

The background of the slide features a large, light gray watermark of the U.S. Department of Homeland Security seal. The seal is circular and contains an eagle with wings spread, a shield on its chest, and arrows in its talons. The text "U.S. DEPARTMENT OF" is at the top and "HOMELAND SECURITY" is at the bottom of the seal.

NFIRS 5.0

Version 5.4.0

✓ **Getting Started**

A red arrow pointing to the right, with the word "Start" written in yellow text inside it.

Start



My Computer



Network
Neighborhood



Internet
Explorer



Recycle Bin



Netscape
Communicator

**In Chapter 2 of this tutorial,
you will learn how to begin using the NFIRS
Data Entry Tool.**

Slide 01

Start



2:18 PM



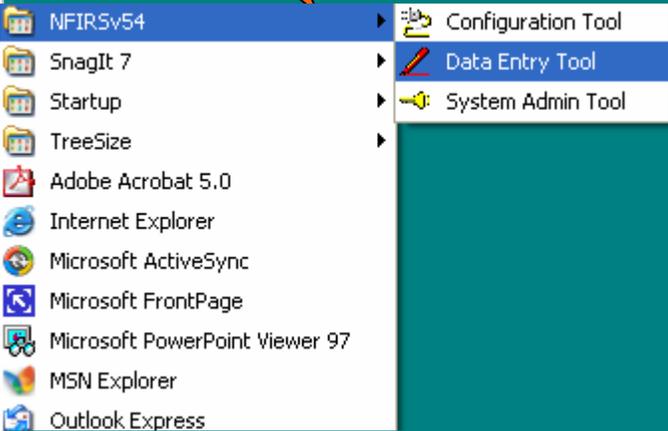
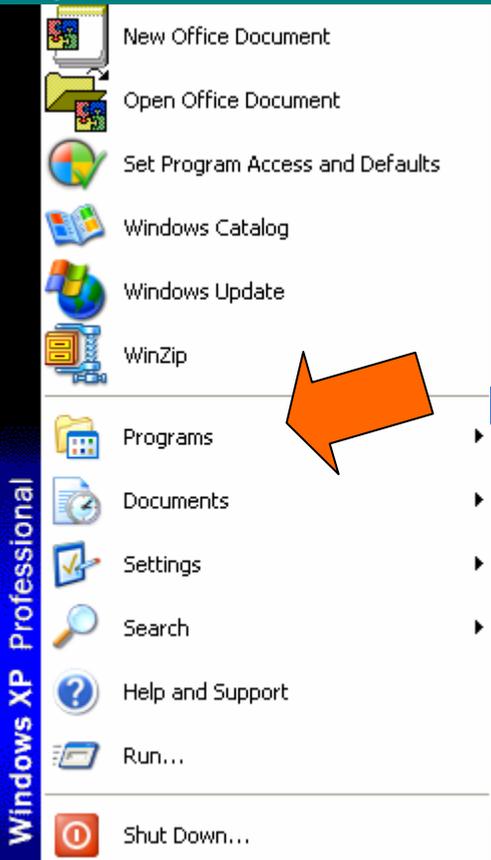
Connect to the Internet.

**To start the NFIRS Data Entry Tool,
go to the Windows Start Menu.**





Move your cursor to Programs,
then NFIRsv54 and then Data Entry
Tool.



Windows XP Professional



NFIRS Data Entry/Validation Tool

National Fire Incident Reporting System

Version 5.4.0

Setting Database Connection



FEMA

A progress bar with two green segments is located at the bottom of the window.

This is only a screen shot.



In the Login screen, enter your NFIRS account Username, State abbreviation and password. Click OK.

NFIRS Login - (On-Line)

User Name:

User State:

Password:

OK

Cancel

Please Enter Your User Information

Slide 5

After login, you are at the MAIN screen of the NFIRS Data Entry Tool.

Groups

- [-] NFIRS - NFDC
 - [-] Training Area
 - [-] Tutorial Training
 -  78902 : ANYTOWN FIRE DEPT

Beside the red fireman's hat is your FDID and Department Name which is displayed within your State or County Level.

Slide 6

To Enter your Department, Personnel and Apparatus Information....

