

NFIRS 5.0 GUIDE

**HONOLULU FIRE DEPARTMENT
FIRE COMMUNICATION CENTER**

A GUIDE FOR COMPLETING THE NFIRS 5.0

(1/19/01)

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INSTRUCTIONS USING THIS GUIDE

To assist in completing the NFIRS 5.0 the information fields have been divided into three sections as listed below. Under each field heading will be a list of the sub-fields. These sub-fields will contain a short explanation and examples to clarify what information is requested.

MANDATORY FIELDS: These are fields that must be filled out before the report can be completed. (Red in color)

PRIORITY FIELDS: These are fields that should be filled out to maintain accurate and complete reports. (May be Yellow in color)

SECONDARY FIELDS: These fields contain information of lower priority and may be filled out if the information is available. If field is not specifically identified as either a Mandatory or Priority Field consider it a Secondary Field.

Certain “Rules of Thumb” apply to the selection of the available codes:

- 1) In general, use the lowest numbered series that applies to the incident. So if you have to choose between a 100 Series (fire) and a 300 Series (Rescue and EMS) select the 100 Series as the Incident Type.
- 2) All codes are organized with numbers ending in “0” through “8.” Codes ending in “0” represent the other or miscellaneous codes. First, try to find a specific code ending in a number before using the “0” code.

BASIC / RESPONSE

The screenshot displays the '0001573-000 Incident Form' in the FireRMS 5.0 application. The 'BASIC / RESPONSE' tab is active, showing various incident details. The 'Response' sub-tab is selected, revealing fields for Alarm Time, Arrival Time, Controlled Time, and Cleared Time. The Incident Type is set to '100 - Fire, other', and 'Priority Response' is checked. The 'Mutual Aid' section shows 'None' selected. The 'Actions Taken' field contains '1 - Fire'. The 'Response Time' is 0:07:48.

MANDATORY FIELDS

- Incident Type:** CADS will drop in a heading which must be changed to the three-digit code of the actual situation found at the scene. Try to avoid codes ending in a “zero,” unless you absolutely cannot find a more specific code.
- Actions Taken:** CADS will drop in a heading which must be changed to a two-digit code. Try to avoid codes ending in a “zero,” unless you absolutely cannot find a more specific code.
- Mutual Aid:** If no mutual aid is given or received check the “None” box. If aid is given or received use pull down to select the appropriate choice. Next click on the “Add” button and select a Fire Department. If aid is given, you will have to get an Incident Number from FCC for the Fire Department that we aided. This Incident Number must be seven-digits so prefix the number with the appropriate number of zeros. If we responded without a response from another Fire Department put in our seven-digit incident number in the “Incident No.” field. Pull down “HI” as the State.

Detector: Is only mandatory for Building Fires.

PRIORITY FIELDS

Incident Number: CADS will drop in number.

Exposure: Used when there is an exposure fire as a result of the original fire. After finishing the report for the original fire, save and close. Reopen original, click on the “Exposure” button, and say “Yes” to saving the original report number. A report on the exposure fire can now be completed.

Alarm Time: CADS will drop in date and time. If this information is incorrect, make appropriate change(s).

Arrival Time: CADS will drop in date and time. If this information is incorrect, make appropriate change(s).

Controlled Time: CADS will drop in date and time. If this information is incorrect, make appropriate change(s).

Cleared Time: CADS will drop in date and time. If this information is incorrect, make appropriate change(s).

Priority Response: Checked by default. This represents a lights and siren response. If you get dispatched a non-emergency, un-check this box.

EMS Provided: If you provide some type of EMS service check this box. This box will also check automatically if you insert “Incident Types” and / or “Actions Taken” that relate to providing some type of EMS service. Do not check this box unless you provide some type of EMS service.

Casualties: Only check this box if the incident had a Fire Service or Civilian Fire Casualty (someone is injured or burnt as a result of this fire)

Alarms: Number of alarms.

Shift: Automatically inserts shift on-duty on Incident date and time. The “Shift” should coincide with the Officer in Charge’s shift. When an Assistant Chief or higher is the Officer in Charge, use the “Shift” that was on duty when the incident began.

Station: Insert Station Number of administrative area where
incident occurred.

Hazardous Materials Released:
Used with Incident Type codes relating to Released
Hazardous Materials Incidents.

