



FEMA

R670

Dear National Fire Academy Student:

Congratulations on being selected to attend the *Developing and Implementing Public Policy* course at the National Fire Academy (NFA). The purpose of the course is to empower students with the ability to create, evaluate, and defend public policy in their home community. The course is also designed to facilitate understanding of how codes and regulations can be used as an effective component in fire prevention, fire mitigation, and overall community risk reduction.

There is a precourse assignment located on the Web site at <http://www.usfa.fema.gov/nfa/pre-course/> to prepare you for the course. A checklist found in the precourse material is to be completed and submitted 2 weeks prior to your class start date. Information on where to send the precourse material is located in the package.

If you decide to bring your laptop computer, you are responsible for the security and maintenance of your equipment. NFA cannot provide you with computer software, hardware, or technical support. Wi-Fi is now available in the dormitory rooms. There are a limited number of 120-volt AC outlets in the classrooms. A Student Computer Lab is located in Building D and available to all students to use. It is open daily with technical support provided in the evenings.

Also, the end of class graduation ceremony is an important part of the course and you are expected to attend. Please do not make any travel arrangements to leave campus until after graduation.

Should you need additional information related to course content or requirements, please feel free to contact Mary Marchone, Fire Prevention Management Training Specialist at (301) 447-1476 or email at Mary.Marchone@fema.dhs.gov

Sincerely,

Dr. Denis Onieal, Superintendent
National Fire Academy
U.S. Fire Administration

August 2012

***DEVELOPING AND
IMPLEMENTING PUBLIC POLICY***

PRECOURSE ASSIGNMENT

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INTRODUCTION TO THE *DEVELOPING AND IMPLEMENTING PUBLIC POLICY* COURSE

Welcome to *Developing and Implementing Public Policy* (DIPP). DIPP empowers students with the ability to create, evaluate, and defend public policy in their home community.

The course is designed to facilitate understanding of how codes and regulations can be used as an effective component in fire prevention, fire mitigation, and overall community risk reduction. The course will address how to:

- use a community risk assessment to prioritize risk;
- develop a problem statement and recommend a strategic prevention intervention using public policy;
- design a strategy to build support for a public policy;
- develop and submit a proposal for a public policy;
- understand the public policy issue resolution process; and
- market, apply, and evaluate a new or modified public policy.

Public policy is a potentially effective but often underused component of risk reduction. Recall that the most effective risk-reduction strategies employ the use of combined prevention interventions to include

- public education;
- engineering and technology;
- enactment and enforcement;
- economic incentives to support prevention; and
- emergency response.

Public policy has been recognized for many decades as a key component of an integrated risk-reduction strategy. The 1947 President's Conference on Fire Prevention called for use of public policy as a component for reducing the impact of fire. That recommendation was echoed again during the first Wingspread Conference in 1966 and three additional times during subsequent Wingspread Conferences.

Perhaps the strongest recommendation to use public policy as a means of preventing or mitigating the effects of fire came in the benchmark report *America Burning*, published in 1973. These recommendations were also stressed in subsequent reports that have occurred nearly every decade since. The most recent call for use of public policy as an integrated component of prevention/mitigation of risk appears in the *Vision 20/20* report.

If you are not familiar with the 1947 President's Conference on Fire Prevention, the *America Burning* series, or the *Vision 20/20* initiative, please review these topics prior to attending the National Fire Academy (NFA). The documents/initiative will be discussed in class and you should be familiar with them. Information on the 1947 President's

Conference and the America Burning series can be found on the U.S. Fire Administration (USFA) Web site at www.usfa.fema.gov Information on Vision 20/20 can be found at www.strategicfire.org

Public policy can play a critical role in risk prevention and mitigation because it may require the application of all types of prevention interventions. Because all members of our industry have a duty to help apply public policy at the local level, the target population for DIPP is broad. It includes fire marshals, building officials, public educators, inspectors, plan reviewers, investigators, officers, and other public officials.

Most NFA courses require completion of a precourse assignment. The assignment for DIPP is a multistep process where you will

- conduct a community risk assessment to create a profile of the local community;
- prioritize risks that currently (or potentially may affect) your constituency;
- explore priority risks and consider if public policy should be considered as a component of an intervention strategy;
- identify and evaluate the effectiveness of a policy that has been developed within your organization or the community that applies to risk reduction;
- identify and describe the fire/building codes used in your community;
- research the process for proposing, adopting, or modifying public policy in the community you serve; and
- attend or watch a meeting of the city council, county commission, or township supervisors to explore local democracy in action.

Completion of the precourse assignment is mandatory for acceptance into DIPP. Information from the assignment will be used to process in-class activities and ultimately develop a draft plan for using public policy as part of an integrated prevention/ mitigation strategy in the community you protect. **You should bring the information collected as part of the precourse assignment with you to the NFA.**

A checklist for the assignment is included for your benefit and serves as record of completion. **Only send the completed checklist** to the NFA's Training Specialist of Fire Prevention Management. It is due no later than 1 week in advance of the course. Directions on how to send the document are located on the checklist.

Name: _____
 Date of Class: _____
 Email: _____

Date Completed	Precourse Assignment Checklist
	Part 1: Building a Demographic Profile of Your Community
	Use American FactFinder to help create a demographical, social, economic, and housing profile of your community.
	Profile how your community has developed and changed over the past 10 years.
	Predict what your community may look like 10 years from now.
	Part 2: Building a Risk Profile of Your Community
	Identify and profile five priority fire risks in your home community.
	Part 3: Public Policy in Your Community
	Identify a recently created or modified standard operating procedure (SOP) from your organization. Respond to the directives in the precourse assignment.
	Identify a public policy (or specific prevention campaign) that has been developed in your community that applies to risk reduction. Respond to the directives in the precourse assignment.
	Identify and describe the fire/building codes used in your community.
	Identify your community's ISO rating.
	Research the process for proposing, adopting, and modifying public policy in the community you serve.
	Attend (or watch) a meeting of the local legislative body. Respond to the directives listed in the precourse assignment.
	Send Precourse Assignment Checklist to: Mary Marchone, Training Specialist Email: Mary.marchone@fema.dhs.gov Fax: 301-447-1372; Phone: 301-447-1476

PART 1: BUILDING A DEMOGRAPHIC PROFILE OF YOUR COMMUNITY

Introduction

The National Fire Academy is an institution of higher education dedicated to serving the emergency services. Many NFA courses require completing a precourse assignment. The purpose of this requirement is so you come to the academy with baseline information that can be utilized to enhance your learning experience and create an action plan to apply in your home community.

A core component of most precourse assignments includes a community risk assessment of the service area you are responsible for. This assessment entails locating, collecting, and evaluating both people and problem-related data.

This tutorial provides an introduction of how to gather both. Let's start with people-related data.

People-related Data

People-related data can create a demographic profile of your community. In addition to showing where people live, it can identify how they live. A good profile will explain the social, cultural, and economic composition of the area you protect.

One of the most reliable sources of demographic information is the U.S. Census Bureau. Data for the Decennial Census is collected by the Bureau every ten years. Data from the Decennial Census is utilized to determine congressional districts. The Decennial Census seeks to determine the *number of people* who live in a community.

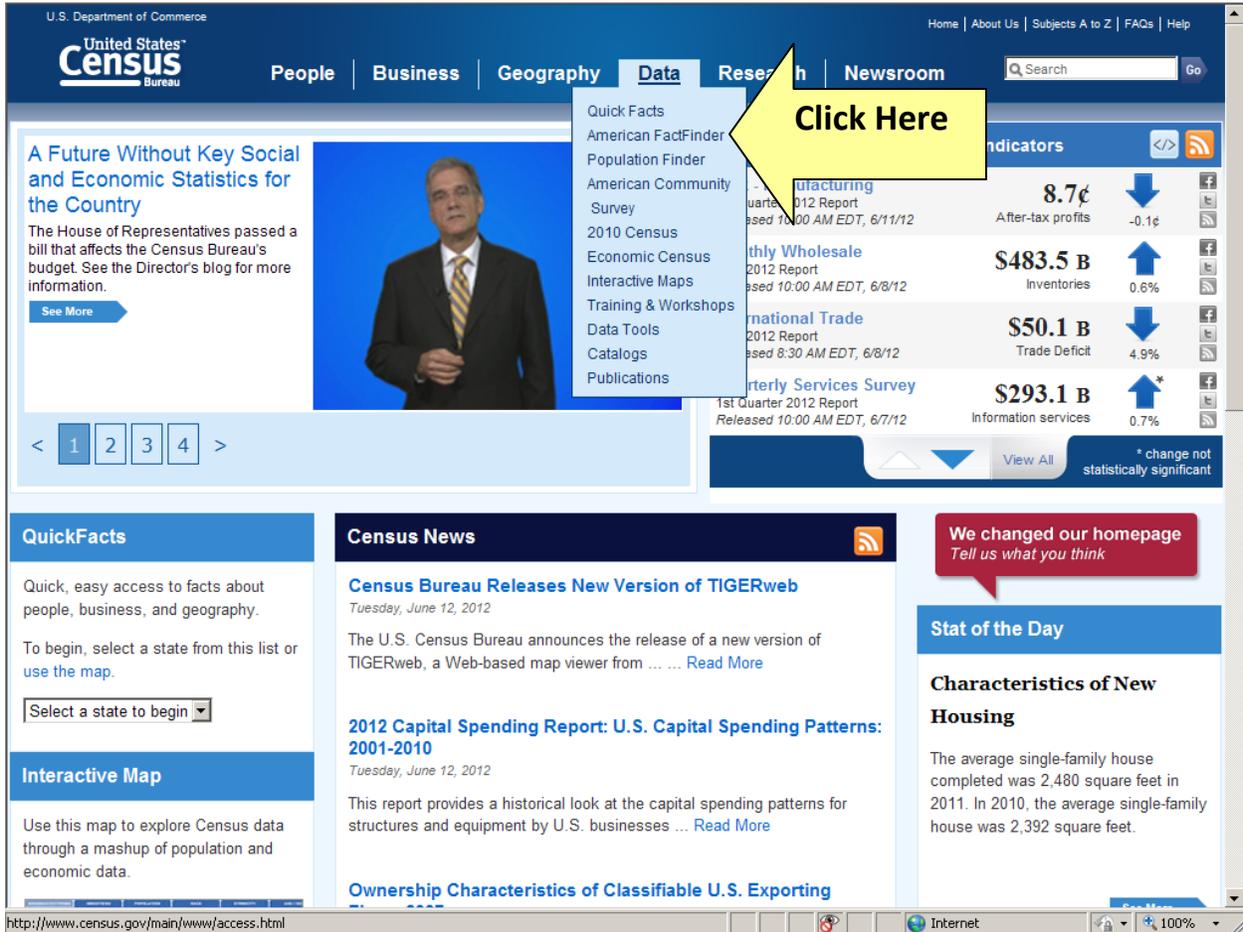
A second type of census, the American Community Survey (ACS), is as an on-going task of the Bureau. The American Community Survey is mailed to over three million U.S. residents annually. The Bureau's goal is to survey each U.S. resident every seven years to create demographic profiles of local communities. ACS data is important to risk reduction specialists because it provides information about *where and how* people live.

