Office of the Fire Marshal and Emergency Management

Registry of Vulnerable Occupancies in Ontario

Release 2016 (2016-04-05)

About the Registry

The Registry of Vulnerable Occupancies in Ontario is a provincial registry of all care occupancies, care and treatment occupancies and retirement homes in Ontario. The registry resides with the Office of the Fire Marshal and Emergency Management but is compiled and maintained at the municipal level by local fire departments through mandatory reporting requirements established in regulation.

Accessing the Registry

The **Registry of Vulnerable Occupancies in Ontario** can be found at **Fire Department Data Services.** The site is password protected.

1. Type https://www.ofm.ca/ in the address bar of your internet browser and press **"Enter"** to re-direct you to the site.
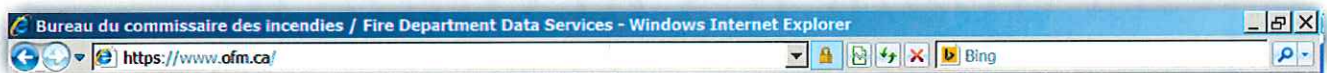
2. Click on **"English"**

3. Click on **"Registry of Vulnerable Occupancies"**

Figure 2 - Fire Department Services Main Menu

Logging into the Registry

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Office of the Fire Marshal and Emergency Management	Registry of Vulnerable Occupancies in Ontario

OFMEM Login

Fire Department Code: [_____]   NFPP/FD: [▾]

Password: [_____] (case sensitive)

[Login]

Forgot My Password

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Figure 3 –Login Screen

1. **Fire Department Code:** Enter the 4-digit OFMEM code for the fire department
2. **NFPP/FD:** Enter the 2 digit code for Northern Fire Protection Program fire departments and for municipalities with more than one fire department (municipalities with one fire department should choose "00").
3. **Password:** Enter the password that you were given to use the Registry.

To obtain a password, please contact:

OFMStatistics@ontario.ca

Main Menu

Ontario

Ministry of **Community Safety and Correctional Services**

Office of the Fire Marshal and Emergency Management

Registry of Vulnerable Occupancies in Ontario

Search Property Record

Add Property Record
Update Property Record
De-activate Property Record

Display/Print Alphabetical listing of properties in the municipality

Display/Print Chronological listing of Next Mandatory FD Inspection Date for all properties in the municipality

Display/Print Chronological listing of Next Approved Scenario Fire Drill Date for all properties in the municipality

Export Property Listing to CSV

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Logout
User Manual

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Figure 4 - Main Menu Screen

The image above shows a sample of the main menu of the application. From the main menu, you will be able to:

1. Search for the property records that you've entered into the registry
2. Add property records to the registry
3. Update a property record that has already been added to the registry
4. De-active any property records that have been added to the registry
5. Print alphabetical listing of properties that you've entered into the registry. The reports are in PDF (portable document formats) that can be saved to your desktop for later use.
6. Print chronological listing of Next Mandatory FD Inspection Date for all properties in the municipality.
7. Print chronological listing of Next Approved Scenario Fire Drill Date for all properties in the municipality
8. Export your listing of properties to a csv file (comma-delimited value) that allows you to open the document in various formats such as Microsoft Excel, etc.
9. Logging out of the application

Searching for a Property Record

Figure 5 - Search for a Property Record

1. From the main menu, go to "Search Property Record".
2. Type the name of the property or a portion of the property name (see "Tips for searching the Registry" on the next page of this user guide).
3. Click on "Search" button.

Registry of Vulnerable Occupancies in Ontario
Search, Update or De-Activate Property Record

Property Name or Address: [   ]   Search

Figure 6 - Sample search screen

Tips for searching the Registry:

- The application will search for any property that where either the property name field or the property address field contains the word or part of the word you typed as your search criteria (i.e. If you type "Community", the system will find names that contain the word **"Community"** at the beginning, the middle, or the end of its property name or property address).
    - **Community** Nursing Home
    - Blenheim **Community** Village
    - 25 **Community** Drive
    - St. Andrew's Terrace Long Term Care **Community**

- If you type part of a word, the application will search for any property name containing the specified choice (i.e. care)
    - Coleman **Care** Centre
    - **Care**free Lodge or 16 Carefree Lodge Road
    - Marnwood Life**care** Centre
    - Extendi**care**

Adding a Property Record

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Ministry of **Community Safety and Correctional Services**

Office of the Fire Marshal and Emergency Management

Registry of Vulnerable Occupancies in Ontario

Search Property Record

Add Property Record

Update Property Record

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Display/Print Alphabetical listing of properties in the municipality

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Logout

User Manual

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Figure 7 - Add Property Record

1. From the **main menu,** click on **"Add Property Record"**

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| Office of the Fire Marshal and Emergency Management | Registry of Vulnerable Occupancies in Ontario |

