

NFIRS Incidents

Usage

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Introduction



This manual describes in detail how to enter and edit NFIRS Incidents. The basic goal of this manual is to show the user how to complete an NFIRS 5.0 Incident Report according to the NFIRS 5.0 specification.

Security access to Incident Reporting is required to proceed.

Accessing NFIRS Incident History

Select the Fire Icon found in the top tool bar, within the Calls subset of icons. This displays the incident browse screen. Information displayed includes:

- Incident Browse window. Displays recent incidents or incidents based on search criteria.
- Standard Search parameters for retrieving and viewing incidents.
- Function buttons for New, Edit, Print, and Delete functions (availability depends on your security access).

CAD Interface Generated Incidents

If your system includes a CAD Interface or the Dispatch module, incidents are created automatically and the most recent incidents will already be found in the history. A single incident can be selected by double clicking with the mouse or by highlighting and selecting the Edit button on the bottom. If the specific incident you are looking for is not viewable, you can enter the appropriate search parameters and click the **Find Records** button.

Manual Incident Generation (systems without CAD Interface)

Press the **New** button to create a new incident. Once the incident has been created the incident number can be modified if something other than a sequential numbering scheme is being used.

Incident Numbering Rules

The incident number format needs to be in the YYYYNNNNNN format where:

- YYYY is the 4 digit incident year.
- NNNNNN is the 6 digit incident number.

The following rules apply to the incident number.

- The first four digits are the year.
- The next six digits are the incident number with leading zeros.

An example incident number is 2007000212. This represent the 212th incident of year 2007. In order for the auto incrementing incident number to work properly, there needs to be leading zeros in the incident number.

If your department manually enters the incident number from your CAD center or County Agency, enter the year then the number, with leading zeros to make it six wide, for a total of 10 characters with the year.

Incident Entry Screen

A new incident, without the Incident Type field completed only contains the **Basic** form. The form builds upon itself as the incident type is defined and fields on the form are completed.

The incident entry screen is broken up into three major sections.

- **Form Navigator.** Found in the upper left corner of the window, the navigator serves as an easy method of locating fields within the incident report. Click a specific item in the list and that section of the report will be highlighted and the cursor will blink in the designated field. Note the sections found in the navigator are dependent upon the incident type selected.
- **NFIRS 5.0 Validator.** This box found in the lower left displays all of the required fields for a given incident. As data is entered, click the NFIRS 5.0 Validator button to refresh this list.
- **Main entry screen.** This is the electronic form, found on the right side. All field entries are completed here. On the extreme right is a scroll bar for moving up and down within the form.

All fields highlighted green are required. Enter all of the appropriate information in the spaces provided. Notice the Form Navigator changes when you enter an incident type of **111-Building Fire**, which is the most comprehensive incident type.

Incident Entry Steps

Follow these steps to complete incidents in the most efficient manor:

1. Enter all fields found in the incident form. Be sure that all of the times are correct. Make sure that the incident length is entered, bottom of section E1.
2. Enter the apparatus that responded.
3. Enter the attendance. Because the length was entered, the man power will be calculated.
4. Double click on invalid or missing fields. This will bring you to the missing data. Enter it.
5. As you finish entering fields, click on the NFIRS 5.0 Validator. This will update the list of missing data required for an approved NFIRS incident.
6. After you have finished all of the entries, and there are no more in the invalid fields list, press the Approve Incident button. This approves the incident. You are finished.

Incident Entry Tips

The following are incident entry tips:

1. The incident number format needs to be in the YYYYNNNNNN format where:
 - YYYY is the 4 digit incident year.
 - NNNNNN is the 6 digit incident number.

An example incident number is 2007000212. This represent the 212th incident of year 2007. In order for the auto incrementing incident number to work properly, there needs to be leading zeros in the incident number.

2. **Press the Save button regularly as you are entering incidents.** This saves your work to the database and will insure that data will not be lost if there is a computer failure.
3. Use the **Memorized Incidents** feature for quick entry of frequent incident types. This feature populates the report with pre-defined codes and information.

4. Press the **Same** button to transfer times from the preceding time to another. This field is used if the incident times are identical or if you want to enter the data and estimated time to be changed after the button is pressed.

Fire Service and Civilian Injury Report Entry

Follow these steps to enter a fire service or civilian injury report.

