

# ESO FIRE™ USER REFERENCE GUIDE



Published September 2017

# ESO FIRE™

# WELCOME!

THANK YOU FOR CHOOSING ESO FOR YOUR FIRE REPORTING NEEDS!

In this guide, you'll receive an overview of the web-based ESO FIRE application. New ESO FIRE Users are encouraged to review this guide first in order to learn the basics of operating the system.

Should you have any questions, please do not hesitate to contact ESO Support at **866-766-9471 option 3** or **support@esosolutions.com**.

# **ESO Suite - General System Information**

The ESO Suite is a web-based system that provides ePCR, FIRE, Personnel Management, Quality Management, Reporting and Administrative functions (depending on which combination of these your agency has chosen to use). This guide will provide Users of the ePCR system with information on how to operate within the bounds of ESO FIRE.

To log in, go to <u>https://www.esosuite.net/EsoSuite</u>, enter your Username, Password, and Agency ID, then click "Let's Go"!

- Username and Agency ID are NOT case sensitive.
- Password IS case sensitive!

Be sure to keep your login information in a safe place. If you forget your password on either the Web or Mobile application, please use the *Forgot your password*? Link on https://www.esosuite.net/EsoSuite to send yourself a password reset email.

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	(=S(0))
	Healthcare Connected
	username
	password
	agency
	Let's Go!
	Forgot your password?

### ESOSuite.net

The ESO Navigation Page is the portal to all of your service's ESO applications. It also houses QM messages, support information, and the messaging component of the system. The navigation panel on the far-left side of the page allows you to access all ESO applications such as ePCR (also known as EHR), Fire, Personnel Management, Reports, Quality Management (QM), and Administrative Console. Your view of the navigation panel will be determined by your assigned the Security Role as well as what your service has purchased.

Messa	ges		No New A	lerts	Patient Outcomes
	ом	MESSAGE	DATE 🛊		
RACKER 🔤	Reminder	CPR expires in 7 days	Sep 14 2017	^	8
RE 🦷	MACZURA, RYAN	Thank you to all of the crews responding to Harvey and Irma. Stay safe and see you soon.	Sep 13 2017		NFW
	Reminder	Ladders expires in 14 days	Sep 1 2017		PATIENT
M	Reminder	Ladders expires in 14 days	Jul 27 2017		OUTCOMES
M	Reminder	Ladders expires in 14 days	Feb 21 2017		Helpful Resources
	Reminder	Ropes and Knots expires in 3 days	Jan 29 2017		
	Reminder	Ladders expires in 14 days	Jan 25 2017		
	Reminder	Ropes and Knots expires in 3 days	Jan 15 2017		
DMIN	Reminder	Ladders expires in 14 days	Jan 13 2017		
ks 🛛	Reminder	Ropes and Knots expires in 3 days	Jan 13 2017		
IR Incident	Reminder	Ladders expires in 14 days	Jan 4 2017		
rsonnel	Reminder	Ropes and Knots expires in 3 days	Dec 25 2016	~	

#### **Messages**

This area can display three types of information that require your attention:

- 1. Quality Management (QM) messages
- 2. Agency Alerts: Messages for all Users who have access to your ESO environment
- 3. Impending credential expiration reminders from PM

# **Using the FIRE Module**

To go to the fire reporting system landing page, click on the FIRE link in the Navigation Panel.



### **Incident List**

Personnel who are assigned the Fire User role have access to any incidents in Draft status on the Fire landing page and can create records. Personnel with either the Fire Supervisor or Fire Manager role have access to all Locked incidents in the system.

<b>f</b>	eso	۲	FIRE - INCIDENTS							
sel Re	cent Draft	~								
				09/14/2017 08:00:00 University Heights	DRAFT	100 Main ST (111) - Building fire	E1, DIV6 D Shift	i	0	
				09/14/2017 00:00:00 delete-me-josh	DRAFT	1 NE 1 ALY		i	0	=
				09/12/2017 08:00:00 170912-032812-ESO	DRAFT	(143) - Grass fire	E1, DIV6 D Shift	i	0	
				09/11/2017 00:00:00 170911-033147-ESO	DRAFT			i	1	=
				09/08/2017 00:00:00 170908-045135-ESO	DRAFT	1111 Smith (111) - Building fire		i	1	=
				09/07/2017 00:00:00 170907-042429-ESO	DRAFT		D Shift	i	0	=
				09/07/2017 00:00:00 170907-033328-ESO	DRAFT	 (111) - Building fire		i	0	=
				08/31/2017 00:00:00 170831-061554-ESO	DRAFT			i	1	
				08/29/2017 00:00:00 170829-060630-ESO	DRAFT	(111) - Building fire	<b>E1</b> D Shift	i	0	=
				08/29/2017 00:00:00 170829-043735-ESO	DRAFT	(1111) - fire building	D Shift	i	1	=
				08/25/2017 00:00:00 170825-022853-ESO	DRAFT			i	1	=
				08/24/2017 15:00:00 170824-041313-ESO	DRAFT	(111) - Building fire	D Shift	i	1	=
				08/24/2017 02:00:00 170824-042628-ESO	DRAFT	 (430) - Radioactive condition, other	E1 F Shift	i	1	=
				08/24/2017 00:00:00 170824-113304-ESO	DRAFT	 (111) - Building fire	E10 E Shift	i	0	=
					1	Add Incident Import	EHR			

