



New Hampshire State Fire Marshal's Office **NHFIRS Incident Coding Guide**



Helpful tips for completing incident reports
from the NH State Fire Marshal's Office –
NHFIRS Section



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Introduction to the Incident Coding Guide

Are you or members of your staff new to NHFIRS or just looking for a little more incident reporting guidance? This guide is designed to help NH fire departments code some commonly occurring incidents. Every situation will have its own specifics, but this guide will help with the overall speed and accuracy of filling out your incident reports, by providing the most frequently used coding for each situation. Here are some basics to keep in mind when reporting incidents. We hope you find this resource helpful!

Know when to report vs. not report!

REPORT:

emergencies

- All fires, vehicle accidents, EMS/ Rescue incidents, hazmat incidents
- Severe weather emergencies
- Overpressure ruptures and explosions
- False alarms/ false calls

non-emergency

- Service calls
- Good intent call
- Smoke alarm installs
- Community paramedicine

DO NOT Report:

- Parades
- Training Exercise (unless there is a fire service casualty)
- Fire prevention events
- Code inspections

Which Modules Are Required?

For the following situations, the standard is to fill out the Basic Module *only*:

- Confined fire (e.g., Food on stove)
- Outside rubbish fire
- Explosions
- Non-fires

For more in-depth guidance on how to fill out the fields within each module, please refer to this NHFIRS Incident Coding Guide – 2023 edition.

Know Your Timing

Incident Timing

Within each module, *Last Unit Cleared time* is a REQUIRED field... except in the Wildland Module.

Controlled Time is an optional field... EXCEPT in the Wildland Module (where it is required).

Incident Reporting Timing

On a broader level, the New Hampshire Fire Incident Reporting System (NHFIRS) is operated by the NH State Fire Marshal's Office, pursuant to the requirements set forth in *NH RSA 153:11 and Saf-C 6007*. Each fire department is required to submit its emergency incident data to the State Fire Marshal's Office on a monthly basis - by the 15th of the following month.

This guide is designed to assist those responsible for completing NHFIRS reports at the local level. It contains many common situations and how they should typically be coded. These situations can and may vary. Professional judgement should always be applied.

If you have any questions, please call us at: (603) 223-4289.

You may also e-mail us at: NHFIRS@dos.nh.gov

More information on reporting may be found on our website: www.nh.gov/firemarshal

More information on NFIRS can be found at: www.usfa.fema.gov/nfirs and additional information on coding at: <https://www.usfa.fema.gov/nfirs/coding-help/>

Key Reporting Dates

- 15th of each month - Prior month's NHFIRS data is due
- July 1st - Prior year's data is due
- November/December - USFA releases data (after going through a QA/analysis process) each year

Knowledge is power, and helping collect this data will be beneficial to your department. Remember, if you have any questions, the NHFIRS Section at the State Fire Marshal's Office is here to help!

Thank you for all that you do for your communities—let's make sure we capture that incident data, so it is reflected!

Why Does Incident Reporting Matter?

Local, State and National Perspectives

Making sure that we capture accurate data from our state will help tell the story when looking at national, state, and local emergency response trends.

Most importantly, the local view focuses on what fire issues are most prevalent in YOUR area. For instance:

- What fire trends might be more prevalent in your area than others, or during a certain timeframe? This might guide your public education efforts.
- What are your response times compared to other departments in your region? Will this show that quick response times might have saved lives? Does it show the need for more personnel or apparatus?
- Perhaps you have a specific area that you visit for calls more often than others, which could support the request for a new or additional station.

The state view looks at data from the state as a whole. It's able to break down trends more locally to identify community risk reduction initiatives. The state view asks questions such as:

- What kind of incidents are happening in different areas of the state? How is the Seacoast area different from the North Country?
- What populations and situations do we need to focus our community outreach on to help save lives?

The National Fire Incident Reporting System (NFIRS) Version 5.0 is the standard that fire agencies in New Hampshire shall use to report incidents they respond to. NFIRS 5.0 is a modular, all-incident reporting system designed by the U.S. Fire Administration (USFA), with input from the fire service and other users of the data. The uniformity of definitions used in NFIRS 5.0 makes aggregation of statewide and national data possible. The national view looks at how NH measures up to other states in number and type of incidents or fatalities. It also can look at product information that might be causing fire issues across the country... e.g., cell phone batteries or faulty appliances.

Collectively, the data is an asset because it helps to identify trends, quantify activities, determine causes, and plan deployment of limited resources. This can reduce the loss of life and property caused by fires, by "Fighting Fires with Facts."¹ The late Marion Long², Fire Program Specialist at US Fire Administration's National Fire Data Center, suggested that fire departments think of NFIRS in the following way. "NFIRS is not a federal program. It's YOUR program. It's the Fire Service's Program. It's a way to share information and important decisions are being made based on the information you provide through these reports. Accurate data is important when policies are made, and funding is allocated..."

¹ "Fighting Fires with Facts" is the motto of USFA (<https://www.usfa.fema.gov/nfirs/>)

² Marion A. Long passed away this year on March 30, 2023. His many long years working with the NFDC made him a subject matter expert on fire data and fire statistics.

Incident Type

One of the most important fields in NHFIRS is the *Incident Type*. It determines which NHFIRS modules need to be completed to fully illustrate all the facts concerning the incident. The *Incident Type* is defined as the actual situation type that emergency personnel found on the scene when they arrived. It is *not* always the type of incident initially dispatched to.

Incident Types are 3-digit codes, grouped into 9 categories or series:

100 - Fire

200 - Overpressure, rupture, explosion, overheat (no fire)

300 - Rescue and Emergency Medical Service

400 - Hazardous condition (no fire)

500 - Service call

600 - Good intent call

700 - False alarm/ false call

800 - Severe weather and natural disaster

900 - Special incident type

For incidents that involve more than one basic incident type and includes a fire, then use the fire codes from the 100 series. For instance, an incident that includes both fire and hazardous materials or fire and EMS. The NHFIRS standard is to always use the lowest numbered series and code that apply to the incident.

Example: If your fire department responded to a motor vehicle accident and, upon arrival, discovers that one of the vehicles are on fire, then the incident type changes from a motor vehicle accident (code 322) to a motor vehicle fire (code 131).

Codes that end in Zero: Throughout NHFIRS, the use of codes that end in '0' should be avoided, when and where possible. These are "other" codes that are generic and non-specific. They are only used when no other code applies. This is especially true with *Incident Types*.

An ***Incident Type*** code begins with a '1' for any incident that involves a fire. Conversely, if the incident did not involve actual sustained flames, the *Incident Type* code should not begin with a '1'.

The Civilian Casualty Module is only for documenting casualties (death or injuries) related to a fire. Civilians include emergency personnel who are not members of the fire department, such as police, EMS, or utility workers.

State Plus-One Codes

Background:

Every coded National Fire Incident Reporting System (NFIRS) field allows for one additional level of specificity, definable by the state. For example, if the national standard for a code is three digits, a fourth digit is allowed for the states to provide more specific responses. This additional digit can be alphabetical or numerical and is designed to further define the base code.

