



## **Office of the State Fire Marshal National Fire Incident Reporting System (NFIRS) National Special Study COVID-19 Incidents**

The U.S. Fire Administration's (USFA) National Fire Data Center (NFDC) is implementing a national-level special study in the National Fire Incident Reporting System (NFIRS) to assist fire departments in recording responses to the Coronavirus Disease (COVID-19) pandemic in a nationally consistent manner. The special study will document fire department calls to suspected or confirmed incidents involving the sudden and nationwide spread of COVID-19. The severity of the spread has resulted in a national emergency declaration and is impacting the nation's fire service.

The collection of this data in NFIRS is allowed by the Federal Fire Prevention and Control Act of 1974 (as Amended Through P.L. 112-239, Enacted January 3, 2019) and aligns with the mission and founding principles of the USFA. This includes the need to collect, analyze, and disseminate relevant information about the firefighter health and safety, as well as to establish research and priority identification for the fire service.

**The goal of this special study is to collect, aggregate and quantify the number of fire department responses to incidents in which COVID-19 was a factor.**

The data will not be made available to the public, but will be used by the Office of the State Fire Marshal (OSFM) at the state level and the USFA at the national level. It will also be available in the NFIRS Data Warehouse for registered NFIRS users.

The use of this national-level special study is to ensure that the data are collected uniformly by the 24,300 reporting fire departments in NFIRS that have responded to more than 28.7 million incidents in 2018.

### **1) Special Study Scope:**

**Description** - COVID 19 Discovery

**Collection Level** - National

**Participants** - Fire Departments that participate in NFIRS

**Start Date** - 01/01/2020

**End Date** - 12/31/2022

**2) Basic Module Special Study (ID# 9244):** COVID 19 was a factor in this incident?

### 3) Codes:

- 1 – Yes, COVID 19 was suspected.
- 2 – Yes, COVID 19 was confirmed.
- 3 – No, COVID 19 was not a factor.
- 4 – Unknown.

This special study is being implemented in NFIRS because of its use in all 50 states, the District of Columbia, Native American Tribes, and the Department of Defense. The use of this special study along with other data collected about the incident helps in the analysis of the fire department response to the COVID-19 pandemic.

**The Special Study is strongly recommended, but not required. If used, it should be used on all incidents within the 01/01/2020 through 12/31/2022 timeframe, regardless of whether the incident involved COVID-19 or not.**

**This special study should be used in conjunction with the previous guidance released by the USFA that recommended the use of the other NFIRS modules, e.g., Fire Service Casualty Module, and the use of Remarks.**

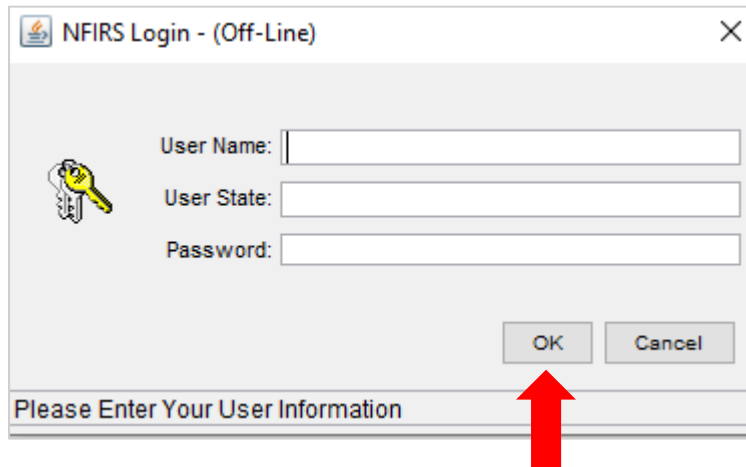
**For states and departments using vendor (third-party) NFIRS reporting tools, the COVID-19 Special Study #9244 must be added to your reporting tools to be included in this USFA's national collection of COVID-19 data. The code ID is 9244.**

**For fire departments using the USFA's free NFIRS Data Entry Tool (DET), the COVID-19 Special Study is currently available for use. See instructions beginning on page 3 for applying this Special Study in the DET.**

## National COVID-19 Special Study Instructions NFIRS Data Entry Tool

First, perform the User Injection.