BASIC / LOCATION

The screenshot shows the 'NFIRS 5 Incident Form' application. The 'BASIC / LOCATION' tab is active. The 'Location (unverified)' section is expanded, showing the following fields:

- Address:** Number: 1640, Prefix: [dropdown], Street or Highway: Waialele, Type: St, Suffix: [dropdown], Apt/Suite: [dropdown]
- Cross Street:** Prefix: [dropdown], Street or Highway: [dropdown], Type: [dropdown], Suffix: [dropdown]
- City:** KALIHI VALLEY, State: HI, Zip: 00640, District: 1, Census Tract: [dropdown]
- Directions:** 1640 Waialele St
- Latitude:** 2.350630, **Longitude:** 15.863205, **Township:** [dropdown], **Dir:** [dropdown], **Range:** [dropdown], **Dir:** [dropdown], **Section:** [dropdown], **Subsection:** [dropdown], **Meridian:** [dropdown]
- Property Use:** [dropdown menu showing 'Mixed Use']
- Estimated Dollar Loss:** Property Loss: [input], Content Loss: [input]
- Estimated Pre-Incident Value:** Property Value: [input], Content Value: [input]

MANDATORY FIELDS

- Street or Highway:** CADS will drop in address. Make any corrections to address if different from location dispatched to. Use the exact name of Street or Highway, e.g. Aianui, H1, Pali, Kamehameha, etc. Do not abbreviate the street name and do not use the Hawaiian “okina” symbol.
- City:** CADS will drop in the city. If this information is incorrect, make appropriate change.
- State:** CADS will drop in the state.
- Zip:** CADS drops in an incorrect number. Must be changed to the correct zip code.
- Property Use:** Indicate the property use where the incident occurred.

PRIORITY FIELDS

Address:	Use if you have a number AND street name.
Intersection:	Use if you do not have a number and street name but have cross streets.
In Front of:	Use when an incident occurs in front of the address and you have both a number and street name.
In Rear of:	Use when an incident occurs in the rear of the address and you have both a number and street name.
Adjacent to:	Use when an incident occurs next to the address and you have both a number and street name.
Directions:	If you do not have number but have a street name insert additional directions to find incident. Remember to also insert street name in the "Direction" field. E.g. "H1 Freeway ½ mile past the Kaahumanu overpass" would be in "Directions."
Number:	Address number, e.g. 141, 98-886, etc. Insert hyphen where appropriate.
Prefix:	If applicable, e.g. "S" for South King Street.
Type:	Type of thoroughfare, e.g. St., Lane, Fwy., etc.
Suffix:	If applicable, "W" for H1 Freeway West bound.
Apt/Suite	Where applicable
District:	Number of Battalion in which incident occurred. Use adjacent spyglass for best results.
Census Tract:	Census Tract in which incident occurred. Use adjacent spyglass for best results. Must be a six digit number (include a decimal point).

SECONDARY FIELDS

Mixed Use:	If a structure has two or more property uses, or if a property has two or more structures with different property uses.
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Estimated Dollar Loss: Rough estimation of the total loss to the structure and contents, in terms of cost of replacement in like kind and quantity.

BASIC / PERSONS INVOLVED

The screenshot displays the '0025570-000 Incident Form' application. The main window title is '0025570-000 Incident Form'. The menu bar includes 'File', 'Edit', 'Routine', and 'Help'. The toolbar contains icons for saving, printing, help, and a search function. The incident number is '0025570' and the exposure is '000'. The 'PERSONS INVOLVED' sub-tab is active, showing a list of individuals on the left and a form for adding a new person on the right. The form fields include: Title (dropdown), Last Name, First Name, M.I., Suffix, Number, Prefix, Street, Type, Suffix, Apt/Suite, P.O. Box, City, State, Zip Code, Business Name, Phone, and Incident Address. There are also checkboxes for 'Owner', 'Occupant', 'EMS Patient', and 'Fire Casualty', and a dropdown for 'Other Involvement'. The taskbar at the bottom shows the Start button and several open applications: 'Inbox - Microsoft Outlook', 'NFIRS 5 Guide - Micro...', 'FireRMS 5.0 for Honol...', and '0025570-000 Incid...'. The system clock shows '8:49 AM'.

SECONDARY FIELDS

This entire sub-tab is a Secondary Field. Use whenever you wish to tie in certain individuals or entities to an Incident. Instead of putting this information in the Narrative, you can insert that information here.

This provides a basis for long-term analysis in recognizing patterns of repeated incidents involving the same individual or entity in the same or different locations over a period of time.

One or more persons or entities can be inserted here by clicking on the “Add” button each time you want to include another person or entity.

