

ITEM 7
TEST CLAIM
FINAL STAFF ANALYSIS

Health and Safety Code Section 13110.5
Statutes 1987, Chapter 345 (SB 2187)

California Fire Incident Reporting System (CFIRS) Manual – Version 1.0 (July 1990)

California Fire Incident Reporting System Manual
(4419, 00-TC-02)

San Ramon Valley Fire Protection District and City of Newport Beach, Claimants

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ITEM 7
TEST CLAIM
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Health and Safety Code Section 13110.5
Statutes 1987, Chapter 345 (SB 2187)

The New California Fire Incident Reporting System Manual – Version 1.0/July 1990

California Fire Incident Reporting System Manual
(CSM-4419, 00-TC-02)

San Ramon Valley Fire Protection District and City of Newport Beach, Claimants

EXECUTIVE SUMMARY

Background

All fire protection agencies in California have had a duty since January 1, 1974, to report “information and data to the State Fire Marshal relating to each fire” in their jurisdiction pursuant to Health and Safety Code section 13110.5. The State Fire Marshal issued a manual and reporting forms in 1974 entitled the “California Fire Incident Reporting System” (CFIRS). This test claim, as amended, alleges that a 1987 amendment to the Health and Safety Code, and the 1990 edition of the CFIRS manual, imposed a reimbursable state-mandated program.

The original test claim filing (CSM-4419) by San Ramon Valley Fire Protection District (San Ramon) was received on December 31, 1991. When the test claim was filed, Government Code section 17757 stated that “[a] test claim shall be submitted on or before December 31 following a fiscal year in order to establish eligibility for reimbursement for that fiscal year.” Therefore, potential reimbursement goes back to July 1, 1990.

San Ramon appeared to drop out of the test claim process after asking for a postponement of the test claim hearing set for November 19, 1992, “to allow for the development of a response to the State Fire Marshals report on this issue.” The postponement was granted, but San Ramon never responded in writing to requests for updates so that the hearing could be rescheduled.

On June 13, 1996, the Commission received a “duplicate” test claim from City of Newport Beach (Newport Beach) which was given the same test claim number as the San Ramon filing.¹ On December 6, 1996, Commission staff issued a draft staff analysis, and the hearing was set for February 27, 1997. Newport Beach requested a prehearing, which was held on January 31, 1997.

¹ There is no evidence in the record that San Ramon withdrew or Newport Beach took over by substitution of the parties. The Commission sent a letter on March 29, 2004, requesting clarification of San Ramon’s status. On April 7, 2004, San Ramon responded that they intend to remain a co-claimant.

Following this prehearing, the Executive Director requested additional information in writing from Newport Beach. This request was repeated in March 2000, including a note that the claim was being set for dismissal if the response was not received. On April 25, 2000, Newport Beach requested that the claim be removed from inactive status and asked for a 90-day extension of time to obtain the information. On July 17, 2000, Newport Beach filed a test claim amendment (00-TC-02) which alleges a reimbursable state-mandated program was imposed by the amendments to Health and Safety Code section 13110.5 by Statutes 1987, chapter 345.

Discussion

The claimants allege that the "New CFIRS Manual - Version 1.0, July 1990," imposed a reimbursable state mandate by expanding the reporting categories from 10 to over 100; requiring quarterly reports on diskette or magnetic tape; expanding the one page form to three pages; and increasing the CFIRS manual from 100 to over 500 pages to describe the reporting requirements.

Staff finds that requiring the local implementation of a computerized version of CFIRS, with submission of forms by diskette or magnetic tape, mandated a new program or higher level of service on local fire agencies. This was a significant, substantive change to the CFIRS program compared to what was required pre-1975. Claimants who incurred actual costs for implementing the new computerized CFIRS format may be eligible for one-time costs for acquiring and implementing any necessary hardware and software. However, this activity is only reimbursable from July 1, 1990, the beginning of the reimbursement period based on the filing date of San Ramon's test claim, until June 30, 1992, the date a letter was issued from the State Fire Marshal stating that fire incident reports may be submitted by hardcopy rather than diskette or tape.

Other than the time-limited higher level of service for implementing a computerized version of CFIRS, the claimants have failed to demonstrate how the 1990 CFIRS manual creates a new program or higher level of service for filing incident reports beyond the broad pre-1975 requirement that the chief fire official of each fire department in the state, "shall furnish information and data to the State Fire Marshal relating to each fire which occurs within his area of jurisdiction," in the form, time and manner prescribed by the State Fire Marshal.

Conclusion

Staff concludes that the New California Fire Incident Reporting System Manual (Version 1.0, July 1990), mandated a new program or higher level of service on local agencies within the meaning of article XIII B, section 6 of the California Constitution, and imposed costs mandated by the state pursuant to Government Code section 17514, for requiring the local implementation of a computerized version of CFIRS, with submission of forms by diskette or magnetic tape.

Claimants who incurred actual costs for implementing the new computerized CFIRS format from July 1, 1990 (the beginning of the reimbursement period), to June 30, 1992 (the date of the letter from the State Fire Marshal stating that computerized filing was no longer required), may be eligible for one-time costs for acquiring and implementing any necessary hardware and software.

Staff concludes that Health and Safety Code section 13110.5, as amended by Statutes 1987, chapter 345, does not impose a new program or higher level of service within the meaning of article XIII B, section 6 of the California Constitution.

Staff Recommendation

Staff recommends the Commission adopt this staff analysis to partially approve this test claim.

STAFF ANALYSIS

Claimants

San Ramon Valley Fire Protection District (San Ramon) and
City of Newport Beach (Newport Beach)

Chronology

- 12/31/91 Claimant, San Ramon, files test claim (CSM-4419) with the Commission on State Mandates (Commission) on the July 1990 California Fire Incident Reporting System (CFIRS) manual
- 01/15/92 Commission staff issues completeness letter, sets hearing for August 27, 1992, and requests comments from state agencies
- 07/01/92 State Fire Marshal requests additional time for filing comments and continuance of the hearing
- 07/02/92 Department of Finance (DOF) sends letter "defer[ing] our recommendation until action on" the request from the State Fire Marshal is taken
- 07/10/92 Commission staff grants continuance of the hearing to October 22, 1992, and extension of time for comments to August 27, 1992
- 09/03/92 Commission reschedules October hearing to November 19, 1992
- 09/24/92 State Fire Marshal files comments on the test claim
- 09/28/92 DOF files comments on the test claim
- 11/03/92 San Ramon requests a continuance of the November 19, 1992 Commission hearing "to allow for the development of a response to the State Fire Marshals report on this issue."
- 11/03/92 Commission staff grants request for continuance, requests San Ramon provide information as soon as possible on when to reschedule the claim for hearing
- 04/05/93 Commission staff requests an update from San Ramon on their pending response to the State Fire Marshal's comments, and rescheduling the claim for hearing
- 06/13/96 Claimant, Newport Beach, files a test claim on the same manual (retained test claim number CSM-4419)
- 07/18/96 Commission staff sets informal conference for July 26, 1996
- 09/19/96 Commission staff issues a letter tentatively setting the hearing for December 19, 1996
- 12/06/96 Commission staff issues draft staff analysis; hearing set for February 27, 1997
- 12/30/96 DOF requests extension of time for comments on the draft staff analysis to February 7, 1997

- 01/13/97 Newport Beach submits letter agreeing to DOF's request for an extension of time to file comments on the draft staff analysis; also requests a prehearing conference for January 31, 1997
- 01/31/97 Commission staff convenes a prehearing conference
- 02/06/97 State Fire Marshal submits additional documentation for the record following discussions at the prehearing
- 02/11/97 DOF files comments on the draft staff analysis
- 04/18/97 Commission staff requests claimant submit additional information by May 16, 1997
- 05/16/97 Newport Beach submits letter responding to Commission's April 18, 1997 letter; requests extension of May 16, 1997 deadline
- 03/17/00 Commission staff requests that claimant submit additional information within 30 days, as previously requested, or inactive test claim will be scheduled for dismissal
- 04/25/00 Newport Beach requests claim be removed from inactive status; requests a 90-day extension of time to obtain the requested information
- 07/17/00 Newport Beach files a test claim amendment (00-TC-02), adding Health and Safety Code section 13110.5, as amended by Statues 1987, chapter 345
- 10/13/00 Newport Beach representative submits letter confirming that response requested by Commission staff in April 1997, and again in March 2000, will be filed on or before November 30, 2000
- 12/01/00 Newport Beach files "Response to Commission on State Mandate's Staff's Request for Additional Information"
- 07/05/01 Commission staff requests state agency responses on claimant's supplemental filing and issues a copy of the record on the claim to claimant and state agencies
- 08/31/01 State Fire Marshal submits letter declining to file comments regarding Newport Beach's additional information
- 03/15/02 Newport Beach submits letter and supplemental exhibits
- 03/29/04 Commission staff requests that San Ramon clarify its claimant status
- 04/07/04 San Ramon submits letter stating its intent to remain a claimant on CSM-4419
- 08/29/06 Commission staff notifies mailing list that the test claim is set for hearing in December 2006
- 10/16/06 Commission staff issues draft staff analysis on CSM-4419, as amended by 00-TC-02
- 11/02/06 San Ramon requests an extension of time for filing comments²

² Letter filed by William D. Ross; written authorization of representation of San Ramon is pending.

- 11/03/06 Commission staff grants the time extension to November 13, 2006
- 11/13/06 DOF files comments on the draft staff analysis for the amended test claim
- 11/13/06 Newport Beach files comments on the draft staff analysis for the amended test claim
- 11/14/06 Comments on the draft staff analysis are filed on behalf of San Ramon

Background

All fire protection agencies in California have had a duty since January 1, 1974 to report "information and data to the State Fire Marshal relating to each fire" in their jurisdiction pursuant to Health and Safety Code section 13110.5. The State Fire Marshal issued a manual and reporting forms in 1974 entitled the "California Fire Incident Reporting System." This test claim, as amended, alleges that a 1987 amendment to the Health and Safety Code, and the 1990 edition of the CFIRS manual, imposed a reimbursable state-mandated program.

Prior law as enacted by Statutes 1972, chapter 758, follows:

Health and Safety Code Section 13110.5.

The State Fire Marshal shall gather statistical information on all fires occurring within this state. Beginning January 1, 1974, the chief fire official of each fire department operated by the state, a city, city and county, fire protection district, organized fire company, or other public or private entity which provides fire protection, shall furnish information and data to the State Fire Marshal relating to each fire which occurs within his area of jurisdiction. The State Fire Marshal shall adopt regulations prescribing the scope of the information to be reported, the manner of reporting such information, forms to be used, the time such information shall be reported and other requirements and regulations as he determines necessary.

The State Fire Marshal shall annually analyze the information and data reported, compile a report, and disseminate a copy of such report together with his analysis to each chief fire official in the state. The State Fire Marshal shall also furnish a copy of his report and analysis to any other interested person upon request.

Claimants' Positions

Test Claim: December 31, 1991 Original Filing³ and June 13, 1996 Duplicate Filing

Claimant, San Ramon, asserts that to comply with Statutes 1972, chapter 758, amending Health and Safety Code section 13110.5, the State Fire Marshal "instituted a fire incident reporting procedure known as the California Fire Incident Reporting System (CFIRS)." San Ramon argues that "[t]he implementation and conversion of CFIRS from the old manual system to the new computerized system results in a wide range of new state mandated activities." When the test

³ When the test claim was filed, Government Code section 17757 stated that "[a] test claim shall be submitted on or before December 31 following a fiscal year in order to establish eligibility for reimbursement for that fiscal year." Therefore, potential reimbursement goes back to July 1, 1990.

claim was re-filed by Newport Beach in 1996, similar activity and cost allegations were made. Newport Beach asserts that "the reporting system was expanded from 10 items to 100 items with some of the additional items designated optional. The additional optional items are not included in this test claim."⁴

Newport Beach also alleges that there are two new sections on the report, Fire Service Casualty, and Non-Fire Service Casualty, "each requiring a separate page to complete."

Following is a chart summarizing the allegations of the two claimants on implementation and ongoing reimbursable activities imposed by the 1990 CFIRS manual:

<i>Alleged New Activity - One-time</i>	<i>San Ramon Estimated Cost⁵</i>	<i>Newport Beach Estimated Cost⁶</i>
Development, implementation and conversion plans	\$2,080	No estimate provided
Design new system, obtain new software, install and test system	\$800 software; \$416 install and test; hardware costs unknown	\$41,250 programming costs; \$3,395 software
Develop and provide training	\$11,248	\$3,415 in staff time
<i>Alleged New Activity - Ongoing</i>	<i>San Ramon Estimated Cost</i>	<i>Newport Beach Estimated Cost</i>
Collection and recording of incident data at scene	\$3,083	No estimate provided
Complete, review, verify, correct data and enter into computer	\$6,246	\$21,630
Prepare and submit quarterly reports	"To be determined"	\$1,000

Test Claim Amendment: July 17, 2000

Newport Beach filed a test claim amendment on July 17, 2000, adding Health and Safety Code section 13110.5, as amended by Statutes 1987, chapter 345 to the test claim allegations. Specifically, Newport Beach asserts that both the San Ramon and Newport Beach test claim filings "inadvertently omitted the amendment." Newport Beach states:

Although the statute speaks in terms of it being discretionary to local fire departments to provide information on medical aid incidents and hazardous materials incidents, with the implementation of *CFIRS* the State Fire Marshal

⁴ Newport Beach Test Claim Filing, June 13, 1996, page 1.

⁵ San Ramon Test Claim Filing, December 31, 1991, pages 5-6.

⁶ Newport Beach Test Claim Filing, June 13, 1996, pages 2-3.

instituted a mandatory method of computerized reporting, which included those medical aid incidents occurring within the local jurisdiction. In no other method could the State Fire Marshal obtain the requisite information to achieve its mandatory obligation to gather information on all fires, medical aid incidents and hazardous materials incidents.

December 1, 2000 Response

Following a prehearing on January 31, 1997, the Commission requested that the claimant, Newport Beach, provide additional information in writing to support its test claim allegations. In the response received December 1, 2000, Newport Beach argues that the State Fire Marshal never informed the claimants that filing medical aid incident and hazardous material incident reports through CFIRS was optional until after the test claim was filed. They also argue that the new forms require more codes, which are difficult to remember, and therefore take additional time to look up. These allegations are further discussed in the analysis below.

Comments on the October 16, 2006 Draft Staff Analysis

Claimant, Newport Beach, filed a letter on November 13, 2006, responding to the draft staff analysis. The letter makes or reasserts the following four arguments: under the new CFIRS manual, whenever a fire service vehicle is dispatched, an incident report is required, resulting in a greater number of reports; the new manual changed the coding system resulting in increased staff time needed to find the correct code to enter on an incident report; the manual fails to specifically label certain data entries as optional; and prior decisions of the Commission are not binding.

Claimant, San Ramon, filed a letter on November 14, 2006, disputing the conclusions of the draft staff analysis, primarily asserting that the staff analysis fails to consider Article XIII B, section 6 "in the context of its implementation of Article XIII A." The claimant argues that this "joint construction" leads to a conclusion supporting the claimant's position that all of the CFIRS test claim activities should be found reimbursable on an ongoing basis, rather than limited in time and scope.

These arguments will be addressed as appropriate in the analysis below.

Department of Finance Position

September 21, 1992 Comments

Initial comments from DOF on the original test claim filing, dated September 21, 1992, conclude "that the 1990 CFIRS revisions do constitute a limited state-mandated local program" for providing the data on magnetic tape or diskette, which "was a new requirement and may have resulted in some fire protection agencies having to acquire computer capability by lease or purchase."

DOF argues "that the quantity of data to be reported in the new format has not increased," and:

In addition, we would note that the Commission has heard and denied a test claim (No. CSM-4356) based on a very similar factual situation involving the California School Accounting Manual (CSAM). ... To summarize that decision, the Commission found that, since school districts had been required since at least 1964 to comply with CSAM, subsequent changes in CSAM did not constitute a reimbursable state mandate because it did not alter the underlying requirement to

provide the data prescribed in CSAM. We would contend that the same rationale would apply to the 1990 revisions to CFIRS.⁷

February 7, 1997 Comments

A draft staff analysis was issued December 6, 1996. In response, DOF filed comments stating:

Any requirement to submit documentation only on disk or computer tape was removed in June 30, 1992, with a letter from the State Fire Marshal to all California Fire Chiefs. However, according to the Question and Answer booklet sent to all California Fire Chiefs in September 1989 the "old format" was going to be accepted until 1992. Therefore, the computerization requirement was never implemented.

DOF also notes that hazardous materials and medical incident reports remain optional, and they reiterate the argument that changes to the CFIRS manual do not impose a reimbursable state mandate, consistent with the Commission's earlier decision regarding changes to the school accounting manual.

Comments on the October 16, 2006 Draft Staff Analysis

According to a letter received on November 13, 2006, DOF agrees "with the draft staff analysis that the revisions to the manual resulted in a limited state-mandated local program by requiring that data be provided on magnetic tape or diskette from July 1, 1990 to June 30, 1992."

State Fire Marshal Position

September 22, 1992 Comments

Initial comments from the California State Fire Marshal dated September 22, 1992, on the San Ramon test claim filing, assert that the CFIRS manual was issued in 1974, and the claim is based on the changes adopted in 1990. The State Fire Marshal "conclude[s] that the requirement to submit data in electronic form may constitute a very narrow and limited higher level of service in an existing local program for those agencies without any access to a personal computer. It is our contention, however, that the type and net amount of data to be reported for fire incidents is essentially the same." The State Fire Marshal also asserts that the agency "has never attempted to enforce the mandatory provision of the program, nor is it our intention to do so in the future."⁸

Responding to the test claim specifics, the State Fire Marshal argues that "there has been no change to the underlying services and functions provided by California fire departments. The reporting requirements are fundamentally the same, only the prescribed format has changed."

Regarding San Ramon's statement that the CFIRS reports were "expanded from 10 to 100 items," the State Fire Marshal responds that "[i]n response to user input, the updated system

⁷ Newport Beach's November 13, 2006 letter asserts that prior decisions of the Commission are not binding, citing *Weiss v. State Board of Equalization* (1953) 40 Cal.2d 772, and the 1989 Attorney General Opinion finding that prior Commission decisions have no precedential value. (72 Ops. Cal. Atty. Gen. 173, 178 (1989).) These are true points of law, and this analysis does not rely on prior decisions of the Commission.

⁸ Cover letter, signed by Ronny J. Coleman, State Fire Marshal.

provides the fire department the optional capability to capture information on all emergency incidents; however, the mandated reporting applies only to fires, which is unchanged from the original requirement which has been in place for 18 years.”

Regarding the test claimant’s assertion that the “code book has been increased from approximately 100 pages to well over 500 pages,” the State Fire Marshal’s office responds:

It is erroneous to make a direct comparison between the sizes of the two manuals because:

- the new manual contains the instructions for using all the options (non-fire) components of the reporting system;
- the format of the new manual has been expanded to include additional explanatory information to enhance its understanding and user-friendliness;
- the print style and page layout of the new manual is designed with more open space for easier reading, and to make it convenient to add user notes, resulting in more pages;
- the tables of codes are significantly larger so as to provide a more accurate and definitive selection for the use.

It is the [California State Fire Marshal’s] position that the extent of the requirements imposed by both manuals - regarding fires - are essentially the same.

Regarding San Ramon’s assertion that the “new CFIRS added two sections, each requiring a separate page,” the State Fire Marshal’s office responds:

The sections in question refer to supplemental information required when a casualty occurs in a fire.

There has always been a requirement to submit a separate casualty report. The old form (SFM GO-1) was used for both a civilian and a fire fighter casualty. Because of the vastly different types of information needed ... the single form was divided into two forms – one for each category.

The requirement to submit a casualty report is unchanged. The fire department merely uses the report appropriate for the circumstances.

The State Fire Marshal also questions San Ramon’s implementation costs, including the estimate based on 1,000 fires per year, noting that past reporting of fires from that department were an average of 200 per year. They also note that the fire department “already ha[s] two existing computers in their Fire Prevention Bureau, and others in Administration.”

February 4, 1997 Comments

Following the Newport Beach test claim filing and the January 31, 1997 pre-hearing, the State Fire Marshal submitted four additional documents, and stated in the cover letter, “[c]ollectively, these documents further confirm that the updated CFIRS merely continued the mandate for reporting fires – which has been in place for the past 25 years; and additionally, provided new options for reporting all types of other incidents at the discretion of the local agency.”

One of the documents is an official notice "To All California Chief Fire Officials," dated June 30, 1992, from the State Fire Marshal, stating: "Effective immediately, the method for submitting reports for the updated version of CFIRS may be either by mainframe tape or PC/MAC diskette; OR by CSFM hardcopy forms for fires only." The document continues: "Your only obligation for compliance with Health & Safety Code Section 13110.5 is to report all fires in the prescribed updated format. Although CFIRS now provides you the opportunity to capture information on all incidents in a single uniform manner, this is at your option."

Discussion

The courts have found that article XIII B, section 6, of the California Constitution⁹ recognizes the state constitutional restrictions on the powers of local government to tax and spend.¹⁰ "Its purpose is to preclude the state from shifting financial responsibility for carrying out governmental functions to local agencies, which are 'ill equipped' to assume increased financial responsibilities because of the taxing and spending limitations that articles XIII A and XIII B impose."¹¹ A test claim statute or executive order may impose a reimbursable state-mandated program if it orders or commands a local agency or school district to engage in an activity or task.¹² In addition, the required activity or task must be new, constituting a "new program," or it must create a "higher level of service" over the previously required level of service.¹³

The courts have defined a "program" subject to article XIII B, section 6, of the California Constitution, as one that carries out the governmental function of providing public services, or a law that imposes unique requirements on local agencies or school districts to implement a state policy, but does not apply generally to all residents and entities in the state.¹⁴ To determine if the program is new or imposes a higher level of service, the test claim legislation must be compared with the legal requirements in effect immediately before the enactment of the test claim

⁹ Article XIII B, section 6, subdivision (a), provides: (a) Whenever the Legislature or any state agency mandates a new program or higher level of service on any local government, the state shall provide a subvention of funds to reimburse that local government for the costs of the program or increased level of service, except that the Legislature may, but need not, provide a subvention of funds for the following mandates: (1) Legislative mandates requested by the local agency affected. (2) Legislation defining a new crime or changing an existing definition of a crime. (3) Legislative mandates enacted prior to January 1, 1975, or executive orders or regulations initially implementing legislation enacted prior to January 1, 1975.

¹⁰ *Department of Finance v. Commission on State Mandates (Kern High School Dist.)* (2003) 30 Cal.4th 727, 735.

¹¹ *County of San Diego v. State of California* (1997) 15 Cal.4th 68, 81.

¹² *Long Beach Unified School Dist. v. State of California* (1990) 225 Cal.App.3d 155, 174.

¹³ *San Diego Unified School Dist. v. Commission on State Mandates* (2004) 33 Cal.4th 859, 878, (*San Diego Unified School Dist.*); *Lucia Mar Unified School Dist. v. Honig* (1988) 44 Cal.3d 830, 835 (*Lucia Mar*).

¹⁴ *San Diego Unified School Dist., supra*, 33 Cal.4th 859, 874-875 (reaffirming the test set out in *County of Los Angeles v. State of California* (1987) 43 Cal.3d 46, 56; see also *Lucia Mar, supra*, 44 Cal.3d 830, 835.)

legislation.¹⁵ A "higher level of service" occurs when the new "requirements were intended to provide an enhanced service to the public."¹⁶

Finally, the newly required activity or increased level of service must impose costs mandated by the state.¹⁷

The Commission is vested with exclusive authority to adjudicate disputes over the existence of state-mandated programs within the meaning of article XIII B, section 6.¹⁸ In making its decisions, the Commission must strictly construe article XIII B, section 6, and not apply it as an "equitable remedy to cure the perceived unfairness resulting from political decisions on funding priorities."¹⁹

Issue 1: Is the test claim statute or executive order subject to article XIII B, section 6 of the California Constitution?

In order for a test claim statute or executive order to be subject to article XIII B, section 6 of the California Constitution, it must constitute a "program." In *County of Los Angeles v. State of California*, the California Supreme Court defined the word "program" within the meaning of article XIII B, section 6 as one that carries out the governmental function of providing a service to the public, or laws which, to implement a state policy, impose unique requirements on local governments and do not apply generally to all residents and entities in the state.²⁰ The court has held that only one of these findings is necessary.²¹

Although the statute and executive order claimed also apply equally to state and private fire agencies, the court in *Carmel Valley Fire Protection Dist.* found that "fire protection is a peculiarly governmental function," and that "[p]olice and fire protection are two of the most essential and basic functions of local government. [Citations omitted.] This classification is not weakened by State's assertion that there are private sector fire fighters who are also subject to the executive orders."²²

Staff finds that fire incident reporting imposes a program within the meaning of article XIII B, section 6 of the California Constitution. In particular, the reporting carries out the governmental

¹⁵ *San Diego Unified School Dist.*, *supra*, 33 Cal.4th 859, 878; *Lucia Mar*, *supra*, 44 Cal.3d 830, 835.

¹⁶ *San Diego Unified School Dist.*, *supra*, 33 Cal.4th 859, 878.

¹⁷ *County of Fresno v. State of California* (1991) 53 Cal.3d 482, 487; *County of Sonoma v. Commission on State Mandates* (2000) 84 Cal.App.4th 1265, 1284 (*County of Sonoma*); Government Code sections 17514 and 17556.

¹⁸ *Kinlaw v. State of California* (1991) 54 Cal.3d 326, 331-334; Government Code sections 17551 and 17552.

¹⁹ *County of Sonoma*, *supra*, 84 Cal.App.4th 1265, 1280, citing *City of San Jose v. State of California* (1996) 45 Cal.App.4th 1802, 1817.

²⁰ *County of Los Angeles*, *supra*, 43 Cal.3d at page 56.

²¹ *Carmel Valley Fire Protection Dist. v. State of California* (1987) 190 Cal.App.3d 521, 537.

²² *Ibid.*

function of providing a service to the public because, according to the Office of the State Fire Marshal, "the information is used to help fire departments target their resources and education programs, as well as develop and support fire safety legislation."²³

However, much of the statutory scheme on fire incident reporting was in place prior to 1975, as was a CFIRS manual and forms, so the analysis must continue to determine if the statute or executive order alleged mandates a new program or higher level of service upon eligible claimants within the meaning of the California Constitution, article XIII B, section 6.

Issue 2: Does the test claim statute or executive order mandate a new program or higher level of service on local agencies within the meaning of article XIII B, section 6 of the California Constitution?

The test claim, as amended in a July 17, 2000 filing from Newport Beach, alleges a reimbursable state-mandated program was imposed by amendments to Health and Safety Code section 13110.5 by Statutes 1987, chapter 345. The underlined material was added:

Health and Safety Code Section 13110.5:

The State Fire Marshal shall gather statistical information on all fires, medical aid incidents, and hazardous materials incidents occurring within this state. The chief fire official of each fire department operated by the state, a city, city and county, fire protection district, organized fire company, or other public or private entity which provides fire protection, shall furnish information and data to the State Fire Marshal relating to each fire which occurs within his or her area of jurisdiction. The chief fire official of each fire department operated by the state shall, and the chief fire official of fire departments operated by a city, city and county, fire protection district, organized fire company, or other public or private entity which provides fire protection may, also furnish information and data to the State Fire Marshal relating to medical aid incidents and hazardous materials incidents which occur within their area of jurisdiction. The State Fire Marshal shall adopt regulations prescribing the scope of the information to be reported, the manner of reporting the information, the forms to be used, the time the information shall be reported, and other requirements and regulations as the State Fire Marshal determines necessary.

The State Fire Marshal shall annually analyze the information and data reported, compile a report, and disseminate a copy of the report, together with his or her analysis, to each chief fire official in the state. The State Fire Marshal shall also furnish a copy of his or her report and analysis to the State Emergency Medical Services Authority and any other interested person upon request.

This is the only amendment to Health and Safety Code section 13110.5 since its enactment in 1972. However, Newport Beach asserts:

Although the statute speaks in terms of it being discretionary to local fire departments to provide information on medical aid incidents and hazardous materials incidents, with the implementation of *CFIRS* the State Fire Marshal

²³ <<http://osfm.fire.ca.gov/cfirs.html>>, as of November 15, 2006.

instituted a mandatory method of computerized reporting, which included those medical aid incidents occurring within the local jurisdiction. In no other method could the State Fire Marshal obtain the requisite information to achieve its mandatory obligation to gather information on all fires, medical aid incidents and hazardous materials incidents.

Newport Beach states that the requirements were to be implemented by January 1, 1992. The claimant states that the "optional" reporting provisions of CFIRS are "not included in this test claim."

Staff finds that the amended statutory language only specifies that local fire departments "may, also furnish information and data to the State Fire Marshal relating to medical aid incidents and hazardous materials incidents which occur within their area of jurisdiction." All other amendments to the code section are directives to the State Fire Marshal, or fire departments operated by the State. In *City of San Jose v. State of California*, the court clearly found that "[w]e cannot, however, read a mandate into language which is clearly discretionary."²⁴ The court concluded "there is no basis for applying section 6 as an equitable remedy to cure the perceived unfairness resulting from political decisions on funding priorities."²⁵ Therefore, based on the plain language of the statute,²⁶ staff finds that Health and Safety Code section 13110.5, as amended by Statutes 1987, chapter 345, does not mandate a new program or higher level of service.

New CFIRS Manual - Version 1.0, July 1990:

The claimants allege that the "New CFIRS Manual - Version 1.0, July 1990," imposed a reimbursable state mandate by:

- expanding the reporting categories from 10 to over 100,
- requiring quarterly reports on diskette or magnetic tape,
- expanding the one page reporting form to 3 pages, and
- increasing the CFIRS manual from 100 to over 500 pages to describe the reporting requirements.

Under Government Code section 17516, an "executive order" may include "any order, plan, requirement, rule, or regulation issued by . . . any agency, department, board, or commission of state government." Health and Safety Code section 13110.5, as enacted in 1972, directs the State Fire Marshal to "adopt regulations prescribing the scope of the information to be reported, the manner of reporting such information, forms to be used, the time such information shall be reported and other requirements and regulations" regarding fire incident reporting. The State Fire Marshal developed the 1974 CFIRS manual as the method of implementation of Health and Safety Code section 13110.5. Thus, pursuant to Government Code section 17516, the CFIRS

²⁴ *City of San Jose v. State of California* (1996) 45 Cal.App.4th 1802, 1816.

²⁵ *Id.* at page 1817.

²⁶ "If the terms of the statute are unambiguous, the court presumes the lawmakers meant what they said, and the plain meaning of the language governs." (*Estate of Griswold* (2001) 25 Cal.4th 904, 911.)

manual issued by the State Fire Marshal, which details how to complete mandatory fire incident reporting, is included in the definition of an executive order. However, the Commission must still determine if the 1990 version mandates a new program or higher level of service, and costs mandated by the state.

A test claim statute or executive order mandates a new program or higher level of service within an existing program when it compels a local agency or school district to perform activities not previously required.²⁷ The courts have defined a "higher level of service" in conjunction with the phrase "new program" to give the subvention requirement of article XIII B, section 6 meaning. Accordingly, "it is apparent that the subvention requirement for increased or higher level of service is directed to state-mandated increases in the services provided by local agencies in existing programs."²⁸ A statute or executive order mandates a reimbursable "higher level of service" when, as compared to the legal requirements in effect immediately before the enactment of the test claim legislation, it increases the actual level of governmental service to the public provided in the existing program.²⁹

The claimants allege a new program or higher level of service because the 1990 CFIRS manual requires quarterly reports on diskette or magnetic tape. In their initial comments on the test claim filing, both the State Fire Marshal and DOF conceded that requiring the provision of CFIRS data on magnetic tape or diskette "was a new requirement and may have resulted in some fire protection agencies having to acquire computer capability by lease or purchase."

In September 1989, the State Fire Marshal issued a package to all California fire chiefs, with a cover letter, printouts of new CFIRS forms, a "record layout and specifications" document,³⁰ and a small booklet entitled "Questions and Answers About the New CFIRS." In the cover letter, the reference to the record layout and specifications document, describing how to develop CFIRS software, states: "These provide the molds into which all CFIRS records must fit. There can be no exceptions -- every CFIRS record must meet this criteria."

The 1989 "Questions and Answers" booklet discusses the new CFIRS and states that the first time fire departments can use the new quarterly CFIRS format is January 1, 1990.³¹ Until then, the old format -- monthly paper forms or mainframe tape -- was required. The Questions and Answers booklet continues:

If I'm not ready by January 1990, when can I go to the new CFIRS after that?

It's strictly up to you. You can implement the new format as soon as you have the capability to produce the CSFM standard record on a PC. [Emphasis added.]

[...]

²⁷ *Lucia Mar Unified School Dist.*, *supra*, 44 Cal.3d 830, 836.

²⁸ *County of Los Angeles*, *supra*, 43 Cal.3d 46, 56; *San Diego Unified School District*, *supra*, 33 Cal.4th 859, 874.

²⁹ *San Diego Unified School Dist.*, *supra*, 33 Cal.4th 859, 878; *Lucia Mar*, *supra*, 44 Cal.3d 830, 835.

³⁰ See Exhibit F, "Specifications for Writing CFIRS Software."

³¹ Exhibit I, page 1361.

Important: You must submit a CFIRS report for every fire that occurs in your jurisdiction. Until you convert to the new format, you must submit the present hardcopy form or mainframe tape – whichever applies in your case.

How is the CSFM going to put the new records together with the old ones?

[Discussion of phase-in procedures.] This allows both the new and old formats to be used during the transition. This will end when the old format is discontinued, probably in 1992.

According to the State Fire Marshal, some departments were already sending computerized reports in by mainframe tape. The Questions and Answers booklet addresses those departments, stating they may continue to send in tapes in the old format monthly, or begin sending the tapes in the new format quarterly, beginning in 1991, but at page 9, the booklet states: "You may continue to use the old format during '91 if additional time is needed to accomplish your conversion." Regarding a "deadline for tape departments to" switch to the new system, the document gives a date of "January, 1992." Staff notes that for those departments that were already using mainframe tape to complete CFIRS reporting before the 1990 manual was issued, Government Code section 17565 provides that when a local agency incurs costs at its option that are later state-mandated, reimbursement is still required "for those costs incurred after the operative date of the mandate."

However, on June 30, 1992, an official notice "To All California Chief Fire Officials," was issued by the State Fire Marshal, stating: "Effective immediately, the method for submitting reports for the updated version of CFIRS may be either by mainframe tape or PC/MAC diskette; OR by CSFM hardcopy forms for fires only." The document continues: "Your only obligation for compliance with Health & Safety Code Section 13110.5 is to report all fires in the prescribed updated format. Although CFIRS now provides you the opportunity to capture information on all incidents in a single uniform manner, this is at your option."³² Thus, any mandate for fire agencies to convert to a computerized system was eliminated on June 30, 1992. After that date, all computerized reporting was completed at the discretion of the local agency.

³² Comments on the draft staff analysis by San Ramon, filed November 14, 2006, page 3, argue that the State Fire Marshal "is estopped from taking" the position that the CFIRS reports may be done in hard copy, and that "local agencies were entitled to rely on the representation of the State Fire Marshall [sic] that the electronic means of reporting was in fact required to their detriment."

This perhaps would be true if the State Fire Marshal was taking the position, *after the fact*, that electronic reporting was *never* required. But instead they assert that "effective immediately," electronic reporting is no longer required. If the local agencies found that electronic reporting was more efficient or otherwise beneficial, it was at their option to continue using the electronic version of CFIRS. However, such reporting was no longer required.

San Ramon also argues that allowing hard copy forms instead of electronic reporting "is contrary to the declared legislative intent to implement electronic recordkeeping," pursuant to Civil Code section 1633.1 et seq. (*Id.* at pg. 4.) The Uniform Electronic Transactions Act of 1999, which addresses the legal effect of electronic records and signatures, is not part of the test claim legislation and may not be analyzed for the imposition of a reimbursable state mandate here.

Staff finds that requiring the local implementation of a computerized version of CFIRS, with submission of forms by diskette or magnetic tape, mandated a new program or higher level of service on local fire agencies. This was a significant, substantive change to the CFIRS program compared to what was required pre-1975. Claimants who incurred actual costs for implementing the new computerized CFIRS format from July 1, 1990, the beginning of the reimbursement period, to June 30, 1992, the date of the letter from the State Fire Marshal, may be eligible for one-time costs for acquiring and implementing any necessary hardware and software.³³

The claimants also seek ongoing reimbursement for additional time necessary to complete CFIRS reports. The allegations conclude that the new CFIRS is three pages, while the original CFIRS was on a one-page form, therefore there is a higher level of service. Even if a form taking up more pages was proof of a higher level of service, this is not the case here – both versions require either one page, or multiple pages, depending on how many casualties may have occurred at the incident. On the Fire Incident Report form included in the 1974 CFIRS manual, there is a reference under section J to the “SFM Form GO-1,” the Fire Casualty Report. At page 109 of the original CFIRS manual it states that the State Fire Marshal requires this additional form for each fire-incident related death, or injury requiring hospitalization. The only change to the new version of CFIRS is that a separate form is used depending on whether the victim is a member of the fire service, or considered a civilian.

The older casualty report form requires identifying information for the incident and for the casualty victim, familiarity of the victim with the structure, location of the victim at the time the fire was ignited, cause of the casualty, condition preventing victim’s escape, condition before

³³ Comments filed on November 14, 2006, on behalf of San Ramon, urge a mandates analysis that uses a “joint construction” of the California Constitution, articles XIII A and XIII B, to find “that police and fire services were to be unaffected by” the passage of article XIII A, and therefore, “[t]he Test Claim should be declared to be a reimbursable State mandate with no limitations to the present.” The case cited by the claimant, *County of Fresno v. Malstrom* (1979) 94 Cal.App.3d 974, 981, states “we find that the ballot arguments in favor of article XIII A support a conclusion that the article is aimed at *general* taxes and governmental spending. The arguments claimed that more than 15 percent of all governmental spending was wasted and that the article’s limitations would not affect property-related governmental *services* (as contrasted with property-related *improvements*) such as trash collection, police and fire protection and street light *maintenance*....” [Emphasis in original.]

Claimant focuses on the truncated phrase “would not affect ... police and fire protection,” and apparently interprets this to mean that no law can affect police and fire protection without resulting in an unending reimbursable state-mandated program, even if the law or rule is later repealed or rescinded. A great number of appellate and California Supreme Court cases have been published since *Malstrom* (which was decided before article XIII B was adopted) interpreting article XIII B, section 6, specifically, and construing it with article XIII A to discuss the relationship between article XIII A’s purpose to control certain taxes, with article XIII B’s purpose of controlling government spending. (See *County of Los Angeles v. State of California*, *supra*, 43 Cal.3d at p. 61, and *County of Fresno*, *supra*, 53 Cal.3d 482, 492, for two examples.) A full analysis of the history of article XIII A, particularly one that ignores any established meaning of “mandate” under article XIII B, section 6, is unnecessary here.

injury, nature of casualty, activity at the time of the casualty, parts of the body affected and disposition of the victim; and then space for a detailed narrative is given on the back of the form.

The modern version of the casualty part of the fire incident report separates out the items that were applicable only to fire service personnel, versus those pieces of information that would only be collected for non-firefighters. For example, only the civilian-section of the report now asks for the familiarity of the victim with the structure, or the condition preventing escape -- presumably because these items are not significant for fire personnel. Staff finds that the new version of a CFIRS report does not require a longer form than the old version.

In a related argument, Newport Beach asserts that the number of coded choices to fill in on the form have increased dramatically, requiring more time "to check the book for the appropriate code to be inserted," than "to check a box."³⁴

CFIRS has always been a code-driven system and required the use of a manual to properly fill in a fire incident report. The January 1974 CFIRS manual describes the purpose of the document:

In keeping with the forgoing statutory provisions [Health & Saf. Code, § 13110.5], the State Fire Marshal has instituted a fire incident reporting procedure known as the California Fire Incident Reporting System, which shall be referred to hereafter as CFIRS.

Fundamentally, this document is a code book, containing an established series of numbers within specified categories which define and represent predetermined fire incident conditions. Through the use of these code numbers, it is possible to provide input into the computers for ultimate feedback of statewide fire incident statistics.

The introduction continues to explain that the codes in the manual are largely drawn from the National Fire Prevention Association Coding System for Fire Reporting, and the Uniform Fire Incident Reporting System. The 1990 CFIRS is also based on the national coding systems.

The claimants also allege that a reimbursable state-mandated program was imposed by the 1990 CFIRS manual because the reporting categories have expanded from 10 to over 100, and the manual has increased from 100 to over 500 pages to describe the reporting requirements. The fact that the new CFIRS manual is considerably bulkier than the old version is not relevant to a mandates analysis. Regarding the test claimant's assertion that the "code book has been increased from approximately 100 pages to well over 500 pages," the State Fire Marshal's office responds:

It is erroneous to make a direct comparison between the sizes of the two manuals because:

- the new manual contains the instructions for using all the options (non-fire) components of the reporting system;
- the format of the new manual has been expanded to include additional explanatory information to enhance its understanding and user-friendliness;

³⁴ Response from Newport Beach, received December 1, 2000, page 20.

- the print style and page layout of the new manual is designed with more open space for easier reading, and to make it convenient to add user notes, resulting in more pages;
- the tables of codes are significantly larger so as to provide a more accurate and definitive selection for the use.

It is the [California State Fire Marshal's] position that the extent of the requirements imposed by both manuals - regarding fires - are essentially the same.

Staff agrees with the State Fire Marshal, and finds that the increase in the number of pages of an instructional manual does not allow for the automatic conclusion that a higher level of service has been mandated. This is particularly true when much of the reporting is not required. The 1989 State Fire Marshal's Questions and Answers booklet, described at page 12 above, addresses which part of the CFIRS reporting was mandatory:

Do I have to submit a new CFIRS report for every dispatch, regardless of what it is?

One "yes", a "maybe", and two "no's".

Yes – if it's a FIRE ... NO exceptions – just like it's always been.

MAYBE – if it's a HAZ MAT. If you are the "Administering Agency" for your jurisdiction, you must submit a CHMIRS report to OES.³⁵

You have two choices: you can either send in a separate CHMIRS form; or you can simply enter the information on a CFIRS report and we will have our computer give it to OES's computer.

NO – if it's EMS.

NO – if it's any OTHER type of call (ie; public assist).

In its December 1, 2000 supplemental filing, Newport Beach argues that:

Although the reporting requirement mandated on local fire agencies by statute was for fires only, this new CFIRS system required local fire agencies to report all fires, as well as all medical aid incidents and hazardous materials incidents.

Although the State Fire Marshal has claimed during these filings that the requirements to report medical aid incidents and hazardous materials incidents to it were voluntary, the State Fire Marshal did not communicate this to local fire agencies during the implementation of the new CFIRS manual.

This basic argument was also reasserted in Newport Beach's comments on the draft staff analysis, filed November 13, 2006, page 3, specifically stating "[n]ow, if there is a false alarm, a medical aid incident, a "move up" [footnote omitted], mutual aid, and other miscellaneous incidents, a report must be filed." The claimant's assertions are contradicted by evidence in the record showing that the Questions and Answers document quoted above was transmitted to all California fire officials in September 1989, prior to issuing the new CFIRS manual. Staff finds that even though the new CFIRS form includes fields for reporting fire, hazardous materials,

³⁵ Any hazardous materials reporting that may be required for the Office of Emergency Services is *not* required by the subject test claim statute or the 1990 CFIRS manual.

emergency medical service, and other calls, the Questions and Answers booklet, first distributed in 1989, as well as subsequent editions, explicitly states that a CFIRS report is *only required for fire incidents*, which is consistent with the pre-1975 requirements of Health and Safety Code section 13110.5.

The original CFIRS form and manual required detailed, coded fire incident reporting on the following:

- identifying information;
- property classification;
- property type;
- extent of damage;
- location and cause;
- area, materials, and smoke spread;
- spread of fire;
- protection facilities (sprinklers/extinguishers);
- protection facilities (alarm systems); and
- miscellaneous (casualties; checking "yes" required the filing of an additional "Fire Casualty Report" as discussed above).

The 1990 CFIRS form requires the same basic categories of information, and includes blocks for emergency medical service (medical aid), hazardous materials, or other, miscellaneous incidents. As made clear by Health and Safety Code section 13110.5, and the State Fire Marshal's Questions and Answers booklet—only fire incidents were ever required to be reported through CFIRS. During the transition period, agencies that had not adopted electronic CFIRS reporting were instructed to continue reporting on hardcopy forms for fires only.³⁶ When the State Fire Marshal explicitly removed electronic reporting as a mandatory requirement, they developed a new CFIRS hardcopy form, for fires only, with instructions stating that only the blocks with "black triangles" in the corners were required.³⁷ Those marked blocks fall into the same categories of identifying information such as date, time, fire department; property type; damage; location and cause; materials; smoke and fire spread; sprinklers and alarms; and casualty reporting. Staff finds that while individual boxes on the form may be reorganized, or have altered terminology, the same essential information on fire incidents is sought, and no new reporting categories have been mandated.

To the extent that the State Fire Marshal has a duty from Statutes 1987, chapter 345 to gather additional incident report information, they are able to collect it from state agencies, and request it of local agencies, but in no way was this additional reporting ever mandated of local agencies.

³⁶ "Until you convert to the new format, you must submit the *present hardcopy form*, or mainframe tape - whichever applies in your case." Administrative Record (AR), page 1364.

³⁷ A new hardcopy form appears to have been made available by February 1993. See Exhibit I, AR pages 1384, 1391 (CFIRS Q & A Rev. 3/96).

In fact, even if the State Fire Marshal wanted to require local agencies to provide this additional information, they would be prohibited from doing so under the law. A California Supreme Court decision, which found an administrative rule invalid because it was in direct conflict with statutory law, describes in detail the role of an administrative agency in interpreting statutes:

In determining the proper interpretation of a statute and the validity of an administrative regulation, the administrative agency's construction is entitled to great weight, and if there appears to be a reasonable basis for it, a court will not substitute its judgment for that of the administrative body. (*Id.*, at p. 133; see *Culligan Water Conditioning v. State Bd. of Equalization* (1976) 17 Cal.3d 86, 93 [130 Cal.Rptr. 321, 550 P.2d 593].) ...

[W]e have said that 'Where a statute empowers an administrative agency to adopt regulations, such regulations 'must be consistent, not in conflict with the statute, and reasonably necessary to effectuate its purpose.' (*Mooney v. Pickett* (1971) 4 Cal.3d 669, 679 ...; Gov. Code, § 11342.2.) The task of the reviewing court in such a case "is to decide whether the [agency] reasonably interpreted the legislative mandate.' [Citation.]" (*Credit Ins. Gen. Agents Assn. v. Payne* (1976) 16 Cal.3d 651, 657 ...) Such a limited scope of review constitutes no judicial interference with the administrative discretion in that aspect of the rulemaking function which requires a high degree of technical skill and expertise. [Citation.] Correspondingly, *there is no agency discretion to promulgate a regulation which is inconsistent with the governing statute.* [¶] We repeat our admonition expressed in *Morris v. Williams* (1967) 67 Cal.2d 733, 737 ...: 'Our function is to inquire into the legality of the regulations, not their wisdom Administrative regulations that violate acts of the Legislature are void and no protestations that they are merely an exercise of administrative discretion can sanctify them.'

Acknowledging that the interpretation of a statute by one charged with its administration was entitled to great weight, we nonetheless affirmed: "Whatever the force of administrative construction ... final responsibility for the interpretation of the law rests with the courts.' [Citations.] *Administrative regulations that alter or amend the statute or enlarge or impair its scope are void and courts not only may, but it is their obligation to [,] strike down such regulations.*' (*Id.*, at p. 748.)' (*Woods v. Superior Court* (1981) 28 Cal.3d 668, 679 [170 Cal.Rptr. 484, 620 P.2d 1032], italics added.)

(*Ontario Community Foundations, Inc. v. State Bd. of Equalization* (1984) 35 Cal.3d 811, 816-817, [emphasis in original].)

Health and Safety Code section 13110.5, as amended in 1987, requires that state fire service agencies *shall*, but local or private fire service agencies *may* "also furnish information and data to the State Fire Marshal relating to medical aid incidents and hazardous materials incidents which occur within their area of jurisdiction." If the State Fire Marshal were to *require* local or private fire service agencies to provide this type of information by administrative rule, such a rule would be void under the law. The fact that the State Fire Marshal has repeatedly issued written directives stating that the CFIRS program only requires fire incident reporting for local

agencies consistent with the pre-1975 Health and Safety Code, gives authority to this interpretation.³⁸

Other than the time-limited higher level of service for implementing a computerized version of CFIRS, the claimants have failed to demonstrate how the 1990 CFIRS manual creates a new program or higher level of service for filing incident reports beyond the broad pre-1975 requirement that the chief fire official of each fire department in the state, "shall furnish information and data to the State Fire Marshal relating to each fire which occurs within his area of jurisdiction," in the form, time and manner prescribed by the State Fire Marshal.

Staff finds that once any requirement to submit fire incident reports in a computerized format was eliminated by the State Fire Marshal's June 30, 1992 letter, use of the 1990 CFIRS manual and related forms require the same duties and activities as pre-1975 law: completing a one-page form with the coded details of a fire incident call, and completing a separate form, as needed, to report a related casualty (injury or death) for either fire service personnel or civilians. Therefore, staff finds that the 1990 CFIRS manual and related reporting forms do not mandate a new program or higher level of service for reporting fire or other incidents, other than as described in the conclusion below.

Issue 3: Does the executive order impose costs mandated by the state pursuant to Government Code section 17514?

Reimbursement under article XIII B, section 6 is required only if any new program or higher level of service is also found to impose "costs mandated by the state." Government Code section 17514 defines "costs mandated by the state" as any *increased* cost a local agency is required to incur as a result of a statute or executive order that mandates a new program or higher level of service. Both of the claimants estimated mandated costs in excess of \$200, which was the statutory threshold at the time the test claim was filed.

The claimants also stated that none of the Government Code section 17556 exceptions apply. For the activities listed in the conclusion below, staff agrees and finds accordingly that the new program or higher level of service also imposes costs mandated by the state within the meaning of Government Code section 17514.

³⁸ See Exhibit I, AR page 1365 (CFIRS Q & A, circa Sept. 1989); page 1374 (Jun. 30, 1992 letter from State Fire Marshal to all fire chiefs); and pages 1369-70 (CFIRS Q & A Rev. 3/96).

Newport Beach's November 13, 2006 letter, page 4, asserts that "[w]ithout a clear designation that a data element is optional, the fire departments will complete the section and should be fully reimbursed for the costs unless and until they are so notified by the State Fire Marshall [sic] that that portion of the report is optional." Staff finds that before, during and after the issuance of the 1990 CFIRS manual, the State Fire Marshal provided written directives to all California chief fire officials, indicating that all parts of CFIRS reporting are optional except fire reporting, which was required under long-standing prior law.

CONCLUSION

Staff concludes that the New California Fire Incident Reporting System Manual (Version 1.0, July 1990), mandated a new program or higher level of service on local agencies within the meaning of article XIII B, section 6 of the California Constitution, and imposed costs mandated by the state pursuant to Government Code section 17514, for requiring the local implementation of a computerized version of CFIRS, with submission of forms by diskette or magnetic tape.

Claimants who incurred actual costs for implementing the new computerized CFIRS format from July 1, 1990 (the beginning of the reimbursement period), to June 30, 1992 (the date of the letter from the State Fire Marshal stating that computerized filing was no longer required), may be eligible for one-time costs for acquiring and implementing any necessary hardware and software.

Staff concludes that Health and Safety Code section 13110.5, as amended by Statutes 1987, chapter 345, does not impose a new program or higher level of service within the meaning of article XIII B, section 6 of the California Constitution.

Staff Recommendation

Staff recommends the Commission adopt this staff analysis to partially approve this test claim.

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ITEM 7

**TEST CLAIM
FINAL STAFF ANALYSIS**

Health and Safety Code Section 13110.5

Statutes 1987, Chapter 345 (SB 2187)

California Fire Incident Reporting System (CFIRS) Manual – Version 1.0 (July 1990)

California Fire Incident Reporting System Manual
(4419, 00-TC-02)

San Ramon Valley Fire Protection District and City of Newport Beach, Claimants

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DAVID M. GRIFFITH AND ASSOCIATES, LTD.

~~San Ramon Valley Fire Prot. Dist. 945019~~
~~San Ramon Valley Fire Prot. Dist. 945019~~

~~San Ramon Valley Fire Prot. Dist. 945019~~
~~San Ramon Valley Fire Prot. Dist. 945019~~

December 30, 1991

Mr. Robert Eich
Executive Director
Commission on State Mandates
1414 "K" Street, Suite 315
Sacramento, CA 95814

Dear Mr. Eich:

Enclosed please find a Test Claim that is submitted on behalf of the San Ramon Valley Fire Protection District. Mr. Allan Burdick, of the DMG staff, will be working with the District in the presentation of its claim.

Sincerely yours.


Louis E. Chappie
Executive Vice President

LEC:nr

Enclosure

~~... intended to give the Commission on Social Security the authority to require or amend the manual categories will need to be developed for inclusion in the manual. The authority and calculations are based on average annual percent benefit rate was applied. ~~Technical assistance~~~~

~~... of the Commission on Social Security, including the authority to require or amend the manual categories will need to be developed for inclusion in the manual. The authority and calculations are based on average annual percent benefit rate was applied. ~~Technical assistance~~~~

State of California
COMMISSION ON STATE MANDATES
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COMMISSION ON
STATE MANDATES

TEST CLAIM FORM

Claim No. 4419

Local Agency or School District Submitting Claim

San Ramon Valley Fire Protection District

Contact Person

Telephone No.

Fort Hartsfield, Battalion Chief/Fire Marshal

(510) 838-6680

Address

1500 Bollinger Canyon Road
San Ramon, CA 94583

Representative Organization to be Notified

David M. Griffith & Assoc., Ltd.

Attn: Allan Burdick

5715 Marconi Ave., Suite A

Carmichael, CA 95608

This test claim alleges the existence of a reimbursable state mandated program within the meaning of section 17514 of the Government Code and section 6, article XIII B of the California Constitution. This test claim is filed pursuant to section 17551 (a) of the Government Code.

Identify specific section(s) of the chaptered bill or executive order alleged to contain a mandate, including the particular statutory code section(s) within the chaptered bill, if applicable.

New CFIRS Manual - Version 1.0/July 1990

IMPORTANT: PLEASE SEE INSTRUCTIONS AND FILING REQUIREMENTS FOR COMPLETING A TEST CLAIM ON THE REVERSE SIDE.

Name and Title of Authorized Representative

Telephone No.

Ted Coggiola, Assistant Chief
Facilities & Support Services

(510) 838-6640

Signature of Authorized Representative

Date

Ted J. Coggiola

December 27, 1991

TEST CLAIM

California Fire Incident Report System (CFIRS)

The San Ramon Fire Protection District hereby submits this test claim to the Commission on State Mandates which alleges that the California Fire Incident Reporting System (CFIRS) as redesigned and described in the July 1990 CFIRS Manual constitutes a increased level of service to local fire service agencies and results in corresponding increased state mandated costs.

SUMMARY OF THE MANDATE

The first statewide system for reporting fire incidents in California was authorized by Chapter 758, Statutes of 1972. That statute authorized the State Fire Marshal to obtain reports from local agencies and to record, analyze and annually compile a statewide report. The Fire Marshall implemented a manual reporting system in 1974 which was called the California Fire Incident Report System (CFIRS).

In July 1990, after more than two years of work to upgrade the system, the State Fire Marshal promulgated greatly expanded fire reporting requirements. These requirements are delineated in the CFIRS Manual for implementation by all fire agencies by January 1, 1992. In an April 1990 letter to all fire chiefs, the State Fire Marshal points out that his "office recently redesigned the California Fire Incident Reporting System (CFIRS), to be far more comprehensive and totally automated." In general, the reporting system was expanded from 10 items to 100 items with some of the additional items designated optional. The additional optional items are not included in this test claim.

The new CFIRS system clearly represents a major increase in the level of service required to be provided by local agencies to the state. The staff time, materials and equipment necessary for fire service agencies to comply with the expanded requirements has resulted in increased costs to the San Ramon Fire Protection District and to all other local fire agencies that are or will be complying with the new mandate.

PRIOR LAW & PRACTICE

Chapter 758, Statutes of 1972 required the State Fire Marshall to gather and report on information concerning each fire incident in the State. That chapter amended the Health and Safety Code to read as follows:

13110.5 The State Fire Marshall shall gather statistical information on all fires occurring within this state. Beginning January 1, 1974 the chief fire officials of each fire department, operated by the state, a city, city and county, fire protection district, organized fire company, or other public or private entity which occurs with his area of jurisdiction. The State Fire Marshall shall adopt regulations prescribing the scope of the information to be reported, the manner of reporting such information, forms to be used, the time such information shall be reported and other requirements and regulations as he deems necessary.

The State Fire Marshall shall annually analyze the information and data reported, compile a report, and disseminate a copy of such report together with his analysis to each chief fire official in the State. The State Fire Marshall shall also furnish a copy of his report and analysis to any other interested person upon request.

The Fire Marshal, in keeping with the above statutory provision, instituted a fire incident reporting procedure known as the California Fire Incident Reporting System (CFIRS). The State Fire Marshall issued a CFIRS Code Book in January 1974 which includes specific instructions, procedures, methods, steps and measures necessary to complete the required reporting.

The 1974 Code Book which was not changed from its inception to the July 1991 release, contains the following 10 categories of information:

- Information -- basic identification information of the department and incident
- Property Classification -- type incident and class of property
- Property Type -- property management and construction type
- Extent of Damage -- extent of smoke, fire and water damage
- Location & Cause -- origin, source, form of heat and cause
- Spread of Fire -- avenues, type of materials causing spread of fire
- Protection Facilities -- sprinklers, standpipes or extinguisher used
- Area, Materials & Smoke Spread -- origin, avenues and type materials
- Protection Facilities - -private brigade, signal system, etc
- Miscellaneous -- firefighters or civilians injured

This information was captured on a one page form which is presented on the following page. A copy of the 1974 CFIRS Code Book has been appended with this test claim.

The original CFIRS system, as described in the new CFIRS code book, "was a paper-driven reporting system, requesting basic information about fire incidents." The original 1972 statutory provisions were amended in 1987, by Section 1. of Chapter 345. That statute added a provision which states that each reporting agency "...may also furnish information and data to the State Fire Marshal relating to medical aid incidents and hazardous materials incidents which occur within their area of jurisdiction." The State Fire Marshall chose to comply with the provisions of Chapter 345 by adding a number of optional provisions to the CFIRS.

THE MANDATE

Unlike most State mandated local programs that are created by a statute or regulation, in this case, the mandate was created by the State Fire Marshal's issuance of "The New California Fire Incident Reporting System Manual", Version 1.0/July 1990. The increased scope of the new "CFIRS" Manual is described in the Introduction to the manual on page 1-2, "The need for fire incident data has not only continued, but grown. ... the Fire Service, Legislature, public and the CSFM, with the assistance from the CFIRS Advisory Committee, has developed a new, expanded, automated fire incident reporting system." Based on discussions with representatives in the State Fire Marshall's office responsible for the CFIRS system, there were no regulations adopted prescribing the scope of the information to be reported, the manner of

reporting the information, the forms to be used, the time the information to be reported, or any other provisions or requirements related to the CFIRS.

California Fire Incident Report System (CFIRS)

Under the provisions of the new CFIRS, the State Fire Marshall can only accept quarterly reporting in either of two mediums: by diskette or magnetic tape. The manual provides very specific instructions that must be followed for submitting the required information.

The new CFIRS has expanded the 10 categories to approximately 100 categories. As noted previously some of the newly required information is optional and not included in this test claim. Nevertheless, the newly required information represents a manyfold increase over previous requirements. The one page reporting form has been expanded to three pages. A copy of the three page reporting form is presented following this page. Among the new required cost categories are the following:

- Dispatch Time, Arrival Time, End Time, Additional days, First In Company
- Total Fire Service Personnel Responded -- career and volunteer
- Number Apparatus Responded -- engine, truck, medical rescue, and other
- Information For Mobile Property Involved
- Type of Actions Taken -- contributing factors, method of extinguishment
- Equipment Involved in Ignition -- type, model, serial number, etc
- For Structure Fires -- roof covering, number of stories, etc
- Other Actions Taken and Special Studies

In addition to adding new categories and/or expanding the information requirements contained in some of the original categories, the new CFIRS added two new sections, each requiring a separate page to complete. The two new sections are :

- Fire Service Casualty Report -- this section contains 50 areas to enter data on each fire service casualty. It also contains a section for narrative comments.
- Non-Fire Service Casualty Report -- this new section contains 37 areas to enter data for each non-fire service casualty. It also contains a section for narrative comments.

In order to provide the necessary instructions for local agencies to comply with the new CFIRS, the manual or code book has been increased from approximately 100 pages to well over 500 pages.

STATE MANDATED COSTS

The implementation and conversion of CFIRS from the old manual system to the new computerized system results in a wide range of new state mandated activities. Since the District has not fully implemented the system at this point, many of the costs contained in this test claim are estimates.

In general, there are two cost categories, (1) costs associated with the implementation of the new system, and (2) the on-going reporting and operational costs. Each is discussed briefly below and a general cost estimate is provided.

I. IMPLEMENTATION COSTS

1. Develop Implementation and Conversion Plan

In order to implement the system, the District must first review the requirements of the new system, determine how to convert the manual system to an automated system, and develop a plan for implementation and conversion.

Estimated Staff Cost: \$2,080.

Basis of Estimate: Assumed to require 40 hours of Battalion Chief time. Productive annual hourly rate \$72/hr.

2. Design New System and Obtain Necessary Software

The next step is to obtain the necessary resources and to design the new system. In the San Ramon Fire Protection District's case, this will require the District to purchase new software. Additional hardware may also be required.

Computer Costs: Software estimated pre-packaged: \$800

Hardware: Unknown at this time

3. Install and Test The New System

Once the system and procedures have been developed and the software has been designed or purchased, the new CFIRS system must be installed and tested before the old system is discontinued. It may be necessary to operate both systems for a short period of time

Estimated staff cost: \$416.

Basis of Estimate: Assumed to require 8 hours of Battalion Chief time. Productive Hourly Rate \$72/hr. Does not include computer staff training.

4. Train Staff On its Use

It will be necessary to train staff on the use of the system. The training will vary by the individuals responsibility, and it will be necessary to periodically repeat much of the training.

~~Estimated Staff Cost: \$11,248~~ ~~Basis of Estimate: Assumed 8 hours of training for the following:~~
5 Battalion Chiefs
30 Captains ~~Fire Marshal can only accept quarterly~~
3 Assistant Chiefs ~~and report the results provided very~~
Productive Hourly Rate \$37/hr. Does not include additional time to train subordinates as replacements.