Incident Add Module Fire Dept Tools Advanced

Groups

- NFIRS - NFDC
 - Training Area
 - Tutorial Training
 - 78902 : ANYTOWN FIRE DEPT

No Incident Selected

Module

Open Remove

Incident

New Open New Exposure Save Close

Click on your FDID and Dept Name to select it.

Under the Fire Dept menu, select Open Fire Dept.

Slide 7

Enter your Department, Personnel and Apparatus Information.

Fire Department

Department Personnel Apparatus

FDID, Fire Department Name
78902 ANYTOWN FIRE DEPT

Number/Mile St. Prefix Street or Highway Street Type St. Suffix
City State Zip
Training Area

Phone Fax Email

FIPS County Code

of Stations # Paid FF # Vol FF # Vol PPC

Previous Tab Next Tab

OK Cancel

Text (Length: 8)

These fields are optional.

Click on Next Tab.



Slide 8





Fire Department [X]

Department Personnel Apparatus

First Name MI Last Name Suffix

ID Number Position or Rank

Phone 1 Phone 2 Email

Pers. ID First Name Last Name

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

[Previous Tab] [Next Tab]

[OK] [Cancel]

Text (Length: 15)

After entering desired fields, click on Next Tab.





Fire Department

Department Personnel **Apparatus**

Apparatus ID	Apparatus Name	Apparatus Type	First in Service Date

App. ID	App Name	App Type
Click OK when you are done.		