If the address of the person involved is the same as the incident, click on the Incident Address tab.

Note: By including the EMS Patient’s information here and again in the Advance EMS Tabs, the Auto-Narrative will result in a count of two patients.

RESOURCES / APPARATUS

The screenshot shows the '0001573-000 Incident Form' window. The 'RESOURCES' tab is active, and the 'Apparatus' sub-tab is selected. The form contains the following fields and options:

- Dispatch Time:** 01/19/2001 10:14:53
- Enroute Scene Time:** 01/19/2001 10:16:48
- Arrival Time:** 01/19/2001 10:21:11
- Enroute Facility:** //
- Arrived Facility:** //
- Clear Time:** 01/19/2001 11:04:49
- In-service Time:** //
- Main Use:** Suppression
- Number of People:** 3
- Actions Taken:** (Yellow bar)
- Priority Response:**
- From Quarters:**
- First Arriving Unit:**
- Cancelled Enroute:**
- Amount 1:** (Empty field)
- Amount 2:** (Empty field)
- Dispatch Type:** (Empty dropdown)
- Apparatus List:** E06 Engine, Bn1 Chief officer car, L04 Truck or aerial, E32 Engine (selected)
- Type:** 11 - Engine
- Response Time:** 0:06:18

PRIORITY FIELDS

- Apparatus:** CADS will drop in all companies that are dispatched. If this information is incorrect, make appropriate change(s).
- Dispatch Time:** CADS will drop in date and time. If this information is incorrect, make appropriate change(s).
- En route Scene Time:** CADS will drop in date and time. If this information is incorrect, make appropriate change(s).
- Arrival Time:** CADS will drop in date and time. If this information is incorrect, make appropriate change(s).
- Clear Time:** CADS will drop in date and time. If this information is incorrect, make appropriate change(s).
- In-service Time:** Not used.

- Priority Response: Checked by default. This represents a lights and siren response. If you get dispatched a non-emergency, un-check this box.
- From Quarters: Check this box if you responded from quarters.
- First Arriving Unit: Check this box for the first arriving company.
- Cancelled En route: Click this button for each company that gets returned before reaching the scene.

For multi-day incidents, insert the first date and time a particular apparatus participated at this incident and the last date and time a particular apparatus cleared the incident. Disregard all other times. FCC will account for all other “in and out” times by generating a spreadsheet that will be attached to the report.

- Main Use: Pull down and select Suppression (fire incidents), EMS (medical incidents), or Other (Rescues, Haz Mat, other incidents).

- Actions Taken: CADS will not drop in action taken. List one or more actions that each specific company took. E.g., Bn 1— Incident Command, E01—Extinguish, etc. If two or more companies operate at an incident without a Battalion Chief, one of the two companies should identify who assumed “Incident Command.”

- Number of People: Is automatically inserted from Personnel Tab. For multi-day incidents, this total should be “0.”

RESOURCES / PERSONNEL

The screenshot displays the 'NFIRS 5 Incident Form' software interface. The window title is 'NFIRS 5 Guide - Microsoft Word'. The application title bar reads '0001573-000 Incident Form'. The menu bar includes 'File', 'Edit', 'Routine', and 'Help'. The toolbar contains icons for Save, Print, Help, and a plus sign. The main form area has tabs for 'BASIC', 'RESOURCES', 'FIRE', 'NARRATIVE', and 'AUTHORIZATION'. The 'RESOURCES' tab is active, with sub-tabs for 'Apparatus', 'Personnel', and 'Summary'. The 'Personnel' sub-tab is selected. The form fields include: Incident Number (0001573), Exposure (000), Apparatus (E32 Engine), Number of People (3), Type (11 - Engine), Amount 1, Amount 2, a list of personnel names (Darr, Peterson, Farris, Jonathan, Derek, Jeffrey), Actions Taken (four empty dropdown menus), Other Info (Amount 1, Amount 2, Position: Fire Fighter 3), and buttons for Add, Delete, and Casualty. The Windows taskbar at the bottom shows the Start button and several open applications: 'Inbox - Microsoft Outlook', 'FireRMS 5.0 for Honol...', 'NFIRS 5 Guide - Micro...', and '0001573-000 Incid...'. The system clock shows 1:29 PM.

PRIORITY FIELDS

CADS will drop in this information. Make the necessary adjustments when required. This field will populate itself from the Daily Roster. If it doesn't, click on the "Add" button and insert the appropriate names. Should you need to delete an individual, highlight the name and click on the "Delete" button.

