the Occupancy module. If you are printing data for a single occupancy, search for the occupancy with the data you want to print, highlight it and proceed with Step 2. Otherwise, just proceed with Step 2.

2. Click the Print toolbar button. The Select Occupancy Report dialog displays.

b) Select the sections to print.
c) Click the Print button. The Print dialog displays.
d) Click the Print button. The Windows Print dialog displays.
e) Click OK to print the data.

Choose the entire list
a) Click OK. The Print dialog displays from which you can preview, print, or export the data.

b) Click the Print button. The Windows Print dialog displays.
c) Click OK to print the data.
3. Choose one of the following:

- **Selected Occupancy**
  a) Click **OK**. The Print Occupancy dialog displays.
  b) Select sections to print and click the **Print** button. The Print dialog displays.
  c) Click the **Print** button. The Windows Print dialog displays.
  d) Click **OK** to print the data.

- **List**
  a) Click **OK**. The **Print** dialog displays from which you can preview, print, or export the data.
  b) Click the **Print** button. The Windows Print dialog displays.
  c) Click **OK** to print the data.

- **Quick Attack Plan**
  a) Click **OK**. The Quick Attack Plan dialog displays.
b) Select the sections to print and click the **OK** button to display the Print dialog.

c) Click the **Print** button. The Windows Print dialog displays.

d) Click **OK** to print the data.

Your Administrator may choose to add Custom Print Forms to many of the FireRMS modules. When a custom print form or forms are added to a module, the form displays when you click on the Print Icon in any module rather than the standard FireRMS print form.

If multiple local print forms have been added to your system, you are presented with a list of forms you may choose to print.

Local print forms may be added to the following modules:

- Incident
- Occupancies
- Hydrant
- Vehicles & Equipment
- Other Entries
Generating Reports

You can choose from a FireRMS list of detailed reports that reflect specific data that you want to print. When you click the Reports button, the reports listed are stored on your local drive, on a network drive, or on a web server, depending on the type of reporting chosen on your PC.

To print a report:

1. Click the Reports button on your FireRMS desktop. The Reports dialog is displayed.

2. Select the category of reports from the drop-down list.

3. **OPTIONAL**: You can select either of the following:
   - **Use external data source** - If you are selecting a customized report with a data source other than FireRMS embedded into the report, check this box.
   - **Speed Reporting** - If you are using either the Local or Central Network Reporting solution, and you have found your reports run slowly, check this box to decrease the time needed to run your report. If the PC you are using is out-dated, and you checked Speed Reporting, errors may display when you run the reports. If errors occur, deselect Speed Reporting.
4. Double-click the report you want to generate from the list box. The report is displayed in the Crystal Reports viewer. If the Enter Parameter Values dialog displays, enter values for each parameter field.

5. Click OK. The report is generated according to your parameter selections. From within the viewer, you can Search, Export, or Print reports.

<table>
<thead>
<tr>
<th>Occupancy by Commercial or Residential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Name</td>
</tr>
<tr>
<td>--------------</td>
</tr>
<tr>
<td>155 Main St, MA</td>
</tr>
<tr>
<td>456 Elm Ave, CA</td>
</tr>
<tr>
<td>789 Oak Rd, NY</td>
</tr>
</tbody>
</table>

6. Click the Print toolbar button. A Print dialog displays.

7. Click OK to print the data.
Overview

Using the Query Builder, you can create queries to filter data for the Incidents and Occupancies modules. You can filter only the specific data needed to complete an assignment. Using the Query Processor, you can export queries to various file formats, edit queries, run queries, and delete queries. After creating and saving queries, you can select them from the Incident Filter dialog to run on your desktop data.

You must understand the concept of “join conditions” before you create a query. When you build a query, you must select the tables that contain the data you want to extract. You will identify a Master table and then select a join condition for each table. The join condition compares each table to the Master table and the condition you select. All Records, displays all records in the table even if there is no matching record in the corresponding table. Matching Records, displays only records in the table that match a record in the Master table.

Creating and Running Queries

You can create a query to filter Incident or Occupancy data. You should have some prior experience creating queries before you use this tool and should be familiar with the SQL language before you edit a query. This procedure assumes you are creating a query to display all Incidents where the Persons Involved were also EMS patients.

To create a query:

1. Click the Tools menu, then select Query, followed by Build Query. The Create Query Wizard dialog displays.
2. Select the type of query from the drop-down; Occupancy or Incident. (Select Incident for this example.)

3. On the Step 1 tab, select each table (personinvolved and incident) from which you want to extract data and click the Add button.

4. After you select all tables, click the Next button.

5. On the Step 2 tab, click on the master table and move the master table (personinvolved) to the top of the list. You can move tables using the up and down arrows.
6. Click in the Join Condition column and row of each table and select a join condition of All Records or Matching Records. (Select Matching Records for each table in your example.)

7. Click Next.

8. On the Step 3 tab, for each table, select the data fields. For personinvolved, select personinvolvedkey, incidentkey, firstname, lastname, EMSFlag. For incident, select incidentnumber, incidentdate, and incidentkey.

9. Click Next.
10. On the Step 4 tab, select the parameters from the drop-downs by which you want to filter your data. The information in parenthesis is filtered first. (Select `personinvolved.emsflag` from the first drop-down, `is equal to` from the second drop-down and `TRUE` from the third drop-down. Then select `AND`. In the next row, select `personinvolved.incidentkey` from the first drop-down, `is equal to` from the second drop-down, and `incident.incidentkey` from the third drop-down.)

![Create Query Wizard](image)

11. Click **Next**.

12. On the Step 5 tab, select the order of the fields and click **Add**.

![Create Query Wizard](image)

13. Click **Build Query**. On the Step 6 tab, the query is displayed.

---

**Chapter 13: Working With Queries**
14. Do one of the following:

- Enter a query name and click **Save Query**.
- Click **Run Query** and the data returned is displayed in a screen.
Editing or Deleting Queries

You can edit a query that was previously created if you are very familiar with the Structured Query Language (SQL). You can also delete Queries that you no longer use.

To edit or delete a query:

1. Click the **Tools** menu, then select **Query**, followed by **Query Processing**. The Query Processing dialog displays.

2. Select a query from the **Saved Query** drop-down. The query text is displayed in the window at the bottom of the screen.
3. Do one of the following:
   - Modify this text and click **Save** or **Save As**.
   - Select **Delete Query** from the bottom of the screen.

**Exporting Query Data**

You can save the data resulting from a query in the following file formats: Screen, Excel, XML, SDF, Foxpro DBF, and a Delimited File.

To save query data in a specific file format:

1. Click the **Tools** menu, then select **Query**, followed by **Query Processing**. The Query Processing dialog displays.

   ![Query Processing Dialog](image)

2. Select a query from the **Saved Query** drop-down.

3. Select a format you want to export the query data to, beneath **Destination**.

4. Click **Run Query**.

5. Enter a name for the query file in the **Save As** text box and click **Save**. The data resulting from the query you ran is saved in the file and is located in the queryexport folder of the FireRMS root directory.
Running Incident Queries from the Desktop Filter

After you create Incident queries, you can run these queries to filter incident data on your desktop.

To filter desktop data using a query:

1. On your FireRMS desktop, display the Incidents tab and click the Filter the List toolbar button. The Desktop Filter dialog displays.

2. Select the Incident query you want to run from the Use a Saved Query drop-down list. All Incident queries you created are displayed in this drop-down list.

3. Click the Select button. Data that meets your query criteria is displayed.
Chapter 14: Reconciling Incidents

Overview

The settings on the Reconcile tab that display on your FireRMS desktop support the FireRMS Mobile™ module. Using the FireRMS Mobile module and a mobile device such as a Tablet PC, users can create new mobile incident records, and update existing master incident records. Master incident records are created using a FireRMS client connected to the network. Master incident records reside in the main FireRMS database. Using a mobile device, users can update a copy of an existing master record while away from the fire station.

**Note:** When you update a copy of an existing master incident record on your mobile device, this record does not display on the Reconcile tab when you reconnect to the network. Changes you make to existing records are automatically saved in the master record when you reconnect to the network.

Using settings on the Reconcile tab, you can:

- Save a new mobile incident record as a master incident record
- Merge one or more new mobile incident record(s) with existing master incident records
- Merge two or more new mobile incident records into one master incident record

Note the following about the Reconcile tab:

- The Reconcile tab does not display on a mobile device running the FireRMS Mobile Client software; it displays on a FireRMS Client PC connected to the network.
- The Reconcile tab is only displayed if, using SQL Utilities, your system administrator has enabled the server on which your database is located as a Distributor, and your database has been enabled as a Publisher. Also, the user must be given Full Access to the security object Desktop, Page, Reconcile.

If you will be creating new mobile incident records or updating existing incident records on a mobile device, and you want to keep track of the changes made to your incidents, you can request your system administrator to enable Audit Tracking in SQL Utilities.
For information about enabling Audit Tracking, see Chapter 5 in the SQL Utilities Guide.

Caution: If you intend to enter new incident records or update existing records on a regular basis, we recommend you enter your data on a mobile device that is always connected to the network, e.g. a PC Tablet with a wireless (WIFI) card. This will eliminate or restrict the need to reconcile incidents.

Reconciling Incidents and Validating Data

You can use the settings on the Incidents to Reconcile tab to:

- Save a new mobile incident record as a master incident record
- Merge two or more new mobile incident records into one master incident record
- Merge one or more new mobile incident record(s) with existing master incident records

Note: Multiple mobile incident records can have the same ID. This can occur when different users update a local copy of the same incident record on their mobile devices while they are disconnected from the network. When reconciling these mobile incident records, you will save one record as the master record and then reconcile the other mobile incident records into the master record.

The Master Record text box at the top of Incidents to Reconcile tab displays the incident you highlighted on the Incidents tab. If no incidents display on the Incidents tab, this text box is blank. An incident displayed in this text box is the master record. You must select an incident if you are reconciling a mobile incident record with a master incident record. If you are saving one or more mobile incident records as master records, you do not have to select a master incident.
The Available Mobile Records: list box at the bottom displays the list of mobile incident records you created on a mobile device. The Selected Records: list box at the top displays mobile incident records you select from the Available Mobile Records: list box. After you reconcile the data in mobile incident records with a master incident record, the mobile incident records are removed from this list box.

To reconcile incidents:

1. Do one of the following:
   - To save a new mobile incident(s) as a master incident record, or to reconcile multiple mobile incident records:
     a) Click the Reconcile tab.
   - To reconcile a mobile incident record with an existing master incident record:
     a) Select the existing master incident from the Incidents tab.
     b) Click the Reconcile tab.

**Warning:** If you reconcile a mobile incident record with the same ID as an existing master record, and you DO NOT select the existing master incident prior to reconciling the incident, the data in the existing master record can become corrupted.

The following screen displays:

2. Do one of the following:
   - If saving a new mobile incident as a master record:
     a) Select the new mobile incident in the Available Mobile Records: list box and click Select. The incident displays in the Selected Records: list box. (Select an incident and click Deselect to move the incident back to the Available Mobile Records list box.)
Chapter 14: Reconciling Incidents

b) Click the Make Master button.
c) Click the Incidents tab and open the new incident to verify it exists in the database.

- If reconciling multiple mobile incidents:
  a) In the Available Mobile Records: list box, select the mobile incident that you want to designate as the master record and click Select. The incident(s) displays in the Selected Records: list box. (You can select an incident and click Deselect to move the incident back to the Available Mobile Records: list box.)
  b) Click the Make Master button. This incident record is now a master incident record and resides in the FireRMS database.
  c) Click the Incidents tab and select this master incident record from the Incidents tab.
  d) Click the Reconcile tab to select the mobile incidents you want to reconcile with this new master record.
  e) In the Available Mobile Records: list box, select the mobile incident(s) you want to reconcile with this master incident record and click Select.
  f) Click the Incident Data Validation tab. The data that will be saved in the master incident record is highlighted in yellow. The data in the Publisher row indicates data residing in the master incident record. The data in the Subscriber row(s) indicates the data entered in the mobile incident record(s).

  g) Verify the highlighted data is correct or highlight the data you want to save. When all data to be saved in the master incident record is highlighted, click Process. The Save the following for incident: xxxxxxxx prompt displays. Click OK. The master incident is updated with the highlighted data and the message The incident has been reconciled displays. Click OK.
  h) We recommend you review the incident in the database to verify the updated information was saved.

- If reconciling a master incident record with a mobile incident record:
a) (Make sure you selected the existing master incident record from the Incidents tab.) In the Available Mobile Records: list box, highlight a mobile incident record and click Select.

b) Click the Incident Data Validation tab. The data that will be saved in the record is highlighted in yellow. The data in the Publisher row indicates data residing in the master incident record. The data in the Subscriber row indicates the data entered in the mobile incident record.

c) Verify the highlighted data is correct or highlight the data you want to save. When all data to be saved to the record is highlighted, click Process. The Save the following for incident: xxxxxxxx prompt displays. Click OK. The master incident record is updated and the message The incident has been reconciled displays. Click OK.

d) We recommend you open the incident in the database to verify the updated information was saved.

**WARNING:** If the Incident contains Patient Data, that data is appended to any existing data rather than merged. If the same Patient name was added to both the Master Incident and to the Incident being reconciled, the name displays two times after reconciliation. Appending data ensures that no data related to patient care is ever overwritten, but may require the records to be manually merged after the reconcile process.

