



Records Management System

Basic Instructions



Records Management System

The Rules...

- Required by General Order
 - Division 3, Chapter 14

All members shall adhere to the following guidelines. Utilization of the Departmental RMS System as described herein, is a mandatory task of all Fire/EMS Department members, offices, stations, and affiliated corporations.



Records Management System

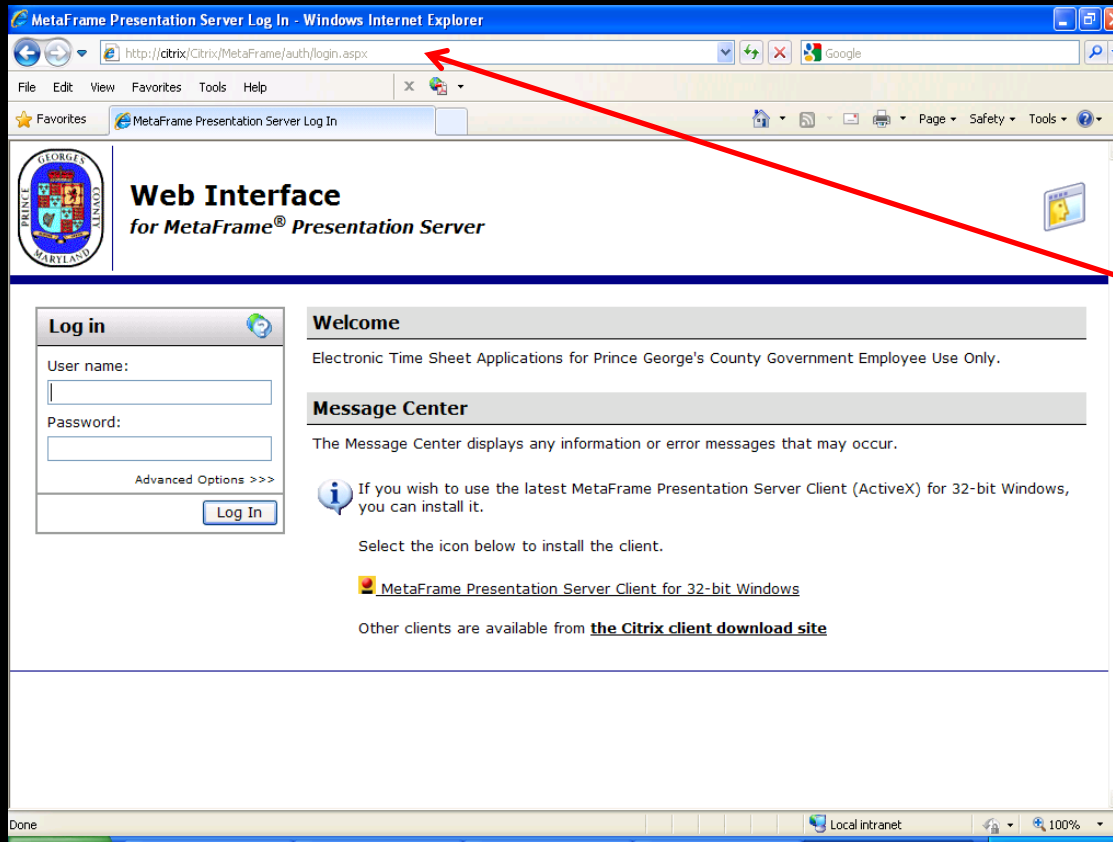
The Law...

- Required by Law
 - Subtitle 11, Section 156 (a) Fire Reports

Every fire shall be reported using the current operational procedures to the Fire/EMS Department by the senior fire officer in whose service area such fire has occurred. The report shall be in such form as shall be prescribed by the Fire Chief or authorized representative and shall contain a statement of facts relating to the origin, cause and circumstances of such fire, factors contributing to the spread of fire, injury to persons and extent of such injuries, response personnel, and such other information as may be required. Reports shall be submitted in accordance with the schedule prescribed by the Fire Chief or authorized representative.



