



Division of State Fire Marshal

Florida Public School Fire Safety Report System User Manual

Division of State Fire Marshal
10-1-2018

I. Inspection Agencies

Definition: Inspection Agency

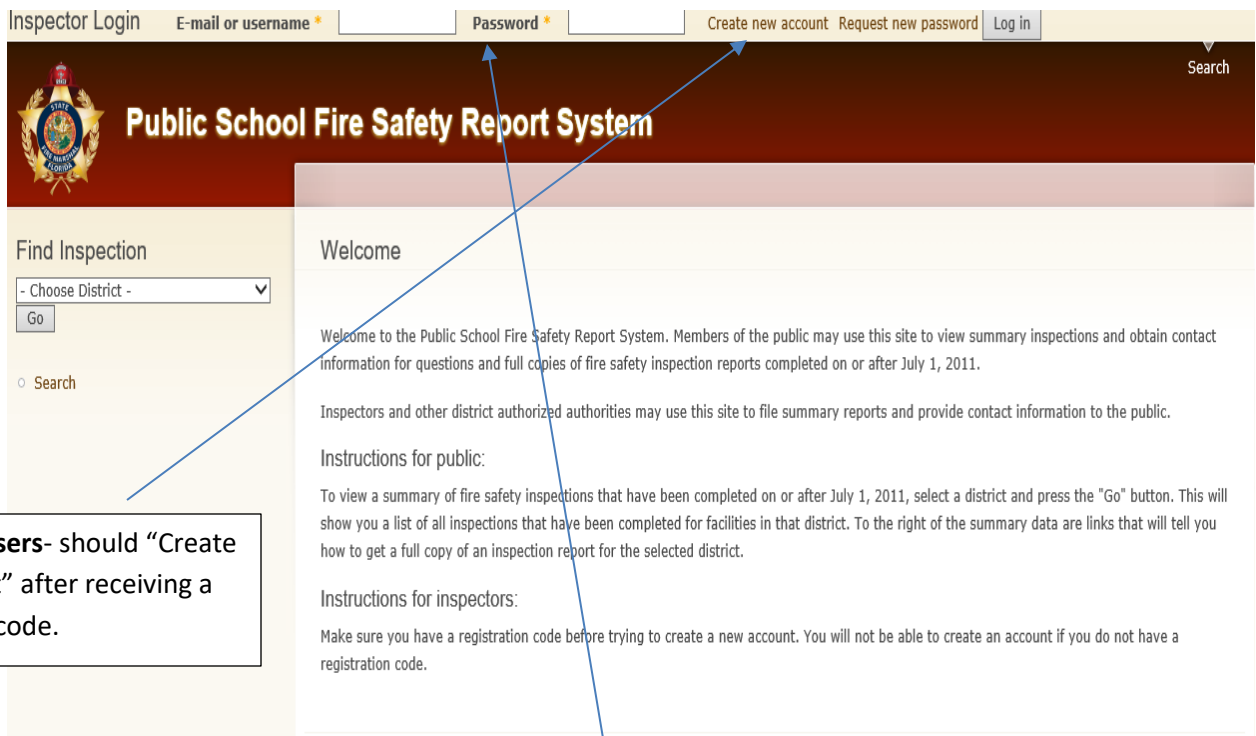
A public school board or local Authority Having Jurisdiction (AHJ).

- To input inspection results to the system, you must have received a registration code from the Division of State Fire Marshal.
- Only one registration code will be issued to each inspection agency.
- Only one account per inspection agency will be granted authorization at a time.

II. Creating a New Account

- Before creating a new account, you must contact the Bureau of Fire Prevention’s Report System Coordinator via email and request a registration code.
- Your request must include the following information:
 - The agency you represent
 - Your contact information
 - The individual you are replacing (if you are replacing someone) and the date their account should be closed (and yours opened).
- Once you receive your registration code from the Report System Coordinator, access the Public School Fire Safety Report System at <https://sfm.bebr.ufl.edu/> and click on the “Create new account”.

Figure 1- Public School Fire Safety Report System Homepage



First Time Users- should “Create new account” after receiving a registration code.

Returning Users- can login directly using their self-assigned e-mail and password. If you forget your password, you can gain access by clicking “Request new password”.

Figure 2 – New Account Application

The screenshot shows the 'Create new account' page of the Public School Fire Safety Report System. The page includes a search bar, a 'Find Inspection' section with a district dropdown and a 'Go' button, and a 'Create new account' section. The 'Create new account' section contains the following fields and instructions:

- Registration Code ***: A text input field with the instruction 'Please enter your registration code.' A callout box points to this field with the text: 'Insert registration code given by Coordinator'.
- E-mail ***: A text input field with the instruction 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.'
- Confirm e-mail address ***: A text input field with the instruction 'Please re-type your e-mail address to confirm it is accurate.'
- Password ***: A text input field with a 'Password strength:' indicator.
- Confirm password ***: A text input field with the instruction 'Provide a password for the new account in both fields. Password must be at least 6 characters.'
- Full Name ***: A text input field.
- Certification Number**: A text input field with the instruction 'Leave this field blank if you are not a certified inspector.'
- Primary Phone ***: A text input field.
- Mailing Address ***: A text input field.
- City ***: A text input field.
- State ***: A dropdown menu with 'FL' selected.
- Zip Code ***: A text input field.

