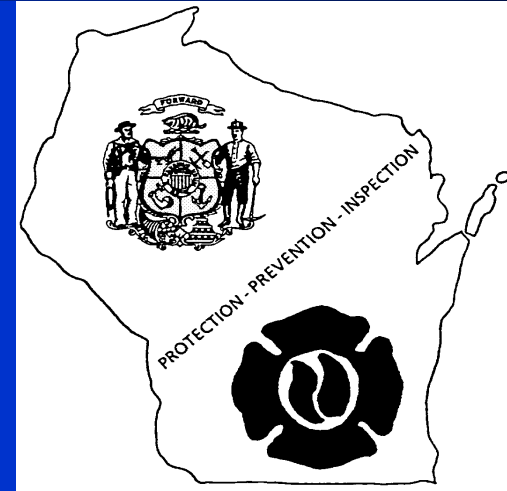




Welcome to NFIRS



WI Department of Safety & Professional Services

WI Fire Prevention Program

National Fire Incident Reporting System



National Fire Incident Reporting

What Do I Report?

- Minimum: All Fires shall be reported
- All building fires, within 60 days of incident.
- Recommend: Report all incidents to capture data for grant writing and establishing trends in community.



National Fire Incident Reporting

- ◆ **Wisconsin Statistical Highlights**
 - Departments reporting - 801
 - Invalid reports – 8,464

 - **Total 2016 calls – 308,106**
 - ◆ Fires – 18,056
 - ◆ Rescue – 201,214
 - ◆ False calls – 31,147
 - ◆ All other calls – 57,589



How Do I Access NFIRS?

NFIRS Website: www.nfirs.fema.gov

All users need a NFIRS *username and password*

- **Accounts:** *created and authorized by the state*
- **Username:** *not case sensitive.*
- **Password:** *Case sensitive, minimum of eight characters with at least one number, they can not match any of your previous 8 passwords and one special character but not 1 of these + ^ & # @ { } ?*
- **Password:** *required to be changed every 90 days.*
- **All users must** *login to NFIRS at least once every 45 days or the account will become inactive.*



How Do I Reset My Password?

DSPSISNFIRS@wisconsin.gov

****Please include Your name, FD name or FDID and County with your request.**



NFIRS 5.0 Modules

Module Use Driven By Incident Type...

REQ'D

Module 1 *Basic (all Incidents)*

Module 2 *Fire (all Fires)*

Module 3 *Structure (all Structure fires, in-addition to Fire module)*

Module 4 *Civilian Casualty (when casualty occurs)*

Module 5 *Fire Service Casualty (All Casualties)*




NFIRS 1 - Basic Module



- is completed for every incident



Basic Module – Incident Type Categories

<p>Fires 111 - 173</p>	<p>Ruptures Explosions 211 - 251</p>	<p>Medical Rescue 311 - 381</p>	<p>Hazard Spills Leaks CO calls 411 - 482</p>	
<p>Service Calls 511 - 571</p>	<p>Good Intent Controlled Burns 611 - 671</p>	<p>False Alarm Bomb Scare CO Alarms 711 - 746</p>	<p>Weather Disasters 811 - 815</p>	<p>Special Incident Citizen Complaints 900 or 911</p>



Basic Module – Fire Incident Type

<p>Structure 111</p> 	<p>112 Bridges</p> 	<p>Confined Cooking 113</p> 	<p>Confined Chimney 114</p> 
<p>Confined Trash 118</p> 	<p>Mobile Homes 121</p> 	<p>Water Vehicle 134</p> 	<p>Vehicles 131</p> 
<p>Camper/RV 136-137</p> 	<p>Mulch 140</p> 	<p>Natural Vegetation 141</p> 	<p>Trash 151</p> 
<p>Dumpster 154</p> 	<p>Grills Fence 162</p> 	<p>Mailbox 164</p> 	<p>Crops & Orchards 171-173</p> 