1. Select the Basic section of the Fire Report.
2. Scroll to the **H, Casualties** section of the basic fire report. Enter the number of injuries for the appropriate report. Notice how the **Civilian Casualty Reports** or **Fire Casualty Reports** navigator choice appears.
3. Select the navigator choice to bring up the report browse to enter an injury report.
4. Press the New button to add a new report.
5. Finish the Report.

Apparatus Usage

This section of the program allows for tracking personnel on a particular piece of apparatus, their riding position and the units functional assignment for the incident.

The first step is to configure the Position ID field, otherwise known as the riding position on the apparatus such as Driver, Officer, Rider 1, Rider 2 and so on. The positions can be named to match your departments operations.

Next you will need to configure the functional operations your units perform. Examples of this are Aerial Ladder Use, Assist Police, Fire Attack and so. These functions can be customized to your operations as well.

To configure these lists enter the NFIRS setup window and enter the desired entries into the Unit Attendance Task and Unit Task tabs respectively.

Completing the Usage form

1. Click the Usage button at the bottom of the NFIRS report.
2. The usage window will display with the apparatus assigned to call if your department uses the dispatch module and apparatus was assigned to the call. If the window does not show any apparatus, your department is not using the dispatch module or no apparatus was assigned to the incident.
3. Double click the apparatus for which you wish to complete the Usage form. Click the new button to add apparatus if no apparatus appear or you wish to add additional units to the incident.
4. Complete the fields as desired and click save.
5. Repeat steps 2-4 for each apparatus assigned to this incident.

Incident Attendance

Incident attendance can be taken in two ways:

1. Press the **Attend** button to bring up the active roster for the fire department. There are two ways you can use this attendance form:
 - **Numerical Entry Method.** Enter the number in the yellow box on the lower left and hit the enter key. It will give the member credit for attending the call.
 - **Point and Click.** Point to the attending member and click on it to give credit. Click again to change the status of the attendance based on the attendance type in the figure below.



Manual
Kiosk
Auto Credit

Press the Additional button that appears if you hold the mouse over the attending member. This will bring up the NFIRS Attendance form allowing additional information to be entered. Refer to the appendix for form field definitions.

- Attendance can also be entered in conjunction with the *Usage* form for Apparatus described below:

Transferring Attendance

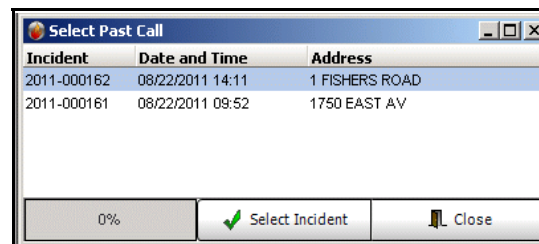
This section covers how to transfer incident attendance from one call to another call. This is useful when you have had several calls that had the exact same personnel attending the original call. This applies to rapid calls during a storm. Follow these steps:

- Open the incident report to transfer attendance to.
- Press the attendance button on the bottom of the incident report.



This brings up the incident attendance check box screen.

- Press the Copy From button to bring up the Select Past Call Window.

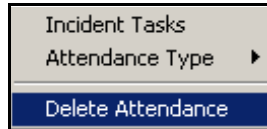


- Select the past call to transfer incident attendance from. Then press the Select Incident button.
- Verify that the attendance transferred.

Deleting Incident Attendance

This section covers how to delete a staff from a call.

- Press the Attend button to bring up the active roster for the selected call.
- Method One. Click on the attending personnel. Keep clicking until the color changes to the inactive mode. If you have three attendance types, it will take three clicks to clear.
- Method Two. Highlight the member to be deleted and press the right mouse button. Select the **Delete Attendance** choice.



Incident Validator Box

The validation menu on the left side of the screen includes an Incident Validation Box. The top of this box includes an expandable menu that will list any field that could be associated with the incident you are entering.

The lower box includes NFIRS specific requirements and the minimum required fields necessary to complete the incident. Double click on any validation menu item to go directly to that specific field.

The RedAlert NFIRS reporting system is dynamic and automatically adjusts the display to show pertinent information. One example of this includes entering a 111 in the incident type. The system will automatically require the fire and structure modules.

Click the **NFIRS 5.0 Validator** button to update list of required fields. It will also turn the required fields green.

Page	#	Field
Basic	C	Incident Type
Basic	F	Action Taken
Basic	E1	Arrival Date
Basic	J	Property Use
Basic	R	Primary Unit

The incident type cannot be blank.