For multi-day incidents, delete all personnel. FCC will account for all personnel by generating a spreadsheet that will be attached to the report.

RESOURCES / SUMMARY

0001573-000 Incident Form

Incident Number 0001573 Change Exposure 000 New

BASIC RESOURCES FIRE NARRATIVE AUTHORIZATION

Apparatus Personnel Summary

Apparatus Summary

	Department	Mutual Aid	Total
Suppression	<input type="text"/>	<input type="text"/>	<input type="text"/>
EMS	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>

Personnel Summary

	Department	Mutual Aid	Total
Suppression	13	<input type="text"/>	<input type="text"/>
EMS	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>

Start | Inbox - Microsoft Outlook | FireRMS 5.0 for Honor... | NFIRS 5 Guide - Micro... | 0001573-000 Incid... | 1:30 PM

No input required for this sub-tab.

NARRATIVE

The screenshot shows a Microsoft Word window titled "NFIRS 5 Guide - Microsoft Word" with a sub-window titled "0025562-000 Incident Form". The interface has a menu bar (File, Edit, Routine, Help) and a toolbar with icons for Save, Print, Help, and Undo. The main area has four tabs: BASIC, RESOURCES, NARRATIVE (selected), and AUTHORIZATION. In the NARRATIVE tab, there are fields for "Incident Number" (0025562) with a "Change" button, and "Exposure" (000) with a "New" button. Below these are "Title" and "Type" dropdown menus, and "Auto" and "Spell" buttons. A large text area for the narrative is in the center. At the bottom, there are fields for "Number", "Position", and "Assignment", with a "None selected" dropdown and a "Set To Current User" button. The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Outlook, FireRMS 5.0 for Honor..., NFIRS 5 Guide - Micro..., 0025562-000 Incid...), and the system clock (12:41 PM).

PRIORITY FIELDS

Every Incident must have a Narrative. It is recommended that the Auto Narrative feature be used. To use this feature, click on the “Add” button, Title your narrative, tab off and click the “Auto” button. You can now add to or correct information contained in the narrative.

Title: Give your narrative the name of your company, e.g. E10, R1, L2, etc. On multi-day incidents, all Incident Commanders will provide a narrative specific to the actions taken on each day of the incident. Incident Commanders will include their platoon and the date of their command, e.g., BN5/1—4/15/00, BN3/2—4/16/00 etc.

Type: Select either “Incident” or “Company” depending what type of narrative you are doing. The auto-narrative feature is only available on the “Incident” narrative. All “Company” narratives will have to be written by the respective Officer. Use the “Spell” check button to edit your text. On multi-day incidents, Incident Commanders will complete a “Company” report.

Note: Every incident will have an “Incident” narrative. On “Significant Incidents” or at the discretion of the Officer-in-Charge a report may have “Company” narratives as a component of a “Company” report.

AUTHORIZATION

0001599-000 Incident Form

File Edit Routine Help

Incident Number 0001599 Change Exposure 000 New

AUTHORIZATION

Member Making Report

Number	Date	Position	Assignment
None selected	///		

Set To Current User Complete Release To Public

Officer In Charge

Number	Date	Position	Assignment
None selected	///		

Set To Current User Same as Member Making Report

Reviewer

Number	Date	Position	Assignment
None selected	///		

Set To Current User Reviewed

Microsoft

Start [10] 02:06 - CD Player FireRMS 5.0 for Honolul... Microsoft Word 0001599-000 Incide... 1:48 PM

MANDATORY FIELDS

Member Making Report:

Name of the captain or acting captain should be inserted here. Under no other circumstance should a name of an individual who is below the rank of Captain or Acting Captain be listed in this area.

On multi-day incidents or incidents that carry over to another platoon, the company that is first dispatched will be responsible for the report.

Position:

Actual position of the Member Making Report. If a FF3 is the Acting Captain, his/her Position would be FF3.

PRIORITY FIELDS

Officer in Charge:

Insert the name of the Incident Commander. Command can only be transferred at scene.

- Position:** Actual position of the Member Making Report. If a Captain is the Acting Battalion Chief, his/her Position would be Captain.
- Complete:** Check this box when report is finished. If “Company” reports are required, wait until all reports have been completed before checking this box. Checking the “Complete” box will convert this report to a “read only” status, therefore protecting it from any intended or unintended tampering. Should you require changing a completed report, contact your Battalion Chief and he/she will uncheck the “Complete” box thereby making the report available for changes.
- Released To Public:** Do not use this button. This is used for internal auditing purposes.
- Reviewed:** Respective Battalion Chiefs will examine all completed reports generated by his subordinates and check off the “Reviewed” box on all acceptable reports. Unacceptable reports will become available for revisions once the Battalion Chief removes the “Completed” check mark.