1 of 1

New Delete Previous Next

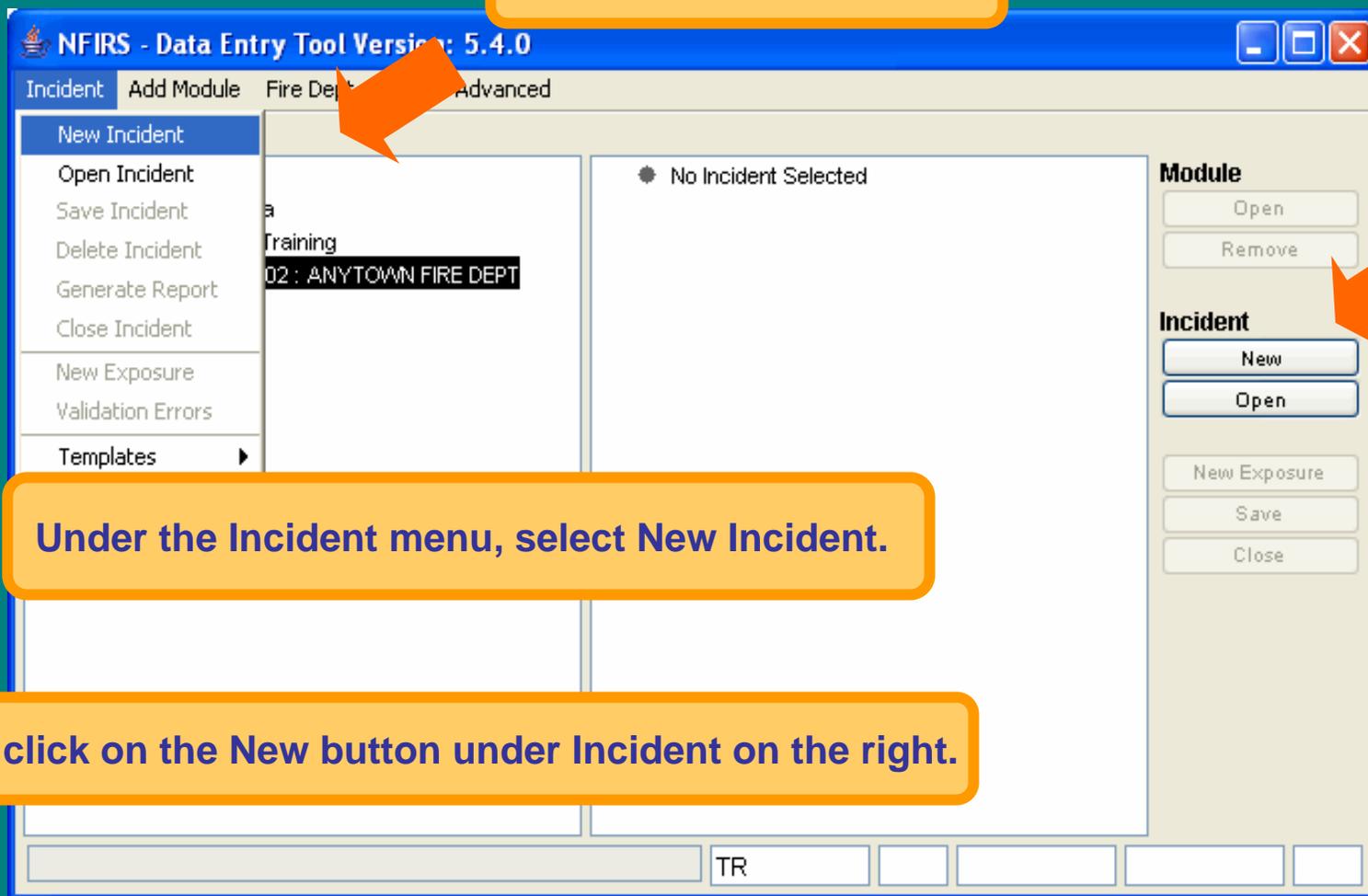
Previous Tab Next Tab

OK Cancel

(4+1)



To Enter a NEW Incident:



Under the Incident menu, select New Incident.

Or click on the New button under Incident on the right.

Slide 11



Section A

A Incident Key

FDID	Incident Date	Incident Number	Exposure Number
78902	01/16/2006		000

Fire Department Name: ANYTOWN FIRE DEPT

Station:

No Activity

FDID:

Last Exported:

Last Saved:

Creation Date:

Fill in your FDID Number, the Incident Date (mm/dd/yyyy) and Incident Number, if this information does not appear by default. YELLOW fields are required fields.

Click OK.





NFIRS - Data Entry Tool Version: 5.4.0

Incident Add Module Fire Dept Tools Advanced

Groups

- NFIRS - NFDC
 - Training Area
 - Tutorial Training
 - 78902 : ANYTOWN FIRE DEPT**

- Section A - Key Information
- Basic Module

Module

Open Remove

Incident

New Open New Exposure Save Close

78902 TR 01/16/2006 0000001 000

When the Key Information has been entered, the Basic Module will be created for you. The Basic Module is required for all incidents.



Slide 13



NFIRS - Data Entry Tool Version: 5.4.0

Incident Add Module Fire Dept Tools Advanced

Groups

- NFIRS - NFDC
 - Training Area
 - Tutorial Training
 - 78902 : ANYTOWN FIRE DEPT

● Section A - Key Information
● Basic Module

Module

Open
Remove

Incident

New
Open
New Exposure
Save
Close

902 TR 01/16/2006 0000001 000



Click on Basic Module to select it, then click on the OPEN button under Module to the right.

Or you can double click on Basic Module under Key Information.



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: _____ St. Prefix: _____ Street or Highway: Main Street Type: _____ St. Suffix: _____

Apt. or Suite: _____ City: Anytown State: Training Area Zip: 99999

Cross Street, Directions, or National Grid, as Applicable: _____

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

542 Animal rescue 1 Mutual aid received

Their FDID: _____ FDID State: _____ Incident Number: _____

E1 Dates and Times

	Date	Time
Alarm	01/16/2006	08:00
Arrival	01/16/2006	08:20
Controlled	01/16/2006	09:45
Last Unit Cleared	01/16/2006	11:05

Date Same As Alarm
 Date Same As Alarm
 Date Same As Alarm

E2 Shifts and Alarms

Shift/Platoon: _____

Alarms: _____

District: _____

Previous Tab Next Tab

OK Cancel

Text (Length: 1) 78902 TR 01/16/2006 0000001 000

This is Section B-E of the Basic Module.

