

RULE CHAPTER TITLE:

RULE CHAPTER NO.:

FLORIDA FIRE INCIDENT REPORTING SYSTEM

69A-66

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RULE NUMBER

Florida Fire Incident Reporting System

(FFIRS), In General

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69A-66.001 Florida Fire Incident Reporting System (FFIRS), In General.

(1) The purpose of these rules is to establish standards and procedures for fire department reporting of fire incidents to the Division of State Fire Marshal.

(2) The standards and procedures contained in these rules apply to the Division of State Fire Marshal and to each fire department in the State of Florida participating in the Florida Fire Incident Reporting System (FFIRS) program.

(3) The Division of State Fire Marshal manages FFIRS, which is a means for fire departments to report and maintain computerized records of fires and other fire department incidents in a uniform manner. FFIRS is operated in conjunction with the National Fire Incident Reporting System (NFIRS). By participating in the FFIRS

program, fire departments become a part of the cooperative effort among fire organizations to make Florida a safer state.

(4) These rules are minimum requirements and do not preclude a fire protection agency from implementing its own requirements which shall not conflict with these rules.

Specific Authority: 633.01, 633.115 FS. Law Implemented: 633.115 FS. History: New_____.

69A-66.002 Definitions. For purposes of these rules unless the context clearly requires otherwise, the following word or term has the following meaning.

(1) "Florida Fire Incident Reporting System," or "FFIRS," means the Florida statewide fire data information system that resides within the Division of State Fire Marshal, Department of Financial Services. FFIRS works in collaboration with NFIRS to report and analyze fire incidents.

(2) "National Fire Incident Reporting System," or "NFIRS," means an information system initiated and supported by the United States Fire Administration (USFA). NFIRS was developed as a means to gather and analyze information on the magnitude of the nation's fire problem, as well as its detailed characteristics and trends.

(3) "Codes" means a series of basic phrases with code numbers used to describe fire incidents in the NFIRS/FFIRS program. The descriptive phrases were developed and made available by the National Fire Protection Association (NFPA) Standard 901, the *Uniform Coding for Fire Protection*, 1976 edition, the 1981 codes for Fire Service Casualty Reporting, and the 1990 codes for Hazardous Materials Reporting. The National Fire Protection Association (NFPA) Standard 901, the *Uniform Coding for Fire Protection*, 1976 edition, the 1981 codes for Fire Service Casualty Reporting, and the

1990 codes for Hazardous Materials Reporting are not adopted in these rules, but are provided for reference and informational purposes only.

(4) "Codes Training" means instruction on the series of basic phrases with code numbers that are used to describe fire-related incidents in NFIRS/FFIRS.

(5) "USFA NFIRS 5.0 Software" means software provided free to fire departments throughout the United States to manage fire data. The USFA, in partnership with the National Fire Information Council (NFIC), developed the software.

(6) "Third Party Vendor Software" is NFIRS/FFIRS compatible software that is marketed and sold to fire departments by private vendors.

(7) "Fire Protection Agency" means any local, state, state agency, or special fire department in the state responsible for municipal or county fire protection as recognized by the appropriate municipal, county, or special fire control district or the state. A fire protection agency has the same intent and purpose as a fire department as defined in Rule 69A-62.001(4), F.A.C., or fire district, which is of carrying out the duties, functions, powers, and responsibilities normally associated with a fire department. These duties, functions, powers, and responsibilities include but are not limited to the protection and saving of life and property against fire, explosions, and other hazards, the prevention and extinguishment of fires, and the enforcement of municipal, county, and state fire prevention codes, as well as of any law pertaining to the prevention and control of fires and hazardous materials incident mitigation.

Specific Authority: 633.01, 633.115 FS. Law Implemented: 633.115 FS. History: New _____.

69A-66.003 Training.

(1) USFA NFIRS 5.0 Software Training is instruction on data entry, reporting, analysis, maintenance, and the submission of fire incident information. The training is coordinated and presented by the FFIRS Section to fire department personnel.

(2) Fire Departments may contact the FFIRS Section at FFIRS@fldfs.com or call the FFIRS Section at 850-413-3171 to request a training class.

Specific Authority: 633.01, 633.115 FS. Law Implemented: 633.115 FS. History: New _____.

