

SIR 2009 FAQ'S

SIR 2009 (Ontario) Frequently-asked Questions.

This Tip o the Week is specific to Ontario Fire Departments. For all you non-Ontario folks out there, you can skip right to the Quote, and I'll put something else out for you next week!

Well, the new SIR 2009 reporting system has been in place for almost 2 months now, and we've managed to really fine-tune the FirePro2 system. There have been a number of recurring issues that I think would be helpful to go over, and we've added some new features which we think are very helpful.

Initial Call Received -

The Initial Call Received time is a new time field that is required for SIR 2009 reporting. Depending on how your department enters incident data, you may not have the field for this information turned on. In FirePro2, the field that is considered to mean "Initial Call Received" is the **Called In** field, which appears as the very first time field on the list.

| Time Field Titles | | | |
|-------------------------|-----------------|----------|--------|
| Called In: | Time of Call | Opt... ▾ | |
| Alarm Time: | Dispatch Time | Opt... ▾ | Show ▾ |
| Depart: | Enroute | Opt... ▾ | Show ▾ |
| Turn Back: | Turn Back | Opt... ▾ | Show ▾ |
| Custom Time: | Staged | Opt... ▾ | Show ▾ |
| On Scene: | Time On Scene | Opt... ▾ | Show ▾ |
| To Hospital: | To Hospital | Opt... ▾ | Show ▾ |
| Clear of Scene: | Returning | Opt... ▾ | Show ▾ |
| In : | In Quarters | Opt... ▾ | Show ▾ |
| Back in Service: | Back in Service | Opt... ▾ | Show ▾ |

You should go into the **Set-Up→Custom Settings→Incident Tab→Time Fields Tab** and check that you have a field title entered in the **Called In** field. "Initial Call" is a good choice for this. You will then have the field required to enter the "Initial Call Received" time.

If you have already created 2009 incidents without this field turned on, you will have to go back to each of them and fill in an "Initial Call Received" time before you can submit them to the OFM.

Our understanding of this field that this time represents the first time that the department is informed of an incident. Therefore, if a call is received from Dispatch, this time would be the same as the dispatch/alarm time (which uses the

field titled Alarm Time above). Only in a situation where the department is contacted directly, or a member of the department calls in the incident would the "Initial Call" time be different from the "Alarm Time".

If you have any questions regarding this field, please refer to the OFM SIR 2009 reporting requirements.

Aid from Other Fire Departments

In the SIR 2009 format, each incident must specifically note Mutual Aid information. The drop-down list for selecting this information is found on the OFM Other tab at the top of the Incident reporting form. It's important to note that something must be selected here, even if no Aid was received from other department - select Not applicable in that case.

In FirePro 2 version 80.9 and above, "Aid from Other Departments" will default to "Not applicable" when you create an Incident record, and all incidents with this information left blank will be set to Not Applicable.

The screenshot shows a web form with a dropdown menu. The dropdown is currently set to '4 - Not applicable'. The menu options are: 4 - Not applicable, 1 - Mutual Aid, 2 - Automatic Aid, 3 - Fire Protection Agreement, and 4 - Not applicable. Above the dropdown is a checkbox labeled 'OFM Investigations Contacted' which is unchecked. The text 'Aid from other Departments:' is visible to the left of the dropdown.

Initial Personnel and Distance

The "Initial Personnel" and "Distance" fields are now required for any OFM submission. They are found on the main Incident Page:

| | | | | |
|----------------------------------|----|---------------|--------------------|---|
| Total Response Personnel: | 12 | | Distance: | 3 |
| Personnel at Scene: | 12 | 24 | Rescues: | 0 |
| Total Staff Hours: | 63 | 36 | Injuries: | 0 |
| Initial Personnel: | 8 | 72 14 | Fatalities: | 0 |
| | | Hours Minutes | | |

The Distance field should always be rounded up, so the minimum number is 1, and it doesn't allow decimals. This information is not required for Response Type 96 and 97 (Cancelled) calls.

Response Types and More Info Lists

The OFM has adjusted the Response Types list, and provided a new set of information that must be filled out in the More Info section. Before you can use the new Response Types or More Info lists, you have to import the new ones into FirePro.

The easiest way to tell if this has been done is to start a new 2009 incident, and click on the "Response Types" list. If it is empty, then you need to import the lists.

To import the new lists, check your FirePro folder and ensure that a folder called "OFM 2009" is present. If it is not, download it from our website - [FirePro2 OFM files.ZIP](#) and extract it to the FirePro folder.

Next go to the Maintenance→Data Imports→Import OFM 2009 Incident List option. This may take a few minutes.

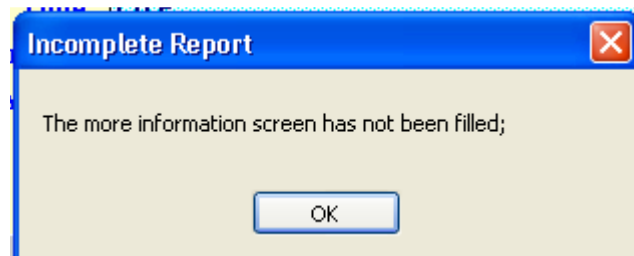
OFM Help

There is now a new menu option available on the Incident window. The OFM Help menu option links directly to the new OFM SIR 2009 Reporting guidelines.



Incident Checking

In FirePro2 version 80.8 and above, 2 new auto-checking features have been added. The first is a "Check-on-Save" system that reviews each incident for completion when you save it and gives you a message listing all OFM-required fields which have not been completed.



The second auto-checker can be run at any time using the "Validate Incident" option from the Action menu, or by hitting "Ctrl K":

Note: this feature is enabled for all provinces.

| Action | |
|--|--------|
| Add | Ctrl+A |
| Edit | Ctrl+E |
| Create Assistance/Exposure Report for current Incident | |
| Move Assistance Report to this Incident | Ctrl+W |
| Change this to an Assistance Report | |
| Duplicate Medical Records from other report | |
| Show Details | Ctrl+S |
| MNR Report | |
| Print | Ctrl+P |
| Delete | |
| Move an Incident to this property | |
| Show Property record | |
| Toggle 10 in 10 | |
| Callback | |
| Validate Incident | Ctrl+K |

OFM Reporting

Finally, an additional option has been added to the OFM reporting screen that allows you to create OFM submissions for either 2008 or 2009. You should only select a date range from the appropriate year when running OFM submissions.