The Incident List contains a list of fire records entered into your system. Incidents are presorted by status, then by date and time. Draft incidents are listed above Locked incidents by default. The default view is all of your recent drafts.

### **Quick Select View**

If the incident you are looking for is not immediately available in the current view, you may change the view. To go beyond the default view (which is all Draft unlocked records for the last 90 days). In the upper left-hand side of the screen you will see an arrow next to "Selected View". Click the arrow to reveal the popover menu of available views for the types of records you would like to see. Make your selection and you'll see the records sorted by your choice.

••• 5	ESO Fire - NFIRS X +											
(	ps://fire-dev.dev.eso.local/nfirs/#/search?template=1	17 🚺 Home - ESO Soluti 🐌 Salesforce.com: T	ESO Solutions	🔡 Expensity - Expen	(132%) C Q Search Basy Online MeetL. Y Atlass	sian Cloud 🔹 Training Tools   ESO 【	🚺 ) Master CCB - One 🖉	ESO Fire - NFIRS	ESO Properties	K* ESO Support Dash	🛱 🗐	0 ♥ ♣ ₦ ≡
÷.	eso 🙋 fire incid	ENTS										
Selected V	nt Draft 🗸											Filters
1	AST 30 DAYS	170718-142229-ESO	DRAFT			**		Ø				
,	Recent Draft	07/18/2017 00:00:00 170718-105517-ESO	DRAFT	100 Main ST (100) - Fire, oth	er	Alpha 1, Cl D Shift	H 50	Ø				
F .	Recent Draft & Locked	07/18/2017 00:00:00 170718-094959-ESO	DRAFT	 (143) - Grass fir	re	Aid 75 D Shift		Ø				
,	All Draft	07/17/2017 00:00:00 josh-printing-juveniles	DRAFT	 (143) - Grass fir	re			Ø				
1	All Records	07/17/2017 00:00:00 170717-160659-ESO	DRAFT	 (100) - Fire, oth	ier			Ø				
		07/17/2017 00:00:00 170717-160423-ESO	DRAFT	 (143) - Grass fir	re			Ø				
		07/17/2017 00:00:00 170717-152751-ESO	DRAFT	 (100) - Fire, oth	er	ad - fire on	nly	Ø				
		07/17/2017 00:00:00 170717-144155-ESO	DRAFT	 (143) - Grass fir	re			Ø				
		07/14/2017 00:00:00 170714-143233-ESO	DRAFT	 (100) - Fire, oth	ier			Ø				
		07/13/2017 00:00:00 170713-161113-ESO	DRAFT	 (143) - Grass fir	re	ad - fire on	nly	Ø				
		07/13/2017 00:00:00 170713-161111-ESO	DRAFT	 (143) - Grass fir	re			Ø				
		07/13/2017 00:00:00 170713-135007-ESO	DRAFT					Ø				
		07/13/2017 00:00:00 170713-125200-ESO	DRAFT	 (100) - Fire, oth	er			Ø				
				Add Reco	ord	Import CAD						

### Filters - Searching for an Existing Record

To find incidents that are in your system, click on the "Filters" button at the top of the Fire Report list. This will allow you to narrow down the incidents you are looking for. They can be used in combination to narrow down even further. You can search on the following elements:

- Date
- Incident number
- NFIRS number
- Street
- Incident type
- Incident status
- Unit
- Shift
- District

CSD Fire - NFIRS X Pethocard - ADMIN - Zepfin X +						
()     ()	Saiuti 🗮 Sainstance.com T 📼 FSO Saiutions	(133%) C	Q. Search	OneESO Fire - NFIRSESO Procerties	K FSO Support Dash.	☆☆♥★★ ≡
🔒 ESO 🔯 FIRE INCIDENTS						Ξ
Belected View Recent Draft 🖂	Filters			ок	Filter	ок
	Date Range Interval	Start Date	End Date		Q Searc	h
	Last 30 Days	or 06/18/2017	07/18/2017	•	Incident Number	
					NFIRS Incident Number	
	Filter	Status			Street	
	Incident Status	equals Draft		Remove	Incident Type	
	Add Filter				Incident Status	
					Shift	
					District	
					1	