~~Nevertheless the newly reported information represents a manifold increase over previous~~

II. ON-GOING-REPORTING & OPERATIONAL COSTS ~~related to these costs. A copy of the~~

1. Collection of Incident Data At the Scene :

The CFIRS manual recommends that a single person at the scene should be detailed the responsibility of collecting and recording all the required information. The report should be completed as soon as possible as any undue delay could adversely affect the accuracy of the report.

Estimated Staff Cost : \$3083

Basis of estimate: 5 additional minutes at scene for 1,000 fires. Productive hourly rate \$37/hr.

2. Review and Verify Data and Enter Into Computer

The second phase of the new system is to review and verify the data and to enter that data into the computer. The manual states, "the information (once in the computer) should be reviewed one last time before it is saved in the local data bank". Listed below is an estimate of the time necessary to review and verify the new data, and the time to enter all of the data into the computer.

Estimated Staff Cost To Verify and Enter New Data Into Computer: \$6,246

Basis of Estimate: 20 minutes for 1,000 fires. Productive hourly rate = \$18.74

3. Prepare and Submit Quarterly Reports To State Fire Marshall

Quarterly reports must be copied from the local data bank on magnetic tape or a diskette and forwarded to the CSFM.

Estimated Cost to Prepare Quarterly Reports: To be determined.

These categories and general cost estimates are intended to give the Commission on State Mandates a basic understanding of the scope of the work required to meet the mandate. Additional cost categories and sub-categories will need to be developed for inclusion in the Parameters and Guidelines. The productive hourly rate calculations are based on average annual salaries divided by 1,800 hours. A 30 percent benefit rate was applied. No indirect costs have been calculated.

NO STATE OR FEDERAL PROVISIONS IMPACTING THE MANDATE

There are no state constitutional provisions, federal statutes or executive orders, and/or any court decisions that impact this state mandated program.

NO OFF-SETTING REVENUES

There are no off-setting revenues, such as fees, charges or special assessments authorized to pay for the increased costs of the CFIRS.

DECLARATION OF FORT HARTSFIELD

San Ramon Valley Fire Protection District

CFIRS Test Claim

Fort Hartsfield makes the following declaration and statement under oath:

~~IN ONSGOING REPORTING & OPERATIONAL COSTS~~

I am the Battalion Chief and in charge of Fire Prevention Division of San Ramon Fire Protection District. In that capacity, I am responsible for the planning and implementation of the new California Fire Incident Reporting System (CFIRS) in the District.

The new fire incident reporting system as described in the 1990 CFIRS's Manual will represent a substantial increase in reporting requirements for the District. To comply with the requirements, new computer software will either have to be designed or purchased from an outside vendor. The new system will need to be installed and tested.

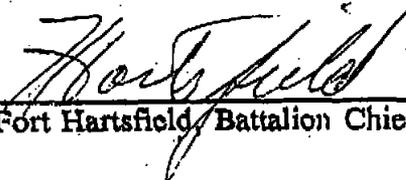
Individuals with the responsibility for preparing reports will need to be trained. On an ongoing basis, the new data will have to be collected, entered into the system and reports prepared. Training will also be required on an ongoing basis.

The San Ramon Valley Fire Protection District is in the very early stages of planning for implementation. As such, precise cost estimates have not been made. I believe the estimates provided in the District's Test Claim are conservative and reasonable.

The foregoing facts are known to me personally and if so required, I could and would testify to the statements made herein.

I declare under penalty of perjury the laws of the State of California that the foregoing is true and correct.

Executed on DEC. 26, 1991, at SAN RAMON, California.


Fort Hartsfield, Battalion Chief

Entries contained in this report are intended for the sole use of the State Fire Marshal. Estimations and evaluations made herein represent "most likely" and "most probable" cause and effect. Any representation as to the validity or accuracy of reported conditions outside the State Fire Marshal's office, is neither intended nor implied.

STATE OF CALIFORNIA
OFFICE OF THE STATE FIRE MARSHAL

FIRE INCIDENT REPORT

INCIDENT NO. _____

FIRE DEPARTMENT _____

DEL CORR

UPART NAME		RELATIONSHIP	ALARM SOURCE	TEL. BOX	PPAB	RADIO
ADDRESS	ROOM / APT. NO.	CITY	ZIP	TELEPHONE NO. (CALL BACK)		
OWNER NAME	ADDRESS	CITY	ZIP	CENBUS/PARCEL NO.		
MANAGER NAME	ADDRESS	CITY	ZIP	TELEPHONE NO.		

A. INFORMATION (PAGE 17)

FIRE DEPT. ID	INCIDENT NO.	EXPOSURE NO.	TIME	MONTH	DAY	YEAR	DAY CODE	COUNTY OF FIRE	DIST/ CITY	OUT OF JURISDICTION
										CHECK IF YES <input type="checkbox"/>

B. PROPERTY CLASSIFICATION (PAGE 19)

CODE	"TYPE OF INCIDENT"	CONSTR. DATE PRE 72 POST 71
CODE	PROPERTY CLASSIFICATION (COMPLEX)	1 2
CODE	PROPERTY CLASSIFICATION (INDIVIDUAL)	

C. PROPERTY TYPE (PAGE 41)

PROPERTY MANAGEMENT	AVT	FED	STATE	COUNTY	CITY	DISTRICT	FOREIGN	OTHER
CODE	STRUCTURE, BUILDING OR VEHICLE - PROPERTY TYPE	BUILDING NO. STORIES						
STRUCTURE, BUILDING	- CONSTRUCTION TYPE							
EST. WALL	INT. WALL	FLOOR	ROOF	FIRE RATED				NO.
N/A	CDMB	N/A	CDMB	N/A	CDMB	YES	NO.	

D. EXTENT OF DAMAGE (PAGE 45)

CODE	EXTENT OF DAMAGE - FIRE
CODE	EXTENT OF DAMAGE - SMOKE
CODE	EXTENT OF DAMAGE - WATER
ESTIMATED LOSS - PROPERTY	ESTIMATED LOSS - CONTENTS

E. LOCATION & CAUSE (PAGE 49)

CODE	LEVEL OF ORIGIN
CODE	SOURCE OF HEAT CAUSING IGNITION
CODE	FORM OF HEAT CAUSING IGNITION
CODE	ACT OR OMISSION CAUSING IGNITION

F. AREA, MATERIALS & SMOKE SPREAD (PAGE 63)

CODE	AREA OF ORIGIN
CODE	TYPE OF MATERIAL FIRST IGNITED
CODE	FORM OF MATERIAL FIRST IGNITED
CODE	MAIN AVENUES SMOKE SPREAD

G. SPREAD OF FIRE (PAGE 77)

CODE	MAIN AVENUES FIRE SPREAD
CODE	TYPE MATERIAL CAUSING SPREAD
CODE	FORM MATERIAL CAUSING SPREAD
CODE	ACT OR OMISSION CAUSING SPREAD

H. PROTECTION FACILITIES (PAGE 91)

CODE	SPRINKLERS - TYPE
CODE	SPRINKLERS - EFFECTIVENESS
CODE	STANDPIPES - TYPE
CODE	STANDPIPES - EFFECTIVENESS
CODE	PORTABLE EXTINGUISHERS - TYPE
CODE	PORTABLE EXTINGUISHERS - EFFECTIVENESS

I. PROTECTION FACILITIES (PAGE 97)

CODE	PRIVATE BRIGADE - TYPE			
CODE	PRIVATE BRIGADE - EFFECTIVENESS			
CODE	SPECIAL HAZARD PROTECTION - TYPE			
CODE	SPECIAL HAZARD PROTECTION - EFFECTIVENESS			
CODE	SIGNAL OR WARNING SYSTEM	TYPE	CODE	EFFECTIVENESS
CODE	SIGNAL WARNING SYSTEM - MEANS OF ACTIVATION			
CODE	SIGNAL WARNING SYSTEM - TYPE DETECTORS			
CODE	WATCHMAN EFFECTIVENESS	CODE	OTHER FACILITIES EFFECTIVENESS	

J. MISCELLANEOUS (PAGE 109)

FIREFIGHTER		CIVILIANS	
NO. INJURED	NO. OF DEATHS	NO. INJURED	NO. OF DEATHS
SFM FORM 60-1 SUBMITTED FOR EACH DEATH (CHECK BOX IF YES) <input type="checkbox"/>			

SECTION A	CALIFORNIA FIRE INCIDENT REPORTING SYSTEM										CFIRS-1			
FDD	INCIDENT REPORT										INCIDENT NUMBER	Year	Epd. No.	
CORRECTIONS	Fire Department										MULTI-AGENCY INCIDENT NO.	Agency I.D.	Year	Incident No.
Change	Delete	INCIDENT DATE	DISPATCH TIME		ARRIVAL TIME		END TIME		ADDL DAYS	FIRST IN COMPANY		DISTRICT		
SITUATION(S) FOUND	#1	#2	#3	#4	AUTOMATIC OR MUTUAL AID		METHOD OF ALARM		TYPE WEATHER		AIR TEMPERATURE		PROPERTY MANAGEMENT	
INCIDENT-ADDRESS / LOCATION														
ROOM / APARTMENT	ZIP CODE	DELETED										FIRE HAZARD SEVERITY ZONE		
TOTAL FIRE SERVICE PERSONNEL RESPONDED	Career	Vol.	NO. APPARATUS RESPONDED	Engine	Truck	Rescue Med.	Other							
CODE	NAME: Last, First, M.I.											AREA	TELEPHONE	
ADDRESS / CITY											STATE	ZIP		
CODE	NAME: Last, First, M.I.											AREA	TELEPHONE	
ADDRESS / CITY											STATE	ZIP		
GENERAL PROPERTY USE	SPECIFIC PROPERTY USE	BUILDING CODE OCCUPANCY TYPE	STRUCTURE TYPE	STRUCTURE STATUS	OCCUPIED AT TIME OF INCIDENT									
FOR MOBILE PROPERTY INVOLVED	Type	Vehicle License No.	State	Year	Make	L.C.C./D.Q.T. Permit No.								
Model	Vehicle Identification No.	Drivers' License No.	State											

SECTION B	COMPLETE FOR ALL FIRES													
TYPE OF ACTION(S) TAKEN	#1	#2	#3	#4	FIRE ORIGIN	Area	Level	Horizontal Distance From	FORM OF HEAT	IGNITION FACTOR				
SEX	AGE	SEX	AGE	MATERIAL FIRST IGTED	Type	Form	CONTRIBUTING FACTOR(S)	#1	#2	METHOD OF EXTINGUISHMENT				
ESTIMATED PROPERTY LOSS	ESTIMATED CONTENTS LOSS	FUEL MODEL	ACRES BURNED											
IF EQUIPMENT INVOLVED IN IGNITION	Type	Model	Serial No.	Year										

SECTION C	COMPLETE FOR STRUCTURE FIRE													
CONSTRUCTION TYPE	ROOF COVERING	NUMBER OF STORES	EXTENT OF DAMAGE	Flame	Smoke									
MATERIAL GENERATING MOST SMOKE	Type	Form	AVENUE OF SMOKE TRAVEL	DETECTION SYSTEM	Type	Power Supply	Performance	Reason For Failure						
EXTINGUISHING SYSTEM	Type	Performance	Reason For Failure	SPRINKLER HEAD(S)	Type	Number Activated								

SECTION D	COMPLETE FOR FIRE SERVICE CASUALTY AND NON-FIRE SERVICE FIRE CASUALTY													
FIRE SERVICE CASUALTY	Injuries	Fatalities	NON-FIRE SERVICE FIRE CASUALTY	Injuries	Fatalities									

SECTION E	COMPLETE FOR E.M.S.													
NUMBER OF PATIENTS	HIGHEST LEVEL OF CARE CAPABLE OF BEING PROVIDED ON SCENE	Fire	Other	HIGHEST LEVEL OF CARE PROVIDED ON SCENE	Fire	Other								
E.M.S. TYPE OF SITUATIONS FOUND	#1	#2	#3	#4	NO. OF PATIENTS TRANSPORTED BY	Fire Dept.	Pvt. Amb.	Coroner	Other					

SECTION F	COMPLETE FOR HAZ MAT													
OES CTRL NUMBER	HAZ MAT RELEASE	Area	Level	RELEASE FACTORS	#1	#2	#3	#4	CONTRIBUTING FACTOR(S)	#1	#2			
EST. NO. CHEMICALS RELEASED	TYPE OF EQUIPMENT INVOLVED IN RELEASE	HAZ MAT ACTION(S) TAKEN	#1	#2	#3	#4	DISPOSITION OF INCIDENT							
HAZ MAT I.D. SOURCES	Personnel	#1	#2	Reference Material	#1	#2	FIRE SERVICE HAZ MAT CASUALTY	Injuries	Fatalities	NON-FIRE SERVICE HAZ MAT CASUALTY	Injuries	Fatalities		
CHEMICAL OR TRADE NAME	DOT I.D. NO.	DOT HAZARD CLASS	CAS NO.											
PHYSICAL STATE	Stored	Released	QUANTITY RELEASED	UNIT OF MEASURE	EXTENT OF RELEASE	SUSPECTED ENVIRONMENTAL CONTAMINATION								
CONTAINER	Type	Material	Description Use	Feature	Capacity	UNIT OF MEASURE	ADDITIONAL HAZARDOUS MATERIALS ON BACK							

SECTION G	OTHER ACTION(S) TAKEN																													
TYPE OF ACTION(S) TAKEN	#1	#2	#3	#4	SPECIAL STUDIES: Local	Statewide	1a	b	c	d	2a	b	c	d	3a	b	c	d	4a	b	c	d	5a	b	c	d	6a	b	c	d

INCIDENT ADDRESS / LOCATION

*California
Fire Incident
Reporting
System*



REPORT NUMBER	INCIDENT DATE	DISPOSITION TIME

INCIDENT DATE	LOCATION OF INCIDENT	DESCRIPTION OF INCIDENT

PREFACE

Statewide data relating to the 250,000 — 300,000 fires occurring in California each year has been virtually non-existent.

The enactment of Assembly Bill 2066, (Chapter 758, Statutes of 1972), however, has now provided a vehicle by which every fire in California will be recorded. Reports will be made to the State Fire Marshal who will record, analyze and annually compile a statewide report for the benefit of the entire fire-service.

It is most important that complete and factual input be provided so that analyses and annual reports will truly reflect the fire problem in California. Undoubtedly, data obtained from these reports will ultimately reflect on the technologies of fire prevention, protection and suppression. To this end, I urge each user to exert the effort necessary to make this a successful program.

CFIRS CODE BOOK

~~MESSAGE~~

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CFIRS CODE BOOK

INTRODUCTION

DATE OF ISSUE — JANUARY, 1974

AUTHORITY

The reporting of fire incidents by each fire authority within the State of California has been mandated by the California State Legislature through enactment of Section 13110.5, Health and Safety Code, which reads as follows:

13110.5 The State Fire Marshal shall gather statistical information on all fires occurring within this state. Beginning January 1, 1974 the chief fire official of each fire department, operated by the state, a city, city and county, fire protection district, organized fire company, or other public or private entity which provides fire protection, shall furnish information and data to the State Fire Marshal relating to each fire which occurs within his area of jurisdiction. The State Fire Marshal shall adopt regulations prescribing the scope of the information to be reported, the manner of reporting such information, forms to be used, the time such information shall be reported and other requirements and regulations as he deems necessary.

The State Fire Marshal shall annually analyze the information and data reported, compile a report, and disseminate a copy of such report together with his analysis to each chief fire official in the state. The State Fire Marshal shall also furnish a copy of his report and analysis to any other interested person upon request.

PURPOSE

In keeping with the foregoing statutory provisions, the State Fire Marshal has instituted a fire incident reporting procedure known as the California Fire Incident Reporting System, which shall be referred to hereafter as CFIRS.

Fundamentally, this document is a code book, containing an established series of numbers within specified categories which define and represent predetermined fire incident conditions. Through the use of these code numbers, it is possible to provide input into the computers for ultimate feedback of statewide fire incident statistics.

SCOPE

The scope of the code book includes specific instructions of the procedures, methods, steps and measures necessary to complete the required reporting. It also includes the code numbers assigned to the various fire related categories which require detailed information.

SOURCE OF TECHNICAL DATA

Portions of this code book have been extracted in part from the National Fire Prevention Association Coding System for Fire Reporting (NFPA 901, 1973 edition) and the Uniform Fire Incident Reporting System. Areas at variance with NFPA 901 (1973) have been made essentially to meet the requirements and limitations of CFIRS, as set forth and intended by the State statutes.

INSTRUCTIONS FOR USE

The CFIRS Fire Incident Report (SFM Form GO-60 (7/73)), used in conjunction with the CFIRS Code Book, is one means by which conditions surrounding fire incidents occurring throughout the state are

CFIRS CODE BOOK

CFIRS CODE BOOK

reported to the State Fire Marshal. The required information may also be entered into the system by submission of magnetic tapes using the format described on page 7.

The Fire Incident Report (see pages 3 and 4) is constructed in 17 Sections. Fifteen of these Sections are lettered (A through O) for easy cross-reference to the instructions contained herein. Line numbers (see right and left hand margins of form) further aid the user in locating instructions applicable to the specific line of the Section. Note that each lettered Section is reproduced at the head of the applicable instructions.

These instructions contain predetermined conditions matched to codes, related to information essential to the reporting system. Certain areas on the front of the report do not contain codes as this information is not required as input into the system. These areas, and the entire back of the report, are provided for local use, as desired.

In completing SFM Form GO-60, it is necessary to insert the proper code numbers in the appropriate locations. Narrative inserts are optional and are intended primarily for local fire department use. IF A PARTICULAR SECTION OR A LINE OF A SECTION IS NOT APPLICABLE, LEAVE IT BLANK.

To facilitate cross-referencing of elements on the Fire Incident Report to the applicable instructions in the Code Book, the following conventions have been adopted:

1. Instructions applicable to a Section, or numbered Line of a Section, begin on a facing (right hand, odd numbered) page.
2. Sections and numbered Lines of Sections are illustrated above the applicable instructions. The line(s) being referenced appear unshaded.
3. Left hand (even-numbered) pages contain printed page numbers only when the page contains text.

REPORT FORMS

The Fire Incident Report has been developed by the Office of the State Fire Marshal and may be obtained from the Headquarters Office in Sacramento. It is intended that this form be completed by the appropriate fire authority for each fire incident which occurs within the area of his jurisdiction. Specific instructions for completing the report begin on page 11.

Entire contents contained in this report are intended for the sole use of the State Fire Marshal. Estimations and evaluations made herein represent "most likely" and "most probable" cause and effect. Any representation as to the validity or accuracy of reported conditions outside the State Fire Marshal's office, is neither intended nor implied.

STATE OF CALIFORNIA
OFFICE OF THE STATE FIRE MARSHAL
FIRE INCIDENT REPORT

INCIDENT NO. _____

DEL CORR

FIRE DEPARTMENT

UPANT NAME		RELATIONSHIP	ALARM SOURCE	TEL. BOX <input type="checkbox"/>	PPAR <input type="checkbox"/>	RADIO <input type="checkbox"/>
ADDRESS		DATE OF ISSUE ROOM/APRT/NO. CITY	ZIP	TELEPHONE NO. (CALL BACK)		
OWNER NAME	ADDRESS	CITY	ZIP	CENSUS/PARCEL NO.		
MANAGER NAME	ADDRESS	CITY	ZIP	TELEPHONE NO.		

A. INFORMATION (PAGE 17)

FIRE DEPT. ID	INCIDENT NO.	EXPOSURE NO.	TIME	MONTH	DAY	YEAR	DAY CODE	COUNTY OF FIRE	DIST/ CITY	OUT OF JURISDICTION
										CHECK IF YES <input type="checkbox"/>

B. PROPERTY CLASSIFICATION (PAGE 19)

CODE	TYPE OF INCIDENT	CONSTR. DATE (PRE 72 POST 71)
1		1
2	PROPERTY CLASSIFICATION (COMPLEX)	2
3	PROPERTY CLASSIFICATION (INDIVIDUAL)	

C. PROPERTY TYPE (PAGE 41)

PROPERTY MANAGEMENT	FED	STATE	COUNTY	CITY	DISTRICT	FOREIGN	OTHER
1	2	3	4	5	6	7	8
CODE STRUCTURE, BUILDING OR VEHICLE - PROPERTY TYPE							BUILDING NO. STORIES
STRUCTURE, BUILDING			CONSTRUCTION TYPE				FIRE RATED
EXT. WALL	INT. WALL	FLOOR - ROOF	N/C	COMB	N/C	COMB	YES NO
1	2	3	4	5	6	7	8

D. EXTENT OF DAMAGE (PAGE 45)

CODE	EXTENT OF DAMAGE - FIRE
2	EXTENT OF DAMAGE - SMOKE
3	EXTENT OF DAMAGE - WATER
ESTIMATED LOSS - PROPERTY	
ESTIMATED LOSS - CONTENTS	

E. LOCATION & CAUSE (PAGE 49)

CODE	LEVEL OF ORIGIN
CODE	SOURCE OF HEAT CAUSING IGNITION
CODE	FORM OF HEAT CAUSING IGNITION
CODE	ACT OR OMISSION CAUSING IGNITION

F. AREA, MATERIALS & SMOKE SPREAD (PAGE 63)

CODE	AREA OF ORIGIN
2	TYPE OF MATERIAL FIRST IGNITED
3	FORM OF MATERIAL FIRST IGNITED
4	MAIN AVENUES SMOKE SPREAD

G. SPREAD OF FIRE (PAGE 77)

CODE	MAIN AVENUES FIRE SPREAD
CODE	TYPE MATERIAL CAUSING SPREAD
CODE	FORM MATERIAL CAUSING SPREAD
CODE	ACT OR OMISSION CAUSING SPREAD

H. PROTECTION FACILITIES (PAGE 91)

CODE	SPRINKLERS - TYPE
2	SPRINKLERS - EFFECTIVENESS
3	STANDPIPES - TYPE
4	STANDPIPES - EFFECTIVENESS
5	PORTABLE EXTINGUISHERS - TYPE
6	PORTABLE EXTINGUISHERS - EFFECTIVENESS

I. PROTECTION FACILITIES (PAGE 97)

CODE	PRIVATE BRIGADE - TYPE			
CODE	PRIVATE BRIGADE - EFFECTIVENESS			
CODE	SPECIAL HAZARD PROTECTION - TYPE			
CODE	SPECIAL HAZARD PROTECTION - EFFECTIVENESS			
CODE	SIGNAL OR WARNING SYSTEM	TYPE	CODE	EFFECTIVENESS
CODE	SIGNAL WARNING SYSTEM - MEANS OF ACTIVATION			
CODE	SIGNAL WARNING SYSTEM - TYPE DETECTORS			
CODE	WATCHMAN EFFECTIVENESS	CODE	OTHER FACILITIES EFFECTIVENESS	

J. MISCELLANEOUS (PAGE 109)

FIREFIGHTER		CIVILIANS	
NO. INJURED	NO. OF DEATHS	NO. INJURED	NO. OF DEATHS
SFM FORM 60-1 SUBMITTED FOR EACH DEATH (CHECK BOX IF YES) <input type="checkbox"/>			

reported to the State Fire Marshal. The required information may also be entered into the system
submission of magnetic tapes using the format described on page 7.

The file labels ~~begin on page 2~~
letters A through H for easy cross-reference to the instructions contained ~~in the~~ ~~in the~~ ~~in the~~ ~~in the~~ ~~in the~~

CFIRS CODE BOOK

(a) SUBMISSION BY FORM

Who Will Report — All agencies not reporting by magnetic tape.

When Will Reports Be Submitted — Monthly, beginning January, 1974 not later than the 15th day of the following month.

Where Will Reports Be Submitted To — State Fire Marshal,
Headquarter's Office

Attn: CFIRS Project Officer
7171 Bowling Drive, Suite 800
Sacramento, CA 95823

How Will Reports Be Submitted — By most convenient means.

(b) SUBMISSION BY MAGNETIC TAPE

With the increasing use of electronic data processing systems for collecting statistical data throughout the state, an ever greater number of reporting agencies are taking advantage of the cost savings to be derived from submission of Fire Incident Reports by the means of magnetic tapes. It is imperative to the integrity of the system that those reporting agencies contemplating conversion from reporting by Fire Incident Report form to the magnetic tape reporting method take adequate measures to ensure complete compatibility with the CFIRS magnetic tape format (see Figure 2 on page 7). When planning conversion to the magnetic tape method of reporting, please contact the Office of the State Fire Marshal in Sacramento.

File characteristics for CFIRS Magnetic Tape reporting are:

FILE NAME — Raw Incident Transaction
FILE ID — SFM001.RAW.INCID
RECORD LENGTH — 200 Characters
RECORDS PER BLOCK — 10 Records
BLOCK SIZE — 2000 Characters
LABELS — Standard IBM OS Headers and Trailers
CODING STRUCTURE — EBCDIC
PARITY — Odd
CHANNELS — 9 Track
DENSITY — 800 BPI or 1600 BPI
EXTERNAL LABEL:
Fire Department Name
Fire Department ID Number
Period Covered ____, 19__ to ____, 19__
Creation Date __/__/__

Sections and Data names used on the record layout (Figure 2) correspond to the names used in the CFIRS Code book and on the CFIRS Fire Incident Reporting Form.

Who Will Report — All agencies not reporting by means of CFIRS Fire Incident Report, SFM Form GO-60. or CFIRS-4 (NCR form)

When Magnetic Tapes Will Be Submitted — MONTHLY, not later than the last day of the month.

CFIRS CODE BOOK

Where Magnetic Tapes Will Be Submitted To — State Fire Marshal,
Headquarter's Office
Attn: CFIRS Project Officer
7171 Bowling Drive, Suite 800
Sacramento, CA 95823

How Magnetic Tapes Will Be Submitted — By common carrier, with proper precautions for tape handling.

NOTE

All magnetic tapes received at the Office of the State Fire Marshal will be processed and returned to the submitting agency within 30 days of the date of receipt.

DEFINITIONS

To ensure that Fire Incident Reports are submitted in an accurate, meaningful and uniform manner, the following definitions apply:

Fire

Fire is any instance of destructive and uncontrolled burning, including scorch burns and explosions of combustible solids, liquids, or gases.

Fire does not include the following, except where they cause fire or occur as a consequence of fire:

- (a) Lightning or electrical discharge.
- (b) Explosion of steam boilers, hot water tanks, or other pressure vessels, due to internal pressure and not to internal combustion.
- (c) Explosions of ammunition or other detonating materials.
- (d) Accidents involving ships, aircraft or other vehicles.

REPORTABLE FIRE

A Reportable Fire is any fire occurring within the jurisdiction of a fire agency. Any fire occurring outside a fire agency's jurisdiction shall be reported by that agency if it is the only responding department. Included are fires or explosions that may be discovered in progress, discovered following extinguishment, or detected weeks later during an inspection. A fire report is to be filed on any reportable fire.

EXPOSURE FIRE

A fire which occurs as a direct consequence of the original fire incident, either in another building or type of property.

NOTE: Where fire involves more than one building, each building fire shall be considered a separate fire, with all but the original building involved classified as exposure fire. If the building fire ignites a truck parked nearby but outside the building, the truck fire is an exposure fire. If the truck was parked inside the building, it is considered as contents rather than a separate exposure fire.

CFIRS CODE BOOK

FIRE CASUALTY

A fire casualty is a person receiving an injury or death resulting from a fire. The causes of fire casualties are classified as direct or indirect. Direct fire casualties are those where injuries or deaths are due to fire. Indirect fire casualties are those where injuries or deaths are due in part to fire, but some other cause is assigned as primarily responsible.

Fire Injury: A fire injury is one suffered as the result of a fire that requires (or should require) treatment by a practitioner of medicine within one year of the fire or explosion (regardless of whether treatment was actually received).

Fire Death. A fire death is a fire casualty which is fatal or becomes fatal within one year after the fire.

More Than One Cause of Death. Where a death may be due to more than one cause, one of which is a fire cause, the classification made by appropriate authorities shall govern.

Indirect Causes of Fire Injuries. These are the injuries which result indirectly from fire and include:

- (a) Disease contracted due to exposure to weather in time of fire.
- (b) Injuries due to fire breaking out in vehicles following an accident which is not itself a fire. If the accident is a fire, the injury is a direct fire injury.
- (c) Over-exertion while escaping from or fighting a fire.
- (d) Injuries to fire fighters while responding to or returning from a fire.
- (e) Injuries suffered by fire fighters, while in the execution of their duties, due to the violence of others.
- (f) Injuries suffered by firefighters while in the performance of any assigned duties.

PROPERTY

Occupancy. The use of property.

Vacant property, or no occupancy. Property without contents.

Complex: A multiuse property having three or more chief occupancies.

IGNITION CLASSIFICATION

Heat of Ignition. The heat energy which brings about ignition. Heat energy comes in various forms and usually from a specific object or source. Therefore, the heat of ignition is divided into two parts: "Source of Heat of Ignition," and "Form of Heat of Ignition."

Material First Ignited. The combustible which is first set on fire by heat of ignition. The material ignited may be in many forms, depending on its use (i.e., wallpaper); and may be made of several types of material (i.e., paper, fabric, oil cloth, plastic). To reveal this difference, the list of materials ignited is divided into two parts: "Type of Material First Ignited," and "Form of Material First Ignited."

Act or Omission. When a heat source contacts or comes close to material which then ignites, creating a fire, usually someone has done something (an act), or failed to do something (an omission). This act or omission is sometimes known as the "human element."

Fixed Object. An object, device or appliance which is fastened or secured at a specific location, e.g., a radiator.

Portable Object. An object, device or appliance that can readily be moved from one place to another, e.g., a vacuum cleaner.

Stationary Object. An object, device or appliance which is not fastened, but which is not readily moved from one place to another in normal use, e.g., a refrigerator.

CFIRS CODE BOOK

GAS

A fluid material which has a vapor pressure exceeding 40 psia at 100 degrees F. Gasoline, which is always spelled out in this standard, is a liquid, not a gas.

MOBILE HOME

A mobile home is a vehicle designed and equipped for human habitation, and for being drawn by a motor vehicle (Section 1800B, Health and Safety Code).

PROPERTY COMPLEX

A grease duct fire in a restaurant in a hotel, or an explosion in a chemical laboratory of a university presents a challenge to fire reporting. The fire service needs clear information to converse with management of these facilities. Obviously in the first case if "hotel" data are collected, then "restaurant" data are lost. In the second example, if "laboratory" data are collected, then "university" data are lost.

To capture data on fires in multi-use property arrangements under one management, a "Property Complex" code was developed:

A property meeting all three of the following criteria is a property complex:

1. a. A single building containing three or more specific property uses, as listed in Section B, or
b. more than one building of the same or different property classifications, as listed in the same Section,
and
2. located within a continuous boundary
and,
3. operated under one business management or ownership.

INDIVIDUAL FIXED AND MOBILE PROPERTY USE CLASSIFICATIONS

Individual property uses can be divided into that which is relatively "fixed" (buildings, bridges and parking lots) and that which is designed to be "mobile" (cars, planes and ships). Individual Property Use Classifications are so divided, with the "Fixed Use Classifications" on pages 23 through 38 and the "Mobile" on page 39. For additional explanation of Use Classifications assigned, see Appendix A.

FIREWORKS

"Fireworks" means any device containing chemical elements and chemical compounds capable of burning independently of the oxygen of the atmosphere and producing audible, visual, mechanical, or thermal effects which are useful as pyrotechnic devices or for entertainment.

The term "fireworks" includes, but is not limited to, devices designated by the manufacturer as fireworks, torpedoes, skyrockets, roman candles, rockets, Daygo bombs, sparklers, party poppers, paper caps, chasers, fountails, smoke sparks, aerial bombs, and fireworks kits.

FIRE CASUALTY

Classification of fire casualties as direct or indirect. Direct fire casualties are those which are classified as direct or indirect. Direct fire casualties are those which are classified as direct or indirect.

Technical comments:

The Direct fire casualties are those which are classified as direct or indirect. Direct fire casualties are those which are classified as direct or indirect.

CFIRS CODE BOOK

Entries contained in this report are intended for the sole use of the State Fire Marshal. Estimations and evaluations made herein represent "most likely" and "most probable" cause and effect. Any representation as to the validity or accuracy of reported conditions outside the State Fire Marshal's office, is neither intended nor implied.

STATE OF CALIFORNIA
OFFICE OF THE STATE FIRE MARSHAL
FIRE INCIDENT REPORT

INCIDENT NO.				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black;"> </td> </tr> </table>				

DEL	CORR
1 <input type="checkbox"/>	2 <input type="checkbox"/>

FIRE DEPARTMENT

(DEPARTMENTAL USE)

OCCUPANT NAME	RELATIONSHIP	ALARM SOURCE	TEL. BOX	<input type="checkbox"/>	PPAS	<input type="checkbox"/>	RADIO	<input type="checkbox"/>
ADDRESS	ROOM / APT. NO.	CITY	ZIP	<input type="checkbox"/>	VERBAL	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
OWNER NAME	ADDRESS	CITY	ZIP	TELEPHONE NO. (CALL BACK)				
MANAGER NAME	ADDRESS	CITY	ZIP	CENSUS/PARCEL NO.				
				TELEPHONE NO.				

With the exception of the DEL and CORR boxes at the upper right area of this Section, entries in the Section are optional.

Block Title

Instructions

INCIDENT NO.

Enter the Incident Number used in Section A, Line 1, on page 17. This block is for local departmental use only.

FIRE DEPARTMENT

Enter the name of the Fire Department having direct jurisdiction over the fire incident reported.

DEL (deletion)

If a report has been submitted containing erroneous information in the fields "Fire Department I.D. No., Incident No., Exposure No., Time and Date", the erroneous report must be erased from the files and re-entered from a corrected report.

To erase the erroneous report submit a report showing only the Fire Department I.D. No., Incident No., Exposure No., Time and Date (as erroneously reported), and check the DEL box.

If the report is to be re-entered into the files, submit a complete, corrected report. DO NOT check the DEL or CORR boxes.

CORR (correction)

If a report has been submitted containing erroneous information in fields other than "Fire Department I.D. No., Incident No., Exposure No., Time and Date", the erroneous report must be replaced in the files. This is done by submitting a complete, corrected report with the CORR box checked.

1. <u>UNIVERSITY OF CALIFORNIA</u> 2. <u>LIBRARY</u>	
3. <u>DATE</u> 4. <u>TIME</u>	5. <u>BY</u> 6. <u>INITIALS</u>
7. <u>REMARKS</u>	

CFIRS CODE BOOK

Entries contained in this report are intended for the sole use of the State Fire Marshal. Estimations and evaluations made herein represent "most likely" and "most probable" cause and effect. Any representation as to the validity or accuracy of reported conditions outside the State Fire Marshal's office, is neither intended nor implied.

STATE OF CALIFORNIA
OFFICE OF THE STATE FIRE MARSHAL
FIRE INCIDENT REPORT

INCIDENT NO. _____

FIRE DEPARTMENT _____

1 OCCUPANT NAME	RELATIONSHIP	ALARM SOURCE	TEL BOX <input type="checkbox"/>	PFAS <input type="checkbox"/>	RADIO <input type="checkbox"/>
2 ADDRESS ROOM / APT. NO.	CITY	ZIP	TELEPHONE NO. (CALL BACK)		
3 OWNER NAME	ADDRESS	CITY	ZIP	CENSUS: PARCEL NO.	
4 MANAGER NAME	ADDRESS	CITY	ZIP	TELEPHONE NO.	

- | Line No. | Block Title | Instructions |
|----------|------------------------|--|
| 1 | OCCUPANT NAME | Optional Entry — Enter name of occupant or head of household, if any. |
| 1 | RELATIONSHIP | Optional Entry — Enter as appropriate:
Owner
Employee/Customer
Lessee, renter, guest
Maintenance staff for repair, renovation
Contractor on premises
Trespasser
Not occupied
Not elsewhere classified
Not reported — unable to determine. |
| 1 | ALARM SOURCE — TEL ... | Optional Entry — Check for public telephone*. |
| | BOX ... | Optional Entry — Check for municipal fire alarm system. Includes telegraph, telephone, and radio types and auxiliary to connect them. |
| | PFAS ... | Optional Entry — Check for private fire alarm system. Includes central station, remote station, etc. |
| | VERBAL ... | Optional Entry — Check for direct report to fire station. Includes fire seen from or reported to fire station. |
| | RADIO ... | Optional Entry — Check for radio. Includes fire reported directly from a vehicle on fire or police department frequency. |
| | OTHER ... | Optional Entry — Not otherwise classified. |
- *Note: For a local fire alarm system where passer-by reports ringing bell by phone, classify as telephone.

CFIRS CODE BOOK

Entries contained in this report are intended for the sole use of the State Fire Marshal. Estimations and evaluations made herein represent "most likely" and "most probable" cause and effect. Any representation as to the validity or accuracy of reported conditions outside the State Fire Marshal's office, is neither intended nor implied.

STATE OF CALIFORNIA
OFFICE OF THE STATE FIRE MARSHAL
FIRE INCIDENT REPORT

INCIDENT NO.

DEL	CORP
-----	------

FIRE DEPARTMENT

OCCUPANT NAME	RELATIONSHIP	ALARM SOURCE	TEL. BOX	<input type="checkbox"/>	PFAS	<input type="checkbox"/>	RADIO	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
ADDRESS	ROOM APT. NO.	CITY	ZIP	TELEPHONE NO. (CALL BACK)						
OWNER NAME	ADDRESS	CITY	ZIP	CENSUS PARCEL NO.						
MANAGER NAME	ADDRESS	CITY	ZIP	TELEPHONE NO.						

Line No.	Block Title	Instructions
2	ADDRESS - ROOM - APT. NO. - CITY - ZIP CODE	Optional Entry — Enter complete address where fire incident occurred.
2	TELEPHONE (CALL BACK)	Optional Entry — Enter number for occupant or head of household where occupant can be reached.
3	OWNER NAME	Optional Entry.
3	ADDRESS, CITY, ZIP CODE	Optional Entry.
3	CENSUS TRACT	Optional Entry — Enter census tract or parcel number taken from current census tract map.
4	MANAGER NAME	Optional Entry.
4	ADDRESS, CITY, ZIP CODE	Optional Entry.
4	TELEPHONE NO.	Optional Entry.

CFIRS CODE BOOK

A. INFORMATION

FIRE DEPT. ID	INCIDENT NO.	EXPOSURE NO.	TIME	MONTH	DAY	YEAR	DAY CODE	COUNTY OF FIRE	DIST CITY	OUT OF JURISDICTION
										CHECK IF YES <input type="checkbox"/>

NOTE

This is the control field used to identify the Fire Incident Report. It must be completed on all reports.

Line No.	Block Title	Instructions												
1	FIRE DEPT. ID <small>NOTE: If unable to identify your Fire Department from listings in Appendix, call (916) 322-2370 and refer to CFIRS Program.</small>	Enter five number code taken from list of Fire Department ID's by County, beginning on Page B-3 of Appendix B.												
1	INCIDENT NO.	Every Fire Incident must be assigned a unique number. This number is used as the primary method for identifying a particular fire incident. The fire incident number assigned will also be used for reporting all subsequent exposure incidents reported, based on the original report (see next instruction).												
1	EXPOSURE NO.	The Exposure Number is used in addition to the Fire Incident Number to indicate an exposure fire resulting from an original fire incident.												
1	TIME	Enter the time, month, day, year, and day of the week code when the fire incident occurred. Use the 24-hour clock for time (2400 = 12:00 p.m.). Use the two-digit numerical equivalent for month (February = 02). Use a numerical count for day, and use the last two digits of the year for year (1973 = 73). Use a numerical code for day-of-the-week beginning with one (1) for Sunday. For example: 4:19 p.m., May 1, 1973 (Tuesday) becomes: <div style="margin-left: 40px;"> <table style="border: none;"> <tr> <td></td> <td style="text-align: center;">TIME</td> <td style="text-align: center;">MO</td> <td style="text-align: center;">DAY</td> <td style="text-align: center;">YEAR</td> <td style="text-align: center;">DAY CODE</td> </tr> <tr> <td></td> <td style="text-align: center;">1619</td> <td style="text-align: center;">05</td> <td style="text-align: center;">01</td> <td style="text-align: center;">73</td> <td style="text-align: center;">3</td> </tr> </table> </div>		TIME	MO	DAY	YEAR	DAY CODE		1619	05	01	73	3
	TIME	MO	DAY	YEAR	DAY CODE									
	1619	05	01	73	3									
1	COUNTY OF FIRE	NOTE: To be completed only if County of Fire is different from fire department's county. Enter the two digit number (see list of County Names and Code Numbers in Appendix B) of the County where the fire incident originated.												
1	DIST/CITY	Optional Entry — A two digit code (01-99) may be assigned for local use in identifying a particular area of jurisdiction.												
1	OUT OF JURISDICTION	Optional Entry — Check if fire incident occurred out of area of jurisdiction. NOTE: Reports of mutual aid calls will not be submitted to the State Fire Marshal except by the fire agency having jurisdiction.												

CFIRS CODE BOOK

B. - PROPERTY CLASSIFICATION	
1	CODE TYPE OF INCIDENT
2	CODE PROPERTY CLASSIFICATION (COMPLEX)
3	CODE PROPERTY CLASSIFICATION (INDIVIDUAL)

NOTE: Entries in this Section are required. If not applicable, leave blank.

Line No.	Block Title	Instructions																														
1	TYPE OF INCIDENT	<p>Enter the two digit code as appropriate:</p> <table border="0"> <tr> <td style="text-align: right;">CODE</td> <td>TYPE (FIRE RELATED)</td> </tr> <tr> <td style="text-align: right;">10</td> <td>Unknown type.</td> </tr> <tr> <td style="text-align: right;">11</td> <td>Building fire.</td> </tr> <tr> <td style="text-align: right;">12</td> <td>Trees, brush, grass fire.</td> </tr> <tr> <td style="text-align: right;">13</td> <td>Vehicle fire.</td> </tr> <tr> <td style="text-align: right;">14</td> <td>Refuse fire.</td> </tr> <tr> <td style="text-align: right;">15</td> <td>Outside structures fire.</td> </tr> <tr> <td style="text-align: right;">16</td> <td>Explosion, no afterfire.</td> </tr> <tr> <td style="text-align: right;">17</td> <td>Crops, orchards, outside storage.</td> </tr> <tr> <td style="text-align: right;">18</td> <td>Mobile Home (see definition on page 9).</td> </tr> <tr> <td></td> <td>NOTE: Requires construction date entry.</td> </tr> <tr> <td style="text-align: right;">19</td> <td>Other.</td> </tr> </table> <table border="0"> <tr> <td style="text-align: right;">CODE</td> <td>TYPE (NOT FIRE RELATED)</td> </tr> <tr> <td style="text-align: right;">38</td> <td>Fireworks incidence, not fire-related, involving injuries or casualties.</td> </tr> <tr> <td></td> <td>NOTE: Complete Sections A, B, & J of form GO-60 as applicable. Complete lines 3 & 4 only of Section E.</td> </tr> </table>	CODE	TYPE (FIRE RELATED)	10	Unknown type.	11	Building fire.	12	Trees, brush, grass fire.	13	Vehicle fire.	14	Refuse fire.	15	Outside structures fire.	16	Explosion, no afterfire.	17	Crops, orchards, outside storage.	18	Mobile Home (see definition on page 9).		NOTE: Requires construction date entry.	19	Other.	CODE	TYPE (NOT FIRE RELATED)	38	Fireworks incidence, not fire-related, involving injuries or casualties.		NOTE: Complete Sections A, B, & J of form GO-60 as applicable. Complete lines 3 & 4 only of Section E.
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	NOTE: Requires construction date entry.																															
19	Other.																															
CODE	TYPE (NOT FIRE RELATED)																															
38	Fireworks incidence, not fire-related, involving injuries or casualties.																															
	NOTE: Complete Sections A, B, & J of form GO-60 as applicable. Complete lines 3 & 4 only of Section E.																															
1	CONSTRUCTION DATE (MOBILE HOME ONLY)	<p>If construction date is prior to Jan. 1, 1972 - check box 1.</p> <p>If construction date is after Dec. 31, 1971 - check box 2.</p>																														
2	PROPERTY CLASSIFICATION (COMPLEX)	<p>Enter the complex name and code taken from the following list. This entry is to be made only if the property involved is a part of a complex of properties devoted to several occupancies and is described by several property use classifications.</p> <p>For example: A shopping center is a complex, while a clothing store within the shopping center is an individual property use classification.</p>																														

CFIRS CODE BOOK

Line No.	Block Title	Instructions
2	PROPERTY CLASSIFICATION (COMPLEX) (continued)	
	CODE	TYPE
	97	Airport Complex.
	11	Amusement Park, Zoo Complex.
	42	Apartment House Complex.
	40	Business/Residential Complex.
	14	Club Complex.
	41	Dwelling Complex (one and two family).
	20	Educational Complex.
	65	Farm Complex.
	33	Hospital, Medical Center, Mental Institution Complex.
	44	Hotel Complex.
	70	Industrial Plant, Manufacturing Complex.
	94	Marina, Waterfront Complex.
	63	Military Reservation, Defense Complex.
	47	Mobile Home Complex.
	45	Motel Complex.
	59	Office, Government Complex.
	34	Prison Complex.
	95	Railroad Transport Complex.
	58	Shopping Center, Department Store, Discount Complex.
	12	Stadium, Park, Exhibition hall Complex.
	80	Warehouse, Storage Complex.
	99	Other.

CFIRS CODE BOOK

B. PROPERTY CLASSIFICATION	
<small>CODE</small>	<small>*TYPE OF INCIDENT*</small> Block Title
<small>CODE</small>	<small>PROPERTY CLASSIFICATION - COMMERCIAL</small>
<small>CODE</small>	<small>PROPERTY CLASSIFICATION - INDIVIDUAL</small>

Line No.

Block Title

Instructions

3

PROPERTY CLASSIFICATION
(INDIVIDUAL)

Enter the individual property use classification as taken from the following list. The Classification should accurately describe the use of the individual property. If more than one use is made of the property, enter the one best describing the major use

NOTE: Individual Property Classification is listed in two categories: Fixed and Mobile. Pages 23 through 38 contain use classifications for Individual Fixed Property and page 39 lists Individual Mobile Property. If the proper use classification cannot be located within these listings, refer to generalized explanations of individual use classifications in Appendix A.

774 Heating mainy only
846 Heat transfer system
870 Heavy equipment/vehicles
880 Heavy water, water
892 Heliport

914 Low pressure system
916 Low pressure liquid
918 Low pressure liquid, liquid storage
922 Low pressure liquid, liquid storage
924 Low pressure liquid, liquid storage
926 Low pressure liquid, liquid storage

928 Low pressure liquid, liquid storage
930 Low pressure liquid, liquid storage
932 Low pressure liquid, liquid storage
934 Low pressure liquid, liquid storage

936 Low pressure liquid, liquid storage
938 Low pressure liquid, liquid storage
940 Low pressure liquid, liquid storage
942 Low pressure liquid, liquid storage

CFIRS CODE BOOK

INDIVIDUAL FIXED PROPERTY USE CLASSIFICATIONS

711	Abattoir	715	Animal food, stock dry feed	877	Auto wrecking
687	Abrasives plant	556	Animal hospital	161	Automat
742	Academic robe mfg	719	Animal medicine, preparing	795	Automatic piano mfg
221	Academy, boarding	726	Animal oil refinery, nonedible	784	Automobile assembly plant
142	Academy, riding	726	Animal oil rendering, non-edible	571	Automobile filling station
761	Acetylene gas mfg	556	Animal shop, supplies	883	Automobile lot
761	Acid plant	663	Animal, trapping, hunting	784	Automobile mfg, assembly
763	Acrylic fiber mfg	531	Antique shop	784	Automobile parts mfg
776	Adding machine mfg	421	Apartment, 1-2 units	573	Automobile repair shop
595	Addressing firm	422	Apartment, 3-6 units	574	Automobile salesroom
765	Adhesive mfg, not synthetic resin	423	Apartment, 7-20 units	575	Automobile tire store
764	Adhesives, mfg, synthetic resin	424	Apartment, over 20 units	573	Automobile top shop
591	Administrative office	654	Apiary	573	Automotive muffler shop
799	Advertising display mfg	655	Apple growing	231	Automotive school
754	Advertising sign mfg	776	Appliance assembling, elec	925	Awning, canopy
774	Aerial cableway mfg	776	Appliance repair, elec w/mfg	743	Awning mfg
928	Aerial tramway	532	Appliance repair, elec w/sales	526	Awning store
791	Aeronautical instrument mfg	538	Appliance repair, shop w/o sales	773	Axe mfg
311	Aged persons home, w/nursing	532	Appliance store	785	Axle mfg, cycle
312	Aged persons home, w/o nursing	742	Apron mfg	784	Axle mfg, motor vehicle
773	Agricultural fork mfg	913	Aqueduct, constr, repair	743	Baby blanket mfg
626	Agricultural laboratory	914	Aqueduct, demolition	787	Baby carriage mfg
774	Agricultural machine mfg, non-elec	594	Architect office	742	Baby clothes mfg
812	Agricultural products, boxed	123	Arena, sports	713	Baby food mfg, homogenized
813	Agricultural products, loose	761	Argon gas mfg	712	Baby food mfg, with milk base
818	Agricultural supply storage	591	Armed forces office	711	Bacon curing
774	Agricultural tractor mfg	784	Armored car mfg, assembly	799	Badge mfg
774	Air compressor mfg	122	Armory hall	773	Bag clasp mfg, base metal
774	Air conditioner mchry, mfg	582	Army and navy store	743	Bag mfg, burlap
776	Air conditioner mfg, unit type	591	Army office	746	Bag mfg, leather
591	Air force office	677	Arsenic, mining, quarrying	754	Bagatelle board mfg
925	Air raid shelter	779	Arsenic, processing	892	Bagged mineral prod stge
761	Air reduction	152	Art gallery, incl sales	737	Bagging cord plant
773	Air rifle mfg	233	Art school	716	Bakery
786	Aircraft assembly	563	Art supply sales	513	Bakery, sales
894	Aircraft freight terminal	761	Artificial color mfg, food	719	Baking powder mfg
886	Aircraft hangar	742	Artificial flower mfg	747	Balata products mfg
786	Aircraft mfg repair	738	Artificial leather mfg	821	Bale storage, cotton
173	Airline limousine terminal	791	Artificial limb mfg	824	Bale storage, jute, hemp, sisal fiber
786	Airplane mfg, assembly, repair	761	Artificial manure mfg	823	Bale storage, silk, synthetic fiber
841	Airport bulk plant	799	Artist brush mfg	822	Bale storage, wool, worsted
913	Airport, constr, repair	765	Artist color mfg	812	Baled hay, outside
632	Airport control tower	799	Artist material mfg, excl paint	855	Baled paper stge
914	Airport, demolition	765	Artist paint mfg	774	Ball bearing mfg
841	Airport, gasoline, distributing	563	Artist supply sales	747	Ball mfg, rubber or synthetic
171	Airport passenger terminal	688	Asbestos concrete product mfg	123	Ball park
721	Alcohol beverage distillery	688	Asbestos fiber working	799	Ballpoint pen mfg
721	Alcohol, industrial distilling	678	Asbestos, mining, quarrying	121	Ballroom
721	Alcohol plant	668	Asbestos products plant	752	Bamboo products mfg
846	Alcoholic beverage stge	768	Asphalt impregnated paper mfg	754	Bank furniture mfg
723	Ale mfg	774	Asphalt plant, mfg	758	Banknote printing
846	Ale storage	571	Asphalt road machine mfg	592	Banks
715	Alfalfa mill	742	Association office	592	Banks, branch office
761	Alkali mfg	742	Athletic clothing mfg	743	Banner mfg
111	Alley, bowling	141	Athletic club, w/o sleeping	163	Bar, alcoholic beverage
758	Almanac, publishing, printing	424	Athletic club, w/sleeping	754	Bar furniture mfg
524	Alteration shop, garment	424	Athletic club, w/sleeping over 20 units	557	Barber shop
772	Aluminum casting	913	Athletic field constr, repair	561	Barber supplies, store
773	Aluminum, hollow ware, mfg	914	Athletic field, demolition	781	Barge, building, repairing
772	Aluminum, refining, etc	798	Athletic goods mfg	715	Barley, milling, rolling
773	Aluminum, stamping	758	Atlas mfg	815	Barn
772	Aluminum, wire drawing	611	Atomic fission, fusion materials mfg	464	Barrack
784	Ambulance mfg, assembly	531	Auction house	752	Barrel plant
761	Ammonia synthesis	182	Auditorium	751	Barrel stave mfg
761	Ammonium nitrate plant	591	Auditors office	751	Barrelhead mfg
864	Ammonium nitrate storage	784	Auto accessory mfg	677	Barytes, mining, quarrying
762	Ammunition mfg	775	Auto accessory sales	761	Barytes, processing
552	Ammunition sales	775	Auto accessory storage	775	Base metal, cold pressing, etc
123	Amphitheater	573	Auto body repairing	752	Basket mfg
113	Amusement hall, place, booth	573	Auto paint shop	686	Batch plant, concrete or cement
942	Anchorage	873	Auto parts storage	116	Bathroom
773	Anchor mfg	877	Auto salvage, junk yard	116	Bathing beach
791	Anesthetic machine mfg	573	Auto seat cover shop	747	Bathing cap mfg
556	Animal care center	573	Auto specialty repair shop	771	Bathub mfg, cast iron
833	Animal feed storage, processed	573	Auto supply store	747	Battery case mfg
813	Animal feed storage, unprocessed	575	Auto supply store	776	Battery mfg
719	Animal food preparing, mfg			739	Batting mill
				673	Bauxite mine, quarry

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INDIVIDUAL FIXED PROPERTY USE CLASSIFICATIONS

772	Bauxite processing	753	Bobbin mfg	895	Briquette stge
773	Bayonet mfg	785	Body mfg, cycle	773	Bronze hollow ware
142	Beach club	784	Body mfg, motor vehicle	772	Bronze, refining, etc
715	Bean, grinding, splitting	573	Body repair shop, motor vehicle	773	Bronze stamping
811	Bean storage, bulk	672	Bog ore mining, quarrying	772	Bronze wire drawing
774	Bearing mfg, roller, ball, needle	717	Boiled sweets mfg	799	Broom mfg
557	Beauty shop	688	Boiler gasket mfg	799	Brush mfg
754	Bedding plant	646	Boiler house	981	Brush growth, outdoors
743	Bedspread mfg	771	Boiler mfg, cast iron	773	Bucket mfg, metal
654	Bee raising	781	Boiler mfg, marine	752	Bucket mfg, wood
723	Beer mfg	688	Boiler packing mfg, asbestos	773	Buckle mfg, base metal
163	Beer parlor	774	Boilerhouse machine mfg	794	Buckle mfg, precious metal
846	Beer stge	773	Bolt mfg, metal	851	Builders supply warehouse
742	Belt mfg, excl leather	682	Bolt, wood, hewing, rough cutting	915	Building condemned
746	Belt mfg, leather	773	Bomb case mfg	688	Building face stone works
744	Belting leather tannery	782	Bomb filling	751	Building mfg, portable wooden
747	Belting mfg, rubber or synthetic	925	Bomb shelter	756	Building paper mfg, fiber
744	Belting plant, canvas	726	Bone oil, refining	751	Building products mfg, wood
732	Belting plant, cloth	799	Bone products mfg	555	Building supply store
767	Benzene mfg	719	Bone scraping, crushing	911	Building under construction
141	Bet taking shop	758	Book, bronzing, gilding, edging	912	Building under demolition
723	Beverage mfg, beer	758	Book mfg, blank	918	Building under renovation
724	Beverage mfg, nonalcoholic	758	Book, publishing, printing	849	Bulk LP-gas plant
721	Beverage mfg, spirits	758	Book repair	841	Bulk plant, petroleum
722	Beverage mfg, wine	541	Book store, new, used	774	Bulldozer mfg
846	Beverage storage, alcoholic	758	Bookbinding	752	Bung mfg
832	Beverage storage, soft	774	Bookbinding machine mfg	466	Bunkhouse
514	Beverage store	141	Bookmaker place, gambling	753	Buoy mfg, cork
785	Bicycle assembly and repair	774	Boot machry, mfg	743	Burlap bag mfg
352	Bicycle sales and repair	741	Boot mfg, excl. vulcanized rubber	824	Burlap storage, bales, bags
871	Billet storage	747	Boot mfg, vulcanized rubber	784	Bus mfg, assembly
112	Billiard center	523	Boot repair	883	Bus parking
754	Billiard table mfg	753	Boot tree mfg	574	Bus sales
774	Binder machine mfg	523	Bootblack stand	173	Bus terminal
758	Binder mfg, paper, cardboard	732	Bootlace mfg, braided cotton	232	Business school, commercial
758	Bindery, book	733	Bootlace mfg, braided wool	712	Butter mfg
113	Bingo hall	734	Bootlace mfg, braided, mixed fibers	835	Butter stge
792	Binocular mfg	677	Borate minerals, mining, quarrying	799	Button mfg
821	Biological laboratory	761	Borate minerals, processing	116	Cabana
719	Birdseed mixing	774	Boring machine mfg	451	Cabin, tourist
716	Biscuit mfg	758	Bottle cap, seal mfg	754	Cabinet shop
674	Bituminous sand operation	683	Bottle plant	774	Cable car mfg
773	Blacksmith shop	774	Bottle stopper, glass mfg	776	Cable mfg, insulated, elec
758	Blank book mfg	774	Bottling machry, mfg	634	Cable, telephone, telegraph
776	Blanket mfg, elec	724	Bottling plant	634	Cable, terminal, telephone
743	Blanket mfg, nonelec	753	Bowl mfg, wood	161	Cafe
771	Blast furnace	111	Bowling establishment	161	Cafeteria
762	Blasting agent mfg	552	Bowling shop	122	Cage, athletic practice
761	Bleach mfg	773	Box mfg, metal	716	Cake mfg
123	Bleachers, for seating	756	Box mfg, paper	719	Cake mix mfg
735	Bleaching plant	752	Box mfg, wood	776	Calculating machine mfg
726	Blended table oil mfg	742	Brace suspender mfg	792	Camera equipment plant
776	Blender mfg, elec, kitchen	732	Braid mfg, cotton	792	Camera mfg
754	Blind mfg, venetian, nonwood	734	Braid mfg, mixed fibers	553	Camera store
751	Blind mfg, wood	733	Braid mfg, wool or worsted	473	Camping trailer, collapsible
339	Blind persons institution	737	Braided cord mfg	773	Can mfg, metal
662	Blocks, wood, rough cutting	688	Brake lining mfg	794	Canadian royal mint
742	Blouse mfg	785	Brake mfg, cycle	726	Candle mfg
595	Blueprint firm	784	Brake mfg, motor vehicle	726	Candle plant
311	Boarding care home, aged w/nursing	721	Brandy mfg	717	Candy mfg
312	Boarding care home, aged w/o nursing	773	Brass hollow ware	513	Candy shop
322	Boarding care home, children	772	Brass, refining, etc	752	Cane, container mfg
332	Boarding care home, nonaged convalescent	773	Brass, stamping	752	Cane products mfg
431	Boarding house, 4-8 roomers	772	Brass wire drawing	713	Cannery, fruit, vegetable
432	Boarding house, 9-15 roomers	742	Brassiere mfg	714	Cannery, sea food
441	Boarding house, over 15 roomers, yr rd	716	Bread mfg	744	Canvas belting plant
221	Boarding school classroom bldg	715	Breakfast food mfg	743	Canvas goods mfg
576	Boat accessory sales	723	Brewery	526	Canvas goods store
782	Boat mfg	682	Brick, glass mfg	826	Canvas storage
885	Boat mooring, fueling, docking	681	Brick, heat-resisting mfg	742	Cap or hat mfg
782	Boat repair, no sales	774	Brick making machine mfg	591	Capitol building
576	Boat sales	681	Brick plant, nonglass	774	Capstan mfg
885	Boat storage	921	Bridge	887	Car house
885	Boathouse	913	Bridge, constur, repair	578	Car washing
143	Boating club	914	Bridge, demolition	717	Caramel mfg
782	Boatyard, vessels 65 ft and under	676	Brine pit	788	Carbon black plant
		768	Briquette mfg	895	Carbon black stge
				768	Carbon mfg
				799	Carbon paper plant
				687	Carborundum wheels mfg
				784	Carburetor mfg, motor vehicle