The NH State Fire Marshal’s Office has decided to use this option to add several choices in NFIRS to identify various scenarios that are not specified at the national level. Below is a list of all state-level plus-one codes for New Hampshire. These codes have been pre-loaded onto the state’s free statewide NFIRS reporting application (Image Trend), which is part of the New Hampshire Emergency Services Reporting System (NHESR), an extension of the TEMSIS system and is administered by the Division of Fire Standards and Training & EMS (NH Fire Academy).

If your fire department is utilizing other software systems to submit data to NHFIRS, the statewide codes will not automatically appear. Please do consider aligning your local plus one codes to those listed below, to help promote standardization of local and state information. This may require working directly with your vendor.

Using these plus one codes is not required. It is an option for fire departments that would like a standardized way to document these types of incidents at the local and state level.

Module(s)	Field	Base/Parent Code	Plus-One Code	Description
Basic	Fuel burner/boiler malfunction, fire confined	116	1161	Wood Stove malfunction, fire confined to stove
Basic	Fuel burner/boiler malfunction, fire confined	116	1162	Pellet Stove Malfunction, fire confined to stove
Basic	Special outside fire, other (mulch, compost)	160	1601	Mulch fire
Basic	EMS call, excluding vehicle accident with injury	321	3211	EMS Transfer
Basic	EMS call, excluding vehicle accident with injury	321	3212	Opioid related EMS incident
Basic	Paramedic Intercept	321	3213	Paramedic Intercept
Basic	Public service, not governmental agencies	553	5532	Assist homeless

Basic	Dispatched and canceled en route (only use action code 93 canceled en route)	611	6111	Dispatched, no response
Basic	Dispatched and canceled en route (only use action code 93 canceled en route)	611	6112	Dispatched and cancelled en route - EMS call
Basic	Dispatched and canceled en route (only use action code 93 canceled en route)	611	6113	Dispatched and cancelled en route - Fire
Basic	Dispatched and canceled en route (only use action code 93 canceled en route)	611	6114	Dispatched, No response - EMS
Basic	Dispatched and canceled en route (only use action code 93 canceled en route)	611	6115	Dispatched, No response - Fire
Basic	No incident found at arrival at dispatch address	622	6221	No incident found on arrival at dispatch address - EMS
Basic	No incident found at arrival at dispatch address	622	6222	No incident found on arrival at dispatch address - Fire
Basic	Unintentional system/detector operation	740	7402	Unintentional transmission of medical alarm
Basic	Wind storm, tornado/hurricane assessment	813	8131	Tree limb burning/smoldering on wire

For more detailed information from the US Fire Administration on the use of Plus-One Codes, go to: [NFIRSGram: The use of plus-one codes \(fema.gov\)](https://www.fema.gov/nfirsgram)

How to Request a Statewide Plus-One Code

If your fire department would like to request an additional state level plus-one code for consideration, please reach out to the NH State Fire Marshal's Office at NHFIRS@dos.nh.gov and provide the following:

1. Subject Line of Email: State Plus One Code Request

2. Fire Department Contact

- Name
- Best email address and phone number

3. Plus One Code Information

- NFIRS Field
- Base/Parent Code and Description
- Plus-One Code Requested
- A brief description of how the code would be applied and its benefit at the state level

Aid Given or Received

Mutual Aid: For mutual aid to exist within the framework of NHFIRS, both the giving department and the receiving department must be on the same scene together.

Coverage for Another Station or Town: Providing station coverage for a neighboring fire department while they are at another call is not considered mutual aid. This is also the case if your department responds to a call in a neighboring town in which the receiving department never responds to. If, while providing station coverage in another town, your fire department responds to an incident in their town and the town's department doesn't respond, it is ONLY an incident for the town you are in. It is not your incident. Essentially, it is only mutual aid when the sending department and the receiving department **BOTH** respond **AND** arrive at the **SAME** incident scene.

Aid Received (mutual or automatic) is defined as *a fire department that handles an incident within its jurisdiction with additional manpower or equipment from one or more fire departments outside its jurisdiction.* Departments receiving aid will be responsible for completing the NFIRS Basic Module and any additional NHFIRS modules for that incident, as it is their incident to report. The department receiving aid reports any *Civilian Casualties* in Section H1 of the NHFIRS Basic module. It is critical to the system that the aid receiving department always report the total number of *Civilian Casualties* associated with the incident. Each department reports the details of its own *Fire Service Casualties*.

Aid Given (mutual or automatic) is defined as *a fire department that responds into another fire department's jurisdiction to provide assistance at an incident.* Departments giving aid need only complete the NHFIRS Basic Module. *The key to not having to fill out additional modules for departments giving aid, is being sure to select mutual aid given or automatic aid given.

Other Aid Given is defined as *a fire department that covers and responds to another jurisdiction that has no fire department. It also applies when a fire department responds to another jurisdiction and no resources from that jurisdiction arrive on scene.*

PLEASE NOTE:

As you can see in the definitions above, only fire departments are mentioned. That is intentional. Under the NHFIRS standard, fire departments can only receive or give aid to other fire departments.

For example, fire department 'A' cannot receive or give aid to the local police department. While fire department 'A' may give or receive aid from the local police department, it cannot be reported in NHFIRS as such. The same is true of other agencies that may engage in fire related activities, but are not actual fire departments—such as private ambulance companies, Department of Forestry, US Forest Service, National Guard, etc.

Exposures

An exposure is defined as a fire resulting from another fire outside that building, structure, or vehicle; or a fire that extends to an outside property from a building, structure, or vehicle. An example would be a building fire that ignites a car parked outside (or anything of *value*); the car would be an exposure.

In the case of buildings with internal rated fire walls, treat the fire spread from one building to another as an exposure. Treating ownership of property within a building (e.g., condominiums) as exposures, unless separated by fire walls, is discouraged.

Although the *Incident Number* permits all properties in a fire incident to be related together, the *Exposure Number* identifies each separate property type involved in the fire. This makes it possible to capture the specific details of the fire in each exposure, and to relate all the exposures to the Basic incident if necessary. The *Exposure Number*, in conjunction with other required Section A fields, uniquely identifies each incident itemized in Section C.

When a fire involves more than one building, each building fire should be considered a separate fire. The ignition for all but the original building fire are classified as exposure fires. **To be considered an exposure, the exposure must have sustained, free flaming combustion.** Reporting melted siding, scorched exterior walls, and water or smoke damage to neighboring properties should not be completed with an exposure report, but should instead be documented in the Remarks field (Section L of the Basic Module) of the initial fire report (e.g., the dollar loss for the non-exposure properties). Essentially, flames must be observed on or in the exposure for it to be considered an exposure.

When reporting an exposure (*Exposure Number* is greater than '000') the number of buildings involved in Section B2 of the Fire Module should be 0. Entering anything more than '0' in Section B2 of the Fire Module (for an exposure fire) will create an NHFIRS error. The total number of buildings involved is captured in the original incident (Exposure Number of '000').

Identifying Heat Source

The *Heat Source* is an important factor in the sequence of ignition. It refers to how the *Item First Ignited* came to be on fire.

