

## Entering Addresses in NFIRS 5.0

The following screen shots will show the right and wrong way to enter addresses on the Basic Module in NFIRS 5.0. The screens are from the Data Entry Tool but vendor software should be similar to these. The addresses are entered the way they are so that locations can be plotted using GIS software. The City, State and Zip Code are always required. If you have any questions, please contact Carmen Flynn at (402) 471-1998 or [carmen.flynn@nebraska.gov](mailto:carmen.flynn@nebraska.gov) Deb Hostetler at (402) 471-9479 or [deb.hostetler@nebraska.gov](mailto:deb.hostetler@nebraska.gov).

The first step in entering addresses is to select the Address Type – Street Address, Directions, Intersection, etc. This determines how the information is to be entered and the required fields turn yellow based on this selection.

### Street Address:

**Basic Module**

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

**B Location**  Address Provided on Wildland Form

Address Type: Street address

Number/Mile: [ ] St. Prefix: [ ] Street or Highway: 246 S 14th St Street Type: [ ] St. Suffix: [ ]

Apt. or Suite: [ ] City: Lincoln State: Nebraska Zip: 68508-1804

Cross Street or Directions, as Applicable: [ ]

**C Incident Type** **D Aid Given or Received**

Their FDID: [ ] FDID State: [ ] Incident Number: [ ]

**E1 Dates and Times** **E2 Shifts and Alar...**

Alarm Date: 04/05/2004 Time: [ ] Shift/Platoon: [ ]

Arrival Date: [ ] Time: [ ] Alarms: [ ]

Controlled Date: [ ] Time: [ ] District: [ ]

Last Unit Cleared Date: [ ] Time: [ ]

Previous Tab Next Tab

OK Cancel

99001 NE 04/05/2004 2004001 000

This example on the left shows the **wrong** way to enter the address. It is easy to make the mistake since only the Street or Highway field is in yellow. This is the minimum part of the Street Address that is required.

See the example below for the correct way to enter a street address.

**Basic Module**

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

**B Location**  Address Provided on Wildland Form

Address Type: Street address

Number/Mile: 246 St. Prefix: South Street or Highway: 14th Street Type: Street St. Suffix: [ ]

Apt. or Suite: [ ] City: Lincoln State: Nebraska Zip: 68508-1804

Cross Street or Directions, as Applicable: [ ]

**C Incident Type** **D Aid Given or Received**

Their FDID: [ ] FDID State: [ ] Incident Number: [ ]

**E1 Dates and Times** **E2 Shifts and Alar...**

Alarm Date: 04/05/2004 Time: [ ] Shift/Platoon: [ ]

Arrival Date: [ ] Time: [ ] Alarms: [ ]

Controlled Date: [ ] Time: [ ] District: [ ]

Last Unit Cleared Date: [ ] Time: [ ]

Previous Tab Next Tab

OK Cancel

Text (Length: 30) 99001 NE 04/05/2004 2004001 000

This is the **correct** way to enter a street address. Note the information is broken down between the fields. The building number (246) is entered in the Number/Mile field, South is entered in the Street Prefix field, the street name (14<sup>th</sup>) is entered in the Street or Highway field and the Street Type (street) is entered in the Street Type field.

**Basic Module**

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

**B Location**  Address Provided on Wildland Form

Address Type: **Street address** | Census Tract: \_\_\_\_\_

Number/Mile: 435 | St. Prefix: \_\_\_\_\_ | Street or Highway: **I-80** | Street Type: \_\_\_\_\_ | St. Suffix: \_\_\_\_\_

Apt. or Suite: \_\_\_\_\_ | City: **Lincoln** | State: **Nebraska** | Zip: **68508-1804**

Cross Street or Directions, as Applicable: \_\_\_\_\_

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**C Incident Type** | Directions: \_\_\_\_\_ | **D Aid Given or Received**

Their FDID: \_\_\_\_\_ | FDID State: \_\_\_\_\_ | Incident Number: \_\_\_\_\_

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**E1 Dates and Times** | **E2 Shifts and Alarms**

	Date	Time	Shift/Platoon
Alarm	04/05/2004		
Arrival			
Controlled			
Last Unit Cleared			

Alarms: \_\_\_\_\_  
District: \_\_\_\_\_

Previous Tab | Next Tab

OK | Cancel

Text (Length: 30) | 99001 | NE | 04/05/2004 | 2004001 | 000

If the incident occurred on a highway or the interstate at a certain mile marker, this would be the correct way to enter the location.