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INDIVIDUAL FIXED PROPERTY USE CLASSIFICATIONS

774 Card can mfg. for textile machine	893 China stge.	715 Coffee mill
756 Card mfg. index	593 Chiropracist office	715 Coffee roasting
774 Cardboard box machine mfg	593 Chiropractor office	753 Coffin mfg.
756 Cardboard box or file mfg	775 Chisel mfg	852 Coffin stge. & display, wood
562 Carpenter equipment sales	717 Chocolate factory	876 Coffin stge. & display, metal
916 Carpenter shed	758 Christmas card printing	794 Coin mfg
796 Carpet, cleaning, dyeing	131 Church	746 Coin purse mfg
732 Carpet, rug mfg, cotton	133 Church hall	564 Coin-operated dry cleaning
734 Carpet, rug mfg, mixed fibers	133 Church meeting hall	564 Coin-operated laundry
733 Carpet, rug mfg, wool	591 Church office building	739 Coin mat mfg
826 Carpet storage	545 Church supply store	768 Coke by-products plant
536 Carpet store	722 Cider mfg. hard	768 Coke mfg
516 Carry-out food store	724 Cider mfg. soft	643 Coke oven, in gas works
756 Carton mfg	752 Cigar box mfg	771 Coke oven, in iron, steel plant
855 Carton stge	725 Cigar mfg	895 Coke storage
762 Cartridge filling	838 Cigar storage	835 Cold storage
762 Cartridge works	542 Cigar store	742 Collar mfg
773 Carving fork, knife mfg	746 Cigarette case mfg	242 College classroom bldg
773 Casement window mfg, metal	755 Cigarette paper mfg	461 College dormitory
773 Cash box mfg	725 Cigarette plant	221 College preparatory school boarding
776 Cash register mfg	858 Cigarette storage	215 College preparatory school, day
752 Cask head mfg	726 Cinnamon oil mfg	783 Colliery rail tub mfg
752 Cask mfg	773 Circuit breaker mfg	774 Colliery winding gear mfg
753 Casket mfg	773 Cistern mfg	765 Color mfg, artists
852 Casket storage and display	771 Cistern mfg, cast iron	774 Comb mfg, for textile machine
771 Cast iron products mfg	141 City club	841 Combustible liquids tank stge
726 Castor oil, refining	643 City gas mfg	862 Commercial explosives stge
584 Catalogue store	591 City hall	758 Commercial lithographing
776 Cathode ray tube mfg	633 Civil defense communications center	758 Commercial printing
652 Cattle raising	714 Clam packing	232 Commercial school
776 Ceiling fixture mfg, elec	675 Clay, extraction from earth	591 Commodity, broker, exchange
341 Cell block, prison, men	681 Clay flooring tile mfg	913 Communication system, constr, repair
925 Cellar, cyclone	893 Clay prods stge	914 Communication system, demolition
762 Cellulose nitrate plastic fabricating	681 Clay roofing tile mfg	774 Composing room equip mfg
762 Cellulose nitrate plastic mfg	681 Clay, screening, preparing	821 Compress, cotton
762 Cellulose nitrate plastic reclaiming	743 Cleaning cloth mfg	774 Compressor mfg
685 Cement mill, plant	742 Clerical vestment mfg	644 Compressor station, gas
892 Cement stge	334 Clinic	635 Computer center
591 Central forces office	793 Clock case mfg	776 Computer mfg, elec
675 Ceramic clay, extraction from earth	793 Clock mechanism mfg	182 Concert hall
716 Cereal filler mfg	793 Clock mfg, all	686 Concrete batch plant
715 Cereal plant	795 Clock part mfg	681 Concrete block mfg
773 Chain mfg, metal w/o rollers	741 Clog footwear mfg	774 Concrete mixer mfg
774 Chain mfg, metal w/rollers	732 Cloth belting plant	686 Concrete mixing
928 Chair lift	738 Cloth coating processes	688 Concrete pipe mfg
754 Chair mfg, any material	742 Cloth lining mfg	686 Concrete, ready-mix plant
675 Chalk, extraction from earth	825 Cloth storage	915 Condemned property
688 Chalk product mfg	522 Clothing accessory sales	719 Condiment mfg
942 Channel	524 Clothing alteration shop	761 Confectioners color mfg
131 Chapel	742 Clothing plant	513 Confectionery sales
661 Charcoal burning, in forest	521 Clothing rental	911 Construction, bldg, under
768 Charcoal mfg	796 Clothing repair	574 Construction equipment sales
768 Charcoal processing	521 Clothing store	884 Construction mchry, storage
895 Charcoal stge	141 Club, city	913 Construction, other than bldg
784 Chassis mfg, motor vehicle	142 Club, country	981 Construction site
798 Checkerboard mfg	162 Club, night	594 Consulting engineers office
712 Cheese factory, natural, processed	143 Club, yacht, boating	773 Container mfg, metal
742 Chefs clothing mfg	785 Clutch mfg, cycle	756 Container mfg, paper
621 Chemical laboratory	784 Clutch mfg, motor vehicle	761 Continuous filament yarn mfg
761 Chemical mfg, general	768 Coal distillation	916 Contractor's shed
677 Chemical mining	671 Coal drying	774 Contractor's machine mfg
761 Chemical salts mfg	671 Coal mining	594 Contractor's office, permanent
861 Chemical storage, basic industrial	895 Coal stge	311 Convalescent home, aged w/nursing
862 Chemical storage, hazardous	768 Coal tar oils mfg	312 Convalescent home, aged w/o nursing
798 Chess set mfg	742 Coat mfg	332 Convalescent home, sick persons
717 Chewing gum mfg	738 Coating, cloth	465 Convent
725 Chewing tobacco mfg	755 Coating paper mfg	926 Conveyor
334 Child welfare clinic	688 Coating, paper w/abrasives	774 Conveyor mfg
322 Children's home	768 Coating, paper w/asphalt, tar	716 Cookie mfg
491 Children's playhouse	799 Coating, paper w/carbon	751 Cooperage stock mfg
567 Chimney cleaning firm	792 Coating, paper w/sensitizer	752 Coopering
681 Chimney liner mfg	323 Cobbling	773 Copper hollow ware, mfg
681 Chimney pipes, clay mfg	721 Cocktail mfg	673 Copper mine, quarry
684 China, decorating repair, mfg	717 Cocoa butter mfg	772 Copper refining, etc
684 China ornaments mfg	717 Cocoa processing	773 Copper stamping, cold pressing
684 China pottery mfg	726 Coconut oil, refining	772 Copper wire drawing
545 China shop	739 Coconut fiber, spinning, weaving	776 Cord mfg, insulated elec
	726 Cod liver oil, refining	
	655 Coffee growing	
	715 Coffee, instant, mfg	

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INDIVIDUAL FIXED-PROPERTY USE CLASSIFICATIONS

<p>737 Cordage plant 721 Cordial mfg 662 Cordwood sige 753 Cork grinding 753 Cork plant 753 Cork products mfg 811 Curn crib 726 Corn oil refining 232 Correspondence school 756 Corrugated paper fabricating 755 Corrugated paper mfg 742 Corset mfg 716 Cosmetics mfg 866 Cosmetics storage 561 Cosmetics supply store 799 Costume jewelry mfg 515 Costume jewelry sales 742 Costume mfg 799 Costume novelties mfg 721 Costume renting 732 Cotton bag mfg 821 Cotton compress 735 Cotton, finishing 731 Cotton gin 732 Cotton mill, cloth or yarn 732 Cotton mill, full process 732 Cotton mill, part process 732 Cotton mill, reworking 737 Cotton, rope, cord, etc 821 Cotton storage, bales 731 Cottonseed house 726 Cottonseed oil plant 811 Cottonseed storage, bulk 741 Counter shoe mfg 743 Counterpane mfg 142 Country club 811 Country grain elevator 513 Country store 311 County home, w/nursing 312 County home, w/o nursing 591 County office 342 County workhouse, women 783 Coupler mfg, automatic railroad 773 Coupling mfg, metal 155 Court house 743 Cover mfg 652 Cow raising 714 Crab, packing 773 Crane hook mfg 775 Crane mfg, elec 774 Crane mfg, nonelectric 884 Crane storage, mobile 752 Crate mfg, wood 774 Crawler tractor mfg 765 Crayon mfg 712 Creamery 591 Credit company office 134 Crematorium 751 Creosote impregnating 811 Crib, corn 655 Crops 681 Crucible, fireclay, graphite mfg 674 Crude oil sige, at well 674 Crude oil, well, extracting 842 Cryogenic gas sige 776 Crystal mfg, elec 913 Culvert, constr. repair 914 Culvert, demolition 114 Curling rink 796 Curtain, cleaning, dyeing 743 Curtain mfg 826 Curtain shop 747 Cushion mfg, rubber or synthetic 682 Cut glass mfg 773 Cut nail mfg 741 Cut sole mfg 773 Cutlery mfg, household 791 Cutlery mfg, surgical, dental 543 Cutlery store 774 Cutting machine mfg</p>	<p>785 Cycle mfg 532 Cycle shop 925 Cyclone cellar 761 Cyclopropane gas mfg 712 Dairy 776 Dairy appliance mfg, elec 774 Dairy machinery mfg, nonelec 515 Dairy quick-freeze store 515 Dairy store 913 Dam, constr, repair 914 Dam, demolition 121 Dance hall 113 Dance studio 775 Dashboard instrument mfg 756 Data processing card mfg 635 Data processing center 776 Data processing machine mfg 799 Data stamp mfg 717 Date, stuffed, mfg 321 Day care center, over 4 hrs 211 Day nursery school, 4 hrs or less 321 Day nursery school, over 4 hrs 333 Deaf persons institution 773 Deed box mfg 718 Deep tat trying 591 Defense forces office 776 Dehumidifier mfg, unit type 713 Dehydration plant 516 Delicatessen 912 Demolition, bldg 914 Demolition, other than bldg 791 Dental supply mfg 593 Dental surgeons office 593 Dentists office 891 Department store storage 581 Department store, w/furniture 583 Department store, w/o furniture 174 Depot, railroad, street level 647 Desalting plant 233 Designers school 344 Detention camp, men 343 Detention home, juvenile 342 Detention home, women 726 Detergent mfg 869 Detergent sige 762 Detonator mfg 621 Diagnostic laboratory 794 Diamond cutting 544 Diamond sales 796 Diaper service plant 532 Dictating equipment sales 538 Dictating equipment repair w/o sales 776 Dictating machine mfg 772 Die casting 758 Die stamping, paper 774 Diesel engine mfg 161 Diner 161 Dining hall 758 Directory, publishing, printing 653 Disaster control center 583 Discount store, over 10,000 sq ft 582 Discount store, under 10,000 sq ft 684 Dish mfg 761 Disinfectant mfg, commercial 766 Disinfectant mfg, pharmaceutical 687 Disks, grinding, abrasive mfg 754 Display case mfg 768 Distillation, coal tar 768 Distillation, coal 767 Distillation, petroleum tar 721 Distillery 646 District heating, steam 754 Divan bed mfg 961 Divided highway 898 Dock 593 Doctor's office</p>	<p>636 Document center 798 Doll mfg 682 Domestic glassware mfg 684 Domestic pottery, china, mfg 753 Domestic woodware mfg 773 Door frame mfg, metal 773 Door mfg, metal 773 Door mfg, storm, screen, metal 751 Door mfg, wood 751 Door or window screen mfg, wood 466 Dormitory, bunk house 462 Dormitory, fraternity or sorority 464 Dormitory, military 463 Dormitory, nurses quarters 465 Dormitory, religious 461 Dormitory, school, college 444 Dormitory-type hotel 716 Doughnut mfg 773 Drag mfg, metal 774 Dragline excavator mfg 913 Drainage project, constr, rep 914 Drainage project, demolition 749 Drapery mfg 526 Drapery store 541 Drawing supply store 913 Dredging, other than mining 742 Dress mfg 742 Dressing gown mfg 524 Dressmaking shop 776 Drill mfg, elec 674 Drilling, for oil 774 Drink, mchry, mfg 164 Drive-in eating place 184 Drive-in theater 233 Driving school 773 Drop forge metal pieces mfg 774 Drop hammer machine mfg 773 Drop stamped metal pieces mfg 582 Drug store, no pharmacist 543 Drug store, pharmacist on duty 766 Drugs mfg 866 Drugs storage 773 Drum mfg, metal 752 Drum mfg, wood 566 Dry cleaning pick-up shop 796 Dry cleaning plant 564 Dry cleaning, self-service 781 Dry dock 825 Dry goods storage 526 Dry goods store 761 Dry ice mfg 811 Dryer, corn, grain 776 Dryer mfg, domestic 865 Drying oil storage 333 Dumb persons institution 932 Dump 742 Dunghare mfg 595 Duplicating firm 776 Duplicating machine mfg 799 Duplicator mfg, not machine 774 Dust extraction mchry, mfg 411 Dwellings, 1-family, year-round use 412 Dwellings, 1-family, seasonal, in season 413 Dwellings, 1-family, seasonal off season 414 Dwellings, 2-family, year-round use 415 Dwellings, 2-family, seasonal, in season 416 Dwellings, 2-family, seasonal, off season 422 Dwelling, 3-5 units 423 Dwellings, 7-8 units 424 Dwellings, over 20 units 761 Dye interm. plates mfg 774 Dye machine mfg, textile 735 Dyeing plant, textile</p>
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INDIVIDUAL FIXED PROPERTY USE CLASSIFICATIONS

774 Earth-moving machine mfg	786 Engine repair, aircraft	772 Ferro-molybdenum mfg
684 Earthenware, decorating, repair	774 Engine repair, industrial	772 Ferro-silicon mfg
893 Earthenware stge	781 Engine repair, marine	772 Ferro-tungsten mfg
711 Edible fat mfg	573 Engine repair, motor vehicle	177 Ferry terminal
719 Egg processing	774 Engine test cell	761 Fertilizer mixing, bagging
651 Egg production	594 Engineering office	554 Fertilizer sales
792 Elastic mfg, cotton	561 Engineering supply sales	864 Fertilizer storage
794 Elastic mfg, mixed, other fibers	774 Engineers tools mfg, metal	755 Fiber building paper mfg
793 Elastic mfg, wool or worsted	757 Engraving, photo, newspaper & magazine	734 Fiber mfg, staple
763 Elastomers mfg, synthetic	758 Engraving, photo, commercial	764 Fiber mfg, synthetic
776 Electric appliance mfg	794 Engraving, precious metal	853 Fiber products storage
592 Electric appliance repair, w/sales	758 Engraving, printing plates	756 Fiberboard packing case mfg
598 Electric appliance repair, w/o sales	774 Envelope machine mfg	753 Fiberboard plant
791 Electric control device mfg	756 Envelope mfg	853 Fiberglass insulation stge
775 Electric distribution equip mfg	513 Epicure shop	685 Fibro cement mfg
642 Electric distribution system	775 Escalator mfg	991 Field
641 Electric generating plant	726 Essential oil mfg	655 Field crop
776 Electric lamp mfg	758 Etching, printing plates	122 Field house
776 Electric light mfg, all types	721 Ethyl alcohol, distilling	756 File mfg, cardboard
775 Electric mchry mfg	774 Excavating machine mfg	773 Files mfg, insulated
791 Electric measuring instrument mfg	774 Excavator mfg	754 Filing cabinet mfg, any material
775 Electric motor mfg	751 Excelsior mfg	571 Filling station, gasoline public
776 Electric plug mfg	853 Excelsior stge	577 Filling station, marine
791 Electric recording instrument mfg	591 Exchange clearing house	572 Filling station, vehicle fuel, private
776 Electric sign mfg	694 Exchange telephone, telegraph	186 Film demonstration studio
776 Electric socket mfg	774 Exhauster mfg	186 Film exchange
776 Electric stove mfg	122 Exhibition hall	792 Film fabrication, photographic
642 Electric substation	762 Explosives mfg	797 Film processing
776 Electric switch mfg	558 Explosive sales, retail	186 Film renovating
775 Electric switchgear mfg	862 Explosives, storage	186 Film repairing
776 Electric tool mfg, portable	591 Exporters office	186 Film screening
775 Electric traction motor mfg	122 Exposition hall	868 Film storage, photographic
775 Electric transmission equip mfg	567 Exterminator firm	116 Filter area, swimming pool
642 Electric transmission system	724 Extract mfg, flavoring	743 Filter cloth mfg
532 Electrical appliance sales	763 Extrusion compounds mfg, plastic	647 Filtration plant, water
875 Electrical appliance storage	774 Extrusion machine mfg	761 Fine chemicals mfg
775 Electrical equipment assembling	791 Eye mfg, artificial	877 Finished leather goods storage
776 Electrical mchry repairs	548 Eyeglass fitting	867 Finished rubber products stge
874 Electrical mchry storage	741 Fabric footwear	826 Finished textile storage
573 Electrical repair shop, motor vehicle	732 Fabric mfg, cotton	852 Finished wood products storage
875 Electrical supply storage	734 Fabric mfg, mixed, other fibers	735 Finishing plant, textile
642 Electrical vault	733 Fabric mfg, wool or worsted	633 Fire alarm headquarters
791 Electro-medical equipment mfg	739 Fabric waste recovering	776 Fire alarm mfg, incl nonelec
774 Electrode mfg, welding	774 Fabricated steel mfg, industrial	633 Fire alarm system, municipal
791 Electronic control device mfg	141 Faculty club	633 Fire communications center
625 Electronic, electrical laboratory	123 Fairground grandstand	774 Fire control device mfg
791 Electronic measuring device mfg	925 Fallout shelter	591 Fire department administrative office
776 Electronic navigational aid mfg	776 Fan mfg, unit type	784 Fire fighting vehicles, mfg
682 Electronic tube, glass envelope mfg	655 Farm crop	888 Fire hall
758 Electrotyping, commercial	574 Farm implement sales	751 Fire retardant impregnating plant
757 Electrotyping, newspaper or magazine	818 Farm implement storage	888 Fire station
213 Elementary school	811 Farm silo	681 Fireclay sanitary ware mfg
915 Elevated highway, constr, repair	818 Farm store, storage	773 Fireplace tool mfg
914 Elevated highway, demolition	466 Farm workers barrack	662 Firewood stge
176 Elevated railway station	591 Fashion designers office	782 Fireworks mfg
921 Elevated structure	726 Fat distillation, nonedible	558 Fireworks sales, stands
816 Elevator, grain	711 Fat refining, edible	862 Fireworks, storage
775 Elevator mfg, elec	711 Fat rendering, edible	714 Fish canning
774 Elevator mfg, nonelectric	726 Fat splitting, nonedible	665 Fish farms
799 Emblem mfg	754 Feather bed mfg	665 Fish hatchery
794 Emerald, cutting	592 Federal reserve bank	726 Fish oil, refining
633 Emergency communications center	715 Feed, animal or poultry	714 Fish packing
687 Emery wheel mfg	811 Feed storage, bulk	714 Fish, preserving, processing
784 Engine assembly, motor vehicle	818 Feed store	714 Fish, salting, drying, etc
688 Engine gasket mfg, asbestos	745 Feltmongery	513 Fish store
786 Engine mfg, aircraft	742 Felt hat mfg	142 Fishing club
774 Engine mfg, industrial	732 Felt making, cotton	737 Fishing net mfg
781 Engine mfg, marine	734 Felt making, mixed fibers	773 Fishhook mfg
784 Engine mfg, motor vehicle	733 Felt making, wool or worsted	611 Fission material mfg
688 Engine packing mfg, asbestos	745 Felt mfg, hair	611 Fission products handling
	733 Felt mill, pressed wool	754 Fitting mfg, furniture
	853 Felt, needleloom mfg	754 Fixture mfg, furniture
	738 Felt stge	743 Flag mfg
	751 Feltbase mfg	645 Flammable liquid pipeline
	751 Fencing sawn mfg, wood	841 Flammable liquid tank stge
	754 Fender mfg, fireplace	762 Flare mfg
	771 Ferro-chrome mfg	

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INDIVIDUAL FIXED PROPERTY USE CLASSIFICATIONS

776 Flashlight mfg	834 Freeze locker	422 Garden apartment, 3-6 units
421 Flat, 1-2 units, w/business	776 Freezer mfg, unit type	423 Garden apartment-7-20 units
422 Flat, 3-6 units	783 Freight car mfg, railway	424 Garden apartment over 20 units
423 Flat, 7-20 units	808 Freight pier	737 Garden net mfg
424 Flat, 21 units and over	804 Freight terminal	123 Garden, sports arena
682 Flat glass mfg	765 French polish mfg	554 Garden supplies store
773 Flat spring mfg	834 Frozen food locker	774 Garden tractor mfg
724 Flavoring extract mfg	713 Fruit, candied peel mfg	826 Garment storage
737 Flax, rope, cordage product mfg	713 Fruit canning	742 Garter mfg
824 Flax storage, bales, bags	717 Fruit, crystallized mfg	532 Gas appliance sales
734 Flax, thatching, etc	713 Fruit, dehydrating, quick-freezing	774 Gas compressor mfg
883 Fleet parking	713 Fruit drying	774 Gas cutting mchry mfg
776 Flexible shaft tool mfg	655 Fruit growing	778 Gas discharge lamp mfg
771 Flexible tube mfg, iron or steel	713 Fruit juice mfg	982 Gas field
971 Flight area	713 Fruit, packing after picking	913 Gas main, constr, repair
632 Flight control center	657 Fruit packing, as picked	914 Gas ruin, demolition
733 Float mfg, cork	713 Fruit ripening after picking	643 Gas mfg, fuel
913 Flood control project, constr	513 Fruit store	761 Gas mfg, industrial
914 Flood control project, demolition	661 Fruit, wild, gathering	644 Gas pipeline
767 Floor cleaning firm	776 Frying pan mfg, w/heating element	644 Gas pipeline compressor station
336 Floor covering store	773 Frying pan mfg, w/o heating element	643 Gas plant, manufactured, fuel
681 Floor tile mfg, clay	717 Fudge mfg	644 Gas purification station
738 Floor tile mfg, linoleum	768 Fuel mfg, packaged	681 Gas retort mfg
738 Flooring mfg, linoleum	762 Fuel mfg, rocket	944 Gas transport ship
717 Flooring mfg, rubber	767 Fuel oil mfg	744 Gas welding mchry mfg
731 Flooring mfg, wood	784 Fuel pump mfg, motor vehicle	674 Gas well
444 Flop house	134 Funeral chapel	688 Gasket mfg
547 Florist shop	134 Funeral parlor	774 Gasoline engine mfg
715 Flour, blending, preparation	742 Fur apparel mfg	767 Gasoline mfg
715 Flour mill	742 Fur hat mfg	571 Gasoline service station, public
715 Flour, patent, self-raising	745 Fur mat mfg	572 Gasoline service station, private
837 Flour storage, bulk	742 Fur muff mfg	841 Gasoline storage
547 Flower growing	741 Fur product mfg, footwear	842 Gasometer
799 Flower plants, artificial	742 Fur product mfg, wearing apparel	774 Gauge mfg, metal
547 Flower sales	745 Fur product plant	784 Gear box mfg, motor vehicle
661 Flower, wild, gathering	828 Fur product storage	784 Gear mfg, cycles
776 Fluorescent fixture mfg	745 Fur rug mfg	765 Gelatine mfg
882 Fluorescent tube mfg	745 Fur, sorting, dressing, etc	678 Gems, natural, mining
677 Fluorspar ore, mining, quarrying	828 Fur storage	591 General business office
689 Fluorspar ore processing	525 Fur store	891 General storage warehouse
747 Foam rubber mfg	663 Fur, trapping, hunting	641 Generating plant, electrical
747 Foam rubber processing	654 Fur-bearing animal raising	775 Generator mfg
764 Foamed plastics fabrication	774 Furnace mfg	545 Gift shop
717 Fondant mfg	532 Furnace sales	731 Gin, cotton
712 Food, infant, with milk base	754 Furniture mfg	721 Gin mfg
834 Food locker plant	753 Furniture mfg, rustic	683 Glass container mfg
774 Food mchry mfg	791 Furniture mfg, surgical, dental	682 Glass, cutting, etc
719 Food processed, animal, mfg	537 Furniture repair shop	682 Glass fiber fabricating, mfg
831 Food product storage, packaged, dry	531 Furniture sale, used	682 Glass fiber processing
832 Food product storage, canned, bottled	852 Furniture storage	893 Glass products stge
893 Food product storage, loose or bagged	531 Furniture store	682 Glass products mfg, misc
511 Food store, over 10,000 sq ft	525 Furrier	893 Glass storage
513 Food store, specialty	762 Fuse mfg, explosive	545 Glass store
512 Food store, under 10,000 sq ft	611 Fusion material mfg	792 Glasses, frame mfg
832 Food stuffs, processed, bottled	611 Fusion products handling	792 Glasses mfg
832 Food stuffs, processed, canned	741 Gaiter mfg	682 Glassware mfg
833 Food stuffs, processed, loose	152 Gallery, art, incl sales	786 Gilder mfg, assembly, repair
593 Foot care center	747 Galoshes mfg	744 Glove leather tannery
747 Footwear mfg, rubber, vulcanized	141 Gambling place	742 Glove mfg, leather
661 Forest fire	711 Game, curing, salting, etc	736 Glove mfg, knitted
661 Forestry	711 Game, dressing, processing	747 Glove mfg, rubber
773 Forged metal pieces mfg, drop	798 Game mfg	765 Glue mfg
774 Forging machine mfg	663 Game propagation	767 Glycerine mfg
773 Fork mfg, carving	551 Game store, recreational	794 Gold, assaying, smelting, etc
794 Fork mfg, precious metal	113 Games of chance, for amusement	673 Gold mine, quarry
774 Forklift truck mfg	141 Gaming place	775 Golf cart mfg, elec
771 Foundry, ferrous	883 Garage, city vehicle parking	142 Golf club
772 Foundry, nonferrous	882 Garage, commercial parking	913 Golf course, constr, repair
799 Fountain pen mfg	883 Garage, fleet parking	914 Golf course, demolition
785 Frame mfg, cycle	573 Garage, repair	552 Golf shop
141 Fraternal club w/o sleeping	881 Garage, residential parking	513 Gourmet shop
Fraternal club, w/sleeping units	574 Garage, with motor vehicle sales	758 Government printing office
See apartment	648 Garbage disposal plant	213 Grade school
462 Fraternity house	648 Garbage reduction plant	774 Grader machine mfg
	655 Garden	816 Grain elevator
		715 Grain mill
		811 Grain stack
		811 Grain storage, bulk
		776 Gramophone mfg
		811 Granary

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INDIVIDUAL FIXED PROPERTY USE CLASSIFICATIONS

123 Grandstand	774 Heating mchry mfg	712 Ice cream plant
675 Granite, quarrying, minitng	546 Heat transfer system, repair aircraft	515 Ice cream shop
688 Granite, working	574 Heavy equipment sales	515 Ice cream stand, quick-freeze
688 Graphite products mfg	611 Heavy water plant	897 Ice dispenser, coin operated
773 Grapnel mfg	172 Heliport	719 Ice harvesting
931 Grass	172 Helistop	897 Ice house
675 Gravel, extraction from earth	737 Hemp cord, plant	719 Ice plant, mfg and natural
688 Gravel, working	735 Hemp, finishing	114 Ice skating rink
767 Grease mfg	737 Hemp, rope, cable, etc	897 Ice storage
845 Grease storage, in containers	734 Hemp, soft, spinning, etc	799 Identification tag mfg
547 Greenhouse	824 Hemp storage, bales, bags	917 Idle property
751 Greenhouse mfg, wood	681 Herb, wild, gathering	767 Illuminating oil mfg
758 Greeting card mfg	744 Hide, tanning, dressing, etc	591 Importers office
687 Grinding abrasives mfg	827 Hides storage	682 Incandescent lamp plant
687 Grindstone mfg	215 High school	648 Incinerator, industrial
715 Crist mill	642 High tension power line	648 Incinerator, municipal
832 Grocery storage, crated, boxed	961 Highway, limited access	756 Index card mfg
831 Grocery storage, loose, bagged	913 Highway, const, repair	798 Indoor game mfg
511 Grocery store, over 10,000 sq ft	914 Highway, demolition	591 Industrial administrative office
512 Grocery store, under 10,000 sq ft	153 Historical building	862 Industrial chemical stge, hazardous
677 Guano, harvesting	551 Hobby shop	861 Industrial chemical stge, non-hazardous
709 Guano, processing	114 Hockey rink, fixed use	633 Industrial communications center
661 Gum, natural, gathering	125 Hockey rink, in arena	761 Industrial gas mfg
717 Gum, chewing, mfg	773 Hoe mfg	862 Industrial hazardous chemical stge
762 Gun cotton mfg	653 Hog raising	591 Industrial loan institution
773 Gun mfg	775 Hoist mfg, elec	774 Industrial tractor mfg
552 Gun shop	774 Hoist mfg, nonelec	231 Industrial training school
762 Gunpowder works	681 Hollow tile mfg	774 Industrial valve mfg
747 Gutta-percha products	773 Hollow ware mfg, w/o heating element	742 Infant wear mfg
121 Gymnasium	776 Hollow ware mfg, w/heating element	334 Infirmary, clinic type
798 Gymnastic equipment mfg	134 Home, funeral	331 Infirmary, hospital type
688 Gypsum board mfg	567 Home maintenance firm	771 Ingot mould mfg, cast iron staff
678 Gypsum, mining, quarrying	533 Home repair supply sales	871 Ingot storage
688 Gypsum products mfg	311 Homes for aged, w/nursing staff	765 Ink mfg, printers
892 Gypsum stg	312 Homes for aged, w/o nursing staff	765 Ink mfg, writing
522 Haberdashery store	713 Honey processing	799 Ink pad mfg
776 Hair clipper mfg	654 Honey production, apiary	865 Ink storage
766 Hair dressing mfg	742 Hood mfg, wearing apparel	442 Inn, seasonal, in season
557 Hair dressing shop	784 Hood mfg, motor vehicle	443 Inn, seasonal, off season
733 Hair felt mfg, pressed	773 Hook mfg	163 Inn, w/o sleeping accommodations
745 Hair product plant	713 Hop kiln, curing	441 Inn, w/sleeping accommodations, yr rd
828 Hair product storage	775 Horn mfg, elec	741 Inner sole mfg
766 Hair tonic mfg	739 Horseshair, spinning, weaving	747 Inner tube mfg
799 Hairnet mfg	773 Horseshoe mfg	761 Inorganic chemical mfg
121 Hall, dance	764 Hose mfg, plastic	761 Insecticides mfg
161 Hall, dining	747 Hose mfg, rubber	333 Institution for deaf, dumb and blind
888 Hall, fire	736 Hosiery mfg, knitted	335 Institution, mental
141 Hall, lodge	522 Hosiery store	791 Instrument mfg, electric, electronic
112 Hall, pool	331 Hospital	791 Instrument mfg, measuring, control
182 Hall, public	561 Hospital supply sales	795 Instrument mfg, musical
711 Ham curing	773 Hot pressed metal pieces mfg	561 Instrument sales, professional
774 Hammer machine mfg	444 Hotel, dormitory type	776 Insulated wire, cable mfg
773 Hammer mfg	754 Hotel furniture mfg	688 Insulation mfg, asbestos, stone
737 Hammock mfg	442 Hotel, seasonal, in season	682 Insulation mfg, glass fiber
752 Hamper mfg	443 Hotel, seasonal, off season	753 Insulation mfg, wood, cork, sawdust
773 Hand tool mfg	441 Hotel, year-round	684 Insulators, pottery, clay porcelain mfg
746 Handbag mfg	547 Hothouse	214 Intermediate school
742 Handkerchief mfg	475 Houseboat	774 Internal combustion engine mfg
785 Handlebar mfg, cycle	341 House of correction, men	591 Investment firm office
753 Handle mfg, hardwood	784 House trailer, mfg, assembly	796 Invisible mending, clothes
886 Hangar	754 Household furniture mfg	771 Iron, basic products mfg
773 Hardware mfg	852 Household furniture storage	771 Iron conversion
873 Hardware storage	421 Housekeeping apart, 1-2 units w/business	771 Iron foundry
333 Hardware store	422 Housekeeping apart, 3-6 units	771 Iron mfg, billets, blooms, etc
753 Hardwood turning plant	423 Housekeeping apart, 7-20 units	771 Iron mfg, cast iron prod
746 Harness mfg	776 Humidifier mfg, unit type	776 Iron mfg, domestic, elec
774 Harrow mfg, incl self-propelled	663 Hunting	672 Iron ore mining, quarrying
742 Hat mfg	142 Hunting club	677 Iron pyrites, mining, quarrying
796 Hat reblocking, repair	685 Hydraulic cement mfg	761 Iron pyrites processing
522 Hat store	774 Hydraulic mchry mfg	771 Iron smelting, refining, etc
651 Hatchery, poultry	622 Hydraulics laboratory	
745 Hatters fur mfg	761 Hydrogen gas mfg	
811 Hay stack	761 Hydrogen sulfide gas mfg	
811 Hay storage, bulk, not in barn		
815 Hay storage, in barn		
818 Hay store		
141 Health club		
766 Health salt mfg		
784 Heater mfg, motor vehicle		
776 Heating apparatus mfg, elec		
646 Heating, district, steam		

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INDIVIDUAL FIXED PROPERTY USE CLASSIFICATIONS

773	Iron, stamping, cold pressing, etc	776	Lamp assembling, elec	742	Lingerie mfg
871	Iron storage, basic forms	682	Lamp bulb mfg	738	Linoleum mfg
672	Ironstone mining, quarrying	776	Lamp holder mfg	536	Linoleum store
773	Ironwork mfg	776	Lamp mfg, metal, elec	726	Linseed oil plant
913	Irrigation projects, constr, repair	773	Lamp mfg, metal, nonelec	763	Liquid resin mfg, synthetic
914	Irrigation project, demolition	743	Lamp shade mfg, cloth	721	Liquor, blending
		756	Lamp shade mfg, paper	723	Liquor, malt mfg
774	Jack mfg	913	Land drainage project	846	Liquor storage
742	Jacket mfg	913	Land reclamation project	514	Liquor store
342	Jail, women	711	Lard mfg	677	Lithium minerals, mining
713	Jam mfg	711	Lard oil, refining, etc	779	Lithium minerals processing
765	Japan drier mfg	711	Lard refining	757	Lithographing
684	Jar, earthenware mfg	773	Latch mfg	742	Livery mfg
682	Jar, glass mfg	564	Laundromat	815	Livestock storage, in barn
713	Jelly mfg	796	Laundry, commercial	817	Livestock storage, not in barn
794	Jewelry fabricating mfg	743	Laundry bag mfg	974	Loading ramp, aircraft
544	Jewelry shop	566	Laundry pick-up shop	591	Loan company office
798	Jigsaw puzzle mfg	564	Laundry, self-service	714	Lobster, packing, canning, etc
758	Job printing	675	Lava, mining, quarrying	773	Lock mfg, mechanical
753	Joiners, off building site	931	Lawn	793	Lock mfg, time
751	Joiners, on building site	774	Lawn mower mfg	754	Locker mfg, any material
241	Junior college classroom bldg	554	Lawn mower rental	834	Locker plant
214	Junior high school	591	Lawyers office	783	Locomotive mfg
877	Junk yard	773	Lead hollow ware	887	Locomotive storage
743	Jute bag mfg	673	Lead mine, quarry	412	Lodge, 1 family, in season
737	Jute cord plant	799	Lead pencil mfg	415	Lodge, 2 family, in season
737	Jute, rope, cord, etc	772	Lead refining, smelting, etc	413	Lodge, 1 family, off season
734	Jute, spinning, sorting, weaving	773	Lead, stamping, cold pressing, etc	416	Lodge, 2 family, off season
824	Jute storage, bales, bags	776	Lead wire drawing	141	Lodge, hall
343	Juvenile detention home	682	Leaded glass mfg	442	Lodge, seasonal, in season
		774	Leaf sweeper mfg	443	Lodge, seasonal, off season
752	Keg mfg, wooden	742	Leather clothing mfg	431	Lodging house, 4-8 roomers, year-round
773	Keg mfg, metal	546	Leather goods sales	432	Lodging house, 9-15 roomers, year-round
556	Kennel	741	Leather heel mfg	441	Lodging house, over 15 roomers, year-round
767	Kerosene mfg	741	Leather legging mfg	662	Log storage
776	Kettle mfg, w/heating element	744	Leather machinery belt mfg	662	Logging
773	Kettle mfg, w/o heating element	738	Leather mfg, artificial	662	Log, transportation, moving
746	Key case mfg	741	Leather product mfg, footwear	758	Looseleaf binder mfg
162	Key club	742	Leather product mfg, wearing apparel	931	Lot, vacant
773	Key mfg	827	Leather product storage	571	LP-gas bottle filling station, public
533	Key-lock shop	746	Leather products mfg, general	843	LP-gas bulk plant
681	Kiln lining mfg	741	Leather sole mfg	767	Lubricating oil mfg
774	Kiln mfg	827	Leather storage	746	Luggage mfg
742	Kilt mfg	744	Leather, tanning, dressing, etc	546	Luggage store
212	Kindergarten	738	Leatherette mfg	751	Lumber mfg
532	Kitchen cabinet store	931	Leaves	555	Lumber sales, retail
773	Knife mfg	791	Leg mfg, artificial	851	Lumber storage
736	Knit wear mfg	742	Legal robe mfg	851	Lumberyard
736	Knitted fabric mfg	741	Legging mfg	164	Lunch counter
736	Knitting, full process mill	156	Legislative hall	164	Lunchroom
774	Knitting machine mfg, textile	181	Legitimate theater		
736	Knitting, part process mill	792	Lens grinding, polishing	713	Macaroni canning
764	Kodel fiber mfg	715	Lentil, grinding, splitting	716	Macaroni plant
		933	Letter drop	773	Machine gun mfg
626	Laboratory, agricultural	758	Letter press	774	Machine shop
621	Laboratory, biological	754	Lettering mfg, sign	774	Machine tool mfg, metal
621	Laboratory, chemical	151	Library	744	Machinery belt mfg, leather
625	Laboratory, electric, electronic	758	Library binder mfg	732	Machinery belting mfg, cotton
622	Laboratory, hydraulics	717	Licorice mfg	735	Machinery belting mfg, wool
791	Laboratory instrument mfg	753	Life belt mfg, cork	775	Machinery mfg, elec
621	Laboratory, medical	775	Lift truck mfg, elec	774	Machinery mfg, excl elec
622	Laboratory, metallurgical	774	Lift truck mfg, nonelec	774	Machinery parts mfg
623	Laboratory, personnel testing	781	Lighter, building, repairing, etc	776	Machinery repair, elec
622	Laboratory, physics	773	Lighting fixture mfg	374	Machinery sales, motor driven
623	Laboratory, psychological testing	791	Limb mfg, artificial	874	Machinery storage, not vehicle
624	Laboratory, radioactive material	688	Lime plant	884	Machinery storage, vehicle
627	Laboratory, research, general	688	Lime product mfg	562	Machinist supply sales
732	Lace, cotton, drawl, ending, etc	892	Lime stge	774	Machinist tool mfg
732	Lace mfg, cotton	675	Limestone quarrying, mining	757	Magazine publishing
734	Lace mfg, mixed, other fibers	688	Limestone, working, cutting, etc	798	Magic apparatus mfg
733	Lace mfg, wool or worsted	961	Limited access highway	773	Magnesium, hollow ware
765	Lacquer mfg	173	Limousine terminal	772	Magnesium refining, smelting etc
753	Ladder mfg, wood	735	Linen, finishing	775	Magnesium, stamping, etc
941	Lake	734	Linen mill	772	Magnesium, wire drawing
745	Lambskin, shearing	796	Linen service plant	584	Mail order store
773	Laminated spring mfg	734	Linen, spinning, carding, etc	891	Mail order warehouse
		824	Linen storage, bales, bags	933	Mailbox
		545	Linen store		
		565	Linen supply house		

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INDIVIDUAL FIXED PROPERTY USE CLASSIFICATIONS

INDIVIDUAL FIXED PROPERTY USE CLASSIFICATIONS

770 Laundry collecting equip
771 Laundry equip
772 Laundry machinery
773 Laundry machinery
774 Laundry machinery
775 Laundry machinery

776 Laundry machinery
777 Laundry machinery
778 Laundry machinery
779 Laundry machinery
780 Laundry machinery

781 Laundry machinery
782 Laundry machinery
783 Laundry machinery
784 Laundry machinery
785 Laundry machinery

NOTE

1. Insert this page between pages 30 and 31.
2. Page 30.2 contains Individual Fixed Property Classifications missing between 335 Mental Institution and 764 Moulded Plastic Products.
3. Disregard word "plastic" included with "335 Mental Institution" on page 31 as shown below:

344	Men's detention camp
335	Mental institution
	plastic
764	Moulded plastic products
756	Moulded pulp goods mfg

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INDIVIDUAL FIXED PROPERTY USE CLASSIFICATIONS

670 Food processing plant
 671 Food processing plant
 672 Food processing plant
 673 Food processing plant
 674 Food processing plant
 675 Food processing plant
 676 Food processing plant
 677 Food processing plant
 678 Food processing plant
 679 Food processing plant
 680 Food processing plant

891 Mercantile stock stge, nonfood
 773 Metal, base, cold pressing
 773 Metal box mfg
 771 Metal casing, iron, steel
 772 Metal casing, other metal
 773 Metal fabricating
 773 Metal furniture mfg
 893 Metal ore storage
 872 Metal parts storage
 773 Metal product, polishing, plating, etc
 878 Metal products stge, finished
 771 Metal refining, iron, steel
 772 Metal refining, other metal
 773 Metal stamping mfg
 871 Metal storage, basic forms
 774 Metallurgical furnace mfg
 622 Metallurgical laboratory
 678 Mica, quarrying, mining
 792 Microscope mfg
 548 Microscope sales
 632 Microwave site
 466 Migrant workers barracks
 464 Military barracks
 882 Military explosives storage
 221 Military school classroom bldg
 896 Military stg, not elsewhere classified
 712 Milk, bottling
 712 Milk, condensed, evaporated mfg
 652 Milk cooling shed
 712 Milk, edible products, dried
 652 Milk house
 774 Milk machine mfg
 713 Milk, powdered, mfg
 712 Milk processing
 652 Milk production
 832 Milk storage
 526 Mill outlet store
 742 Millinery mfg
 522 Millinery store
 713 Mincemeat mfg
 783 Mine rail car mfg
 767 Mineral oil, refining
 761 Mineral pigments, mfg
 677 Mineral pigments, mining
 892 Mineral prod stge bagged
 893 Mineral products storage packaged, non-bagged
 724 Mineral water, carbonating
 688 Mineral wool mfg
 688 Minerals, grinding, etc
 678 Minerals, nonmetallic, mining
 677 Mining, chemicals
 671 Mining, coal
 677 Mining, fertilizer mineral

672 Mining, iron ore
 774 Mining mchry mfg
 751 Mining timber mfg
 794 Mini, money
 753 Mirror frame mfg
 682 Mirror mfg
 844 Missile fuel stge
 631 Missile launch site
 786 Missile mfg, assembly, repair no fuel
 742 Mitten mfg
 734 Mixed fiber, full process mill
 776 Mixer mfg, domestic
 632 Mobile communication truck
 784 Mobile home mfg, assembly
 471 Mobile home, permanent family unit
 574 Mobile home sales
 751 Mobile saw planing mill
 717 Molasses mfg
 465 Monastery
 794 Money mfg
 792 Monocle mfg
 154 Monument
 688 Monument works
 799 Mop mfg
 134 Morgue
 773 Mortar mfg, arms
 591 Mortgage company
 134 Mortuary
 131 Mosque
 441 Motel, interior entrance to rooms, yr rd
 451 Motel, under 4 stories, 1-2 units
 452 Motel, under 4 stories, 3-20 units
 453 Motel, under 4 stories, over 20 units
 868 Motion picture exchange
 797 Motion picture film processing
 868 Motion picture film storage
 186 Motion picture studio
 183 Motion picture theater
 474 Motor home, self-powered
 773 Motor mfg, elec
 774 Motor mfg, nonelectric
 784 Motor vehicle mfg, assembly
 573 Motor vehicle repairs
 574 Motor vehicle sales
 575 Motor vehicle supply store
 576 Motorboat sales
 784 Motorcycle mfg
 784 Motorcycle parts mfg
 573 Motorcycle repair
 574 Motorcycle sales
 783 Moulded compound mfg.

THE ABOVE CLASSIFICATIONS OCCUR BETWEEN 335 MENTAL INSTITUTION AND 764 MOULDED PLASTIC PRODUCTS.

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INDIVIDUAL FIXED PROPERTY USE CLASSIFICATIONS

595	Mailing firm	733	Mungo shoddy mfg	715	Oat milling, flaking, etc
595	Mailing list sales firm	591	Municipal building	503	Oculists office
708	Maintenance shop, general	645	Municipal gas mfg	592	Office, bank
766	Malt extract mfg	762	Munitions mfg	591	Office, business
723	Malt house	152	Museum	754	Office fixture, fittings mfg
771	Manhole cover mfg, cast iron	758	Music, publishing, printing	754	Office furniture mfg
773	Manicure set mfg	233	Music school	531	Office furniture store
643	Manufactured gas, fuel	534	Music store	531	Office machine sales
709	Manure mfg, compounding	795	Musical instrument mfg	775	Office mchry mfg, elec, manual
758	Map mounting	584	Musical instrument sales	593	Office, medical
758	Map, publishing, printing	719	Mustard mfg	531	Office supply sales
661	Maple sugaring, in forest			982	Oil field
717	Maple sugaring, outside forest	773	Nail mfg	767	Oil mfg, lubricating
675	Marble quarrying, mining	767	Naptha oil refining	726	Oil of clove mfg
688	Marble, working	743	Napkin mfg	645	Oil pipeline
726	Margarine mfg	732	Narrow fabric mfg, cotton	674	Oil reservoir
895	Margarine stge	734	Narrow fabric mfg, mixed fibers	726	Oil, salad, mfg
	Marina, (see property complex)			674	Oil shale mining, retorting
576	Marine accessory sales	739	Narrow fabric mfg, wool	845	Oil storage in containers
781	Marine boiler mfg	678	Natural abrasive, mining	841	Oil storage in tanks
726	Marine oil, refining	685	Natural cement mfg	674	Oil well
177	Marine passenger terminal	674	Natural gas well	738	Oilcloth mfg
577	Marine refueling facility	767	Natural gasoline plant	742	Oilskin mfg
781	Marine repair, over 65 ft loa	765	Natural resin, grinding	766	Ointment mfg
782	Marine repair, under 65 ft loa	591	Navy office	911	Old persons home, w/nursing
576	Marine salesrooms	726	Neatsfoot oil, refining	912	Old persons home, w/o nursing
577	Marine service station	742	Necktie mfg	726	Oleo oil, refining
655	Market garden	774	Needle bearing mfg	726	Oleo-stearine mfg
511	Market, over 10,000 sq ft	794	Needle mfg, record	726	Olive oil, refining, hydro-
512	Market, under 10,000 sq ft	773	Needle mfg, sewing	726	generation
713	Marmalade mfg	739	Needleloom carpet mfg	941	Open sea
952	Marshalling yard	739	Needleloom felt mfg	181	Opera house
717	Marshmallow mfg	776	Neon lamp mfg	791	Operating table mfg
685	Masonry cement mfg	682	Neon light mfg, fabricating	792	Ophthalmic goods mfg
561	Masons supply sales	776	Neon sign mfg	792	Ophthalmoscope mfg
781	Mast mfg, over 65 ft loa	787	Net mfg, excl hair	792	Optical glass, grinding,
782	Mast mfg, under 65 ft loa	799	Net mfg, hair	792	polishing
753	Mat mfg, cork	591	News gathering agency office	682	Optical glass mfg
732	Mat mfg, cotton	591	News reporting agency office	548	Optical goods sales
734	Mat mfg, mixed, other fibers	757	Newspaper publishing	792	Optical instrument mfg
758	Mat mfg, printing	755	Newsprint mfg	792	Optical plant
747	Mat mfg, rubber or synthetic	542	Newstand	548	Opticians office
733	Mat mfg, wool or worsted	742	Night clothes mfg	548	Optometrists office
762	Match plant	162	Night club	164	Orange bar
775	Materials handling equip mfg, electrical	742	Night dress mfg	655	Orange growing
		631	Nike site	713	Orange juice, concentrated
774	Materials handling equip mfg, nonelectrical	689	Nitrate minerals processing	mfg	
334	Maternity clinic	677	Nitrate minerals, quarrying	655	Orchard
331	Maternity hospital	762	Nitrocellulose mfg, reclaiming	773	Ordnance mfg, exc vehicles
754	Mattress mfg except rubber	761	Nitrous oxide gas mfg	673	Ore concentration
747	Mattress mfg, rubber	772	Nonferrous metals, refining, etc	672	Ore mining
853	Mattress storage			771	Ore preparation plant, iron
715	Meal milling, preparation	716	Noodle mfg	772	Ore smelting, nonferrous
776	Measuring apparatus mfg, elec	753	Novelty mfg, hardwood	795	Organ mfg
711	Meat curing, dressing, etc	551	Novelty store	534	Organ sales
513	Meat shop	611	Nuclear fuel element plant	761	Organic chemical mfg, all
774	Mechanical equip mfg, non-electrical	614	Nuclear ordnance bomb	764	Orlon fiber mfg
		774	Nuclear reactor mchry mfg	794	Ornamental mfg
775	Mechanical equip mfg, elec	613	Nuclear reactor power	545	Ornamental goods store
794	Medal mfg	624	Nuclear reactor, research	773	Ornamental ironwork mfg
791	Medical equipment mfg	465	Nunnery	322	Orphanage
682	Medical glassware mfg	465	Nuns living quarters	752	Osier container mfg
621	Medical laboratory	321	Nursery school, over 4 hours	593	Osteopaths office
791	Medical machine mfg	211	Nursery school, 4 hours or less	782	Outboard motor mfg, repair
593	Medical office	655	Nursery tree, bush	576	Outboard motor sales
561	Medical supply sales	463	Nurses living quarters	774	Oven mfg, industrial
766	Medicated wine mfg	311	Nursing home, w/nursing	742	Overalls mfg
767	Medicinal paraffin mfg	312	Nursing home, w/o nursing	742	Overcoat mfg
766	Medicine mfg	726	Nut cake mfg	761	Oxygen gas mfg
133	Meeting hall, church	655	Nut growing	861	Oxygen stge, liquid or gas
154	Memorial structure	726	Nut meat mfg	665	Oyster bed operation
344	Men's detention camp	773	Nut mfg, metal	714	Oyster, packing, canning
335	Mental institution	657	Nut packing, as picked	655	Oyster, wild, cultivated
	plastic	717	Nut, salted mfg		
764	Moulded plastic products	513	Nut shop	514	Package store
756	Moulded pulp goods mfg	811	Nut storage, bulk	768	Packaged fuel mfg
186	Movie studio	717	Nut, sugar covered mfg	893	Packaged mineral prods stge
185	Movie theater	763	Nylon fiber mfg	845	Packaged petroleum prods stge
573	Muffler repair shop, motor vehicle			858	Packaged tobacco prods stge
		739	Oakum, picking, willowing	774	Packaging machine mfg
		782	Oar mfg	752	Packing case mfg, wood

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657	Packing crops as picked	794	Pearl jewelry mfg	898	Pier, petroleum
756	Pad mfg, writing	794	Pearl products mfg	771	Pig iron mfg
739	Padding mfg, all fibers	678	Peat, cutting, digging	653	Pig raising
765	Paint mfg	818	Peat storage	761	Pigment mfg
771	Paint shop	761	Peatmoss processing	774	Pile driver mfg
865	Paint storage	785	Pedal mfg	766	Pill mfg
535	Paint store	745	Pelt, sorting, dressing, etc	771	Pillar box mfg, cast iron
799	Painters brush mfg	799	Pen mfg	754	Pillow mfg, nonrubber
773	Painters pot mfg, metal	773	Pen nib mfg, base metal	747	Pillow mfg, rubber
735	Painters supply store	794	Pen nib mfg, precious metal	754	Pillow renovating plant
742	Pajamas mfg	541	Pen shop	745	Pillowslip mfg
726	Palm oil, refining	341	Penal institution, men	771	Pipe mfg, cast iron, steel, iron
774	Paper bag machine mfg	799	Pencil lead mfg	681	Pipe mfg, concrete
756	Paper bag mfg, incl printing	799	Pencil mfg	764	Pipe mfg, plastic
855	Paper bag stge	799	Penholder mfg	799	Pipe mfg, smoking
756	Paper box mfg, incl printing	341	Penitentiary cell, men	872	Pipe storage, metal
738	Paper, bronzing, gilding, edging	341	Penitentiary, men	915	Pipeline, constr, repair
756	Paper carton mfg, incl printing	342	Penitentiary, women	914	Pipeline, demolition
755	Paper, coating, glazing, laminating	113	Penny arcade	645	Pipeline, flammable liquid
756	Paper container mfg, incl printing	311	Pensioners home, w/nursing	644	Pipeline, gas
755	Paper corrugating, laminating	312	Pensioners home, w/o nursing	983	Pipeline right of way
756	Paper cutout, pattern mfg	787	Perambulator mfg	646	Pipeline, steam
541	Paper goods sales	762	Percussion cap mfg	647	Pipeline, water
756	Paper label manufacturing	795	Percussion instruments mfg	773	Pistol mfg
756	Paper lamp-shade mfg	766	Perfume mfg	751	Planing mill
774	Paper making mchry mfg	726	Perfume oil mfg	688	Plaster mfg
687	Paper mfg, abrasive	545	Perfume sale	688	Plaster product mfg
768	Paper mfg, asphalt coated	757	Periodical publishing	892	Plaster storage
799	Paper mfg, carbon	792	Periscope mfg	763	Plastic beads mfg
799	Paper mfg, duplicating	722	Perry wine mfg	782	Plastic boat fabrication
792	Paper mfg, sensitized	623	Personnel testing laboratory	764	Plastic casting
755	Paper mill	769	Pest control chemical mfg	765	Plastic dispersions mfg
756	Paper mounts mfg	556	Pet care center	763	Plastic emulsions mfg
756	Paper plate mfg	841	Pet shop, supplies	764	Plastic enclosure mfg
855	Paper products stg	841	Petroleum bulk plant	764	Plastic film mfg
756	Paper products fabricating	767	Petroleum distributing station	763	Plastic, foamed, making
755	Paper reclaiming	845	Petroleum jelly mfg	764	Plastic foamed products fabr
758	Paper ruling	767	Petroleum packaged product	741	Plastic footwear mfg
756	Paper spoon or utensil mfg	841	Petroleum refinery	799	Plastic lamp shade mfg
855	Paper stg, not rolled	841	Petroleum tank farm	763	Plastic mfg
855	Paper storage, baled	841	Petroleum terminal	742	Plastic outerware mfg
854	Paper stg, rolled	674	Petroleum well	764	Plastic part, product mfg
755	Paperboard, coating	898	Petroleum wharf	763	Plastic powder mfg
755	Paperboard mfg	773	Pewter, hollow ware mfg	863	Plastic product storage
756	Papier-mache goods mfg	772	Pewter, refining, smelting, etc	764	Plastic products fabr
767	Paraffin wax mfg	773	Pewter, stamping, etc	764	Plastic rods mfg
742	Parasol mfg	766	Pharmaceutical mfg	764	Plastic sheet fabr
913	Parking area, constr, repair	866	Pharmaceutical storage	763	Plastic solution mfg
914	Parking area, demolition	582	Pharmacy, no pharmacist	764	Plastic toy mfg
882	Parking garage, general	543	Pharmacy, pharmacist on duty	863	Plastics, storage
881	Parking garage, residential	776	Phonograph assembling, elec	684	Plate mfg, china
882	Parking lot, covered	795	Phonograph record blank mfg	753	Plate mfg, hardwood
965	Parking lot, uncovered	785	Phonographic recording studio	756	Plate mfg, paper
913	Parking lot, constr, repair	677	Phosphate minerals, mining, quarrying	792	Plate mfg, sensitized
914	Parking lot, demolition	689	Phosphate minerals processing	682	Plate, window glass plant
134	Parlor, funeral	595	Photocopy firm	744	Platework mfg, industrial
625	Particle accelerator	757	Photoengraving, newspaper and magazine	794	Platinum, assaying, smelting
171	Passenger terminal, airport	758	Photoengraving, commercial	795	Player piano mfg
173	Passenger terminal, bus	797	Photofinishing	491	Playhouse, childrens
174	Passenger terminal, street level	792	Photographic equipment mfg	181	Playhouse, theater
177	Passenger terminal, marine	792	Photographic film fabrication	758	Playing card mfg
176	Passenger terminal, elevated	792	Photographic lens mfg	774	Plow mfg, incl self-propelled
175	Passenger terminal, suhwav	553	Photographic store	776	Plug mfg, elec
765	Paste mfg	553	Photographic studio	773	Plumbers supply mfg
799	Pastel mfg	792	Photographic supplies mfg	873	Plumbers supply storage
717	Pastilles mfg	593	Physicians office	562	Plumbers tool sales
716	Pastry mfg	622	Physics laboratory	773	Plumbing supply mfg
744	Patent leather plant	593	Physiotherapists office	533	Plumbing supply store, retail
964	Path	795	Piano mfg	873	Plumbing supply, wholesale
621	Pathological laboratory	534	Piano store	799	Plume mfg
962	Paved public street	566	Pick-up shop, laundry, dry cleaning	751	Plywood mfg
963	Paved private street	719	Pickles processing	774	Pneumatic control equip mfg
963	Paved driveway	753	Picture frame mfg	774	Pneumatic mchry mfg
545	Pawn shop	711	Pie mfg, meat	746	Pocketbook mfg
715	Pea, grinding, splitting	716	Pie mfg, nonmeat	773	Pocketknife mfg
713	Peanut butter processing	526	Piece goods sales	662	Pole, hewing, rough cutting
726	Peanut oil, refining	898	Pier	642	Pole, utility, power
713	Peanut processing	913	Pier, constr, repair	633	Police communications center
811	Peanut storage, bulk	914	Pier, demolition	345	Police station
				765	Polish mfg
				743	Polishing cloth mfg

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INDIVIDUAL FIXED PROPERTY USE CLASSIFICATIONS

764 Polyester fiber mfg	781 Propeller shaft mfg; over 65 ft loa	783 Railroad shop
786 Pontoon mfg, assembly, repair	782 Propeller shaft mfg; under 65 ft loa	953 Railroad siding
112 Poolroom, hall, center	773 Pruning knife mfg	954 Railroad signal equipment
684 Porcelain product mfg	593 Psychologist office	783 Railroad signal mfg
942 Port area	163 Pub	783 Railroad coach mfg
123 Portable grandstands	754 Public building furniture mfg	641 Railway, electric power plant
723 Porter mfg, malt	882 Public garage, parking	887 Railway equip storage
685 Portland cement mfg	182 Public hall	913 Railway roadbed, constr, repair
596 Post office	852 Public household furniture stge	914 Railway roadbed, demolition
758 Postage stamp printing	884 Public works vehicle stg	176 Railway station, elevated
773 Pot mfg, metal	758 Publishing, book	954 Railway subway car
677 Potash, mining, quarrying	757 Publishing, newspaper, periodical, etc	771 Railway switch mfg
718 Potato chip plant	771 Puddling furnace	771 Railway truck mfg
718 Potato crisp mfg	774 Pulp making mchry, mfg	742 Raincoat mfg
718 Potato, flaked, mfg	755 Pulp mill	713 Raisin processing
684 Pottery plant	853 Pulp stg	773 Rake mfg
545 Pottery shop	662 Pulpwood storage	739 Ramie, spinning, weaving
893 Pottery stge	774 Pump mfg	752 Rattan product mfg
711 Poultry, curing, dressing, etc	664 Pumping station, gas	827 Raw leather storage
651 Poultry farm	645 Pumping station, oil	867 Raw rubber products storage
715 Poultry feed, stock dry	647 Pumping station, sewage	717 Raw sugar refining
719 Poultry food, grit preparing	647 Pumping station, water	764 Rayon fiber mfg
651 Poultry house	962 Public street, paved	773 Razor blade mfg
751 Poultry house mfg, wood	964 Public street, unpaved	776 Razor mfg, elec
651 Poultry raising	787 Push chair mfg	773 Razor mfg, nonelec
513 Poultry store	799 Puzzle mfg	742 Ready-made clothing mfg
556 Pound, animal	677 Pyrites, mining, quarrying	686 Ready-mix concrete plant
726 Powdered soap plant	761 Pyrites processing	774 Reaper mfg, incl self-propelled
841 Power house, electrical	772 Pyrophoric metal working	747 Rebuilding tires
646 Power house, steam	782 Pyroxylin fabricating, mfg	747 Recapping tires
642 Power line, overhead	762 Pyroxylin reclaiming	776 Record mfg, sound, music
983 Power line right of way	677 Quarry, chemicals, minerals	532 Record player sales
642 Power line, underground	774 Quarry crushing machine mfg	636 Record repository, documents
143 Power squadron club	676 Quarry, salt	534 Record shop
794 Precious metal, assaying, smelting, etc	675 Quarry, sand, gravel, stone	113 Recreation center, facility, place
794 Precious stone, cutting, etc	774 Quarrying machine mfg	233 Recreational school
774 Precision chain mfg	678 Quartz, mining, quarrying	591 Recruiting office
774 Prefabricated bldgs mfg, metal	743 Quilt mfg	774 Reed mfg, for textile machine
751 Prefabricated structure mfg, wood	654 Rabbit raising	752 Reed product mfg
221 Preparatory school, classroom bldg, boarding	129 Race track grandstand	726 Refinery, animal oil
713 Preserve mfg	815 Race track stable	767 Refinery, petroleum
774 Press machine mfg, hydr, mech	776 Radar mfg	767 Refinery tankage
771 Press mfg, printing	632 Radar site	769 Refinery, turpentine
773 Pressed metal pieces mfg, hot	791 Radiation measurement device mfg	726 Refinery, vegetable oil
756 Pressed pulp goods mfg	771 Radiator mfg, cast iron sections	343 Reform school
751 Pressure impregnation plant	776 Radiator mfg, domestic elec	341 Reformatory, men
213 Primary school	784 Radiator mfg, motor vehicle	342 Reformatory, women
774 Prime mover mfg, nonelec	632 Radio beacon	675 Refractory clay, extraction from earth
758 Printing, commercial	754 Radio cabinet mfg, wood	681 Refractory tile, brick mfg
765 Printing ink mfg	632 Radio communications site	774 Refrigeration mchry mfg
774 Printing machine mfg	776 Radio mfg	776 Refrigerator mfg, unit type
757 Printing, newspaper, magazine, etc	538 Radio repairs, w/o sales	532 Refrigerator sales
735 Printing plant, textile	532 Radio sales	932 Refuse disposal area
747 Printing roller mfg	185 Radio studio	784 Registration plate mfg, motor veh
865 Printing supply storage, misc	632 Radio, transmitting site	591 Regulatory office
855 Printing supply storage, flat paper	776 Radio and TV tubes, glass envelope mfg	234 Rehabilitation center, free attendance
854 Printing supply storage, rolled paper	611 Radioactive material, disposal	336 Rehabilitation center, forced attendance
341 Prison cell or cell block, men	611 Radioactive material mfg	758 Relief stamping, paper
342 Prison cell or cell block, women	611 Radioactive material, storage	545 Religious goods store
331 Prison hospital	624 Radioactive material lab	591 Religious organization office
341 Prison, men	612 Radioactive tracers processing	713 Relish mfg
344 Prison, minimum security type	739 Rag reclaiming	918 Remodeling, major, bldg vacated
221 Private boarding school classroom bldg	759 Rag reworking mill	913 Remodeling, major, other than bldg
881 Private garage	739 Rag shop	711 Rendering fat, edible
963 Private street	829 Rag storage	918 Renovation, major, bldg vacated
963 Private way	174 Rail passenger terminal, street level	913 Renovation, major, other than bldg
513 Produce sale, retail	913 Railroad, constr, repair	573 Repair garage
812 Produce storage, crated, boxed	914 Railroad, demolition	574 Repair garage with motor vehicle sales
813 Produce storage, loose, bagged	894 Railroad freight terminal	573 Repair shop, auto
791 Professional instrument mfg	783 Railroad repair shop	632 Repeater site, radio, micro-wave
593 Professional office, medical	951 Railroad right of way	
561 Professional supply sales	783 Railroad rolling stock, assembling	
792 Projector mfg		
786 Propeller mfg, aircraft		