FIRE / PROPERTY & IGNITION

The screenshot displays the '0025563-000 Incident Form' in the 'FIRE' tab. The 'Property & Ignition' sub-tab is selected, showing the 'Involved' section. The 'Cause' field is highlighted in red, indicating it is a mandatory field. Other fields include 'Area of Origin', 'Heat Source', 'First Ignited Item', and 'Type of Material', all of which are also highlighted in red. The 'Factors Contributing to Ignition' section has a 'None' checkbox and a dropdown menu. The 'Structure Type' is set to '1 - Enclosed building'. The 'On-Site Materials or Products' section has a 'None' checkbox and several unchecked options: Storage/warehousing, Proc./manufact., Repair or Service, and Packaged Goods.

MANDATORY FIELDS

- Cause:** Describe why the heat source and the combustible material were able to combine to initiate the fire. This is the best determination of the Officer in Charge at the scene and may be changed later as a result of further investigation.
- Area of Origin:** Enter the written description that best describes the area of fire origin.
- Heat Source:** The heat source that ignited the “Item First Ignited” to cause the fire.
- Item First Ignited:** Enter the code and written description that best describes the item first ignited by the heat source. If fire spread was confined to the object of origin, mark the appropriate box.
- Type of Material:** The composition of the material in the item first ignited by the heat source.

Factor Contributing to Ignition:

The contributing factor that allowed the heat source and combustible material to combine to ignite the fire. Enter the appropriate code for up to two contributing factors. The primary factor should be entered first. If there were no factors contributing to ignition, mark "none."

FIRE / INVOLVED

0006058-000 Incident Form

File Edit Routine Help

Incident Number 0006058 Change Exposure 000 New

BASIC RESOURCES **FIRE** BUILDING NARRATIVE AUTHORIZATION

Property & Ignition Involved

Equipment Involved in Ignition

Type []
Portability []
Brand []
Model [] Year []
Serial No. []
Power []

Mobile Property Involved in Ignition

Ignition []
Type []
Make []
Model [] Year []
License [] State []
VIN []

Fire Suppression Factors

[]
[]
[]

Human Factors Contributing to Ignition

None Possibly Mentally Disabled
 Asleep Physically Disabled
 Alcohol/drugs Multiple Persons Involved
 Unattended Person Age [] []

PRIORITY FILEDS

Equipment Involved in Ignition:

If the incident involved any type of equipment or appliance fill all available information. Insert "None" if no equipment was involved in ignition.

Mobile Property Involved in Ignition:

If incident involved any type of mobile property (automobile, bus, etc.) fill all available information. Insert "None" if no mobile property was involved in ignition.

Human Factors Contributing to Ignition:

The human condition or situation that allowed the heat source and combustible material to combine to ignite the fire. If age was a factor, enter the estimated age of the person involved. **Especially important to tract children playing with matches or other heat sources.**

STRUCTURE/ DESCRIPTION & DAMAGE

The screenshot shows the 'STRUCTURE' tab of the '0025562-000 Incident Form'. The interface includes a menu bar (File, Edit, Routine, Help), a toolbar with icons for save, print, help, and refresh, and a header area with 'Incident Number' (0025562) and 'Exposure' (000). The 'STRUCTURE' tab is active, showing a 'Description & Damage' sub-tab. The form contains several input fields: 'Building Status' (dropdown), 'Fire Origin' (dropdown with 'Below Grade' checkbox), 'Fire Spread' (dropdown), 'Stories' (checkboxes for 'At or Above Grade' and 'Below Grade'), 'Material Contributing Most to Flame Spread' (dropdowns for 'Item' and 'Material'), 'Main Floor' (dropdown for 'Area' and text boxes for 'Length' and 'Width'), and 'Stories Damaged by Flame' (checkboxes for 'Minor', 'Significant', 'Heavy', and 'Extreme'). The Windows taskbar at the bottom shows the Start button, 'Inbox - Microsoft Outlook', 'FireRMS 5.0 for Honolulu Fire Department', 'NFIRS 5 Guide - Microsoft Word', and the current incident form, with the system clock at 12:58 PM.