**Basic Module**

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

**B Location**  Address Provided on Wildland Form

Address Type: **Street address** | Census Tract: \_\_\_\_\_

Number/Mile: 99999 | St. Prefix: \_\_\_\_\_ | Street or Highway: **34** | Street Type: **Highway** | St. Suffix: \_\_\_\_\_

Apt. or Suite: \_\_\_\_\_ | City: **Lincoln** | State: **Nebraska** | Zip: **68508**

Cross Street or Directions, as Applicable: \_\_\_\_\_

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**C Incident Type** | **D Aid Given or Received**

Their FDID: \_\_\_\_\_ | FDID State: \_\_\_\_\_ | Incident Number: \_\_\_\_\_

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**E1 Dates and Times** | **E2 Shifts and Alarms**

	Date	Time	Shift/Platoon
Alarm	04/05/2004		
Arrival			
Controlled			
Last Unit Cleared			

Alarms: \_\_\_\_\_  
District: \_\_\_\_\_

Previous Tab | Next Tab

OK | Cancel

Text (Length: 8) | 99001 | NE | 04/05/2004 | 2004001 | 000

Although the address is normally written 99999 Highway 34, to enter it into NFIRS, please enter as shown at the left.

**Basic Module**

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

**B Location**  Address Provided on Wildland Form

Address Type: **Street address** (dropdown) | Census Tract: \_\_\_\_\_

Number/Mile: \_\_\_\_\_ | St. Prefix: \_\_\_\_\_ | Street or Highway: **RR 2 Box 35** | Street Type: \_\_\_\_\_ | St. Suffix: \_\_\_\_\_

Apt. or Suite: \_\_\_\_\_ | City: **Lincoln** | State: **Nebraska** | Zip: **68508**

Cross Street or Directions, as Applicable: \_\_\_\_\_

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**C Incident Type** | **D Aid Given or Received**

Their FDID: \_\_\_\_\_ | FDID State: \_\_\_\_\_ | Incident Number: \_\_\_\_\_

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**E1 Dates and Times** | **E2 Shifts and Alarms**

	Date	Time	
<input type="checkbox"/> Date Same As Alarm	Alarm: 04/05/2004		Shift/Platoon: _____
<input type="checkbox"/> Date Same As Alarm	Arrival: _____		Alarms: _____
<input type="checkbox"/> Date Same As Alarm	Controlled: _____		District: _____
<input type="checkbox"/> Date Same As Alarm	Last Unit Cleared: _____		

Previous Tab | Next Tab

OK | Cancel

99999 (-9999) | 99001 | NE | 04/05/2004 | 2004001 | 000

If the address is a rural route, the example on the left shows the correct way to enter the information. Instead of entering the address this way, you could choose to enter directions instead.

**Directions:**

**Basic Module**

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

**B Location**  Address Provided on Wildland Form

Address Type: **Directions** (highlighted) | Census Tract: \_\_\_\_\_

Number/Mile: \_\_\_\_\_ | St. Prefix: \_\_\_\_\_ | Street or Highway: 4 miles north 3 miles east of | Street Type: \_\_\_\_\_ | St. Suffix: \_\_\_\_\_

Apt. or Suite: \_\_\_\_\_ | City: Lincoln | State: Nebraska | Zip: 68508-1804

Cross Street or Directions, as Applicable: \_\_\_\_\_

**C Incident Type** | **D Aid Given or Received**

Their FDID: \_\_\_\_\_ | FDID State: \_\_\_\_\_ | Incident Number: \_\_\_\_\_

**E1 Dates and Times** | **E2 Shifts and Alar...**

Alarm: 04/05/2004 | Time: \_\_\_\_\_ | Shift/Platoon: \_\_\_\_\_

Arrival: \_\_\_\_\_ | Alarms: \_\_\_\_\_

Controlled: \_\_\_\_\_ | District: \_\_\_\_\_

Last Unit Cleared: \_\_\_\_\_

Buttons: Previous Tab, Next Tab, OK, Cancel

Text (Length: 30) | 99001 | NE | 04/05/2004 | 2004001 | 000

The example on the left shows the **wrong** way to enter directions to an incident. The information is entered in the Street or Highway field even though it is not highlighted. When this report is saved a critical error will result, as there is no information entered in the highlighted field, Cross Street or Directions.

