

NFIRS Incidents

Setup

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Introduction



NFIRS Reporting Icon

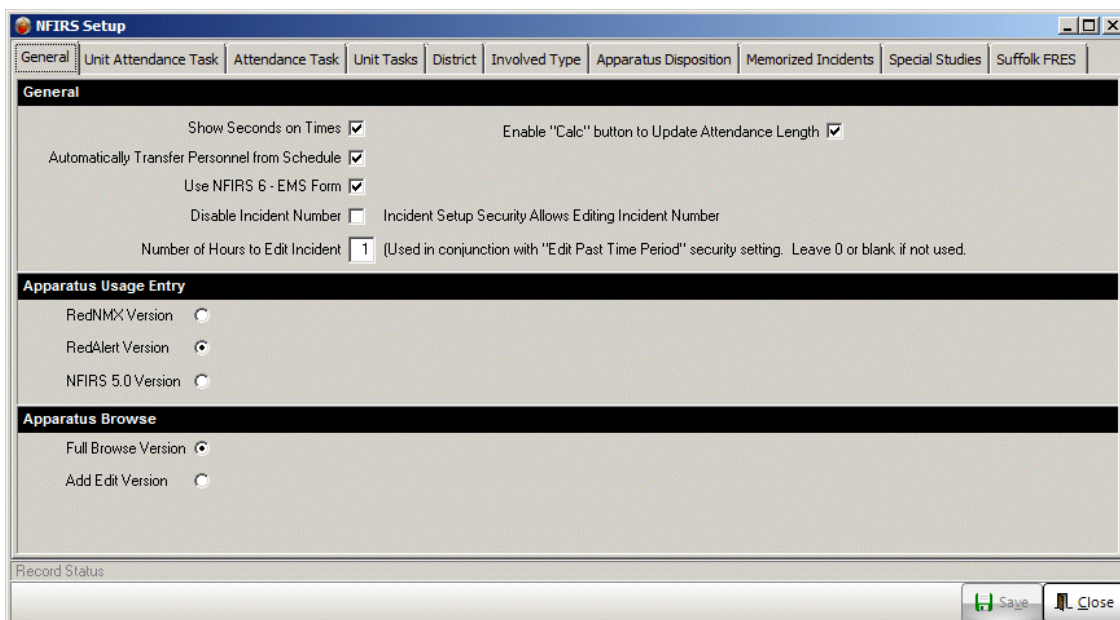
This manual describes in detail how to setup the NFIRS Incident reporting system. In order to access this function, you need security access function **Setup Incidents**.

Access the setup by selecting the drop down arrow found in the **Calls** tab and selecting the Setup option. This will bring up the NFIRS Setup Screen.

Tab: General

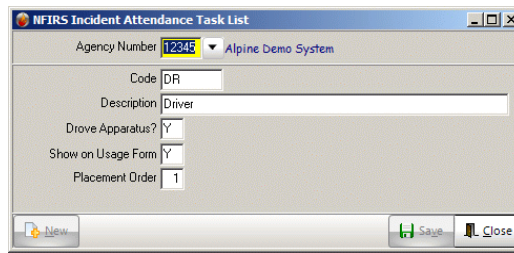
Select the **General** Tab to set the following:

Field Description	How it is Used	Special Notes	Example Entries
Show Seconds on Times	Check this box to show seconds in the Date of Alarm, Date En Route, Date Clear etc fields.	None	Checked or Unchecked
NFIRS 5.0 Form Required	Check this box to utilize the resource forms specified by NFIRS 5.0. These forms include the Apparatus Usage and Incident Attendance.	None	Checked or Unchecked
Apparatus Usage Entry	Select which Apparatus Usage to use.	Refer to Appendix I for the different versions.	Select item.
Apparatus Browse	Select which Apparatus browse to use.	Refer to Appendix II for the different versions.	Select item.



