

Federal Client Tool

Data Entry Tool, NFIRS V594

Important Note: this manual was written 1/1/2014 and has information specific to KS. The field use and explanation remains the same for any State but please contact your state NFIRS Program Manager if you are outside KS. Different states may have stricter or looser requirements than KS as well as different emails for contacts.

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How it works

This manual is for the downloaded version of the Federal Client Tool, often called the Data Entry Tool, or DET. The DET requires an internet connection and saves your reports directly to the NFIRS database. You must have an account to access the Federal Client Tools and can obtain an account from the State NFIRS Program Manager. You will not need to send your NFIRS reports to the State Program Manager as you are working directly into the National Fire Data Center database. This means you do not need to print, mail, or email files to the State.

This manual shows a screenshot of the software and then the corresponding paper version of the same fields. This is to help those transitioning from paper to understand where the fields are placed in the software. You can edit the report after saving it any time you need to change/add information. You should! If you find out that a fire under investigation is an arson you need to go back in and provide that information.

User Account

Contact your State NFIRS Program Manager to obtain a user account. Passwords are changed every 90 days and must be 8 characters long with a numeral and special character. Login at least once a month to avoid your password expiring or your account becoming Inactive. If your account becomes Inactive you must contact your State NFIRS Program Manager for an account reset.

Downloading/Installing the DET

Note: you must have a user account in prior to downloading.

Go to WWW.NFIRS.FEMA.GOV

Click on User Section in the navigation bar. This is the green ribbon running horizontally.

Click on User Home in the blue box (upper left corner) to get to the User Login Page.

Log in with your credentials and agree to the Federal System warning.

Once the new page loads, click Download Software in the blue box (upper left corner).

Once the new page loads click on the NFIRS 5.0 version 5.9.4 executable link. (Single File 20 MB)

Once the new page loads Right Click on the Download Now link and choose Save Target As or Save Link As.

Save the executable to your desktop.

Once the download ends, you can close Internet Explorer.

You must be logged in as a PC Administrator prior to moving forward. Double click on the executable icon on your desktop and install the software utilizing all of the default settings.

Windows XP users should install the software using all of the default settings, performing a typical install.

Windows Vista users should download and install the software using all of the default settings, performing a typical install, and then follow the steps below to change the settings on the cache and logs folders.

Windows 7 & 8 users should download and install the software using all of the default settings, performing a typical install and then follow these steps as the NFIRS software will not run in the standard configuration of Windows 7 or Windows 8. To change these settings:

Windows 7

Click on your Start Button

Click on computer control panel

Click on system & security

Click on system

Click advanced systems settings

Click system performance OR performance settings

Click "adjust for best performance"

Click apply

Close the control panel

Windows 8

Click on your Start Button
Click on all apps
Click on control panel
Click on system & security
Click on system
Click advanced systems settings
Click system performance OR performance settings
Click "adjust for best performance"
Click apply
Close the control panel

NOTE: This will set your computer to run at best performance for ALL programs being used. If you are a "power user" and run multiple programs at the same time on a laptop while on battery power you will most likely see a drop in battery time.

When installing on Windows 7, Windows 8 and Windows Vista machines the current version of NFIRS also installs two folders as read only instead of full control, which prohibits the software from running. The following instructions will walk you through the steps to change these settings.

Changing the NFIRS Software Read Only Permissions to Full Control on Windows Vista, 7 & 8 Computers

Make all changes to the computer outlined in the email first, then:

Click on Start

Click on Computer (Win 7 & Windows Vista) **OR** Libraries (Win 8)

Double Click on your C Drive (C:)

Double Click on Program Files(x86) for Windows 7 & 8 **OR** Program Files For Windows Vista.

Double Click on NFIRSV594

Right click on the CACHE folder and select the properties option.

Click on the tab labeled Security.

Find the line that says "Users (Your Computer Name\Users)" under the "Group or user names" area and click on it to highlight it.

Click on edit button.

On this "permissions screen" find the line that says "Users (Your Computer Name\Users)" under the "Group or user names" area and click on it to highlight it. (Please note though the step is similar to the one before, it is a different screen)

On the permissions area make sure Full Control is checked under the allow column.

Click on apply and make sure the information is saved.

Click ok and exit the pop up screens. This takes you back to the main list of folders in the NFIRSV594 directory.

Right click on the LOGS folder and select the properties option.

Click on the tab labeled Security.

Find the line that says "Users (Your Computer Name\Users)" under the "Group or user names" area and click on it to highlight it.

Click on edit button.

On this "permissions screen" find the line that says "Users (Your Computer Name\Users)" under the "Group or user names" area and click on it to highlight it. (Please note though the step is similar to the one before, it is a different screen)

On the permissions area make sure Full Control is checked under the allow column.

Click on apply and make sure the information is saved.

Click ok and exit the pop up screens. This takes you back to the main list of folders in the NFIRSV594 directory.

Close all of the open windows.

Start the NFIRS Software.

Windows Vista and 7 users should click on the Start Button and then All Programs and then NFIRSV594. Click on the DET Icon and start the software.

Windows 8 users should go to the Windows 8 “Start” screen and RIGHT CLICK on the start screen and select All Apps. Search for NFIRS in the list and click on the DET Icon to start the software. You can also “Pin” the DET Icon to the Start Screen.

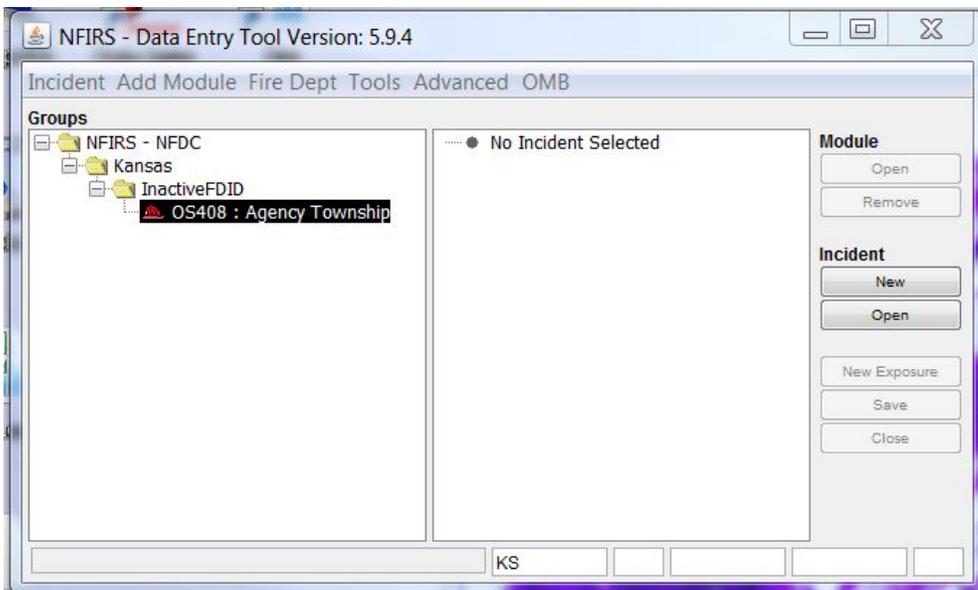
You should see a quick black flash and then the log in screen should appear. If the log in screen does not appear then one of the permissions you changed did not take effect. Go through the steps again ensuring that all of the proper permissions have been saved.

For further assistance you can contact your state program manager for NFIRS (a list of state contacts can be found on the USFA web page: www.usfa.dhs.gov/poc/) **OR** you may contact the NFIRS Support Center between the hours of 8:00 AM Eastern and 4:30 PM Eastern, Monday through Friday at 888-382-3827 or fema-nfirshelp@fema.dhs.gov

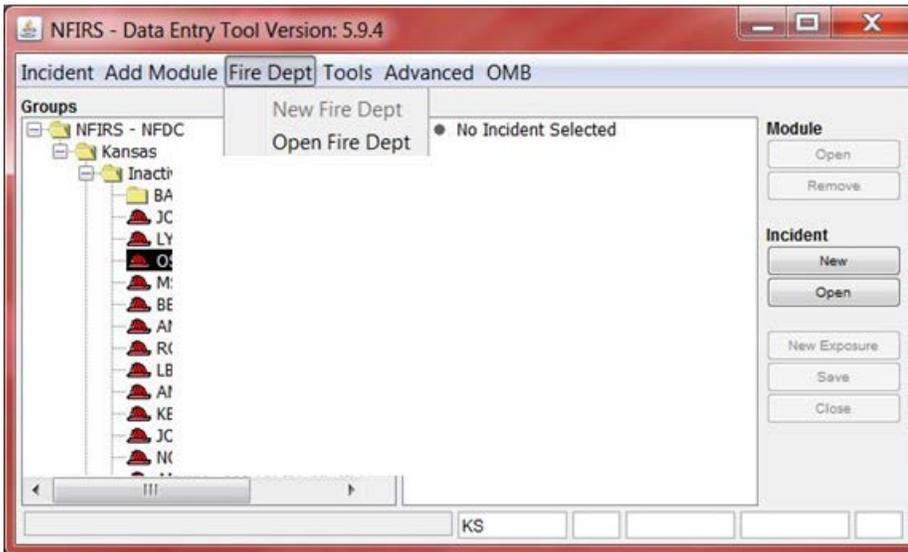
Department Setup

To open the DET, you can use either the icon on your desktop that says Data Entry Tool or you can click Start> All Programs> NFIRSV592> Data Entry Tool. Enter your username, state, and password. Click OK. You will get a new window that opens with a Federal System warning. It is the same warning you received when downloading the program from the website.

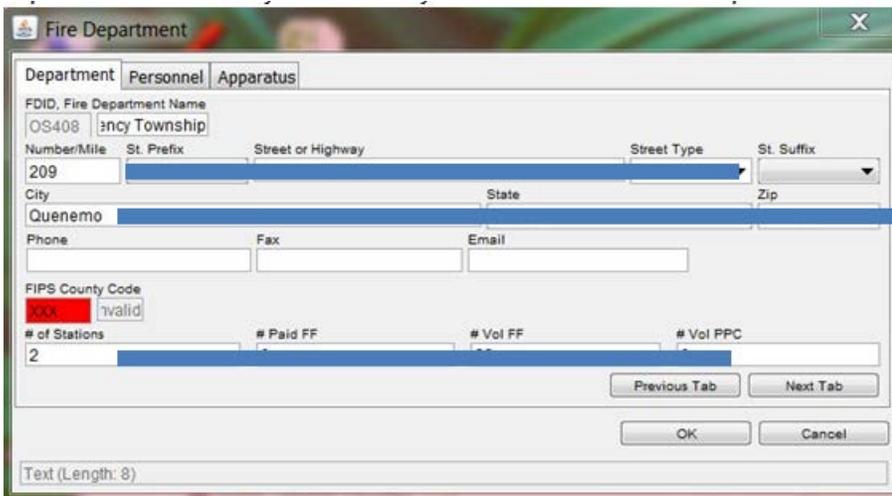
After logging in you will see the screen pictured below. Your username is programmed for specific departments. Those will be located in the left window Groups pane, OS408 Agency Township for this example. If you are set up for multiple departments you may need to click the different department names and should be careful not to choose the wrong department when you are working on reports.



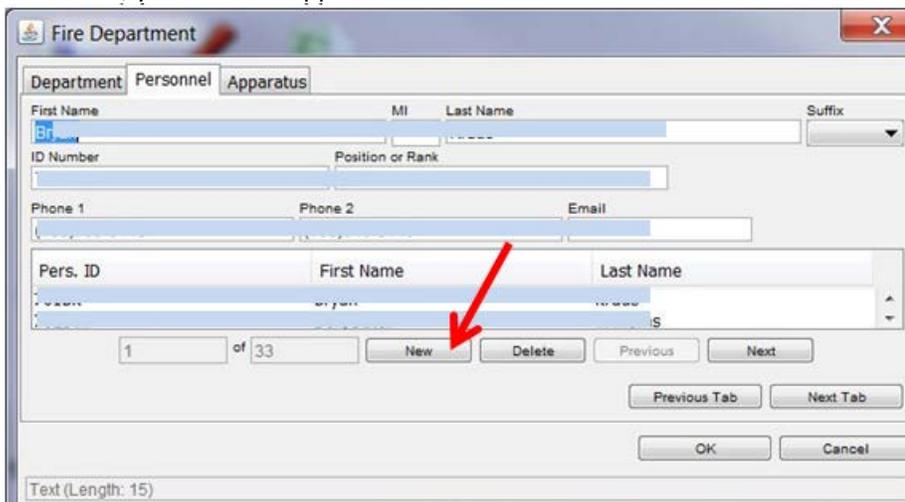
Take some time to set up the Fire Department portion of the Data Entry Tool first. This will help you when it comes to Apparatus and the information will be handy. Open the Fire department info portion by clicking Fire Dept and then Open Fire Dept (pictured below).



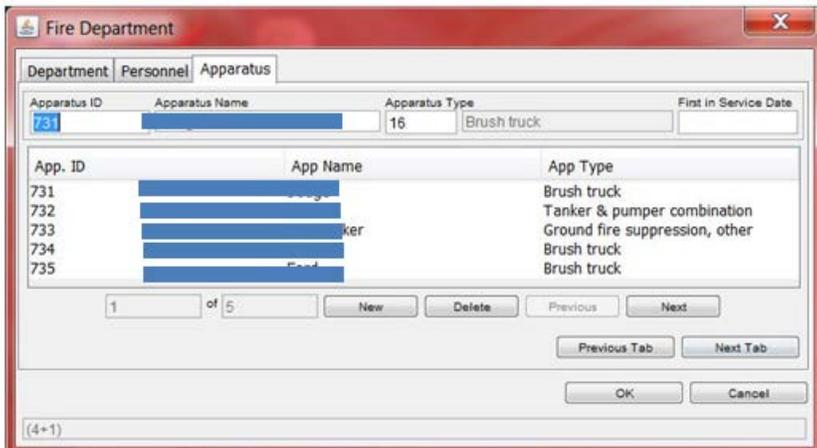
The window opens to Department and lists the Department Name, the address of the department (please use the physical location of the department, not the mailing address), phone number, fax, email, etc. Enter as much detail as you can and please keep the information up to date. The address is used for GIS and the Paid FF, Vol FF, and Vol PPC numbers are often requested by legislation. When you are finished with the Department info, click the Personnel tab. *Note: the pictures below have blue lines across information only because the screenshots were taken from an existing department and the info is covered for dissemination. This department is also inactive, making the FIPS code red.*



You can enter the members of your department on Personnel tab. None of this information is released by NFIRS and is not used to contact any personnel. You can keep adding personnel by clicking New next to Delete. After finishing Personnel, you can add Apparatus.



Adding apparatus is quick and easy. Simply enter the Apparatus ID, Apparatus Name, and Apparatus Type. The Apparatus Type will give you a list to choose from once you click the box. You can add the First in Service Date if you know that information and it can be used to determine the age of apparatus and needs of departments across the state. Click New to keep adding apparatus until you're finished. You can enter POV's in the apparatus module. Make sure to choose the right Apparatus Type. Click Ok when you're finished to save the information.

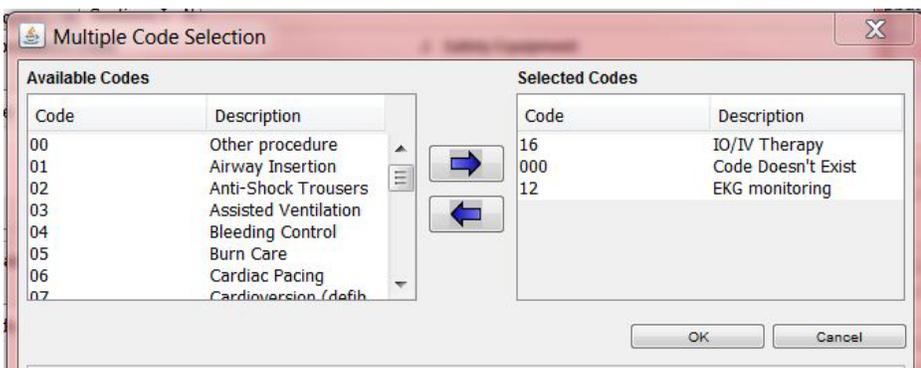


Starting a New Incident

Before starting the report remember that the NFIRS report reflects what you find, not what you were paged out for. NFIRS is designed to provide a comprehensive study of what and how much a fire department does to include false alarms, canceled en-route, non-hostile fires, etc. It is not simply how many fires you fight in a year. Anything your department does (except for drills/training) is reported to NFIRS. Exception to that rule would be if a member of your department is injured. See the Fire Service Casualty Module for more explanation.

Coded Fields

Many fields appear blank but are actually loaded with the NFIRS codes. Simply double click on the field and a drop down list might appear or a Multiple Selection Window pops open. For the Multiple Selection Window (pictured below), choose the codes you want and click the right facing arrow. This moves the code from Available Codes to the Selected Codes window. To remove a code from selections, click that code to highlight it and then the left facing arrow. Click ok when you are finished. Many fields work this way. Try double clicking a field prior to typing into it freeform. Most fields are already loaded with codes just waiting to be used. This makes it easier as you don't have to pull open the Complete Reference Guide for codes unless you want.



Stories vs Floor

Floors are the levels of a building. Stories are 12ft in the structure. Example: a silo that is 36ft is 3 stories.