Proceed to the next section to reconcile apparatus or validate apparatus data for the incident record.

### Adding or Reconciling Apparatus Data

Using the settings on the Apparatus to Reconcile tab, you can add new apparatus to an existing master incident. You can also reconcile two apparatus if the apparatus already exists in a master incident. The top right list box on this tab contains the apparatus to be added or to be reconciled from the mobile incident record. You will move the information you want to add or reconcile to the lower right list box. The list box on the left of this tab lists apparatus data in the master incident record.
To add apparatus to an master incident:

1. Select the apparatus data from the top right list box you want to add to the incident record.

2. Click the Move Down or Move All Down button.

3. Click the Add Apparatus button. Review the incident in the database to verify the new apparatus data was saved.

To reconcile apparatus that exists in a master incident:

1. Select the apparatus data from the top right list box you want to reconcile.

2. Click the Move Down or Move All Down button.

3. Click the Apparatus Data Validation.
4. Highlight the specific data you want to save.

5. Click the **Process** button. You are prompted to **Save the following for Apparatus**.

6. Click **Yes**. The message *The apparatus has been reconciled* is displayed.

7. Click **OK**. Review the incident record in the database to verify the updated information was saved.
Appendix A: Quick Reference

The “How do I...” questions listed in this appendix reference all major procedures described in this guide. These questions appear in alphabetical order. If navigating the PDF file, click the page number to jump to the referenced section.

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Incident Tabs

Overview

This appendix contains images of all the Incident tabs and defines the fill-in fields, drop-down boxes, and list boxes on each tab.

- For information about reporting incidents, see “Reporting Incidents” on page 2-1.
- For a list of the tabs in the Incidents module, see “Incident Tabs” on page 2-6.

Basic Tab

The tabs you complete from within the Basic tab contain the initial basic information that you must enter after responding to an incident. This includes incident type, location, and persons involved.

Response Tab

Use the Basic > Response tab on the Incident form to record the details of an incident response, such as when the incident occurred, the type of incident, what actions were taken, and how many agencies responded.
Note: Tabs with red labels contain NFIRS required fields that must be filled in. If you make a selection but the required field remains red, your selection does not meet the NFIRS code size requirements. Usually this is because the selection is not specific enough. For example, if you select 1 - Fire in the Incident Type field, the selection remains red. Your selection must contain a minimum of 3 numeric characters, e.g. 111 - Building Fire, to meet NFIRS requirements.

Alarm Time
The time and date of the first alarm. To change the time, type a new time using 24-hour time (midnight is 00:00). To change the date, click the down-arrow to open the Calendar. The Arrival, Controlled, and Cleared time are adjusted automatically according to the Alarm Time.

Arrival Time
The time that the first unit arrived on scene. To change the time, type a new entry using 24-hour time.

No Arrival
Select this option if response units never arrived on scene. For example, in case of a false alarm. Selecting this option cancels the Arrival Time and Controlled time, as these will no longer apply to the incident.

Controlled Time
For fires, the time that the incident commander determined the incident was under control.

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Cleared Time
The time that the last unit left the scene.

Type
Select a description of the incident. The choices are based on NFIRS 901 codes. You must select a code that is at least three characters long, e.g. 111 - Building Fire, to meet NFIRS requirements. Otherwise the selection remains red, indicating that your selection is not specific enough.

**Note:** To display the 901 Codes Explorer, right-click the down-arrow on the Type list box.

Priority Response
Select this check box if the incident was a priority response.

EMS Provided
Select this check box if emergency medical services were provided. The EMS tab appears when this option is selected. This check box is automatically selected if the incident type indicates that EMS was provided.

Casualties
Select this check box if injuries occurred to fire staff or civilians. The Casualties tab appears when you select this option. The Casualties tab can also be activated from the Persons Involved tab.

CO
Select this check box to enter details about Carbon Monoxide detectors and Occupants. The CO tab appears when you select this option.

Alternate Form
For certain types of wildland fires you can select this check box to manually activate the Fire tab instead of the Wildland tab as allowed by NFIRS. You can also use Customize Incidents > Incident Defaults to make Fire the default tab for wildland fires.

Alarms
Type the number of alarms transmitted for this incident.

Shift
Select the shift that was on duty at the time the alarm occurred.

Station
Select the station that responded to this incident.

Actions Taken
Select the options that best describe actions taken during the incident. You can choose up to three actions. There is always at least one action, including the action **93 - Cancelled en route**.
Hazardous Materials Released
Select the options that best describe any hazardous material released during the incident. You can select up to two hazardous materials. If you select *special hazmat actions required or spill greater than 55 gallons*, the Hazmat tab appears.

Mutual Aid
Use these options to enter details about mutual aid given or received. If there was no mutual aid, select the *None* check box. If there was mutual aid, clear the *None* check box and select a mutual aid type from the drop-down list.

Department
Displays the names of agencies that provided mutual aid to your department or received mutual aid from your department.

Add
Adds a mutual aid agency for this incident.

Delete
Deletes the selected mutual aid agency from this incident.

Incident No.
For incidents where your department provided mutual aid, type the other department’s incident number. This is required by NFIRS reporting to prevent the same incident from being reported twice.

State
Select the state where the mutual aid agency is located.

Use Optional Tabs
When you provide mutual aid, you are no longer the primary reporting agency under NFIRS rules. The primary responsibility for reporting most incident details falls on the other agency. In this case, FireRMS hides tabs that are no longer your responsibility. Click this check box to display these tabs. For example, you may want to enter this information for internal department use. Optional information will be "stripped" from your NFIRS export but will remain stored in FireRMS for your internal use.

Detector
Select the option that best describes the performance of detectors present in the building. This option is only active for building fires and only when it is your department’s incident.

Initial Dispatch Code
Allows you to record the initial dispatch code in situations where the initial dispatch code is different from the final dispatch code for the incident.
Response Time
Displays the Response time to the incident scene based on the total time between the first alarm and the first arriving unit; Response Time = Arrival Time — Alarm Time. If your agency is using a default response time and that time is exceeded, the response time will be colored red.

PSAP Time
Displays the time the call was received by the Dispatch Center, if different from the Fire Station Alarm time.

Incident Delay
Displays the code created by the administrator if a list of codes were created for this field. Select the appropriate code to explain reasons for any delay in the Arrival time for the Incident.

Casualty
Select Yes or No to indicate if Civilian or Fire Service Casualties are being recorded for the Incident.

Critical Incident
Used for NFIRS reporting in the State of Massachusetts only. Administrators of systems in other states may hide this field using design mode or rename it and use it to gather any alternate data desired.

Team Mobilized
Used for NFIRS reporting in the State of Massachusetts only. Administrators of systems in other states may hide this field using design mode or rename it and use it to gather any alternate data desired.

Circumstances (1, 2, 3)
Used for NFIRS reporting in the State of Massachusetts only. Administrators of systems in other states may hide this field using design mode or rename it and use it to gather any alternate data desired.

Incident Reported By
Used for NFIRS reporting in the State of Oregon only. Administrators of systems in other states may hide this field using design mode or rename it and use it to gather any alternate data desired.

Location Tab
Use the Basic > Location tab to record information about where an incident occurred.
Location - Incident address or location.

Address - Indicates the incident occurred on or within the address.

Intersection - Select this option if the incident occurred at the intersection of two streets. Enter both street names, using Cross Street to identify the second street. Leave the address Number blank.

Note: If you use the Intersection field, you cannot use the Directions field described below.

In Front Of - Indicates the incident took place in front of the address.

In Rear Of - Indicates the incident took place behind the address.

Adjacent To - Indicates the incident took place adjacent to the address.

Directions - Provide directions to the location.

US National Grid - Select this option to provide directions to the location in the Directions/Grid text box.

Map - Click on this button to allow Mapquest to display in your default browser. Using Mapquest, you can enter To and From information to display directions.
Note: If you use Directions, you cannot use the Intersection field described above.

Lat/Long - For wildland fires, select this option to enter the location using lat/long measurements.

Twnshp/Range - For wildland fires, select this option to enter the location using township/range.

Note: For wildland fires, you may choose either Lat/Long or Twnshp/Range.

Number - For lots and structures, type the street number. For highways, type the milepost number. For intersections, leave this field blank. For block addresses, type the nearest street address and be sure to select In Front Of, In Rear Of or Adjacent To as needed.

Prefix - Click the Explorer button next to Prefix to select a street from the Street Finder. The Type drop-down contains a list of all NFIRS 901 street types.

Street or Highway - Enter the street or highway where the incident occurred.

Type - Select the type of roadway.

Suffix - Select the roadway suffix, e.g., NE.

City - Click the Explorer button next to City to select a city from the City Finder.

Occupancy - Use the Occupancy button to open the Occupancy Finder. The Occupancy Finder allows you to choose an occupancy as the incident location using the occupancy records in the FireRMS Occupancies module. As a shortcut, if you type an address or partial address in the Number field on the Location tab, and then click Occupancy, the Occupancy Finder will open to a list of occupancies that match the number entered.

Validate - Use this button to determine if the address is valid. An address must be valid before the record can be exported to NFIRS. The address is validated against Streets and Blocks entered by the system administrator.

District - The fire district within which the incident occurred. This may be pre-filled if a city is selected from the City Finder.

Census Tract - The U.S. Census Tract where the incident occurred. This may be pre-filled if a city is selected from the City Finder.

Directions - Identify the location by entering the directions to the location. Use Directions only when the location can not be identified any other way.
**County** - Identifies the county within which the incident occurred. This may be pre-filled if a city is selected from the City Finder.

**FDID** - Use this option to identify the FDID of the reporting agency. This feature is designed for multiple agencies that share the same FireRMS database. When multiple agencies share a database, the FDID must be included in each incident report to identify the reporting agency. If no FDID is entered here, FireRMS uses the default FDID; the FDID entered on the Customize Department > Basic Info tab in FireRMS for the incident report. This may be pre-filled if a city is selected from the City Finder.

**Other** - Use this option to further differentiate incident records for reporting purposes. For example, you could use Other to identify contract service areas or special circumstances. This may be pre-filled if a city is selected from the City Finder.

**Latitude and Longitude** - If you chose the Lat/Long option, type the latitude and longitude of the incident location. These options are only available for wildland fires.

**Map Page** - Enter the map page of the location.

**City Finder** - Explorer available for City Finder on the Incident Location tab. This explorer allows the user to view the complete County Description when counties have been setup. Previous versions of this form displayed the County Code only.

**Directions/Grid** - If you chose US Nation Grid, this text box is enabled and you can enter directions.

**Township** - If you chose Twnshp/Range, type the township coordinate values. This option is only available for wildland fires.

**Dir** - When Township is used, select the township direction from this drop-down list. NS values are specific to township.

**Range** - If you chose Twnshp/Range, type the range coordinate values in the text box. This option is only available for wildland fires.

**Dir** - When Range is used, select the range direction from this drop-down list. EW values are specific to Range.

**Section** - If you chose Twnshp/Range, type the section coordinate values.

**Subsection** - If you chose Twnshp/Range, select a subsection from this drop-down list.

**Meridian** - If you chose Twnshp/Range, select a meridian value from this drop-down list.
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Property Use - Select the option that best describes property use. For example, use code 419 for mobile homes that are used primarily as fixed residences. If the mobile home is in transit, use the code describing the property where the mobile home is located at the time of the incident.

Mixed Use - If the incident property is of mixed use, select the option that best describes the overall use of the property. Mixed use occurs when a structure has two or more property uses, or if a property has two or more structures with different property uses. Information about mixed use is important for targeting fire prevention and life safety efforts, as well as for analyzing the overall fire problem.

For example, if a restaurant in an office building would be a structure with two or more property uses (assembly use and business/office use). The Mixed Use would be business use. A warehouse on the property of an amusement park would qualify as two or more structures with different property uses. A stand-alone service station would not be considered to have mixed use, even though it has a driveway and parking area.

Estimated Dollar Loss - Use these options to estimate the dollar loss in terms of property and content resulting from the incident. Check the Cannot estimate losses box if you are unable to estimate the losses.

Property Loss - If the building, other structure, outside property or vehicle (for vehicle fires) sustained damage during the incident from flame, smoke, suppression or otherwise, type your estimate of loss in whole dollars. These estimates are not intended to be legally binding. Insurance companies and property owners will obtain their own independent loss estimates. Your estimate is for use by your department, your state and the federal government to establish broad categories of dollar losses. Property owners and managers can help with estimates. Do not include content loss in the property loss estimate.

Content Loss - If contents of a building, other structure or vehicle (for vehicle fires) sustained damage during the incident from flame, smoke, suppression or otherwise and those contents had value (not trash or other valueless materials), type your estimate of loss in whole dollars.

Estimated Pre-Incident Value - Use these options to estimate the pre-incident value of property and contents.

Property Value - The estimate of the property value prior to the incident, excluding contents, based upon available information, for example, the owner.

Content Value - The estimate of the content value prior to the incident based upon available information, for example, the owner.

X-Coordinate
If your system uses Geo Mapping, you may use this field to enter X-Coordinates.
Y-Coordinate
If your system uses Geo Mapping, you may use this field to enter Y-Coordinates.

Aircraft Tab
Use the Basic > Aircraft tab to identify aircraft that were damaged, destroyed or otherwise involved in an incident.