Records Management System



- Non-Thin Client Computers
 - Open IE
 - Type *Citrix* in address bar
 - Log in with Network Logon
- Thin Client
 - [Click HERE](#)



Records Management System

- Choose FireRMS



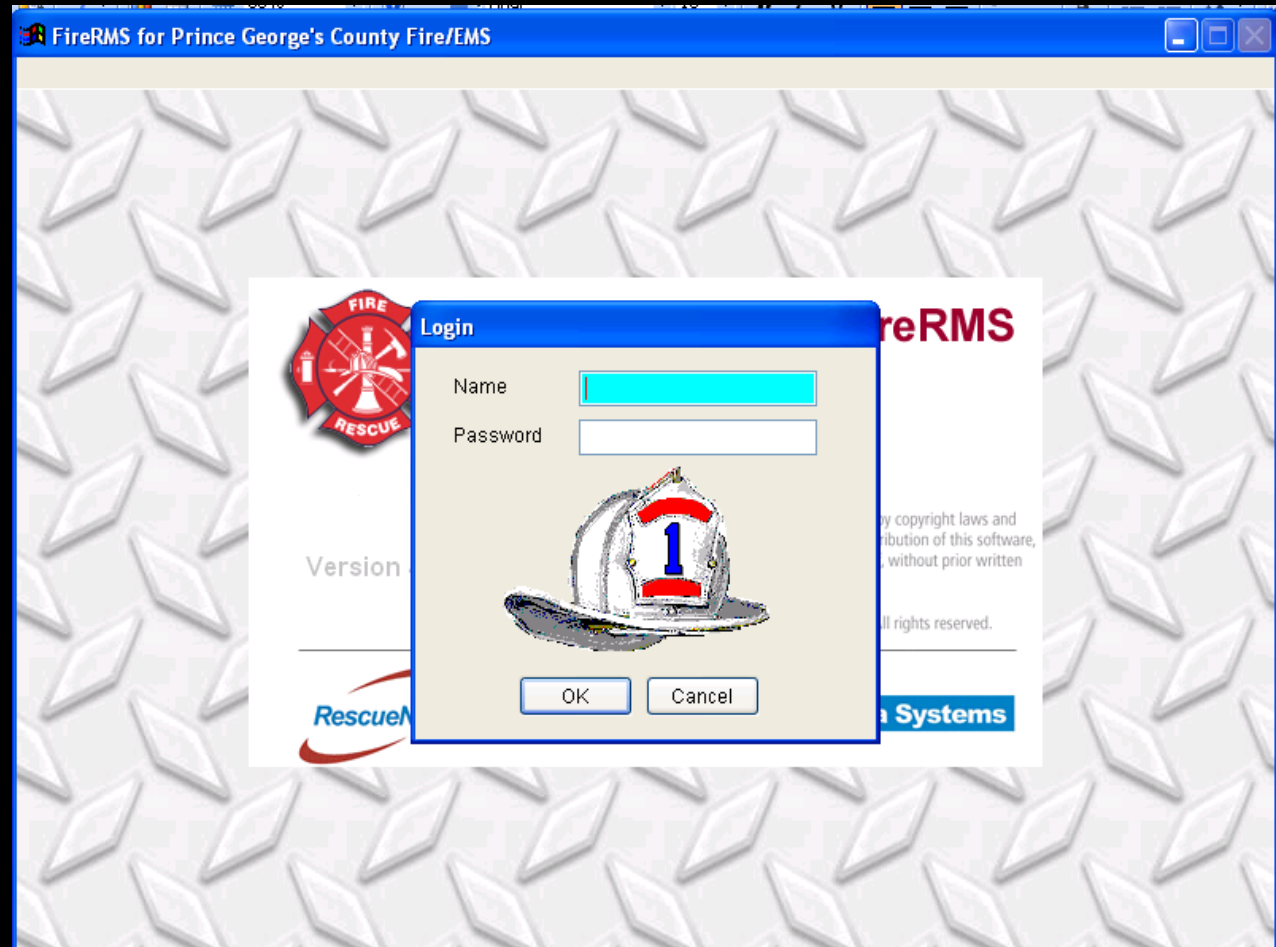
Records Management System

- Login using Network Logon
- Click on FireRMS



Records Management System

- Log in using Name and Password given





Records Management System

Number	Exp	Alarm Time	Type	Aid	Location	Complete	Reviewed	Released
0010007	000	01/01/2010 00:19:10	73		7307 OLIVE BRANCH Way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0010008	000	01/01/2010 00:20:13	73		143 WATERFRONT St	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0010012	000	01/01/2010 00:29:37	11		546 BEACON Rd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0010015	000	01/01/2010 00:39:01	11		8107 15TH Ave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0010022	000	01/01/2010 01:06:27	73		5811 RIVERDALE Rd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0010043	000	01/01/2010 02:28:44	42		9308 COPERNICUS Dr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0010045	000	01/01/2010 02:31:08	71		GAYLORD NATIONAL HOT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0010047	000	01/01/2010 02:33:13	73		8125 48TH Ave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0010091	000	01/01/2010 04:43:53	11		440 WARFIELD Dr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0010092	000	01/01/2010 04:46:59	71		8100 GIBBS Way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0010103	000	01/01/2010 05:23:37	11		15305 ARBORY Way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0010116	000	01/01/2010 06:47:49	11		6108 BUTTERCUP Ln	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0010120	000	01/01/2010 07:09:59	55		9010 BRIARCROFT Ln	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0010123	000	01/01/2010 07:19:41	55		9130 EDMONSTON Ct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0010131	000	01/01/2010 07:45:24	73		TALIAFERRO HALL- UM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0010136	000	01/01/2010 07:51:47	73		ELEANOR ROOSEVE HS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Choose Binoculars

- Entering an Incident

Or scroll down and double-click on Incident



Incident Finder

Number	Exp	Alarm T	
0010007	000	01/01/2010	
0010008	000	01/01/2010	
0010012	000	01/01/2010	
