### **NFIRS 5.0 Self-Study Program**

# Basic Module: NFIRS-1

# **Objectives**

After completing the Basic Module, the student will be able to:

- 1. Describe when the Basic Module is to be used.
- 2. Demonstrate how to complete the Basic Module correctly, given the scenario of a hypothetical incident.
- 3. Identify other NFIRS modules that would need to be completed, based on information captured on the Basic Module.

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# **Pretest #1-Basic Module**

1.	(a) True.
	(b) False.
2.	A Basic Module could be the only module completed in certain situations.
	(a) True. (b) False.
3.	A Basic Module should not be completed if the department has no responses for the month.  (a) True.
	(b) False.
4.	For an incident involving multiple departments, the receiving department is responsible for the incident. The departments providing the aid do not complete a report but give the information to the receiving department.
	(a) True.
	(b) False.
5.	A fire that is confined to a vehicle in a structure is not a exposure but a vehicle fire.
	(a) True.
	(b) False.

#### **Using The Basic Module**

The Basic Module is the cornerstone of the NFIRS reporting system and is required for every type of incident to which a department responds. Entries in the Basic Module determine what other modules need to be completed, based on the type of incident involved. State agencies responsible for incident reporting will determine which optional modules (EMS, Hazardous Materials, Wildland Fire, Apparatus, Personnel, Arson) are also required to be submitted.

If the State does not mandate the use of optional modules, the local fire department still may elect to use the module(s). The type of incident reported or the nature of a particular incident, such as release of hazardous materials at a fire after the arrival of the fire department, may trigger one or more of these additional modules, if your fire department decides to use these options.

For certain incident types, NFIRS Basic Module is the only module that must be completed:

- confined fires, i.e., food on stove;
- small vegetation fires;
- outside rubbish fires;
- explosions;
- incident type 100; and
- nonfires.

The Basic Module meets the need for an abbreviated method of incident reporting for those fires and other emergencies routinely encountered by the fire department.

# Section A: FDID, State, Incident Number, Incident Date, Exposure Number



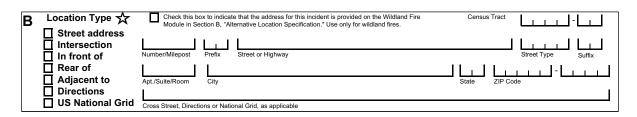
Use this section to record information that will identify the fire department, each incident, and exposure. Some fields in this section are required to be completed. These fields (FDID, State, Incident Date, Incident Number, and Exposure Number) uniquely identify the incident and must be known to recall the incident from the computer program or to print a paper copy of the incident report.

The fire department identifier (FDID) is assigned at the State level. It must be entered for all incidents.

A unique incident number is assigned by the fire department for every incident to which the department is called. The incident number and exposure number, used in conjunction with the incident date, uniquely identifies the incident.

A fire incident may have several fire exposures. The exposure number, also assigned by the fire department, indicates how many exposures there were for a single fire. The original fire is coded as 000 and each exposure is coded in sequential, numeric order - i.e., 001, 002, etc. Each exposure requires a separate incident report.

#### **Section B: Location**



This section provides fields to identify the specific location and vicinity (in front of, rear of, next to) information pertaining to an incident. "Location" is a required section, so as much information as possible should be entered.

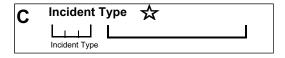
NOTE: If the Wildland Fire Module is used in lieu of the Fire Module, the "Alternate Location Specification" is used instead.

This section is primarily narrative and should indicate the correct address of the incident location. Use road, street names, directional prefixes/suffixes, and other identifiable locations.

The Census Tract information can be filled in. Census Tract numbers can provide valuable socioeconomic and other characteristics of the population where problems are occurring (by providing links to other databases, such as the U.S. Census Bureau databases).

The U.S. Census Bureau may be contacted for Census Tract coding information for your jurisdiction. They have 12 regional offices, and the telephone number for an office in your area may be obtained through your phone company, or access the Internet at www.census.gov to obtain the phone number for your regional office.

# **Section C: Incident Type**



Enter the type of incident (a three-digit code) to better identify the types of incidents to which fire departments respond. The major categories are listed below and defined in the Handbook.