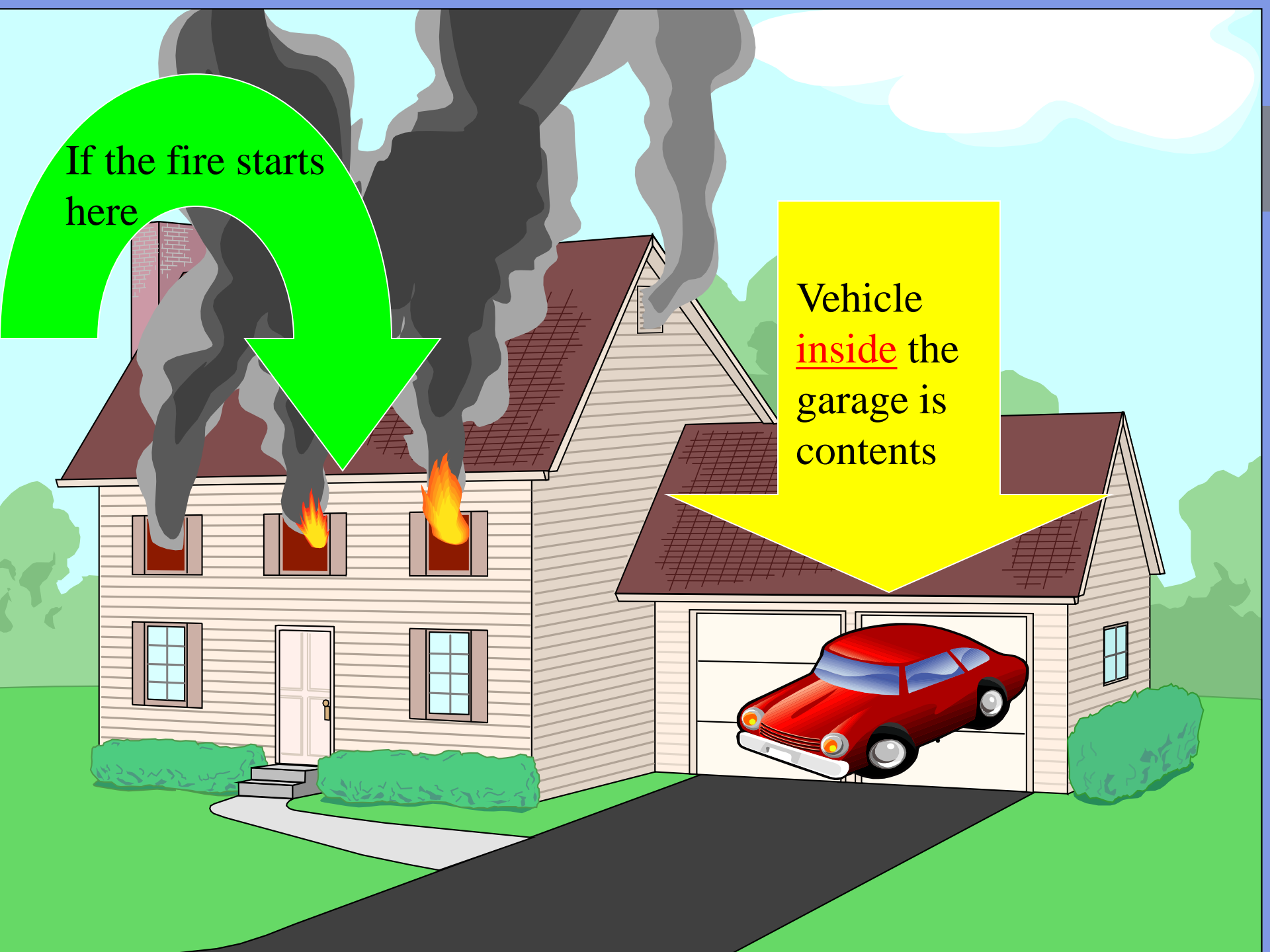


EXPOSURES

- ◆ An exposure to the original incident is any property of value Not Connected to the structure of origin.
- ◆ A house fire that spreads to a car in the driveway is a structure fire with the vehicle being exposure 001
- ◆ A house fire that damages a car in the garage is a structure fire with the car considered contents.