MANDATORY FIELDS

- Building Status:** The status of operation in the building involved in the fire.
- Fire Spread:** The extent of fire spread in terms of how far the flame damage extended. The extent of flame damage is the area actually burned or charred and does not include the area receiving only heat, smoke, or water damage.
- Item:** The item contributing most to flame spread.
- Material:** Type of material contributing most to flame spread.
- Story of Origin:** Identifies the story where the fire originated within the building.
- Main Floor Area:** Enter the total square feet of the main floor or enter the area using length by width.

BUILDING / SYSTEMS

0001659-000 Incident Form

File Edit Routine Help

Incident Number 0001659 Change Exposure 000 New

BASIC RESOURCES FIRE BUILDING NARRATIVE AUTHORIZATION

Description & Damage Systems

Detectors

Detector Present

Type [Redacted]

Power Supply [Redacted]

Operation [Redacted]

Effectiveness [Redacted]

Failure Reason [Redacted]

Automatic Extinguishment System

System Present

Type [Redacted]

Operation [Redacted]

Number of Sprinkler Heads Operating [Redacted]

Failure Reason [Redacted]

MANDATORY FIELDS

Detector Present: If applicable, check this box which will require subsequent fields to be filled.

Type: Identifies the type of fire detection system that was present in the area of fire origin.

Power Supply: Identifies the type of power supplying the detector.

Operation: This data element identifies whether or not the detection equipment worked.

Automatic Extinguishing System Present: If applicable, check this box which will require subsequent fields to be filled.

Type: Identifies the type of fire protection system that was present in the area of fire origin.

Operation:

This data element identifies whether or not the fire protection equipment worked.

WILDLAND / CAUSE AND FACTORS

0001659-000 Incident Form

File Edit Routine Help

Incident Number 0001659 Change Exposure 000 New

BASIC RESOURCES **WILDLAND** NARRATIVE AUTHORIZATION

Cause & Factors Property & Responsible Weather & Behavior

Fire Cause

Heat Source

Factors Contributing to Ignition

Fire Suppression Factors

Mobile Property Type

Equipment Involved in Ignition

Buildings

Ignited Threatened

Human Factors Contributing to Ignition

None Possibly Mentally Disabled

Asleep Physically Disabled

Alcohol/drugs Multiple Persons Involved

Unattended Person Age

MANDATORY FIELDS

Fire Cause:

This block provides the broadest classification of ignition causes as adopted by the National Wildfire Coordinating Group.

WILDLAND / PROPERTY & RESPONSIBLE

MANDATORY FIELDS

- Area Type:** This is a general description of the area where the wildland fire occurred.
- Total Acres Burned:** This is a numerical expression of the total number of acres that were involved in the wildland fire. Enter the total number of acres burned. If less than one acre was burned, the decimal point field should be used to denote tenths of an acre. This should be the most accurate estimate of acres burned that is practical to obtain (one-acre equals 43,560 square feet).
- Type of Right of Way:** Enter the description of the type of right-of-way and the estimated horizontal distance to the point of origin from the right-of-way.

HAZ MAT

MANDATORY FIELDS

Cause of Release: The cause that best describes the reason for the release.

Factors Contributing to Release: Describe up to three significant factors that contributed to the release or threatened release of the hazardous material.

Area Affected: The amount of area or space directly affected by the hazardous material release.

Units: Enter the appropriate unit of measurement

Disposition: The best description of the final disposition of the incident by the fire department. Describes whether the fire department completed the handling of the hazardous materials incident or if it was released to another agency or to the property owner for completion.

Secondary Fields

All Fields may be filled if the applicable information is available.

HAZMAT / INVOLVED

The screenshot displays a software window titled "0049665-000 Incident Form". The menu bar includes "File", "Edit", "Routine", and "Help". Below the menu are icons for Save, Print, Help, and a Refresh/Undo icon. The main area features a tabbed interface with "BASIC", "RESOURCES", "HAZMAT", "NARRATIVE", and "AUTHORIZATION" tabs. The "HAZMAT" tab is active, and within it, the "Involved" sub-tab is selected. The "Involved" sub-tab contains two main sections: "Equipment Involved in Release" and "Mobile Property Involved in Release".

At the top right, the "Incident Number" is 0049665 with a "Change" button, and "Exposure" is 000 with a "New" button.

