



CAIRS

California All Incident Reporting System



California Department of Forestry & Fire Protection

Username:

Password:

Forget your password?
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California All-Incident Reporting System (CAIRS)

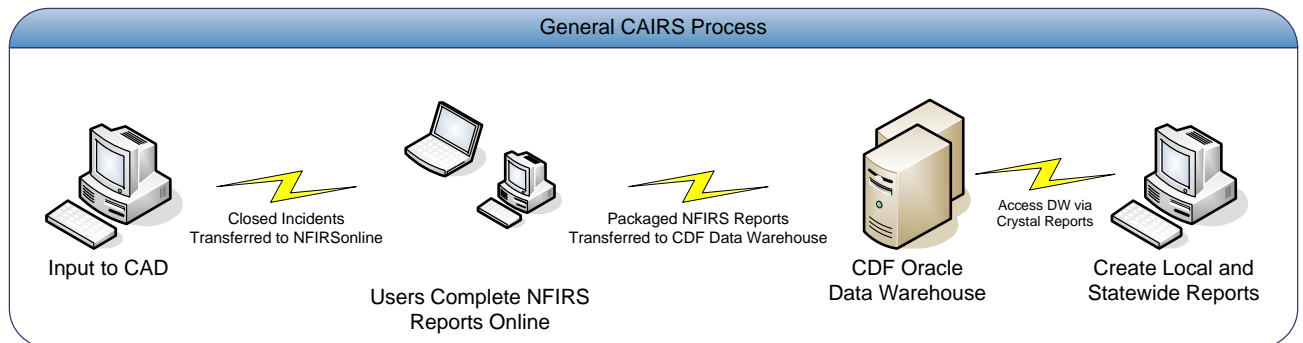
Introduction to Self-Paced Training

CAIRS is being implemented by CDF to complete After Action Reporting in a tool that streamlines the process and that ensures the information is maintained in a format compliant with State and Federal reporting standards.

Advantage of CAIRS:

- Web-based
- Pre-populated with CAD data
- Drop down menus to code the report
- Save modules as you go...
- Two modules Personnel and Apparatus will not be used in CAIRS – the statusing feature in CAD will capture this (so no longer required in after actions reports)
- Validated information as you go and at end of process
- Access CAIRS from any computer

The Basic Data Collection Process:



CAIRS program covers operations at SFM, CDF IT and data collection at CDF Fire Protection. Storage collection and transfer to USFA. These materials describe what is expected at the station level.

A web portal will be provided so that Crystal Reporting will have access to CAIRS and CAD data warehouses.

Who will use this tool?

CAIRS data will be used by firefighters, paramedics, chief officers, data entry staff, people doing analysis, and HQ staff. Reports will be developed for Unit, Regions, the Legislature, US Fire Administration and others.

How often will I use it?

Daily!

Incident traffic ranges across the state from a call every few days to dozens of calls every day. CDF's policy states that After Action Reporting must be completed within seven days of the incident. The recommended practice is to enter after action reports on the same day the incident occurs. Due to scheduling and workload variations, a seven day requirement has been established.

What do I need to know?

- **CAD** training is not necessary, but an understanding of how and what CAD processes will prove helpful.
- **NFIRSONline** training is necessary and very, very straightforward.
- **Incident Coding** - Learning how to code incidents is the most important part of After Action Reporting.
- **Crystal Reports** training will be necessary for personnel who will compile reports for their Units.

This self-paced training module provides information on navigating through the web-based (NFIRSONline) portion of the CAIRS system.

For details about CAD see your Unit CAD Administrator.

For details about Incident Coding refer to your NFIRS Quick Reference and Complete Reference Guides.

For details about Crystal reporting, talk with Suzanne Deem or your Unit CAIRS Contact.

Data Entry Notes

- Garbage in garbage out – make sure you enter a “good” report.
- Policy stipulates 7-day; for completion daily is better.
- Be as specific and detailed as you can.
- EARS did not let us collect detailed information, but CAIRS will allow us to collect detailed and accurate information.
- Statistics are needed to support the funding decisions.
- 2005 Red Book: 27% undetermined or miscellaneous causes! That is 1/3 of our fires!! A goal of 5% is a more acceptable percentage.
- Your educated guess is much, much better than “other” or “undetermined”. If there is no option that best fits the field and the “other” option is the only

option, then a description of “other” is **required** in the remarks field whenever “other” is used.

- CAIRS will not capture personnel and apparatus; CAD will capture this information.
- Be sure to wait for each module to load before moving on.

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Accessing NFIRSONline

NFIRSONline is a browser based NFIRS 5.x compliant reporting tool. When using the system there are drop-down list boxes with predefined choices to simplify and standardize data entry. Users should keep in mind to only click once on selections. You should not double-click anywhere in the NFIRSONline system.

Users need a username and password to access the system. Your username is used to display a list of fire departments for which you have access to record incidents.

Incidents are created from the CAD system and will be pre-populated to CAIRS with basic information. Exercises using representative incident data will be used to gain familiarity with the rest of the system.

To login to NFIRSONline -

1. Go to www.cdf.nfirsonline.com

This will display the login screen:



California Department of Forestry & Fire Protection

Username:

Password:

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Figure 1. - Login Screen

2. Enter your Username and Password in the appropriate fields

Note: Usernames are in the format of First MI Last/CDF (Linda S. Smith/CDF)
Passwords are case sensitive
Contact your Unit Administrator for information on the Username and password.

3. Click on the Sign In button

Passwords

The first time you login you will be asked to change your password and receive a screen similar to the following:



CAIRS

California All Incident Reporting System

Change Password



Your admin has required a password change before logging in. Please choose a new password.

Please enter your password information.

Old Password:

New Password:

Confirm Password:

You will also receive a screen similar to this, 30 days from the last time you changed your password. You have an additional 30 day grace period to change it for a total of 60 days before you are locked out of the system. You cannot use a password that you have used in the last 24 months. All passwords must be at least 8 characters long and contain 3 of 4 character types: uppercase characters, lowercase characters, numbers, and special characters which are:

!@#\$\$%^&*()-= +[]\{}|;':",./<>?`~. A space is a special character

Some of the easiest passwords to remember that meet the above requirements are phrases such as: "CAIRS System1". This is more than eight characters, contains an uppercase, lowercase, number and a special character-the space character.

4. Change your password by filling in the form
5. Click on Submit

If your password does not meet these conditions you will receive a message on the above screen:

"Your password is not strong enough. Please enter more characters or more varied characters."

This will display an Entry Screen similar to the following:



Figure 2. - Entry Screen

The Entry Screen is specific to your login id. Clicking on the radio button in front of the fire department will open a new window and display a list of the draft incidents for your selection.

To open a draft incident -.

- 6. Click on the incident number. Because CAIRS was created by a vendor, the terms used in the program do not exactly match the terms used by CDF. Example: "Incident Number" – CDF policy refers to the Incident Number as the state ID (CA), plus the Unit ID (AEU) and the numeric number of that particular call. In CAIRS, each element is recorded separately. The Incident number refers only to the numeric portion of the entire CDF number (CA-RRU-12345).**

This will open the incident and display the Incident menu as seen below:

NFIRSonline		Messages			
FDID	State	Incident Date	Station	Incident No	Exposure
03006	CA	03/21/2006	AEU	0004490	0

Incident Status: **Draft** Delete this Document

Summary	Location <input type="checkbox"/> Check this box if the address for this incident is provided on the Wildland Fire Module.
Location	Location Type * <input type="text" value="Select Type"/>
Incident Type	Number/Milepost <input type="text" value="00022580"/>
Actions Taken	Apt./Suite/Room <input type="text"/>
Person/Entities	Street Prefix <input type="text" value="Select Prefix"/>
Remarks	Street or Highway <input type="text" value="ROCKY"/>
Authorization	Street Type <input type="text" value="Lane"/>
Fire Module	Suffix <input type="text" value="Select Suffix"/>
Casualties	City * <input type="text" value="PIONEER"/>
Audit Trail	State * <input type="text" value="California"/>
Package	ZipCode * <input type="text"/>
Print Incident	
Exposures	
Return To Main	
Help	

Cross Street, Directions or National Grid as applicable

Need Help? Press the F1 Key for context help.

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Figure 3. - Main Menu

To access the Main menu –

7. Click on Return To Main

The menu items on the left will change depending on where you are in the system as well as your access level. The main menu displays a list of the incidents and their status:

- Draft – Incident has been created but not yet complete.
- Packaged – Incident has been completed and validated to NFIRS 5.x specifications.
- Submitted – Incident has been submitted.

With the proper access rights a user can edit a packaged or submitted incident. This will reset the status of the incident back to draft.

To return to the previous incident you had selected –

8. Click on your browser's Back button Back

Entering Incident Data

The majority of the incidents (probably 99%) will already be there with certain data fields completed because it was imported from your CAD system. Take a moment to review the screen. Edit the fields as may be needed. The incident header information for the

current incident will always be displayed at the top of the screen and can only be edited by an administrator. Required fields are indicated with an asterisk. The modules are displayed in the order they should be entered. As you complete one module and move to the next, the menu on the left may change depending on how you filled out the current module. For example, if you select a false alarm or cancelled in route, for the incident type the Fire Module menu item will no longer be displayed as that would not be needed for this type of incident.

Location Module

This module is the first module you should begin to fill out.

1. Select the Location Type from the drop down list

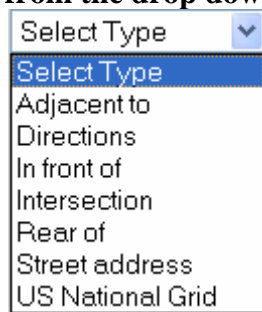


Figure 4. - Location Type

If you select Cross Street, Directions or National Grid then the field at the bottom of the screen will require the appropriate information.

Once you have finished filling out the Location Module you are ready to move to the Incident Type module.

2. Click on the Incident Type menu selection

This will display a confirmation dialog box.

3. Click on Yes

Incident Type Module

This will display the Incident Type module screen.

NFIRSonline		Messages			
FDID	State	Incident Date	Station	Incident No	Exposure
03006	CA	05/09/2006	AEU	0007334	0

Incident Status: **Draft** Delete this Document

Summary	Incident Type *	<input type="text"/>	<input type="button" value="X"/>
Location			
Incident Type			
Actions Taken	Incident Aid		
Person/Entities	Aid Given or Received *	<input type="text" value="Select"/>	<input type="button" value="v"/>
Remarks			
Authorization	Incident Dates		
Fire Module		Date	Time (00:00= Midnight)
Casualties	Alarm: *	<input type="text" value="05/09/2006"/>	<input type="text" value="07"/> : <input type="text" value="15"/>
Audit Trail		<input type="button" value="16"/> <input type="button" value="X"/>	
Package	Arrival: *	<input type="text" value="05/09/2006"/>	<input type="text" value="07"/> : <input type="text" value="25"/>
Print Incident		<input type="button" value="16"/> <input type="button" value="X"/>	
Exposures	Controlled:	<input type="text"/>	<input type="text" value="Select"/> : <input type="text" value="Select"/>
Return To Main		<input type="button" value="16"/> <input type="button" value="X"/>	
Help	Last Unit Cleared:	<input type="text" value="05/09/2006"/>	<input type="text" value="Select"/> : <input type="text" value="Select"/>
		<input type="button" value="16"/> <input type="button" value="X"/>	
	Shift or Platoon	<input type="text"/>	
	Alarms	<input type="text"/>	
	District	<input type="text"/>	

Need Help? Press the F1 Key for context help.