Data from the American Community Survey is available to the public through the American FactFinder database. FactFinder is an important tool for risk reduction practitioners because it allows us to explore demographic data both community-wide and by census tracts. Census tracts are defined geographical areas within a city, town, county, or village. Each tract carries a numerical identification.

Census bureau data is collected and analyzed by trained professionals. It is made available for public use though the Bureau's website. Part One of this tutorial will show you how to use the Bureau's site.

Use American FactFinder

1. To get started, go to the Bureau’s website located at www.census.gov. Once you are there, you should see a screen that looks like the one displayed in the screen shot shown below. Go to the Data section on the top of the Census Bureau's home page. Click on the **American FactFinder** link.



2. Upon arriving at the FactFinder site, you should see the screen displayed below. Enter the name of your community (city or county – plus the state); then hit Go.

The screenshot displays the American FactFinder website interface. At the top, the U.S. Census Bureau logo is visible. Below it, the 'FactFinder' logo is prominently displayed. The page includes a navigation bar with options like 'MAIN', 'SEARCH', 'WHAT WE PROVIDE', and 'USING FACTFINDER'. A search bar is located in the center, with the text 'Your Community Here' entered. A yellow callout box with an arrow points to the search bar and the 'GO' button, containing the text 'Enter name and then click here'. The page also features a 'Your Selections' section, a 'Quick Start' section, and various search options like 'Topics', 'Geographies', and 'Race and Ethnic Groups'. A 'News and Notes' section is visible at the bottom, showing recent updates. The browser's address bar shows 'Internet' and the zoom level is set to 100%.

- For the sake of this tutorial, we entered Hagerstown, Maryland as the example community. The following series of screen shots will walk you through the various types of demographical data that is available about a community at-large.

We will begin by examining data from the Decennial Census and then ascend to data from the American Community Survey.

The screenshot shows the American FactFinder interface. On the left, there are navigation menus for 'Your Selections', 'Topics', 'Geographies', 'Race and Ethnic Groups', and 'Industry Codes'. The main content area displays 'Community Facts' for 'Hagerstown city, Maryland'. Under '2010 Census', there is a link for 'Population, Age, Sex, Race, Households and Housing ...'. A yellow callout box with a black border and a black arrow points to this link, containing the text 'Click Here for Decennial Data'. Below this, there is a section for 'Search Results: 1-25 of 9,137 tables and other products match "Your Selections"'. A table lists search results with columns for ID, Table, File or Document Title, Dataset, and About.

ID	Table, File or Document Title	Dataset	About
<input type="checkbox"/> DP-1	Profile of General Population and Housing Characteristics: 2010	2010 Demographic Profile SF	i
<input type="checkbox"/> DP-1	Profile of General Population and Housing Characteristics: 2010	2010 SF2 100% Data	i
<input type="checkbox"/> DP02	SELECTED SOCIAL CHARACTERISTICS IN THE UNITED STATES	2010 ACS 3-year estimates	i
<input type="checkbox"/> DP02	SELECTED SOCIAL CHARACTERISTICS IN THE UNITED STATES	2010 ACS 5-year estimates	i
<input type="checkbox"/> DP02	SELECTED SOCIAL CHARACTERISTICS IN THE UNITED STATES	2010 ACS 5-year Selected Population Tables	i
<input type="checkbox"/> DP03	SELECTED ECONOMIC CHARACTERISTICS	2010 ACS 3-year estimates	i
<input type="checkbox"/> DP03	SELECTED ECONOMIC CHARACTERISTICS	2010 ACS 5-year estimates	i
<input type="checkbox"/> DP03	SELECTED ECONOMIC CHARACTERISTICS	2010 ACS 5-year Selected Population Tables	i

- The screen shot displayed below represents only a small portion of what is available pertinent to the 2010 Decennial Census. Be sure to scroll down and see all of the data available on both people and housing characteristics.

When ready to return to return to the previous screen, click here.

Scroll down for more data.

Subject	Number	Percent
SEX AND AGE		
Total population	39,662	100.0
Under 5 years	3,432	8.7
5 to 9 years	2,876	7.3
10 to 14 years	2,511	6.3
15 to 19 years	2,403	6.1
20 to 24 years	2,718	6.9
25 to 29 years	3,227	8.1
30 to 34 years	2,888	7.3
35 to 39 years	2,566	6.5
40 to 44 years	2,645	6.7
45 to 49 years	2,762	7.0
50 to 54 years	2,610	6.6
55 to 59 years	2,217	5.6
60 to 64 years	1,919	4.8
65 to 69 years	1,333	3.4
70 to 74 years	1,073	2.7
75 to 79 years	874	2.2

Upon completing the exploration of general census data, go to the top of the screen and click on the Back to Search function.

- Next, click on each of the four sections that display data from the American Community Survey. The Census Bureau strives to update this data on an on-going basis. Each section will help you build an overall profile of your community at-large.

The screenshot shows the American FactFinder interface. On the left, there are navigation menus for 'Your Selections', 'Topics', 'Geographies', 'Race and Ethnic Groups', and 'Industry Codes'. The main content area displays 'Community Facts' for 'Hagerstown city, Maryland', including sections for '2010 Census' and 'American Community Survey'. A yellow arrow points to these sections with the text 'Explore all four of these sections.' Below the navigation is a table of search results.

ID	Table, File or Document Title	Dataset	About
<input type="checkbox"/> DP-1	Profile of General Population and Housing Characteristics: 2010	2010 Demographic Profile SF	i
<input type="checkbox"/> DP-1	Profile of General Population and Housing Characteristics: 2010	2010 SF2 100% Data	i
<input type="checkbox"/> DP02	SELECTED SOCIAL CHARACTERISTICS IN THE UNITED STATES	2010 ACS 3-year estimates	i
<input type="checkbox"/> DP02	SELECTED SOCIAL CHARACTERISTICS IN THE UNITED STATES	2010 ACS 5-year estimates	i
<input type="checkbox"/> DP02	SELECTED SOCIAL CHARACTERISTICS IN THE UNITED STATES	2010 ACS 5-year Selected Population Tables	i
<input type="checkbox"/> DP03	SELECTED ECONOMIC CHARACTERISTICS	2010 ACS 3-year estimates	i
<input type="checkbox"/> DP03	SELECTED ECONOMIC CHARACTERISTICS	2010 ACS 5-year estimates	i
<input type="checkbox"/> DP03	SELECTED ECONOMIC CHARACTERISTICS	2010 ACS 5-year Selected Population Tables	i

Note – a smart strategy is to print a hard copy of each section so you can examine and compare all of the data.

- Now that you have developed a demographic profile of your community at-large, the next step is to learn how to find data on specific geographical areas known as census tracts. Let's go back to the example on Hagerstown, Maryland.

Locate the Geography category located on the left side of the screen and click it.

