# National Fire Academy

**F0497 – Introduction to NFIRS 5.0**
**Version: 3rd Edition, 5th Printing, August 2013**
**Quarter:**
**ACE Credit: In the upper division baccalaureate degree category, 1 semester hour in Fire Protection, Fire Science, Fire Administration, Public Administration, Emergency Management, Homeland Security or Emergency Medical Services.**
**IACET Continuing Education Units: 1.3**

**Length of Course: 2 Days (16 contact hours)**
**Prerequisite: None**
**Curriculum: Planning and Information Management**
**Training Specialist: Colleen Heilig**
**Instructor:**
**Instructor email/phone:**
**Classroom: J-**
**Meeting Time: 8 AM – 5 PM**

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## Course Description (Catalog)

F0497 – "Introduction to NFIRS 5.0." This two-day course teaches students how to use standardized forms to achieve uniformity in their incident and activity reporting. This training program is designed specifically to support local fire service organizations, and will assist them in providing data both to their management and to decisionmakers, as well as to their State uniform fire reporting system. At a local level, the NFIRS data can be used to:* describe a community's fire problem;* support budget requests;* improve decisonmaking for allocation of resources;* assist in planning for future fire protection;* help identify opportunities for scheduling nonemergency activities;* evaluate code enforcement programs; and* identify target audiences for public fire education programs.

## Student Qualifications (Primary and Secondary Audience)

Students who will be responsible for entering incident data into NFIRS 5.0 at the local level and who are attending State Weekend Program (SWP) classes at the National Fire Academy (NFA).

## Course Scope (Goal)

To train users at the local level to document and report incidents in NFIRS 5.0.

## Course Objectives (Course Learning Outcomes – TLOs)

After successfully completing this course, you will be able to accomplish the following:

- Describe the benefits provided by Version 5.0 of the National Fire Incident Reporting System (NFIRS).
- Identify the different modules used to document incidents.
- Understand which modules of NFIRS 5.0 are to be used in various circumstances.
- Demonstrate the use of the NFIRS 5.0 Quick Reference Guide (QRG) and the Fire Data Analysis Handbook.

## Course Delivery Method

The National Fire Academy (NFA) offers specialized training courses and advanced management programs of national impact in an academic classroom environment on campus at the National Emergency Training Center (NETC) in Emmitsburg, Maryland and through their State, local, and tribal training partners. This classroom course is designed for the national level fire service officer from State and local fire service organizations. All course materials are designed for interactive classroom environments, in either paper notebook or electronic formats.

## Course Schedule

The purpose of the course schedule is to give you, at a glance, the required preparation, activities, and evaluation components of your course.

Unit 1: Overview

Unit 2: Basic, Fire, and Structure Modules

Unit 3: Civilian Fire Casualty, Fire Service Casualty, and EMS Modules

Unit 4: Hazardous Materials and Wildland Fire Modules

Unit 5: Apparatus/Resources and Personnel Modules and Supplemental Form

Unit 6: Arson Module

Unit 7: Conclusion

## Course Resources (Instructional Materials)

In order to be fully prepared, obtain a copy of the required textbooks and other instructional materials prior to the first day of class.

**Required Readings**

The student must complete required readings during the course to be able to thoughtfully participate in discussions and activities.

None.

**Suggested Reading/Resources**

Suggested readings and resources are not evaluated, but may enhance the student's understanding, serve as additional sources for citation and promote discussion of course material.

None.

**Required Resources (Course Textbook)**

Student Manual.

**Supplemental Resources (Supplemental Course Textbook)**

None.

## Grading Methodology (Evaluation Procedures)

The required performance to successfully complete the course is attained by completing the class with a letter grade of a "C" or higher.

| Letter Grade | Point Range |
|---|---|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| F | 69 or lower |

**Required Reading Assignments**

Student completion of reading assignments will be done via evaluation of their class participation and will not be a separately graded activity.