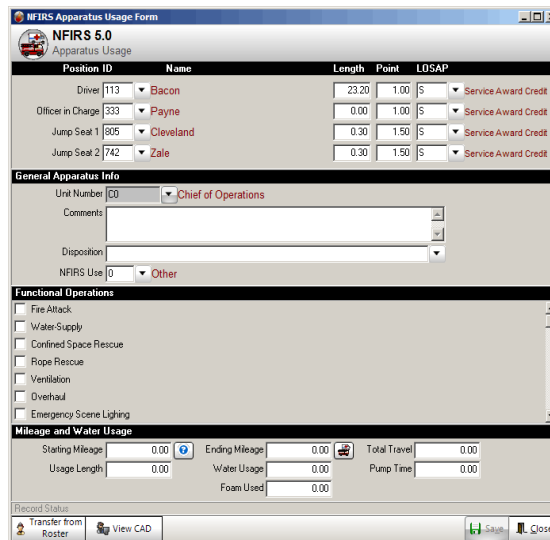
Tab: Unit Attendance Tasks

Select the **Unit Attendance Tasks** Tab to set up the primary function a firefighter performs on a unit. This is also used as the rider positions.



Field Description	How it is Used	Special Notes	Example Entries
Agency Number	Determines which agencies utilize the data.	Leave blank for all agencies.	12345
Code	Enter the code that abbreviates the unit task	Must be unique.	DR, OIC
Description	Enter the description of the unit task	None.	Driver or Officer in Charge
Drove Apparatus?	Enter a Y if the unit task includes driving the apparatus.	This field is used for designating drivers necessary for some queries.	Y or N
Show on Usage Form	This determines if this code should be on the RedAlert version of the NFIRS Apparatus Usage Form	Enter a Y to include it.	Y
Placement Order	This field determines what order to place the field.	Enter the number 1 for the first field, number 2 for the second field, etc.	1, 2, 3

The following NFIRS Apparatus Usage shows the Rider positions. This example includes four, Driver, Officer In Charge, Jump Seat 1, and Jump Seat 2.



Tab: Attendance Tasks

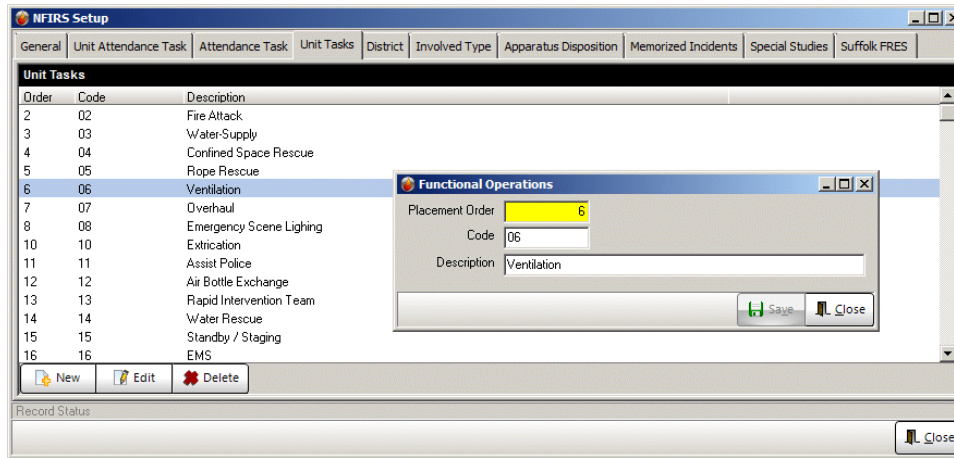
Select the **Attendance Tasks** Tab to set up the functions a firefighter can do on an incident. The following fields can be entered in this screen

Field Description	How it is Used	Special Notes	Example Entries
Agency Number	Determines which agencies utilize the data.	Leave blank for all agencies.	12345
Code	Enter the code that abbreviates the attendance task	Must be unique.	ALS, BLS, PUMP
Description	Enter the description of the attendance task	None.	Provide ALS, Provide BLS, Pump Hydrant.
Placement Order	This field determines in what order the check boxes are displayed.	Lower number first.	1, 2, 3 . . .

The following screen shows where the Attendance Tasks are used.

Tab: Unit Tasks

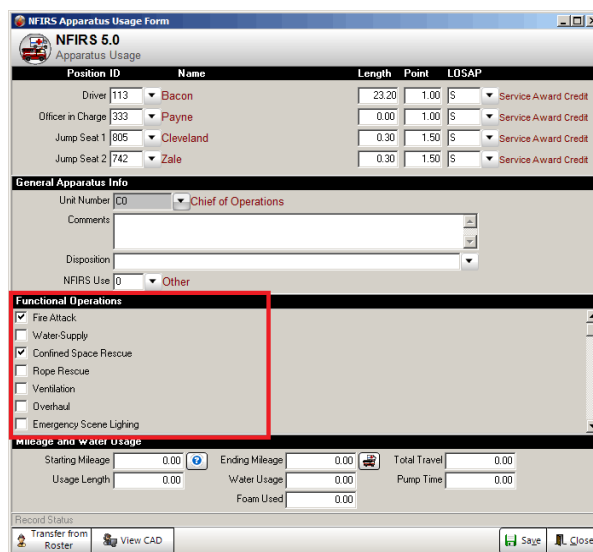
Select this tab to enter the Unit Tasks.