**Add**
Click this button to add an aircraft to this incident.

**Delete**
Click this button to remove the selected aircraft from this incident.

**Loss value**
Type the estimated loss value to the aircraft in dollars.

**Insured value**
Type the insured value of the aircraft in dollars.

**Owner**
Type the name of the aircraft’s registered owner.

**Use**
Select the option that best describes the primary use of the aircraft.

**Manufacturer**
Type the name of the aircraft manufacturer.

**Fuel Type**
Select the aircraft’s fuel type.

**Type**
Type the category or type of aircraft.

**Engine Type**
Select the aircraft’s engine type.

**Tail Number**
Type the aircraft tail number.

**Area of Origin**
Select the option that best describes where the incident started in the aircraft.

**Serial Number**
Type the aircraft serial number.

**Alert Type**
Select the option that best describes how notification of the incident was provided.

**Airframe Hours**
Type the total operational hours in the aircraft’s lifetime.

**Aircraft Age**
Type the age of the aircraft in years.

**Loss Value**
Enter the amount of the loss.

**Insured Value**
Enter the amount of insurance that exits for the aircraft.

**Actions Taken**
Select the options that best describe the actions taken during the aircraft incident. You may select up to four actions.

**Problem Areas**
Select up to four problem areas that best describe areas identified on the aircraft that may have contributed to the incident.
**Persons Involved Tab**

Use the Basic > Persons Involved tab to identify the fire staff and civilians involved in an incident.

- **Add** - Click this button to add a new person involved for the incident.

- **Delete** - Click this button to remove the selected person from this incident.

- **Other Options** - Click this button for a shortcut menu of time-saving options.

- **Add to Civilian Casualty List** - Click this option to copy the selected person to the Civilian Casualty List. Located on the Casualty > Civilian tab, this list is used to identify non-fire service persons who are injured during an incident.

- **Add to EMS List** - Click this option to copy the selected person to the EMS List. Located on the Advanced EMS > Patient Info tab, this list is used to identify persons who received EMS treatment during the incident.

- **Insert from Civilian Casualty List** - Click this option to copy an existing person from the Civilian Casualty List.

- **Insert from EMS List** - Click this option to copy an existing person from the EMS List.

- **Use Incident Address** - Click this option to use the Incident Address as the person involved’s address. This copies the address from the Location tab.

- **Name** - Enter the first and last name of the person involved in the incident.
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**Date of Birth** - Enter the date of birth of this person. This helps to distinguish between persons involved with the same names.

**Age** - Enter the age of the person involved.

**Number** - Enter the address number of the incident.

**Street** - Enter the street address of the incident.

**City** - Enter the city in which the incident occurred.

**State** - Enter the state in which the incident occurred.

**Business Name** - If applicable, type a business name associated with the person involved. For example, if the incident occurred at a business and the person involved is the business owner or associated with the business.

**Phone** - If applicable, type a phone number where the person involved may be contacted.

**Incident Address** - Click this button to automatically fill-in the incident address on the Location tab.

**Prefix** - Click the **Explorer** button next to Prefix to select a street from the Street Finder.

**City** - Click the **Explorer** button next to City to select a city from the City Finder.

**Owner** - Select this check box if the person is the owner of the property.

**Occupant** - Select this check box if the person resides at the address shown.

**EMS Patient** - Select this option if the person received emergency medical services during the incident. This will activate the Advanced EMS tab and create an entry for the patient on the Advanced EMS > Patient Info tab.

**Fire Casualty** - Select this option if the person suffered injuries or died as a result of the incident.

**Rescued** - Select this option if the person was rescued from the incident.

**Property Insurance** - Select this option if the person has property insurance.

**Other Involvement** - Select any other connection that the person has to the property.
Primary Language
Used for NFIRS reporting in the State of Oregon only. Users in other states may also optionally use this field to capture the primary language of the Person Involved.

Secondary Language
Used for NFIRS reporting in the State of Oregon only. Users in other states may also optionally use this field to capture the secondary language of the Person Involved.

Highway Tab
Use the Basic > Highway tab to record additional information about the emergency. You must click the Show check box for the History tab on the Tab Control dialog to display this tab. Your Administrator can create the values that will appear in the drop-down lists by selecting Tools>Customize>Codes>Department Codes and Cause of Emergency, Location of Emergency and Obstruction.

Investigating Police Force
Use these options to identify the investigating police force.

Call-Out Requested By
Enter the name of the person that requested help.

Police Officer
Enter the name of the police officer on the scene.

Badge Number
Enter the officer’s badge number.
**Police Report #**
Enter the number that identifies the police report being filed by the officer.

**Cause of Emergency**
Use these options to indicate the cause of the emergency.

**Location of Emergency**
Use these options to indicate the location of the emergency.

**Obstruction**
Use these options to identify an obstruction related to the emergency.

**Damage Incurred to**
Select the check boxes to indicate the property damaged as a result of the emergency.

**Services Performed**
Select the check boxes to indicate the services performed in relation to the emergency.

**Products Used**
Select the check boxes and text boxes to indicate any materials used for cleanup.

**Supplemental Tab**
Use the Basic > Supplemental tab to record special studies related to incidents. This information is for local use only, and will not be included when you export the incident for NFIRS. For example, you could use special studies to track specific types of fireworks that are responsible for injuries or fires. You could define the study number as 1, and the codes as 1: Sparklers, 2: Roman Candles, and so on.
Add
Click this button to add a special study to this incident.

Delete
Click this button to delete the selected special study from this incident.

Special Study Name
A label used to identify the study that is based on the Special Study Identification Number and Code.

Special Study Identification Number
Type a number to identify this study. This number is used for internal reference to allow department personnel to find the study.

Special Study Code
The Special Study Code is local cross reference code to a specific study that is being used.

Supplemental Documentation
Select these check boxes to indicate that there is supplemental documentation available for this incident, such as a police report.

Note: You can associate supplemental documentation with a special study using the document’s reference number. For example, you could use a police report number as the Special Study Identification Number.

Police Report
Select this check box to reference a police report for this incident.
**Coroner Report**
Select this check box to reference a coroner report for this incident.

**Arson Report**
Select this check box to reference an arson report for this incident.

**Pre-fire Plan Available**
Select this option to reference pre-fire plan for this incident.

**Other Documentation**
Select this option if there is other documentation for this incident.

**Attachments Tab**
Use the Basic > Attachments tab to attach files to an incident report. Using this feature, you can attach photos, video, investigation reports, press releases, receipts, PT care files, EKG files or any other file type that you want to an incident report.

**Add**
Click this button to create a new file attachment.

**Note:** When creating a file attachment, keep in mind that anyone who wants to open an attached file must have a program installed on their workstation that is capable of reading the file format as well as access to the location where the file is stored.

**Delete**
Click this button to remove the reference to the file from the incident report. To use this feature, click the file attachment that you want to remove in the Attached Files list, then click **Delete**.

**Open**
Click this button to open the selected file attachment. To use this feature, click the file you want to open in the Attached Files list, then click **Open**.

**Description**
Type a description of the attached file.

**Linked to**
Displays the path or URL to the linked file.

**Browse**
Click this button to navigate to the file you wish to attach to in Windows.

![Note: If you want to provide multi-user access to an attached file, be sure that the path you choose is valid for workstations other than your own. For example, if you attach to a file on your C: drive, FireRMS will search for the file on the local drive of other workstations. You should store the file on a network drive and map all workstations to that drive using the same letter designation. For example, all workstations could map to the file server using the letter “G” as the drive designation.

**Comments**
Type any notes for this attachment.

**Resources Tab**

The tabs you complete from within the Resources tab contain information relevant to the resources used during the incident. Resources include apparatus, personnel, and equipment.

**Apparatus Tab**

Use the Resources > Apparatus tab to identify units that responded to an incident.
Add
Click this button to add a unit to this incident.

Delete
Click this button to remove the selected unit from this incident.

Type
Displays the unit classification. This information is usually pre-filled when an apparatus is added to an incident. If necessary, you may select a different unit type from the list.

Response Time
Displays the total time that expired from the first alarm to the first unit’s arrival on scene. Response Time = Arrival Time — Dispatch Time.

Dispatch Time
Time that the responding unit was dispatched to the scene. To change the time, type a new entry using 24-hour time. To change the date, click the down-arrow to open the Calendar.

Enroute Scene Time
Time that the unit reported en route to the scene. To change the time, type a new entry using 24-hour time.

Staging Time
Displays the time that the unit arrived near the scene, but was unable to proceed to the scene due to safety concerns.
App. Delay
Use this field to indicate why a delay in arrival occurred.

Arrival Time
Time that the responding unit arrived at the incident scene. To change the time, type a new entry using 24-hour time.

Enroute Facility
For EMS units, the time that the unit reported en route to the patient care facility. To change the time, type a new entry using 24-hour time.

Arrived Facility
For EMS units, the time that the unit reported arriving at the patient care facility. To change the time, type a new entry using 24-hour time.

Clear Time
Time that the unit cleared the scene. To change the time, type a new entry using 24-hour time.

In-service Time
Time at which the unit was back in service and ready for another response. To change the time, type a new entry using 24-hour time.

Alarms
Select each apparatus and then assign an alarm to each apparatus. The values of 1-1 to 5-5 for Alarms is pre-defined in Department Codes. The alarm number indicates the responding unit. For example, the alarm assignment 1-1 could include two engines, a ladder, an incident commander, and a medic unit.

Type
Displays the unit classification. This information is usually pre-filled when an apparatus is added to an incident. If necessary, you may select a different unit type from the list.

Main Use
Select the unit’s primary use.

Number of People
Type the number of people assigned to this unit, or the number is automatically incremented when you add personnel on the Resources Personnel tab.

Actions Taken
Select the options that best describe the actions taken by the personnel assigned to the apparatus. You may choose up to four actions taken.

Hydrant Location
Click the **Explorer** button to display the Search Hydrants dialog and select the location of the hydrant used.

**Priority Response**
Select this check box if the unit was a priority response. Clear this check box if the unit was not a priority response.

**From Quarters**
Select this check box if the unit responded from quarters. This can be helpful for evaluating average response time from quarters. By excluding response times from other locations, you get a more accurate estimate of average response times in your reports.

**First Arriving Unit**
Select this option if this was the first unit to arrive on scene. This information may be passed from a third-party CAD system.

**Cancelled En Route**
Select this check box if the responding unit was cancelled prior to arriving on scene. For example, if there was a false alarm.

**Amount 1**
A numeric field that can be used as your department sees fit. For example, you may wish to use the amount 1 as a multiplier for unit use. This option can be tied to the Incident Billing feature, which is found on the Tools menu by selecting Customize > Incidents > Incident Billing. On the Incident Billing tab, a Rate 1 can be entered for apparatus use. This rate is then multiplied by the Amount 1 you enter here to calculate a total cost of apparatus use for incident billing reports.

**Amount 2**
A secondary amount that works the same as Amount 1 except that it is multiplied by the Rate 2 entered on the Incident Billing tab.

**Dispatch Type**
Displays the number used by dispatch to identify the type of dispatch that applies to the apparatus for this incident. This information is passed from a third-party CAD system to FireRMS.

**EMS Run Number and EMS Run**
Displays the EMS Run Number associated with the incident. The checkbox for EMS Run is disabled until a run number is assigned. When the EMS Run Number is initially assigned, the checkbox is selected by default and is editable as long as a Run Number exists.

**Personnel Tab**
Use the Resources > Personnel tab to identify the fire staff from your department who responded to an incident.
**Apparatus**
These fields display information about the unit to which the fire staff were assigned for the incident. This information is taken from the Apparatus tab and is read-only. To select a different unit, click the **Apparatus** tab.

**Number of People**
Displays the total number of personnel assigned to the unit for this incident.

**Type**
Displays the category to which the unit belongs.

**Amount 1 and Amount 2**
The Amount 1 and 2 under Apparatus show the amounts, if any, entered for the selected apparatus on the Resources > Apparatus tab.

**Add**
Click this button to add fire staff to this incident.

**Delete**
Click this button to remove the selected staff member from this incident.

**Casualty**
Click this button to copy a fire staff member from the Fire Casualty List. Located on the Casualty > Fire Services tab. The Fire Casualty List identifies fire staff who were injured during an incident.

**Actions Taken**
Select the options that best describe the actions taken by the selected fire staff member. You may choose up to four actions per person.

**Other Info**
Use these options to record amounts and positions for tracking personnel use in relation to an incident.

**Amount 1**
A numeric field that can be used as your department sees fit. For example, you may wish to use Amount 1 as a multiplier for personnel use. To use Amount 1 as a multiplier, use the Incident Billing feature, on the Tools menu. Select Customize > Incidents > Incident Billing. On the Incident Billing tab, you can enter a Rate 1 for personnel use. This rate is then multiplied by the Amount 1 you enter here to calculate a total cost of personnel use for incident billing reports.

**Amount 2**
A secondary amount that works the same as Amount 1 except that it is multiplied by the Rate 2 entered on the Incident Billing tab.

**Position**
Displays the assigned position of the selected fire staff member.

**Role**
Displays the role of the personnel for this incident, e.g., 2 - EMT.

**Position in Vehicle**
Enter the person’s position in the Vehicle if different from Position or Role.

**Add External**
Click this button to enter the name and credentials for riders from an outside agency.
Summary Tab

The Resources > Summary tab provides a statistical breakdown of resource use. The Summary tab draws information from the Apparatus and Personnel tabs to calculate total unit and staff use in response to an incident.