When you filter your data and get results in will look like the screen below. We also show what filters you have selected at the top so you can see what you have filtered. If you want to get rid of one of the filter items you can simply hit the 'X' next to the filtered item.

eso 🔯 FIRE - INCIDENTS						
Lustom ~ Incident Status: Draft, Locked ×	Unit: E1 X					Filters
		8 records found from 06/16/2017 - 0	9/14/2017			
	09/14/2017 08:00:00 University Heights	100 Main ST (111) - Building fire	E1, DIV6 D Shift	i	<b>⊗</b> <sup>0</sup> ≡	
	09/12/2017 08:00:00 170912-032812-ESO	(143) - Grass fire	E1, DIV6 D Shift	i	<b>⊗</b> <sup>0</sup> ≡	
	08/29/2017 00:00:00 170829-060630-ESO	(111) - Building fire	E1 D Shift	i	⊗ ≡	
	08/24/2017 02:00:00 170824-042628-E50	(430) - Radioactive condition, other	E1 F Shift	i	⊗ ≡	
	08/22/2017 00:00:00 170822-050846-ESO	л	Alpha 1, DIV2, E1	i	<b>N</b> =	
	08/16/2017 00:00:00 170816-045300-ESO	(143) - Grass fire	DIV2, E1	i	⊗ ≡	
	08/14/2017 00:00:00 170814-033026-ESO	<del>л</del>	E1	i	⊗ ≡	
	08/09/2017 12:00:00 Screenshots for Web	(111) - Building fire	E1, DIV2 D Shift	i	<b>⊗</b> <sup>0</sup> ≡	
		Showing 8 records				

Add Incident Import EHR

### Adding a New Record

There are four ways to add an incident to the FIRE system:

- 1. If the incident you want to add was also a medical call, use the ePCR Import function to create a fire record by importing the locked EHR into your system.
- 2. For non-EMS incidents, if your agency has an interface with your Computer Aided Dispatch system, click the "CAD" button and a blank fire report with data that has been mapped from your CAD system will be created for you.
- 3. If you have the auto CAD import configuration all of your CAD calls will come into the incident system. You can then select the incident you want to complete.
- 4. Select the "Add" Button to create a blank fire record.

Add Incident	Import CAD	Import EHR
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### Importing from ePCR

Agencies using ESO FIRE will have an NFIRS module turned on in their ePCR Incident Details Screen.

+ eso	UNNAMED PATIENT							⊘ ≡
INCIDENT	PATIENT	VITALS	R.OWCHART	ASSESSMENTS	NARRATIVE	FORMS	BILLING	SIGNATURES
RESPONSE								
SCENE			Incident Type					
PERSONNEL			Injury or Death					
DISPOSITION					1			
DESTINATION			Property Use			_		
TIMES								
MILEAGE			Ald					
ADDITIONAL			Primary Action					
NFIRS					3			
			Additional Action					
			Additional Action					
					1			
					Counts Include Ald Received			
			Suppression Apparate	is Count	Suppression Personnel Count			
					1			
			EMS Apparatus Count		EMS Personnel Count			
			Other Apparatus Cou	nt III	other Personnel Court			

Importing a completed ePCR with all of the NFIRS information populated will auto- populate all of the information you need to lock a basic fire report. Based on your local policies, additional information may be required in order to lock the record.

When creating a fire record from an ePCR, click on the ePCR import icon to bring up the list of current ePCRs in your system.

🕈 ESO 🔯 FIRE - INCIDENTS				=
SELECTED VIEW Recent Draft 🗸 🗸	EHR Import Step 1 of 2		Cancel	Filters
09/1 Indd	Sorted by Date Desce	nding 🔳 All Units		-
09/1 1705 09/1	12/31/9999 120417-0926-ESO	Address 1 38875363, Address 2 38875363 Unavailable for import until all associated incidents are locked in EHR	Open	
09/1 1705	12/13/3333 121213-1546-ESO	Address 1 3E1645E1, Address 2 3E1645E1 Unavailable for import until all associated incidents are locked in EHR	Open	
<b>09/1</b> 1705	<b>12/13/3333</b> 121213-1525-ESO	Address 1 90470D9C, Address 2 90470D9C Unavailable for import until all associated incidents are locked in EHR	Open	
09/1 1705 09/1	12/13/2019 121213-1606-ESO	Address 1 4F5F4053, Address 2 4F5F4053 Unavailable for import until all associated incidents are locked in EHR	Open	
09/1 1705	12/13/2019 121213-1605-ESO	Address 1 C0587EC0, Address 2 C0587EC0 Unavailable for import until all associated incidents are locked in EHR	Open	
<b>09/1</b> 1705	09/14/2017 @ 02:05:05 NfirsImport2	276 Buck Bend, 233 Unavailable for import until all associated incidents are locked in EHR	Open	
09/1 1705 	09/14/2017 170914-1011-ESO		Open	
1705 0 <b>9/</b> 1 1705	09/06/2017 @ 02:45:33 170906-1222-ESO	Secret Word Street, afja;sdfijasdfioasjfasfasfasdf E12, E117, E113	Open	-
	08/31/2017 170831-1523-ESO		Open	

Patient care records can be filtered by unit for your convenience. Note that the only records that are available for import are locked records. Draft ePCRs that do not have unit information entered into them are unavailable for selection and pre-import inspection.