The following fields are entered in this screen.

Field Description	How it is Used	Special Notes	Example Entries
Placement Order	This determines where the check box will be placed. Lower number on top	Leave all blank if you want in alphabetical order.	1, 2, 3
Code	Enter the code or number that abbreviates the functional operation.	Must be unique.	FA, 02
Description	Enter the description of the functional task.	None.	Fire Attack, Water Supply

The following screen shot shows where the functional unit task



Tab: District

Select the **District** Tab to set up the local area District identifiers (optional). This field is found in the E2 section of the NFIRS Basic Entry Screen.

Field Description	How it is Used	Special Notes	Example Entries
Agency Number	Determines which agencies utilize the data.	Leave blank for all agencies.	12345
Code	Enter the code that abbreviates the District identifier.	Must be unique.	1, 11, 111, NE, SW
Description	Enter the description of the District.	None.	District 1

Tab: Alarm Box

Select the **Alarm Box** Tab to set up the alarm boxes found in your protection area. This tab is only visible if you do not have the dispatch module. If you have the dispatch module, this table is managed in the dispatch setup.

Field Description	How it is Used	Special Notes	Example Entries
Box or Section	Enter the box code in the space provided.	Must be unique.	100, 200
Description	Enter the description of the box.	None.	Box 100
Notes and Comments	Enter additional response information in the space provided.	None.	N/A

This field is found in the E2 section of the NFIRS Basic Entry Screen.

Tab: Involved Type

Select the **Involved Type** Tab to set up the NFIRS Other's Involved type list. This field is used in the Basic K1 Person / Entity Involved section.

Field Description	How it is Used	Special Notes	Example Entries
Type	Enter the code in the space provided.	Must be unique.	BO, OV
Description	Enter the description of the type in the space provided.	N/A	Business Owner Other Vehicle

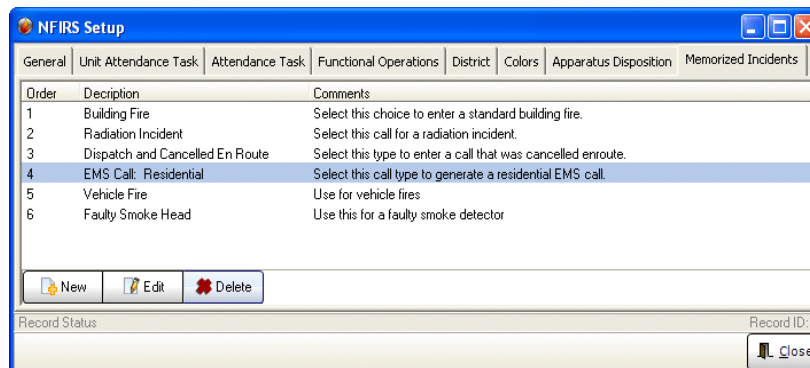
Tab: Apparatus Disposition

Select the **Apparatus Disposition** Tab to set up the apparatus disposition.

Field Description	How it is Used	Special Notes	Example Entries
Code	Enter the code that abbreviates the apparatus disposition	Must be unique.	HH, NP
Description	Enter the description of the apparatus disposition	None.	Highland Hospital, No Patient
Update Apparatus Grid	Determines if the entry will change what is displayed in the apparatus window in dispatch. Put a Y in this field, and upon entering a Y, the program will change the location for view in the Apparatus Display for open alarms.	Requires RedAlert Dispatch Module.	Y or N.

