DISTRICT OF COLUMBIA
FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT

BULLETIN NO. 101   **JANUARY 2014**

ZOLL FIRE RECORDS MANAGEMENT SYSTEM

Purpose

To outline the mandates, accountability, and expectations for submitting information into the DC Fire and EMS Department's Fire Records Management System (FireRMS) and offer a reference document to assist members with properly documenting all of their incident actions and other critical Department activities.

Scope and Policy

Accurately and completely documenting our findings, actions, situations, inspections, and investigations for all Departmental activities, responses, and events are the responsibility of all members.

Accurate and complete documentation coupled with a standardized system for data collection and analysis are the cornerstones of providing information that assists with effective planning, evaluation, gap analysis, strategy development, and determining program effectiveness of all Department initiatives.

To this end, the Department has implemented an updated enterprise fire records management system to centralize our ability to capture timely and accurate information. This system replaces the old SunPro FireRMS. However, this new FireRMS system is essentially an upgraded version of SunPro so many members should already be somewhat versed in its usage.

The new FireRMS is owed by a company called Zoll and the formal name of the system is RescueNet Fire Records Management System. Again, while this system may resemble SunPro, the backend servers and processes are new and robust and members will not often experience long delays in their efforts to input data. Although, there will be times when latency exists as there are inevitably times when network congestions leads to slowness of all applications.

As previously mentioned, the Department maintains a critical need to centrally capture accurate and timely information. However, there are other national mandates for capturing and reporting our Department's actions and situations on responses as well as member injuries that occur during their tour of duty.

The National Fire Incident Reporting System (NFIRS and pronounced "N-FIRS") provides a standardized approach to reporting this important information with the goal of reducing fire deaths, injuries, and property losses as well as providing insight into the ever expanding roles of Fire and EMS providers. While reporting this information to the National Fire Data Center is normally voluntary, departments awarded Homeland Security grants, like DCFD, are mandated to participate.

The following paragraphs further outline these mandates and provide some better explanations:

The following information illustrates the importance of nationally reporting firefighter injuries and if there is a correlation of a reduction of those injuries to departments receiving Assistance to Firefighter Grants. This was obtained from The Department of Homeland Security's Annual Performance Report for Fiscal Years 2008 – 2010 and is available at the following website:

http://www.dhs.gov/xlibrary/assets/cfo_aprappa_fy2008.pdf

Performance Measure	Percent reduction in firefighter injuries in jurisdictions receiving Assistance to Firefighter Grants funding compared to the national average
Program and Organization	Grants Program - Federal Emergency Management Agency
Description	This measure compares the percent reduction in fighter injuries in jurisdictions that receive Assistance to Firefighter Grants (AFG) to the average percent reduction in firefighter injuries nationwide. The measure assesses improvements in firefighter safety in jurisdictions that receive AFG funding. Comparing AFG-funded jurisdictions to the national average shows the impact of AFG awards on reducing firefighter injuries. The measure specifically focuses on line-of-duty firefighter injuries, not any injury that a firefighter may have.
Scope of Data	The National Fire Protection Association (NFPA) conducts an annual voluntary survey of fire departments on line of duty fire fighter injuries. Line of duty fire, training, and other on-duty. The NFPA surveys approximately 8000 departments representing a cross section of the urban, suburban, rural, volunteer, paid, and combination departments. If any large departments (Chicago, Miami, etc.) do not respond, NFPA contacts them and conducts the survey via telephone interview to ensure there are no major gaps in the sample data. The data range for AFG specific information is all AFG grant-funded jurisdictions. There are approximately 5500 jurisdictions that receive AFG funding each year. The NFPA survey is sent to jurisdictions that serve populations of 50,000 or more and departments that protect smaller populations. Over the past 5 years the response rate from all jurisdictions averages out to: 44.11 percent.

| Data Source | Information on firefighter injuries nationwide is provided by fire departments through the National Fire Incident Reporting System and the NFPA annual survey. NFIRS is an electronic data collection system. It is used to report a variety of information related to each call that a department responds to. Congress mandated that USFA collect this type of data gain a better understanding of what the United States fire related risks. The NFPA survey is conducted to in order to collect |

	similar information. There is overlap in the types of information collected. The survey is sent in a hard copy format with an option to respond electronically. They are multiple choice type questions with data input fields. AFG collects data on active firefighters and firefighter injures via the application process. All applicants are required to enter their counts in the application. AFG requires, as a condition of award acceptance, that they report for a period of 12 months.
Data Collection Methodology	The NFPA conducts an annual voluntary survey of fire departments on line of duty fire fighter injuries. NFIRS is the standard national reporting system used by U.S. fire departments to report fires and other incidents to which they respond and to maintain records of these incidents in a uniform manner. NFIRS compares the results of the NFPA survey with their own data. NFIRS data is derived from incident reports received directly from fire departments and allows NFIRS to determine national trends. The corroboration of trends indicated by NFPA and NFIRS is the data verification. Reporting to NFIRS is voluntary, but follows a prescribed format. AFG collects data on active firefighters and firefighter injures via the application process. All applicants are required to enter their counts in the application. Jurisdictions report this information in the data fields of the application itself for the past three years. Therefore every jurisdiction that is awarded has submitted this data.
Reliability Index	Reliable
Explanation of Data Reliability Check	The National Fire Incident Reporting System (NFIRS) data is derived from incident reports received directly from fire departments and allows NFIRS to determine national trends. The corroboration of trends indicated by NFPA and NFIRS is the data verification. If any large departments do not respond, NFPA contacts them and conducts the survey by telephone to ensure there are no major gaps in the sample data. The AFG collects data on active firefighters and firefighter injuries via the application process. All jurisdictions are required to enter their injury counts in the application when applying. If they don't fill in these fields then the application is not processed. All awarded jurisdictions will have provided the requested information.

2009 Homeland Security Grant Requirements
Frequently Asked Questions
National Fire Incident Reporting System (NFIRS)

Q. What is NFIRS?

A. NFIRS stands for National Fire Incident Reporting System. NFIRS is a national standardized reporting system used by U.S. fire departments to report fires and other incidents to which they respond and to maintain records of these incidents in a uniform manner. The Federal Fire Prevention and Control Act of 1974 (P.L. 93-498) authorizes the National Fire Data Center in the United States Fire Administration (USFA) to gather and analyze information on the magnitude of the Nation's fire problem, as well as its detailed characteristics and trends. The Act further authorizes the USFA to develop uniform data reporting methods, and to encourage and assist state agencies in developing and reporting data. In order to carry out the intentions of the Act, the National Fire Data Center has established the National Fire Incident Reporting System (NFIRS).
The NFIRS has two objectives: to help State and local governments develop fire reporting and analysis capability for their own use, and to obtain data that can be used to more accurately assess and subsequently combat the fire problem at a national level. To meet these objectives, the USFA has developed a standard NFIRS package that includes incident and casualty forms, a coding structure for data processing purposes, manuals, computer software and procedures, documentation and a National Fire Academy training course for utilizing the system.
The NFIRS reporting format is consistent with the National Fire Protection Association Standard 901, "Uniform Coding for Fire Protection" 2001 version. The current version of NFIRS, version 5.0, was released in January 1999. NFIRS 5.0 expands the collection of data beyond fires to include the full range of fire department activity on a national scale. It is a true all-incident reporting system.

Q. Which agencies must report into NFIRS?

A. Fire response agencies who have received Federal Fire Act grant funding and / or are direct or indirect recipients of State Homeland Security Grant funding must report into the National Fire Information Reporting System (NFIRS).

NFPA 1600® Standard on Disaster/Emergency Management and Business Continuity Programs
2010 Edition

4.8* Records Management.

4.8.1 The entity shall develop a records management program

4.8.2 Policies shall be created, approved, and enforced to address the following:
(1) Records classification
(2) Maintenance of confidentiality
(3) Maintenance of integrity incorporating audit trail
(4) Record retention
(5) Record storage
(6) Record archiving
(7) Record destruction
(8) Access control
(9) Document control

4.8.3 The entity shall apply the program to existing and newly created records.

4.8.4 The entity shall develop and enforce procedures coordinating the access and circulation of records within and outside of the organization.

4.8.5 The entity shall execute the records management program

Mandates, Procedures, Expectations, Guidance, Reference, Policy

Section 1: Response Documentation and Responsibilities

All Fire and EMS Department responses issued a CAD Event/Incident number shall be thoroughly completed in the FireRMS. All CAD data is interfaced with the FireRMS and will automatically populate FireRMS.

All responses also means all medical locals. The EMS response information collected for NFIRS is extremely generic and does not replace the mandate of submitting an electronic patient care report (ePCR) for all EMS calls that units arrive on scene. It should take less than one-minute to complete an EMS response in the FireRMS.

Data Entry Expectations

All responses shall require every unit to enter their actions taken on the incident. This includes manually typing a narrative in the appropriate narrative area of the incident in FireRMS (more information is available later in this bulletin). **The exception to the aforementioned are medical locals to which a suppression unit responds.**

In these cases it is not necessary for the EMS unit or EMS Supervisor to enter anything in FireRMS (unless a suppression unit was not dispatched on the incident); only the first responder suppression unit will be mandated to complete the report. Completing the report means all information was filled out and the Completed Checkbox is checked. If a suppression unit is dispatched and cancelled en route or if they did not leave the station, it is still their responsibility to complete the report. In situations where two or more suppression units are dispatched to one medical local, it shall be the responsibility of the closest suppression unit to complete the report, even if they were cancelled by the ALS suppression unit. Members are reminded that motor vehicle accidents are in fact medical locals.