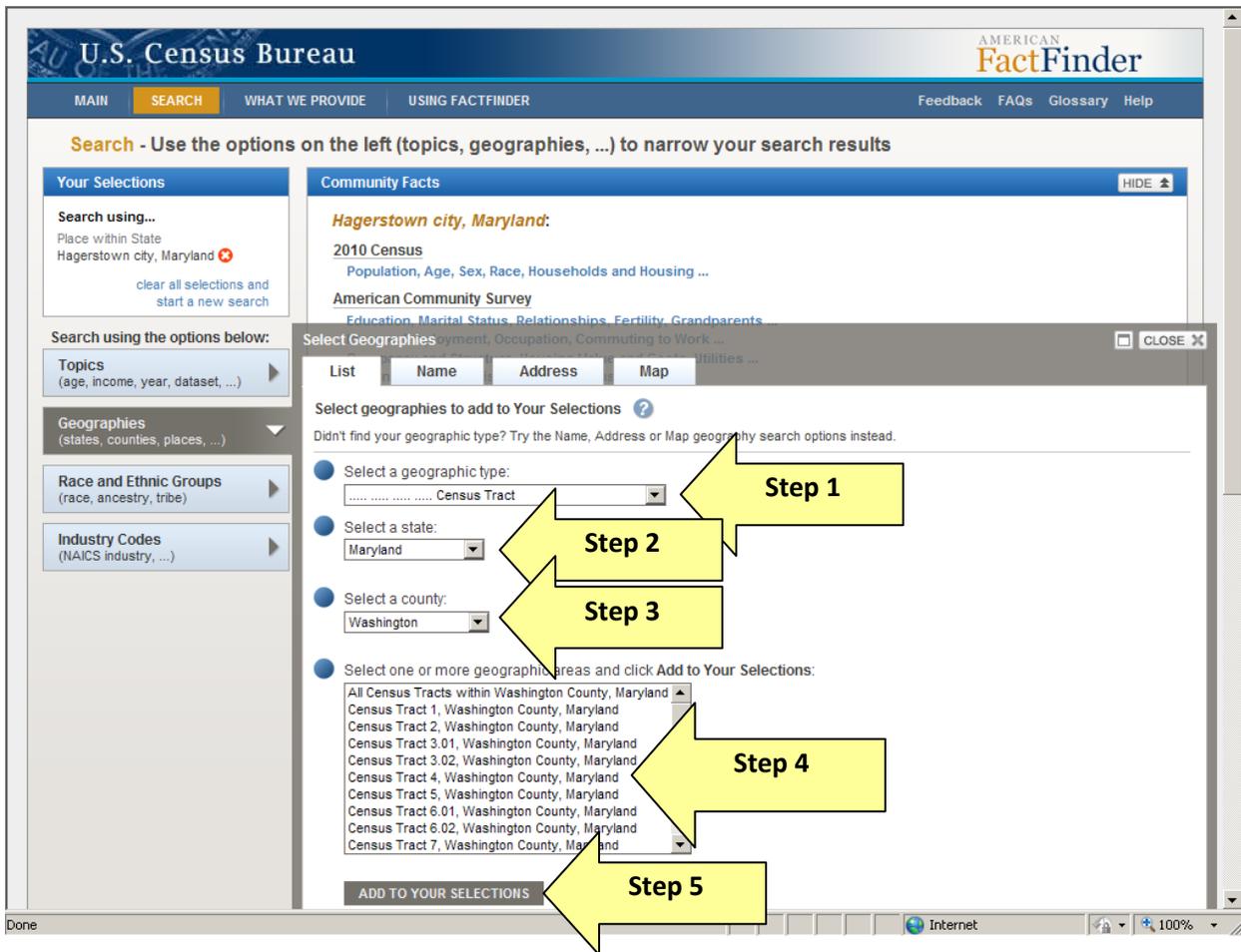
The screenshot shows the American FactFinder interface. On the left sidebar, under 'Search using the options below:', the 'Geographies' category is highlighted with a yellow arrow and the text 'Click Here'. The main content area shows search results for 'Hagerstown city, Maryland' with various data tables listed. The browser's address bar at the bottom shows 'javascript:toggleGeoOverlay();'.

ID	Table, File or Document Title	Dataset	About
<input type="checkbox"/> DP-1	Profile of General Population and Housing Characteristics: 2010	2010 Demographic Profile SF	i
<input type="checkbox"/> DP-1	Profile of General Population and Housing Characteristics: 2010	2010 SF2 100% Data	i
<input type="checkbox"/> DP02	SELECTED SOCIAL CHARACTERISTICS IN THE UNITED STATES	2010 ACS 3-year estimates	i
<input type="checkbox"/> DP02	SELECTED SOCIAL CHARACTERISTICS IN THE UNITED STATES	2010 ACS 5-year estimates	i
<input type="checkbox"/> DP02	SELECTED SOCIAL CHARACTERISTICS IN THE UNITED STATES	2010 ACS 5-year Selected Population Tables	i
<input type="checkbox"/> DP03	SELECTED ECONOMIC CHARACTERISTICS	2010 ACS 3-year estimates	i
<input type="checkbox"/> DP03	SELECTED ECONOMIC CHARACTERISTICS	2010 ACS 5-year estimates	i
<input type="checkbox"/> DP03	SELECTED ECONOMIC CHARACTERISTICS	2010 ACS 5-year Selected Population Tables	i

7. When the screen that is displayed below appears, perform a three-step process:
 - Step 1 – Locate the geographic type, click on it, and select Census Tract.
 - Step 2 – Select your state.
 - Step 3 – Select your county.
 - Step 4 – Select the census tract you wish to explore.
 - Step 5 – Click on Add to Your Selections

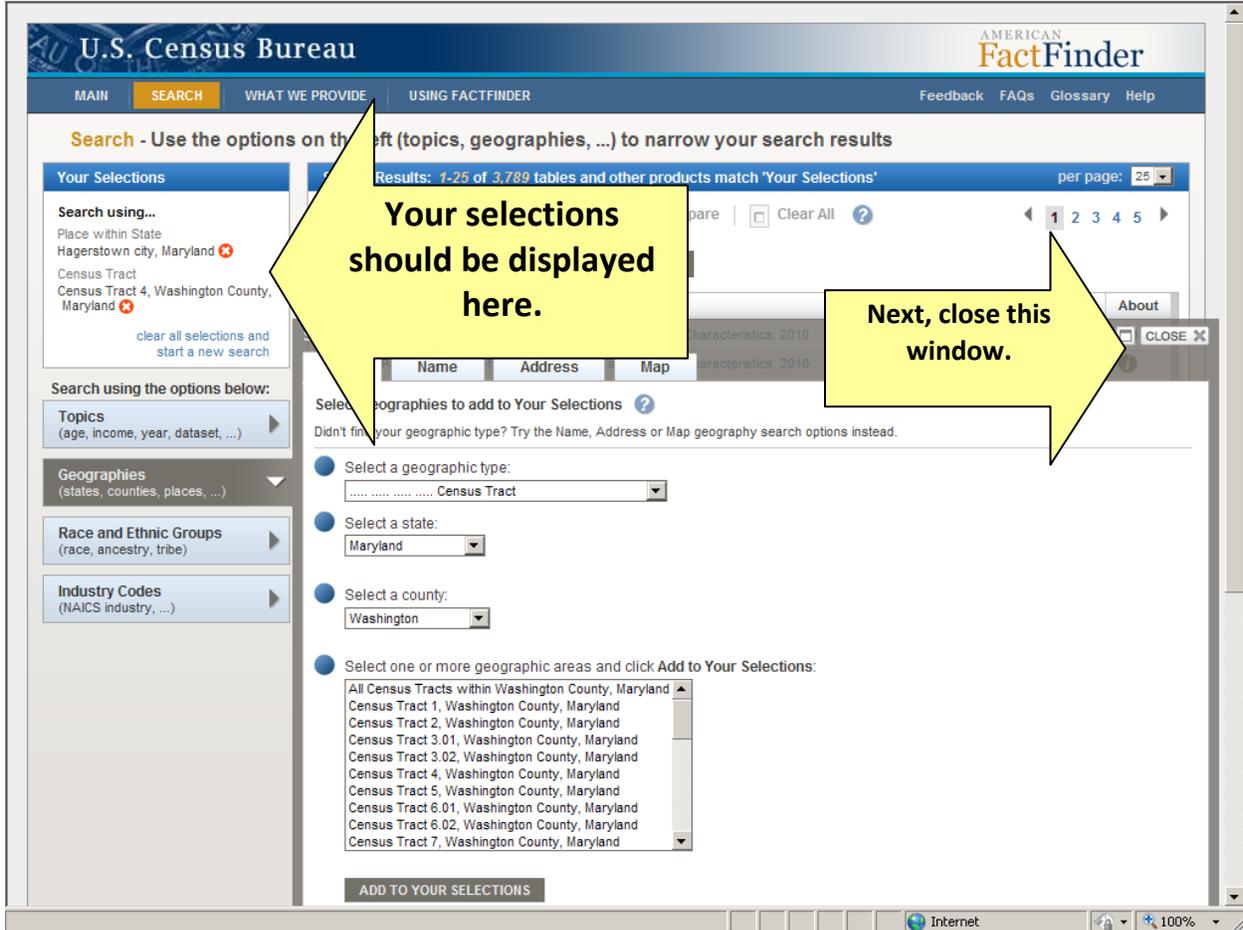
The field with census tracts for your county will become populated. You now have the option to explore your community by census tract. For this example, we will examine Census Tract 4 in Washington County, Maryland.

Note – you will need to know which census tract corresponds to the area of your community that you wish to explore. All census tracts in your entire county will be available for exploration.



8. If you have done the process correctly, you will see your city and census tract displayed in the Your Selections section.

Next, close the overlay screen that offers census tract options.



9. You should now see a screen that displays the data specific to the census tract you selected. In our case, it is for Census Tract 4 in Hagerstown, Maryland.