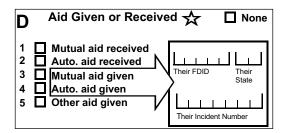
- 100 Series: Fires:
- 200 Series: Pressure Ruptures (no fire);
- 300 Series: Rescue and EMS;
- 400 Series: Hazardous Conditions (not a fire);

- 500 Series: Service Calls;
- 600 Series: Good Intent Calls;
- 700 Series: False Alarms and False Çalls;
- 800 Series: Severe Weather and Natural Disasters; and
- 900 Series: Other Types of Incidents.

The code entered in this section also may determine which additional modules to complete. This is a required field, so you must enter a code. The incident type entered does not have to be the same incident type as the one dispatched. It should reflect the situation found at the incident scene upon arrival.

If the incident scene involves combinations of potential incident types such as fire, EMS, and Hazmat, the precedence should be to code the lowest numbered incident type (100 Series: Fires first, then EMS, then Hazmat).

#### **Section D: Aid Given or Received**

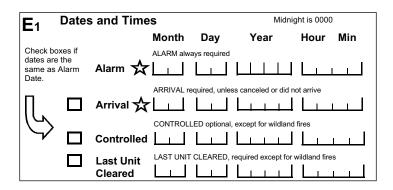


Aid Given or Received refers to the giving or receiving of assistance from another fire department to help resolve an incident. That assistance can be in the form of personnel or equipment from one or more departments. This section is intended to link data records between giving and receiving departments.

Options are provided to indicate whether mutual, automatic, or other aid was given or received, or if there was no aid. When mutual or automatic aid is given, there is space to capture the receiving department's FDID, State, and incident number.

The receiving department completes the Basic Module and other required or optional modules. A department giving mutual aid also should fill out a Basic Module, indicating what they did at the incident, and a Fire Service Casualty Module for any of their department members injured or killed.

#### **Block E1: Dates and Times**

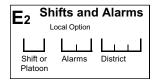


**Block E**<sub>1</sub> permits the capture of date and time of alarm, arrival, control, and last unit cleared. Hours and minutes for all sections are recorded in 24-hour time: midnight is 0000.

The line for alarm date and time always must be completed. Note that the alarm date is always the same as the incident date in Block A.

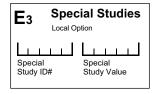
Arrival information is required unless the unit was cancelled or did not arrive. The controlled time is optional except for wildland fires. In contrast, the last-unit-cleared time is required except for wildland fires.

#### **Block E2: Shifts and Alarms**



Completion of Block E2 is a local option. Use it to record shift or platoon, alarms, and district.

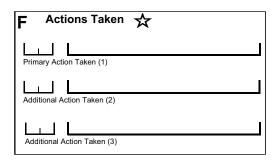
# **Block E3: Special Studies**



Block E<sub>3</sub> provides temporary data elements that can be used for collection of information that is of special interest to local, State, or national departments or data centers.

Typically, Special Studies are required to capture information on emerging trends, problem areas, or a specific issue being studied. Special Studies fields can be defined by the local fire department, the State, or the National Fire Data Center (NFDC).

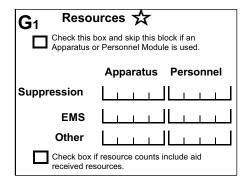
#### **Section F: Actions Taken**



In this section you will enter a two-digit code to explain the most significant actions taken by the fire service personnel at the incident scene. You should enter information on the primary action taken in response to the incident. However, lines also are provided to list two additional actions taken.

Together with the incident type, these data help a fire department document the variety of activities performed and resources required to respond to a range of emergency situations.

#### Block G1: Resources



In **Block G**<sub>1</sub> you will record the total numbers of apparatus and personnel separated into three categories: Suppression, EMS, and Other.

NOTE: This section is required unless the Apparatus or the Personnel module is used.

If resource counts include mutual aid received, check the box at the bottom of the section.

#### Block G<sub>2</sub>: Estimated Dollar Losses and Values

G <sub>2</sub> Estimated Dollar Losses and Values		
LOSSES:	Required for all fires if known. Optional for non-fires.	None
Property	\$,	
Contents	\$,,	
PRE-INCI	DENT VALUE: Optional	
Property	\$,,	
Contents	\$,,	

Use Block G<sub>2</sub> to record property and content losses for fires only. You must complete the loss information for all fire loss when the loss is known. Entry of loss information is optional for other incident types.