Yellow Fields

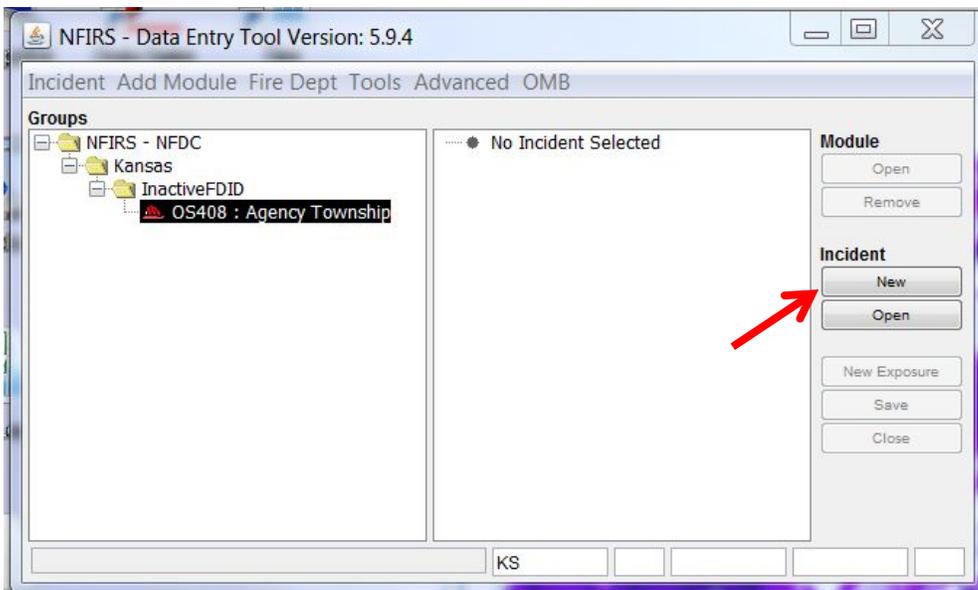
The yellow fields are the minimally required fields but not the only required fields. Just because a field is white doesn't mean you should skip it. Many times white fields are truly necessary to the report in addition to being required for certain situations. So why aren't they yellow? Because the fire service wears a lot of hats, honestly. NFIRS is designed to try to be a good catalogue for all those hats, but you don't wear every hat at the same time. Property Loss and Contents Loss are valuable fields for a fire call, but they're irrelevant to an EMS call. That's why Property and Contents Loss are white. They can't be yellow because you're not always wearing that hat. You don't always have Property Loss. Yellow fields are the things you are going to have/do no matter the type of call you get. You're always going to be in a zip code, so it's yellow. You're not always going to be in an apartment, so it's white. Yellow fields are great but they're just the start, not the end of the report.

As a general rule, if the field you're looking at applies to your incident but is reported as None, choose None. Example: a structure fire with a home that doesn't have smoke detectors should have Detector Presence reported as None. A blank field tells the system that A) you forgot to complete the field or B) you didn't collect the information. Choosing None for the field definitively says "this structure does not have detectors" and is highly valuable information. That principle applies to many of the NFIRS fields. Try not to leave fields blank if there's a None choice.

If you find yourself missing a lot of information when you sit down to write the report your department may benefit from utilizing the NFIRS Field Notes form. The field notes form is a front/back sheet that can be stocked in the apparatus on a clipboard and quickly available on-scene. This tool can help get the information you need for the report and creates less headaches later on, especially if the NFIRS report isn't written right after the call. If you would like a copy of the field notes form please contact the State NFIRS Program Manager.

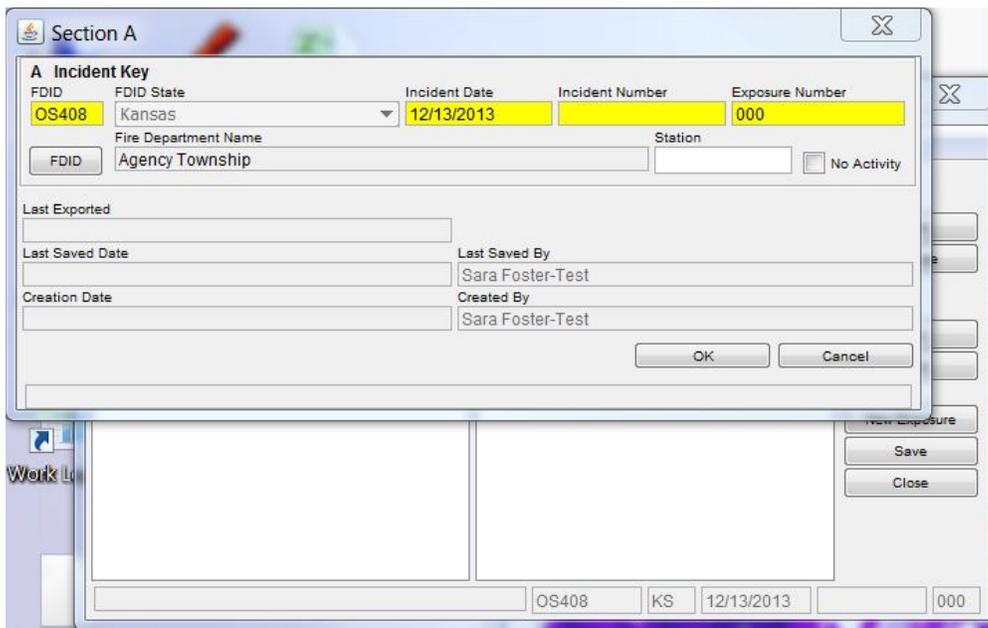
Section A-Key Information

When starting a new incident, click New under Incident at the right side of the screen (pictured below).



The screen opens to Section A (Key Information), pictured below. Your FDID, State, and Fire Department Name show up automatically. Enter the Incident date, the Incident number, and the Exposure number. Exposure Number is generally 000. Click Ok and then Save. It's a good idea to hit Save after each module to ensure your work isn't lost.

If you have a fire that started another fire then you have an exposure. Enter the first fire with Exposure # as 000 and complete the NFIRS Report. Enter the exposure fire(s) with the same Incident Number as the original but increase the Exposure # one numeral (001, 002, etc) and complete the NFIRS report(s) with all information about the exposure fire(s). One NFIRS report for each of the fires should be submitted but all will have the same Incident Number.

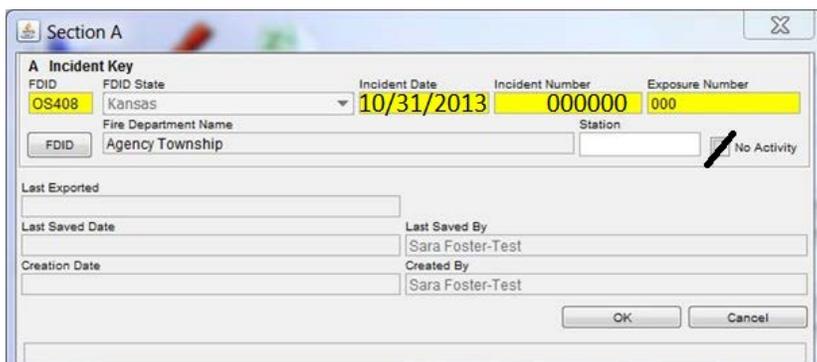


On paper, Section A looks like the below. It's the same band of information that is at the top of every module for paper reports. With the program you capture the information once and don't have to worry about it for the rest of the modules.

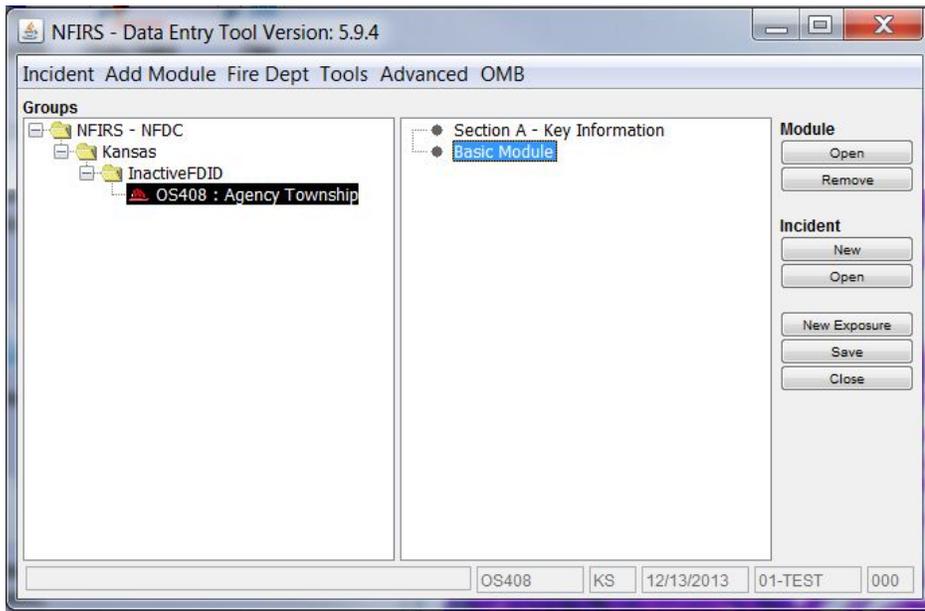
A	FDID	State	MM	DD	YYYY	Station	Incident Number	Exposure	<input type="checkbox"/> Delete <input type="checkbox"/> Change <input type="checkbox"/> No Activity	NFIRS-1 Basic
	☆	☆					☆	☆		

No Activity Report

No Activity is used for departments that do not have any runs for a particular month. To enter a No Activity report, enter the Incident Number as all zeroes (0), enter the Incident Date as the last date of the month that no runs occurred in (example 10/31/2013 if no runs occurred in October), and check the No Activity box. Click OK which will close the window and then click Save on the right side. No other modules will be added to the report. Entering No Activity reports is important because you must log in to the Federal Client Tool periodically to keep your account in Active status. You must also account for every month during a year and the No Activity report tells the system not to expect any NFIRS reports. If adding more No Activity Reports make sure to hit New after saving the previous one.



After Clicking Ok (unless it's a no activity report) you will get the below screen. Section A-key Information and Basic Module will show in the modules box. A No Activity Report will only have a Section A-Key Information listed.



Basic Module

Every report except No Activity reports will have a Basic Module. To open the Basic Module, double click on its name.

Notice that the Basic Module has several tabs horizontally at the top of the window. Each module in the Data Entry Tool has tabs. The Basic Module automatically opens to Sections B-E. These correspond to the same fields on the paper reports.

B Location If you are completing the Wildland module you may check the Address Provided on Wildland Form box at the top of the screen. You must choose the **Address Type** before you should enter any address information, ensuring the correct fields are utilized. Be as specific as you can. Do not just complete the yellow fields if you have more information. If you are at a house, report the house number, street, city, state, and zip. If you're in an apartment add that information, too. Make sure to use the line Cross Street, Directions, National Grid for addresses if you choose Directions from the Address Type dropdown.

C Incident Type describes the call and impacts the entire NFIRS report. Using the wrong incident type may mean not all modules or information is collected that should be. If you have a call that fits several different incident types you can only report one here. Report the smaller numerical incident type, in that case. For example, let's say you have a house fire and provide EMS services. The incident type would be 111-Structure Fire instead of 321 EMS Call because 111 is smaller than 321. That doesn't mean you can't collect the EMS information and make an EMS module. In fact, you probably should. This is just choosing the most specific Incident Type to start with. Additional modules can be added, even if the incident type shows something different. 611-Canceled En-Route would be used if you do not make it to the scene after disregard. Your Action Taken would be 93-Canceled en-route. Yes! You report even if you are cancelled en-route. If you arrive on scene that had a fire but was extinguished prior to your arrival, you would still report using a fire Incident Type (100's). Your Action Taken would be 87-Investigate, fire out on arrival. You have to find evidence of the fire existing before reporting this way. If you find no evidence, use one of the Service Calls/False Calls incident types.

Note: try not to use 100-Other Fire or the incident types that are "Other" category. **You are doing yourself no favors by using generic codes like this.**

D Aid Given or Received would be reported as None unless two criteria are met. Your department must be assisting another fire department and both fire departments must be on scene. If you are assisting police, ambulance services, etc do not report the field as aid given. If you are canceled en route (Incident type 611-Dispatched and Canceled en route) and do not make the scene with the other fire department, report Mutual Aid as None or 5 Other Aid. If you are the department giving aid you only need to complete Section A and the Basic Module through G1 Resources. You can complete the Apparatus/Personnel Module and if someone from your department is injured you must complete the Fire

Service Casualty module and H1 Casualties of the Basic module. You would not complete any other modules. On the Basic Module you do need to collect the FDID and Incident number from the other department that you are aiding.

If your department received the aid, complete an entire NFIRS Report with any applicable modules (Fire, Structure Fire, Civilian Casualty, etc). You should also ask for the FDID and the Incident Number from the aiding department. It is important that both departments get this information and report it. This allows the NFIRS database to link both reports together in the system and provide an accurate number of total resources, time spent on the call, and all around makes a more complete program. If the other departments never made the scene with you, report Mutual Aid as None or 5 Other Aid.

E1 Dates and Times are all required. Utilize the check boxes for the date to save you some data entry when possible. You would still enter the times for each. Be careful that the times are logical, meaning your apparatus times aren't before the alarm time. You will get a critical error when the times aren't in logical order.

The screenshot shows the 'Basic Module' software interface. At the top, there are tabs for 'Sections B - E', 'Sections F - J', 'Section K1', 'Section K2', 'Section L - M', and 'Special Study'. The main content area is divided into several sections:

- B Location:** Includes a checkbox for 'Address Provided on Wildland Form', a dropdown for 'Address Type' (set to 'Street address'), and fields for 'Number/Mile', 'St. Prefix', 'Street or Highway', 'Street Type', 'St. Suffix', 'Apt. or Suite', 'City', 'State', and 'Zip'. There is also a field for 'Cross Street, Directions, or National Grid, as Applicable'.
- C Incident Type:** A dropdown menu.
- D Aid Given or Received:** A dropdown menu.
- E1 Dates and Times:** A table with columns for 'Date' and 'Time'. It has rows for 'Alarm', 'Arrival', 'Controlled', and 'Last Unit Cleared'. Each row has a checkbox for 'Date Same As Alarm'.
- E2 Shifts and Alarms:** Fields for 'Shift/Platoon', 'Alarms', and 'District'.

At the bottom, there are buttons for 'Previous Tab', 'Next Tab', 'OK', and 'Cancel'. Below the main form, there are several small input fields containing the text: OS408, KS, 12/13/2013, 01-TEST, 000.

This is a detailed view of the form sections:

- B Location Type:** Includes a star icon and a checkbox for 'Check this box to indicate that the address for this incident is provided on the Wildland Fire Module in Section B. "Alternative Location Specification." Use only for wildland fires.' Below are radio button options: 'Street address', 'Intersection', 'In front of', 'Rear of', 'Adjacent to', 'Directions', and 'U.S. National Grid'. There are also fields for 'Census Tract', 'Number/Milepost', 'Prefix', 'Street or Highway', 'Street Type', 'Suffix', 'Apt./Suite/Room', 'City', 'State', and 'ZIP Code'. A field for 'Cross Street, Directions or National Grid, as applicable' is at the bottom.
- C Incident Type:** A star icon and a dropdown menu.
- D Aid Given or Received:** A star icon, a 'None' checkbox, and a list of options: '1 Mutual aid received', '2 Auto. aid received', '3 Mutual aid given', '4 Auto. aid given', and '5 Other aid given'. There are fields for 'Their FDID', 'Their State', and 'Their Incident Number'.
- E1 Dates and Times:** A star icon and 'Midnight is 0000'. A note says 'Check boxes if dates are the same as Alarm Date.' Below are rows for 'Alarm', 'Arrival', 'Controlled', and 'Last Unit Cleared'. Each row has a star icon, a 'Local Option' checkbox, and a grid for 'Month', 'Day', 'Year', 'Hour', and 'Min'. Notes include: 'ALARM always required', 'ARRIVAL required, unless canceled or did not arrive', 'CONTROLLED optional, except for wildland fires', and 'LAST UNIT CLEARED, required except for wildland fires'.
- E2 Shifts and Alarms:** A star icon and 'Local Option'. Fields for 'Shift or Platoon', 'Alarms', and 'District'.
- E3 Special Studies:** A star icon and 'Local Option'. Fields for 'Special Study ID#' and 'Special Study Value'.

After completing the first tab you can either click Next tab or manually click on the tab you want along the top of the screen. Continue completing the blocks of information if they apply. Make **every effort** to submit a complete report. Completing only yellow fields is **not** a “complete” report.

F-Actions Taken describes what your department did, as a whole, at the scene. You can enter several. 11-Extinguish is common when reporting fire calls whereas you may use 32-Provide BLS for EMS calls. Double click the field to open the codes and use the window to select those that apply. There are several different modules which have Actions Taken. On the Apparatus/Personnel module, there is an Actions Taken field that reflects what that particular apparatus or person did at the scene. The Wildland Fire module has more Actions Taken specific to fighting wildland fires. If you extinguished a fire, report Extinguish instead of Incident Command. Use specific codes that provide detail.

G1-Resources can be completed if you do not want to use the Apparatus/Personnel module. If you enter the Apparatus/Personnel module then check the box Local Forms Used under G1 Resources. The Suppression, EMS, and Other yellow boxes will then grey out and cannot be altered. Information would be captured on the Apparatus/Personnel Module instead. Report POV's as Other.