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Figure 5. - Incident Type Module

Take a moment to review your screen. Required fields are indicated with an asterisk. The date fields default to the date you entered when creating the incident. When filling out a module you should start from the top and work your way down the screen.

To select the incident type –

4. Click on the list box indicator for the Incident Type field

This will pop-up a dialog box for you to choose the type of incident.

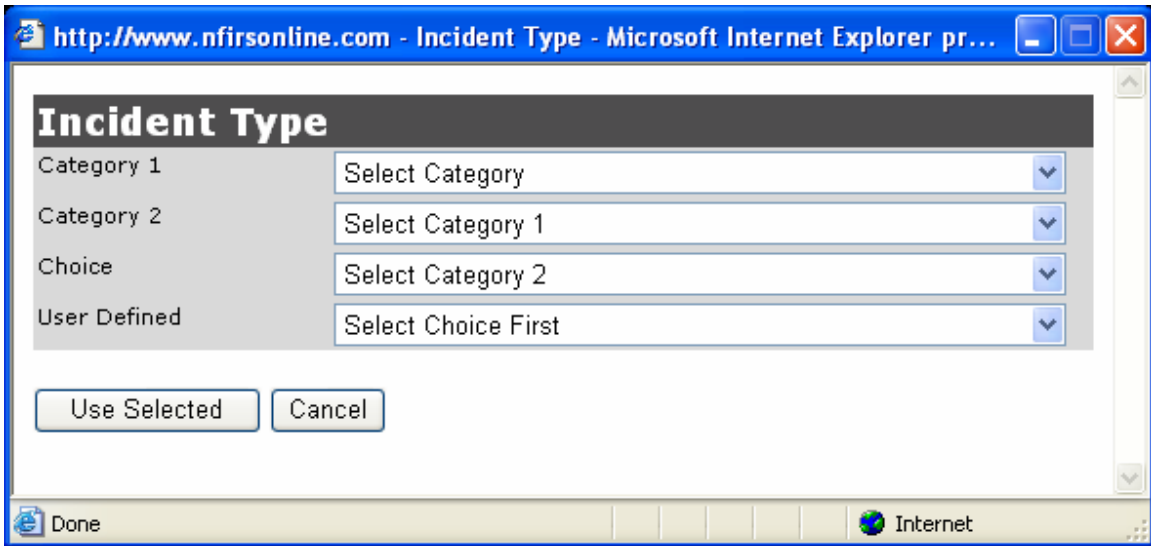


Figure 6. - Incident Type Selection

The incident type is built by category. Clicking on the list box indicator for the Category 1 field will drop down a list as seen below:

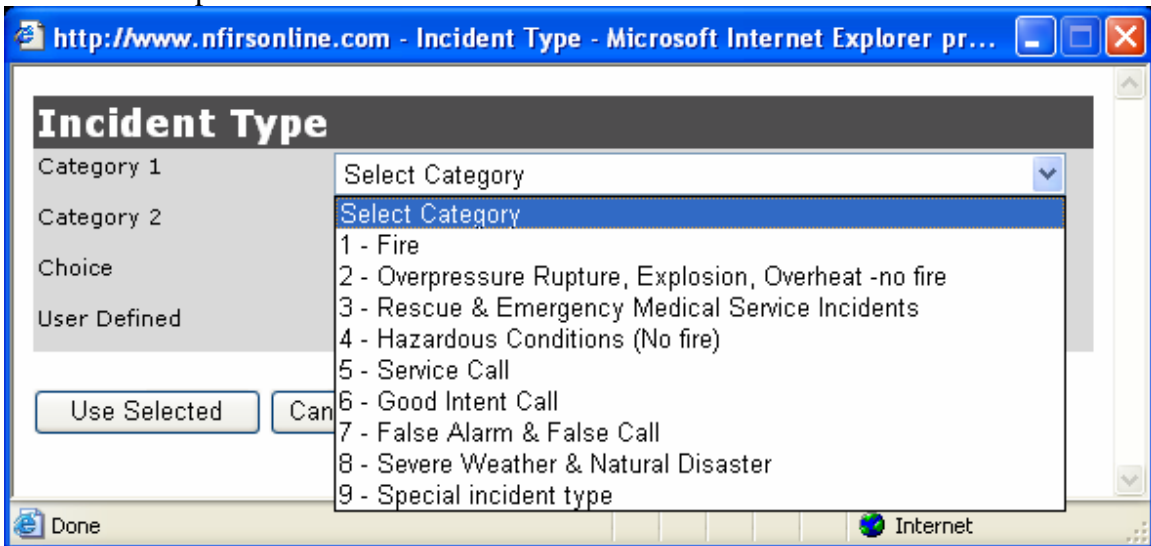


Figure 7. - Incident Type Selection

Once Category 1 is selected, click on the list box indicator next to Category 2. This will display a list of selections that apply only to the item you selected in Category 1. If you don't find your selection in Category 2, you may have to go back and select a new Category 1. Continue this process until the first three fields have been selected, then click on the "Use Selected" button to continue completing the module.

Continue filling in the rest the fields on the screen.

To save the data on the screen –

5. Select the next menu option, Actions Taken

This will prompt you with a confirmation dialog box:

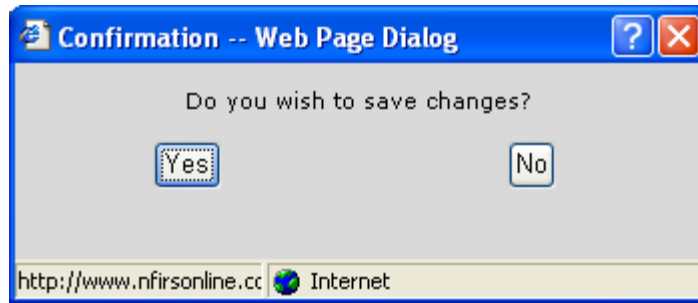


Figure 8. - Confirmation Dialog Box

6. Click on yes.

If the required data has been entered it will display the Actions Taken screen. If not you may receive a dialog box describing what data is missing before you can move to the next screen, similar to the one shown below:

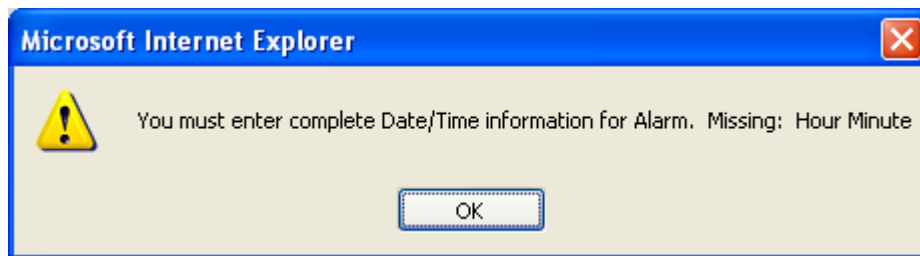


Figure 9. - Missing Information Dialog Box

Actions Taken Module

This module is used to enter the codes that represent the action that was taken for this incident. Up to three codes can be entered.

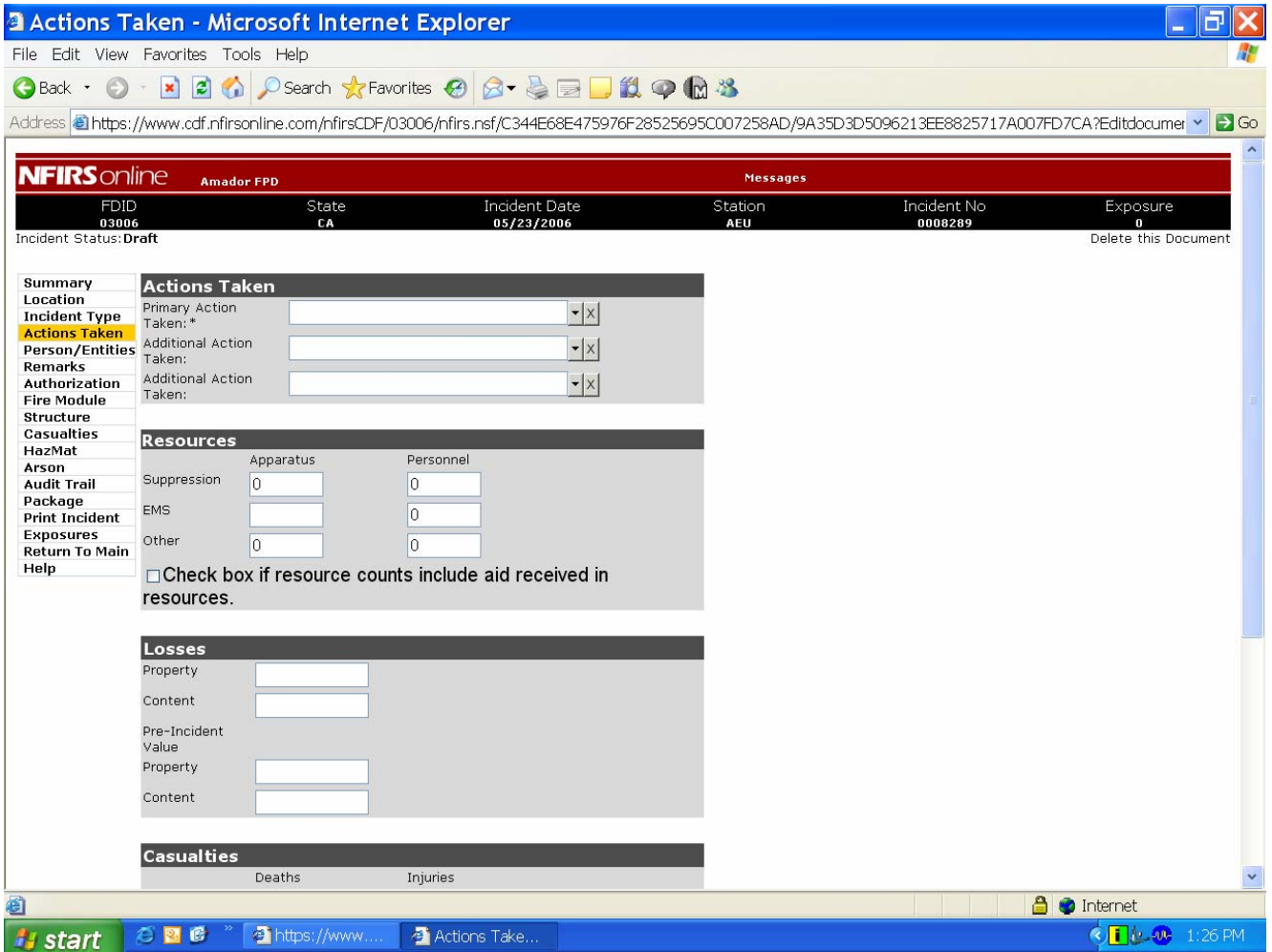


Figure 10. -Actions Taken Module

To select an Action Taken –

7. Click on the list box indicator for the Primary Action Taken field 

This will display the Actions Taken dialog box:

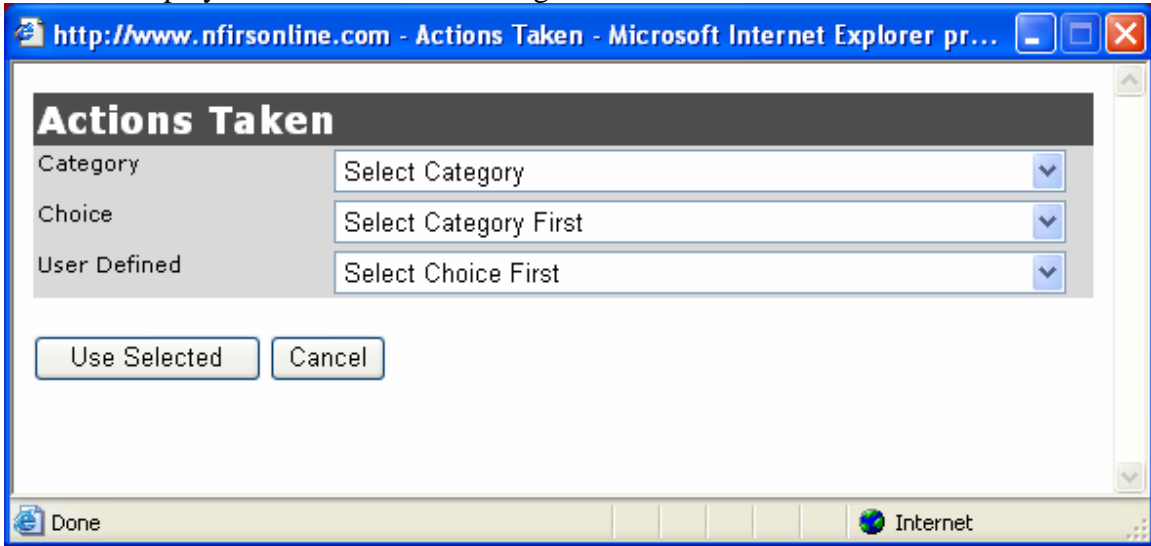


Figure 11. - Action Taken Dialog Box

The action taken is built by category. Clicking on the list box indicator for the Category field will drop down a list as seen below:

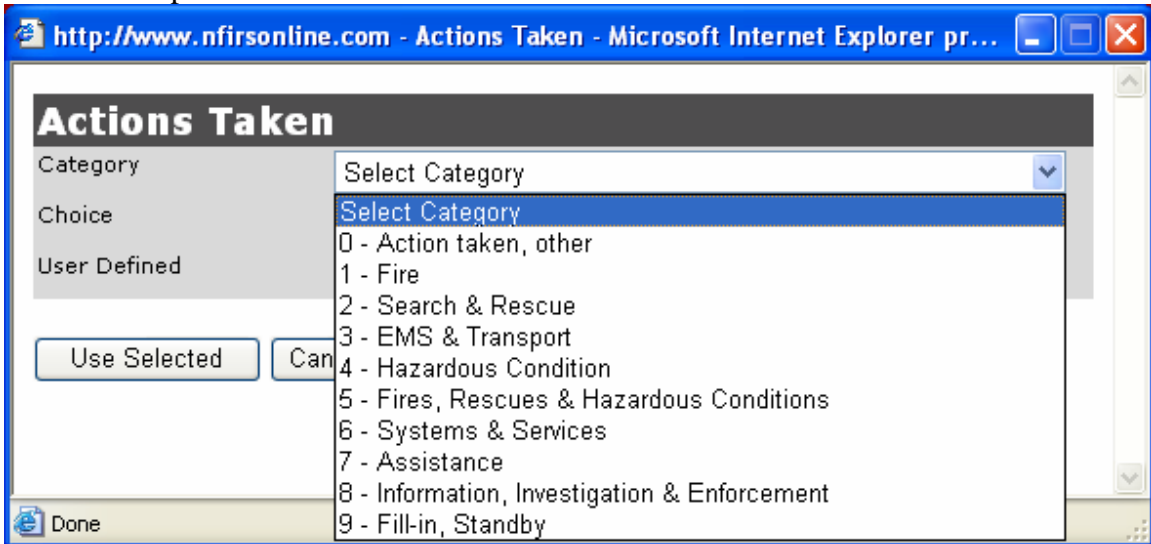


Figure 12. - Action Taken Choices

Once a Category is selected, click on the list box indicator next to Choice. This will display a list of selections that apply only to the item you selected for the Category field. If you don't find your selection in the Choice field, you may have to go back and select a new Category.

Once you have made your choices -

8. Click on the Use Selected button.

Resources

9. Enter a number for the various resources used in the appropriate box.

Losses

If the Incident Type is 1xx (Fire) then you must fill in the Losses section. Zero is a valid entry for these fields.

10. Enter the losses as well as pre-incident values.

Casualties

Record any fire or civilian casualties here.

11. Select whether a detector alerted occupants from the drop down list.

The next three fields enable you to select whether any Hazardous material were released, mixed property use and property use which is a required field.

12. From the drop down list box select a property use.

To save your input and move to the next module –

13. Click on Person/Entities

Person/Entities

The Person/Entities page is used to enter person/entities involved as well as the owner of the property involved in the incident.

To add a Person/Entity module to the incident –

14. Click the button Add Person/Entity.

FDID	State	Incident Date	Station	Incident No	Exposure
28017	NY	04/30/2004		0401908	0

Subject Number: 1

Person Check this box if same address as incident location.

Business Name (if applicable):

Name Prefix:

First Name:

MI:

Last Name:

Name Suffix:

Telephone Number:

Street Number:

Street Prefix:

Street Or Highway:

Street Suffix:

Figure 13. - Add Person/Entity

This will open a new window where you can enter the person/entity information. Once a person/entity has been added, it will appear in the list beneath the Owner & Persons/Entities Involved section in the Person/Entity category.

15. Enter the information as needed.

16. Click on Submit.

To add an Owner module to the Incident, click the button Add Owner. This will open a new window where you can enter the Owner information just like the Person/Entity screen. Once the owner has been added, it will appear in the list beneath the Owner & Persons/Entities Involved section in the Person/Entity category.

To open a person/entity or owner, click on their name. This will open that module up in a new window where you can view or edit the data.

To save your entries and move to the next module –

17. Click on Remarks

Remarks

The Remarks page is used to enter any comments that might be made concerning the incident. It is also a place to describe what happened, fire department operations, or unusual conditions encountered. A narrative description of the incident may be written in this block.

The screenshot shows the NFIRSonline interface. At the top, there is a red header with the text "NFIRSonline". Below this is a black bar containing incident details: FDID 28017, State NY, Incident Date 04/30/2004, Station, Incident No 0401908, and Exposure 0. Below the black bar, it says "Incident Status: Draft" and "Delete this Document". On the left side, there is a vertical menu with various options: Summary, Location, Incident Type, Actions Taken, Person/Entities, Remarks (highlighted in yellow), Authorization, Casualties, Resources, Arson, Audit Trail, Package, Print Incident, Exposures, Return To Main, and Help. To the right of the menu is a large text area labeled "Remarks:" with a scroll bar. Below the menu, there is a small text prompt: "Need Help? Press the F1 Key for context help." and a copyright notice: "Copyright © 2006 Compupro Consulting Services".

Figure 14. - Remarks Module

To add remarks –

18. Click in the remarks box and type your comments.

To save your input and move to the next module –

19. Click on Authorization.

Authorization

The Authorization page is used to record the officer in charge at the Incident as well as the officer filling out the report. This can be the same individual.

Authorization - Microsoft Internet Explorer provided by Comcast

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print

Address <https://www.nfirsonline.com/nfirs5/Compupro/NFIRS.nsf/Authorization?OpenForm&RecordKey=GA999992006010212345670> Go

Links Customize Links My Yahoo! Windows Windows Marketplace Yahoo! Yahoo! Bookmarks Yahoo! Mail

Search Web My Web Mail My Yahoo! Games NCAA Hoops Music

NFIRSonline

FDID	State	Incident Date	Station	Incident No	Exposure
99999	GA	01/02/2006	10	1234567	0

Incident Status: Draft

Summary | **Officer in charge** | Select Officer

Location

Incident Type | ID

Actions Taken | First Name

Person/Entities | MI

Remarks | Last Name

Authorization | Position or rank

Fire Module | Assignment

Structure | Date Signed Off 01/02/2006

Casualties

HazMat

Audit Trail

Package

Print Incident

Exposures

Return To Main

Help

Member making report | Select Member

Click if same

ID

First Name

MI

Last Name

Position or rank

Assignment

Figure 15. - Authorization Module

Officer in Charge - This section is used to record the officer in charge on scene at the Incident. You may automatically fill most fields by selecting the officer from the Fire Dept. Personnel list by clicking the Select Officer button.

Member Making Report - This section is used to record the person filling out this incident report.

20. Fill in the data as needed.

To save your entries and move to the next module –

21. Click on the Fire Module.

Fire Module

The Fire Module menu option may not be visible depending on the type of incident selected.

The Fire module is completed for incidents involving a non-contained fire or a contained fire (Incident type 113-118) with associated injuries, deaths or property loss. This module should be completed for Incident Types 111, 112, 120-123, 130-138, 140-143, 160-164, and 170-173 found on the Basic module. The optional Wildland Fire module can be used instead of the Fire Module for Incident Types 140-143, 160, 170-173.

The screenshot displays the NFIRS online Fire Module form. The browser window title is "Fire - Microsoft Internet Explorer provided by Comcast". The address bar shows the URL: <https://www.nfirsonline.com/nfirs5/Compupro/NFIRS.nsf/Fire?OpenForm&RecordKey=GA999992006010212345670>. The page header includes "NFIRSonline" and a navigation menu with options like Summary, Location, Incident Type, Actions Taken, Person/Entities, Remarks, Authorization, Fire Module (highlighted), Structure, Casualties, HazMat, Audit Trail, Package, Print Incident, Exposures, Return To Main, and Help. The form contains several sections: "Property Details" with fields for "Number of residential living units", "Number of buildings involved", and "Acres burned (outside fires)", along with checkboxes for "Not Residential", "Buildings not Involved", and "None/Less than One"; "On-Site Materials or Products" with a table for "On-Site Material" and "Material Storage Use", and a checkbox for "None (Check if No Materials Involved)"; and "Ignition" with fields for "Area of fire Origin:", "Heat Source:", "Item First Ignited:", and "Type of Material First Ignited:", along with a checkbox for "Confined to Object of Origin". The status bar at the bottom shows "Done" and "Internet".

Figure 16. - Fire Module

Notes: If checked, the None check box in the section title will collapse the section.

22. Fill out the Fire Module as may be needed.

To save your entries and move to the next module –

23. Click on Structure.

Structure

The Structure menu option may not be displayed depending on the Incident Type. The Structure module should be completed for all structure fires. A structure is an assembly of materials forming a construction for occupancy or used to serve a specific purpose. This includes, but is not limited to, buildings, open platforms, bridges, roof assemblies over open storage or process areas, tents, air-supported structures, and grandstands. The Structure Fire module is always required for incident types 111, 112 and 120-123. The Structure Fire module is never allowed for incident types 130-173. The Structure Fire module is optional for incident types 113-118.

The screenshot shows a web browser window titled "Structure Module - Microsoft Internet Explorer provided by Comcast". The address bar displays the URL: <https://www.nfirsonline.com/nfirs5/Compupro/NFIRS.nsf/Structure?OpenForm&RecordKey=GA999992006010212345670>. The browser's toolbar includes Back, Forward, Stop, Home, Search, Favorites, and Go buttons. Below the browser window, the NFIRSonline interface is visible. At the top, a header bar contains the text "NFIRSonline". Below this, a table displays incident information: FDID (99999), State (GA), Incident Date (01/02/2006), Station (10), Incident No (1234567), and Exposure (0). The incident status is "Draft". The main content area is a form titled "Structure" with a left-hand navigation menu. The menu items include Summary, Location, Incident Type, Actions Taken, Person/Entities, Remarks, Authorization, Fire Module (highlighted), Structure (highlighted), Casualties, HazMat, Audit Trail, Package, Print Incident, Exposures, Return To Main, and Help. The form fields are organized into sections: "Structure" (Structure Type * dropdown, Building Status * dropdown), "Building Height" (Do not count the ROOF as a story) (# stories at or above grade input, # stories below grade input), "Main Floor Size" (Total square feet input, OR Length in feet input, Width in feet input), "Fire Origin" (Story of fire origin* input, Below Grade checkbox, Fire Spread * dropdown), and "Number of Stories Damaged By Flame" (input field).