At the bottom of the form is a 'Create new account' button. A callout box points to the 'Password' field with the text: 'Assign yourself a unique password'. Another callout box points to the 'Certification Number' field with the text: 'Fill in your certified firesafety inspector number, if you are a certified inspector.' The page also features a 'Home > User account' breadcrumb and a 'Search' button in the top right corner.

III. Joining Your District

- Once you have created your profile, you will need to join your district as an editor. When the Bureau’s Coordinator issues you a registration code, they will also issue you an Editor Code, which is unique to your district.
- Once log in to the system, you will need to access your account by clicking “My account” on the right-hand side of the page.
- From your account page, you will need to click on “Join or leave a role”.

Figure 3 – Joining a Role

The screenshot shows the 'Public School Fire Safety Report System' interface. At the top, there is a navigation bar with 'Inspection Report', 'Search', 'My account', and 'Log out'. The main content area is titled 'Join a role' and contains a dropdown menu for 'Join this role' (currently set to '(none)'), a password field, and a 'Do it now' button. A callout box points to the dropdown menu with the text 'Select your county’s editor'. Another callout box points to the password field with the text 'Enter the Editor Code given to you by the Bureau’s Coordinator.' On the left side of the page, there are sections for 'Find Inspection' and 'Find Facility', each with a dropdown menu and a 'Go' button. A callout box points to the 'Join or leave a role' link in the top navigation bar with the text 'You can also access the “Join a role” page by clicking this link.'

IMPORTANT MESSAGE

Once you log in as an editor to your district, you will have full editor rights to your district and all its schools. It is essential that you use extreme caution and discretion when considering editing district information or past inspections.

NEVER change a school’s name, information, or school code!! This information is provided and updated only by the Florida Department of Education and is under their exclusive authority to edit. **NEVER** add a facility!! If you cannot locate a facility in the system, contact the Bureau’s coordinator and they will contact DOE to have the school added.

IV. Changing Reporting Information

- Once you have joined your district, you should change the information listed for “How to get full report” to your contact information.
- When logged into the system and saved as an editor for your district, “Find an Inspection” for your county by utilizing the drop-down menu.
- Click the link for “Get Report” under any public school.

Figure 4 – Changing Reporting Information, Step 1

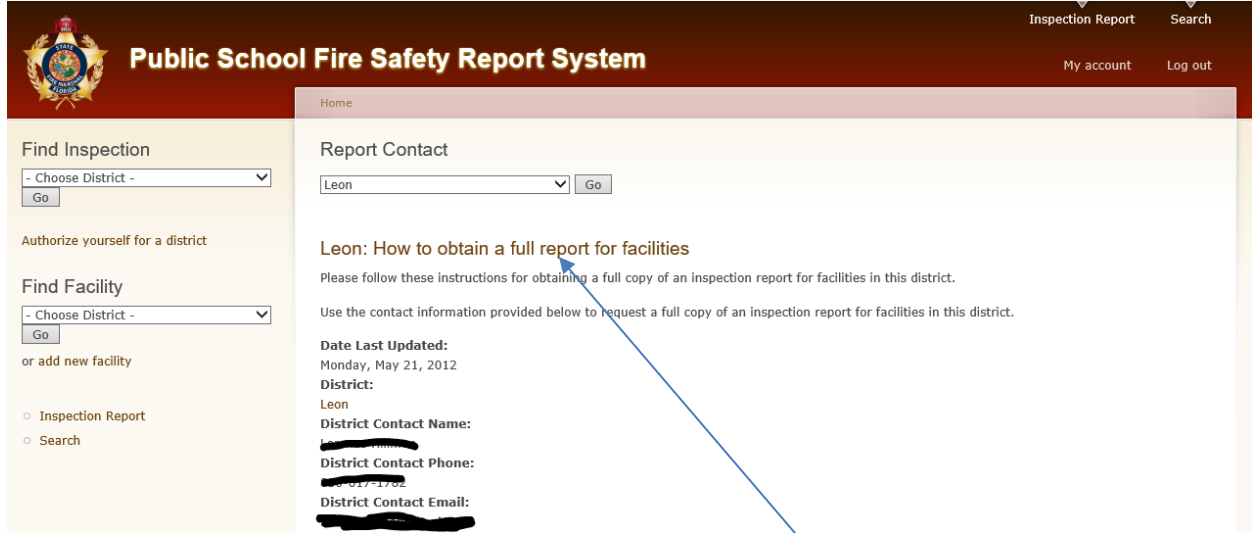
The screenshot shows the 'Public School Fire Safety Report System' interface. On the left, there are search filters for 'Find Inspection' (set to Leon) and 'Find Facility' (set to - Choose District -). The main area displays 'Inspections for Leon county' with a table of results. The table has columns for Inspection Date, Facility Name, Inspector Name, Certification Number, Fire Drills Completed, Inspecting Agency, How to get full report, School Code, Facility Type, Fire Code Compliant, and Edit. Three inspection records are shown, all for 'J. Elementary School At Southwood' in Leon District, with the 'How to get full report' column containing a 'Get Report' link.