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627	Research laboratory	477	Rubber mfg, foamed	461	School dormitory
593	Research organization office	661	Rubber plantation	215	School, elementary
881	Residential parking garage	747	Rubber products mfg	215	School, high
221	Residential school building	867	Rubber products storage	214	School, intermediate
763	Resin mfg, synthetic	742	Rubber rainwear mfg	214	School, junior high
661	Resin, natural, gathering	747	Rubber reclaiming	221	School, private boarding, classroom
311	Rest home, w/nursing staff	747	Rubber scrap processing	349	School, reform
312	Rest home, w/o nursing staff	747	Rubber shoe mfg, vulcanized	132	School, religious education only
161	Restaurant	799	Rubber stamp mfg	233	School, specialty
734	Restaurant furniture mfg	541	Rubber stamp store	132	School, Sunday
568	Restaurant supplies and services	867	Rubber storage	231	School, trade, industrial
747	Retreading tires	747	Rubber toy mfg	231	School, vocational
773	Revolver mfg	661	Rubber waste processing	791	Scientific equipment mfg
732	Ribbon mfg, cotton	648	Rubbish burner, industrial	688	Scientific glassware mfg
734	Ribbon mfg, mixed, other fiber	794	Ruby, cutting, mounting	593	Scientific organization office
733	Ribbon mfg, wool or worsted	796	Rug, cleaning, dyeing	773	Scissor mfg
655	Rice growing	732	Rug mfg, cotton	784	Scooter mfg, motorized
715	Rice mill	734	Rug mfg, mixed fibers	771	Scrap iron, processing
811	Rice storage, bulk	733	Rug mfg, wool	877	Scrap recovery, reclaiming
142	Riding club	826	Rug storage	747	Scrap rubber processing
815	Riding stable	336	Rug store	774	Scrapper mfg, earth
142	Rifle club	774	Ruling machine mfg, printing	774	Screening machine mfg
773	Rifle mfg	721	Rum mfg	773	Screw mfg
781	Rigging mfg, marine, over 65 ft loa	716	Rusk mfg	233	Sculpture, school for
782	Rigging mfg, marine, under 65 ft loa	753	Rustic furniture mfg	773	Scythe mfg
941	River	715	Rye, milling, flaking, rolling	941	Sea, open
773	Rivet mfg, metal	743	Sack mfg	714	Sea food, packing, canning, etc
774	Road maintenance machine mfg	785	Saddle mfg, cycle	714	Sea food, salting, drying, etc
774	Road making machine mfg	746	Saddlery mfg	756	Seal bottle, jar mfg
884	Road mchry storage	591	Safe deposit firm	573	Seat cover shop, auto
962	Road, public paved	773	Safe mfg	785	Seat post mfg, cycle
963	Road, private paved	682	Safety glass mfg	754	Seat upholstered mfg for veh
964	Road, unpaved	715	Sago, grinding, splitting	221	Secondary school, classroom bldg, boarding
774	Road roller machine mfg	743	Sail mfg	215	Secondary school, day
513	Roadside stand, counter, produce	713	Salad dressing mfg	521	Secondhand clothing sale
164	Roadside stand, counter, eating	726	Salad oil mfg	232	Secretarial school
742	Robe mfg	163	Saloon	591	Security, broker, dealer
786	Rocket airframe mfg	676	Salt crushing, screening, etc	726	Seed cake mfg
762	Rocket fuel mfg	761	Salt mfg, chemical	655	Seed crop
844	Rocket fuel stge	676	Salt mining	726	Seed meal mfg
631	Rocket launch site	719	Salt packing, not at mine	719	Seed preparation
762	Rocket mfg, signal	719	Salt processing, not at mine	811	Seed storage, bulk
688	Rockwood mfg	719	Salt refining, edible	554	Seed store
764	Rod mfg, plastic	877	Salvage yard	565	Self-service dry cleaning
774	Rod mfg, welding	758	Sample mounting, printing	564	Self-service laundry
854	Rolled paper stge	332	Sanatorium	794	Semi-precious stone working
774	Roller bearing mfg	675	Sand, extraction from earth	242	Seminary classroom building
774	Roller mfg, for textile machine	688	Sand, washing, screening, etc	792	Sensitized film mfg
123	Roller rink, in arena	776	Sander mfg, elec	577	Service station, marine
115	Roller skating rink	687	Sandpaper mfg	572	Service station, private
774	Rolling mill mchry, mfg	675	Sandstone mining, quarrying	571	Service station, public
685	Roman cement mfg	688	Sandstone, working	648	Sewage disposal plant
751	Roofing materials mfg, wood	684	Sanitary earthenware mfg	648	Sewer
688	Roofing materials mfg, stone	913	Sanitation project, constr, repair	913	Sewer, constr, repair
768	Roofing materials mfg, asphalt	914	Sanitation project, demolition	914	Sewer, demolition
851	Roofing storage	661	Sap, gathering, extracting, etc	774	Sewing machine mfg, bookbinding
555	Roofing supply sales	794	Sapphire, cutting, mounting	776	Sewing machine mfg
681	Roofing tile, clay mfg	751	Sash mfg, wood	532	Sewing machine store
776	Room heater mfg, unit type	791	Sash mfg, wood	773	Shackle mfg
451	Rooming house, 4-8 roomers	632	Satellite mfg, assembly	754	Shade mfg, any material
432	Rooming house, 9-15 roomers	733	Satellite tracking station	526	Shade store
441	Rooming house, over 15 roomers, yr rd	713	Satinet cloth mill	751	Shake splitting, wood
715	Root peeling mill	773	Sauce processing	767	Shale oil refining
737	Rope mfg	773	Saucepan mfg	766	Shampoo mfg
853	Rope stge	711	Sausage casing mfg	776	Shaver mfg, dry, elec
769	Rosin mfg	592	Savings bank	726	Shaving cream, soap mfg
783	Roundhouse	592	Savings, loan institution	773	Shears mfg
742	Rubber clothing mfg	773	Saw mfg, hand	916	Shed, contractors
747	Rubber, dipping, mixing, etc	776	Saw mfg, electric	708	Shed, tool
747	Rubber footwear mfg, vulcanized	751	Saw, planing mill	766	Sheep dip mfg
522	Rubber goods store	751	Sawdust mfg	654	Sheep raising
655	Rubber growing	751	Sawdust pile	742	Sheepskin lined clothing mfg
747	Rubber hose mfg	751	Sawmill, in or out of forest	744	Sheepskin mat mfg
747	Rubber mat mfg	774	Scale mfg	745	Sheepskin rug mfg
		742	Scarf mfg	745	Sheepskin, shearing
		232	School, business, commercial	774	Sheet metal working machine mfg
		543	School, correctional	773	Sheet metal working, base metal
		233	School, dancing		
		233	School, deaf, dumb or blind		

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INDIVIDUAL FIXED-PROPERTY USE CLASSIFICATIONS

743 Sheet mfg	774 Ski lift mfg	794 Spoon mfg, precious metal
758 Sheet music, publishing, printing	552 Ski shop	746 Sporting goods mfg, leather
534 Sheet music, sales	928 Ski tow	798 Sporting goods mfg, non-leather
747 Sheet rubber, mfg	745 Skin mat mfg	552 Sporting goods store
754 Shelf mfg, any material	828 Skin product storage	773 Sporting guns mfg
773 Shell case mfg, arms	828 Skin stge	123 Sports arena
762 Shell filling, munitions	745 Skin, tanning, dressing, etc	737 Sports net mfg
799 Shell products mfg	742 Skirt mfg	521 Sportswear shop
765 Shellac mfg	773 Skylight mfg, metal	774 Spring balance mfg
925 Shelter, fallout, storm or bomb	742 Slacks mfg	773 Spring mfg, steel
751 Shingle mfg, wood	675 Slate quarrying	815 Stable
781 Ship breaking yard	688 Slate, working, cutting, etc	123 Stadium
781 Ship fabricating plant, over 65 ft	711 Slaughter house	765 Stain mfg, wood, varnish
781 Ship parts mfg	442 Sleeping area, hotel, seasonal	682 Stained glass mfg
781 Ship repairing, over 65 ft	441 Sleeping area, hotel, yr round	799 Stamp mfg, embossing, metal
885 Ship storage	743 Slip cover mfg	799 Stamp mfg, rubber
773 Shipping container mfg, metal	741 Slipper mfg	758 Stamp, postage, printing
781 Shipyard, vessels over 65 ft	773 Small arms or accessory mfg	773 Stamped metal pieces mfg, drop
742 Shirt mfg	772 Smelting	661 Standing timber
522 Shirt store	711 Smoke house, meat	734 Staple fiber mfg
784 Shock absorber mfg, motor veh	164 Snack bar	715 Starch plant
733 Shoddy mill	718 Snack mfg	837 Starch storage, bulk
741 Shoe accessory mfg	773 Snap fastener mfg, metal	591 State capitol
754 Shoe case mfg	774 Snow blower mfg	591 State office
732 Shoe lace mfg, braided cotton	554 Snow blower rental	514 State store, liquor
733 Shoe lace mfg, braided, wool	725 Snuff plant	173 Station, bus
734 Shoe lace mfg, braided fibers	838 Snuff storage	176 Station, elevated
745 Shoe lace mfg, leather	726 Soap or detergent mfg	888 Station, fire
774 Shoe mchry mfg	869 Soap storage	345 Station, police
741 Shoe mfg	675 Soapstone, mining, quarrying	174 Station, railroad, street level
765 Shoe polish mfg	141 Social club, w/o sleeping	175 Station, subway
523 Shoe repair shop, store	736 Social club, w/sleeping, See apartment	756 Stationery mfg, incl printing
523 Shoe repair with manufacture	776 Sock mfg, knitted	541 Stationery store
523 Shoe shine stand, shop	776 Socket mfg, elec	752 Slave mfg
827 Shoe storage	755 Soda pulp mfg	141 Steam bath
522 Shoe store	677 Sodium, mining, quarrying	774 Steam boiler mfg
753 Shoe tree mfg	761 Sodium processing	646 Steam generating plant
113 Shooting gallery	724 Soft drink mfg	774 Steam pipeline
754 Shop front mfg	744 Sole, leather tannery	774 Steam roller mfg
754 Shop furniture mfg	741 Sole mfg, leather or plastic	774 Steam shovel mfg
716 Shortbread mfg	741 Sole mfg, wooden	726 Stearin oil, refining or mfg
726 Shortening mfg	763 Solid resin mfg, synthetic	771 Steel alloy mfg
835 Shortening stge	762 Solvent extraction	771 Steel, basic products mfg
773 Shotgun mfg	767 Solvent mfg	771 Steel, billets, blooms, etc
774 Shovel loader mfg, earth-moving	482 Sorority house	771 Steel conversion, forging
714 Shrimp, packing, canning, etc	532 Sound equipment sales	771 Steel foundry, furnace, mill
931 Strawberry, cultivated	776 Sound recording equip mfg	771 Steel, smelting, refining, etc
754 Shutter mfg	719 Soup canning	773 Steel spring mfg
753 Shuttle mfg, for textile machine	816 Soybean elevator	771 Steel stripping
785 Side car mfg, assembly	715 Soybean, grinding, splitting	774 Steelwork mfg, building, bridge
751 Siding mfg, wood	726 Soybean processing	784 Steering gear mfg, motor vehicle
754 Sign lettering	811 Soybean storage, bulk	799 Stencil mfg
754 Sign mfg	791 Space measuring instrument mfg	595 Stenographic services firm
754 Sign painting	773 Spade mfg	757 Stereotyping, newspaper, magazine
783 Signal mfg, railroad	716 Spaghetti mfg	758 Stereotyping, all other
762 Signal rocket mfg	773 Spanner mfg	561 Stethoscope sales
811 Silage storage	781 Spar mfg, vessels over 65 ft	736 Stocking mfg, knitted
735 Silk, finishing	782 Spar mfg, vessels under 65 ft	711 Stockyard abattoir
799 Silk lamp shade mfg	233 Specialty school	817 Stockyard livestock stge
734 Silk mill	792 Spectacle mfg	774 Stoker mfg
734 Silk, spinning, etc	726 Sperm oil products	688 Stone crushing
823 Silk storage, bales, bags	719 Spice processing	675 Stone quarrying
811 Silo, farm	771 Spiegeleisen mfg	688 Stone, shaping, grinding, etc
794 Silver & silver plate ware assembly mfg	774 Spindle mfg, for textile machine	681 Stoneware pipe, conduit mfg
794 Silver, assaying, smelting, etc	774 Spinning machine mfg, textile	753 Stopper mfg, cork
774 Silver can mfg, for textile machine	732 Spinning mill, cotton	891 Storage, general
673 Silver mining, quarry	734 Spinning mill, mixed, other fibers	562 Store fixture sales
794 Silverware mfg	733 Spinning mill, wool or worsted	754 Store front mfg
824 Sisal storage, bales, bags	773 Spiral spring mfg	754 Store shutter mfg
737 Sisal working	791 Splint mfg	754 Storm door mfg
153 Site, historic	716 Split pea mfg	925 Storm shelter
552 Skate shop	747 Sponge mfg, rubber or synthetic	723 Stout mfg
114 Skating rink, ice	747 Sponge rubber mfg	681 Stove lining, mfg brick
123 Skating rink, in arena	774 Spool mfg, for textile machine	771 Stove mfg, cast iron
115 Skating rink, roller	773 Spoon mfg, nonprecious metal	776 Stove mfg, elec
		773 Stove mfg, not cast iron, nonelec

CFIRS CODE BOOK

INDIVIDUAL FIXED PROPERTY USE CLASSIFICATIONS

765 Stove polish mfg	735 Synthetic fiber, finishing	422 Tenement, 3-6 units
532 Stove sales	764 Synthetic fiber mfg	423 Tenement, 7-20 units
716 Strap mfg, leather	734 Synthetic fiber, part process mill	424 Tenement, over 20 units
742 Straw hat mfg	823 Synthetic fiber storage, bales,	142 Tennis club
739 Straw mat mfg	bags	913 Tennis court, constr, repair
756 Straw mfg, paper	763 Synthetic resin mfg	914 Tennis court, demolition
737 Straw, rope, cord, etc	763 Synthetic rubber mfg	743 Tent mfg
981 Straw stack	747 Synthetic rubber product mfg	552 Tent sales
962 Street, paved public	683 Syphon, glass mfg	171 Terminal, airport
913 Street, constr, repair	724 Syrup mfg, flavoring	173 Terminal, bus, limousine
914 Street, demolition		176 Terminal, elevated
174 Street level rail terminal		894 Terminal, freight
914 Street paving	754 Table mfg, any material	816 Terminal grain elevator
783 Street railway painting shop	726 Table oil mfg	177 Terminal, machine
783 Street railway repair shop	743 Tablecloth mfg	171 Terminal, passenger, airport
887 Street railway storage house	794 Tableware mfg, metal or stones	174 Terminal, street level
783 Streetcar assembling, mfg	776 Tabulating machine mfg	175 Terminal, subway
795 String instrument mfg	756 Tabulating machine card mfg	894 Terminal, warehouse
737 String mfg	799 Tag mfg	771 Terneplate mfg
761 Strontium minerals processing	524 Tailor shop	681 Terra cotta mfg
677 Strontium minerals, mining	742 Tailor-made clothing mfg	784 Test cell, engine
681 Structural clay product mfg	675 Talc, mining, quarrying	735 Textile finishing
893 Structural clay products storage	688 Talc works	774 Textile mchry mfg
771 Structural steel mfg	726 Tallow mfg	826 Textile product storage
871 Structural steel storage	726 Tallow oil, refining	826 Textile product storage, finished
141 Student club	841 Tank farm	526 Textile store
461 Student dormitory	841 Tank storage, flammable liquids	826 Textiles storage
141 Student union	842 Tank storage, gas	181 Theater, combined use
113 Studio, dance	849 Tank storage, LP-Gas	184 Theater, drive-in
186 Studio, motion-picture	745 Tannery, fur, skin, pelt, hide	181 Theater, legitimate
553 Studio, photography, still picture	744 Tannery, leather	183 Theater, motion picture
185 Studio, radio and TV	761 Tanning extract mfg	776 Therapeutic apparatus mfg
662 Stump storage, wood	776 Tape mfg, recording	776 Thermostat mfg
642 Substation, elec	732 Tape mfg, woven cotton	865 Thinner storage
783 Subway car mfg	734 Tape mfg, woven, mixed fibers	732 Thread mill, cotton
913 Subway, constr, repair	776 Tape recorder mfg	734 Thread mill, mixed other fibers
914 Subway, demolition	726 Taper mfg, candles	733 Thread mill, wool or worsted
641 Subway, elec power plant	163 Taproom	739 Thread reworking mill
175 Subway station	768 Tar coated paper mfg	774 Thresher mfg, incl self-propelled
711 Suet mfg	767 Tar distillation	123 Ticket office, sporting events
717 Sugar beet or cane refining	743 Tarpaulin mfg	758 Ticket printing
836 Sugar storage, bulk	163 Tavern, w/o sleeping accommodations	522 Tie store
831 Sugar storage, packaged	441 Tavern, w/sleeping accommodations, yr rd	798 Tile mfg, asphalt, vinyl, linoleum
717 Sugar syrup refining	784 Taxicab mfg, assembly	747 Tile mfg, rubber floor
742 Suit mfg	883 Taxicab parking	681 Tile plant, clay products
746 Suitcase mfg	973 Taxiway	662 Timber, hewing, rough shaping
755 Sulphate, sulphite pulp mfg	752 Tea chest mfg	661 Timber, planting, replanting
677 Sulfur, natural, mining	655 Tea growing	661 Timber standing
761 Sulfur, natural, processing	719 Tea leaf processing	662 Timber, yard storage
677 Sulfur ore mining	779 Teapot mfg, metal, w/o heating element	793 Time lock mfg
761 Sulfur ore, processing	776 Teapot mfg, metal, w/heating element	793 Time recorder mfg
412 Summer cottage, in summer, 1-family	774 Teasel rod mfg, for textile machine	776 Time switch mfg, elec
181 Summer stock theater		793 Timer mfg
132 Sunday school	251 Technical school	773 Tin can mfg
511 Supermarket, over 10,000 sq ft	791 Teeth mfg, artificial, false	673 Tin mine, quarry
512 Supermarket, under 10,000 sq ft	776 Telegraph apparatus mfg	772 Tin products mfg
162 Supper club	913 Telegraph line, constr, repair	772 Tin, refining, smelting, etc.
593 Surgeons office	914 Telegraph line, demolition	773 Tin stamping, cold pressing
791 Surgical supply mfg	751 Telegraph pole mfg	772 Tin wire drawing
521 Surplus store	776 Telephone apparatus mfg	773 Tinware mfg
594 Surveyors office	634 Telephone exchange	747 Tire mfg
742 Suspender mfg	913 Telephone line, constr, repair	747 Tire recapping, repair
913 Swimming pool, constr, repair	914 Telephone line, demolition	877 Tire salvage
914 Swimming pool, demolition	776 Teleprinter mfg	867 Tire storage
116 Swimming pool or equipment	792 Telescope mfg	575 Tire store
952 Switchyard	548 Telescope sales	773 Titanium, hollowware mfg
954 Switch control equipment, railroad	776 Teletype machine mfg	772 Titanium refining, smelting
776 Switch mfg, elec	754 Television cabinet mfg, wood	773 Titanium, stamping, etc
776 Switchboard mfg, telephone	776 Television mfg	772 Titanium wire drawing
775 Switchgear mfg, elec	538 Television repairs, w/o sales	776 Toaster mfg, domestic
773 Sword mfg	532 Television sales	656 Tobacco curing, drying shed
131 Synagogue	131 Temple	655 Tobacco growing
761 Synthetic dye mfg	583 Ten cent store, over 10,000 sq ft	725 Tobacco plant
761 Synthetic fertilizer mfg	582 Ten cent store, under 10,000 sq ft	656 Tobacco preparing
734 Synthetic fiber, carding, etc	421 Tenement, 1-2 units, w/bus	898 Tobacco products storage

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INDIVIDUAL FIXED PROPERTY USE CLASSIFICATIONS

542 Tobacco shop	883 Truck parking area	787 Vehicle mfg. animal or hand drawn
725 Tobacco, stemming	884 Truck repair, equip storage	784 Vehicle mfg, assembly
814 Tobacco storage, loose or baled	574 Truck sales	732 Veil, veiling mfg, cotton
717 Toffee mfg	784 Truck mfg, assembly	734 Veil, veiling mfg, mixed fibers
799 Toilet brush mfg	791 Trunk mfg	733 Veil, veiling mfg, wool
756 Toilet paper mfg	791 Truss mfg	751 Veneer mfg
766 Toiletries mfg	752 Tub mfg	774 Ventilating mchry mfg
924 Toll station	682 Tube electronic glass envelope mfg	716 Vermicelli mfg
766 Toners mfg	773 Tube mfg, collapsible	742 Vestment mfg
774 Tool holder mfg, metal	776 Tube mfg, elec vacuum	766 Veterinary chemicals mfg
774 Tool mfg	771 Tube mfg, flexible, iron or steel	556 Veterinary service
791 Tool mfg, engineers	747 Tube mfg, inner tube, rubber	913 Viaduct, constr, repair
776 Tool mfg, flexible shaft, portable	764 Tube mfg, plastic	914 Viaduct, demolition
773 Tool mfg, hand	682 Tubing, glass mfg	773 Vice mfg, metal
776 Tool mfg, power	747 Tubing mfg, rubber	776 Victrola mfg
818 Tool shed	922 Tunnel	713 Vinegar mfg
873 Tool storage	913 Tunnel, constr, repair	733 Virgin wool working
766 Tooth paste mfg	914 Tunnel, demolition	346 Vocational rehabilitation center
766 Tooth powder mfg	781 Turbine mfg, repairs, marine	231 Vocational school
799 Toothbrush mfg	775 Turn indicator mfg, vehicle	
573 Top shop, motor vehicle	785 Turpentine refinery	739 Wadding mfg, all fibers
773 Torpedo case mfg	185 TV studio	787 Wagon mfg, horse drawn
451 Tourist cabin	632 TV transmitting site	742 Walking stick mfg
491 Tourist home, 4-8 roomers	776 TV tube mfg	535 Wall covering sales
432 Tourist home, 9-15 roomers	682 TV tubes, glass envelope mfg	773 Wall mfg, curtain-wall, metal
441 Tourist home, over 15 roomers, yr rd	757 Twine plant	773 Wall mfg, metal
743 Towel mfg	773 Type foundry	756 Wall paper mfg, incl printing
391 Town hall	774 Typesetting machine mfg	535 Wall paper store
391 Town office building	758 Typesetting, misc	891 Warehouse, general storage
798 Toy mfg, nonrubber	757 Typesetting, newspaper	773 Washer mfg, metal
747 Toy mfg, rubber	776 Typewriter mfg, elec, manual	774 Washing machine mfg
551 Toy store	538 Typewriter repair w/o sales	592 Washing machine sales
758 Tract, publishing, printing	799 Typewriter ribbon mfg	776 Washing mchry mfg, elec
774 Tractor mfg	551 Typewriter sales, w/repair	739 Waste, batting mill
574 Tractor sales		877 Waste paper reclaiming
757 Trade journal publishing	794 U.S. mint	755 Waste paper sorting
231 Trade school	742 Umbrella mfg	855 Waste paper stge
562 Trade supply sales	522 Umbrella store	747 Waste rubber processing
775 Traffic indicator mfg, vehicle	965 Uncovered parking area	733 Waste wool recovery
776 Traffic signaling apparatus mfg	925 Underground shelter	793 Watch mfg
473 Trailer camping	742 Underwear mfg	544 Watch repair shop
784 Trailer, mfg, assembly	742 Uniform mfg	544 Watch sales
574 Trailer sales	242 University classroom building	793 Watchcase mfg
472 Trailer, travel	461 University dormitory	611 Water, heavy
642 Transformer	915 Unoccupied bldg	913 Water main, constr, repair
775 Transformer mfg	964 Unpaved street, road, path	914 Water main, demolition
642 Transformer vault	754 Upholstering plant	913 Water power project, constr, repair
776 Transistor mfg	739 Upholstery filling mfg	914 Water power project, demolition
894 Transit shed	751 Upholstery fill mfg, wood	647 Water reservoir
774 Transmission chain mfg	531 Upholstery store	647 Water tank
644 Transmission line, gas	744 Upper shoe leather tanning	942 Water taxi, under 1,000 gt, over 65 ft
645 Transmission line, oil	642 Utility pole	647 Water treatment
784 Transmission mfg, motor vehicle		913 Water well, constr, repair
776 Transmitter mfg	915 Vacant bldg	914 Water well, demolition
632 Transmitter site, radar	931 Vacant lot	647 Water works
632 Transmitter site, radio, TV	776 Vacuum cleaner mfg, elec	742 Waterproof outerwear mfg
632 Transmitter site, tracking station	689 Vacuum flask, glass mfg	913 Waterway, constr, repair
668 Trapping	774 Valve mfg, mechanical	914 Waterway, demolition
472 Travel trailer, temporary, family unit	776 Valve mfg, elec	767 Wax mfg, paraffin
664 Tree	583 Variety store, over 10,000 sq ft	765 Wax products mfg
662 Trees, felling, rough cutting	582 Variety store under 10,000 sq ft	736 Wearing apparel mfg, knitted
921 Trestle	765 Varnish mfg	743 Wearing apparel mfg, not knitted
785 Tricycle mfg	865 Varnish storage	521 Wearing apparel sale, rental
641 Trolley car, electric power plant	752 Vat mfg	826 Wearing apparel storage
887 Trolley car storage	773 Vault door mfg	774 Weaving machine mfg, textile
784 Troop carrier mfg, assembly	642 Vault, electrical	732 Weaving mill, cotton
742 Trouser mfg	636 Vault, records	734 Weaving mill, mixed, other fibers
575 Truck accessory store	642 Vault, transformer	733 Weaving mill, wool or worsted
894 Truck freight terminal	713 Vegetable canning	732 Webbing mfg, cotton
632 Truck, mobile communications	713 Vegetable, dehydrating, quick-freeze	734 Webbing mfg, mixed, other fibers
	719 Vegetable dye mfg	733 Webbing mfg, wool or worsted
	655 Vegetable growing	769 Weed killer mfg
	713 Vegetable juices, packing	
	726 Vegetable oil refinery	
	657 Vegetable packing, as picked	
	713 Vegetable packing	

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INDIVIDUAL FIXED PROPERTY USE CLASSIFICATIONS

774 Weighing machine mfg	773 Wire mfg, exc drawing	733 Wool, part process mill
774 Welding electrode mfg	776 Wire mfg, insulated elec	654 Wool production
774 Welding mchry mfg, nonelec	773 Wire nail mfg	733 Wool recovery
775 Welding mchry mfg, elec	773 Wire net mfg	733 Wool reworking mill
774 Welding rod mfg	773 Wire products mfg	733 Wool scouring plant
773 Welding shop	774 Wire rope making mchry mfg	733 Wool sorting plant
561 Welding supply sales	775 Wiring harness mfg, vehicle	733 Wool, spinning, carding, etc
674 Well, oil gas	342 Women detention home	822 Wool storage, bales, bags
726 Whale oil refining	753 Wood block mfg	774 Work holder, mfg, metal
898 Wharf	782 Wood boat mfg	464 Workers barracks
715 Wheat, milling, preparation	751 Wood building products mfg	735 Worsted, finishing
785 Wheel mfg, cycle	753 Wood carving mfg	733 Worsted, spinning, etc
784 Wheel mfg, motor vehicle	686 Wood chip pile	733 Worsted yarn, spinning, doubling, winding
787 Wheelbarrow mfg	752 Wood container mfg	755 Wrapping paper mfg
746 Whip mfg, leather	751 Wood fiber product plant	773 Wrench mfg
721 Whiskey distillery	751 Wood flooring mfg	765 Writing ink mfg
846 Whiskey storage	751 Wood flour mfg	756 Writing pad mfg, incl blank books
765 White lead paste mfg	753 Wood heel mfg	755 Writing paper mfg
799 Wig mfg	753 Wood last mfg	771 Wrought iron works
525 Wig sales	662 Wood logs for fuel, storage	776 X-ray apparatus mfg
752 Willow product mfg	753 Wood pin mfg, bowling pin mfg	868 X-ray film storage
775 Winch mfg, elec	751 Wood preserving plant	776 X-ray machine mfg
774 Winch mfg, nonelec	753 Wood product mfg	441 Y.M.C.A. w/sleeping, yr rd
795 Wind instrument mfg	852 Wood products storage	141 Y.M.C.A./Y.W.C.A. no sleeping
774 Winding machine mfg, textile	853 Wood pulp mfg	441 Y.W.C.A. w/sleeping, yr rd
682 Window glass mfg	753 Wool rack mfg	143 Yacht club
773 Window sash mfg, metal	751 Wool roofing mfg	143 Yachting club
751 Window sash mfg, wood	753 Wool saddlery mfg	885 Yachting club, mooring, launching facility
754 Window shade plant	751 Wool, sawing, planing, etc	825 Yard goods storage
535 Window shade store	751 Wood sleeper mfg	526 Yard goods store
773 Window, storm or screen mfg, metal	753 Wood sole mfg	732 Yarn mfg, cotton
751 Window, storm or screen mfg, wood	765 Wood stain mfg	734 Yarn mfg, mixed, other fibers
567 Window washing firm	753 Wood-toy mfg	733 Yarn mfg, wool or worsted
722 Wine mfg	751 Wood treating plant	732 Yarn mill, cotton
766 Wine mfg, medicated	752 Wood tube mfg	734 Yarn mill, mixed, other fibers
846 Wine storage	758 Woodcuts mfg	733 Yarn mill, wool or worsted
722 Winery	751 Wooden door mfg	739 Yarn reworking mill
412 Winter cottage, in winter, 1-family	795 Wooden furniture mfg	526 Yarn shop
413 Winter cottage, in summer, 1-family	795 Wooden musical instrument mfg	825 Yarn storage
785 Wiper mfg, cycle	661 Woodland maintenance	719 Yeast mfg
784 Wiper mfg, motor vehicle	753 Woodware mfg	773 Zinc hollow ware mfg
771 Wire drawing, ferrous	751 Woodwork mfg	673 Zinc mine, quarry
774 Wire drawing machine mfg	753 Woodworking, off building site	773 Zinc nail mfg
772 Wire drawing, nonferrous	751 Woodworking, on building site	772 Zinc refining, smelting, etc
773 Wire gauze mfg	733 Wool blending, cleaning, combing	773 Zinc, stamping, cold pressing
754 Wire mattress mfg	735 Wool finishing	772 Zinc wire drawing
	735 Wool, full process mill	
	726 Wool grease, refining	
	742 Wool hat mfg	

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INDIVIDUAL MOBILE PROPERTY USE CLASSIFICATIONS

052 Aircraft, 12,500 lbs and over	046 Freighter	061 Road grader
051 Aircraft, 12,499 lbs and under	025 Fuel oil truck	068 Rocket, military
058 Aircraft, ground effect, non-military	064 Gantry crane	049 Sailboat w/o aux-power
056 Aircraft, military combat	025 Gasoline tank truck	041 Sailing vessel, under 65 ft. loa with aux-power
057 Aircraft, military noncombat	059 Glider	048 Sardine catching vessel
053 Aircraft, reciprocating engine, fixed wing	013 Golf cart	012 School bus
054 Aircraft, turbine engine, fixed wing	061 Grader	042 Schooner under 1,000 gt. over 65 ft.
055 Aircraft, vertical take-off	065 Hay baler	013 Scooter, motorized
013 All terrain vehicle	011 Hearse	043 Ship, passenger
011 Ambulance	061 Heavy construction equipment	044 Ship, tank
056 Attack bomber	055 Helicopter, nonmilitary	045 Ship, war, combat
011 Automobile, passenger	058 Hovercraft, nonmilitary	012 Sight-seeing bus
059 Balloon	017 Industrial trailer	071 Snow blower
047 Balloon, towed petroleum	063 Industrial truck	013 Snowmobile
047 Barge	059 Kite	068 Space vehicle
047 Barge, tank	071 Lawn mower	041 Speed boat under 65 ft. loa
013 Bicycle, motorized	063 Lift truck	036 Street car
048 Boat, commercial fishing	059 Lighter than air machine	036 Subway car
036 Budd car	011 Limousine	035 Switch engine
061 Bulldozer	021 Linen service truck	033 Tank car, railroad
042 Buoy maintenance vessel	048 Lobster fishing vessel	025 Tank truck, flammable liquid
012 Bus	035 Locomotive	044 Tanker ship
011 Cab	026 LP-gas transport truck	011 Taxicab
037 Caboose	021 Mail truck	012 Tour bus
016 Camping trailer	062 Marine pile driving equipt.	012 Trackless trolley
011 Car, automobile	063 Materials handling equipt.	065 Tractor
046 Cargo ship	057 Military cargo aircraft	017 Trailer, commercial
048 Clam digging, harvesting vessel	057 Military training aircraft	017 Trailer, industrial
045 Combat ship	057 Military utility aircraft	017 Trailer, professional
065 Combine	068 Missile, air or space borne	026 Trash truck
017 Commercial trailer	064 Mobile crane	015 Travel trailer
026 Compressed gas truck	021 Mobile post office	036 Trolley car
062 Construction equipment	036 Monorail	021 Truck, cement
065 Corn picker	013 Motor bike	025 Truck, chemical tank
048 Crab gathering vessel	041 Motorboat, outboard	026 Truck, compressed gas tank
064 Crane, mobile or fixed	041 Motorboat, under 65 ft. loa	021 Truck, farm
021 Diaper service truck	042 Motorboat, under 1,000 gt. over 65 ft.	025 Truck, flammable liquid
031 Dining car, railroad	013 Motorcycle	063 Truck, fork lift
059 Dirigible	014 Motor home	021 Truck, general
061 Dredge	048 Ocean products gathering vessel	021 Truck, mail
066 Drilling rig, petroleum or gas	043 Passenger ship	025 Truck, tank, not compressed gas
062 Drilling rig, water	056 Patrol aircraft	027 Truck, trash
013 Dune buggy	022 Pedicab	041 Tugboat, under 65 ft. loa
021 Dump truck	047 Petroleum balloon	042 Tugboat, under 1,000 gt. over 65 ft.
061 Earth mover	022 Pickup truck	055 Vertical takeoff aircraft, nonmilitary
048 Factory vessel	062 Pile driving equipt.	042 Vessel, water, under 1,000 gt. over 65 ft.
065 Farm tractor	017 Professional trailer	022 Wagon
042 Ferry under 1,000 gt. over 65 ft.	011 Race car	045 Warship
056 Fighter aircraft	035 Railroad locomotive	062 Well drilling rig, water
041 Fire boat, under 65 ft. loa	037 Railroad maintenance equipt.	066 Well drilling rig, petroleum or gas
048 Fishing boat, charter	031 Railroad rolling stock, passenger	048 Whaling, factory vessel
048 Fishing vessel, commercial	032 Railroad rolling stock, freight	041 Yacht, under 65 ft. loa
048 Fishing vessel, factory type	033 Railroad tank car	042 Yacht, under 1,000 gt. over 65 ft.
044 Flammable liquid tanker ship	037 Railroad wreck clearing equipt.	
063 Forklift truck	031 Railway car, passenger	
032 Freight car, railroad	032 Railway express car	
	036 Railway, street car	
	036 Railway, subway	
	057 Reconnaissance aircraft	

loa — length over all

gt — gross ton

EXTENT OF DAMAGE
EXTENT OF DAMAGE

CFIRS CODE BOOK

C. PROPERTY TYPE

PROPERTY MANAGEMENT										
BVT	FEC	STATE	COUNTY	CITY	DISTRICT	FOREIGN	OTHER			
1	2	3	4	5	6	7	8	9		
CODE STRUCTURE, BUILDING OR VEHICLE - PROPERTY TYPE, INCLUDING BUILDING NO. STORIES										
STRUCTURE, BUILDING OR VEHICLE - CONSTRUCTION TYPE										
EXT. WALL			INT. WALL			FLOOR - ROOF			FIRE RATED	
N/C	2	3	N/C	4	5	N/C	6	7	YER	NO

NOTE: Entries in this Section are required. If not applicable, leave blank.

Line No.	Block Title	Instructions																						
1	PROPERTY MANAGEMENT	Check appropriate box to indicate management of property where incident occurred.																						
2	STRUCTURE, BUILDING, OR VEHICLE - PROPERTY TYPE	<p>This entry identifies the type of property which was involved in the incident. Note that building types are subdivided into three sub-classes.</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">CODE</th> <th style="text-align: left;">CLASSES</th> </tr> </thead> <tbody> <tr><td>0</td><td>Unknown.</td></tr> <tr><td>1</td><td>Building - single or double occupancy.</td></tr> <tr><td>2</td><td>Building - multiple occupancy.</td></tr> <tr><td>3</td><td>Open structure - includes roof with no walls, open steel framing, bridge, trestle, outdoor process equipment.</td></tr> <tr><td>4</td><td>Tent, air supported structure.</td></tr> <tr><td>5</td><td>Outdoor area, storage, vegetation, animals, etc.</td></tr> <tr><td>6</td><td>Vehicle.</td></tr> <tr><td>7</td><td>Underground structure or mine.</td></tr> <tr><td>8</td><td>Pier, wharf.</td></tr> <tr><td>9</td><td>Other.</td></tr> </tbody> </table>	CODE	CLASSES	0	Unknown.	1	Building - single or double occupancy.	2	Building - multiple occupancy.	3	Open structure - includes roof with no walls, open steel framing, bridge, trestle, outdoor process equipment.	4	Tent, air supported structure.	5	Outdoor area, storage, vegetation, animals, etc.	6	Vehicle.	7	Underground structure or mine.	8	Pier, wharf.	9	Other.
CODE	CLASSES																							
0	Unknown.																							
1	Building - single or double occupancy.																							
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6	Vehicle.																							
7	Underground structure or mine.																							
8	Pier, wharf.																							
9	Other.																							
2	BUILDING NO. OF STORIES	Self explanatory.																						

CFIRS CODE BOOK

C. PROPERTY-TYPE

PROPERTY MANAGEMENT									
1	2	3	4	5	6	7	8		
CODE STRUCTURE, BUILDING OR VEHICLE - PROPERTY TYPE								BUILDING NO. STORIES	
STRUCTURE, BUILDING OR VEHICLE - CONSTRUCTION TYPE									
EXT. WALL		INT. WALL		FLOOR - ROOF			FIRE RATED		
N/C	COMB	N/C	COMB	N/C	COMB	7	8	9	ND

Line No.

Block Title

Instructions

3

STRUCTURE, BUILDING OR VEHICLE TYPE - CONSTRUCTION

Check boxes for each of the following conditions: When one or more exterior wall(s) are combustible, check box 2. When one or more interior wall(s) are combustible, check box 4. For purposes of this recording, fire-retardant treated wood used in interior walls shall be considered as non-combustible. When either the roof or floor is combustible, check box 6.

Example: If the structure had non-combustible exterior walls and floors, combustible interior walls and roof, and was not considered as fire rated, check boxes 1, 4, 6, and 8.

- | | |
|-----------|------------------|
| EXT. WALL | — EXTERIOR WALLS |
| N/C | — Noncombustible |
| COMB | — Combustible |
| INT. WALL | — INTERIOR WALLS |
| N/C | — Noncombustible |
| COMB | — Combustible |
| | FLOOR AND ROOF |
| N/C | — Noncombustible |
| COMB | — Combustible |
| | FIRE RATED |
| | Yes |
| | No |

NOTE:

- If no exterior or interior walls, or floor or roof, leave applicable code blank.
- If any box is unknown, leave blank.

CFIRS CODE BOOK

D. EXTENT OF DAMAGE

1	CODE	EXTENT OF DAMAGE - FIRE	
2	CODE	EXTENT OF DAMAGE - SMOKE	
3	CODE	EXTENT OF DAMAGE - WATER	
4	ESTIMATED LOSS - PROPERTY		ESTIMATED LOSS - CONTENTS

NOTE: Entries in this Section are required. If not applicable, leave blank.

Line No.	Block Title	Instructions																
1	EXTENT OF DAMAGE - FIRE (INCLUDES HEAT DAMAGE)	Enter the proper code to signify the extent of fire and/or heat damage. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">CODE</th> <th style="text-align: left;">EXTENT</th> </tr> </thead> <tbody> <tr><td>0</td><td>Unknown.</td></tr> <tr><td>1</td><td>Confined to material first ignited (includes grass).</td></tr> <tr><td>2</td><td>Confined to area of origin.</td></tr> <tr><td>3</td><td>Confined to floor of origin.</td></tr> <tr><td>4</td><td>Confined to building of origin.</td></tr> <tr><td>5</td><td>Spread beyond area or building of origin.</td></tr> <tr><td>9</td><td>Other.</td></tr> </tbody> </table>	CODE	EXTENT	0	Unknown.	1	Confined to material first ignited (includes grass).	2	Confined to area of origin.	3	Confined to floor of origin.	4	Confined to building of origin.	5	Spread beyond area or building of origin.	9	Other.
CODE	EXTENT																	
0	Unknown.																	
1	Confined to material first ignited (includes grass).																	
2	Confined to area of origin.																	
3	Confined to floor of origin.																	
4	Confined to building of origin.																	
5	Spread beyond area or building of origin.																	
9	Other.																	
2	EXTENT OF DAMAGE - SMOKE	Enter the proper code to signify the extent of smoke damage. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">CODE</th> <th style="text-align: left;">EXTENT</th> </tr> </thead> <tbody> <tr><td>0</td><td>Unknown.</td></tr> <tr><td>1</td><td>Confined to material first ignited.</td></tr> <tr><td>2</td><td>Confined to area of origin.</td></tr> <tr><td>3</td><td>Confined to floor of origin.</td></tr> <tr><td>4</td><td>Confined to building of origin.</td></tr> <tr><td>5</td><td>Spread beyond area or building of origin.</td></tr> <tr><td>9</td><td>Other.</td></tr> </tbody> </table>	CODE	EXTENT	0	Unknown.	1	Confined to material first ignited.	2	Confined to area of origin.	3	Confined to floor of origin.	4	Confined to building of origin.	5	Spread beyond area or building of origin.	9	Other.
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0	Unknown.																	
1	Confined to material first ignited.																	
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3	Confined to floor of origin.																	
4	Confined to building of origin.																	
5	Spread beyond area or building of origin.																	
9	Other.																	
3	EXTENT OF DAMAGE - WATER	Enter the proper code to signify the extent of water damage. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">CODE</th> <th style="text-align: left;">EXTENT</th> </tr> </thead> <tbody> <tr><td>0</td><td>Unknown.</td></tr> <tr><td>1</td><td>Confined to material first ignited.</td></tr> <tr><td>2</td><td>Confined to area of origin.</td></tr> <tr><td>3</td><td>Confined to floor of origin.</td></tr> <tr><td>4</td><td>Confined to building of origin.</td></tr> <tr><td>5</td><td>Spread beyond area or building of origin.</td></tr> <tr><td>9</td><td>Other.</td></tr> </tbody> </table>	CODE	EXTENT	0	Unknown.	1	Confined to material first ignited.	2	Confined to area of origin.	3	Confined to floor of origin.	4	Confined to building of origin.	5	Spread beyond area or building of origin.	9	Other.
CODE	EXTENT																	
0	Unknown.																	
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2	Confined to area of origin.																	
3	Confined to floor of origin.																	
4	Confined to building of origin.																	
5	Spread beyond area or building of origin.																	
9	Other.																	

SEARCHED

INDEXED

CFIRS CODE BOOK

D. EXTENT OF DAMAGE		
1	CODE	EXTENT OF DAMAGE - FIRE
2	CODE	EXTENT OF DAMAGE - SMOKE
3	CODE	EXTENT OF DAMAGE - WATER
4	ESTIMATED LOSS - PROPERTY	ESTIMATED LOSS - CONTENTS

Line No.	Block Title	Instructions
4	ESTIMATED LOSS - PROPERTY	Enter your estimate of the damage done to the property (includes buildings, structures, vehicles, etc.) Use replacement cost in computing estimate. Dollars may be rounded to the nearest figure in accordance with the following table or, if known, the exact dollar loss may be entered:

FROM \$	AMOUNT	TO \$	ROUND TO NEAREST \$
01	—	100	50
101	—	1,000	100
1,001	—	10,000	1,000
10,001	—	100,000	10,000
100,001	—	and up	100,000

4	ESTIMATED LOSS - CONTENTS	Enter your estimate of damage done to the contents (furnishings in mobile homes, houses, structures, etc.). Use replacement cost in computing estimate. Dollars may be rounded to the nearest figure in accordance with the table for Property Loss.
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CFIRS CODE BOOK

E. LOCATION & CAUSE	
CODE	LEVEL OF ORIGIN
CODE	SOURCE OF HEAT CAUSING IGNITION
CODE	FORM OF HEAT CAUSING IGNITION
CODE	ACT OR OMISSION CAUSING IGNITION

NOTE: Entries in this Section are required. If not applicable, leave blank.

Line No.	Block Title	Instructions																																														
1	LEVEL OF ORIGIN (LEVEL OF FLOOR IN BUILDING OR STRUCTURE)	<p>Enter the appropriate code from the following for buildings or structures with floors:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 100px;">CODE</td> <td>LEVEL OF ORIGIN ABOVE GROUND</td> </tr> <tr> <td>100</td> <td>Unknown.</td> </tr> <tr> <td>101</td> <td>Ground floor.</td> </tr> <tr> <td>102</td> <td>Second floor.</td> </tr> <tr> <td>103</td> <td>Third floor.</td> </tr> <tr> <td>104</td> <td>Fourth floor.</td> </tr> <tr> <td>●</td> <td></td> </tr> <tr> <td>197</td> <td>97th floor.</td> </tr> <tr> <td>198</td> <td>98th floor and higher.</td> </tr> <tr> <td>199</td> <td>Roof.</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>CODE</td> <td>LEVEL OF ORIGIN BELOW GROUND</td> </tr> <tr> <td>200</td> <td>Unknown.</td> </tr> <tr> <td>201</td> <td>One floor (basement).</td> </tr> <tr> <td>202</td> <td>Two floors below ground.</td> </tr> <tr> <td>203</td> <td>Three floors below ground.</td> </tr> <tr> <td>●</td> <td></td> </tr> <tr> <td>298</td> <td>Ninety Eight Floors below ground.</td> </tr> <tr> <td>299</td> <td>Other.</td> </tr> </table> <p>For buildings or structures with no floors or floors of irregular heights:</p> <p>NOTE: Code increases by one for each additional 10 feet above/below grade.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 100px;">CODE</td> <td>LEVEL OF ORIGIN ABOVE GROUND</td> </tr> <tr> <td>300</td> <td>Unknown.</td> </tr> <tr> <td>301</td> <td>Grade to nine feet above grade.</td> </tr> <tr> <td>302</td> <td>10 to 19 feet above grade.</td> </tr> </table>	CODE	LEVEL OF ORIGIN ABOVE GROUND	100	Unknown.	101	Ground floor.	102	Second floor.	103	Third floor.	104	Fourth floor.	●		197	97th floor.	198	98th floor and higher.	199	Roof.			CODE	LEVEL OF ORIGIN BELOW GROUND	200	Unknown.	201	One floor (basement).	202	Two floors below ground.	203	Three floors below ground.	●		298	Ninety Eight Floors below ground.	299	Other.	CODE	LEVEL OF ORIGIN ABOVE GROUND	300	Unknown.	301	Grade to nine feet above grade.	302	10 to 19 feet above grade.
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FORM OF HEAT CALSINE (CONTINUED)

CODE	LEVEL OF ORIGIN ABOVE GROUND (continued)
303	20 to 29 feet above grade.
304	30 to 39 feet above grade.
305	40 to 49 feet above grade.
●	
399	Other.

CODE	LEVEL OF ORIGIN BELOW GROUND
400	Unknown.
401	Grade to nine feet below ground.
402	10 to 19 feet below ground.
403	20 to 29 feet below ground.
●	
499	Other.

CFIRS CODE BOOK

E. LOCATION & CAUSE	
CODE	LEVEL OF ORIGIN
CODE	SOURCE OF HEAT CAUSING IGNITION
CODE	FORM OF HEAT CAUSING IGNITION
CODE	ACT OR OMISSION CAUSING IGNITION

Line No.	Block Title	Instructions
2	SOURCE OF HEAT CAUSING IGNITION	The Source of Heat Causing Ignition identifies the piece of equipment or object which provided the heat that caused the ignition. If the source was not equipment, (often the case in an exposure fire), see codes 90 through 98. In many cases, the source of the heat will be neither a piece of equipment nor an exposure fire. In these instances enter a 98 - No equipment involved.

- | CODE | SOURCE OF HEAT CAUSING IGNITION |
|-----------------------|--|
| (a) Heating Systems | |
| 11 | Central heating unit.
Includes furnace, boiler power burner, stoker. Use 71 for industrial furnace. |
| 12 | Water heater. |
| 13 | Fixed or stationary local heating unit.
Includes wall furnace, unit heater, room heater, fixed heating stove, baseboard heater. |
| 14 | Fireplace, indoor. |
| 15 | Portable local heating unit.
Includes space heater, room heater, portable salamander. |
| 16 | Chimney, gas vent flue. |
| 17 | Chimney connector, vent connector (connects firebox to chimney). |
| 18 | Steam line, heating pipe. |
| 19 | Heating system; not elsewhere classified. |
| 10 | Heating system: insufficient information given to classify further. |
| (b) Cooking Equipment | |
| 21 | Fixed or stationary surface unit.
Includes stove—excludes charcoal grills which are classified in 26. |
| 22 | Fixed or stationary oven.
Includes rotisserie. |
| 23 | Fixed or stationary food warming appliance.
Includes coffee urn, steam table, warming drawer, warming table. |
| 24 | Deep fat fryer. |
| 25 | Portable cooking or warming unit.
Includes hot plate, camp stove, toaster, waffle iron. |

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- CODE SOURCE OF HEAT CAUSING IGNITION (continued)**
- 26 Open fired grill.
Includes charcoal, wood or paper fired, hibachi, barbeque.
- 27 Grease hood or duct.
- 29 Cooking equipment; not elsewhere classified.
- 20 Cooking equipment; insufficient information given to classify further.
- (c) Air Conditioning, Refrigeration Equipment
- 31 Central air conditioning or refrigeration equipment.
- 32 Water cooling device, tower.
- 33 Fixed, stationary local refrigerator unit.
Includes cold box, freezer, refrigerator.
- 34 Fixed, stationary local air conditioning unit.
- 35 Portable air conditioning or refrigeration unit.
Includes dehumidifier.
- 39 Air conditioning, refrigeration equipment; not elsewhere classified.
- 30 Air conditioning, refrigeration equipment; insufficient information given to classify further.
- (d) Electrical Distribution Equipment
- 41 Fixed wiring.
Includes power lines, junction boxes, cables, wiring in raceways.
- 42 Transformer and associated overcurrent and disconnect equipment.
- 43 Meters.
- 44 Power switch gear and overcurrent protection devices. Includes panelboard or switchboard, fuses, circuit breakers.
- 45 Switch, receptacle, outlet.
- 46 Lighting fixture, lamp holder or sign.
- 47 Cord, plug.
Includes "temporary" extension, appliance cord or plug.
- 48 Lamps.
- 49 Electrical distribution equipment; not elsewhere classified.
- 40 Electrical distribution equipment; insufficient information given to classify further.
- (e) Appliances and Equipment (other than elsewhere classified)
- 51 Television, radio phonograph.
Includes tape recorders, sound or picture receiving equipment or reproduction equipment.
- 52 Dryer.
Includes coin operated; extractor removing any liquids, solvents, etc.
- 53 Washing machine.
Includes laundry, coin operated.
- 54 Floor care equipment.
Includes vacuum cleaners; excluding "ride on" type which are classified as Industrial Truck in Section 96.

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CODE	SOURCE OF HEAT CAUSING IGNITION (continued)
55	Separate motor and generator. Includes those not an integral part of an appliance and those separated by a belt or chain from the equipment they drive.
56	Electric hand tools. Includes soldering iron, drill, etc.
57	Portable electric appliance designed to produce controlled heat (not elsewhere classified). Includes electric blanket, steam iron.
58	Portable electric appliance designed not to produce heat (not elsewhere classified). Includes electric razor, can opener.
59	Appliance, equipment; not elsewhere classified.
50	Appliance, equipment; insufficient information given to classify further.
(f) Special Equipment	
61	Electronic Equipment. Includes radar, X-ray, computer, telephone, transmitter.
62	Vending machine or drinking fountain.
63	Office machine.
64	Biomedical equipment or device. Includes anesthetizing machine.
65	Separate pump or compressor.
66	Internal combustion engine.
67	Conveyor.
68	Printing press.
69	Special equipment; not elsewhere classified.
60	Special equipment; insufficient information given to classify further.
(g) Processing Equipment	
71	Furnace, oven or kiln. Excludes those used for food preparation or heat treating.
72	Casting, molding, forging equipment. Includes glass forming, die casting.
73	Heat treating equipment. Includes quench tanks, and associated equipment.
74	Working, shaping machine. Includes sawing, planing, grinding, machining forming, opening, picking, carding, weaving.
75	Coating machine. Includes asphalt saturating, rubber spreading.
76	Painting equipment. Includes dipping, spraying, flow-coating equipment.
77	Chemical process equipment. Includes digester, reactor, black liquor recovery, distilling.
78	Waste recovery equipment. Includes garnetting, solvent recovery.

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CODE	SOURCE OF HEAT CAUSING IGNITION (continued) (continued)
79	Processing equipment; not elsewhere classified.
70	Processing equipment; insufficient information given to classify further.
(h) Service and Maintenance Equipment	
81	Incinerator.
82	Bearing or brake.
83	Rectifier, charger. Includes inverter, battery.
84	Tarpot, tar kettle.
85	Arc or oil lamp. Includes gas mantle, arc-lighted motion picture projector.
86	Elevator.
89	Service and maintenance equipment; not elsewhere classified.
80	Service and maintenance equipment; insufficient information given to classify further.
(i) Other Object, Exposure Fire	
91	Separate; removed object. (Ignition of a building separated from the fire by a distance of at least 50 feet).
92	Separate; detached object. (Ignition of a building separated from the fire by a distance of more than one foot but less than 50 feet).
93	Separate; adjoining object. (Ignition of a building separated from the fire by a distance of less than one foot, or by an unpierced wall).
94	Attached protected object. (Ignition of a building communicating with another, but separated by pierced fire walls or rated fire cutoffs and with all common fire wall openings protected by standard installation of fire doors and cutoffs).
95	Attached; unprotected object. (Ignition of a building, adjoining another building not meeting the above definitions, and separated by pierced walls of substandard type or without standard protection of openings).
96	Vehicle.
98	No equipment involved—see Form of Heat Causing Ignition (i.e., cigarette, cutting torch, etc.).
99	Other object, exposure fire; not elsewhere classified.
90	Other object, exposure fire; insufficient information given to classify further.
00	Unknown.

CFIRS CODE BOOK

E. LOCATION & CAUSE

CODE	LEVEL OF ORIGIN	
CODE	SOURCE OF HEAT CAUSING IGNITION	3
CODE	FORM OF HEAT CAUSING IGNITION	3
CODE	ACT OR OMISSION CAUSING IGNITION	4

Line No.
3

Block Title
FORM OF HEAT
CAUSING IGNITION

Instructions

This entry is used to specify the type and form of heat energy that caused ignition. To locate the proper code, determine the appropriate general form of heat from the following category headings (a) through (h). Under the appropriate category, find the specific form of heat applicable.

- | CODE | FORM OF HEAT CAUSING IGNITION |
|---|--|
| (a) Heat From Fuel-Fired or Fuel-Powered Object
(Gas is a gas fuel; gasoline is a liquid fuel.) | |
| 11 | Spark; ember or flame escaping from gas fueled equipment. |
| 12 | Heat from gas fueled equipment.
Includes pilot light or normal flame. |
| 13 | Spark, ember or flame escaping from liquid fueled equipment. |
| 14 | Heat from liquid fueled equipment.
Includes pilot light or normal flame. |
| 15 | Spark, ember or flame escaping from solid fueled equipment. |
| 16 | Heat from solid fueled equipment. |
| 17 | Spark, ember or flame escaping from equipment—fuel not known. |
| 18 | Heat from equipment—fuel not known. |
| 19 | Heat from fuel fired or fuel powered object; not elsewhere classified. |
| 10 | Heat from fuel fired or fuel powered object; insufficient information given to classify further. |
| (b) Heat From Electrical Equipment Arcing or Overloaded | |
| 21 | Short circuit arc, water caused. |
| 22 | Short circuit arc, mechanical damage. |
| 23 | Short circuit arc, defective or worn insulation. |
| 24 | Short circuit arc, unspecified. |
| 25 | Arc from faulty contact, loose connection, broken conductor. |
| 26 | Arc or spark from operating equipment or switch. |
| 27 | Heat from overloaded equipment.
Includes wire, motor. |

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CODE	FORM OF HEAT CAUSING IGNITION (continued)
29	Fluorescent light ballast.
29	Heat from electrical equipment arcing or overloaded; not elsewhere classified.
20	Heat from electrical equipment arcing or overloaded; insufficient information given to classify further.
(c) Heat From Smoking Material in Use or After Use	
31	Cigarette.
32	Cigar.
33	Pipe.
39	Heat from smoking material; not elsewhere classified.
30	Heat from smoking material; insufficient information given to classify further.
(d) Heat From Open Flame or Spark	
41	Cutting torch operation (separating metals).
42	Welding torch operation (joining metals).
43	Torch operation, other than cutting and welding. Includes plumbers furnace, blow torch, plumbers torch, bunsen burner, soldering and heating operations, paint stripping torch, and other torch operations.
44	Candle, taper.
45	Match.
46	Lighter (flame type).
47	Open fire. Includes campfire, bonfire, warning flare, rubbish fire, open trash burner, open incinerator, outdoor fireplace, control burn.
48	Backfire from internal combustion engine.
49	Heat from open flame or spark; not elsewhere classified.
40	Heat from open flame or spark; insufficient information given to classify further.
(e) Heat From Hot Object	
51	Heat or spark from friction. Includes tire overheated.
52	Molten or hot material. Includes molten metal, hot forging, hot glass, conventional exhaust system.
53	Hot ember or ash.
54	Electric lamp. Includes light bulb.
55	Rekindle, reignition.
56	Heat from properly operating electrical equipment.
57	Heat from improperly operating electrical equipment.
58	Catalytic converter exhaust systems.
59	Heat from hot object; not elsewhere classified.
50	Heat from hot object; insufficient information given to classify further.

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CODE	FORM OF HEAT CAUSING IGNITION (continued)
(f) Heat From Explosives	
61	Explosives. Includes bombs, ammunition, military rocket.
62	Blasting agent.
66	Incendiary device. Includes Molotov cocktail.
69	Heat from explosives; not elsewhere classified.
60	Heat from explosives; insufficient information given to classify further.
(g) Heat From Natural Source	
71	Sun's heat. Usually magnified through broken glass, or glass bottle.
72	Spontaneous ignition, chemical reaction.
73	Lightning discharge.
74	Static discharge.
79	Heat from natural sources; not elsewhere classified.
70	Heat from natural sources; insufficient information given to classify further.
(h) Heat Spreading From Another Hostile Fire (Exposure)	
81	Heat from direct flame or convection currents.
82	Radiated heat.
83	Heat from flying brand, ember or spark.
84	Conducted heat.
89	Heat spreading from another hostile fire; not elsewhere classified.
80	Heat spreading from another hostile fire; insufficient information given to classify further.
(i) Heat From Fireworks (see definitions, page 9)	
91	Safe and Sane.
92	Dangerous (classified and labeled).
93	Dangerous (All unclassified fireworks).
94	Agriculture and Wildlife.
95	Exempt (Religious, commercial, industrial).
96	Model rocket premanufactured and sealed engines.
97	Amateur or experimental rocketry.
98	Emergency signaling device.
(j) Form of Heat Causing Ignition	
00	Undetermined.

28

Fluorescent light collect

29

Fluorescent light collect

30

Fluorescent light collect

31

Fluorescent light collect

32

Fluorescent light collect

CFIRS CODE BOOK

E. LOCATION & CAUSE

CODE	LEVEL OF ORIGIN	1
CODE	SOURCE OF HEAT CAUSING IGNITION	2
CODE	FORM OF HEAT CAUSING IGNITION	3
CODE	ACT OR OMISSION CAUSING IGNITION	4

Line No.	Block Title	Instructions
4	ACT OR OMISSION CAUSING IGNITION	If an act or lack of action on the part of a person or group of persons appears to have caused the fire to start, enter the appropriate human act or omission case from the following list. Included in possible human acts or omissions are not only deliberate acts and misuse or neglect of equipment acts, but also design, construction, and installation failures.

CODE ACT OR OMISSION CAUSING IGNITION

(a) Incendiary Act

Physical evidence indicates that fire was deliberately or maliciously set.

- 11 Incendiary act, not during civil disturbance, juvenile and adult.
- 12 Incendiary act, during civil disturbance, juvenile and adult.
- 13 Incendiary act, not during civil disturbance, juvenile.
- 14 Incendiary act, during civil disturbance, juvenile.
- 15 Incendiary act, not during civil disturbance, adult.
- 16 Incendiary act, during civil disturbance, adult.
- 17 Incendiary act, not during civil disturbance, person(s) unknown.
- 18 Incendiary act, during civil disturbance, person(s) unknown.

(b) Suspicious Act

Circumstances indicate possibility of a deliberate fire.

- 21 Suspicious act, not during civil disturbance, juvenile and adult.
- 22 Suspicious act, during civil disturbance, juvenile and adult.
- 23 Suspicious act, not during civil disturbance, juvenile.
- 24 Suspicious act, during civil disturbance, juvenile.
- 25 Suspicious act, not during civil disturbance, adult.
- 26 Suspicious act, during civil disturbance, adult.
- 27 Suspicious act, not during civil disturbance, person(s) unknown.
- 28 Suspicious act, during civil disturbance, person(s) unknown.

CFIRS CODE BOOK

MATERIALS & SMOKE SPREAD

CODE ACT OR OMISSION CAUSING IGNITION (continued)

(c) Misuse of Heat of Ignition

- 31 Abandoned or discarded material; cigarette, cigar, etc.
- 32 Thawing.
- 33 Falling asleep.
- 34 Inadequate control of open fire, including smoking out animal/insects.
- 35 Cutting or welding too close to.
- 36 Children playing with, or child playing.
- 37 Unconscious, mental or physical impairment, drug or alcohol stupor.
- 38 Used contrary to directions for use.
- 39 Misuse of heat of ignition; not elsewhere classified
- 30 Misuse of heat of ignition; insufficient information given to classify further.

(d) Misuse of Material Ignited

- 41 Fuel spilled or released accidentally.
- 42 Improper fueling technique.
- 43 Flammable liquid used to kindle fire.
- 44 Washing part, cleaning, refinishing, repainting.
- 45 Improper container.
- 46 Combustible too close.
- 47 Improper storage.
- 48 Children playing with, or child playing.
- 49 Misuse of material ignited; not elsewhere classified.
- 40 Misuse of material ignited; insufficient information given to classify further.

(e) Mechanical Failure or Malfunction

- 51 Part failure—leak, break, etc.
- 52 Automatic control failure.
- 53 Manual control failure.
- 54 Short circuit or ground fault.
- 55 Other electrical failure.
- 56 Lack of maintenance, worn out.
- 59 Mechanical failure or malfunction; not elsewhere classified.
- 50 Mechanical failure or malfunction; insufficient information given to classify further.