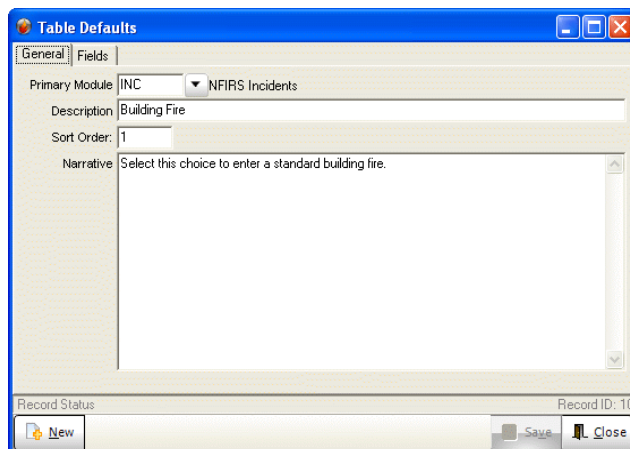
Tab: Memorized Incidents

Select the **Memorized Incidents** Tab to enter incident types that can be used in the NFIRS screen for quick rapid entry.

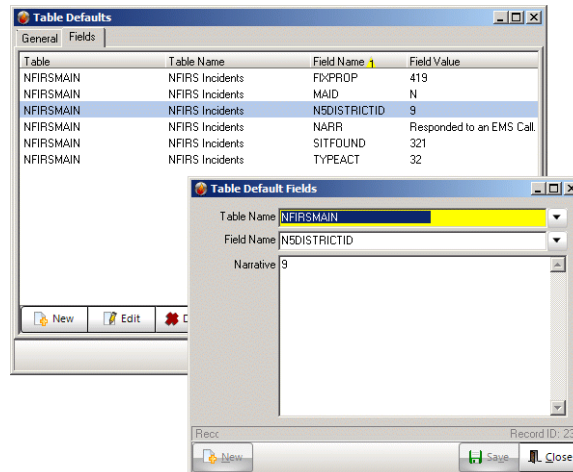


Follow these steps to setup a memorized incident:

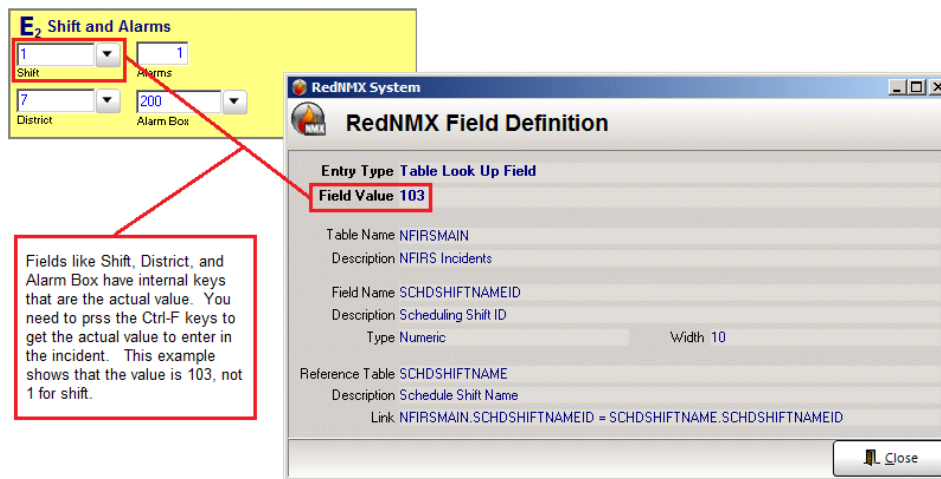
1. Press the New button to start a new template.
2. Verify that the Primary Module is INC.
3. Enter the description and narrative that best describes the incident.



4. Select the **Fields** tab.
5. Add a new record to the list. Enter the Table Name and field name using the drop downs. The primary table for NFIRS Incidents is **NFIRSMAIN**.



6. Enter the Field Name. If browsing an incident, field names and values can be found by selecting Ctrl and F keys.



7. Enter the value of the field.
8. Test the memorized incident on an NFIRS incident report.

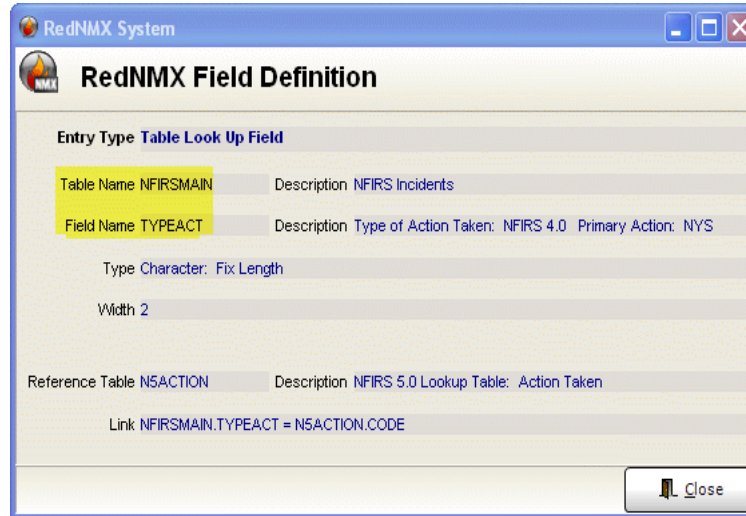
Narratives: Creating Pre-Formatted Narratives