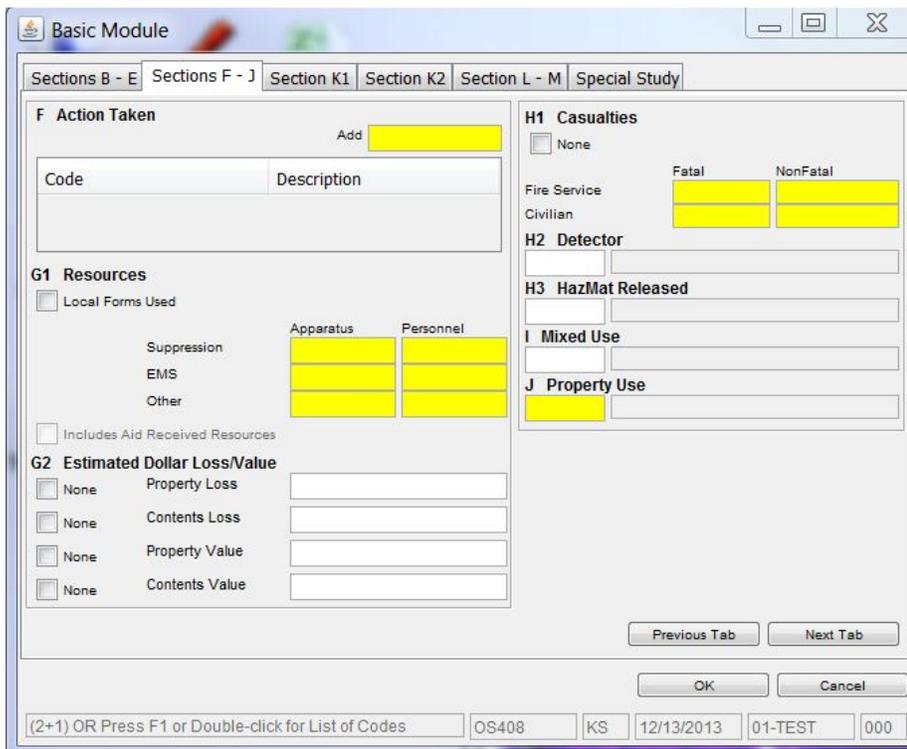
G2-Estimated Dollar Loss/Value shows Property Loss and Contents Loss as well as Property Value and Contents Value. Value describes how much everything was worth prior to the fire and Loss would show how much value was destroyed. This statistic is useful to show the large positive impact the fire service can have. If a home is worth \$100,000 and sustains \$25,000 worth of damage, rather than burning to the ground, that is a win of \$75,000 for the fire service. There are several tools that are available for determining Value and Loss available. This block does not impact insurance and a KS Statute specifically indemnifies a department from civil litigation based on the report (excludes malicious falsehoods). Use Kelly Blue Book for vehicles. Utilize your county appraiser for houses/businesses. You can also estimate based on International Code Council's Building Validation Tool at www.iccsafe.org/cs/Pages/BVD.aspx.

H1-Casualties are both injuries and deaths. Civilian casualties are only entered in this block for fires only. Do not enter civilian casualties for EMS calls in this block. Fire Service casualties should be entered no matter the type of call. If nobody was injured or died, check the None box. Note: see the Civilian Fire Casualty Module for an explanation on casualties of explosions.

H2 Detector is important information to obtain for structure fires to judge the problem of missing, ineffective, inoperative detectors. Structure fires also require both the Fire Module and Structure Fire module to be completed. More information regarding the detectors is captured on the Structure Fire module.

H3 HazMat Released can include propane, gasoline, paint, etc. If the release is over 55 gallons and/or HazMat equipment is utilized the HazMat module should also be completed.

I Mixed Use indicate the main use of the property where the call took place if that location has multiple uses. Example: apartment complex with a business office in the building. **J Property Use** does not only pertain to buildings, but also to open land, roads, water, specific business types, etc. Use the most specific Property use code possible.



On paper, this tab looks like the below picture. Completed Modules (middle left of the form) is not needed on the software because the incident itself will list the completed modules for you. Many check box lists are converted to drop down menus instead which will contain the most up-to-date codes you need.

F Actions Taken ☆ <input type="text"/> Primary Action Taken (1) <input type="text"/> Additional Action Taken (2) <input type="text"/> Additional Action Taken (3)		G1 Resources ☆ <input type="checkbox"/> Check this box and skip this block if an Apparatus or Personnel Module is used. <table border="1"> <tr> <td>Suppression</td> <td>Apparatus</td> <td>Personnel</td> </tr> <tr> <td>EMS</td> <td></td> <td></td> </tr> <tr> <td>Other</td> <td></td> <td></td> </tr> </table> <input type="checkbox"/> Check box if resource counts include aid received resources.		Suppression	Apparatus	Personnel	EMS			Other			G2 Estimated Dollar Losses and Values LOSSES: Required for all fires if known. Optional for non-fires. None Property \$ <input type="text"/> , <input type="text"/> , <input type="text"/> <input type="checkbox"/> Contents \$ <input type="text"/> , <input type="text"/> , <input type="text"/> <input type="checkbox"/> PRE-INCIDENT VALUE: Optional Property \$ <input type="text"/> , <input type="text"/> , <input type="text"/> <input type="checkbox"/> Contents \$ <input type="text"/> , <input type="text"/> , <input type="text"/> <input type="checkbox"/>																										
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EMS																																							
Other																																							
Completed Modules <input type="checkbox"/> Fire-2 <input type="checkbox"/> Structure Fire-3 <input type="checkbox"/> Civilian Fire Cas.-4 <input type="checkbox"/> Fire Service Cas.-5 <input type="checkbox"/> EMS-6 <input type="checkbox"/> HazMat-7 <input type="checkbox"/> Wildland Fire-8 <input type="checkbox"/> Apparatus-9 <input type="checkbox"/> Personnel-10 <input type="checkbox"/> Arson-11		H1 Casualties ☆ <input type="checkbox"/> None <table border="1"> <tr> <td>Deaths</td> <td>Injuries</td> </tr> <tr> <td>Fire Service</td> <td></td> </tr> <tr> <td>Civilian</td> <td></td> </tr> </table> H2 Detector Required for confined fires. 1 <input type="checkbox"/> Detector alerted occupants 2 <input type="checkbox"/> Detector did not alert them U <input type="checkbox"/> Unknown		Deaths	Injuries	Fire Service		Civilian		H3 Hazardous Materials Release <input type="checkbox"/> None 1 <input type="checkbox"/> Natural gas: slow leak, no evacuation or HazMat actions 2 <input type="checkbox"/> Propane gas: <21-lb tank (as in home BBQ grill) 3 <input type="checkbox"/> Gasoline: vehicle fuel tank or portable container 4 <input type="checkbox"/> Kerosene: fuel burning equipment or portable storage 5 <input type="checkbox"/> Diesel fuel/fuel oil: vehicle fuel tank or portable storage 6 <input type="checkbox"/> Household solvents: home/office spill, cleanup only 7 <input type="checkbox"/> Motor oil: from engine or portable container 8 <input type="checkbox"/> Paint: from paint cans totaling <55 gallons 0 <input type="checkbox"/> Other: special HazMat actions required or spill > 55 gal (Please complete the HazMat form.)		I Mixed Use <input type="checkbox"/> Not mixed <table border="1"> <tr> <td>Property</td> <td></td> </tr> <tr> <td>10</td> <td><input type="checkbox"/> Assembly use</td> </tr> <tr> <td>20</td> <td><input type="checkbox"/> Education use</td> </tr> <tr> <td>33</td> <td><input type="checkbox"/> Medical use</td> </tr> <tr> <td>40</td> <td><input type="checkbox"/> Residential use</td> </tr> <tr> <td>51</td> <td><input type="checkbox"/> Row of stores</td> </tr> <tr> <td>53</td> <td><input type="checkbox"/> Enclosed mall</td> </tr> <tr> <td>58</td> <td><input type="checkbox"/> Business & residential</td> </tr> <tr> <td>59</td> <td><input type="checkbox"/> Office use</td> </tr> <tr> <td>60</td> <td><input type="checkbox"/> Industrial use</td> </tr> <tr> <td>63</td> <td><input type="checkbox"/> Military use</td> </tr> <tr> <td>65</td> <td><input type="checkbox"/> Farm use</td> </tr> <tr> <td>00</td> <td><input type="checkbox"/> Other mixed use</td> </tr> </table>		Property		10	<input type="checkbox"/> Assembly use	20	<input type="checkbox"/> Education use	33	<input type="checkbox"/> Medical use	40	<input type="checkbox"/> Residential use	51	<input type="checkbox"/> Row of stores	53	<input type="checkbox"/> Enclosed mall	58	<input type="checkbox"/> Business & residential	59	<input type="checkbox"/> Office use	60	<input type="checkbox"/> Industrial use	63	<input type="checkbox"/> Military use	65	<input type="checkbox"/> Farm use	00	<input type="checkbox"/> Other mixed use
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00	<input type="checkbox"/> Other mixed use																																						
J Property Use ☆ <input type="checkbox"/> None Structures 131 <input type="checkbox"/> Church, place of worship 161 <input type="checkbox"/> Restaurant or cafeteria 162 <input type="checkbox"/> Bar/Tavern or nightclub 213 <input type="checkbox"/> Elementary school, kindergarten 215 <input type="checkbox"/> High school, junior high 241 <input type="checkbox"/> College, adult education 311 <input type="checkbox"/> Nursing home 331 <input type="checkbox"/> Hospital Outside 124 <input type="checkbox"/> Playground or park 655 <input type="checkbox"/> Crops or orchard 669 <input type="checkbox"/> Forest (timberland) 807 <input type="checkbox"/> Outdoor storage area 919 <input type="checkbox"/> Dump or sanitary landfill 931 <input type="checkbox"/> Open land or field		341 <input type="checkbox"/> Clinic, clinic-type infirmary 342 <input type="checkbox"/> Doctor/Dentist office 361 <input type="checkbox"/> Prison or jail, not juvenile 419 <input type="checkbox"/> 1- or 2-family dwelling 429 <input type="checkbox"/> Multifamily dwelling 439 <input type="checkbox"/> Rooming/Boarding house 449 <input type="checkbox"/> Commercial hotel or motel 459 <input type="checkbox"/> Residential, board and care 464 <input type="checkbox"/> Dormitory/Barracks 519 <input type="checkbox"/> Food and beverage sales 936 <input type="checkbox"/> Vacant lot 938 <input type="checkbox"/> Graded/Cared for plot of land 946 <input type="checkbox"/> Lake, river, stream 951 <input type="checkbox"/> Railroad right-of-way 960 <input type="checkbox"/> Other street 961 <input type="checkbox"/> Highway/Divided highway 962 <input type="checkbox"/> Residential street/driveway		539 <input type="checkbox"/> Household goods, sales, repairs 571 <input type="checkbox"/> Gas or service station 579 <input type="checkbox"/> Motor vehicle/boat sales/repairs 599 <input type="checkbox"/> Business office 615 <input type="checkbox"/> Electric-generating plant 629 <input type="checkbox"/> Laboratory/Science laboratory 700 <input type="checkbox"/> Manufacturing plant 819 <input type="checkbox"/> Livestock/Poultry storage (barn) 882 <input type="checkbox"/> Non-residential parking garage 891 <input type="checkbox"/> Warehouse 981 <input type="checkbox"/> Construction site 984 <input type="checkbox"/> Industrial plant yard																																			
		Look up and enter a Property Use code and description only if you have NOT checked a Property Use box.		<table border="1"> <tr> <td>Property Use</td> <td>Code</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td colspan="2">Property Use Description</td> </tr> </table>		Property Use	Code	<input type="text"/>	<input type="text"/>	Property Use Description																													
Property Use	Code																																						
<input type="text"/>	<input type="text"/>																																						
Property Use Description																																							

Section **K1-Person/Entity Involved** is used to identify the company or person that is occupying, managing, or leasing the location where the call was located. This information is incredibly valuable for fire runs to establish patterns and possibly link older fires to newer fires for arsonists. It can also develop information for HazMat conditions. If a company is repeatedly involved in a release then there might be a problem. Patterns like that are so very dependant upon the information being available which is where complete NFIRS information matters.

Get as specific as you can with this information and obtain the identifying information of all parties involved. After entering one subject, you can add another by clicking New in the center lower portion of the screen. Any entered names will appear in the box directly above the New/Delete buttons. Clicking on a name will open the information for that subject/entity. Utilize the "Same as Incident Location" checkbox when applicable to save yourself data entry duplication. *Note: this information is not used for publications/public statistics. It may be requested through KORA for investigation reasons but is not generally open to the public.*

K2 Owner is used to show if there is actually another person/entity that owns the property. Both the owner and occupier information is valuable to NFIRS. If the person is the same as Person/Entity Involved check the box "Same as Previous". Utilize the "Same as Incident Location" checkbox when applicable to save yourself data entry duplication.

Note: this information is not used for publications/public statistics. It may be requested through KORA for investigation reasons but is not generally open to the public.

Basic Module

Sections B - E | Sections F - J | Section K1 | Section K2 | Section L - M | Special Study

K2 Owner Same As Previous

Business Name (if applicable) Business Phone Number

Mr. Ms, Mrs First Name MI Last Name Suffix

Same As Incident Location

Number/Mile St. Prefix Street or Highway Street Type St. Suffix

Apt. or Suite P.O.Box City State Zip

Previous Tab Next Tab

OK Cancel

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K2 Owner Same as person involved? Then check this box and skip the rest of this block.

Local Option Business Name (if applicable) Area Code Phone Number

Check this box if same address as incident location (Section B). Then skip the three duplicate address lines.

Mr., Ms., Mrs. First Name MI Last Name Suffix

Number Prefix Street or Highway Street Type Suffix

Post Office Box Apt./Suite/Room City

State ZIP Code

Advance to the next tab when all your information is entered.

L Remarks offer incredible insight into the report. Reports can be checked for accuracy based on the remarks which helps departments and the remarks can also provide specific information that the general NFIRS fields cannot include. Remarks are not used for statistics or released to the general public. The Office of the State Fire Marshal does not offer copies of NFIRS reports directly to any entity. While this field is not mandatory it is very effective at presenting information. When fire service casualties occur, a completed Remarks section will save you time since a detailed report of the circumstances will be requested at the end of the year anyway. The NFIRS Report is a legal document and every effort should be made to document what your department did at the call. Remarks help you collect all those details that don't fit someplace else.

M Authorization provides the officer in charge of the incident. The second set of identifying fields should be used for the person completing the NFIRS report (member making report).

Basic Module

Sections B - E | Sections F - J | Section K1 | Section K2 | Section L - M | Special Study

L Remarks

M Authorization

First Name _____ MI _____ Last Name _____

Officer in Charge ID _____ Position or Rank _____ Assignment _____

Date _____

Same As Officer in Charge

First Name _____ MI _____ Last Name _____

Member Making Report ID _____ Position or Rank _____ Assignment _____

Date _____

Previous Tab Next Tab

OK Cancel

Text (Length: 10) OS408 KS 12/13/2013 01-TEST 000

L Remarks: _____
Local Option

Fire Module Required?
Check the box that applies and then complete the Fire Module based on Incident Type, as follows:

<input type="checkbox"/> Buildings 111	Complete Fire & Structure Modules
<input type="checkbox"/> Special structure 112	Complete Fire Module & Section I, Structure Module
<input type="checkbox"/> Confined 113-118	Basic Module Only
<input type="checkbox"/> Mobile property 120-123	Complete Fire & Structure Modules
<input type="checkbox"/> Vehicle 130-138	Complete Fire Module
<input type="checkbox"/> Vegetation 140-143	Complete Fire or Wildland Module
<input type="checkbox"/> Outside rubbish fire 150-155	Basic Module Only
<input type="checkbox"/> Special outside fire 160	Complete Fire or Wildland Module
<input type="checkbox"/> Special outside fire 161-164	Complete Fire Module
<input type="checkbox"/> Crop fire 170-173	Complete Fire or Wildland Module

 ITEMS WITH A ☆ MUST ALWAYS BE COMPLETED!

More remarks? Check this box and attach Supplemental Forms (NFIRS-1S) as necessary.

M Authorization

Check box if same as Officer in charge.

Officer in charge ID _____ Signature _____ Position or rank _____ Assignment _____ Month _____ Day _____ Year _____

Member making report ID _____ Signature _____ Position or rank _____ Assignment _____ Month _____ Day _____ Year _____

The last tab of the Basic module is generally not used. Special studies are used for specific information that the state program wants to capture, such as the number of lives saved by a smoke detector. Special Studies used to be located on block E3 of the paper reports. When special confined studies are being conducted instructions will be released from the State NFIRS Program Manager as to what the study is, what the codes will be, and when to use the fields.

After completing the Basic module click Ok. You should then hit Save to make sure your hard work is not lost. Hit Save after completing any module, as good practice. Your main screen will not have any other modules automatically populated. You must choose to manually add any additional modules for the report.

Often times your report doesn't stop at the Basic Module but it might. Remember to use the lowest Incident Type number applicable to your call. If you have a search and rescue that involved EMS treatment, use the Incident type for EMS instead of the search and rescue. If you have no fire service injuries and are

- canceled en-route (611),
- offering aid to another fire department
- working HazMat with less than 55 gallons and no EMS
- running a false alarm (incident type in the 700's)
- offering a service call/standby (Incident Type in the 500's)
- working a search and rescue, extrication, Water/Ice rescue, or electrical rescue without EMS (331-365 incident types)
- working Severe Weather or Natural Disaster (Incident Type in the 800's)
- responding to a controlled burn (631-632), a false smoke alarm, patient that has already left, etc (incident types 600's) then....

you can only complete the Basic module and the Apparatus/Personnel Module.

If you have other types of calls, you need to add additional modules. To add a module click Add Module and then choose the appropriate module for addition. From here, you will build the NFIRS Report upon the Basic Module.

FIRE SERVICE CASUALTY Module

Use the Fire Service Casualty Module whenever a member of your department is injured, killed, or exposed to HazMat (even exposures without physical symptoms). The Fire Service Casualty module is required no matter what type of call is being run. Any time there is an injury, death, or exposure you are required to report that even if the firefighter was at drill and there was no call. If the casualty occurs at drill, training, truck checks, pump days, or any situation that wasn't actually paged out enter the Incident Type as 321-EMS Call. Don't enter the EMS Module, but instead enter the Fire Service Casualty Module. Note: personnel at home are not included. The person must be on duty, en-route (even POV's), and/or at the station.