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: [] | St. Prefix: [] | Street or Highway: Main | Street Type: [] | St. Suffix: []

Apt. or Suite: [] | City: Anytown | State: Training Area | Zip: 99999

Cross Street, Directions, or National Grid, as Applicable: []

Given or Received: Mutual aid received

E1 Dates and Times

	Date	Time
Alarm	01/16/2006	08:00
Arrival	01/16/2006	08:20
Controlled	01/16/2006	09:45
Last Unit Cleared	01/16/2006	11:05

Date Same As Alarm

E2 Shifts and Alarms

Shift/Platoon: []

Alarms: []

District: []

Previous Tab | Next Tab

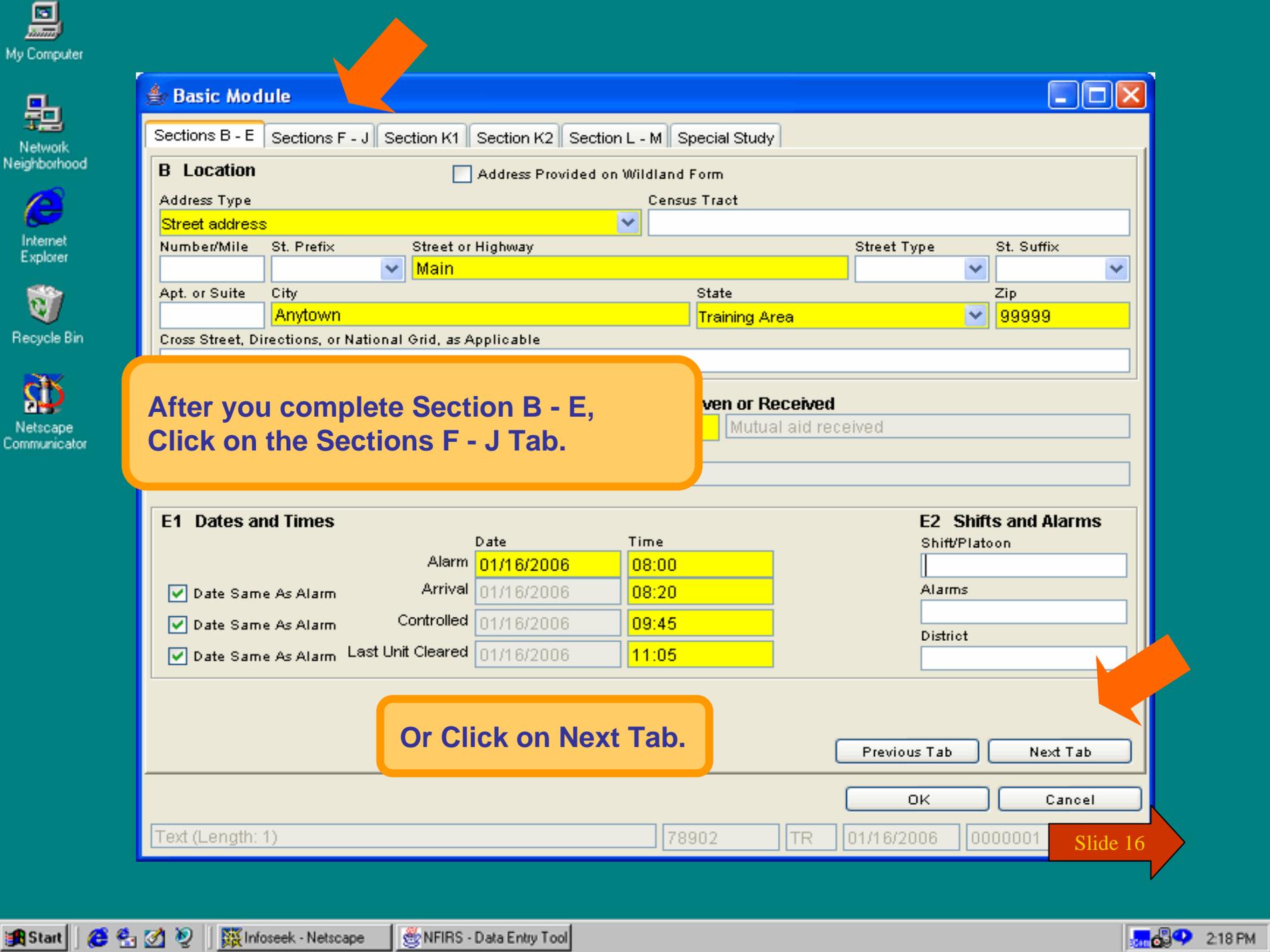
OK | Cancel

Text (Length: 1) | 78902 | TR | 01/16/2006 | 0000001

After you complete Section B - E,
Click on the Sections F - J Tab.

Or Click on Next Tab.