Equipment Involved in Release		Mobile Property Involved in Release	
Type	<input type="text"/>	Type	<input type="text"/>
Brand	<input type="text"/>	Make	<input type="text"/>
Model	<input type="text"/>	Model	<input type="text"/>
	Year <input type="text"/>	Year	<input type="text"/>
Serial No.	<input type="text"/>	License	<input type="text"/>
		State	<input type="text"/>
		DOT	<input type="text"/>

Secondary Fields

All Fields should be filled if the applicable information is available.

HAZMAT / IDENTIFICATION

0049665-000 Incident Form

File Edit Routine Help

Incident Number 0049665 Change Exposure 000 New

BASIC RESOURCES **HAZMAT** NARRATIVE AUTHORIZATION

Release Involved **Identification**

Hazardous Material

Add Delete

Hazmat ID

DOT Class [Dropdown]

Chemical

UN Number [Text] CAS Registration Number [Text]

Container

Type [Dropdown]

Capacity [Text] Units [Dropdown]

Release

Amount [Text] Units [Dropdown]

Physical State [Dropdown]

Released Into [Dropdown]

Secondary Fields

All Fields should be filled if the applicable information is available.

ARSON

0003013-000 Incident Form

File Edit Routine Help

Incident Number 0003013 Change Exposure 000 New

BASIC RESOURCES FIRE BUILDING HAZMAT **ARSON** NARRATIVE AUTHORIZATION

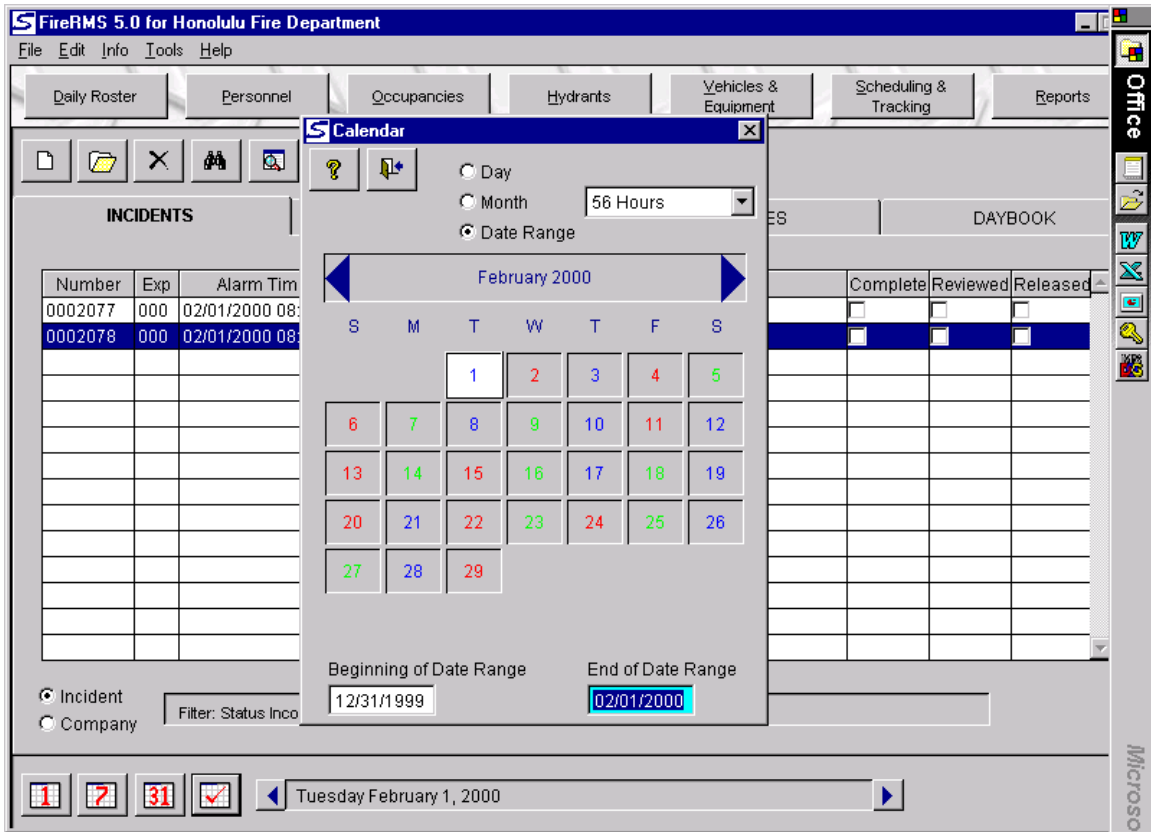
Investigation Juvenile Firesetter Referred To

