

Illinois NFIRS Requirements and Tips

This guide includes Illinois NFIRS legislation requirements, as well as helpful tips when entering reports.

Illinois NFIRS Requirements

- All reports are due by the 15th of the month following the incident. For example, if the incident took place in January, the incident must be reported to NFIRS by the 15th of February
- All incidents must be reported, not just fires
- If a department has a month of true no activity (no incidents, including cancelled in routes) the department must submit a No Activity Report for that month
- All fire deaths must be reported to the NFIRS program manager within 24 hours of incident
- Fire incident dollar loss is a requirement
- The FDID number is required for departments rendering aid
- All third party vendor software users must upload their monthly data to NFIRS via the BIU

NFIRS Helpful Tips

- Always code an incident by what is found on the scene, NOT what the call originally came in for
- If there are several incident types on the scene, code to the lowest possible incident type number. For example, if an incident includes a structure fire and an EMS incident, code the incident as a structure fire (111), as it is the lowest incident type number
- A department can only give mutual/automatic aid to another fire department. A department cannot mutual aid another entity (police, ambulance, etc.)
- Only one report should be completed per incident, no matter how many vehicles arrive at the scene
- When adding an exposure to a fire incident, make sure that it is actual fire damage. Smoke damage, radiant heat damage, water damage, etc. DOES NOT constitute an exposure. In order for an exposure to occur, fire has to touch the item/property. Damage not covered under an exposure should be recorded in the comments
- Departments should continually check how many reports they have in the NFIRS system and should search for and correct any invalids. Departments can do so by performing a search in the DEBI tool, or performing a Monthly Incident Counts SORT report
- If NFIRS users change, their information (including email address) must be changed in the NFIRS system. It is imperative that if a department has an NFIRS user change, the new user contact the Illinois NFIRS program manager immediately
- Third Party Vendor users must always review their returned zip files after upload to verify the upload succeeded and identify any invalid reports to correct
- The Civilian Casualty Module is used to report a civilian injury or death due to fire ONLY. The Fire Service Casualty Module is used to report a fire service injury or death due to any reason.