**Basic Module**

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

**B Location**  Address Provided on Wildland Form

Address Type: **Directions** (highlighted) | Census Tract: \_\_\_\_\_

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

Apt. or Suite: \_\_\_\_\_ | City: Lincoln | State: Nebraska | Zip: 68508-1804

Cross Street or Directions, as Applicable: 4 N 3 E of State Capitol

**C Incident Type** | **D Aid Given or Received**

Their FDID: \_\_\_\_\_ | FDID State: \_\_\_\_\_ | Incident Number: \_\_\_\_\_

**E1 Dates and Times** | **E2 Shifts and Alar...**

Alarm: 04/05/2004 | Time: \_\_\_\_\_ | Shift/Platoon: \_\_\_\_\_

Arrival: \_\_\_\_\_ | Alarms: \_\_\_\_\_

Controlled: \_\_\_\_\_ | District: \_\_\_\_\_

Last Unit Cleared: \_\_\_\_\_

Buttons: Previous Tab, Next Tab, OK, Cancel

Text (Length: 30) | 99001 | NE | 04/05/2004 | 2004001 | 000

This example shows the **right** way to enter directions. It would also be acceptable to enter descriptions such as City Park or Lancaster County (for weather watches) in this field. However, directions or a legal description is preferred.

**Intersection:**

**Basic Module**

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

**B Location**  Address Provided on Wildland Form

Address Type: **Intersection** | Census Tract: \_\_\_\_\_

Number/Mile: \_\_\_\_\_ | St. Prefix: \_\_\_\_\_ | Street or Highway: **14th & M Street** | Street Type: \_\_\_\_\_ | St. Suffix: \_\_\_\_\_

Apt. or Suite: \_\_\_\_\_ | City: **Lincoln** | State: **Nebraska** | Zip: **68508-1804**

Cross Street or Directions, as Applicable: \_\_\_\_\_

**C Incident Type** | **D Aid Given or Received**

Their FDID: \_\_\_\_\_ | FDID State: \_\_\_\_\_ | Incident Number: \_\_\_\_\_

**E1 Dates and Times** | **E2 Shifts and Alar...**

Alarm: Date **04/05/2004** | Time: \_\_\_\_\_ | Shift/Platoon: \_\_\_\_\_

Arrival: \_\_\_\_\_ | \_\_\_\_\_ | Alarms: \_\_\_\_\_

Controlled: \_\_\_\_\_ | \_\_\_\_\_ | District: \_\_\_\_\_

Last Unit Cleared: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

Previous Tab | Next Tab

OK | Cancel

Text (Length: 30) | 99001 | NE | 04/05/2004 | 2004001 | 000

This is the **wrong** way to enter an intersection. When entering an intersection, one street or highway needs to be entered in the Street or Highway field and the other in the Cross Street or Directions field. If both streets or highways are entered this way, a critical error will result.

**Basic Module**

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

**B Location**  Address Provided on Wildland Form

Address Type: **Intersection** | Census Tract: \_\_\_\_\_

Number/Mile: \_\_\_\_\_ | St. Prefix: \_\_\_\_\_ | Street or Highway: **14th** | Street Type: **Street** | St. Suffix: \_\_\_\_\_

Apt. or Suite: \_\_\_\_\_ | City: **Lincoln** | State: **Nebraska** | Zip: **68508-1804**

Cross Street or Directions, as Applicable: **M Street**

**C Incident Type** | **D Aid Given or Received**

Their FDID: \_\_\_\_\_ | FDID State: \_\_\_\_\_ | Incident Number: \_\_\_\_\_

**E1 Dates and Times** | **E2 Shifts and Alar...**

Alarm: Date **04/05/2004** | Time: \_\_\_\_\_ | Shift/Platoon: \_\_\_\_\_

Arrival: \_\_\_\_\_ | \_\_\_\_\_ | Alarms: \_\_\_\_\_

Controlled: \_\_\_\_\_ | \_\_\_\_\_ | District: \_\_\_\_\_

Last Unit Cleared: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

Previous Tab | Next Tab

OK | Cancel

Text (Length: 30) | 99001 | NE | 04/05/2004 | 2004001 | 000

This is the **right** way to enter an intersection. One street is entered in the Street or Highway field and the intersecting street is entered in the Cross Street or Directions field.