![Apparatus and Personnel Summary Table]

**Note:** If your department does not use the Apparatus or Personnel tab, you can use the Summary tab to manually enter statistics for resource use. This is a solution for departments that are satisfied to track resource use on a more general level.

**Apparatus Summary**
Displays totals for unit use. Unit totals are shown for your Department, Mutual Aid agencies, and Total units (Department + Mutual Aid).

**Suppression**
Displays the summary totals for fire apparatus, excluding EMS vehicles, that responded to the incident.

**EMS**
Displays the summary totals for EMS vehicles that responded to the incident, including advanced life support and basic life support units.

**Other**
Displays the summary totals for units other than fire vehicles and ALS/BLS units that responded to the incident.

**Personnel Summary**
Displays totals for personnel use. Personnel totals are shown for your Department, Mutual Aid agencies, and Total units (Department + Mutual Aid).

**Suppression**
Displays the summary totals for fire staff, excluding EMS providers, that responded to the incident.

**EMS**
Displays the summary totals EMS providers that responded to the incident.

**Other**
Displays the summary totals for other personnel that responded to the incident.

**Quarters Attended Tab**
The Resources > Quarters Attended tab provides a list of personnel attending the living quarters, who respond to incidents, but are not assigned to any apparatus, e.g. volunteer firefighter.

**Station**
Displays a list of available stations to which the personnel can be assigned.

**Rank**
Displays a list of available ranks to which the personnel can be assigned, e.g. EMT.
Roll
Displays the available rolls to which the personnel can be assigned, e.g. 2 - EMS.

Time IN
Displays the time and date the selected personnel arrived at the quarters.

Time OUT
Displays the time and date the selected personnel left the quarters.

Add
Click this button to add fire personnel to these quarters.

Delete
Click this button to remove the selected personnel from these quarters.

Wildland Tab
The tabs you complete from within the Wildland tab contain the basic information about the wildland incident. This includes cause and factors, property, and weather.

Cause & Factors Tab
Use the Wildland > Cause & Factors tab to identify a wildland fire’s cause and contributing factors.

Fire Cause
Select the option that best describes the cause of the wildland fire; required for all wildland fires.

**Heat Source**
Select the option that best describes the heat source that ignited the item first ignited.

**Factors Contributing to Ignition**
Select the option that best describes the primary factor contributing to the ignition.

**Fire Suppression Factors**
Select the options that best describe the conditions or factors that constituted a significant suppression problem. You can select up to three fire suppression factors.

**Mobile Property Type**
Select the option that best describes the type of mobile property involved, for example, car, truck, RV, if applicable.

**Equipment Involved in Ignition**
Select the option that best describes any equipment involved in the ignition, if applicable.

**Buildings**
Use these options to indicate how many buildings were ignited and threatened by the wildland fire.

**Ignited**
Type the number of buildings ignited by the wildland fire.

**Threatened**
Type the number of buildings threatened, but not ignited, by the wildland fire.

**Human Factors Contributing to Ignition**
If human factors contributed to ignition of this wildland fire, clear the *None* check box and select all check boxes that apply.

**Property & Responsible Tab**
Use the Wildland > Property & Responsible tab to identify a wildland fire’s property management, land characteristics, and person responsible for fire.
Property Management
Enter a percentage of land value for the following:

- Tax Paying
- Non Tax Paying
- City, Town, Village, Local
- County or Parish
- State
- Federal
- Foreign
- Military
- Other
- Undetermined

Federal Agency Code - Select an agency code from the drop-down list.

At Origin - Select an origin values for the land from the drop-down list.

Land Characteristics
Area Type - Select a value indicating the type of land that was burned.

Fuel Model At Origin - Select a value indicating the type of brush that burned.

Total Acres Burned - Enter the acres of land burned.
Primary Crops Burned - List the crops burned in the text boxes.

Type of Right of Way - Select the right of way, e.g. tunnel or street.

Distance - Enter the distance from the right of way.

Person Responsible for Fire - Enter details about the person who caused the fire.

Identification - Select a value indicating the cause of the fire, e.g., caused by person or natural event.

Gender - Indicate the sex of the person responsible.

Date of Birth - Enter their date of birth and age.

Activity of Person - Select the activity of the person, if the person is known.

Weather&Behavior Tab
Use the Wildland > Weather & Behavior tab to describe the weather and behavior of the fire at the time of a wildland fire.

Weather Station ID
Type the six-digit National Fire Danger Rating System (NFDRS) Weather Station ID number.

Note: If you provide the NFDRS Weather Station ID, all other weather information on this tab is optional.
Weather Type
Select the option that best describes the weather at the start of the incident.

Wind Speed
Type the average wind speed to the nearest mile-per-hour at the origin of the fire. The direction and speed are those at eye-level, not at higher altitude. Type “0” for calm conditions.

Direction
Select the option that corresponds to the direction of the wind when fire suppression forces arrived.

Air Temperature
Type the temperature in degrees Fahrenheit. You may also click the arrows to cycle to the temperature you want.

Fuel Moisture
Type the fuel moisture percentage level.

Humidity
Type the relative humidity as a measure of atmospheric water content expressed as a percentage: 0% = dry, 100% = rain.

Fire Danger Rating
Select the option that best describes the fire danger at the time and place of the fire, based on the National Fire Danger Rating System.

Fire Behavior
Use these options to identify key components of the fire’s behavior.

Elevation
Type the distance above mean sea level measured in feet of the lowest level impacted by fire.

Relative Position
Select the option that best describes the relative position of the fire on the slope.

Aspect
Select the option that describes the direction that the slope faces.

Flame Length
Type the average height in feet of flame at head of fire.

Rate of Spread
Type the rate of spread of the head of the fire in chains (66 feet per chain) per hour.
Fire Tab

The tabs you complete from within the Fire tab contain information about the damaged property and factors involved in the ignition of the fire.

Property & Ignition Tab

Use the Fire > Property and Ignition tab to enter details about property damaged by a fire and to identify factors that contributed to the fire’s ignition.

Residential Units
Type the estimated number of residential living units in the building where the fire originated, whether or not all the units became involved or were occupied at the time of the fire.

Buildings: Involved
Type the total number of buildings involved in the fire. This is used to verify the number of exposure reports. There must be one exposure for every building involved. For example, if there are two buildings involved, there must be two exposure reports; the main incident (exposure number 000) and the secondary exposure (number 001).

Threatened
Type the total number of buildings that were threatened but not damaged by the fire.

Structure Type
Select the option that best describes the type of structure involved in the fire.
**Ignition**
Use these options to identify factors involved in the ignition of the fire.

**Cause**
Select the option that best describes the cause of the ignition. Selecting code “1” for intentional or code “5” for cause under investigation activates the Arson tab.

**Area of Origin**
Select the option that best describes the location where the fire was ignited.

**Heat Source**
Select the option that best describes the heat source that ignited the first item and caused the fire.

**Fire Confined to Object of Origin**
Select this check box if the fire spread was confined to the object of origin.

**Acres Burned**
Type the total number of acres burned in the fire.

**First Ignited**
Use these options to identify the item first ignited that caused the fire.

**Item**
Select the option that best describes the item that was first ignited.

**Type of Material**
Select the option that best describes the material that was first ignited.

**Factors Contributing to Ignition**
Use these options to identify up to two factors that contributed to the ignition of the item first ignited. If there were no factors, select the None check box.

**On-Site Materials or Products**
Use these options to identify any material sold, processed or stored in significant amounts at the property involved. You should identify these materials whether or not the materials were involved in the fire. On-Site Materials or Products should be entered for stores, manufacturing and storage facilities. To enter this information, clear the None check box, then use the lists to identify the materials.

**Storage/warehousing**
Select this check box if the selected material is stored at the property involved.
Proc./manufact.
Select this check box if the selected material is both stored and processed or manufactured at the property involved.

Repair or Service
Select this check box if the selected material is repaired or serviced at the property involved.

Packaged Goods
Select this check box if the selected material is packaged at the property involved.

Roof Covering Type
Used for NFIRS reporting in the State of Oregon. Users in other states may also optionally use this field to select the option that best describes the Roof Covering Type.

Involved Tab
Use the Fire > Involved tab to identify factors involved in the ignition of the fire.

Equipment Involved in Ignition
Use these options to identify any equipment involved in the ignition.

Type
Select the option that best describes the type of equipment involved in the ignition.

Portability
Select an option to indicate whether the equipment involved in the ignition was portable or stationary.

**Brand**
Type the brand name of the equipment involved, if known. This refers to the name by which the equipment is most commonly known. This information can be useful for product recalls.

**Model**
Type the model number of the equipment involved, if known. This refers to the model name or number assigned to the equipment by the manufacturer.

**Year**
Type the model year of the equipment involved, if known.

**Serial No.**
Type the serial number of the equipment involved in ignition, if known. This refers to the manufacturer’s serial number that is usually stamped on an identification plate.

**Power**
Select the option that best describes the power source of the equipment involved in ignition.

**Fire Suppression Factors**
Select up to three factors that contributed significantly to the growth and spread of the fire.

**Mobile Property Involved in Ignition**
Use these options to identify any mobile property, e.g., a car, truck or motor home involved in the ignition.

**Ignition**
Select an option to indicate whether mobile property was involved and, if so, whether the mobile property was burned or was only involved in the ignition.

**Type**
Select the option that best describes the type of mobile property involved.

**Make**
Select the option that best describes the make of the mobile property involved. Choose 00 - Other if the make is not among the choices listed.

**Model**
Type the manufacturer’s model name. If one does not exist, use a common physical description of the property, such as “four-door sedan.”

**Year**
Type the year the mobile property was manufactured, if known.

License
Type the license plate number, if any, of the mobile property.

State
Type the two-letter abbreviation of the state, province or territory identified on the license plate or registration of the mobile property.

VIN
Type the manufacturer’s seventeen digit Vehicle Identification Number, if available. The VIN is generally stamped on an identification plate on the mobile property.

Human Factors Contributing to Ignition
Use these options to identify any human factors that contributed to the ignition of the mobile property. To enter human factors, clear the None check box and use the available options.

Age
Select this check box if age was a contributing factor. Type the person’s age in the text box provided. Select a gender from the drop-down list.

Casualty Tab
The tabs you complete from within the Casualty tab contain information about the fire casualties. This includes firefighters and civilians injured or killed and equipment failure.

Fire Service Tab
Use the Casualty > Fire Service tab to identify firefighters who were injured or killed either as a result of the incident or during the mitigation of the incident. An injury is physical damage to a person that requires either (a) treatment by a practitioner of medicine within one year of the incident, or (b) at least one day of restricted activity immediately following the incident. Deaths include people who die within one year of the incident because of injuries sustained from the incident.
Add
Click this button to add a fire service casualty to this incident.

Delete
Click this button to remove the selected fire service casualty from this incident.

Other Options
Click this button for a shortcut menu of options. In the menu, click Add to EMS to add the selected firefighter to the patient list in the Advanced EMS tab. Click Insert from EMS to add a patient from Advanced EMS to the Fire Service casualty list.

Date and Time of Injury
Displays the date and time the casualty occurred. To change the time, type a new entry using 24-hour clock. To change the date, click the down-arrow to open the Calendar.

Prior Responses In Last 24 Hours
Enter the number of incidents to which the firefighter responded in the 24-hour period prior to the time of casualty. Do not count the incident at which the casualty occurred. Click the arrows to cycle to the number you want.

Protective Equipment Failed
Select this option if a protective equipment failure caused the casualty. Use the Protective Equipment tab to enter the details about the failure.

Physical Condition
Select the option that best describes the firefighter’s physical condition just prior to the casualty.
Usual Assignment
Select the option that best describes the firefighter’s usual duties within the department.

Activity at Time of Injury
Select the option that best describes what the firefighter was doing when the casualty occurred.

Age and Date of Birth
These text boxes are used to record the age of a firefighter as part of the casualty record. When you add a firefighter to the Casualty > Fire Service tab, the age is automatically filled in based on that person’s date of birth as entered in his or her Personnel record. Age is a read-only field and is enforced based on the Date of Birth selection. If you change the date of birth, the age is automatically changed.

Gender
Enter the Gender of the Casualty if it is not automatically populated. The field auto-populates if Gender is setup in the Personnel module.

Fire Service Injury Tab
Use the Casualty > Fire Service Injury tab to enter details of a firefighter casualty.

Injured Person
Displays the person for whom you are entering injury details. To choose a different person, click the Fire Service tab and then click the name of the person you want.

Severity
Select the option that best describes the severity of the injury.

**Primary Symptoms**
Select the option that best describes the casualty's most serious apparent injury.

**Area of Body**
Select the option that best describes the area of the body that was most seriously injured.

**Cause of Injury**
Select the option that best describes the immediate cause of or condition responsible for the injury.

**Factors Contributing to Injury**
Select the option that best describes the most significant factor that contributed to the injury.

**Object Involved**
Select the option that best describes the object that caused the injury.

**Where Injury Occurred**
Select the option that best describes the location where the injury occurred.

**Story Where Injury Occurred**
Use these options to indicate which story in the building was the site of the injury. If the injury did not occur within the building, ignore these options.

**Inside/On Structure**
Select this option if the injury occurred within or on top of the building. In the text box, type the story number where the injury occurred. You may also click the arrows to cycle to the floor number.