If the fire starts
here

Vehicle
inside the
garage is
contents





If the fire starts
here

And it
spreads to a
vehicle
Outside the
garage, the
car then
becomes an
EXPOSURE



Basic Module – Mutual Aid

- ❖ **“Aid given”** applies when you respond to aid another Fire Department. Giving Mutual Aid means actually arriving on the scene, participating in the incident or staging.
- ❖ You **MUST** list the department receiving aid from your department.
- ❖ **“Aid received”** applies when you receive aid from another Fire Department. If you are receiving Mutual Aid, you may include the giving department’s apparatus & personnel in your totals.

Other department’s FDID numbers can be found on our website at under the **Contacts** tab.

<https://dsps.wi.gov/Pages/Programs/FirePrevention/Default.aspx>


Basic Module – Dollar Loss

\$ Dollar Loss is an Estimate \$

There are several methods of calculating Dollar Loss:


- ◆ **Ask a contractor the replacement value**
- ◆ **Contact the Insurance Agent**
- ◆ **Check with the homeowner**
- ◆ **County auditor's website**

Basic Module – Vehicle Fire

 Incident Type 130 - 138

 Action Taken

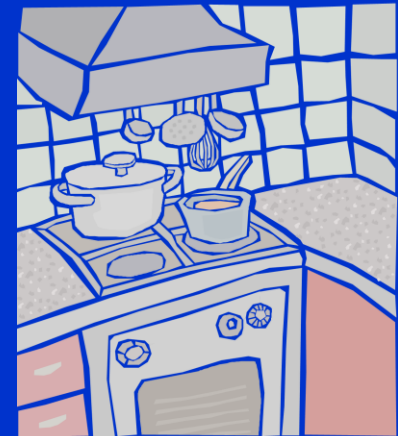
 Property Use (900 series)

 Vehicle Information



Basic Module – Cooking Fire

- ◆ Contained cooking fire is Incident Type -**113**
(fire module NOT required for NFIRS)
- ◆ A cooking fire that extends beyond the cooking vessel (kettle) would be Incident Type -**111** (Building fire).
- ◆ Area of Origin -**24** (Cooking area, kitchen)
- ◆ Equipment Involved in Ignition:
646- Range/cooking surface
- Make & model are only important **IF** the equipment failed to operate properly.





Basic Module – Chimney Fire

- ◆ A contained chimney fire is
 - Incident Type **114**
- ◆ If a chimney fire spreads beyond the chimney
 - Incident Type **111** (Building fire)
- ◆ Fire module
 - Area of Origin **52**
(Conduit, pipe, utility or ventilation shaft).
- ◆ Include the Equipment Involved in Ignition
 - (chimney, fireplace, wood stove, etc).
- ◆ Dollar loss & narrative are important





Basic Module – Dryer Fire



- ◆ **Incident Type Code 111**
(Building Fire)
- ◆ **Heat Source 11, 12 or 13**
(Spark, ember or flame, radiated, conducted heat, arching from operating equipment)
- ◆ **Equipment Involved in Ignition 811**
(Clothes dryer)



Basic Module – Dumpster Fire



Incident Type **154**

Property Use:

900 Outside/Special Property
series



Basic Module – Mulch Fire



- ◆ In order to track this type of fire we need to be consistent in coding
- ◆ Incident Type 140
- ◆ Property Use 931–965
- ◆ Area of origin 90-94
- ◆ Items 1st ignited 44
- ◆ Type of material 1st ignited 61
- ◆ Dollar loss



Basic Module – Utility Poles

- ◆ Incident Type **162**
- ◆ Even if the fire department does not extinguish the fire, it is still reported as Incident Type **162**

**Remember to include
Equipment Involved in Ignition**





Outdoor Toilet (Privy)

- ◆ A favorite target of juvenile fire setters
- ◆ Incident Type 112
- ◆ Property Use 926
- ◆ Area of origin 25
- ◆ Remember dollar loss \$\$\$
- ◆ Arson or juvenile?