Slide 16



Basic Module

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

F Action Taken

Add

Code	Description
22	Rescue, remove from harm

G1 Resources

Local Forms Used

	Apparatus	Personnel
Suppression	1	4
EMS	0	0
Other	1	1

Includes Aid Received Resources

G2 Estimated Dollar Loss/Value

None Property Loss

None Contents Loss

None Property Value

None Contents Value

H1 Casualties

None

	Fatal	NonFatal
Fire Service	0	0
Civilian	0	0

H2 Detector

H3 HazMat Released

I Mixed Use

J Property Use

Previous Tab | Next Tab

OK | Cancel

Numeric (Length: 4) | 78902 | TR | 01/16/2006 | 0000001 | 00

This is Sections F - J of the Basic Module.

Click on Next Tab.

Slide 17



Basic Module

Sections B - E Sections I - J **Section K1** Section K2 Section L - M Special Study

K1 Person/Entity Involved

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

First Name MI Last Name

1 of 1

Text (Length: 25) 78902 TR 01/16/2006 0000001

This is Section K1 of the Basic Module.

Continue through the forms using the tabs above or the push buttons below to fill out the Sections in the module.

Slide 18



Basic Module

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

L Remarks

This is Sections L-M of the Basic Module.

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

Text (Length: 10) 78902 TR 01/16/2006 0000001

Click on OK.



Slide 19

To Save this Incident...

Incident Add Module Fire Dept Tools Advanced

- New Incident
- Open Incident
- Save Incident**
- Delete Incident
- Generate Report
- Close Incident
- New Exposure
- Validation Errors
- Templates
- Exit NFIRS

Section A - Key Information
Basic Module

02 : ANYTOWN FIRE DEPT

Module
Open
Remove

Incident
New
Open
New Exposure
Save
Close

78902 TR 01/16/2006 0000001 000

Under the Incident menu, select Save Incident.

Or click on the Save button under Incident on the right.

Slide 20

The screenshot shows the NFIRS - Data Entry Tool interface. The main window has a menu bar with 'Incident', 'Add Module', 'Fire Dept', 'Tools', and 'Advanced'. The 'Incident' menu is open, showing options like 'New Incident', 'Open Incident', 'Save Incident', 'Delete Incident', 'Generate Report', 'Close Incident', 'New Exposure', 'Validation Errors', 'Templates', and 'Exit NFIRS'. The 'Save Incident' option is highlighted. In the background, there is a list of modules including 'Section A - Key Information' and 'Basic Module'. A 'Decision' dialog box is overlaid on the main window, containing an information icon, the text 'Critical Validation Errors Exist ... would you like to view them before saving changes?', and three buttons: 'Yes', 'No', and 'Cancel'. An orange arrow points to the 'Yes' button. The taskbar at the bottom shows the Start button, several application icons, and the taskbar text 'Infoseek - Netscape' and 'NFIRS - Data Entry Tool'. The system tray shows the date and time '2:18 PM'.

The User will be prompted if Critical Validation Errors Exist. If the required fields or modules are not completed or there is an invalid code entered, the User will be able to view the errors.

Click on YES to view the errors.



NFIRS - Data Entry Tool Version: 5.4.0

Incident Add Module Fire Dept Tools Advanced

Group: Validation Errors and Warning

Form	Form #	Field	Error Message	Level
Basic Module	1	Property Use	Required Data	Critical

Total 1 All Errors Critical Only

Find Error To File Re-Validate Cancel

78902 TR 01/16/2006 0000001 000



The Validation Errors and Warning screen gives details of the Form, Field, Error Message and if it is a Critical or Warning Level Error. Critical Errors must be corrected for the Incident to be saved as Valid.

There is one Critical error listed. The Property Use Field was not filled out.





NFIRS - Data Entry Tool Version: 5.4.0

Incident Add Module Fire Dept Tools Advanced

Groups

- NFI
- NFI

Validation Errors and Warning

Form	Field	Error Message	Level	
Basic Module	1	Property Use	Required Data	Critical

Total

All Errors Critical Only

78902 TR 01/16/2006 0000001 000

Highlight the error.

Click on Find Error to locate the field.

Slide 23

Basic Module

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

F Action Taken

Add

Code	Description
22	Rescue, remove from h...