**Suggested Readings**

Suggested readings are not evaluated, but may enhance the student's understanding and promote discussion of course material.

## Course Outline

**Unit 1: Overview**

**Objectives**

The students will:

1. Describe the benefits provided by version 5.0 of the National Fire Incident Reporting System (NFIRS).

2. Explain how the need to collect fire data led to the organization and development of NFIRS.

3. Identify the modules that are included in NFIRS 5.0.

4. State the purpose of the NFIRS Handbook and Quick Reference Guide (QRG).

**Unit 2: Basic, Fire, and Structure Modules**

**Objectives**

The students will:

1. Describe when the Basic Module (NFIRS 1) is to be used.

2. Demonstrate how to complete the Basic Module correctly, given scenarios of hypothetical incidents.

3. Identify other NFIRS modules that would need to be completed, based on information captured on the Basic Module.

4. Describe when the Fire Module (NFIRS 2) is to be used.

5. Demonstrate how to complete various sections of the Fire Module, given scenarios of hypothetical incidents.

6. Describe when the Structure Fire Module (NFIRS 3) is to be used.

7. Demonstrate how to complete various sections of the Structure Fire Module, given scenarios of hypothetical incidents.

**Unit 3: Civilian Fire Casualty, Fire Service Casualty, and EMS Modules**

**Objectives**

The students will:

1. Describe when the Civilian Fire Casualty Module (NFIRS 4) is to be used.

2. Demonstrate how to complete a Civilian Fire Casualty Module and appropriate other modules correctly, given the scenario of a hypothetical incident.

3. Describe when the Fire Service Casualty Module (NFIRS 5) is to be used.

4. Demonstrate how to complete a Fire Service Casualty Module correctly, and identify other modules that would be completed, given the scenario of a hypothetical incident.

5. Identify the different modules that are used to record casualties/injuries.

6. Understand the need for the various modules and which module to use in various circumstances.

7. Demonstrate how to complete the EMS Modules correctly, given hypothetical narrative reports.

**Unit 4: Hazardous Materials and Wildland Fire Modules**

**Objectives**

The students will:

1. Describe when the Hazmat Module (NFIRS 7) is to be used.

2. Demonstrate how to complete a Hazmat Module correctly, and identify other appropriate modules, given the scenario of a hypothetical incident.

3. Describe when the Wildland Fire Module (NFIRS 8) is to be used.

4. Demonstrate how to complete the Wildland Fire Module correctly, given the scenario of a hypothetical incident.

**Unit 5: Apparatus/Resources and Personnel Modules and Supplemental Form**

**Objectives**

The students will:

1. Describe when the Apparatus/Resources Module (NFIRS 9) and Personnel Module (NFIRS 10) can be used.

2. Describe the purpose and use of the Supplemental Form (NFIRS 1S).

3. Demonstrate how to complete the Apparatus/Resources and Personnel Modules correctly, given the scenarios of hypothetical incidents.

**Unit 6: Arson Module**

**Objectives**

The students will:

1. Describe when the Arson Module (NFIRS 11) is to be used.

2. Demonstrate how to complete the Arson Module correctly, given the scenario of a hypothetical incident.

**Unit 7: Conclusion**

**Objectives**

The students will:

1. Demonstrate an understanding of the purposes for data collection and the workings of NFIRS 5.0.

2. Demonstrate the ability to choose correctly the modules to be completed based on incident descriptions.

3. Demonstrate the ability to use the Quick Reference Guide (QRG) to select correct codes to document incidents.

## Policies

### Class Attendance and Cancellation Policy

**Attendance**

- You are required to attend all sessions of the course. If you do not, you may not receive a certificate, and your stipend may be denied.

- If you need to depart campus early and miss any portion of the course and/or graduation, you must make the request in writing to the NFA training specialist. The training specialist, in collaboration with the superintendent, may waive the attendance requirement in order to accommodate you with extraordinary circumstances as long as you complete all course requirements. If you receive approval for departing early, you must forward the approval to the Admissions Office so your stipend reimbursement is not limited.