**Below Grade**
Select this option if the fire originated below grade level. In the case of most residential basements, you would type 1 for story and then select Below Grade.

**Specific Location**
Select the option that best describes the specific location where the injury occurred.

**Taken To**
Select the option that best describes where the injured firefighter was transported, regardless of who transported the firefighter.

**Vehicle Type**
Select the option that best describes the type of vehicle used to transport the injured firefighter.
Protective Equipment Tab

Use the Casualty > Protective Equipment tab to identify equipment failures that contributed to an injury. Complete this section only if protective equipment failed and was a factor in the injury.

Injured Person
Displays the injured person for whom you are identifying protective equipment failures.

Add
Click this button to add an equipment failure.

Delete
Click this button to remove the selected equipment failure.

Protective Equipment
Select the equipment item that failed and contributed to the injury.

Protective Equipment Problem
Select the option that best describes the problem that caused the equipment to fail.

Manufacturer
Type the name of the equipment manufacturer, if known.

Model
Type the manufacturer’s model name. If there is no model name, type a common physical description of the item.

Serial Number
Type the manufacturer’s serial number that is generally stamped on an identification plate on the equipment.

**Civilian Tab**

Use the Casualty > Civilian tab to identify civilians who were injured or killed as a result of an incident. As with fire service casualties, an injury is physical damage to a person that requires either (a) treatment by a practitioner of medicine within one year of the incident, or (b) at least one day of restricted activity immediately following the incident. Deaths include people who die within one year of the incident because of injuries sustained from the incident.

**Add**

Click this button to record a new civilian casualty to this incident.

**Delete**

Click this button to remove the selected civilian casualty from this incident.

**Other Options**

Click this button to open a shortcut menu of time-saving options.

**Note:** All patient info should be completed prior to using an Add to... option on the Other menu.

**Add to Persons Involved List**

Click this option to copy the injured person’s record from this tab to the Persons Involved List. This creates an entry for the person on the Basic > Persons Involved tab.
Add to EMS List
Click this option to activate the Advanced EMS tab and copy the injured person’s information to the Advanced EMS > Patient Info tab.

Insert from Persons Involved List
Click this option to copy the injured person’s record from the Person’s Involved list. This is a time-saver when the person has already been identified on the Basic > Persons Involved tab.

Insert from Civilian Casualty List
Click this option to copy the injured person’s record from the EMS List. This is a time-saver when the person has already been identified on the Advanced EMS > Patient Info tab.

Use Incident Address
Click this option to use the address entered on the Basic > Location tab as the injured person’s address on this tab.

Name and Address
Enter the first and last name of the civilian.

Prefix
Use this option to identify the injured person’s street address. Click the Explorer button to open the Street Finder.

City
Use this option to identify the injured person’s city. Click the Explorer button to open the City Finder.

Date of Birth
Use this option to identify the injured person’s age by selecting the birth date from the Calendar. Click the arrow button to open the Calendar. Selecting a Date of Birth automatically fills in the Age.

Age
Displays the patient’s age based on Date of Birth. If Date of Birth is entered, Age is automatically filled in for you. Alternately, you may type the age and then select Age in Years, Age in Months or Age in Days from the drop-down list. Age in Months is used for infants less than one year old, Age in Days is used for infants less than one month old.

Gender
In this list, click the injured person’s gender.

Race
In this list, click the injured person’s race. If the person is Hispanic, skip this option and choose from the Ethnicity drop-down box.
Ethnicity
If the injured person is Hispanic, click Hispanic in this list and ignore the Race option.

Affiliation
In this list, click the option that best describes the injured person’s affiliation.

Civilian Injury Tab
Use the Casualty > Civilian Injury tab to enter details of a civilian casualty. Civilians include emergency personnel who are not members of the fire department, such as police officers or utility workers.

Injured Person
Displays the name of the person for whom you are entering injury information. To choose another person, click the Civilian tab and then click the person’s name on the list.

Cause of Injury
Select the option that best describes the primary factor leading to the injury.

Activity When Injured
Select the option that best describes what the injured person was doing when the injury occurred.

Primary Symptom
Select the option that best describes the most serious apparent injury.

Factors Contributing to Injury
Select the options that best describe the primary factors contributing to the injury. You may select up to three factors.

**Date and Time of Injury**
Identify the time and date of the casualty. FireRMS automatically uses the Alarm Time. To change the date, click the arrow to open the Calendar. To change the time, type a new entry using 24-hour time.

**Transported to EMS Facility**
Select this check box if the injured person was transported to an emergency medical service facility.

**Human Factors**
Select the options that describe human factors contributing to the person’s injury.

**Severity**
Select the option that best describes the severity of the injury.

**Area of Body**
Select the option that best describes the area of the body that was most seriously injured. This should be the same part of the body that was affected by the primary symptom. If the injury occurred to more than one area of the body, you may select Multiple body parts.

**Location at Time of Injury**
Select the option that best describes where the casualty occurred relative to the area of fire origin, and whether the casualty was involved with the ignition at the same time the fire started.

**General Location at Time of Injury**
Select the option that best describes the injured person’s general location at the time of injury.

**Specific Location**
If the injury did not occur in the area of fire origin, select the option that best describes the specific location or area where the person was injured.

**Story at Start**
If the injury occurred inside a structure, type the story number where the casualty was located at the start of the incident. If the story is below grade, Select Below Grade. In the case of most residential basements, you would type 1 for story and then select Below Grade.

**Where Occurred**
If the injury occurred inside a structure, type the story number where the injury occurred. If the story is below grade, Select Below Grade.
Arson Tab

The tabs you complete from within the Arson tab contain details about the arson fire. This includes suspected motivations and observations, juvenile suspects, and person’s investigating the arson fire.

Investigation Tab

Use the Arson > Investigation tab to record the details of an arson investigation related to an incident.

Case Status
Select the option that best describes the status of the investigation at this time.

Availability of Material First Ignited
Select the option that best describes the availability to investigators of the material first ignited.

Suspected Motivation Factors
Select up to three factors or conditions that may have motivated the offender(s).

Apparent Group Involvement
Select up to three groups or organizations with which the offender(s) may have been affiliated.

Entry Method
Select the option that best describes the how the offender(s) gained entry to the property.
Extent of Fire Involvement on Arrival
Select the option that best describes the extent of fire involvement on arrival at the fire.

Property Ownership
Select the option that best describes the property ownership.

Other Investigative Information
Select any other factors that are under consideration in the investigation. You can select all, none, or any combination of the available options.

Code Violations
Select this option if structure was on record as having code violations.

Structure for Sale
Select this option if the structure was for sale.

Structure Vacant
Select this option if the structure was unoccupied.

Other Crimes Involved
Select this option if the structure had been the site of other crimes.

Illicit Drug Activity
Select this option if the structure was known to be used for illegal drug activity.

Change in Insurance
Select this option if there was a change in the insurance status on the structure prior to the arson incident.

Financial Problem
Select this option if there were known financial problems associated with the structure.

Criminal/Civil Actions Pending
Select this option if there were criminal or civil actions pending against property owners.

Incendiary Devices
Use these lists to describe the materials used to instigate the offense. Select None if no device was used, Unknown if it is undetermined, or Other if the device is not available on the list.

Container
Select the option that best describes the container used.

Ignition
Select the option that best describes the ignition method used.
Fuel
Select the option that best describes the fuel used.

Initial Observations
Use these options to record the investigator’s initial observations at the scene of the offense. Select all that apply.

Window Ajar
Select this option if any window at the scene was open.

Doors Ajar
Select this option if any door at the scene was open.

Doors Locked
Select this option if all doors at the scene were locked.

Doors Unlocked
Select this option if any door at the scene was unlocked.

Fire Department Forced Entry
Select this option if the Fire Department used forced entry during the incident.

Forced Entry Prior to FD Arrival
Select this option if there were signs of forced entry prior to the first fire department unit arriving on the scene.

Security System Activated
Select this option if the security system was activated at the time the offense occurred.

Security Present, Not Activated
Select this option if a security system was present but not activated at the time of the offense.

Lab Used
Use the options below to choose type(s) of laboratories used in the arson investigation.

Local
Select this option if a laboratory operated by a local government agency (city, county, etc.) was used in the investigation.

ATF
Select this option if a laboratory operated by the Bureau of Alcohol, Tobacco and Firearms (ATF) laboratory was used in the investigation.

Other Fed
Select this option if a laboratory operated by a federal agency other than the Federal Bureau of Investigation (FBI) or ATF was used in the investigation.

**State**
Select this option if a laboratory operated by a state government agency was used in the investigation.

**FBI**
Select this option if a laboratory operated by the FBI was used in the investigation.

**Private**
Select this option if a privately owned laboratory was used in the investigation.

**None**
Select this option if no laboratories were used in the investigation.

**Number of Youth Likely Involved**
Used for NFIRS reporting in the State of Oregon, optional for other states. Enter the number of youths likely involved in the Arson.

**Juvenile Firesetter Tab**
Use the Arson > Juvenile Firesetter tab to identify juvenile suspects in an arson investigation.
Add
Click this button to add a new juvenile arson suspect to this incident.

Delete
Click this button to remove the selected juvenile arson suspect from this incident.

Name
Enter the name of the fire setter.

Date of Birth
Enter the suspect’s date of birth. Click the down-arrow to select the date from a calendar.

Age
Type the suspect’s age.

Gender
Select Male or Female.

Race
Select the option that best describes the suspect’s race. If the suspect is Hispanic, leave Race blank and use the Ethnicity option.

Ethnicity
If the suspect is Hispanic, select the Hispanic option from this drop-down list. If the suspect is not Hispanic, leave this option blank and use the Race option.

Family Type
Select the option that best describes the suspect’s family type.

Disposition
Select the option that best describes the suspect’s disposition.

Motivation/Risk Factors
Use these options to identify any medical, psychological or circumstantial factors that may have contributed to the suspect’s actions. In the drop-down list, select the option that best describes the suspect’s curiosity about fire.

Number of Previous Fire Sets
Used for NFIRS reporting in the State of Oregon, optional for users in other states. Enter the number of previous fire sets.

Parent Interview Score
Used for NFIRS reporting in the State of Oregon, optional for users in other states. Enter the numeric Parent Interview Score points.
Youth Interview Score
Used for NFIRS reporting in the State of Oregon, optional for users in other states. Enter the numeric Youth Interview Score points.

Referred To Tab
Use the Arson > Referred To tab to identify investigators and outside agencies to which the arson incident was referred.

Investigator
Use this option to identify the investigator assigned to this arson incident. Click the Explorer button to choose an investigator from the Personnel Explorer. You can also “quick select” an investigator by typing that person’s employee number in the Number field and pressing the Enter key.

Number
The investigator’s personnel ID number.

Position
The investigator’s position within the department.

Assignment
The area within the department to which the investigator is assigned.

Set to Current User
Click this button to identify yourself as the investigator based on your FireRMS login name. This option is only available if logins are enabled.

**Agency Referred To**
Use these options to identify an outside agency to which the investigation has been referred.

**Number**
Type the number of the agency to which the investigation has been referred.

**Prefix**
Use this option to identify the agency’s street address. Click the *Explorer* button to open the Street Finder.

**City**
Use this option to identify the agency’s city. Click the *Explorer* button to open the City Finder.

**Other Agency Information**
Use these options to enter additional information about the agency referred to.

**Their Case Number**
Type the case number assigned to the arson incident by the agency.

**Their ORI**
Type the agency’s ORI. ORI is the identification number assigned to law enforcement agencies participating in the FBI’s Uniform Crime Reporting (UCR) system or the National Incident Based Reporting System (NIBRS).

**Their FID**
Type the agency’s FID, if applicable. FID is a two-character identification number used by federal departments to submit crime data to UCR/NIBRS gathered by its dependent bureau/agencies. The ORI plus FID and the incident number provide the necessary uniqueness to avoid the duplication of reported incidents.

**Their FDID**
Type the agency’s FDID (fire department identifier), as assigned by the State Program Manager.

**Narrative Tab**
Use the Arson > Narrative tab to summarize an arson investigation.
Add
Click this button to create a new narrative for this investigation.

Delete
Click this button to delete the selected narrative.

Title
Type a title that identifies the narrative.

Spell
Click this button to run the Spell Checker on the current narrative text.

Author, Number, Position and Assignment
Use these options to identify the narrative author. Click the Explorer button to select the author from the Personnel Explorer. You can also “quick select” the author by typing that person’s employee number in the Number text box and pressing the Enter key.

Set to Current User
Click this button to identify the current logged in user as the narrative author. This option is only available when logins are enabled.

Remove User
Click this button to remove the name of the user currently displayed.
Attachment Tab

This tab allows you to add attachments relating to the arson.

Add
Click this button to create a new file or URL attachment.

Delete
Click this button to remove the reference to the file from the Arson report. To use this feature, click the file attachment that you want to remove in the Attached Files list, then click Delete.

Open
Click this button to open the selected file attachment. To use this feature, click the file you want to open in the Attached Files list, then click Open.

Description
Type a description of the attached file.

Linked to
Displays the path to the linked file.

Comments
Enter comments regarding the attachment.
Structure Tab

The tabs you complete from within the Structure tab contain details about the structures involved in the incident. This includes damage to the structure and the detectors and extinguishment systems present in the structure.

