



Division of State Fire Marshal

# Florida Public School Fire Safety Report System User Manual

## 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 an account created in the Reporting System by the Division of State Fire Marshal.

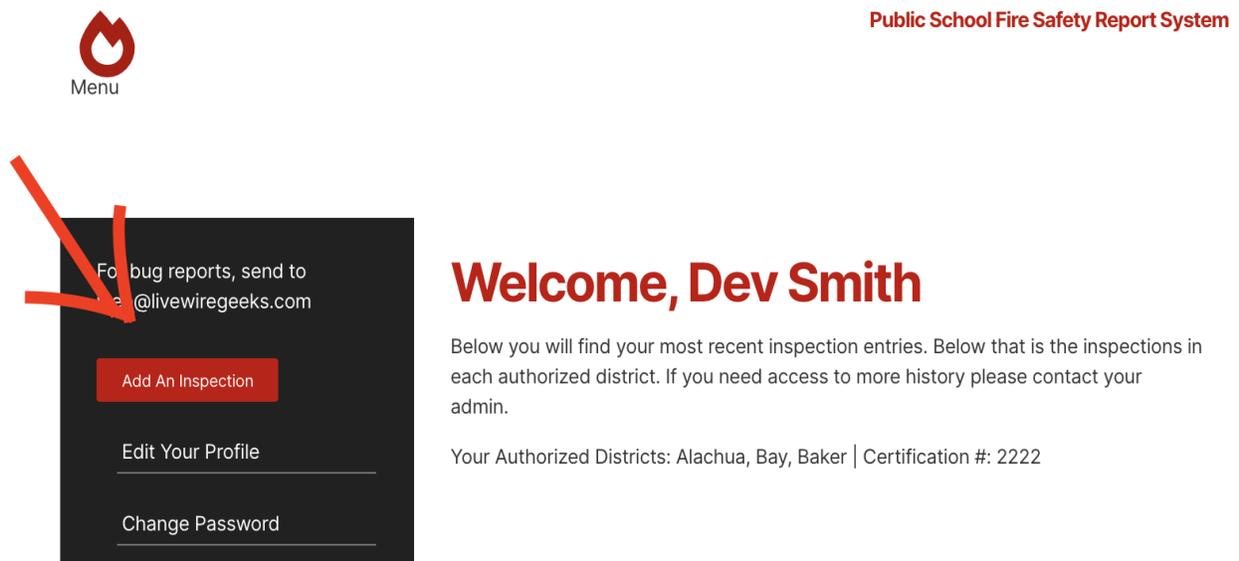
## 2. Logging In

The login location for inspectors is:  
<https://sfm.bibr-app.com/fire-staff-login/login.php>

- Users will use the log in information given to them by the Bureau of Fire Prevention Coordinator.

### 3. To Add An Inspection

- Once logged in you'll see a large button called "Add Inspection"



- Click "Add Inspection".
- The next page will contain your districts and the facilities in that district. Choose the relevant facility.

### 3. To Add An Inspection (cont.)

## New Inspection

Find a facility from your available counties in the dropdown.

[<< Back to Profile](#)

Alachua,Bay,Baker

#### Alachua

Select a Facility

SUBMIT

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#### Bay

Select a Facility

SUBMIT

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- When the desired facility is selected, click submit.

### 3. To Add An Inspection (cont.)



Public School Fire Safety Report System

## Add an Inspection

<< Back to Inspections

Facility: A. L. MEBANE MIDDLE SCHOOL  
County: Alachua

Inspection Date  
mm/dd/yyyy

Inspection Agency  
School District

Joint Inspection?

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

Is The Facility Fire Code Compliant?  
Yes

**ADD INSPECTION**

- Complete the inspection form. Select “Add Inspection” to save.

## 4. Additional Profile Options

- Using the black menu bar on the Inspectors Homepage. Click “Edit Your Profile” to change your password or edit your profile.
- To edit, click on the edit button under “Actions” on the right side of the entry.

Public School Fire Safety Report System

**Edit Your Profile**  
Scroll to the right and select the "Edit" icon, under Actions.

<< Back to Profile

Phone	Address	City	Zip Code	Certification number	County	Actions
09977848640	A 106 leeds Enclavem	City city	45200	2222	Alachua,Bay,Baker	
Phone	Address	City	Zip Code	Certification number	County	Actions

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Made with Livewire Web Applications

- Once your edits have been made, click “Save & Back” to return to the Edit Your Profile homepage.

## 5. Edit Past Inspections

- On the Inspectors Homepage, scroll down to find “Search Inspections”

For bug reports, send to [web@livewiregeeks.com](mailto:web@livewiregeeks.com)

[Add An Inspection](#)

[Edit Your Profile](#)

[Change Password](#)

~~[Manage Users](#)~~

~~[Change User Password](#)~~

~~[Manage Facilities](#)~~

~~[Notices](#)~~

### Welcome, Dev Smith

Below you will find your most recent inspection entries. Below that is the inspections in each authorized district. If you need access to more history please contact your admin.

Your Authorized Districts: Alachua, Bay, Baker | Certification #: 2222

### Recent Inspections

A. L. MEBANE MIDDLE SCHOOL	2021-10-07	Dev Smith	Edit
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### Search Inspections

Alachua ▾ [DISPLAY INSPECTIONS FROM THIS COUNTY](#)

- Under “Search Inspections” use the drop-down menu to select the relevant county for editing.

## 5. Edit Past Inspections (cont.)

- After selecting the relevant county, the facilities will list for that district.
- Next to the facility of choice, on the right-hand side, select “Edit”

### Search Inspections

Alachua ▾

DISPLAY INSPECTIONS FROM THIS COUNTY

### Alachua

A. L. MEBANE MIDDLE SCHOOL	2021-10-07	Dev Smith	Edit
Caring and Sharing Learning School Inc.	2021-09-29	Kevin Gutierrez	Edit
Caring and Sharing Learning School Inc.	2021-09-29	Kevin Gutierrez	Edit
ELEVATIONS LEARNING ACADEMY (8134)	8/23/21	Kevin Gutierrez	Edit
Boulware Springs Charter School	7/13/21	Kevin Gutierrez	Edit
WILLIAM S. TALBOT ELEM SCHOOL	3/10/21	David R Mathis	Edit
WESTWOOD MIDDLE SCHOOL	4/8/21	David R Mathis	Edit
W. W. IRBY ELEMENTARY SCHOOL	10/15/20	David R Mathis	Edit
W. A. METCALFE ELEMENTARY SCHOOL	5/17/21	David R Mathis	Edit
TRANSPORTATION	2/25/21	David R Mathis	Edit
TRAFFIC SAFETY CENTER	1/12/21	David R Mathis	Edit
STEPHEN FOSTER ELEMENTARY SCHL	3/3/21	David R Mathis	Edit
SIDNEY LANIER CENTER	4/20/21	David R Mathis	Edit
SANTA FE HIGH SCHOOL	4/27/21	David R Mathis	Edit
REGIONAL DETENTION CENTER	9/9/20	David R Mathis	Edit
PROFESSIONAL ACADEMY MAGNET AT LOFTEN HIGH	10/22/20	David R Mathis	Edit
TITLE 1 (Formerly Printing)	9/9/20	David R Mathis	Edit

- After clicking edit, simply edit the same form that you used to add the inspection, making the necessary changes.