Basic Module – Action Taken



At least one Action Taken is required.

If you have extinguished a fire, **11** (extinguished) should be at the top of the list.

You can enter as many actions as you would like but only the top 3 are sent to the Fire Prevention Program & USFA.



Basic Module – Property Use Code

- ◆ Property Use -Is a **Required field**
- ◆ Vehicle fires do not usually start in the residence (**419**) but rather in the garage (**881** or **882**) or in a residential driveway (**962**), street (**961**), or parking lot (**965**)
- ◆ **419** should ONLY be used for residential structure fires



Basic Module – Narrative

- Always try to complete a narrative for the report. Whenever questions arise on reports, narratives can help recall details of the incident.
- All structure fire reports **must** include an estimated age of the building. Please note the age prior to your narrative.
*** Age of building51 *** or *** Building constructed, 1951 ***
- **Firehouse** users and other vendors that offer this feature: Please **do not** use the “auto-generate” feature on the narrative.
- Always put the narrative **“in your own words.”**



NFIRS 2 - Fire Module



- required for all fires that extend beyond container



NFIRS 3 - Structure Fire Module



- is used for fires involving buildings



NFIRS 4 - Civilian Fire Casualty Module



- Captures data regarding civilian casualties resulting from a fire



NFIRS 5 - Fire Service Casualty Module



- Used to report injuries, deaths or exposures to fire service personnel



NFIRS 5.0 - **Optional** Modules

Module Use Primarily Driven By Incident Type....