Figure 17. - Structure Module

Casualties

The Casualties page is used to enter Civilian, Fire Service and EMS casualties.

The screenshot displays the NFIRS online interface. At the top, a red header contains the text "NFIRS online". Below this, a black bar displays incident details: FDID 28017, State NY, Incident Date 04/30/2004, Station, Incident No 0401905, and Exposure 0. Below the black bar, the text "Incident Status: Draft" is visible. On the left, a vertical menu lists various options, with "Casualties" highlighted in yellow. To the right of the menu, a dark grey panel titled "Casualties" contains three buttons: "Add Civilian", "Add Fire Service", and "Add EMS Patient".

FDID	State	Incident Date	Station	Incident No	Exposure
28017	NY	04/30/2004		0401905	0

Incident Status: Draft

Summary	Casualties <input type="button" value="Add Civilian"/> <input type="button" value="Add Fire Service"/> <input type="button" value="Add EMS Patient"/>
Location	
Incident Type	
Actions Taken	
Person/Entities	
Remarks	
Authorization	
Fire Module	
Structure	
Casualties	
HazMat	
Audit Trail	
Package	
Print Incident	
Exposures	
Return To Main	
Help	

Need Help? Press the F1 Key for context help.

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Figure 18. - Casualties Module

Civilian

The Civilian Fire Casualty module should be completed only for fire casualties. A fire casualty is a person who is injured or killed as a result of a fire, and includes injuries or deaths from natural or accidental causes sustained while involved in the activities of fire control, attempting rescue, or escaping from the dangers of the fire. This module is only available for Fires Incidents (Incident Types 100-199).

To add a civilian casualty to the Incident –
24. Click the button "Add Civilian".

This will open a new window where you can enter the civilian information.

https://www.cdf.nfirsonline.com - Civilian...

NFIRSonline Amador FPD

FDID	State	Incident Date	Station	Incident No	Exposure
03006	CA	08/03/2006	AEU	0013500	0

Casualty No **2**

Civilian

Sex Female Male

Age Months (for Infants)

Race

Ethnicity Other Hispanic

Affiliation

Date of Injury Time of Injury (00:00= Midnight) :

Severity

Cause of Injury

Done Internet

Figure 19. - Civilian Casualties

Once a civilian casualty has been added, it will appear in the list beneath the Casualties section in the Civilian category. This category does not exist until at least one civilian casualty has been created. CDF will not require a civilian's name; please list the civilian by number in the Civilian field. Example: Casualty #1, would be Civilian 1, Casualty #2, would be Civilian 2, etc.

Note: If the incident is not a fire (Incident Types 100-199), this button will not be available.

Fire Service Casualty

To add a Fire Service Casualty module to the Incident –
25. Click the button "Add Fire Service".

Once the fire service casualty has been added, it will appear in the list beneath the Casualties section in the Fire Service category. This category does not exist until at least one fire service casualty has been created.

EMS Patient

To add an EMS patient module to the Incident –
26. Click the button "Add EMS Patient".

This will open a new window where you can enter the EMS patient information. Once the EMS patient has been added, it will appear in the list beneath the Casualties section in the EMS Patient category. This category does not exist until at least one EMS patient has been created.

To open an existing casualty, click on the casualties' name. EMS patients do not have a name but are listed in the order they were created. Clicking the name will open that module up in a new window where you can view or edit the data.

To move to the next module –
27. Click on Wildland

Wildland

The Wildland menu option may not appear depending on the type of incident selected.

The purpose of the Wildland Fire module is to document **REPORTABLE** wildland fires. Generally speaking, a reportable wildland fire is: Any fire involving vegetative fuels that occurs in the wildland or urban-wildland interface areas, including those fires which threaten or consume structures. To better understand the role of fire in the wildland ecosystem, prescribed fires are also included in this definition of reportable fires. The optional Wildland Fire module may be used when the incident type is coded as a forest, woods, or wildland fire (incident type 141) or a prescribed fire (incident type 632). In these cases, the Wildland Fire module would be used in lieu of the Fire module.

The Wildland Fire module may also be used in lieu of the Fire Module for the following incident types (this should be in accordance with your state or local policy):

- 140 - Vegetation fire, other
- 141 - Forest, woods or wildland fire
- 142 - Brush, or brush and grass mixture fire
- 143 - Grass fire
- 160 - Special outside fire, other
- 170 - Cultivated vegetation, crop fire, other
- 171 - Cultivated grain, crop fire
- 172 - Cultivated orchard or vineyard fire
- 173 - Cultivated trees or nursery stock fire

In the following cases, the Wildland Fire Module would be optional:

- 561 - Unauthorized burning
- 631 - Controlled burning (authorized)
- 632 - Prescribed burning (authorized)

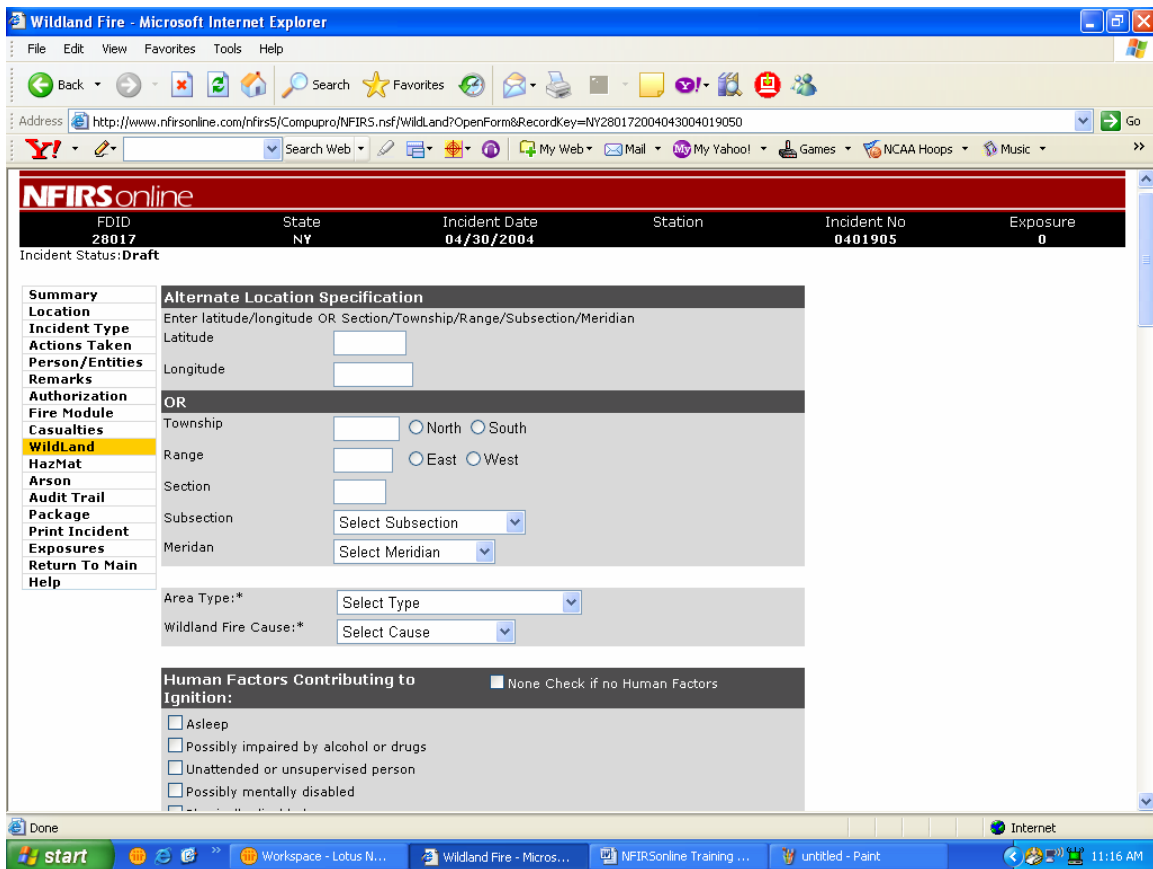


Figure 20. - Wildland Module

28. Fill in the module as needed.

To save your entries and move to the next module –

29. Click on HazMat.

HazMat

The Hazardous Materials module is used when the hazardous materials release on the Actions Taken page indicates “Other: Special HazMat actions required or the spill is greater than 55 gallons.” Its purpose is to document REPORTABLE HazMat incidents. Generally speaking, a reportable HazMat incident is when one of the following situations is encountered:

- Specialized HazMat resources were dispatched or used or should have been dispatched or used, for assessing, mitigating, or managing the situation.
- Releases or spills of hazardous materials that exceed 55 gallons.

Nothing in this definition is meant to alter compliance with state or local HazMat reporting requirements.

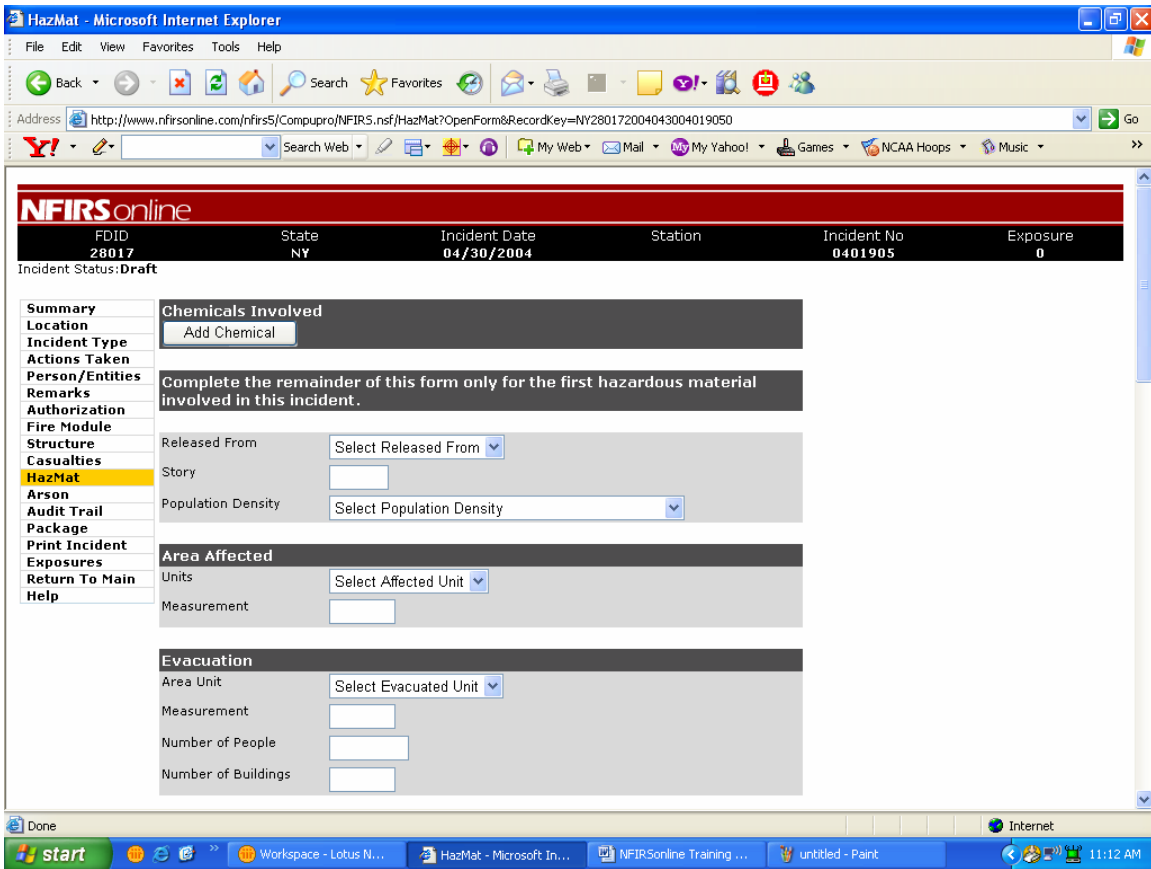


Figure 21. - HazMat Module

You should enter the HazMat materials that were released.