Information about the response is available within the CAD narrative in FireRMS or using I/Netviewer to pull up the incident and determine the specifics so accurate information can be submitted. Responsible OIC's shall also contact on-scene unit(s) after they clear the response if additional information is needed to accurately complete the report.

Concerned OIC's shall remember that NFIRS EMS data is very generic and they are only expected to populate data fields that mostly can be obtained right from the CAD data. For example, if an EMS unit transports priority 3, then the actions of that unit are provide BLS and Transport. A unit does not have to be on scene to determine this information as it's captured by the CAD. Concerned OICs not arriving on scene shall also note that their unit's actions taken will be "Cancelled En Route" and they are welcome to note this fact in their unit's narrative report. Remember, the overarching patient care reporting documentation is submitted in the ePCR, not FireRMS. Examples will be included later in this bulletin to better articulate how these and other responses are filled out.

Exclusive of the specific guidance noted above for EMS calls, **all other responses will require each unit assigned to the incident to go into the incident and fill out their portion of their actions, which includes entering a narrative. This includes EMS units on Fire/Rescue/Service calls.**

Effective with the issuance date of this bulletin, the parts of Order Book Article IV Section 1 Journal, pertaining to incident documentation shall be held in abeyance. Those specific parts are highlighted in bold font and included in the following italicized paragraphs.

*The Department journal is a record of daily events and, for recording all transactions with indications therein of each and every incident which could possibly be construed as affecting the administration, personnel, property records, training **and fire fighting activities** of the company/unit concerned. On-duty company officers will be held responsible for seeing that proper entries are made. Particular care will be taken to insure that orders received orally are recorded and communicated verbatim.*

The Department is required to keep a comprehensive record of all incidents to which we are dispatched. In instances where there was no actual fire, or fire out-on-arrival, defective oil burner, overheated brakes, food on the stove, etc., it is vitally important to list all particulars. We are often called upon by insurance companies and others for this information, furthermore, it is needed for completion of the incident report, daily, monthly, annual reports, etc.

The incident number will be entered in the company journal in the left margin, below the dispatch time, for all incidents.

The company officer of the Engine Company on the fire ground, first due on the incident, will be responsible for recording in his company journal the particulars of the response as follows:

1. Building information.
a. Location.
b. Height and construction.
c. How occupied.
d. Owner - name and address.
e. Agent - name and address.
f. Origin of fire.
g. Extent of spread of fire.
h. Whether damage exceeded $50.00.
2. Vehicle information.
a. Location.
b. Make, model, body type and year.
c. License number and state.
d. Owner - name and address.
e. Driver - name and address.
f. Cause of fire and origin.
g. Extent of spread of fire.
h. Whether insured or not.
i. Vehicle identification number. (VIN)

In addition to the required building or vehicle information, alarms caused by smoke or steam scares, reflections, accidents to boxes or where a mistake has been made (good intentions) will be recorded as needless or accidental alarms. In general, false alarms include only those that are sent in willfully or knowingly false and will be recorded as such. In each case of response to a false alarm, the company journal entry for the response will so indicate.

No erasures will be permitted in the company/unit journal. All entries will be made in ink or indelible pencil and, if an error is made, the correction will be made by drawing a line through the error and adding the correct data.

There will be no objection to the use of a red pencil or pen to enter some distinctive mark in the margin of journal pages to call attention to items of particular importance to the company/ unit or office concerned.

On-duty company officers of transferred companies will insure that a record of all their transactions during the transfer period are entered in the journal (responses in blue or black ink) of the company whose place they take, *including the times of reporting in service and departure,* ***and will upon return to their own quarters, record in their own journal (responses in red ink) their activities while in a transfer status.***

Company officers shall still assure that a journal entry that includes the timeout, address, and type of alarm is still entered. It will be up to each individual company whether or not they include an incident narrative in the journal, but there is no option, a narrative must be included in the FireRMS. All responsible officers and members shall still be required to capture and document the information as articulated in the Order book, though; it will be documented in the FireRMS.

[Only the 1st due company on an incident is required to complete the incident report in the Fire Records Management System (FRMS). Companies shall have up to 96-hours to complete a report in FireRMS.] Battalion Fire Chiefs shall occasionally search the incidents of the units in their battalion to assure compliance of this mandate. Searching will be covered later in this bulletin.

The exceptions to the guidance provided in the above paragraph will be incidents in which a Fire Investigator is called and on incidents that a chief officer formally establishes command. On incidents where both a Fire Investigator (FI) is called and a chief establishes command, it will be the Fire Investigator's responsibility to complete the report, which of course shall include all of the fire determinations, causes, etc. On incidents without an investigator but a chief established command, it will be the chief's responsibility to complete the report. On incidents where a Fire Investigator was called and the FI formally delegates the report completion responsibilities to one of the OIC's of a suppression unit.

However, remember, even on these types of responses, all units on the call will be required to go into the incident in FireRMS and fill out their actions and narratives, but it will be the FI's or BFC or DFC's responsibility to complete the report; and it must be completed within 96-hours.
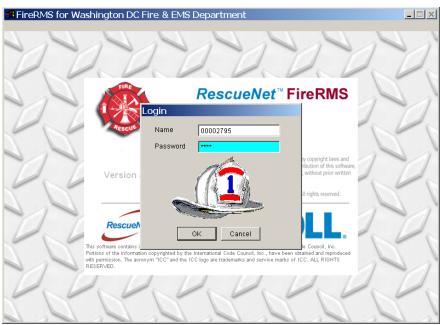
Fire Investigators shall document in the appropriate area in the FireRMS if their case is still open, but must still close out and complete the report within 96-hours. As additional information is available regarding the open case, the Fire Investigation Unit (FIU) OIC and certain FIU RMS mentors shall maintain the authority to reopen the incident so the additional information can be entered. The incident must then be re-closed and the NFIRS program manager made aware so the incident can be re-exported with the updated information to the National Fire Information Council.

Section 2: Accessing the FireRMS Application

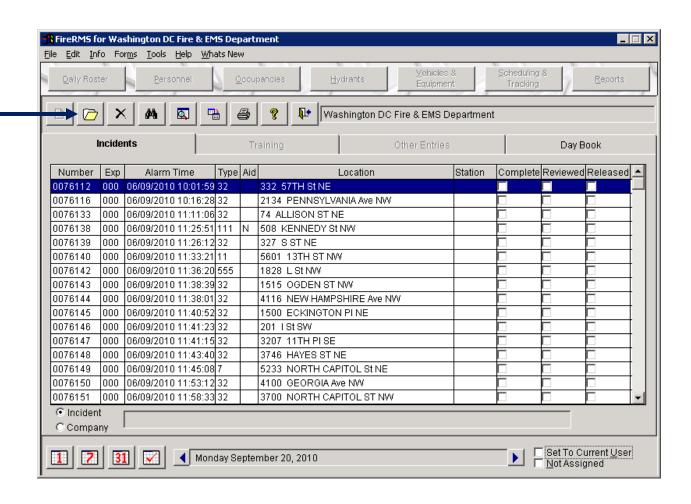**Step 1: On the computer desktop, double-click on the FireRMS 4.5 icon**

Step 2: Enter your eight-digit Peoplesoft ID number in the Name field and enter the last four digits of you social security number in the Password field then click OK. *Members having problems shall email* firerms@dc.gov.
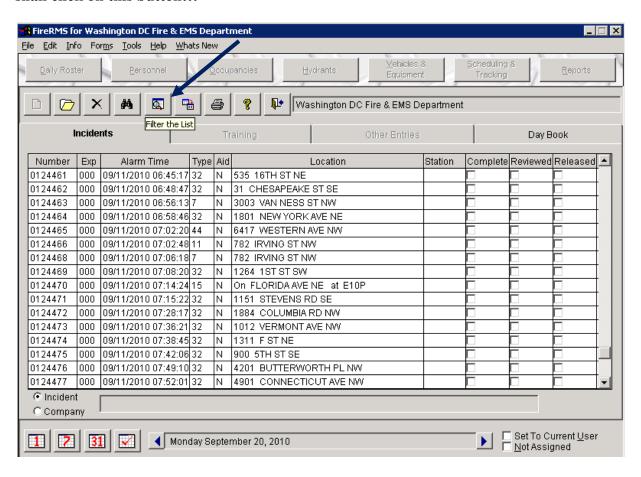

Section 3: Filtering the System to Find Incident(s)

After logging in, the member will be taken to the FireRMS Incidents Tab –as seen below. If the member knows the incident number, alarm time and date, or address, he or she can simply scroll to the incident and either double-click it or highlight it and click on the manila envelope to the left of the X. Additionally, each of these columns can be sorted by clicking on the header.
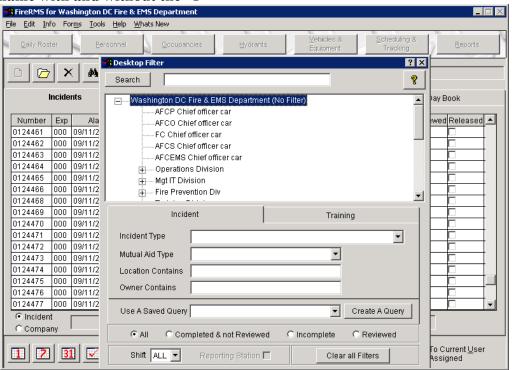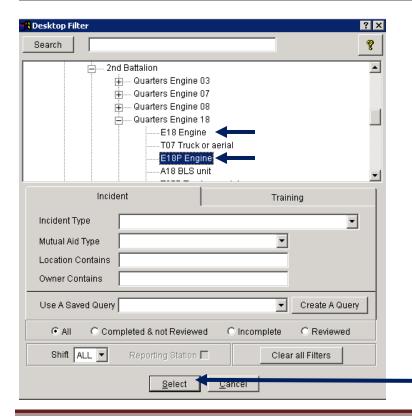