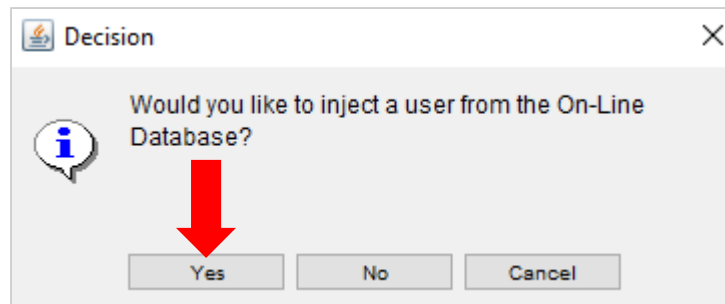
To do this, open the Data Entry Tool (DET). It should be in Off-Line mode.



The screenshot shows a dialog box titled "NFIRS Login - (Off-Line)". It features a key icon on the left. The main area contains three text input fields labeled "User Name:", "User State:", and "Password:". At the bottom right, there are "OK" and "Cancel" buttons. A red arrow points to the "OK" button. A status bar at the bottom of the dialog box contains the text "Please Enter Your User Information".

Leave all fields blank and click OK.

You will see a message asking if you want to inject a user from the On-Line database. Select Yes.



The screenshot shows a dialog box titled "Decision". It features an information icon on the left. The main area contains the text "Would you like to inject a user from the On-Line Database?". At the bottom, there are three buttons: "Yes", "No", and "Cancel". A red arrow points to the "Yes" button.

You will see a Federal System Warning. Click OK.

Next, enter your On-Line User Name, State, and Password in the Login screen.

**Attention FEMA PIV Card Holders**

You must employ FEMA single sign-on to access NFIRS accounts that are associated with your enterprise ID. If you hold a FEMA-issued PIV Card then do not fill out the section to the left. Instead, please sign in using the button below.

United States Government  
John Doe  
USA

OK Cancel Sign On Using FEMA PIV Card

Please Enter Your User Information

If you need to reset your On-Line password, contact the CalStats Office at

[CalStats@fire.ca.gov](mailto:CalStats@fire.ca.gov) OR

Thomas Mackerness at [Thomas.Mackerness@fire.ca.gov](mailto:Thomas.Mackerness@fire.ca.gov) / (916) 568-3827

Next, you will need to create a new Off-Line password. This can be the same as your On-Line password, or you can create your own. The password must be at least 8 characters and must include an uppercase letter, a lowercase letter, a number and a special character (i.e. @, =, !).

New Password for Offline Account

New Password:

Confirm Password:

