

## National Fire Incident Reporting System (NFIRS)

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### Pre-Class Checklist

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Use this checklist to find out as much as you can about the class you will be training, as a sort of “mini needs assessment” for this particular class group. The information you gather using this checklist will help you assemble the most effective course modules into a customized presentation that fits the needs and limitations of the class.

- Who will be attending the class?
  - Firefighters
  - Clerical personnel
  - Management/administrative personnel
  - Technical/system administration personnel
- How many students are expected to attend? \_\_\_\_\_
- What functions will they be performing using NFIRS 5.0?
  - Data entry
  - Data validation, individual incidents
  - Data validation, batches of incidents
  - Creation and transfer of transaction files
  - Data validation and importation of transaction files
  - Report generation
  - System administration
  - System configuration
- Where is the training being conducted?

**NOTE:** Refer to the Training Room Setup Checklist in the Tools section of the Toolkit for additional questions relating to classroom setup, if applicable.

- In a training facility in the same building as the students' normal work location.
- In a training facility in a building away from the students' normal work location.
- In a meeting room in the same building as the students' normal work location.
- In a meeting room in a building away from the students' normal work location.
- In a common area or other location in the same building as the students' normal work location.
- How much time is allotted for the delivery of the training? \_\_\_\_\_
- Are the students dedicated to training for this time period or are they “on call” for their regular duties?



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- Students are dedicated to training for the scheduled time period.
- Students are oncall in the firehouse.
- Students are oncall via beepers in a location other than the firehouse.
- What type of classroom space is available for the class?
  - Training room with computers for instructor and students.
  - Training room without computers for students.
  - Meeting room with chairs and tables for students and instructor.
  - Other type of room: \_\_\_\_\_
- What computer skills and knowledge do the students possess? (Mark all that apply. Indicate percentages of students who fit into each category if possible.)
  - Have never used a computer.
  - Have used a computer on the job for word processing.
  - Have used a computer on the job for a variety of office-related tasks.
  - Have used a computer with a DOS operating system.
  - Have used a computer with a Windows operating system.
  - Have used a computer at home for games.
  - Have used a computer at home for word processing, email, and similar activities.
  - Have used a computer to surf the Internet.
  - Other: \_\_\_\_\_