0010015	000	01/01/2010	
0010022	000	01/01/2010	
0010043	000	01/01/2010	
0010045	000	01/01/2010	
0010047	000	01/01/2010	
0010091	000	01/01/2010	
0010092	000	01/01/2010	
0010103	000	01/01/2010	
0010116	000	01/01/2010	
0010120	000	01/01/2010	
0010123	000	01/01/2010	
0010131	000	01/01/2010	
0010136	000	01/01/2010	07:51:47/73 ELEANOR ROOSEVELT HS

- Type in Incident Number
 - Leave the year off
 - 101234567 is 1234567



Incident Finder

- Choose correct Incident

Note Incidents for previous years

FireRMS for Prince George's County Fire/EMS

File Edit Info Forms Tools Help

Daily Roster Personnel Occupancies Hydrants Vehicles & Equipment Scheduling & Tracking Reports

Prince George's County Fire/EMS

Incidents

Number	Exp	Alarm T
0010007	000	01/01/2010
0010008	000	01/01/2010
0010012	000	01/01/2010
0010015	000	01/01/2010
0010022	000	01/01/2010
0010043	000	01/01/2010
0010045	000	01/01/2010
0010047	000	01/01/2010
0010091	000	01/01/2010
0010092	000	01/01/2010
0010103	000	01/01/2010
0010116	000	01/01/2010
0010120	000	01/01/2010
0010123	000	01/01/2010
0010131	000	01/01/2010
0010136	000	01/01/2010

Incident Finder

Incident Number: 0010007

Find

- 0010007 -000 7307 OLIVE BRANCH Ws 01/01/2010 00:19:10
- 0010007 -000 MT ENNON BAPTIST CH 01/01/2009 00:12:42
- 0010007 -000 2521 CORNING Ave 01/01/2008 00:15:37
- 0010007 -000 10110 CAMPUS Way S 01/01/2007 00:23:16
- 0010007 -000 29 CAPITAL HEIGHTS Bk 01/01/2006 00:13:10

Select Cancel

Incident Incident Company

Saturday July 31, 2010

Set To Current User
Not Assigned



Response Tab – First Due/Arriving

If you were not
First Due/Arriving,
Click [HERE](#)

FireRMS for Prince George's County Fire/FMS
0010007-000 Incident Form 7307 OLIVE BRANCH Way

File Edit Routine Tools Help

Incident Number 0010007 Change Exposure 000 New
Alarm: 00:19:10 Arrival: 00:23:34 Cleared: 00:53:02

Basic Resources Narrative Authorization

Response Location Persons Involved Highway Supplemental Attachments

Alarm Time 01/01/2010 00:19:10 Arrival Time 01/01/2010 00:23:34 No Arrival Controlled Time Cleared Time 01/01/2010 00:53:02

Incident (What did you find upon arrival?)
Type 73 - System or detector malfunction

Priority EMS Provided CO Involved Alt. Form
Fire Injuries? No Shift D Station S10

Out of County Mutual Aid
None
Department
Incident No. State
Detector
Initial Dispatch Code FALRM
Response Time = 0:04:24

