Fire Safety Report

> This article outlines the setup and use of compliance and reporting features designed to be fully congruent with "The **Jeanne Clery Campus Safety Act**, at **20 U.S.C. § 1092(f)**" The primary purpose of these tools is to allow institutions to map existing local incident codes and campus buildings into broader federal reporting classifications without complicating standard data entry. This guide is intended for OperationsCommander (OPSCOM) administrators.

Setup & Configuration

The configuration of these compliance features requires mapping your campus geography and incident categories using the administrative portal.

Location Types Configuration

Location types allow you to classify campus locations according to Clery Act geography requirements (e.g., On-Campus, Public Property, Non-campus, etc.). This is also critical for **Fire Safety Report**, which groups data by building. **Your installation may already have location data, all modules use the same list.**

1. Hover over **System Configuration, Manage Locations.**
2. Review the default classifications provided by the system.

3. Click the **Edit** icon to rename a type, or click **Add New** to create a custom classification.
4. Click the **Archive** button to hide a classification you do not need. Archiving removes it from dropdowns without deleting historical data.
5. Hover over **Locations** and click **Locations List**.
6. Click the **Edit** icon next to a specific building or location.
7. Click the **Location Type** drop-down menu and choose the appropriate classification for that building.

> If no location type exists for a particular location, it will not display on the **Fire Safety Report** or the Annual Crime Statistics Report. Sub-locations will automatically have the same location type of the main location.

Category Types Configuration

Category types group your specific incident categories into broader regulatory buckets (usually defined by legal statutes). Your installation may already cover your needs, you can check the category types and edit them by doing the following;

- Hover over **System Configuration**, **Incidents**, and click **Categories**.
- Customize the default list by adding, editing, or archiving types to match your reporting framework.
  - You can also configure sub categories by clicking the "Sub" icon, next to each category

You can make an **incident category** eligible for the **Fire Safety Report** by checking that box when editing the category. Once you click save, any new

incident created with the category you checked the box for, will include the **Fire Safety form** at the bottom.

> **Ensure the appropriate form checkboxes are enabled** for each incident category you wish to use them with. Disabling a form for a specific incident type will make it unavailable when generating reports.

Using this Feature

Create a new incident and select the category you enabled the "**Fire form** " for, as well as a subcategory.

1. Scroll down the incident edit page to view the supplemental form if the chosen category triggers the **Fire Safety** form.
2. Enter the required data, including the cause of the fire, number of injuries, number of deaths, and value of property damage.
3. Save the incident to log the compliance data.

Generating Compliance Reports

Once an incident exists with a **Fire Safety** form filled out, that information is submitted to the **Fire Safety Report.**

- Hover over **Incidents**, **Reports**, and click on the **Fire Safety Report** to view fire statistics grouped by building, based on a selected date range.
- Click the **Export to Excel** button on either report screen to download the formatted data.

Best Practices & Considerations

- **Always ensure every active location is assigned a Location Type.** If an incident occurs at a location missing this metadata, it will not properly map to your Clery geography or the **Fire Safety Report**.
- **Categories lacking a Category Type will still report.** If you flag a category for reporting but forget to assign a Category Type, the system will group those incidents under an "Uncategorized" header to ensure data is never silently dropped.
- **Reports feature zero-count transparency.** Every configured crime type or location will always show a row on your reports, even if the count is zero.
- **Color shading in reports indicates volume.** When reviewing the Annual Crime Statistics Report, pay attention to the red shading in the cells; darker red visually highlights problem areas relative to the highest single count in your dataset.
- **Tip:** If a specific crime type is missing from your Annual Crime Statistics report, immediately check that both the **Include in Reports** switch on the Category and the **Reporting** switch on the Sub-Category are enabled.

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