(f) Construction, Design, or Installation Deficiency

- 61 Design deficiency.
- 62 Construction deficiency.
- 63 Installed too close to combustibles.
- 64 Other installation deficiency.

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CODE	ACT OR OMISSION CAUSING IGNITION (continued)
65	Property too close to—includes exposure fire.
69	Construction, design, or installation deficiency; not elsewhere classified.
60	Construction, design, or installation deficiency; insufficient information to classify further.
(g) Operational Deficiencies	
71	Collision, overturn, knockdown.
72	Accidentally turned on or not turned off.
73	Unattended.
74	Overloaded.
78	Alteration of designed use.
79	Other operational deficiency.
70	Insufficient information.
(h) Natural Conditions	
81	High wind.
82	Earthquake.
83	High water including floods.
89	Other natural conditions.
80	Insufficient information.
(i) Other Act or Omission	
91	Animals.
92	Rekindles from a previous fire.
99	Act or omission; not elsewhere classified.
90	Act or omission; insufficient information to classify further.

0002. ACT OF OMISSION CAUSING IDENTIFICATION

1. ~~Section 1002~~

15. ~~Section 1002~~

16. ~~Section 1002~~

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F. AREA, MATERIALS & SMOKE SPREAD

1	CODE	AREA OF ORIGIN
2	CODE	TYPE OF MATERIAL FIRST IGNITED
3	CODE	FORM OF MATERIAL FIRST IGNITED
4	CODE	MAIN AVENUES SMOKE SPREAD

NOTE: Entries in this Section are required.
If not applicable, leave blank.

Line No.	Block Title	Instructions
1	AREA OF ORIGIN	The Area of Origin identifies the particular space or location where the ignition first occurred. It is either a room or part of a room or possibly an open area devoted to a single use. Enter the appropriate code from the following list:

CODE AREA OF ORIGIN

(a) Means of Egress

- 01 Hallway, corridor, mall.
- 02 Stairway, exterior.
Includes fire escape, ramp.
- 03 Stairway, interior.
Includes ramp.
- 04 Escalator.
- 05 Lobby, entrance way.
- 09 Other means of egress.

(b) Assembly, Sales Areas (groups of people)

- 11 Large assembly area with fixed seats (100 or more persons).
Includes auditorium, chapel, place of worship, theater, arena, and lecture hall.
- 12 Large open room without fixed seats (100 or more persons).
Includes ballroom, gymnasium, roller rink, bowling alley lanes, etc.
- 13 Small assembly area with or without fixed seats.
Includes classroom, meeting room, etc.
- 14 Lounge area.
Includes living room, common room, TV room, den, recreation room, family room, sitting room, music room, etc.
- 15 Sales, showroom area.
Includes shop; for display window, use 56.
- 16 Library.
Includes art gallery, exhibit space.
- 17 Swimming pool.
- 19 Other assembly areas.

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CODE

AREA OF ORIGIN (continued)

(c) Function Areas

- 21 Sleeping room for under 5 persons.
Includes patient's room, bedroom, cell, lockup, etc.
- 22 Sleeping area for 5 or more persons.
Includes ward, dormitory, barracks, etc.
- 23 Dining area, lunchroom, cafeteria.
Includes dining room, mess room, canteen, bar, beverage service.
- 24 Kitchen, cooking area.
- 25 Lavatory, locker room, cloakroom.
Includes checkroom, rest room, bathroom, powder room, washroom, shower room, sauna bath, outhouse.
- 26 Laundry room or area.
Includes wash house.
- 27 Office.

(d) Function Areas (continued)

- 31 Laboratory.
- 32 Printing, photographic room or area.
- 33 First aid, treatment room.
Includes minor surgery.
- 34 Operating room.
Includes recovery room, operating theater.
- 35 Electronic equipment room or area.
Includes control center, radar room, electronic computer area, data processing center, telephone equipment, telephone booth, etc.
- 36 Performance, stage area.
Includes backstage, dressing room, ice rink, boxing ring or basketball floor.
- 37 Projection room or area.
Includes stage light and spotlight areas.
- 38 Process, manufacturing area.
Includes workroom.
- 39 Other function areas.

(e) Storage Areas

- 41 Product storage room or area, storage tank, storage bin.
Includes all areas where products are held awaiting process, shipment, use or sale.
- 42 Closet.
- 43 Supply storage room or area, attic.
Includes tool room, maintenance supply room, supply room, dead storage room, etc.
- 44 Records storage room or vault.
- 45 Shipping, receiving loading area.
Includes packing department, mail room, loading bay.

CFIRS CODE BOOK

CODE

AREA OF ORIGIN (continued)

- | CODE | AREA OF ORIGIN (continued) |
|---------------------------------|---|
| 46 | Trash, rubbish area.
Includes wastepaper, industrial waste container, compactor, garbage or trash chute without incinerator; See 64 for incinerator. |
| 47 | Garage, carport, vehicle storage area. |
| 49 | Other storage areas. |
| (f) Service Facilities | |
| 51 | Elevator, dumb-waiter including shaft. |
| 52 | Utility shaft.
Includes pipe, ventilation and conduit. |
| 53 | Light Shaft. |
| 54 | Chute.
Includes laundry, mail, etc. Use 46 for trash chute. |
| 55 | Duct.
Includes air conditioning, heating, cable, exhaust, etc. |
| 56 | Display window. |
| 57 | Chimney. |
| 58 | Conveyor. |
| 59 | Other service facilities. |
| (g) Service and Equipment Areas | |
| 61 | Machinery room or area.
Includes elevator machinery room, engine room, pump room, head house, refrigeration room, etc. |
| 62 | Heating equipment room or area, water heater area. |
| 63 | Switchgear area, transformer vault. |
| 64 | Incinerator room or area.
Includes all incinerator operations, see 46 for rubbish area without incinerator. |
| 65 | Maintenance shop or area.
Includes repair shop, welding shop, paint shop, workshop, paint spraying. |
| 66 | Test cell. |
| 67 | Enclosure with pressurized air. |
| 68 | Enclosure with enriched oxygen atmosphere. |
| 69 | Other service and equipment areas. |
| (h) Structural Areas | |
| 71 | Crawl space, sub-structure space. |
| 72 | Exterior balcony, open porch. |
| 73 | Ceiling and floor assembly; concealed floor/ceiling space. |
| 74 | Ceiling and room assembly; concealed roof/ceiling space. |
| 75 | Wall assembly, concealed wall space. |

CFIRS CODE BOOK

CODE

AREA OF ORIGIN (continued)

76 Exterior wall surface.

77 Exterior roof surface.

78 Awning.

79 Other structural area.

(i) Vehicle Areas

81 Transportation equipment; passenger area: ~~cab, bar, beverage service.~~

82 Transportation equipment; trunk or load carrying area.

83 Transportation equipment; engine area, running gear, wheels, etc.

84 Transportation equipment; fuel tank, fuel line area.

85 Transportation equipment; operating or control area.
Includes the bridge of ships, cockpit of planes, cab of trucks, etc.

89 Other vehicle area.

(j) Other

91 On or near railroad right of way, embankment.

92 On or near highway, public way, street.

93 Court, terrace, patio.

94 Lawn, field, open area.
Includes farmland, park, vacant lot.

95 Wildland area, woods.

97 Multiple location or use area.

98 Unclassified.

99 Unable to determine.

90 Unspecified, or insufficient information given to classify further.

00 Unknown.

CFIRS CODE BOOK

F. AREA, MATERIALS & SMOKE SPREAD

CODE	AREA OF ORIGIN	AREA OF ORIGIN
2	TYPE OF MATERIAL FIRST IGNITED	
3	FORM OF MATERIAL FIRST IGNITED	
4	MAIN AVENUES SMOKE SPREAD	

Line No.	Block Title	Instructions
2	TYPE OF MATERIAL FIRST IGNITED	This entry identifies the principle type of material which first ignited. In those instances where several types of material were involved, enter the material which contributed most.

- | CODE | TYPE OF MATERIAL FIRST IGNITED |
|--|---|
| (a) Gas | |
| 11 | Natural gas. |
| 12 | LP-City Gas (LP and air mix). |
| 13 | Manufactured gas. |
| 14 | LP-Gas. |
| 15 | Anesthetic gas. |
| 16 | Acetylene. |
| 17 | Specialty gas—other than anesthetic. |
| 19 | Gas; not elsewhere classified. |
| 10 | Gas; insufficient information given to classify further. |
| (b) Flammable or Combustible Liquid | |
| 21 | High volatile flammable liquid, Class 1A, flashpoint less than 73 degrees F, boiling point less than 100 degrees F. |
| 22 | Gasoline type of flammable liquid, Class 1B, flashpoint less than 73 degrees F; boiling point 100 degrees F or above. |
| 23 | Gasoline. |
| 24 | Intermediate type flammable liquid, Class 1C, flashpoint 73 degrees F or above, but less than 100 degrees F. |
| 25 | Kerosene type flammable liquid, Class II, flashpoint 100 degrees F or above, but less than 140 degrees F. |
| 26 | Heavy fuel oil type combustible liquid, Class III A, flashpoint 140 degrees F or above, but less than 200 degrees F. |
| 27 | Lubricating oil type combustible liquid, Class III B, flashpoint 200 degrees F or above. |
| 29 | Flammable or combustible liquid, unlisted. |
| 20 | Flammable or combustible liquid; insufficient information given to classify further. |

CFIRS CODE BOOK

CODE **TYPE OF MATERIAL FIRST IGNITED (continued)**

- (c) Volatile Solid (material with a melting point between 100 degrees F and 250 degrees F)
 - 31 Fat or grease (food).
Includes butter, tallow, margarine, lard.
 - 32 Grease (nonfood).
Includes petroleum jelly.
 - 33 Polish.
Includes paraffin, wax.
 - 34 Adhesive.
Includes glue, gelatin.
 - 35 Resin.
Includes rosin, damas, elemi, kauri.
 - 36 Tar, asphalt, pitch.
 - 39 Volatile solid; not elsewhere classified.
 - 30 Volatile solid; insufficient information given to classify further.
- (d) Chemical, Metal, Plastic, Applied Paint
 - 41 Solid chemical.
 - 42 Magnesium.
 - 43 Titanium, zirconium.
 - 44 Other metal.
 - 45 Plastic.
 - 46 Paint, varnish—applied.
 - 47 Radioactive material.
 - 48 Explosives.
 - 49 Chemical, metal, plastic, applied paint; not elsewhere classified.
 - 40 Chemical, metal, plastic, applied paint; insufficient information given to classify further.
- (e) Natural Product
 - 51 Rubber.
Includes synthetic rubber.
 - 52 Cork.
 - 53 Leather.
 - 54 Grass, leaves, hay and straw.
 - 55 Grain, natural fiber (pre-process).
Includes feathers, felt, kapok, hessian, hemp, sisal, jute, cocofilm, flax, cotton, etc.
 - 56 Coal, coke, briquettes; peat.
 - 57 Food, starch.
 - 58 Tobacco.
 - 59 Natural product; not elsewhere classified.
 - 50 Natural product; insufficient information given to classify further.

CFIRS CODE BOOK

CODE TYPE OF MATERIAL FIRST IGNITED (continued)

(f) Wood, Paper (Wood material with a melting point between 100 degrees F and 250 degrees F)

- 61 Wood, growing.
Includes rubber, tallow, mastic, lead.
- 62 Wood, felled, but unsawn.
- 63 Wood sawn.
Includes all finished lumber.
- 64 Wood shavings.
Includes sawdust, excelsior.
- 65 Hardboard, plywood.
- 66 Fiberboard (low density material), wood pulp.
Includes beaverboard.
- 67 Paper, untreated, uncoated (for waxed paper see No. 83).
- 68 Cardboard.
- 69 Wood, paper; not elsewhere classified.
- 60 Wood, paper; insufficient information given to classify further.

(g) Fabric, Textile, Fur (classify by predominant type of material)

- 71 Synthetic fabric, fiber, finished goods.
- 72 Cotton or rayon—cotton fabric or finished goods.
Includes canvas. Excludes waterproof canvas—See No. 84.
- 73 Wool or wool mixture fabric or finished goods.
- 74 Fur, silk, or other fabric or finished goods.
- 75 Wig.
- 76 Human hair.
- 79 Fabric, textile, fur; not elsewhere classified.
- 70 Fabric, textile, fur; insufficient information given to classify further.

(h) Material Compounded with Oil

- 81 Linoleum.
- 82 Oil cloth.
- 83 Treated and/or coated paper.
Includes waxed paper.
- 84 Waterproof canvas.
- 85 Oily rags.
- 86 Asphalt treated material.
- 89 Material compounded with oil; not elsewhere classified.
- 80 Material compounded with oil; insufficient information given to classify further.

(i) Type of Material Ignited—Other or Undetermined

- 98 Type of material ignited—not applicable.
- 99 Type of material ignited; not elsewhere classified.
- 90 Type of material ignited; insufficient information given to classify further.
- 00 Unknown.

CFIRS CODE BOOK

(f) Wood					
1	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;">CODE</th> <th>AREA OF ORIGIN</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	CODE	AREA OF ORIGIN		
CODE	AREA OF ORIGIN				
2	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;">CODE</th> <th>TYPE OF MATERIAL FIRST IGNITED</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	CODE	TYPE OF MATERIAL FIRST IGNITED		
CODE	TYPE OF MATERIAL FIRST IGNITED				
3	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;">CODE</th> <th>FORM OF MATERIAL FIRST IGNITED</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	CODE	FORM OF MATERIAL FIRST IGNITED		
CODE	FORM OF MATERIAL FIRST IGNITED				
4	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;">CODE</th> <th>MAIN AVENUES SMOKE SPREAD</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	CODE	MAIN AVENUES SMOKE SPREAD		
CODE	MAIN AVENUES SMOKE SPREAD				

Line No.	Block-Title	Instructions
3	FORM OF MATERIAL FIRST IGNITED	Enter the primary use of the material first ignited.

CODE FORM OF MATERIAL FIRST IGNITED

(a) Structural Component or Finish

- 11 Exterior roof covering, surface or finish.
- 12 Exterior sidewall covering, surface or finish.
Includes eave.
- 13 Exterior trim and appurtenances.
Includes door, porch, platform.
- 14 Floor covering, surface.
Includes carpet, rug, flooring, stair.
- 15 Interior wall covering, surface (items permanently affixed to wall and door surface).
Includes cloth (for curtain, drapery, see 36).
- 16 Ceiling covering, surface.
Includes cloth permanently affixed to ceiling, acoustical tile.
- 17 Structural member or framing.
- 18 Insulation, thermal and acoustical (within wall, partition, or floor/ceiling space).
- 19 Structural component or finish; not elsewhere classified.
- 10 Structural component or finish; insufficient information given to classify further.

(b) Furniture (includes built-in)

- 21 Upholstered sofa, chair, vehicle seats.
- 22 Not-upholstered chair, bench.
- 23 Cabinetry.
Includes filing cabinet, piano, organ, dresser, chest of drawers, desk, table, bookcase.
- 24 Ironing board.
- 29 Furniture; not elsewhere classified.
- 20 Furniture; insufficient information given to classify further.

(c) Soft Goods and Wearing Apparel

- 31 Mattress, pillow.
- 32 Bedding, blanket, sheet, comforter.
Includes heating pad.

CFIRS CODE BOOK

CODE FORM OF MATERIAL FIRST IGNITED (continued)

- 33 Linen, other than bedding.
Includes towel, tablecloth.
- 34 Wearing apparel, not on a person.
- 35 Wearing apparel, on a person.
- 36 Curtain, blind, drapery, tapestry.
- 37 Goods—not made up.
Includes fabric, yard goods.
- 38 Luggage.
- 39 Soft goods and wearing apparel; not elsewhere classified.
- 30 Soft goods and wearing apparel; insufficient information given to classify further.

(d) Adornment, Recreational Material

- 41 Christmas tree.
- 42 Decoration for special event.
- 43 Book.
- 44 Magazine, newspaper, writing paper.
Includes files.
- 45 Toy, game.
- 46 Awning, canopy.
- 47 Tarpaulin, tent.
- 49 Adornment, recreational material; not elsewhere classified.
- 40 Adornment, recreational material; insufficient information given to classify further.

(e) Supplies or Stock

- 51 Box, carton, bag.
- 52 Basket, barrel.
- 53 Pallet, skid (not in use).
- 54 Rope, cord, twine, yarn.
- 55 Packing, wrapping material.
- 56 Bale storage.
- 57 Bulk storage.
- 58 Cleaning supplies.
Includes broom, brush, mop, cleaning cloth.
- 59 Supplies or stock; not elsewhere classified.
- 50 Supplies or stock; insufficient information given to classify further.

(f) Power Transfer Equipment or Fuel

- 61 Electrical insulation, cable.
- 62 Transformer.

CFIRS CODE BOOK

CODE

FORM OF MATERIAL FIRST-IGNITED (continued)

- | | |
|----|---|
| 63 | Conveyor belt, drive belt, V-belt. |
| 64 | Tire. |
| 65 | Fuel. |
| 69 | Power transfer equipment or fuel; not elsewhere classified. |
| 60 | Power transfer equipment or fuel; insufficient information given to classify further. |

(g) General Form

- 71 Agricultural product.
- 72 Fence, pole.
- 73 Fertilizer.
- 74 Natural form, growing, includes forest or brush fires.
- 75 Rubbish, trash, waste.
- 76 Cooking materials.

(h) Special Form

- 81 Dust, fiber or lint.
- 82 Pyrotechnics, explosives.
- 83 Atomized, vaporized liquid.
- 84 Chips.
- 85 Pelletized material.
- 86 Gas or liquid in or from pipe or container.
Includes accelerant.
- 87 Rolled material.
Includes rolled paper.

(i) Form of Material—Other or Undetermined

- 99 Form of material; not elsewhere classified.
- 90 Form of material; insufficient information given to classify further.

CODE

FORM OF MATERIAL FIRST IGNITED (continued)

33

Ammonium Chloride
Ammonium Chloride

72

Ammonium Chloride
Ammonium Chloride

CFIRS CODE BOOK

F. AREA, MATERIALS & SMOKE SPREAD

1	CODE	AREA OF ORIGIN
2	CODE	TYPE OF MATERIAL FIRST IGNITED
3	CODE	FORM OF MATERIAL FIRST IGNITED
4	CODE	MAIN AVENUES SMOKE SPREAD

(a) General Form

Line No.	Block Title	Instructions																						
4	<p style="margin: 0;">71 MAIN AVENUES—SMOKE SPREAD</p>	<p style="margin: 0;">Enter the appropriate code taken from the following list:</p> <table style="margin-left: 20px; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">CODE</th> <th style="text-align: left;">AVENUE</th> </tr> </thead> <tbody> <tr><td>01</td><td>Ceiling or Attic spaces.</td></tr> <tr><td>02</td><td>Exterior of Building.</td></tr> <tr><td>03</td><td>Stairways or Elevator Shafts.</td></tr> <tr><td>04</td><td>Other Vertical Openings.</td></tr> <tr><td>05</td><td>Ducts.</td></tr> <tr><td>06</td><td>Utility Shafts.</td></tr> <tr><td>07</td><td>Horizontal Openings.</td></tr> <tr><td>08</td><td>Other.</td></tr> <tr><td>09</td><td>Not a Factor.</td></tr> <tr><td>00</td><td>Unknown.</td></tr> </tbody> </table>	CODE	AVENUE	01	Ceiling or Attic spaces.	02	Exterior of Building.	03	Stairways or Elevator Shafts.	04	Other Vertical Openings.	05	Ducts.	06	Utility Shafts.	07	Horizontal Openings.	08	Other.	09	Not a Factor.	00	Unknown.
CODE	AVENUE																							
01	Ceiling or Attic spaces.																							
02	Exterior of Building.																							
03	Stairways or Elevator Shafts.																							
04	Other Vertical Openings.																							
05	Ducts.																							
06	Utility Shafts.																							
07	Horizontal Openings.																							
08	Other.																							
09	Not a Factor.																							
00	Unknown.																							

CFIRS CODE BOOK

G. SPREAD OF FIRE

CODE	MAIN AVENUES FIRE SPREAD	1
CODE	TYPE MATERIAL CAUSING SPREAD	2
CODE	FORM MATERIAL CAUSING SPREAD	3
CODE	ACT OR OMISSION CAUSING SPREAD	4

NOTE: Entries in this Section are required.
If not applicable, leave blank.

Line No.

Block Title

Instructions

1

MAIN AVENUES —
FIRE SPREAD

NOTE: Fire Spread, as used herein, is intended to indicate the extension of the fire from one portion of the structure or building to another portion but is not intended to include extension of fire within the material first ignited. Also, Fire Spread does not include the ignition of material or equipment immediately adjacent to the material first ignited (example: fire from a burning chair extending to adjacent drapery).

Enter the appropriate code taken from the following list:

CODE	AVENUE
01	Ceiling or Attic Spaces.
02	Exterior of Building.
03	Stairways or Elevator Shafts.
04	Other Vertical Openings.
05	Ducts.
06	Utility Shafts.
07	Horizontal Openings.
08	Other.
09	Not a factor.
00	Unknown.

CFIRS CODE BOOK

G. SPREAD OF FIRE	
CODE	MAIN AVENUES FIRE SPREAD
CODE	TYPE MATERIAL CAUSING SPREAD
CODE	FORM MATERIAL CAUSING SPREAD
CODE	ACT OR OMISSION CAUSING SPREAD

Line No.	Block Title	Instructions
2	TYPE MATERIAL CAUSING SPREAD	This entry identifies the principle type of material which ignited during the spread of the fire. In those instances where several types of material were involved in the fire spread, enter the material which contributed most in allowing the fire to spread.

CODE TYPE OF MATERIAL CAUSING SPREAD

(a) Gas

- 11 Natural gas.
- 12 LP-City Gas (LP and air. mix).
- 13 Manufactured gas.
- 14 LP-Gas.
- 15 Anesthetic gas.
- 16 Acetylene.
- 17 Specialty gas—other than anesthetic.
- 19 Gas; not elsewhere classified.
- 10 Gas; insufficient information given to classify further.

(b) Flammable or Combustible Liquid

- 21 High volatile flammable liquid, Class 1A, flashpoint less than 73 degrees F; boiling point less than 100 degrees F.
- 22 Gasoline type of flammable liquid, Class 1B, flashpoint less than 73 degrees F; boiling point 100 degrees F or above.
- 23 Gasoline.
- 24 Intermediate type flammable liquid, Class 1C, flashpoint 73 degrees F or above, but less than 100 degrees F.
- 25 Kerosene type flammable liquid, Class II, flashpoint 100 degrees F or above, but less than 140 degrees F.
- 26 Heavy fuel oil type combustible liquid, Class III A, flashpoint 140 degrees F or above, but less than 200 degrees F.
- 27 Lubricating oil type combustible liquid, Class III B, flashpoint 200 degrees F or above.
- 29 Flammable or combustible liquid, unlisted.

CFIRS CODE BOOK

6. SPREAD OF FIRE

CODE

TYPE OF MATERIAL CAUSING SPREAD (continued)

- | CODE | TYPE OF MATERIAL CAUSING SPREAD (continued) |
|---|---|
| 20 | Flammable or combustible liquid; insufficient information given to classify further. |
| (c) Volatile Solid (material with a melting point between 100 degrees F and 250 degrees F.) | |
| 31 | Fat or grease (food).
Includes butter, tallow, margarine, lard. |
| 32 | Grease (nonfood).
Includes petroleum jelly. |
| 33 | Polish.
Includes paraffin, wax. |
| 34 | Adhesive.
Includes glue, gelatin. |
| 35 | Resin.
Includes rosin, damas, elemi, kauri. |
| 36 | Tar, asphalt, pitch. |
| 39 | Volatile solid; not elsewhere classified. |
| 30 | Volatile solid; insufficient information given to classify further. |
| (d) Chemical, Metal, Plastic, Applied Paint | |
| 41 | Solid chemical.
(use "Flammable or Combustible Liquid" for liquid chemical, use "Gas" for gaseous chemicals). |
| 42 | Magnesium. |
| 43 | Titanium, zirconium. |
| 44 | Other metal. |
| 45 | Plastic. |
| 46 | Paint, varnish—applied. |
| 47 | Radioactive material. |
| 48 | Explosives. |
| 49 | Chemical, metal, plastic, applied paint; not elsewhere classified. |
| 40 | Chemical, metal, plastic, applied paint; insufficient information given to classify further. |
| (e) Natural Product | |
| 51 | Rubber.
Includes synthetic rubber. |
| 52 | Cork. |
| 53 | Leather. |
| 54 | Grass, leaves, hay and straw. |
| 55 | Grain, natural fiber (pre-process).
Includes feathers, felt, kapok, hessian, hemp, sisal, jute, cocofilm, flax, cotton, etc. |
| 56 | Coal, coke, briquettes, peat. |
| 57 | Food, starch. |
| 58 | Tobacco. |

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CODE TYPE OF MATERIAL CAUSING SPREAD (continued)

CODE	TYPE OF MATERIAL CAUSING SPREAD (continued)
59	Natural product; not elsewhere classified.
50	Natural product; insufficient information given to classify further.
(f) Wood, Paper	
61	Wood, growing.
62	Wood, felled, but unsawn.
63	Wood sawn. Includes all finished lumber.
64	Wood Shavings. Includes sawdust, excelsior.
65	Hardboard, plywood.
66	Fiberboard (low density material), wood pulp. Includes beaverboard.
67	Paper, untreated, uncoated (for waxed paper see No. 83).
68	Cardboard.
69	Wood, paper; not elsewhere classified.
60	Wood, paper; insufficient information given to classify further.
(g) Fabric, Textile, Fur (classify by predominant type of material)	
71	Synthetic fabric, fiber, finished goods.
72	Cotton or rayon—cotton fabric or finished goods. Includes canvas. Excludes waterproof canvas—see No. 84.
73	Wool or wool mixture fabric or finished goods.
74	Fur, silk, or other fabric or finished goods.
75	Wig.
76	Human hair.
79	Fabric, textile, fur; not elsewhere classified.
70	Fabric, textile, fur; insufficient information given to classify further.
(h) Material Compounded with Oil	
81	Linoleum.
82	Oil Cloth.
83	Treated and/or coated paper. Includes waxed paper.
84	Waterproof canvas.
85	Oily rags. Includes waste impregnated with oil.
86	Asphalt treated material.
89	Material compounded with oil; not elsewhere classified.
80	Material compounded with oil; insufficient information given to classify further.

CFIRS CODE BOOK

CODE CODE TYPE OF MATERIAL CAUSING SPREAD. (continued) (continued)

(i) Other or Undetermined

- 98 Not applicable.
- 99 Not elsewhere classified.
- 90 Insufficient information given to classify further.
- 00 Unknown.

CFIRS CODE BOOK

G. SPREAD OF FIRE	
CODE	MAIN AVENUES FIRE SPREAD
CODE	TYPE MATERIAL CAUSING SPREAD
CODE	FORM MATERIAL CAUSING SPREAD
CODE	ACT OR OMISSION CAUSING SPREAD

Line No.	Block Title	Instructions
3	FORM MATERIAL CAUSING SPREAD	Enter the primary use of the material listed causing the fire to spread.

CODE FORM OF MATERIAL CAUSING SPREAD

(a) Structural Component or Finish

- 11 Exterior roof covering, surface or finish.
- 12 Exterior sidewall covering, surface or finish.
Includes eave.
- 13 Exterior trim and appurtenances.
Includes door, porch, platform.
- 14 Floor covering, surface.
Includes carpet, rug, flooring, stair.
- 15 Interior wall covering, surface (items permanently affixed to wall and door surface).
Includes cloth (for curtain, drapery, see 36).
- 16 Ceiling covering, surface.
Includes cloth permanently affixed to ceiling, acoustical tile.
- 17 Structural member or framing.
- 18 Insulation, thermal and acoustical (within wall, partition, or floor/ceiling space).
- 19 Structural component or finish; not elsewhere classified.
- 10 Structural component or finish; insufficient information given to classify further.

(b) Furniture (includes built-ins)

- 21 Upholstered sofa, chair, vehicle seats.
- 22 Not-upholstered chair, bench.
- 23 Cabinetry.
Includes filing cabinet, piano, organ, dresser, chest of drawers, desk, table, bookcase.
- 24 Ironing board.
- 29 Furniture; not elsewhere classified.
- 20 Furniture; insufficient information given to classify further.

(c) Soft Goods and Wearing Apparel

- 31 Mattress, pillow.

CFIRS CODE BOOK

CODE	FORM OF MATERIAL CAUSING SPREAD (continued)
32	Bedding, blanket, sheet, comforter. Includes heating pad.
33	Linen, other than bedding. Includes towel, tablecloth.
34	Wearing apparel, not on a person.
35	Wearing apparel, on a person.
36	Curtain, blind, drapery, tapestry.
37	Goods—not made up. Includes fabric, yard goods.
38	Luggage.
39	Soft goods and wearing apparel; not elsewhere classified.
30	Soft goods and wearing apparel; insufficient information given to classify further.

(d) Adornment, Recreational Material

41	Christmas tree.
42	Decoration for special event.
43	Book.
44	Magazine, newspaper, writing paper. Includes files.
45	Toy, game.
46	Awning, canopy.
47	Tarpaulin, tent.
49	Adornment, recreational material; not elsewhere classified.
40	Adornment, recreational material; insufficient information given to classify further.

(e) Supplies or Stock

51	Box, carton, bag.
52	Basket, barrel.
53	Pallet, skid (not in use).
54	Rope, cord, twine, yarn.
55	Packing, wrapping material.
56	Bale storage.
57	Bulk storage.
58	Cleaning supplies. Includes broom, brush, mop, cleaning cloth.
59	Supplies or stock; not elsewhere classified.
50	Supplies or stock; insufficient information given to classify further.

(f) Power Transfer Equipment or Fuel

61	Electrical insulation, cable.
62	Transformer.

CFIRS CODE BOOK

CODE FORM OF MATERIAL CAUSING SPREAD (continued)

- 63 Conveyor belt, drive belt, V-belt.
- 64 Tire.
- 65 Fuel.
- 69 Power transfer equipment or fuel; not elsewhere classified.
- 60 Power transfer equipment or fuel; insufficient information given to classify further.

(g) General Form

- 71 Agricultural product.
- 72 Fence, pole.
- 73 Fertilizer.
- 74 Natural form; growing.
Includes forest, brush or grass fires.
- 75 Rubbish, trash, waste.
- 76 Cooking materials.

(h) Special Form

- 81 Dust, fiber or lint.
- 82 Pyrotechnics, explosives.
- 83 Atomized, vaporized liquid.
- 84 Chips.
- 85 Pelletized material.
- 86 Gas or liquid in or from pipe or container.
Includes accelerant.
- 87 Rolled material.
Includes rolled paper.

(i) Other or Undetermined

- 99 Not elsewhere classified.
- 90 Insufficient information given to classify further.

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CODE	G-SPREAD OF FIRE	
CODE	MAIN AVENUES FIRE SPREAD	1
CODE	TYPE MATERIAL CAUSING SPREAD	2
CODE	FORM MATERIAL CAUSING SPREAD	3
CODE	ACT OR OMISSION CAUSING SPREAD	4

Line No.	Block Title	Instructions
4	ACT OR OMISSION CAUSING SPREAD	<p>If an act or lack of action on the part of a person or group of persons appears to have caused the fire to spread, enter the appropriate human act or omission from the following list. Included in possible human acts or omissions are not only deliberate acts and misuse or neglect of equipment acts, but also design, construction, and installation failures. Leave this entry blank if, in your judgement, there were no human acts or omissions, past or present, which caused or helped the fire to spread.</p>

CODE ACT OR OMISSION CAUSING SPREAD

- (a) Incendiary Act
Physical evidence indicates that fire was deliberately or maliciously set.
- 11 Incendiary act, not during civil disturbance, juvenile and adult.
 - 12 Incendiary act, during civil disturbance, juvenile and adult.
 - 13 Incendiary act, not during civil disturbance, juvenile.
 - 14 Incendiary act, during civil disturbance, juvenile.
 - 15 Incendiary act, not during civil disturbance, adult.
 - 16 Incendiary act, during civil disturbance, adult.
 - 17 Incendiary act, not during civil disturbance, person(s) unknown.
 - 18 Incendiary act, during civil disturbance, person(s) unknown.
- (b) Suspicious Act
Circumstances indicate possibility of a deliberate fire.
- 21 Suspicious act, not during civil disturbance, juvenile and adult.
 - 22 Suspicious act, during civil disturbance, juvenile and adult.
 - 23 Suspicious act, not during civil disturbance, juvenile.
 - 24 Suspicious act, during civil disturbance, juvenile.
 - 25 Suspicious act, not during civil disturbance, adult.
 - 26 Suspicious act, during civil disturbance, adult.
 - 27 Suspicious act, not during civil disturbance, person(s) unknown.
 - 28 Suspicious act, during civil disturbance, person(s) unknown.

CFIRS CODE BOOK

- | CODE | ACT OF OMISSION CAUSING SPREAD (continued) |
|--|--|
| (c) Misuse of Heat of Ignition | |
| 31 | Abandoned or discarded material; cigarette, cigar, etc. |
| 32 | Thawing. |
| 33 | Falling asleep. |
| 34 | Inadequate control of open fire, including smoking out animal/insect. |
| 35 | Cutting or welding too close to. |
| 36 | Children playing with, or child playing. |
| 37 | Unconscious, mental or physical impairment, drug or alcohol stupor. |
| 39 | Misuse of heat of ignition; not elsewhere classified. |
| 30 | Misuse of heat of ignition; insufficient information given to classify further. |
| (d) Misuse of Material Ignited | |
| 41 | Fuel spilled or released accidentally. |
| 42 | Improper fuelling technique. |
| 43 | Flammable liquid used to kindle fire. |
| 44 | Washing part, cleaning, refinishing, painting. |
| 45 | Improper container. |
| 46 | Combustible, too close. |
| 47 | Improper storage. |
| 48 | Children playing with, or child playing. |
| 49 | Misuse of material ignited; not elsewhere classified. |
| 40 | Misuse of material ignited; insufficient information given to classify further. |
| (e) Mechanical Failure or Malfunction | |
| 51 | Part failure—leak, break, etc. |
| 52 | Automatic control failure. |
| 53 | Manual control failure. |
| 54 | Short circuit or ground fault. |
| 55 | Other electrical failure. |
| 56 | Lack of maintenance, worn out. |
| 59 | Mechanical failure or malfunction; not elsewhere classified. |
| 50 | Mechanical failure or malfunction; insufficient information given to classify further. |
| (f) Construction, Design, or Installation Deficiency | |
| 61 | Design deficiency. |
| 62 | Construction deficiency. |
| 63 | Installed too close to combustibles. |
| 64 | Other installation deficiency. |
| 65 | Property too close to.
Includes exposure fire. |

CFIRS CODE BOOK

CODE ACT OF OMISSION CAUSING SPREAD (continued)

- 69 Construction, design, or installation deficiency; not elsewhere classified.
- 60 Construction, design, or installation deficiency; insufficient information to classify further.
- (g) Operational Deficiencies
 - 71 Collision, overturn, knockdown.
 - 72 Accidentally turned on or not-turned off.
 - 73 Unattended.
 - 74 Overloaded.
 - 79 Other operational deficiency.
 - 70 Insufficient information.
- (h) Natural Conditions
 - 81 High wind.
 - 82 Earthquake.
 - 83 High water including floods.
 - 89 Other natural condition.
 - 80 Insufficient information.
- (i) Other Act or Omission
 - 91 Animals.
 - 92 Rekindles from a previous fire.
 - 99 Act or omission not elsewhere classified.
 - 90 Act or omission; insufficient information to classify further.

TELETYPE TRANSMISSION SYSTEMS
SPECIAL INWARD PROTECTION SYSTEMS
ALARM SYSTEMS - MEANS OF ACTIVATION

CFIRS CODE BOOK

H. PROTECTION FACILITIES

1	CODE	SPRINKLERS - TYPE
2	CODE	SPRINKLERS - EFFECTIVENESS
3	CODE	STANDPIPES - TYPE
4	CODE	STANDPIPES - EFFECTIVENESS
5	CODE	PORTABLE EXTINGUISHERS - TYPE
6	CODE	PORTABLE EXTINGUISHERS - EFFECTIVENESS

NOTE: Entries in this Section are required. If not applicable, leave blank.

Line No.	Block Title	Instructions																
1	SPRINKLERS—TYPE	<p>If there were sprinklers installed in the property involved in the fire, enter the type of sprinkler system and its code from the following list:</p> <table style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;">CODE</th> <th style="text-align: left;">SPRINKLER TYPE</th> </tr> </thead> <tbody> <tr><td>0</td><td>Unknown.</td></tr> <tr><td>1</td><td>Wet Pipe.</td></tr> <tr><td>2</td><td>Regular Dry Pipe.</td></tr> <tr><td>3</td><td>Pre-action.</td></tr> <tr><td>4</td><td>Deluge.</td></tr> <tr><td>5</td><td>Combination Dry Pipe and pre-action.</td></tr> <tr><td>9</td><td>Other.</td></tr> </tbody> </table>	CODE	SPRINKLER TYPE	0	Unknown.	1	Wet Pipe.	2	Regular Dry Pipe.	3	Pre-action.	4	Deluge.	5	Combination Dry Pipe and pre-action.	9	Other.
CODE	SPRINKLER TYPE																	
0	Unknown.																	
1	Wet Pipe.																	
2	Regular Dry Pipe.																	
3	Pre-action.																	
4	Deluge.																	
5	Combination Dry Pipe and pre-action.																	
9	Other.																	
2	SPRINKLERS—EFFECTIVENESS	<p>The purpose of this entry is to evaluate the effectiveness of the sprinkler system in extinguishing the fire. Enter the code which corresponds with your evaluation.</p> <table style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;">CODE</th> <th style="text-align: left;">SPRINKLERS—EFFECTIVENESS</th> </tr> </thead> <tbody> <tr><td>0</td><td>Unknown.</td></tr> <tr><td>1</td><td>Not a factor in outcome.</td></tr> <tr><td>2</td><td>Helped control fire.</td></tr> <tr><td>3</td><td>Controlled fire.</td></tr> <tr><td>4</td><td>Extinguished fire.</td></tr> <tr><td>5</td><td>Operated but not effective.</td></tr> <tr><td>9</td><td>Other.</td></tr> </tbody> </table>	CODE	SPRINKLERS—EFFECTIVENESS	0	Unknown.	1	Not a factor in outcome.	2	Helped control fire.	3	Controlled fire.	4	Extinguished fire.	5	Operated but not effective.	9	Other.
CODE	SPRINKLERS—EFFECTIVENESS																	
0	Unknown.																	
1	Not a factor in outcome.																	
2	Helped control fire.																	
3	Controlled fire.																	
4	Extinguished fire.																	
5	Operated but not effective.																	
9	Other.																	

CFIRS CODE BOOK

H. PROTECTION FACILITIES

1	CODE	SPRINKLERS—TYPE
2	CODE	SPRINKLERS—EFFECTIVENESS
3	CODE	STANDPIPES—TYPE
4	CODE	STANDPIPES—EFFECTIVENESS
5	CODE	PORTABLE EXTINGUISHERS—TYPE
6	CODE	PORTABLE EXTINGUISHERS—EFFECTIVENESS

Line No.

Block Title

Instructions

3

STANDPIPES—TYPE

If standpipes were installed in the structure, enter the type and code from the following list:

CODE STANDPIPE—TYPE

- 0 Unknown.
- 1 Wet.
- 2 Automatic Water Admitting.
- 3 Manual Water Admitting.
- 4 Dry without permanent water supply.
- 5 Combination Wet and Dry.
- 9 Other.

4

STANDPIPES—EFFECTIVENESS

If standpipes were used during the fire incident, enter the code which describes the effect the water from the standpipes had on the fire.

CODE STANDPIPES—EFFECTIVENESS

- 0 Unknown.
- 1 Not a factor in outcome.
- 2 Helped control the fire.
- 3 Controlled the fire.
- 4 Extinguished the fire.
- 5 Operated but not effective.
- 9 Other.

CFIRS CODE BOOK

I. PROTECTION FACILITIES

CODE	PRIVATE BRIGADE—TYPE		1
CODE	PRIVATE BRIGADE—EFFECTIVENESS		2
CODE	SPECIAL HAZARD PROTECTION—TYPE		3
CODE	SPECIAL HAZARD PROTECTION—EFFECTIVENESS		4
CODE	SIGNAL OR WARNING SYSTEM TYPE	CODE	EFFECTIVENESS
CODE	SIGNAL WARNING SYSTEM—MEANS OF ACTIVATION		6
CODE	SIGNAL/WARNING SYSTEM—TYPE DETECTORS		7
CODE	WATCHMAN EFFECTIVENESS	CODE	OTHER FACILITIES EFFECTIVENESS
			8

NOTE: Entries in this Section are required.
If not applicable, leave blank.

Line No.	Block Title	Instructions														
1	PRIVATE BRIGADE	<p>If a private firefighting brigade has been established at the property involved, enter the code and type of brigade from the following list:</p> <table style="margin-left: 40px;"> <tr> <td style="text-align: right;">CODE</td> <td>PRIVATE BRIGADE—TYPE</td> </tr> <tr> <td style="text-align: right;">0</td> <td>Unknown.</td> </tr> <tr> <td style="text-align: right;">1</td> <td>Full Time.</td> </tr> <tr> <td style="text-align: right;">2</td> <td>Part Time.</td> </tr> <tr> <td style="text-align: right;">9</td> <td>Other.</td> </tr> </table>	CODE	PRIVATE BRIGADE—TYPE	0	Unknown.	1	Full Time.	2	Part Time.	9	Other.				
CODE	PRIVATE BRIGADE—TYPE															
0	Unknown.															
1	Full Time.															
2	Part Time.															
9	Other.															
2	PRIVATE BRIGADE— EFFECTIVENESS	<p>If men of a private brigade were used, judge the contribution they made in fighting the fire. Enter the code which best describes the effort.</p> <table style="margin-left: 40px;"> <tr> <td style="text-align: right;">CODE</td> <td>PRIVATE BRIGADE— EFFECTIVENESS</td> </tr> <tr> <td style="text-align: right;">0</td> <td>Unknown.</td> </tr> <tr> <td style="text-align: right;">1</td> <td>Not a factor in outcome.</td> </tr> <tr> <td style="text-align: right;">2</td> <td>Helped to control fire.</td> </tr> <tr> <td style="text-align: right;">3</td> <td>Controlled the fire.</td> </tr> <tr> <td style="text-align: right;">4</td> <td>Extinguished the fire.</td> </tr> <tr> <td style="text-align: right;">9</td> <td>Other.</td> </tr> </table>	CODE	PRIVATE BRIGADE— EFFECTIVENESS	0	Unknown.	1	Not a factor in outcome.	2	Helped to control fire.	3	Controlled the fire.	4	Extinguished the fire.	9	Other.
CODE	PRIVATE BRIGADE— EFFECTIVENESS															
0	Unknown.															
1	Not a factor in outcome.															
2	Helped to control fire.															
3	Controlled the fire.															
4	Extinguished the fire.															
9	Other.															

CFIRS CODE BOOK

I. PROTECTION FACILITIES

CODE	PRIVATE BRIGADE - TYPE		1
CODE	PRIVATE BRIGADE - EFFECTIVENESS		2
CODE	SPECIAL HAZARD PROTECTION - TYPE		3
CODE	SPECIAL HAZARD PROTECTION - EFFECTIVENESS		4
CODE	SIGNAL OR WARNING SYSTEM TYPE	CODE	5
CODE	SIGNAL WARNING SYSTEM - MEANS OF ACTIVATION		6
CODE	SIGNAL/WARNING SYSTEM - TYPE DETECTORS		7
CODE	WATCHMAN EFFECTIVENESS	CODE	8
		OTHER FACILITIES EFFECTIVENESS	

Line No.	Block Title	Instructions
3	SPECIAL HAZARD PROTECTION TYPE	<p>If the property had a special hazard protection system, enter the code best describing the system.</p> <p>CODE SPECIAL HAZARD PROTECTION</p> <p>1 Carbon Dioxide System.</p> <p>2 Dry Chemical System.</p> <p>3 Foam System.</p> <p>4 Water Spray System.</p> <p>5 Explosion Prevention or Suppression System.</p> <p>6 Static Electricity Control System.</p> <p>7 Lightning Protection System.</p> <p>9 Other Special Hazard System.</p> <p>0 Unknown.</p>
4	EFFECTIVENESS OF SPECIAL HAZARD PROTECTION SYSTEM	<p>If a special hazard protection system was reported above, evaluate the effectiveness and enter the appropriate code.</p> <p>CODE SPECIAL HAZARD PROTECTION—EFFECTIVENESS</p> <p>0 Unknown.</p> <p>1 Not a factor in outcome.</p> <p>2 Helped control fire.</p> <p>4 Extinguished.</p> <p>5 Not Effective.</p> <p>9 Other.</p>

CFIRS CODE BOOK

I. PROTECTION FACILITIES

CODE	PRIVATE BRIGADE - TYPE	1
CODE	PRIVATE BRIGADE - EFFECTIVENESS	2
CODE	SPECIAL HAZARD PROTECTION - TYPE	3
CODE	SPECIAL HAZARD PROTECTION - EFFECTIVENESS	4
CODE	SIGNAL OR WARNING SYSTEM	
	TYPE	CODE
		EFFECTIVENESS
CODE	SIGNAL WARNING SYSTEM - MEANS OF ACTIVATION	5
CODE	SIGNAL WARNING SYSTEM - TYPE DETECTORS	6
CODE	WATCHMAN EFFECTIVENESS	7
CODE	OTHER FACILITIES EFFECTIVENESS	8

Line No.

Block Title

Instructions

5

SIGNALING OR WARNING SYSTEMS—TYPE

If there was a fire signaling or warning system installed in the property involved, determine the type and enter the appropriate code from the following list.

CODE

TYPE

DESCRIPTION

0

Unknown

1

Local

Alarm sounded only on the premises.

2

Auxiliary

Connected to the municipal fire alarm system.

3

Remote Station

Connected to receiving equipment located in a separate publicly owned facility (usually a fire station) but not over the municipal system.

4

Proprietary

Connected to receiving equipment located on the premises and which is under 24-hour per day surveillance.

5

Central Station

Connected to receiving equipment located in a separate privately owned facility and which is under 24-hour per day surveillance.

6

Household

Individual alarm devices or a non-supervised system of devices not meeting any of the above.

CFIRS CODE BOOK

PROTECTION FACILITIES			
CODE	PRIVATE BRIGADE - TYPE		1
CODE	PRIVATE BRIGADE - EFFECTIVENESS		2
CODE	SPECIAL HAZARD PROTECTION - TYPE		3
CODE	SPECIAL HAZARD PROTECTION - EFFECTIVENESS		4
CODE	SIGNAL OR WARNING SYSTEM TYPE	CODE	EFFECTIVENESS
CODE	SIGNAL/WARNING SYSTEM - MEANS OF ACTIVATION		6
CODE	SIGNAL/WARNING SYSTEM - TYPE DETECTORS		7
CODE	WATCHMAN EFFECTIVENESS	CODE	OTHER FACILITIES EFFECTIVENESS
			8

Line No.	Block Title	Instructions														
5	SIGNALING OR WARNING SYSTEMS—EFFECTIVENESS	<p>Evaluate the operational effectiveness of the system at the time the fire incident occurred.</p> <table style="margin-left: 40px;"> <thead> <tr> <th>CODE</th> <th>EFFECTIVENESS</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Unknown.</td> </tr> <tr> <td>1</td> <td>No Alarm.</td> </tr> <tr> <td>2</td> <td>Delayed Alarm.</td> </tr> <tr> <td>3</td> <td>Satisfactory.</td> </tr> <tr> <td>4</td> <td>Unsatisfactory.</td> </tr> <tr> <td>9</td> <td>Other.</td> </tr> </tbody> </table>	CODE	EFFECTIVENESS	0	Unknown.	1	No Alarm.	2	Delayed Alarm.	3	Satisfactory.	4	Unsatisfactory.	9	Other.
CODE	EFFECTIVENESS															
0	Unknown.															
1	No Alarm.															
2	Delayed Alarm.															
3	Satisfactory.															
4	Unsatisfactory.															
9	Other.															
6	SIGNALING OR WARNING SYSTEMS—MEANS OF ACTIVATION	<p>Alarms of signaling or warning systems may be activated either automatically without the need for human action or of the manual type necessitating the pulling of a box or similar action by someone in the vicinity. Enter the appropriate code from the following list:</p> <table style="margin-left: 40px;"> <thead> <tr> <th>CODE</th> <th>ACTIVATION</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Unknown.</td> </tr> <tr> <td>1</td> <td>Automatic Detectors only (complete Line No. 7 as shown on page 105).</td> </tr> <tr> <td>2</td> <td>Automatic Detectors and Manual Sending Stations (complete Line No. 7 as shown on page 105).</td> </tr> <tr> <td>3</td> <td>Manual Sending Stations Only.</td> </tr> </tbody> </table>	CODE	ACTIVATION	0	Unknown.	1	Automatic Detectors only (complete Line No. 7 as shown on page 105).	2	Automatic Detectors and Manual Sending Stations (complete Line No. 7 as shown on page 105).	3	Manual Sending Stations Only.				
CODE	ACTIVATION															
0	Unknown.															
1	Automatic Detectors only (complete Line No. 7 as shown on page 105).															
2	Automatic Detectors and Manual Sending Stations (complete Line No. 7 as shown on page 105).															
3	Manual Sending Stations Only.															

CFIRS CODE BOOK

I. PROTECTION FACILITIES

CODE	PRIVATE BRIGADE - TYPE			
	CODE PRIVATE BRIGADE - TYPE			1
CODE	PRIVATE BRIGADE - EFFECTIVENESS			
	CODE PRIVATE BRIGADE - EFFECTIVENESS			2
CODE	SPECIAL HAZARD PROTECTION - TYPE			
				3
CODE	SPECIAL HAZARD PROTECTION - EFFECTIVENESS			
				4
CODE	SIGNAL OR WARNING SYSTEM TYPE	CODE	EFFECTIVENESS	
				5
CODE	SIGNAL WARNING SYSTEM - MEANS OF ACTIVATION			
				6
CODE	SIGNAL WARNING SYSTEM - TYPE DETECTORS			
				7
CODE	WATCHMAN EFFECTIVENESS	CODE	OTHER FACILITIES EFFECTIVENESS	
				8

Line No.

Block Title

Instructions

7

SIGNALING OR WARNING SYSTEMS—TYPE OF AUTOMATIC DETECTORS

To be completed only when the signaling is provided with automatic detectors. Enter the appropriate code from the following list:

CODE TYPE DETECTORS

- 0 Unknown.
- 1 Heat.
- 2 Smoke.
- 3 Combination of heat/smoke.
- 4 Invisible product of combustion.
- 9 Other.

CFIRS CODE BOOK

I. PROTECTION FACILITIES			
CODE	PRIVATE BRIGADE - TYPE		1
CODE	PRIVATE BRIGADE - EFFECTIVENESS		2
CODE	SPECIAL HAZARD PROTECTION - TYPE		3
CODE	SPECIAL HAZARD PROTECTION - EFFECTIVENESS		4
CODE	SIGNAL OR WARNING SYSTEM		
	TYPE	CODE	EFFECTIVENESS
CODE	SIGNAL/WARNING SYSTEM - MEANS OF ACTIVATION		
			6
CODE	SIGNAL/WARNING SYSTEM - TYPE DETECTORS		
			7
CODE	WATCHMAN	CODE	OTHER FACILITIES
	EFFECTIVENESS		EFFECTIVENESS
			8

Line No.

Block Title

Instructions

8

WATCHMAN

From the following codes, evaluate the watchman's effectiveness in notifying the Fire Department. If no watchman was present, leave blank.

CODE EFFECTIVENESS

- 0 Unknown.
- 1 No Alarm.
- 2 Delayed Alarm.
- 3 Satisfactory.
- 9 Other.

8

**OTHER FACILITIES
EFFECTIVENESS**

From the following codes, evaluate the effectiveness of other protection facilities used:

CODE EFFECTIVENESS

- 0 Unknown.
- 1 Not a factor in outcome.
- 2 Helped to control fire.
- 3 Controlled Fire.
- 4 Extinguished Fire.
- 9 Other.

CFIRS CODE BOOK

J. MISCELLANEOUS			
FIREFIGHTER		CIVILIANS	
NO. INJURED	NO. OF DEATHS	NO. INJURED	NO. OF DEATHS
1	1	1	1
SFM FORM GO-1 SUBMITTED FOR EACH DEATH			
2	(CHECK BOX IF YES) <input type="checkbox"/>		

NOTE: Entries in the Section are required.
If not applicable, leave blank.

Line No.	Block Title	Instructions
1	FIRE FIGHTERS	<p>Enter number of fire fighters injured as a direct or indirect result of the fire incident, whether or not hospitalization is required.</p> <p>Enter number of fire fighter deaths occurring as a direct or indirect result of the fire incident.</p>
1	CIVILIANS	<p>Enter number of civilians injured as a direct or indirect result of the fire incident, whether or not hospitalization is required.</p> <p>Enter number of civilian deaths occurring as a direct or indirect result of the fire incident.</p>
2	SFM FORM GO-1	<p>A Fire Casualty Report shall be submitted for each fire incident-related <u>death</u> (fire fighter or civilian) and for each fire incident-related <u>injury requiring hospitalization</u>. Check this box to indicate the required SFM GO-1 Form have been submitted.</p> <p>ATTENTION PLEASE!</p> <p>Although the present format of the SFM Form indicates the submittal of a SFM GO-1 for only, please check this box for hospitaliz injuries also.</p> <p>This section will be revised in the next printing of the form to reflect both <u>death and injuries</u>.</p>

~~CONFIDENTIAL USE OF RECEIPT~~

...member of
...for

...individual

...with

...
...
...

...
...
...



FIRE CASUALTY REPORT

INJURY
(only those requiring hospital treatment)
OR DEATH



FIRE DEPARTMENT

A. - IDENTIFICATION

FIRE DEPT. ID	INCIDENT NO.	EXPOSURE NUMBER	TIME	MONTH	DAY	YEAR	DAY CODE	COUNTY OF FIRE	VICTIM NUMBER	DEL	CORR
										1.	2.

NOTE

This is the control information used to cross reference the fire casualty with the related fire incident. It is critical that this information be identical to the related fields of the CFIRS Fire Incident Report (SFM-GO-60).

LINE NO.	BLOCK TITLE	INSTRUCTIONS
1	FIRE DEPT. ID	Enter the five number code assigned to the fire department by the State Fire Marshal.
1	INCIDENT NO.	Enter the same fire incident number used on the related Fire Incident Report.
1	EXPOSURE NO.	Enter the exposure number (if any) from the original fire incident which identifies the exposure where the casualty occurred.
1	TIME	Enter the time from the CFIRS Fire Incident Report. This identifies the time of the fire, <u>not the time of the casualty.</u>
1	MONTH, DAY, YEAR DAY CODE	Enter the data from the CFIRS Fire Incident Report.
1	COUNTY OF FIRE	Enter the same number as CFIRS Fire Incident Report.
1	VICTIM NUMBER	Assign a number in sequential order (starting with 01) to each victim in an incident. Start numbering sequence again for each new incident.
1	DELETE	Check only if entire record is to be deleted.
1	CORRECTION	Check only if this is a correction of a previously submitted record.

SECTIONS B THROUGH L

These sections are self-explanatory. See reverse side of the form for instructions relative to each section.

CFIRS CODE BOOK



FIRE CASUALTY REPORT

INJURY
(only those requiring hospital treatment).....
OR DEATH

60-1 (1/79) STATE FIRE MARSHAL

FIRE DEPARTMENT

A. - IDENTIFICATION											
FIRE DEPT. ID	INCIDENT NO.	EXPOSURE NUMBER	TIME	MONTH	DAY	YEAR	DAY OF FIRE	CODE	COUNTY	VICTIM NUMBER	DEL. CORN.

B. - CASUALTY TYPE											
CASUALTY LAST NAME						FIRST NAME			MI	AGE	TYPE OF INJURY
CITY OR TOWN OF RESIDENCE								STATE	TELEPHONE		

SEX	RACE	CASUALTY TYPE	SEVERITY	AFFILIATION	ENVIRONMENT	MODE
<input type="checkbox"/> MALE	<input type="checkbox"/> WHITE	<input type="checkbox"/> FIRE CASUALTY	<input type="checkbox"/> INJURY	<input type="checkbox"/> FIRE SERVICE <input type="checkbox"/> CIVILIAN	<input type="checkbox"/> COLLISION	<input type="checkbox"/> SUICIDE
<input type="checkbox"/> FEMALE	<input type="checkbox"/> NON-WHITE	<input type="checkbox"/> ACTION CASUALTY	<input type="checkbox"/> DEATH	<input type="checkbox"/> OTHER EMERGENCY PERSONNEL	<input type="checkbox"/> HOMICIDE	

C. - FAMILIARITY OF VICTIM WITH STRUCTURE	
1	Less than 1 day
2	1 to 7 days.
3	8 to 30 days.
4	1 to 2 months.
5	3 to 6 months.
6	7 to 12 months.
7	Over 1 year.
8	Not a structure.
9	Undetermined or not reported.*
0	

D. - LOCATION OF VICTIM AT TIME OF IGNITION	
1	Fire casualty intimately involved with ignition. Includes are ignition of clothing on a person and ignition of bedding or furniture on which a person is sitting or lying.
2	Fire casualty in the room or space of fire origin. Includes vehicle compartments, porches, tents, and play-house.
3	Fire casualty on same floor as origin of fire.
4	Fire casualty in same building as origin of fire.
5	Fire casualty outside of building of fire origin but on property.
6	Fire casualty off property of fire origin at time of ignition.
7	Not a fire casualty.
8	Not classified above.*
9	Undetermined or not reported.*
0	

E. - CAUSE OF CASUALTY	
1	Trapped by (s) <u>what</u>
2	Exposed to fire products. Include flame, heat, smoke, and gas.
3	Exposed to chemicals, radiation. Excluded are fire products reported in 2.
4	Fell or stepped on, over, into (s) <u>what</u>
5	Overexertion.
6	Rubbed by, contact with (s) <u>what</u>
7	Struck by (s) <u>what</u>
8	Not applicable.
9	Not classified above.*
0	Undetermined or not reported.*
*	

F. - CONDITION PREVENTING VICTIM'S ESCAPE	
1	No time to escape; explosion or fire progressed too rapidly.
2	Fire between casualty and exit.
3	Locked door.
4	Illegal gates, locks.
5	Clothing on casualty burning.
6	Moved too slowly. Includes are failures to follow correct (available) escape procedures.
7	Victim incapacitated prior to ignition.
8	No conditions prevented escape or not a factor.
9	Not classified above.*
0	Undetermined or not reported.*
*	

G. - CONDITION BEFORE INJURY	
1	Asleep.
2	Bedridden, or physical handicap.
3	Impaired by drugs, alcohol.
4	Under restraint.
5	Too young to act.
6	Too old to act.
7	Mentally handicapped, senile.
8	Awake, unimpaired.
9	Not classified above.*
0	Undetermined or not reported.*
*	

H. - NATURE OF CASUALTY	
1	Burns and asphyxia/smoke.
2	Burns only.
3	Asphyxia/smoke only.
4	Wound, cut, bleeding.
5	Dislocation, fracture.
6	Complaint of pain. Includes are heart attacks and strokes.
7	Shock.
8	Strain, sprain.
9	Not classified above.*
0	Undetermined or not reported.*
*	

I. - ACTIVITY AT TIME OF CASUALTY	
1	Escaping.
2	Rescue attempt.
3	Fire control.
4	Response/return.
5	Cleanup, salvage, mop-up.
6	Sleeping.
7	Unabl. to act.
8	Irrational action.
9	Not classified above.*
0	Undetermined or not reported.*
*	

J. - PART OF BODY AFFECTED	
1	Head, neck.
2	Body, trunk, back.
3	Arm.
4	Leg.
5	Hand.
6	Foot.
7	Internal. Includes are respiratory system and heart.
8	Multiple parts.
9	Not classified above.*
0	Undetermined or not reported.*
*	

K. - DISPOSITION OF VICTIM	
1	Taken to hospital by fire department vehicle.
2	Taken to hospital by nonfire department vehicle
3	Taken to other than hospital.
4	Died.
5	Not classified above.*
6	Undetermined or not reported.*
*	

L. - On reverse side
DESCRIBE THE PERTINENT FACTS CAUSING THIS CASUALTY

*Clarify. If more space is needed, use other side by reference to form section

APPENDIX A EXPLANATIONS FOR INDIVIDUAL FIXED PROPERTY USE CLASSIFICATIONS

I. PUBLIC ASSEMBLY PROPERTY

Places for the congregation or gathering of groups of persons for amusement, recreation, social, religious, patriotic, civic, travel and similar purposes are known as public assembly properties. Such properties are characterized by the presence or potential presence of crowds, with attendant panic hazard in case of fire or other emergency. They are generally open to the public, or may, on occasions, be open to the public. The occupants are present voluntarily, and are not ordinarily subject to discipline or control. They are generally able-bodied persons, who do not intend to sleep on the premises.

11. Amusement and Recreation Places - Fixed Use

- 111. Bowling establishment
- 112. Billiard center
Includes pool center, pool hall
- 113. Amusement center
Amusement hall, such as shooting gallery, penny arcade, bingo hall, dance studio and the like, except bowling establishment and billiard center.
- 114. Ice rink
Includes establishments solely used for ice skating, ice hockey and curling. Ice rinks in arenas and other places that can be converted to other uses are classified in Division 12.
- 115. Roller rink
- 116. Swimming facility
Includes related cabana, bathhouse, or equipment location.
- 119. Amusement and Recreation Places - Fixed Use; not elsewhere classified, specify in detail.
- 110. Amusement and Recreation Places - Fixed Use; insufficient information given to classify further.

12. Amusement and Recreation Places - Variable Use

- 121. Ballroom, gymnasium
Includes dance hall.
- 122. Exhibition hall, exposition hall
Large open hall without fixed seating facilities; including college "cage," armory hall, field house, exhibition and exposition hall.
- 123. Arena, stadium
Fixed seating in large areas, such as arena, sports garden, ball park, race track, and grandstands.
- 129. Amusement and Recreation Places - Variable Use; not elsewhere classified, specify in detail.
- 120. Amusement and Recreation Places - Variable Use; insufficient information given to classify further.

13. Churches, Funeral Parlors

- 131. Church, chapel
- 132. Religious education facility
Facilities for use in periodic religious education, such as Sunday school. Excluded are regular educational buildings run by religious institutions which are classified in Major Division 2.
- 133. Church hall
Hall for fellowship, meetings, etc.; including office, kitchen and classroom contained within the structure.
- 134. Funeral parlor or chapel
Includes crematory, funeral home, morgue, mortuary
- 139. Churches, Funeral Parlors; not elsewhere classified, specify in detail.
- 130. Churches, Funeral Parlors; insufficient information given to classify further.

