

# NFIRS Data Quality Guide

## Incident Type Code

- ✓ Don't end in double-zero
- ✓ Shows what your department saw upon arrival
- ✓ Use the related 100-series code if a fire is involved for a complex incident

## Mutual Aid

- ✓ **Giving aid?** Record the incident number of the department receiving the aid
- ✓ **Giving aid but you are dispatched and canceled en route?** Code it as "No aid given"

## Double-Check

- ✓ Ensure injuries/deaths are accurate
- ✓ Record "Property Use"
- ✓ Is your response time greater than 1 hour or incident duration greater than 24 hours?

## Did you ...

- ✓ Add appropriate modules based on the incident type code?
- ✓ Review the report for accuracy and completion?
- ✓ Check your spelling?
- ✓ Have someone else review prior to submission?

## Times

- ✓ Always use seconds for your times  
*Example: 13:04:59*

## Property Value and Loss

- ✓ Required for all fire calls
- ✓ Estimate value and loss
- ✓ Find using from tax assessors, owner estimation, or internet searches

## Narratives

- ✓ Every incident needs a narrative
- ✓ Answer these questions:
  1. *Why were you called to the scene?*
  2. *What did you observe upon arrival?*
  3. *How did you resolve the situation?*
  4. *How did you clear the scene?*

**Find the Complete NFIRS Reference Guide online:**

[http://statefire.llr.sc.gov/osfm/forms/crr/NFIRS\\_Complete\\_Reference\\_Guide\\_2015.pdf](http://statefire.llr.sc.gov/osfm/forms/crr/NFIRS_Complete_Reference_Guide_2015.pdf)



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