G1 Resources

Local Forms Used

	Apparatus	Personnel
Suppression	1	4
EMS	0	0
Other	1	1

Includes Aid Received Resources

G2 Estimated Dollar Loss/Value

None Property Loss

None Contents Loss

None Property Value

None Contents Value

H1 Casualties

None

	Fatal	NonFatal
Fire Service	0	0
Civilian	0	0

H2 Detector

H3 HazMat Released

I Mixed Use

J Property Use

Buttons: Previous Tab, Next Tab, OK, Cancel

Footer: (3+1) OR Press F1 or Double-click for List of Codes | 78902 | TR | 01/16/2006 | 0000001

Fill in the Property Use field.

Click OK.



Slide 24



NFIRS - Data Entry Tool Version: 5.4.0

Incident Add Module Fire Dept Tools Advanced

Groups

- [-] NFIRS - NFDC
 - [-] Training Area
 - [-] Tutorial Training
 - 78902 : ANYTOWN FIRE DEPT

Section A - Key Information
 Basic Module

Module

Open
Remove

Incident

New

Save Incident Successful: 78902:TR:01/16/2006:0000001:0 78902 TR 01/16/2006 0000001 000

Save the incident (Under the Incident Menu, click Save Incident).

A message will indicate when the incident is successfully saved in the lower left message bar.

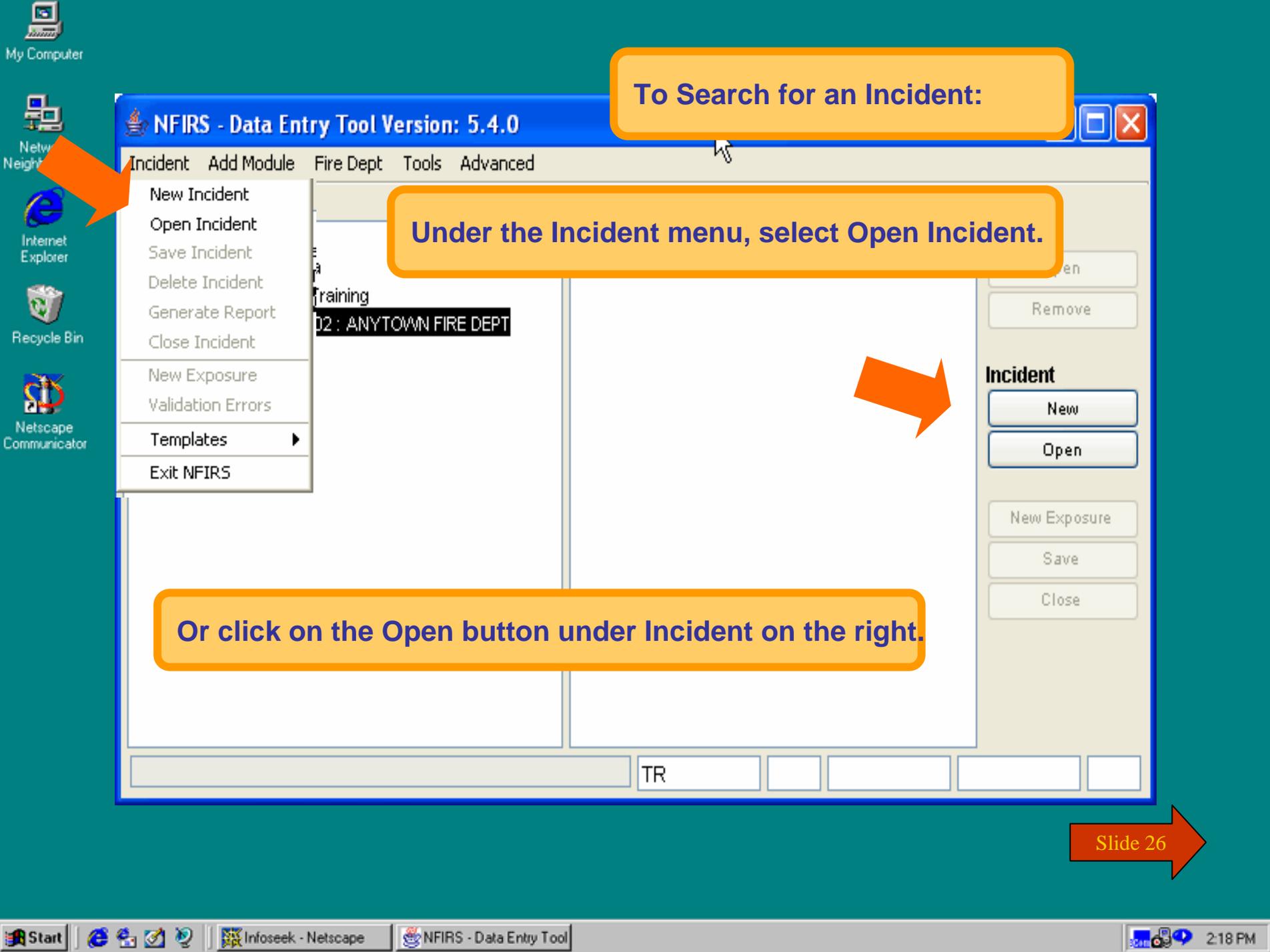
The incident will close.