14. Clubs

- 141. City club
Included are city club facilities without sleeping accommodations, such as athletic, lodge, social, steam bathing, health, swimming, boys and YMCA. If sleeping accommodations are present, classify in Division 42 or 44. Nightclubs are classified in Subdivision 162.
- 142. Country club
Included are country club facilities, such as golf, tennis, rifle, hunting, fishing, beach and riding clubs.
- 143. Yacht club
Included are boating and yacht club facilities. Excluded are marinas and boat mooring; boat repair; and marine

refueling facilities classified in Subdivisions 885, 782 and 577, respectively.

- 149. Clubs; not elsewhere classified, specify in detail.
- 140. Clubs; insufficient information given to classify further.

15. Libraries, Museums, Court Rooms

- 151. Library
- 152. Museum, art gallery
- 153. Historic building
- 154. Memorial structure, monument
- 155. Court room
- 156. Legislative hall
- 159. Libraries, Museums, Court Rooms; not elsewhere classified, specify in detail.
- 150. Libraries, Museums, Court Rooms; insufficient information given to classify further.

16. Eating, Drinking Places

Included are retail establishments, selling prepared foods and drinks.

- 161. Restaurant
Those eating places specializing in food primarily for consumption on the premises. Included are cafeterias and diners, with table or automatic service.
- 162. Nightclub
Those places specializing in food and drink. They may have dancing or entertainment. Key clubs, supper clubs and dinner theaters are included.
- 163. Tavern
Those places specializing in the sale of alcoholic beverages, consumption primarily on premises, with food as a minor supplement only.
- 164. Lunchroom, drive-in
Those places specializing in quick service for food or beverages, such as lunch counters, drive-ins and the like. Excluded are delicatessens classified in Subdivision 516.
- 169. Eating, Drinking Places; not elsewhere classified, specify in detail.
- 160. Eating, Drinking Places; insufficient information given to classify further.

17. Passenger Terminals, Stations

- Includes incidental freight handling.
- 171. Airport passenger terminal
- 172. Heliport, heli-stop
- 173. Bus passenger terminal
Includes terminals for airline limousines and downtown air-line terminal buildings.
- 174. Street level rail terminal
- 175. Underground rail terminal
- 176. Elevated rail terminal
- 177. Marine passenger terminal
Including ferry terminal
- 179. Passenger Terminals; not elsewhere classified, specify in detail.
- 170. Passenger Terminals; insufficient information given to classify further.

18. Theaters, Studios

- 181. Legitimate theater
Including combined live and movie.
- 182. Auditorium, concert hall
- 183. Motion-picture theater
Excluding drive-in theaters which are classified in Subdivision 184.
- 184. Drive-in motion-picture theater
- 185. Radio, TV studio
- 186. Motion-picture studio
Includes motion-picture art, such as studios, and editing. Film processing is classified in Subdivision 797.
- 189. Theaters, Studios; not elsewhere classified, specify in detail.
- 180. Theaters, Studios; insufficient information given to classify further.

10. Public Assembly Property; unclassified

- 109. Public Assembly Property; not elsewhere classified, specify in detail.
- 100. Public Assembly Property; insufficient information given to classify further.

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2. EDUCATIONAL PROPERTY

Educational properties are those used for the gathering of groups of persons for purposes of instruction such as schools, colleges, universities, academies. Educational properties are distinguished from public assembly properties in that the same occupants are present regularly and they are subject to discipline and control. Educational properties include: part-day nursery schools, kindergartens and other schools whose primary purpose is education.

Other properties associated with educational institutions are classified in accordance with their actual use.

21. Schools, Nonresidential

All schools; public, private or parochial, where students attend during the day only.

211. Nursery school

Schools for prekindergarten-age children, operating 4 hours a day or less. If operating over 4 hours, classify in Subdivision 321, day care.

212. Kindergarten

Schools for children the grade before grade 1.

213. Elementary school

214. Junior high, intermediate school

215. High school

219. Schools, Nonresidential; not elsewhere classified, specify in detail.

210. Schools, Nonresidential; insufficient information given to classify further.

22. Schools, Residential

All boarding schools; public, private, or parochial, includes such day student facilities as may be present.

221. Residential school classroom building

Buildings containing classrooms. Included are such laboratories, libraries and offices as may be present. If one building houses the entire school, the fire is classified by point of origin, that is, dormitory, office, etc. Other buildings in a school are classified under the appropriate heading.

229. Schools, Residential; not elsewhere classified, specify in detail.

220. Schools, Residential; insufficient information given to classify further.

23. Trade, Business Schools

Other than high school, college.

231. Vocational school

232. Business school

233. Specialty school

234. Rehabilitation center (attendance by choice). See Subdivision 346 if attendance is by direction.

239. Trade, Business Schools; not elsewhere classified, specify in detail.

230. Trade, Business Schools; insufficient information given to classify further.

24. Colleges, Universities

241. Junior college classroom building

Buildings containing classrooms. Included are such incidental laboratories, libraries and offices as may be present. If one building houses the entire college, classify as 241. Other buildings in a college are classified under the appropriate heading according to use, as dormitory, office, etc.

242. College, university classroom building

Buildings containing classrooms. Included are such incidental laboratories, libraries and offices as may be present. If one building houses the entire college, classify as 242. Other buildings in a college are classified under the appropriate heading according to use, as a dormitory, office, etc.

249. Colleges, Universities; not elsewhere classified, specify in detail.

240. Colleges, Universities; insufficient information given to classify further.

20. Educational Property; unclassified

209. Educational Property; not elsewhere classified, specify in detail.

200. Educational Property; insufficient information given to classify further.

3. INSTITUTIONAL PROPERTY

Institutional properties are those used for purposes such as medical or other treatment or care of persons suffering from physical or mental illness, disease or infirmity, for the care of infants, convalescents or aged persons, and for penal or corrective purposes. Institutional buildings ordinarily provide sleeping facilities for the occupants.

31. Care of the Aged

Care of the aged in any type of structure regardless of the name or of the title on the license. See Subdivision 332 for sanitariums.

311. Care of the aged; with nursing staff

312. Care of the aged; without nursing staff

319. Care of the Aged; not elsewhere classified, specify in detail.

310. Care of the Aged; insufficient information given to classify further.

32. Care of the Young

321. Day child-care center

Care of preschool-age children operating more than 4 hours a day. If operating 4 hours or less a day, classify in Subdivision 211, Nursery schools.

322. Children's home, orphanage

329. Care of the Young; not elsewhere classified, specify in detail.

320. Care of the Young; insufficient information given to classify further.

33. Care of the Handicapped, Sick, or Injured

331. Hospital, hospital-type infirmary

332. Sanatorium, sanitarium

Includes care of post-operative patients, where care of aged is minor in proportion to other care.

333. Institution for deaf, dumb or blind

334. Clinic, clinic-type infirmary

Includes separate clinic buildings for maternity and other uses. Excluded are medical office buildings classified in Subdivision 593. Also excluded are out-patient clinics.

335. Mental institution

339. Care of the Handicapped, Sick, or Injured; not elsewhere classified, specify in detail.

330. Care of the Handicapped, Sick or Injured; insufficient information given to classify further.

34. Care of the Physically Restrained

341. Prison cell or cell block, men

342. Prison cell or cell block, women

343. Juvenile detention home

344. Men's detention camp

Minimum security type

345. Police station

346. Vocational rehabilitation center

Attendance by direction

349. Care of the Physically Restrained; not elsewhere classified, specify in detail.

340. Care of the Physically Restrained; insufficient information given to classify further.

30. Institutional Property; unclassified

309. Institutional Property; not elsewhere classified, specify in detail.

300. Institutional Property; insufficient information given to classify further.

4. RESIDENTIAL PROPERTY

A residential property is one in which sleeping accommodations are provided for normal residential purposes, and includes all buildings designed to provide sleeping accommodations except those classified under Institutional.

Subdivisions in this category are divided according to life hazard potential. Names and legal definitions may be different from those given here. The categories here, however, have a significant difference from a fire and life protection standpoint.

CAUTION: Classify the property by its actual use according to the standard definitions given, not by what the property owner cares to call his building. Thus, a residential property called a "motel" on the sign over the door may not be a motel by these definitions. From a fire standpoint it may be a hotel, an apartment, or a rooming house, depending on the use.

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41. Dwellings, One- and Two-Family

Private dwellings and duplexes each occupied by members of a single family group with total sleeping accommodations for not more than 20 persons; with rooms rented to outsiders, if any, with a total of not more than three persons. If sleeping accommodations for more than 20 persons are provided in one building, it shall be subject to the requirements for apartments or dormitories. If a business or other occupancy is contained in the building, classify in Subdivision 421.

Parking garages for one- and two-family dwellings, whether attached or detached, are classified in Subdivision 881.

- 411. Dwelling; year-round use (one-family)
- 412. Dwelling; seasonal use, in season (one-family)
- 413. Dwelling; seasonal use, off season (one-family)
- 414. Dwelling; year-round use (two-family)
- 415. Dwelling; seasonal use, in season (two-family)
- 416. Dwelling; seasonal use, off season (two-family)
- 419. Dwelling, One- and Two-Family; not elsewhere classified; specify in detail.
- 410. Dwelling, One- and Two-Family; insufficient information given to classify further.

42. Apartments, Tenements, Flats

Buildings furnishing living quarters for families living independently of each other, and with independent cooking facilities, whether designated as apartment house, tenement, garden apartment, or by any other name. So-called apartment hotels shall be classified as hotels (Division 44) because they are potentially subject to transient occupancy like that of hotels.

An essential difference between hotels and apartments lies in the fact that apartments are generally subject to continuing occupancy by the same persons for a sufficient length of time so that most occupants may be assumed to be familiar with the building and its exit facilities.

An apartment in a building with a store, office, or other business is identified as Business/Residential complex (40).

Parking garages exclusively for tenants, whether attached or detached, are classified in Subdivision 881. Other parking garages are classified in Subdivision 882.

- 421. 1 or 2 units
- 422. 3 through 6 units
- 423. 7 through 20 units
- 424. Over 20 units
- 429. Apartments, Tenements, Flats; not elsewhere classified, specify in detail.
- 420. Apartments, Tenements, Flats; insufficient information given to classify further.

43. Rooming, Boarding, Lodging Houses

Buildings or groups of buildings under the same management in which separate sleeping rooms are rented; sleeping accommodations for a total of not more than 15 persons, on either a transient or permanent basis; with or without meals, but without separate cooking facilities for individual occupants. Where rooms are rented for not more than three persons, classify in Division 41.

- 431. 4 to 8 roomers, boarders
- 432. 9 to 15 roomers, boarders
- 439. Rooming, Boarding, Lodging Houses; not elsewhere classified, specify in detail.
- 430. Rooming, Boarding, Lodging Houses; insufficient information given to classify further.

44. Hotels, Inns, Lodges (interior entry only to individual units).

Buildings or groups of buildings under the same management in which there are sleeping accommodations for more than 15 persons for hire; primarily used by transients who are lodged with or without meals; whether designated as a hotel, inn, club, YMCA, motel, or by any other name. So-called apartment hotels shall be classified as hotels because they are potentially subject to transient occupancy like that of hotels. For buildings with exterior entry to individual units; and with a maximum of 4 stories, classify in Division 45. For 15 or less persons, classify in Division 43.

- 441. Year-round use
- 442. Seasonal use, in season
- 443. Seasonal use, off season
- 444. Transient dormitory type
- 449. Hotels, Inns, Lodges; not elsewhere classified, specify in detail.
- 440. Hotels, Inns, Lodges; insufficient information given to classify further.

45. Motor Hotels, Motels (direct exterior entry to individual units).

Buildings or groups of buildings, of 4 stories or less, with direct exterior entry to each unit, under the same management, primarily used by transients who are lodged with or without meals, whether designated as a hotel, inn, club, motel, tourist cabin, or by any other name.

If over 4 stories, classify in Division 44, regardless of means of entry or number of units.

- 451. Fewer than 3 units, including tourist cabins
- 452. 3 to 20 units
- 453. Over 20 units
- 459. Motor Hotels, Motels; not elsewhere classified, specify in detail.
- 450. Motor Hotels, Motels; insufficient information given to classify further.

46. Dormitories

Buildings where group sleeping accommodations are provided for an extended period for persons not members of the same family group in one room or in a series of closely associated rooms under joint occupancy and single management, with or without meals. Use Subdivision 44 for transient dormitory type.

- 461. School, college or university dormitory
- 462. Fraternity, sorority
- 463. Nurses' quarters
- 464. Military barracks
- 465. Convent, monastery or other religious dormitory
- 466. Bank house or workers' barracks
- 469. Dormitories; not elsewhere classified, specify in detail
- 460. Dormitories; insufficient information given to classify further.

47. Mobile Homes, Trailers

A mobile home is a portable structure built on a chassis and designed to be used as a permanent family unit. A travel trailer is a portable structure built or placed on a chassis and designed to be used as a temporary family unit. Classification here is only for units on a foundation or supported by other means than its wheels.

- 471. Mobile home
- 472. Travel trailer
- 479. Mobile homes, trailers; not elsewhere classified, specify in detail
- 470. Mobile homes, trailers; insufficient information given to classify further.

49. Other Residential Occupancies

- 491. Children's playhouse
- 499. Other Residential Occupancies; not elsewhere classified, specify in detail.
- 490. Other Residential Occupancies; insufficient information given to classify further.

5. STORE AND OFFICE PROPERTY

Store properties include all markets and other rooms, buildings, or structures for the display, sale, repair or service of merchandise, new or used, purchased or rented. Mercantile or store properties generally have a capacity for a large number of people and usually have a display and sales area that is large in relation to the storage area.

Office properties are those which are principally used for the transaction of business and the keeping of records, private or public.

51. Food, Beverage Sales

Sale of food and beverage for consumption off the premises.

The sale of food and drinks for consumption on the premises is classified in Division 16.

- 511. Supermarket
Supermarkets sell a broad line of food items as well as some nonfood items and cover over 10,000-square feet in their total area.
- 512. Market, grocery store
Markets and grocery stores sell a broad line of food items as well as some nonfood items and cover less than 10,000 square feet in total area.

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513. Specialty food store
Specialty food stores specialize in a few basic food items and may have supplementary items for customer convenience. Included are meat, fish, candy, bakery, gourmet shops, and roadside farm produce stands and counters. Liquor, beverage stores; Creamery, dairy stores; and Delicatessens are excluded and classified in Subdivisions 514, 515, and 516 respectively.
514. Liquor, beverage store
515. Creamery, dairy store
Includes ice cream stores and stands whether quick-freeze or frozen.
516. Delicatessen
Sale of prepared foods, mainly for consumption off the premises. Included is pickup or carry-out service. Excluded are drive-ins classified in Subdivision 164.
519. Food, Beverage Sales; not elsewhere classified, specify in detail.
510. Food, Beverage Sales; insufficient information given to classify further.
52. Textile, Wearing Apparel Sales
521. Clothing store
Sale of wearing apparel; new, used or clothing rental shops. Sales of accessories incidental to clothing sale included. Shoe stores and fur stores are classified in Subdivision 522 and 525, respectively.
522. Clothing accessories, shoe store
Shops specializing in clothing accessories, new, used or rented; including ties, shoes, shirts, hats, etc.
523. Shoe repair shop
Repair of boots and shoes (cobbling). Included are repairers who also make footwear, shining stands and shops.
524. Tailor, dressmaking shop
Tailor and dressmaking shops including stores specializing in alterations to ready-made wear.
525. Fur store
Stores specializing in fur sales. Excluded are fur departments of stores with a broad line of goods and the storage of fur garments.
526. Dry goods store
Includes all sales of dry goods, yard goods, and piece goods. Excluded are clothing, clothing accessories and rug and carpet sales which are classified in Subdivisions 521, 522, and 536 respectively.
529. Textile, Wearing Apparel Sales; not elsewhere classified, specify in detail.
520. Textile, Wearing Apparel Sales; insufficient information given to classify further.
53. Household Goods Sales, Repairs
- Sale of common items used principally to equip the home or for home maintenance.
531. Furniture store
Includes sales of all new and used furniture, office furniture and large nondesk-top type equipment, such as water coolers. Excluded are office supply and desk-top office equipment sales which are classified in Subdivision 541 and furniture departments of large multi-department stores which are classified in Subdivision 581.
532. Appliance store
Appliance stores include those stores principally selling major and minor appliances with or without associated repair departments. Appliance repair shops without sales are classified in Subdivision 538.
533. Hardware store
Included are sales of tools and associated equipment, parts and retail plumbing supplies.
534. Music store
Includes sale or rental of records, sheet music, pianos, organs and other instruments or associated listening and teaching facilities.
535. Wallpaper, paint store
Includes sale of wall coverings, decorating materials, and sale or rental of associated tools and equipment.
536. Rug, floor covering store
Includes sale or rental of rugs, carpets, and floor coverings or sale or rental of associated tools and equipment.
537. Furniture repair shop
Includes repair of furniture and upholstery without sales. If repair with sales, classify in Subdivision 531.
538. Appliance repair shop
Includes shops for repair of appliances without sales. If repair with sales, classify in Subdivision 532.
539. Household Goods Sales, Repairs; not elsewhere classified, specify in detail.
530. Household Goods Sales, Repairs; insufficient information given to classify further.
54. Specialty Shops
- Sale of material commonly used in the home:
541. Book, stationery store
Includes new and used books, office supplies and desk-top office equipment. Excluded are sales of larger office equipment and office furniture, which is classified in Subdivision 531.
542. Newstand or tobacco shop
543. Drug store
Usually has a pharmacist on duty. Drug stores which are chiefly variety stores are classified in Subdivision 582 or 583.
544. Jewelry store
Includes jewelry and watch repair shops and associated gift sales.
545. Gift shop
Includes glassware, china, silver and other gift items; excludes jewelry and watch repair, which is classified in Subdivision 544.
546. Leather goods shop
Includes sale of leather goods and luggage of all types and from all materials, excluding shoes, which are classified in Subdivision 522.
547. Florist shop, greenhouse
Florist shops and sale of flowers, artificial and natural, including greenhouses and flower raising.
548. Optical goods sales
Included are opticians, eyeglass fitting and grinding.
549. Specialty Shops; not elsewhere classified, specify in detail.
540. Specialty Shops; insufficient information given to classify further.
55. Recreation, Hobby, Home Repair, Supply Sales; Personal Service
- Includes sale and processing of material used in hobbies, sports, and recreation activities, and personal service. For record shops use 534.
551. Hobby, toy shop
Includes sale of toys, and hobby supplies other than art supplies, sporting goods, and photographic goods, which are classified in Subdivisions 503, 552, and 553, respectively.
552. Sporting good sales
Includes sale of firearms, ammunition, tents and other material for use in all sporting events except sportswear shops, which are classified in Subdivision 521.
553. Photographic supply sales and still picture studio
Includes sale of photographic equipment. Motion picture film studios are classified in Subdivision 186, while plant processing of film is classified in Subdivision 797.
554. Garden supply store
Includes retail sale of equipment, seeds, fertilizer for home or garden consumption. Sale or rental of snow blowers, lawn sweepers and other home maintenance machines is included.
555. Retail lumber sales
Lumber distribution centers often of the supermarket type, including sale of related home repair supplies. Lumber yards principally for storage are classified in Subdivision 851.
556. Pet store, animal hospital
Sale of pets, animal and pet supplies, including animal hospitals and care centers.
557. Barber, beauty shop
558. Fireworks sales
Includes retail fireworks sales from temporary or permanent locations.

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559. Recreation, Hobby, Home Repair, Supply Sales; Personal Service; not elsewhere classified, specify in detail.
560. Recreation, Hobby, Home Repair, Supply Sales; Personal Service; insufficient information given to classify further.
56. Professional Supplies and Service
561. Professional supply sales
Includes sale of stethoscopes, hospital supplies, special tools, engineering instruments, and other professional supplies.
562. Trade supply sales
Includes sale of machinist supplies, plumbers' tools, carpentry equipment.
563. Art supply sales
564. Laundry and dry cleaner; self-service
565. Linen supply house
566. Laundry, dry cleaner pickup shop
Shops for pickup of laundry and cleaning. Little or no processing on the premises, other than pressing.
567. Home maintenance services
Includes firms doing home maintenance work such as floor cleaning, window washing, chimney cleaning, exterminating.
568. Restaurant supplies and services
569. Professional Supplies and Services; not elsewhere classified, specify in detail.
560. Professional Supplies and Services; insufficient information given to classify further.
57. Motor Vehicle, Boat Sales and Service
571. Service station; public
Fuel service facilities for motor vehicles operated for the public, such as gasoline service stations, diesel fuel stations, LP-Gas stations, with associated lubrication and wash facilities. Marine service stations are classified in Subdivision 577.
572. Service station; private
Private or fleet vehicle refueling where an employee may fuel vehicle himself, such as at a transit company garage, a trucking company yard or a farm.
573. Motor vehicle repairs, paint shop
Repair of automobiles, motor trucks and shops doing specialized repair work such as repair of auto tops, hoods and electrical repair. Excluded are car washing facilities, 578.
574. Motor vehicle and trailer sales, including farm implements and motorcycles.
575. Motor vehicle accessory sales
Sale of accessories for motor vehicles such as lights, tires, parts and special tools.
576. Boat sales; pleasure craft
Sale of boats, marine vessels, outboard motors and accessories other than at marinas. If at marinas or boat repair yards classify the Subdivision 885 and 782 respectively.
577. Marine service station
Refueling facilities for marine vessels of any size.
578. Car washing facility
579. Motor Vehicle, Boat Sales and Services; not elsewhere classified, specify in detail.
570. Motor Vehicle, Boat Sales and Services; insufficient information given to classify further.
58. General Item Stores
- Stores selling a wide range of items that cannot be readily classified in previous subdivisions.
581. Department store
A department store has many separate lines of goods but to be classified here the store must have a full furniture department.
582. Variety store - small
A store of less than 10,000 square feet with a wide range of goods but no furniture department. Army-Navy stores, "5 and 10 cent stores", and second-hand or surplus stores.
583. Variety store - large
A store of over 10,000 square feet with a wide range of goods but no furniture department. Merchandise like a supermarket, usually with self-service and check-out counters.
584. Mail order store
Mail order and catalogue stores including display areas regardless of size. Use Subdivision 581 when applicable and when the mail order section is a small section of the larger store.
585. Mall
Includes only the public area common to a multistore facility. See Chapter A for "Shopping Center."
589. General Item Stores; not elsewhere classified, specify in detail.
580. General Item Stores; insufficient information given to classify further.
59. Offices
- Office properties are those used for the transaction of business, for the keeping of accounts and records, and similar purposes. Doctors' and dentists' offices are included unless of such character as to be classified as hospitals. Service facilities usual to city office buildings are included in this property group. City halls, and town halls, are included in this property group, as their principal function is the transaction of the public business and the keeping of books and records.
- Minor office occupancy incidental to operations in another property shall be considered part of the predominating property. Included are buildings housing business, administrative, professional or regulatory functions.
591. General business office
Office buildings for the administration of industrial and business enterprises; whether at the plant or located elsewhere. Offices of insurance carriers, consultants, and adjusting agencies; real estate operators, developers and agents; lawyers, advocates and solicitors; importers, exporters, manufacturers' agents, commodity brokers; trade associations, chambers of commerce, professional societies; labor organizations; religious organizations; local and county government offices; state or provincial government offices; central government offices; and offices of the armed forces and defense agencies. Savings and loan companies without first floor banking premises.
592. Bank, with first floor banking facilities. Use Subdivision 591 for savings and loan companies without first floor banking premises.
593. Medical, health, research and scientific office
Medical, surgical, dental, health service offices. This includes offices of nurses and midwives, consulting rooms or offices of physicians, surgeons, and other medical practitioners; offices primarily engaged in research; and of meteorological institutes. Laboratories are classified in Division 62.
594. Engineering, architectural and technical office
Consulting, engineering, architectural, surveying and scientific engineering development offices. Permanent office buildings of a contractor are included. Contractor's shops and parts storage locations are classified in Subdivision 936.
595. Mailing firm
596. Post office
599. Offices; not elsewhere classified, specify in detail.
590. Offices; insufficient information given to classify further.
50. Mercantile Properties and Offices; unclassified
509. Mercantile Properties and Offices; not elsewhere classified, specify in detail.
500. Mercantile Properties and Offices; insufficient information given to classify further.
6. BASIC INDUSTRY, UTILITY, DEFENSE PROPERTY
- Agriculture, forestry, the extractive or mining industries, mineral products, utilities, laboratories, nuclear plants, and communication facilities are all included. Since national defense sites depend so heavily on communications, they also are included here.
61. Nucleonics
- Areas designated as handling radioactive materials, such as uranium, radium, thorium, heavy water, or plutonium.

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611. Plant working with radioactive materials in bulk
Fuel element plants; radioactive waste disposal.
612. Plant working with radioactive materials in small quantities
613. Nuclear power plant
Use 611 for that portion of the plant devoted to the generation of electricity.
614. Nuclear ordinance plant
Bomb assembly.
619. Nuclear; not elsewhere classified, specify in detail.
610. Nuclear; insufficient information given to classify further.
- 62. Laboratories**
Classrooms and offices incidental to laboratory facilities are included. A fire or explosion in a laboratory room in another property is classified in the individual property involved.
621. Laboratory; chemical and medical
Includes biological laboratories.
622. Laboratory; physical materials testing
Includes all laboratories for testing physical properties of materials. Included are hydraulics laboratories, physics laboratories, physical materials laboratories.
623. Laboratory; personnel, psychological
Includes laboratories for the testing, measuring of persons. Educational laboratories are included.
624. Laboratory; radioactive materials
Any laboratory handling or using radioactive material in a quantity requiring marking.
625. Laboratory; electrical, electronic
626. Laboratory; agricultural
627. Laboratory; research, general
629. Laboratories; not elsewhere classified, specify in detail.
620. Laboratories; insufficient information given to specify further.
- 63. Communications, Defense, Document Facilities**
Critical areas having to be maintained to retain national, business or public safety or continuity.
631. National defense site not elsewhere classified; including missile or space vehicle launch site; excluding radio and radar sites which are classified in subdivision 632. The missiles or vehicles, themselves, are classified in 987 or 988.
632. Radio, radar site
Including microwave transmitter sites, flight control facilities, satellite tracking stations, repeater sites, fixed and mobile stations. Excludes fire or police communications, classified in subdivision 633.
633. Fire, police or industrial communications center
Includes municipal, county, state or province emergency communications facilities; such as fire control center, police control center, disaster control facilities and all auxiliary equipment; industrial communications centers.
634. Telephone exchange, central office
Includes communications cable sites with the associated repeater and terminal facilities.
635. Computer, data-processing center
636. Document center, record repository
Including archive storage.
639. Communications, defense, document facilities; not elsewhere classified, specify in detail.
630. Communications, defense, document facilities; insufficient information given to classify further.
- 64. Utilities**
641. Electric light, power generating plant
Generation of electrical energy, regardless of power plant.
Included are locations producing electricity for rail transport use, for groups of factories, and for individual properties.
642. Electric light, power, distribution system
Distribution of electric energy outside generating plant premises, including high tension lines, poles, substations, transformers, and underground facilities.
643. Gas manufacturing plant
Manufacture of gas in gasworks, including peak shaving plants.
644. Gas distribution system, pipeline
Piping systems and associated equipment for the distribution of gas fuel from manufacturing plants, storage facilities or wells to the user. Included are transmission lines, compressors, and distribution piping up to the customer side of the meter.
645. Flammable liquid distribution system, pipeline
Piping systems and associated equipment for the distribution of flammable liquid from manufacturing plants, storage facilities or wells to the user. Included are transmission lines, compressors, underground facilities, and distribution piping up to the customer side of the meter.
646. Steam and heat transfer plants
Production of steam, hot water, hot chemicals, hot oil and distribution systems for heating and power purposes, including "district heating."
647. Water supply system
Collection, treatment, storage, and distribution of water.
648. Sanitary service
Garbage and sewage disposal. Included are sewer systems, commercial incinerators and industrial rubbish burners. Excluded are dumps, 912.
649. Utilities; not elsewhere classified, specify in detail.
640. Utilities; insufficient information given to classify further.
- 65. Agriculture**
Production of raw agricultural products, farming, processing and working of products classified elsewhere.
651. Poultry, egg production
652. Cow and cattle production
Included is cow milking, milk houses, milk cooling facilities. Milk processing plants are classified in Subdivision 712.
653. Piggery, hog production
654. Other livestock production
655. Crops, orchards
656. Tobacco curing shed
657. Fruit, vegetable packing
Packing of raw fruit and vegetables as picked. Processing plants are classified in subdivision 713.
659. Agriculture; not elsewhere classified, specify in detail.
650. Agriculture; insufficient information given to classify further.
- 66. Forestry, Hunting and Fishing**
661. Forest, standing timber
Timber tracts; planting, replanting and conservation of forests; gathering of uncultivated materials, such as gums and resins, wild rubber, saps, barks, wild fruits and flowers, and roots. Includes extracting, concentrating and distilling of sap and charcoal burning carried on in the forest.
662. Logging, felled timber, long storage pile
Felling and rough cutting of trees; hewing or rough sharpening of poles, blocks, and other wood materials; and transportation of logs. Included are piles of timber and logs. Excluded are sawmills operating in the forest and classified in subdivision 751.
663. Hunting, trapping and game propagation
Hunting and trapping wild animals and game propagation for commercial purposes not connected with sport.
664. Trees
Individual tree fires are classified here.
665. Fish hatchery
666. Wood chip pile
669. Forestry, hunting and fishing; not elsewhere classified, specify in detail.
660. Forestry, hunting and fishing; insufficient information given to classify further.
- 67. Mining, Quarrying; Natural Raw Materials**
Underground and surface mines, quarries and oil wells, including supplemental on-site machinery. Prospecting for minerals and preparing sites for extraction are also included. Quarries and mines attached to other properties are, as far as possible, classified in this division.
671. Coal mine
672. Ore mine

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673. Ore concentration
674. Petroleum or natural gas well, with accompanying reservoir
Oil and gas producing property, oil well and natural gas well operations, including prospecting and drilling, oil shale or bituminous sand operations, and extraction of crude oil. The operation of pipe lines is classified in Subdivisions 644 and 645.
675. Stone, slate, clay, gravel, sand; quarries or pits
The extraction of building and monumental stone or slate; ceramic, refractory and other clay and all sand and gravel.
676. Salt mine
The extracting and quarrying of salt, including evaporating as in salt pans, crushing, screening and refining. The refinement of salt for human consumption in establishments not engaged in extracting or quarrying salt is classified in Subdivision 719.
677. Chemical, fertilizer, mineral mine
The mining and quarrying of phosphate and nitrate minerals, fluorapatite, sulfur ores and natural sulfur, potash, sodium and borate minerals, barytes, pyrites, arsenic, strontium and lithium minerals and mineral pigments. Guano gathering is included.
678. Nonmetallic mineral mine or quarry
All other nonmetallic mining and quarrying, such as asbestos. Peat cutting and digging is included.
679. Mining, quarrying; natural raw materials; not elsewhere classified, specify in detail.
670. Mining, quarrying; natural raw materials; insufficient information given to classify further.
- 68. Nonmetallic Minerals, Mineral Products Manufacture**
Manufacture of clay products; glass and glass products; pottery, china and earthenware; cement, concrete products and other nonmetallic mineral products. Coal and petroleum are classified in division 67.
681. Structural clay products manufacture
Manufacture of structural clay products such as bricks, tiles, pipes, crucibles, architectural terra cotta; stove lining, chimney pipes and tops; refractories.
682. Glass manufacture; excluding containers
Manufacture of all glass, glass products including glass fiber, and glassware except glass containers. Includes manufacture of optical glass, other than the grinding of optical lenses which is classified in subdivision 792 or 518.
683. Glass container manufacture
684. Pottery, china, earthenware manufacture
685. Cement manufacture
686. Concrete batch plant
687. Abrasive manufacture
Manufacture of abrasives, including the shaping of natural abrasives into grindstones, coating cloth and paper with abrasives and making abrasive bonded wheels and disks.
688. Nonmetallic mineral product manufacture
Manufacture of concrete, gypsum and plaster products, asbestos, mineral wool, cut-stone and stone products and all other nonmetallic mineral products.
689. Nonmetallic minerals, mineral products manufacture; not elsewhere classified, specify in detail.
680. Nonmetallic minerals, mineral products manufacture; insufficient information given to classify further.
- 60. Basic Industry, Utility, Defense**
609. Basic Industry, Utility, Defense; not elsewhere classified, specify in detail.
600. Basic Industry, Utility, Defense; insufficient information given to classify further.
- 7. MANUFACTURING PROPERTY**
Included is the mechanical or chemical transformation of inorganic or organic substances into new products, whether the work is performed by power-driven machines or by hand, whether it is done in a factory or in the worker's home, and whether the products are sold at wholesale or retail. The assembly of component parts of manufactured products is part of Manufacture, except in cases where the activity is appropriately classified in Division 93, Construction.
- Included are factories making products of all kinds and properties devoted to operations such as: processing, assembly, mixing, packaging, finishing or decorating, repairing, and similar operations. However, for mineral processing, use 68.
- 71. Food**
711. Slaughtering, preparation, preserving of meat
Abattoirs and meat-packing plants; killing, dressing and packing poultry, rabbits and small game. Included are processing and packing activities such as curing, smoking, salting, pickling, packing in air-tight containers, quick-freezing as well as manufacture of natural sausage casing and the rendering of lard and other edible animal fats. Use subdivision 714 for fish and sea foods.
712. Dairy product manufacture
Manufacture of creamy and processed butter, natural and processed cheese, condensed and other types of concentrated milk, ice cream and ices, powdered milk and other edible milk products. The pasteurizing and bottling of milk is also included.
713. Canning, preserving of fruits and vegetables
Canning (packing in air-tight containers) of fruits and vegetables including fruit and vegetable juices; manufacture of raisins and dried fruits, preserves, jams and jellies, pickles and sauces and canned soups. Dehydrating and quick-freezing are included.
714. Canning, preserving of fish, sea foods
Preserving, and processing fish and other marine foods. These processes include such operations as salting, drying, dehydrating, smoking, curing, cooling, pickling, packing in air-tight containers, and quick-freezing, icing, salting, filleting of fish catch and processing of the catch aboard fishing vessels is classified in subdivision 948.
715. Manufacture of grain mill products
Grain mills (flour, meal, dry feeds); husking, cleaning, polishing of rice; preparation of breakfast foods such as rolled oats, rice, wheat and corn flakes, paroled grain; prepared feeds for animals and fowls; blended and prepared flour, and other cereal and pulse preparations. Included are: coffee, pulse, root peeling mills and starch and its products.
716. Bakery product manufacture
Manufacture of bread, cakes, cookies, doughnuts, pies, pastries and similar "perishable" bakery products; biscuits and similar "dry" bakery products. Use 715 for breakfast foods.
717. Sugar refining and confectionery manufacture
Manufacture and refining of raw sugar, syrup and granulated or clarified sugar, from sugarcane or from sugar beets. Manufacture of cocoa and chocolate powder from beans, chocolates, all types of confectionery.
718. Snack foods manufacture
Potato chips and other products of deep fat frying.
719. Food industries; not elsewhere classified, specify in detail.
Food industries not elsewhere classified includes the manufacture of baking powder, yeast; condiments, mustard and vinegar; food specialties; egg specialties; spice grinding; processing of tea leaves into black tea; edible salt refining; harvesting and the manufacture of ice, except dry ice. Dry ice manufacturing is classified in subdivision 761.
710. Food industries; insufficient information given to classify further.
- 72. Beverages, Tobacco, Essential Oils**
721. Distilling, rectifying, blending spirits
The distilling of ethyl alcohol for all purposes. The distilling, rectifying and blending of alcoholic liquors.
722. Wines, winery
The production of wines, cider, and other fermented beverages except malt liquors.
723. Brewery, manufacture of malt
The production of malt and malt liquors.
724. Soft drink, carbonated water industry
Manufacture of nonalcoholic beverages, such as soft drinks and carbonated mineral waters. Include the incidental manufacture of flavoring extracts and syrup; for the manufacture of syrup alone, see 717.

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725. Tobacco products manufacture
Manufacture of tobacco products; Stemming, redrying and other operations after auctioning which are connected with preparing raw-leaf-tobacco for manufacturing are also included. Tobacco drying sheds are classified in subdivision 656.
726. Vegetable and animal oil, fat; soap making
Production of crude oil, cake and meal, by crushing or extraction, from oilseeds, and nuts; the extraction of fish and other marine animal oils; the rendering of inedible animal oils and fats; manufacture of margarine; and the refining and hydrogenation (or hardening) of oils and fats, except lard and other edible fats from livestock. The manufacture of lard and other edible fats is classified in subdivision 711, except butter, 712. Manufacture of soaps, detergents and other washing and cleaning compounds, except where the process is chemical only, not involving oil or fat.
729. Beverages, tobacco, essential oils; not elsewhere classified, specify in detail.
720. Beverages, tobacco, essential oils; insufficient information given to classify further.
- 73. Textiles**
731. Cotton gin
732. Cotton; spinning, weaving
Preparing cotton fibers, such as picking, carding, combing, carbonizing, spinning, weaving of yarns and fabrics. Manufacture of narrow fabrics and other small wares; carpets and rugs; and lace, braids and other primary textiles. Asbestos spinning and weaving is classified in subdivision 688.
733. Wool, worsted; spinning, weaving
Preparing wool and worsted fibers, such as scouring, carding, combing, carbonizing, spinning, and weaving of yarns and fabrics. Manufacture of narrow fabrics and other small wares; carpets and rugs; and lace, braids and other primary textiles. Asbestos spinning and weaving is classified in subdivision 688.
734. Mixed, blended and other fibers; spinning, weaving
Preparing mixed, blended and other fibers such as flax, hemp, jute, silk, sisal and synthetic fibers, such as retting, scutching, scouring, carding, combing, carbonizing; throwing; spinning; weaving. Manufacture of narrow fabrics and other small wares; carpets and rugs; and lace, braid, yarn, and other primary textiles. Asbestos spinning and weaving is classified in subdivision 688.
735. Textile finishing plant
Bleaching, dyeing, printing, finishing of all fabrics, and fibers.
736. Knitting mills; all fibers
Establishments such as hosiery and knitting mills, primarily engaged in producing hosiery, outerwear, underwear and other knitwear, as well as knitting mills are included but the making up of garments from knitted fabrics other than in knitting mills is classified in subdivision 742.
737. Cordage, rope, twine and net manufacture
Manufacture of rope, cable, cordage, twine, net and other related goods from hemp, jute, cotton, paper, straw, coir, flax and other fibers.
738. Floor covering and coated fabric manufacture; excluding rubber
Manufacture of linoleum and other hard surfaced floor coverings, artificial leather, oilcloth, impregnated and coated fabrics, excluding rubber and clay tile which are classified in subdivisions 747 and 681 respectively.
739. Textiles; not elsewhere classified, specify in detail.
Manufacture of straw, coir and similar matting and mats; felt by processes other than weaving; batting, padding, wadding and upholstery filling from all fibers. Included is the recovering of fibers from waste and rags. The manufacture of wood-excelior upholstery filling is classified in subdivision 751.
730. Textiles; insufficient information given to classify further.
- 74. Footwear, Wearing Apparel, Leather, Rubber**
740. Footwear, wearing apparel, leather, rubber; insufficient information given to classify further.
741. Footwear manufacture
Manufacture of all kinds of footwear; boots, shoes, cut stock, findings, leggings, and gaiters from leather, fabrics, plastics, wool and other materials except vulcanized footwear, which is classified in subdivision 747. Repair shops which make footwear on a custom basis are classified in 522.
742. Wearing apparel manufacture; excluding footwear
Manufacture of wearing apparel by cutting and sewing fabrics, leather, fur and other materials; the making of hat bodies, hats and millinery; and the manufacture of umbrellas and walking sticks. The repair of wearing apparel in connection with the cleaning and pressing of these articles is classified in subdivision 796, tailor and dressmaking in 524, and shoe repair in 523.
743. Made-up textile goods manufacture; alterations excluding wearing apparel
Manufacturers who do no weaving and primarily engaged in making up cloth goods such as house furnishings, trimmings of fabric; embroideries; and pennants. Stitching, pleating and tucking for the trade is included.
744. Tanneries, leather finishing
Includes tanning, currying; finishing, embossing and japanning of leather.
745. Fur products manufacture; excluding wearing apparel
Includes scraping, currying, tanning, bleaching and dyeing of fur and other pelts. The manufacture of fur and skin rugs and mats, hatters fur and other fur and skin articles except wearing apparel which is classified in 742. Feltmongery is included.
746. Leather products manufacture; excluding footwear and wearing apparel
Manufacture of leather products (except footwear and other wearing apparel) and articles made of leather and leather substitutes, such as leather sporting goods. The manufacture of wooden saddlery is classified in subdivision 753.
747. Rubber, rubber products manufacture
Manufacture from natural or synthetic rubber and all kinds of rubber products. The reclaiming of rubber from used tires, scrap and miscellaneous waste rubber.
749. Footwear, wearing apparel, leather, rubber; not elsewhere classified, specify in detail.
- 75. Wood, Furniture, Paper, Printing**
751. Sawmill, planing mill, wood products mill
The manufacture of lumber products; wooden building materials and prefabricated parts and structures; cooperage and other wood stock; veneers and plywood; and excelsior. Included is the preservation of wood. Sawmills and planing mills, whether or not mobile or operated in the forest are included. The hewing and rough shaping of poles and other wood materials is classified in subdivision 662.
752. Wooden, cane containers, cane small ware manufacture
The manufacture of boxes, crates, drums, barrels, and other wooden containers; baskets and other rattan, reed or willow containers; and small ware made entirely or mainly of rattan, reed, willow or other cane.
753. Wood, cork products manufacture (not containers)
The manufacture of products of wood, cork and small ware consisting wholly or mainly of wood.
754. Furniture, fixture, bedding manufacture
Manufacture of household, office, restaurant, public building, and professional furniture; bedding, upholstery; office and store fittings and fixtures regardless of the materials used.
Manufacture of special medical furniture, equipment, fixtures, and machines is classified in subdivision 791.
755. Paper, pulp, paperboard manufacture
The manufacture of pulp, fibers and of paper, paperboard insulation board and fiber building paper. The coating, glazing and laminating of paper and paperboard is included except for the manufacture of asphalted and tar-saturated paper, abrasive paper, sensitized paper and carbon and stencil paper which are classified in subdivisions 768, 687, 792, and 799 respectively.
756. Paper, pulp, paperboard products manufacture
The manufacture of pressed and molded pulp goods and articles made of paper and paperboard.

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757. Newspaper, magazine printing and publishing; printing, lithographing, and publishing newspapers, periodicals, magazines, trade journals, reviews and related services.
758. Printing, publishing and allied industry. Includes commercial or job printing, lithographing; manufacture of greeting cards; looseleaf devices, library binders; bookbinding; blank book making; paper ruling; and other work related to bookbinding such as bronzing, binding and edging; map and mounting; services for the printing trades such as typesetting, engraving and etching steel and copper plates; making woodcuts; photoengraving; electrotyping and stereotyping. Type foundries are classified in subdivision 773. Engraving on precious metals is classified in subdivision 794.
759. Wood, furniture, paper, printing; not elsewhere classified, specify in detail.
750. Wood, furniture, paper, printing; insufficient information given to classify further.
- 76. Chemical, Plastic, Petroleum**
- For the purpose of this classification, a chemical is a material which has had or will have a controlled change in its molecular structure or composition, not involving polymerization; while a plastic is a material whose molecule has been polymerized. Use 61 for heavy water or for nuclear changes.
761. Industrial chemicals manufacture. Manufacture of industrial organic and inorganic chemicals and industrial gases. Included is dry ice manufacture. All monomers and plastics are excluded.
762. Hazardous chemical manufacture. Manufacture of materials requiring special handling in the manufacture, shipment, storage or use. Included are explosives, blasting agents, fireworks, matches, unstable rocket propellants, pyroxylin (cellulose nitrate) plastics, hazardous monomers, organic peroxides. The manufacture and handling of nuclear materials may be found under 61.
763. Plastic manufacture. Manufacture of raw materials for plastics except those included in 762, and of synthetic resins, plastics and elastomers.
764. Plastic products manufacture. Making of all plastic products; including plastic housings, enclosures, covers, linings, machine parts, moulding, extruding.
765. Paints, varnishes, lacquers, inks, waxes, adhesives manufacture. Includes manufacture of varnish stains and shellac; enamels and japans, polishes, gelatin.
766. Drugs, cosmetics, pharmaceuticals manufacture. The manufacture of drugs, medicinal and pharmaceutical preparations; perfumes, cosmetics and other toilet preparations.
767. Petroleum refinery and natural gasoline plant. Petroleum refineries, manufacture of petrochemicals, producing products from crude petroleum and its fractionation products including asphalt; and the manufacture of petroleum and petroleum products from coal and other materials, including blending of lubricating oils and greases; including refinery tankage.
768. Asphalt, coal products manufacture. Manufacture of asphalt tar or similar paving and roofing materials and fuel briquettes and packaged fuel. Included is the distillation of coal in coke ovens which is not associated with the manufacture of pig iron or the manufacture and distribution of coal gas. Coke ovens in iron and steel works are classified in subdivision 771 and gas works are classified in subdivision 645.
769. Chemical, plastic, petroleum; not elsewhere classified, specify in detail.
760. Chemical, plastic, petroleum; insufficient information given to classify further.
- 77. Metal, Metal Products**
771. Iron and steel manufacture. Manufacture of iron and steel shapes, consisting of all processes from smelting in blast furnaces to the semi-finished stage in rolling mills and foundries. Also included are coke ovens associated with blast furnaces.
772. Nonferrous metal manufacture. Manufacture of nonferrous metal shapes, consisting of all processes from smelting, alloying and refining, rolling and drawing and founding and casting; that is, the production of ingots, bars and billets; sheets, strips, casting and extrusions.
773. Metal products manufacture; excluding manufacture of machinery, electrical and transport equipment. Transformation of metal forms into finished products such as cutlery (household). Includes industries engaged in enamelling, japanning, lacquering, gilding, galvanizing, plating and polishing metal products; blacksmithing and welding. Manufacture of silverware and jewelry is classified in subdivision 794. The manufacture of specialized automobile, aircraft and ship parts is classified in the appropriate subdivision of division 78.
774. Machinery manufacture; excluding electrical. Manufacture of machinery and prime movers other than electrical equipment. Included are machine shops engaged in producing and repairing machine and equipment parts and the production of ball bearings and mechanical precision measuring instruments, as well as industrial engines, measuring and dispensing pumps. The manufacture of automobile, aircraft and marine engines and other specialized parts is classified in the appropriate subdivision of division 78.
775. Electrical and electronic machinery manufacture. Manufacture of machinery, apparatus and supplies for the generation, storage, transmission and transformation of electrical energy. Includes the repair of electrical machinery. Excluded are instruments for measuring and recording electrical quantities and characteristics, classified in subdivision 791.
776. Electrical appliance manufacture. Manufacture of electrical appliances. Includes insulated wire and cables; electric lamps; computers, communication equipment and related products including radios and television sets; phonographs; electric batteries; X-ray and therapeutic apparatus; electronic tubes and components as well as the repair of electrical appliances. Excluded are instruments for measuring and recording electrical quantities and characteristics, classified in subdivision 791.
779. Metal, metal products; not elsewhere classified, specify in detail.
770. Metal, metal products; insufficient information given to classify further.
- 78. Vehicle Assembly or Manufacture**
781. Shipbuilding, repairing; vessels over 65 feet. Shipyards engaged in building and repair work on vessels over 65 feet in length; barges, lighters, tugs whether self-propelled or not; specialized marine engine, masts, spars, rigging and ship parts manufacturers; dry docks, ship breaking yards.
782. Boat building, repairing; vessels 65 feet and under. Boatyards engaged in building and repair work on vessels 65 feet and under in length; boats, yachts, made of any material whether self-propelled or not; specialized marine engine, outboard engine, masts, sails, rigging and boat parts manufacture.
783. Railway equipment; manufacture, assembly and repair. The building and rebuilding of locomotives of any type, gauge and railroad or tramway cars for freight and passenger service; the production of specialized parts for locomotive and railroad tramway cars. Included is the manufacture of locomotives and cars by railway companies and repair work done in such locomotive shops.
784. Motor vehicle; manufacture and assembly. Manufacture and assembly of motor vehicles such as automobiles, cars, buses, trucks, truck trailers, universal carriers, motorcycles, and motor scooters; manufacture of motor vehicle parts and accessories. This subdivision does not include tires and tubes (subdivision 747); automobile glass (subdivision 582); electrical equipment (subdivision 775); agricultural equipment (subdivision 982); and roadbuilding tractors and fork-lift trucks (subdivision 774), or motor vehicle repairs (subdivision 573).
785. Bicycle; manufacture, assembly and repair. Manufacture of bicycles, tricycles, pedicabs and parts.

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786. Aircraft, rocket, manufacture, assembly and repair. Manufacture, assembly and repair of aeroplanes, gliders, rockets, missiles and aircraft parts such as engines, propellers, pontoons and undercarriages. The manufacture of electric and electronic equipment is classified in subdivision 775 or 776; aeronautical instruments are classified in subdivision 791.
787. Manufacture of transport equipment, such as animal-drawn and hand-drawn vehicles. Parts such as wheels and axles are included.
789. Vehicle assembly; not elsewhere classified, specify in detail.
780. Vehicle assembly; insufficient information given to classify further.
79. Other Manufacturing
Manufacturing industries not classified in any other major division.
791. Instrument manufacture.
Manufacture of measuring, controlling, laboratory and scientific instruments; surgical, medical and dental instruments and supplies. The manufacture of optical instruments for scientific and medical use is classified in subdivision 792; the manufacture of X-ray and electric therapeutic apparatus is classified in subdivision 776, and the production of measuring and dispensing pumps is classified in subdivision 774.
792. Photographic, optical goods manufacture
The manufacture of optical instruments and lens grinding; ophthalmic goods, photographic equipment and supplies, including sensitized film, plates and paper. Includes optical instruments for scientific and medical use.
793. Watch, clock manufacture
The manufacture of clocks and watches of all kinds; clock and watch parts and cases; and mechanisms for timing devices.
794. Jewelry manufacture
Manufacture of jewelry, silverware and plate ware, using precious metals, precious and semiprecious stones and pearls. The cutting and polishing of precious and semiprecious stones and the striking of medals and coins are included, as well as engraving on precious metals.
795. Musical instruments manufacture
The manufacture of musical instruments, such as pianos, string instruments, wind instruments, percussion instruments; phonograph record blanks. Manufacture of phonographs and speech recording machines is included in subdivision 776.
796. Laundry; dry cleaning plant
Mechanical and hand laundries; supplying of laundered linens (aprons, table covers, towels, napkins or diapers) on a contract basis; cleaning, pressing, and dyeing, and minor repair of apparel and household furnishings.
797. Photographic film processing laboratory
Processing of photographic film, motion picture or still, in special plants and centers. Excluded is processing, incidental to other operations, such as to a newspaper office.
798. Toys, sporting goods; not elsewhere classified
799. Other manufacturing; not elsewhere classified, specify in detail. (Include carbon and stencil paper.)
790. Other manufacturing; insufficient information given to classify further.
70. Industrial Property; unclassified
708. General maintenance shop; not elsewhere classified
709. Industrial property; not elsewhere classified, specify in detail.
700. Industrial property; insufficient information given to classify further.

8. STORAGE PROPERTY

Storage includes all buildings, structures, or areas utilized primarily for the storage or sheltering of goods, merchandise, products, vehicles, or animals, including servicing, processing or repair operations incidental to storage.

Storage properties are characterized by the presence of relatively small numbers of persons in proportion to the area; any new use which increases the number of occupants to a figure comparable with other classes of properties changes the classification of the building to that of the new use.

The resale (sale without transformation) of goods in business units and to institutions and government is included, such as the resale of industrial and construction materials, machinery and equipment; farm machinery, implements and supplies; and business and professional equipment. Warehousing, grading and sorting, breaking bulk and repacking which is associated with reselling is also included. Repacking in airtight containers is canning and is classified in subdivisions 714 and 711.

If substantial mercantile or office operations exist (10 customers or more present at busy period) then classify where appropriate in major division 5.

81. Agricultural Products Storage

811. Seeds, beans, nuts; silage storage in bulk
Storage of seeds, beans or grain, natural feed, hay or nuts in bulk in bins, silos, or piles in the open, cribs, excluding storage in barns, which is classified in Subdivision 815, and storage in elevators, which is classified in 816.
812. Boxed, crated or packaged agricultural products storage
Agricultural products stored in boxes, crates or cartons and packages of wool, paper or cardboard of any size.
813. Loose or bagged agricultural products storage
Agricultural products stored in bags of any material and any size or stored loose. Bagged products inside cardboard boxes are classified in subdivision 812. Loose tobacco storage is classified in subdivision 811. Bulk storage of seeds, feeds, beans, nuts and grain is classified in subdivision 811.
814. Loose or baled tobacco storage
Tobacco stored in loose quantities or in bales in crates or hogsheads, and barrels before or after auction, but before manufacture of finished tobacco products. Tobacco curing sheds and storage during processing are included in subdivisions 656 and 725 respectively.
815. Barns, stables
Storage in buildings called barns. All storage associated with barns, such as animals, vehicles, feed, etc., is included; stables are included. Excluded are silos which are classified in subdivision 811.
816. Grain elevators
Include soy bean elevators
817. Livestock storage
Storage of livestock at any point beyond the raising ranch or farm. At rail and truck stockyards and other livestock pens and yards.
818. Agricultural supply storage
Storage of materials for sale in agricultural areas. Included are feed, fertilizer and nonmotorized farm implements. Hay, grain, seed and feed stores are included.
819. Agricultural products storage; not elsewhere classified, specify in detail.
810. Agricultural products storage; insufficient information given to classify further.

82. Textile Storage

821. Baled cotton storage
Includes cotton compress
822. Baled wool or worsted storage
823. Baled silk or synthetic fiber storage
824. Baled jute, hemp, flax, sisal, other mixed or blended fiber storage
825. Cloth and yarn storage
826. Wearing apparel, garments, and finished textile storage
827. Leather, leather products storage
828. Fur, skin, hair products storage
829. Textile storage; not elsewhere classified, specify in detail.
820. Textile storage; insufficient information given to classify further.

83. Processed Food, Tobacco Storage

831. Packaged foodstuff storage
Foodstuffs stored in cardboard or paper packages.
832. Canned or bottled food or soft drink storage
Storage of canned or bottled foodstuffs, including products which bottle materials made elsewhere.
833. Loose or bagged processed food storage
Processed foods stored in bulk or in bags of any material or any size. Animal feed in hay, grain, seed, and feed stores is classified under 818. Natural animal feeds stored in bulk are classified in subdivision 811. Natural animal feed stored in bags is classified in subdivision 813.

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831. Food locker plants.
835. Cold storage
Storage in refrigerated buildings or buildings with a carefully controlled atmosphere regardless of type or size of product or package. Ice storage is classified in subdivision 897, food lockers 838.
836. Bulk sugar storage
837. Bulk flour or starch storage
838. Packaged tobacco product storage
Storage of finished tobacco products in any type package of any type material.
839. Processed food, tobacco storage; not elsewhere classified; specify in detail.
830. Processed food, tobacco storage; insufficient information given to classify further.
- 84. Petroleum Products and Alcoholic Beverage Storage**
Includes gases of all kinds, flammable liquids, and combustible liquids, except those specifically mentioned in 86, below, such as 865 for paint and varnish.
841. Flammable or combustible liquids tank storage, bulk plants, terminals, and tank farms. Includes airport fuel dispensing systems, but not refinery tankage (767) or reservoir at oil well (674).
842. Gasometer and cryogenic gas storage
843. L.P. Gas bulk plant
For filling of individual cylinders for the public, see service stations in 571.
844. Missile and rocket fuel storage
At manufacturing plant, launching site, and intermediate fixed storage locations.
845. Packaged petroleum products storage
846. Alcoholic beverage storage
Storage of liquor, beer, wine, and other alcoholic beverages, including barrels, casks, kegs, and bottles.
849. Petroleum products and alcoholic beverage storage; not elsewhere classified, specify in detail.
840. Petroleum products and alcoholic beverage storage; insufficient information given to classify further.
- 85. Wood and Paper Products Storage**
851. Lumberyard, building materials storage
Storage of lumber and building materials. Excluded is storage of timber, pulpwood, logs, and wood fuel, classified in 662, and wood chips, 666.
852. Wood products, furniture storage
853. Fiber products storage
Storage of products made from fibers of ordinary combustible materials, such as fiberboard; or noncombustible fiber materials with combustible components, such as fiberglass insulation. Included also are pulp, felt, excelsior, rope.
854. Rolled paper storage
855. Paper, paper products storage
Includes cartons, bags, waste paper, and baled paper, but excludes rolled paper (854) and pulp storage (853).
859. Wood and paper products storage; not elsewhere classified, specify in detail.
850. Wood and paper products storage; insufficient information given to classify further.
- 86. Chemical or Plastic, Chemical or Plastic Product Storage**
For the purpose of this classification, a chemical is a material which has had or will have a plant controlled change in its molecular structure or composition, not involving polymerization; while a plastic is a material whose molecule has been polymerized.
861. Industrial chemical storage
862. Hazardous chemical storage
(For radioactive materials, see 611.)
863. Plastic, plastic product storage
864. Fertilizer storage. Also see 818.
865. Paint, varnish storage
866. Drugs, cosmetics, pharmaceutical storage
867. Rubber, rubber products storage
868. Photographic film storage
Storage of photographic films, new or exposed, including motion picture film, X-ray film, industrial and hobby film. Included are picture distribution facilities such as film exchanges.
869. Chemical or plastic, chemical or plastic product storage; not elsewhere classified; specify in detail. Includes soap and detergents.
860. Chemical or plastic, chemical or plastic product storage; insufficient information given to classify further.
- 87. Metal, Metal Product Storage**
871. Basic metal form storage
872. Metal parts storage (often in trays or bins, or on racks)
873. Hardware storage, including storage of auto parts, auto accessories, tools, plumber's supplies
874. Machinery storage
875. Electrical appliance and supply storage
876. Finished metal products storage (often in cartons or crates)
877. Scrap and junkyards
Including nonmetal waste and scrap, such as wastepaper and tires. For refuse use 912.
879. Metal, metal products storage; not elsewhere classified, specify in detail.
870. Metal, metal products storage; insufficient information given to classify further.
- 88. Vehicle Storage**
881. Garage, residential parking
Parking of motor vehicles in one-story residential garages. Dwelling garages are included whether separate or attached. All other garages are classified in subdivision 882.
882. Garage, general vehicle parking
Parking structures for vehicles of various ownership under the direction of one management. Parking in open lots, special open structures is included. Excluded are facilities for repair of motor vehicles classified in subdivision 573. Parking of vehicles in dwelling garages and one-story residential garages are classified in subdivision 881.
883. Bus, truck, auto fleet, automobile dealer storage
Parking of motor vehicles under the same ownership and management. Truck parking, auto fleet parking, bus parking, trackless trolley parking, taxicab parking are included. Machinery and equipment storage are excluded and classified in subdivision 884.
884. Heavy machine and equipment storage
Parking of road, farm, and contracting equipment in a suitable managed location. Public works vehicles, construction and earth-moving equipment, dump trucks and cranes are included.
885. Boat, ship storage
A marine parking "garage." Docking and mooring facilities for boats in the water. Included are launching facilities and storage of boats, ships for relatively long periods of time. Excluded are yacht club buildings which are classified in subdivision 143, boat repairing yards which are classified in subdivision 782 and marine service stations which are classified in subdivision 577.
886. Aircraft hangar
887. Railway storage
Locomotive storage, car storage and track repair equipment are included. All fixed railroad storage facilities are included. Railroad yards and signaling and switching facilities are classified in division 95.
888. Fire stations
889. Vehicle storage; not elsewhere classified, specify in detail.
880. Vehicle storage; insufficient information given to classify further.
- 89. General Item Storage**
891. General warehouse
Warehouses storing wood furniture mainly are classified in 852. Warehouses storing foodstuffs mainly are classified in division 85. Warehouses storing textiles mainly are classified in division 82.
892. Bagged mineral products storage
Includes cement, lime, gypsum.
893. Packaged mineral products storage
Includes glass, clay products, pottery, and earthenware.
894. Freight terminal

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APPENDIX A EXPLANATIONS FOR INDIVIDUAL FIXED PROPERTY USE CLASSIFICATIONS

805. Coal, coke, briquette, and charcoal storage. Storage of solid fuels in bag, box, or bulk. For wood fuel use 662.
806. Military stores, national defense storage; not elsewhere classified.
807. Ice storage. Storage of natural and manufactured ice. Though traditionally stored in sawdust, separate, detached, portable coin-operated storage and dispensing units are included as are other forms of ice storage. Dry ice manufacturing is classified in subdivision 761.
808. Wharf, pier.
809. General item storage; not elsewhere classified, specify in detail.
800. General item storage; insufficient information given to classify further.
- 80. Storage Properties, Unclassified**
800. Storage property; not elsewhere classified, specify in detail.
800. Storage property; insufficient information given to classify further.
- 9. SPECIAL PROPERTIES**
- These properties are not readily classified in any of the preceding Major Divisions. They include mainly outdoor properties.
- 91. Construction, Unoccupied Property**
- Construction or demolition done by contractors or governmental authorities. Included is work done by specialist contractors such as carpenters, plumbers, masons, plasterers and technicians. Excluded are remodeling, repairs, construction or demolition done by the staff or employees of a property or that done in the normal operation of an enterprise, such as clearing earth for mining.
911. Building under construction
912. Building under demolition
913. Construction, other than buildings
914. Demolition, other than buildings
915. Vacant property. Property without contents.
916. Contractors shed
917. Idle property. Idle property with some or all contents of previous occupancy.
918. Building under renovation
919. Construction, Unoccupied Property; not elsewhere classified, specify in detail.
910. Construction, Unoccupied Property; insufficient information given to classify further.
- 92. Special Structures**
921. Bridge, trestle. Overhead elevated structures; such as bridges, trestles, overpasses, elevated road and railway.
922. Tunnel. If under 100 feet classify in subdivision 925.
923. Underpass
924. Toll station
925. Shelter. Includes storm, tornado, bomb, or fallout
926. Outbuilding, excluding garage.
927. Outdoor telephone booth
928. Aerial tramway. Includes ski lift and chair lifts
929. Special structures; not elsewhere classified, specify in detail
920. Special structures; insufficient information given to classify further
- 93. Outdoor Properties**
931. Open land; field. Fires in grass, brush and light ground cover on property without buildings. If building is present, include with appropriate property. Forest fires are classified in Subdivision 661. Felled timber and log piles are classified in Subdivision 662. Farm crops are classified in subdivision 655.
932. Dump. Refuse disposal areas and dumps in open ground are included.
933. Public mailbox
934. Cemetery
939. Outdoor properties; not elsewhere classified, specify in detail
930. Outdoor properties; insufficient information given to classify further
- 94. Water Areas**
941. In open sea, lake or river
942. Within designated port, channel or anchorage
943. Alongside quay, pier, or pilings. Excludes flammable liquid or gas loading or unloading facility
944. At flammable liquid or gas loading or unloading facility
945. Aground. Indicate distance to nearest shoreline
949. Water areas; not elsewhere classified, specify in detail
940. Water areas; insufficient information given to classify further
- 95. Railroad Property**
- Railroad, subway, railway, trolley car and other rail fixed property are included in the term "railroad."
951. Railroad right of way. Includes area marked by fence or 50 feet beyond ballast on each side, outside of switch yards, terminals or sidings.
952. Switch yard, marshalling yard
953. Siding. The spurs within the industrial plant or other property
955. Railroad signaling and switch control equipment
959. Railroad property; not elsewhere classified, specify in detail
950. Railroad property; insufficient information given to classify further
- 96. Road Property**
961. Limited access highway, divided highway
962. Paved public street. Includes associated parallel or diagonal parking on right of way. Excludes limited access or divided highway
963. Paved private street or way. Includes paved driveways. Excludes uncovered parking area.
964. Unpaved street, road or path
965. Uncovered parking area. Includes open parking lots, open car stacking mechanisms. Excludes driveways (see 963).
969. Road property; not elsewhere classified, specify in detail
960. Road property; insufficient information given to classify further
- 97. Aircraft Areas**
971. In flight
972. On runway. Includes approach and overrun areas

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APPENDIX A EXPLANATIONS

FOR INDIVIDUAL FIXED PROPERTY USE CLASSIFICATIONS

- 973. On taxiway, uncovered parking area, maintenance area
Includes all airport property other than runway or loading ramp.
 - 974. At loading ramp
 - 975. On ground off airport complex
 - 979. Aircraft fires; not elsewhere classified, specify in detail
 - 970. Aircraft fires; insufficient information given to classify further
- 98. Equipment Operating Areas**
- 981. Construction site
Excluding oil or gas field
 - 982. Oil or gas field
 - 983. Pipe line or power line right of way
- 99. Equipment operating areas; not elsewhere classified, specify in detail**
- 980. Equipment operating areas; insufficient information given to classify further
- 90. Special Properties; Unclassified**
- 909. Special properties; not elsewhere classified, specify in detail
 - 900. Special properties; insufficient information given to classify further.
- 0. Property, Unclassified**
- 009. Property, not elsewhere classified, specify in detail
 - 000. Property, insufficient information given to classify

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APPENDIX A EXPLANATIONS

FOR INDIVIDUAL MOBILE PROPERTY CLASSIFICATIONS

- 1. Road Transport Vehicles - Passenger**
Motor vehicles primarily for transporting people such as automobiles, buses, taxicabs; including abandoned vehicles. Mobile living units off their wheels are classified in Division 47 of Appendix A.
- 011 Automobile
Includes taxicab, limousine, race car, ambulance
 - 012 Bus, trackless trolley
Includes school bus
 - 013 All terrain vehicle
Includes motorcycle, golf cart, snowmobile, dune buggy
 - 014 Motorhome
A mobile family unit, permanent or temporary, containing its own motive power
Includes campers.
 - 015 Travel trailer, a portable structure built or placed on a chassis and designed to be used as a temporary family unit
 - 016 Camping trailer, a collapsible portable structure built on a chassis and designed to be used as a temporary family unit
 - 017 Trailer, mobile building used for office, laboratory or other nonresidential purposes whether on or off its wheels.
 - 019 Road transport vehicles - passenger, not elsewhere classified, specify in detail
 - 010 Road transport vehicles - passenger, insufficient information given to classify further
- 2. Road Transport Vehicle - Freight**
Vehicles primarily for transporting goods includes abandoned vehicles. For materials-handling equipment use subdivision 63.
- 021 Truck, general over one ton net weight
Includes solid chassis trucks, mail trucks, dump trucks, fire apparatus.
 - 022 Small trucks, under one ton net weight
Includes pickup, wagons and nonmotorized hauling rigs.
 - 023 Truck, semi-trailer
 - 024 Tank truck, nonflammable cargo
 - 025 Tank truck, flammable liquid, chemical
 - 026 Tank truck, compressed gas or LP-gas
 - 027 Trash truck
Includes compactor, refuse, rendering
 - 029 Road transport vehicle - freight, not elsewhere classified, specify in detail
 - 020 Road transport vehicle - freight, insufficient information given to classify further
- 3. Rail Transport Vehicle**
Railroad, subway, railway, trolley car and other rail vehicles are included in the term "railroad."
- 031 Railroad car; passenger, diner
 - 032 Railroad car; freight, box, hopper
 - 033 Railroad car; tank
 - 034 Railroad car; container, piggy-back
 - 035 Locomotive, engine
 - 036 Self-powered car
Includes trolley and rapid transit car; excludes trackless trolley classified as a bus.
 - 037 Maintenance equipment/car
Includes caboose, crane.
 - 039 Rail transport vehicle, not elsewhere classified, specify in detail
 - 030 Rail transport vehicle, insufficient information given to classify further
- 4. Water Transport Vessels**
All water vessels are included irrespective of ownership.
- 041 Motor craft (under 65 ft. LOA)
Vessels under 65 feet length overall. Commercial fishing vessels are classified in Subdivision 48.

