

NFIRS 5 Alive

Risk Management

Step-by-Step Setup

Overview

Risks are manufacturing plants, businesses, nursing homes, hospitals and other facilities of significant value to the community. Every fire department needs to maintain a solid risk inventory and every risk inventory needs to include a flexible scoring system to assure risks with high value and/or high vulnerability are given more attention than low value / low vulnerability locations.

NFIRS 5 Alive Version 12 simplifies risk management. Users can now create, score, distribute, edit and merge risk data with a minimum of time and expense. By selecting a single menu item **NFIRS 5 Alive** will now “data mine” all existing incidents for potential risks. Risks are automatically created with an incident history that includes 90% Call to Arrival and 90% Travel Time seconds. A user-defined scoring system allows you to set priorities while user-defined hazard check-boxes make short work of classifying risk hazards. Here’s the step-by-step.

Creating Risks

Press the Incidents button to enter the Incidents list view. Press the “No Aid Given” tab to eliminate risks outside of your community. Under the “Importing / Exporting Merge Options” drop down list select, “Create Risks from Incidents”.



Risks will be created automatically. To view the risks you’ve created press the “Done” button and then press the “Risks” button.

To order risks by the number of incidents click the bar in the upper right corner of the list view:

Select Field ▼	# Inc.
	16
	14
	13
	12
	11
	11
	11
	11

Risks with the most incident activity will move to the top of the list. To open a risk simply double-click on it. Look through a few risk records to see the data available and the layout.

Setting-Up a Risk Scoring System

Return to the Operations Window (the main screen). Press the Preferences button. Press the Risks tab. Pictured below is five of the ten available user field options. Type a title to activate the field. Begin your field title with a ">" if you wish to add a pop-up list as a data entry option for the field. It's the pop-up lists that will hold your field scoring information.

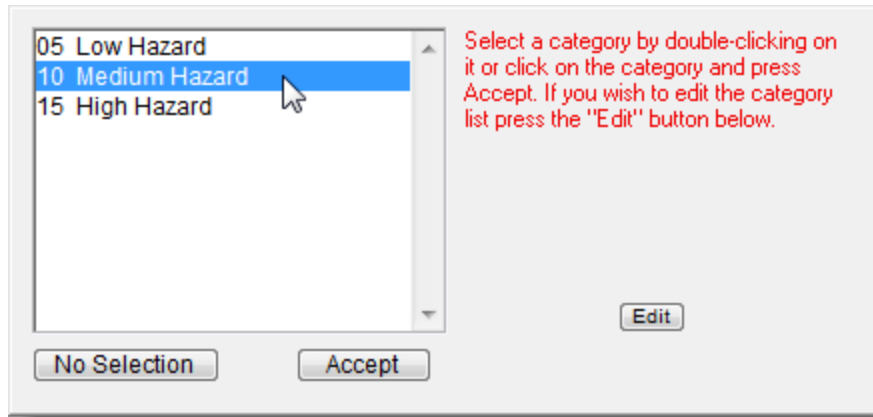
User Field 01	<input type="text" value="No List First"/>	User Field 02	<input type="text" value=">List Second"/>	User Field 03	<input type="text" value="No List Third"/>
User Field 04	<input type="text" value=">List Fourth"/>	User Field 05	<input type="text" value="No List Fifth"/>		

Here's how the above entries in Preferences look when viewed from a risk record.

No List First	<input type="text"/>	List Second	<input type="text" value=">List Second"/> ▼	No List Third	<input type="text"/>
List Fourth	<input type="text" value=">List Fourth"/> ▼	No List Fifth	<input type="text"/>	Risk Score	<input type="text" value="0"/>

Notice the entries with the ">" character have a drop down list icon associated with the user field.

Click on one of the drop down list icons to see how it is setup. Here's an example:

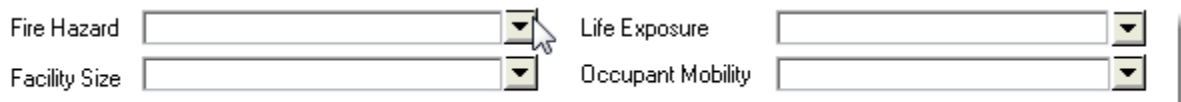


This user-field does scoring. To select a category and score simply double-click on your selection.