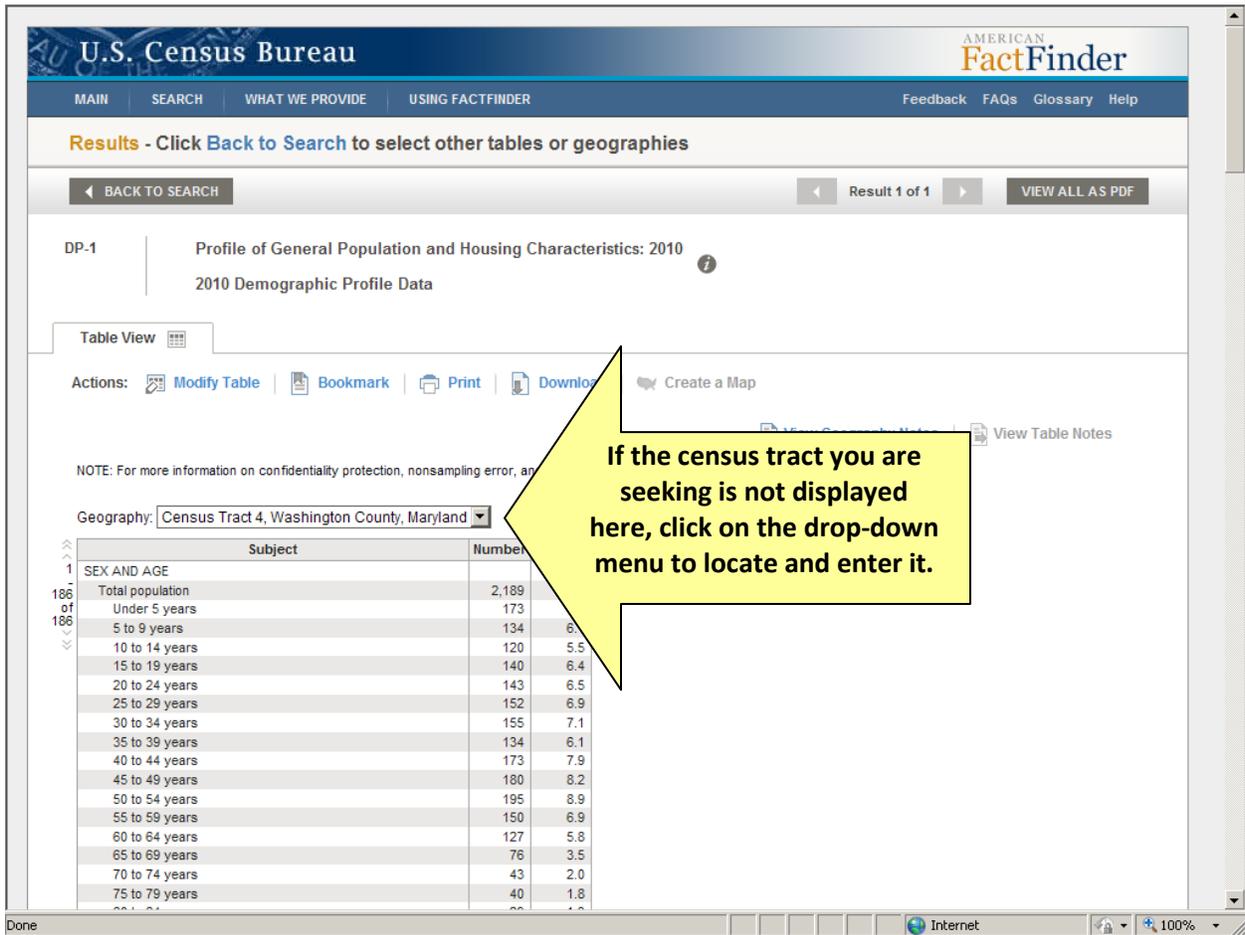
Each specific category of data can now be explored by census tract. For this example, we will select the Profile of General Population and Housing Characteristics 2010.

Note – the selections that reference “United States” allow you to compare the census data with national statistics. Your local data will not have a “United States” reference.

The screenshot shows the American FactFinder search results page. The search criteria are: Place within State: Hagerstown city, Maryland; Census Tract: Census Tract 4, Washington County, Maryland. The search results show 1-25 of 3,789 tables and other products. The first result is 'Profile of General Population and Housing Characteristics: 2010' (ID: DP-1). A yellow arrow points to this result with the text 'Click Here'.

ID	Table, File or Document Title	2010 ACS 5-year estimates	About
<input type="checkbox"/> DP-1	Profile of General Population and Housing Characteristics: 2010		i
<input type="checkbox"/> DP-1	Profile of General Population and Housing Characteristics: 2010		i
<input type="checkbox"/> DP02	SELECTED SOCIAL CHARACTERISTICS IN THE UNITED STATES	2010 ACS 5-year estimates	i
<input type="checkbox"/> DP02	SELECTED SOCIAL CHARACTERISTICS IN THE UNITED STATES	2010 ACS 5-year Selected Population Tables	i
<input type="checkbox"/> DP03	SELECTED ECONOMIC CHARACTERISTICS	2010 ACS 5-year estimates	i
<input type="checkbox"/> DP03	SELECTED ECONOMIC CHARACTERISTICS	2010 ACS 5-year Selected Population Tables	i
<input type="checkbox"/> DP04	SELECTED HOUSING CHARACTERISTICS	2010 ACS 5-year estimates	i
<input type="checkbox"/> DP04	SELECTED HOUSING CHARACTERISTICS	2010 ACS 5-year Selected Population Tables	i
<input type="checkbox"/> DP05	ACS DEMOGRAPHIC AND HOUSING ESTIMATES	2010 ACS 5-year estimates	i
<input type="checkbox"/> QT-H1	General Housing Characteristics: 2010	2010 SF1 100% Data	i
<input type="checkbox"/> QT-H2	Tenure, Household Size, and Age of Householder: 2010	2010 SF1 100% Data	i
<input type="checkbox"/> QT-H2	Tenure, Household Size, and Age of Householder: 2010	2010 SF2 100% Data	i
<input type="checkbox"/> QT-H3	Household Population and Household Type by Tenure: 2010	2010 SF1 100% Data	i
<input type="checkbox"/> QT-H3	Household Population and Household Type by Tenure: 2010	2010 SF2 100% Data	i
<input type="checkbox"/> QT-P1	Age Groups and Sex: 2010	2010 SF1 100% Data	i
<input type="checkbox"/> QT-P1	Age Groups and Sex: 2010	2010 SF2 100% Data	i
<input type="checkbox"/> QT-P10	Hispanic or Latino by Type: 2010	2010 SF1 100% Data	i
<input type="checkbox"/> QT-P11	Households and Families: 2010	2010 SF1 100% Data	i

10. You now have data for the specific census tract requested.



The screenshot shows the U.S. Census Bureau FactFinder interface. The page title is "Profile of General Population and Housing Characteristics: 2010" and "2010 Demographic Profile Data". The Geography is set to "Census Tract 4, Washington County, Maryland". A table displays demographic data for "SEX AND AGE".

Subject	Number	Rate
SEX AND AGE		
Total population	2,189	
Under 5 years	173	7.9
5 to 9 years	134	6.1
10 to 14 years	120	5.5
15 to 19 years	140	6.4
20 to 24 years	143	6.5
25 to 29 years	152	6.9
30 to 34 years	155	7.1
35 to 39 years	134	6.1
40 to 44 years	173	7.9
45 to 49 years	180	8.2
50 to 54 years	195	8.9
55 to 59 years	150	6.9
60 to 64 years	127	5.8
65 to 69 years	76	3.5
70 to 74 years	43	2.0
75 to 79 years	40	1.8

Note – if the census tract is not displayed in the Geography window, simply click on the drop-down menu to locate and enter it.

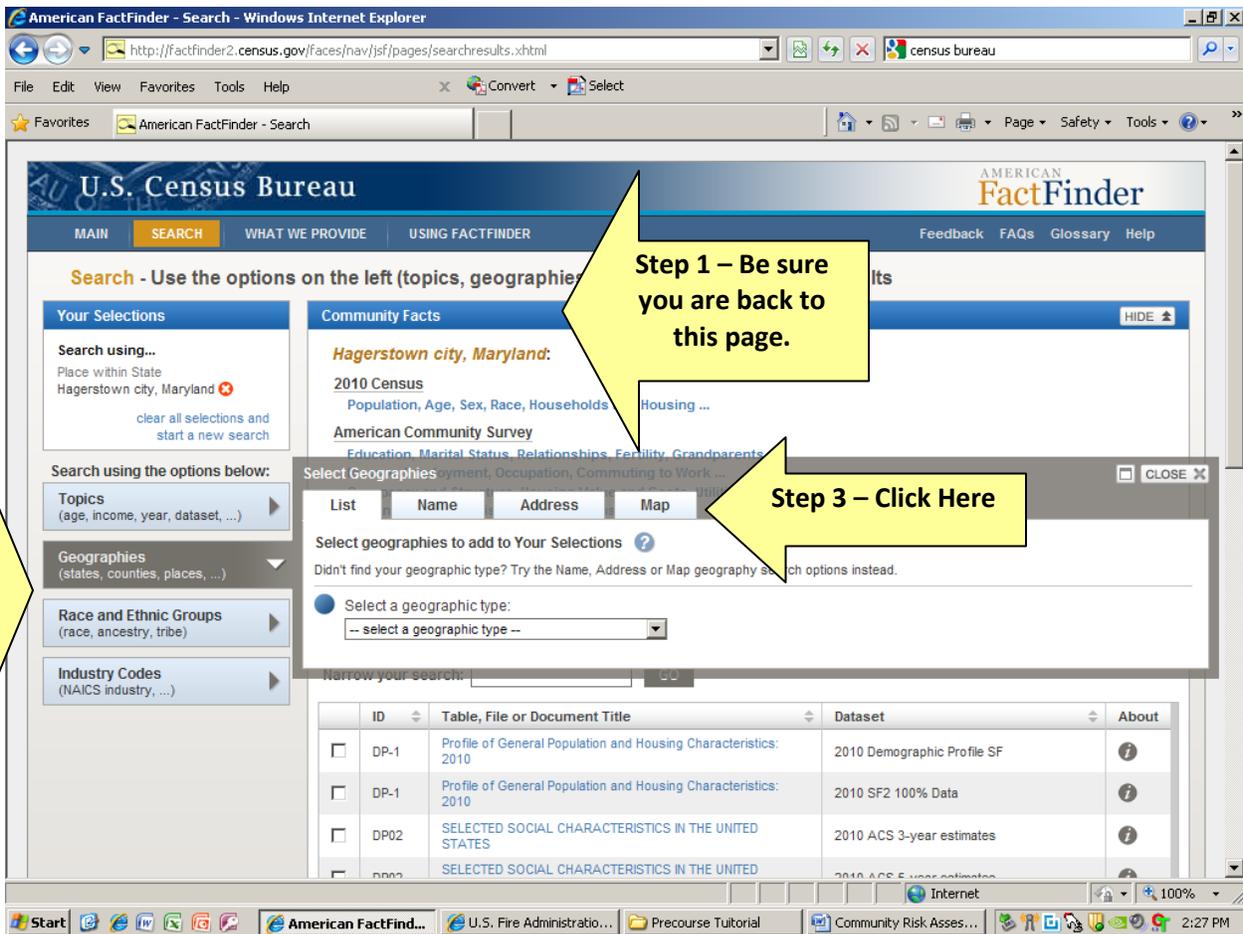
Special Section – Building a Map of Census Tracts