Choose Type of
Incident

901 Code Explorer: Incident Type

Search

Code	Description
100	Fire, other
111	Building fire
112	Fires in structures other than in a building
113	Cooking fire, confined to container
114	Chimney or flue fire, confined to chimney or flue
115	Incinerator overload or malfunction, fire confin...
116	Fuel burner/boiler malfunction, fire confined
117	Commercial Compactor fire, confined to rubbi...
118	Trash or rubbish fire, contained
120	Fire in mobile property used as a fixed structu...
121	Fire in mobile home used as fixed residence
122	Fire in motor home, camper, recreational vehi...
123	Fire in portable building, fixed location
130	Mobile property (vehicle) fire, other
131	Vehicle fire (with exception to motor home)
132	Road freight or transport vehicle fire
133	Rail vehicle fire
134	Water vehicle fire
135	Aircraft fire

OK Cancel

Scroll through choices or Right-click to show Code Explorer



Response Tab

FireRMS for Prince George's County Fire/FMS
0010007-000 Incident Form 7307 OLIVE BRANCH Way

File Edit Routine Tools Help

Incident Number 0010007 Change Exposure 000 New
Alarm: 00:19:10 Arrival: 00:23:34 Cleared: 00:53:02

Basic Resources Narrative Authorization

Response Location Persons Involved Highway Supplemental Attachments

Alarm Time 01/01/2010 00:19:10 Arrival Time 01/01/2010 00:23:34 No Arrival Controlled Time Cleared Time 01/01/2010 00:53:02

Incident (What did you find upon arrival?)
Type 73 - System or detector malfunction

Out of County Mutual Aid
 None

Department

Priority EMS Provided CO Involved Alt. Form
Fire Injuries? No Shift D Station S10

Actions Taken (First Due Company)

Hazardous Materials Released

Incident No. State
 Use Optional Tabs

Detector Initial Dispatch Code FALRM Response Time = 0:04:24

Did any Fire Injuries occur? (Civilian or FF)

Did you provide, or was Mutual Aid provided? (**Outside the County**)

Choose which County provided or was provided Mutual Aid



Response Tab

FireRMS for Prince George's County Fire/FMS

0010007-000 Incident Form 7307 OLIVE BRANCH Way

File Edit Routine Tools Help

Incident Number 0010007 Change Exposure 000 New

Alarm: 00:19:10 Arrival: 00:23:34 Cleared: 00:53:02

Basic Resources Narrative Authorization

Response Location Persons Involved Highway Supplemental Attachments

Alarm Time 01/01/2010 00:19:10 Arrival Time 01/01/2010 00:23:34 No Arrival Controlled Time Cleared Time 01/01/2010 00:53:02

Incident (What did you find upon arrival?)
Type 73 - System or detector malfunction

Priority EMS Provided CO Involved Alt. Form

Fire Injuries? No Shift D Station S10

Actions Taken (First Due Company)

Hazardous Materials Released

Out of County Mutual Aid
 None Department

Incident No. State

Use Optional Tabs

Detector Initial Dispatch Code FALRM Response Time = 0:04:24

Not Assigned

Select Action
Taken (First Due
Company ONLY)



Location Tab

Click on *Location* Tab

0010007-000 Incident Form 7307 OLIVE BRANCH Way

File Edit Routine Tools Help

Incident Number 0010007 Change Exposure 000 New
Alarm: 00:19:10 Arrival: 00:23:34 Cleared: 00:53:02

Basic Resources Narrative Authorization

Response **Location** Persons Involved Highway Supplemental Attachments

Location - Not Validated

Address Number Prefix Street or Highway Type Suffix Apt/Suite
 Intersection 7307 OLIVE BRANCH Way
 In Front Of
 In Rear Of
 Adjacent To Cross Street
 Directions City State Zip District Census Tract
 US National Grid Occupancy Laurel MD 20707 10
 Lat/Long County FDID Other Latitude Longitude Box Area
 Twnshp/Range Validate PGCounty 16010 - L 1016

Directions/Grid
7307 OLIVE BRANCH WY Township Dir Range Dir Section Subsection Meridian