Each casualty would have a separate Fire Service Casualty module entered. Don't forget to complete the Remarks section of the Basic module for any incident with a Fire Service Casualty. Be as specific as possible in reporting the details. Each year, intense study is given to what injures firefighters and how the Fire Service can improve the safety and practices. The more accurate and complete the Fire Service Casualty module is completed the better that study can be.

This directly impacts you as Fire Service.

B Injured Person captures information about the personnel. ID Number is assigned by your department. You can use the social security number as this is not used for publications but generally their call number works fine, too. ID Numbers are up to 9 characters and can include letters and numbers. Enter whether the personnel is volunteer or career in the Career box. Complete the name and gender fields accordingly. Enter either the age or the date of birth. You do not need to enter both. Do not skip age and gender fields.

E Date and Time of Injury are self-explanatory. Both are required.

F Responses indicates how many calls the person had responded to in the last 24-hour period prior to being injured. Do not skip. **G1 Usual Assignment** may not be what the firefighter was actually doing when injured but should reflect the official assignment of the person (eg what they do on a regular basis). **G2 Physical Condition Prior** describes if the firefighter was sick, fatigued, injured, rested, other, or undetermined. **G3 Severity** reports the severity of the injury and cannot be left blank. **G4 Taken To** tells whether the firefighter was transported or not and where he/she was transported to. **G5 Activity at Time of Injury** should be as accurate as possible to describe what the firefighter was doing when they were injured. There are many codes to choose from which can accurately describe the situation. Do not skip.

H1 Primary Apparent symptom should be specific and reflect the most serious apparent injury. **H2 Primary Area of Body** describes the location of the injury on the body and is important when developing protective clothing and equipment.

I1 Cause of Firefighter Injury reports the action or lack of action that directly resulted in the injury. **I2 Factor Contributing to Injury** could be None but most likely there was a significant factor that led to the injury such as being lost in the building slowing their escape from collapse, flashover, icy services, etc. Be as specific as you can. **I3 Object Involved in Injury** allows the report to get even more specific by describing any object that caused the injury.

Advance to the next tab once B-I are completed.

Fire Service Casualty Module

Sections B - I | Sections J - K

B Injured Person

ID Number: _____ Career: _____

First Name: _____ MI: _____ Last Name: _____ Suffix: _____

Gender: _____

D Age or Date of Birth

Age: _____ Date of Birth: _____ Compute Age

E Date and Time of Injury

Date: _____ Time: _____

F Responses

Number of responses during past 24 hours: _____

G1 Usual Assignment

G2 Physical Condition Prior

G3 Severity

G4 Taken To

G5 Activity at Time of Injury

H1 Primary Apparent Symptom

H2 Primary Area of Body

I1 Cause of Firefighter Injury

I2 Factor Contributing to Injury

I3 Object Involved in Injury None

Previous Tab Next Tab

OK Cancel

OS408 KS 12/13/2013 01-TEST 000 1:1

B Injured Person

Identification Number: _____ 1 Male 2 Female

Career: 1 Career 2 Volunteer

First Name: _____ MI: _____ Last Name: _____ Suffix: _____

C Casualty Number

Casualty Number: _____

D Age or Date of Birth ☆

Age: _____ OR Date of Birth: _____

In years Month Day Year

E Date and Time of Injury ☆

Date of Injury: _____ Time of Injury: _____

Month Day Year Hour Minute

Midnight is 0000.

F Responses

Number of prior responses during past 24 hours: _____

G1 Usual Assignment

1 Suppression
2 EMS
3 Prevention
4 Training
5 Maintenance
6 Communications
7 Administration
8 Fire investigation
0 Other

G2 Physical Condition Just Prior to Injury

1 Rested 0 Other
2 Fatigued U Undetermined
4 Ill or injured

G3 Severity ☆

1 Report only, including exposure
2 First aid only
3 Treated by physician (no lost time)
4 Moderate (lost time)
5 Severe (lost time)
6 Life threatening (lost time)
7 Death

G4 Taken To Not transported

1 Hospital
4 Doctor's office
5 Morgue/Funeral home
6 Residence
7 Station or quarters
0 Other

G5 Activity at Time of Injury

Activity at time of injury: _____

H1 Primary Apparent Symptom

Primary apparent symptom: _____

H2 Primary Part of Body Injured None

Primary injured body part: _____

I1 Cause of Firefighter Injury

Cause of injury: _____

I2 Factor Contributing to Injury None

Contributing factor: _____

I3 Object Involved in Injury None

Object involved in injury: _____

Sections J-K are not yellow but complete any fields that are applicable to the circumstances.

J1 Where Injury Occurred describes the location the firefighter was at when the injury occurred such as en-route, on scene, returning, etc. This field is particularly important as it gives insight about fireground injuries or wrecks on the way to the scene. **J2 Story Where Injury Occurred** may not be completed for every incident since the firefighter may not be in a structure when injured. Remember 12ft is a story. **J3 Specific Location** describes the setting of the location such as ditch, aerial ladder, roof, attic, etc. **J4 Vehicle Type** is used if the firefighter was inside a vehicle when injured and is important especially for response wrecks.

K Protective Equipment block is essential for developing better safety equipment and identifying faulty items which lead to injuries. Only complete this block if the equipment was a factor. **K1 Protective Equipment Was a Factor** reports yes or no and then will turn the grey fields white after reporting Yes. **K2 Protective Equipment Item** describes the faulty protective equipment and should be as specific as the codes allow. **K3 Protective Equipment Problem** reports the most serious problem with the piece. **K4 Equipment Information** lists Manufacturer, model, and serial number. All are very important fields and could lead to product recalls/developments if the same piece consistently fails in the same way. If more than one piece of equipment fails, click New next to delete and add the rest of the equipment. Click Ok to close the window and then hit Save.

If the incident involved multiple Fire Service Casualties, click Add Module and choose Fire Service Casualty to add additional casualties. One Fire Service Casualty Module is completed per person. Your report can have as many Fire Service Casualty modules as needed.

Fire Service Casualty Module

Sections B - I | Sections J - K

J1 Where Injury Occurred **J3 Specific Location**

J2 Story Where Injury Occurred **J4 Vehicle Type**

Story * For Below Grade use negative number

K1 Protective Equipment Was a Factor **K4 Equipment Information**

K2 Protective Equipment Item Manufacturer

K3 Protective Equipment Problem Model

Serial Number

Equipment Item	Manufacturer

1 of 1 [New] [Delete] [Previous] [Next]

[Previous Tab] [Next Tab]

[OK] [Cancel]

(1+1) OR Press F1 or Double-click for List of Codes OS408 KS 12/13/2013 01-TEST 000 1:1

FIRE Module

The Fire Module is required for incident types that start with a 1, for example 111-Building Fire, 130 vehicle fire, 151-Outside Trash Fire, etc. Exceptions to this are Wildland or vegetation/crop fires (140-143, 160, 170-173). You can make the choice to complete the Fire Module or the Wildland Fire Module but you cannot enter both. The Wildland Module has many extra fields that can offer a detailed analysis of that particular type of fire. Read the section about Wildland Fires and make the choice for the specific incident you are reporting. You may decide Fire Module better suits the vegetation fire you are working or that Wildland will give you an opportunity to capture the detail you need.

The Fire module opens to sections B-D and has three tabs of possible information for you to enter.

B Property Details is arranged differently than the paper version. If the property was not residential, check the Not Residential box. If the property was residential, enter 1 if for 1-family unit. For apartments, enter the number of apartments at the building under Residential Units. "Buildings not involved" would be checked if multiple buildings were not on fire. If more than one building caught fire, enter the total number of buildings directly involved in the fire. The different buildings would be entered as exposures but the total number of buildings would be entered here. Check "none" if no acres were burned during the fire. If less than an acre was burned, check the box Less than 1 Acre. If more than 1 acre was involved enter the total number in # Acres Burned. The Wildland module has more detailed increments for acres burned than the Fire module. This means if you have a backyard fire where a smaller area burned, check Less than 1 Acre or use the Wildland Module for smaller amounts. Don't check No Acres Burned.

C On-Site Materials is required for Property Use 500's, 600's, 700's, and 800's. If the Property Use on the Basic Module fits into one of those categories, use this field to describe significant amounts of commercial, industrial, energy, or agriculture products that are on-site at your location. There is a very detailed list that will show when you click Add. Enter the Material Storage Use to show one of the following: Bulk Storage/Warehouse, Processing/Manufacturing, Packaged Goods for Sale, Repair/Service, None, or Undetermined.

D Ignition is a very important block and should not be skipped. It's also required.

Area of Fire Origin describes the property/room itself where the fire started, like the Kitchen, code 24. This information is extremely valuable in public education. Heat Source describes what ignited the first item. Was it a cigarette-61 or an engine in a running car that caught stray papers on fire-12? Operating Equipment (codes 10-13) indicates something that was in use like a car, a heater, stove, etc. There are several other categories like Fireworks, Open Flame, Hot Objects which contain more coding to get specific. **Item First Ignited** would indicate what caught fire first. Did the carpet catch on fire first from the heater? Or was it the Christmas tree? Note: Christmas trees catch on fire so often that they have their own code of 41 for Item First Ignited. **Type of Material Ignited** allows you to get even more specific about the Item First Ignited. Enter the applicable **Confined to Object of Origin** field. Note: you must mark confined for structure fires that are contained to one building (in the Structure Fire Module) or you will get a critical error.

Fire Module

Sections B - D | Sections E - F | Sections G - H

B Property Details

Not Residential Residential Units

Buildings Not Involved # Buildings Involved

None # Acres Burned

Less Than 1 Acre

C On-Site Materials Add

Code	Description

Material Storage Use Add

Code	Description

D Ignition

Area of Fire Origin Confined to Object of Origin

Heat Source Type of Material First Ignited

Item First Ignited

Previous Tab Next Tab

OK Cancel

OS408 KS 12/13/2013 01-TEST 000

B Property Details

B1 Not Residential
Estimated number of residential living units in building of origin *whether or not all units became involved.*

B2 Buildings not involved
Number of buildings involved

B3 None Less than one acre
Acres burned (outside fires)

C On-Site Materials or Products None Complete if there were any significant amounts of commercial, industrial, energy, or agricultural products or materials on the property, *whether or not they became involved.*

Enter up to three codes. Check one box for each code entered.

On-site material (1)

On-site material (2)

On-site material (3)

On-Site Materials Storage Use

1 Bulk storage or warehousing
2 Processing or manufacturing
3 Packaged goods for sale
4 Repair or service
U Undetermined

D Ignition

D1
Area of fire origin ☆

D2
Heat source ☆

D3
Item first ignited ☆ 1 Check box if fire spread was confined to object of origin.

D4
Type of material first ignited Required only if item first ignited code is 00 or <70.

E1 Cause of Ignition ☆ Check box if this is an exposure report.

1 Intentional
2 Unintentional
3 Failure of equipment or heat source
4 Act of nature
5 Cause under investigation
U Cause undetermined after investigation

E2 Factors Contributing to Ignition ☆ None

Factor contributing to ignition (1)

Factor contributing to ignition (2)

E3 Human Factors ☆ None
Check all applicable boxes

1 Asleep
2 Possibly impaired by alcohol or drugs
3 Unattended person
4 Possibly mentally disabled
5 Physically disabled
6 Multiple persons involved

7 Age was a factor

Estimated age of person involved

1 Male 2 Female

Advance to the next tab and complete further fields. You can click the tab or click Next Tab.

E1-Cause of Ignition can record if the fire was arson, accidental, unintentional, natural, etc. After the Cause enter **E2 Contributing Factors**. This field describes what allowed the heat source and the combustible material to first ignite. The category for Misuse of Product can indicate cigarettes being left out, welding in an inappropriate location, improper storage, etc. The category for Mechanical Failure/Malfunction is very useful for product recalls. If a piece of product is continuously setting fires then there might be a problem. There are more categories with specific codes than what are mentioned here. You can enter at least two contributing factors.

E3 Human Factors can indicate how a person influenced the ignition. Were they asleep? Drinking? Unstable? If the person involved possibly started the fire due to age you can enter that as well. After choosing 7-Age was a factor, enter the estimated age and gender of the person. If there were no Human Factors, you can enter None.

F1 Equipment Involved allows detailed information about the product to be collected. Dishwashing machines that are shorting out and causing fires is useful knowledge but knowing exactly what brand and model is the powerful information. Choose a fitting code for **Equipment Involved in Ignition** and then provide the specific brand, model and any other specific information you can. **Equipment Power** indicates the type of power that the equipment requires. This does not indicate the power that is produced by the equipment. **Equipment portability** is either portable or stationary. Portable generally means a person or two can move the equipment and it's designed to be used in multiple places. Stationary could be thought of more easily as "installed equipment."

The screenshot shows the 'Fire Module' software interface. At the top, there are tabs for 'Sections B - D', 'Sections E - F', and 'Sections G - H'. The main area is divided into several sections:

- E1 Cause of Ignition:** A dropdown menu with a yellow highlight.
- E2 Contributing Factors:** A table with columns 'Code' and 'Description'. An 'Add' button with a yellow highlight is to the right.
- E3 Human Factors:** A table with columns 'Code' and 'Description'. An 'Add' button with a yellow highlight is to the right. Below the table are fields for 'Estimated Age' and 'Gender of Person'.
- F1 Equipment Involved:** A checkbox labeled 'None'. Below are fields for 'Equipment Involved in Ignition', 'Brand', 'Model', 'Serial #', and 'Year'.
- F2 Equipment Power:** A dropdown menu.
- F3 Equipment Portability:** A dropdown menu.

At the bottom, there are 'Previous Tab' and 'Next Tab' buttons, and 'OK' and 'Cancel' buttons. A status bar at the very bottom shows: '(1+1) OR Press F1 or Double-click for List of Codes', 'OS408', 'KS', '12/13/2013', '01-TEST', and '000'.

<p>E1 Cause of Ignition ☆</p> <p><input type="checkbox"/> Check box if this is an exposure report. ➔ Skip to Section G</p> <p>1 <input type="checkbox"/> Intentional</p> <p>2 <input type="checkbox"/> Unintentional</p> <p>3 <input type="checkbox"/> Failure of equipment or heat source</p> <p>4 <input type="checkbox"/> Act of nature</p> <p>5 <input type="checkbox"/> Cause under investigation</p> <p>U <input type="checkbox"/> Cause undetermined after investigation</p>	<p>E3 Human Factors ☆</p> <p>Contributing to Ignition</p> <p>Check all applicable boxes <input type="checkbox"/> None</p> <p>1 <input type="checkbox"/> Asleep</p> <p>2 <input type="checkbox"/> Possibly impaired by alcohol or drugs</p> <p>3 <input type="checkbox"/> Unattended person</p> <p>4 <input type="checkbox"/> Possibly mentally disabled</p> <p>5 <input type="checkbox"/> Physically disabled</p> <p>6 <input type="checkbox"/> Multiple persons involved</p> <p>7 <input type="checkbox"/> Age was a factor</p> <p>Estimated age of person involved <input type="text"/></p> <p>1 <input type="checkbox"/> Male 2 <input type="checkbox"/> Female</p>
<p>E2 Factors Contributing to Ignition ☆ <input type="checkbox"/> None</p> <p><input type="text"/> <input type="text"/></p> <p>Factor contributing to ignition (1)</p> <p><input type="text"/> <input type="text"/></p> <p>Factor contributing to ignition (2)</p>	

F1 Equipment Involved in Ignition <input type="checkbox"/> None → If equipment was not involved, skip to Section G. Equipment Involved _____ Brand _____ Model _____ Serial # _____ Year _____	F2 Equipment Power Source Equipment Power Source _____ F3 Equipment Portability 1 <input type="checkbox"/> Portable 2 <input type="checkbox"/> Stationary <small>Portable equipment normally can be moved by one or two persons, is designed to be used in multiple locations, and requires no tools to install.</small>	G Fire Suppression Factors <input type="checkbox"/> None Enter up to three codes. Fire suppression factor (1) _____ Fire suppression factor (2) _____ Fire suppression factor (3) _____
---	---	--

Sometimes there are factors that impact the growth, spread, complexity, and creation of hazardous conditions. These are captured under **G-Suppression Factors**, on the next tab of the Fire Module. You can enter several as long as they are applicable. Trouble finding the location, wall collapses, and tiny windows can all impact the attack. Drought can have a huge impact on what would normally be a tiny trash fire. **H1-Mobile Property** can be used to describe both the mobile property that started the fire and the mobile property that burned. **Other Associated Report** can indicate pre-existing fire plans or other types of reports that are available for the incident such as an arson report. Click Ok and Save when finished. Only one Fire Module may be completed per NFIRS Report. Look in the section regarding Exposures for more.