NFIRS 5.0 Validator

In order to find the error in the incident report, simply double click on error, the program will take you to the section of the incident report and highlight the error in a flashing field.

Approving Incidents

Upon completion of the incident report, press the **NFIRS 5.0 Validator** button to approve the incident. If there are no more requirements, the validator button will display **Approve Incident?** Press this to approve the incident.

Creating Exposures

This section describes how to create an incident exposure. Follow these steps:

1. Press the Incident Icon to view the incident history.
2. Highlight the incident that requires an exposure.
3. Right click on the incident and select Create Exposure.
4. An exposure report will be created just above the selected incident. Notice the 01 visible in the Exp# column of the incident history screen.
5. Approve the exposure report.

Printing Single Incident Report

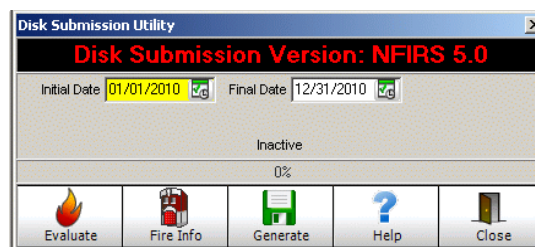
While viewing the incident report entry screen or the view screen, press the **Print** button. Select the NFIRS Incident choice and click print. This will print the NFIRS 5.0 Incident Report.

Incident Disk Submission

The user **MUST** have the “Disk Submission” security setting set to YES in order to perform this function.

It is recommended that incidents are submitted once a month. Some states or regions may have other requirements which you should verify. Follow these steps to submit incidents:

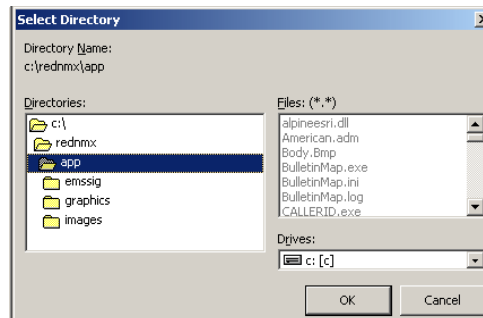
1. Click on the drop down arrow next to the View NFIRS (flame) icon and select Disk Submission from the list.
2. Enter the date range of the incidents you plan to submit.



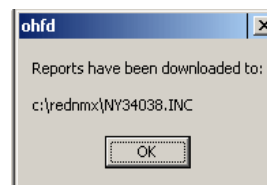
3. Click the **Evaluate** button. The system will search for incomplete incidents for the given date range. Should any incomplete incidents be found, complete them before continuing this process.

***Note that any incomplete incidents will NOT be included in the submission file.**

4. Press the **Generate** button to create the transmittal file. A Start Download dialogue box will display. Select the **Yes** button.
5. Upon completion of the process, a file dialog box will appear. Select the appropriate file location to save the file and press OK.



7. A message box will display the location of the file. Remember this location. This is the file you will be emailing.



8. Email the file to the appropriate agency for your jurisdiction.

Optional:

Email this file to the following address:

Info@AlpineSoftware.Com

We will run the submission file through the official validator to confirm the validity of the submission file.

Note: Please do not rename or alter the file that is generated by your program. It is formatted specifically for electronic submission and any changes may impede that process.


