



Nursing Home Fire Reporting

In accordance with Ohio Department of Health and the State Fire Marshal Office, all nursing home facilities are required to report a fire incident to both agencies within 24 hours of the incident.

In effort to streamline the process, the Division of State Fire Marshal, Code Enforcement Bureau is implementing an on-line reporting system. The new reporting system will begin operation on Aug 30, 2024. After October 1, 2024, paper copies will no longer be accepted unless there are extenuating circumstances. This new streamlined process will also send report to the ODH at the same time it sends report to the State Fire Marshals office. This will meet all mandated reporting requirements.

Attached is the information on the new reporting system, including how to log-on and how to record the fire report.

If there are any issues logging onto new online service, please contact Code Enforcement Bureau at 614-728-5460 and we will be happy to assist you.

Sincerely,

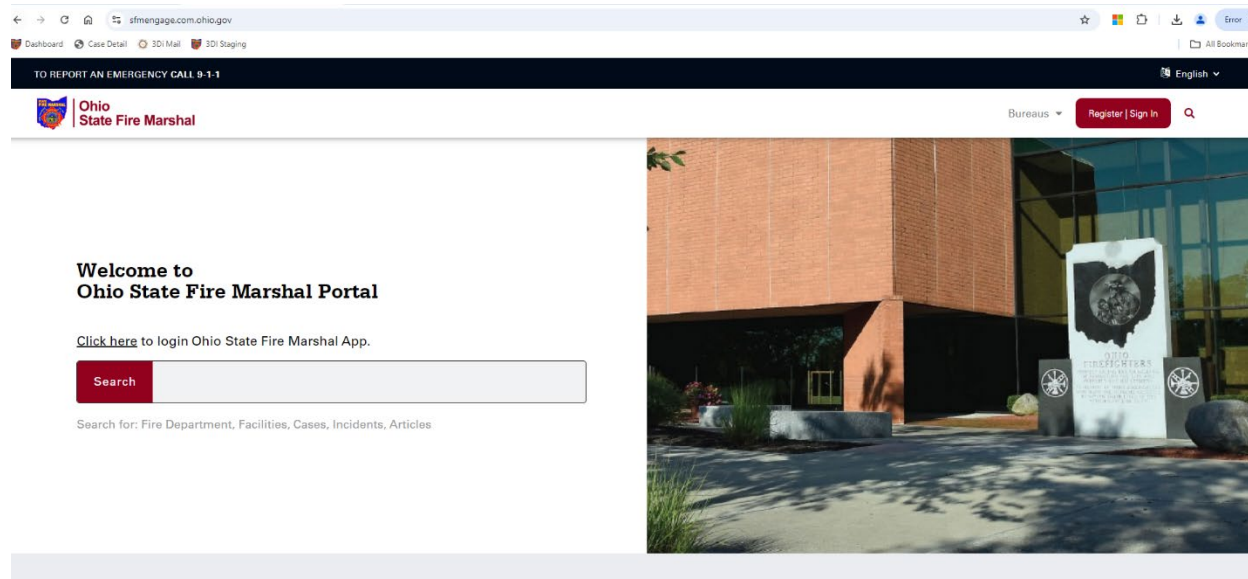
Alan Smith

Alan Smith, Bureau Chief
Code Enforcement Bureau

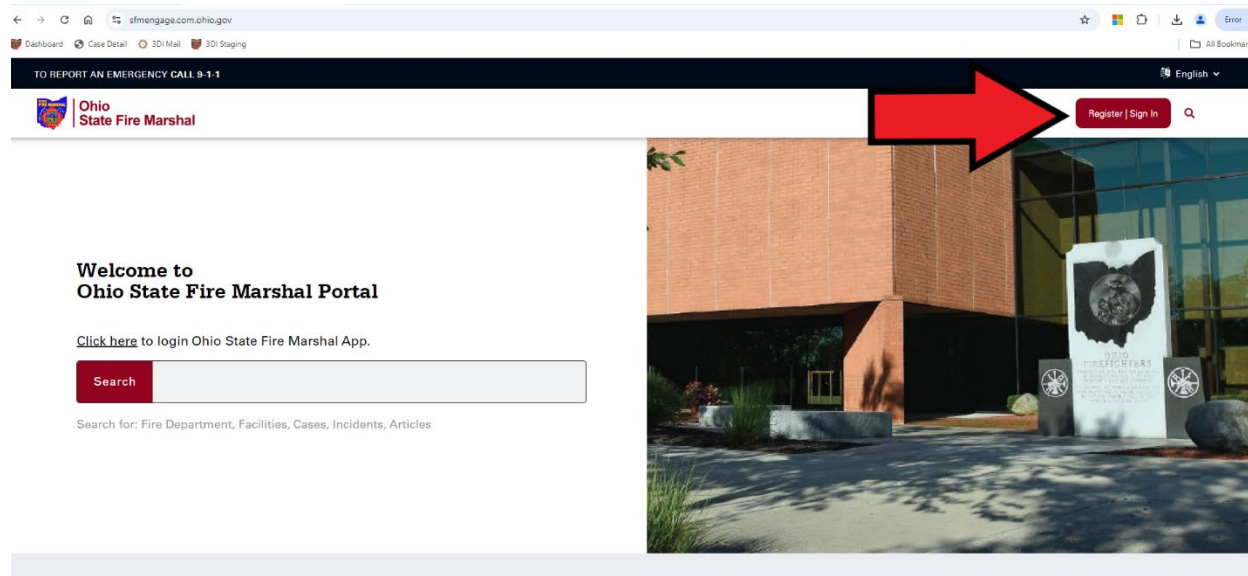


This guide will explain how to create an account on the State Fire Marshal's Portal and how to submit a Nursing Home Fire Report.

1. Go to <https://sfmengage.com.ohio.gov>



2. Click the Register/Sign in in the upper right-hand corner





3. You will be directed to the sign in page. The system utilizes OHID.

*If you do not have an OHID, click create account.

*If you already have an OHID, you can login using that account.

The screenshot shows the OHID login page. At the top, it says "OHID Ohio's Digital Identity. One State. One Account." Below this, it says "Register once, use across many State of Ohio websites". There is a "Create account" button. Below that is a "Log In" section with fields for "OHID" and "Password", and a "Log In" button. At the bottom, there is a link for "Forgot your OHID or password?". A large red arrow points to the "Create account" button.

4. Once you have created an OHID account, or have logged in to your existing OHID account, you can proceed to registration. To register, you will want to register as "Facilities (Non - UST)" "

The screenshot shows the "Welcome to OHIO State Fire Marshal Portal." page. Below the welcome message, it says "Tell us a bit about yourself". There is a section titled "I am associated with" with several radio button options. A large red arrow points to the "Facilities (Non - UST)" option. Below the options, there is a "Submit" button.