30. Click on Add Chemical

This will display the Add Chemical dialog box:

http://www.nfirsonline.com - HazMat Chemical Transaction - Microsoft Internet Explorer

NFIRSonline

FDID	State	Incident Date	Station	Incident No	Exposure
28017	NY	04/30/2004		0401905	0

Chemical Seq. No 1

Chemical

If you cannot find the Chemical you are looking for, you may directly type in the Chemical's information below

UN Number

DOT Classification

CAS Registration

Chemical Name

Container

Type

Capacity

Units

Amount Released

Done Internet

Figure 22. - HazMat/Add Chemicals

If you know the UN code for the chemical released you can enter it. Alternatively, you can search for the chemical.

To search for the chemical –

31. Click on the Search for Chemical button

This will display the following search dialog box:

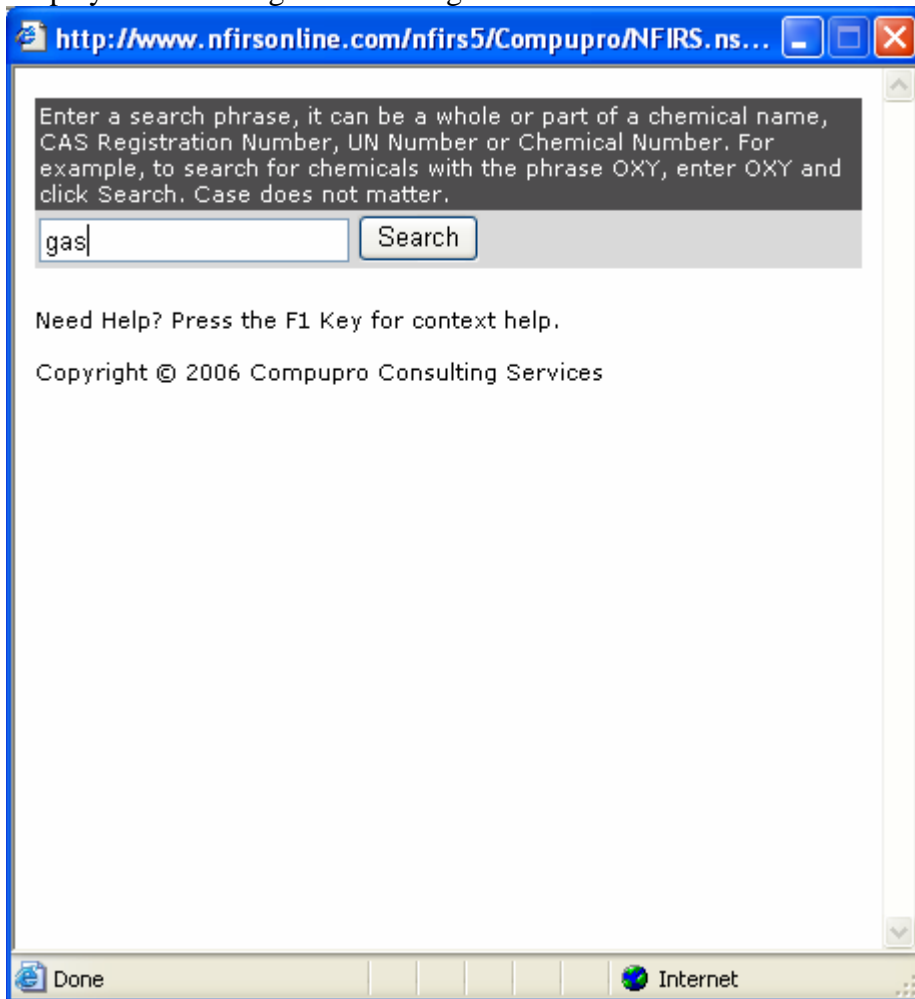


Figure 23. - HazMat/Search for Chemical

To start the search –

32. Enter a word to search for and click on the Search button

This will display the results similar to what is shown below:

Results 27 Chemicals Found

To select a chemical, click its name

Chemical Name	ID Number	UN Number	CAS Number
Biogas	0257002		74-82-8
Bottled gas	0252001	1075	68476-85-7
Brom-o-gas	0268001	1062	74-83-9
Carbonic acid gas	0080002	1013	124-38-9
Casing head gasoline	0217001	1203	8006-61-9
Coal gas	0748000	1023	
Ethane (compressed gas)	0173000		74-84-0
Flue gas	0082004	1016	630-08-0
Fluorine (compressed gas)	0207000	1045	7782-41-4
Gasoline	0217000	1203	8006-61-9
Hexaethyl tetraphosphate and compressed gas	1143000	1612	
Hydrogen chloride (gas)	0229000	1050	7647-01-0
Hydrogen (compressed gas)	0227000	1049	1333-74-0
Laughing gas	0311003		10024-97-2
Liquefied natural gas	0251000	1972	74-82-8
Liquefied petroleum gas	0252000	1075	68476-85-7
MADP gas	0262002	1060	

Figure 24. - HazMat/Results of Chemical Search

The displayed lists in the first column are links.

To select and enter the chemical –

33. Click on your selection in the first column.

This will close the dialog box and enter your selection in the Add Chemical dialog box:

http://www.nfirsonline.com - HazMat Chemical Transaction - Microsoft Internet Explor...

NFIRSonline

FDID	State	Incident Date	Station	Incident No	Exposure
99999	GA	01/03/2006	10	1234567	0

Chemical Seq. No 1

Chemical

If you cannot find the Chemical you are looking for, you may directly type in the Chemical's information below

UN Number

DOT Classification

CAS Registration

Chemical Name

Container

Type

Capacity

Units

Amount Released

Done Internet

Figure 25. - HazMat/Results of Chemical Search

34. Finish filling in the rest of the screen.

35. Click on the Submit button.

This will enter your chemical and return you to the HazMat screen.

36. Continue filling out the rest of the Hazmat screen as needed.

To save your entries and move to the next module –

37. Click on the Arson module.

Arson

The Arson module may be used whenever the cause of ignition on the Fire Module is coded as intentional, or as under investigation without any distinction made as to whether or not a crime has occurred, or a determination of criminal intent. The Arson module may also be used when the fire is under investigation or in cases where the cause is undetermined after investigation. Lastly, the Arson module may be used if the cause of fire on the Wildland Fire module is Intentional.

The Arson module may also be used to document juvenile-set fires, whether determined to be intentional or not. This information will permit analysis of juvenile fires setting trends including intervention strategies and recidivism.

If the cause of fire on the Fire module has been set to Unintentional, you will be able to record arson information. The Arson module will be available to select.

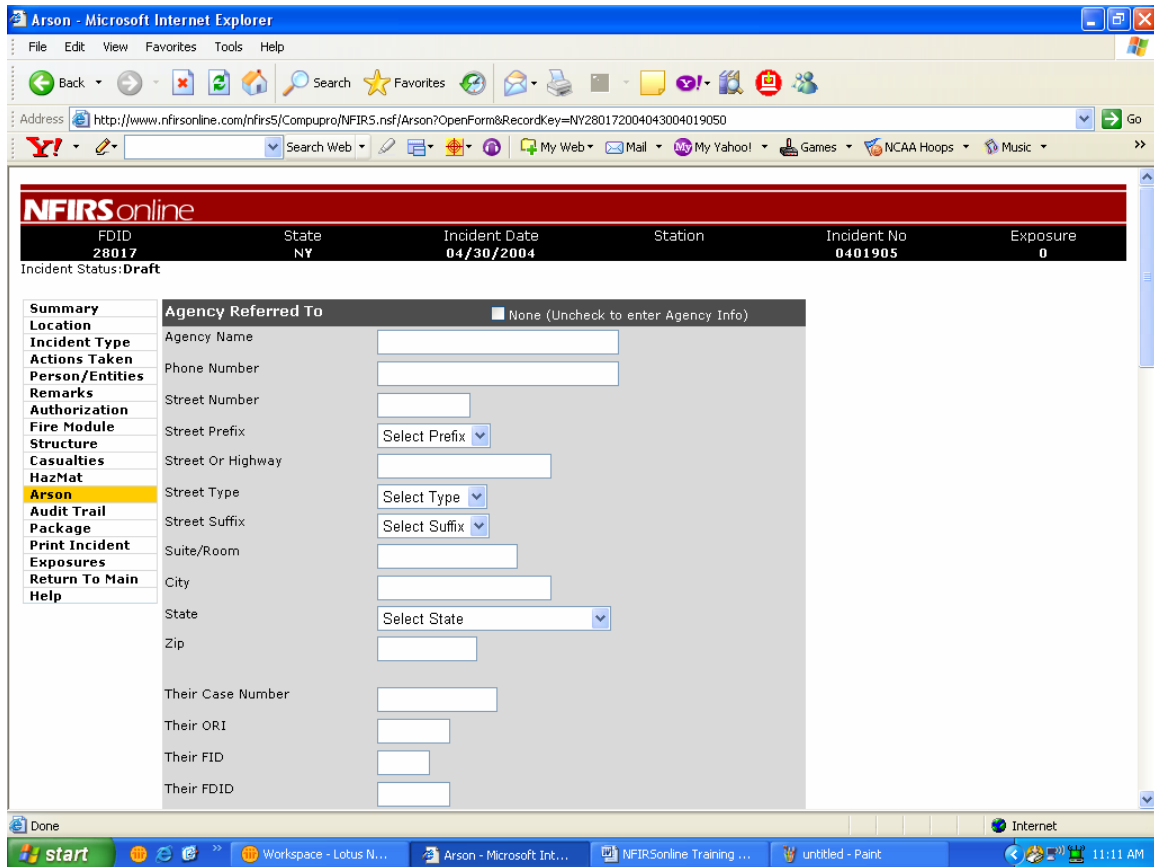


Figure 26. - Arson Module

38. Fill out the module as needed.

Juvenile Firesetters

If juveniles are involved in the ignition, you can record information about the juveniles by clicking the "Add Juvenile" button that appears at the bottom of the Arson module. This will open a new window that will allow you to enter the information pertaining to the juvenile. When a juvenile is added, it will be listed in the section below the button. To view or edit an existing juvenile, locate the individual based on its ID number and single click it. This will open in a new window where you can make your modifications, etc.



Figure 27. - Juvenile Firesetter

39. Enter the information as needed

The juvenile firesetter is used to key statistical information about juvenile involved in the ignition of a fire or a wildfire. A juvenile is an individual aged 17 or less. Juvenile firesetter can only be added to an Incident from the Arson page.