It can be tricky to determine what the *Heat Source* is. In a recent analysis of NHFIRS data, 63% of incident reports had a blank space for this field. Data reported showed that in New Hampshire, the Top 3 *Heat Sources* (Quarter 1: 2023)³ were:

1. Undetermined (UU)—130 incidents, 13%
2. Heat from Powered Equipment—48 incidents, 5%
3. Hot Ember/Ash—39 incidents, 4%

Of the 1,079 fires reported for Q1, 76% of fires reported had either no Heat Source listed, or it was reported as Undetermined. Less than ¼ of New Hampshire's fires have a Heat Source that we can analyze. If the majority of fire incidents reported had an identified *Heat Source*—what would the fire data for New Hampshire look like?

Knowing the *Heat Source* allows us to analyze the fire problems in NH. Knowing what ignites the *Item First Ignited* allows us to better focus limited funds and resources, on community education and prevention efforts.

For example: Decades ago, a significant percentage of fires were started by cigarettes, which caused scientists to look for a solution. Laws were created to ensure cigarettes sold in our state are the kind that do not continue to burn on their own. Community education further reduced incidents by teaching children and adults the dangers of leaving unattended cigarettes or falling asleep while smoking. Cigarettes as a heat source were ranked number 8 during Q1: 2023 in NH, when two decades ago, it might have been in the top 3.

Incident Reports not capturing the *Heat Source* is not just a New Hampshire problem. According to FEMA⁴, the major cause for fires that result in the greatest loss of lives and for financial loss in the US is not from smoking, heating, electrical, or cooking... it is "unknown."

Key Points:

- Try to list the *Heat Source*. Try not to use a "0" or "other" code.
- If the *Heat Source* is **10-13**, indicating fire was **started by operating equipment**, then *Equipment Involved in Ignition* (Fire Module, section F) must be completed.

³ Data cited from USFA DW: NFIRS Excel Export of all incidents with Incident Code in 100 Series, Jan-Mar 2023.

⁴ "Review and Assessment of Data Quality in NFIRS", NFDC, 2017.

Assisting an EMS Crew

The difference between **311—Assisting an EMS Crew** and recording **EMS calls (Incident Types 321- 324)** is all about patient care. If your department is NOT providing Patient Care—then it is an assist.

If you assist another fire department and are on the scene with the requesting department—report Mutual Aid given. If you are assisting an independent EMS company (not affiliated with a fire department) report “None.”

Actions Taken:

Enter the *Actions Taken*, such as: **73—Provide Manpower** (includes providing manpower to assist with lifting patients), **74—Provide Apparatus**, **78—Control Traffic**.

Property Use Type:

Record the *Property Use Type* to show where the patient was. Use codes like **419—1-or2-family dwelling**, **965—Parking Lot**, **124—Playground/Park**, etc.

Be sure to record any uncommon factors about the incident in the *Remarks*.

Modules:

The **EMS module** is optional. The **Apparatus/Personnel Module** is also optional but completing it can capture more detailed information about the resources that responded to an incident. It is also helpful in tracking which people were on which calls. This can show how long a resource was on a call and what actions were taken by the resource. The personnel information can support your local department’s funding requests with data showing your value in the community.

Please Note:

- If there was a **Fire Service Casualty** from your department—you need to complete that module.
- Do NOT record any **Civilian Casualty**—because this is not a fire call.

Bark Mulch Fires

Although there have been varying viewpoints on how to report these types of incidents, the methodology indicated below is based on the current NFIRS standard and is the preferred method in New Hampshire. For uniformity, it is important to maintain consistency with the standard.

Incident Type:

Bark mulch fires should be classified as *Incident Type 142—Brush or Brush-and-grass mixture fire*. This includes ground fuels (lying on or immediately above the ground) such as duff, roots, dead leaves, fine dead wood, and downed logs. Code 142 is the most accurate representation of a mulch fire and is best if your fire department doesn't use plus one codes. Otherwise, New Hampshire does have an approved plus one code of 1601, which is also acceptable.

If the pile also contains trash or waste, use **151—Outside rubbish, trash, or waste fire**.

Property Use Type:

Bark mulch can be found on a variety of property use types. Schools, churches, houses, even the median strips in parking lots can contain bark mulch. The key is to be as specific as possible, without using **900—Outside or special property, other**. Almost all bark mulch fires occur outside, so using this code is not helpful in data analysis.

Item First Ignited:

The *Item First Ignited* should be **72—Light vegetation (not crop)**, which includes grass, needles, leaves, chaff, mulch, and compost.

Material First Ignited:

Provided the bark mulch is not artificial, which most is not, the *Material First Ignited* should be **61—Wood chips, sawdust, wood shavings**.

Plus-One Code:

In New Hampshire there is a Plus-one code for Mulch Fires: **1601—Mulch Fire**.

EXAMPLE: Fire on the median strip along a sidewalk, started by a cigarette tossed out of car window

Incident Type	142 or 1601	Mulch Fire (Standard or NH Plus-one code)
Property Use	938	Cared-for plots of land Cigarette
Heat Source	61	Street; on or near
Area of fire origin	92	Lightweight vegetation
Item first ignited	72	Wood chips
Material first ignited	61	Abandoned or discarded material
Factors contributing	11	
Equipment involved	N/A	

Canceled En Route

Incident Type:

In many instances, departments are canceled prior to arriving. When that happens, the base *Incident Type* is **611—Dispatched and Canceled En Route**.

NH also has several Plus-one codes to make the canceled en route data more specific for fire departments that wish to keep track of that data. **6111—Dispatched, no response**; **6112—Dispatched and canceled en route - EMS call**; **6113—Dispatched and canceled en route - Fire call**; **6114—Dispatched, no response - EMS**; **6115—Dispatched, no response - Fire**.

Actions Taken: In situations where units are canceled en route and never arrive on scene, under the NHFIRS standard, the only *Action Taken* code can be **93—Canceled en route**. In addition, the arrival date and time fields are not allowed for this incident type. If any action was taken other than this, it would mean that the unit arrived on scene to take that action. In that case, the *Incident Type* should reflect the type of situation found upon arrival.

Not Canceled En Route

When a unit arrives on scene and is met immediately upon arrival by another person in authority, and told they can cancel, this is not a canceled en route situation, even if no one ever got out of the truck! Once the unit has an arrival time, it cannot be canceled en route.

Example: A unit responding to a motor vehicle accident is met by police immediately upon arrival and told the situation is under control and they can cancel because there are no injuries. The *Incident Type* should be **324—Motor vehicle accident with no injures**; the *Action taken* could be either **84—Refer to proper authorities** (because the police are handling it) or **86—Investigate** (which includes collecting information for incident reporting purposes). At the very least, the name of the officer should be collected.

If dispatch tones the wrong department and then cancels that department, an NHFIRS report is not required. If an incident was created, consider using **621-Wrong Location**. This is an error on the part of dispatch, not a false call or canceled en route.

Carbon Monoxide Incidents

From 2020 through 2022, CO was responsible for 9 deaths in NH. This means that of all the fatalities reported to the NH FMO during that time, 21% were caused by CO. Carbon monoxide (CO), known as the “silent killer,” is a colorless, odorless, poisonous gas which results from the burning of common fuels. These include LP and natural gas, oil, wood, or coal. When CO is inhaled, it enters the blood stream and reduces the body’s ability to carry oxygen to the vital organs.