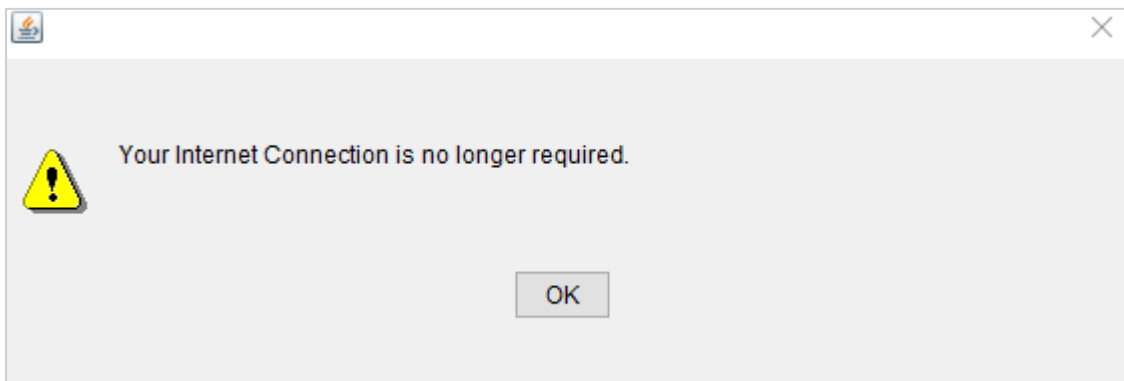
OK Cancel

Enter and confirm new password

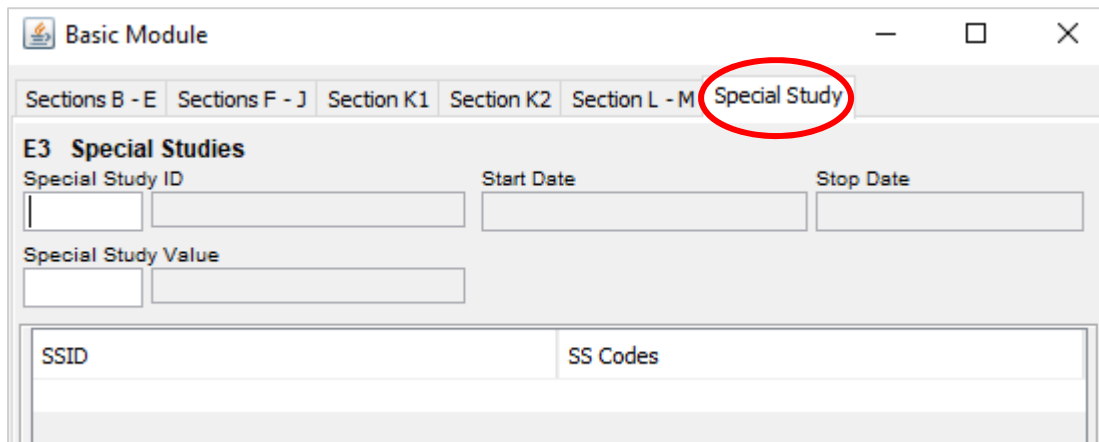
The User Injection window will appear.



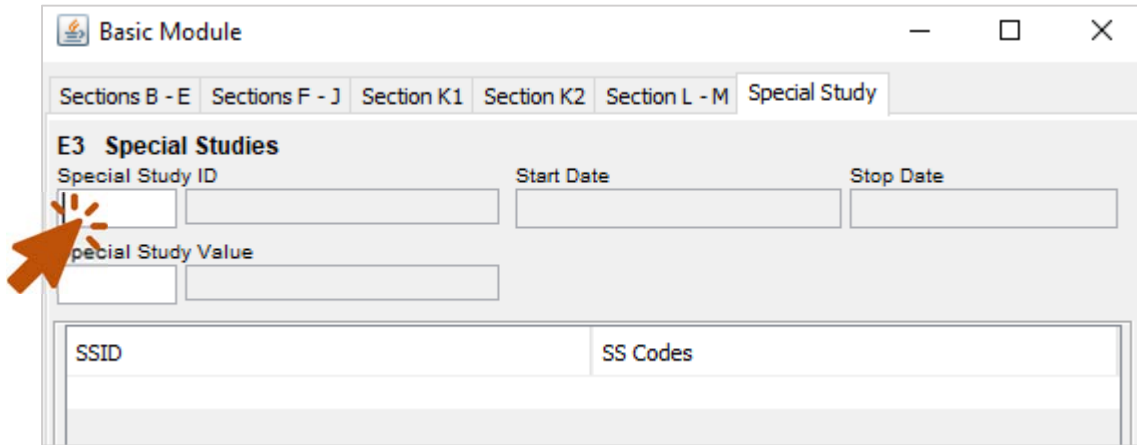
Once the User Injection is complete, you will get a message saying that your internet connection is no longer needed. Click OK. This will return you to Off-Line mode.



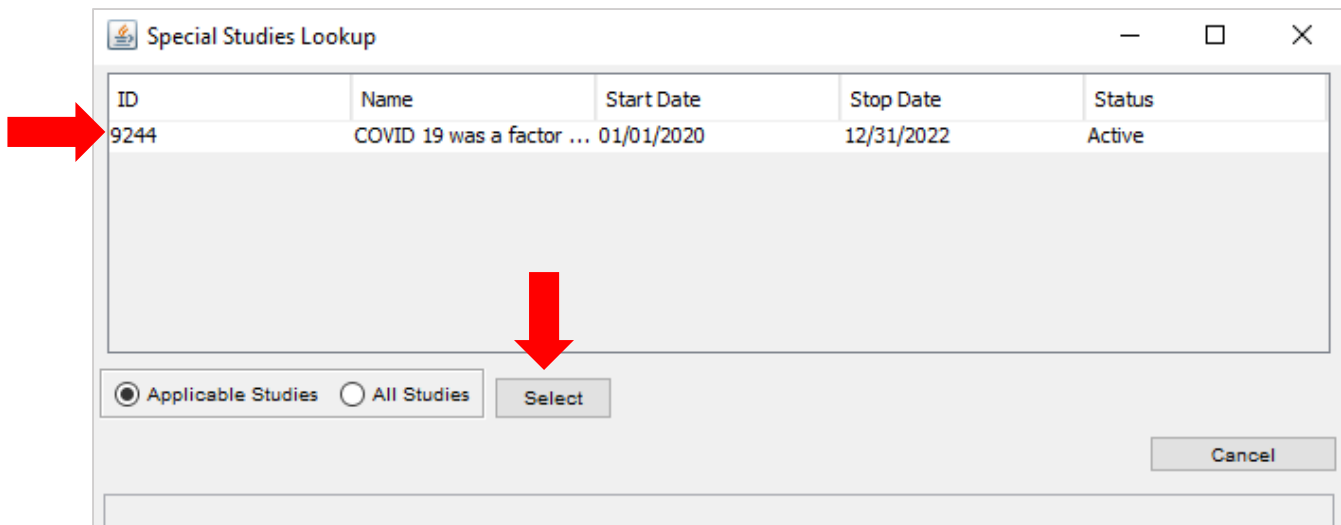
The Special Study section is the last tab of the Basic Module:



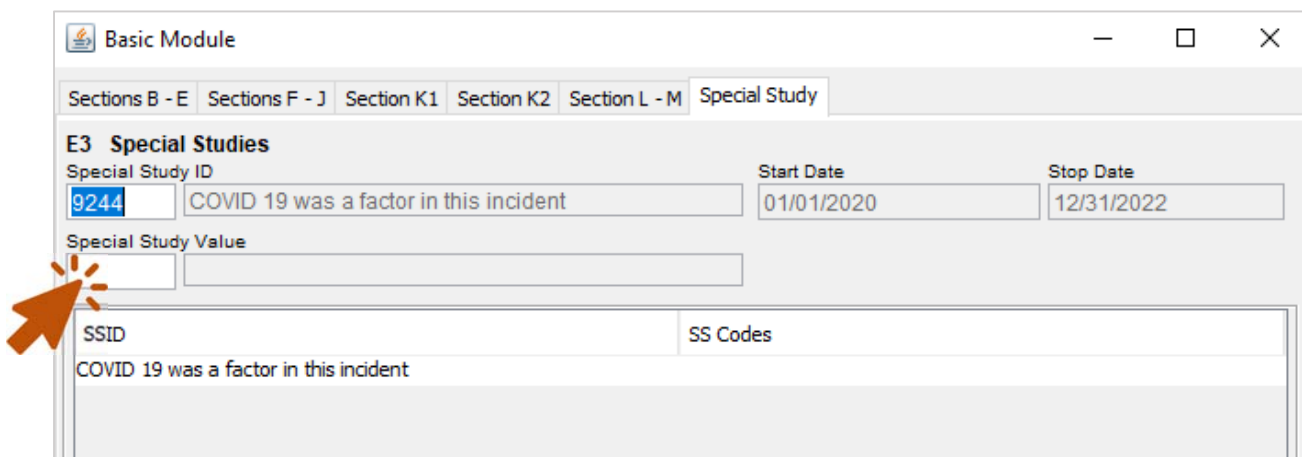
To use the new COVID-19 Special Study, double-click the Special Study ID field.



Click on the 9244 Special Study and then click Select.