Incident Renumbering

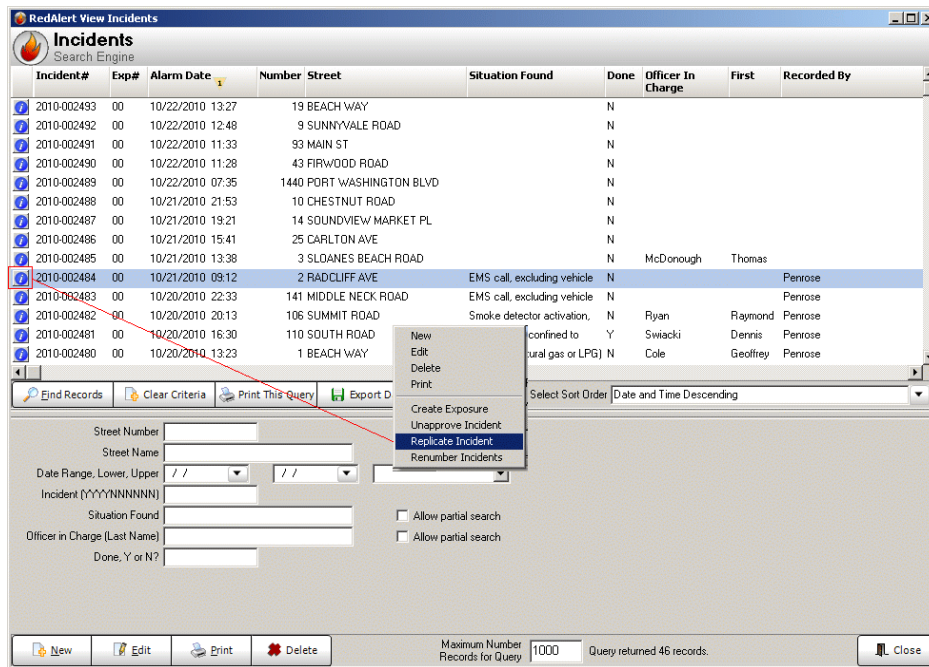
This section is only accessible for Alpine Personnel. This procedure changes the incident number for the entered date range and Fdid. It cannot be run past 12/31/YYYY. It will not reset at the start of a new year. Follow these steps:

1. Log in as ALPINE.
2. Access the incident reporting system.
3. Highlight an incident and press the right mouse button. Select **Renumber Incidents** choice.
4. Fill in all of the fields.
5. Press the **Renumber Incidents** button.
6. Close out the incident browse.
7. Re open it and verify the incidents are renumbered.

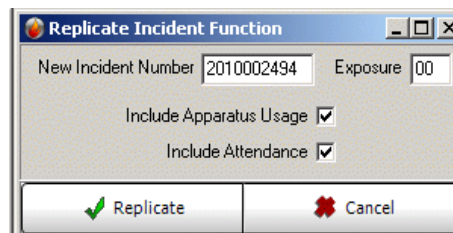
Incident Replicating

This section covers how to replicate an incident. Follow these steps:

1. Log on as a user that has incident setup rights.
2. Click on the Incident Icon. This will bring up the incident search engine.
3. Highlight the incident to replicate, and either press the blue  or press the right mouse button. This will bring up the menu, select the Replicate Incident.



4. Enter the new incident number, (it defaults to the next one) and check off when to include apparatus and or attendance. Press the Replicate button to create the new incident.



5. Edit the new incident and approve it.

Incident Validation Testing Procedures

This is an internal procedure for testing the NFIRS Transmittal File before final submission to the state. Follow these steps:

1. Make sure you have the latest validation tool. This changes regularly.
2. Save NFIRS submission file to a directory on your machine. File name will be !!#####.INC
!! Is the State.
Is the FDID of the Fire department.

Example: NY12345.INC

3. Make sure there are no other submission files or folders named "Out" in the directory where you will save the file. If there are, delete them.
4. Open the NFIRS 4.12 Validator and point it to the desired submission file by clicking the Select Import File button. Navigate to the directory where the file is located then double click on the file.
5. Click accept and the validation process will begin. You may wish to resize the window.
6. Scroll to the bottom of the validation window and look at the section called Incident Import Summary. Look for any import failures. If this number is anything BUT zero, review the file to see where the errors are. Connect to the database and check why the incident failed.
7. If import failures are zero the file can be sent to the state.
8. Create an email addressed to: nfirs5@dos.state.ny.us for NYS. Other states are in the Appendix B.
9. Attach submission file to email. In the subject line put: FDID XXXXX, where XXXXX is the actual FDID number.
10. You should receive confirmation of receipt from the state within 5 minutes. Forward this confirmation back to the customer.

Appendix A: Module Requirements

This section outlines which modules are required based on incident types and other fields of entry.

Module	Requirements
Basic	This module is required for all incidents.
Fire	This module is required for all incidents that have an incident type of 110 - 112, 120 – 138, and 161 - 164. 160 is not included here because that code can be a wild land fire. An example exception includes an incident type of 113, cooking fire confined to container.
Structure	This module is required for all incidents that have an incident type of 111, 112 or 12x.
HazMat	This module is available when the incident type is 100 - 243, 321 - 324, 371 - 371, 400 - 431, 451, or 900.
Arson	This module is available when the incident type is 100 - 173, and the Cause of Ignition is 1, 2, 5 or U.
Fire Casualty	This module is required when either Fire Service Injury or Death is entered.
Civilian Casualty	This module is required when either Civilian Injury or Death is entered.