Inspection Date	Facility Name	Inspector Name	Certification Number	Fire Drills Completed	Inspecting Agency	How to get full report	School Code	Facility Type	Fire Code Compliant	Edit
05/22/2017	Conley, Michael J. Elementary School At Southwood	Lorenzo Hillman	114985	Yes	School District	Get Report	0	Public		Edit Inspection
05/22/2018	Conley, Michael J. Elementary School At Southwood	Lorenzo Hillman	114985	Yes	School District	Get Report				Edit Inspection
01/12/2012	Conley, Michael J. Elementary School At Southwood	Lorenzo Hillman	114985	Yes	School District	Get Report	0	Public		Edit Inspection

“Find an Inspection”

“Get Report”

Figure 5 – Changing Reporting Information, Step 2



Once at this page, click on the “How to obtain a full report for facilities” link.

Figure 6- Changing Reporting Information, Step 3



Next, click the “Edit” button.

Figure 7 – Changing Reporting Information, Step 4

The screenshot shows the 'Edit Full Report Contact' page in the Public School Fire Safety Report System. The page title is 'Leon: How to obtain a full report for facilities'. The 'District' is set to 'Leon'. The 'Date Last Updated' is '05/21/2012'. The 'How to obtain a full report' section contains a narrative. Below this are sections for 'District Contact Information', 'Fire Dept Contact Information', 'College Contact Information', and 'State Contact Information', each with fields for Name, Phone, and Email. At the bottom are 'Save' and 'Delete' buttons.

Update this date whenever you change the information.

DO NOT CHANGE THIS NARRATIVE

School District Contact Information to be changed.

Local AHJ Contact Information to be changed.

IMPORTANT NOTE
DO NOT change any contact information except that belonging to your organization!

Last step, click "Save"

V. Adding a New Inspection

- To add an inspection to a facility, find the correct facility by using the “Find Facility” link. Once you have located the correct facility, click “Add Inspection”.

Figure 8 – Adding a New Inspection, Step 1

The screenshot shows the 'Public School Fire Safety Report System' interface. On the left, there are sections for 'Find Inspection' (with a district dropdown) and 'Find Facility' (with a facility dropdown). The main area is titled 'Facilities By District' and shows a table of facilities for the 'Leon' district. A blue arrow points from a box labeled 'Add Inspection link' to the 'Add Inspection' link in the first row of the table.

Facility	Address	City	Zip	Building Type	Occupancy Type	Ownership	Facility in use	School Code	Facility Type	Add Inspection
Conley, Michael J. Elementary School At Southwood	2400 E. Orange Avenue	Tallahassee	32301-0000	K-12 Elementary	Educational	District	Yes	0	Public	Add Inspection
Transportation Main Facility 440	440 CAPITAL CIRCLE NORTH WEST	Tallahassee	32310-0000	Ancillary	Industrial	District	Yes	0	Public	Add Inspection
Academy Of Academics And Technology	480 APPELYARD DR.	Tallahassee	32303-0000	N/A	Educational	District	Yes	0	Public	Add Inspection

Figure 9 – Adding an Inspection, Step 2

Public School Fire Safety Report System

Home > Add content

Find Inspection
 - Choose District -
 Go

Authorize yourself for a district

Find Facility
 - Choose District -
 Go

or add new facility

- Inspection Report
- Search

Create Inspection

District *
 Leon

Facility *
 Conley, Michael J. Elementary School At Southwood [nid: 2167]

School Code
 Unique school code for this particular facility

Inspection Date *
 Date
 E.g., 09/26/2018

Inspecting Agency
 School District

Joint Inspection?

Inspector Name *
 + [Redacted]
 +
 +
 +
 +

Certification Number *
 +
 +
 +
 +
 +

The required Fire Drills have been completed as of this inspection date *
 Yes

Fire Code Compliant
 N/A
 No
 Yes
 This facility is Fire Code Compliant

Facility Type
 N/A
 Private
 Public
 Facility type: Public or Private school

Save

DO NOT CHANGE THESE FIELDS

This field cannot be left blank

Select your agency type from drop-down menu and indicate if the inspection was conducted jointly with another agency

Insert inspector's name

Insert inspector's firesafety inspector certification number

This field MUST be completed if the inspection is of a private school in one of the state's private school scholarship programs

THIS FIELD SHOULD NOT BE COMPLETED.

Don't forget to save your work

Bureau of Fire Prevention's
Report System Coordinator

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