NFIRS 1 - Basic Module

NFIRS 1 - Basic Module

The Basic Module is required for every type of incident to which a department responds.

When you see a star ★ the field is required.

Non-fire incidents only require the Basic Module, with additional modules an option.

A - Header Information

Contains the information that uniquely identifies the incident.

(FDID, state, incident date, number, and exposure)

Provides option to report a change, deletion, or no activity.

A - Header Information

FDID - A unique five-character identifier assigned by the State to identify a particular fire department within the State.

Incident Number - The incident number is a unique number assigned by the fire department for each incident. Should be all numeric.

A - Header Information

Exposure – If the incident is not a fire, the exposure should always be 000.

Exposure - An incident may have multiple fire exposures - the exposure number indicates how many there were for a given fire.

000 is for the original fire

001 would mean one exposure - a separate report is completed for each exposure associated with an incident.

A - Header Information

Delete/Change/No Activity - **These boxes indicate whether previously provided information is to be changed or deleted or to report that no activity occurred during a reporting period.**

When filling out the Basic Module for a new incident, leave the Delete/Change/No Activity boxes blank.

A - Header Information

No Activity - **When you don't have any incidents for a month, create a No Activity report.**

Complete the header information using the last day of the month for the Date, Incident Number 0000000, Exposure Number 000 and check the No Activity box.

B - Location

Identifies specific location of the incident.

Checkbox used to indicate whether Wildland Module and an "Alternate Location" is provided.

Accepts GIS Compatible Format.

B - Location

Form fields shown:
- B — Location Type ☆
  - Street address
  - Intersection
  - In front of
  - Rear of
  - Adjacent to
  - Directions
  - U.S. National Grid

Check this box to indicate that the address for this incident is provided on the Wildland Fire Module in Section B, "Alternative Location Specification." Use only for wildland fires.

Number/Milepost | Prefix | Street or Highway — Street Type — Suffix
Apt./Suite/Room | City — State — ZIP Code
Cross Street, Directions or National Grid, as applicable
Census Tract

Location - Vicinity information (in front of, rear of, adjacent to) can help to define the exact location.

Location - If the Wildland Module is used in lieu of the Fire Module, you can check the box Alternate Location Specification and fill out section B of the Wildland Module instead of the Location Type in the Basic Module.

C - Incident Type

Incident Type ☆

C Incident Type
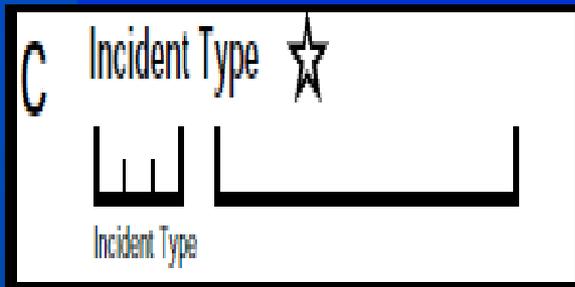
Incident Type

**Identifies the single most significant situation found.**

Fire takes precedence over all other incident types (if multiple situations exist at the same incident).

The incident type may not always be what you are called out to but what you find when you arrive. The type of incident helps determine additional modules required.

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D - Aid Given or Received
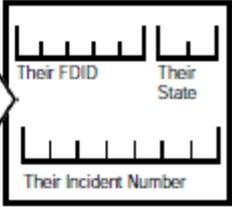
This section is intended to link data records between giving and receiving departments.

When aid is given, complete the section that includes the receiving department's FDID number, state, and their incident number, if available.

Selecting 5-Other aid given, means that you responded to an incident outside of your jurisdiction that does not have a Fire Department. You are responsible for completing all applicable modules.

D - Aid Given or Received

Receiving Department - Complete the Basic Module and all other applicable modules.

Aid Given Department - Complete the Basic Module to indicate what your department did at the incident.

Complete a Fire Service Casualty Module for any of your own department members that were injured or killed at the incident.

E$_1$ - Dates & Times

Collects date and time of alarm, arrival, controlled, and last unit cleared.