Section 3: Filtering the System to Find Incident(s) (Continued):

Another way of searching for an incident is using the Filter the List function. The member shall click on this button…

…and click on the + sign to the left of **Washington DC Fire and EMS Department (No Filter).** Then, click on the + sign to the left of **Operations Division,** then click on the + next to your battalion, then click on your quarters, then highlight your unit and click **Select.** Paramedic Engines, Trucks, etc. shall remember to check for incidents with their unit name with and without the **"P"**

Section 4: Filling Out Incident Reports: Basic>Response tab (page)

The key to accurately documenting our situations and actions is to maintain an understanding of NFIRS coding coupled with examples of how to fill out some of our most common types of incidents. This section will attempt to provide these examples.
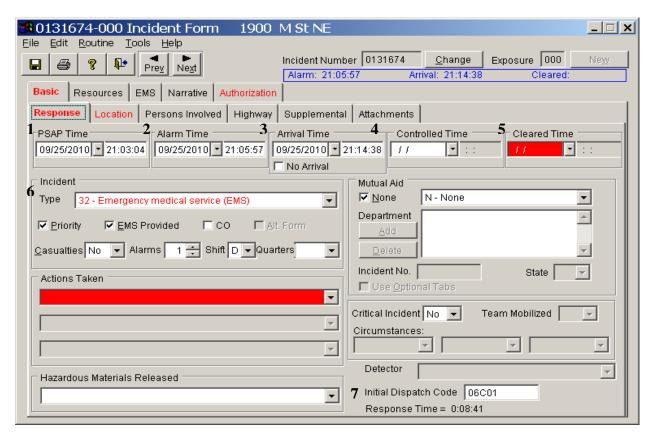
Members shall refer to the National Fire Incident Reporting System 5.0, Complete Reference Guide 2008 located on the LAN at K:\F&EMSD S.O - G.O. - MEMOS\ONLINE MANUALS\NFIRS\ NFIRS_Complete_Reference_Guide_2008 and the NFIRS Coding Questions and Answers document located at K:\F&EMSD S.O - G.O. - MEMOS\ONLINE MANUALS\NFIRS\NFIRSCodingQA2009-04 for a clear understanding of how the NFIRS process works.

There are a few basic rules and processes that all members must understand when filling out our NFIRS reports. The following pages will offer examples of how to document common responses.

1. The Incident Type Field: Basic>Response Tab
   a. The member must document the incident situation found NOT dispatched to
   b. The Incident Type field header is many times two numbers, i.e. 11 – Structure Fire but in order to clear the red the member must choose a three digit code.
   c. The Incident Type allows FireRMS to automatically turn on or off additional pages (tabs) that are required to be filled in for the type of incident
   d. When searching for the proper incident type, members shall **ALWAYS RIGHT-CLICK** on the field to access our common codes. DO NOT JUST CLICK ON THE DROPDOWN LIST. Doing this will not show you the common codes we mandate you use if at all possible. Always use the explorer by right-clicking on the field.
   e. The fields in red are NFIRS required fields which need to be populated before an incident can be marked completed.
   f. Incident reports will not be able to be completed until the last unit clears the call. This means **suppression units will not be able to come back to the firehouse right after running a medical call and finish the report**. The EMS unit must clear the hospital, which also closes the event, before the final data comes into FireRMS and allows the user to check it complete. It is recommended members wait a few hours after each run to complete the report.
   g. Understanding the correlation between Initial Dispatch Code field and the Incident Type field is important. A 69D05 building fire CAD code triggers the two digit code 11 – Structure Fire header code in red. If this incident were in fact a structure fire, as opposed to food on the stove with no extension, an odor, a good intent, etc., the member would choose 111 – Building Fire. However, if it turned out to be an electrical short circuit in an outlet, the member would change the 11 – Structure Fire to 441 – Heat from short circuit (wiring).

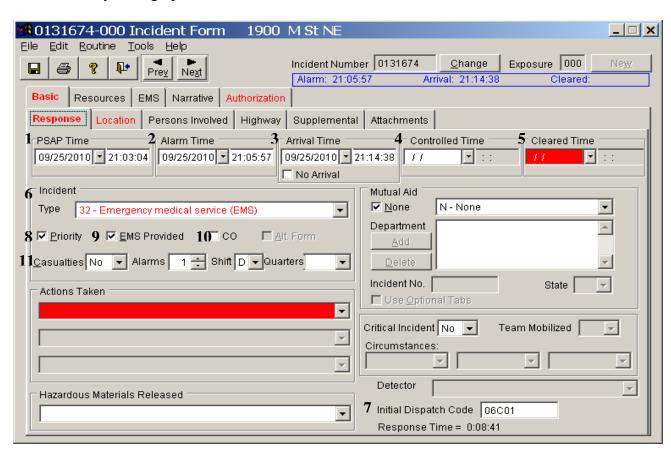**Section 4: Filling Out Incident Reports: Basic>Response tab (Continued)**

The following screen shot is an example of the Basic>Response Tab. The CAD will automatically send certain data to this system.

1. **PSAP Time** (Public Safety Access Point / 911 center): The time the OUC call-taker began entering information about the call into the CAD
2. **Alarm Time:** The time the OUC call-taker sent the call to the dispatcher screen
3. **Arrival Time:** The time of the first unit to arrive on scene
4. **Control Time:** The time the incident was placed under control. At this time this feature is not functional but when it is it will auto-populate based on a dispatcher entry. This field needs to be populated for all brush/woods fires as it's a NFIRS requirement
5. **Cleared Time:** This is the time and date that the last unit on the call cleared the call, which then caused CAD to close the event. Incidents in FireRMS cannot be completed until this field is populated. Most members cannot access these times fields.
6. **Incident Type:** In general, this field is prepopulated with a one or two digit NFIRS incident type header based on the CAD Initial Dispatch Code (see 7 below). Members must right-click on this field and choose the three-digit code that best depicts what the situation was upon arrival, not what the unit(s) were dispatched to. Guidance is provided on the following pages on how to properly choose the correct code for our most common type calls. There are some three-digit codes that will prepopulate in this field and in general these will be accurate. However, if they do not depict what was found upon arrival they must be changed accordingly.
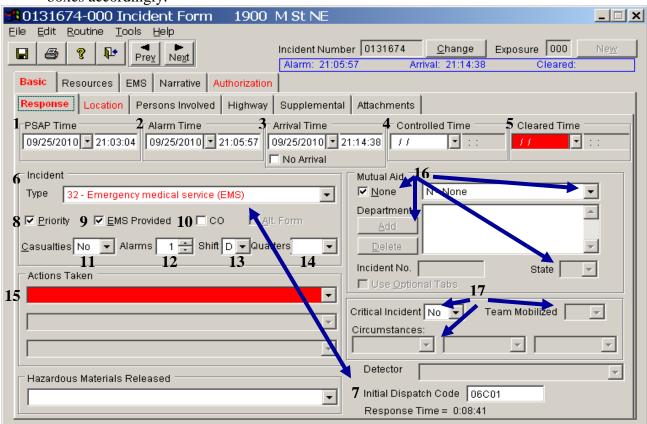
Section 4: Filling Out Incident Reports: Basic>Response tab (Continued)

The following screen shot is an example of the Basic>Response Tab (Continued)

7. **Initial Dispatch Code:** This is the incident's CAD code. Sometimes the OUC uses a police CAD code and FireRMS does not recognize it so the one, two, or three digit NFIRS Situation Type header code will not populate at all in box #6.
8. **Priority Checkbox:** This box is automatically checked for all responses. **Members completing proceed-type calls (public service, etc.) shall uncheck this box**
9. **EMS Provided:** This box is automatically checked when the Incident Type is EMS. If the Incident Type upon arrival was not EMS or there was nothing found and the appropriate three-digit code is selected, this box will uncheck
10. **CO:** When a three-digit Incident Type code (424) is chosen indicating a confirmed carbon-monoxide call, this checkbox will be checked and another tab (page) will open up requiring information to be populated
11. **Casualties:** By default, this field will automatically remain No, indicating there were no fire-related civilian or fire service injuries or deaths. Additional guidance will be provided to responsible officers for when to change this field to Yes and populate casualty demographic information.
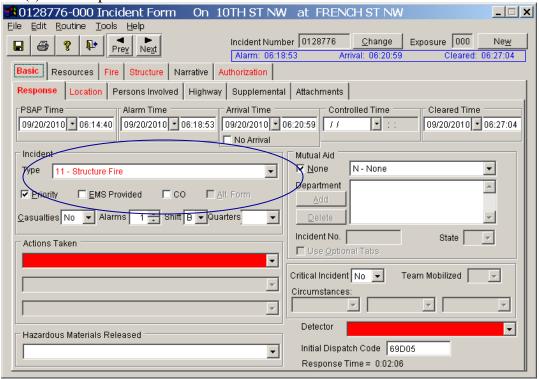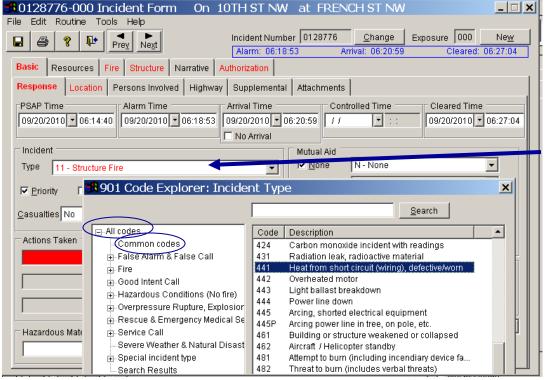
Section 4: Filling Out Incident Reports: Basic>Response tab (Continued)

The following screen shot is an example of the Basic>Response Tab (Continued)

12. **Alarms:** Single alarm incidents show 1, Working Fire Dispatch alarms show 2, Second Alarms show 3, Third Alarms show 4
13. **Shift:** A=1, B=2, C=3, D=4 (no, this cannot be changed)
14. **Quarters:** The fire station of the first due unit. It is hoped this can be prepopulated by CAD in the future but for now members shall manually select the appropriate station.
15. **Actions Taken:** A required field for all incidents and shall depict the overarching major actions taken on any incident. When the first red field is populated the field below it allows for a second then a third major action taken. Members shall try to always populate all three of these fields for any fire the first field shall always be Extinguish.
16. **Mutual Aid:** By default this box is always checked for None. However, units receiving mutual aid from BCC, NDW, MWAA, PG, etc. shall uncheck this box and click the dropdown field that currently reads N – None and changed it to read Received. Then, click Add and choose the Department receiving aid from. In addition, choose the State from that department. The same goes for if we provide mutual aid except the dropdown is changed to Mutual Aid Provided.
17. **Critical Incident:** By default this field is always No. However, if the incident commander deems this an incident requiring the CISD Team, the IC will populate these boxes accordingly.