Property Use
Mixed Use

Cannot estimate losses

Estimated Dollar Loss
Property Loss Content Loss

Estimated Pre-Incident Value
Property Value Content Value



Location Tab

0010007-000 Incident Form 7307 OLIVE BRANCH Way

File Edit Routine Tools Help

Incident Number 0010007 Change Exposure 000 New

Alarm: 00:19:10 Arrival: 00:23:34 Cleared: 00:53:02

Basic Resources Narrative Authorization

Response Location Persons Involved Highway Supplemental Attachments

Location - Not Validated

Address Number Prefix Street or Highway Type Suffix Apt/Suite

Intersection 7307 OLIVE BRANCH Way

In Front Of

In Rear Of

Adjacent To Cross Street

Directions City State Zip District Census Tract

US National Grid Occupancy

Lat/Long County FDID Other Latitude Longitude Box Area

Township/Range Validate PGCounty 16010 - L 1016

Directions/Grid

7307 OLIVE BRANCH WY Township Dir Range Dir Section Subsection Meridian

Property Use

Mixed Use

Cannot estimate losses

Estimated Dollar Loss

Property Loss Content Loss

Estimated Pre-Incident Value

Property Value Content Value

Correct Address as needed

Select Property Use



Resources Tab

What Action(s) did your unit take?

Click on Resources Tab

Times are usually pre-populated, if not add in all correct times

If Unit is not in list, click Add

Check if First Arriving Unit

Cancelled Enroute? Check here



Resources - Personnel

Click on
Personnel
Tab

0010007-000 Incident Form 7307 OLIVE BRANCH Way

File Edit Routine Tools Help

Incident Number 0010007 Change Exposure 000 New
Alarm: 00:19:10 Arrival: 00:23:34 Cleared: 00:53:02

Basic Resources Narrative Authorization

Apparatus Personnel Equipment Summary

Apparatus	Number of People	Type	Amount 1	Amount 2
E810 Engine		11 - Engine		

Actions Taken

Other Info

Amount 1

Amount 2

Position

Role

Position In Vehicle

LOBAP Credit

Add Delete

Casualty

Click Add



Personnel Explorer

Choose personnel by Alphabetical listing

0010007-000 Incident Form 7307 OLIVE BRANCH Way

File Edit Routine Tools Help

Personnel Explorer(Read-Only)

Select Tree View: Alphabetical

Roster Date to View: //

Number:

Position:

Name:

Quick Select:

Selected Personnel:

OK Cancel

Or, type in ID number and hit enter



Equipment Tab (Optional)

Enter
Equipment
Used as
appropriate

0010007-000 Incident Form 7307 OLIVE BRANCH Way

File Edit Routine Tools Help

Incident Number 0010007 Change Exposure 000 New
Alarm: 00:19:10 Arrival: 00:23:34 Cleared: 00:53:02

Basic Resources Narrative Authorization

Apparatus Personnel **Equipment** Summary

Hose Use Summary

	1"	1.5"	1.75"	2.5"	3"	5"
Hose Lines	0	0	0	0	0	0
Hose Feet	0	0	0	0	0	0

Pump Time 0.0

Ladders < 30' 0 Ladders > 30' 0

Master Streams 0 Breathing Apparatus 0 Aerial 0

Resus 0 Blowers 0 Foam(Gals) 0 Jaws 0

Misc Hand Tools

Extinguishers	0	SP	0
CO2	0	PT	0
DC or PK	0	Halon	0

Apparatus

E810 Engine



Fire Tab - Property

If the Fire Tab appears, and you were First Due/Arriving, you MUST fill in all required fields

2110187-000 Incident Form 6102 BREEZEWOOD Ct

File Edit Routine Tools Help

Incident Number 2110187 Change Exposure 000 New

Alarm: 13:12:11 Arrival: 13:21:53 Cleared: 13:30:05

Basic Resources **Fire** Structure Narrative Authorization

Property Involved

Number

Residential Units Buildings: Involved Threatened

Not Residential

Ignition

Cause

Area of Origin

Heat Source

Fire Confined to Object of Origin Acres Burned

First Ignited

Item

Type of Material

Factors Contributing to Ignition

Structure Type

1 - Enclosed building

On-Site Materials or Products

None

Storage/warehousing Proc./manufact.

Repair or Service Packaged Goods

Storage/warehousing Proc./manufact.

Repair or Service Packaged Goods

Storage/warehousing Proc./manufact.