When coding CO incidents, you have the choice of 4 basic *Incident Type* codes:

- **424—Carbon Monoxide incident**
- **671—Hazmat Release Investigation with no hazmat found. Includes odor of gas with no leak/gas found.**
- **736—Carbon Monoxide Detector activation due to malfunction**
- **746—Carbon Monoxide Detector activation, no CO detected includes tripping a detector accidentally (excludes CO detector malfunction)**

If upon arrival carbon monoxide IS detected by fire department metering equipment, use code **424—Carbon Monoxide incident**. Under the section for identification of chemicals and hazardous materials:

- Chemical name: Carbon monoxide
- Chemical ID No.: 0082000
- UN No.: 1016
- CAS No.: 630-08-0

If a call comes in with symptoms but without the presence of CO detected, i.e. furnace not running properly, or gas odor, use code **671—Hazmat Release Investigation with no hazmat found Includes odor of gas with no leak/gas found**.

When a call comes in for a CO detector going off and upon arrival the presence of CO is not found, the recommended use code **746—Carbon Monoxide Detector activation, no CO detected includes tripping a detector accidentally (excludes CO detector malfunction)**. The absence of CO upon arrival is not automatically indicative of a CO detector malfunction.

***Reminder: According to RSA 153:18 any incident involving the release of CO, other than from a motor vehicle, where death results, shall be reported immediately to the Office of the State Fire Marshal by the Fire Chief, and the Office of the State Fire Marshal shall investigate the release of CO within 48 hours after receiving said report.*

Chimney/ Flue Fires

Flue fires most often occur in residential buildings or structures that have either a masonry fireplace or a factory-built wood stove.

Incident Type:

If the fire is confined to chimney or flue the *Incident Type* is **114—Chimney/ Flue fire (confined)**. If the fire escapes and the building catches on fire use code: **111—Building fire**.

Property Use:

Most often the *Property Use* category will be **residential** and start with **4xx**, but these fires are not restricted to residential property uses.

Area of Fire Origin: The *Area of Fire Origin* is classified as the first area where ignition occurred. For example, if the chimney is associated with a fireplace in the family room, the code is **14—common room, den, family room, living room, lounge, music room, recreation room, sitting room**. The chimney is considered *Equipment Involved in Ignition*.

The rest of the coding for this situation is easy! The *Factor Contributing to Ignition* is often **55—Failure to clean**. The *Heat Source* is usually **11** or **12-- Spark** or **Heat from operating equipment**. The *Item First Ignited* is **95—Chimney film or residue**, which coalesced together to form the *Material First Ignited* **34—Creosote**. The *Equipment Involved in Ignition* for chimney/flue fires are usually in category **12x**. It is important to determine the type of chimney or fireplace (i.e. masonry or factory-built).

EXAMPLE – flue fire that does not escape the chimney and is connected to a masonry fireplace in a den

Incident Type	114	Chimney or flue fire
Property Use	419	1-or-2 family dwelling
Heat Source	12	Heat from operating equipment
Area of Fire Origin	14	Den, family room, lounge
Item First Ignited	95	Film, residue
Material First Ignited	34	Resin, soot, pitch
Factors Contributing	55	Failure to Clean
Equipment Involved	121	Fireplace, masonry

Cigarette Fires

Sometimes it can be difficult to name the cause of a fire with certainty. This can be especially true for fires started by cigarettes. It is also important to note that the frequency of fires involving cigarettes as the ignition source has decreased with the introduction of *Reduced Ignition Propensity (R.I.P.) cigarettes*. Reduced Ignition Propensity cigarettes have been required to be sold in New Hampshire since October of 2007.

Basic Module:

Cigarette fires could be coded as several different *Incident Types* and *Property Uses*, based on the location of the fire. Judgement needs to be used in determining the proper code for these.

Heat Source:

Cigarette fires are categorized based on the *Heat Source*, which is **61—Cigarette**. This is a key element to capture when cigarettes are the suspected cause.

Area of Fire Origin/ Item and Material First Ignited:

Area of Fire Origin can vary widely, as can *Item* and *Material First Ignited*.

Factor Contributing to Ignition:

The *Factor Contributing to Ignition* would usually be **11—Abandoned or discarded materials**. There is no *Equipment Involved in Ignition*.

EXAMPLE – house fire started by a cigarette discarded on a wood balcony/deck

Incident Type	111	Building Fire
Property Use	419	1-or-2 family dwelling
Area of Fire Origin	72	Exterior Balcony
Heat Source	61	Cigarette
Item First Ignited	14	Floor surface
Material First Ignited	63	Sawn wood
Factors Contributing	11	Abandoned or discarded materials
Equipment Involved	N/A	

Community Paramedicine

Community paramedicine is a model of community-based health care, in which paramedics work outside their normal emergency response and transport roles. This health care model maximizes the use of emergency care resources and enhances access to primary care for medically underserved populations. Efforts to reduce costs while improving access to and quality of care, has caused the interest in community paramedicine to grow in recent times.

Examples of community paramedicine:

- Determining need for/providing referrals to community resources (e.g. mental health, substance misuse, social services, etc.)
- Coordinating health services for patients
- Assessing safety risks for the community paramedic (unsafe situations, animals, diseases)
- Assessing safety risks for the patient (disease, falls, environmental hazards)
- Educating on proper use of health care resources
- Providing oral health education/screening
- performing a physical safety inspection (home, property, vehicle)
- Providing service with local public health organizations (immunizations, or disease investigations)
- Providing services with the local social service and aging agencies (adult protection, child protection, housing, etc.)

When coding community paramedicine, it's easy: **553—Public service**. Because of the service being provided as well as the expected increase in these types of calls, departments should make sure they are tracking this data in NHFIRS. Do not group community paramedicine as nonreportable calls such as school visits or inspections.

The **300** series codes suggest an emergency is occurring, whereas the **500** series codes suggest a non-emergency service call. If the situation changes to an emergency, then the *Incident Type* should change to an emergency, such as **321—Emergency Medical Services (EMS) call**.

In New Hampshire, we have a Plus-one code for a specific type of community paramedicine. When assisting the homeless, use code **5532—Public Service—Assist Homeless**.

Reminder: Try to avoid codes that end in "0." Coding a community assist as **550—Public Service assistance, other does not help make data more accurate. It is a last resort, for when other codes are not appropriate. If a code ending in "0" is unavoidable, provide an explanation in the *Narrative/Remarks* section.

Cooking Fires

The “recipe” below will work for cooking fires, as well as grease fires.

Incident Type:

If the fire is confined to the pan with no damage to the pan, then the *Incident Type* is coded **113—Cooking fire (confined)**. If the fire should escape the pan, catching the structure on fire, then the *Incident Type* would be **111—Building fire**. When the fire is not confined to the cooking vessel (pan)—or if it is a cooking fire that happened in a toaster, microwave, or other appliance, use the code **111—Building fire**. Using this code ensures that you can capture the *Equipment Involved in Ignition*, which can identify trends important to organizations such as the Consumer Product Safety Commission, who issue product safety recalls.

