



GENERAL ORDER

GENERAL ORDER 630.05

Calculating Structure Fire Property Loss

OFFICE OF THE FIRE MARSHAL

Issue Date: February 04, 2020

Revision Date: N/A

1 APPLICABILITY

2 All personnel.

3 POLICY

4 The purpose of this policy is to establish reliable and consistent guidelines for estimation of
5 property loss due to fire that ensures the Howard County Department of Fire and Rescue
6 Services (Department) has reliable information that can be used for evaluation of performance,
7 analysis, and strategic planning.

8
9 This policy establishes a uniformed method of determining the value lost by structure fires, and
10 describes how data shall be entered into the Records Management System (RMS). It lays out a
11 step-by-step process personnel (e.g. fire investigator or incident commanders) shall use to
12 estimate property loss from structure fires. In efforts to ensure consistency, the policy defines
13 a quality assurance process for structure fire property loss estimations, and ensures all loss
14 estimates are consistent between Departmental data repositories, including RMS and Office of
15 the Fire Marshal (OFM) fire investigation-related systems.

16
17 Standardizing structure fire property loss helps:

- 18 • Define the magnitude of the fire problem.
- 19 • Provide an additional indicator of incident severity.
- 20 • Predict risk.
- 21 • Assist the Department in identifying budget needs and formulating justifications.
- 22 • Target fire prevention programs.
- 23 • Evaluate the cost effectiveness of firefighting equipment and practices.
- 24 • Ensure continuity between RMS and the OFM.

25 DEFINITIONS

- 26 ➤ **Fire Investigations Division (FID)** - A division within OFM whose members are
27 authorized to conduct compliant and legally justifiable origin and cause investigations
28 for the purpose of determining if fire or explosion incidents are accidental,
29 undetermined, or incendiary in nature.



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- **Fire Loss¹** - Estimation of the total loss to the structure and contents in terms of replacement in like kind and quality. This estimation of fire loss includes contents damaged by fire, smoke, water, and overhaul. It does not include certain other potential associated losses, such as those incurred due to business interruption.
- **Fire Spread** - According to the National Fire Incident Reporting System (NFRIS), Fire Spread means how far the flame damage extended. The extent of flame damage is the areas actually burned or charred and does not include the area receiving only heat, smoke, or water damage.
- **Property Assessments** -
 - Property assessments are completed once every third year in Howard County by the State of Maryland.
 - An assessment is an estimated value based on an appraisal of the fair market value of the property.
 - Assessors in Maryland use a blend of both the Sales and Cost approaches to appraise residential property. The value of the land is based on the Sales approach, using the sale prices of similarly located and zoned parcels. The value of the dwelling is estimated using the Cost approach with adjustments made if sales of the similar properties indicate that a style of house is actually worth more or less than its construction cost. The two approaches:
 - **Sales:** Fair market value of a given property may be determined by examining the sale prices of comparable properties. If similar properties sold for X amount, it could be assumed that other comparable properties would sell in the same range.
 - **Cost:** Fair market value of a given property equals the total of the cost to construct a similar improvement, less any depreciation for age and condition, and the price of the land.
- **Tier One FID Origin and Cause Determination** - Any incident involving fire in which the Department Incident Commander can comfortably determine, and document, the origin and cause of the fire, and thus does not require the services of FID.
- **Tier Two FID Origin and Cause Determination** - Any incident involving fire and/or explosives in which the Incident Commander requests the response of a Fire Marshal in order to accurately determine the origin, cause or nature of the incident.
- **Tier Three FID Origin and Cause Determination** - Any incident involving fire and/or explosives in which a Fire Marshal requires the response of a Police Arson Investigator.
- **Improvements** - Value of the structures/buildings only, excludes land value; included are the sums of all structures on the property, including barns, garages, etc.

¹ https://www.usfa.fema.gov/data/nfirs/support/nfirsgram_calculating_fireloss.html



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- **Structure** – When applied to the term “structure fire,” the National Fire Incident Reporting System (NFIRS) considers a structure fire to include the following NFIRS fire codes: 111, 113, 114, 117, 118,120, 121, or 123.

PROCEDURES

GENERAL FIRE LOSS CALCULATION PROCESS:

The policy establishes a uniformed method of calculating the value of property loss in Structure fires, including all incidents investigated by OFM. All personnel estimating Fire Loss as an agent of the Department must do so by using the GoCanvas Mobile app.

All fire officers shall ensure access to the app is set up either on an accessible mobile device or on a County computer. See the User Guide for instructions regarding how to download, set-up, and login to your GoCanvas app.

Tier One Origin and Cause Determination: For structure fires that are Tier One Incidents, Incident Commanders shall ensure the property loss data for the incident is entered into the GoCanvas Structure Fire Property Loss Calculations app.

- The Incident Commander shall ensure that for each structure fire where the NFIRS *Incident Type* field has been coded 111, 113, 114, 117, 118,120, 121, or 123, the property loss information has been entered. The verifier shall then perform the approval process as outlined in the GoCanvas Structure Fire Property Loss Calculations App User Guide. This approval shall occur within nine (9) calendar days of the incident.
- Following the Incident Commander and verifier’s approval, the RMS-filing Incident Commander shall complete the process within twelve (12) calendar days of the incident. This includes attaching the finalized report to the RMS incident report and entering the approved property loss and original property value into the RMS report.
- The entire Fire Loss calculation process shall be completed in 18 calendar days of the incident.

Tier Two and Tier Three Origin and Cause Determination: For Structure fires that are Fire Investigation Tier Two and Tier Three Incidents, the primary-assigned fire investigator shall ensure the property loss data for the incident is entered into the GoCanvas Structure Fire Property Loss Calculations app.