Loss estimates should consider both the structure and contents and be based on damage caused by fire, smoke, water, and overhaul. Recording preincident values of property and contents is a local option.

#### **Block H1: Casualties**

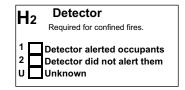
H <sub>1</sub> ★Casualties		None
	Deaths	Injuries
Service	L	لبيا
Civilian		لبيا

You will need to record casualties, injuries, and deaths in **Block H**<sub>1</sub>. This includes casualties for both fire service and civilians.

The civilian category includes only civilians and non-fire-service emergency responders who are injured or killed as a result of a fire incident.

NOTE: If you report a casualty in this field you must complete a Civilian Fire Casualty Module for each casualty reported.

#### **Block H2: Detector Performance**



In the case of confined fires you must fill out **Block H**<sup>2</sup> - Detector Performance. Enter the code that indicates whether the detector alerted or did not alert occupants, or if this is unknown.

This field also may be used to indicate if the detector alerted occupants for carbon monoxide incidents.

#### **Block H3: Hazardous Materials Release**

Н	3 Hazardous Materials Release ☐ None		
1 2 3 4 5	Natural gas: slow leak, no evacuation or HazMat actions Propane gas: <21-lb tank (as in home BBQ grill) Gasoline: vehicle fuel tank or portable container Kerosene: fuel burning equipment or portable storage Diesel fuel/fuel oil: vehicle fuel tank or portable storage		
6 Household solvents: home/office spill, cleanup only 7 Motor oil: from engine or portable container 8 Paint: from paint cans totaling <55 gallons 0 Other: special HazMat actions required or spill > 55 gal (Please complete the HazMat form.)			

NOTE: If hazardous materials are involved, fill out Block H<sub>3</sub> no matter what type of incident you respond to.

If the box for "Other" is marked, your department's State or local jurisdiction may ask that you complete the Hazardous Materials Module (NFIRS-7).

# **Section I: Mixed Use Property**

I		xed Use
	10	Assembly use
	20	Education use
	33	Medical use
	40	Residential use
	51	Row of stores
	53	Enclosed mall
	58	Business & residential
	59	Office use
	60	Industrial use
	63	Military use
	65	Farm use
	00	Other mixed use

The Mixed Use Property section records data on the overall use of the structure(s) on a property. If a structure has two or more property uses, or if a property has two or more structures with different property uses, the mixed-use designation applies.

#### **Examples:**

A bank in a grocery store would be a structure with two property uses - assembly use and business/ office use. The mixed-use designation would be business and residential use.

A warehouse on the property of an amusement park would qualify as two structures with different property uses.

A stand-alone service station would **not** be mixed use even though it may have a driveway or a parking lot.

# **Section J: Property Use**

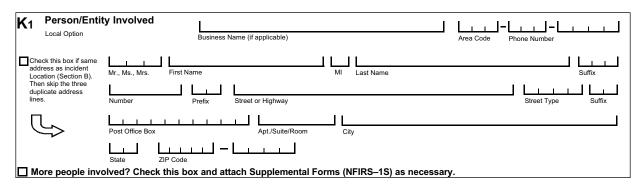
J Property Use ☆ □ None Structures	341 ☐ Clinic, clinic-type infirmary 342 ☐ Doctor/dentist office	539 ☐ Household goods, sales, repairs 571 ☐ Gas or service station
131 Church, place of worship	361 🔲 Prison or jail, not juvenile	579 Motor vehicle/boat sales/repairs
161 Restaurant or cafeteria	419 🔲 1- or 2-family dwelling	599 Business office
162 Bar/tavern or nightclub	429 Multifamily dwelling	615 <u> </u>
213 Elementary school, kindergarten	439 Rooming/boarding house	629 Laboratory/science laboratory
215 High school, junior high	449 Commercial hotel or motel	700 Manufacturing plant
241 College, adult education	459 Residential, board and care	819 Livestock/poultry storage (barn)
311 Nursing home	464 Dormitory/barracks	882  Non-residential parking garage
331 ☐ Hospital	519  Food and beverage sales	891 LL Warehouse
Outside	936 🔲 Vacant lot	981 Construction site
124 Playground or park	938 Graded/cared for plot of land	984 🔲 Industrial plant yard
655 Crops or orchard	946 🔲 Lake, river, stream	Look up and enter a
669 Forest (timberland)	951 🔲 Railroad right-of-way	Property Use code and Property Use
807 Outdoor storage area	960 U Other street	description only if you Code
919 Dump or sanitary landfill	961 📙 Highway/divided highway	Property Use box.
931 Deen land or field	962 La Residential street/driveway	Property Use Description  NFIRS-1 Revision 01/01/05