Module 6 *EMS*

Module 7 *HazMat*

Module 8 *Wildland*

Module 9 *Apparatus Personnel*

Module 10 *Arson*



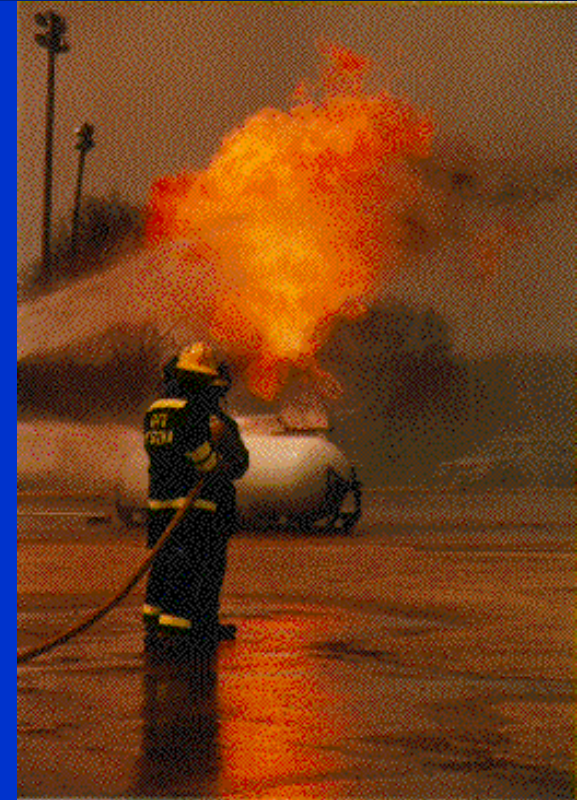
NFIRS 6 - EMS Module



- ◆ gathers data relating to provision of emergency medical care



NFIRS 7 - HazMat Module



- ◆ used to document **REPORTABLE** Hazardous Materials Incidents



NFIRS 8 - Wildland Fire Module



- ◆ Used to document reportable wildland fires



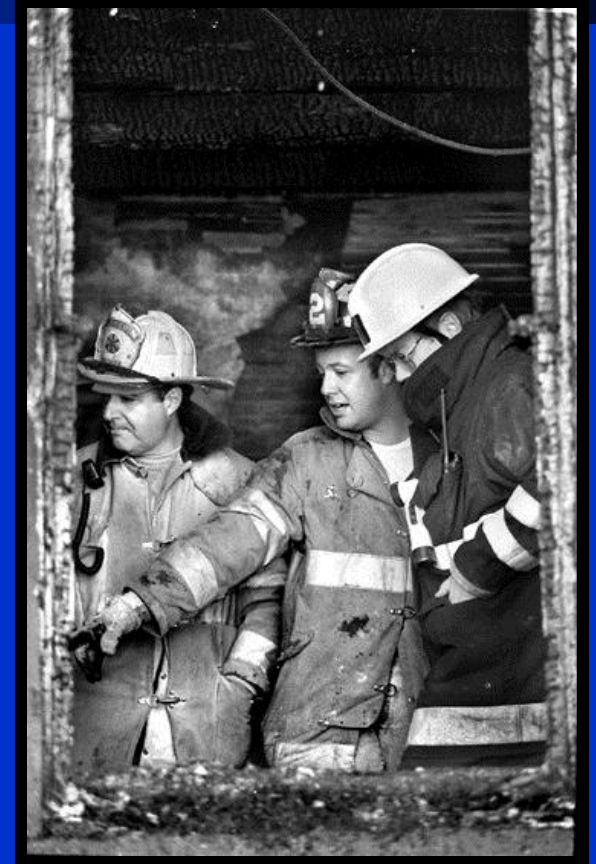
NFIRS 9 - Apparatus/Personnel Module



- Used as a local option to identify the apparatus and personnel sent to an incident



NFIRS 10 - Arson Module



- ◆ May be used whenever the Cause of Ignition is coded as “intentional”

Fire Module – Arson/Suspicious

Cause of Ignition

All 3 codes can be used to indicate Arson/Suspicious

- ✓ (1) Intentional
- ✓ (5) Under Investigation
- ✓ (U) Cause undetermined after Investigation

Children Playing with heat source is an important statistic

To track this information specifically use the following **3** fields:

- 1. Heat Source - be specific was it a lighter, candle, stove?**
- 2. Factors Contributing to Ignition Codes - 19**
- 3. Human factors contributing to Ignition - 7**

and then list their **AGE**



Elements of Good Data

- ◆ Correct codes
- ◆ Dollar Loss
- ◆ Fire Casualties
- ◆ Narrative





Finding the Correct Codes

Wisconsin NFIRS Codes at a Glance

<https://dps.wi.gov/Pages/Programs/FirePrevention/Default.aspx>

WISCONSIN NFIRS CODES AT A GLANCE

NFIRS Incident Type Codes



Wisconsin Department of Safety and Professional Services
PoBox 7302
Madison, WI 53707-7302
(608) 266-2112 or
Toll Free (877) 617-1565

100 Series (Fire)

(11) Structure Fires

- (111) Building Fires
- (112) Fire in Structures other than in a building
- (113) Cooking fire, confined to container
- (114) Chimney or flue fire, confined to chimney or flue
- (115) Incinerator overload or malfunction, fire confined
- (116) Fuel burner/boiler malfunction, fire confined
- (117) Commercial compactor fire, confined to rubbish
- (118) Trash, or rubbish fire in a structure, no flame damage

(12) Fire in mobile property used as fixed structure

- (121) Fire in mobile home used as fixed residence

(15) Outside rubbish fire

- (151) Outside rubbish, trash, or waste fire
- (152) Garbage dump or sanitary landfill fire
- (153) Construction or demolition landfill fire
- (154) Dumpster or other outside trash receptacle fire
- (155) Outside stationary compactor/compacted trash fire

(16) Special outside fire

- (161) Outside storage fire on residential or commercial / industrial property

- (162) Outside equipment fire

- (163) Outside gas or vapor combustion explosion

- (164) Outside mailbox fire

(17) Cultivated vegetation, crop fire

- (171) Cultivated grain or crop fire
- (172) Cultivated orchard or vineyard fire
- (173) Cultivated trees or nursery stock fire