Appendix B: State Email Addresses

The following are email addresses for each state.

State	Email Address
New Jersey	NFIRS@DCA.STATE.NJ.US
New York	nfirs5@dos.state.ny.us
Massachusetts	MFIRS.Report@state.ma.us
Connecticut	ct.nfirs@po.state.ct.us
Florida	FFIRS@fldfs.com
New Hampshire	NHFIRS@dos.nh.gov

Appendix 1: Basic Module

The following is a field summary for the basic module.

Section	Field	Description	Requirement	Comments	Example
A	FDID	Fire Department Identification Number. This field is assigned by your state fire marshal. It is automatically entered.	Required for all calls.	Use the pick list to select.	12345
A	Alarm date and Time	The date and time the alarm took place. This is the absolute beginning time of when your department's involvement.	Required for all calls.	Use military format MM/DD/YYYY HH:SS	12/31/2007 18:01
A	Incident Number	The incident number is a sequential number that is incremented for each incident.	Required for all calls.	Enter in this format YYYYNNNNNN	2007000012 Include 0s in the data.
A	Exposure Number	The Exposure number of the incident.	Required for all calls.	Enter in this format. NN	00
B	Census	The census number assigned to the location.	Not required.	NNNNNN	123456
B	Type	The type of location where the incident occurred.	Required for all calls.	Select from the pick list.	1
B	Number Milepost	The street number of the street or the milepost of an interstate.	Not required.	If there is an apartment, enter in Apt field.	23
B	Street or Highway	The street name where the incident occurred.	Not required.	Select from the pick list.	Main Street
B	Apt / Suite / Room	Apartment or Room where the incident occurred.	Not required.	Select from the pick list.	3A
B	City	The city where the incident occurred.	Required for all calls.	Select from the pick list.	Rochester
B	State	The state where the incident occurred.	Required for all calls.	Select from the pick list.	NY
B	Zip Code	The zip code where the incident occurred.	Required for all calls.	None. Use Zip plus 4 if applicable.	12345
B	Cross Street or Directions	Enter cross street or verbal description of incident location.	Required if location type is 2, 3, 4 or 5.	None. Use Zip plus 4 if applicable.	12345
C	Incident Type	The incident type represents the type of incident. This code changes field requirements based on the incident type.	Required for all calls.	Select from the pick list.	321
C	Use Wildland	Wild land fire check box. Check this off if you want to use the wild land module instead of the fire module.	Not required.	None	Y or N
D	Mutual Aid Given or Received.	Defaults to N. If 1, 2, 3, 4 or 5, you can enter Fdid, State, and Incident number.	Required.	Select from the pick list.	N, 1, 2
D	Their Fdid.	Fdid of the primary agency involved with mutual aid.	Not required.	Select from the pick list.	12345

D	Their State	State for mutual aid.	Not required.	Select from the pick list.	FL
D	Their Number	Incident number of mutual aid agency.	Not required.	Enter the number in the space provided.	000221
E1	Alarm	Date and Time of the alarm.	Required.	Both date and time are required.	Use military format for time.
E1	Time out	Date and Time first unit left station.	Required for certain incidents.	Both date and time are required.	Use military format for time.
E1	Arrival	Date and Time of first unit arrival.	Required for certain incidents.	Both date and time are required.	Use military format for time.
E1	Controlled	Date and Time incident was controlled.	Required for certain incidents.	Both date and time are required.	Use military format for time.
E1	Last Unit Cleared	Date and Time the last unit cleared that is part of your department.	Required for certain incidents.	Both date and time are required.	Use military format for time.
E1	Incident Length	The length of the incident.	Not required	Click on the Calc button to calculate the time.	Decimal length. 1.5 is 1 hour 30 minutes.
E2	Shift	Shift Code. This pick list is setup in the career scheduling system.	Not required.	Select from the pick list.	A
E2	Alarms	Number of Alarms represented by this incident. Defaults to 1.	Not required.	N/A	1
E2	District	District where incident took place. This pick list is setup in the incident setup module.	Not required.	Select from the pick list.	3
E2	Alarm Box	Alarm or Dispatch Box where incident took place. This pick list is setup in the dispatch setup module	Not required.	Select from the pick list.	121
F	Actions Taken	Actions taken at incident. You can enter up to three types.	Required	Select from the pick list.	32
G1	Resources	Enter all of the resources used on the incident.	Required based on incident type.	N/A	N/A
G2	Dollar loss and Values	Enter the known information. If you know it to be 0, enter 0. If it is not known, select the check box .	Not required.	N/A	N/A
H1	Casualties	Enter the number of casualties for all categories.	Not required.	Enter data here will require additional forms.	N/A
H2	Detector	Enter the detector info in the space provided.	Not required.	Select from the pick list.	1
H3	HazMat Release	HazMat result. Enter data in this field will allow the entry of hazmat release forms.	Not required.	Select from the pick list.	N
I	Mixed Use Property	Special property field for addresses that are used for more than one purpose.	Not required.	Select from the pick list.	00