Other useful codes based on what type of building the fire happened in: **121—Mobile home used as fixed residence**, **122—Motor home/RV as fixed location**, **123—Portable building as fixed location**.

Property Use Type:

Where is it? Most often they are in *Property Use* category **4xx—Residential**, but they are not restricted to those property use types.

Area of Fire Origin:

The *Area of Fire Origin* is often **24—Kitchen**.

Heat Source:

The *Heat Source* is generally the stove, which for gas stoves is **11—Spark, ember, or flame from operating equipment** and electric stoves is **12—Radiated or conducted heat from operating equipment**.

Item First Ignited:

The *Item First Ignited* is **76—Cooking materials** (excluding *cooking utensils* (26)).

Material First Ignited:

The *Material First Ignited* can vary—such as cooking oil (27), grease (31), or starchy substances (57).

Factor Contributing to Ignition:

A majority of the time, the *Factor Contributing to Ignition* is **11—Abandoned or discarded materials**, which unattended cooking would fall under

Equipment Involved in Ignition:

Most often *Equipment Involved in Ignition* is the stove (electric or gas) or the oven, which are all coded **646—Range or kitchen stove, with or without oven or cooking surface**. Other kitchen equipment would be in the category of **6xx—Kitchen and cooking equipment**. Occasionally, we will see a toaster or deep-fat fryer. It is less common but does happen! The equipment codes are very specific, so make sure to select the correct one.

In addition to selecting the correct code to identify the equipment involved; collect and report the brand, model, serial #, and year of the piece of equipment if possible.

EXAMPLE – cooking fire in an apartment resulting from cooking french fries on the stove

Incident Type	111	Building fire
Property Use	429	Multi-family dwelling
Area of Fire Origin	24	Cooking area, kitchen
Heat Source	12	Heat from operating equipment
Item First Ignited	76	Cooking materials
Material First Ignited	31	Fat, grease, butter, lard
Factors Contributing	11	Abandoned material
Equipment Involved	646	Range, or kitchen stove

Downed Powerlines

Powerlines are interesting situations—they happen often enough to warrant a spot in this guide but vary enough to make a coding recipe difficult. Powerlines include both the primary and secondary distribution wires.

Incident Type:

Downed power lines are *Incident Type 444—Power line down*. This excludes people trapped by power lines, which would be *Incident Type 372—Trapped by power lines*.

Property Use Type:

Property Use is category **9xx—Outside or special property**. Often, it will be coded as **983—Pipeline, power line or other utility right of way**; unless the line crosses over into another *Property Use* such as a **residential street** (code **962**), or **yard** (code **938**).

Unless the powerline arcing ignites a fire, the remaining elements are not used. If the downed powerline ignites brush or a structure, use incident code from the **fire category (1xx)**. Always report what you found at the incident, not what it was dispatched as. Use the lowest numbered code that applies to the situation.

Area of Fire Origin:

The *Area of Fire Origin* will often be **92—Highway, parking lot, street; On or near**.

Heat Source:

The *Heat Source* will be **13—Electrical arcing**.

Equipment Involved in Ignition:

Equipment Involved will be **211—Electrical power line** or **212—Electrical wires from utility pole to meter box**.

Item First Ignited/Material First Ignited/Factors Contributing:

The *Item First Ignited*, *Material First Ignited*, and *Factors Contributing* will all vary depending on the incident.

If a tree limb is burning/smoldering on the wire, but the wire does not come down, there is a Plus-one code for that in NH: **8131—Tree limb burning/smoldering on wire**.

EXAMPLE – downed powerline that was blown down by high winds into a field, starting a grass fire

Incident Type	143	Grass fire
Property Use	931	Open land or field
Area of Fire Origin	94	Open area, outside
Heat Source	13	Electrical arcing
Item First Ignited	72	Light vegetation
Material First Ignited	54	Hay, straw
Factors Contributing	61	High wind
Equipment Involved	211	Electrical power line

Electrical Fires

Electrical fires are the #4 cause of residential structure fires in both New Hampshire⁵ and the nation. They're in the top 3 of *known* US structure fire causes — yet they resulted in over twice the dollar loss per fire (than non-electrical fires did).⁶ The reason for the massive dollar loss with these type of fires is that statistically 97.7% of electrical fires in residential structures were non-confined fires.⁷ We also know that these fires are more likely to happen during the winter months (December-February) when people are increasing their power usage by staying indoors more. In colder weather months, running heating devices can also dry out framing in structures, making it easier for electrical fires to happen, i.e., a wooden stud in the structure's frame gets dried out causing it to ignite easier from an arcing current.

Fire Module:

For identifying the *Heat source* in a national study⁸, 88% of electrical fires were coded using the 'Heat from Operating Equipment' category; of those reports, 74% listed **Electrical arcing—13** as the fire's *Heat Source*.

In a study of NHFIRS electrical fire data⁹, the majority of *Items First Ignited* was **81— Electrical wire, cable insulation** (402 incidents), followed in 2nd place by **25— Appliance housing or casing** (126 incidents).

Material First Ignited is only needed if the *Item First Ignited* code is "00" or less than "70."

⁵ USFA DW, NFIRS "Fire Causes- Fire Module", 1/1/2020- 12/31/2022. Electrical Malfunction ranked #4 of fire causes (197 fires, out of 2077 incidents).

⁶ FEMA "Residential Building Electrical Fires (2014-2016): At a Glance", December 2018.

⁷ FEMA "Residential Building Electrical Fires (2014-2016)" TFRS vol 19, Issue 8, page 2, December 2018.

⁸ FEMA "Residential Building Electrical Fires (2014-2016)" TFRS vol 19, Issue 8, page 6, December 2018.

⁹ USFA DW, NFIRS "Excel Export", 1/1/2018- 12/31/2022. Heat Source (00,10-13,73-74) and Item First Ignited (18,25,66,67,81) parameters, 616 total incidents.

EMS Calls *(excluding accidents)*

Incident Type:

Incidents that are EMS calls, but not a vehicle accident upon arrival, are *Incident Type 321—EMS call, excluding vehicle accidents*. NHFIRS does not base EMS upon who transported the patient(s). If your department provided direct patient care, make sure to document that. If you arrived on the scene and the patient had already been transported, you use **661—EMS call- injured party transported by non-fire agency/ left scene prior to arrival**.

If there was mutual aid (both fire departments are involved AND arrived on scene) then make sure to record that. If a Fire Service Casualty occurred—use the Fire Service Casualty module.

** Do NOT use the Civilian Casualty Module because there is no fire involved.

Actions Taken:

Enter *Actions Taken* such as: **31—Provide First Aid and check for injuries (medical evaluation of a patient)**, **32—Provide Basic Life Support (BLS)**, **33—Provide Advanced Life Support (ALS)**, **34—Transport of person from scene in Fire service ambulance**.

Property Use:

Record *Property Use type* to show where patient was: **419—House**, **962—Residential Street, Road or Driveway**, **965—Parking Lot**, **124—Playground/Park**, etc.

Please note: Many software vendors will merge the EMS module and the patient care record (PCR) as you complete it, so you might not have an option whether to complete it or not. However, if you are not completing a PCR, it is a good idea to complete the EMS module so you have the record.