Remember, the Incident Type must always reflect the incident that was found, not what the unit(s) were dispatched to.
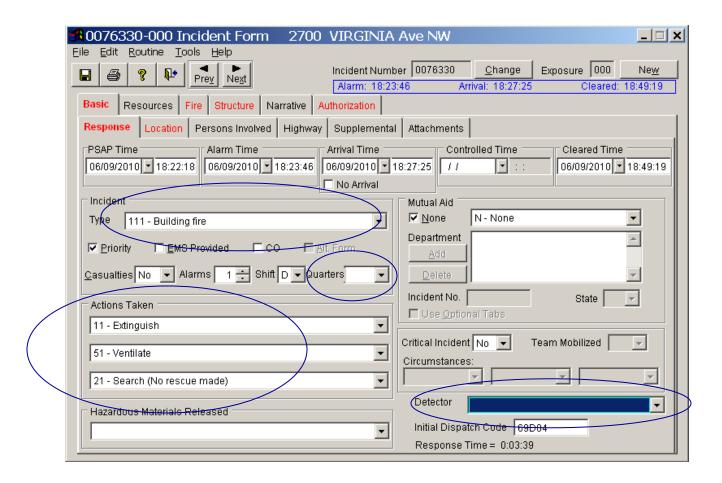

Remember, always first right-click to expose our preferred Common Codes. If you can't find an appropriate common code, click on All Codes and search through the list

Section 4: Filling Out Incident Reports: Basic>Response tab (Continued)

2. The Actions Taken Field(s): Basic>Response Tab
   a. The Actions Taken fields are used to document the most important actions taken for the whole incident, not necessarily the unit filling out the report's actions. For example, on all fires where there is extinguishment by the Department, the first Actions Taken box **will always** be Extinguishment, the second box **may be** Ventilation (or Salvage and Overhaul), and the third **may be** Search or Search and Rescue if a rescue was made.
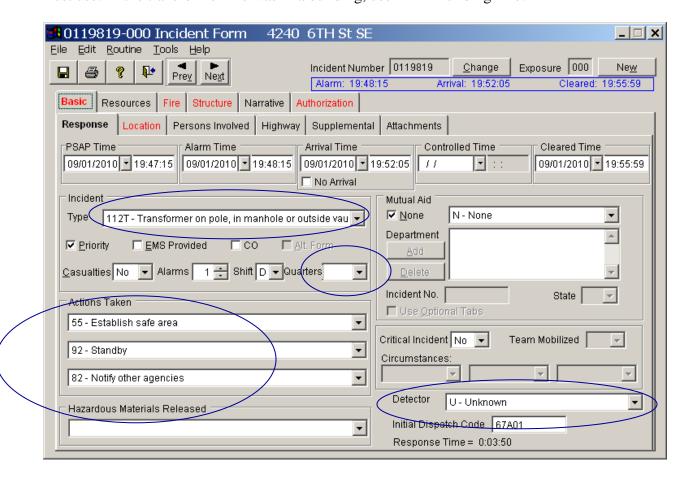
Example: Typical Working Fire

The screen shot below depicts how a typical working fire shall be documented. In general, if a fire investigator is called to the scene, he/she will be required to complete the incident in FireRMS. Some other fields that need to be populated on this page are the quarters of the first due unit and the smoke detector operation. In addition, all units due on the call will need to populate their actions in the Resources screen and type their narrative in the Narrative screen. More on this later.

Section 4: Filling Out Incident Reports: Basic>Response tab (Continued)

The Actions Taken Field(s): Basic>Response Tab (continued)

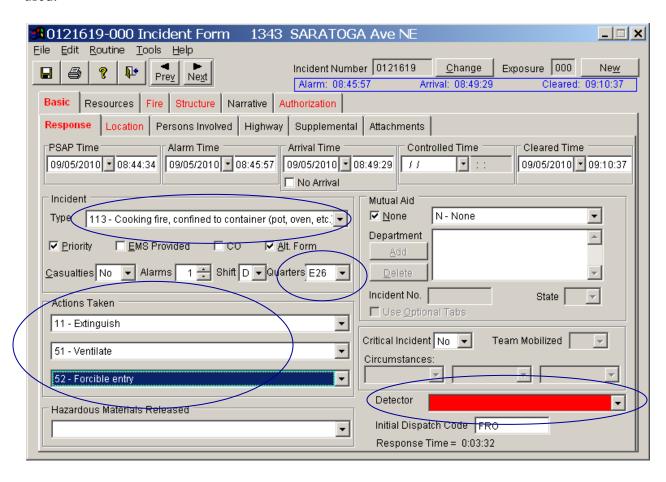**Example: Typical Transformer Fire Incident Type (not in a building)**

The screen shot below depicts how a typical transformer fire shall be documented on the Basic>Response page. Use the Code 112T to document this type of incident. Again, if it's a transformer fire on an outside pole or in a manhole or other outside vault, this is the code you must use. If the transformer fire was in a building, use 111 – Building Fire.

Section 4: Filling Out Incident Reports: Basic>Response tab (Continued)

The Actions Taken Field(s): Basic>Response Tab (continued)

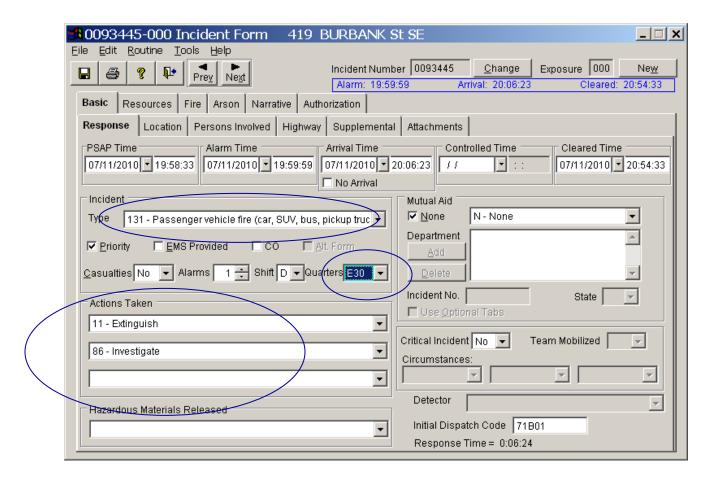**Example: Typical Food on the Stove Incident Type**

The screen shot below depicts how a typical food on the stove shall be documented on the Basic>Response page. Members will need to document the status of the smoke detector and other red, required, fields. Members shall never intentionally usurp the proper coding selection for the type of incident found upon arrival for the purpose of skirting the responsibility of properly populating ALL REQUIRED FIELDS. Food on the stove, in the oven, in a pot, in the microwave, and smoke from a self-cleaning oven are all 113 – Cooking Fire. If the fire extended to the cabinets, curtains, etc. is not a Cooking Fire it is a Building Fire and Code 111 shall be used.

Section 4: Filling Out Incident Reports: Basic>Response tab (Continued)

The Actions Taken Field(s): Basic>Response Tab (continued)

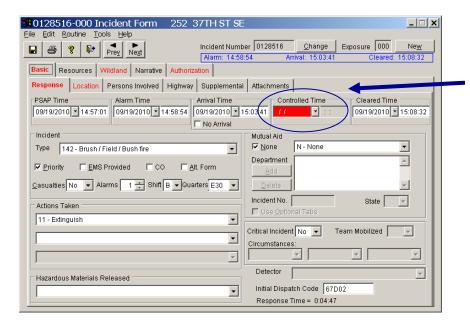**Example: Typical Vehicle Fire Incident Type with a Fire Investigator**

The screen shot below depicts how a typical vehicle fire with a fire investigator summoned shall be documented on the Basic>Response page. Members shall remember to place Extinguish in the first Actions Taken box and Investigate as the second Action Taken. Members shall make sure they choose the correct vehicle type code. For example, 131 is used to document car, SUV, bus, minivan, and pickup truck fires. 132 is used to document tractor trailer, moving truck, delivery truck, UPS/FedEx etc., stake body, and work van type fires. 133 is used to document fires involving a train (Metro, Marc, VRE, Amtrak, CSX, etc.). 134 is used to document water vehicle fires—boat fires.