- The Incident Commander shall ensure that for each structure fire where the NFIRS *Incident Type* field has been coded 111, 113, 114, 117, 118,120, 121, or 123, the property loss information has been entered.
- The officer designated as the verifier shall then perform the approval process as outlined in the GoCanvas Structure Fire Property Loss Calculations App User Guide. This approval shall occur within nine (9) calendar days of the incident.
- Following approval, OFM shall ensure that all Fire Loss data that will be entered into the RMS is the same information entered into the OFM investigation repositories.
- Following the verifier’s approval, the Incident Commander shall complete the process within twelve (12) calendar days of the incident. This includes attaching the



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finalized report to the RMS incident report and entering the approved property loss and original property value into the RMS report.

- The entire Fire Loss calculation process shall be completed in 18 calendar days of the incident.

DETAILED FIRE LOSS CALCULATION PROCESS:

A GoCanvas Structure Fire Property Loss Calculations User Guide (Attachment A) is available providing detailed instructions regarding use of the app. The User Guide includes direction for:

- Downloading and Setting up your GoCanvas Account.
- Entering property loss data into the "Structure Fire Property Loss Form" app.
- Approval Process for Structure Fire Property Loss Form app.
- Attach and Enter Structure Fire Property Loss Data into RMS.

Following a Structure fire, the process for calculating, reviewing, and entering property loss data into RMS shall be:

- Structure fire occurs.
- If needed, the Incident Commander notifies OFM to respond, as appropriate for the incident.
- Incident Commander assesses Structure damage and calculates square footage of Fire Loss involved (see definition of Fire Loss).
- Incident Commander logs into the GoCanvas app.
- Incident Commander enters all required data into the property loss app. See the User Guide for required data and how to enter the data into the property loss app.
- The property loss app automatically calculates property loss based on assessed property value and square feet of property damaged by Structure fire.
- The Incident Commander completes the report and by doing so submits the report to the designated incident verifier, or fire investigator, for review and final approval.
 - A designated verifier approves all Tier One Fire Investigations
 - The lead fire investigator approves all Tier Two and Three Fire Investigations
- The designated verifier or fire investigator will receive notification that the property loss report needs review and approval. See User Guide for the approval process and specific directions.
- The designated verifier or fire investigator will review the property loss estimation and approve or disapprove the accuracy of the report.
 - Disapproved reports will be sent back to the Incident Commander with comments within the report and may be followed up by a phone call from the reviewer.
 - The Incident Commander clarifies and/or makes the necessary corrections within the report and resubmits to the Safety Officer or the OFM for review.
- After the designated verifier or fire investigator reviews the report and approves its accuracy, the verifier signs the report and sends the PDF report back to Incident Commander.



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- The Incident Commander attaches the finalized report to the RMS incident report and enters the property loss and original property value into the RMS report. See User Guide for specific directions on how to complete this step.
- If the dollar value of property loss changes after the finalized RMS report, update the RMS value by contacting the RMS administrator.
- All Fire Loss calculation reports should be completed within 18 calendar days of the Structure fire incident, this includes the verification process.

REFERENCES

- General Order 630.01: Fire Investigations

SUMMARY OF DOCUMENT CHANGES

New General Order

FORMS/ATTACHMENTS

- Attachment A: GoCanvas Structure Fire Property Loss Calculation User Guide
 - Section One: Downloading and Setting up your GoCanvas Account.
 - Section Two: Entering property loss data into the “Structure Fire Property Loss Form” app.
 - Mobile Home Structures.
 - Single Family Attached, Single Family Detached, Condominiums, Commercial Buildings and Commercial Offices, Apartment Complex or Building (non-owner occupied).
 - Section Three: Approval Process for Structure Fire Property Loss Form app.
 - Rejecting the Structure Fire Property Loss Report.
 - Approving the Structure Fire Property Loss Report.
 - Section Four: Attaching and Entering Structure Fire Property Loss Report into RMS.

APPROVED

Christine Uhlhorn, Fire EMS Chief
Office of the Fire Chief



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Author:

A handwritten signature in black ink, appearing to read "SSCQ", is written over a horizontal line.

Sean Alliger, Assistant Chief
Office of the Fire Marshal

Howard County Department of Fire and Rescue Services



GoCanvas Structure Fire Property Loss App

User Guide

Version 2020-01-06

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SECTION ONE

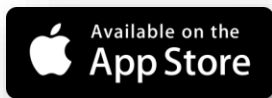
Downloading and Setting up your GoCanvas Account

Downloading the GoCanvas App

GoCanvas can be downloaded on your mobile phone, laptop, or desktop. Consider downloading the GoCanvas app on all devices you plan on utilizing to enter property loss data. Canvas does not run on the Windows Phone OS or Blackberry.

Downloading the App on your Mobile Device

Canvass can be found on Google Play or the Apple App Store by Searching "Canvas forms."



You may also open the browser on your mobile device and visit <http://www.gocanvas.com/m>. This will redirect you to the proper place to download Canvas for your device.

Downloading the App on your Desktop

A desktop version of Canvas will run on a Windows Desktop computer that is running Windows XP or higher; this includes Surface devices. Open the browser on your desktop and visit <http://www.gocanvas.com/m>.

Account Set-Up

All career firefighters have user accounts in GoCanvas.

First Time User Login:

1. Click on the GoCanvas app on your mobile device or go to <https://www.gocanvas.com/login>.
2. Click on forgot password.
3. You'll be asked "What is the email address used to create your account?"
4. Enter your county issued email address.
5. A link will be sent to your county email address to restore your GoCanvas password.

- a. Be sure to check junk mail if you do not receive an email within a few minutes of submission.
6. Click on the tab “Reset Password.”
7. Follow the instructions on the screen to complete the process of setting up your password.
8. Once you’ve reset your password you should receive an email from GoCanvas verifying your password has been reset.
9. If you’re unable to login after attempting the steps outlined above, please contact the IT Help Desk.