Fireworks Incidents

Incident Type:

In the Basic Module, fireworks that result in fire should use *Incident Type* codes in the **1xx** series. If fireworks cause an explosion, use *Incident Type 243—Fireworks explosion (no fire)*. If fireworks functioned normally and caused injuries (but no fire), use the appropriate EMS incident types, such as **311—Medical assist, assist EMS crew** or **321—EMS call, excluding vehicle accident with injury**. In the *Narrative/Remarks* field, document whether the fireworks were confirmed or suspected; if the device was state legal, federally legal, illegal explosive, or unknown; and the specific type of fireworks involved (if known).

You might need to use the Fire Module. It is always required for *Incident Types*: **110-112, 120-138, and 161-164**. It is optional (but recommended) for *Incident Types*: **113-118**. If the Wildland Module is not completed instead of the Fire Module, then the Fire Module must be completed for *Incident Types*: **140-143, 160, and 170-173**.

Heat Source:

To further define the incident as a fireworks-related fire, the *Heat Source* should be in the **50 series** codes; such as **54—Fireworks** and **50—Explosive, fireworks, other**.

If a civilian casualty results from the fireworks, then complete the Civilian Casualty Module (one module per civilian fire casualty) — but only if the casualty is the result of fire.

If your own Fire Service Personnel have an injury or fatality because of the incident, then you will fill out the Fire Service Casualty Module (complete one module for each member of personnel who is injured/fatally injured).

Other Modules:

If the Fire Module is not used in place of the Wildland Module, then the Wildland Module must be completed for *Incident Types*: **140-143, 160, 170-173**. The *Heat Source* should be in the 50 series codes (**54—Fireworks** and **50—Explosive, fireworks, other**). This will help stress that the incident was a fireworks related incident.

If the EMS Module is used (for *Incident Type* in **300 series**), complete an EMS Module for each patient involved, including the following fields:

- *Date/Time*
- *Provider Impression/Assessment*
- *Age of Patient*
- *Gender of Patient*
- *Human Factors* (if applicable)
- *Body Site & Injury Type* (up to 5)
- *Cause of Illness/ Injury*: **21—Explosives (excludes fireworks)** or **25—Fireworks** (depending on what is found)
- Only use the Arson Module for *Incident Types*: **100-173**, with the *Fire Cause* field (Fire Module) being either **1—Intentional** or **5—Cause under investigation**. If the Wildland Module was used in place of Fire Module the *Wildland Fire Cause* should be **7—Incendiary**. In Section H-Incendiary Devices, check either **16—Pyrotechnic material** or **17—Explosive material**.

Please Note: If a fire department is doing a standby at a fireworks display, that is NOT considered an incident for NHFIRS. That is a planned event, and the fire department should think of it as an activity or department event because it is not an incident or emergency response. If an emergency should occur while on that standby, however, then code that as an incident according to the situation present or found.

Grass/ Vegetation Fires

A grass/vegetation fire that is out of control would be reported as one of the following *Incident Types*, regardless of ignition—even if it started as a controlled fire. Keep in mind, if the vegetation fire spreads to a structure, add an exposure report to detail the structure fire information.

Basic Module:

If the vegetation is forest, brush, or grass — use the corresponding code: **141—Forest, woods, wildland; 142—Brush, brush-grass mixture; 143—grass fire.**

If the fire is in a cultivated crop, use one of the following: **171—Cultivated grain, crop; 172—Cultivated vineyard, orchard; 173—Cultivated trees, nursery stock.**

If a casualty occurs, add the correct module for that (Fire Service or Civilian Fire Casualty).

Enter actions taken such as: **11—Extinguished; 87—Investigate, fire out on arrival; 13—Establish fire lanes,** etc.

Damage to vegetation does not usually count in NHFIRS as a dollar loss value. However, cultivated crops such as hay, corn and other vegetation will likely have a value and it should be documented.

Enter the appropriate property use: **931—Open land/field, 655—Crops/orchard, 936—vacant lot,** or even a yard (**938—Graded/cared for piece of land**).

You will need to record the owner of the property, and anyone involved in the fire, if different.

Other Modules:

For grass/vegetation fires, fill out the Basic Module and the Fire **OR** Wildland module.

If able, pinpoint longitude/latitude and enter it into the Wildland Module. For help with finding that you can use: www.maps.google.com

This free online tool is helpful to estimate acres burned for the Wildland Module:

<https://www.daftlogic.com/projects-google-maps-area-calculator-tool.htm>

Please Note if using the Wildland Module: *H-Weather Information* is not a required field, but it can help Forestry studies. Recording the number of *Buildings Threatened* explains the impact you had in saving property. Also make sure you complete the *Type of Right-of-Way* if fire starts within 99 feet of rights-of-way.

Heating Fires

Confined

Basic Module:

Heating Fires are typically one of the top two causes of residential structure fires in New Hampshire¹⁰. They happen so often in our state that the SFMO has assigned two Plus-one codes to help standardize data from fire departments:

- **1161—Woodstove malfunction, fire confined**
- **1162—Pellet stove malfunction, fire confined**

Incident Types 114—Confined to chimney/flue and *116—Confined to a fuel burner* are also confined fires. Almost ¾ of heating related fires are confined¹¹.

Not Confined

Basic Module:

If the fire is not confined, you will most likely use **111—Building Fire**. In addition, when a building fire is not confined, you are required to fill out the Fire Module and the Structure Fire Module, which will hopefully give better insight into the fire's origin. For example, even though we are talking about heating fires and not cooking fires—nationally, the kitchen/cooking¹² *Area of Origin* accounts for a majority of the non-confined heating fires.

Item First Ignited:

Structural member or framing (17) or **Electrical wiring, cable insulation (81)** is used most often for *Item First Ignited*.

NOTE: The *Material First Ignited* field will only be required if the *Item First Ignited* code is “00” or less than “70.”

Factors Contributing to Ignition:

It is important to capture the information relative to the *Factors Contributing to Ignition* (FCI) in section E2. This information will help determine if the fire is related to an improper installation (FCI = **43, Installation Deficiency**) or lack of maintenance (FCI= **55, Failure to Clean**).

Equipment Involved in Ignition:

Another important field for reporting heating fires, is section F1: *Equipment Involved in Ignition*. This field gives us important causal information about the fire's origin and could possibly indicate a need for prevention efforts. For example, a new brand of home heating furnace ends up having a high rate of malfunctions leading to fires. That is information of interest to the fire department, but also to the US Consumer Product Safety Commission and the public. **100, 112, and 121-152** are all Equipment Involved in Ignition codes that are specific to Heating and Ventilation systems.

¹⁰ USFA DW: NFIRS “Fire Causes- Fire Module”, 1/1/2020- 12/31/2022. Heating as a cause, accounted for 317 of the total 1,609 fires reported during that period.

¹¹ NFPA, “Home Heating Fires,” December 2022.

¹² FEMA, “Topical Fire Report Series: Heating Fires in Residential Buildings,” December 2021.

Portable Grill Fires

Portable grills are supposed to have fires in them, right? Yes, but sometimes the fire gets out of control and damages or spreads beyond the grill. This would be considered a portable grill fire.

