

Providing Mutual Aid

These directions only apply when you are providing mutual aid to another fire department and both departments work the scene. If both conditions are not met complete a report as if no aid was involved and do not use these directions. If you respond to a call for another department but only you make the scene, Aid Given should be 5-Other Aid and complete as if no aid was given. Aiding an ambulance service or police does not count as Mutual Aid for NFIRS.

There is no special incident type for Mutual Aid. Use the Incident Type of the call as if you were not aiding, e.g. 111-Building Fire or 143-Grass Fire.

Module Information

Mandatory:	Basic
Mandatory if Occurs:	Fire Service Casualty
Optional:	Apparatus/Personnel
Not Allowed:	Fire Structure Fire Wildland Fire Civilian Fire Casualty Arson EMS Hazmat

Basic Module:

- Enter the location of the call along with dates and times. Remember there is no 2400 hour in a day.
- Enter the Incident Type according to the type of call you are working.
- Complete the Mutual Aid block. Check the box for Automatic Aid Given or Mutual Aid Given. Try to obtain the FDID and Incident Number from the department you are aiding.
- Enter Actions Taken that apply to your call such as 11-Extinguish or 74-Provide Apparatus.
- Capture the Resources on the Basic Module or use the Apparatus/Personnel Module for more detail.
- Record Casualties as None if nobody from your department was injured or killed. If there was a Fire Service Casualty you will need to complete the Fire Service Casualty module. If the Fire Service casualty is from a different department you do not report it.
- You do not enter any Civilian Casualties even if they occur. The department “owning” the call enters that information. Report as “0” or None in the Casualty block.
- Add any remarks, making sure to include any uncommon factors about the incident.
- Record the Incident Commander and the person completing the report.

Apparatus/Personnel Module (optional):

Completing Apparatus/Personnel modules capture more detailed information about the resources that responded. It is optional to complete but can aid in tracking which people were on what calls. Not only can you show how long a resource was on the call but what actions were taken by that resource.



Canceled En-Route

Incident Type

611-Canceled En-Route

It does not matter what type of call you were first paged for. If you are canceled prior to making the scene only use 611.

You can program Plus-1 codes such as 611-1 Canceled En-Route Fire Call if you have third-party software. This is not available for Federal Client Tool users currently.

Module Information

Mandatory:	Basic
Mandatory if Occurs:	Fire Service Casualty
Optional:	Apparatus/Personnel
Not Allowed:	Fire Structure Fire Wildland Fire Civilian Fire Casualty Arson EMS Hazmat

Basic Module:

- Enter the location of the call, even though you did not arrive. Remember there is no 2400 hour in a day.
- Enter the Incident Type as 611-Canceled En-Route. Since you did not make a scene you can only report None or Other Aid in the Mutual Aid block. Do not use the Automatic Aid Given or Mutual Aid Given codes.
- Enter the dates and times for block E1. Do not check the boxes next to Arrival Date or Controlled Date. Leave Arrival and Controlled Times blank. Your Cleared Time would be when you received notification of cancellation.
- Enter Actions Taken as 93-Canceled En-Route only. Do not use any other actions.
- Capture the Resources on the Basic Module or use the Apparatus/Personnel Module for more detail.
- Record Casualties as none if nobody was injured or killed. If there was a Fire Service Casualty you will need to complete the Fire Service Casualty module. Do not enter any Civilian Casualties.
- Add any remarks, making sure to include any uncommon factors about the incident.
- Record the Incident Commander and the person completing the report.

Apparatus/Personnel Module (optional):

Completing Apparatus/Personnel modules capture more detailed information about the resources that responded. It is optional to complete but can aid in tracking which people were on what calls. Not only can you show how long a resource was on the call but what actions were taken by that resource.

If you complete an Apparatus/Personnel module for Canceled En-Route calls do not enter an Arrival Date/Time. Use the Actions Taken of 93-Canceled En-Route for each apparatus you enter.



False Calls

False Alarm should not be used for alarms that worked properly, with proper stimuli such as burned food. For more, see "Choosing Incident Types."