SECTION TWO

Entering property loss data into the “Structure Fire Property Loss Form” App

1. After logging into GoCanvas, your “Apps” will appear.
2. From this screen you will choose “Structure Fire Property Loss Form” App.



General Questions

1. This is the first screen of the “Structure Fire Property Loss Form.”
2. All * fields are required and must be complete prior to moving to the next section.

3. The following screen will appear:

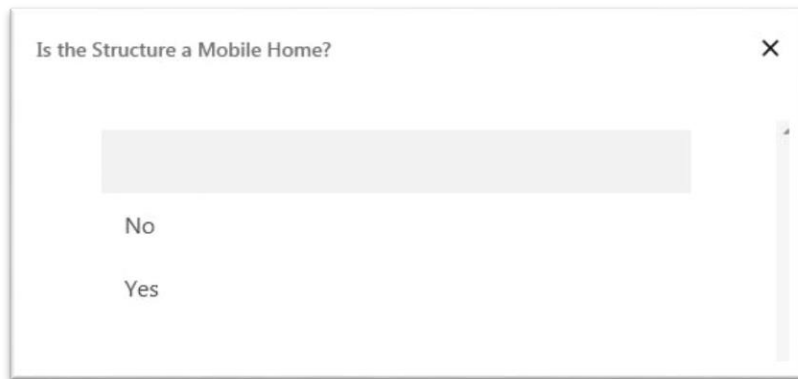
The screenshot shows a web application window titled "GoCanvas" with a sub-header "Structure Fire Property Loss Form". The main section is titled "General Questions". It contains several form fields with red asterisks indicating required information:

- *Incident Commander EID: A text input field.
- *Incident Commander First Name: A text input field.
- *Incident Commander Last Name: A text input field.
- *RMS Incident Number (1234567, NOT the F number/CAD number): A text input field.
- *Date of Incident: A date picker showing "01/06/2020".
- *Is the Structure a Mobile Home?: A dropdown menu.
- *Tier of Fire Investigation: A dropdown menu.
- Officer EID: Tier 1
Fire Investigator EID: Tier 2/Tier 3: Text labels for the following fields.
- *Officer or Fire Investigator EID: A text input field.
- *Officer or Fire Investigator First Name: A text input field.
- *Officer or Fire Investigator Last Name: A text input field.

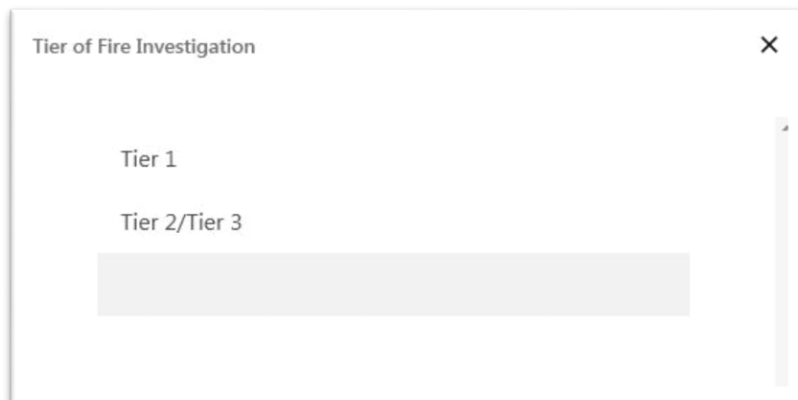
At the bottom, there is a "Back" button, a progress bar at 14%, and a "Next" button.

Entering the data:

3. Incident Commander EID: four-digit Employee Identification number assigned to you by the Department. Do NOT enter FD prior to the number.
4. Incident Commander First Name and Incident Commander Last Name: automatically populate when entering your EID number correctly and cannot be edited. Be sure to check the first and last name in the field to ensure accuracy. If the field does not populate correctly, check the EID number or contact the IT help desk.
5. RMS Incident Number: ID number assigned to an incident in RMS. The RMS ID number is typically 7 digits long and contains NO letters. Do NOT input the CAD incident number.
6. Date of Incident: the day the structure fire incident occurred. The date defaults to the current date, however, can be edited for past dates.
7. Is the Structure a Mobile Home: Select No or Yes from the pop-up window.

A screenshot of a pop-up window titled "Is the Structure a Mobile Home?". The window has a close button (X) in the top right corner. Below the title, there is a light gray rectangular input field. Below the input field, there are two radio button options: "No" and "Yes".

8. Tier of Fire Investigation: Select "Tier 1" or "Tier 2/Tier 3" from the pop-up window. Refer to the associated General Order for tiering identification.

A screenshot of a pop-up window titled "Tier of Fire Investigation". The window has a close button (X) in the top right corner. Below the title, there are two radio button options: "Tier 1" and "Tier 2/Tier 3". Below these options, there is a light gray rectangular input field.

9. Officer or Fire Investigator EID: If the fire is identified as a Tier 1 fire, input an on-scene *officer's EID number* or if identified as a Tier 2 or Tier 3, input the on-scene *fire investigator EID number*. Whichever officer or fire investigator is identified, they will be responsible for "concurring" the final property loss estimate.
10. Officer or Fire Investigator First Name and Officer or Fire Investigator Last Name: automatically populates when entering the officer's or fire investigator's EID number


correctly and cannot be edited. Be sure to check the first and last name in the field to ensure accuracy. If the field does not populate correctly, check the EID number or contact the IT help desk.

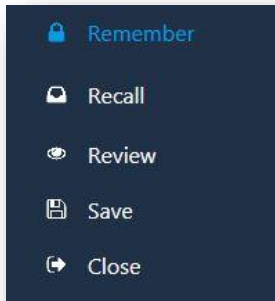
11. Click the blue “Next” button at the bottom right hand of your screen to proceed to the next section.

Quick Tip:

If you’re utilizing the Structure Fire Property Loss Form app more than once, the App can remember your EID for future entries, eliminating the need to re-enter your EID every time you log into the application. Below are step by step directions on how to accomplish this task.