This section identifies the specific use of the property where the incident occurred and whether it is a structure or an open piece of land. You are required to complete Section J.

Several property use options are provided. The property use codes listed on the paper form are the most frequently used. When you are using the automated system all codes will be provided. When using paper forms you will not need to look up a code unless none of the boxes on the list are appropriate.

Mark the box based on the use of the particular area of the property where the fire occurred. Do not base your choice on the overall use of the "mixed property use" designation.

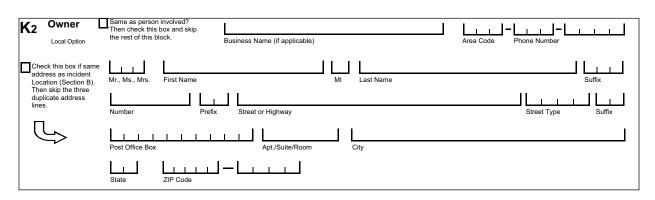
#### Section K<sub>1</sub>: Person/Entity Involved



This section identifies the person/entity involved in the incident. Lines are available for a business name (if applicable), telephone number, and an individual's name and address.

If more than one person is involved, mark the box provided at the bottom of the  $K_1$  Block and attach supplemental forms as necessary. If you are using the automated system, open a new block for each additional person.

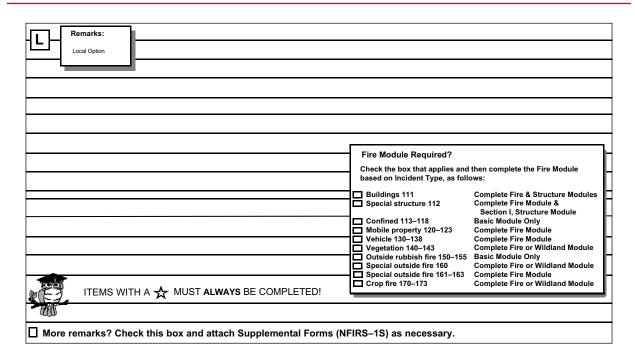
#### Section K2: Owner



Fill out Block  $K_2$  to record the owner of the property involved. If the person/entity involved and the owner are the same, check the "Same as Person Involved" box in Block  $K_2$ .

If the owner is a different person, enter the business name (if applicable), telephone number, name, and address.

#### **Section L: Remarks**



You may use this section to include a narrative description of the incident. If more remarks are necessary and you are using paper forms, supplemental forms can be completed and attached.

Should a Fire Module be required because of the nature of the incident, the system may automatically set one up for you and attach it to this Basic Module. On the paper form, a box within Section L can be used to note whether or not completion of the Fire Module is required.

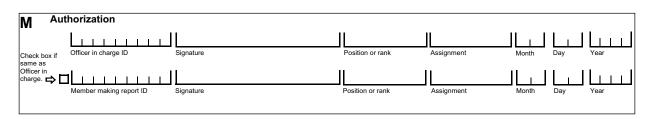
#### The Narrative Report

It is important for you to understand the importance of the narrative report. The incident report serves as an official, legal record of an incident and must accurately describe the incident and the actions taken to mitigate it. While many of these facts can be collected in uniform code fields, some information can be presented only in a detailed narrative. Critical information may be left out unless the narrative report is completed.

Information that should be included in the narrative includes observations and actions taken. They should be reported in a logical order - usually chronological.

Use the narrative report to paint a picture of the scene and summarize the incident. Describe the scene conditions including property damage. Also describe the condition of the premises when you left and report any remaining hazards.