🕈 ESO 🔯 FIRE - INCIDENTS		=
selected view Recent Draft 🗸 🗸	EHR Import - Incident # 170825-1318-ESO Step 2 of 2	Cance
04/ 16 05 04 05 05 05 05 05 05 05 05 05 05		

Click on any available record to open up the pre-import record.

Incident records that are locked will be importable into the fire system. Records that are not locked will not be available for import.

+ eso 🔯 Fire - INCIDENTS					
securito view Recent Draft ~	EHR Import Step 1 of 2			Cancel	Filters
<b>09/</b> Inde	Sorted by Date Desce	nding	All Units	≡	-
09/- Mirs 09/1	12/31/9999 120417-0926-ESO	Address 1 38B75363, Address Unavailable for import until all as	2 38B75363 sociated incidents are locked in EHR	Open	
170. 09/1 170.	12/13/3333 121213-1546-ESO	Address 1 3E1645E1, Address Unavailable for import until all as	2 3E1645E1 sociated incidents are locked in EHR	Open	
<b>09/</b> 1 170:	12/13/3333 121213-1525-ESO	Address 1 90470D9C, Address Unavailable for import until all as	2 90470D9C sociated incidents are locked in EHR	Open	
09/ 1705 09//	12/13/2019 121213-1606-ESO	Address 1 4F5F4053, Address Unavailable for import until all as	2 4F5F4053 sociated incidents are locked in EHR	Open	
09/1 1205	12/13/2019 121213-1605-ESO	Address 1 C0587EC0, Address Unavailable for import until all as	2 C0587EC0 sociated incidents are locked in EHR	Open	-
<b>09/1</b> 1701	09/14/2017 170914-1011-ESO	 Unavailable for import until all as	sociated incidents are locked in EHR	Open	-
09// 1705 09/1	09/06/2017 @ 02:45:33 170906-1222-ESO	Secret Word Street, afja;sdfija E12, E117, E113	sdfioasjfasfasfasdf	Open	
1705 09/7 1701	08/31/2017 170831-1523-ESO	Unavailable for import until all as	sociated incidents are locked in EHR	Open	
<b>09/1</b> 1705	08/25/2017 @ 12:00:00 170825-1318-550	1200 Cat Mountain		Open	
09/1 170 09/1					
1705					

When two (or more) patient records are created for the same incident number, they should all be locked prior to importing, as only the information from the locked record(s) will be imported. For example, if only one record on a two-patient call is locked and the other is in draft status, any required information associated with the draft record will need to be entered manually.

On multi-patient incidents, ePCRs are matched based on Incident Number and Date of Service. All of the unit information for each associated patient care record will be imported; however, the NFIRS data will be imported only from the specific record that was selected for import.

	FHR Import - Incident # 170906-1222-FS0	-
KECENL URAT V		
0 17 17 17 17 17 17 17 17 17 17 17 17 17	и и и и и и и и и и и и и и	

Once a fire record has been imported from the ePCR system, if your agency has a CAD interface, the CAD button should be used to pull in statistical information from additional units that may have been dispatched to the scene. If your agency does not have a CAD interface, additional unit information will need to be entered manually, based on your agency's policies.

🕈 eso	FIRE INCIDENT 170912-032812-ESO-000	~					VALIDATION 23	G	≡
BASIC		FIRE P	CASUALTY	EMS	HAZMAT	WILDL	and .		
		4	Incident						
AID			Incident Number						
			170912-032812-ESO			CAD			
LOCATION									

### Creating from CAD

Creating a fire record by importing from CAD will create an ePCR with all of the dispatch-related information populated.

🕈 ESO 🔯 FIRE - INCIDI	INTS			=
SELECTED VIEW Recent Draft ~	CAD Import		Cancel	Filters
09/1 Incid	Sorted by Date Descending	All Units	=	
09/1 Nfirs 09/1	09/14/2017 @ 17:26:39 1100 Old M disonehere Units: Medic 1	<b>ill</b> 1 @ ESO	Import	
1705 	09/12/2017 @ 10:54:21 1100 Old Mi kkkosdjsddesd Units: E113	ill.	Import	
<b>09/</b> 1705	09/12/2017 @ 10:54:21 1100 Old Mi kkkosdjsd Units: Medic 1	<b>ill</b> 1 @ ESO	Import	
09/1 1705 				
1705 <b>09/</b> 1705			=	
<b>09/1</b> 1705			=	
09/1 1705 09/1				
1705 09/1 1705				
<b>09/</b> 1709			=	
<b>09/1</b> 1705			=	
1706			=	

Users will select the appropriate incident from the CAD Incidents screen. Reponses with the same Incident Number and Incident Date will be grouped together to show all relevant units that will be pulled into the fire record.