Incident Types

Malicious/Mischievous False Alarms: 711-715
Bomb Scare: 721
False Alarm from Malfunction: 731-736
Unintentional Activation/Transmission: 741-746
Biological Hazard False Report: 751

Module Information

Mandatory: Basic
Mandatory if Occurs: Fire Service Casualty
Optional: Apparatus/Personnel
Not Allowed: Fire
Structure Fire
Wildland Fire
Civilian Fire Casualty
Arson
Hazmat
EMS

Basic Module (mandatory):

- Enter the location of the call, dates and times. Remember there is no 2400 hour in a day.
- Enter the applicable incident type and complete the Mutual Aid field. If only your department made the scene or you were assisting a non-FD entity report None.
- Enter Actions Taken such as 86-Investigate, 63-Restore Fire Alarm System, 64-Shut Down System, etc.
- Capture the Resources on the Basic Module or use the Apparatus/Personnel Module for more detail.
- If there was a Fire Service Casualty from your department you will need to complete the Fire Service Casualty module. Do not enter any Civilian Casualties.
- Record the Property Use type to reflect where the call was: 419-House, 580-General Retail, 162-Bar, etc. If the property has multiple uses of the same structure, complete the Mixed-Use field.
- Capture any information about the person(s) on scene and the owner, if different. Note: you should record this information, including the alarm company, somewhere and it is easier to collect it all in one area.
- Add any remarks, making sure to include any uncommon factors about the incident. If the false alarm was malicious and the phone number from the caller is available it's a good idea to record that.
- Record the Incident Commander and the person completing the report.

Apparatus/Personnel Module (optional):

Completing Apparatus/Personnel modules capture more detailed information about the resources that responded. It is optional to complete but can aid in tracking which people were on what calls. Not only can you show how long a resource was on the call but what actions were taken by that resource.



No Incident Found or Wrong Address

If you arrive at a location and find no emergency (including no evidence of a false system alarm) use these directions. Also included are calls where you are dispatched to the wrong address.

Incident Types

621-Wrong Location

622-No Incident Found at Dispatched Address

661-EMS Patient Left Prior to Arrival

Module Information

Mandatory:	Basic
Mandatory if Occurs:	Fire Service Casualty
Optional:	Apparatus/Personnel
Not Allowed:	Fire Structure Fire Wildland Fire Civilian Fire Casualty Arson Hazmat EMS

Basic Module (mandatory):

- Enter the location of the call, dates and times. Remember there is no 2400 hour in a day.
- Enter the applicable Incident Type and complete the Mutual Aid field. If only your department made the scene or you were assisting a non-FD entity report "None".
- Enter Actions Taken as 86-Investigate.
- Capture the Resources on the Basic Module or use the Apparatus/Personnel Module for more detail.
- If there was a Fire Service Casualty from your department, complete the Fire Service Casualty module. Do not enter any Civilian Casualties.
- Record the Property Use type to reflect where the call was: 419-House, 580-General Retail, 162-Bar, etc. If the property has multiple uses of the same structure, complete the Mixed-Use field.
- Add any remarks, making sure to include any uncommon factors about the incident, including the caller and original reason for dispatch for future reference.
- Record the Incident Commander and the person completing the report.

Apparatus/Personnel Module (optional):

Completing Apparatus/Personnel modules capture more detailed information about the resources that responded. It can aid in tracking which people were on the call. Not only can you show how long a resource was on the call but what actions were taken by that resource.



Assisting an EMS Crew

Incident Type

311-Medical Assist, Assist EMS Crew

The difference between Assisting an EMS Crew and running an EMS call (321-324) is patient care. If your department is not providing patient care that is an Assist, including lift assists.

Module Information

Mandatory:	Basic
Mandatory if Occurs:	Fire Service Casualty
Optional:	EMS Apparatus/Personnel
Not Allowed:	Fire Structure Fire Wildland Fire Civilian Fire Casualty Arson Hazmat

Basic Module (mandatory):

- Enter the location of the call, dates and times. Remember there is no 2400 hour in a day.
- Enter the Incident Type as 311-Medical Assist and complete the mutual aid block. If you are assisting another fire department and both make the scene report Aid Given. If you are assisting an independent EMS company not affiliated with a fire department report "None".
- Enter Actions Taken such as 73-Provide Manpower.
- Capture the Resources on the Basic Module or use the Apparatus/Personnel Module for more detail.
- If there was a Fire Service Casualty from your department you will need to complete the Fire Service Casualty module. Do not enter any Civilian Casualties as this is not a Fire-related call.
- Record the Property Use type to reflect where the patient was: 419-House, 965-Parking Lot, etc.
- Add any remarks, making sure to include any uncommon factors about the incident.
- Record the Incident Commander and the person completing the report.