#### **Section M: Authorization**



Use this section to record the identification number, name, position/rank, and assignment for both the officer in charge and the person completing the incident report. The date of completion should also be recorded. If the officer in charge is the person filling out the report, check the box provided.

#### **SUMMARY**

NFIRS-1, the Basic Module, is used for every incident. State agencies that are responsible for incident reporting will determine which optional modules must be submitted.

For many incident types, the Basic Module is the only report that must be completed. It meets the need for an abbreviated form of incident reporting for some fires.

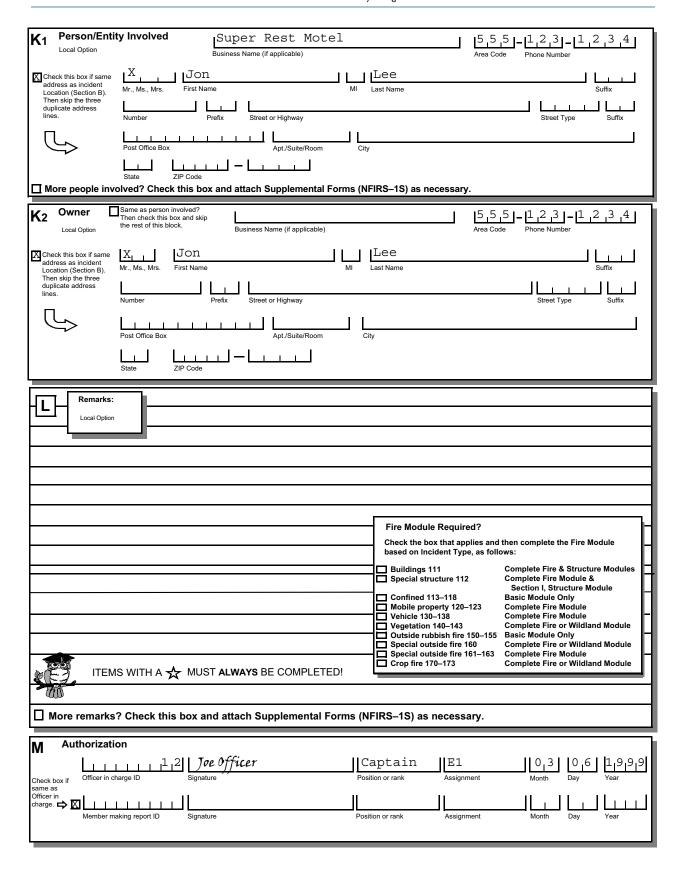
# **Example: Fire in Metal Trash Can**

**Directions:** Read the call information in the example below. Then look at the completed Basic Module Form. Look at each section and follow along with the proper use of the information as applicable to the Basic Module.

Department FDID #TR100 is called at 0918 on March 6, 1999 to a reported fire at the Super Rest Motel, 755 Lancaster Road in Paradise City, Wisconsin, 12345. Upon arrival at 0921, Engine 1 finds that the fire is confined to a metal trash can - no flame damage occurs outside of the trash can. However, smoke damage has affected the room of the incident. Engine 1's officer sends two firefighters to extinguish the fire and ventilate the area. The fire is controlled at 0925 and the last unit clears the scene at 0945. Damage to the structure is estimated at \$1,000. Mr. Jon Lee, the building owner, has offices at the motel. The incident number is reported as #9700876.