Sections B - D | Sections E - F | Sections G - H

G Suppression Factors Add _____ <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Code	Description			Other Associated Reports <input type="checkbox"/> Pre Fire Plan Available Add _____ Reports From Other Agencies <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Code	Description		
Code	Description								
Code	Description								
H1 Mobile Property <input type="checkbox"/> None Mobile Property Involved in Ignition _____ Mobile Property Type _____ Mobile Property Make _____ Model _____ Licence Plate _____ State _____ Year _____ VIN # _____									
Previous Tab Next Tab OK Cancel									

F1 Equipment Involved in Ignition <input type="checkbox"/> None → If equipment was not involved, skip to Section G. Equipment Involved _____ Brand _____ Model _____ Serial # _____ Year _____	F2 Equipment Power Source Equipment Power Source _____ F3 Equipment Portability 1 <input type="checkbox"/> Portable 2 <input type="checkbox"/> Stationary <small>Portable equipment normally can be moved by one or two persons, is designed to be used in multiple locations, and requires no tools to install.</small>	G Fire Suppression Factors <input type="checkbox"/> None Enter up to three codes. Fire suppression factor (1) _____ Fire suppression factor (2) _____ Fire suppression factor (3) _____
---	---	--

H1 Mobile Property Involved <input type="checkbox"/> None 1 <input type="checkbox"/> Not involved in ignition, but burned 2 <input type="checkbox"/> Involved in ignition, but did not burn 3 <input type="checkbox"/> Involved in ignition and burned Mobile property model _____ License Plate Number _____ State _____ VIN _____	H2 Mobile Property Type and Make Mobile property type _____ Mobile property make _____ Year _____	Local Use <input type="checkbox"/> Pre-Fire Plan Available <small>Some of the information presented in this report may be based upon reports from other agencies.</small> <input type="checkbox"/> Arson report attached <input type="checkbox"/> Police report attached <input type="checkbox"/> Coroner report attached <input type="checkbox"/> Other reports attached _____ _____ _____
Structure fire? Please be sure to complete the Structure Fire form (NFIRS-3).		<small>NFIRS-2 Revision 01/01/05</small>

STRUCTURE FIRE Module

Required for incident types

- 111-Building Fires
- 112-Structure fires (man-made constructs that are not buildings)
- 120-123 (mobile property fires)

Optional for incident types

- 113-118 (confined fires)

Confined fires have no flame damage to the actual structure and occur in a non-combustible container. This doesn't mean there wasn't smoke damage and water damage. It's specific to flame damage itself. Since the Structure Fire module is optional for confined fires you can decide if the module is going to give better information than the Fire module alone. Note: dishwashers, dryers, microwaves, etc are NOT considered non-combustible. If it's not meant to get hot and smoky, it's combustible.

To add the structure fire module, click Add Module and then click Structure Fire Module.

112-Structure doesn't mean building. Choose **I1-Structure Type** accordingly. If the structure type is 1-Enclosed Building or 2-Portable/Mobile Structure, continue with the module. If the structure type is 3-8 or 0-Other, the module is complete and you should not enter any other fields here. Note: if you choose other than 1 or 2, your incident type should not be 111-Building Fire. Alternatively, if you do choose 1 or 2, your incident type should be 111-Building Fire and **not** 112-Structure Fire. Remember 112-Structure Fire applies to non-building constructs made by man only.

I2-Structure Status indicates operational status of the building. Is it under construction or possibly normal use?

I3-Structure Height indicates how many stories the building has above and below grade (ground). If the building is a two-story slab construction, enter 2 under # Stories at or Above Grade. If the 2 story building also has a basement, enter 2 under # Stories at or Above Grade and 1 under # Stories Below Grade.

I4-Main Floor Size is an estimation and useful for examining the operational needs for similar calls. A good resource (if you didn't measure the scene) can be the appraiser's website if they have one. Often times square footage is listed with the house and a footprint of the house is available. Enter either total square footage or the house's length x width.

J1 Fire Origin indicates the floor where the fire first started, if determined. If the fire was in the basement, use -1.

J2 Fire Spread allows you to report the extent of the flame damage which includes the area actually burned or charred. This does not include heat, smoke, and water damaged areas. The fire can either be confined to the room, floor or building of the origin. The last choice is "beyond building of origin."

J3 Number of Stories Damaged breaks the damage into percentages, 0-25% (Minor), 25-50% (Significant), 50-75% (Heavy), or 75%-100% (Extreme). For each of the areas enter the number of stories that sustained that percentage of damage. All stories can sustain the same level of damage or maybe a 4 story home sustains differing levels for each floor. It all depends on the fire call you have. Important example: do not put 25 in the minor damage field thinking you are reporting 25% damage. You are, in fact, reporting 25 stories with minor damage.

K Material Contributing Most to Flame Spread is reported if the item is different than the **Item First Ignited**. Maybe an item would have caught fire and flamed out on concrete but it was sitting on a highly flammable pile of rags instead. Those rags would have contributed to the spread and longevity of the flame. Choose the appropriate code (there are a lot) after clicking the field. **Type of Material Contributing Most to Flame Spread** is only required if the Item Contributing Most to Flame Spread is between 0 and 70. It is not needed for any other types of items.

Structure Fire Module

Sections I - K Sections L - M

I1 Structure Type

I2 Structure Status

I3 Structure Height

Stories At or Above Grade

Stories Below Grade

I4 Main Floor Size

Total Square Feet

OR

Length in Feet Width in Feet

By

J1 Fire Origin

Floor of Origin * For Below Grade use negative number

J2 Fire Spread

Confined to object of origin

J3 Number of Stories Damaged

Minor Damage

Significant Damage

Heavy Damage

Extreme Damage

K Material Contributing Most to Flame Spread

no flame OR same as material first ignited OR unable to determine

Item Contributing Most to Flame Spread

Type of Material Contributing Most to Flame Spread

Previous Tab Next Tab

OK Cancel

(1+1) OR Press F1 or Double-click for List of Codes OS408 KS 12/13/2013 01-TEST 000

The paper field is a good visual for remembering when you have to move forward with completing the module or when you can stop at **I1 Structure Type**. If your structure type isn't inside the big right arrow, you don't need to complete any other fields.

<p>I1 Structure Type ☆</p> <p>If fire was in an enclosed building or a portable/mobile structure, complete the rest of this form.</p> <p><input type="checkbox"/> Enclosed building</p> <p><input type="checkbox"/> Portable/mobile structure</p> <p><input type="checkbox"/> Open structure</p> <p><input type="checkbox"/> Air-supported structure</p> <p><input type="checkbox"/> Tent</p> <p><input type="checkbox"/> Open platform (e.g., piers)</p> <p><input type="checkbox"/> Underground structure (work areas)</p> <p><input type="checkbox"/> Connective structure (e.g., fences)</p> <p><input type="checkbox"/> Other type of structure</p>	<p>I2 Building Status ☆</p> <p><input type="checkbox"/> Under construction</p> <p><input type="checkbox"/> In normal use</p> <p><input type="checkbox"/> Idle, not routinely used</p> <p><input type="checkbox"/> Under major renovation</p> <p><input type="checkbox"/> Vacant and secured</p> <p><input type="checkbox"/> Vacant and unsecured</p> <p><input type="checkbox"/> Being demolished</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Undetermined</p>	<p>I3 Building Height ☆</p> <p>Count the roof as part of the highest story.</p> <p>Total number of stories at or above grade.</p> <p>Total number of stories below grade.</p>	<p>I4 Main Floor Size ☆</p> <p>NFIRS-3 Structure Fire</p> <p>Total square feet</p> <p>OR</p> <p>Length in feet Width in feet</p>
<p>J1 Fire Origin ☆</p> <p>Story of fire origin</p> <p><input type="checkbox"/> Below grade</p> <p>J2 Fire Spread ☆</p> <p>If fire spread was confined to object of origin, do not check a box (Ref. Block D3, Fire Module).</p> <p><input type="checkbox"/> Confined to room of origin</p> <p><input type="checkbox"/> Confined to floor of origin</p> <p><input type="checkbox"/> Confined to building of origin</p> <p><input type="checkbox"/> Beyond building of origin</p>	<p>J3 Number of Stories Damaged by Flame</p> <p>Count the roof as part of the highest story.</p> <p>Number of stories w/minor damage (1 to 24% flame damage)</p> <p>Number of stories w/significant damage (25 to 49% flame damage)</p> <p>Number of stories w/heavy damage (50 to 74% flame damage)</p> <p>Number of stories w/extreme damage (75 to 100% flame damage)</p>	<p>K Type of Material Contributing Most to Flame Spread</p> <p><input type="checkbox"/> Check if no flame spread OR if same as Material First Ignited (Block D4, Fire Module) OR if unable to determine.</p> <p>K1 Item contributing most to flame spread</p> <p>K2 Type of material contributing most to flame spread</p> <p>Required only if item contributing code is 00 or <70.</p>	

Sections L-M can be incredibly educational fields. Do not skip them because they are white. **L2-L6** start as grey until **L1 Presence of Detectors** is completed. The same is true for **M2-M5** being grey until **M1 Presence of AES** is completed. If there are no detectors present, mark None Present. If there were detectors present mark Present and complete the rest of the fields through **L5 Detector Effectiveness**. Only complete **L6 Detector Failure Reason** if the detectors failed to operate. Do the same for AES (Automatic Extinguishing System). Do not to leave blanks; instead report as None when applicable. This helps ensure that the system has the most accurate information. If the field is left blank we assume that you didn't check for detectors.

WILDLAND Module

One incident can only have the Wildland module or the Fire module; not both. Wildland is an optional module that can be used in place of the Fire module for vegetation fires. It is up to your department which module you use. Every year, analysis of wildland fires is completed by several entities and impacts grants in Kansas. If the Wildland Module is going to give more information about your incident than the Fire Module use the Wildland Module. Available incident types are

- 140-143 (vegetation)
- 170-173 (crops)
- 561 (unauthorized burns)
- 631-632 (authorized controlled burns)

A prescribed fire (631-632) that gets out of control would be reported as one of the 100 fire incident codes. If you are helping to manage an authorized controlled burn make sure to use the appropriate Actions Taken that reflect management of controlled burns.

B Alternate Location Specification can provide more detailed, pinpointed locations of the fires. This can be useful in rural areas where the location is not normally an address.

C Area Type describes the general surroundings of the location, rural, urban, rural/urban, urban/wildland.

D1 Wildland Fire Cause is the Wildland equivalent of the Fire module's cause of ignition but has more codes on Wildland. Use the most appropriate possible.

D2 Human Factors include the same factors as the Fire module. If there were no human factors, enter none.

D3 Contributing Factors show the factors contributing to ignition. The name of the field was shortened from the paper forms to the software version. This field shows the contributing factors that allowed the heat source and combustible materials to ignite such as a bird flying into a power line causing a downed-line with a resulting fire (66-Animal).

D4 Suppression Factors is the same field as the Suppression Factors on the Fire module and can explain why a fire grew, spread, or became a more complicated incident.

The screenshot shows the 'Wildland Module' software interface. At the top, there are tabs for 'Sections B - D', 'Sections E - I', and 'Sections J - N'. The main area is divided into several sections:

- B Alternate Location Specification:** Contains input fields for Latitude, Longitude, Township, Section, Direction, Subsection, Range, and Meridian. There is an 'OR' option between the Township/Direction and Section/Subsection/Range/Meridian groups.
- C Area Type:** A single input field.
- D1 Wildland Fire Cause:** A single input field.
- D2 Human Factors:** An 'Add' button and a table with columns 'Code' and 'Description'.
- D3 Contributing Factors:** An 'Add' button and a table with columns 'Code' and 'Description'.
- D4 Suppression Factors:** An 'Add' button and a table with columns 'Code' and 'Description'.

At the bottom of the window, there are 'Previous Tab' and 'Next Tab' buttons, followed by 'OK' and 'Cancel' buttons. A status bar at the very bottom shows: '-90 to 90 Degrees: 4 decimals', 'QS408', 'KS', '12/13/2013', '01-TEST', and '000'.

B Alternate Location Specification Enter Latitude/Longitude OR Township/Range/Section/Subsection Meridian if Section B on the Basic Module is not completed. Latitude: [][] . [][] [][] . [][] Longitude: [][] [][] . [][] [][] . [][] OR Township: [][] [][] North South East West Range: [][] [][] [][] Section: [][] Subsection: [][] Meridian: [][]	D1 Wildland Fire Cause ☆ 1 <input type="checkbox"/> Natural source 2 <input type="checkbox"/> Equipment 3 <input type="checkbox"/> Smoking 4 <input type="checkbox"/> Open/Outdoor fire 5 <input type="checkbox"/> Debris/Vegetation burn 6 <input type="checkbox"/> Structure (exposure) 7 <input type="checkbox"/> Incendiary 8 <input type="checkbox"/> Misuse of fire 0 <input type="checkbox"/> Other U <input type="checkbox"/> Undetermined	D3 Factors Contributing ☆ <input type="checkbox"/> None to Ignition #1 [][][][] #2 [][][][] D4 Fire Suppression Factors <input type="checkbox"/> None Enter up to three factors #1 [][][][] #2 [][][][] #3 [][][][]
C Area Type ☆ 1 <input type="checkbox"/> Rural, farms >50 acres 2 <input type="checkbox"/> Urban (heavily populated) 3 <input type="checkbox"/> Rural/Urban or suburban 4 <input type="checkbox"/> Urban-wildland interface area	D2 Human Factors Contributing ☆ to Ignition ☆ Check as many boxes as are applicable. <input type="checkbox"/> None 1 <input type="checkbox"/> Asleep 2 <input type="checkbox"/> Possibly impaired by alcohol or drugs 3 <input type="checkbox"/> Unattended person 4 <input type="checkbox"/> Possibly mentally disabled 5 <input type="checkbox"/> Physically disabled 6 <input type="checkbox"/> Multiple persons involved 7 <input type="checkbox"/> Age was a factor	E Heat Source ☆ [][][][][][][][] F Mobile Property Type <input type="checkbox"/> None [][][][][][][][] G Equipment Involved in Ignition <input type="checkbox"/> None [][][][][][][][]

H Weather Information NDFRS Weather Station ID: [][][][][][][][] Weather Type: [][][][][][][][] Wind Direction: [][][][][][][][] Wind Speed (mph): [][][][][][][][] Air Temperature: [][][][][][][][] <input type="checkbox"/> Check if negative Relative Humidity: [][][][][][][][] Fuel Moisture: [][][][][][][][] Fire Danger Rating: [][][][][][][][]	I1 Number of Buildings Ignited <input type="checkbox"/> None [][][][][][][][] Number of buildings that were ignited in Wildland fire. I2 Number of Buildings Threatened <input type="checkbox"/> None [][][][][][][][] Number of buildings that were threatened by Wildland fire but were not involved. I3 Total Acres Burned ☆ [][][][][][][][] , [][][][][][][][] , [][][][][][][][] . [][][]	I4 Primary Crops Burned Identify up to 3 crops if any crops were burned. Crop 1: [][][][][][][][] Crop 2: [][][][][][][][] Crop 3: [][][][][][][][]
--	--	--

J Property Management reports the principle entity responsible for the property where the fire started. Enter the Ownership type and then provide the % acres burned owned by that manager. Fields **L1-L4 Person Responsible** are used to report if a person was responsible for the fire. If no person was responsible for starting the fire use Fire not caused by person in L1 Person Responsible. If a person was responsible continue entering L2-L4.

K NDFRS Fuel Model at Origin indicates the type of vegetation found on the property and helps collect information for what types of fires result from which types of fuels. Consult the Complete Reference Guide for the descriptions of each type of fuel model. **M Right of Way** is completed for fires that started on or near rights-of-way (99 feet) of roads, railroads, and power lines. This can be useful to identify a possible “fire bug” throwing lit matches out of car windows to the ditches below or similar situations. Discarded cigarettes may start fires when thrown from cars. **N Fire Behavior** are used to report specific descriptions of the fire upon initial attack. The white field next to “feet” indicates the **Elevation** from sea level in feet. **Relative position on slope** can help study the risks of different positions of fires on hills. **Aspect** reports which compass direction the slope faces. **Flame Length** is calculated from flame tip to the flame’s base by drawing a point from the tip to the ground in roughly the middle of the flame spread. **Rate of spread** is calculated in chains (66ft) per hour and can provide valuable insight to how fast wildland fires spread given the fuel models, ignition, and weather conditions. Click OK and Save when finished.

The screenshot shows the Wildland Module software interface. At the top, there are tabs for 'Sections B - D', 'Sections E - I', and 'Sections J - N'. The main window is divided into several sections:

- J Property Management:** Includes fields for Ownership, % Total Acres Burned, Tax Paying, Non Tax Paying, City, Town, Village, Local, County or Parish, State or Province, Federal, Federal Agency Code, Foreign, Military, and Other.
- K NDFRS Fuel Model at Origin:** A dropdown menu for selecting the fuel model.
- L1 Person Responsible:** A text field for the name of the person responsible.
- L2 Gender of Person Involved:** A dropdown menu for selecting the gender.
- L3 Age:** Fields for Age and Date of Birth, with a 'Compute Age' button.
- L4 Activity of Person:** A text field for describing the person's activity.
- M Right of Way:** Fields for Right of Way (in feet), Type of Right of Way, and a text field for further details.
- N Fire Behavior (Optional):** Fields for Elevation (in feet), Relative Position on Slope, Aspect, Flame Length (in feet), Rate of Spread (in Chains per Hour), and a text field for further details.

At the bottom of the window, there are 'Previous Tab' and 'Next Tab' buttons, followed by 'OK' and 'Cancel' buttons. The status bar at the very bottom shows '(1+1) OR Press F1 or Double-click for List of Codes', 'OS408', 'KS', '12/13/2013', '01-TEST', and '000'.

ARSON Module

If any fire has a Cause of Ignition as Incendiary or Under Investigation then an Arson module should be completed. Here's where your impressions of a scene can really make a difference. Complete the module to the best of your abilities and understand that you can go in later to edit the report when more information becomes available. It doesn't matter who does the investigation. If it was your fire, you file an NFIRS report on it. **The investigator is not going to do this for you!** Certified Fire Investigators enter information into BATS (Bomb Arson Tracking System). BATS does not convert into NFIRS databases and those reports are not currently linked at the state or national level. Remember in KS you can always call the Office of the State Fire Marshal and request an investigator. It is state statute that the chief of a fire department is responsible for assigning a cause of fire to each call, but that doesn't mean you can't have help.