Description & Damage Tab

Use the Structure > Description and Damage tab to describe the damage caused by a building fire.

Building Status
Select the option that best describes the status of the structure involved in the incident. Required for all building fires.

Fire Spread
Use this option to record how far the fire spread from the object of origin. Choose the highest number code that applies. The fire spread is a required element for all building fire incidents. If there was no fire spread, you may use the No Flame Spread check box.

No Flame Spread
Select this check box if there was no fire spread during the incident.

Material Contributing Most to Flame Spread
Use these options to identify the key causes of flame spread within the building.
**Item**  
Select the option that best describes the item within the building that contributed most to the flame spread.

**Material**  
Select the option that best describes the material within the building that contributed most to the flame spread.

**Stories Damaged by Flame**  
Use these options to identify the extent of damage caused by flame.

**Minor**  
Type the number of stories to which minor damage was caused by flame.

**Significant**  
Type the number of stories to which significant damage was caused by flame.

**Heavy**  
Type the number of stories to which heavy damage was caused by flame.

**Extreme**  
Type the number of stories to which extreme damage was caused by flame.

**Total**  
A read only field that displays the total number of stories damaged by fire.

**Fire Origin**  
Use these options to indicate the story where the fire originated. This number is assumed to be at or above grade unless the Below Grade check box is selected.

**Story of Origin**  
Type the floor number where the fire originated. Count the ground floor as story 1.

**Below Grade**  
Select this check box if the fire originated below grade level. In the case of most residential basements, you would type 1 for Story of Origin and then select Below Grade.

**Stories**  
Use these options to identify the total number of stories in the building that are at, above or below grade.

**At or Above Grade**  
Type the total number of stories that are at or above grade. Do not count normally inaccessible attics or the roof.
Below Grade
Type the total number of stories that are below grade level.

Main Floor
Use these options to record the total area occupied by the main floor.

Area, Length, Width
Type the total area occupied by the main floor in square feet. If you type Length and Width, FireRMS calculates the square feet for you.

Systems Tab
Use the Structure > Systems tab to identify any detectors and extinguishment systems that were present in the area of fire origin.

Detectors
Use these options to identify the presence and effectiveness of detectors in the area of fire origin.

Detector Present, Not Present, Undetermined
Indicates that a detector was present in the area of fire origin during the incident. If no detector was present, clear this check box and ignore the remaining options under Detectors, as they are no longer required for this report.

Type
Select the option that best describes the type of detector present at the area of fire origin. You may choose more than one detector present if there were multiple detectors present in the area of origin.

Power Supply
Select the option that best describes the power supply used by the detector.

**Operation**
Select an option to indicate whether or not the detector functioned during the incident, and, if not, whether it was due to detector failure or fire size.

**Effectiveness**
If the detector operated, select the option that best describes how effective the detector was in alerting occupants to the fire.

**Failure Reason**
If the detector did not operate properly, select the option that best describes the reason for failure.

**Automatic Extinguishment System**
Use these options to identify the presence and effectiveness of automatic extinguishment systems in the area of fire origin.

**System Present, Not Present, Undetermined**
Indicates that an automatic extinguishment system was present in the area of fire origin during the incident. If no system was present, you can clear this check box and ignore the remaining options under Automatic Extinguishment System, as they are no longer required for this incident report.

**Type**
Select the option that best describes type of automatic extinguishment system present at the area of fire origin.

**Operation**
Select the option that best describes how well the system operated during the fire.

**Number of Sprinkler Heads Operating**
If the system operated, type the total number of sprinkler heads that functioned properly during the fire.

**Failure Reason**
If the system did not operate or did not function properly, select the option that best describes the reason for the failure.
HazMat Tab

The tabs you complete from within the HazMat tab contain details about the hazardous materials involved in the incident. This includes the identity of the hazardous materials involved, the identity of the equipment involved, the condition of the hazardous materials released, and efforts to control them.

Release Tab

Use the Hazmat > Release tab to describe the conditions of a hazardous materials released and the control efforts made.

Cause of Release
Select the option that best describes the cause of the hazardous materials release.

Released From
Use these option to describe where the hazardous materials release occurred.

Inside/On Structure
Select this check box if the release originated inside or on a structure.

Below Grade
Select this check box if the release originated below grade in a structure.
Story
If the release occurred Inside/On the structure or Below Grade, type the story where it originated.

Outside
Select this check box if the release originated outside the structure.

Factors Contributing to Release
Select up to three factors that contributed to the release or threatened release. For example, a hazardous materials release resulting from a rusted drum would be recorded as “Container/containment failure.”

Mitigating Factors or Impediments
Select any factors that impeded the fire department’s mitigation of the release or threatened release.

Hazmat Actions Taken
Select up to three actions that best describe ONLY the actions taken by personnel specifically trained and equipped to mitigate a hazardous material release.

Note: Actions taken by fire service personnel who are not specifically trained and equipped to mitigate hazardous material incidents are recorded under the Basic tab.

Demographics
Use these options to enter demographic information about the area adjacent to the release.

Population Density
Select the option that best describes the population density in the area adjacent to the release.

Area Affected
A measurement of the total area impacted by the release. This area can be measured in square feet, blocks or square miles. After typing a number to represent the size of the area affected, choose a unit of measurement from the Units drop-down list.

Area Evacuated
A measurement of the total area evacuated as a result of the release. The area can be measured in square feet, blocks or square miles. After typing a number to represent the size of the area evacuated, choose a unit of measurement from the Units drop-down list.

People Evacuated
Type the total number of people evacuated as a result of the release.

Buildings Evacuated
Type the total number of buildings evacuated as a result of the release.
If Fire/Explosion Involved
Use this option if a fire or explosion was involved in the release. In the Which Occurred First dropdown list, select Ignition if the fire or explosion occurred before the release; Release if it occurred after.

Disposition
Select the option that best describes the agency that participated in the disposition of this hazmat incident. This information will assist in understanding the extent to which the fire department is involved in resolving the incident and the frequency with which other agencies or contractors are used for incident mitigation.

Tier Level
Used for NFIRS reporting in the State of Massachusetts, optional for users in other states. Select the state resources response to the Hazardous Materials report.

PPE/Suite Lvl
Used for NFIRS reporting in the State of Massachusetts, optional for users in other states. Select the Personal Protective Equipment or Suite level associated with this response.

Number of Entries
Used for NFIRS reporting in the State of Massachusetts, optional for users in other states. Enter the Number of Entries associated with this response.

Involved Tab
Use the Hazmat > Involved tab to identify the equipment and mobile property involved with the hazardous materials released.
Equipment Involved in Release
Use these options to identify equipment that either failed, or, while working properly, allowed the release or threatened release of hazardous materials. Information on the type of equipment involved can be used to guide prevention, enforcement and product design efforts. Specific information on the year, brand and serial number will assist in product recall efforts.

**Type**
Select the option that best describes the type of equipment involved in the release.

**Brand**
Type the brand name of the equipment.

**Model**
Type the model number of the equipment.

**Year**
Type the model year of the equipment.

**Serial No.**
Type the serial number of the equipment.

Mobile Property Involved in Release
Use these options to identify mobile property that either failed or, while working properly, allowed the release or threatened release of hazardous materials. Like equipment, this information can be used in prevention, enforcement and product design efforts.
Note: Depending on state and local laws, specific documentation on mobile property involved may assist the fire department in collecting reimbursement from the responsible party for the expenses incurred in mitigating the hazardous materials incident.

Type
Select the option that best describes the type of mobile property involved in the release.

Make
Select the option that best describes the make of the mobile property.

Model
Type the manufacturer’s model name. If one does not exist, use a common physical description of the mobile property.

Year
Type the model year.

License
Type the license plate number, if applicable.

State
Select the license plate’s state.

DOT
If applicable, type the number assigned to a commercial carrier by the Department of Transportation (DOT). This number is generally found stenciled on the mobile property.

Identification Tab
Use the Hazmat > Identification tab to identify the hazardous materials involved in an incident.
Add
Click this button to add a hazardous material to this incident.

Delete
Click this button to remove the selected hazardous material from this incident.

Hazmat ID
Use these options to identify the specific hazardous materials involved in the incident.

DOT Class
Select the Department of Transportation (DOT) Hazard Classification that best applies to the hazardous material.

Chemical
Use this option to identify the standard chemical or trade name of the hazardous material that was released or threatened release. You can’t type in this field, you must click the Explorer button to make a selection from the Chemical Finder.

UN Number
A 4-digit number assigned to the hazardous material that conforms to the United Nations (UN) standards for the identification of hazardous materials. This text box is read-only and is filled in based on your chemical selection.

CAS Registration Number
The identification number assigned to a chemical by the Chemical Abstract Service (CAS) of the Chemical Abstract Society. This text box is read-only and is filled in based on your Chemical selection.

**Container**
Use these options to identify the type or configuration of the container used to transport and/or store the hazardous material, including container’s intended capacity. Complete information on containers involved in hazmat incidents is used by regulators to establish container design requirements, and helps prevention and code-development efforts.

**Type**
Select the option that best describes the type or configuration of the container, equipment or facility used to transport and/or store the material.

**Capacity**
Type the estimated amount of material the container was designed to hold, then select a unit of measure from the Units drop-down list.

**Release**
Use these options to report the quantity of hazardous materials released.

**Amount**
Type the amount of the hazardous materials released, then select a unit of measure from the Units drop-down list.

**Physical State**
Select the option that best describes the physical state of the material during the release or when it became hazardous.

**Released Into**
Select the option that best describes the environment contaminated by the hazardous material.
Responsible Tab

The Hazmat>Responsible tab includes fields collected by the state of Oregon and is optional for use in other states.

**Type**
Select the type of responding agency.

**Name**
Enter the name of the responding agency.

**Contact**
Enter the name of the contact for the agency.

**Contact Name**
Enter the Contact name for the responsible party.

**Business Name**
Enter the Business name, if any, for the responsible party.

**Phone#**
Enter the phone number for the Responsible party.

**Address**
Enter the Address of the responsible party.

**County**
Enter the County of the responsible party.
Advanced EMS Tab

The tabs you complete from within the Advanced EMS tab contain details about the emergency medical services provided for the incident. This includes the accident scene, patient information, assessment, trauma factors, and CPR administered.

Advanced EMS tabs in FireRMS 4.2

Three new tabs are available for optional use with the Advanced EMS Incident Module in FireRMS 4.2 or later. The **History**, **Other**, and **Accident** tabs have include new fields required by several states for EMS data collection and reporting. These new tabs are located as follows:

- History Tab: Tools>Customize>Incidents>Tab Control: Select AdvEMS from the choice list and select EMS>History - version 3 (4.2)
- Accident Tab: EMS>Vehicle - version 2 (4.2)
- Other Tab: EMS>Other - version 2 (4.2)

You can populate the new fields on these tab by entering codes entered in the EMS Codes customize page.

Synchronizing with Physio-Control Lifepak Defibrillator

Use the **EKG** selection under **AdvEMS added to Tools>Customize>Incidents>Tab Control** to synchronize with the Physio-Control LifePak Defibrillator systems using BlueTooth connections. You must use this with a Physio-Control device and the additional licensing from ZOLL.

Scene Tab

Use the Advanced EMS > Scene tab to describe the scene of an incident where emergency medical services were provided.
Number of Patients
Indicates the total number of patients who received EMS treatment at the scene. This value is automatically filled in based on the total number of patients on the Advanced EMS > Patient Info tab. If necessary, you may manually type a number in this text box.

MCI
Select the option that best describes the MCI level for the incident. Select Not Applicable if this was not a mass casualty incident.

Location Type
Select the option that best describes where the EMS services were administered.

Service Type
Select the option that best describes the type of EMS service provided.

Area
Select the option that best describes the area where the EMS was administered.

First Arriving Unit
Use this option to identify the first unit from a reporting agency that arrived on scene. Click the Explorer button to select the unit from the Apparatus Finder.

Paramedic Response
Select this check box to indicate a paramedic response.

Response Mode
Select the option that best describes the response mode.

**Special Factors**
Select this to identify any factors that may have contributed to a delay in response. The EMS Codes: Special Factors Explorer opens. To make a selection from this explorer, double-click the entry you want so that a check mark appears next to it. Click **OK** when you are finished making selections.

**Optional EMS Pages**
Use these options to activate additional tabs that allow you to record optional EMS information.

**Trauma**
Select this check box to activate the Trauma tab. Use the Trauma tab to record trauma factors diagnosed by EMS providers.

**CPR**
Select this check box to activate the CPR tab. Use the CPR tab to record details on CPR administered to EMS patients.

**Accident**
Select this check box to activate the Accident tab. Use the Accident tab to record details on vehicle accidents where EMS was provided.

**Billing**
Select this check box to activate the Billing tab. Use the Billing tab to record insurance and other billing information for patients who received EMS treatment.

**Ob/Gyn**
Select this check box to activate the Ob/Gyn tab. Use the Ob/Gyn tab to record details on EMS treatment provided to pregnant patients.

**Patient Info Tab**
Use the Advanced EMS > Patient Info tab to create a record for each patient who received EMS services at an incident. Users can encrypt patient data via HIPPA encryption if the system administrator gives them access via the security object Tools, Administration, System,ChangeEncrypt. Users can view encrypted data if they are given access via Tools,Administration,System,ViewEncrypted. Encrypted data includes name, date of birth, and social security number. Encrypted data appears as asterisks if you do have access to view it.