69A-66.004 Submission Of Fire Incident Data

Data may be submitted to the FFIRS Section using the following methods:

(1) Fire departments using the Federal Client Tool in an on-line capacity must enter and save their data from their department's personal computers directly into the NFIRS database. Fire departments using the Federal Client Tool in an off-line capacity must enter and save their data on their department's personal computers but must forward it to the FFIRS Section by emailing the report as an attachment to FFIRS@fldfs.com, or saving it to a compact disk or diskette and mailing it to the FFIRS Section for the data to be imported into the NFIRS database.

(2) Fire departments using third party vendor software must enter the data directly into their department's computers using this software. For the data to be imported to the NFIRS database, the reports must be either emailed as an attachment to FFIRS@fldfs.com, or saved to a compact disk or diskette and mailed to the FFIRS Section.

(3) Fire departments using the Federally Contracted 4.1 software, or software compatible to that program, must enter and save the data on their department's

computer and forward the reports to the FFIRS Section either by emailing the reports as an attachment to FFIRS@fldfs.com, or saving the reports to a compact disk or diskette and mailing it to the FFIRS Section.

(4) Fire departments without capability to submit under (1), (2), or (3) are permitted to submit paper reports to the FFIRS Section for those reports to be keyed by FFIRS staff for uploading to the NFIRS database. These reports are to be mailed to the FFIRS Section, Division of State Fire Marshal, 200 East Gaines Street, Tallahassee, Florida 32399-0340.

(5) Annual Summaries are a standardized form which may be completed and forwarded to the FFIRS section by Fire Departments. The use of Summaries is discouraged because the summary does not give specific fire related data and also because it does not comply with Federal Grant responsibilities or allow for entry into the NFIRS database.

Specific Authority: 633.01, 633.115 FS. Law Implemented: 633.115 FS. History:
New _____.

69A-66.005 Submission Deadlines for Fire Incident Data

(1) Each department shall submit their data on a monthly basis. Fire incident data is due by the 15th of the following month. For example, January fire incident data is due by February 15.

(2) To be included in the annual report of fire and non-fire incidents, yearly data must be submitted from fire departments by April 30 of each year.

Specific Authority: 633.01, 633.115 FS. Law Implemented: 633.115 FS. History:
New _____.

69A-66.006 Reporting.

(1) The State Fire Marshal's Annual Report, "Florida Fires," is developed from the compiled fire data submitted by Florida fire departments. It is available via the Internet at www.fldfs.com/State Fire Marshal/, or it may be obtained by contacting the FFIRS section in care of the Division of State Fire Marshal, 200 East Gaines Street, Tallahassee, Florida 32399-0340.

(2) Web Based Reports. All Florida fire departments participating in the FFIRS program are able to generate statistical reports via the internet at www.nfirs.fema.gov.

(3) Requested Reports. Florida fire departments are permitted to request statistical reports from the FFIRS Section.

Specific Authority: 633.01, 633.115 FS. Law Implemented: 633.115 FS. History: New _____.

69A-66.007 Fire Department Identification (FDID) Number.

(1) The Fire Department Identification Number, or FDID number, is a unique five-digit identifier assigned by the FFIRS Section to identify a particular fire department within the state. This identifier may also identify the county, fire district, or other jurisdiction in which the fire department is located.

(2) The purpose of the FDID number is to identify incident data collected and reported by individual departments. Feedback on local or regional incident experience can then be prepared and sent to an individual agency or a specific fire department.

Specific Authority: 633.01, 633.115 FS. Law Implemented: 633.115 FS. History: New _____.

69A-66.008 Forms.

(1) The Division hereby adopts and incorporates by reference the following forms:

(a) Form DFS-K0-1078 (Rev. 7/05), "Florida Fire Incident Report."

(b) Form DFS-K0-1661 (Rev. 10/05), "Florida Fire Service Casualty Report," (902G NFIRS-3).

(c) Form DFS-K0-1662 (Rev. 10/05), "Florida Casualty Report," (902G 1/80 Layout 2).

(2) The forms adopted in subsection (1) can be viewed or obtained by contacting the FFIRS Section, Division of State Fire Marshal, 200 East Gaines Street, Tallahassee, Florida 32399-0340, phone: 850-413-3171.

Specific Authority: 633.01, 633.115 FS. Law Implemented: 633.115 FS. History:

New _____.