To add an Arson module click on Add Module then click Arson module. The Arson module opens to Sections B-F and has three tabs with different fields.

B Agency Referred To will show what agency picked up the investigation, either fire department or law enforcement. Mark None if your department did not pass the incident on for investigation. Enter as much information as possible about the agency. ORI is an identifying number given to law enforcement agencies, assigned by the FBI. The ORI should be the following format: KS##### where # is an actual numeric. Some departments have a letter on the end of their ORI, too. If you need an ORI you can contact me (sara.wood@ksfm.ks.gov) if the LEA (law enforcement agency) did not provide you with it.

C Case Status will show one of 5 choices: open, closed, inactive, closed with arrest, and closed with exceptional clearance. Exceptional Clearance is usually a law enforcement term based upon the circumstances that happen after a suspect is identified which keep the suspect from being arrested/charged.

D Availability of Material First Ignited helps understand the methodology of arsonists. Are they bringing materials from home that could possibly be tracked or are the materials already on-scene? Maybe the arsonist is targeting areas simply because the materials needed are present? This could lead to better ways to fight arson before it even starts.

E Suspected Motivational Factors offers a look into the mind of the arsonist and can provide arson trends. As domestic violence surges so can arson. As property crimes (criminal damage, theft, burglary, etc) rise arson increases might be just around the corner. Many factors you are collecting can be added to other database/studies and create a more accurate, complete picture of the problem.

F Apparent Group Involvement is always a topic that is a hot button issue: gangs, hate groups, terrorists. Be sure to complete this field. If there was no group involvement mark None.

The screenshot shows a software interface for the Arson Module. At the top, there are tabs for 'Sections B - F', 'Sections G - L', and 'Section M'. The 'Sections B - F' tab is active. Below the tabs, the form is divided into several sections:

- B Agency Referred To:** Includes a radio button for 'None', a text field for 'Agency Name', and several dropdown menus for 'Number/Mile', 'St. Prefix', 'Street or Highway', 'Street Type', and 'St. Suffix'. There are also text fields for 'Apt. or Suite', 'City', 'State', 'Zip', and 'Agency Phone Number'. Below these are text fields for 'Their Case Number', 'Their ORI', 'Their FID', and 'Their FDID'.
- C Case Status:** A single dropdown menu.
- D Availability of Material First Ignited:** A single dropdown menu.
- E Susp. Motiv. Factors:** A table with columns 'Code' and 'Description'. There is an 'Add' button with a text field next to it.
- F Apparent Group Involvement:** A table with columns 'Code' and 'Description'. There is an 'Add' button with a text field next to it.

At the bottom of the form, there are buttons for 'Previous Tab', 'Next Tab', 'OK', and 'Cancel'. At the very bottom, there are several small text boxes containing the values: OS408, KS, 12/13/2013, 01-TEST, and 000.

Arson Module

Sections B - F Sections G - L Section M

G1 Entry Method

G2 Extent of Fire Involvement on Arrival

H Incendiary Devices

Container

Ignition/Delay Device

Fuel

I Other Investigative Info.

Add

Code Description

J Property Ownership

K Initial Observations

Add

Code Description

L Laboratory Used

Add

Code Description

Previous Tab Next Tab

OK Cancel

(2+1) OR Press F1 or Double-click for List of Codes OS408 KS 12/13/2013 01-TEST 000

F Apparent Group Involvement None

Check up to three factors

1 Terrorist group
2 Gang
3 Anti-government group
4 Outlaw motorcycle organization
5 Organized crime
6 Racial/Ethnic hate group
7 Religious hate group
8 Sexual preference hate group
0 Other group
U Unknown

G1 Entry Method

Entry Method

G2 Extent of Fire Involvement on Arrival

Extent of Fire Involvement

H Incendiary Devices

Select one from each category

CONTAINER No container

11 Bottle (glass) 14 Pressurized container 17 Box
12 Bottle (plastic) 15 Can (not gas or fuel) 00 Other Container
13 Jug 16 Gasoline or fuel can UU Unknown

IGNITION/DELAY DEVICE No device

11 Wick or fuse 17 Road flare/fuse
12 Candle 18 Chemical component
13 Cigarette and matchbook 19 Trailer/Streamer
14 Electronic component 20 Open flame source
15 Mechanical device 00 Other delay device
16 Remote control UU Unknown

FUEL None

11 Ordinary combustibles 16 Pyrotechnic material
12 Flammable gas 17 Explosive material
14 Ignitable liquid 00 Other material
15 Ignitable solid UU Unknown

I Other Investigative Information

Check all that apply

1 Code violations
2 Structure for sale
3 Structure vacant
4 Other crimes involved
5 Illicit drug activity
6 Change in insurance
7 Financial problem
8 Criminal/Civil actions pending

J Property Ownership

1 Private
2 City, town, village, local
3 County or parish
4 State or province
5 Federal
6 Foreign
7 Military
0 Other

K Initial Observations

Check all that apply

1 Windows ajar 5 Fire department forced entry
2 Doors ajar 6 Entry forced prior to FD arrival
3 Doors locked 7 Security system activated
4 Doors unlocked 8 Security system present (not activated)

L Laboratory Used Check all that apply None

1 Local 3 ATF 5 Other 6 Private
2 State 4 FBI Federal

NFIRS-11 Revision 01/10/04

Complete the subject identifiers for M2-M5. Enter either the age or date of birth for M2 Age. Do not skip if you know it.

M6 Family Type indicates the structure of the subject's family at the time of the incident. While having a certain family type is not implied to create an arsonist, knowing trends and childhoods may help to find a serial arsonist later, should the subject continue setting fires.

M7 Motivation/Risk offers a look at why the juvenile was setting fires. Adults and juveniles have very different motivations. Juveniles rarely burn a house down because they want the insurance money and just got a new policy. However, a juvenile may burn a house down out of escalation from lower crimes like property damage. Check any that apply for codes 4-9, Other, and Unknown. Check only one for Mild, Moderate, or Extreme Curiosity about Fire. If you have multiple juveniles to report, click the New button towards the bottom center and continue adding any needed individuals.

Sections B - F | Sections G - L | Section M

M2 Age
 Age: Date of Birth:

M3 Gender **M4 Race** **M5 Ethnicity**

M6 Family Type

M7 Motivation/Risk

Code	Description

M8 Disposition

Age: Gender: Race:

1 of 1

Numeric (Length: 3) OS408 KS 12/13/2013 01-TEST 000

Subject Number of the paper form is no longer used as the program itself keeps track.

<p>Complete this section if the person involved in the ignition of the fire was a child or Juvenile under the age of 18.</p>	<p>M2 Age or Date of Birth</p> <p>Age (in years) <input type="text"/> <input type="text"/> <input type="text"/> OR</p> <p>Month <input type="text"/> Day <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/></p>	<p>M4 Race</p> <p>1 <input type="checkbox"/> White 2 <input type="checkbox"/> Black, African American 3 <input type="checkbox"/> American Indian, Alaska Native 4 <input type="checkbox"/> Asian 5 <input type="checkbox"/> Native Hawaiian, Other Pacific Islander 0 <input type="checkbox"/> Other, multiracial U <input type="checkbox"/> Undetermined</p>	<p>M6 Family Type</p> <p>1 <input type="checkbox"/> Single parent 2 <input type="checkbox"/> Foster parent(s) 3 <input type="checkbox"/> Two-parent family 4 <input type="checkbox"/> Extended family N <input type="checkbox"/> No family unit 0 <input type="checkbox"/> Other family type U <input type="checkbox"/> Unknown</p>
	<p>M1 Subject Number Complete a separate Section M form for each juvenile. <input type="text"/> Subject Number</p>	<p>M3 Gender</p> <p>1 <input type="checkbox"/> Male 2 <input type="checkbox"/> Female</p>	<p>M5 Ethnicity</p> <p>1 <input type="checkbox"/> Hispanic or Latino 0 <input type="checkbox"/> Non Hispanic or Latino</p>
<p>M7 Motivation/Risk Factors <small>Check only one of codes 1-3 and then all others (4-9) that apply.</small></p> <p>1 <input type="checkbox"/> Mild curiosity about fire 2 <input type="checkbox"/> Moderate curiosity about fire 3 <input type="checkbox"/> Extreme curiosity about fire</p> <p>4 <input type="checkbox"/> Diagnosed (or suspected) ADD/ADHD 5 <input type="checkbox"/> History of trouble outside school 6 <input type="checkbox"/> History of stealing or shoplifting 7 <input type="checkbox"/> History of physically assaulting others 8 <input type="checkbox"/> History of fireplay or firesetting 9 <input type="checkbox"/> Transiency 0 <input type="checkbox"/> Other U <input type="checkbox"/> Unknown</p>		<p>M8 Disposition of Person Under 18</p> <p>1 <input type="checkbox"/> Handled within department 2 <input type="checkbox"/> Released to parent/guardian 3 <input type="checkbox"/> Referred to other authority 4 <input type="checkbox"/> Referred to treatment/counseling program 5 <input type="checkbox"/> Arrested, charged as adult 6 <input type="checkbox"/> Referred to firesetter intervention program 0 <input type="checkbox"/> Other U <input type="checkbox"/> Unknown</p>	

Click Ok and click Save after completing the module.

CIVILIAN FIRE CASUALTY Module

Civilian Fire Casualty is required whenever there is an injury or death to a civilian as a result of a fire. If there was no fire would the person have been hurt or killed? If the answer is no, complete this module. Please note that casualty does not mean only death. It also includes injuries. A separate Civilian Fire Casualty module is required for each subject injured/killed. If the incident is not an incident type 100-199 (fires) then report it as an EMS call. KS requires a report to be submitted for injuries/deaths from explosions. If you have an explosion with a casualty, complete a Basic module and the EMS module. Do not use Civilian Fire Casualty for explosions.

B Injured Person should not be skipped. This information is not used for reports or publications but hospitals are required to submit a Kansas Burn Injury Report (KBIR) for anybody that suffered burns. NFIRS and KBIRS can be used to cross check each other, though not all KBIR reports will have an NFIRS report since not everyone calls for assistance when burned. **C Gender** is a required field, although E1 and E2 should be completed additionally. **D Age or Date of Birth** is required and you only need to complete age or the date of birth. **F Affiliation** details what kind of civilian is involved. **G Date and Time of Injury** should be as specific as possible. **H Severity** would be reported between Minor to Death or undetermined. If the patient severity worsens go back and update this information. This is especially important if a civilian passed away later from the injuries sustained in the fire. **I Cause of Injury** details what actually happened during the fire that injured the civilian. The injury doesn't have to be burns; it must only take place because of/during the fire.

J Human Factors can be reported as None if there were no factors leading the civilian to become injured. A drunken person unable to get out of the structure would be a good example of Human Factors. Add any that apply using the Multiple Selection Window.

B Injured Person ☆ Gender 1 <input type="checkbox"/> Male 2 <input type="checkbox"/> Female		C Casualty Number ☆	
First Name MI Last Name Suffix		Casualty Number	
D Age or Date of Birth ☆	E1 Race <ul style="list-style-type: none"> 1 <input type="checkbox"/> White 2 <input type="checkbox"/> Black, African American 3 <input type="checkbox"/> Am. Indian, Alaska Native 4 <input type="checkbox"/> Asian 5 <input type="checkbox"/> Native Hawaiian, Other Pacific Islander 0 <input type="checkbox"/> Other, multiracial U <input type="checkbox"/> Undetermined 	F Affiliation <ul style="list-style-type: none"> 1 <input type="checkbox"/> Civilian 2 <input type="checkbox"/> EMS, not fire department 3 <input type="checkbox"/> Police 0 <input type="checkbox"/> Other 	H Severity ☆
Age <input type="checkbox"/> Months (for infants)	Date of Birth	G Date and Time of Injury <small>Midnight is 0000.</small>	<ul style="list-style-type: none"> 1 <input type="checkbox"/> Minor 2 <input type="checkbox"/> Moderate 3 <input type="checkbox"/> Severe 4 <input type="checkbox"/> Life threatening 5 <input type="checkbox"/> Death U <input type="checkbox"/> Undetermined
Date of Birth	Ethnicity	Date of Injury Time of Injury	
Month Day Year	E2	Month Day Year Hour Minute	
	1 <input type="checkbox"/> Hispanic or Latino 0 <input type="checkbox"/> Non Hispanic or Latino		
I Cause of Injury <ul style="list-style-type: none"> 1 <input type="checkbox"/> Exposed to fire products including flame heat, smoke, and gas 2 <input type="checkbox"/> Exposed to toxic fumes other than smoke 3 <input type="checkbox"/> Jumped in escape attempt 4 <input type="checkbox"/> Fell, slipped, or tripped 5 <input type="checkbox"/> Caught or trapped 6 <input type="checkbox"/> Structural collapse 7 <input type="checkbox"/> Struck by or contact with object 8 <input type="checkbox"/> Overexertion or strain 9 <input type="checkbox"/> Multiple causes 0 <input type="checkbox"/> Other U <input type="checkbox"/> Undetermined 		J Human Factors Contributing to Injury <input type="checkbox"/> None	
		K Factors Contributing to Injury <input type="checkbox"/> None	
		Enter up to three contributing factors	
		Contributing factor (1)	
		Contributing factor (2)	
		Contributing factor (3)	

K Factors Contributing to Injury offers an important look at why the subject may have been injured, beyond the presence of the fire. This field should show the most significant factors that contributed. There is a long list of codes that can be very specific such as trapped, lost, and clothing that caught fire. You can enter up to three codes.

L Activity When Injured is reported as the activity in which the person was engaged at the time of injury. Sleeping numbers can show the sedative properties of smoke upon individuals and the field should not be skipped.

M1 Location at Time of Incident reports where the subject was in relation to the area of fire origin (in area, not in area, involved, not involved, other location, etc). **M2 General Location at Injury** shows where the subject was at the time of injury (inside, outside, etc). If the general location is outside but not in area skip to **M5 Specific Location at Injury**. If the general location is in area of fire origin skip to section **N Primary Apparent Symptom**. If the casualty was inside the building report M3 and M4. **M3 Story at Start of Incident** indicates where the subject was when the fire started, not where they were injured. M4 indicates the story where the subject was injured. **M5 Specific Location at Injury** indicates a detailed location like hallway, bedroom, closet, etc.

N Primary Apparent Symptom should reflect the most serious symptom. **O Primary Area of Body** indicates where the most serious injury is on the person's body (or inside). **P Disposition** indicates if the subject was transported for care. Click Ok and then click Save after completing the module. If additional subjects were injured or killed continue adding Civilian Fire Casualty modules for each person. The number of casualty modules should match the number of casualties reported on the Basic module. If you reported 3 casualties on the Basic module but only completed two casualty modules then you need to add the third.

The screenshot displays the 'Civilian Fire Casualty Module' software interface. It features a sidebar on the left with tabs for 'Sections B - J' and 'Sections K - P'. The main window is divided into several sections:

- K Factors Contributing to Injury:** A table with columns for 'Code' and 'Description'. Below it are checkboxes for 'L Activity When Injured' and 'P Disposition'.
- M1 Location at Time of Incident:** A dropdown menu.
- M2 General Location at Injury:** A dropdown menu.
- M3 Story at Start of Incident:** A text input field.
- M4 Story Where Injury Occurred:** A text input field.
- M5 Specific Location at Injury:** A text input field.
- N Primary Apparent Symptom:** A list of symptoms with checkboxes (01-98).
- O Primary Area of Body Injured:** A list of body parts with checkboxes (1-9).
- P Disposition:** A checkbox for 'Transported to emergency care facility' and a 'Remarks' field.

Additional sections include:

- I Cause of Injury:** A list of causes (1-10) with checkboxes.
- J Human Factors Contributing to Injury:** A list of factors (1-8) with checkboxes.
- K Factors Contributing to Injury:** A section for entering up to three contributing factors (1-3).
- L Activity When Injured:** A list of activities (1-10) with checkboxes.
- M1 Location at Time of Incident:** A list of locations (1-5) with checkboxes.
- M2 General Location at Time of Injury:** A list of locations (1-3) with checkboxes and skip options.
- M3 Story at Start of Incident:** A text input field with a 'Below grade' checkbox.
- M4 Story Where Injury Occurred:** A text input field with a 'Below grade' checkbox.
- M5 Specific Location at Time of Injury:** A text input field.
- N Primary Apparent Symptom:** A list of symptoms (01-98) with checkboxes.
- O Primary Area of Body Injured:** A list of body parts (1-9) with checkboxes.
- P Disposition:** A checkbox for 'Transported to emergency care facility' and a 'Remarks' field.

At the bottom, there is a status bar with the text '(1+1) OR Press F1 or Double-click for List of Codes' and a keyboard shortcut 'OS408 KS 12/13/20 01-TE'. The version number 'NFRS-4 Revision 01/01/04' is visible in the bottom right corner.

EMS Module

The EMS module is not allowed for all incident types and should only be completed when your fire department offers emergency medical services. If an independent provider performs all EMS you would not complete the EMS module. The allowable incident types are:

- 100-243
- 311
- 321-323
- 351-381
- 400-431
- 451

If a firefighter is injured during training you would make a report for the injury. Training isn't reported to NFIRS unless there are casualties. Enter Section A, Basic, and Fire Service Casualty modules. All three are required. You do not need an EMS module. The incident type would be 321 EMS Call or 311-Assist EMS since there is no incident type for training.