200 Series (Overpressure Explosion, Overheat - No Fire)

(21) Overpressure rupture from steam (no Ensuing fire)

- (211) Overpressure rupture of steam pipe or pipeline
- (212) Overpressure rupture of steam boiler
- (213) Steam rupture of pressure or process vessel



Unknown/Under Investigation

- ◆ Everything is NOT Unknown
- ◆ If “Unknown” or “Under Investigation” is used, go back and update the report when the investigation is completed.
- ◆ *Vendor Users*: Remember to include updated reports in your export.



National Fire Incident Reporting

How Do I Report?



How Do I Report?

DEBI – *Data Entry Browser Interface*

- DEBI allows *FREE* reporting from *any computer with internet access* without having to download any software. (Same modules and is structured similar to the data entry tool, but with the ease of access from almost anywhere).
- *Click on "Web-based Tools"* from the NFIRS website. From Web-based Tools, *click on "Report Incidents (DEBI)"* on the left-side menu.



How Do I Report?

NFIRS Software – Client Data Entry Tool

- *Free* downloadable software from NFIRS
- Must complete a work-around for compatibility with newer operating systems (*Windows Vista or newer*).

Private Vendor Software (such as Firehouse, Image Trend, FirePrograms, Emergency Reporting, Fire Station ProPhoenix , etc.)

- NFIRS website provides a listing of the *approved vendor software* if you would rather purchase a system for your reporting needs.



How Do I Report?

Image Trend – Wisconsin version

- **2% Dues funded** web based software provided by WI Dept of Safety & Professional Services for reporting incidents.
<https://www.wifirebridge.com/>
- Fire Department administrative modules included:
 - **Enter/Track**: Staff, Apparatus, Activities, Training, Inventory, Fire Shifts
 - **Create**: Checklists, Reports,
 - **Record**: Inspections, Locations, Occupants, Hydrants
 - **Upload**: Documents



How Does My Information Get Saved Into NFIRS?

If using NFIRS DEBI or the NFIRS Data Entry Tool, *after the incident is saved*, the incident is part of the NFIRS database.

If using Vendor Software, the *data must be imported into NFIRS* to become part of the database. (Bulk Import Utility)



What If There Are No Incidents?

For those months when the department has no incidents at all, a **"No Activity"** report needs to be completed.

- Start an incident report - key information
- Give a date, **generally the last day of the month**
- Create an **incident number that doesn't interfere with your fire reports numbering sequence**
NFIRS recommends "9999999"
- Check the box - **"No Activity"**
- Save the incident
- Close the report



What If There Are No Incidents?

- Only one “No Activity” report per department per month (**Do not report after each shift**)
 - This allows you to sign-in, keeping your account active, and gives anyone looking at your reports the knowledge that there were no incidents to report rather than allowing the thought that a department isn't current in their reporting.



National Fire Incident Reporting

**Using Data:
Summary Output Reports
Tool (SORT)**



Summary Output Reports Tool (SORT)

Currently 21 Available Reports

- ◆ Each report includes a description and a sample of what the completed report will look like
- ◆ Most NFIRS reports are now available in multiple formats: Word, Excel, pdf, and html.

Website: <http://www.nfirs.fema.gov/NFIRSWebTools/welcome.do>



Summary Output Reports Tool (SORT)

- ◆ Choose a report from the “**Available Reports**” menu
- ◆ When completing the parameters, be sure to change the **Incident Status** and **Release Status** to **All**.
- ◆ Choose **Generate Report**.
- ◆ An e-mail will be sent to let you know when the report is available, generally within 20 minutes unless it is for an extra large date range.

Website: <http://www.nfirs.fema.gov/NFIRSWebTools/welcome.do>



Summary Output Reports Tool (SORT)

- ◆ **Requested Reports** will list the status of all reports requested
- ◆ **Completed reports** will be found under **Completed Reports** and **My Recent Reports**
- ◆ Once completed, a report can be viewed or saved either **Completed Reports or My Recent Reports.**

Website: <http://www.nfirs.fema.gov/NFIRSWebTools/welcome.do>



National Fire Incident Reporting

Vendor Software: Export?