**Student Substitutions**

Substitutions for NFA courses are made from waiting lists; your fire department can't send someone in your place.

**Cancellations or No-Shows**

NFA's mission for delivery of courses is impaired significantly by cancellations and no-shows. It is very difficult and costly to recruit students at the last minute. Currently there is a two-year ban on student attendance for students who are no-shows or cancel within 30 days of the course start date without a valid reason. If you receive such a restriction, your supervisor needs to send a letter to our Admissions Office explaining the cancellation/no-show.

**Course Failure**

If you fail an on-campus course, you will not be issued a stipend for that course. You can reapply for the failed course or any other NFA course and go through the random selection process. You don't have to successfully complete the failed course before attending another NFA course.

**Student Code of Conduct Policy**

Students, instructors and staff are expected to treat each other with respect at all times. Inappropriate behavior will not be tolerated and may result in removal from campus and denial of stipends.

## Writing Expectations

Student writing will conform to the generally accepted academic standards for college papers. Papers will reflect the original work of the student and give appropriate credit through citations for ideas belonging to other authors, publications or organizations. Student written work should be free of grammatical and syntax errors, free of profanity or obscene language or ideas, and reflect critical thinking related to the course subject matter.

## Citation and Reference Style

Attention Please: Students will follow the APA, Sixth Edition as the sole citation and reference style used in written work submitted as part of coursework to NFA. Assignments completed in a narrative essay, composition format, abstract, and discussion posts must follow the citation style cited in the APA, Sixth Edition.

## Late Assignments

Students are expected to submit classroom assignments by the posted due date (11:59 p.m. EDT/EST) and to complete the course according to the published class schedule. As adults, students, and working professionals, you must manage competing demands on your time. Discussion board postings submitted within 3 days after the submission deadline will receive up to a 20% deduction. Those that do not submit their discussion board postings within this timeline will receive a "0" grade for the week. Final assignment papers will not be accepted after the deadline. Any paper submitted after the deadline will receive a "0" grade for that assignment.

## Netiquette

Online learning promotes the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and "flaming." Such activity and the loss of good manners are not acceptable in a professional learning setting – basic academic rules of good behavior and proper "Netiquette" must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the forum of others.

- Technology Limitations. While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The NFA Online classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.

- Humor Note. Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add "emoticons" to help alert your readers: ;-), : ), ☺ .

## Disclaimer Statement

Course content may vary from the outline to meet the needs of this particular group.

## Grading

Please review the above grading methodology that explains how grades will be awarded. Students who do not complete the entire course will be awarded an Incomplete (I) grade. In accordance with National Fire Academy academic policies, an Incomplete (I) grade must be removed by the end of the next semester following the course, or it automatically becomes a Failing (F) grade.

If you fail an on-campus course, you will not be issued a stipend for that course. You can reapply for the failed course or any other NFA course and go through the random selection process. You don't have to successfully complete the failed course before attending another NFA course.

http://www.usfa.fema.gov/training/nfa/admissions/student_policies_campus_information.html

## Academic Honesty

Students are expected to exhibit exemplary ethical behavior and conduct as part of the NFA community and society as a whole. Acts of academic dishonesty including cheating, plagiarism, deliberate falsification, and other unethical behaviors will not be tolerated.

Students are expected to report academic misconduct when they witness a violation. All cases of academic misconduct shall be reported by the instructor to the Training Specialist.

If a student is found to have engaged in misconduct and the allegations are upheld, the penalties may include, but are not limited to one or a combination of the following:

- expulsion,
- withholding of stipend or forfeiture of stipend paid,
- exclusion from future classes for a specified period; depending on the severity it could range from 1-10 years, and/or
- forfeiture of certificate for course(s) enrolled in at NETC.

Refer to NFA-specific Standard Operating Procedure 700.1 – *Academic Code of Conduct and Ethics* for more information.