This step must be completed on the “General Questions” or first page of the application.

1. Enter in all the information needed to complete the first screen of the form.
2. Prior to clicking “Next”, click on the three little dots in the upper right-hand corner of the screen .
3. Then click “Remember.”



4. A “Remember Values” screen will pop-up.

Remember Values

Select All

Incident Commander EID
3990 Off

Incident Commander First Name
Danielle Off

Incident Commander Last Name
Goodwin Off

RMS Incident Number
1234567 Off

Clear Apply

5. Move the slider from left to right highlighting the slider green next to “Incident Commander EID.”

Remember Values

Select All

Incident Commander EID
3990 On

Incident Commander First Name
Danielle Off

Incident Commander Last Name
Goodwin Off

RMS Incident Number
1234567 Off

Clear Apply

6. Once completed, go to the bottom of the pop-up screen and click “Apply.”

There are two different ways of calculating property loss based on property type:

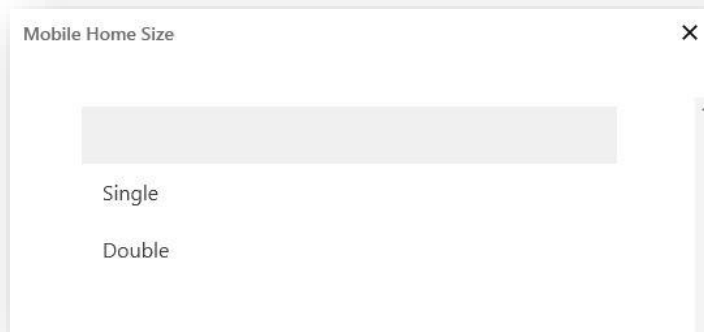
1. Mobile Home.
2. Single Family Attached, Single Family Detached, Condominiums, and Commercial Properties, Apartment Complex/Building.

Mobile Home Structures

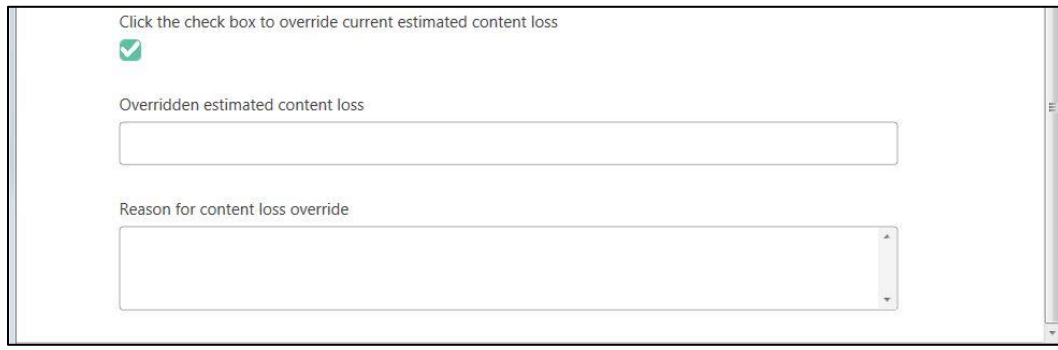
1. The “Mobile Homes” Screen should look like the screen shot below. The “Mobile Homes” screen appears after the General Questions page is completed and “Yes” was selected to the question “Is the Structure a Mobile Home?” If this is incorrect, go back to the prior screen and select “No” to the question “Is the Structure a Mobile Home?”
2. All * fields are required and must be complete prior to moving to the next section.

The screenshot shows the 'Mobile Homes' screen within the 'Structure Fire Property Loss Form' app. The screen has a blue header with the app name and a hamburger menu icon. Below the header, the title 'Mobile Homes' is centered. The form contains several input fields, some marked with a red asterisk to indicate they are required. The fields are: '*Mobile Home Size' (a dropdown menu), '*Street Number' (a text field), '*Street Name' (a text field with a right-pointing arrow icon), 'Unit/Lot (If applicable)' (a text field), '*Estimated Square Feet of Mobile Home' (a text field), '*Estimated Square Feet of Mobile Home Damaged by Fire' (a text field), 'Ratio of Structure Damage' (displaying '0.00'), '*Mobile Home Value' (a text field), 'Value of Structure Loss' (displaying '\$0.00'), 'Tier of Fire Investigation' (displaying 'Tier 1'), 'Estimated Content Loss' (displaying '\$0.00'), and a checkbox labeled 'Click the check box to override current estimated content loss'. At the bottom, there is a 'Back' button, a progress bar showing '28%' completion, and a 'Next' button.

3. Mobile Home Size: Select “Single” or “Double” from the pop-up window.



3. Street Number: Street or House Number.
4. Street Name: The name of the street including Drive or Way. Example, 123 Race Way.
5. Unit/Lot: Unit or Lot number. Unit typically applies to apartment or condo unit. Lot numbers might apply to a trailer lot. This field is not mandatory and should only be filled out if applicable. Do NOT enter anything into this field if not applicable.
6. Estimated Square Feet of Mobile Home: The square feet will automatically populate based on the mobile home size selected. This field cannot be edited.
7. Estimated Square Feet of Mobile Home Damaged by Fire: Estimate the number of square feet damaged by the fire. Refer to the General Order as to what's consider fire damage.
8. Ratio of Structure Damage: Automatically calculates based on estimated square feet of the mobile home and the estimated square feet of the mobile home damaged by fire. This field cannot be edited.
9. Mobile Home Value: Automatically calculated by the mobile home size. This is an estimated value since mobile homes are not assessed homes.
10. Value of Structure Loss: The dollar value of property lost due to a fire. The dollar value is automatically calculated and cannot be edited. The calculation is based on the value of the mobile home value and the ratio of structure damage.
11. Tier of Fire Investigation: Automatically populated based on the response provided on the "General Questions" screen.
12. Estimated Content Loss: Automatically populated by calculating 70% of the value of structure lost.
13. Click the check box to override current estimated content loss: Click the check box if you need to override the auto calculated estimated content loss, which is 70% of the value of structure loss. Do not check this box if you do not need to override the auto-calculation. Once the box is clicked, the following box will pop-up:



14. Overridden estimated content loss: Enter in the new dollar value of the content loss. This is should be greater than or less than the automatically calculated estimated content loss.
15. Reason for content loss override: Write a brief explanation of why the content loss was overridden, such things at type of contents, structure, and/or location of fire may be necessary.