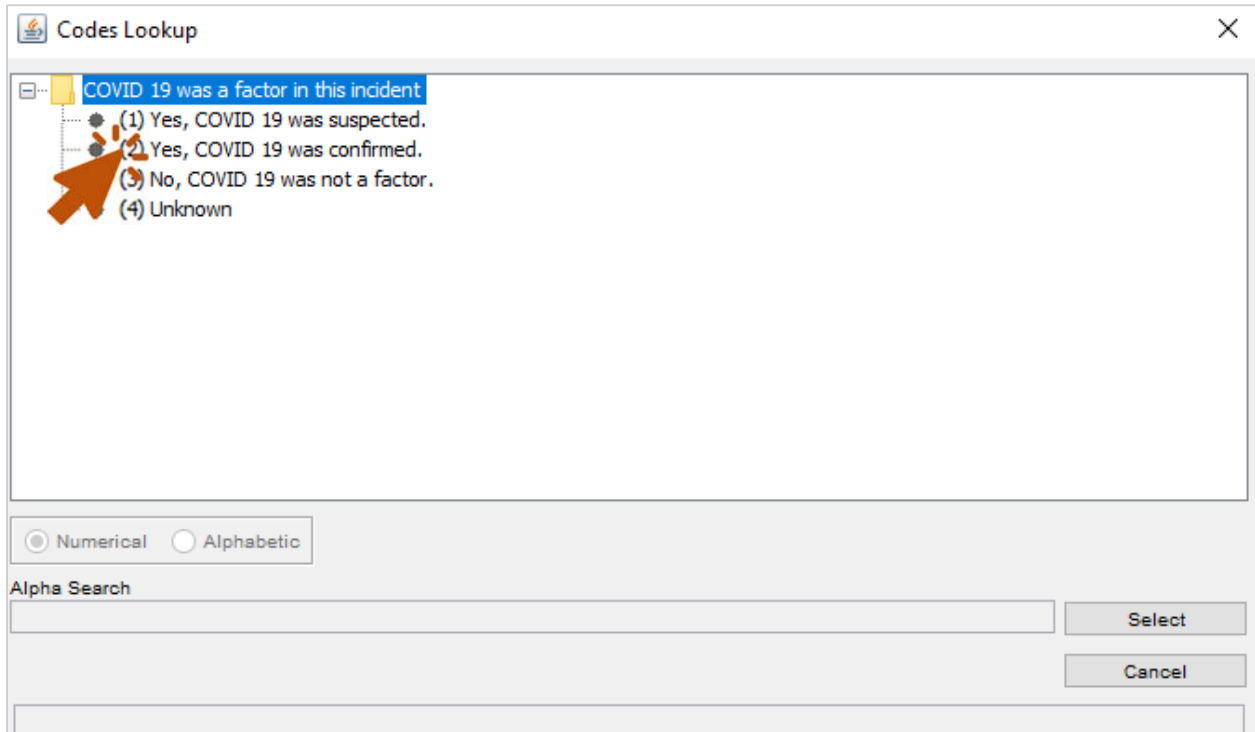


Double-click the Special Study Value Field to bring up the list of code options.

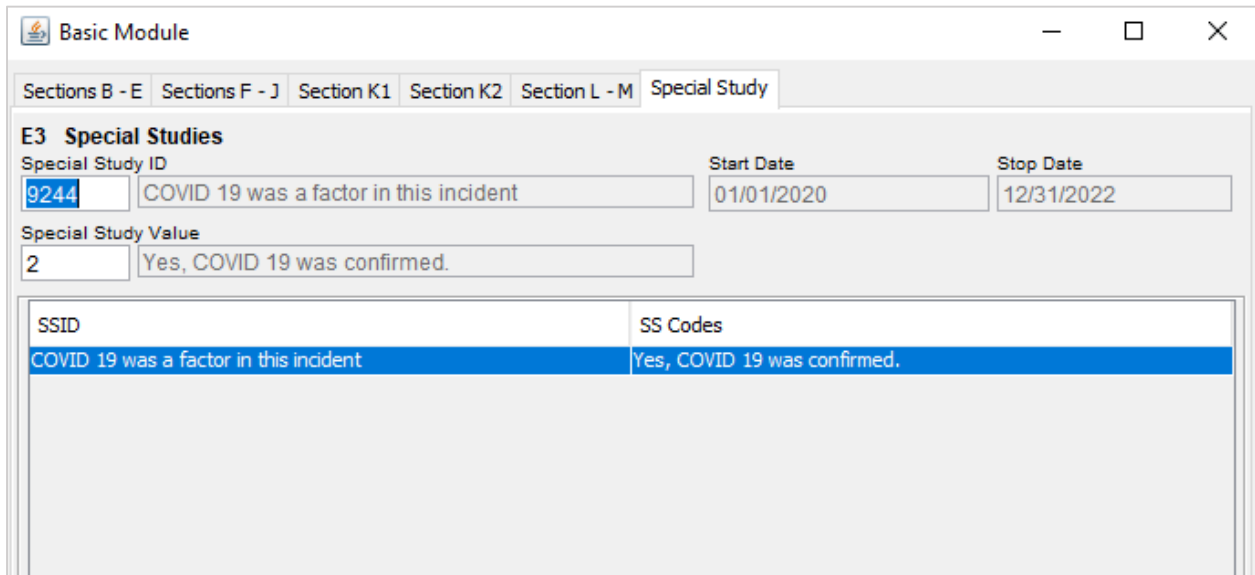


Select the appropriate code for the incident by double-clicking.

Ex: (2) Yes, COVID 19 was confirmed.



Below is what the Special Studies section will look like once you select the code.



Always remember to save your incidents before you exit the Data Entry Tool.