- 042 Vessel (under 1,000 GT)
Vessels over 65 feet length overall, but under 1,000 gross tons. Included are water taxis, industrial vessels and "yachts."
 - 043 Ship; passenger
 - 044 Ship; tank
 - 045 Ship; combat
 - 046 Ship; cargo, other
Vessels not classified in Subdivisions 41, 42, 43, 44 and 45.
 - 047 Nonself-propelled vessel
All vessels without their own motive power. Included are towed petroleum balloons, barges and other towed or towable vessels. Sailboats are classified in Subdivision 49;
 - 048 Commercial fishing vessel
Includes those on inland, coastal and ocean waters, and operation of oyster beds, fish hatcheries, and factory vessels. A fish hatchery itself is classified as fixed property; use code 665.
 - 049 Water transport vessels; not elsewhere classified, specify in detail. Includes sailboats without auxiliary power.
 - 040 Water transport vessels; insufficient information given to classify further.
- 5. Air Transport Vehicles**
Transport by air of passengers and freight, whether by regular services or by private charter.
- 051 Personal, business, and utility aircraft under 12,500 lbs. gross weight
 - 052 Personal, business and utility aircraft 12,500 lbs. gross weight and over
 - 053 Commercial transport aircraft, reciprocating engine powered, fixed wing
 - 054 Commercial transport aircraft, turbine engine powered, fixed wing
 - 055 Helicopters and vertical take-off aircraft, nonmilitary
 - 056 Military aircraft, combat types (attack bombers, fighters, patrol)
 - 057 Military aircraft, noncombat types (cargo, training, utility, reconnaissance)
 - 058 Ground effect machines (hovercraft), nonmilitary
 - 059 Air transport vehicles; not elsewhere classified, specify in detail. Lighter than air, glider, kite are included.
 - 050 Air transport vehicles; insufficient information given to classify further.
- 6. Heavy Equipment**
- 061 Earth moving equipment
Includes bull dozer; shovel, grader, scraper, trencher, plow.
 - 062 Construction equipment
Includes water drilling equipment, pile driver, tunneling equipment, air compressor etc.
 - 063 Materials handling equipment
Includes fork lift, industrial tow motor loader, stacker.
 - 064 Crane
 - 065 Tractor, harvester, picker
 - 066 Drilling rig, petroleum, gas only
 - 067 Armored equipment
 - 068 Includes armored car, and military vehicle
Space vehicle, manned or unmanned
Includes rocket and missile for landing site, see fixed property; use 631.
 - 069 Heavy equipment, not elsewhere classified, specify in detail
 - 060 Heavy equipment, insufficient information given to classify further
- 7. Special Vehicles**
- 071 Garden equipment
Includes power driven lawn, yard and snow equipment.
 - 079 Special vehicles, not elsewhere classified, specify in detail
 - 070 Special vehicles, insufficient information given to classify further

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APPENDIX B COUNTY CODE NUMBERS

APPENDIX A EXPLANATIONS

COUNTY NAME	COUNTY CODE	COUNTY NAME	COUNTY CODE
Alameda	01	Orange	30
Alpine	02	Placer	31
Amador	03	Plumas	32
Butte	04	Riverside	33
Calaveras	05	Sacramento	34
Colusa	06	San Benito	35
Contra Costa	07	San Bernardino	36
Del Norte	08	San Diego	37
El Dorado	09	San Francisco	38
Fresno	10	San Joaquin	39
Glenn	11	San Luis Obispo	40
Humboldt	12	San Mateo	41
Imperial	13	Santa Barbara	42
Inyo	14	Santa Clara	43
Kern	15	Santa Cruz	44
Kings	16	Shasta	45
Lake	17	Sierra	46
Lassen	18	Siskiyou	47
Los Angeles	19	Solano	48
Madera	20	Sonoma	49
Marin	21	Stanislaus	50
Mariposa	22	Sutter	51
Mendocino	23	Tehama	52
Merced	24	Trinity	53
Modoc	25	Tulare	54
Mono	26	Tuolumne	55
Monterey	27	Ventura	56
Napa	28	Yolo	57
Nevada	29	Yuba	58

La Honda Fire Department 30-050

Newport Fire Department 30-050

La Honda Fire Department 30-050

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APPENDIX B FIRE DEPARTMENT CODE NUMBERS

ALAMEDA COUNTY

Alameda County Fire Warden 01-125
Alameda Fire Department 01-005
Albany Fire Department 01-010
Ashland Fire Prot. Dist. 01-105
Berkeley Fire Department 01-015
Castro Valley Fire Prot. Dist. 01-020
Cherryland Fire Prot. Dist. 01-050
Decoto Fire Prot. Dist. 01-120
East Bay Regional Park Dist. 01-080
Emeryville Fire Department 01-035
Fairview Fire Prot. Dist. 01-055
Forest Service, U.S. 01-565
Fremont Fire Department 01-040
Hayward Fire Department 01-045
Lawrence-Berkeley Lab. U.C. 01-760
Lawrence-Livermore Lab. U.C. 01-765
Livermore Fire Department 01-065
Newark Fire Department 01-070
Oakland Fire Department 01-075
Orinda Fire Prot. Dist. 07-070
Piedmont Fire Department 01-090
Pleasanton Fire Department 01-095
Redwood Fire Prot. Dist. 01-025
San Leandro Fire Department 01-100
San Lorenzo Village Co. Serv. Area 01-110
State Division of Forestry 01-555
Tennyson Fire Prot. Dist. 01-060
Union City Fire Department 01-115
Valley Community Serv. Dist. 01-030

ALPINE COUNTY

Forest Service, U.S. 02-565
State Division of Forestry 02-555

AMADOR COUNTY

Amador City Fire Prot. Dist. 03-005
Forest Service, U.S. 03-565

Ione Fire Department 03-010

Jackson Fire Department 03-020

Jackson Valley Fire Prot. Dist. 03-015

Pine Acres Community Serv. Dist. 03-025

Plymouth Fire Department 03-030

Preston School of Industry 03-450

River Pines 03-040

State Division of Forestry 03-555

Sutter Creek Fire Prot. Dist. 03-035

BUTTE COUNTY

Biggs Fire Department 04-005

Chico Fire Department 04-010

El Medio Fire Prot. Dist. 04-025

Forest Service, U.S. 04-565

Gridley Fire Department 04-015

Oroville Fire Department 04-020

Paradise Fire Prot. Dist. 04-030

State Division of Forestry 04-555

CALAVERAS COUNTY

Altaville-Melones Fire Prot. Dist. 05-005

Angels Fire Department 05-010

Calaveras County Fire Prot. Dist. 05-065

Copperopolis Fire Prot. Dist. 05-020

Ebbets Pass Fire Prot. Dist. 05-015

Forest Service, U.S. 05-565

Fricot Ranch School—San Andreas 05-450

Glencoe-Railroad Flat FPD 05-055

Jenny Lind Fire Prot. Dist. 05-045

Mokelumne Hill Fire Prot. Dist. 05-025

Montana Ranch Fire Prot. Dist. 05-060

Murphys Fire Prot. Dist. 05-030

San Andreas Fire Prot. Dist. 05-035

State Division of Forestry 05-555

Valley Springs Public Utility Dist. 05-040

West Point Fire Prot. Dist. 05-050

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APPENDIX B FIRE DEPARTMENT CODE NUMBERS

COLUSA COUNTY

Arbuckle-College City Fire Prot. Dist. 06-005
Bear Valley-Indian Valley 06-040
Colusa Fire Department 06-015
Colusa Fire Prot. Dist. 06-020
Forest Service, U.S. 06-565
Glenn-Colusa Fire Prot. Dist. 11-015
Grand Island Fire Prot. Dist. 06-025
Maxwell Fire Prot. Dist. 06-030
Princeton Fire Prot. Dist. 06-035
State Division of Forestry 06-555
Williams Fire Prot. Dist. 06-045

CONTRA COSTA COUNTY

Antioch Fire Department 07-005
Bethel Island Fire Prot. Dist. 07-010
Brentwood Fire Prot. Dist. 07-015
Briones Valley Fire Prot. Dist. 07-050
Byron Fire Prot. Dist. 07-020
Contra Costa County Consolidated 07-090
Crockett-Carquinez Fire Prot. Dist. 07-030
Danville Fire Prot. Dist. 07-035
Eastern Contra Costa Fire Prot. Dist. 07-025
El Cerrito Fire Department 07-040
El Sobrante Fire Prot. Dist. 07-045
Forest Service, U.S. 07-565
Kensington Fire Prot. Dist. 07-050
Moraga Fire Prot. Dist. 07-060
Oakley Fire Prot. Dist. 07-065
Orinda Fire Prot. Dist. 07-070
Pinole Fire Department 07-075
Pinole Fire Prot. Dist. 07-080
Pittsburg Fire Department 07-085
Richmond Fire Department 07-095
Rodeo Fire Prot. Dist. 07-100
San Pablo Fire Prot. Dist. 07-105
San Ramon Fire Prot. Dist. 07-110
State Division of Forestry 07-555

DEL NORTE COUNTY

Crescent City Fire Department 08-005
Crescent Fire Prot. Dist. 08-010
Forest Service, U.S. 08-565

Fort Dick Fire Prot. Dist. 08-015
Gasquet Fire Prot. Dist. 08-020
Klamath Fire Prot. Dist. #5 08-030
Smith River Fire Prot. Dist. 08-050
State Division of Forestry 08-555

EL DORADO COUNTY

American Canyon Fire Prot. Dist. 09-080
American River Fire Prot. Dist. 09-085
Cameron Park Comm. Serv. Dist. 09-050
Coloma-Lotus Vol. Fire Dept. 09-075
Diamond Springs Fire Prot. Dist. 09-005
El Dorado Fire Prot. Dist. 09-010
El Dorado Hills Co. Water District 09-015
Forest Service, U.S. 09-565
Georgetown Fire Prot. Dist. 09-020
Lake Valley Fire Prot. Dist. 09-065
Meeks Bay County Service Area 09-025
Northside Fire Prot. Dist. 09-070
Pioneer Volunteer Fire Dept. 09-090
Placerville Fire Department 09-030
Placerville Fringe Fire Prot. Dist. 09-085
Pleasant Valley Fire Prot. Dist. 09-040
Pollock Pines-Camino Fire Prot. Dist. 09-045
Shingle Springs Fire Prot. Dist. 09-055
South Lake Tahoe Fire Dept. 09-060
State Division of Forestry 09-555

FRESNO COUNTY

Bald Mountain Fire Prot. Dist. 10-055
Clovis Mountain Department 10-005
Coalinga Fire Department 10-010
Fig Garden Fire Prot. Dist. 10-035
Firebaugh Fire Department 10-020
Forest Service, U.S. 10-565
Fowler Fire Department 10-025
Fresno Fire Department 10-030
Kingsburg Fire Department 10-045
Laton Fire Prot. Dist. 10-050
Mendota Fire Department 10-060
Mid-Valley Fire Prot. Dist. 10-015
North Central Fire Prot. Dist. 10-040
Orange Cove Fire Prot. Dist. 10-065

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APPENDIX B FIRE DEPARTMENT CODE NUMBERS

ALAMEDA COUNTY

Parlier Fire Department 10-070
Reedley Fire Department 10-080
Riverdale Fire Prot. Dist. 10-085
Sanger Fire Department 10-090
Selma Fire Department 10-095
State Division of Forestry 10-555
Westside Fire Prot. Dist. 10-075

GLENN COUNTY

Artois Fire Prot. Dist. 11-005
Bear Valley-Indian Valley Fire Prot. Dist. 06-040
Butte City Comm. Serv. Dist. 11-010
Elk Creek Fire Prot. Dist. 11-020
Forest Service, U.S. 11-565
Glenn-Codora Fire Prot. Dist. 11-025
Glenn-Colusa Fire Prot. Dist. 11-015
Hamilton-Bayliss Fire Prot. Dist. 11-030
Kanawha Fire Prot. Dist. 11-055
Ord Fire Prot. Dist. 11-035
Orland Fire Prot. Dist. 11-040
State Division of Forestry 11-565
Willows Fire Department 11-050

HUMBOLDT COUNTY

Alderpoint Fire Company 12-005
Arcata Fire Dept. 12-140
Arcata Fire Prot. Dist. 12-015
Blue Lake Fire Department 12-025
Blue Lake Fire Prot. Dist. 12-030
Carlotta Community Serv. Dist. 12-035
Eureka Fire Department 12-045
Fairhaven Fire Prot. Dist. 12-110
Ferndale Fire Prot. Dist. 12-055
Fieldbrook Comm. Serv. Dist. 12-020
Forest Service, U.S. 12-565
Fortuna Fire Prot. Dist. 12-060
Garberville Fire Prot. Dist. 12-065
Gasquet Fire Prot. Dist. 12-155
Honeydew Vol. Fire Dept. 12-160
Humboldt Fire Prot. Dist. #1 12-050
Korbel Fire Company 12-070
Loleta Fire Prot. Dist. 12-075

Miranda Fire Prot. Dist. 12-145
Myers Flat Fire Prot. Dist. 12-080
Orick Community Serv. Dist. 12-085
Petrolia Fire Prot. Dist. 12-090
Phillipsville Fire Prot. Dist. 12-150
Redway Fire Prot. Dist. 12-095
Rio Dell Fire Prot. Dist. 12-100
Samoa Fire Company 12-105
Scotia Fire Company 12-115
Shelter Cove Vol. Fire Dept. 12-165
State Division of Forestry 12-555
Trinidad Fire Department 12-120
Weott Comm. Serv. Dist. 12-125
Westhaven Fire Company 12-040
Whitehorn Fire Prot. Dist. 12-130
Willow Creek Fire Prot. Dist. 12-135

IMPERIAL COUNTY

Brawley Fire Department 13-005
Calexico Fire Department 13-010
Calipatria Fire Department 13-015
El Centro Fire Department 13-020
Forest Service, U.S. 13-565
Holtville Fire Department 13-030
Imperial County Fire Department 13-025
Imperial Fire Department 13-035
Niland Fire Prot. Dist. 13-040
Ocotillo Fire Prot. Dist. 13-045
Salton Community Serv. Dist. 13-050
Seeley Co. Water District 13-055
State Division of Forestry 13-555
Westmoreland Fire Department 13-060
Winterhaven Fire Prot. Dist. 13-065

INYO COUNTY

Aspendell Fire Company 14-010
Bing Pine Fire Prot. Dist. 14-005
Bishop Fire Department 14-015
Forest Service, U.S. 14-565
Independence Fire Prot. Dist. 14-025
Keeler Fire Company 14-030
Lone Pine Fire Prot. Dist. 14-035

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APPENDIX B FIRE DEPARTMENT CODE NUMBERS

Olancha Community Serv. Dist. 14-040
State Division of Forestry 14-555
Tecopa-Shoshone Fire Company 14-045

KERN COUNTY

Bakersfield Fire Department 15-005
Delano Fire Department 15-015
Forest Service, U.S. 15-565
Kern County Fire Department 15-010
Maricopa Fire Department 15-020
Mojave Fire Prot. Dist. 15-025
Shafter Fire Department 15-030
State Division of Forestry 15-555
Taft Fire Department 15-035
Tehachapi - Calif. Correctional Institution 15-410
Tehachapi Fire Department 15-040
Wasco Fire Department 15-045

KINGS COUNTY

Corcoran Fire Department 16-005
Forest Service, U.S. 16-565
Hanford Fire Department 16-010
Kings County Fire Department 16-015
Lemoore Fire Department 16-020
State Division of Forestry 16-555

LAKE COUNTY

Clearlake Oaks Fire Prot. Dist. 17-010
Forest Service, U.S. 17-565
Glenhaven Fire Prot. Dist. 17-015
Kelseyville-Big Valley Fire Prot. Dist. 17-020
Lakeport Fire Prot. Dist. 17-025
Lakeshore Fire Prot. Dist. 17-005
Lower Lake Fire Prot. Dist. 17-030
Lucerne Recreation & Park Dist. 17-035
Middletown Fire Prot. Dist. 17-040
State Division of Forestry 17-555
Upper Lake Fire Prot. Dist. 17-045

LASSEN COUNTY

Adin Fire Prot. Dist. 25-005
Big Valley Fire Prot. Dist. 18-010

Clear Creek Comm. Serv. Dist. 18-045
Doyle Fire Prot. Dist. 18-015
Forest Service, U.S. 18-565
Janésville Fire Prot. Dist. 18-020
Madeline Fire Prot. Dist. 18-025
Standish Fire Prot. Dist. 18-030
State Division of Forestry 18-555
Susan River Fire Prot. Dist. 18-040
Susanville - Calif. Conservation Center 18-410
Susanville Fire Department 18-035
Westwood-Lassen Fire Prot. Dist. 18-050

LOS ANGELES COUNTY

Alhambra Fire Department 19-005
Arcadia Fire Department 19-010
Avalon Fire Department 19-015
Azusa Fire Department 19-020
Beverly Hills Fire Department 19-025
Burbank Fire Department 19-030
Claremont Fire Department 19-035
Compton Fire Department 19-040
Covina Fire Department 19-045
Culver City Fire Department 19-050
Downey Fire Department 19-055
El Monte Fire Department 19-060
El Segundo Fire Department 19-065
Forest Service, U.S. 19-565
Gardena Fire Department 19-070
Glendale Fire Department 19-075
Hawthorne Fire Department 19-080
Hermosa Beach Fire Department 19-085
Inglewood Fire Department 19-090
Laverne Fire Department 19-095
Long Beach Fire Department 19-100
Los Angeles City Fire Department 19-105
Los Angeles County Fire Dept. 19-110
Lynwood Fire Department 19-115
Manhattan Beach Fire Department 19-120
Monrovia Fire Department 19-125
Montebello Fire Department 19-130
Monterey Park Fire Department 19-135
Pacific State Hosp. F.D. 19-490

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APPENDIX B FIRE DEPARTMENT CODE NUMBERS

Palos Verdes Estates Fire Depart. 19-140
Pasadena Fire Department 19-145
Pomona Fire Department 19-150
Redondo Beach Fire Department 19-155
San Fernando Fire Department 19-160
San Gabriel Fire Department 19-165
San Marino Fire Department 19-170
Santa Fe Springs Fire Dpt. 19-175
Santa Monica Fire Department 19-180
Sierra Madre Fire Department 19-185
South Gate Fire Department 19-190
South Pasadena Fire Department 19-195
State Division of Forestry 19-555
Torrance Fire Department 19-200
Vernon Fire Department 19-205
West Covina Fire Department 19-210
Whittier Fire Department 19-215
Wrightwood Fire Prot. Dist. 36-225

MADERA COUNTY

Chowchilla Fire Department 20-005
Forest Service, U.S. 20-565
Madera County Fire Dept. 20-015
Madera Fire Department 20-010
State Division of Forestry 20-555

MARIN COUNTY

Alto-Richardson Bay Fire Prot. Dist. 21-045
Belvedere Fire Department 21-005
Bollinas Fire Prot. Dist. 21-010
Corte Madera Fire Department 21-015
Fairfax Fire Department 21-020
Forest Service, U.S. 21-565
Inverness Public Utility District 21-025
Kentfield Fire Prot. Dist. 21-030
Larkspur Fire Department 21-035
Marin County Fire Department 21-105
Marinwood Community Serv. Dist. 21-080
Mill Valley Fire Department 21-040
Nicasio Vol. Fire Dept. 21-115
Novato Fire Prot. Dist. 21-055
Ross Fire Department 21-060

San Anselmo Fire Department 21-065
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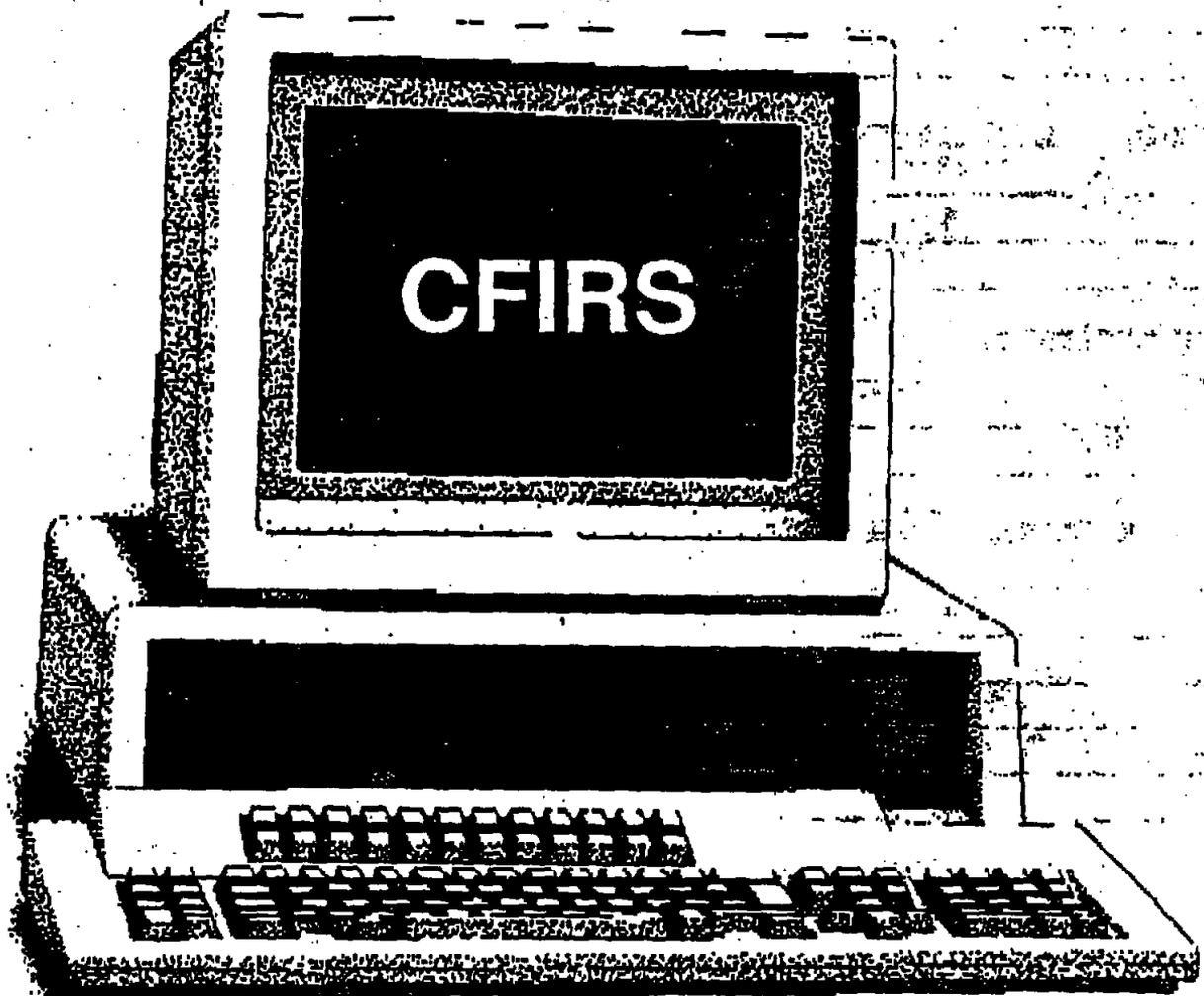
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**The New
CALIFORNIA FIRE INCIDENT REPORTING SYSTEM
Manual**



James F. McMullen, Chief

**THE NEW CFIRS MANUAL -- VERSION 1.0/JULY 1990
PRODUCED BY THE CALIFORNIA STATE FIRE MARSHAL
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ACKNOWLEDGEMENTS

WE WOULD LIKE TO TAKE THIS OPPORTUNITY TO EXPRESS OUR APPRECIATION TO THE MEMBERS OF THE CALIFORNIA STATE FIRE MARSHAL CFIRS ADVISORY COMMITTEE WHO WORKED COUNTLESS HOURS ON THE DEVELOPMENT OF THE NEW REPORTING SYSTEM; TO THE MEMBERS OF THE CALIFORNIA FIRE SERVICE FOR THEIR SUGGESTIONS AND UNENDING SUPPORT; AND TO THE STAFF OF THE MANAGEMENT INFORMATION SERVICES DIVISION OF THE CSFM FOR THEIR HERCULEAN EFFORTS IN GETTING THE SYSTEM OFF THE DRAWING BOARD AND OUT TO THE FIRE SERVICE.

THIS MANUAL IS DEDICATED TO THE MEN AND WOMEN OF THE CALIFORNIA FIRE SERVICE, BOTH PAST AND PRESENT -- THAT THEIR EFFORTS IN FIGHTING FIRE AND EDUCATING THE PUBLIC NOT BE IN VAIN. THE CALIFORNIA FIRE INCIDENT REPORTING SYSTEM, THROUGH THE EFFORTS OF THE CALIFORNIA FIRE SERVICE, WILL ENABLE US TO "FIGHT FIRE WITH FACTS".



CALIFORNIA STATE FIRE MARSHAL

**A MESSAGE FROM
CHIEF McMULLEN
TO THE CALIFORNIA
FIRE SERVICE**

AFTER YEARS IN THE PLANNING, AND COUNTLESS HOURS OF INTENSIVE WORK BY THE DEDICATED MEMBERS OF THE CFIRS ADVISORY COMMITTEE AND MY STAFF, I AM PROUD TO PRESENT TO YOU THE NEW CALIFORNIA FIRE INCIDENT REPORTING SYSTEM (CFIRS). MY HEARTFELT THANKS TO EACH AND EVERY MEMBER FOR THEIR HARD WORK AND DEDICATION. ADDITIONALLY, I WISH TO THANK THE CHIEFS OF THE FIRE DEPARTMENTS REPRESENTED ON THE ADVISORY COMMITTEE, WITHOUT WHOSE SUPPORT THIS DOCUMENT WOULD NOT HAVE BEEN POSSIBLE.

AS YOU ALL ARE AWARE, BEFORE YOU CAN PUT OUT A FIRE, YOU HAVE TO KNOW WHERE IT IS. BEFORE WE CAN TARGET OUR RESOURCES FOR FIRE PREVENTION AND RELATED LEGISLATION, BEFORE WE SET UP PUBLIC FIRE EDUCATION PROGRAMS, WE NEED TO HAVE IDENTIFIED AND DEFINED OUR FIRE PROBLEM.

BASIC FIRE DATA HAS BEEN COLLECTED VIA CFIRS SINCE 1974. HOWEVER, THINGS HAVE CHANGED SIGNIFICANTLY SINCE THEN, PLACING NEW DEMANDS ON OUR LIMITED RESOURCES. NEW QUESTIONS HAVE ARISEN REGARDING EMERGENCY MEDICAL RESPONSES, HAZARDOUS MATERIALS INCIDENTS, AND FIRE PROTECTION DEVICES. IN ORDER TO ANSWER THESE QUESTIONS AND MORE, WE HAD TO REEVALUATE THE EFFECTIVENESS OF THE EXISTING CFIRS TO DETERMINE WHETHER IT WAS STILL MEETING OUR NEEDS. WE FOUND THERE WAS A LOT OF ROOM FOR IMPROVEMENT AND WE TOOK ACTION.

THE NEW CFIRS COLLECTS MORE DETAILED INFORMATION, ALLOWING US TO ANSWER MORE OF THE KINDS OF QUESTIONS ARISING FROM THE NEW AND EXPANDED DUTIES OF THE FIRE SERVICE. TO FACILITATE THIS EXPANDED DATA COLLECTION WE HAVE AUTOMATED THE NEW CFIRS PROGRAM.

AUTOMATING WILL ALLOW YOU TO MAINTAIN YOUR OWN DATABASE SO YOU CAN RUN YOUR OWN SPECIAL REPORTS ANY TIME IN ANY FORMAT YOU LIKE. IN ADDITION, YOUR DATA WILL BE SUBMITTED TO US ON A QUARTERLY BASIS INSTEAD OF MONTHLY. BEYOND THAT, WE WILL BE ABLE TO STRIP THE HAZ MAT INFORMATION FROM YOUR RECORDS AND REPORT IT FOR YOU TO THE GOVERNOR'S OFFICE OF EMERGENCY SERVICES (OES).

OUR NEW CFIRS PROGRAM PROMISES TO BE A MORE EFFECTIVE, FASTER, MORE DETAILED DATA COLLECTION SYSTEM THAN EVER BEFORE, AND I AM HAPPY TO WELCOME YOU TO BECOME A PARTICIPANT.

**JAMES F. McMULLEN
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The data classification structure, for use with the incident report (CFIRS-1), the Fire Service Casualty report (CFIRS-2), and the Non-Fire Service Fire Casualty report (CFIRS-3) is from NFPA 901, Uniform Coding for Fire Protection - 1990. It is copyrighted by the National Fire Protection Association; NFPA copyrighted material is identified within the text of this handbook. Section of NFPA 901 needed to complete the 3 reports are reprinted herein.

INTRODUCTION

The California Fire Incident Reporting System (CFIRS) was created in 1974, in response to Health & Safety Code section 13110.5 which reads as follows:

The State Fire Marshal shall gather statistical information on all fires occurring within this state. Beginning January 1, 1974, the chief fire official of each fire department, operated by the state, a city, city and county, fire protection district, organized fire company, or other public or private entity which provides fire protection, shall furnish information and data to the State Fire Marshal relating to each fire which occurs within his area of jurisdiction. The State Fire Marshal shall adopt regulations prescribing the scope of the information to be reported, the manner of reporting such information, forms to be used, the time such information shall be reported and other requirements and regulations as he deems necessary.

The State Fire Marshal shall annually analyze the information and data reported, compile a report, and disseminate a copy of such report together with his analysis to any other interested person upon request.

This legislation was brought about by leaders in the fire service who recognized the need to collect statistical data in order to target their resources and education programs to the area of greatest need.....Where were most fires occurring? Who was most at risk? What time of the day were fires starting? What was causing the fires?

CFIRS was developed by the California State Fire Marshal (CSFM) with the assistance of the CFIRS Advisory Committee, composed of representatives from large, small, paid and volunteer fire departments in the state. The original CFIRS was a paper-driven reporting system, requesting basic information about fire incidents. As computers became more readily available and local governments installed them, some of the larger departments began entering their incident information on magnetic tape. These tapes were then submitted to the CSFM for compilation with data from the "paper" reporting departments. This "partial" automation not only assisted the CSFM to collect data more quickly, but allowed local jurisdictions using the automated systems to do their own special studies and map trends in their communities.

Over the years, CFIRS data has assisted the CSFM and the California fire service to develop and support numerous pieces of firesafety legislation and target subjects for much needed public education programs.

INTRODUCTION (Continued...)

The need for fire incident data has not only continued, but grown. With the passage of legislation regarding the reporting of hazardous materials incidents, and the growing use of medical aid resources of the fire service, more questions have arisen. How many hazardous materials incidents are occurring, where do most of them happen? Are built in fire protections systems working correctly?

In an effort to respond to these and other questions from the Fire Service, Legislature, and public the CSFM, with the assistance from the CFIRS Advisory Committee, has developed a new, expanded, automated fire incident reporting system.

Now, both you and the CSFM will have a better picture of what's burning, and why. This access to more and better information is available to everyone who participates in the New CFIRS. Because each jurisdiction will have its own database of incidents in its community, participants in the New CFIRS will be able to do their own special studies, map the trends in their communities, analyze patterns and determine how best to utilize their resources.

THE CFIRS REPORTS

Your participation in the CFIRS Program means more than merely complying with the requirements of the Health & Safety Code. It is an opportunity to influence the nature of fire safety legislation and public fire safety education, as well as to protect the lives and property of the people in your community.

Because it is so critical, we recommend that your department establish procedures to insure consistency in how the CFIRS reporting system records are completed. Although you may not alter any of the basic "fields" required by the CSFM, you may decide to incorporate additional information. For example, although not required by the state, local policy may dictate the need for reporting the number of hose lines used, water flow, breathing apparatus and/or special equipment used. Each of these "data fields" can be added to your record locally.

Many departments are already collecting most of the new CFIRS-required information at the incident scene. To facilitate the reporting of this data, a single person at the scene should be detailed the responsibility of collecting and recording all the required information. The report should be completed as soon as possible as any undue delay could adversely affect the accuracy of the report. In completing the report, the incident "recorder" may want to contact others for their input. These sources of assistance might include: fire service personnel at the scene, police and civilians at the scene, dispatcher or alarm personnel, first aid or ambulance personnel, hospital staff, fire and building inspectors, arson investigator, local fire report coordinator, and/or state-level officials responsible for coordinating the reporting system. Most importantly the report should reflect exactly what happened.

If additional information on an incident becomes available, or when any of the original information changes or is found to be in error the department must submit a "change" report. An example of an action necessitating a change report would be when a person injured in a fire dies as a result of the injuries within one year of the incident.

Once the incident has been recorded in your computer, the information should be reviewed one last time before it is saved in the local data bank. Quarterly, the reports must be copied from the local data bank on magnetic tape or a diskette and forwarded to the CSFM. Certain elements of your reports will be extracted by the CSFM and transmitted on your behalf to the National Fire Data Center.

Once automated, the data can be presented in a variety of ways, such as summaries, comparisons, and reports. Output reports can be produced by your department and by the California State Fire Marshal. Many localities are enhancing the value of CFIRS by developing data analysis and display programs to meet their own requirements.

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THE REPORTING FORMAT

Each time a fire service unit moves in response to an alarm, an incident report (CFIRS-1) is completed. One section is to be completed for each incident. Two casualty report sections have been provided. The CFIRS-2 section is to be used for fire service casualties. This section includes pertinent information as to how and why the fire fighter became a casualty. The CFIRS-3 section is to be completed for a non-fire service fire casualties. It would also include any other emergency personnel who are not a part of the fire service.

The following is a brief description of the various reporting sections in the CFIRS system:

CFIRS-1, or "Incident Report" is used to describe each incident (or call) to which your fire department responds. The type of incident determines how much of the report is completed. Part 4 of this handbook contains all instructions for completing this report.

CFIRS-2, or "Civilian Casualty Report" is used to report injuries or deaths to civilians or other emergency personnel that occur in conjunction with an incident. (such as policeman or ambulance attendants)

CFIRS-3, or "Fire Service Casualty Report" is used to report injuries or deaths of fire service personnel that occur in conjunction with any incident response.

CFIRS-HazMat, or "Hazardous Materials Incident Report" is used to report incidents involving hazardous materials. This section is used in conjunction with the CFIRS-1 section to provide detailed information about hazardous material incidents so data can be gathered to assist local, state and national agencies to deal with this serious problem. All casualties should be documented using CFIRS-2 and CFIRS-3 sections.

THE REPORTING FORMAT (Continued...)

Samples of information collected for incidents and casualties are shown in Part 3, pages 2-5. Although CFIRS is computer based, and each CFIRS software program will have different data entry screens, the sample records will give you an idea of how much detail the report requires.

The appropriate sections to complete are determined by the nature of the incident(s) being reported. If one or more entries within a section are completed, then all entries within that section should be completed. Particular attention should be given to the captions identifying each section in determining whether to complete a section.

The information throughout this manual on incident and casualty sections will be discussed one line at a time. Each item on each line will be described by its: definition, purpose, entry and example. In addition, for those items requiring a numerical code, the codes and a coded example will be shown. The definition provides a common meaning to ensure consistency in each item's understanding and use. The purpose gives a brief rationale as to why the item of information has been requested, and also indicates how the information could be of additional use. The entry provides guidance on what information to place in the entry block. The example shows how the entry might look for a particular situation.

CODING BACKGROUND

Fire data collection is not new. Many cities and some states have had data systems for years, some doing their analysis by hand, some using computer systems.

In 1963, the National Fire Protection Association (NFPA) formed a technical committee to devise a uniform system of fire reporting to encourage fire departments to use a common set of definitions. A dictionary of fire terminology and associated numerical codes was developed. This dictionary is known as NFPA Standard #901, Uniform Coding for Fire Protection. As the fire service gained experience with this fire data "language," improvements were made to the CFIRS system. At present, all CFIRS data elements use the 1990 edition of the 901 standard.

WIIFM -- OR, "WHAT'S IN IT FOR ME?"

The Benefits of Systematic Reporting

You might ask, "If I've been to a fire and I know all about it, why do I need to describe it with CFIRS coding?" You could, of course, just write down a description of the whole incident. But it is very likely that your description of the fire would vary from that of another firefighter on the same scene. Different terminology could be used to describe such information as the cause of the fire, the extent of the fire spread and the type of property involved. You might include a description of some aspects of the fire that the second fire fighter would forget. The purpose of the standard format is to insure that incidents and casualties are described in a similar manner no matter which fire fighter is responsible for recording them. This way the information is more consistent and meaningful.

What is the Benefit of CFIRS to Fire Fighters?

Every fire department is responsible for managing its operations so that fire fighters can do the most effective job of fire control and fire prevention. Effective performance requires careful planning, which can only take place if accurate information about fires and other incidents is available. Patterns emerge from the analysis of the fire incident data. These can help departments focus on current problems, predict future problems in their communities and measure whether their programs are working.

The same principle is also applicable at the state and national levels. The California Fire Incident Reporting System provides a mechanism for analyzing incident data at each level to help meet fire protection management and planning needs.

What Happens to Your CFIRS Information

The flow of information in the system is as follows: Local fire departments collect data in a common format using the new CFIRS automated format. Some fire departments enter their data into a departmental computer and then send a tape of their data to the CSFM. Other fire departments send diskettes directly to the CSFM office. At the CSFM the data undergoes quality control. The data is entered into a computer and annually a report is produced showing statewide trends. Fire jurisdictions using the new CFIRS software have the option of entering and collecting data about incidents other than fires and keeping this data at their site. The statewide data is tabulated and a computer tape containing all the fire data is sent to the Federal Emergency Management Agency through the U.S. Fire Administration for compilation with other states' data.

PART 2

SUBMITTING YOUR CFIRS REPORTS

Because the New CFIRS is not paper-driven, the CSFM can only accept quarterly reporting in either of two methods: by diskette or magnetic tape. Following are the requirements for each of these types of submission. Please follow the instructions listed here before sending your data to the CSFM.

SUBMISSION BY DISKETTE

File Naming Convention for PC Based Data Submission:

1. File Names must use the following format:

FILE NAME

Position 1 = F for fire data or C for casualty data

Positions 2-6 = FDID (must be 5 digits)

SUFFIX

Positions 1-2 = Year (last 2 digits)

Position 3 = Quarter (1-4)

EXAMPLE:

F01200.901	Fire data for FDID 01200, 1990, 1st quarter
F12345.923	Fire data for FDID 12345, 1992, 3rd quarter
C00888.912	Casualty for FDID 00888, 1991, 2nd quarter

2. Data must be ASCII text files, records delimited by carriage returns.
3. IBM compatible and Mac diskettes are the preferred media. Both 3.5" and 5 1/4" diskettes, in any density are acceptable. Higher densities are preferred due to the increased capacity. Other types of media will be considered (i.e. bernoulli) if the demand exists.
4. We will attempt to facilitate those departments having other equipment than PC or Mac and will work with them on a one-to-one basis. Please contact the CSFM as soon as possible if you would like to submit data on media different than that mentioned above.
5. If your department will be submitting more than one quarter's data on a diskette, please use one file per quarter as opposed to combining the data into one file.

DISKETTES MUST BE SUBMITTED QUARTERLY, NO LATER THAN THE 15TH OF THE FOLLOWING MONTH. FOR EXAMPLE: THE FIRST QUARTER'S INFORMATION -- JANUARY THROUGH MARCH -- IS DUE BY THE 15TH OF APRIL. APRIL THROUGH JUNE IS DUE BY THE 15TH OF JULY, AND SO ON.

SUBMISSION BY MAGNETIC TAPE

FILE CHARACTERISTICS FOR CFIRS MAGNETIC TAPE REPORTING ARE:

FILE NAME

Position 1 = F for fire data or C for casualty data

Positions 2-6 = FDID (must be 5 digits)

SUFFIX

Positions 1-2 = Year (last 2 digits)

Position 3 = Quarter (1-4)

EXAMPLE:

F01200.901	Fire data for FDID 01200, 1990, 1st quarter
F12345.923	Fire data for FDID 12345, 1992, 3rd quarter
C00888.912	Casualty for FDID 00888, 1991, 2nd quarter

RECORDING DENSITY: 6250 BPI (PREFERRED), 1600 BPI (ALLOWED)
RECORDING MODE: EBCDIC
TRACKS: 9
PARITY: ODD
LABELING: IBM STANDARD
PACKING: NO PACKED OR BINARY FIELDS
INCIDENT RECORD FORMAT: FIXED, 1000 BYTES
INCIDENT BLOCK SIZE: 12 RECORDS PER BLOCK
CASUALTY RECORD FORMAT: FIXED, 300 BYTES
CASUALTY BLOCK SIZE: 40 RECORDS PER BLOCK
EXTERNAL LABEL: TAPE CONTENTS, FILE NAMES, RECORD COUNT(S), LABEL
FORMAT, AND THE INFORMATION BELOW:

FD Name _____
FDID _____
PERIOD COVERED _____, 19__ TO _____, 19__
CREATION DATE ____/____/____
CONTACT PERSON _____

MAGNETIC TAPES MUST BE SUBMITTED QUARTERLY, NO LATER THAN THE 15TH OF THE FOLLOWING MONTH. FOR EXAMPLE: THE FIRST QUARTER'S INFORMATION - JANUARY THROUGH MARCH - IS DUE BY THE 15TH OF APRIL. APRIL THROUGH JUNE IS DUE BY THE 15TH OF JULY, AND SO ON.

ALL DATA WILL BE SUBMITTED TO:

THE CALIFORNIA STATE FIRE MARSHAL
HEADQUARTERS OFFICE
ATTN: CFIRS COORDINATOR
7171 BOWLING DRIVE, SUITE 600
SACRAMENTO, CA. 95823

PART 3

THE FOLLOWING FORMS ARE ONLY REPRINTED HEREIN TO GIVE YOU AN IDEA OF THE DEPTH OF INFORMATION NOW REQUIRED FOR THE NEW CALIFORNIA FIRE INCIDENT REPORTING SYSTEM.

DO NOT REPRODUCE THE FORMS FOR SUBMISSION OF YOUR INCIDENTS TO THE CALIFORNIA STATE FIRE MARSHAL. ALL REPORTS MUST BE TURNED IN ON A DISKETTE OR MAGNETIC TAPE.

SECTION A	CALIFORNIA FIRE INCIDENT REPORTING SYSTEM										CFIRS 1			
INCIDENT REPORT	INCIDENT NUMBER										Year	Exp. No.		
FDD	Fire Department										MULTI-AGENCY INCIDENT NO.	Agency I.D.	Year	Incident No.
CORRECTIONS Change <input type="checkbox"/> Delete <input type="checkbox"/>	DISPATCH TIME	ARRIVAL TIME	END TIME	ADD'L DAYS	FIRST IN COMPANY	DISTRICT	SITUATION(S) FOUND	AUTOMATIC OR MUTUAL AID	METHOD OF ALARM	TYPE WEATHER	AIR TEMPERATURE	PROPERTY MANAGEMENT		
INCIDENT DATE	ROOM / APARTMENT	ZIP CODE	CENSUS TRACT	FIRE HAZARD SEVERITY ZONE	TOTAL FIRE SERVICE PERSONNEL RESPONDED	Carroll	Vol.	NO. APPARATUS RESPONDED	Engns	Truck	Rescue Med.	Other		
INCIDENT ADDRESS / LOCATION	CODE	NAME: Last, First, M.I.	AREA	TELEPHONE	ADDRESS / CITY	STATE	ZIP	CODE	NAME: Last, First, M.I.	AREA	TELEPHONE	STATE	ZIP	
GENERAL PROPERTY USE	SPECIFIC PROPERTY USE	BUILDING CODE OCCUPANCY TYPE	STRUCTURE TYPE	STRUCTURE STATUS	OCCUPIED AT TIME OF INCIDENT	FOR MOBILE PROPERTY INVOLVED	Type	Vehicle License No.	State	Year	Make	L.C.C./D.O.T. Permit No.		
Model	Vehicle Identification No.	Drivers' License No.	State											

SECTION B	COMPLETE FOR ALL FIRES											
TYPE OF ACTION(S) TAKEN	#1	#2	#3	#4	FIRE ORIGIN	Area	Level	Horizontal Distance From	FORM OF HEAT	IGNITION FACTOR		
SEX	AGE	SEX	AGE	MATERIAL FIRST IONIZED	Type	Form	CONTRIBUTING FACTOR(S)	#1	#2	METHOD OF EXTINGUISHMENT		
ESTIMATED PROPERTY LOSS	ESTIMATED CONTENTS LOSS	FUEL MODEL	ACRES BURNED									
IF EQUIPMENT INVOLVED IN IGNITION	Type	Model	Year									
Make	Serial No.											

SECTION C	COMPLETE FOR STRUCTURE FIRE											
CONSTRUCTION TYPE	ROOF COVERING	NUMBER OF STORES	EXTENT OF DAMAGE	Flame	Smoke							
MATERIAL GENERATING MOST SMOKE	Type	Form	AVENUE OF SMOKE TRAVEL	DETECTION SYSTEM	Type	Power Supply	Performance	Reason For Failure				
EXTINGUISHING SYSTEM	Type	Performance	Reason For Failure	SPRINKLER HEAD(S)	Type	Number Activated						

SECTION D	COMPLETE FOR FIRE SERVICE CASUALTY AND NON-FIRE SERVICE FIRE CASUALTY											
FIRE SERVICE CASUALTY	Injured	Fatalities	NON-FIRE SERVICE FIRE CASUALTY	Injured	Fatalities							

SECTION E	COMPLETE FOR E.M.S.											
NUMBER OF PATIENTS	HIGHEST LEVEL OF CARE CAPABLE OF BEING PROVIDED ON SCENE	Fire	Other	HIGHEST LEVEL OF CARE PROVIDED ON SCENE	Fire	Other						
E.M.S. TYPE OF SITUATIONS FOUND	#1	#2	#3	#4	NO. OF PATIENTS TRANSPORTED BY	Fire Dept.	Pvt. Amb.	Coroner	Other			

SECTION F	COMPLETE FOR HAZ MAT											
OES CTRL NUMBER	HAZ MAT RELEASE	Area	Level	RELEASE FACTORS	#1	#2	#3	#4	CONTRIBUTING FACTOR(S)	#1	#2	
EST. NO. CHEMICALS RELEASED	TYPE OF EQUIPMENT INVOLVED IN RELEASE	HAZ MAT ACTION(S) TAKEN	#1	#2	#3	#4	DISPOSITION OF INCIDENT					
HAZ MAT LD. SOURCES	Personnel	#1	#2	Reference Material	#1	#2	FIRE SERVICE HAZ MAT CASUALTY	Injuries	Fatalities	NON-FIRE SERVICE HAZ MAT CASUALTY	Injuries	Fatalities
CHEMICAL OR TRADE NAME	DOT LD. NO.	DOT HAZARD CLASS	CAS NO.									
PHYSICAL STATE	Stored	Released	QUANTITY RELEASED	UNIT OF MEASURE	EXTENT OF RELEASE	SUSPECTED ENVIRONMENTAL CONTAMINATION						
CONTAINER	Type	Material	Description Use	Features	Capacity	UNIT OF MEASURE	ADDITIONAL HAZARDOUS MATERIALS ON BACK					

SECTION G	OTHER ACTIONS TAKEN																							
TYPE OF ACTION(S) TAKEN	#1	#2	#3	#4	SPECIAL STUDIES: Local	Statewide																		
	1a	b	c	d	2a	b	c	d	3a	b	c	d	4a	b	c	d	5a	b	c	d	6a	b	c	d

SECTION F. Continued

CHEMICAL OR TRADE NAME				DOT I.D. NO.	DOT HAZARD CLASS	CAS NO.
PHYSICAL STATE	Stored	Released	QUANTITY RELEASED	UNIT OF MEASURE	EXTENT OF RELEASE	SUSPECTED ENVIRONMENTAL CONTAMINATION
CONTAINER	Type	Material	Description Use	Feature	Capacity	UNIT OF MEASURE
CHEMICAL OR TRADE NAME				DOT I.D. NO.	DOT HAZARD CLASS	CAS NO.
PHYSICAL STATE	Stored	Released	QUANTITY RELEASED	UNIT OF MEASURE	EXTENT OF RELEASE	SUSPECTED ENVIRONMENTAL CONTAMINATION
CONTAINER	Type	Material	Description Use	Feature	Capacity	UNIT OF MEASURE

COMMENTS

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SECTION A	CALIFORNIA FIRE INCIDENT REPORTING SYSTEM										CFIRS			
FOID	INCIDENT REPORT										INCIDENT NUMBER	Year	Exp. No.	
CORRECTIONS Change <input type="checkbox"/> Delete <input type="checkbox"/>	Fire Department										MULTI-AGENCY INCIDENT NO.	Agency I.D.	Year	Incident No.
INCIDENT DATE	DISPATCH TIME		ARRIVAL TIME		END TIME		ADD'L DAYS	FIRST IN COMPANY	DISTRICT					
SITUATION(S) FOUND	#1	#2	#3	#4	AUTOMATIC OR MUTUAL AID		METHOD OF ALARM	TYPE WEATHER	AIR TEMPERATURE		PROPERTY MANAGEMENT			
INCIDENT ADDRESS / LOCATION														
ROOM / APARTMENT	ZIP CODE			GENSLR TRACT			FIRE HAZARD SEVERITY ZONE							
TOTAL FIRE SERVICE PERSONNEL RESPONDED	Career	Vol.	NO. APPARATUS RESPONDED	Engine	Truck	Rescue Med.	Other							
CODE	NAME: Last, First, M.I.						AREA	TELEPHONE						
ADDRESS / CITY							STATE	ZIP						
CODE	NAME: Last, First, M.I.						AREA	TELEPHONE						
ADDRESS / CITY							STATE	ZIP						
GENERAL PROPERTY USE	SPECIFIC PROPERTY USE	BUILDING CODE OCCUPANCY TYPE		STRUCTURE TYPE		STRUCTURE STATUS	OCCUPIED AT TIME OF INCIDENT							
FOR MOBILE PROPERTY INVOLVED	Type	Vehicle License No.	State	Year	Make	I. C. C. / D. O. T. Permit No.								
Model	Vehicle Identification No.	Drivers' License No.	State											

SECTION A, GENERAL INFORMATION, is completed each time a fire department unit is dispatched.

If the alarm is not a fire, or EMS or Haz Mat incident, you only have to complete this section, and Section G. This also applies when you provide Automatic or Mutual Aid to another fire department.

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The name of your fire department is entered at the top of the report.

Each incident report must be identified with the: Fire Department Identification Number, Incident Number and Exposure Number.

FIRE DEPARTMENT IDENTIFICATION (FDID)

DEFINITION

This is a unique number assigned by the State Fire Marshal to identify a particular fire department in California. The first two digits identify the county, and the remaining three digits identify a particular department within that county.

PURPOSE

The FDID provides the means to identify the incident data which has been collected and reported by each individual department. This is the number used to select data and prepare feedback reports for your department.

ENTRY

Enter your CSFM-assigned fire department identification number. Refer to Appendix B for your number.

EXAMPLES

Department: Santa Maria in Santa Barbara County:

FDID
42-040

Department: Riverside County Fire in Riverside County:

FDID
33-090

EXAMPLES (Continued...)

Department: Orange County Fire in Orange County:

^{SPD}
30-065

Department: C.D.F. in Riverside County:

^{SPD}
33-555

INCIDENT NUMBER

DEFINITION This is a unique number assigned to a single incident. You can think of it as the "serial number" for that event.

PURPOSE To provide a numerical reference for a particular incident. It becomes the "index number" for finding that record in the future.

ENTRY Enter the number assigned to the incident. The first two digits must be the year, i.e; 1990 = 90. The remaining eight digits are assigned according to your department's procedures.

EXAMPLE The 471st incident in 1990 would be entered:

INCIDENT NUMBER	900000471
-----------------	-----------

1950

1951

1952

1953

EXPOSURE NUMBER

DEFINITION

EXPOSURE FIRE: A fire in a building, structure or vehicle resulting from a fire outside that building, structure or vehicle. It is also a vegetation fire resulting from a fire in a building, structure, vehicle, etc. When a fire originates in a building and then extends to other buildings, each building fire shall be considered a separate fire, with the ignition for all but the original building classified as "Exposure Fire". If a building fire ignites a truck parked nearby - but outside the building - the truck fire is an exposure fire. If the truck is parked inside the building - and is damaged by a fire which started elsewhere in the building - the truck is regarded as part of the building contents rather than as a separate exposure fire. Each exposure fire is coded as a separate fire with all causal factors coded to pertain to that specific exposure.

PURPOSE

While the Incident Number permits all property involved in a single fire incident to be linked together, the exposure number identifies each separate property involved in the fire. This makes it possible to enter the specific details of each exposure fire into the system, and to relate all the exposures to the basic incident.

The exposure number also allows an accurate, verifiable count of the number of properties involved in a large fire, and provides the means to locate where casualties occurred.

ENTRY

A separate incident report must be submitted for each exposure. Each exposure report must contain the same incident number assigned to the original fire.

Note: In cases where fire spreads from one jurisdiction to another, all jurisdictions other than original jurisdiction will report the fire as an exposure.

ENTRY (Continued...)

An individual sequential exposure number is assigned to each exposure. The original incident is always coded "000", while exposures are numbered sequentially beginning with "001".

EXAMPLES

If the original incident is entered as:

Exp. No.
000

Then the first exposure is:

Exp. No.
001

CORRECTION

DEFINITION

A change to information submitted on a previous incident report, or the deletion of an erroneous report.

PURPOSE

To change or delete previously reported information.

ENTRY

1. A new Incident (**ADD**).

If it is a new record, leave this entry blank.
2. Updating a previously submitted incident (**CHANGE**).

If new or updated information becomes available concerning a previous incident, you should update the original incident record by submitting a "Change" report:
 - A) Enter the same FDID, Incident Number and Exposure Number of the incident you want to change;
 - B) Mark the **CHANGE** entry;
 - C) Enter the new or updated information, and then copy the remainder of the entries from the original report.
 - D) Forward the report according to normal procedures.

ENTRY (Continued...)

3. Canceling a previously submitted incident (DELETE).

When a previous report is found to have been submitted erroneously, or it contains errors in the FDID, Incident Number or Exposure Number fields, the record must be deleted from the computer file:

- A) Enter the same FDID, Incident Number and Exposure Number of the report you want to delete;
- B) Mark the DELETE entry;
- C) Forward the report according to normal procedures.

EXAMPLES

A CHANGE REPORT:

It was erroneously reported that nine fire service personnel responded to a fire incident. Later, the officer in charge corrected the information and sent in a change report to show thirteen personnel actually responded.

The Change Box is marked, and Section A, Lines 1 - 10 would look similar to this:

CORRECTIONS
Change <input checked="" type="checkbox"/> Delete <input type="checkbox"/>

A fire originally reported as "suspicious" is later determined to be accidental, AND, the content loss was actually double the initial \$12,000 estimate.

A DELETED REPORT:

To remove an existing record, mark the Delete Box, and enter the exact same FDID through Exposure Number as on the report being deleted.

CORRECTIONS
Change <input type="checkbox"/> Delete <input checked="" type="checkbox"/>

MULTI-AGENCY INCIDENT NUMBER

DEFINITION

A unique alpha-numeric designation which identifies all incident reports pertaining to a single incident in which two or more fire departments respond. The department in whose jurisdiction the incident occurs assigns the Multi-Agency Incident Number - which consists of the jurisdictional agency's three-letter designation (assigned by OES), followed by their incident number for the event. (Refer to Appendix B for OES number.)

PURPOSE

The Multi-Agency Incident Number provides a common designator to link all the reports submitted by different departments that responded to the same incident. This furnishes a systematic reference for the collection, compilation and analysis of all data associated with a specific incident in which multi-agency resources were employed. This number is intended to be used for Mutual Aid type incidents only.

ENTRY

If it's YOUR incident, enter the three-letter designator for your agency in the first three spaces (refer to Appendix B). Then enter the two-digit year, and eight-digit serial number that was assigned in the "Incident Number" field. In effect, this is simply your incident number with a three-letter prefix.

If it is NOT your incident - but you responded on mutual aid - then you get the Multi-Agency Incident Number from the department that "owns" the incident, and enter that in this field.

EXAMPLES

Los Angeles County Fire Department received automatic aid from Burbank F.D. This incident was the 471 of year, 1990:

MULTI-AGENCY INCIDENT NO.	Agency I.D.	Year	Incident No.
LAC	900000	00	471

Burbank Fire Department gave automatic aid to Los Angeles County Fire. Burbank will enter LAC9000000471 on their report:

MULTI-AGENCY INCIDENT NO.	Agency I.D.	Year	Incident No.
LAC	900000	00	471

INCIDENT DATE	DISPATCH TIME	ARRIVAL TIME	END TIME	ADDITIONAL DAYS	FIRST IN COMPANY	DISTRICT
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INCIDENT DATE: MONTH, DAY, YEAR

DEFINITION The month, the day, and the year the alarm was dispatched.

PURPOSE This entry is required to analyze the time patterns of different types of incidents. When combined with "Dispatch Time", this factor provides important information needed to target prevention and public education efforts. It is also a fundamental information need for the effective management of emergency response resources.

ENTRY Enter the:

- MONTH by its numerical designation:

01 = January	05 = May	09 = September
02 = February	06 = June	10 = October
03 = March	07 = July	11 = November
04 = April	08 = August	12 = December

- DAY of the month: 01 through 31.

- last two digits of the YEAR.