If you don't know the numerical designations of the census tracts in your community, you can build a map to identify them. Here's how:

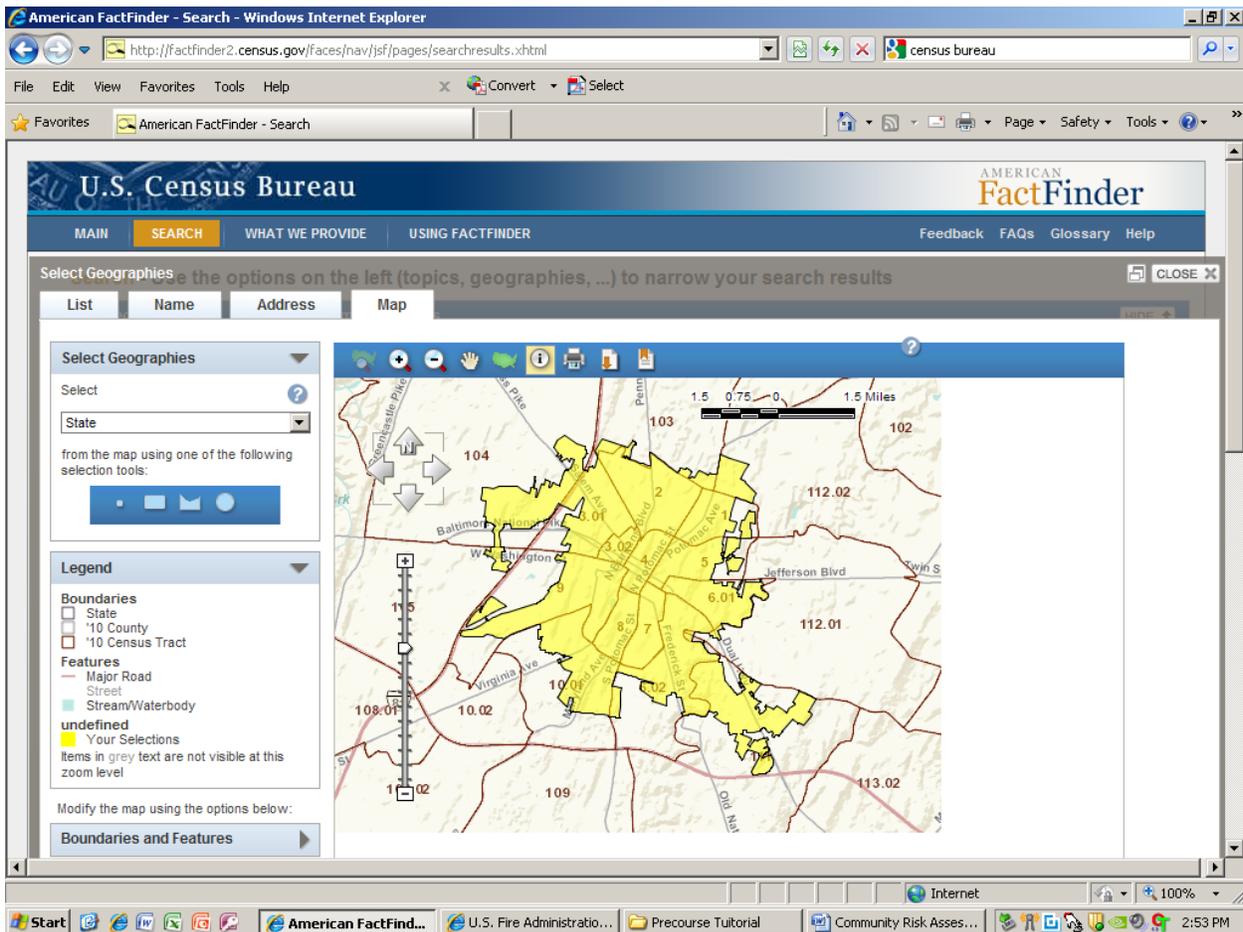
Step 1 – Return to the Community Facts screen for your community.

Step 2 – Click on the Geographies feature.

Step 3 – Locate the Map feature on the Select Geographies menu and click on it.



Your map with census tracts should appear. You may also print this map.



Summary of People-related Data

While the process of gathering data from the U.S. Census Bureau may appear intimidating at first, it is a task easily mastered with experience. Each time you work with the Bureau's database, the process will get easier.

The census bureau data analysis tools are very powerful instruments that can provide you with a wealth of information about the demographics of your local community. As more resources become available, the bureau plans to incorporate enhanced capabilities that will allow communities to integrate Geographic Information System (GIS) tracking/mapping with local demographics.

Problem-related Data

Data on fire experience in the U.S. is available through the United States Fire Administration (USFA). USFA began the National Fire Incident Reporting System (NFIRS) in 1975. Under NFIRS, local fire departments forward fire incident data to a state coordinator. The coordinator collates statewide fire incident data and reports information to the USFA.

The following is an overview of how to obtain and review NFIRS data for your local community.

1. Obtain an NFIRS Account.
 - a. Request an NFIRS account from the person in your department responsible for NFIRS reporting. Your state NFIRS program manager or your local NFIRS person with an account with system administration permission assigns accounts. The NFIRS Support Center at the United States Fire Administration can provide you with the contact information of your state NFIRS program manager. Call (888) 382-3827 from 8:30 a.m. ET to 4:30 p.m. ET or email FEMA-NFIRSHelp@fema.dhs.gov.
 - b. Your NFIRS account needs only the following four permissions: Startup, Report Submit, Report Fetch, and Report Generate.

2. Log in the NFIRS Summary Output Reports Tool (a.k.a. SORT).
 - a. Go to the following website: www.nfirs.fema.gov.
 - b. Select Web-based Tools from the menu bar.



3. Select Summary Output Reports Tool from the Web-based Tools menu.

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
U.S. FIRE ADMINISTRATION

NFIRS Home | Latest News | USFA | Site Index | Contact

National Fire Incident Reporting System

System Information | Documentation | Training | Support Center | **Web-based Tools** | User Section | Vendor Section

Web-based Tools

- Report Incidents (DEBI)
- Summary Output Reports Tool
- Bulk Import Utility (BIU)
- Bulk Export Utility (BEU)
- System Admin Tools
- User Services
- Data Warehouse Access Admin Tool

USFA | NFIRS : [Web-based Tools](#) : **NFIRS 5.0 Web-based Tools**

Web-based Tools

Web-based Tools section. General Information about the below.

NFIRS 5.0 Web-based Tools

New web-based tools which provide reporting and data transmission capabilities through the use of standard Internet technology are now being offered to State Program Managers participating in the USFA NFIRS 5.0. Following the test period of each tool, a phased approach for its release and implementation allows State Program Managers to review system requirements and plan their state's user participation.

If State Program Managers choose to do so, they may assign to selected users in their state the necessary permission for one or more of the new web-based tools. The user must have an activated NFIRS 5.0 User account with necessary permissions assigned for the tool use or action.

Using the web-based NFIRS 5.0 Tools requires Internet connectivity, a browser version and PC that meets necessary system requirements as outlined for each tool on its information page.

Build Date: 02/17/2012 02:24 PM

[NFIRS Home](#) | [Site Index](#) | [Privacy/Important Notices](#) | [USFA](#) | [Contact Us](#)

An official web site of the [Department of Homeland Security](#)
U.S. Fire Administration, 16825 S. Seton Ave., Emmitsburg, MD 21727
NFIRS Support Center: (888) 382-3827

Trusted sites 100%

4. Log in using your NFIRS account (i.e., state abbreviation, user name, and password).



5. Click OK from the USFA Banner Page to go to the next page.

6. You should see the screen that is displayed below. Click on the Available Reports option in the Reporting Menu section. Note the report types that are available for you to develop. Scroll down the list so you see all the choices.

Department of Homeland Security
Federal Emergency Management Agency
U.S. Fire Administration

OMB no: 1660-0069 Expiration Date: 07/31/2012 Logout

National Fire Incident Reporting System

State: TR Fire Department: National Fire Data Center Username: MWELLER

Reporting Menu
[Available Reports](#)
[Completed Reports](#)
[Requested Reports](#)
[My Recent Reports](#)

Types
 Sample reports in PDF form you must first have a PDF viewer installed. Such a viewer is available from

Report Name	Report Description	Report Category	Sample Report
Civilian Casualties	The Civilian Casualties report summarizes the user's choice of either injuries or fatalities involving civilians. The report breaks down the numbers into five graphs: by property use, by incident type, total injuries, fire incidents, and non-fire incidents. The last three graphs are grouped using a user-chosen time period including the day of the week, day of the month, the hour of the day, month of the year, quarter of the year, week of the month, or week of the year.	Casualty Reports	
Data Inventory By FDID	The Data Inventory by FDID report summarizes incident data within a given alarm date range by presenting a table for each selected fire department that provides counts of various incident modules broken down by incident validity, original incident data version, and incident publication state.	Fire Reports	
Data Quality	The Data Quality report quantifies the quality of reported incidents as a total number and percentage of the presence of key fields on various modules such as the Basic Module, Fire Module, and Apparatus Module.	Management Reports	
Detailed Selected Statistics	The Detailed Selected Statistics report summarizes incidents by the presence and frequency of a particular coded field as chosen by the user (such as the Cause of Ignition field on the Fire Module). Additionally, the user may add ad hoc filters to further narrow the incidents included. The results include the frequency, frequency percentage, number of exposures, average number of EMS and suppression personnel and apparatus, average man hours, total man hours, and average response time.	Management Reports	
FDID Incident Type Summary	The FDID Incident Type Summary report summarizes counts of incidents by incident type (incident type in the 100s, 200s, 300s, etc., U [Undetermined - 4.1 conversion], or none) and total incidents for each FDID chosen by the user. A total for all FDIDs included is given at the end of the report.	Incident by FDID Reports	

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Note – for the sake of this tutorial, we will be focusing on how to create and print the following reports: Summary by Incident Types, Tally, and Residential Structure Fire Causes.