To save your changes and complete this incident –

40. Click on Audit Trail.

Audit Trail

The audit trail provides a list of all the edits made to the incidents. It will display date and time the edit was made. The second column lists the person who performed the edit. Next it will display the form (or module) where the edit was made. Lastly it will display the action. This can be created, if the module was newly created, or edited, if the edit was to an existing module.

The audit trail will also track packaging attempts. Again, it will show date/time and user.

The form will be "Packaged" letting you know this was a packaging attempt. Lastly it will state whether the packaging was successful or unsuccessful.

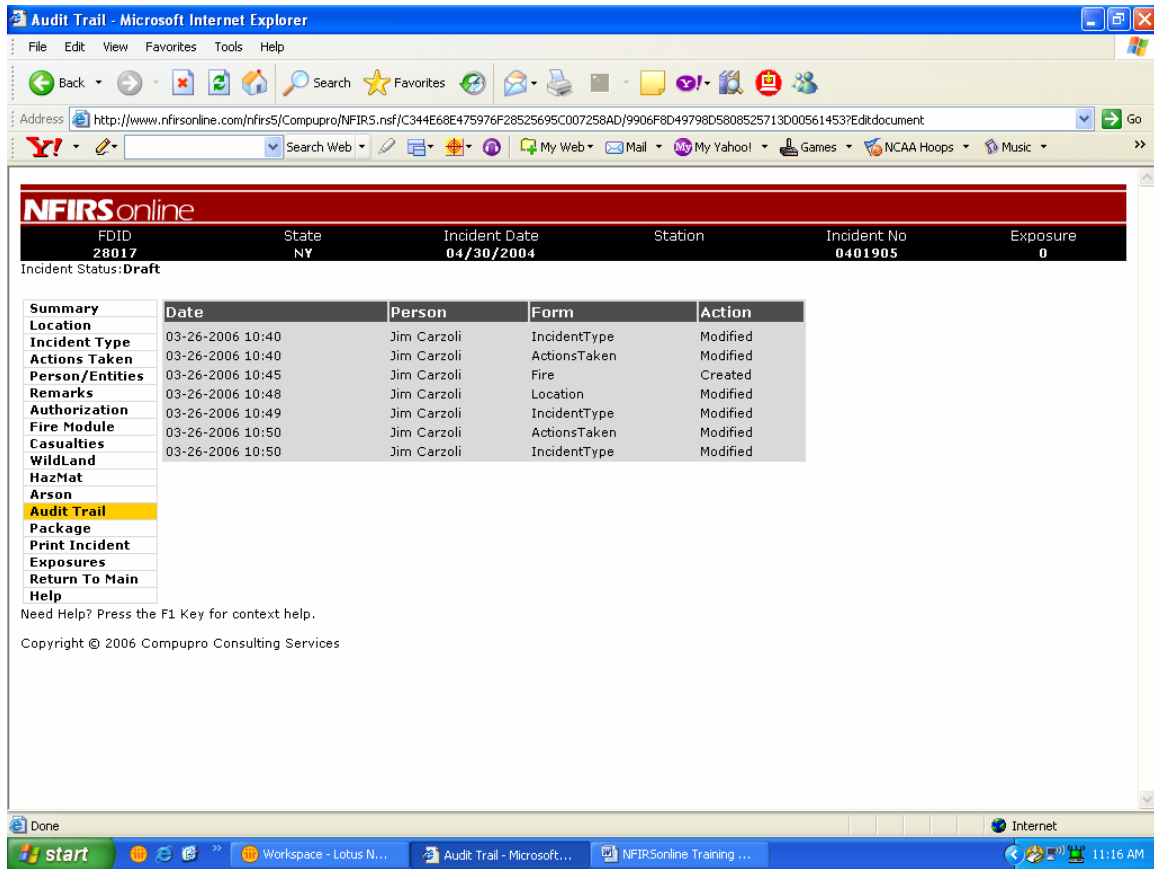


Figure 28. - Audit Trail

Package

Packaging an Incident does several things. The first thing it does is perform an exhaustive validation of all the data that has been entered in the Incident. The NFIRS 5.x specification requires many edit checks to insure the data is clean, valid and meaningful. Much of the validation that occurs cannot be done during data entry. Some of these "cross-relational" checks include such things as comparing the story of a fire service casualty to the building height as entered on the Structure module or checking that a required module has been created.

If the incident is valid and all the data is correct, this incident is packaged and its status is changed to reflect that. The incident is then made ready for submission and will be included in the next download to the CDF's data warehouse. Note, if a packaged incident is edited, its status is changed back to draft. If the Incident is then not repackaged, it will not be included in the next file submission and will remain a draft.

To package an incident –
41. Click on Package.

The following screen shows an incident with errors:

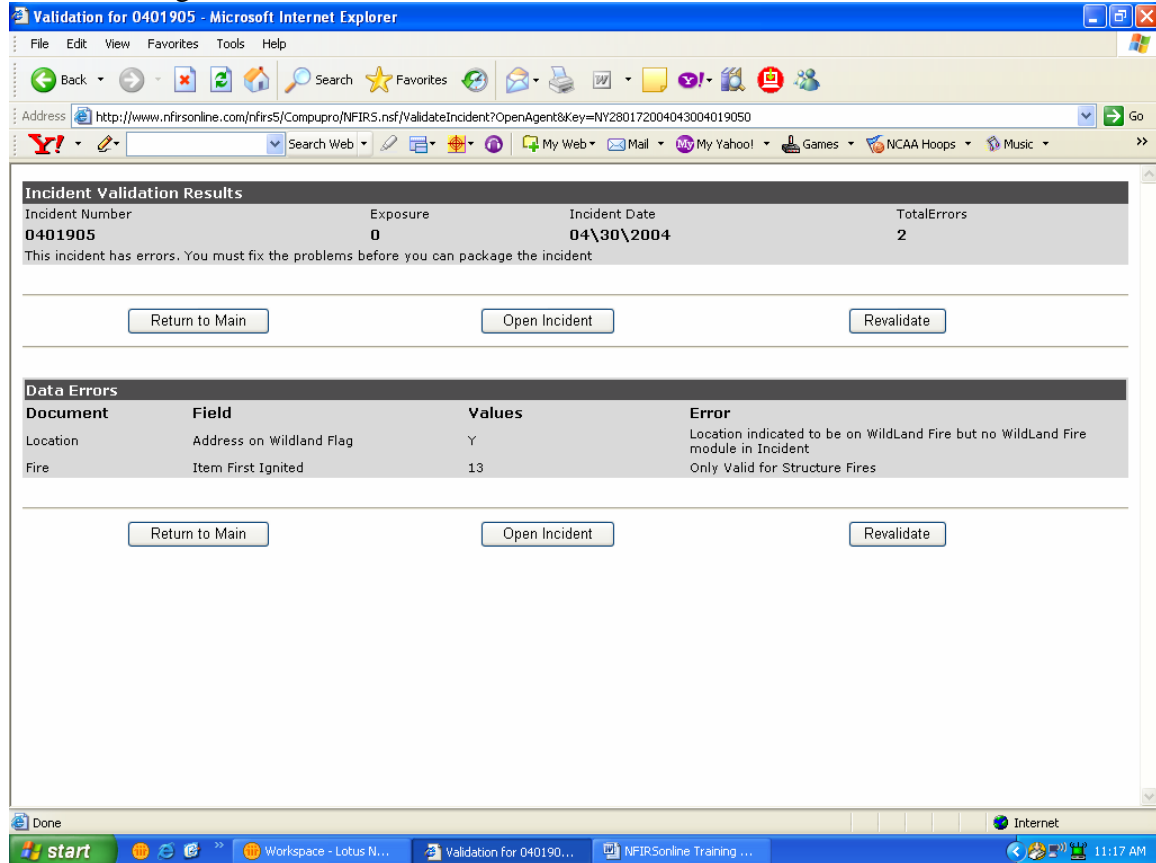


Figure 29. - Incident Validation Report with Errors

When you click Package Incident, you will get an Incident Validation report. The header of the report will display the incident number, the exposure, the date and the total errors for the incident.

Each error will be associated with a document (module). The module name is a link that you can click to open that module and correct the error.

Note: If the error is related to the lack of a module, for example, a Fire module is required and there was no Fire module, the link will alert you that you must open the incident to create the module. New modules cannot be created from this validation report.

To fix an error –

42. Click on one of the listed errors.

Note that when you open a module from this validation screen, some of them may look a little differently. The usual Incident module navigation menu is not available. Instead, at the bottom of the screens will be Submit and Cancel buttons. You will use these buttons

to either save (click Submit) or cancel (click Cancel) your changes.

43. Edit the module as may be needed to fix the error.

44. Click on Submit.

45. Continue this process until the errors have been fixed.

After you have corrected there errors, you can click the Revalidation button. This will attempt to revalidate the Incident. If the incident is correct, it will be packaged. If not, you will receive another list of errors that remain in the incident.

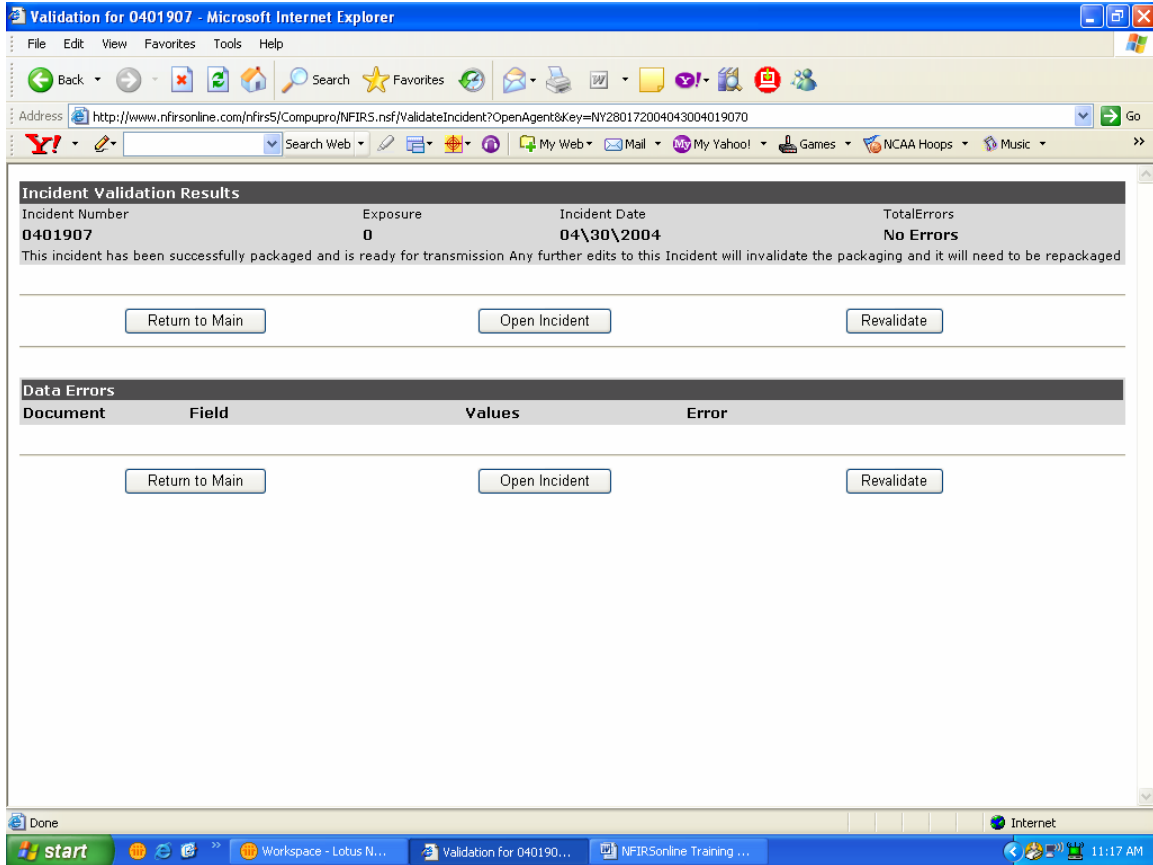


Figure 30. - Validation Report without Errors

Print Incident

Print Incident allows you to create a complete printable version of the Incident.