# **Example—Fire in Metal Trash Can**

$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	O_O_1 P_O_O_8_7_6 O_O_O CARRELL POLICIES CONTROL PRODUCT CONTR
B Location Type ☆	ster    RD   RD   Street Type   Suffix
C Incident Type	and Times  Month  Day  Year  Hour  Min  ALARM always required  Alarm  ARRIVAL required, unless canceled or did not arrive  Controlled  Controlled  Last Unit  Cleared  Min  Min  ALARM always required  Year  Hour  Min  District  Platoon  Alarms  District  Platoon  Platoon  Alarms  District  Platoon  Alarms  Dougland
Primary Action Taken (1)  Suppression  Additional Action Taken (2)  Additional Action Taken (3)  Check th Apparatu  Suppression  EMS  Other	Sources Cources Cource
Fire-2 Structure Fire-3 Civilian Fire Cas4 Fire Service Cas5 EMS-6 HazMat-7 Wildland Fire-8 Apparatus-9  Deaths Injuries 1 2 3 3 4 4 5 6 6 7 7	Hazardous Materials Release None   Mixed Use Property Not mixed   Natural gas: slow leak, no evacuation or HazMat actions   10 Assembly use   20 Education use   20 E
Structures         342         □ Doc           131         □ Church, place of worship         361         □ Pris           161         □ Restaurant or cafeteria         419         □ 1- o           162         □ Bar/tavern or nightclub         429         □ Mult           213         □ Elementary school, kindergarten         439         □ Roo           215         □ High school, junior high         449         □ Con           241         □ College, adult education         459         □ Res           311         □ Nursing home         464         □ Dor           331         □ Hospital         519         □ For           Outside         936         □ Vac           124         □ Playground or park         938         □ Gra           655         □ Crops or orchard         946         □ Lak           669         □ Forest (timberland)         951         □ Raii           807         □ Outdoor storage area         960         □ Oth           919         □ Dump or sanitary landfill         961         □ Hig	ic, clinic-type infirmary tor/dentist office on or jail, not juvenile r 2-family dwelling iffamily dwelling ming/boarding house mercial hotel or motel idential, board and care mitory/barracks d and beverage sales  ant lot ded/cared for plot of land e, river, stream road right-of-way er street hway/divided highway idential street/driveway  539



#### **Exercise Scenario 1-1: Food on Stove**

**Directions:** Read the call information in the exercise below. Use the information provided to complete the Basic Module form. Compare your work to the answers provided on the subsequent completed Basic Module form. If your answers are different from the ones provided, read over the Basic Module again.

On Saturday May 23, 1998 at 1513 hours a call is received for a fire at 112 Main Street, Mill City, WI 12345. Engine 23, Engine 12, Ladder 2, Battalion 2 respond. They arrive at 1518 to find smoke coming from the rear of the house. Crew from E-23 enters the house to find that the smoke is coming from the kitchen area as a result of unattended cooking. The incident is confined to the pot on the stove.

E23 removes the pot from the stove with Ladder 2 establishing ventilation. The fire did not extend beyond the pot. Damage is confined to the pot, the food, with minimal smoke damage in the kitchen area. The homeowner, Ms. Sally Jones, reports that she was notified of the fire by the smoke detector.

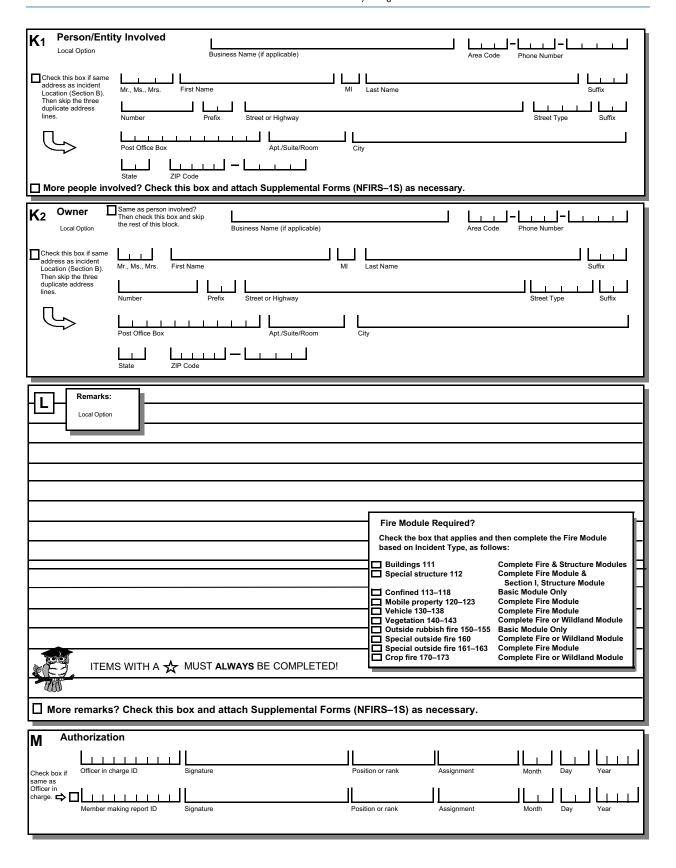
The value of the property is set at \$185,000 and contents at \$47,000. There is no loss as a result of the fire.