EMS Module (optional):

The EMS module is not required but you may complete it if desired.

Apparatus/Personnel Module (optional):

Completing Apparatus/Personnel modules capture more detailed information about the resources that responded. It is optional to complete but can aid in tracking which people were on what calls. Not only can you show how long a resource was on the call but what actions were taken by that resource.



EMS Call (excludes accidents)

Incident Type

321-EMS Call, excluding vehicle accidents

NFIRS does not base EMS upon who transported. If your department provided patient care directly, you will want to document that. If the patient left prior to arrival use 661-EMS Patient Left.

Module Information

Mandatory:	Basic
Mandatory if Occurs:	Fire Service Casualty
Optional:	EMS Apparatus/Personnel
Not Allowed:	Fire Structure Fire Wildland Fire Civilian Fire Casualty Arson Hazmat

Basic Module (mandatory):

- Enter the location of the call, dates and times. Remember there is no 2400 hour in a day.
- Enter the Incident Type as 321-EMS Call and complete the mutual aid block. Only report Mutual Aid if two fire departments are involved and both make the scene; otherwise report "None". See "Providing Mutual Aid" for more info.
- Enter Actions Taken such as 31-Provide First Aid, 32-Provide BLS, 33-Provide ALS.
- Capture the Resources on the Basic Module or use the Apparatus/Personnel Module for more detail.
- If there was a Fire Service Casualty from your department you will need to complete the Fire Service Casualty module. Do not enter any Civilian Casualties as this is not a Fire-related call.
- Record the Property Use type to reflect where the patient was: 419-House, 965-Parking Lot, etc.
- Add any remarks, making sure to include any uncommon factors about the incident.
- Record the Incident Commander and the person completing the report.

EMS Module (optional):

If you do not complete a Patient Care Report it is a good idea to complete the NFIRS EMS module so you have the record. Many software packages merge the EMS and NFIRS report as you are completing it so you may not have an option and must complete the fields.

Apparatus/Personnel Module (optional):

Completing Apparatus/Personnel modules capture more detailed information about the resources that responded. It can aid in tracking which people were on what calls. Not only can you show how long a resource was on the call but what actions were taken by that resource.



Vehicle Accidents

Incident Type

322-Vehicle Accident with Injuries
323-Vehicle vs Pedestrian
324- Vehicle Accident with no Injuries

If the vehicle catches on fire use the directions for vehicle fires instead. For general cleanup, use 463-Vehicle Accident, General Cleanup.

Module Information

Mandatory:	Basic
Mandatory if Occurs:	Fire Service Casualty
Optional:	EMS Apparatus/Personnel
Not Allowed:	Fire Structure Fire Wildland Fire Civilian Fire Casualty Arson Hazmat

Basic Module (mandatory):

- Enter the location of the call, dates and times. Remember there is no 2400 hour in a day.
- Enter the Incident Type and complete the mutual aid block. If you assist or are assisted by another fire department and both make the scene, report Aid Given. If you assist an independent EMS company not affiliated with a fire department report "None".
- Enter Actions Taken such as 32-Provide BLS, 23-Extrication, 75-Provide Equipment, etc.
- Capture the Resources on the Basic Module or use the Apparatus/Personnel Module for more detail.
- If there was a Fire Service Casualty from your department you will need to complete the Fire Service Casualty module. Do not enter any Civilian Casualties, as this is not a Fire-related call.
- Record the Property Use type to reflect where the patient was: 961-Highway, 962-Residential Street, 965-Parking Lot, etc.
- Add any remarks, making sure to include any uncommon factors about the incident.
- Record the Incident Commander and the person completing the report.

EMS Module (optional):

The EMS module is not required but you may complete it if desired.

Apparatus/Personnel Module (optional):

Completing Apparatus/Personnel modules capture more detailed information about the resources that responded. It is optional to complete but can aid in tracking which people were on what calls. Not only can you show how long a resource was on the call but what actions were taken by that resource.





Vehicle Fires

If the fire is a result of an accident you would still use one of the below incident types.