Hours and minutes are recorded in 24 hour time.
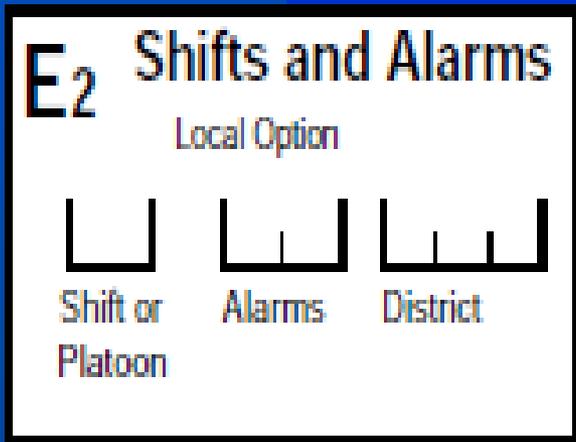
Midnight is 0000.

E₁ - Dates & Times

Arrival Time is required unless **Incident Type** is cancelled en-route.

**Controlled Time** is optional unless it is a Wildland Fire.

Last Unit Cleared is required except for Wildland Fires.

E$_2$ - Shift and Alarms

E$_2$ Shifts and Alarms
Local Option

Shift or Platoon   Alarms   District

Local Option - Identifies the on-duty shift or platoon; the number of alarms transmitted for the incident; and the district number

E₃ – Special Studies

E₃
Special Studies
Local Option

Special Study ID#   Special Study Value
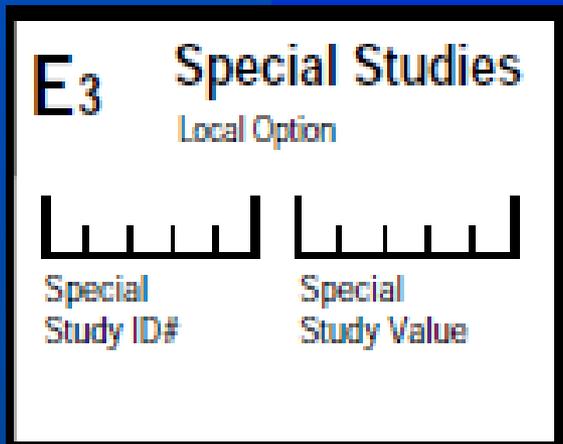
Local Option - Temporary data elements that can be used for collection of information that is of special interest for a defined period.
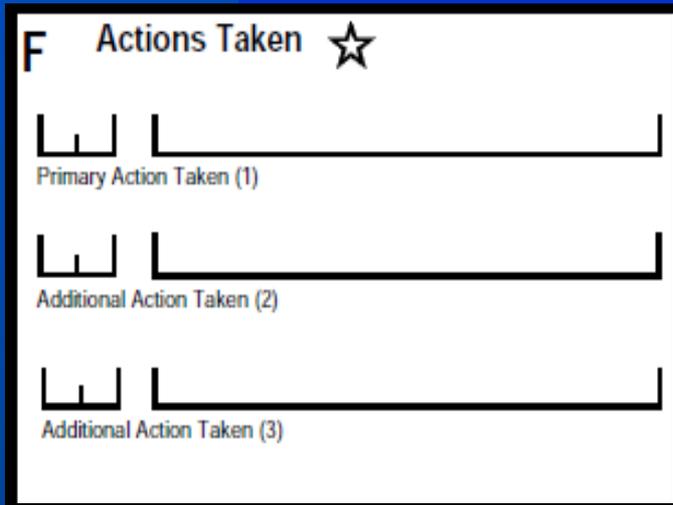
F - Actions Taken

Actions Taken ☆

F

Primary Action Taken (1)

Additional Action Taken (2)

Additional Action Taken (3)

Records the three most significant actions performed on the incident scene by responding personnel.

F - Actions Taken

Actions Taken

F

⊔⊔	⊔____
Primary Action Taken (1)	
⊔⊔	⊔____
Additional Action Taken (2)	
⊔⊔	⊔____
Additional Action Taken (3)	

The action taken for an incident type of 'canceled enroute' should be '93 Canceled enroute

G$_1$ – Resources

Collects the total number of personnel and apparatus, by type that responded to the incident.