Case Status
Entry Method
Incendiary Devices
Container
Ignition
Fuel
Availability of Material First Ignited
Extent of Fire Involvement on Arrival
Suspected Motivation Factors
Property Ownership
Initial Observations
 Windows Ajar
 Doors Ajar
 Doors Locked
 Doors Unlocked
 Fire Department Forced Entry
 Forced Entry Prior to FD Arrival
 Security System Activated
 Security Present, Not Activated
Apparent Group Involvement
Lab Used
 Local ATF Other Fed
 State FBI Private None

Other Investigative Information
 Code Violations
 Structure for Sale
 Structure Vacant
 Other Crimes Involved
 Illicit Drug Activity
 Change in Insurance
 Financial Problem
 Criminal/Civil Actions Pending

DO NOT FILL THESE TABS. This module will only be filled by the Fire Investigator.

REPORT FILTERING



SETTING THE DATE RANGE

- 1) Click on the “check mark” on the bottom left corner of the desk top.
- 2) Click on Date Range on the top portion of the available window.
- 3) Set the Beginning and End Date Range on the bottom of the window. Set the “beginning date” as 1/1/2000 (start date of NFIRS 5.0) and the “end date” at today’s date.
- 4) Close window by clicking on the “x” on the top right corner of the window.

INCIDENT FILTER

INCIDENTS

Number	Exp	Alarm Time
0001304	000	01/20/2000 08:44
0001326	000	01/20/2000 15:11
0001415	000	01/22/2000 03:49
0001497	000	01/23/2000 03:11
0001709	000	01/26/2000 07:31
0001968	000	01/30/2000 14:09

Incident
 Company

Filter: Status Incomplete

Date: Friday December 31, 1999 through Tuesday February 1, 2000

Status:
 All
 Incomplete
 Completed & not Reviewed
 Reviewed

Station: ST02
Incident Type:
Mutual Aid Type:
Location contains:

OK Cancel Clear Filter

Friday December 31, 1999 through Tuesday February 1, 2000

SETTING THE FILTERS

- 1) Click on the button to the right of the “Binoculars” that is labeled “filter the list” (when you place your cursor over it).
- 2) Click on “Incomplete” to list the reports that are currently outstanding and “incomplete.”
- 3) Click on “Completed & not Reviewed” should you wish to “read” a report before it gets “reviewed.”
- 4) Pull down your Station Number. Remember, if you had responded to an alarm in another company’s area, follow up on that particular report by listing that company here.
- 5) Click “OK.”

FILTERED LIST

The screenshot shows the FireRMS 5.0 interface for the Honolulu Fire Department. The window title is "FireRMS 5.0 for Honolulu Fire Department". The menu bar includes "File", "Edit", "Info", "Tools", and "Help". There are several tabs: "Daily Roster", "Personnel", "Occupancies", "Hydrants", "Vehicles & Equipment", "Scheduling & Tracking", and "Reports". Below the tabs is a toolbar with various icons. The main area is divided into sections: "INCIDENTS" (selected), "TRAINING", "OTHER ENTRIES", and "DAYBOOK". A table displays a list of incidents with columns for Number, Exp, Alarm Time, Type, Aid, Location, Complete, Reviewed, and Released. Below the table, there are radio buttons for "Incident" (selected) and "Company", and a filter text box containing "Filter: Status Incomplete; Station ST02". At the bottom, there are page navigation icons and a date range selector set to "Friday December 31, 1999 through Tuesday February 1, 2000".

Number	Exp	Alarm Time	Type	Aid	Location	Complete	Reviewed	Released
0001304	000	01/20/2000 06:48:00	611	N	In front of 1450 Ala Moana Blvd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0001326	000	01/20/2000 15:14:00	131	N	1450 Ala Moana Blvd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0001415	000	01/22/2000 03:49:00	745	N	1440 KAPIOLANI Blvd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0001497	000	01/23/2000 03:18:00	113	N	1839 Kahakai Dr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0001709	000	01/26/2000 07:36:00	412	N	2080 Kalakaua Ave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0001968	000	01/30/2000 14:05:00	321	N	2055 Kalia Rd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FILTERED LIST

- 1) This list represents the reports that have been returned for corrections.
- 2) Look for your reports by "Alarm Time" and "Location."
- 3) Open your report to make the necessary corrections.
- 4) When done, check the "COMPLETE" box on the report.
- 5) The report will now be eligible for a second review."