Incident Types (all Fire):

- 131-Passenger Vehicle
- 132-Road Freight/Transport
- 133-Rail Vehicle
- 134-Water Vehicle
- 135-Aircraft Vehicle
- 136-Motor Home/RV (moving, not stationary)
- 137-Camper/RV, Towed
- 138-Off-road/Heavy Equipment

Module Information

- Mandatory: Basic Fire
- Mandatory if Occurs: Civilian Fire or Fire Service Casualty
- Optional: EMS HazMat Apparatus/Personnel Arson
- Not Allowed: Structure Fire Wildland Fire

Basic Module:

- Enter the location of the call. Enter the dates and times. Remember there is no 2400 hour in a day.
- Enter the Incident Type and complete the Mutual Aid section. Only report Mutual Aid if two fire departments are involved and both make the scene. See "Providing Mutual Aid" for more info.
- Enter Actions Taken. Examples include 11-Extinguished and 23-Extricate
- Capture the Resources on the Basic Module or use the Apparatus/Personnel Module for more detail.
- If applicable, enter the Estimated Dollar Losses and Values. Kelly Blue Book is a good source for pre-incident.
- Record any Casualties (Civilian or Fire Service) as a number in block H1. Check "None" if nobody was injured or killed. If there were injuries or deaths, a Civilian Fire Casualty and/or a Fire Service Casualty Module is required for each person. Only report Fire Service Casualties for members of your department.
- Enter the applicable Property Use like 961-Highway, 962-Residential Street/Driveway, and 963-Commerical Rd.
- Record any people involved in the fire and the owner, if different. Note: you will need to have this information recorded somewhere. It is easier to have all the information in one report instead of scattered.
- Add any remarks, making sure to include any uncommon factors about the incident.
- Record the Incident Commander and the person completing the report.

Fire Module:

- Complete Block B describing the number of residential units (apartments), buildings, and acres involved.
- Block C would only be completed if significant amount of commercial, industrial, energy, or agriculture products/materials were on-site.
- Complete Block D Ignition to the best of your abilities regarding Origin, Heat Source, Item First Ignited, and Type of Material First Ignited. Add more information later to the report when specifics become available.
- Complete Block E to the best of your abilities regarding Cause of Ignition, Factors Contributing, and Human Factors Contributing to Ignition. Add more information later to the report when specifics become available.
- Complete the Mobile Property section. If the correct Make cannot be found, use the chassis manufacturer.
- Enter any suppression factors if present.

EMS Module (optional):

The EMS module is not required but you may complete it if desired if you would like to record any patients.



Brush Pile Fires

Use these directions for brush piles that are handled by your department. Brush piles can consist of trees, grass, weeds, etc. If the pile catches pasture or structures on fire, those would be reported as Exposure reports.

Incident Type:
151-Outside Rubbish, Trash, Waste Fire

Module Information

Mandatory:	Basic Fire
Mandatory if Occurs:	Civilian Fire or Fire Service Casualty
Optional:	EMS HazMat Apparatus/Personnel Arson
Not Allowed:	Structure Fire Wildland Fire

Basic Module:

- Enter the address, being as detailed as possible.
- Enter the dates and times for block E1. Remember there is no 2400 hour in a day.
- Enter the Incident Type as 151 and complete the Mutual Aid section. Only report Mutual Aid if two fire departments are involved and both make the scene. See "Providing Mutual Aid" for more info.
- Enter Actions Taken. Examples include 11-Extinguished, 87-Investigate, Fire Out on Arrival.
- Capture the Resources on the Basic Module or use the Apparatus/Personnel Module for more detail.
- As the burned property was trash anyway, check "None" for values.
- Record any Casualties (Civilian or Fire Service) as a number in block H1. Check "None" if nobody was injured or killed. If there were injuries or deaths, a Civilian Fire Casualty and/or a Fire Service Casualty Module is required for each person. Only report Fire Service Casualties for members of your department.
- Enter the applicable Property Use like 931-Open Land/Grassland or 938-Yard.
- Record any people involved in the fire and the owner, if different. Note: you will need to have this information recorded somewhere. It is easier to have all the information in one report instead of scattered.
- Add any remarks, making sure to include any uncommon factors about the incident.
- Record the Incident Commander and the person completing the report.