This information will be automatically calculated if using the apparatus or personnel module in an automated system.

G$_1$ – Resources

Check the top box and skip this block if an Apparatus or Personnel Module is included.

Check the bottom box only if you received aid from another department and included them in the counts.

G₂ - Dollar Losses & Values

Estimated Dollar Losses and Values

G₂

LOSSES: Required for all fires if known. Optional for non-fires.

None

Property $ ☐

Contents $ ☐

PRE-INCIDENT VALUE: Optional

Property $ ☐

Contents $ ☐

Provides an estimate of the total dollar loss and the pre-incident value of the property and contents.

This is required for all fires if known and optional for non-fires.

H₁ - Casualties

Identifies the number of deaths or injuries as a result of the incident.

The Civilian category includes citizens and non-fire-service emergency responders injured or killed only as a result of fire.

H$_1$ - Casualties

Fire Service casualties should include fire and non-fire incidents.

In mutual aid situations, receiving departments account for the civilian casualties and only Fire Service casualties from their department.

Aid given departments account for their own Fire Service casualties.

H$_2$ - Detector

H$_2$ **Detector**

Required for confined fires.

1 ☐ Detector alerted occupants
2 ☐ Detector did not alert them
U ☐ Unknown

Identifies the presence of detectors at the time of the incident and whether they alerted the occupants.

Required for all confined fires.

H₃ - Hazardous Materials Release

H₃ Hazardous Materials Release ☐**None**

1 ☐ **Natural gas:** slow leak, no evacuation or HazMat actions
2 ☐ **Propane gas:** <21-lb tank (as in home BBQ grill)
3 ☐ **Gasoline:** vehicle fuel tank or portable container
4 ☐ **Kerosene:** fuel burning equipment or portable storage
5 ☐ **Diesel fuel/fuel oil:** vehicle fuel tank or portable storage
6 ☐ **Household solvents:** home/office spill, cleanup only
7 ☐ **Motor oil:** from engine or portable container
8 ☐ **Paint:** from paint cans totaling <55 gallons
0 ☐ **Other:** special HazMat actions required or spill > 55 gal
(Please complete the HazMat form.)

Documents the occurrence of a hazardous materials release at the incident.

Complete whenever hazardous materials are involved – regardless of the incident type.

If spill is greater then 55 gallons, please fill out the HazMat module.

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I - Mixed Use Property

	Mixed Use Property	☐ Not mixed
10	☐	Assembly use
20	☐	Education use
33	☐	Medical use
40	☐	Residential use
51	☐	Row of stores
53	☐	Enclosed mall
58	☐	Business & residential
59	☐	Office use
60	☐	Industrial use
63	☐	Military use
65	☐	Farm use
00	☐	Other mixed use

Captures data on the overall use of the structures on a property.

If a structure has two or more property uses, **or**

If a property has two or more structures with different uses.

J - Property Use

J   Property Use   ☆   ☐ None

Structures
- 131 ☐ Church, place of worship
- 161 ☐ Restaurant or cafeteria
- 162 ☐ Bar/Tavern or nightclub
- 213 ☐ Elementary school, kindergarten
- 215 ☐ High school, junior high
- 241 ☐ College, adult education
- 311 ☐ Nursing home
- 331 ☐ Hospital

- 341 ☐ Clinic, clinic-type infirmary
- 342 ☐ Doctor/Dentist office
- 361 ☐ Prison or jail, not juvenile
- 419 ☐ 1- or 2-family dwelling
- 429 ☐ Multifamily dwelling
- 439 ☐ Rooming/Boarding house
- 449 ☐ Commercial hotel or motel
- 459 ☐ Residential, board and care
- 464 ☐ Dormitory/Barracks
- 519 ☐ Food and beverage sales

- 539 ☐ Household goods, sales, repairs
- 571 ☐ Gas or service station
- 579 ☐ Motor vehicle/boat sales/repairs
- 599 ☐ Business office
- 615 ☐ Electric-generating plant
- 629 ☐ Laboratory/Science laboratory
- 700 ☐ Manufacturing plant
- 819 ☐ Livestock/Poultry storage (barn)
- 882 ☐ Non-residential parking garage
- 891 ☐ Warehouse