To Search for an Incident:

Under the Incident menu, select Open Incident.

Or click on the Open button under Incident on the right.





Incident Search : ANYTOWN FIRE DEPT

FDID	State	Date	Incident #	Exp	Status	Street or High	City
------	-------	------	------------	-----	--------	----------------	------

To search for incidents, click on Search.

For a more detailed search, fill in under "Key Search Criteria," Incident #, Exposure #, Status (Valid or Invalid), Incident type, Incident date range and/or Property Use.

Or you can fill in the fields under "Address Search Criteria".

Key Search Criteria

Incident Number	Exposure Number	Validity	Incident Type
<input type="text"/>	<input type="text"/>	<input type="text" value="Valid"/>	<input type="text"/>
FD State	Incident From Date	Incident To Date	Property Use
<input type="text" value="TR"/>	<input type="text" value="01/16/2006"/>	<input type="text" value="01/16/2006"/>	<input type="text"/>

Address Search Criteria

Address Type		Census Tract			
<input type="text"/>					
Number/Mile	St. Prefix	St.	Street Type	St. Suffix	
<input type="text"/>	<input type="text" value="St."/>	<input type="text"/>	<input type="text" value="St."/>	<input type="text" value="St."/>	
or Suite	City	State	Zip		
<input type="text"/>	<input type="text"/>	<input type="text" value="St."/>	<input type="text"/>		

Click on Search.



Slide 27

Incident Search : ANYTOWN FIRE DEPT

FDID	State	Date	Incident #	Exp	Status	Street or High...	City
78902	TR	01/16/2006	0000001	0	V	Main	Anytown
78902	TR	01/16/2006	0000542	0	I	Oak	Antown

Incident # 1 and # 542 are listed.

V status means Valid.

NOTE: (I) status means the incident is invalid. Invalid incidents can be saved and edited at a later date.

Key Search Criteria

Incident Number: Exp:

FD State:

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 :2



NFIRS - Data Entry Tool Version: 5.4.0

Incident Add Module Fire Dept Tools Advanced

- New Incident
- Open Incident
- Save Incident
- Delete Incident
- Generate Report
- Close Incident
- New Exposure
- Validation Errors
- Templates
- Exit NFIRS

● No Incident Selected

Module

Open

Remove

Incident

New

Open

Exposure

Save

Close

TR



To exit the NFIRS Data Entry Tool, select Exit NFIRS from the Incident menu.





NFIRS - Data Entry Tool Version: 5.4.0

Incident Add Module Fire Dept Tools Advanced

Groups

- [-] NFIRS - NFDC
 - [-] Training Area
 - [-] Tutorial Training
 - 78902 : ANYTOWN FIRE DEPT

No Incident Selected

Module

Open

Remove

Incident

New

Open

New Exposure

Save

Close

TR

Decision

Exit NFIRS Data Entry Tool?

Yes No Cancel



Click Yes to Exit NFIRS Data Entry Tool.





My Computer



Network
Neighborhood



Internet
Explorer



Recycle Bin



Netscape
Communicator

You have just completed Chapter 2: Getting Started

To view this Chapter again,
click on the **Begin** button.
To end this Tutorial, click on **End**.

Begin

End

Start



Infoseek - Netscape

NFIRS - Data Entry Tool



2:18 PM