Section 4: Filling Out Incident Reports: Basic>Response tab (Continued)

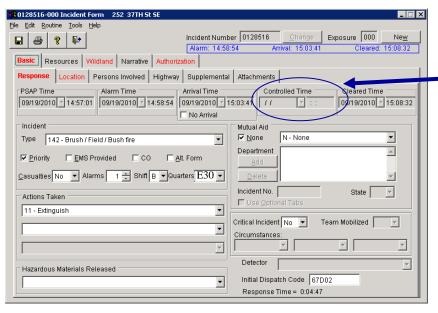The Actions Taken Field(s): Basic>Response Tab (continued)

Example: Typical Brush/Grass Fire Incident Type

The screen shot below depicts how a typical brush/grass fire shall be documented on the Basic>Response page. Members shall note that NFIRS rules will pose a challenge in completing these types of incidents. The screen shot directly below is viewed from someone with administrative rights and the one below that from a member without this level of rights.

Notice how the Control Time is in red. This means for brush fires it's a NFIRS required field.

When completing this type of event someone with the proper level of access can enter a date and approximate control time and satisfy the required need.

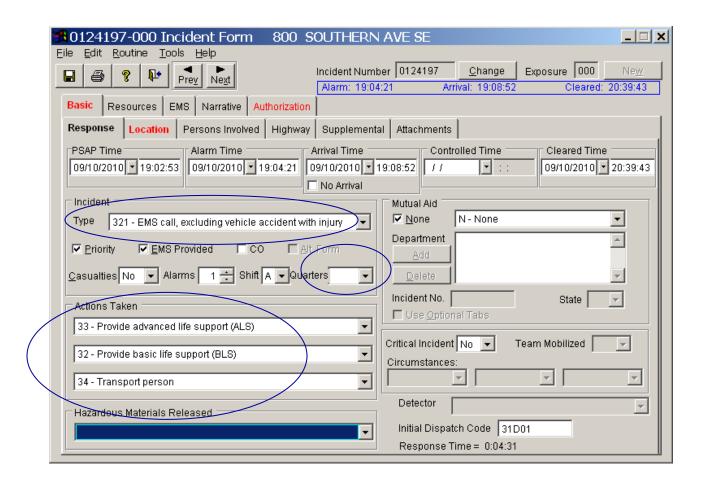However, notice in this screen shot the Control Time Box is grayed out. This is still a required brush fire NFIRS field yet our basic users cannot fill the field out.

When completing this type of event someone with the proper level of access can enter a date and approximate control time and satisfy the required need. **Members unable to complete these types of calls shall email firerms@dc.gov**

Section 4: Filling Out Incident Reports: Basic>Response tab (Continued)

The Actions Taken Field(s): Basic>Response Tab (continued)

Example: Typical ALS Medical Local with Patient Transport
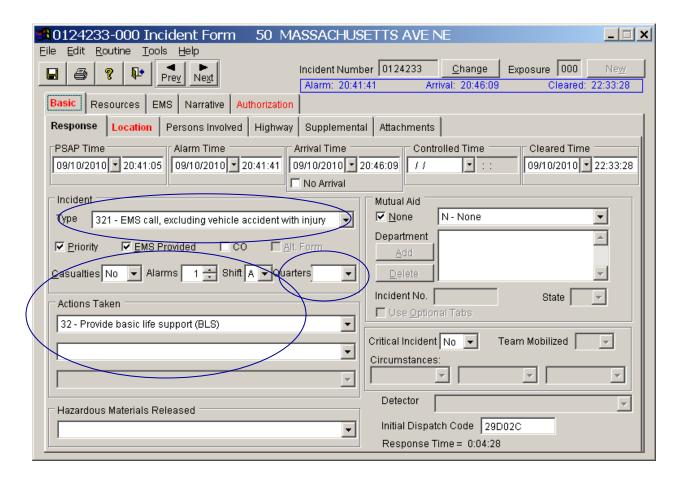
The screen shot below depicts how a typical ALS medical local with transport shall be documented. Full patient care documentation will be done in the ePCR.

Section 4: Filling Out Incident Reports: Basic>Response tab (Continued)

The Actions Taken Field(s): Basic>Response Tab (continued)

Example: Typical BLS Medical Local without Patient Transport
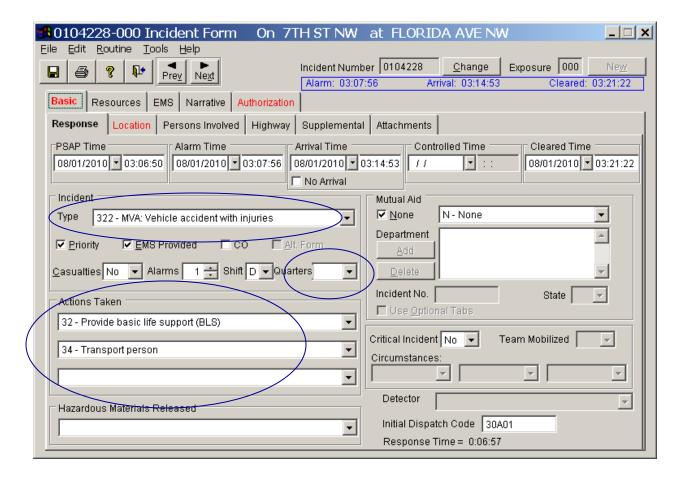
The screen shot below depicts how a typical BLS medical local without a patient transport shall be documented. If there was a patient found and an assessment conducted, with or without a signed release, than the First Actions taken shall be Provide BLS. There would not need to be a second Actions Taken box filled out. Full patient care documentation will be done in the ePCR.

Section 4: Filling Out Incident Reports: Basic>Response tab (Continued)

The Actions Taken Field(s): Basic>Response Tab (continued)

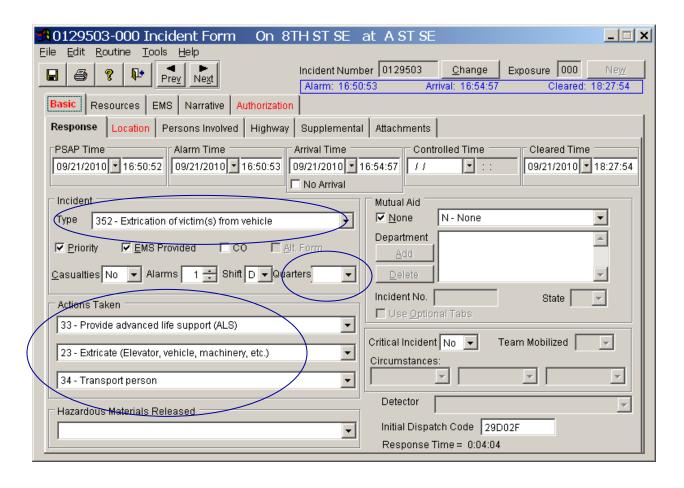**Example: Typical BLS Motor Vehicle Accident with Patient Transport**

The screen shot below depicts how a typical BLS motor vehicle accident with patient transport shall be documented. Please note that the code for an MVA with injuries is 322. Full patient care documentation of the incident will be done in the ePCR.

Section 4: Filling Out Incident Reports: Basic>Response tab (Continued)

The Actions Taken Field(s): Basic>Response Tab (continued)

Example: Typical ALS Motor Vehicle Accident with Entrapment and Patient Transport

The screen shot below depicts how a typical ALS motor vehicle accident with confirmed entrapment and patient transport shall be documented. Note that the code for vehicle extrication is 352. Vehicle Extrication means tools were used to extricate a patient. Full patient care documentation of the incident will be done in the ePCR.

Section 4: Section 4: Filling Out Incident Reports: Basic>Response tab (Continued)

The following table represents a matrix of NFIRS Incident Type codes, descriptions, and hierarchy. The column on the right represents the D.C. Fire and EMS Department examples and expectations of what Incident Type code to use for the most common types of responses.

NFIRS Incident Type Code	Incident Type Description as defined after personnel arrived on the scene. Choose the three or four digit code that best describes the situation found.	DCFD Reporting Expectation Guidance on common incident types in the District
1	**Fire**	
11	**Smoke/Fire: Includes fires out on arrival and gas vapor explosions (with extremely rapid combustion).**	
111	Building fire. Excludes confined fires (113–118).	All building fires, including food on the stove with extension, garage & shed fires. **Parking garage fires without damage to the structure use mobile property codes**
112	Fire in structure, other than in a building. Included are fires on or in piers, quays, or pilings: tunnels or underground connecting structures; bridges, trestles, or overhead elevated structures; transformers, power or utility vaults or equipment; fences; and tents.	Fire in structure, other than in a building. Outside fence on fire, tent fire, etc. Deck fires attached to a building/house use Code 111.
112T	Transformer on pole, in manhole or outside vault	Transformer on pole, in manhole or outside vault (in a building choose building fire code)
113	Cooking fire involving the contents of a cooking vessel without fire extension beyond the vessel.	Food on the stove with no extension; includes in a stove, pot, microwave, etc.
114	Chimney or flue fire originating in and confined to a chimney or flue. Excludes fires that extend beyond the chimney (111 or 112).	Chimney fire contained to the chimney/fire box, including grease duct fire; **Extension into the walls, attic, or roof use the building fire code.**
116	Fuel burner/boiler, delayed ignition or malfunction, where flames cause no damage outside the fire box.	Oil burner backfire, overloaded furnace causing smoke in the building
117	Commercial compactor fire, confined to contents of compactor. Excluded are home trash compactors.	Large commercial compactor fires where there is no extension to the building.
118	Trash or rubbish fire in a structure, with no flame damage to structure or its contents.	Any trash or similar type fire in a building and contained to its receptacle, including flower pots, trash in an oven, etc. with no damage to structure or contents
12	**Fire in mobile property used as a fixed structure. Includes mobile homes, motor homes, camping trailers.**	
131	Passenger vehicle fire. Includes any motorized passenger vehicle, other than a motor home (136) (e.g., pickup trucks, sport utility vehicles, buses).	Car, SUV, pickup, bus, mini van fires
132	Road freight or transport vehicle fire. Includes commercial freight hauling vehicles and contractor vans or trucks. Examples are moving trucks, plumber vans, and delivery trucks.	Tractor trailer, moving, plumber, UPS, work van, etc. truck fires
133	Rail vehicle fire. Includes all rail cars, including intermodal containers and passenger cars that are mounted on a rail car.	METRO, freight train, Amtrak, etc.