Each patient gets his/her own EMS module. Start with the date and time that you arrived at the patient. It's important to capture that information especially if factors mitigated the time lapse. Enter the date/time of patient transfer as this information helps understand how long patient care was given. **D Provider Impression** explains the provider's primary clinical assessment. This field is important to show that treatment and medication were consistent with protocols. You may enter the Age or Date of birth. It is not necessary to enter both. If the patient is an infant, check the Months box when entering age. **E2 Gender, F1 Race, and F2 Ethnicity** are not required fields but you may fill them in if desired. None of the personal identifiers of the patient are used for publications or reports by the State Fire Marshal.

G1 Human Factors was called "Condition before Injury" in previous NFIRS programs and reflects the physical or mental state of the person shortly before becoming a patient. This field is useful for understanding the relationship between human factors and the incident itself, especially drunk drivers. If no factors contributed to the injury/illness, mark None from the drop down. **G2 Other Factors** can cover more specific information about injuries: Accidental, self-inflicted and inflicted "not by self" provide further insight into the incident and injury. Animal attacks as well as human violence would count as inflicted not by self.

H1 Body Site of Injury reports the area of the body that sustained the injury and is used in conjunction with H2 Injury Type. This helps provide useful information about patient injuries which most commonly require EMS intervention. **H2 Injury Types** provides the clinical description of the injury such as burn or laceration. If the patient is sick instead of injured skip both H1 and H2. Use **H3 Cause of Illness/Injury** to describe the physical even that caused the injury/illness.

The screenshot shows the EMS Module software interface. The window title is "EMS Module". The interface is divided into several sections:

- Sections C - H** and **Sections I - N** are visible at the top.
- C Date and Time**: Includes fields for "Date" and "Time" for "Time Arrived At Patient" and "Time of Patient Transfer".
- D Provider Impression**: A yellow highlighted field.
- E Age or Date of Birth**: Includes "Age" and "Date of Birth" fields, a "Months (Infants)" checkbox, and a "Compute Age" button.
- E2 Gender**, **F1 Race**, and **F2 Ethnicity**: Three separate input fields.
- G1 Human Factors**: Includes an "Add" button and a table with "Code" and "Description" columns.
- G2 Other Factors**: Includes an "Add" button and a table with "Code" and "Description" columns.
- H1 Body Site of Injury**: Includes an "Add" button and a table with "Code" and "Description" columns.
- H2 Injury Type**: Includes an "Add" button and a table with "Code" and "Description" columns.
- H3 Cause of Illness/Injury**: A single input field.

At the bottom, there are "Previous Tab" and "Next Tab" buttons, and "OK" and "Cancel" buttons. The status bar at the very bottom displays: MMDDYYYY OS408 KS 12/13/2013 01-TEST 000 1:1

Note that the paper version of EMS starts with Number of Patients and then Patient Number. These fields are irrelevant to the software as you would simply add another EMS module for each patient and do not need to number them.

B Number of Patients <input type="text"/> Patient Number <input type="text"/>		C Date/Time <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> : <input type="text"/> : <input type="text"/>	
Use a separate form for each patient		<input type="checkbox"/> Time Arrived at Patient <input type="checkbox"/> Time of Patient Transfer	
D Provider Impression/Assessment <input type="checkbox"/> None/no patient or refused treatment			
<input type="checkbox"/> 10 Abdominal pain <input type="checkbox"/> 11 Airway obstruction <input type="checkbox"/> 12 Allergic reaction <input type="checkbox"/> 13 Altered LOC <input type="checkbox"/> 14 Behavioral/Psych <input type="checkbox"/> 15 Burns <input type="checkbox"/> 16 Cardiac arrest <input type="checkbox"/> 17 Cardiac dysrhythmia	<input type="checkbox"/> 18 Chest pain <input type="checkbox"/> 19 Diabetic symptom <input type="checkbox"/> 20 Do not resuscitate <input type="checkbox"/> 21 Electrocutation <input type="checkbox"/> 22 General illness <input type="checkbox"/> 23 Hemorrhaging/Bleeding <input type="checkbox"/> 24 Hyperthermia <input type="checkbox"/> 25 Hypothermia	<input type="checkbox"/> 26 Hypovolemia <input type="checkbox"/> 27 Inhalation injury <input type="checkbox"/> 28 Obvious death <input type="checkbox"/> 29 ODI/Poisoning <input type="checkbox"/> 30 Pregnancy/OB <input type="checkbox"/> 31 Respiratory arrest <input type="checkbox"/> 32 Respiratory distress <input type="checkbox"/> 33 Seizure	<input type="checkbox"/> 34 Sexual assault <input type="checkbox"/> 35 Sting/Bite <input type="checkbox"/> 36 Stroke/CVA <input type="checkbox"/> 37 Syncope <input type="checkbox"/> 38 Trauma <input type="checkbox"/> 00 Other
E1 Age or Date of Birth <input type="text"/> Months (for infants) OR <input type="text"/> / <input type="text"/> / <input type="text"/>	F1 Race <input type="checkbox"/> 1 White <input type="checkbox"/> 2 Black, African American <input type="checkbox"/> 3 Am. Indian, Alaska Native <input type="checkbox"/> 4 Asian <input type="checkbox"/> 5 Native Hawaiian, Other Pacific Islander <input type="checkbox"/> 0 Other, multiracial <input type="checkbox"/> U Undetermined	G1 Human Factors Contributing to Injury <input type="checkbox"/> None Check all applicable boxes <input type="checkbox"/> 1 Asleep <input type="checkbox"/> 2 Unconscious <input type="checkbox"/> 3 Possibly impaired by alcohol <input type="checkbox"/> 4 Possibly impaired by drug <input type="checkbox"/> 5 Possibly mentally disabled <input type="checkbox"/> 6 Physically disabled <input type="checkbox"/> 7 Physically restrained <input type="checkbox"/> 8 Unattended person	G2 Other Factors <input type="checkbox"/> None If an illness, not an injury, skip G2 and go to H3 <input type="checkbox"/> 1 Accidental <input type="checkbox"/> 2 Self-inflicted <input type="checkbox"/> 3 Inflicted, not self
E2 Gender <input type="checkbox"/> 1 Male <input type="checkbox"/> 2 Female	F2 Ethnicity <input type="checkbox"/> 1 Hispanic or Latino <input type="checkbox"/> 2 Non Hispanic or Latino		
H1 Body Site of Injury List up to five body sites <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	H2 Injury Type List one injury type for each body site listed under H1 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	H3 Cause of Illness/Injury <input type="text"/> Cause of illness/injury	

The next tab has fields that pertain not only to the patient but to what the department did at the incident. **I Procedures Used** reports what procedures were performed or attempted by the department's EMS personnel. Double click the small white add button and add the necessary procedures. **J Safety Equipment** is only used for injuries and describes if the patient was using any type of safety equipment prior to the incident, like wearing a helmet before falling off a bike. This is useful information in determining the effectiveness (and use) of safety equipment and can provide educational information to the public.

K Cardiac Arrest is completed only if the patient went into or was found in cardiac arrest. Use Pre-arrival or post-arrival arrest. If you mark Pre-Arrival Arrest, then **Pre-Arrival Arrest Details** will become white. In **Pre-Arrival Arrest Details** it is important to show if a bystander provided CPR. This information is useful in determining the effectiveness of bystander CPR on morbidity. Enter the **Initial Arrest Rhythm** as V-Fib/V-Tach, Initial arrest rhythm, other, or undetermined.

L1 Initial Level of Provider provides the certified training level of the first person to give care. **L2 Highest Level of Provider on Scene** provides the certified training level of the highest level fire department personnel that responded. These fields help provide insight into the effectiveness of pre-hospital care according to current regulations. **M Patient Status** records the overall change in status of the patient when he/she is transferred to another agency/ending of the incident. **Status on Transfer** shows whether the patient had a pulse or not. **N Disposition** shows if the patient was transported and by whom. If the patient did not require transport make sure to mark Not Transported. This field is used to determine how often EMS services are activated for patients who require no treatment or transport. Click Ok when you are finished with the module and Save on the main screen. If you have more than one EMS patient, add another EMS module for each additional patient by choosing Add EMS Module from the main incident screen.

EMS Module

Sections C - H | Sections I - N

I Procedures Used Add

Code	Description

K Cardiac Arrest Add

Code	Description

Pre-Arrival Arrest Details Add

Code	Description

Initial Arrest Rhythm

J Safety Equipment Add

Code	Description

L1 Initial Level of Provider

L2 Highest Level of Provider on Scene

M Patient Status

Status on Transfer

N Disposition

Previous Tab Next Tab

OK Cancel

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<p>I Procedures Used Check all applicable boxes <input type="checkbox"/> No treatment</p> <p>01 <input type="checkbox"/> Airway insertion 14 <input type="checkbox"/> Intubation (EGTA)</p> <p>02 <input type="checkbox"/> Anti-shock trousers 15 <input type="checkbox"/> Intubation (ET)</p> <p>03 <input type="checkbox"/> Assist ventilation 16 <input type="checkbox"/> IO/IV therapy</p> <p>04 <input type="checkbox"/> Bleeding control 17 <input type="checkbox"/> Medications therapy</p> <p>05 <input type="checkbox"/> Burn care 18 <input type="checkbox"/> Oxygen therapy</p> <p>06 <input type="checkbox"/> Cardiac pacing 19 <input type="checkbox"/> OB care/delivery</p> <p>07 <input type="checkbox"/> Cardioversion (defib) manual 20 <input type="checkbox"/> Prearrival instructions</p> <p>08 <input type="checkbox"/> Chest/Abdominal thrust 21 <input type="checkbox"/> Restrain patient</p> <p>09 <input type="checkbox"/> CPR 22 <input type="checkbox"/> Spinal immobilization</p> <p>10 <input type="checkbox"/> Cricothyrotomy 23 <input type="checkbox"/> Splinted extremities</p> <p>11 <input type="checkbox"/> Defibrillation by AED 24 <input type="checkbox"/> Suction/Aspirate</p> <p>12 <input type="checkbox"/> EKG monitoring 00 <input type="checkbox"/> Other</p> <p>13 <input type="checkbox"/> Extrication</p>	<p>J Safety Equipment <input type="checkbox"/> None</p> <p>Used or deployed by patient. Check all applicable boxes.</p> <p>1 <input type="checkbox"/> Safety/Seat belts</p> <p>2 <input type="checkbox"/> Child safety seat</p> <p>3 <input type="checkbox"/> Airbag</p> <p>4 <input type="checkbox"/> Helmet</p> <p>5 <input type="checkbox"/> Protective clothing</p> <p>6 <input type="checkbox"/> Flotation device</p> <p>0 <input type="checkbox"/> Other</p> <p>U <input type="checkbox"/> Undetermined</p>	<p>K Cardiac Arrest Check all applicable boxes</p> <p>1 <input type="checkbox"/> Pre-arrival arrest?</p> <p>If pre-arrival arrest, was it:</p> <p>1 <input type="checkbox"/> Witnessed?</p> <p>2 <input type="checkbox"/> Bystander CPR?</p> <p>2 <input type="checkbox"/> Post-arrival arrest?</p> <p>Initial Arrest Rhythm</p> <p>1 <input type="checkbox"/> V-Fib/V-Tach</p> <p>0 <input type="checkbox"/> Other</p> <p>U <input type="checkbox"/> Undetermined</p>	
<p>L1 Initial Level of Provider ☆</p> <p>1 <input type="checkbox"/> First Responder</p> <p>2 <input type="checkbox"/> EMT-B (Basic)</p> <p>3 <input type="checkbox"/> EMT-I (Intermediate)</p> <p>4 <input type="checkbox"/> EMT-P (Paramedic)</p> <p>0 <input type="checkbox"/> Other provider</p> <p>N <input type="checkbox"/> No Training</p>	<p>L2 Highest Level of Care Provided On Scene <input type="checkbox"/> None</p> <p>1 <input type="checkbox"/> First Responder</p> <p>2 <input type="checkbox"/> EMT-B (Basic)</p> <p>3 <input type="checkbox"/> EMT-I (Intermediate)</p> <p>4 <input type="checkbox"/> EMT-P (Paramedic)</p> <p>0 <input type="checkbox"/> Other provider</p>	<p>M Patient Status</p> <p>1 <input type="checkbox"/> Improved</p> <p>2 <input type="checkbox"/> Remained same</p> <p>3 <input type="checkbox"/> Worsened</p> <p>Check if:</p> <p>1 <input type="checkbox"/> Pulse on transfer</p> <p>2 <input type="checkbox"/> No pulse on transfer</p>	<p>N EMS Disposition <input type="checkbox"/> Not transported</p> <p>1 <input type="checkbox"/> FD transport to ECF</p> <p>2 <input type="checkbox"/> Non-FD transport</p> <p>3 <input type="checkbox"/> Non-FD trans/FD attend</p> <p>4 <input type="checkbox"/> Non-emergency transfer</p> <p>0 <input type="checkbox"/> Other</p>

NFIRS-6 Revision 01/01/04

HAZMAT Module

If there is a spill of hazardous materials over 55 gallons or specialized equipment had to be dispatched to handle the situation, the HazMat module should be completed. Like the EMS Module, the HazMat module cannot be entered for all incident types. If you find yourself with an incident type not included in the list, check to be sure if a smaller numbered incident type would apply. Example: you're assisting police at the scene for containment of a gasoline spill. You could use 551-Assist Police but 411-Gasoline/flammable liquid spill would be more specific, and the incident type number is lower. (411 is a smaller number than 551.) Allowable Incident types are:

- **100-243**
- **321-324**
- **371**
- **400-431**
- **451**

The HazMat module is useful for a large variety of studies and can help understand the needed policies for storage, use, and transportation of hazardous materials. Great gains in public safety and the reduction of accidents is gleaned from information exactly like this.

Chemical Name should be the standard or trade name of the hazardous material. Different manufacturers may have slightly different trade names. Add the UN# from the applicable list. If there is no UN number assigned, leave the field blank. Choose the DOT Hazard Classification from the correct category. Each category has its own first number and is then followed by a specific “#” to show the accurate representation of the hazardous material. The CAS Reg # (Chemical Abstract Service) does not apply to all materials. Check the list to see if yours is listed but you might have to leave it blank.

C1 Container Type should be reported as the type or configuration of the container, equipment, or facility involved. If the container was inside another container, use the container closest to the material. Example: a drum leaking inside a silo would be reported as the drum because it is closer to the material than the silo. **C2 Estimated Container Capacity** is reported in two parts: the amount and the measurement unit. **D1 Estimated Amount Released** is reported to the best of your abilities and should not be skipped. Both the capacity and release are useful when determining future prevention. If a certain container catastrophically fails and releases the majority of containment capacity that important is information to know.

E1 Physical State When Released can be solid, liquid, gas, or undetermined and can help identify patterns or trends of spills for particular states of materials. Gaseous leak vs a liquid leak of the same material can have very different containment needs. **E2 Released Into** should not be skipped and helps understand the extent and impact of releases. Choices range from air, water, water & air, confined, etc.

If more than one chemical is involved click the New button and complete the information. Advance to the next tab once all chemicals are added.

I Fire/HazMat Sequence is reported to indicate if a fire occurred first or the release of materials. If there was no fire, skip this field. **J Cause of Release** should not be skipped, especially in cases of intentional releases or containment failure. Even acts of nature help develop new ways to prevent releases.

K Contributing Factors should be as specific as possible. Double click on the field and use the Multiple Selection Window to choose the most serious factors that contributed to the release. If there were conditions or problems containing the release, enter them under **L Mitigating Factors**. It could be something as simple as traffic delay or as massive as release into water table. Winds and extremely dangerous agents can turn a small leak into a massive containment effort.

The screenshot shows the 'HazMat Module' software window. It features several sections for data entry:

- Sections B - E, Sections F - L, Sections O - P**: Navigation tabs at the top.
- F1 Released From**: Includes a 'Story of Release' field and a note: '* For Below Grade use negative number'.
- F2 Population Density**: Input field.
- G1 Area Affected**: Includes 'Measurement' and 'Units' fields.
- G2 Area Evacuated**: Includes 'Measurement' and 'Units' fields.
- G3 Est. People Evacuated** and **G4 Buildings Evacuated**: Input fields with a 'None' checkbox.
- H HazMat Action Taken**: Includes an 'Add' button and a table with 'Code' and 'Description' columns.
- I Fire/HazMat Sequence**: Input field.
- J Cause of Release**: Input field.
- K Contributing Factors**: Includes an 'Add' button and a table with 'Code' and 'Description' columns.
- L Mitigating Factors**: Includes an 'Add' button and a table with 'Code' and 'Description' columns.

At the bottom, there are 'Previous Tab', 'Next Tab', 'OK', and 'Cancel' buttons. A status bar at the very bottom shows: '(1+1) OR Press F1 or Double-click for List of Codes | OS408 | KS | 12/13/2013 | 01-TEST | 000'.

This grid contains the following sections:

- Top Left**: A note: 'Complete the remainder of this form only for the first hazardous material involved in this incident.'
- F2 Population Density**: Radio buttons for 1 Urban, 2 Suburban, 3 Rural.
- G2 Area Evacuated**: Radio buttons for 1 Square feet, 2 Blocks, 3 Square miles. Includes 'Enter measurement' and a 'None' checkbox.
- H HazMat Actions Taken**: 'Enter up to three actions taken'. Includes three input fields for 'Primary action taken (1)', 'Additional action taken (2)', and 'Additional action taken (3)'.
- F1 Released From**: 'Check all applicable boxes'. Includes checkboxes for 'Below grade', 'Inside/on structure', and 'Outside of structure'. Includes a 'Story of release' field.
- G1 Area Affected**: Radio buttons for 1 Square feet, 2 Blocks, 3 Square miles. Includes 'Enter measurement'.
- G3 Estimated Number of People Evacuated**: Input field.
- G4 Estimated Number of Buildings Evacuated**: Input field with a 'None' checkbox.
- I If fire or explosion is involved with a release, which occurred first?**: Radio buttons for 1 Ignition, 2 Release, and U Undetermined.
- J Cause of Release**: Radio buttons for 1 Intentional, 2 Unintentional release, 3 Container/Containment failure, 4 Act of nature, 5 Cause under investigation, and U Cause undetermined after investigation.
- K Factors Contributing to Release**: 'Enter up to three contributing factors'. Includes three input fields for 'Factor contributing to release (1)', (2), and (3)'. Includes a 'None' checkbox.
- L Factors Affecting Mitigation**: 'Enter up to three factors or impediments that affected the mitigation of the incident'. Includes three input fields for 'Factor or impediment (1)', (2), and (3)'. Includes a 'None' checkbox.