7. Select the Summary by Incident Type report from Available Reports.

	<p>Residential Structure Fire Causes</p> <p>Structure Fire Causes</p> <p>Structure Fires by Property Use</p> <p>Summary by Incident Type</p> <p>Tally</p> <p>Unresolved Fire Incidents</p>	<p>The Residential Structure Fire Incidents by Fire Cause Category report summarizes fire incidents in residential structures. The rows of the report are broken down by computed cause code/categories. The information summarized includes the count and percentage frequency of each cause code, the count and percentage of both civilian and fire fighter injuries and casualties, and the count and percentage of property, contents, and total loss. The computed cause codes include such categories as smoking, heating, and cooking.</p> <p>The Structure Fire Causes report summarizes structure fires by cause. The cause code may be either fire cause or priority cause category. Optionally, the results can summarized by a coded field within the cause code.</p> <p>The Structure Fires By Property Use report summarizes structure fire incidents by several property use categories. The categories are residential property uses, public property uses and other property uses, which are displayed graphically using bar charts. The report ends with a numerical summary of the same categories further broken down by counts of fires, fire fighter deaths & injuries, civilian deaths & injuries, and property loss amounts.</p> <p>The Summary by Incident Type report is a table of incidents categorized by frequency, percentage of total incidents, mutual aid statistics and exposures broken down by fires, EMS, and other incident types. The report also has a summary of dollar loss and casualties.</p> <p>The Tally report lists several counts and percentages for a selected set of incidents that includes the frequency of occurrence, civilian and fire service injuries and deaths, and property, contents and total loss. These are organized by one of a number of coded fields chosen by the user. Among these choices are incident type, property use, cause of ignition, and Hazmat disposition.</p> <p>The Unresolved Fire Incidents report contains a list of all fire incidents with a fire cause of "Undetermined" or "Investigating" with an incident date that occurred on or before a date given by the user. The report includes the FDID, the fire department name, the incident date, the incident number, the incident type, and the cause (which will be either Undetermined or Investigating). The report can be sorted either by FDID or fire dept. name and includes a sub-total of incidents for each one.</p>	<p>Fire Reports </p> <p>Fire Reports </p> <p>Fire Reports </p> <p>Incident Reports </p> <p>Incident Reports </p> <p>Investigation Reports </p>
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8. You should see the screen displayed below. Follow the directions listed at the bottom of this screen shot.

- A. Enter the following parameters:
1. From Date (format mm/dd/yyyy)
 2. To Date (format mm/dd/yyyy)
 3. Incident Status = All
 4. Incident Version = All
 5. Release Status = All
 6. Include Individual FDID Reports = blank
- B. Select the fire department to include in the report.

1. In the FDID Selection section, drill down to the fire department.
 2. Check the box next to the fire department.
- C. Generate the report.
1. Move down to the button named Generate Report.
 2. Select Generate Report.
- D. Print the report.
1. Select My Recent Reports from the Reporting Menu.
 2. View the status of the report.
 - a. Submitted – the report is waiting to be processed.
 - b. In Process – the report is being created.
 - c. Completed – the report is created.
 3. If the status of the report is completed, select the PDF version of the report from the Report Format section.
 4. Open the report.
 5. View and print the report.
 6. Close the report after it prints.

Note – the report you ultimately generate will look similar to the one displayed below. The report should be populated with data pertinent to your department.

Summary_by_Incident_Type.pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Secure Sign Forms Multimedia Comment

3 / 4 66.1% Find

Summary By Incident Type

Report Period: From 01/01/2004 to 01/01/2008

Fire Department Name: null
Fire Department ID: null

Calls By Incident Type	Frequency	Percent Of Total Calls	Mutual Aid None	Mutual Aid Given	Mutual Aid Received	Other Aid Given	Invalid Aid Flag	Exposures	Total Incidents
FIRES									
Building Fires (110-118, 120-123)	0		0	0	0	0	0	0	0
Vehicle Fires (130-138)	0		0	0	0	0	0	0	0
Other Fires (100, 140-173)	0		0	0	0	0	0	0	0
Total Fires	0		0	0	0	0	0	0	0
Pressure Ruptures, Explosion, Overheat (200-251)	0		0	0	0	0	0	0	0
RESCUE CALLS									
Emergency Medical Treatment (300-323)	0		0	0	0	0	0	0	0
All Others(331-381)	0		0	0	0	0	0	0	0
Total Rescue Calls	0		0	0	0	0	0	0	0
Hazardous Condition Calls (400-482)	0		0	0	0	0	0	0	0
Service Calls (500-571)	0		0	0	0	0	0	0	0
Good Intent Calls (600-671)	0		0	0	0	0	0	0	0
Severe Weather or Natural Disaster Calls (800-815)	0		0	0	0	0	0	0	0
Special Incident Calls (900-911)	0		0	0	0	0	0	0	0
Unknown Incident Type (UUU)	0		0	0	0	0	0	0	0
FALSE CALLS									
Malicious Calls (710-715, 751)	0		0	0	0	0	0	0	0
Other False Calls (700, 721-746)	0		0	0	0	0	0	0	0
Total False Calls	0		0	0	0	0	0	0	0
TOTAL CALLS	0		0	0	0	0	0	0	0
Total Incidents With Exposure Fires			0						\$ 0.00
Total Exposure Fires			0						\$ 0.00
Casualty Summary									
		Civilian		Fire Service					
Fire Related Injuries	0		0						
Non-Fire Injuries	0		0						
Fire Related Deaths	0		0						
Non-Fire Deaths	0		0						

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Start Precourse Tutorial Community Risk Asses... National Fire Incident ... Summary_by_Incid... 10:55 AM

9. Next, return to the Available Reports screen and select the Tally category.

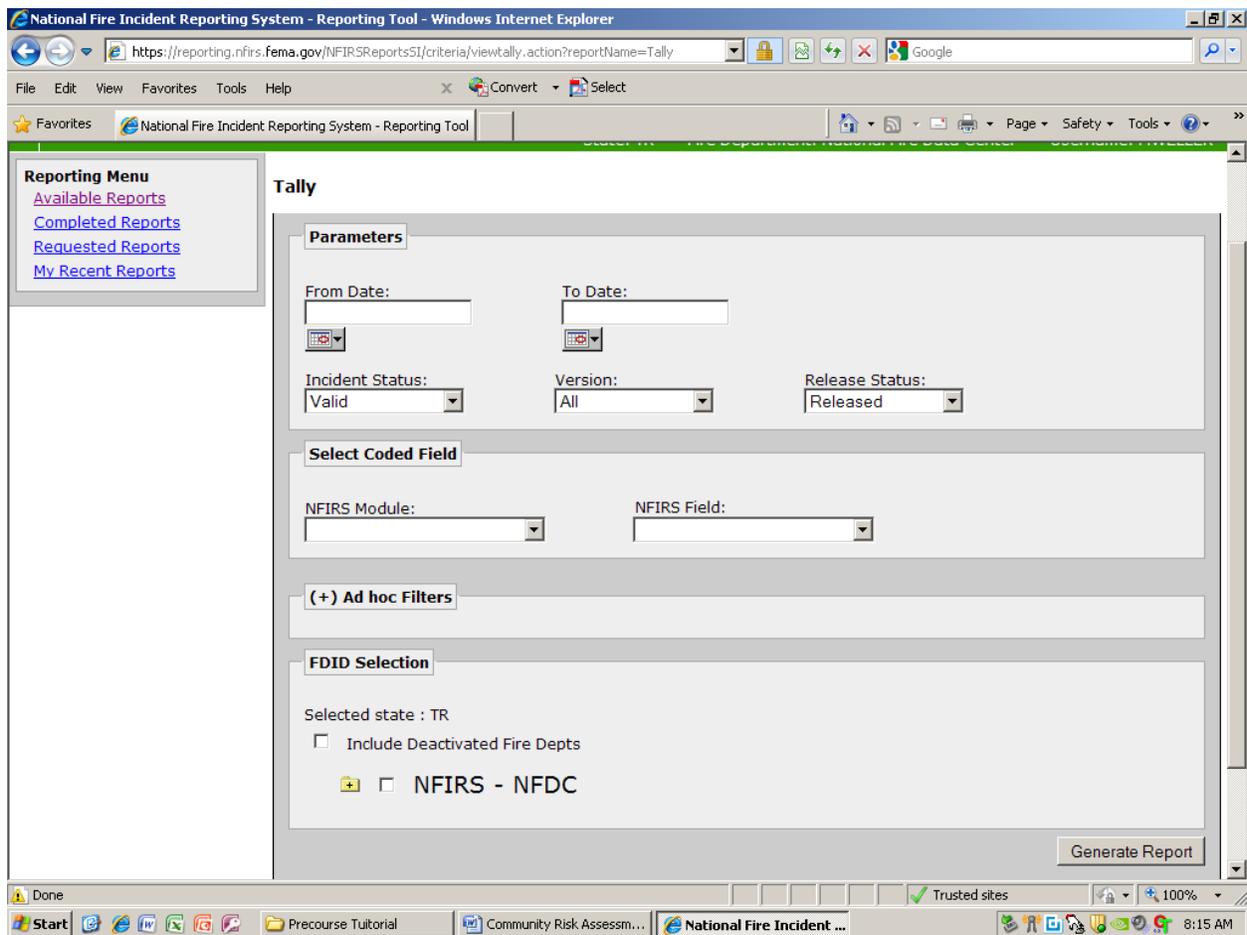
Residential Structure Fire Causes	<p>The Residential Structure Fire Incidents by Fire Cause Category report summarizes fire incidents in residential structures. The rows of the report are broken down by computed cause code/categories. The information summarized includes the count and percentage frequency of each cause code, the count and percentage of both civilian and fire fighter injuries and casualties, and the count and percentage of property, contents, and total loss. The computed cause codes include such categories as smoking, heating, and cooking.</p>	Fire Reports	
Structure Fire Causes	<p>The Structure Fire Causes report summarizes structure fires by cause. The cause code may be either fire cause or priority cause category. Optionally, the results can be summarized by a coded field within the cause code.</p>	Fire Reports	
Structure Fires by Property Use	<p>The Structure Fires By Property Use report summarizes structure fire incidents by several property use categories. The categories are residential property uses, public property uses and other property uses, which are displayed graphically using bar charts. The report ends with a numerical summary of the same categories further broken down by counts of fires, fire fighter deaths & injuries, civilian deaths & injuries, and property loss amounts.</p>	Fire Reports	
Summary by Incident Type	<p>The Summary by Incident Type report is a table of incidents categorized by frequency, percentage of total incidents, mutual aid statistics and exposures broken down by fires, EMS, and other incident types. The report also has a summary of dollar loss and casualties.</p>	Incident Reports	
Unresolved Fire Incidents	<p>The Tally report lists several counts and percentages for a selected set of incidents that includes the frequency of occurrence, civilian and fire service injuries and deaths, and property, contents and total loss. These are organized by one of a number of coded fields chosen by the user. Among these choices are incident type, property use, cause of ignition, and Hazmat disposition.</p>	Incident Reports	
Unresolved Fire Incidents	<p>The Unresolved Fire Incidents report contains a list of all fire incidents with a fire cause of "Undetermined" or "Investigating" with an incident date that occurred on or before a date given by the user. The report includes the FDID, the fire department name, the incident date, the incident number, the incident type, and the cause (which will be either Undetermined or Investigating). The report can be sorted either by FDID or fire dept. name and includes a sub-total of incidents for each one.</p>	Investigation Reports	