To print an incident –

46. Click on Print Incident.

This will pop-up a dialog box for two types of reports:

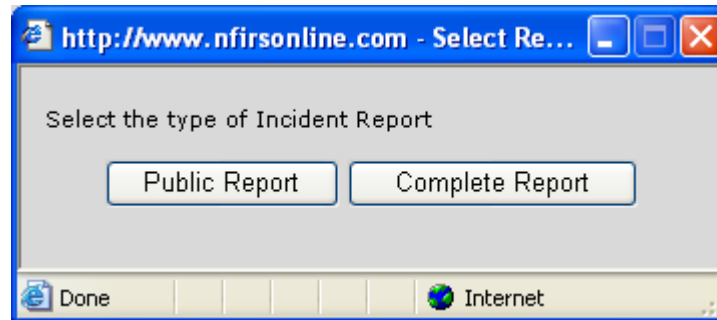


Figure 31. - Print Incident

CDF will not provide incident reports to the public at the station level. Please refer these requests to your local Unit Fire Prevention office, or Sacramento Headquarters Legal office.

To print a Public Report –

47. Click on Public Report.

This will open the printable version of the incident. You may then use your browser's print function to print the incident. To return to the Incident, use your browser's back button. No navigation links are available on the Printable Incident report to keep the printed version clean and free of extraneous information.

Public Report

Incident No. 0007046	Exposure 0	Date 05-04-2006	Station AEU	Alarm Time 05-04-2006 06:32	Arrival Time 05-04-2006 06:51	Clear Time 05-04-2006 06:30
Address 00017660 FIDDLETOWN Road			Apt./Suite/Room:	City: FIDDLETOWN	State: California	Zip Code:
Incident Type			Mutual Aid	Actions Taken None Specified		

Owner/Persons Involved

Owner's Name	Phone
Owner's Address	

Property Use/Resources/Ignition

Property Use	On-Site Materials	Num. Apparatus 0	Num. Personnel 0
Area of Fire Origin		Heat Source	
Item First Ignited		Type of Material First Ignited	

Mobile Property

Mobile Property Type:	Mobile Property Make:	
Mobile property Model:	Year:	
License Plate Number:	State:	VIN Number:

Notes

Figure 32. - Public Report

To print a Complete Report –

48. Click on Complete Report.

Complete Report

FDID	State	Date	Station	Incident No	Exposure
28017	New York	04-30-2004		0401908	0

Basic

Incident Type
Cover assignment, standby, moveup

Incident Aid
Aid Given or Received: **Mutual aid given**

Incident Dates
Alarm:
Arrival:
Controlled:
Last Unit Cleared:

Shifts & Alarms
Shift or Platoon:
Alarms:
District:

Actions Taken
1: **Extinguish**

Resources

Apparatus	Personnel
Suppression: 1	2
EMS: 0	0
Other: 0	0

Resource counts do not include aid received in resources.

Losses
Losses
Prefire Value

Figure 33. - Complete Report

To return to the Incident Menu –

49. Click your browser's back button.

Exposures

An exposure is a fire resulting from another fire outside that building, structure, or vehicle, or a fire that extends to an outside property from a building, structure, or vehicle. For example, if the building fire ignites a truck parked outside, the truck fire is an exposure fire. An exposure incident cannot be created until the original incident has been created.

To create an exposure, you will locate the original Incident from one of the various incident lists available in the Incident menu.

50. Open the Incident and click on the Exposures menu.

This will display a list of exposures already created for this incident number:

The screenshot shows the NFIRSonline interface. At the top, there is a red header with the text "NFIRSonline". Below this is a black bar containing incident details: FDID (28017), State (NY), Incident Date (04/30/2004), Station, Incident No (0401908), and Exposure (0). Below the black bar, the text "Incident Status:Draft" is visible. On the left side, there is a vertical menu with various options: Summary, Location, Incident Type, Actions Taken, Person/Entities, Remarks, Authorization, Casualties, Resources, Arson, Audit Trail, Package, Print Incident, Exposures (highlighted in yellow), Return To Main, and Help. The main content area is titled "Exposures For This Incident" and contains a "Create Exposure" button. Below the button, the text "No documents found" is displayed. At the bottom of the main content area, there is a table header with two columns: "Exposure Number" and "Status".

Need Help? Press the F1 Key for context help.

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Figure 34. - Exposures Module

The list will display the exposure number and the Incident Status. To open an exposure, click the exposure number. This will open the exposure incident to the Location module.

To create an exposure –

51. Click the Create Exposure button.

Clicking the button will cause NFIRSonline to prepare the exposure incident. When it has been completed, you will be taken to the Location module for the newly created exposure.

Summary	Location <input type="checkbox"/> Check this box if the address for this incident is provided on the Wildland Fire Module.
Location	Location Type * <input type="text" value="Select Type"/>
Incident Type	Number/Milepost <input type="text"/>
Actions Taken	Apt./Suite/Room <input type="text"/>
Person/Entities	Street Prefix <input type="text" value="Select Prefix"/>
Remarks	Street or Highway <input type="text"/>
Authorization	Street Type <input type="text" value="Select Type"/>
Fire Module	Suffix <input type="text" value="Select Suffix"/>
Casualties	City * <input type="text"/>
Audit Trail	State * <input type="text" value="Select State"/>
Package	ZipCode * <input type="text"/>
Print Incident	Cross Street, Directions or National Grid as applicable
Exposures	<input type="text"/>
Return To Main	
Help	

Need Help? Press the F1 Key for context help.
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Figure 35. - New Exposure

Notice that when you create an exposure, you do not have to fill in any Incident Header information. This information is automatically pulled from the original incident. The exposure number is automatically assigned based on the number of existing exposures. For example, if this is the first exposure created for this incident, the exposure number will be 1 as seen in the above header information.

Exposure records can be accessed from either this exposures menu item with the Incident Data screens. They can also be accessed from the incident list from the Incident Menu just like regular incidents.

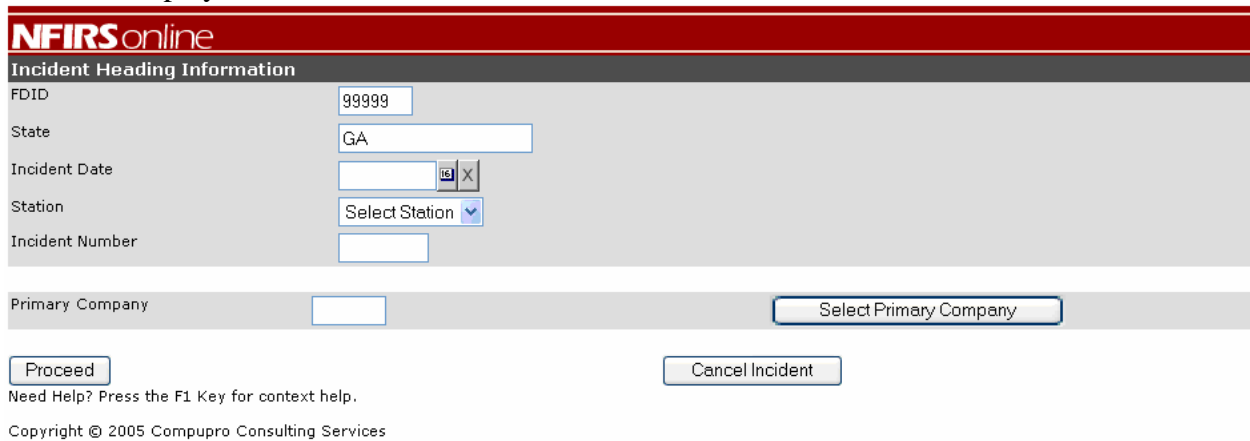
Creating an Incident

Occasionally, an incident will need to be created in CAIRS from scratch, such as Out-of-State incidents. This section covers entering an incident from scratch. That is, **no data will ever be** imported from your CAD system for that particular incident. **Do not** create new incidents unless you know for sure that it will not be imported from your CAD system because the import will **overwrite** anything and you will need to complete the incident again.

To create a new incident -

1. Click on New Incident from the menu.

This will display the Incident Header Information screen:



NFIRSonline
Incident Heading Information

FDID: 99999
State: GA
Incident Date: [Date Picker Icon] X
Station: Select Station
Incident Number: [Empty Field]

Primary Company: [Empty Field] Select Primary Company

Proceed Cancel Incident

Need Help? Press the F1 Key for context help.
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Figure 36. - Creating an incident

Your FDID and state field will be pre-filled and cannot be changed.

To enter the incident date –

2. Click on the date indicator 

This will pop-up the Date Picker window:

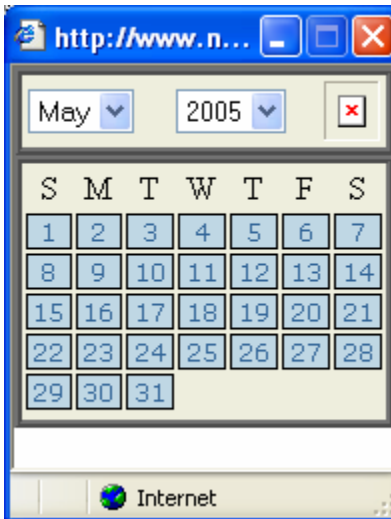


Figure 37. - Date Picker

3. Select the month and year by clicking on the list box indicator 

Once you have the correct month and year, the associated calendar of days will be displayed.

4. Click on the day number in the calendar

This will close the date picker dialog box and enter the selected date in the field.

The Unit fields are populated by the entries your system administrator has setup for your FD.

To select a Unit –

5. Click on the drop down list box indicator and select a Unit

This will pop-up a dialog box similar to the following:



Figure 38. - Select a unit

Before proceeding to the incident menu check your entries. If you are sure they are correct –

6. Click on the Proceed button.

This will pop-up a confirmation dialog box:

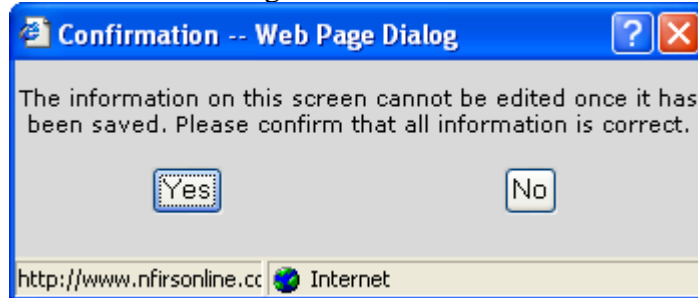


Figure 39. - Confirmation

If you are sure the incident header information is correct –

7. Click on Yes. If not, click on No and edit as needed.

This will display the Incident menu on the left and the Location module as seen below:

NFIRSonline					
FDID	State	Incident Date	Station	Incident No	Exposure
99999	GA	05/17/2005	124	0000123	0

Incident Status: **Draft**

Summary Location Incident Type Actions Taken Person/Entities Remarks Authorization Fire Module Casualties Audit Trail Package Print Incident Exposures Return To Main Help	Location <input type="checkbox"/> Check this box if the address for this incident is provided on the Wildland Fire Module.	
	Location Type * <input type="text" value="Select Type"/>	
	Number/Milepost <input type="text"/>	
	Apt./Suite/Room <input type="text"/>	
	Street Prefix <input type="text" value="Select Prefix"/>	
	Street or Highway <input type="text"/>	
	Street Type <input type="text" value="Select Type"/>	
	Suffix <input type="text" value="Select Suffix"/>	
	City * <input type="text"/>	
	State * <input type="text" value="Select State"/>	
	ZipCode * <input type="text"/>	
	Cross Street, Directions or National Grid as applicable	
	<input type="text"/>	

Need Help? Press the F1 Key for context help.