All Structures Except Mobile Homes

1. The “All structures except mobile homes” screen should look like the screen shot below. The “All structures except mobile homes” screen appears after the General Questions page is completed and “No” was selected to the question “Is the Structure a Mobile Home?” If this is incorrect, go back to the prior screen and select “Yes” to the question “Is the Structure a Mobile Home?”
2. All * fields are required and must be complete prior to moving to the next section.

GoCanvas

Structure Fire Property Loss Form

All structures except mobile homes

Enter the address of the fire in the following format:
[Street Number] [Street Name] [Unit Number if applicable]

Street Name: Do NOT enter street name suffixes (i.e. Avenue, Street, Lane, Way, etc.)

Unit Number: applies to condo units, suites, and general unit numbers. Do not enter spaces or "-" between letters and numbers. If a unit is "2-2" enter "22". If the unit is "B 2" (with a space) enter "B2" (without a space).

Example:
Location of Fire is 123 Gateway Drive Columbia, MD Suite 2-3
Format Address: 123 Gateway 23

*Address of Fire Location

*Square Feet of Structure

*Estimated Square Feet of Structure Damaged from Fire

Ratio of Structure Damage

0.000000

*Structure Value

Value of Structure Loss

\$0.00

Tier of Fire Investigation

Tier 1

Estimated Content Loss


\$0.00

Click the check box to override current estimated content loss

☐

Back 42% Next

3. Address of Fire Location: Follow the directions exactly as stated on the screen. If the directions are not followed exactly as stated, the square feet and value of structure will not populate automatically. After you ensured the address was entered correctly, if the data still fails to auto-populate, contact the IT help desk for further assistance.
4. Square Feet of Structure: The square feet will automatically populate based on the SDAT data associated with the address. If this field fails to populate, recheck the address to ensure you entered the address as outlined in the directions. Be sure to click out of the “Address of Fire Location” box.
5. Estimated Square Feet of Structure Damaged from Fire: Estimate the number of square feet damaged by the fire. Refer to the General Order as to what’s consider fire damage.
6. Ratio of Structure Damage: Automatically calculates based on estimated square feet of structure and the estimated square feet of the structure damaged by fire. This field cannot be edited.
7. Structure Value: Automatically calculated based on SDAT improved value. The structure value does NOT include land value.
8. Value of Structure Loss: The dollar value of property lost due to a fire. The dollar value is automatically calculated and cannot be edited. The calculation is based on the SDAT improved value of the home and the ratio of structure damage.
9. Tier of Fire Investigation: Automatically populated based on the response provided on the “General Questions” screen.
10. Estimated Content Loss: Automatically populated by calculating 70% of the value of structure lost.
11. Click the check box to override current estimated content loss: Click the check box if you need to override the auto calculated estimated content loss, which is 70% of the value of structure loss. Do not check this box if you do not need to override the auto-calculation. Once the box is clicked, the following box will pop-up:



The screenshot shows a pop-up window with a title bar. Inside, there is a heading "Click the check box to override current estimated content loss" followed by a checked checkbox. Below this, there is a label "Overridden estimated content loss" and an empty text input field. Further down, there is a label "Reason for content loss override" and a larger text area with a scroll bar.

12. Overridden estimated content loss: Enter in the new dollar value of the content loss. This is should be greater than or less than the automatically calculated estimated content loss.

13. Reason for content loss override: Write a brief explanation of why the content loss was overridden, such things as type of contents, structure, and/or location of fire may be necessary.

SECTION THREE

Incident Commander Submission Screen

1. The incident commander submission screen is the final screen before submitting the property loss estimate to an officer or fire investigator.

The screenshot shows a web application window titled "GoCanvas" with a blue header bar that reads "Structure Fire Property Loss Form". The main content area is titled "Incident Commander Submission Screen". Below the title, there is a paragraph of instructions: "Please review all fire loss data to ensure accuracy. Once submitted, an Officer or Fire Investigator will review the fire loss report submitted. Only until the Officer or Fire Investigator concurs the report, is the report deemed accurate and final. The Officer or Fire Investigator will contact you if they have any questions regarding the contents and accuracy of the report." Below this text is a text input field labeled "Additional Information Regarding Property Loss (optional)". Underneath that is a section labeled "*Incident Commander Signature" with a "Capture Signature" button and a small icon of a hand holding a pen. At the bottom of the screen, there is a navigation bar with a "Back" button on the left, a green progress bar in the center showing "57%", and a "Next" button on the right.