- Once you have completed the registration, you can return to the home page and scroll down until you see “Nursing Home Fire Report”. Click on “Report”, and it will start a new incident. This online form will capture the same information as the previous paper form.

Citizens/Business or Facility		Fire Academy Student		Fire Department Resources			
 Pay Inspection Fees Search for invoices and pay inspection fees Pay	 Public Information Record Lookup Public Information records for the Division of the Ohio State Fire Marshal Code Enforcement Bureau. Type Facility name or address	 Apply for Tank Permit Get permit for above ground and unregulated underground tanks Apply	 File a Complaint Report code violation or fire safety issues View Complaints	 Nursing Home Fire Report Report fire incident for Nursing Home Report	 School Drill Reporting Report emergency evacuation and tornado drills for schools. Report	 Request variance Apply for a variance from requirements of Ohio Administrative Code Apply	 Firework Exhibition Permit Apply for Fireworks exhibition permit as required per Ohio Revised Code 3743.54 and Ohio Administrative Code 1301:7-7-56 Login

- You will proceed to the following screen where you will enter all information that is applicable to your incident. Any field marked with a red asterisk (*) is mandatory.

[I want to](#) / [Report Nursing Home Fire Incident](#)

Service Request Type
Nursing Home Fire Incident Report

The Incident reported here will be received by to State Fire Marshal and Ohio Department of Health. Make sure to report within 24 Hours of Fire Incident.

Facility Information

* Enter facility Address ⓘ
Select

Nursing Home facility not in the list? Contact State Fire Marshal Code Enforcement Bureau at 614.728.5460

Nursing Home name ☐ Facility name change required?

* Enter License/Provider Number

City Zip County

Phone Number Email Address



Once you have completed the form and clicked Submit, this information will automatically be transmitted to the Ohio Department of Health and the State Fire Marshal's Code Enforcement Bureau. It will be reviewed by both entities and any follow up will be conducted as needed.

If you have any questions about the process, or issues with the system, please contact the SFM Code Enforcement Bureau by email at sfm_codeenf@com.ohio.gov or by phone at (614) 728-6540.