1. On the menu bar click System then Setup.
2. Click on the Remarks tab.
3. Click the new button found at the bottom left corner of the window.
4. Set the Primary Table field to "NFIRS Incidents".
5. Set the Field Name to "NARR".
6. Enter a brief description of the narrative you wish to create.
7. Write your full narrative in the Narrative field.
8. Save your narrative.
9. Repeat steps 3 through 8 for each pre-formatted narrative you wish to create.

The screenshot shows a dialog box titled "Narrative Default Values". It contains the following fields and controls:

- Primary Table:** A dropdown menu with "NFIRS Incidents" selected.
- Field Name:** A dropdown menu with "NARR" selected.
- Description:** A text field containing "Cancelled Enroute".
- Narrative:** A larger text area containing "Cancelled enroute by dispatcher."
- Spelling:** A button with a spelling icon.
- Record St:** A label at the bottom left.
- Record ID: 2**: A label at the bottom right.
- Buttons:** "New", "Save", and "Close" buttons are located at the bottom of the dialog.

Tip: Place your cursor inside any field on the NFIRS form and press the Ctrl+Alt+F keys simultaneously. This will display a window (below) that provides the Table Name and Field Name needed.



Rank and Assignment

On the bottom of the incident report, there are fields called Rank and Assignment. Refer to the Personnel module section **Tab: Rank** of the Personnel Setup module (perssetup.pdf). to add edit or delete from the Rank pick list. Remember, if you delete from here, it could remove ranks from the personnel module, as they might still being used.

You can add to the Assignment list by going to the **Tab: Unit Attendance Tasks**, of this manual, the incident setup manual (incsetup.pdf).

Mutual Aid Fire Departments

This section covers how to enter Mutual Aid Fire Departments (NFIRS section D).

1. Log into RedAlert with System Set Up access.
2. Select the System menu on the top toolbar.
3. Select the Set Up menu from the options available. If Set Up is not visible, you do not have security for this action.
4. Select the Agencies tab.
5. Choose the New button on the lower left corner.
6. Enter the following:
 - Agency Number (five digit Fire Department Identification number).
 - Name. Common name for the Mutual Aid department.

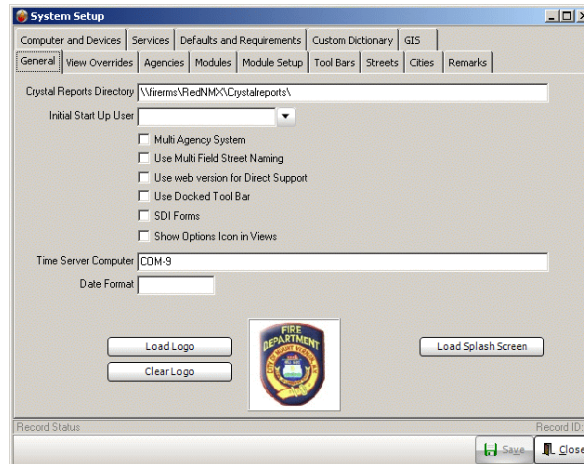
No additional data entry is required for Mutual Aid Department entry.

7. Verify entry by opening an incident and selecting the Primary Agency drop down box in NFIRS Section D.

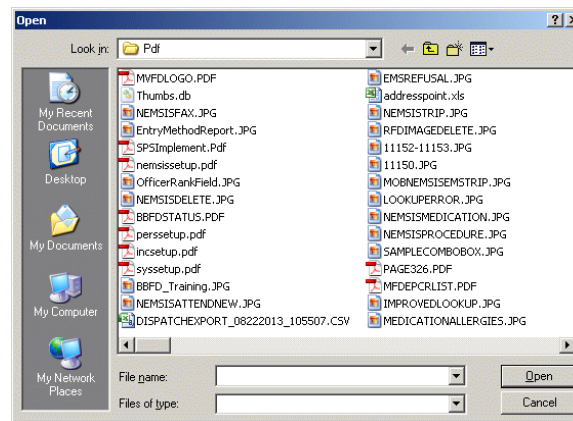
Adding Logo to Report

This can only be done by Alpine personnel. Follow these steps.