Press the Edit button to edit, add or delete list selection options. Notice how this scoring field is setup. There's a one or two digit number (the score) followed by **TWO spaces** and a description. Make sure you press the "Save" button to save your changes.

Once you have setup a user field the score will be extracted from the selected list item and added to the overall risk score. The risk score is automatically updated each time a selection is made.

Scoring not only works with the 10-user defined selection fields, but also with the four pre-defined drop down lists pictured below:



This provides a total of 14 drop down fields that can be used for risk scoring.

When editing the pop-up selection list simply enter a number followed by **two spaces** and a description to create field scoring. Or simply ignore numbers and enter a list of simple descriptions for selection.

Hazard Checkboxes

NFIRS 5 Alive has nine pre-defined hazard checkboxes. Those checkboxes are seen in the first column below:

Location **Facility Features** **Risk Inventory** **Incident History**

- Hazardous Chemicals
- Radiological Hazard
- High Rise Structure
- Confined Space
- High Angle
- Water Rescue
- Entrapment Possible
- Terror Threat
- Long Travel Time
- Interface
- Landslide
- Sun Exposure
- Freeze Area

User defined risks are managed in Preferences. At the Operations window press the Preferences button and then press the "Risks" tab. Enter a names for each risk you wish to track. Once entered in Preferences the named risks will appear in this data entry area.

An additional 15 hazard checkboxes may be defined under the Preferences button to the Risks tab.

To enable a checkbox just put a title in the appropriate field seen below. You make a user-defined checkbox disappear by simply removing the title.

You may add up to 15 user defined risks to the Risks module. Give thought to the Risks you wish to include. Add only important risks - those you wish to track for each occupancy in your jurisdiction. Adding a risk name to any of the fields below activates a new Risk category. Removing a risk name removes the risk category. Risks are tracked by UDF field number. Moving a name to a new field location does not automatically move risk data to that new location.

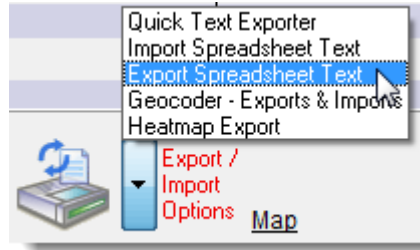
Risks UDF 01	Interface	Risks UDF 06		Risks UDF 11	
Risks UDF 02	Landslide	Risks UDF 07		Risks UDF 12	
Risks UDF 03	Sun Exposure	Risks UDF 08		Risks UDF 13	
Risks UDF 04	Freeze Area	Risks UDF 09		Risks UDF 14	
Risks UDF 05		Risks UDF 10		Risks UDF 15	

(Enter the field name "EraseData" to erase all risk data previously entered in that user defined field.)