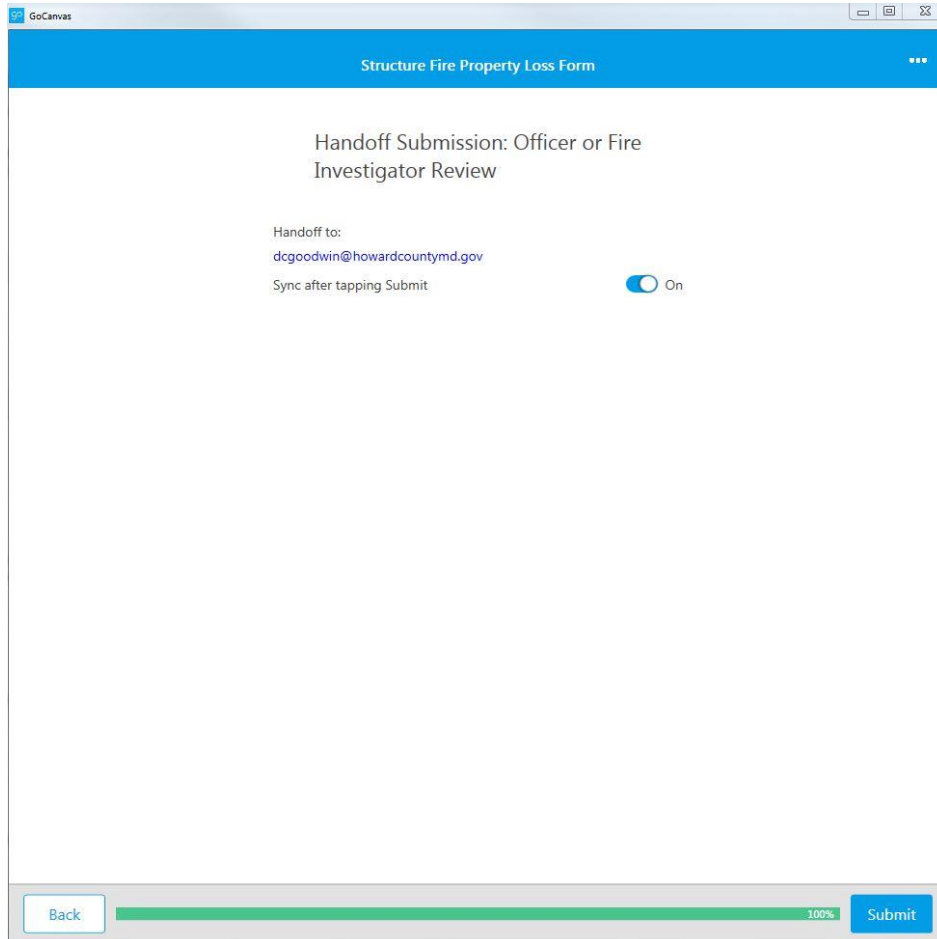
2. Read the instructions at the top of the screen. If you need to go back and verify information, click the "Back" button located on the bottom left of the screen.
3. Once the information is verified, there's an option to add "Additional Information Regarding Property Loss."
4. Lastly, click "Capture signature" below the "Incident Commander Signature" field to sign. If using a mobile device, you can sign with your finger; if using a desktop, sign using the mouse. Initials are appropriate.

5. Once completed, click “Next” on the lower right-hand side of the screen.

SECTION FOUR

Handoff Submission: Officer or Fire Investigator Review

1. The last screen is the final submission screen. The screen should look like the screen below:

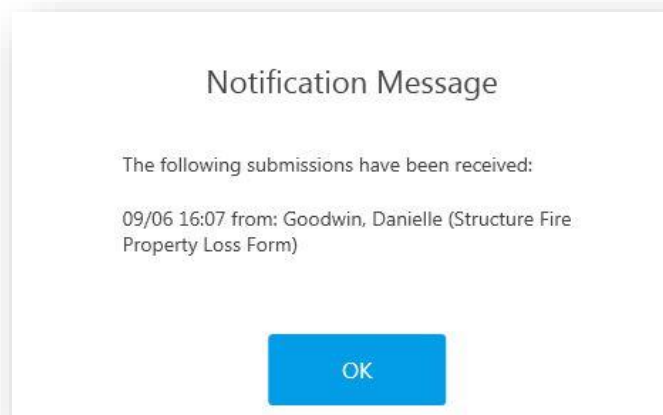


2. Handoff to: The Officer or Fire Investigator who was selected on the first page of the application email should be located here.
3. Lastly, ensure “Sync after tapping Submit” is moved over to the “On” position.
4. Click “Submit” on the lower right-hand side of the screen.
5. The Officer or Fire Investigator will receive an email notification, notifying them the “Structure Fire Property Loss Form” is waiting for their approval.

SECTION FIVE

Officer or Fire Investigator Approval Process

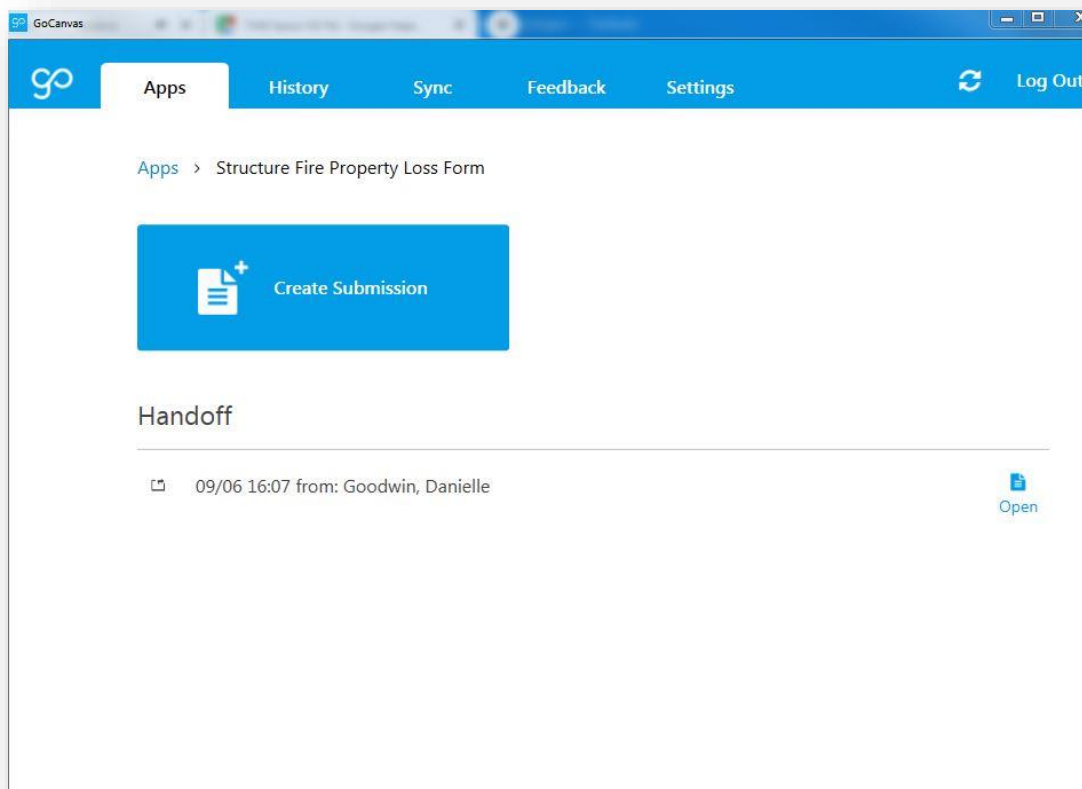
1. The assigned officer or fire investigator will receive an email from donotreply@gocanvas.com titled “Submission Assigned.”
2. The text in the email will state, “A new submission has been assigned to you. Please synchronize to download the submission.”
3. Log into the GoCanvas app on the station desktop computer, a mobile phone, or any mobile device with the application. You cannot review the property loss form by logging into GoCanvas through the website.
4. After logging into the GoCanvas app a similar message should appear except for date and who the submission is from:



5. Click “OK” and go find the “Structure Fire Property Loss Form.” Click on the app.



6. Your screen should look similar the following screen:



7. Look under “Handoff” and click on the “Open” icon on the right side of the screen.
8. After clicking “open” the screen will start at the beginning of the “Structure Fire Property Loss Form.”
9. Review all data entered by the Incident Commander. At the end of each section, click “Next.” If there is an error or a question in the report, there are a several options:

Edit or Reject Report

Edit the error: All data is editable by the Officer or Fire Investigator. The Officer or Fire Investigator can edit the data directly, however, it’s highly recommended the Incident Commander be notified of the edits.

Call or email: Contact the incident commander and discuss the discrepancy

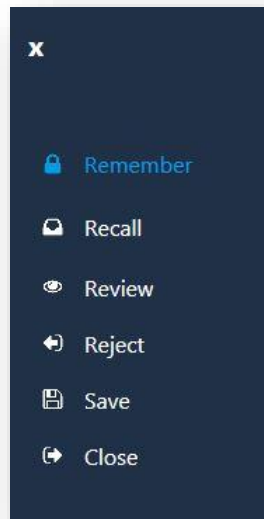
Reject the submission: By rejecting the submission, you are sending the submission back to Incident Commander with comments about why the submission was rejected. You can reject the submission by doing the following:

Reject Report

1. Click on the icon with the three little dots at the upper right-hand side of the screen



2. The following screen will appear:



3. Click on “Reject.”

4. The following screen will appear:

A white dialog box titled 'Reject Handoff'. The text inside reads: 'You are about to reject this handoff and send it back to the person whom handed it off to you. You will lose any changes you have made to the handoff. Please add a note describing why you are rejecting this handoff.' Below the text is a text input field. At the bottom are two buttons: 'Cancel' and 'Reject'.

5. It's critical to write exactly what the Incident commander needs to review and change. Once complete, click “Reject.”

6. Be sure to “Sync” after the form is “Rejected.” The “Sync” tab is found at the top of the screen

Sync

7. After the form is rejected, the Incident Commander will receive an email stating the structure fire property loss form was rejected.

8. After the Incident Commander reviews and makes necessary changes, the Officer or Fire Investigator will start the review process again and will be notified as did prior, the form is waiting for their approval.

Finish Approval

10. Once all pages the Incident Commander completed is reviewed, the next screen will appear:

GoCanvas

Structure Fire Property Loss Form

Review

Be sure you review the report in it's entirety. Once complete, please sign-off on the report. The report will automatically be email to the original submitter, you can also choose to email the report to yourself or others.

If the report is incorrect or you have questions regarding the data entered in the report, you can "reject" the submission with an explanation or ask them to call you. The report will be sent back to the originator with the note you provided. After the correction is made, they will then re-submit the report to you for approval.

Back 75% Next

11. The screen is a reminder of what should already have been completed, but if not, click the "back" button to the beginning and review. Once completed, click "Next."
12. This is the final screen before submitting the form back to the Incident Commander.

Structure Fire Property Loss Form

Completed Report Submission Screen

By signing below, you are verifying the property loss report was completed properly and accurately. Be sure to email a copy of the finalized report to the originator so it can be uploaded in RMS.

*EID of Officer or Fire Investigator

*First Name

*Last Name

Notes (optional)

*Officer or Fire Investigator Signature

Capture Signature

*Email Address of Originator

dcgoodwin@howardcountymd.gov

Back 85% Next

13. EID of Officer or Fire Investigator: four-digit Employee Identification number assigned to you by the Department. Do NOT enter FD prior to the number.
14. First Name and Last Name: automatically populate when entering your EID number correctly and cannot be edited. Be sure to check the first and last name in the field to ensure accuracy. If the field does not populate correctly, check the EID number or contact the IT help desk.
15. Notes (optional): Notes can be added if Officer or Fire Investigator want to add additional information regarding approval or the fire itself. Do not use this section to REJECT the form.