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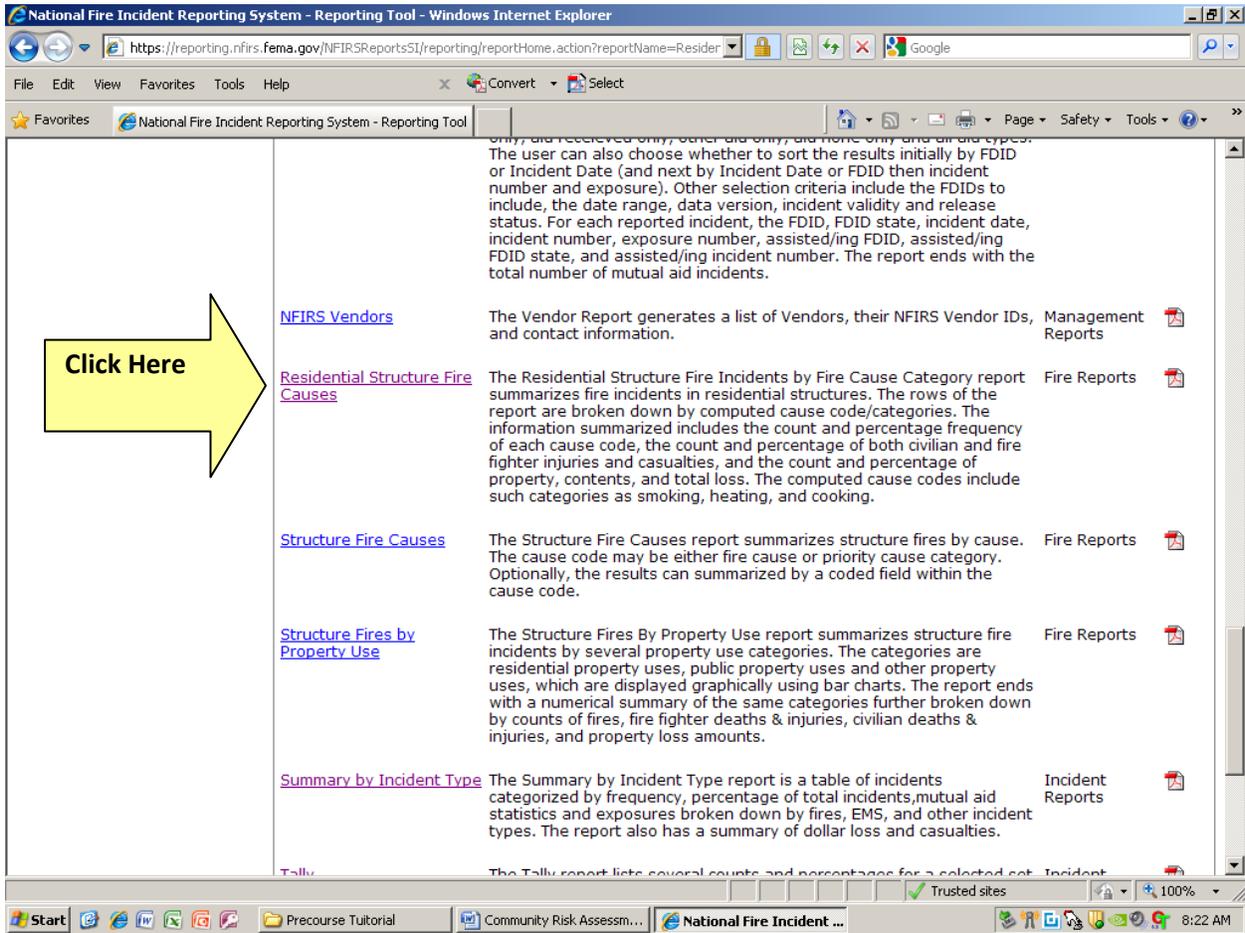
10. You should see the screen that is displayed below. Follow the directions listed at the bottom of this screen shot.



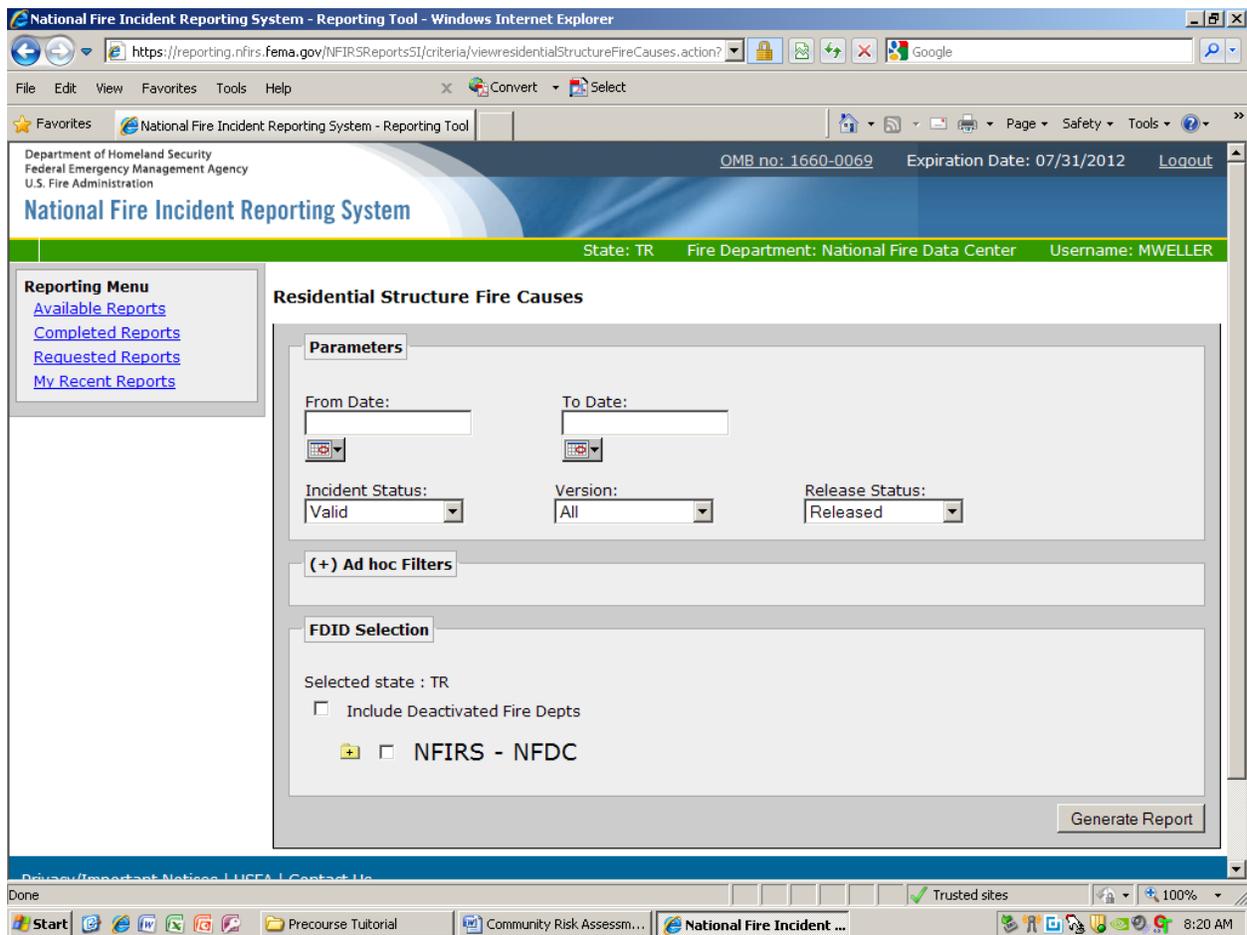
- A. Select the Tally report from Available Reports.
- B. Enter the following parameters:
 1. From Date (format mm/dd/yyyy)
 2. To Date (format mm/dd/yyyy)
 3. Incident Status = All
 4. Incident Version = All
 5. Release Status = All
- C. Select the data field to display on the report.
 1. NFIRS Module = (e.g., Basic Module)