The incident was controlled at 1530 and the units cleared at 1620. There was no mutual aid received nor were there any injuries. The incident number assigned was 9700181. There were no exposures.

The shift on duty was C Platoon with a one-alarm assignment. The District was #112.

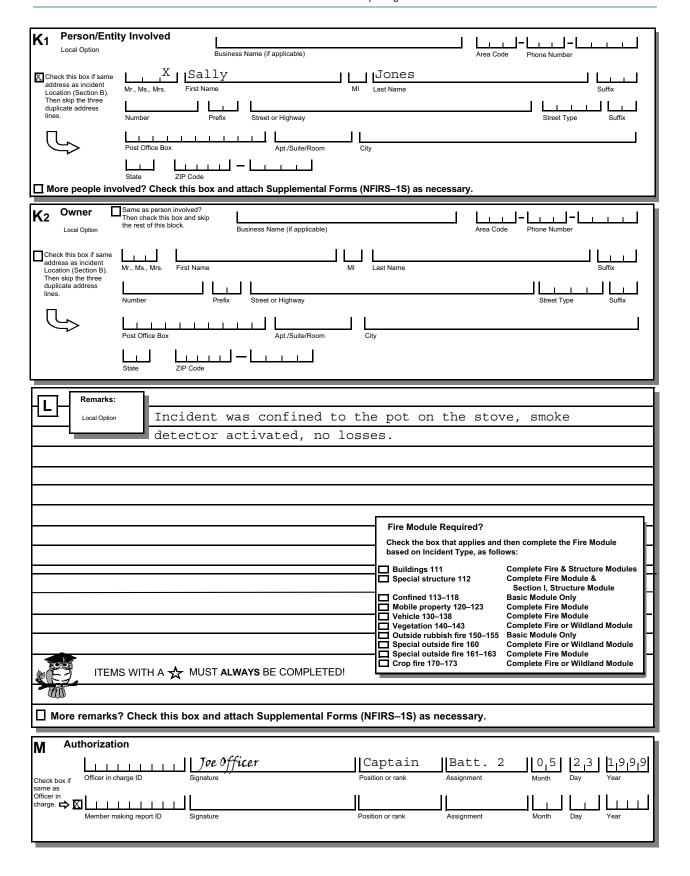
The FDID is TR100 and the officer in charge was Captain Joe Officer from Battalion 2.

A MM DD  FDID State Incident Date	YYYY    Delete   NFIRS-1     Change   Basic     No Activity
	ate that the address for this incident is provided on the Wildland Fire Alternative Location Specification." Use only for wildland fires.  Street or Highway  Street Type Suffix  State ZIP Code
D Aid Given or Received    Mutual aid received   None	E1 Dates and Times  Month Day Year Hour Min  Check boxes if dates are the same as Alarm Date.  Alarm Alarm Alarm Alarms Local Option  ARRIVAL required, unless canceled or did not arrive  ARRIVAL required, unless canceled or did not arrive  Controlled Controlled Special Studies  Last Unit Cleared Last Unit Cleared Study Value  Controlled Study Value
F Actions Taken ☆  L	G1 Resources  Check this box and skip this block if an Apparatus or Personnel Module is used.  Apparatus Personnel  Suppression  EMS  Other  Check box if resource counts include aid received resources.  G2 Estimated Dollar Losses and Values  LOSSES: Required for all fires if known. Optional for non-fires.  None  Property  Contents  PRE-INCIDENT VALUE: Optional  Property  Contents  Contents
Fire-2	7 Motor oil: from engine or portable container 60 Industrial use paints 8 Paint: from paint cans totaling <55 gallons 63 Military use
Structures  131	Clinic, clinic-type infirmary   S39