Incident Type:

Portable grill fires are not considered confined fires, even if the fire does not extend beyond the grill. Under the NHFIRS standard, for an incident to be considered confined fire (*Incident Type 113- 118*) the following rules must apply: The fire must be confined to a non-combustible container. A non-combustible container is not capable of igniting and burning. It is designed to come in contact with a non-hostile flame and may not be an appliance (such as a dryer, oven, microwave, toaster, portable grill, etc.).

Grills are often located on porches or decks. If the porch or deck is connected to a building, the fire should be coded as: **111—Building fire**. If the porch or deck is a stand-alone structure, then use code **112—Fire in a structure other than a building**. When a portable grill catches fire and is not in, on, or part of a structure/ building (or if the grill is located on a non-combustible patio, directly on the ground), it should be coded as: **162—Outside equipment fire**.

Property Use:

Portable grills are mostly used in a residential setting but can be used in many types of property uses. Identify the appropriate *Property Use* — and try to avoid using property use codes that end in '0' if possible.

Area of Fire Origin:

The *Area of Fire Origin* is commonly **93—Courtyard, patio, terrace**, but is not restricted to this.

Heat Source:

The *Heat Source* would be **11—Spark, ember, or flame from operating equipment**.

Item First Ignited:

The *Item First Ignited* is usually **95—Film, residue**; or food on the portable grill—which would be **76—Cooking materials**.

Material First Ignited:

Material First Ignited is also usually either **57—Food**; or **31—Fat, grease**.

With propane grills, the *Item First Ignited* for a loose or damaged propane line would be **63—Flammable gas escaping before burner**; and the *Material First Ignited* would be **12—LP gas**.

EXAMPLE: a grill fire on a covered patio, attached to a house, that was caused by an excess build-up of grease due to lack of cleaning.

Incident Type	111	Building fire
Property Use	419	1-or-2 family dwelling
Area of Fire Origin	93	Patio
Heat Source	11	Flame from operating equipment
Item First Ignited	95	Film, residue
Material First Ignited	31	Fat, grease
Factors Contributing	55	Failure to clean
Equipment Involved	643	Grill, hibachi, barbecue

Please Note: Document the brand, model and serial number of the grill involved. This information is very valuable to track possible trends with certain brands and models of equipment.

Smoke & Carbon Monoxide Alarm Installation

Whether your department is doing an installation campaign for your town, or just installing a single alarm in a residence, smoke & carbon monoxide alarm installations are something that can absolutely be tracked in NHFIRS.

Incident Type:

When coding the installation(s), the *Incident Type* will be **553—Public Service**, *Action taken* will be **60—Systems and services, other**.

Single Alarm Installation:

- Complete the Basic Module
- Add a note to the *Narrative/Remarks* section of the Basic Module that the call was for an alarm installation

Alarm Installation Campaign:

- The entire campaign is recorded as one incident
- Each installation address is documented within the *Person/Entity Involved* section of the Basic Module
- Use **Directions** as the *Location Type*
- *Alarm Date/Time* is when you left the station to service the area
- *Arrival Date/Time* is when you arrived at the area
- *Last Unit Cleared* is when you left the service area
- *Narrative/Remarks* section is where you will document the type of alarm that was installed and how many total were installed for the duration of the event

Vehicle Accidents

When dispatched to a vehicle accident, there is no telling what you may find when you arrive.

Incident Type:

- A **vehicle accident with injuries** is *Incident Type 322*;
- A **motor vehicle accident involving a pedestrian** is *Incident Type 323*;
- A **motor vehicle accident without injuries** is *Incident Type 324*;
- And **Extrication of Victims from Vehicle** is *Incident Type 352*, *Actions Taken* is **23— Extrication, disentanglement**

If the department is called for the sole purpose of clearing away debris (except for hazardous material) that would be an *Incident Type 463—Vehicle Accident, general clean-up*.

With no fire involved, the NHFIRS Basic Module is all that is required for vehicle accidents. The EMS, Personnel, and Apparatus modules are optional.

Should you arrive to find a vehicle fire because of the accident, the appropriate *Incident Type* code from the **13X—Vehicle fire** category should be selected. The narrative should include language to indicate that the vehicle fire also involved a vehicle accident.

Property Use:

Property Use codes for traffic accidents will generally be from the **9XX—Outside or special property** category.

Civilian casualties (deaths or injuries) resulting from vehicle accidents are only reported in section H1 of the NHFIRS Basic module if the accident resulted in a fire—and the death/injury was the direct result of the fire. In instances where a death occurs, it may not initially be clear if the person died because of the accident or the fire. In those cases, it is permissible to report it as a civilian fire casualty until the medical examiner determines otherwise.

Please Note: You may need to go back and change or update the report if a person with a serious injury later dies because of a fire; or if the medical examiner determines a death was not the result of a fire. **It is important to update the records as needed for the data to be as accurate as possible.**

Civilian deaths or injuries in traffic accidents that do not involve a fire should be reported in the EMS module.

Vehicle Fires

Incident Type:

The *Incident Type* for a simple vehicle fire is **131—Passenger vehicle fire**. When a vehicle is parked inside a garage or car port (attached or not) and the vehicle catches fire—the *Incident Type* would be **111—Building fire**, and the vehicle would be considered contents of the structure.

EXAMPLE: A parked car in a garage catches fire due to an electrical problem, and the fire spreads to the garage.

Incident Type	111	Building fire
Property Use	419	1-or-2 family dwelling
Area of Fire Origin	83	Engine area
Heat Source	13	Electrical arcing
Item First Ignited	95	Film, Residue
Materials First Ignited	27	Lubricating oil
Factors Contributing	33	Short circuit from worn insulation
Equipment Involved	N/A	<i>(Complete mobile property section instead)</i>

Property Use:

When identifying the appropriate *Property Use*, avoid using *Property Use* codes that end in '0' if possible.

Area of Origin:

Remember, the *Area of Origin* is somewhere in or on the vehicle (engine, trunk, etc.), so the code would start with an **8X -- Transportation, Vehicle** category.

Heat Source:

The *Heat Source* could be anything from a lit cigarette that fell on the seat, to an electrical arc, to overheated brakes. Judgement will need to be used when selecting the *Heat Source* code.

Mobile property information (year, make, model) is entered in section H2 on the Fire Module. If a fire spreads from a vehicle parked in a garage, it is considered a part of the contents of the structure when entering the estimated value and loss.

Please Note: When more than one vehicle is burned, if the vehicles are all located on the same *Property Use*, and owned by the same owner, they can all be included in the same incident report. If they are located on different property uses or have different owners, separate exposure reports will have to be completed for each vehicle.

How to Calculate Dollar Loss

Estimated dollar loss is a very important aspect of fire incident reporting. This figure is a “guesstimate,” or rough estimate, of the total loss for the structure and contents (for fire incidents only). While analyzing NHFIRS data¹³ over 5 years, out of the 9,109 Incidents reported as **111- Building Fire**, 42% of those reports left this field blank... an additional 39% reported “none” which (puts a \$0 in the loss columns) ... That means from 2018-2022, we have dollar loss data on *less than* ¼ of the building fires reported. When that field is marked as “none” or left blank when an actual loss exists, then the data can begin telling a story that New Hampshire incidents cause far less economic impact to property owners than might be true. At the local level this may also impact grant applications and reporting. On a broader level, leaving the field blank skews the statistics and adversely affects data quality for the region, as well as the Country.

