

MTFD NFIRS KEY ITEMS

- Avoid codes that end in 0, i.e. 740 “other”. Always use the most descriptive code.
- Complete Member Making Report and Officer In Charge
- Narratives – Write only factually or use the auto narrative feature
- **Red Tabs** and Labels mean INCOMPLETE, always complete areas to achieve **Green Tabs** and Labels if you are the primary company.
- Use code “AS”, (At Station) and “FS” (Fire Standby) for members who answered but remained at the firehouse.
- Remember 5th of month reports for previous month must be in the system for review and export to the state by the 10th
- When adding staff without a DFS ID use a temporary “x” number. Browse the Staff Module and create the next available number.
- Never delete a staff member, just change their status.
- Make sure staff is assigned to the primary company
- Make sure the station number is for the primary company

MTFD NFIRS KEY ITEMS

- Enter special studies, TIC, AED, Smoke Alarms.
- For fire investigation questions either “UU” Undetermined or “N” None. The fire marshal will go back and change upon further investigation if necessary
- To enter an incident, browse the incident list first, if the incident exists simply add to it. If it does not exist create it and enter the basic information and your companies attendance.
- Use station rosters to narrow down entering attendance.
- In town Mutual Aid Code is N – None
- NFIRS Incident Reports are only to be used for calls for assistance, use training and or activity modules for meetings, drills, fire schools.
- Response Code- Be sure to check; Fire/Medical/Rescue/Other –Verify this from the Response Tab – Resources (Apparatus/Personnel)