Outside
- 124 ☐ Playground or park
- 655 ☐ Crops or orchard
- 669 ☐ Forest (timberland)
- 807 ☐ Outdoor storage area
- 919 ☐ Dump or sanitary landfill
- 931 ☐ Open land or field

- 936 ☐ Vacant lot
- 938 ☐ Graded/Cared for plot of land
- 946 ☐ Lake, river, stream
- 951 ☐ Railroad right-of-way
- 960 ☐ Other street
- 961 ☐ Highway/Divided highway
- 962 ☐ Residential street/driveway

- 981 ☐ Construction site
- 984 ☐ Industrial plant yard

Look up and enter a Property Use code and description only if you have NOT checked a Property Use box.

⇨ Property Use   ⌞⌞⌞⌟ Code

Property Use Description

NFIRS–1 Revision 01/01/05

The specific use of the property where the incident occurred. Additional codes available.

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K₁ - Person/Entity Involved

Collects the name and contact information for persons or entities (businesses, companies) involved in the incident or related to the property.

K₁ - Person/Entity Involved

If more than one person is involved, check the box on the bottom and fill out the Supplemental Forms (NFIRS-1S) as necessary.

K$_2$ - Owner

Collects the name and contact information for the person or entity that owns the property where the incident occurred.

K$_2$ - Owner

If the person/entity involved and the owner are the same, check the **Same as Person Involved** box and it is not necessary to complete the rest of the fields.

L - Remarks

Provides for a narrative description of the incident. Can serve to provide additional details and incident documentation for future reference.

Includes an instructional box intended to provide guidance for what modules need to be completed based on the Incident Type used.

Additional Modules

Depending on your type of incident, additional modules may need to be filled out.
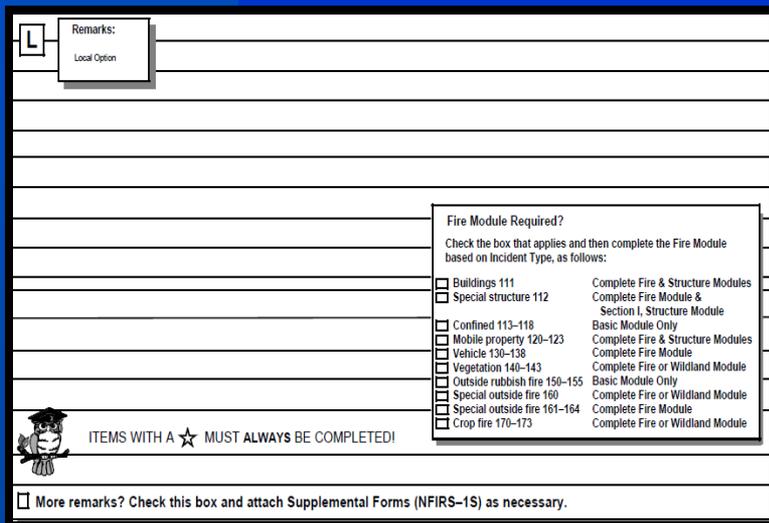
Fire Module Required?

Check the box that applies and then complete the Fire Module based on Incident Type, as follows:

☐ Buildings 111 — Complete Fire & Structure Modules
☐ Special structure 112 — Complete Fire Module & Section I, Structure Module

☐ Confined 113–118 — Basic Module Only
☐ Mobile property 120–123 — Complete Fire & Structure Modules
☐ Vehicle 130–138 — Complete Fire Module
☐ Vegetation 140–143 — Complete Fire or Wildland Module
☐ Outside rubbish fire 150–155 — Basic Module Only
☐ Special outside fire 160 — Complete Fire or Wildland Module
☐ Special outside fire 161–164 — Complete Fire Module
☐ Crop fire 170–173 — Complete Fire or Wildland Module

M - Authorization

Collects the name and identifying information for the Officer in Charge of the incident and the member completing the incident report.

A box can be marked if the Officer in Charge is the same as the person making the report.