*The Complete Reference Guide¹⁴ says (about **Estimated Dollar Loss and Value**) that “this field also includes the pre-incident value of property and contents;” ... and “an estimate of the property and contents dollar loss is **required for all fires...**”*

This estimate should take into consideration the replacement costs for building and contents damaged by fire, smoke, water, and fire control (overhaul). It does not take into consideration things as a secondary loss because of the incident—like business loss. This field helps to identify monetary losses and assists in identifying possible trends in certain types of situations. It also helps to bring to light the magnitude of the fire problem and severity for our state, as well as nationwide.

The formula used to determine the figure: *Total Square Footage X Square Foot Construction Cost*

The best place to locate the Construction cost is using the ICC BVD Guide. You can download the most up-to-date version from the ICC website at: <https://www.iccsafe.org/products-and-services/i-codes/code-development-process/building-valuation-data/>

The SFMO will have a Loss Calculator available on its website in the near future.

¹³ USFA DW, NFIRS “Excel Export”, 100 series Incident Type, 1/1/2018- 12/31/2022. Looking at Incident Type 111- Building Fire, with total of 9,109 incidents reported.

¹⁴ USFA, *NFIRS 5.0 Complete Reference Guide*, January 2015, page 3-41.

Please Note:

- It is preferable to give a rough estimate. Explore the resources in your community for estimation of dollar loss and pre-incident values such as Assessor Cards, local GIS data, etc. **Do not** click the “None” box. When you click the “None” box it means that there is NO damage amount, and the data quality will be impacted.
- If a better estimate becomes available after the report has been submitted, the original report should be edited—and the reason for the change should be noted in the *Remarks/Narrative* field.
- If there is a loss on an adjacent property—that is not documented as an exposure—then this loss should be documented in the *Remarks/Narrative* section of the original report.

***SFMO Disclaimer Statement: Entries contained in this report are intended for the sole use of the New Hampshire State Fire Marshal. Fire Departments are not liable for the dollar loss amount used in their reports. This is only for statistical purposes. Damage figures contained in reports are an estimate only and are not intended to be used by companies or others as an exact dollar loss amount.

Glossary

Alarm — Any notification to the fire department that a situation exists (or may exist) that requires a response.

Area of Origin — The room/area within the property, where the fire originated.

Burning — Process of self-perpetuating combustion, with or without an open flame. Smoldering is burning.

Civilian — Any person who's not an employee (paid or volunteer) of a fire department. Included are police, utility company personnel, non-fire service EMTs, and civilians.

Confine a Fire — To restrict a fire within determined boundaries established either prior to a fire, or during a fire.

Contain a Fire — Take suppression action as needed that can reasonably be expected to check the fire spread under prevailing conditions.

Exposure Fire — Fire in a building, structure, vehicle, or outside property resulting from a fire outside that building, vehicle, structure, or outside property.

Fire — Any instance of destructive and uncontrolled burning, including explosion, of combustible solids, liquids, or gasses. Fire does not include the following (*except where they cause fire or occur as a consequence of fire*):

- Lightning or electrical discharge
- Rupture of a steam boiler, hot water, tank, or other pressure vessel due to internal pressure and not to internal combustion
- Explosion of munitions or other detonating material
- Accident involving ship, aircraft, or other vehicle
- Overheat condition

Fire Damage — Total damage to a building, vehicle, structure, natural vegetation cover, or outside property—resulting from a fire and the act of controlling that fire. Included are smoke, water, backfires, firebreaks, and fire control damage.

Ignition Factor — Condition or situation that allowed a heat source and a combustible material to combine to initiate a fire.

Incident — Event to which the responding agency responds or should have responded. Included are “walk-ins” treated at the station. Rekindles should be reported as a separate incident.

Incident Date —The date the responding fire agency was notified to respond to an incident. It is NOT necessarily the date of the incident.

Material First Ignited —The combustible that is first set on fire by the heat of the ignition.

Prescribed Fire — Fire ignited by management actions to meet specific objectives. Prior to ignition, a written, approved prescribed fire plan must exist. Controlled application of fire to wildland fuels in their natural state (or their modified state) under specified environmental conditions that allow the fire to be confined to a predetermined area. Also, at the same time, to produce the intensity of heat and rate of spread required to attain planned resource management objectives.

Property Use —What a property’s main purpose is. For example, a building could serve as a garage, a hospital, or a department store. It does not define ownership, access, or size.

Rekindle — Redevelopment of a fire, after it was thought to have been extinguished by the original fire service response. Fire service response to rekindle should be treated as a separate incident.

Reportable Fire —Any unfriendly, hostile fire that comes to the attention of an agency keeping fire records. Included are fires that may be discovered in progress or discovered after extinguishment.

Smoldering — Self-sustaining combustion of a material without any flame evident.

Structure — An assembly of materials forming a construction for occupancy or used to serve a specific purpose. Includes (but is not limited to): buildings, open-platforms, bridges, roof assemblies over open storage or process areas, tents, air-supported structures, and grandstands.

Structure Fire — Any fire inside a structure whether it involves the structure or not (ex. Fire in a microwave, would be reported as a structure fire); or any fire under a structure or touching a structure that involves the structure.

Wildland —Land in an uncultivated, natural state; and covered by timber, woodland, brush, or grass. An area in which development is essentially nonexistent except for roads, railroads, powerlines, and similar facilities.

Wildland Fire —Any fire involving vegetative fuels, other than prescribed fire, that occurs in the wildland. A wildland fire may expose and possibly consume structures (*Incident Type 141*).

Wildland-Urban Interface (WUI) — Geographical area where structures and other human development meet or intermingle with wildland or vegetative fuels.

Incident Reporting Requirements

The New Hampshire State Fire Marshal's Office is responsible for collecting information about fire related incidents in New Hampshire as described in NH RSA 153:11 and Saf-C 6007.

Each fire department is required to submit its emergency incident data to the State Fire Marshal's Office on a monthly basis -- by the 15th of the following month. [Saf-C 6007.01(b)]

The New Hampshire State Fire Marshal's Office reporting requirements are based on National Fire Information Reporting System (NFIRS) 5.0 Standards with the following NH specific requirements:

- If *Incident Type* is **100** or **113-118** (***confined fires***), the Fire and Structure Fire modules must also be completed.
- If the *Incident Type* is **410- 413, 420- 424; 430** or **431** (***Hazmat incidents***), the Hazmat module should also be completed. The following are exempted from this reporting requirement:
 - Motor fuels which are spilled in quantities of less than 42 gallons from a vehicle, unless it enters a waterway; or it is determined to endanger the public safety or immediate/surrounding environment (including groundwater)
 - Sewage overflows

The recommended method for data file transmission to the NH State Fire Marshal's Office is via the New Hampshire Secure File Transfer Protocol (SFTP) site. For more information on this, please see the Informational Bulletin found at: [Welcome | NH Division of Fire Safety](#) or by contacting the NHFIRS Section at (603) 223-4289 or nhfirs@dos.nh.gov.

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