



MTFD National Fire Incident Reporting System - Bulletin

January 25, 2010

Incident Numbers – Page 1 of 2

NFIRS requires a unique incident number for each incident. The formatting of this information is crucial in order to maintain the integrity of the departments database.

The MTFD uses the following format;

YY-MMDDXXX

YY is the year, 2010 is “10”

MM is the month, January is “01”

DD is the day, the 25th is “25”

XXX is the incident number issued by headquarters. Typically this is not three digits. Be sure to add leading zeros where necessary. For example incident number 1 must be entered as 001 otherwise the system will add trailing zeros making it incident number 100.

Use all nine digits

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The screenshot shows the FIREHOUSE Software interface for an NFIRS Incident Report. The title bar reads "Live Data - FIREHOUSE Software". The menu bar includes File, Edit, Reports, Graphs, Maps, Tools, Administration, Form, Window, and Help. The toolbar contains icons for Incident, EMS, Investig, Occup, Inspect, Staff, Activity, Training, Program, Sched, Inventory, Hydrant, Account, Invoice, Message, Journal, Memoriz, Recall, and Renum.

The main window is titled "NFIRS Incident Report - 10-0125001-000". It contains several fields and sections:

- FDID:** 13310
- Alarm Date:** 01/25/2010
- Alarm Time:** 08:00:00
- Incident Number:** 10-0125001 (highlighted with a red box and a red arrow)
- Exposure:** 000
- Station:** 08
- Occupancy ID:** MTFD508

Below these fields are several tabs: Basic, Units & Personnel, Response, Property & Involvement, Additional Reports, Incident Narrative, and Other. The "Basic" tab is active.

The "Scene Address" section includes:

- Type: Street Address
- Vicinity: Exact Location
- Number: 336
- Prefix: State Highway
- Street/Highway: 35
- Type: HWY
- Suffix: (empty)
- Address Line 2: (empty)
- Apt/Room/Suite: (empty)
- Address on Wildland Report: (unchecked)

The "Aid Given or Received" section shows:

- N: None
- City: Red Bank
- State: NJ
- ZIP Code: 07701
- Census Tract: (empty)

The "Specific Property Use" section shows:

- 000: Property Use, Other

The "Incident Type" section shows:

- 815: Severe weather or natural disaster standb.

The "Shifts & Alarms" section shows:

- Shift: (empty)
- Alarms: 0
- Supplemental Address... (button)
- District: (empty)
- 911 Used: (empty)
- Type of Alarm: (empty)

The "Times (ALM->CLR: 00:30:00)" section shows:

- Dispatch Notif: 08:00:00
- First Arr Scene: 08:05:00
- Controlled: (empty)
- Last Clr Scene: 08:30:00

The "Actions Taken" table is as follows:

Code	Description
92	Standby

At the bottom of the window are navigation buttons: New, Browse, Save, Delete, Print..., and Cancel.



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You will notice that the incident number box turns grey after the incident number is entered locking out changes.

In the example incident 1 that occurred on Jan 25, 2010 has been mistakenly entered as 012500001, the correct entry is 100125001.

You do not have to start over again. When an incident number error is made or found the incident number can be changed using the Renum feature found in the upper right side of the toolbar.

Simply click Renum, the Renumber box will appear, enter the corrected incident number, click ok. Always remember to click save to save the report to the database.

The screenshot displays the FIREHOUSE Software interface. The main window shows an NFIRS Incident Report for FDID 13310, Alarm Date 01/25/2010, Alarm Time 08:00:00, and Incident Number 01-2500001. The Incident Number field is highlighted in grey, indicating it is locked. A red box highlights the 'Renum' button in the upper right toolbar. A 'Renumber - NFIRS Incident Reports' dialog box is open, showing the corrected incident number '10-0125001' and the alarm date '01/25/2010'. The 'OK' button in the dialog is also highlighted with a red box. A red arrow points from the 'Renum' button to the dialog box. At the bottom of the software window, the 'Save' button is highlighted with a red box, and another red arrow points from the 'OK' button in the dialog to the 'Save' button.

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The screenshot shows the NFIRS Incident Report interface for incident 10-0125001-000. The 'Incident Number' field is highlighted with a red circle and an arrow pointing to a red-bordered text box. The text box explains the YY-MMDDXXX format for incident numbers.

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