**Note:** Two versions of this tab are available. If your Administrator chooses to display the alternate, or Version 2 tab, the Chief Complaint section in the bottom left of the tab below will not be displayed.
Add
Click to create a new patient record.

Delete
Use to delete the selected patient’s record.

Print
Click to print a Patient Care Report for the selected patient.

Other
Click for menu of shortcut options.

New Patient - Same Info
Click this option to add a new EMS patient using the same last name and address information as the previous patient. This is useful when members of the same family are involved.

Routine Patient
Click this option to store this patient as a routine patient. A routine patient is saved as a separate record that can be used in other incidents.

Add to Persons Involved List
Click this option to copy a patient’s record to the Basic > Persons Involved list.

Add to Civilian Casualty List
Click this option to copy a patient’s record to the Civilian Casualty list, located on the Casualty > Civilian tab.
**Note:** All patient info should be completed prior to using the Add to... options.

**Insert from Persons Involved List**
Click this option to copy a patient’s record from the Person's Involved list.

**Insert from Civilian Casualty List**
Click this option to copy a patient’s record from the Civilian Casualty list.

**Use Incident Address**
Click this option to use the Incident Address as a patient’s address. This is useful, for example, if the incident occurred at the patient’s residence.

**Name**
Enter the Title, e.g., Dr., the last name, the first name, the middle initial, and the suffix, e.g., Sr.

**Address**
Enter the Number, the Street, the Type, the Apt., P.O. Box, City, State, Zip Code, and Phone.

**Prefix**
Use this option to identify the patient’s street address. Click the **Explorer** button to open the Street Finder.

**City**
Use this option to identify the patient’s city. Click the **Explorer** button to open the City Finder.

**Date of Birth**
Enter the patient’s date of birth, if known. Click the down-arrow to select the date from the Calendar.

**Age**
Displays the patient’s age based on Date of Birth. If Date of Birth is entered, Age is automatically filled in for you. Alternately, you may type the age and then select Age in Years, Age in Months or Age in Days from the drop-down list. Age in Months is used for infants less than one year old. Age in Days is used for infants less than one month old.

**Estimated**
If the exact age of the patient is unknown, select this option and type the estimate in the Age text box.

**Social Security**
Type the patient’s social security number, if known.
**Gender**
Select Male or Female.

**Race**
Select the patient’s race. If the patient is Hispanic, leave Race blank and use Ethnicity.

**Ethnicity**
Use this option to identify Hispanic patients.

**Weight**
Type the patient’s weight in pounds.

**Chief Complaint**
Use these options to record the patient’s chief complaint.

**Code**
Select the option that best describes the patient’s chief complaint.

**Text**
Use this option if you don't want to use the Chief Complaint codes or you want to type additional information about the chief complaint.

**Onset Time**
Type the time at which the patient first experienced symptoms of the chief complaint.

**ID Number**
Use this option to enter any identification number for the patient that may be related to this incident, such as a trauma registry number or DNR order number.

**Subscriber**
Select this check box if the patient is a subscriber to Fire/EMS services.

**On-job Injury**
Select this check box if the injury occurred while the patient was on the job.

**DNR Order**
Select this check box if there is a DNR (Do Not Resuscitate) order for this patient.

**Release Signed**
Select this check box to indicate that a necessary release was signed by the patient. For example, refusal of care or, release of information to public or another care provider.

**Medicare**
Type the patient’s Medicare number, if applicable.
Medicaid
Type the patient’s Medicaid number, if applicable.

History Tab
Use the Advanced EMS > History tab to create an EMS patient profile.

Patient
Select the patient record you want to from this drop-down list.
Signs and Symptoms
Click this button to select signs and symptoms that could be related to the patient’s condition. When the Explorer opens, double-click each option you want so that a check mark appears. Click OK when you are finished.

Note: The Signs and Symptoms button does not appear on the alternate form. Instead, the four selections below appear. (Some Advanced EMS tabs, e.g., Patient Info, History, contain alternate forms that your Administrator can choose to display. The alternate form is sometimes referred to as the “version 2” form.)

Chief Complaint
Use these options to record the patient’s chief complaint.

Code
Select the option that best describes the patient’s chief complaint.

Text
Use this option if you do not want to use the Chief Complaint codes or you want to type additional information about the chief compliant.

Onset Time
Type the time at which the patient first experienced symptoms of the chief complaint.

Past Medical History
Click this button to select past symptoms or conditions that could be related to the patient’s condition. When the Explorer opens, double-click each option that you want to select so that a check mark appears. Click OK when you are finished.

Provider Impression/Assessment
Select the option that best describes the emergency provider’s impression/assessment of the patient. When more than one choice applies, choose the single most important clinical assessment that drove the choice of treatment.

Cause of Illness/Injury
Select the option that best describes the immediate cause or condition responsible for the injury or illness.

Severity
Select the option best describes the severity of the patient’s injury at the time the emergency services were provided.

Primary Physician/Phone
Type the name and phone number of the patient’s primary physician, if known.
Allergies
Type the names of any allergies the patient is known to have.

Medications
Type the names of any medications the patient is known to take.

Human Factors
Select any human factors that contributed to the patient’s injury.

Pregnancy
Select an option to indicate whether or not a patient was pregnant at the time the emergency services were provided.

If your Administrator chooses to display the following alternate, or Version 2 History tab, the Chief Complaint fill-in fields are displayed on this tab. These fields are described in the Patient Info Tab section.
**Assessment Tab**

Use the Advanced EMS > Assessment tab to enter an assessment of the patient’s relevant systems based on the EMS provider’s observations.

**Patient**
Select the patient you want from this drop-down list.

**All Relevant Systems Normal**
Click this button to set all assessments for the selected patient to All Relevant Systems Normal.

**Note:** The Signs and Symptoms button only displays on the alternate form.

**Signs and Symptoms**
Click this button to select signs and symptoms that could be related to the patient’s condition. When the Explorer opens, double-click each option you want so that a check mark appears. Click **OK** when you are finished.

**Note:** The Assessment category headings can be changed using the Customize Incidents > Incident Defaults tab. The headings listed below are the program defaults. Yours may be different depending on whether or not your department has changed them.

**HEENT**
Click this button to enter an assessment of the patient’s HEENT condition. When the Explorer opens, double-click all values that apply. Click **OK** when you are finished.

**Lungs/Respiration**
Click to enter an assessment of the patient’s lungs and respiratory system.

**Abdomen/Pelvis**
Click to enter an assessment of the patient’s abdomen and pelvis.

**Extremities**
Click to enter an assessment of the patient’s extremities.

**Spine/Back**
Click to enter an assessment of the patient’s spine and back.

**Skin**
Click to enter an assessment of the patient’s skin.

**Neurological**
Click to enter an assessment of the patient’s neurological system.

**Cardiac**
Click to enter an assessment of the patient’s cardiac system.

**GI/GU**
Click to enter an assessment of the patient’s GI/GU system.

**Chest**
Click to enter an assessment of the patient’s chest area.

**Obvious Death**
Click to select the indicators that led to an obvious death assessment.
If your Administrator chooses to display the following alternate, or Version 2 Assessment tab, a
Signs and Symptoms button enables you to choose a list of symptoms from the EMS Codes dialog.
Flow Chart Tab

Use the Advanced EMS > Flow Chart tab to record each event (step or phase) in an EMS patient’s treatment. This creates a patient care history that can help demonstrate that the EMS provider took the appropriate steps in treating the patient.

You will not see all of the fields described below on the Flow Chart tab. The fields displayed are slightly different depending on the form you are viewing: the regular Flow Chart tab, or the version 2 tab.
Patient
Select the patient you want from this drop-down list.

Patient Protocols
Click Add Protocols to select from this drop-down list. The events are displayed on command buttons. You can click a button to display the fields.

Add
Click this button to add an event.

Delete
Click this button to delete the selected event.

Event/Time
Enter the date and time of the EMS event.

Event Provider
The name of the EMS provider for the event. Event providers automatically appear in the Event Provider drop-down. Click the Explorer button to select a provider from the Personnel Explorer.

Event Details
Use these options to enter details of an event.

Aid Given
Select or click the button of the option that best describes the type of aid provided for the event. A form will appear based on your choice. Use these options to enter details of the aid given.
**Success**
Select this check box if the aid given had successful results.

**BP**
Enter the blood pressure of the patient.

**Skin**
Select the skin pallor of the patient.

**Pulse**
Enter the patient’s pulse.

**Pupil Left**
Select a value to reflect the condition of the left eye pupil.

**Respiration**
Enter the respiration of the patient.

**Pupil Right**
Select a value to reflect the condition of the right eye pupil.

**Position**
Select a value to reflect if the patient is sitting, standing, etc.

**Charge**
Type any amount of money charged.

If your Administrator chooses to display the following alternate, or Version 2 Flow Chart tab, the protocols designed by the Administrator appear on this form.
Trauma Tab

Use the Advanced EMS > Trauma tab to record the details of an EMS patient’s injuries.

**Patient**

Select the patient you want from this drop-down list.
**Triage Criteria**
Click to select the triage criteria used to determine when this patient would be treated or transported. In the Explorer that opens, double-click the each entry that you want, and then click **OK**.

**Bleeding**
Click to record whether or not the patient was bleeding and, if so, the severity of the bleeding.

**Body Site**
Select the option that best describes the area on the body where the injury occurred.

**Injury Type**
Select the option that best describes the type of injury.

**Location**
Select the location on the body on which the injury occurred.

**Severity**
Select the option that best describes the severity of the injury.

**Injury Intent**
Select the option that best describes the intent of the injury, that is, whether it was accidental, self-inflicted, and so on.

**Add**
Click this option to add a new injury to the table above. This activates the drop-down lists in the first available table row.

**Delete**
Click to delete the selected injury from the table above.

**CPR Tab**
Use the Advanced EMS > CPR tab to describe the CPR care provided to a patient.
Patient
Select the patient you want from this drop-down list.

Provider of First CPR Trained
Select this check box if the first CPR provider was trained.

Provider
Select the option that best describes the status of the CPR provider.

Name
Type the name of the CPR provider.

Address
Type the street address, city, state and zip code of the CPR provider.

Phone
Type the phone number of the CPR provider.

Citizen AED Used
Select this check box if a citizen automated external defibrillator (AED) was used on the patient.

Cardiac Arrest
Use these options to record the details of a cardiac arrest.

Pre/Post Arrival Arrest
Select an option to indicate whether or not cardiac arrest occurred prior to or after the arrival of EMS providers.

**Pre-Arrival Arrest Details**
Select the option that best describes the involvement of other persons with the cardiac patient prior to the arrival of EMS providers.

**Initial Arrest Rhythm**
Select the option that best describes the initial arrest rhythm.

**Rhythm at Destination**
Select the option that best describes the arrest rhythm upon arrival at the care facility/destination.

**Prior Symptoms**
Select this option if the patient had experienced prior systems of cardiac arrest.

**Implanted Defib Fired**
Select this option if the patient had an implanted defibrillator which delivered shocks during the resuscitation efforts.

**Times**
Use these options to record relevant statistics on time elapsed during the CPR incident.

**Collapse to Call**
Type the total minutes that expired from the time the cardiac arrest occurred to the time that the first call was received by dispatch.

**Collapse to CPR**
Type the total minutes that expired from the time the cardiac arrest occurred to the time that CPR was provided to the patient.

**Arrest**
Enter the date and time of the cardiac arrest. Click the down-arrow to select a date from the Calendar. Type the time you want using 24-hour time.

**First CPR**
Enter the date and time that the patient first received CPR.

**First Shock**
Enter the date and time that the first shock was applied to the patient.

**CPR Discontinued**
Enter the date and time that the CPR was discontinued.
**Pulse Returned**
Enter the date and time that the patient’s pulse returned, if applicable.

**Accident Tab**

Use the Advanced EMS > Accident tab to describe EMS services given to a patient involved in a vehicle accident.

**Patient**
Select the patient you want from this drop-down list.

**Safety Device**
Select the option that best describes the safety device that the patient was using when the accident happened.

**Safety Device Reported By**
Populate this field by adding the code and code descriptions that you want from the EMS Codes>Customize Codes.

**Involved In/On**
Select the option that best describes the type of vehicle in use by the patient.

**Involved With**
Select the option that best describes the type of vehicle involved with the patient’s vehicle, that is, the “other” vehicle.
**Location re: Vehicle**
Select the option that best describes the patient’s location within the vehicle when the accident occurred.

**Extrication Time**
Type the number of minutes required to extract the patient from the vehicle.

**Kinetics**
Use these options to record the physical details of the accident.

**Thrown/Fallen**
Type the number of feet, if any, that the patient was thrown from the vehicle.

**Path**
Select the option that best describes the direction that the patient was thrown as a result of the impact.

**Estimated Speed of Vehicle**
Type the estimated speed of the patient’s vehicle at the time of the accident.

**Ejected from Vehicle**
Select this check box if the patient was thrown from the vehicle.

**Condition of Windshield**
Select the option that best describes the condition of the windshield following the accident.

**Condition of Steering Wheel**
Select the option that best describes the condition of the steering wheel following the accident.

**Date/Time of Extrication**
Enter the date and time that the person was extracted from the vehicle, if applicable.

**Driver**
Use these options to record information about the driver of the patient’s vehicle. This information should be recorded whether or not the driver and the patient are the same person.