If a fire record is created prior to the end of an actual incident, Users can always use

the **CAD** button within the fire record to update the appropriate values prior to locking the report.

<b>f</b>	eso						VALIDATION 9
	BASIC	UNIT REPORTS	FIRE	CASUALTY	EMS	НАЗМАТ	WILDLAND
INCIE	ENT		ြေ္ျပားdent				
AID			Incident Number NfirsImport2			CAD	
LOCA	TION						

### Managing Records

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When you click on the icon, Users can print, unlock, attach files or delete the record, depending on the roles assigned to the User. Only Fire Managers can unlock or delete records.

🕈 CSO 🔯 FIRE - INCIDENTS			
SELECTED VIEW VIEW VIEW VIEW			Filters
	6 records found from 08/15/2017 - 09/14/2	017	
09/12/2017 10:56:51 kkkosdjsddesd	<b>1231sdf</b> (324) - Motor vehicle accident with no injuries.	F Shift	E
09/12/2017 02:25:54 170912-051304-ESO	N asdfsdfasdf (1111) - fire building	Print 0000- 0800	
09/12/2017 02:02:02 170912-090648-ESO	<b>asdfsdf</b> (5420) - Cute puppy	 0000-0800 Unlock	=
09/11/2017 11:35:45 ВВВ8јјјВВ8јјјВВ	<b>1100 OLD ML</b> (6111) - Dispatched and cancelled after ice cr	E13, E117 D Shift Delete	
09/11/2017 02:22:44 170911-062721-ESO	<b>adsbb</b> (133) - Rail vehicle fire	E115 E Shift	
09/05/2017 02:55:54 170905-111856-ESO	<b>123sd</b> (911) - Citizen complaint	 HF After Wach	
	Showing 6 records		

### Printing

Printed records are provided in a .pdf format that coincides with the National Fire Administration standards for forms.

**NOTE:** There is an option for **Enable Protected Printing** in the Admin Module. When active, the Enable Protected Printing setting hides sensitive fire service and private citizen data when an NFIRS record is printed. This includes the names on both the Fire Service Casualty and Civilian Casualty modules as well as the person/entities involved and owner name in the Basic Module. To enable/disable protected printing, contact your administrative staff.

#### Unlocking

Fire Managers can unlock NFIRS records by highlighting the desired record and clicking the Draft Status icon. Managers will be asked to verify their action in a pop-up box.



### Uploading

Attachments can ONLY be added to unlocked records.

Users can click the Upload button to attach supplemental documentation or files to the NFIRS records. Additionally, attachments can be accessed/added from within any NFIRS record by

clicking on the Attachment icon

Clicking the Add button allows Users to browse for the file they wish to attach. Once added to a record, attachments can be previewed and labeled with unique descriptions if necessary.

Attachments	
No attachments for	this record
Click Delow to add (	ane
	Close Add Attachment

#### Deleting

Only unlocked records can be deleted.

Fire Managers can delete NFIRS records by highlighting the desired record and clicking the Delete button. Managers will be asked to verify their action in a pop-up box.

Delete record		
Are you sure you want	to delete this incide	ent?
	Cancel	Delete

# **Other Navigational Features**

The Home icon in the upper left-hand corner of the page will take Users back to the ESO Suite home page. The Logout button on the upper right-hand corner of each page can be used to log out of the system from any page at any time, and the refresh button can be used to refresh the incident list if necessary.

# Inside an NFIRS Record

### **Editing Incidents**

An incident can be viewed (or edited) by clicking on its Incident Number on the incident list. The Basic-1 screen will appear.

**Note:** Due to the nature of NFIRS reporting, all Users within an agency will have access to draft records and can edit the records. To maintain privacy and security, once a record is locked, the only members who will have access to the record will be Supervisory and Management staff, and no fields will be editable.