Fire Module:

- Complete Block B describing the number of residential units (apartments), buildings, and acres involved.
- Block C would only be completed if significant amount of commercial, industrial, energy, or agriculture products/materials were on-site.
- Complete Block D Ignition to the best of your abilities regarding Origin, Heat Source, Item First Ignited, and Type of Material First Ignited. Add more information later to the report when specifics become available.
- Complete Block E to the best of your abilities regarding Cause of Ignition, Factors Contributing, and Human Factors Contributing to Ignition. Add more information later to the report when specifics become available.
- Enter F Equipment Involved in Ignition if equipment was involved. If Equipment was involved you will need to complete the equipment Power Source and Portability. If mobile property was involved enter it. You may only have Equipment or Mobile property, not both. If it was agriculture related-use the Equipment section.
- Enter any suppression factors if present.





Grass/Vegetation Fires

Regardless of ignition, a fire that is out of control would be reported under one of the below Incident Types, even if it started as controlled. If the vegetation fire spreads to a structure you will need to add an Exposure report detailing the structure fire information.

Incident Types

Forest, brush, grass:

- 141-Forest, Woods, Wildland Fire
- 142-Brush, Brush-Grass Mixture Fire
- 143-Grass Fire

Crops:

- 171-Cultivated Grain, Crop Fire
- 172-Cultivated Orchard, Vineyard Fire
- 173-Cultivated Trees, Nursery Stock Fire

Module Information

- Mandatory: Basic Fire **or** Wildland Fire
- Mandatory if Occurs: Civilian Fire or Fire Service Casualty
- Optional: EMS HazMat Apparatus/Personnel Arson
- Not Allowed: Structure Fire

Basic Module:

- If you can pinpoint the longitude and latitude, enter that information in the Wildland Fire Module instead of using the address/directions of the Basic Module.
- Enter the dates and times for the call, the appropriate Incident Type, and complete the Mutual Aid block.
- Enter Actions Taken such as 11-Extinguished, 87-Investigate, Fire Out on Arrival, 13-Establish Fire Lines, etc.
- Capture the Resources on the Basic Module or use the Apparatus/Personnel Module for more detail.
- Damage to vegetation does not usually count for NFIRS as value, but assigning value does not hurt the system.
- Record any Casualties (Civilian or Fire Service) as a number in block H1. Check None if nobody was injured or killed. If there were injuries or deaths, a Civilian Fire Casualty and/or a Fire Service Casualty Module is required for each person.
- Enter the applicable Property Use, i.e. 931-Open Land, 655-Crops/Orchard, or even 938-yard (graded/cared land).
- Record any people involved in the fire and the owner, if different. Note: you will need to have this information recorded somewhere. It is easier to have all the information in one report instead of scattered.
- Add any remarks, making sure to include any uncommon factors about the incident.
- Record the Incident Commander and the person completing the report.

Wildland Fire Module (This Module is much easier to use than the Fire Module):

- If you can pinpoint the longitude and latitude, enter that information in the Wildland Fire Module instead of using the address/directions of the Basic Module. www.maps.google.com can help you pinpoint Lat/Long.
- Use Block C Area Type to define the landscape where the fire occurred.
 - To estimate acres burned, there is an online tool available for free found here: <https://www.daftlogic.com/projects-google-maps-area-calculator-tool.htm>
- Complete Blocks D, E, F, and G to the best of your abilities. Suppression Factors are circumstances that impede containment such as wind. Equipment Involved in Ignition has more Agriculture-related information than Mobile Property, e.g. Combine, Hay Processing Equipment, etc.
- H-Weather Information is not required but helps Forestry studies.
- It is important to capture Number of Buildings Ignited and also Number of Buildings Threatened. Buildings Threatened explains the impact you had in saving property. Also include Total Acres Burned.
- Report up to 3 types of Crops
- If a person was involved, state Gender, Age, and Activity.
- Type of Right-of-Way is completed for fires starting within 99ft of rights-of-way





Cooking Fires Damaging the Building

Incident Type

- 111-Building Fire
- 121-Fire in Mobile Home used as Fixed Residence
- 122-Fire in Motor Home/RV as Fixed Location
- 123-Fire in Portable Building as Fixed Location

Skip to page 2 if the cooking fire was contained to a non-combustible container.

