National Fire Incident Reporting System (NFIRS)
Data Entry Browser Interface (DEBI)

Thank you! You have taken the first step on the road to updating your reporting by choosing to use the new Data Entry Interface Browser (DEBI).

If you have been a user of the NFIRS data entry tool, you will find many similarities between the software set-up and the new internet screens.

As you begin to use DEBI, you will notice its user friendly features:
- Items marked with an asterisk (*) within a module must be filled-in
- While in a field, a code look-up will automatically open
- After you complete a module and choose OK, click on Add Module. Any modules with (R) following the name of the module are required. These modules will be based on the incident type that was entered in the Basic Module.
- A large area for remarks, Section L – Basic Module, which can be used to write in your own words what happened at the scene.
- Check off boxes to enter repetitive data, such as address for occupant and owner will help speed up data entry between blocks of information.
- Errors are noted as you enter information and available to view in a separate window. Critical errors need to be corrected. If the error exists because information isn't available, make note in the Remarks section and save the incident.

Items to watch for:
- Since DEBI is internet based, please remember to **save often**. The system will automatically save as you move from tab to tab. To move to a new module, you should choose Save prior to selecting a module from the Add Module drop down on the left.
- All incidents require the Basic Module, all fires extending beyond a container will require the Fire Module, and the Structure Fire Module is used for all fires involving buildings.
- Enter the incident type based on <u>what you found when you arrived</u> on the scene, Not what you were paged out for.
- Mutual Aid: **Only** fire departments can give or receive aid.
  o Since only fire departments report to NFIRS, <u>incidents are not being captured if aid is given to a non-reporting agency</u> such as the Department of Natural Resources (DNR); thus, all fire departments must complete an incident for all assists to non-reporting agencies.

- o Departments receiving aid should form the habit of informing all departments who give aid of the incident number assigned so that the giving department can include the incident number in their report.
  - o Other department's FDID numbers are given on the web (*http://dsps.wi.gov/SB/SB-FirePrevention-FireDepartments.html*)
- If there is a casualty related to your fire incident, you must fill out the appropriate Casualty Module. This takes the place of the old yellow and blue casualty forms. The Casualty Module is for use only with fire incidents, please use the EMS Module if you want to record casualties related to any other type of incident. Only fire department personnel should be recorded on the Fire Casualty Module. All others should be reported using the Civilian Casualty Module (Civilians include private citizens, non-fire department EMS responders, and police.)
- Structure Fires require dollar loss (Basic Module Section G2) and Structure Size. This information can be obtained from the insurance company or estimated from several websites (example - Electronic files of the latest Building Valuation Data can be downloaded from the Code Council website at http://www.iccsafe.org/cs/Pages/BVD.aspx)
  - o State law requires all structure fire reports to include an estimated age of the building. There isn't a specific spot for Age within any of the Modules, so please enter this information along with your Narrative on tab L-M of the *Basic Module.*
- Within the Basic Module, we ask that you also complete tabs K1-M (entity involved, owner, authorization, and remarks)
- If you have entered "Unknown" or "Under Investigation" for any of the fields and saved the incident, please remember to go back to the incident and update all necessary fields when the investigation is complete.

Printing Reports:

- Upon completing data entry for an incident, click Save then click Close. If you haven't yet checked the error log, please look at it prior to closing the incident. If an error exists because information isn't available, remember to include a note in the Remarks section and save the incident. Once you have successfully saved and closed an incident, you can then enter additional reports or logout. To print your incident or save a copy for your department, go to the User Services section which allows for changing passwords and generating incident reports.
  - o From the Web-based Tools (https://www.nfirs.fema.gov/webtools/) menu on the left-hand side of the page click on User Services.
  - o From the User Services screen, locate Forms Based Incident Report (FBIR) and click on Proceed to Web-based FBIR login. (http://www.nfirs.fema.gov/NFIRSWebTools/FormBasedIncidentReport/logon.do?destination=/FormBasedIncidentReport/incident/generateFBIR/specifySelectionCriteria.do). Login and follow the on-screen instructions to generate the report and then download generated reports to your own computer, a cd, or a flash drive.

While current legislation only requires Fire reporting, we are aware that many departments are involved in much more. By utilizing NFIRS for each call, including

cancelled-in-route and false alarms, your department will have a clear picture and concise documentation of what is being covered. There are several optional modules (*EMS, HazMat, Apparatus/Personnel,* and *Wildland*) that your department may find helpful to fill out in order to capture a complete picture. There are many uses for the data collected in NFIRS and we can help you to generate reports that will describe your community's fire problem, improve allocation of resources, assist in new program development, track trends to show needed training and inspections, plan for future needs, and support budget requests and grant applications.

NFIRS Links:
       NFIRS Information - http://www.nfirs.fema.gov/users/
       DEBI - https://www.nfirs.fema.gov/webtools/ (select DEBI from the left-hand menu)
       User Services (Generate Reports) - https://www.nfirs.fema.gov/webtools/userservices/
       NFIRS Software Tutorial - https://www.nfirs.fema.gov/users/tutorial.shtm
       NFIRS Data Entry Tool User Guide - https://www.nfirs.fema.gov/users/usersdocs.shtm
       NFIRS Complete Reference Guide - https://www.nfirs.fema.gov/users/usersdocs.shtm
       Estimated Dollar Loss (see bottom of page) - http://www.nfic.org/resources.html