🕈 eso						
BASIC	UNIT REPORTS	Fire	CASUALTY	EMS	Назмат	WILDLAND
INCIDENT		ह्य <mark>ी</mark> Incident				
AID		Incident Number NfirsImport2			CAD	
LOCATION		Incident Date 09/14/2017		IRS Number 100629		
COUNTS		Incident Type (321) - EMS call, e	xcluding vehicle accident wit	:h injury		
LOSS		Alarms				
PERSON/OWNER		Station				
NARRATIVE		Shift REQUIRED				
		District REQUIRED			=	
					≣	
		Injury Or Death None			≡	
		Fire Or Wildland				
		Hazardous Materials Re	leased		≡	
		Action Taken 1	ic life support (RLS)		=	

### **NFIRS Navigation Bar**

From left to right, these are the features at the top of the page:

ист	ремт			/ Incident					Attachn	nents	
	BASIC BASIC		UNIT REPORTS	RIRE.	CASUALTY	EWIS	HAZMAT		Print		
¥	eso	٢	NFIRSIMPORT2-000 V					VALIDATION ISSUES	ગ ૯	) =	=

- Home Button–Brings you back to the ESO Suite home page
- ESO Logo—Hover over this icon for fun
- Current Incident/Exposure Number

- Add Exposure Button
- Validations Issues Shows a current count of validation issues. Clicking on the icon will bring up a current validation summary from which Users can navigate directly to the individual fields listed to input data.
- CAD Notes Button-Allows access to notes mapped from CAD interfaces



lcon you can do the following:

- Attachment Button–Allows access to or the addition of attachments to a record
- Print Icon–Allows printing of an NFIRS record from within the page

### Navigation

#### Jump-To

INCIDENT
AID
LOCATION
TIMES
COUNTS
LOSS
PERSON/OWNER
AUTHORIZATION
NARRATIVE

Each tab on the NFIRS report contains sub-sections of data. Clicking on the name of a subsection will navigate the User to that portion of the system immediately.

#### Lookup

When entering addresses, City and Zip-code designations can be looked up by entering data in the relevant field and clicking the magnifying glass. Doing so will bring up all possible combinations of City, State, County and Zip that are found in the national FIPS database. Users can then select the appropriate combination from the list to populate their record.

City	
Austin	
State	
(TX) - Texas	≡
Zip	
73301	Q
County	
Travis	
Cross Street, USNG or Directions	

### Data Entry

Data can be entered into the fields by typing NFIRS code numbers or by free-text typing. As you enter information, the system will search for matches automatically. For example, try typing the word "fire" into the Incident Type field ...

🕈 eso	UNIVERSITY HEIGHT	·s-000 ∽				VALIDATIO ISSUE	` 1 ດ ≡
BASIC		FIRE		EMS	HAZMAT	WILDLAND	
INCIDENT		4	Incident		Incident	Туре	ок
AID			Incident Number		Q fire		×
LOCATION			Incident Date	NFIRS Number	(100) - Fi (1000) - E	re, other Brush <mark>fire</mark>	
TIMES			09/14/2017	<b>Ö</b> 0000463	(111) - Bu	uilding <mark>fire</mark>	
COUNTS			(321) - EMS call, excluding vehi	cle accident with injury	(1111) - <mark>f</mark> (112) - <mark>Fi</mark>	<mark>ire</mark> building r <mark>e</mark> s in structure other tha	an in a building
PERSON/OWNER			Alarms		(113) - Co	ooking <mark>fire</mark> , confined to c	ontainer
AUTHORIZATION			Station		(114) - Ch or flue	himney or flue <mark>fire</mark> , confi	ned to chimney
NARRATIVE			Shift		(115) - In confined	cinerator overload or ma	stion fire
			D Shift District REQUIRED		(110) - PC	ommercial Compactor fir	e, confined to
					rubbish (118) - Tr	ash or rubbish <mark>fire</mark> , conta	ained
			None		(120) - <mark>Fi</mark> other	r <mark>e</mark> in mobile prop. used a	is a fixed struc.,
			Fire Or Wildland		(121) - <mark>Fi</mark> residenc	r <mark>e</mark> in mobile home used a e	as fixed
			Hazardous Materials Released		(122) - <mark>Fi</mark> vehicle	r <mark>e</mark> in motor home, camp	er, recreational

### **Active Validation**

The ESO NFIRS reporting program has built-in, real-time validation functionality. At the top of the screen, active the NFIRS Module Tabs will display a yellow warning sign, depending on the state of the information found on that page of the document. If the yellow warning goes away, it indicates all mandatory items have been answered. If the yellow warning sign remains, there are mandatory data points within that module which still need to be documented.



Additionally, there is a count of validation issues in the upper right-hand corner of the screen.



Clicking on the icon will bring up a current validation summary from which Users can navigate directly to the individual fields listed to input data.

Validation Errors	ок
~ 1	Basic Tab
21	Fire Or Wildland
VALIDATION ISSUES On this exposure	Required
	Incident City
1	Required
L .	Incident State
On this Incident	Required
	Incident Street Or Highway Name
	Required
	Incident Zip
	Required
	Location Type
	Required
	Est. Content Losses
	Required
	Est. Property Losses
	Required
	Unit Reports Tab
	Priority
	Required
	Dispatch Time
	Required
	Enroute Time
	Required

Mandatory fields within the program have a required red box. When the User has entered a valid entry, the required box will disappear.