16. Officer or Fire Investigator Signature: Click the text “Capture Signature.” If using a mobile device, sign with your finger; if using a desktop, sign using the mouse. Initials are appropriate.
17. Email Address of Originator: Incident Commanders email address. This field cannot be edited.
18. Once all the information is complete, click “Next.”
19. The last screen will look like the following:

The screenshot shows a web browser window with the GoCanvas logo in the top left. The page title is "Structure Fire Property Loss Form". The main heading is "Complete Submission". Below this is a text input field labeled "Email copy of submission:". Underneath the field are three toggle switches: "Email me a copy" (set to Off), "Sync after tapping Submit" (set to On), and "Show PDF after sync" (set to Off). At the bottom of the screen is a navigation bar with a "Back" button on the left, a green progress bar in the center showing "100%", and a "Submit" button on the right.

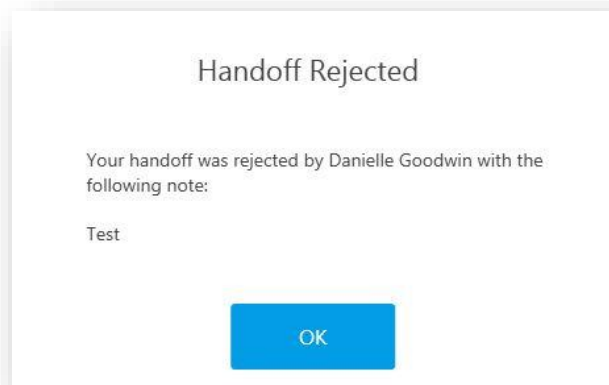
20. Email copy of submission: The submission will already be emailed to the Incident Commander, however, the submission can also be emailed to others. Enter in the email addresses of other individuals you’d like to have a final copy of the report. Reports can also be accessed through the back end of GoCanvas. This is optional and in most circumstances, will be left blank.

21. Email me a copy: Use the slider to turn “Off” or “On.” The “Off” position means a copy won’t be emailed to you, while the “On” position means a copy will be emailed to you.
22. Sync after tapping Submit: Slider should be in the “On” position. If the slider is in the “Off” position the form may not be submitted. You can always sync after you submit as well.
23. Show PDF after sync: Use the slider to turn “Off” or “On.” The “Off” position means a PDF won’t be shown after submitting, while the “On” a PDF will be shown after submitting.
24. Click “Submit” once completed.
25. The final report will automatically be emailed to the Incident Commander and they will enter the property loss information into RMS.

SECTION SIX

Rejected Form from Officer or Fire Investigator

1. If a form gets rejected by an Officer or Fire Investigator, the Incident Commander must make the stated necessary changes for final approval.
2. If an Officer or Fire Investigator rejects a property loss form, the Incident Commander will receive an email titled “Submission Assigned.”
3. The Incident Commander must log-in to the GoCanvas App to view the form and rejection notice.
4. After logging in a notification similar to the following will appear:



In the “Handoff Rejected” pop-up box, the Officer or Fire Investigator should have a note explaining what needs to be corrected in the property loss estimation form. The explanation will be in the same area as “Test.”

5. Click “Ok”
6. From the main screen you will choose “Structure Fire Property Loss Form” App



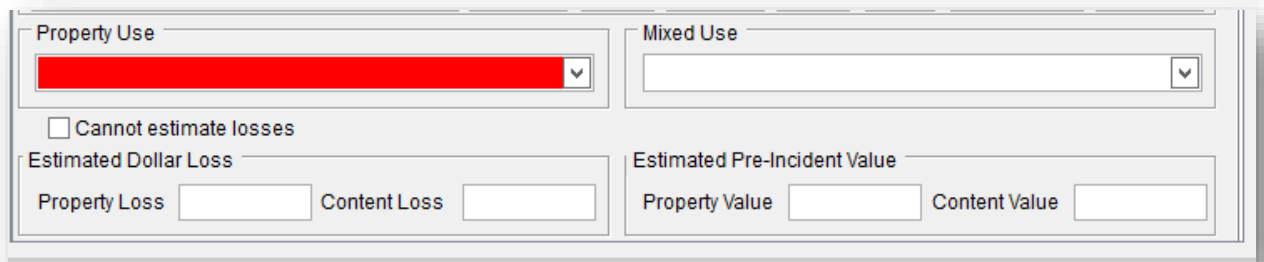
Notice the square box with a red line through it, this indicates there's a rejected form that needs to be re-submitted.

7. Click on the “Structure Fire Property Loss Form”
8. Go through the application, review and make all the necessary corrections.
9. Once the corrections are made, re-submit the application the same way it was originally submitted.

SECTION SEVEN

Approved Estimation and RMS update

1. Once the “Structure Fire Property Loss Form” is approved by the Officer or Fire Investigator, an email will be sent to the incident commander with a PDF copy of the Structure Fire Property Loss Form attached.
2. Open the PDF copy of the Property Loss Report.
3. Log into RMS.
4. Find the incident associate with the structure fire.
5. Enter the property loss information by navigating to the “Location” tab in RMS.
6. The bottom of the tab should look like this:



The screenshot shows a software interface for entering property loss information. It features two main columns. The left column has a 'Property Use' dropdown menu with a red bar, a checkbox for 'Cannot estimate losses', and an 'Estimated Dollar Loss' section with 'Property Loss' and 'Content Loss' input fields. The right column has a 'Mixed Use' dropdown menu, an 'Estimated Pre-Incident Value' section, and 'Property Value' and 'Content Value' input fields.

7. Estimated Dollar Loss: Enter the “Value of Structure Loss” in the “Property Loss” box in RMS.
8. Estimated Dollar Loss: Enter the “Estimated Content Loss” or “Overridden estimated content loss” in the “Content Loss” box in RMS. DO NOT enter “Estimated Content Loss” in this box if you entered in an overridden content loss amount.
9. Estimated Pre-Incident Value: Enter the “Structure Value” in the “Property Value” box in RMS.
10. Estimated Pre-Incident Value: Enter the estimated pre-incident value for content in RMS.
11. Once the data is entered into RMS, the property and content loss estimation for that structure fire is complete. No further steps are required to estimate property and content loss.