Main Menu   Logout   Help

Add New Property Record

OFM DATS1   **OFMEM-ISPC: Low**

Property Name		Last Approved Scenario Fire Drill Date	
Occupancy Type	Select an Occupancy	Next Approved Scenario Fire Drill Date (optional)	
Property Type (optional)	NA	Last Mandatory FD Inspection Date	
Address		Next Mandatory FD Inspection Date (Optional)	
Postal Code	__ __	Last Complaint Inspection Date	
Municipality / Community	Select a Municipality	Last Request for Approval Inspection Date	

Save New Record   Cancel

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Figure 8 - Sample "Add New Property Record" screen

2. **Property Name:** Type the name of the property as you would like for it to appear in the Registry. Please note that the application will accept more than one property with the same name.
3. **Occupancy Type:** Please select the appropriate occupancy type of the property that you are adding using the drop-down list that is provided. **Occupancy means the use or intended use of a building or part thereof for the shelter or support of persons, animals or property (O. Reg. 213/07, Article 1.4.1.2. of Division A).**
4. **Property Type:** Please select the appropriate property type of the property that you are adding using the drop-down list that is provided. This field is **optional**.

   If you are going to enter a property type, then:
   a. If the occupancy type is "Retirement Home (licensed)", the property type if selected must be "Retirement Home (licensed)"
   b. If the occupancy type is "Care and Treatment Occupancy", the property type if selected must be one of:
      - Long-term care home
      - Home for special care

- Hospital

c. If the occupancy type is "Care Occupancy", the property type if selected must be one of:
- Group home for children/youth
- Mental health centre for children and youth
- Group home for adults
- Group home for deaf/blind adults
- Domiciliary hostel
- Residence for students who are deaf, blind
- Supportive housing
- Other

5. **Address:** Type the physical address where the property is located.
6. **Postal Code:** Type the postal code for the property (A9A A9A)
7. **Municipality/Community:** Select the name of the municipality or community that the property is situated in.
8. **Last Approved Scenario Fire Drill Date:** date of last approved scenario fire drill as required under s.3 of Ontario Regulation 364/13, "Mandatory Inspection – Fire Drill in Vulnerable Occupancy".
9. **Last Mandatory FD Inspection Date:** date of last mandatory fire department inspection as required under s.3 of Ontario Regulation 364/13, "Mandatory Inspection – Fire Drill in Vulnerable Occupancy".
10. **Next Approved Scenario Fire Drill Date (optional):** date of next approved scenario fire drill.
11. **Next Mandatory FD Inspection Date (optional):** date of next mandatory fire department inspection.
12. **Last Complaint Inspection Date:** date of last inspection as a result of a complaint as required under s.4 of Ontario Regulation 365/13, "Mandatory Assessment of Complaints and Requests for Approval".
13. **Last Request for Approval Inspection Date:** date of last inspection as a result of a request for approval as required under s.4 of Ontario Regulation 365/13, "Mandatory Assessment of Complaints and Requests for Approval".

You <u>must complete</u> bullets 2, 3, 5, 6, and 7 prior to saving the new property record.

Updating a Property Record

Ontario	Ministry of **Community Safety and Correctional Services**

Office of the Fire Marshal and Emergency Management

Registry of Vulnerable Occupancies in Ontario

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Add Property Record
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Display/Print Alphabetical listing of properties in the municipality

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Export Property Listing to CSV

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Logout
User Manual

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Figure 9 - Update Property Record

1. From the main menu, go to "Update Property Record".
2. Type the name of the property or a portion of the property name. Refer to the section on "Search Property Record" for further instruction on searching for properties.
3. Click on "Search" button.

Registry of Vulnerable Occupancies in Ontario
Search, Update or De-Activate Property Record

Property Name or Address: [   ] [Search]

Figure 10 - Sample search screen

4. A list of the properties containing the criteria you entered will appear on the screen. Click on the VOR ID number to open the property details.

Registry of Vulnerable Occupancies in Ontario
Search, Update or De-Activate Property Record

Property Name or Address: Serene [Search]

* Click on the ID to Update the Property Record

De Activate	VOR ID	Property Name	Occupancy Type	Address	Next FD Inspection
☐	114	Serene Shores Retirement Home	Care and Treatment occupancy	1 Serenity Way	2016-04-11
☐	115	Calm Waters Retirement Home	Care occupancy	17 Serene Avenue	2016-07-14

[Deactivate selected property records]

Figure 11 - Click on the VOR ID to update the property record

5. Make the changes to any of the details for the property record.
6. Click on the "Save" button to save the changes.

Edit Property Record

OFM DATS1   OFMEM-ISPC: Low   ID 115

Property Name Test One R	Last Approved Scenario Fire Drill Date 2015-10-27
Occupancy Type Care occupancy ▼	Next Approved Scenario Fire Drill Date (optional) 2015-12-24
Property Type (optional) Other ▼	Last Mandatory FD Inspection Date 2015-10-25
Address 1 way ave	Next Mandatory FD Inspection Date (Optional) 2015-12-02
Postal Code P1M 2M3	Last Complaint Inspection Date 2015-11-26
Municipality / Community Thunder Bay ▼	Last Request for Approval Inspection Date 2015-11-27

Make changes and click on "Save" ➡ [Save] [Cancel]