2. NFIRS Field = (e.g., Incident Type)
- D. Select the fire department to include in the report.
1. In the FDID Selection section, drill down to the fire department.
 2. Check the box next to the fire department.
- E. Generate the report.
1. Move down to the button named Generate Report.
 2. Select Generate Report.
- F. Print the report.
1. Select My Recent Reports from the Reporting Menu.
 2. View the status of the report.
 - a. Submitted – the report is waiting to be processed.
 - b. In Process – the report is being created.
 - c. Completed – the report is created.
 3. If the status of the report is completed, select the PDF version of the report from the Report Format section.
 4. Open the report.
 5. View and print the report.
 6. Close the report after it prints.

11. Next, return to the Available Reports screen and select the Residential Structural Fire Causes category.



12. You should see the screen that is displayed below. Follow the directions listed at the bottom of this screen shot.



- A. Select the Residential Structure Fire Causes report from Available Reports.
- B. Enter the following parameters:
 1. From Date (format mm/dd/yyyy)
 2. To Date (format mm/dd/yyyy)
 3. Incident Status = All
 4. Incident Version = All
 5. Release Status = All
 6. Include Individual FDID Reports = blank

- C. Select the fire department to include in the report.
 - 1. In the FDID Selection section, drill down to the fire department.
 - 2. Check the box next to the fire department.
- D. Generate the report.
 - 1. Move down to the button named Generate Report.
 - 2. Select Generate Report.
- E. Print the report.
 - 1. Select My Recent Reports from the Reporting Menu.
 - 2. View the status of the report.
 - a. Submitted – the report is waiting to be processed.
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 - 4. Open the report.
 - 5. View and print the report.
 - 6. Close the report after it prints.

Summary of NFIRS Tutorial

Because fire departments and states take part in NFIRS voluntarily, NFIRS conclusions may not completely reflect the entire nation's fire experience.

Also, remember that when utilizing any type of data collection software, it is critical that everyone responsible for incident reporting does his or her job in an objective manner. Simply stated, this means that your department must set a protocol for how incidents are classified.

Here is an example: Consider the typical unattended cooking fire that occurs when a person forgets about a pan of oil being heated on a stovetop. Unless your department has agreed on how your staff will classify the incident, you may end up reporting one of several selections. Over a period of time, this subjectivity in reporting can lead to the creation of an unreliable set of data about unattended cooking fires whereby you cannot discern how many incidents of people walking away from a stove you actually respond to.

If you submit data to NFIRS, it is a very wise strategy to explore the NFIRS webpage thoroughly. There are many sections that include helpful suggestions on how to classify and report incident data.

Assignment for Part 1

1. Use FactFinder to build a **current** demographical profile of your home community. Develop a profile of the people who live in your community (age, gender, race, ethnicity, incomes, poverty, etc.). Perform the same actions for housing (type of homes, age, owner versus renter, etc.). A profile of employment should also be explored. **A worksheet (with prompting questions) is provided to assist you.**
 - a. The demographical information will be used throughout the DIPP course.
 - b. You **must** have this information available throughout the DIPP course in order to process the in-class activities. Saving the information on a memory device or printing hard copies is highly recommended. All *FactFinder* categories can be downloaded or printed.
 - c. Being able to **explain and use** the demographical, social, and cultural development of your community is essential to the effectiveness and credibility of a public policy development team.
2. Additional sources that may be helpful in locating demographic information includes but is not limited to:
 - a. City and County Planning Departments.
 - b. Office of Community Development.
 - c. Housing Authority.
 - d. Economic Development Commission.
 - e. Chamber of Commerce.
 - f. Community Action Council.
 - g. Local schools, hospitals, and health departments.
 - h. Head start programs and childcare organizations.
 - i. Department of Social Services.
 - j. Commission on Aging.
 - k. Advocacy groups.
 - l. Neighborhood associations.
 - m. Houses of worship.

DEMOGRAPHIC WORKSHEET

Use FactFinder to build a demographical, social, economic, and housing profile of your community. **Bulleted summary statements are acceptable.**

Category	Description	Questions to Answer--Your Community
Demographical (people-related information)	Population size, distribution, age, ethnicity, and cultures	<ul style="list-style-type: none"> • What is the total population of your community? • Population of each census tract? • Which census tracts have greatest concentration of the following high-risk populations: <ul style="list-style-type: none"> - Toddlers? - Older adults? - People challenged by poverty? - People with disabilities? - People who speak little or no English?
Social characteristics	Education levels and family profiles	<ul style="list-style-type: none"> • What are the demographics of education levels throughout your community? • What census tracts include the greatest populations of the following: <ul style="list-style-type: none"> - Single-parent homes? - Two-parent homes? - People living alone? - Older adults living alone?
Economic characteristics	Employment profile and rates, income levels	<ul style="list-style-type: none"> • What is the employment profile of your constituency? <ul style="list-style-type: none"> - Types of jobs? - Work in community or commute? - Major local employers? - Unemployment rate? - Income level ranges?

Category	Description	Questions to Answer--Your Community
Housing profile	Age of homes and occupants, types of residential occupancies, home ownership versus rental properties, transience among residents	<ul style="list-style-type: none"> • What is the overall housing profile of your community? <ul style="list-style-type: none"> - Average age of homes? - New (or recent) construction? - Homes with automatic detection and suppression equipment? - Types of residential construction? - Types of residential properties? (single family, duplex, multiunit) - Renter versus owner occupied? - Transience? (How often do people relocate to another residence?) <p>Note--please consider all census tracts. However, you only have to develop a general overview of your community's housing profile.</p>
Growth trends	Project growth trends for your community	<ul style="list-style-type: none"> • Use bullet points to profile how your community has changed over the past 10 years and what its profile may look like 10 years from now.

PART 2: BUILDING A RISK PROFILE OF YOUR COMMUNITY

Background Information

Community risk can be human created or naturally occurring. Human-created risks are those that have some form of human involvement at their core. Examples include cooking fires, car crashes, and ground-level falls. Naturally-occurring risks are those that develop without a human component. Examples include earthquakes and severe weather events.

Traditionally, the following factors are considered when prioritizing a community risk to address:

- Frequency of occurrence (how often the risk happens).
- Injuries and deaths caused by the risk.
- Property loss caused by the risk.
- Are the number of incidents rising or falling?
- Where are incidents occurring and who is at greatest risk?

Assignment for Part 2

Use the Risk Profile Sheet located on the next page to identify priority risks and consider if use of public policy may be an appropriate component of a risk-reduction strategy.

RISK PROFILE SHEET

Type of Risk	Why is it being identified as a priority risk?	Where does the risk occur most frequently and what populations are most affected?	Is there currently a public policy in place that addresses the risk?	Could public policy be used to help prevent/mitigate the risk? Why or why not?

PART 3: PUBLIC POLICY IN YOUR COMMUNITY

Background Information

As members of the public safety industry, each of us has some level of experience with the development or application of local public policy.

If you have ever served on a committee to develop SOPs for your organization, you have helped create a form of policy. Perhaps you helped create policy that was applied in the community such as a smoke alarm or sprinkler ordinance.

At a minimum, every public servant applies a form of public policy when delivering emergency response as local government is responsible for protecting its citizens. If you provide plans review or inspection services, you apply policy each time a code or standard is interpreted and enforced.

The public policy resolution and application process can create an environment charged with emotions. Especially if the policy will require certain behaviors to occur or monetary investments be made. Note: The resolution process is when a proposed policy is debated prior to its approval/denial. The application process is when an approved policy is being enforced.

As a student in DIPP you will learn how to conduct environmental scanning. This process entails analyzing the community to assess stakeholder/public interest and opinion of a proposed public policy. To prepare for the DIPP course, please perform the assignment for Part 3.

Assignment for Part 3

Please respond to the following directives that relate to public policy at the local level:

1. Bring a recently created or modified SOP or standard operating guideline (SOG) from your organization. Using this SOP or SOG, complete the following:
 - a. Identify the procedure or guideline.

 - b. What is the intent of the procedure or guideline?

- c. Who were the stakeholders involved during the development of the policy?
-
2. Identify a public policy (or specific prevention campaign) that has been developed in your community that applies to risk reduction.
 - a. Provide a description of the public policy or campaign.

 - b. How effective has the policy or campaign performed at creating the desired impact?

 - c. Who were the stakeholders that were involved during the development and adoption stage of the policy or campaign?

 - d. What were the opinions and emotions of stakeholders toward the policy or campaign?