134	Water vehicle fire. Includes boats, barges, hovercraft, and all other vehicles designed for navigation on water.	Boat fires
14	**Natural vegetation fire. Excludes crops or plants under cultivation (see 170 series).**	
141	Forest, woods, or wildland fire. Includes fires involving vegetative fuels, other than prescribed fire (632), that occur in an area in which development is essentially nonexistent, except for roads, railroads, power lines, and the like.	All forest, woods, and leaf fires except for mulch fires. **For mulch fires use code 160M, MULCH FIRE. For tree fires use 141T**
141T	Tree fire	Tree fire
142	Brush or brush-and-grass mixture fire. Includes ground fuels lying on or immediately above the ground such as duff, roots, dead leaves, fine dead wood, and downed logs.	All brush, field, shrubbery, and bush fires, etc.
143	Grass fire. Includes fire confined to area characterized by grass ground cover, with little or no involvement of other ground fuels; otherwise, see 142.	Grass fires
15	**Outside rubbish fire. Includes all rubbish fires outside a structure or vehicle.**	
151	Outside rubbish, trash, or waste fire not included in 152–155. Excludes outside rubbish fires in a container or receptacle (154).	Outside rubbish, trash or waste fire NOT in a container (trash pile, paper, etc)
154	Dumpster or other outside trash receptacle fire. Includes waste material from manufacturing or other production processes. Excludes materials that are not rubbish or have salvage value (161 or 162).	Dumpster, trash can, trash box, etc.
16	**Special outside fire. Includes outside fires with definable value. Excludes crops and orchards (170 series)**	
160M	Mulch fire	Mulch fire
160P	Outside playground equipment/rubber mat(s) fire	Outside playground equipment/rubber mat(s) fire
164	Outside mailbox fire. Includes drop-off boxes for delivery services.	Outside mailbox fire
24	**Explosion (no fire)**	
243	Fireworks explosion (no fire). Includes all classes of fireworks.	Fireworks explosion
3	**Rescue and Emergency Medical Service (EMS) Incidents**	
32	**Rescue and Emergency Medical Service Incident**	
321	EMS call. Includes calls when the patient refuses treatment. Excludes vehicle accident with injury (322) and pedestrian struck (323).	ALL Medical Locals NOT involving a MVA
322	Motor vehicle accident with injuries. Includes collision with other vehicle, fixed objects, or loss of control resulting in leaving the roadway.	ALL MVAs WITH injuries
323	Motor vehicle/pedestrian accident (MV Ped). Includes any motor vehicle accident involving a pedestrian injury.	ALL pedestrian struck by vehicle or by motorcycle calls
323C	Motorcycle / bicycle operator struck by a vehicle	Motorcycle / bicycle operator struck by a vehicle
324	Motor vehicle accident with no injuries.	**MVA with NO injuries**

331	Lock-in. Includes opening locked vehicles and gaining entry to locked areas for access by caretakers or rescuers, such as a child locked in a bathroom. Excludes lock-outs (511).	All lock-in calls. **If emergency forcible entry required to free an occupant from a hot car in the summer, choose Code 352**. Lock out incidents are coded 511.
34	**Search for lost person**	
342	Search for person in water. Includes shoreline searches incidental to a reported drowning call.	Search for lost person in water. For rescue situations where someone fell off a watercraft use Code 365.
35	**Extrication, rescue**	
351	Extrication of victim(s) from building or structure, such as a building collapse. Excludes high-angle rescue (356).	Extrication of victim(s) from building or structure, such as a building collapse. Excludes high-angle rescue (356).
352	Extrication of victim(s) from vehicle. Includes rescues from vehicles hanging off a bridge or cliff.	Extrication of victim(s) from vehicle. Includes rescues from vehicles hanging off a bridge or cliff.
353	Removal of victim(s) from stalled elevator.	Removal of victim(s) from stalled elevator.
354	Trench/below-grade rescue.	Trench/below-grade rescue.
355	Confined space rescue. Includes rescues from the interiors of tanks, including areas with potential for hazardous atmospheres such as silos, wells, and tunnels.	Confined space rescue. Includes rescues from the interiors of tanks, including areas with potential for hazardous atmospheres such as silos, wells, and tunnels.
356	High-angle rescue. Includes rope rescue and rescues off of structures.	High-angle rescue. Includes rope rescue and rescues off of structures.
357	Extrication of victim(s) from machinery. Includes extrication from farm or industrial equipment.	Extrication of victim(s) from machinery. Includes extrication from farm or industrial equipment.
36	**Water and ice-related rescue**	
361	Swimming/recreational water areas rescue. Includes pools and ponds. Excludes ice rescue (362).	Swimming/recreational water areas rescue. Includes pools and ponds. Excludes ice rescue (362).
362	Ice rescue. Includes only cases where victim is stranded on ice or has fallen through ice.	Ice rescue. Includes only cases where victim is stranded on ice or has fallen through ice.
363	Swift-water rescue. Includes flash flood conditions.	Swift-water rescue. Includes flash flood conditions.
365	Watercraft rescue. Excludes rescues near the shore and in swimming/recreational areas (361). Includes people falling overboard at a significant distance from land.	Watercraft rescue. Excludes rescues near the shore and in swimming/recreational areas (361). Includes people falling overboard at a significant distance from land.
4	**Hazardous Condition (No Fire)**	
41	**Combustible/flammable spills and leaks**	
411	Gasoline or other flammable liquid spill (flash point below 100 degrees F at standard temperature and pressure [Class I]).	Gasoline or other FLAMMABLE liquid spill
412	Gas leak (natural gas or LPG). Excludes gas odors with no source found (671).	Gas leak (natural gas or LPG). Excludes gas odors with no source found (671).
413	Oil or other combustible liquid spill (flash point at or above 100 degrees F at standard temperature and pressure [Class II or III]).	Fuel, oil, or other COMBUSTIBLE liquid spill
42	**Chemical release, reaction, or toxic condition**	

421	Chemical hazard (no spill or leak). Includes the potential for spills or leaks.	Chemical hazard (no spill or leak). Includes the potential for spills or leaks.
422	Chemical spill or leak. Includes unstable, reactive, explosive material.	Chemical spill or leak. Includes unstable, reactive, explosive material.
422M	Mercury spill	Mercury spill (If none spilled use Code 421)
423	Refrigeration leak. Includes ammonia.	Refrigeration leak. Includes ammonia.
424	Carbon monoxide incident. Excludes incidents with nothing found (736 or 746).	Carbon monoxide incident. Excludes incidents with nothing found (736 or 746).
44	**Electrical wiring/equipment problem**	
441	Heat from short circuit (wiring), defective or worn insulation.	Heat from short circuit (wiring), defective or worn insulation.
442	Overheated motor or wiring.	Overheated motor or wiring.
443	Breakdown of light ballast.	Breakdown of light ballast.
444	Power line down. Excludes people trapped by downed power lines (372).	Power line down. Excludes people trapped by downed power lines (372).
445	Arcing, shorted electrical equipment.	Arcing, shorted electrical equipment.
445P	Arcing power line in tree, on pole, etc.	Arcing power line in tree, on pole, etc.
45	**Biological hazard**	
451	Biological hazard, confirmed or suspected.	Biological hazard, confirmed or suspected For malicious bio hazard situations use Code 751
46	**Accident, potential accident**	
461	Building or structure weakened or collapsed. Excludes incidents where people are trapped (351).	Confirmed building or structure weakened or collapsed. Drywall falling on a person in a building is generally just a medical and use Code 321 for an injured subject
462	Aircraft standby. Includes routine standby for takeoff and landing as well as emergency alerts at airports.	Aircraft / Helicopter standby
48	**Attempted burning, illegal action**	
481	Attempt to burn. Includes situations in which incendiary devices fail to function.	Attempt to burn. Includes situations in which incendiary devices fail to function.
482	Threat to burn. Includes verbal threats and persons threatening to set themselves on fire. Excludes an attempted burning (481).	Threat to burn. Includes verbal threats and persons threatening to set themselves on fire. Excludes an attempted burning (481).
5	**Service Call**	
51	**Person in distress**	
511	Lock-out. Includes efforts to remove keys from locked vehicles. Excludes lock-ins (331).	Lock-out. Includes efforts to remove keys from locked vehicles. Excludes lock-ins (331).
512	Ring or jewelry removal, without transport to hospital. Excludes persons injured (321).	Ring or jewelry removal, without transport to hospital. Excludes persons injured (321).
52	**Water problem**	
522	Water or steam leak. Includes open hydrant. Excludes overpressure ruptures (211).	Water or steam leak. Includes open hydrant. Excludes overpressure ruptures (211).
522M	Water Main Break	Water main break where DCFD units assisted other agencies (not just reported the situation)
54	**Animal problem or rescue**	
542	Animal rescue	Animal rescue
55	**Public service assistance**	