Import Your Data to NFIRS

- ◆ Create your Export file in your software
- ◆ Log on to the internet
- ◆ Save the site to your Favorites



Website: <http://www/nfirs.fema.gov/>



Import Your Data to NFIRS

- ◆ From the NFIRS website, choose **Web-based Tools**
- ◆ Choose **Bulk Import Utility (BIU)**
- ◆ Choose **Begin BIU Import**

Enter your user information. Double-check the e-mail validity. Click the boxes to choose **“Accept Invalid Incidents”** and **“Overwrite Existing Incidents”**. Select your files.

- ◆ Click **Upload Files**.
- ◆ Generally, within 24 hours you will receive a confirmation e-mail from NFIRSbulkimport@dhs.gov.
- ◆ Just because you get the email that says **“Your import was successful”** does not mean all of you data went in.



Double-Check the Import

- ◆ The email you receive will include a Zip.file In that file will be Text file.
 - ◆ Text File- scroll to the bottom and it will list:
 - Valid Imports
 - Invalid Imports
 - Deleted Incidents
 - Import Failures
 - Total Processed



Double-check the Import

- ◆ Utilizing the reports available from the NFIRS website.
 1. *Incident Search* in DEBI
Or
 2. Login to Summary Output Reports Tool (SORT), and then proceed to the report titled *Incident Listing*.

Website: <http://www.nfirs.fema.gov/NFIRSWebTools/welcome.do>



Incident Listing Report

- ◆ When completing the parameters, be sure to change the *Incident Status* and *Release Status* to *All*.
- ◆ Choose **Generate Report**.
- ◆ An e-mail will be sent to let you know when the report is available, generally within 20 minutes unless it is for an extra large date range.



Comparing & Correcting Data

- ◆ You can now compare the report to your incident listing within the software your department utilizes for reporting.
- ◆ All Invalid incidents are incidents that currently contain an error and need to be corrected.
- ◆ Corrections should be made within your software and then create a new export file that covers the date range of your updated incidents.
- ◆ When completing the import process from the NFIRS website, make sure to check both check boxes, ***Overwrite*** and ***Accept Invalids***, above the Browse area.



Invalids....In 2016

TOP 25 REASONS OUR NFIRS REPORTS WERE INVALID....

25. Apparatus Type-84
24. State - 115
23. Incident Mutual Aid Given or Received- 115
22. Fire Services Injuries- 116
21. Non Fire Service Injuries- 116
20. Fire Service Fatalities- 116
19. Non Fire Service Fatalities- 116
18. Zip Code- 117
17. # of Suppression Apparatus- 120
16. # of Other Apparatus- 120
15. # of EMS Personnel- 120
14. # of Suppression Personnel- 120
13. # of EMS Apparatus-120
12. Street or Highway Name- 121
11. Incident Last Unit Cleared Date- 230
10. Incident Last Unit Cleared Time- 282
9. City- 395
8. Incident Arrival Date- 434
7. Incident Arrival Time- 468
6. Property Use- 502
5. Incident Actions Taken- 538
4. Incident Type- 563
3. Apparatus Clear Time- 569
2. Apparatus Dispatch Time- 690

And the #1 reason why our NFIRS Reports were invalid in 2016.....

**Apparatus Arrival Time-
977**



Helpful Hints.....

◆ Having trouble with Coding

■ Wisconsin NFIRS at a Glance

■ DSPS Website

<https://dspd.wi.gov/Pages/Programs/FirePrevention/Default.aspx>

■ Coding Questions Guide

■ Download at

<https://www.usfa.fema.gov/data/nfirs/support/training.html>

■ NFIRS Grams

■ View at

<https://www.usfa.fema.gov/data/nfirs/support/training.html>

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