

National Fire Incident Reporting System (NFIRS)

Pre-Class Checklist

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?



National Fire Incident Reporting System (NFIRS)

- 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: _____

