



**State of Oregon
Oregon State Police
Office of State Fire Marshal**

**Incident Reporting Policy
Effective January 1, 2012**

The Office of State Fire Marshal (OSFM) is responsible for collecting information about fire related incidents in Oregon as described in ORS 476.090. Every fire agency in Oregon is required to provide a full report of every fire occurring in their jurisdiction to the OSFM under ORS 476.210. In addition to fires, OSFM requires reporting of incidents that involve the threatened or actual injury to a human, wildlife, domestic animal, or in which damage to the environment, or any property loss occurs resulting from a hazardous material or waste as described in ORS 453.342 and OAR 837-085-0380.

The OSFM reporting requirements are based on National Fire Information Reporting System (NFIRS) 5.0 standards with the following Oregon specific requirements:

- If the Incident Type is 100 or 113-118 (confined fires) then the Fire and Structure Fire modules must also be completed.
- If the Incident Type is 410-413; 420-424; 430 or 431 (hazmat incidents) then the Hazmat module must 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 is determined to endanger the public safety or immediate or surrounding environment, including groundwater
 - Sewage overflows
- When completing the Hazmat module, in addition to NFIRS required fields, the following fields are also required by the State of Oregon:
 - Responsible Party
 - Agencies Responding

The OSFM provides an online reporting system, Oregon Fire Bridge™, at no cost to Oregon's fire service. Alternatively, departments may choose to report using their own reporting system, if it meets state requirements. The following outlines the reporting options and their constraints.

Departments using Oregon Fire Bridge™ software:

- Departments that are using the Oregon Fire Bridge™ software provided by the OSFM will report using the web link of www.oregonfirebridge.state.or.us.

Departments using NFIRS 5.0 reporting software from a third-party vendor:

- If a department decides to use reporting software from a third-party vendor, they must purchase a commercial version of software from a certified vendor. Vendor software is verified through the US Fire Administration. A list of certified vendors is located at www.nfirs.fema.gov.
- The OSFM is not responsible for providing technical support for third-party software programs, including error corrections and modifications required by the US Fire Administration. Specific knowledge of these software programs is required to resolve technical support needs. The OSFM does not have the resources or staffing to provide support.
- Departments using NFIRS 5.0 software from a third-party vendor are required to use the Fire Department Identification numbers provided by the OSFM. The NFIRS Number field is required to be 7-digits long. Each department can use its own numbering system for the Incident Number field.
- Departments using NFIRS 5.0 software from a third-party vendor are required to submit their data directly to the OSFM. They can accomplish this by emailing a .txt file to osfm.data@state.or.us or importing their data directly into the Oregon Fire Bridge™ program.
- To ensure that incident data continues to meet Oregon standards and data security is not compromised, fire departments are not authorized to directly submit data to the USFA servers. All data is transmitted to the OSFM and reviewed for compliance with reporting standards. After successful review, the incident data is transmitted by the OSFM to the USFA for inclusion in the national database.
- Departments using NFIRS 5.0 software from a third-party vendor should use the OSFM juvenile walk-in/referral tab in Oregon Fire Bridge™ to report juvenile intervention. Paper reports will not be accepted.
- Departments using NFIRS 5.0 software from a third-party vendor are required to submit reportable hazardous materials incidents using fields provided on the NFIRS 7 (Hazmat) module and include additional Oregon fields. A complete list of these additional fields is provided in the data dictionary.

Departments using In-House Developed Reporting Software:

- Departments that have developed their own software reporting programs that produce data compatible with Oregon Fire Bridge™ may continue to use these programs. These in-house software programs must comply with NFIRS 5.0 and Oregon-required standards.
- Departments using software developed in-house should also use the Juvenile Walk-in/Referral function of Oregon Fire Bridge™ to report all juvenile intervention activity. Paper reports will not be accepted.

Departments using paper reports:

- Departments must be pre-approved to use this method. Contact osfm.data@state.or.us prior to sending the forms in. The only acceptable paper reporting form will be the NFIRS 5.0 compliant form with Oregon amendments. Paper form 10's, Hazmat (goldenrods) and 10J's will no longer be accepted at the OSFM and will be returned if received.

Submitting Oregon Incident Data to the USFA National Database:

- The OSFM will be responsible for submitting Oregon incident data to the national database. This will be accomplished on a quarterly basis.