# **Example—Food on Stove**

A TRAIOO WI I OSTA	YYYY  1 9 9 8 0 0 0 2 9 7 0 0 1 8 1 0 0 0   Station Incident Number    Exposure    Delete    Del	
Street address     Intersection     In front of     Module in Section B,     112     Number/Milepost Prefix	idate that the address for this incident is provided on the Wildland Fire "Alternative Location Specification." Use only for wildland fires.  Image: Main Street or Highway Street or Highway Street Type Suffix  Ill City State ZIP Code  National Grid, as applicable	
C Incident Type ☆  1 1 1 3 Food on Stove  D Aid Given or Received ☆ □ None	E1 Dates and Times  Month Day Year Hour Min  Check boxes if dates are the same as Alarm Date.  ARRIVAL required, unless canceled or did not arrive  ARRIVAL required, unless canceled or did not arrive  TX Arrival	
2	Arrival ★	
F Actions Taken ☆  [1_1]	G1 Resources   G2 Estimated Dollar Losses and Values    Check this box and skip this block if an Apparatus or Personnel Module is used.    Apparatus   Personnel Suppression   0 0 0 0 3 1 0 0 1 2     Check box if resource counts include aid received resources.   Contents   Co	
☐ Fire–2	7 Motor oil: from engine or portable container 60 Industrial use	
Property Use		
Outside  124  Playground or park 655  Crops or orchard 669  Forest (timberland) 807  Outdoor storage area 919  Dump or sanitary landfill 931  Open land or field	936  Vacant lot  981  Construction site 938  Graded/cared for plot of land 946  Lake, river, stream 951  Railroad right-of-way 960  Other street  Property Use code and description only if you have NOT checked a Property Use box. 961  Residential street/driveway 962  Residential street/driveway	



# **Exercise Scenario 1-2: Cary Street House Fire**

**Directions:** Read the call information in the exercise below. Use the information provided to complete the entire Basic Module form. Compare your work to the answers provided in Appendix A. If your answers are different from the ones provided, read over the Basic Module again.

The Alberta Fire Department (FDID 92188) received a call for a reported house fire at 5 East Cary Street, Brunswick, Virginia 23351 on May 1, 2002. Engine 1, Engine 2, and Truck 1 were dispatched at 1253 hours and arrived on location at 1305. Each piece of apparatus was staffed with 4 firefighters and A shift was on duty. The dispatcher assigned the incident (#5432). The owner of the single-family dwelling, Mrs. Christy Gordon, said that she was warming her lunch on the stove when the grease from the pan began to burn. She was alerted when the smoke detector activated. The kitchen filled with smoke. She called 9-1-1. The firefighters ventilated the kitchen. There was no loss to property or contents. The last unit cleared the scene at 1340 hours. FF1 Adam C. Wallner, Badge No. 224, completed the report after returning to Station No. 2. Captain Tonya Gordon, Badge No. 105, was the officer in charge. The incident was in Census Tract 501.10, District A12.

A MM DD FDID State Mincident Date	YYYY    Delete   NFIRS-1     Change   Basic     No Activity
C Incident Type  Incident Type  Aid Given or Received  Mutual aid received  Mutual aid received  Mutual aid given  Auto. aid given  Mutual aid given  Mutual aid given  Their FDID  Their State  Their Incident Number	E1 Dates and Times  Month Day Year Hour Min  Check boxes if dates are the same as Alarm Date.  Alarm Alarm Alarm Date.  ARRIVAL required, unless canceled or did not arrive  Arrival Controlled Controlled Controlled Last Unit Cleared Last Unit Cleared Last Unit Cleared Study ID# Study Value  B2 Shifts and Alarms  Local Option  Alarms District  Platoon  B3 Special Studies  Local Option  Special Studies  Special Study ID# Study Value
F Actions Taken	G2 Estimated Dollar Losses and Values    Check this box and skip this block if an Apparatus or Personnel Module is used.    Apparatus   Personnel Suppression
Completed Modules  ☐ Fire-2 ☐ Structure Fire-3 ☐ Civilian Fire Cas4 ☐ Fire Service Cas5 ☐ EMS-6 ☐ HazMat-7 ☐ Wildland Fire-8 ☐ Apparatus-9 ☐ Personnel-10 ☐ Arson-11 ☐ HazMat-1 ☐ Unknown ☐ Detector alerted occurrence	1
J Property Use	Clinic, clinic-type infirmary 342