Module Information

Mandatory:	Basic Fire Structure Fire
Mandatory if Occurs:	Civilian Fire or Fire Service Casualty
Optional:	EMS HazMat Apparatus/Personnel Arson
Not Allowed:	Wildland Fire

Basic Module:

- Enter specific address for the building, dates and times for the call and complete the Mutual Aid block.
- Choose the best Incident Type from the above list.
- Enter Actions Taken such as 11-Extinguished, 87-Investigate, Fire Out on Arrival, etc.
- Capture the Resources on the Basic Module or use the Apparatus/Personnel Module for more detail.
- If available, enter the Estimated Dollar Losses and Values. Use a county appraiser website to help determine. This information is not generally used by insurance companies, who will make their own determinations. Pre and post-values can show the impact your department made in saving property.
- Record any Casualties (Civilian or Fire Service) as a number in block H1. Check None if nobody was injured or killed. If there were injuries or deaths, a Civilian Fire Casualty and/or a Fire Service Casualty Module is required for each person.
- Full Detector information will be captured in the Structure Fire module so H2 is optional.
- Enter the applicable Property Use like 419-1 or 2 Family Dwelling or 429-Multifamily Dwelling.
- Record any people involved in the fire and the owner, if different. Note: you will need to have this information recorded somewhere. It is easier to have all the information in one report instead of scattered.
- Add any remarks, making sure to include any uncommon factors about the incident.
- Record the Incident Commander and the person completing the report.

Fire Module:

- Complete Block B describing the number of residential units (apartments), buildings, and acres involved.
- Block C would only be completed if significant amount of commercial, industrial, energy, or agriculture products/materials were on-site. It is not usually necessary for home fires.
- Complete Block D Ignition to the best of your abilities regarding Origin, Heat Source, Item First Ignited, and Type of Material First Ignited. Add more information later to the report when specifics become available.
- Complete Block E to the best of your abilities regarding Cause of Ignition, Factors Contributing, and Human Factors Contributing to Ignition. Add more information later to the report when specifics become available.
- Enter F Equipment Involved in Ignition specific to the cooking fire such as 637-Toaster, 646-Range, etc.
- Complete G Fire Suppression Factors if circumstances at the fire affected mitigation such as guard bars, specific construction, etc

Structure Fire Module:

- If the cooking fire occurred inside an enclosed building or mobile structure (mobile home), complete the Block I information regarding Building Status, Height, and Main Floor Size. The appraiser's website is often a good reference with blue prints and size information listed.
- Complete Block J for Fire Origin, Spread, and Stories Damaged by Flame.
- Use Block K to describe materials that contributed most to flame spread.
- Check for smoke detectors and complete block L regarding the presence, type, power supply, operation, effectiveness, and reasons for failure of the detectors.
- Block M would capture information regarding sprinkler/automatic extinguishment systems. Hood suppression units would qualify for automatic extinguishment systems in this case.

Cooking Fires without damage to the building

Incident Type 113-Cooking Fire

Fires contained to the contents of a non-combustible cooking vessel without fire extension beyond the vessel. Microwaves are not considered “non-combustible” because they are not supposed to catch on fire. Use 111-Building Fire in that case.

Module Information

Mandatory:	Basic
Mandatory if Occurs:	Civilian Fire or Fire Service Casualty
Optional:	Fire Structure Fire EMS HazMat Apparatus/Personnel Arson
Not Allowed:	Wildland Fire

Confined Cooking Fires

If the structure is not damaged by flame from the cooking fire, you are only required to complete the Basic module but you are encouraged to complete the Fire and Structure Fire module. The information gathered in both those additional modules will help with later data analysis, especially the Equipment Involved portion. Use the directions on Page 1 if you decide to make a complete report with the Fire and Structure Fire module.

If the fire was out prior to your arrival, a report is still required since you arrived on scene. The information below still applies but your Actions Taken would be 87-Investigate, Fire out on Arrival. The Incident Type would remain 113-Confined Cooking Fire.