**Name**
Use this option to identify the name of the driver. You may type the driver’s name or click the Explorer button to select the driver from a list of other people involved in the incident.

**Address**
The street address of the driver’s primary residence.
City
The driver’s city.

State
The driver’s state.

Zip Code
The driver’s zip code.

Phone
The driver’s phone number.

Ins. Co.
The name of the company under which the vehicle is insured.

Policy #
The vehicle insurance policy number.

Auto Lic.
The vehicle’s license plate number.

State
The state under which the vehicle is licensed.

Driv. Lic.
The driver’s license number.

State
The state under which the driver is licensed.

**OB/GYN Tab**
Use the Advanced EMS > OB/GYN tab to enter details of EMS provided to pregnant patients during an incident.

**Note:** Before you can enter OB/GYN information, you must select Yes from the Pregnancy drop-down list on the History tab.
**Patient**
Select the patient you want from this drop-down list.

**Discharge**
Select the option that best describes the condition of the discharge.

**Gravitas**
Type the total number of pregnancies for the patient.

**Parititas**
Type the total number of live births for the patient.

**Abortions**
Type the number of prior abortions, if any, that the patient had. This includes “natural” or spontaneous abortions (miscarriages).

**Delivered**
Select this option if an infant was delivered during EMS treatment.

**Last Known Menstrual Period**
Enter the date of the patient’s last known menstrual period.

**Bag of Water**
Select the option that best describes the state of the patient’s bag of water as observed by the EMS provider.
**Contractions**
Select this option if the EMS provider observed that the patient was experiencing contractions.

**Duration**
If the patient was experiencing contractions, type the length of the contractions according to the EMS provider’s observations.

**Frequency**
Type the length of the intervals between contractions in minutes and seconds according to the EMS provider’s observations.

**Other Tab**
Use the Advanced EMS > Other tab to identify the transporting unit, care facility and patient disposition for an EMS incident.

**Patient**
Select the patient you want from this drop-down list.

**Transporting Unit**
Use this option to identify the unit that moved the patient to the initial receiving facility. Click the **Explorer** button to choose a unit from Apparatus Finder.

**Arrived at Patient**
Enter the time that the unit arrived on scene. To change the time, type a new entry using 24-hour time. To change the date, click the down-arrow to open the Calendar.
**Patient Transfer**
Enter the time at which the patient was placed in the transporting unit to be moved to the next facility.

**Odometer**
Use these options to measure the distance traveled by the transporting unit.

**At Start**
Type the transporting unit’s odometer reading prior to dispatch.

**At Scene**
Type the transporting unit’s odometer reading upon arrival at the incident scene.

**At Destination**
Type the transporting unit’s odometer reading upon arrival at the final destination.

**Treatment Authorization**
Select the option that best describes the method used to authorize the EMS treatment provided to the patient.

**Medical Consult**
Use these options to record when a medical facility/physician was consulted in regard to the patient.

**Facility**
Select the option that best describes the type of facility contacted.

**Method**
Select the option that best describes the method used to contact the facility.

**MCP ID**
Type the MCP ID of the physician consulted.

**Transport Mode**
Select the option that best describes the mode of transport en route to the receiving facility.

**Level of Care**
Use these options to indicate the initial and highest level of EMS treatment received by the patient.

**Initial**
Select the option that best describes the initial level of EMS treatment received by the patient.

**Highest**
Select the option that best describes the highest level of EMS treatment received by the patient.
Originating Facility
Select the option that best describes the originating facility.

Receiving Facility
Use these options to identify the receiving facility.

Facility
Select the receiving facility from this list.

Type
Select the option that best describes the type of facility.

Contacted
Select this option if the receiving facility was contacted prior to delivering patient.

Same as MCP
Select this option if the receiving facility is the same as the Medical Consult facility.

Hospital Chosen By
Select the option that best describes the person who selected the hospital for the patient.

Patient
Use these options to describe the patient’s transport disposition and status upon reaching the destination.

Disposition
Select the option that best describes the patient's transportation disposition.

Status
Select the option that best describes the patient’s condition upon arrival at the destination.

Billing Tab
Use the Advanced EMS > Billing tab to identify the guarantor in an EMS incident. Even if the guarantor is the same as the patient this tab should be completed.
**Patient**
Select the patient you want from this drop-down list.

**Add**
Click to add a guarantor for the patient.

**Delete**
Click to remove the selected guarantor for the patient.

**Select**
Click to choose an existing guarantor from the Responsible Parties dialog. The Responsible Parties dialog lets you choose from a list of guarantors that have been already been entered. This saves time when multiple parties share a guarantor, such as family members covered under the same policy.

**Patient’s Relation to Guarantor**
Select the option that best describes the relationship of the EMS patient to the guarantor. Click **Same** if the patient and guarantor are the same person.

**Note:** Enter the name and address of the guarantor, not the patient.

**Name** and **Address**
Enter the name and address of the guarantor.

**Employer**
Type the name of the guarantor’s employer.

**Phone**
Type the phone number of the guarantor’s employer.

**On-job injury**
Select this check box if the injury was on the job.

**Release Signed**
Select this check box if a release was signed.

**Medicare**
Enter the medicare number.

**Medicaid**
Enter the medicaid number.

**Insurance Company**
Type the name of the insurance company primarily responsible for providing coverage for the EMS expenses occurred.

**Group ID**
Type the group ID number under which the guarantor is insured.

**Policy ID**
Type the ID number of the guarantor’s policy.

**Insurance Company 2**
Type the name, Group ID and Policy ID of any secondary insurance company providing coverage for the EMS expenses incurred.

**EMS Narrative Tab**
Use the Advanced EMS > EMS Narrative tab to summarize a patient’s EMS treatment.
**Patient**
Select the patient you want from this drop-down list.

**Add**
Click to create a new narrative.

**Delete**
Click to delete the selected narrative.

**Title**
Type a title that will be used to identify this narrative.

**EMS Auto Narrative**
Click to generate an automatic narrative based on information entered in the Advanced EMS module. It is very important to understand the functional aspect of automatic narrative. The automatic narrative is derived from data fields containing values entered either by a CAD interface or by a user. Keep two things in mind when generating an automatic narrative:

Generating the automatic narrative should be done after all incident data has been entered so that all data field values will be included in the narrative.

Generating the automatic narrative will cause any edits to the current narrative to be lost. The system will repetitively generate narratives from the data fields and changes to these fields will be reflected in each newly generated narrative. However, edits to the narrative field itself will not be retained in the new narrative.
Note: The Administrator can disable the EMS Auto Narrative button via a security object. If the button is greyed, you must manually enter a narrative.

Spelling
Click to run the Spell Checker.

Author, Number, Position and Assignment
Use these options to identify the narrative author. Click the Explorer button to select the author from the Personnel Explorer. You can also “quick select” the author by typing that person’s employee number in the Number text box and pressing the Enter key.

Set to Current User
Click to identify the current logged in user as the narrative author. This option is only available when logins are enabled.

Remove User
Click this button to remove the name currently displayed.

Disclosures Tab
Use the Advanced EMS > Disclosures tab on the Incident form to select a disclosure for a patient and obtain necessary signatures. Disclosures are declarations or statements that apply to advanced EMS patients. Disclosures consist of the patient’s name, a disclosure title, disclosure text, additional comments, and a signature(s).

An example of a disclosure you may create is; Title: Refusal of Med Care, Disclosure Text: Medical treatment is refused by patient, Signature: Patient and EMT. Disclosures are created by your system administrator. Signatures can only be obtained when you are using a Tablet PC with FireRMS Mobile.
Patient
Select the patient the disclosure applies to.

Language
Select the language. All disclosures in that language will display.

Select Disclosure
Select the title of the disclosure that applies to this patient.

Disclosure
Contains the statement of the disclosure.

Signatures
If viewed on a Tablet PC, contains areas for the required signatures, otherwise no signature area is displayed. After you enter a signature and save it, you are prompted to save the signature. You can click No to re-enter the signature.

Signers Last Name
Type the signer’s last name.

Signers First Name
Type the signer’s first name.

Comment
Narrative Tab

Use the Incident Form > Narrative tab to provide a detailed summary of activities conducted at the scene of an incident. This is not required by NFIRS, but can be useful when reviewing incidents.

Add
Click this button to create a new narrative.

Delete
Click this button to remove the selected narrative from the list.

Title
Type a title for the narrative.

Type
Select this option to indicate the type of narrative. You can choose from three options: the Incident narrative is the master narrative or main summary of the event. An Incident narrative describes the incident from the perspective of the party responsible for the full report. Company narratives describe incident events from a perspective limited to the involvement of a particular company. Other narratives are miscellaneous secondary narratives related to the incident narrative, an investigator’s report, for example.

Auto
Click this button to automatically generate an Incident narrative. FireRMS creates the event summary using the information entered on the Incident form.

It is very important to understand the functional aspect of automatic narrative. The automatic narrative is derived from data fields containing values entered either by a CAD interface or by a user. Keep two things in mind when generating an automatic narrative:

- Generating the automatic narrative should be done after all incident data has been entered so that all data field values will be included in the narrative.

- Generating the automatic narrative will cause any edits to the current narrative to be lost. The system will repetitively generate narratives from the data fields and changes to these fields will be reflected in each newly generated narrative. However, edits to the narrative field itself will not be retained in the new narrative.

**Note:** Reviewing the auto narrative is a good way to check the accuracy of an incident report. If the narrative does not make sense or seems incomplete, chances are the report has missing or inaccurate information.

**Spelling**
Click this button to run the Spell Checker.

**Author, Number, Position and Assignment**
Identify the narrative author. Click the **Explorer** button to select an author from the Personnel Explorer. You can also “quick select” an author by typing that person's employee number in the Number text box and pressing the **Enter** key.

**Set to Current User**
Click this button to identify the current logged in user as the narrative author. This option is only available if logins are enabled.

**Remove User**
Click this button to remove the name currently displayed.
Authorization Tab

Use the Incident Form > Authorization tab to authorize and release an incident report. You can’t export an incident to NFIRS until it has been authorized.

Member Making Report
Use these options to identify the person who completed the incident report. Click the Explorer button to select from the Personnel Explorer. You can also “quick select” the member making report by typing that person’s employee number in the Number text box and pressing the Enter key.

Set to Current User
Click this button to identify yourself as the member making the report based on your login ID. This option is only available if logins are enabled in FireRMS.

Author
Click the Explorer button to display the personnel explorer and select the name of the person completing the incident report.

Number
Displays the employee number of the member making the report.

Date
Displays the date on which the member making report completed the Authorization tab.
Position
Displays the position of the member making the reporting.

Assignment
Displays the assignment of the member making the report.

Complete
Select this check box to mark the incident report as complete. This check box will not be available until all required fields on the Incident form have been completed.

Release To Public
Select this check box to indicate that the incident report may be made available to the public.

Officer in Charge
Use these options to identify the officer in charge of the incident that is being reported.

Same as Member Making Report
Click this option if the member making the report is the officer in charge.

Reviewer
Use these options to identify the reviewer of the incident report.

Reviewed
Select this check box when the incident report has been reviewed.
Contacting ZOLL

At ZOLL we take as much pride in our technical support and custom solutions as we do in our software. We know you will have questions so we have a full staff of well-trained, talented, and intelligent people ready to help you.

Technical support

We have a clearly defined commitment to help you use our software.

Technical support is available to help in these areas

• Software-related questions. Our support technicians can answer your questions about how our software works and provide advice about the best way to use it to perform specific tasks.
• Installation and maintenance procedures. Our support technicians can explain the correct installation and maintenance procedures for our software and related third-party software on which our products depend.
• Problem resolution. Our support technicians can assist you in times of system failure, accept problem and bug reports, and provide information and workarounds, along with time frames for resolution.

Areas outside the scope of technical support

• Consulting and training. Our support technicians aren’t trainers who can teach you, for example, how to bill; however, we can sometimes suggest a consultant.
• Hardware support. For hardware issues unrelated to our software, we recommend that you find a local hardware consultant who can assist you. If you are unsure whether your issue is hardware or software related, please call us. Often, a short call can quickly help you get on the right path to finding a solution.
• Custom solutions. If you want assistance creating custom reports, forms, add-ons, and interfaces to third-party hardware and software, our Custom Solutions Group can work with you on a contract basis. Please see Custom solutions on page 2.
Your maintenance contract

Support is provided free of charge for 90 days from the time of purchase. To receive ongoing support after that, you must purchase a maintenance contract. For more information, please contact our Sales department.

Contact information

To help us address your problem in the quickest and most effective way possible, please provide as much specific information as possible, including when the problem began and whether it affects all RescueNet workstations.

Whether you email or call, your issue is routed to a technician specializing in your product who generates a ticket in our problem-resolution database and works with you to answer your question or resolve the issue.

Often the most effective way for our staff to assist you is to be able to re-create the issue at your site via a remote connection. To enable this, we recommend that you maintain a RescueNet workstation with Symantec pcAnywhere™ version 11.0 or higher, Microsoft RDP (Terminal Services), or VNC installed.

Support hours 8:00 A.M. - 8:00 P.M. Eastern Standard Time (EST)
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  USA

Custom solutions

If you want to maximize the capabilities of our software with custom reports, forms, add-ons, and interfaces to third-party hardware and software, our Custom Solutions Group can work with you to provide a solution.
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