M Equipment Involved in Release is important for developing better methods at prevention. Choose from the available codes and then, if possible, provide specific brands and models of the equipment. The **Year** of the equipment is valuable in determining if equipment has a shorter "safe" usable lifetime than previously thought. The information you capture here could lead to policy and requirement developments that prevent another spill from ever happening. If no equipment malfunction or allowed the release, check the None box.

N Mobile Property Involved In Release would be completed if there was mobile property involved in the release. This information can guide prevention, enforcement, and product designs of carriers or create new policies for transporting hazardous materials. If no mobile property was involved, check the None box.

O HazMat Disposition indicates if the materials were contained or the incident released to another entity for containment. This helps indicate the extent to which the fire department is needed/utilized in mitigation.

P HazMat Civilian Casualties indicates the total number of people that were either injured or killed from the release. Injuries can include physical damage that requires treatment within 1 year of the incident or at least 1 day of restricted activity immediately following the incident. Optional EMS modules can be completed for those injured. Do not use the Civilian Fire Casualty module unless there was a fire that caused those casualties. Do not include Fire Service personnel in this number. Those would be captured on the Fire Service Casualty Module.

The screenshot shows a software window titled "HazMat Module" with three tabs: "Sections B - E", "Sections F - L", and "Sections O - P". The "Sections O - P" tab is active. It contains four main sections:

- M Equipment Involved In Release:** Includes a "None" checkbox, fields for "Equipment Involved in Ignition", "Brand", "Model", "Serial #", and "Year".
- N Mobile Property Involved In Release:** Includes a "None" checkbox, fields for "Mobile Property Type", "Mobile Property Make", "Model", "Licence Plate", "State" (dropdown), "Year", and "ICC/DOT #".
- O HazMat Disposition:** A single text input field.
- P HazMat Civilian Casualties:** Fields for "Deaths" and "Injuries".

At the bottom, there are "Previous Tab" and "Next Tab" buttons, "OK" and "Cancel" buttons, and a status bar with the text "(1+1) OR Press F1 or Double-click for List of Codes" and several data fields: OS408, KS, 12/13/2013, 01-TEST, 000.

<p>M Equipment Involved in Release <input type="checkbox"/> None</p> <p>Equipment involved in release</p> <p>Brand</p> <p>Model</p> <p>Serial #</p> <p>Year</p>	<p>N Mobile Property Involved in Release <input type="checkbox"/> None</p> <p>Mobile property type</p> <p>Mobile property make</p> <p>Model</p> <p>Year</p> <p>License plate number</p> <p>State</p> <p>DOT number/ ICC number</p>	<p>O HazMat Disposition ☆</p> <p>1 <input type="checkbox"/> Completed by fire service only</p> <p>2 <input type="checkbox"/> Completed w/fire service present</p> <p>3 <input type="checkbox"/> Released to local agency</p> <p>4 <input type="checkbox"/> Released to county agency</p> <p>5 <input type="checkbox"/> Released to State agency</p> <p>6 <input type="checkbox"/> Released to Federal agency</p> <p>7 <input type="checkbox"/> Released to private agency</p> <p>8 <input type="checkbox"/> Released to property owner or manager</p> <hr/> <p>P HazMat Civilian Casualties</p> <p>Deaths</p> <p>Injuries</p> <p>NFIRS-7 Revision 01/01/06</p>
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Apparatus/Personnel Module

The Apparatus/Personnel Module can be added to **any** incident report (no matter the type of call or what happens at the call) and you are encouraged to complete it. The Apparatus/Personnel Module is very helpful in keeping track of which personnel ran what call and which apparatus you used on that call. It is important information for studies, also. It helps the Fire Service understand just how many resources it takes to fight certain calls and how much manpower is needed.

Add an Apparatus/Personnel Module to an existing incident by clicking Add Module and Apparatus.

Because you took the time to set up the Fire Dept info, you can easily complete the Apparatus information by clicking Copy from Fire Department and using the drop down list to select the apparatus that went on the call. Click Apply after making your selection. If the apparatus was dispatched/arrived/cleared on the same date as the alarm, utilize the check boxes. Enter the times for each: Dispatch, Arrival, and Clear. This information is useful for showing how long the apparatus was needed during the call. Enter the Apparatus Actions Taken. Click the Add box and the list of possible actions will open. If the apparatus was cancelled prior to arriving, there will not be an Arrival or Clear time. Enter the action as 93-Cancelled. To add more apparatus click the New button in the middle of the screen. Before adding other apparatus, click the Personnel tab and add the personnel that were on that apparatus. Personnel are added to the report to a specific apparatus, not as a whole. When viewing apparatus, the personnel showing on the Personnel tab will be different for each apparatus.

The screenshot shows the 'Apparatus Module' window with the 'Apparatus' tab selected. The interface includes a 'Copy From Fire Department' dropdown menu with an 'Apply' button. Below this is an 'ID' field with a dropdown menu showing 'ID: V'. There are three rows of input fields for 'Type', 'Use', and 'Number of People', each with a 'Same As Alarm Date' checkbox and a 'Time' column. The 'Type' row has a yellow highlight. Below these fields is a table with columns for 'APID' and 'Apparatus Type', showing one entry with '1' in both columns. Navigation buttons 'New', 'Delete', 'Previous', and 'Next' are present. The 'Apparatus Actions Taken' section has an 'Add' button and a table with 'Code' and 'Description' columns. At the bottom, there are 'Previous Tab', 'Next Tab', 'OK', and 'Cancel' buttons. A status bar at the very bottom displays 'WY101', 'KS', '11/01/2013', '3023035', and '000'.

Personnel can be completed just as easily by clicking the drop down Copy from Fire Department, selecting the person, and clicking Apply. Enter the Personnel Actions Taken by clicking the small white Add box and choosing from the drop-down menu. Add more personnel that were on that apparatus by clicking New. Now you can add another apparatus and more personnel specifically to that apparatus. Click OK and then Save when finished.

Apparatus Module

Apparatus Personnel

Copy From Fire Department:

ID Number
First Name MI Last Name

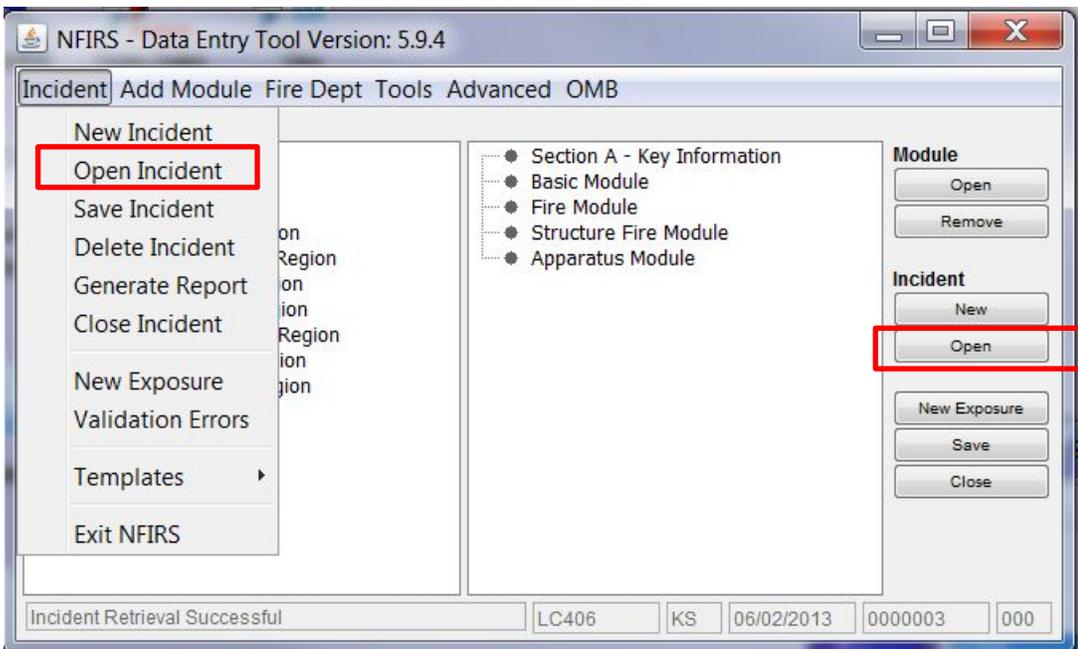
First Name	MI	Last Name

1 of 1

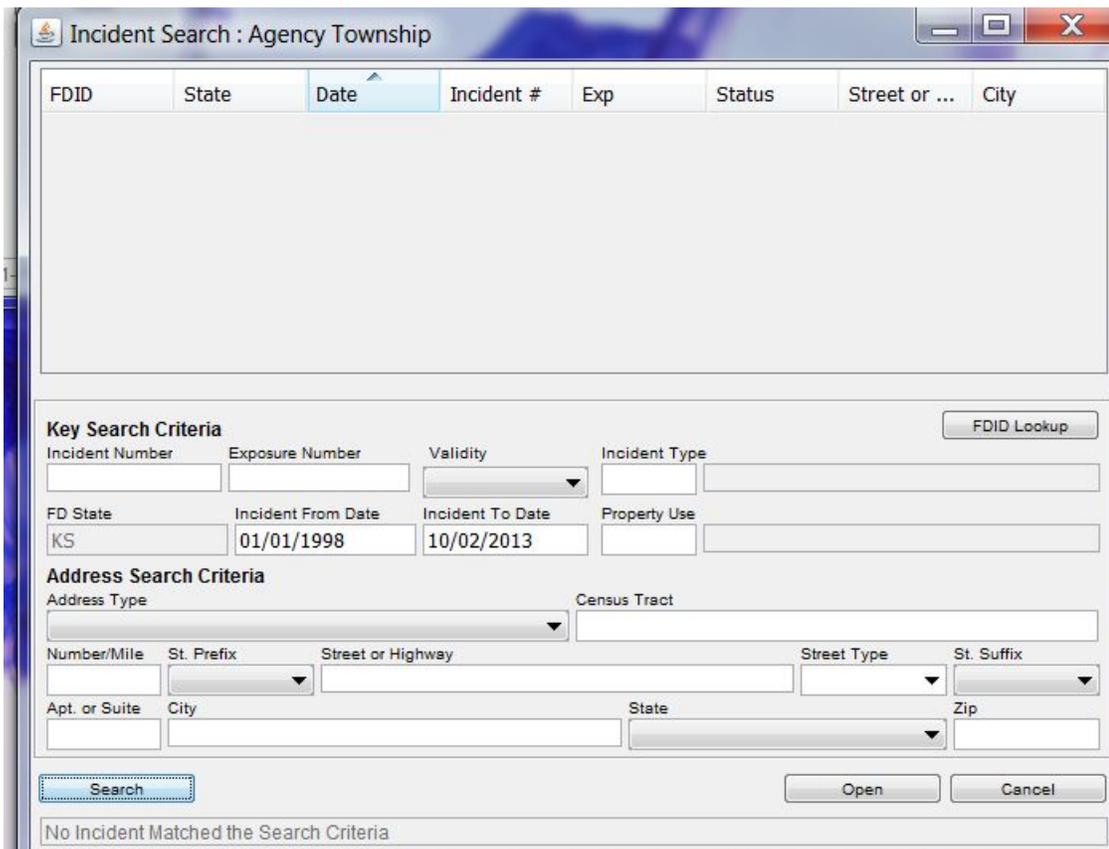
Personnel Actions Taken

Code	Description

Searching for an Incident



You can find specific incidents for your department by clicking Open Incident under the Incident menu or clicking the Open button under Incidents at the right of the screen (above New Exposure). Your department's name will display at the top of the window. You can search by time periods or a specific incident if you know the number. You can also search for all your invalid reports by choosing Invalid from the Validity drop down. Use **Incident From Date** and **Incident To Date** to narrow your search results or the system will take a great deal of time returning results. After entering your criteria click Search (lower left).



You will then get search results in the tiny white window. To open a report, double click on its row. Your window will flash back to the main windows with modules. You can then look at each module by opening them. **Note: white boxes are covering some of the results here because these are live reports.*

The Search options are perfect for locating your Invalid reports. Under Validity, choose Invalid and enter a date range. After clicking Search you'll be given a list of only reports that have critical errors. Do this periodically to ensure your reports will count. Invalid reports are not included in National statistics.

The screenshot shows a window titled "Incident Search : Sh". It contains a table of search results and a search criteria form.

FDID	State	Date	Incident #	Exp	Status	Street or ...	City
S		06/04/2013	0000127	0	V	Li	
S		06/04/2013	0000128	0	V	Vi	
S		06/06/2013	0000129	0	V	Hi	
S		06/06/2013	0000130	0	V	Ka	
S		06/08/2013	0000131	0	V	6:	
S		06/09/2013	0000132	0	V	6:	
S		06/11/2013	0000133	0	V	8:	

Key Search Criteria

Incident Number: Exposure Number: Validity: Incident Type:

FD State: Incident From Date: Incident To Date: Property Use:

Address Search Criteria

Address Type: Census Tract:

Number/Mile: St. Prefix: Street or Highway: Street Type: St. Suffix:

Apt. or Suite: City: State: Zip:

Buttons: Search, Open, Cancel

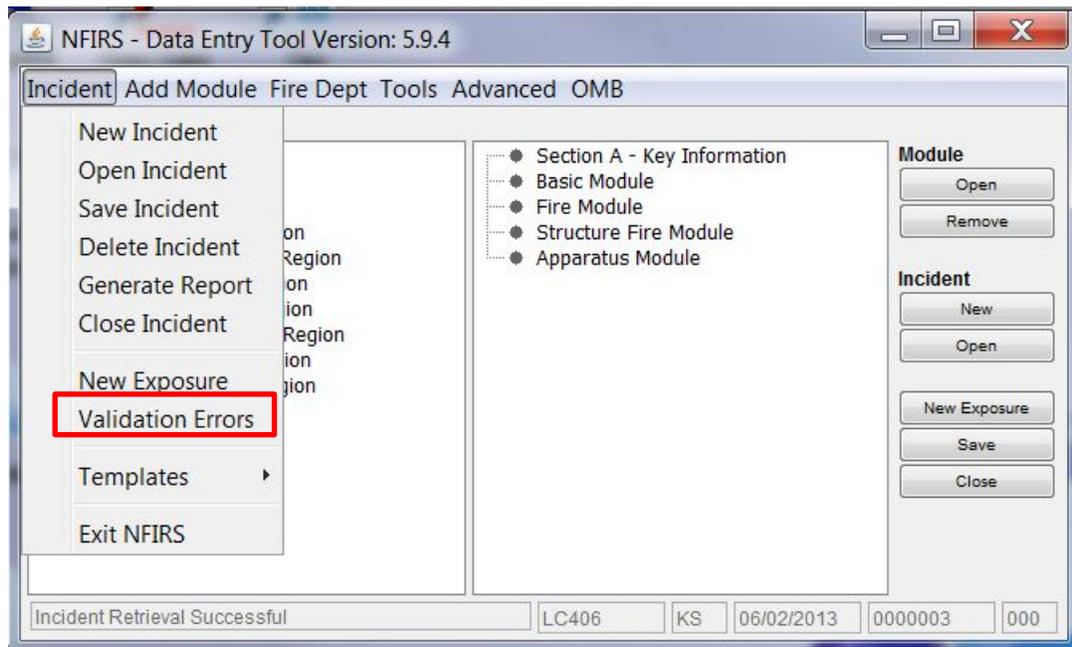
Incidents Matching Criteria :37

Viewing Validation Errors

If your report gives you an error stating that critical errors exist, click on the Incident menu and then click Validation Errors. A window will open showing the errors for that report. The Form column tells you which module has an error. The Field column is the name of the actual field with the error. Error Message gives you a short description of why you received the error. Level says either Warning or Critical. Critical errors must be corrected. Warnings will say that your data quality is not very high. Work towards not having any Warning errors, even though the report will validate when all Critical errors are gone.

You can also click affirmatively to view the errors when the error message pops up.

Remember, invalid reports are not counted at the National level. You want every report you do to count so pay attention to critical errors.



Form	Form #	Field	Error Message	Level
Basic Module	1	Incident Arrival Time	Response > 20 minutes exceeds NFPA standard. Please check times. If correct, no action is required.	Warning
Basic Module	2	Property Loss	Loss required for all fires. If no loss, enter zero. If the loss cannot be estimated, leave it blank	Warning
Basic Module	3	Contents Loss	Loss required for all fires. If no loss, enter zero. If the loss cannot be estimated, leave it blank	Warning
Fire Module	4	Equipment Involved in Ignition	Required Data	Critical

Total 4

All Errors Critical Only

Find Error To File Re-Validate Cancel

Print Reports

While you are keying directly into the National Fire Data Center, you may still need a paper report. To print a report, first open the report. With the report open click the Incident menu at the top right and choose Generate Report. A pop up window will ask you to choose a location for saving the report as a PDF. Unless you have a file created specifically for this, saving to your desktop works fine. After you choose the location and click through the windows, the DET will create a pdf version of your report and save it to your location. You can then find the PDF and open it. You can attach a PDF to email or print it.