Basic Module:

- Enter specific address for the building, the dates and times for the call, and complete the Mutual Aid block.
- Enter Actions Taken such as 11-Extinguished, 87-Investigate, Fire Out on Arrival, etc.
- Capture the Resources on the Basic Module or use the Apparatus/Personnel Module for more detail.
- Generally there will not be any Property Loss but there may be Contents Loss if the cooking vessel is destroyed.
- Record any Casualties (Civilian or Fire Service) as a number in block H1. Check None if nobody was injured or killed. If there were injuries or deaths, a Civilian Fire Casualty and/or a Fire Service Casualty Module is required for each person.
- Record Detector information in H2. This is especially important if there is no Structure Fire Module.
- Enter the applicable Property Use like 419-1 or 2 Family Dwelling, 429-Multifamily Dwelling, 449-Hotel/Motel, etc.
- Record any people involved in the fire and the owner, if different. Note: you will need to have this information recorded somewhere. It is easier to have all the information in one report instead of scattered.
- Add any remarks, making sure to include any uncommon factors about the incident. Without the additional modules, you are strongly encouraged to write a comprehensive narrative for the call.
- Record the Incident Commander and the person completing the report.



Building Fires



Module Information

Mandatory:	Basic Fire Structure Fire
Mandatory if Occurs:	Civilian Fire and/or Fire Service Casualty
Optional:	EMS HazMat Apparatus/Personnel Arson
Not Allowed:	Wildland Fire

These directions detail reporting non-Arson Building Fires that start in/on the building and are not exposures from vegetation fires.

Incident Types

Fire:

- 111-Building
- 112-Non-Building Structure (bridges, fences)
- 123-Mobile Home Residence
- 122-Motor Home/Camper Fixed Residence
- 123-Fixed Portable Building

Basic Module:

- Enter specific address for the building, dates, and times, and complete the Mutual Aid block.
- Enter Actions Taken such as 11-Extinguished, 87-Investigate, Fire Out on Arrival, etc.
- Capture the Resources on the Basic Module or use the Apparatus/Personnel Module for more detail.
- If available, enter the Estimated Dollar Losses and Values. Use a county appraiser website to help determine. This information is not generally used by insurance companies, who will make their own determinations. Pre-and post-values can show the impact your department made in saving property.
- Record any Casualties (Civilian or Fire Service) as a number in block H1. Check None if nobody was injured or killed. If there were injuries or deaths, a Civilian Fire Casualty and/or a Fire Service Casualty Module is required for each person.
- Full Detector information will be captured in the Structure Fire module, making H2 optional.
- Enter the applicable Property Use like 419-1 or 2 Family Dwelling, 429-Multifamily Dwelling, 559-Fireworks Store.
- Record any people involved in the fire and the owner, if different. Note: you will need to have this information recorded somewhere. It is easier to have all the information in one report instead of scattered.
- Add any remarks, making sure to include any uncommon factors about the incident.
- Record the Incident Commander and the person completing the report.

Fire Module:

- Complete Block B describing the number of residential units (apartments), buildings, and acres involved.
- Block C would only be completed if significant amount of commercial, industrial, energy, or agriculture products/materials were on-site. Generally, house fires do not need On-Site materials completed.
- Complete Block D noting the appropriate Heat Source. Item First Ignited will be what was set on fire first. Area of Fire Origin details where the fire started in/on the structure such as 72-Balcony, 76-Exterior Wall, 77-Roof, etc.
- Cause of Ignition could be Intentional or Unintentional. Factors Contributing to Ignition could range from 11-Abandoned materials, 12-Heat Source too close, 10-Misuse, 50-Operational Deficiency, to 61-High Wind. Use most appropriate.
- Enter any Human Factors Contributing to Ignition such as Alcohol or Age. If Age was a factor list, the age of person.
- Equipment Involved would be None. Mobile Property Involved would be None unless a car was in the garage and burned. The car would be considered contents. In those cases mark "Not Involved in Ignition, but burned" in the field. You do not need an exposure report.

Structure Fire Module:

- Complete the Structure Type and Building Status. Enter the Block I information regarding Height, and Main Floor Size. The appraiser's website is often a good reference with blue prints and size information listed.
- Complete Block J for Fire Origin, Fire Spread, and Stories Damaged by Flame.
- Use Block K to describe materials that contributed most to flame spread if different from the Item First Ignited in the Fire Module. Examples include 97-Oily Rags, 14-Floor Covering (carpet), 21-Sofa, etc. If this code is less than 70 enter the Type of Material Contributing Most to Flame Spread to provide more detailed information about the item(s).
- Check for smoke detectors and complete block L regarding the presence, type, power supply, operation, effectiveness, and reasons for failure of the detectors.
- Block M would capture information regarding sprinkler/automatic extinguishment systems.