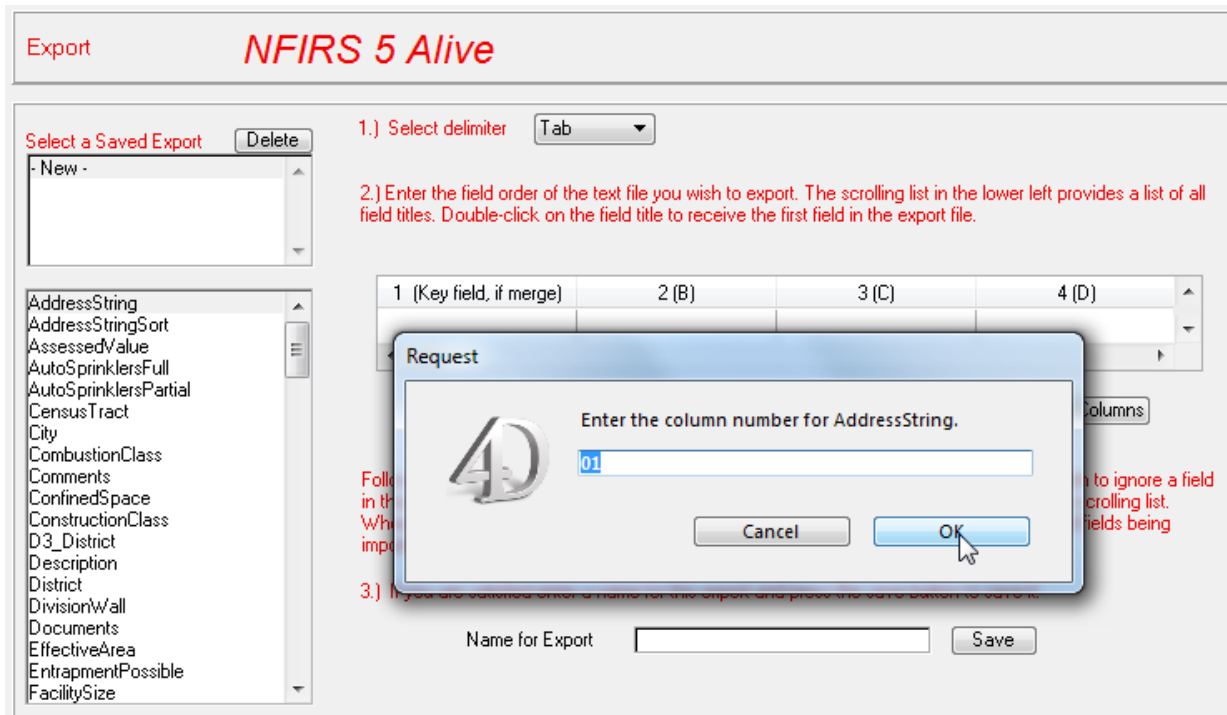
Editing & Adding Risks

To edit a risk just double-click on a risk in the Risks list view. You may add a new risk by pressing the “New Record” button and completing the form. This works well for a small number of minor edits. But when you wish to add or enter hundreds of records there is an alternative.

Under the Export / Import dropdown list select “Export Spreadsheet Text”:



The next screen contains a list of fields on the left. Begin by clicking on “-New-“ in the upper left box. Since “AddressString” is the key field for Risks (key fields identify unique records) make sure “AddressString” is the first field selected by double-clicking on it. Next press OK in the dialog that appears to confirm the selected field has been assigned to column 01 of the export. Continue by selecting all other fields in a similar manner. Remember to include every field you wish to track whether or not the field yet contains any data.



Be sure to include the five “Street” fields:

1. StreetNumber
2. StreetPrefix
3. StreetName
4. StreetSuffix
5. StreetType

Remember, each of these fields is used to construct the key “AddressString” field.

When all fields have been selected enter a name for the export you’ve created and press the “Save” button to save the Export.

As part of the same operation you will be asked if you wish to automatically create and save an import format of the same name. This is valuable since the same format must be used to import records you edit in a spreadsheet.

Now press the button to “Export to Clipboard”. Accept the option to make the first row of the spreadsheet you column header titles. This option will put field titles at the top of each spreadsheet column.

3.) Press the Export to Clipboard button to load the clipboard with a record export.

Export to Clipboard

Wait for the export process to load your clipboard. When the process is complete paste clipboard data into cell A1 of your spreadsheet. You may now edit all of your risks on the spreadsheet.