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Figure 40. - Incident Menu with Location Module Displayed

You can now complete the incident as previously described.

Admin Menu

The Admin Menu will primarily be used by a user with Admin rights to maintain user information and Incident Management.

If you have Admin or SuperUser rights you will see the Admin menu option from the main menu. Clicking on this menu option will display a screen similar to the following:

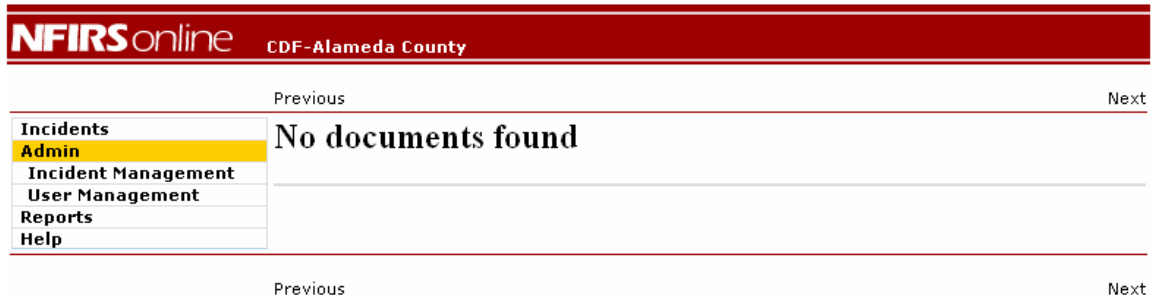


Figure 41. - Admin Menu

User Management

This module is used to maintain users. This is also where you will reset a user's password or change their name. Only a Unit Administrator can create and maintain users for their Unit. A SuperUser can only reset passwords for users in their Units.

52. Click on User Management

This will display a screen similar to the following:

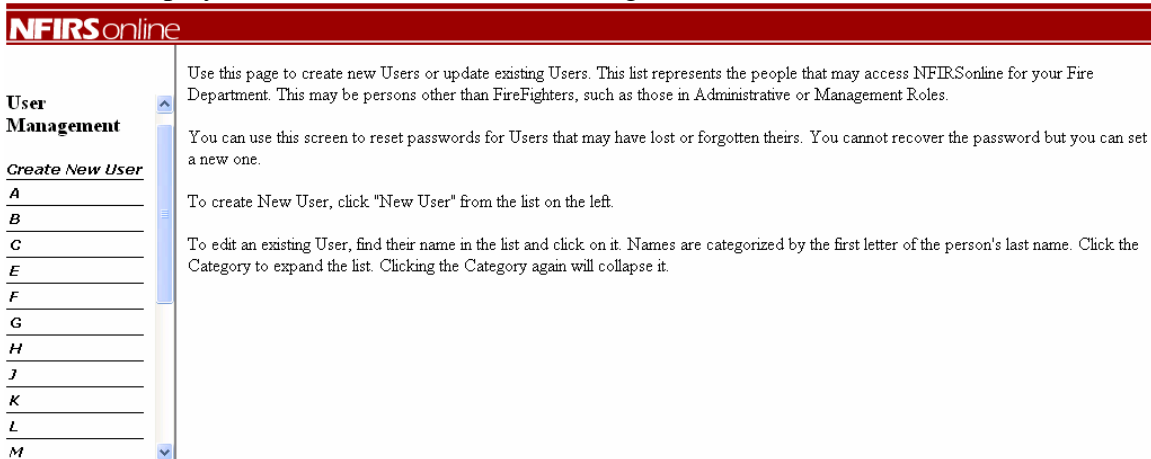


Figure 42. - User Management

Users are arranged alphabetically by last name. Clicking on a letter will expand the list and display the users whose last name starts with that letter.

To add a new user –

53. Click on Create New at the top of the list

This will display the New User screen:

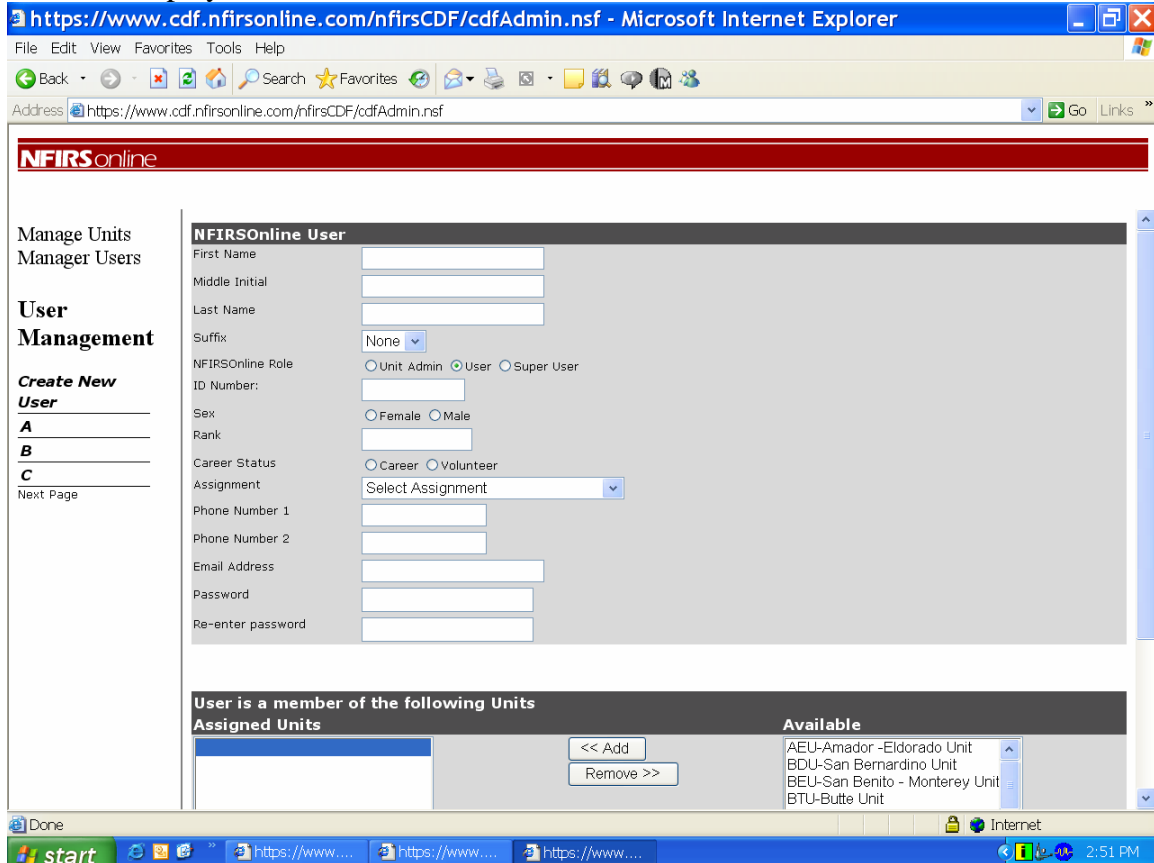


Figure 43. - New User Screen

Fill in this screen as needed making sure you add the appropriate Unit the person will have access to. The Login ID will always be the user's full name followed by "/CDF". For example: Susan B Anthony/CDF

Passwords need to have the following characteristics:

- All passwords must be at least 8 characters long.
- Passwords must contain 3 of 4 character types. (Uppercase characters, lowercase characters, numbers, and special characters)

To save the changes –

54. **Click on Create User**

This will save the changes and display a screen similar to the following:

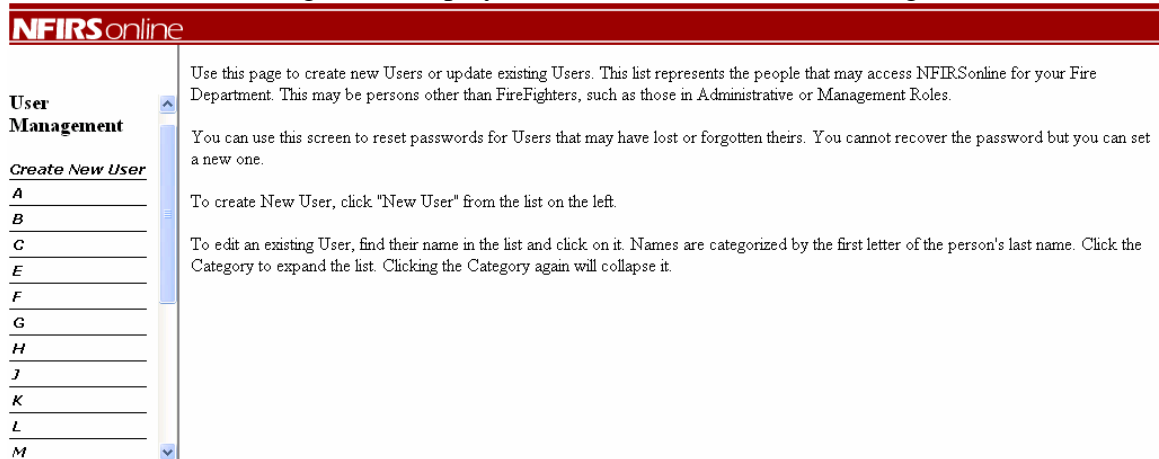


Figure 44. - User Save Confirmation Screen

Note that the changes could take at least ten minutes to be reflected throughout the system.

Note: If a user needs to be moved to another Unit, the user's current Unit Administrator must make the change.

Hints

Out-of-State Incidents

A new incident will need to be created from scratch because it will not be imported from your CAD system. Please see Creating An Incident section to find out how to create a new incident.

Natural Disasters

For natural disasters that occurred please use the following Incident Types:

- 811 - Earthquake assessment, no rescue or other service rendered.
- 812 - Flood assessment. Excludes water rescue (360 series).
- 813 - Wind storm. Includes tornado, hurricane, or cyclone assessment. No other service rendered.
- 814 - Lightning strike (no fire). Includes investigation.
- 815 - Severe weather or natural disaster standby.
- 800 - Severe weather or natural disaster, other.

Unless there were other services rendered.

Example 1:

There was a flood and nobody needed to be rescued, you would use the following:

- 812 - Flood assessment. Excludes water rescue (360 series).

Example 2:

There was a flood and somebody was caught in the middle of it, you would use the following:

- 363 - Swift-water rescue. Includes flash flood conditions.

Example 3:

There was **no** flood, but you were just sandbagging or preparing for a flood, you would use the following:

- 551 - Assist police or other governmental agency. Includes forcible entry and the provision of lighting.
- 553 - Public service. Excludes service to governmental agencies (551 or 552).

Fields With The “Other” Option Selected

Try and not use “other” whenever possible. If there is no option that best fits the field and the “other” option is the only option, then a description of “other” is **required** in the remarks field whenever “other” is used.