J	Property Use	Fix property use is based on the primary use.	Required for most incidents.	Select from the pick list.	419
K	Persons Entity Involved	If the owner or occupant names are known, enter available data in the spaces provided.	Not required.	Various systems have Geo files with default values.	N/A
L	Remarks	Enter free form text in the space provided. The clear button will clear everything if you want to start over. The select narrative will bring up a list of preformatted narratives.	Not required.	The default text is setup in the general system setup module.	N/A
M	Authorization	Persons in charge and also pers making report.	Not required.	These can be setup based on your security login.	N/A

Appendix 2: Fire Module

The following is a field summary for the fire module.

Section	Field	Description	Requirement	Comments	Example
B	B1	Estimated number of residential living units in building of origin whether or not all units became involved.	Required.	Click Not Residential if not applicable.	3
B	B2	Number of buildings involved.	Required	Click Buildings not Involved if Not Applicable	2
B	B3	Acres Burned (outside fires)	Required	Enter the appropriate field.	33
C	Onsite Materials or Products	Complete if there were significant amounts of commercial materials involved with the incident.	Required	Enter either none or materials and storage.	You must enter a corresponding storage code for each material.
D	Area of Fire Origin	The area that the fire originated.	Required	Use the Pick List.	32
D	Heat Source	The heat source that started the fire.	Required	Use the Pick List.	41
D	Item First Ignited	The item that was first ignited.	Required	Use the Pick List.	30
D	Type of Material First Ignited	The type of material first ignited.	Required	Use the Pick List.	10
E1	Cause of Ignition	The cause of ignition	Required	Use the Pick List.	2
E2	Factors Contributing to Ignition	The factors contributing to Ignition You must enter at least one.	Required	Use the Pick List.	21
E3	Human Factors	Select as many human factors as applicable.	Required	Use the Pick List.	Asleep
F1	Equipment Involved	Enter the equipment involved fields as applicable.	Depends on the call type.	Use the Pick List.	NNN
G	Fire suppression factors	Fire suppression factors	Not required.	Use the Pick List.	None.
H1, H2	Mobile Property Involved	Mobile property involved.	Depends on the call type.	Enter the appropriate fields.	3

Appendix 3: Structure Fire Module

The following is a field summary for the fire module.

Section	Field	Description	Requirement	Comments	Example
I1	Structure Type	The structure type.	Required	Use the Pick List.	1
I2	Structure Status	The structure status.	Required	Use the Pick List.	1
I3	Building Height	Total number of stories at or above grade.	Optional	Enter number	1
I3	Building Height	Total number of stories below grade.	Optional	Enter number	1
I4	Main Floor Size	Total square feet.	Required	Either main floor size or length and width must be entered.	3222
I4	Main Floor Size	Length in feet.	Required	Either main floor size or length and width must be entered.	68
I4	Main Floor Size	Length in feet.	Required	Either main floor size or length and width must be entered.	32
J1	Fire Origin	Story of Origin	Required if Structure Type 1 or 2.	Enter the story of origin, press the check box if below grade.	1
J2	Fire Spread	Fire Spread	Required if Structure Type 1 or 2.	Use the Pick List.	1
J3	Number of stories damage by flame.	Follow screen prompts.	Optional	Follow screen prompts.	N/A
K	Material Contributing Most to Flame Spread	Check off box if no flame spread.	Either the check box or the other two.	Check off the box if no flame spread.	N/A
L	Detector Fields	L1 - L6 are the detector fields.	See Validator on left side of screen	Enter all known data.	N/A
M	Sprinkler System Fields.	M1 - M5 are the presence of automatic extinguishment system.	See Validator on left side of screen	Enter all known data.	N/A