Repair or Service Packaged Goods



Fire Tab - Involved

Select appropriate Human Factor Contributing to Ignition

2110187-000 Incident Form 6107 BREEZEWOOD Ct

File Edit Routine Tools Help

Incident Number 2110187 Change Exposure 000 New

Alarm: 13:12:11 Arrival: 13:21:53 Cleared: 13:30:05

Basic Resources **Fire** Structure Narrative Authorization

Property **Involved**

Equipment Involved in Ignition

Type [] Portability [] Brand [] Model [] Year [] Serial No. [] Power []

Mobile Property Involved in Ignition

Ignition [] Type [] Make [] Model [] Year [] Color [] License [] State [] VIN []

Fire Suppression Factors [] [] []

Human Factors Contributing to Ignition

None Possibly Mentally Disabled
 Asleep Physically Disabled
 Alcohol/drugs Multiple Persons Involved
 Unattended Person Age [] []



Structure Tab - Description

If the Structure Tab appears, and you were First Due/Arriving, you MUST fill in all required fields

Select appropriate descriptors

2110187-000 Incident Form 6102 BREEZEWOOD Ct

File Edit Routine Tools Help

Incident Number 2110187 Change Exposure 000 New

Alarm: 13:12:11 Arrival: 13:21:53 Cleared: 13:30:05

Basic Resources Fire Structure Narrative Authorization

Description Systems

Building Status

Fire Origin

Story of Origin Below Grade

Fire Spread

Stories

At or Above Grade Below Grade

Material Contributing Most to Flame Spread

Main Floor

Area Length Width

Stories Damaged by Flame

Minor Significant Heavy Extreme Total



Structure Tab - Systems

2110187-000 Incident Form 6102 BREEZEWOOD Ct

File Edit Routine Tools Help

Incident Number 2110187 Change Exposure 000 New

Alarm: 13:12:11 Arrival: 13:21:53 Cleared: 13:30:05

Basic Resources Fire Structure Narrative Authorization

Description Systems

Detectors

Present Not Present Undetermined

Type [Redacted]

Power Supply [Redacted]

Operation [Redacted]

Effectiveness [Redacted]

Failure Reason [Redacted]

Automatic Extinguishment System

Present Not Present

Partial System Present Undetermined

Type [Redacted]

Operation [Redacted]

Number of Sprinkler Heads Operating [Redacted]

Failure Reason [Redacted]

Select appropriate information

This area is very important to see the effectiveness of smoke alarms and sprinklers.



Authorization Tab

0010007-000 Incident Form 7307 OLIVE BRANCH Way

File Edit Routine Tools Help

Incident Number 0010007 Change Exposure 000 New

Alarm: 00:19:10 Arrival: 00:23:34 Cleared: 00:53:02

Basic Resources Narrative **Authorization**

Member Making Report

	Number	Date	Position	Assignment
<input type="text" value="None selected"/>	<input type="text"/>	<input type="text" value="//"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Set To Current User"/>	<input type="button" value="Remove User"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Officer In Charge

	Number	Date	Position	Assignment
<input type="text" value="None selected"/>	<input type="text"/>	<input type="text" value="//"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Set To Current User"/>	<input type="button" value="Remove User"/>	<input type="checkbox"/>	<input type="checkbox"/> Same as Member Making Report	

Reviewer

	Number	Date	Position	Assignment
<input type="text" value="None selected"/>	<input type="text"/>	<input type="text" value="//"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Set To Current User"/>	<input type="button" value="Remove User"/>	<input type="checkbox"/>	<input type="checkbox"/> Reviewed	

Enter Member Making Report (Choose by List or Enter ID Number)
or Set to Current User (Person logged on)



Authorization Tab

You MUST check complete box

FireRMS for Prince George's County Fire/FMS

2110356-000 Incident Form 5407 FRAZIER

File Edit Routine Tools Help

Incident Number 2110356 Change Exposure 000 New

Alarm: 21:08:32 Arrival: 21:15:29 Cleared: 21:17:20

Basic Resources Narrative **Authorization**

Member Making Report

	Number	Date	Position	Assignment
<input type="text" value="REILLY, DAVID"/>	13787	07/30/2010	Volunteer	Suppression

Complete Release To Public

Officer In Charge

	Number	Date	Position	Assignment
<input type="text" value="None selected"/>				

Same as Member Making Report

Reviewer

	Number	Date	Position	Assignment
<input type="text" value="None selected"/>				

Reviewed

Not Assigned



Frequently Asked Questions

- Do EMS calls have to be entered in RMS
 - *No, but if you want credit for the call, then yes.*
- I have red in the Resources Tab that won't go away
 - *Check the dates (sometimes the month/day get transposed)*
 - *A Unit Failed to Respond ([Click Here](#))*