1. Log in as Alpine
2. Goto the System Setup.
3. Select the General Tab



4. Press the Load Logo button.



5. Select the Logo file. It must be a .JPG type file.
6. Test the Report.

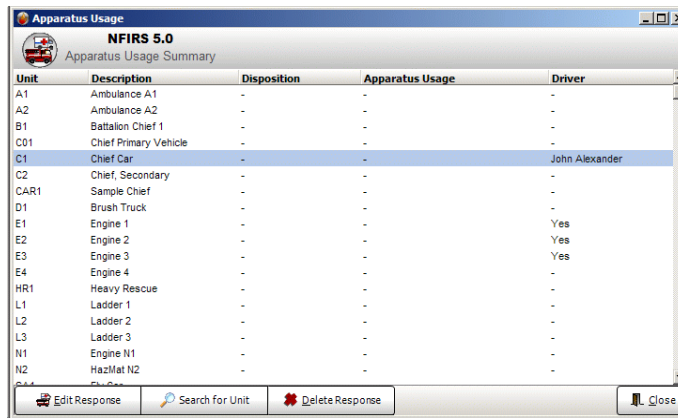
Appendix I: Apparatus Usage Entry Versions

RedNMX Version

RedAlert Version

NFIRS Version

Appendix II: Apparatus Browse Versions

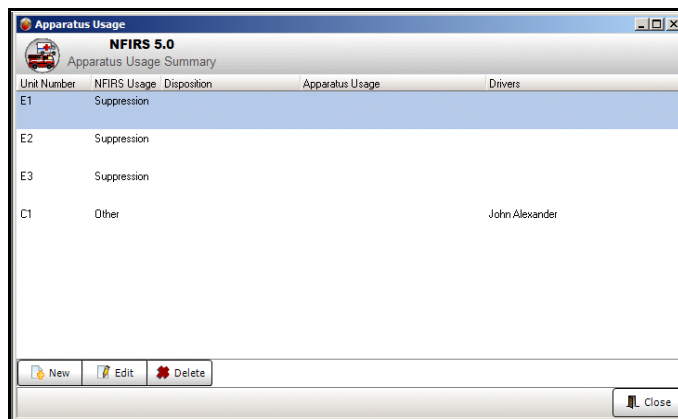


The screenshot shows the 'Apparatus Usage' window in the RedAlert version. The title bar reads 'Apparatus Usage' and the subtitle is 'NFIRS 5.0 Apparatus Usage Summary'. The window contains a table with the following columns: Unit, Description, Disposition, Apparatus Usage, and Driver. The data is as follows:

Unit	Description	Disposition	Apparatus Usage	Driver
A1	Ambulance A1	-	-	-
A2	Ambulance A2	-	-	-
B1	Battalion Chief 1	-	-	-
C01	Chief Primary Vehicle	-	-	-
C1	Chief Car	-	-	John Alexander
C2	Chief, Secondary	-	-	-
CAR1	Sample Chief	-	-	-
D1	Brush Truck	-	-	-
E1	Engine 1	-	-	Yes
E2	Engine 2	-	-	Yes
E3	Engine 3	-	-	Yes
E4	Engine 4	-	-	-
HR1	Heavy Rescue	-	-	-
L1	Ladder 1	-	-	-
L2	Ladder 2	-	-	-
L3	Ladder 3	-	-	-
N1	Engine N1	-	-	-
N2	HazMat N2	-	-	-

At the bottom of the window, there are buttons for 'Edit Response', 'Search for Unit', 'Delete Response', and 'Close'.

RedAlert Version



The screenshot shows the 'Apparatus Usage' window in the RedNMX version. The title bar reads 'Apparatus Usage' and the subtitle is 'NFIRS 5.0 Apparatus Usage Summary'. The window contains a table with the following columns: Unit Number, NFIRS Usage, Disposition, Apparatus Usage, and Drivers. The data is as follows:

Unit Number	NFIRS Usage	Disposition	Apparatus Usage	Drivers
E1	Suppression			
E2	Suppression			
E3	Suppression			
C1	Other			John Alexander

At the bottom of the window, there are buttons for 'New', 'Edit', 'Delete', and 'Close'.

RedNMX Version