551	Assist police or other governmental agency. Includes forcible entry and the provision of lighting.	Example: Barricade situation, providing a ladder, etc.
554	Assist invalid. Includes incidents where the invalid calls the FD for routine help, such as assisting a person in returning to bed or chair, with no transport or medical treatment given.	Public service call to assist citizen: Off the floor, back into bed, up or down stairs, etc. If this turns out to be a Medical Local, choose Code 321
555	Defective elevator, no occupants.	Defective elevator, no occupants.
61	**Dispatched and canceled en route**	
611	Dispatched and canceled en route. Incident cleared or canceled prior to arrival of the responding unit. If a unit arrives on the scene, fill out the applicable code.	Placed in service en route; placed in service upon arrival
62	**Wrong location, no emergency found**	
622	No incident found on arrival at dispatch address.	Nothing found; good intent (malicious false call use 710)
65	**Steam, other gas mistaken for smoke**	
651	Smoke scare, odor of smoke, not steam (652). Excludes gas scares or odors of gas (671).	Outside smoke or odor scare; Good intent
652	Steam, vapor, fog, or dust thought to be smoke.	Examples are a light shrouded by fog thought to smoke or fire, etc.
653	Smoke from barbecue or tar kettle (no hostile fire).	Smoke from barbecue or tar kettle: NO Fire
67	**HazMat release investigation w/no HazMat found**	
671	Hazardous material release investigation with no hazardous condition found. Includes odor of gas with no leak/gas found.	Hazardous material release investigation with no hazardous condition found. Includes odor of gas with no leak/gas found.
672	Biological hazard investigation with no hazardous condition found.	Good intent white powder calls, etc. For maliciously reported bio calls choose Code 751
7	**False Alarm and False Call**	
71	**Malicious, mischievous false alarm**	
713	Telephone, malicious false alarm. Includes false alarms transmitted via the public telephone network using the local emergency reporting number of the fire department or another emergency service agency.	False alarms for any call type that originated via a telephone call to 911
714	Central station, malicious false alarm. Includes malicious false alarms via a central-station-monitored fire alarm system.	Examples include maliciously activating a pull station that notifies an alarm company who notifies the fire department
715	Local alarm system, malicious false alarm. Includes malicious false alarms reported via telephone or other means as a result of activation of a local fire alarm system.	Examples include the malicious act of activating a pull station to set off interior alarms bells. Units proceeding to these calls shall choose this code and document actions taken (restore system, etc.) elsewhere in the report
73	**System or detector malfunction. Includes improper performance of fire alarm system that is not a result of a proper system response to environmental stimuli such as smoke or high heat conditions.**	
731	Sprinkler activated due to the failure or malfunction of the sprinkler system. Includes any failure of sprinkler equipment that leads to sprinkler activation with no fire present. Excludes unintentional operation caused by damage to the sprinkler system (740 series).	See description to the left
732	Extinguishing system activation due to malfunction.	

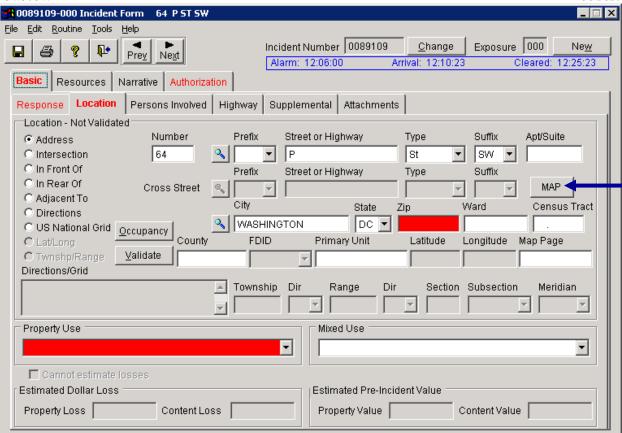|		
733	Smoke detector activation due to malfunction.	See description to the left
734	Heat detector activation due to malfunction.	See description to the left
735	Alarm system activation due to malfunction.	See description to the left
736	Carbon monoxide detector activation due to malfunction.	See description to the left
74	**Unintentional system or detector operation (no fire). Includes tripping an interior device accidentally.**	
741	Sprinkler activation (no fire), unintentional. Includes testing the sprinkler system without fire department notification.	Example: Workmen testing the system
742	Extinguishing system activation. Includes testing the extinguishing system without fire department notification.	Example: Workmen testing the system
743	Smoke detector activation (no fire), unintentional. Includes proper system responses to environmental stimuli such as non-hostile smoke.	Example: Dust/drywall dust/sawdust activated the detector
75	**Biohazard scare**	
751	Biological hazard, malicious false report.	
81	**Severe Weather and Natural Disaster**	
811	Earthquake assessment, no rescue or other service rendered.	
812	Flood assessment. Excludes water rescue (360 series).	
813	Wind storm. Includes tornado, hurricane, or cyclone assessment. No other service rendered.	
814	Lightning strike (no fire). Includes investigation.	
815	Severe weather or natural disaster standby.	
800	Severe weather or natural disaster, other.	
9	**Special Incident Type**	
911	Citizen's complaint. Includes reports of code or ordinance violation.	Examples include incidents where the fire investigator proceeds to check out a code complaint
900	Special type of incident, other.	DET7, RFK; Initial coding of 900 may have to change depending on actual incident type found upon arrival
900A	FD Vehicle Accident Investigation	FVA01 thru 04

Section 5: Filling Out Incident Reports: Basic>Location tab (page)

This page receives address information from the CAD. Currently, the CAD is not sending the address Zip Code. In the near future the CAD should be autopopulating the zip code, Ward, Census Tract, and Primary Unit (first-due). Members shall enter the correct address zip code until the CAD autopopulates it. Members can use the MAP button if they are not sure of the correct zip code. This button will open a webpage to Map Quest and the zip code will display. However, if the address is an intersection this feature might not work.

In addition, members shall enter the apartment if known in the appropriate field and check the appropriate radio button on the left if the incident location is In Front Of, In Rear Of, or Adjacent To the address.

There will be times (highway, bridge, and some military base installation responses) when an address is not autopopulated. On calls like these members shall click the Directions radio button on the left and type exactly where the incident was located in the Directions/Grid box.

Finally, members shall Right-Click on the Property Use box and choose the appropriate NFIRS code that best describes the incident location property. **Per NFIRS rules, row houses are considered multifamily dwellings so code 429 Multifamily dwelling shall be used for all row/town   houses.**
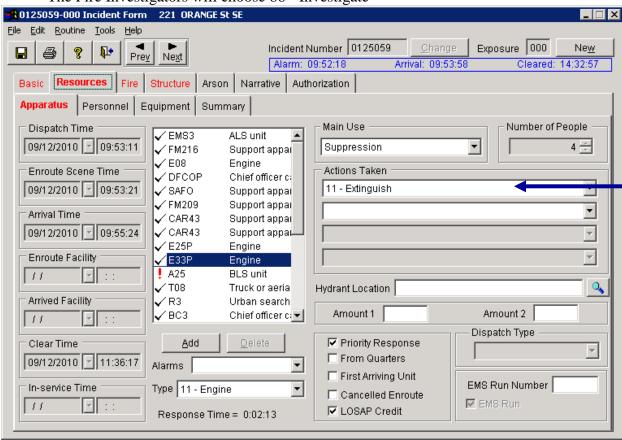

Section 5: Filling Out Incident Reports: Basic>Location tab (Continued)

This is an example of a properly completed Location Page.

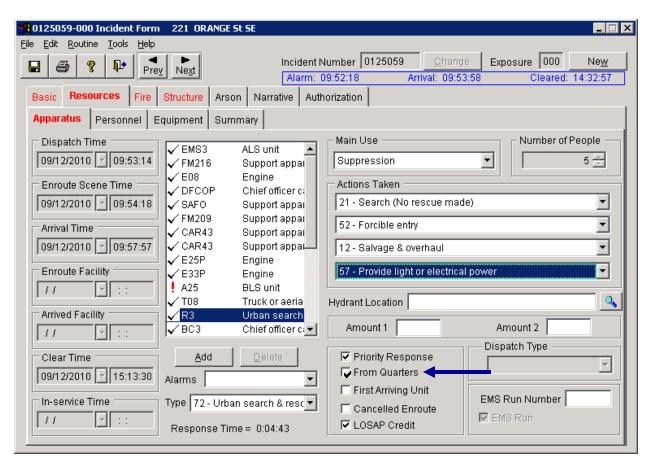**Section 6: Filling Out Incident Reports: Resources>Apparatus tab (page)**

With the exceptions listed in Section 1, every unit on a response, even if they were cancelled en route, will need to access this page and choose an action taken that most closely depicts what they did on the response. In the example below, E33P's Action Taken was 11 – Extinguishment. There are three other Actions Taken below this box but only the first one is required to be populated. In general, for working incidents the:

- AFCO, DFCOP, all BFCs, and EMS Supervisors will choose 81 – Incident Command.
- The units assigned to fire attack, either in a group or division shall choose 11 – Extinguishment.
- The units assigned to the ventilation group or in a division with that responsibility will choose 51 –Ventilate, 12 – Salvage and Overhaul, 57 – Provide Light or Electric Power, and if applicable, 52 – Forcible Entry
- The units assigned to the rescue group or in a division with that responsibility will choose either 21 – Search (No rescues made) or 22 – Rescue, is a rescue was made. In addition, other Actions Taken can be chosen if applicable
- The units assigned the responsibility of exposure group or division shall choose 12 – Salvage and Overhaul
- Rapid Intervention Group units, unless deployed on a mayday, shall choose 92R – RIT Standby
- EMS units, if just standing by, choose 92 – Standby and EMS codes is treatment, etc
- The SAFO will choose 55 – Establish Safe Area and 81 – Incident Command
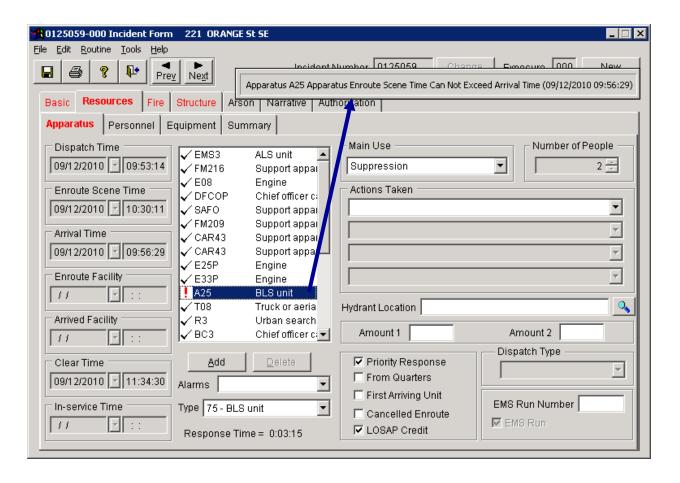- The Fire Investigators will choose 86 - Investigate

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Section 6: Filling Out Incident Reports: Resources>Apparatus tab (Continued)

The following example is what a rescue squad might document for a working fire. Members filling this out are to check From Quarters if the unit responded from their quarters.
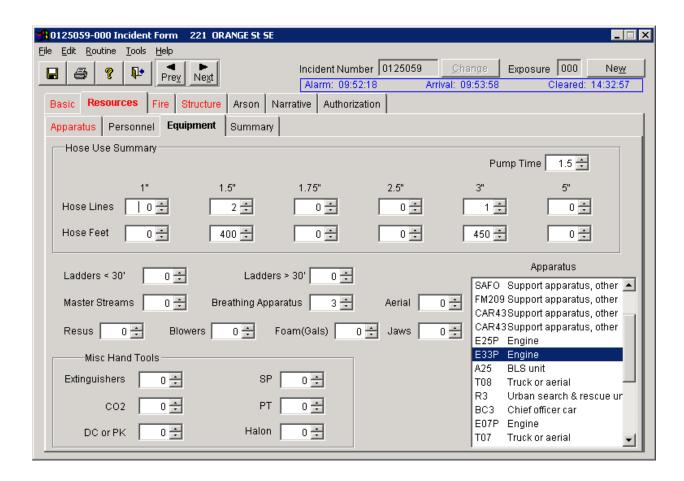
Section 6: Filling Out Incident Reports: Resources>Apparatus tab (Continued)

The example below shows how A25 has a problem with their times. In this case the error message shows that the A25 en route to scene time cannot precede the unit's arrival time. Issues like this are not that uncommon and are usually caused by a unit hitting the wrong button in the wrong sequence or when a dispatcher places the unit off the run and back on it. Whatever the cause, only a member with the correct access rights can fix this problem. Without this unit's times being corrected this incident will not be able to be closed. Members encountering this type of issue shall email firerms@dc.gov and provide the incident number, date, and exactly what the issue is. In the future we may have certain members within each battalion that can fix issues such as these.
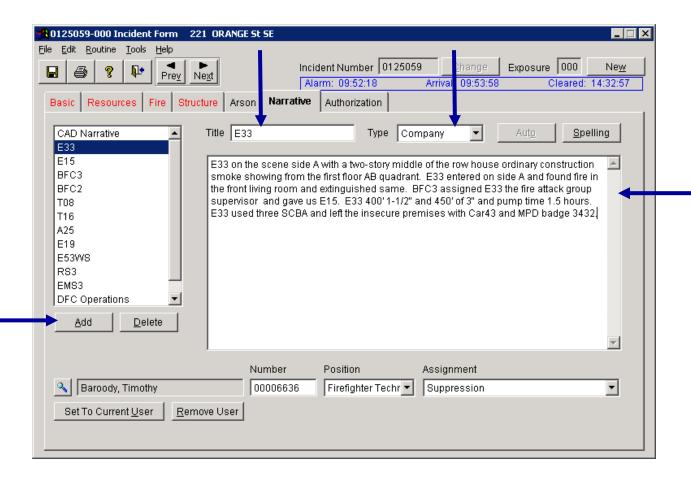
Section 7: Filling Out Incident Reports: Resources>Equipment tab (page)

Units shall click on the Resources>Equipment page, highlight their unit, and populate the appropriate fields. In this example, E33P is documenting two 1-1/2" hand lines totaling 400-feet and one 3" supply line for a total of 450-feet, along with using three SCBA and 1.5 hours of pump time.
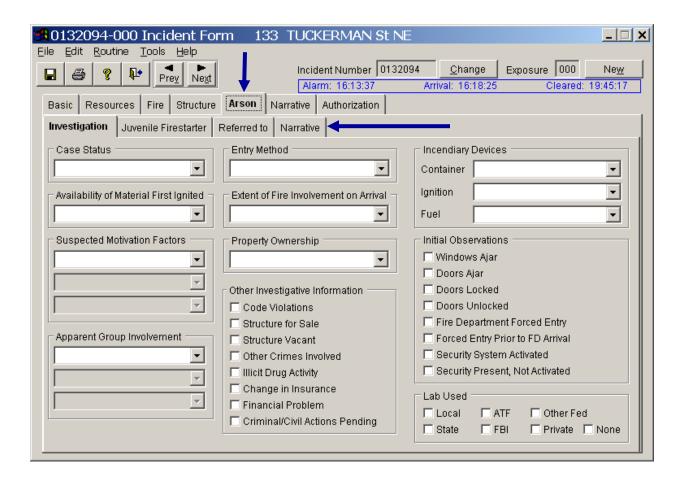
Section 8: Filling Out Incident Reports: Narrative tab (page)

All units on a response (with the exception of certain EMS calls as listed in Section 1) shall be required to go into the incident in FireRMS and Add a narrative, change the title of the narrative from New Narrative to the unit's number, and type up the narrative in the box as shown below. Each new narrative, with the exception of the Incident Commander's (on most WFDs this will be the DFC Operations) will change the Narrative Type from Incident to Company. The IC will leave his/her narrative as the Type Incident. Fire Investigators shall type their narratives in the narrative section of the Arson tab (see next page).

Section 8: Filling Out Incident Reports: Narrative (Continued)

Fire Investigators shall not type their incident narratives in the incident narrative area as described on the previous page. Instead, all Fire Investigator narratives shall be typed in the Arson>Narrative tab (page). All Fire Investigators and Fire Prevention Division leadership maintain access to the Arson tab while all other members do not. Fire Investigators shall diligently and accurately populate as many fields as possible when conducting an investigation.

Section 9: Incident Form Authorizations

The last module of completing an incident in the FireRMS is Authorizations. There are three areas included in this window.
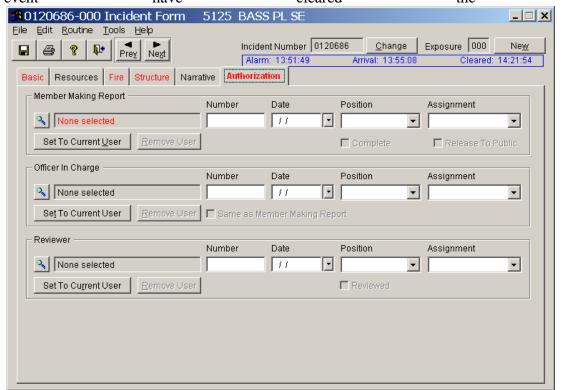
Member Making Report: This could be a firefighter, technician, EMT, or OIC. This person could fill out the NFIRS required information highlighted throughout the report in red and this person can enter the OIC name in the Officer in Charge field. However, it is the responsibility of the OIC (first Engine OIC, or only suppression unit OIC, or BFC/DFC if formal command is established, or EMS unit if an EMS call with no suppression unit) to review the report for accuracy and check it complete after all units on the response enter their information and narrative.

Officer in Charge: The name of the first Engine OIC, only suppression unit OIC, BFC/DFC if formal command is established, or EMS unit OIC if an EMS call with no suppression unit.

Reviewer: The Department has yet to establish a policy for using this field yet, but the vision will be a percentage of all incidents are reviewed for accuracy and all working/significant incidents are reviewed for accuracy.

All members are reminded they have up to 96 hours to complete incidents. However, no incident shall be checked as completed until all companies have entered their narrative. The narratives shall be entered as soon as a company gets the opportunity, just as they would a journal entry.

Members are also reminded they cannot complete an incident until all units assigned to the CAD event have cleared the event.

Section 10: Other Future Functionalities of the RescueNet FireRMS

The Zoll RescueNet Fire Records Management System maintains much more functionality than just documenting our actions and situations found on incidents. The Fire Prevention Division will be using this application's Occupancy module to conduct their fire inspections and eventually, Operations Division units will also be using the Occupancy module to conduct their fire prevention inspections and Form 22 submissions. In fact, it is the intent of the Department to place the RescueNet FireRMS mobile client on all ePCR computers.

Maintaining the mobile client application on ePCR computers will allow our members to leverage their tablet PC Toughbook computer to document their fire prevention inspections as well as other possible Departmental activities.

There is also a module called Other Entries. This module will allow the Department to create certain assignments, such as Display Apparatus, SAVU deployments, and Metro inspections where we will be able easily track our apparatus and members and report out on these assignments.

There is also a module called Day Book, which is essentially an electronic journal. This journal can be used to assign companies their aforementioned assignments from the Other Entries module.

Clearly, there are many ways we can use this RMS and if we do it right, we will be able to document many of the activities we do every day and project future trends and current gaps. To this end, we will be phasing in different functionalities as we become proficient with the application's daily usage.