Figure 12 - Edit Property Record Screen

Please note that you can click on the "Cancel" button at any time to **disregard any of the changes made prior to hitting the "Save" button.**

De-activating a Property Record

Ontario

Ministry of **Community Safety and Correctional Services**

Office of the Fire Marshal and Emergency Management	Registry of Vulnerable Occupancies in Ontario

Search Property Record

Add Property Record
Update Property Record
De-activate Property Record

Display/Print Alphabetical listing of properties in the municipality

Display/Print Chronological listing of Next Mandatory FD Inspection Date for all properties in the municipality

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Logout
User Manual

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Figure 13 - De-activate a property record

1. From the main menu, go to "De-activate Property Record".
2. Type the name of the property or a portion of the property name. Refer to the section on "Search Property Record" for further instruction on searching for properties.
3. Click on "Search" button.

Registry of Vulnerable Occupancies in Ontario
Search, Update or De-Activate Property Record

Property Name or Address: [   ] | Search

Figure 14 - Sample search screen

7. A list of the properties containing the criteria you entered will appear on the screen. Place a checkmark in the box located in the "De Activate" column for each of the properties you wish to remove from the Registry

8. Click on the "Deactivate selected property records" button

Registry of Vulnerable Occupancies in Ontario
Search, Update or De-Activate Property Record

Property Name or Address: Serene | Search |

* Click on the ID to Update the Property Record

De Activate	VOR ID	Property Name	Occupancy Type	Address	Next FD Inspection
☑	114	Serene Shores Retirement Home	Care and Treatment occupancy	1 Serenity Way	2016-04-11
☐	115	Calm Waters Retirement Home	Care occupancy	17 Serene Avenue	2016-07-14

| Deactivate selected property records |

Figure 15 - Sample selection of a property to de-activate

Printing an Alphabetical Listing of Properties

Figure 16 - Display / print alphabetical listing of properties in the municipality

1. From the main menu, go to "Display/Print Alphabetical listing of properties in the municipality"

The report opens as a Portable Document Format (PDF) file. For best results, use Adobe Reader (version 9.0 or higher). You can download a free copy of the Adobe Reader from the Adobe website.

http://www.adobe.com/ca/

2. Click on the link indicated in Figure 16 above to open and view the report

3. The report will display on the screen. If you place your cursor at the bottom of the report, it will display a toolbar. You can use the toolbar to save the report, print the report, move through pages, or zoom in and out.

Please note that you should use the back arrow to return to the main menu. Closing the window using the "X" will close the application.

Figure 1717 - Sample property listing

Printing a Chronological Listing of Properties

Figure 18 - Display / print chronological listing of next mandatory FD inspection date for all properties in the municipality

1. From the main menu, go to "Display/Print Chronological listing of Next Mandatory FD Inspection Date for all properties in the municipality"
2. Repeat steps 2 and 3 in the previous section to display the report on the screen.

Please note that the system allows you to save the PDF report to your computer. You can do this by clicking on the "Save" button instead of the "Open" button.

Printing a Chronological Listing of Next Approved Scenario Fire Drill Date

Ministry of Community Safety and Correctional Services

Office of the Fire Marshal and Emergency Management

Registry of Vulnerable Occupancies in Ontario

Search Property Record

Add Property Record
Update Property Record
De-activate Property Record

Display/Print Alphabetical listing of properties in the municipality
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Logout
User Manual

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Figure 19 - Display / print chronological listing of next approved scenario fire drill date for all properties in the municipality

1. From the main menu, go to "Display/Print Chronological listing of Next Approved Scenario Fire Drill Date for all properties in the municipality"
2. Repeat steps 2 and 3 in section *"Print Alphabetical listing of properties in the municipality"* to display the report on the screen.

Please note that the system allows you to save the PDF report to your computer. You can do this by clicking on the "Save" button instead of the "Open" button.

Exporting the Data to a CSV File

Figure 180 - Export property listing to CSV

1. From the main menu, go to "Export Property Listing to CSV "

2. Click on the link indicated in Figure 20 above to open the CSV file. A CSV file is a comma-delimited value file that can be opened using a variety of software (including Microsoft Excel). Click on the "Open" button and the application will extract the list of properties from the Registry and open it as a CSV file.

Figure 21 - Sample CSV File

Logging Out

Figure 22 - Logout of the Registry

3. To log out of the system, return to the "Main Menu" and click on "Logout."

You have successfully logged out of Registry of Vulnerable Occupancies in Ontario.

Log in

Figure 23 - Successful Logout Message

Comments and Questions

Comments and questions specific to the functionality of the Registry of Vulnerable Occupancies in Ontario website should be directed to the Data, Applications and Technical Support section of the Office of the Fire Marshal and Emergency Management. Users can send an email to OFMStatistics@ontario.ca.

Comments and questions specific to the content of the Registry of Vulnerable Occupancies in Ontario should be directed to the Fire Safety Standards section of the Office of the Fire Marshal and Emergency Management. Users can send an email to FireSafetyStandards@ontario.ca.