National Fire Academy

F0497 – Introduction to NFIRS 5.0
Version: 3rd Edition, 6th Printing, November 2016
Quarter:
ACE Credit: In the upper division baccalaureate degree category, one 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 (13 hr., 40 min. contact hours)
Prerequisite: None
Curriculum: Planning and Information Management
Training Specialist: Dave Donohue
Instructor:
Instructor email/phone:
Classroom: J-
Meeting Time: 8 AM – 5 PM

Table of Contents

Course Description	Course Resources
Primary and Secondary Audience	Evaluation Procedures
Course Scope	Course Outline
Course Objectives	Policies
Course Delivery Method	

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, tribal, and US territories training partners. 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

Note: Times listed reflect approximate instructional time blocks and may be adjusted to meet individual course preferences

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

EXAMINATION ADMINISTRATION PROCEDURES

Students will be given exams at the end of the class, and only the instructor will grade the exams. While the exams are being graded by the instructor, students will be asked to complete end-of-course evaluations.

Exams are to be completed individually and not as a group or a group activity, unless specifically directed within the instructor guide for the specific course. Students should use pencils to complete answer sheets if bubble sheets and a scoring key overlay are being used.

There should only be one answer for any given question marked by the student. A question with multiple answers is considered incorrect. Please mark number of incorrect answers on completed exam sheets, record score (percentage), and mark the appropriate letter grade.

Transfer the letter grades to the corresponding student name on the course roster.

If a student does not obtain a passing grade on the first attempt, the instructor will provide remediation[1] prior to a retest. Students who do no pass the first exam will be allowed to take one retest of a new exam before departing from the class. A second failure will result in a grade of "F" being recorded on the grade roster.

Once all exams have been graded, instructors should review the exam as a group.

In the event of unusual events (storm, fire response, family emergency) or early departure, the host agency or state representative may be asked to proctor the exam at a later date. The instructor is responsible to notify the Training Specialist as soon as practical of the situation and name of person responsible for the exams and testing process.

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

<u>**Attendance**</u>

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

- If you need to depart the training facility early and miss any portion of the course, you must make the request in writing to the sponsoring agency (e.g., State training director, etc.). The State training director may waive the attendance requirement in order to accommodate you with extraordinary circumstances as long as you complete all course requirements.

<u>**Course Failure**</u>

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.

<u>**Student Code of Conduct Policy**</u>

Students, instructors and staff are expected to treat each other with respect at all times. Inappropriate behavior will not be tolerated.

<u>**Writing Expectations**</u>

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.

<u>**Citation and Reference Style**</u>

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.

<u>**Late Assignments**</u>

All assignments must be turned in by the established deadline. Late submissions could result in a 10 percent decrease in grade.

Disclaimer Statement

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

Grading

Please review the following rubrics that explain 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.

https://www.usfa.fema.gov/training/nfa/admissions/student_policies.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 State training director or host agency and to the NFA 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,
- 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.