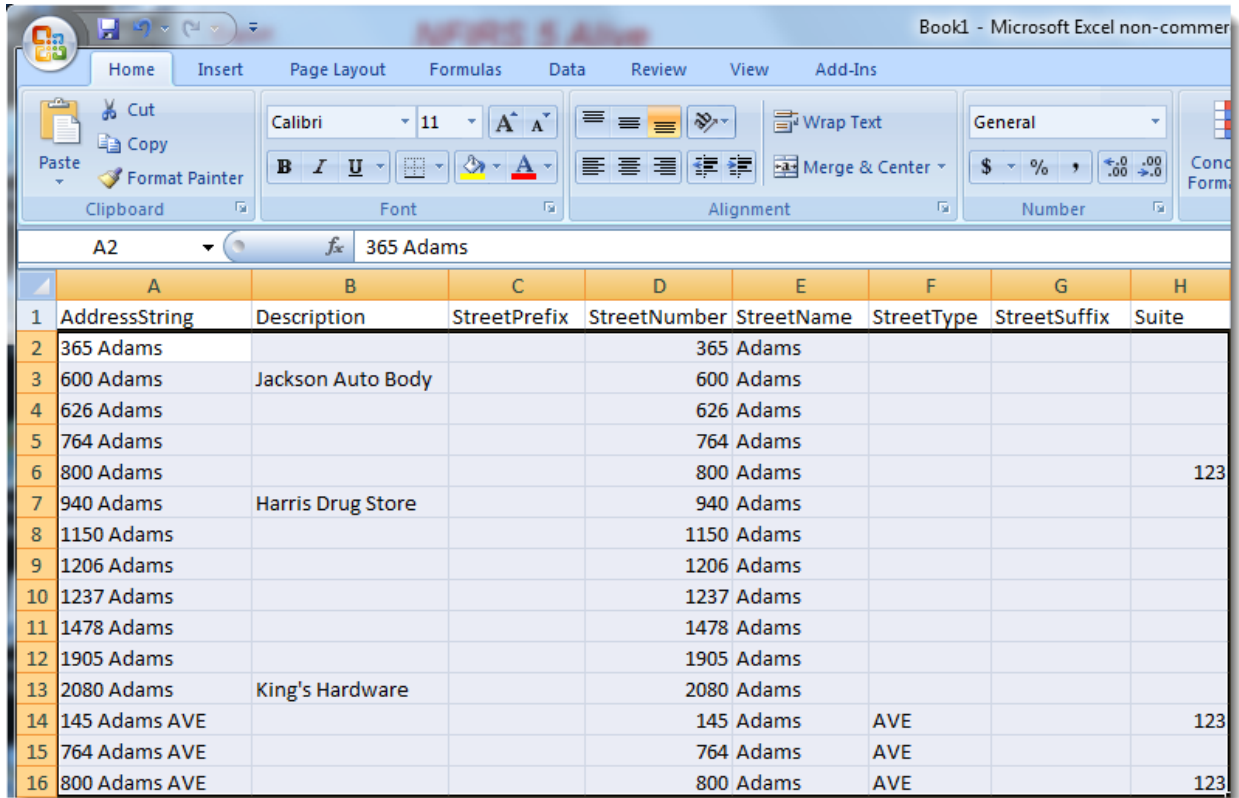
Remember to enter the same selection choices in the spreadsheet that you entered into **NFIRS 5 Alive**. This means all scored fields in the spreadsheet should be in the “number-space-space-description” format.

In spreadsheet programs such as Excel you may sort entries by station and divide the spreadsheet into station areas. Each station commander can then be responsible for completing the Risks within their station area. All they need is a copy of Excel.

Once complete the returned spreadsheets can then be reassembled and imported into **NFIRS 5 Alive**.

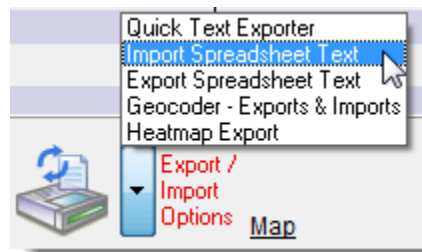
Importing Edited Records

When spreadsheet edits are complete you are ready to import. Select and copy the risk data making sure not to select the first row that contains the column titles:

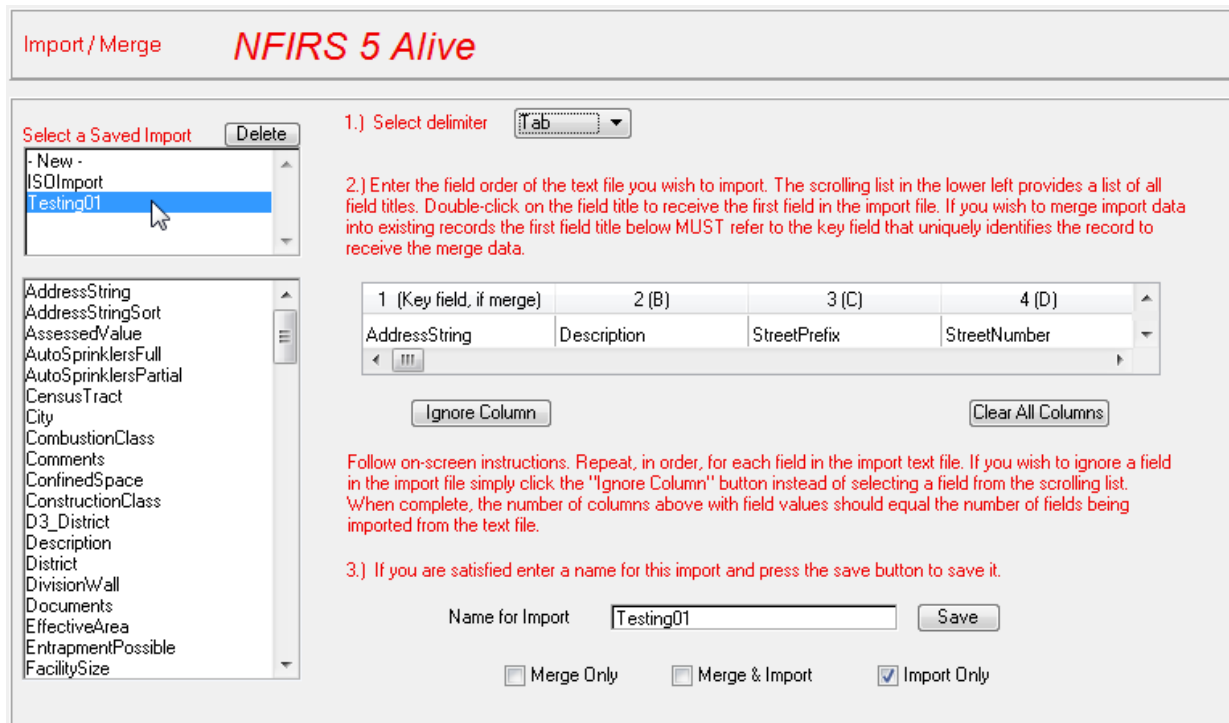


	A	B	C	D	E	F	G	H
1	AddressString	Description	StreetPrefix	StreetNumber	StreetName	StreetType	StreetSuffix	Suite
2	365 Adams			365	Adams			
3	600 Adams	Jackson Auto Body		600	Adams			
4	626 Adams			626	Adams			
5	764 Adams			764	Adams			
6	800 Adams			800	Adams			123
7	940 Adams	Harris Drug Store		940	Adams			
8	1150 Adams			1150	Adams			
9	1206 Adams			1206	Adams			
10	1237 Adams			1237	Adams			
11	1478 Adams			1478	Adams			
12	1905 Adams			1905	Adams			
13	2080 Adams	King's Hardware		2080	Adams			
14	145 Adams AVE			145	Adams	AVE		123
15	764 Adams AVE			764	Adams	AVE		
16	800 Adams AVE			800	Adams	AVE		123

Inside *NFIRS 5 Alive* select “Import Spreadsheet Text”:



Select the import name you created when you created your export.



Import / Merge **NFIRS 5 Alive**

Select a Saved Import

- New -
- ISOImport
- Testing01

1.) Select delimiter

2.) Enter the field order of the text file you wish to import. The scrolling list in the lower left provides a list of all field titles. Double-click on the field title to receive the first field in the import file. If you wish to merge import data into existing records the first field title below MUST refer to the key field that uniquely identifies the record to receive the merge data.

1 (Key field, if merge)	2 (B)	3 (C)	4 (D)
AddressString	Description	StreetPrefix	StreetNumber

Follow on-screen instructions. Repeat, in order, for each field in the import text file. If you wish to ignore a field in the import file simply click the "Ignore Column" button instead of selecting a field from the scrolling list. When complete, the number of columns above with field values should equal the number of fields being imported from the text file.

3.) If you are satisfied enter a name for this import and press the save button to save it.

Name for Import

Merge Only Merge & Import Import Only

Click one of the three checkboxes at the bottom of the form.

“Merge Only” will locate matching records by matching AddressString. It will then merge data from the spreadsheet record into the Risks record. All new records will be ignored.

“Merge & Import” will attempt to match records for data merging. If a match is found data will be merged. If a match is not found the spreadsheet record will be imported into Risks as a new record.

“Import Only” will ignore all spreadsheet records that have a matching AddressString and it will import all records in the spreadsheet that are not found in Risks.

In general, the “Merge & Import” option will be the one most frequently used.

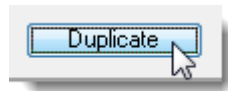
When the merge option has been set press the “Import from Clipboard” button to load spreadsheet data into the Risks module

3.) Copy spreadsheet records to the clipboard and press Import from Clipboard button to import copied records.

Multiple Occupancies – Same Address

Sometimes you may have multiple occupancies located at the same street address. If you wish to track separate occupancies at the same street address open risks. Locate the address of the occupancy. Open the risk record for editing.

On each page you will see a “Duplicate” button:



Press the button and follow the instructions on the screen to create a second occupancy for the same address. Remember, you must enter a suite for each additional occupancy. You must also keep a Risks record with the address without any suite information so all responses to the address can be tracked and analyzed for performance.

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