Injury Or Death	REQUIRED		=
Fire Or Wildland	REQUIRED		=

### **NFIRS Module Tabs**

When the User selects an incident to complete the incident is presented to the User. The navigation tabs are used to navigate between NFIRS sections. The presence of these tabs is controlled from within the Admin console. Some modules may be turned off, depending on your local NFIRS reporting requirements. The EMS module is turned off by default for any agencies using the ESO ePCR system.

Depending on the NFIRS Incident Type selected and other factors, various modules will be activated for data entry. Active modules have white labels, while inactive modules have black labels.



Available Modules:

- Basic
- Unit reports
- Fire
- Casualty
- EMS (Normally Deactivated)
- HazMat
- Wildland
- Arson

### Basic

The Basic module represents the general information that the NFIRS requires on all incidents. Data entered into the various fields in this section will cause other sections of the program to open for additional data entry/validation.

+ eso	51RE INCIDENT 170912-032812-ESO	-000 ~					VALIDATION ISSUES 23	ഒ ≡
¢۲ <u>۰</u>	<b>€</b> <sup>3</sup>	¢)^	テ	្រះ	æ	۶.	2	48
BASIC	UNIT REPORTS	FIRE	CASUALIY	EMS	HAZMAI	WILDL	and .	ARGUN
INCIDENT		4	Incident					
AID			Incident Number					
LOCATION			170912-032812-ESO			CAD		
			Incident Date	NFIRS Number				
TIMES			09/12/2017	<b>Ö</b> 0000459				
COUNTS			Incident Type					
			(143) - Grass fire			=		
LOSS			Alarms					
PERSON/OWNER								
AUTHORIZATION			Station					
AUTHORIZATION								
NARRATIVE			Shift REQUIRED					
						≡		
			District					
			District 1			≡		
			Injury Or Death REQUIRED					
						≡		
			Fire Or Wildland REQUIRED					
						≡		
			Hazardous Materials Released					
						≡		

The default Incident Number generated by the NFIRS system is a date/time stamp of when the incident was added to the agency's database. This can be replaced manually by the appropriate number OR imported through CAD/ePCR record system.

Every incident entered into the database will have an auto-populated NFIRS Number that cannot be edited by the agency. This number format is specified by the NFA and is reported to the local NFIRS authority as a key identifier.

Certain choices made in the Incident Info section will drive documentation requirements in other areas of the report. Examples include:

- Selecting a "(111) Building fire" incident type will open the Fire module.
- Selecting a "(143) Grass fire" incident type will enable Users to select which module they want to document Fire or Wildland.
- Under Injury or Death, selecting a casualty type will activate the Casualty Module.
- Selecting a HazMat Release value of "(0) Special HazMat actions required or spill >= 55 gal." will allow data entry in the HazMat module.

Other sections of data entry for the Basic Module include:

- Aid
- Location
- Times
- Counts
- Loss

- Person/Owner
- Authorization
- Narrative

### **Unit Reports**

The Unit Reports module allows your agency to track information on units and personnel that respond to an incident. It also allows for unit narratives to track what each unit did within the incident.

A	eso		S-000 ∽							VALIDATION ISSUE	1	≡
	BASIC		FIRE			EMS		надмат	WILDL	AND	ARSON	
				Units	Reports	Personne	I					
		E1 – Edit (2) - EMS		<b>Dispatch</b> 08:00:00	<b>Enroute</b> 08:05:00	<b>Arrival</b> 08:07:00	<b>Clear</b> 08:10:00	In District	=			
		EMERGENT 1 ACTIONS - Vi 1 ACTIONS - Vi	ew ESO, ADMIN ew CURTIS, WELLS	Unit Actions (32) - Provide l Narrative	basic life suppo	rt (BLS)						
		1 ACTIONS 1	W GANDRAPU, LALITA WALLWORK, CAYLA ULASTY, EFIRSTY	, nor i ol ol oroni o	ցույս, այս							
		0 ACTIONS	Last Name EC3500D0, Fi Last Name E6BEF119, Fi									

# Fire

The Fire module represents specific information that the NFA requires on all fire-related incidents. Information can only be entered into the Fire module if the incident type meets NFA criteria for reporting fire-related specifics. Data entered into the various fields in this section will cause other sections of the program to open for data entry/validation. Sections in the Fire module include:

+ eso	51RE INCIDENT 170908-045135-ESO-0	000 ~					VALIDATION 26	G	≡
BASIC		EIRE		EMS	HAZMAT	WILDIAN		ARSON	
	on the on o	A second second							
SITE INFO		í	Site Info						
MATERIALS			Alarms						
IGNITION			# of Acres Burned						
EQUIPMENT					Less Than One				
MOBILE			# of Residential units in building		Not Residential				
STRUCTURE			# of Buildings Involved						
PROTECTIVE SYSTEMS					None				
		≣	On-Site Materials						
			Material ld 1	Storage Use Id 1					
			Material ld 2	Storage Use Id 2					
			Material Id 3	Storage Use Id 3					
Sita Info		45	Ignition						
Materials Equipmen Mobile Pro Structure Protective	lgnition t operty Systems								

### Casualty

The Casualty module represents the information that is pertinent to civilian and/or fire servicerelated injuries or deaths. This module will not be available for data entry unless the appropriate value is selected on the Incident Details section of the Basic module. Only certain incident types will allow information to be populated in this module, based on NFA standards. For example, EMS-related incidents cannot include civilian injury or death data; such information must be documented in a patient care reporting system outside of the Casualty module. The two sections of the Casualty module include:

A	eso 💈	FIRE INCIDENT 170908-045135-ESO-0	00 ~				1	validation 29	G	≡
	BASIC		FIRE		EMS E	HAZMAT	WILDLAND		ARSON	
		INJURED PERSON	Civilian Casual	ty			ок			
		INJURY INFO	Injured	l Person						
		INJURY LOCATION	Gender	REQUIRED			=			
		REMARKS	Date Of Bi	th REQUIRED		Age Estimat	ed			
			Calculated	Age						
			– – – – First Name							
			Middle Init	lal						
			Last Name							
			Suffix				≡			
			Race				-			
			Ethnicity				=			
							=			

Civilian Fire Service

# EMS

The EMS module may be turned on in your system. By default, this module is not active and will typically be active only if you are not using another method to document patient care information. Basic patient care information can be documented here as required.

# HAZMAT

The HazMat module represents the specific information related to hazardous materialsrelated incidents. It is activated by selecting the appropriate choice in the Incident Details section of the Basic module. The sections of the HazMat module include:

A	eso	FIRE INCIDENT 170908-045135-ESO-000	~					VALIDATION	29 🕠	
	BASIC		EIRE			}			ARSON	
	DASIC		TINC	CASUALT	Em3				ANSON	
HAZ	MAT INFO		(i)	Hazmat Info						
CHE	MICALS			HazMat Disposition <b>REQUIRE</b>	D		=			
RELE	EASE INFO			HazMat Civ. Deaths						
FACT	FORS									
VEHI	ICLE			HazMat Civ. Injuries						
EQU	IPMENT			HazMat Action-1			_			
				HazMat Action-2			=			
				HazMat Action-3						
			Ä	Chemicals						
				Add						
			墨	Release Info						
				Cause of Release REQUIRED						
Ha Cl In Ve	azmat In hemicals fo Facto ehicle/Ec	nfo s Release rs quipment								

# Wildland

The Wildland module represents the specific information related to outdoor fire-related incidents. It is activated by selecting the appropriate choices in the Incident Details section of the Basic module. The sections of the Wildland module include:

A	eso	170908-045135-ESO-000	~					VALIDATION 29	G	≡
	BASIC		FIRE		EMS	HAZMAT	WILDLAR	1 ND	ARSON	
LOC	ATION		0	Location						
WE	ATHER			Area Type REQUIRED			_			
FIRI	E BEHAVIOR						=			
CAL	JSE AND FACTORS			Type of Right-of-Way			≡			
ACF	EAGE			Distance from Right-of-Way						
PRC	PERTY									
PER	SON RESPONSIBLE			Alternate Location Specification			≡			
				Latitude						
				Longitude						
				Township	Township Direction					
				Range	Range Direction					
				Section						
				Subsection						

Location Weather Fire Behavior Cause and Factors Acreage Property Person Responsible

### Arson

The Arson module represents the specific information related to suspicious fire-related incidents. It is activated by selecting the appropriate choices related to Cause of Ignition in the Fire module or the Wildland module, depending on the Incident Type. The sections of the Arson module include:

A	eso	FIRE INCIDENT 170908-045135-ESO-000	~					VALIDATION 32	2	=
	RASIC				EMS	HAZTMAT				, v
	BASIC		TIKE	CABALIT -	Lins		THE BUILT		ARSON	
AG	ENCY		8	Agency Referred To						
CA	SE INFO			Agency						
AR	SON INFO					Other				
IUV	/ENILE			Phone Number						
REI	MARKS			Case Number						
				ORI						
				F						
				FD						
				Address						
				Address		Edit				
			(i)	Case Info						
				Case Status						
						≣				
				Availability Of Material First Ignited						
						≡				

Agency Case Info Arson Info Juvenile Remarks