



## National Fire Incident Reporting System (NFIRS)

Thank you! You have taken the first step on the road to electronic reporting by installing the Federal Client Tool.

If you were a user of the WFIRS long form (SBD-8568), you will find many similarities between the form set-up and the client tool screens.

As you begin to use the client tool, you will notice its user friendly features:

- Items highlighted in **yellow** within a module must be filled-in
- While in a field, double-clicking or choosing F1 on your keyboard will open a code look-up
- After you complete a module and choose OK, click on **Add Module**. Any modules highlighted in **Red** are required. These modules will be based on the incident type that was entered in the *Basic Module*.
- A large area for remarks, *Section L – Basic Module*, which can be used to write in your own words what happened at the scene.
- Check off boxes to enter repetitive data, such as address for occupant and owner will help speed up data entry between blocks of information.

Items to watch for:

- All incidents require the *Basic Module*, all fires extending beyond a container will require the *Fire Module*, and the *Structure Fire Module* is used for all fires involving buildings.
- Enter the incident type based on what you found when you arrived on the scene, Not what you were paged out for.
- Mutual Aid: **Only** fire departments can give or receive aid.
  - Since only fire departments report to NFIRS, incidents are not being captured if aid is given to a non-reporting agency such as the Department of Natural Resources (DNR); thus, all fire departments must complete an incident for all assists to non-reporting agencies.
  - Departments receiving aid should form the habit of informing all departments who give aid of the incident number assigned so that the giving department can include the incident number in their report.
  - Other department's FDID numbers are given on the web (<http://dsps.wi.gov/SB/SB-FirePrevention-FireDepartments.html>)
- If there is a casualty related to your incident, you must fill out the appropriate Casualty Module. This takes the place of the old yellow and blue casualty forms. The Casualty Module is for use only with fire incidents, please use the EMS Module if you want to record casualties related to any other type of incident. Only

- fire department personnel should be recorded on the Fire Casualty Module. All others should be reported using the Civilian Casualty Module (Civilians include private citizens, non-fire department EMS responders, and police.)
- Structure Fires require dollar loss (Basic Module Section G2) and Structure Size. This information can be obtained from the insurance company or estimated from several websites (example - Electronic files of the latest Building Valuation Data can be downloaded from the Code Council website at <http://www.iccsafe.org/cs/Pages/BVD.aspx>)
    - State law requires all structure fire reports to include an estimated age of the building. There isn't a specific spot for Age within any of the Modules, so please enter this information along with your Narrative on tab L-M, Section L of the Basic Module.
  - Within the *Basic Module*, we ask that you also complete tabs K1-M (entity involved, owner, authorization, and remarks)
  - If you have entered "Unknown" or "Under Investigation" for any of the fields and saved the incident, please remember to go back to the incident and update all necessary fields when the investigation is complete.

Upon completing data entry for an incident, click **Save**. If the entry is sufficient, the system will save and note the file in the lower left white box of the screen. If the entry is missing information, you will be given the opportunity to view the errors. From the error screen, you can double-click on an individual error to be taken to the entry field for correction. If the error exists because information isn't available, make note in the Remarks section and save the incident. Once you have successfully saved, choose **Generate Report** from the **Incident** menu. This creates a pdf (Adobe) file of your incident and saves it automatically to a folder on your C:\drive (generally under *C:\Program Files\NFIRS v59\Reports\...*). The report will be given a title comprised of the incident number and date. This pdf report can be printed, stored on the c:\drive, and/or copied to a disc.

While current legislation only requires Fire reporting, we are aware that many departments are involved in much more. By utilizing NFIRS for each call, including cancelled-in-route and false alarms, your department will have a clear picture and concise documentation of what is being covered. There are several optional modules (*EMS, HazMat, Apparatus/Personnel, and Wildland*) that your department may find helpful to fill out in order to capture a complete picture. There are many uses for the data collected in NFIRS and we can help you to generate reports that will describe your community's fire problem, improve allocation of resources, assist in new program development, track trends to show needed training and inspections, plan for future needs, and support budget requests and grant applications.

#### NFIRS Links:

- NFIRS Information - <http://www.nfirs.fema.gov/users/>
- NFIRS Software Tutorial - <https://www.nfirs.fema.gov/users/tutorial.shtm>
- NFIRS Data Entry Tool User Guide - <https://www.nfirs.fema.gov/users/usersdocs.shtm>
- NFIRS Complete Reference Guide - <https://www.nfirs.fema.gov/users/usersdocs.shtm>
- Estimated Dollar Loss (see bottom of page) - <http://www.nfic.org/resources.html>