EXAMPLE An alarm received on July 4, 1990, would be entered:

INCIDENT DATE	070490
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INCIDENT DATE	DISPATCH TIME	ARRIVAL TIME	END TIME	ADDITIONAL DAYS	FIRESTATION COMPANY	DISTRICT
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DISPATCH TIME

DEFINITION

The exact time (hour and minute) when the alarm was dispatched by the fire department alarm center. 24-hour clock time is used (0001-2400).

Important: This is NOT elapsed time, but the time of dispatch.

PURPOSE

The time of dispatch serves several roles: (1) as a record of the time of the incident; (2) to determine the frequency of particular types of incidents by the time of occurrence; and (3) as the starting time for going into action on an incident. This entry then be compared with "Arrival Time" to determine the time it took to arrive at the scene - and with "End Time" to determine the total amount of time spent on the incident.

ENTRY

Enter the time to the nearest minute when the original alarm was dispatched, using the 24-hour clock system:

- 1:06 a.m.....0106
- 1:20 p.m.....1320
- 12:00 Midnight....2400
- 12:01 a.m.....0001

EXAMPLE

An alarm dispatched at 1456 hours is entered:

DISPATCH TIME
1456

INCIDENT DATE	DISPATCH TIME	ARRIVAL TIME	END TIME	ADDL DAYS	FIRST IN COMPANY	DISTRICT
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ARRIVAL TIME

DEFINITION

The actual clock time when the first responding unit arrived at the incident scene. 24-hour clock time is used (0001-2400).

Important: This is NOT elapsed time.

PURPOSE

To know the time the first unit arrived at the scene so you can determine the actual time spent in traveling to the incident, as well as the total time spent at the scene.

ENTRY

Enter the time to the nearest minute when the first responding unit arrived at the scene. Use the 24-hour clock system.

1:06 a.m.....0106
 1:20 p.m.....1320
 12:00 Midnight....2400
 12:01 a.m.....0001

EXAMPLE

The arrival time of the first fire apparatus at 1505 hours:

ARRIVAL TIME
1505

INCIDENT DATE	DISPATCH TIME	ARRIVAL TIME	END TIME	ADDITIONAL DAYS	FIRST IN COMPANY	DISTRICT
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END TIME

DEFINITION

The time when all, or most, of the equipment is put back in service and is ready for response to another alarm.

Note: If one fire company is left at the scene as a "fire watch" for a considerable period of time beyond the "End Time" of other participating companies, record the activities of this company separately in the Comment section. The 24-hour clock is used (0001-2400).

Important: This is NOT elapsed time.

PURPOSE

This time factor is required to calculate the total time spent on the incident. This is important information for determining staffing requirements, equipment needs, etc.

ENTRY

Enter the "End Time" as determined by the officer in charge of the incident. Use the 24-hour clock system.

1:06 a.m.....0106
 1:20 p.m.....1320
 12:00 Midnight.....2400
 12:01 a.m.....0001

EXAMPLE

The unit was placed back in service at 1545 hours:

END TIME
1545

INCIDENT DATE	DISPATCH TIME	ARRIVAL TIME	END TIME	ADD'L DAYS	FIRSMAN COMPANY	DISTRICT
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ADDITIONAL DAYS

DEFINITION

The number of additional calendar days involved in the incident. Only incidents starting and ending on the same calendar day involve no additional days.

PURPOSE

To allow you to report the actual duration of an incident that extends beyond a one day period. (This also avoids the need to have an "End Date" field in the report.)

ENTRY

In the event the elapsed time of an incident exceeds 1 calendar day from the time of dispatch, enter the number of "calendar days" in the space provided.

Note: Incident date plus additional days equals ending date.

Note: For Exposure Reports, you must enter "00".

Note: An easy formula to use would be the number of calendar days the incident spanned, minus one.

EXAMPLES

A building fire was dispatched on April 10th at 1310 hours and ended on April 10th at 1400 hours:

ADD'L
DAYS 0.0

A grass fire was dispatched on March 12th at 2300 hours and ended on March 13th at 0115 hours:

ADD'L
DAYS 0.0

A brush fire was dispatched on September 19th at 1700 hours and ended on September 29th at 0345 hours:

ADD'L
DAYS 1.0

FIRST-IN COMPANY (Local Option)

DEFINITION

The first unit that responds to an incident.

PURPOSE

To identify the first company or unit to handle the incident. This is essential to determine the frequency of company responses; and provides officials with important assessment and planning information.

ENTRY

Enter the designation of the company that was first to handle the incident.

Note: For Exposure Reports, leave this entry BLANK.

EXAMPLES

Engine 5471 was the first to arrive at the scene:

FIRST IN COMPANY	5471
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Engine 1 was the first to arrive:

FIRST IN COMPANY	E1
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A medical unit arrives on scene of a vehicle accident:

FIRST IN COMPANY	R11
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A medical squad arrives at the scene of a vehicle accident:

FIRST IN COMPANY	MS-26
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INCIDENT DATE	DISPATCH TIME	ARRIVAL TIME	END TIME	ADDL DAYS	FIRETRUCK COMPANY	DISTRICT
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DISTRICT (Local Option)

DEFINITION

The number or other code to designate a fire company or station response area, or other geographic boundaries developed by your department.

PURPOSE

This is a very powerful tool that permits your department to develop its own method of locating the type, frequency and severity of incidents by geographic area. District designations may identify specific neighborhoods, contract service areas, station response areas, or any other boundary that you may wish to use.

ENTRY

Enter the assigned District code for the location where the incident occurred. It is important to be consistent in entering the code. This can be achieved by right justifying all entries. (Inconsistent placement will affect the data shown on your feedback reports.)

The following combinations of letters and numbers should be used with caution as they can be easily confused if data entry is made from hand written forms:

- Letter "B"/Number "8"
- Letter "D"/Number "0" or Letter "O"
- Letter "O"/Number "0"
- Letter "Z"/Number "2"
- Letter "G"/Number "6"
- Letter "U"/Number "0" or Letter "O"
- Letter "U"/Letter "V"
- Number "1"/Number "7" or Letter "I"

EXAMPLES

An incident occurs in District 2:

DISTRICT
D.2

An incident occurs in District 102:

DISTRICT
D.102

An incident occurs in District CB122:

DISTRICT
CB.122

SITUATION(S) FOUND

DEFINITION

A statement of the observed condition(s) when the first emergency unit arrived on the scene; or the most serious condition(s) that developed after arrival on the scene. You can record up to four different situations to more completely define the conditions encountered in a single incident.

PURPOSE

To identify the various types of incidents to which your department responds. This element can be used to analyze the frequency of different types of fires, haz mat emergencies, EMS and other services your department provides in your community. This is one of the most important entries on the incident report as it identifies the specific situation(s) found.

ENTRY

Record the situation(s) you dealt with upon arrival at the scene, or the most serious condition(s) that developed after arrival.

Be as explicit as possible in stating the exact situation(s) found. Indicate the type of fire or other incident condition(s) in specific terms. Details of any change in the situation after arrival on the scene should be included in the Comments Section.

Note: The situation found is a "Fire" when there is uncontrolled burning (combustion), regardless if there is any dollar loss or not; and, you can have only ONE TYPE OF FIRE per incident (10 Series Codes). If more than one type is involved, the other(s) must be reported as "Exposures".

An entry is required in this field on every incident report.

Important: Although you can enter up to four different Situations Found, it is critical that you enter the most serious one first! (Generally, this will be the situation reported at time

ENTRY (Continued...)

of dispatch.) If you encounter multiple situations (ie; fire and haz mat, and/or EMS) at the same incident, then put the one you consider most important in the first entry.

Look at it this way: If you could enter only one code for Situation Found, which one would you use? Put THAT ONE in entry #1.

EXAMPLES

A house fire:

SITUATION(S) FOUND	#1	#2	#3	#4
	1			

A vehicle accident with 2 victims injured and trapped, fuel leaking with a vehicle fire in the engine area:

SITUATION(S) FOUND	#1	#2	#3	#4
	3	5	4	4

A false alarm at a nursing home because of alarm malfunction:

SITUATION(S) FOUND	#1	#2	#3	#4
	3			

Note: An investigation may reveal that the situation(s) at the scene changed from the time the alarm was given to the time the first unit arrived. For example, a roast in the oven ignites, filling the house with smoke, causing a fire to be reported. Even though someone removed the roast from the house prior to your arrival, and there is no fire damage, a structure fire would be reported.

Codes NFPA-901, 1990

SITUATION(S) FOUND

Major Headings

- Fire, Explosion.
- Overpressure Rupture, Explosion, Overheat (no ensuing fire)
- Rescue, Emergency Medical Call.
- Hazardous Condition, Standby.
- Service Call.
- Good Intent Call.
- False Call.

- Natural Disaster.
- Other Type(s) of Situation(s) Found.

FIRE, EXPLOSION - 10 series.

Included are fires out-on-arrival and combustion explosions with no after-fire.

Excluded are overheat or excessive heat (25), unauthorized burning (56), and controlled burning (63).

11. Structure fire (not included in 12 or 13 below).
Included are fires inside a structure whether or not there was damage to the structure itself.
12. Fire in mobile property when used as a structure.
Included are mobile homes, motor homes, camping trailers and other mobile property when not in transit and used as a structure for residential, commercial, or other purposes. (Use Mobile Property Type Code to classify the type of mobile property and Specific Property Code to classify how it is used.)
13. Fire in mobile property while inside a structure. Use Mobile Property Type Code to classify the type of mobile property and Specific Property Code to classify the specific use of the area where the mobile property was located when the fire occurred.
14. Fire in mobile property outside a structure included are vehicles and mobile properties normally used as structures, but while they are in transit.
15. Fire in trees, brush, grass, standing crops.
16. Refuse fire outside.
Included are all hostile fires outside a structure or vehicle (not included above) where the material burning has negligible value and fires in mechanically moved waste or rubbish containers outside a structure.
17. Other outside fire (not included in 15 above).
Included are all hostile fires outside a structure or vehicle where the material burning has definable value.
19. Fire, Explosion not classified above. Explain in Comment section.
10. Fire, Explosion; insufficient information to classify further.
21. Steam rupture.
Excluded is steam mistaken for smoke when the steam is being released from a normal vent or relief valve (65).
22. Air, gas rupture.

OVERPRESSURE RUPTURE, EXPLOSION, OVERHEAT (not ensuing fire) - 20 series.

**OVERPRESSURE
RUPTURE, EXPLOSION,
OVERHEAT (not ensuing
fire) - 20 series.
(Continued...)**

- 23. Process vessel explosion (no fire).
- 24. Munitions explosion (no fire).
Included are bombs, dynamite, and similar explosives.
- 25. Excessive heat, overheat scorch burns with no ignition.
- 29. Overpressure Rupture, Explosion, Overheat not
classified above. Explain in Comment section.
- 20. Overpressure Rupture, Explosion, Overheat; insufficient
information available to classify further.

**RESCUE, EMERGENCY
MEDICAL CALL - 30
series.**

- 31. Emergency medical assist.
Included are incidents where assistance is provided to
another group or agency that has primary EMS
responsibility.
- 32. Emergency medical call.
Included are checking for injuries, treatment for shock,
and the like.
- 33. Lock-in.
If no medical care provide refer to Person in Distress
(51).
- 34. Person(s) lost.
- 35. People trapped, caught, buried.
Included are people trapped in elevators, entangled in
vehicle wreckage, and hanging from a cliff or building.
- 36. Drowning, potential drowning.
Included are persons stranded on ice.
- 37. Electrocutation.
- 39. Rescue, Emergency Medical Call not classified above.
Explain in Comment section.
- 30. Rescue, Emergency Medical Call; insufficient
information available to classify further.

**HAZARDOUS
CONDITION, STANDBY -
40 series.**

Included are potential accidents.

- 41. Flammable gas or liquid condition.
Included are gas leaks and gasoline or other
flammable liquid spills.
- 42. Toxic condition.
Included are toxic chemical spills and reaction of
chemicals.
- 43. Radioactive condition.
- 44. Electrical arcing, shorted electrical equipment.
Included are power lines down and incidents where
disconnection of the electrical energy clears the
emergency.

**HAZARDOUS
CONDITION, STANDBY -
40 series. (Continued...)**

Excluded are emergencies where there is a sustained fire after the electrical energy has been disconnected (division 1).

- 45. Oil burner delayed ignition (no fire outside firebox). If fire is outside firebox, classify in division 1 (fire).
- 46. Vehicle accident, potential accident.
Included are incidents where there is a perceived problem with a vehicle (automobile, airplane, train, ship, etc.)
- 47. Explosive present.
- 48. Attempted burning, illegal action.
Included are situations where incendiary devices fail to function.
- 49. Hazardous Condition, Standby not classified above.
Explain in Comment section.
- 40. Hazardous Condition, Standby; insufficient information available to classify further.

**SERVICE CALL - 50
series.**

- 51. Person in distress.
Included are persons locked out, locked in, person lost, needing a ring removed, needing assistance in returning to bed, where no medical care provided.
- 52. Water problem.
- 53. Smoke, odor problem.
Included are actual smoke conditions regardless of its source.
Excluded are smoke conditions from a hostile fire (division 1).
- 54. Animal problem.
- 55. Public service assistance.
Included is police assistance.
- 56. Unauthorized burning.
Included are fires that are under control and not endangering property.
Excluded are fires where burning is authorized and under control (63).
- 57. Cover assignment, standby at fire station, move-up.
- 59. Service Call not classified above. Explain in Comment section.
- 50. Service Call; insufficient information available to classify further.

GOOD INTENT CALL - 60 series.

- 61. Incident cleared prior to arrival. Included are incidents where apparatus is placed in service prior to its arrival on the scene. Excluded are fires out on arrival (division 1).
- 62. Wrong location.
- 63. Controlled burning. Included are fires where burning is authorized and under control.
- 64. Vicinity alarm. Included are separate locations reported for an actual fire and multiple boxes pulled for one fire.
- 65. Steam, other gas mistaken for smoke.
- 66. EMS call where injured parties have been transported or left scene prior to arrival.
- 67. Hazardous material release investigation with no hazardous condition found.
- 69. Good Intent Call not classified above. Explain in Comment section.
- 60. Good Intent Call; insufficient information available to classify further.

FALSE CALL - 70 series.

- 71. Malicious, mischievous false call.
- 72. Bomb scare, no bomb.
- 73. System malfunction.
- 74. Unintentional. Included are tripping an interior device accidentally, running a drain test without knowledge of the alarm connection, and the like.
- 79. False Call not classified above. Explain in Comment section.
- 70. False Call; insufficient information available to classify further.

NATURAL DISASTER - 80 series.

When response is to another specific type of incident during these disasters, classify the type of incident more specifically using the classifications above.

- 81. Earthquake.
- 82. Flood.
- 83. Wind storm. Included are tornado, hurricane, cyclone, etc.
- 84. Lightning strike.

NATURAL DISASTER - 80 series. (Continued...)

OTHER TYPE(S) OF SITUATION(S) FOUND - 90 series.

- 89. Natural Disaster not classified above. Explain in Comment section.
- 80. Natural Disaster; insufficient information available to classify further.

- 91. Citizen's complaint. Included are reports of code or ordinance violation.
- 99. Type(s) of Situation(s) Found not classified above. Explain in Comment section.
- 00. Type(s) of Situation(s) Found undetermined or not reported.

SITUATIONS FOUND	#1	#2	#3	#4	AUTOMATIC OR MUTUAL AID	METHOD OF ALARM	TYPE WEATHER	AIR TEMPERATURE	PROPERTY MANAGEMENT
------------------	----	----	----	----	-------------------------	-----------------	--------------	-----------------	---------------------

AUTOMATIC/MUTUAL AID

DEFINITION

Automatic Aid Received: Your department handles an incident within your jurisdiction, with additional personnel or equipment from one or more departments outside your jurisdiction based upon an automatic response agreement, boundary drop agreement, etc. (Does not require a "request for aid" as does Mutual Aid.)

Automatic Aid Given: Your department responds to another department's jurisdiction to provide assistance at an incident, or to cover a vacated station based upon an automatic response agreement, boundary drop agreement, etc. (Does not require a "request for aid" as does Mutual Aid.)

Mutual Aid Received: Your department handles an incident within your jurisdiction with additional personnel or equipment requested from one or more departments outside your jurisdiction.

Mutual Aid Given: Your department responds upon request to another department's jurisdiction to provide assistance at an incident, or to cover a vacated station while the other department is committed to an incident.

No Automatic/Mutual Aid: Your department handles an incident within your jurisdiction with no help from outside departments.

PURPOSE

Contractual Services: Your department provides fire protection services to another jurisdiction in accordance with a written contract. NOT Automatic or Mutual Aid.

Automatic/Mutual Aid information is used to study response levels necessary to control various fire and other emergency situations. It can be used at the local level to assess the adequacy of resources, and the need for adjusting cooperative agreements. This entry also serves as a data

PURPOSE (Continued...)

control to insure that each incident is counted only once, while still giving credit for assistance provided by other departments.

ENTRY

Enter the appropriate code when automatic/mutual aid is received or given. There are several variations for this entry. Coordination between departments receiving and giving automatic/mutual aid is essential to accurately record the incident and casualty information.

EXAMPLES

The examples given below illustrate automatic/mutual aid entries. In each of these situations assume that the Avery Fire Department is first due, the incident occurs in its jurisdiction, and that it receives automatic/mutual aid. Also assume the Ridgeland Fire Department gives automatic/mutual aid.

1. The Ridgeland Fire Department provides automatic aid to the Avery Fire Department in fighting a fire. *The entire incident report would be completed by Avery and a "2" would be entered in the Automatic/Mutual Aid block.*

AUTOMATIC OR MUTUAL AID	2
----------------------------	---

The equipment provided by Ridgeland may be listed in the Comment Section, such as "Ridgeland FD: one engine, one truck". Ridgeland will complete only the first section of an incident form and will enter a "5" in the Automatic/Mutual Aid block. (See Special Notes)

EXAMPLES (Continued...)

2. The Ridgeland FD provides automatic aid to the Avery Fire Department by covering a station, but does not go to any calls. *Ridgeland will complete the first section of an incident report and enter "5" in the Automatic/Mutual Aid block.*

AUTOMATIC OR MUTUAL AID	5
----------------------------	---

3. Ridgeland provides automatic aid to Avery by covering a station, and responds to an Avery incident. *Ridgeland will complete the first section of two incident reports. A "5" will be entered in the Automatic/Mutual Aid block on the report for the cover assignment, and a "4" will be entered on the report for the response to the incident.*
Avery must submit a complete report for the incident, with a "2" entered in this field. (See Special Notes)

AUTOMATIC OR MUTUAL AID	2
----------------------------	---

4. Ridgeland provides mutual aid to Avery in fighting a fire. *The entire incident report would be completed by Avery and a "1" would be entered in the Automatic/Mutual Aid block.*

AUTOMATIC OR MUTUAL AID	1
----------------------------	---

The equipment provided by Ridgeland may be listed in the Comment Section, such as "Ridgeland FD: one engine, one truck". *Ridgeland will complete only the first section of an incident report and will enter a "4" in the Automatic/Mutual Aid block. (See Special Notes)*

5. Ridgeland provides mutual aid to Avery by covering a station, but does not go to any calls. *Ridgeland will complete the first section of an incident report and enter a "4" in the Automatic/Mutual Aid block.*

AUTOMATIC OR MUTUAL AID	4
----------------------------	---

EXAMPLES (Continued...)

6. Ridgeland provides automatic aid to Avery in fighting a fire and later sends additional equipment to the same fire under a mutual aid request. *The entire incident report would be completed by Avery and a "2" would be enter in the Automatic/Mutual Aid block.*

AUTOMATIC OR MUTUAL AID	2
----------------------------	---

The equipment provided by Ridgeland may be listed in the Comment Section, such as "Ridgeland FD: five engines, one truck".
Ridgeland will complete only the first section of an incident report and will enter a "5" in the Automatic/Mutual Aid block. (See Special Notes)

Special Notes:

1. When an incident occurs in your jurisdiction, it is YOUR responsibility to submit a complete CFIRS report - even if another department handled the incident for you.
2. If you provide aid to another jurisdiction, you only need complete the first part of the report (which identifies the incident and accounts for the resources you committed.)
3. Any "Aid" report - either Given or Received - should contain the Multi-Agency Incident Number. You assign the number if the incident is in your jurisdiction; and you enter the other department's number when you provide aid to that jurisdiction.

Codes NFPA 901, 1990

**AUTOMATIC/MUTUAL
AID***

1. Mutual Aid received from another fire department in accordance with a written agreement.
2. Automatic Aid or Initial Action received from another fire department in accordance with a written agreement.
3. Aid received from another fire department - no written agreement.

**AUTOMATIC/MUTUAL
AID* (Continued...)**

4. Mutual Aid provided to another fire department in accordance with a written agreement.
 5. Automatic Aid or Initial Action provided to another fire department in accordance with a written agreement.
 6. Aid provided to another department or jurisdiction - no written agreement.
 7. Contractual fire protection services provided in accordance with contract - not mutual or automatic aid.
 8. No Automatic/Mutual Aid received or provided.
 9. Automatic/Mutual Aid not classified above. Explain in Comment section.
 0. Automatic/Mutual Aid undetermined or not reported.
- * NFPA-901: Outside Fire Service Assistance

METHOD OF ALARM

DEFINITION

The first means used to notify your department of an incident. Examples include: a telephone call, municipal and private alarm systems; a radio call from a police or fire vehicle, and a person yelling in front of a fire station.

PURPOSE

To evaluate the use and effectiveness of each method of notifying the fire department. It is also essential for identifying which methods are reliable, versus those which are subject to false alarms.

ENTRY

Record the method by which your department, or the alarm center, first became aware of the incident.

Note: Do not record the means by which an individual fire company was notified of the incident by the alarm center.

Note: There are two different codes to identify "911" calls. See examples.

Note: This entry is not required when you GIVE Automatic/Mutual Aid to another department.

EXAMPLES

A neighbor telephoned "911" and the call was received by a PSAP and then relayed to your department:

METHOD OF ALARM	17
-----------------	----

A neighbor telephoned an emergency call directly by your department by business phone:

METHOD OF ALARM	11
-----------------	----

METHOD OF ALARM

1. Telephone direct to fire department.
The reporting person direct dials the fire alarm center. Included are commercial and private telephone facilities. "911" systems are only included if the fire alarm center receives all "911" calls directly. For tie-line calls, see 7 below.
2. Municipal fire alarm system.
Included are telegraph systems, radio systems, voice signal systems and auxiliary connections to them.
3. Private fire alarm system.
Included are signals received from central stations and remote stations.
4. Radio.
Included are fires reported by radio from vehicles on fire department, police department, natural resources department, or citizens band radio frequencies directly to alarm headquarters.
5. Direct report to a fire station (verbal).
Included are fires seen from or reported to a fire station.
6. No alarm received - no response.
Included are fires reported to or observed by fire department personnel after they have been extinguished by others and are cold.
7. Telephone tie-line to fire department.
The reporting person direct dials another emergency agency.
Included are all calls received over a direct telephone tie-line from another emergency call center or facility tied directly to the fire department. The "911" system is included here when the civilian gets a police call center or another call center and his call is transferred to the fire alarm center. (NOTE: For California use only, this includes PSAP's.)
8. Telephone from private citizen receiving radio call.
Included are telephone calls from persons who receive notification via citizens band radio.
9. Method of Alarm not classified above. EXAMPLE in Comment section.

TYPE WEATHER

DEFINITION

The general description of the weather at the time and place of the incident.

PURPOSE

To provide a necessary factor for the comparative analysis of similar incidents under varying weather conditions. It is particularly useful in assessing how weather impacts such factors as time of arrival, fire spread or spread of hazardous material releases, fire fighter injuries, etc.

ENTRY

Enter the code that best describes the weather at the time of the incident. If the weather changes before the incident is concluded, enter the weather condition that impacted the incident the most, and explain the change in the Comments Section.

Note: This entry is not required when you GIVE Auto/Mutual Aid to another department.

Note: Keep in mind you can add other weather related conditions under "Contributing Factors" (in Section B for fires, and Section F for Haz Mat). For instance, you could report the weather was "clear" in this entry - and report under Contributing Factors that "high winds" affected the outcome of the incident.

EXAMPLE

The incident occurred during a rain storm.

TYPE WEATHER	3
-----------------	---

WEATHER

The incident occurred during a lighting or thunderstorm:

1. Clear.
2. Cloudy.
3. Rain.
4. Snow.
5. Hail, sleet, ice storm.
6. Electrical storm.
7. Fog.
8. High winds, hurricane, tornado.
9. Type of Weather not classified above. Explain in Comments Section.

SITUATION(S) FOUND	#1	#2	#3	#4	AUTOMATIC OR MUTUAL AID	METHOD OF ACARR	TYPE WEATHER	AIR TEMPERATURE	PROPERTY MANAGEMENT
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AIR TEMPERATURE

DEFINITION

The air or ambient temperature in degrees Fahrenheit at the time and place of the incident.

PURPOSE

To further define the environmental conditions associated with the incident. When combined with Weather and Time of Day, you complete the picture of the external factors that may have affected the cause and/or outcome of the incident.

ENTRY

Enter the actual (if known) or estimated air temperature in degrees Fahrenheit at the time of the incident. If the air temperature is below 0 degrees Fahrenheit, enter a minus (-) sign preceding the temperature.

Note: This entry is not required when you GIVE Auto/Mutual Aid to another department.

EXAMPLES

The air temperature was 50 degrees Fahrenheit:

AIR TEMPERATURE	050
--------------------	-----

The air temperature was 30 degrees below 0:

AIR TEMPERATURE	-30
--------------------	-----

PROPERTY MANAGEMENT

DEFINITION

The category of the owner or occupant who controls the property involved in the incident. (If unavailable at the scene, this information can often be obtained from fire department inspection records.)

PURPOSE

To identify who (by category) was responsible for the management of the property at the time of the incident.

This information is used to separate those incidents where the property is managed and controlled by a government (or public) agency from those that are privately managed and controlled; and to analyze the occurrence of fires and other emergencies as they relate to different types of property management, i.e. City vs. Private. This is also useful in identifying services you provide to tax-paying versus tax-exempt properties.

ENTRY

Enter the code for the appropriate property management category.

Note: This entry is not required when you GIVE Auto/Mutual Aid.

EXAMPLES

A privately owned vehicle:

PROPERTY MANAGEMENT	1
------------------------	---

A church:

PROPERTY MANAGEMENT	2
------------------------	---

EXAMPLES (Continued...) The city jail:

PROPERTY
MANAGEMENT 3

An apartment rented from the state:

PROPERTY
MANAGEMENT 5

A post office building owned by a private party, but leased to the U.S. Postal Service:

PROPERTY
MANAGEMENT 6

Codes NFPA-901, 1990

PROPERTY
MANAGEMENT

1. Private tax-paying property.
2. Private nontax-paying property.
3. City, town, village or other local government property.
4. County or special district government property.
5. State government property, except military.
6. Federal government property, except military.
7. Foreign government property.
8. Military property.
9. Property Management not classified above. Explain in Comment section.

INCIDENT ADDRESS/LOCATION (Local Option)

DEFINITION

The exact location of the incident, which may be a street address, or directions from a recognized landmark, or an intersection of two roadways.

PURPOSE

Incident address information is required at the local government level for establishing a legal report reference. This information is also useful for identifying local problems, such as checking for multiple incidents at the same location.

ENTRY

Enter the street address with a BLANK SPACE separating the numbers from the name(s). It is important the entries be specific, complete and consistent. If additional space is required to describe the address properly, use the Comments Section. If the property involved is a motor vehicle, boat, or other property in transit, list the address nearest to the scene. If there is no address in the area, describe the location so a person reading the report will know where the incident occurred.

A standard method of entering addresses, along with a glossary of abbreviations, is contained in Appendix C.

EXAMPLES

A house fire at 135 Northwest Pleasant Street:

INCIDENT ADDRESS / LOCATION
 135 NORTHWEST PLEASANT ST

A grass fire by Maple Street about 1/2 mile east of U.S. 89:

INCIDENT ADDRESS / LOCATION
 MAPLE ST 1/2 MI EAST OF U.S. 89

ROOM, APARTMENT OR SPACE (Local Option)

DEFINITION

The designation of the specific room, apartment, office, suite, etc., where the incident occurred.

PURPOSE

To further define the location when the incident occurred in a subdivided building or complex.

ENTRY

Enter the number or other designation as used in the building or on the property.

EXAMPLES

The fire started in apartment 2B:

ROOM / APARTMENT	2B
------------------	----

The chlorine leak was in Lab #C2:

ROOM / APARTMENT	C2
------------------	----

The fire in a mobile home park started in space #126:

ROOM / APARTMENT	126
------------------	-----

ZIP CODE (Local Option)

- DEFINITION** The numeric address code assigned by the U.S. Postal Service.
- PURPOSE** To complete the full address of the incident and provide a means of linking incident data to other geographic and population factors for comparative analysis at local and regional levels.
- ENTRY** Enter the first five digits of the Postal Zip Code number for the address of the property involved in the incident.
- EXAMPLES** The location of a dwelling fire is in zip code 93454:

ZIP CODE	93454
-------------	-------

The fire alarm in a business located in zip code 93454-5190 malfunctions. Responds:

ZIP CODE	93454
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CENSUS TRACT

DEFINITION

The six-digit number assigned by the U.S. Census Bureau to identify a specific geographic area.

PURPOSE

To provide the means to relate emergency incident data to the demographic information produced by the U.S. Census Bureau. This allows you to compare the type and frequency of incidents in a specific area or neighborhood to a multitude of other factors, such as; population density, economic levels, ethnicity, age, and much more.

Locating incidents by census track is also extremely valuable for analysis at the national level where regional comparisons define how demographic factors affect fire experience in different parts of the country.

ENTRY

Enter the number for the census tract in which the property involved in the incident is located. The right two spaces are always assumed to follow a decimal point.

Note: This entry is not required when you GIVE Auto/Mutual Aid to another department.

EXAMPLES

The incident is located in census tract number 3:

CENSUS TRACT	0.00300
-----------------	---------

... in census tract number 302:

CENSUS TRACT	030.200
-----------------	---------

EXAMPLES (Continued...) ... in census tract number 1066.01:

CENSUS TRACT	1066.01
-----------------	---------

... in census tract number 8014.03:

CENSUS TRACT	8014.03
-----------------	---------

FIRE HAZARD SEVERITY ZONE (FHSZ)

DEFINITION

The designation assigned by the California Department of Forestry and Fire Protection (CDF) to all State Responsibility Area (SRA) lands in California, with ratings of Moderate, High, or Very High. The rating is a reflection of the combined factors of fuel model, slope, and climate within each zone. This data element shall be completed on incidents that occur on state responsibility area (SRA) land within the boundaries of their jurisdiction.

PURPOSE

Fire Hazard Severity Zones were created by law in 1985 to assist the State Fire Marshal in adopting fire resistant roof covering standards for structures in SRA's.

ENTRY

Record the five digit number of the zone in which the incident occurred, followed by the alphabetical rating of the zone. Zone numbers and ratings can be obtained from copies of FHSZ maps covering the subject area. (Contact CDF if you need more information.)

Note: This entry is not required when you GIVE Auto/Mutual Aid to another department.

EXAMPLES

The number for the Fire Hazard Severity Zone surrounding Mount Diablo in Contra Costa County is 30004, and the severity rating is High:

FIRE HAZARD SEVERITY ZONE	3,0,0,0,4,H
------------------------------	-------------

EXAMPLES (Continued...) The number for the FHSZ surrounding Point Reyes Station in Marin County is 23001, and the severity rating is Moderate:

FIRE HAZARD SEVERITY ZONE	23.001.M
------------------------------	----------

The number for the FHSZ surrounding Angles Camp in Calaveras County is 32002, and the severity rating is Very High:

FIRE HAZARD SEVERITY ZONE	32.002.V
------------------------------	----------

The incident occurs in local responsibility zone:

Leave blank.

FIRE HAZARD SEVERITY ZONE	
------------------------------	--

Codes

Use the five digit zone number from the map, followed by the assigned alphabetic zone rating:

- M - Moderate
- H - High
- V - Very High
- Z - Unknown

TOTAL FIRE SERVICE PERSONNEL RESPONDED: Career

DEFINITION

The total complement of career fire officers and firefighters who respond from your agency only. This includes all career fire personnel assigned to the incident whether they arrive at the scene or are canceled in route.

Career personnel are full time paid employees of a legally organized fire department.

PURPOSE

To determine actual personnel requirements for different types of incidents and for different levels of incident severity. This data element can also be examined with respect to casualties, fire fighter injuries and the extent of property loss.

ENTRY

Enter the total number of career fire officers and fire service personnel who responded to the incident.

Note: For Exposure reports, leave this entry BLANK.

EXAMPLES

Four officers and twelve career fire fighters responded:

TOTAL FIRE SERVICE PERSONNEL RESPONDED	Career	0,0,1,6	Vol.					
--	--------	---------	------	--	--	--	--	--

Two 3-person engine companies were initially dispatched, and then a truck (4 persons) and rescue unit (2 persons) were called in to assist:

TOTAL FIRE SERVICE PERSONNEL RESPONDED	Career	0,0,1,2	Vol.					
--	--------	---------	------	--	--	--	--	--

Two career and six volunteer fire fighters responded:

TOTAL FIRE SERVICE PERSONNEL RESPONDED	Career	0,0,0,2	Vol.					
--	--------	---------	------	--	--	--	--	--

TOTAL FIRE SERVICE PERSONNEL RESPONDED: Volunteer

DEFINITION

The total complement of volunteer (non-paid) fire officers and fire fighters who respond from your agency only. This includes all volunteer fire personnel assigned to the incident whether they arrive at the scene or are canceled in route.

A Volunteer is a registered unsalaried member of a legally organized fire department, and is at least 18 years old.

PURPOSE

To determine actual volunteer personnel requirements for different types of incidents and for different levels of incident severity. This data element can also be examined with respect to casualties, fire fighter injuries and property loss.

ENTRY

Enter the total number of volunteer fire officers and fire fighters who responded.

Note: If a fire fighter is other than a full-time paid member of your department, then they are reported in this entry.

Note: For Exposure reports, leave this entry BLANK.

EXAMPLES

Sixteen volunteer firefighters responded:

TOTAL FIRE SERVICE PERSONNEL RESPONDED	Career	Vol.	0	0	1	6
--	--------	------	---	---	---	---

Two career and five volunteers responded:

TOTAL FIRE SERVICE PERSONNEL RESPONDED	Career	Vol.	0	0	0	5
--	--------	------	---	---	---	---

NUMBER OF APPARATUS RESPONDED:

Engine

DEFINITION The total number of engines (pumpers) that responded from your department.

PURPOSE To measure the resources committed to an incident; and to evaluate the number and type of apparatus required to handle different types of emergency situations. It is also basic information for determining apparatus maintenance and replacement needs.

ENTRY Enter the total number of engines that responded to the incident.

Note: If equipment is used off an engine that does not respond to the scene, count that engine as having responded.

Note: The primary function the apparatus was designed to perform should be recorded in this field.

Note: For Exposure reports, leave this entry BLANK.

EXAMPLE Two 750 gpm pumpers responded:

NO. APPARATUS RESPONDED	Engine	0,0,2	Truck		Rescue Med.		Other	
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76100

NUMBER OF APPARATUS RESPONDED:

Truck

DEFINITION The total number of truck apparatus units that responded from your department.

PURPOSE To measure the resources committed to an incident; and to evaluate the number and type of apparatus required to handle different types of emergency situations. It is also basic information for determining apparatus maintenance and replacement needs.

ENTRY Enter the total number of aerial ladders, elevated platforms, or similar apparatus that responded to the incident.

Note: The primary function the apparatus was designed to perform should be recorded in this field.

Note: For Exposure reports, leave this entry BLANK.

EXAMPLES

One aerial ladder responds:

NO. APPARATUS RESPONDED	Engine	Truck	01	Rescue Med.	Other
-------------------------	--------	-------	----	-------------	-------

One aerial ladder and 2 elevating platform responds:

NO. APPARATUS RESPONDED	Engine	Truck	03	Rescue Med.	Other
-------------------------	--------	-------	----	-------------	-------

NUMBER OF APPARATUS RESPONDED: Rescue Med

DEFINITION

The total number of rescue squads, ambulances, medical units that responded from your department.

PURPOSE

To measure the resources committed to an incident; and to evaluate the type of special apparatus required to handle different types of emergency situations. This is also basic information for determining maintenance and replacement needs.

ENTRY

Enter the total number of rescue squads, ambulances, medical units that responded to the scene.

Note: The primary function the apparatus was designed to perform should be recorded in this field.

Note: Fire exposure reports, leave this entry blank.

EXAMPLES

One rescue squad responds:

NO. APPARATUS RESPONDED	Engine		Truck		Rescue Med.	01	Other	
-------------------------	--------	--	-------	--	-------------	----	-------	--

Two fire department paramedic units respond:

NO. APPARATUS RESPONDED	Engine		Truck		Rescue Med.	02	Other	
-------------------------	--------	--	-------	--	-------------	----	-------	--

One fire department EMT unit and one private paramedic unit respond:

NO. APPARATUS RESPONDED	Engine		Truck		Rescue Med.	01	Other	
-------------------------	--------	--	-------	--	-------------	----	-------	--

One engine company and two private paramedic units respond:

NO. APPARATUS RESPONDED	Engine		Truck		Rescue Med.	02	Other	
-------------------------	--------	--	-------	--	-------------	----	-------	--

TOTAL FIRE SERVICE PERSONNEL RESPONDED	Crews	Vol.	NO. APPARATUS RESPONDED	Engine	Truck	Rescue Med.	Other
--	-------	------	-------------------------	--------	-------	-------------	-------

NUMBER OF APPARATUS RESPONDED:

Other

DEFINITION

The total number of other vehicles that responded from your department. This entry includes the Fire Chief's vehicle and specialized apparatus responding to the scene, such as; foam trucks, tankers, field-woods-brush equipment, command posts, cranes, haz mat vehicles, fuel tenders, bulldozers, helicopters, and fireboats, etc.

PURPOSE

To measure the resources committed to an incident; and to evaluate the number and type of special apparatus required to handle different types of emergency situations. It is also basic information for determining maintenance and replacement needs.

ENTRY

Enter the total number of vehicles that responded - other than engines, trucks, and rescue meds. You may want to record the specific types of these "other" vehicles in the Comments Section. (Local policy should establish which vehicles are to be counted.)

Note: The primary function the apparatus was designed to perform should be recorded in this field.

Note: For Exposure reports, leave this entry BLANK.

EXAMPLES

The Fire Chief in his vehicle and a haz mat rig responded to the incident:

NO. APPARATUS RESPONDED	Engine	Truck	Rescue Med.	Other
				02

Two helicopters and four dozers responded to the incident:

NO. APPARATUS RESPONDED	Engine	Truck	Rescue Med.	Other
				06

One light unit, two foam units and one engine company responded:

NO. APPARATUS RESPONDED	Engine	Truck	Rescue Med.	Other
				03

INVOLVEMENT CODE (Local Option)

- DEFINITION** The role of the person identified in the accompanying name block.
- PURPOSE** To identify how the person/entity named is connected to, or involved with, the incident.
- ENTRY** Enter the code that best describes the person/entity identified in the name block immediately following this element.
- Important:** If you identify only one person/entity, be sure to use the **FIRST** entry, and **NOT** the second.

EXAMPLES The owner of the property where the incident occurred:

CODE
PO

A transient in a vacant building:

CODE
TS

The occupant of the property:

CODE
OC

Codes

INVOLVEMENT CODE

AD	Adjuster
AI	Additional Insurer
AR	Arrestee
CC	Corporate Principle Occupant
CO	Corporate Principle Owner
DO	Driver/Owner
DR	Driver
EM	Employee
ER	Employer
FA	Father
IN	Insurer
LE	Lender
MN	Manager
MO	Mother
MR	Mortgagee
OC	Occupant
OO	Occupant/Owner
OT	Other
PA	Passenger
PO	Property Owner
PP	Patient Provider
PR	Partner
PT	Patient
PY	Payee
RA	Real Estate Agent
RP	Reporting Party
SH	Shipper
SP	Spouse
TE	Tenant
TP	Trespasser
TR	Transporter/Carrier
UN	Unknown
VI	Victim
WI	Witness

NAME: LAST, FIRST, MI (Local Option)

DEFINITION

The full name of the person/entity identified by the preceding Involvement Code.

PURPOSE

To identify persons or entities connected with or involved in the incident. This data can also be searched to identify persons/entities that have been involved in more than one incident.

ENTRY

If it is a person, enter the LAST NAME, followed by a COMMA, then the FIRST NAME, followed by a BLANK SPACE, and then the MIDDLE INITIAL.

If it is a business or other entity, enter the name as it is normally written, with ONE BLANK SPACE between each word.

Important: You must be consistent in following this pattern when making this entry, otherwise you will not be able to effectively search for duplicated names. This also affects your ability to combine your data with that from other departments.

EXAMPLES

The property owner is Jane M. Doe:

NAME: Last, First, M.I.	DOE, JANE, M.
-------------------------	---------------

The property owner is the Jane Doe Paper Company:

NAME: Last, First, M.I.	JANE DOE PAPER CO.
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TELEPHONE (Local Option)

DEFINITION

The telephone number for the person/entity named.

PURPOSE

To provide a reference for further contact.

ENTRY

Enter the area code and telephone number.

EXAMPLE

The person's telephone number is (302) 555-4241:

AREA	TELEPHONE
302	555-4241

ADDRESS / CITY	STATE	ZIP
----------------	-------	-----

ADDRESS, CITY, STATE, ZIP CODE (Local Option)

DEFINITION The complete address of the person or entity identified in the name field.

PURPOSE For use by local authorities for contacting the person in connection with the incident; and for identifying multiple incidents involving the same person/entity.

ENTRY Enter the street address with a BLANK SPACE separating the numbers from the name(s); followed by a COMMA, and the name of the city. Enter the 2-digit state abbreviation and 5-digit zip code in the appropriate fields. Do not use "same as above" if both names have the same address.

EXAMPLES The person lives at 14 Delmar Drive, Anytown, Calif. 12345:

ADDRESS / CITY	STATE	ZIP
14 DELMAR DR., ANYTOWN,	CA	12345

The person lives at 145 Delmar Drive, Apartment #62, Anytown, Calif. 12345:

ADDRESS / CITY	STATE	ZIP
145 DELMAR DR., ANYTOWN,	CA	12345

GENERAL PROPERTY USE	SPECIFIC PROPERTY USE	BUILDING CODE OCCUPANCY TYPE	STRUCTURE TYPE	STRUCTURE STATUS	OCCUPIED AT TIME OF INCIDENT
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GENERAL PROPERTY USE

DEFINITION

A property that meets **ALL** the following criteria:

- I. a. A single building containing one or more "Specific Property Uses", or
- b. More than one building of the same or different "Specific Property Use", or
- c. Other multiuse property,
- AND**
- II. Located within a continuous boundary,
- AND**
- III. Operated under one business management or ownership.

PURPOSE

To relate the overall use of property to the specific use of the property involved in the incident. This provides a frame around the picture of where the incident occurred.

ENTRY

Enter the code that best describes the general use of the property.

Note: If the general property itself is nested inside another general property (ie; a hotel at an airport), then record the General Property managed by those who manage the Specific Property involved in the incident. For example: (a) a "hotel" at an airport leased to and managed by a hotel chain, use "Hotel Complex"; and (b) a "hotel" on the grounds of a university, and managed by the university, use "Educational Complex."

In example (a), if the hotel were managed by the airport, then the General Property Use would be "Airport Complex".

Note: This entry is not required when you GIVE Auto/Mutual Aid to another department.

EXAMPLES

A fire in a single family dwelling:

GENERAL
PROPERTY USE | 4.1

A heart attack in an office building:

GENERAL
PROPERTY USE | 5.9

A fire in a restaurant within a hotel:

GENERAL
PROPERTY USE | 4.4

A fire in the laundry room within a hospital:

GENERAL
PROPERTY USE | 3.3

A Haz Mat spill on the freeway:

GENERAL
PROPERTY USE | 9.6

A maintenance shop in a lumber complex:

GENERAL
PROPERTY USE | 7.0

Codes NFPA-901, 1990

**GENERAL PROPERTY
USE**

11. Public recreation use.
Included are zoos, government parks, general recreational parks and improved campsites
12. Stadium, exhibition use.
Included are ball parks, racetracks, sports stadiums, exhibit halls.
13. Religious use.
Included are properties used for funerals and cemeteries.
14. Clubs.
Included are golf clubs, tennis clubs, country clubs, mens' and womens' clubs, and casinos.

**GENERAL PROPERTY
USE (Continued...)**

15. **Judicial, legislative, archival, historic use.**
Included are properties used for courts, libraries, museums.
16. **Restaurant, food service, drinking establishment.**
18. **Theater, studio use.**
Included are drive-in theaters.
21. **Primary- and secondary-level educational use.**
Included are facilities for education through high school level.
22. **Postsecondary-level educational use.**
Included are colleges and universities and all facilities used for post-high-school-level education.
31. **Nursing Care Use.**
Included are nursing and convalescent homes, skilled nursing facilities, intermediate care facilities, and those facilities where persons, because of mental or physical incapacities, may be unable to provide for their own needs and where nursing staff is provided on a 24-hour basis. Medical treatment is minor.
32. **Limited Health Care Use.**
Included are alcohol and substance abuse centers, mentally retarded facilities and those facilities housing individuals who are incapable of self-preservation because of age or physical limitations due to accident or illness, or mental limitations such as mental retardation/developmental disability, mental illness or chemical dependency.
33. **Medical Care Use.**
Included are hospitals, medical centers, hospices, psychiatric institutions and health care facilities where staffing and medical treatment is provided on a 24-hour basis.
34. **Ambulatory Health Care Use.**
Included are ambulatory health care centers and those facilities which provide less than 24-hour service and without sleeping, on an outpatient basis, treatment for patients which would render them incapable of self-preservation.
36. **Detention and Correctional Use.**
40. **Business with residential use.**
Included are apartments over stores.
41. **One- or two- family residential use.**
42. **Multi-family residential use.**
Included are apartments and condominium properties.

**GENERAL PROPERTY
USE (Continued...)**

- 43. **Group living use.**
Included are properties associated with rooming, boarding, and lodging houses, and dormitories or barracks not a part of another general property use.
- 44. **Transient living use.**
Included are properties associated with hotels, motels, inns, and the like.
- 45. **Residential Board and Care Use.**
Included are facilities that provided personal care to insure the safety of the occupants who are capable of limited self-preservation but because of age or physical limitations require a minimal level of personal care.
Excluded are facilities that provide care to those who require chronic or convalescent care (31, 32, or 33).
- 47. **Mobile home park use.**
- 51. **Sales use.**
Included are properties where the predominant use is the sale of products.
Excluded are combination sales-residential use (40).
- 52. **Service use.**
Included are properties where the predominant use is for the service, maintenance, or cleaning of products.
Excluded are sales areas with minor service or repair use (51).
- 59. **Business, office use.**
Included is non-military government office use.
Excluded is military office use (63).
- 61. **Power, energy production or distribution.**
- 62. **Research use.**
Included is laboratory use.
- 63. **Military, defense use.**
- 64. **Communication use.**
Included are data processing centers.
- 65. **Farm, agricultural use.**
Included are timberland and tree farms, orchards, and livestock production.
- 66. **Indian reservation.**
- 67. **Mining, quarrying.**
- 70. **Industrial, manufacturing use.**
- 80. **Storage, warehousing use.**
- 91. **Refuse disposal.**
Included are all properties associated with the collection, storage, and disposal of discarded material.
- 92. **Property undergoing transformation.**
Included are construction sites, demolition sites.

**GENERAL PROPERTY
USE (Continued...)**

- 93. **Wild land.**
Included are local, state, and national forest land where harvesting of timber or mining is not normally done.
- 94. **Water, waterfront areas use.**
Included are passenger terminals and facilities catering to boating and shipping.
Excluded is ship manufacturing (70).
- 95. **Railroad transportation use.**
Included are passenger terminals.
Excluded are railroad areas on other general properties.
- 96. **Motor vehicle transportation use.**
Included are highways, roads, streets and passenger terminals. Excluded are vehicle areas on other general properties.
- 97. **Air transportation use.**
Included are passenger terminals.
- 98. **Property with no apparent current use.**
- 99. **General Property Use not classified above. Explain in Comment section.**
- 00. **General Property Use undetermined or not reported.**

to
of
of

GENERAL PROPERTY USE	SPECIFIC PROPERTY USE	BUILDING CODE OCCUPANCY TYPE	STRUCTURE TYPE	STRUCTURE STATUS	OCCURRED AT TIME OF INCIDENT
----------------------	-----------------------	------------------------------	----------------	------------------	------------------------------

SPECIFIC PROPERTY USE

DEFINITION

The function of a specific space, structure, or portion of a structure, as used by the owner, tenant or occupant of the space.

Specific Property Use is either:

1. The principal use of the structure or outside area when used for a single purpose;
OR
2. The principal use of a fire division compartment when the structure is used for multiple purposes;
OR
3. The principal use of a section of a structure, space or area when there are multiple specific uses, tenants or businesses using the same General Property.

Specific Property Uses are classified in nine major divisions:

1. Public Assembly
2. Educational
3. Health Care and Penal
4. Residential
5. Business
6. Basic Industry, Utilities, Defense & Agriculture
7. Manufacturing
8. Storage
9. Special

These are further divided into more divisions and subdivisions to provide additional levels of detail while maintaining uniformity within each classification.

PURPOSE

To identify the actual use of the property involved in the incident; or in the case of MOBILE property, to identify the use of the property the vehicle was on at the time of the incident.

Any property may be put to varying uses, ie; a particular building could serve as a commercial office center, or a hospital, or a department store. The intent of the SPU is to establish what the property was being used for at the time of the incident.

As an example, property used for the storage of a product is reported as such whether the storage is inside or outside . . . in other words, the principal use of the property involved is actually "storage".

The SPU further focuses the picture that was formed by the General Property Use. It indicates the fire potential of that property, which can be used to prioritize and evaluate prevention efforts targeted on properties of similar use. It is also used with other data fields to assess the adequacy, or effectiveness, of codes and regulations that govern a particular property use.

The SPU is a key index in the fire analysis process, particularly when the data is pooled at the state and national levels.

ENTRY

Enter the code that best describes the actual use of the property involved in the incident.

Important: When MOBILE PROPERTY is involved in an incident while parked or in transit, you enter the SPU that best describes the use of the property the vehicle was on at the time.

When mobile property, such as a trailer, is stationary, and is being used for a specific purpose, then you enter the SPU for that use. An example is a travel trailer used as an office at a construction site. In this case, the SPU would be for the "office" - not for the property it was located on.

Note: This entry is not required when you GIVE Auto/Mutual Aid to another department.

EXAMPLES

Fire in a small appliance repair shop, without sales:

SPECIFIC PROPERTY USE **532**

Vehicle fire on Interstate 5:

SPECIFIC PROPERTY USE **961**

Vehicle fire in the attached garage of a single family home:

SPECIFIC PROPERTY USE **411**

Vehicle fire in a city owned parking garage:

SPECIFIC PROPERTY USE **882**

Vehicle fire on the driveway of a duplex dwelling:

SPECIFIC PROPERTY USE **963**

Codes NFPA-901, 1990

SPECIFIC PROPERTY USE

Major Headings

- Assembly Property.
- Educational Property.
- Health Care and Penal Property.
- Residential Property.
- Mercantile, Business Property.
- Basic Industry, utility, Defense, Agriculture Property.
- Manufacturing Property.
- Storage Property.
- Special Property.

ASSEMBLY PROPERTY -
1 series.

Places for the congregation or gathering of people for amusement, recreation, social, religious, patriotic, civic, travel and similar purposes are known as public assembly properties. Such properties are characterized by the presence or potential presence of crowds, with attendant panic hazard in

case of fire or other emergency. They are generally open to the public, or may, on occasions, be open to the public. The occupants are present voluntarily and are not ordinarily subject to discipline or control. They are generally able-bodied persons, whose presence is transient in character, and who do not intend to sleep on the premises.

Fixed Use Amusement, Recreation Places.

- 111. Bowling establishment.
- 112. Billiard center.
Included are pool centers and pool halls.
- 113. Amusement center.
Amusement hall, such as shooting gallery, penny arcade, bingo hall, and the like.
Excluded are bowling establishments (111), billiard centers (112), and halls with variable use (121).
- 114. Ice rink.
Included are establishments used solely for ice skating, ice hockey, and curling. Ice rinks in arenas and other places that can be converted to other uses are classified in division 12.
- 115. Roller rink.
- 116. Swimming facility.
Included are all swimming pools, related cabanas, bathhouses, and equipment locations.
- 119. Fixed Use Amusement, Recreation Places not classified above. Explain in Comment section.
- 110. Fixed Use Amusement, Recreation Places; insufficient information available to classify further.

Variable Use Amusement, Recreation Places.

- 121. Ballroom, gymnasium.
Included are dance halls.
- 122. Exhibition hall, exposition hall.
- 123. Arena, stadium.
Fixed seating in large areas.
Included are ball parks, racetracks, grandstands, and sports gardens.
- 124. Playground
- 129. Variable Use Amusement, Recreation Places not classified above. Explain in Comment section.
- 120. Variable Use Amusement, Recreation Places; insufficient information available to classify further.

Places of Worship, Funeral Parlors.

131. Place of worship
Included are cathedrals, chapels, churches, missions, synagogues, temples, and the like.
132. Religious education facility.
Facilities for use in periodic religious education.
Included are Sunday schools.
Excluded are regular education buildings run by religious institutions which are classified in major division 2.
133. Church hall.
Hall for fellowship, meetings, and the like.
Included are offices, kitchens, and classrooms contained within the structure.
Excluded are religious meeting halls that are part of a structure used principally as a place of worship (131).
134. Funeral parlor, chapel.
Included are crematoriums, mortuaries, morgues, and mausoleums.
139. Places of Worship, Funeral Parlors not classified above.
Explain in Comment section.
130. Places of Worship, Funeral Parlors; insufficient information available to classify further.

Clubs.

141. City club.
Included are city club facilities without sleeping accommodations, such as athletic, lodge, social, steam bathing, health, swimming, YMCA, and boys' clubs. If sleeping accommodations are present, classify in major Division 4.
Excluded are nightclubs (162).
142. Country club.
Included are country club facilities, such as golf, tennis, rifle, hunting, fishing, beach, and riding clubs.
143. Yacht club.
Included are boating and yacht club facilities.
Excluded are marinas and boat mooring facilities (885), boat repair facilities (782), and marine refueling facilities (577).
144. Casinos, gaming, or gambling places.
149. Clubs not classified above. Explain in Comment section.

ASSEMBLY PROPERTY -
1 series. (Continued...)

140. Clubs; insufficient information available to classify further.

Libraries, Museums, Courtrooms.

151. Library.

152. Museum, art gallery.

Included are aquariums and planetariums

153. Historic building.

154. Memorial structure, monument.

155. Courtroom.

156. Legislative hall.

159. Libraries, Museums, Courtrooms not classified above.
Explain in Comment section.

150. Libraries, Museums, Courtrooms; insufficient information available to classify further.

Eating, Drinking Places.

Included are retail establishments selling prepared foods and drinks.

161. Restaurant.

Those eating places specializing in food primarily for consumption on the premises.

Included are cafeterias and diners, with table or automatic services.

162. Nightclub.

Those places specializing in food and drink: They may have dancing or entertainment.

Included are key clubs, supper clubs, and dinner theaters.

163. Tavern.

Those places specializing in the sale of alcoholic beverages, consumed primarily on the premises, with food as a minor supplement only.

164. Lunchroom, drive-in.

Those places specializing in quick service for food or beverages.

Included are lunch counters, drive-ins, snack bars, and the like.

Excluded are delicatessens (516).

169. Eating, Drinking Places not classified above. Explain in Comment section.

160. Eating, Drinking Places; insufficient information available to classify further.

**ASSEMBLY PROPERTY -
1 series. (Continued...)**

Passenger Terminals.

Included are incidental freight handling facilities.

- 171. Airport passenger terminal.
- 172. Heliport, helistop.
- 173. Bus passenger terminal.
Included are terminals for airline limousines and downtown airline terminal buildings.
- 174. Street level rail terminal.
- 175. Underground rail terminal.
- 176. Elevated rail terminal.
- 177. Marine passenger terminal.
Included are ferry terminals.
- 179. Passenger Terminals not classified above. Explain in Comment section.
- 170. Passenger Terminals; insufficient information available to classify further.

Theaters, Studios.

- 181. Legitimate theater.
Included are combined live and movie theaters.
- 182. Auditorium, concert hall.
- 183. Motion-picture theater.
Excluded are drive-in theaters (184).
- 184. Drive-in motion-picture theater.
- 185. Radio, TV studio.
- 186. Motion-picture studio.
Included are motion-picture making studios and editing areas.
Excluded are film processing facilities (797).
- 189. Theaters, Studios not classified above. Explain in Comment section.
- 180. Theaters, Studios; insufficient information available to classify further.

Assembly Property: Unclassified.

- 109. Assembly Property not classified above. Explain in Comment section.
- 100. Assembly Property; insufficient information available to classify further.

**EDUCATIONAL
PROPERTY - 2 series.**

Educational properties are those used for the gathering of groups of persons for purposes of instruction such as schools, colleges, universities, and academies. Educational properties are distinguished from public assembly properties in that the same occupants are present regularly, and they are subject to discipline and control. Included are part-day nursery schools, kindergartens, and other schools whose primary purpose is education.

Other properties associated with educational institutions are classified in accordance with their actual use.

Nonresidential Schools.

All public, private, or parochial schools where students attend during the day only.

- 211. Nursery school.
Schools for pre-kindergarten age children, operating 4 hours a day or less. If operating over 4 hours, classify as Division 25, Day Care Facility.
- 212. Kindergarten.
Schools for children in the grade before grade 1.
- 213. Elementary school.
- 214. Junior high school.
Included are intermediate and middle schools.
- 215. High school.
- 219. Nonresidential Schools not classified above. Explain in Comment section.
- 210. Nonresidential Schools; insufficient information available to classify further.

Residential Schools.

All public, private, or parochial boarding schools, including such day student facilities as may be present.

- 221. Residential school classroom building.
Buildings containing classrooms.
Included are such laboratories, libraries, and offices as may be present. If one building houses the entire school, the fire is classified by point of origin, that is, dormitory, office, etc. Other buildings in a school property are classified as to their appropriate specific property use.
- 229. Residential Schools not classified above. Explain in Comment section.

**EDUCATIONAL
PROPERTY - 2 series.
(Continued...)**

220. Residential Schools; insufficient information available to classify further.

Trade, Business Schools.

Other than high school or college.

231. Vocational, trade school.

232. Business school.

233. Specialty school.

234. Rehabilitation center where attendance is by choice. Excluded are vocational rehabilitation centers where attendance is by direction (346).

239. Trade, Business Schools not classified above. Explain in Comment section.

230. Trade, Business Schools; insufficient information available to classify further.

Colleges, Universities.

241. College classroom building.

Buildings containing classrooms used for higher education whether a college, university, junior college, community college, or any other institution of higher learning.

Included are such incidental laboratories, libraries, and offices as may be present. If one building houses the entire college, classify here. Other buildings in a college are classified under the appropriate specific property use, such as dormitory, office, and the like.

249. Colleges, Universities not classified above. Explain in Comment section.

240. Colleges, Universities; insufficient information available to classify further.

Day Care Facility.

A facility for the care, maintenance, and supervision of clients by other than their relative(s) or legal guardian(s) for less than 24 hours per day.

251. Day Care Facility for up to 7 clients.

252. Day Care Facility for 7 to 12 clients.

253. Day Care Facility for over 12 clients.

259. Day Care Facility not classified above. Explain in Comment section.

**EDUCATIONAL
PROPERTY - 2 series.
(Continued...)**

250. Day Care Facility; insufficient information to classify further.

Educational Property: Unclassified.

209. Educational Property not classified above. Explain in Comment section.

200. Educational Property; insufficient information available to classify further.

**HEALTH CARE, AND
DETENTION AND
CORRECTIONAL
PROPERTY - 3 series.**

Note: Both health care and detention and correctional properties are classified in Major Division 3 because of the lack of additional single digit numbers. The fire problems associated with these two different types of property use should be analyzed separately.

Health care properties are those used for purposes such as medical or other treatment or care of persons suffering from physical or mental illness, disease, or infirmity. Such buildings ordinarily provide sleeping facilities for the occupants.

Nursing Homes.

311. Facilities, licensed by the state, providing 24-hour nursing care for 4 or more persons. Included are licensed: nursing homes, long-term care facilities, intermediate care facilities (ICF), skilled nursing facilities (SNF) and convalescent homes.

319. Nursing Home care not classified above. (For facilities without 24-hour nursing staff, see Section 45, Residential Board and Care). Explain in Comment section.

310. Nursing Home; insufficient information available to classify further.

Limited Care Facilities.

Limited care facilities are facilities used for the housing, on a 24-hour basis, of 4 or more persons, who are incapable of self-preservation because of age or physical limitations, due to accident, illness or mental limitations.

321. Mental retardation (MR)/development disability facility.

**HEALTH CARE, AND
DETENTION AND
CORRECTIONAL
PROPERTY - 3 series
(Continued...)**

- 322. Alcohol or Substances Abuse center where individuals are incapable of self-preservation.
- 329. Limited Care Facility not classified above. Explain in Comment section.
- 320. Limited Care Facility; insufficient information available to classify further.

Hospitals.

- 331. Medical, psychiatric, pediatrics or hospital type infirmary.
Included are specialty hospitals, accredited or licensed by a state.
- 332. Hospices.
Included are facilities where the care and treatment of the terminally ill is provided on a 24-hour basis and is accredited or licensed by a state for such use.
- 339. Hospitals not classified above. Explain in Comment section.
- 330. Hospitals; insufficient information available to classify further.

Ambulatory Care Facility.

Ambulatory Care Facilities are facilities used for health care which provide less than 24-hour service for 4 or more patients without sleeping, generally on an out-patient basis. Treatment provided to patients may render them incapable of self-preservation due to application of general anesthesia or requiring assistance from others due to specified treatment.

- 341. Clinic.
Included are out-patient clinics and freestanding emergency medical facilities which 4 or more patients may be rendered incapable of self-preservation.
- 342. Oral surgeon, dentist or doctor's office. (For facilities with less than 4 patients incapable of self-preservation, see medical office building (593).
- 343. Hemodialysis Units.
- 349. Ambulatory Care Facility not classified above. Explain in Comment section.
- 340. Ambulatory Care Facility; insufficient information to classify further.

**HEALTH CARE, AND
DETENTION AND
CORRECTIONAL
PROPERTY - 3 series.
(Continued...)**

Other Health Care Facility.

- 359. Health Care Facility not classified above. Explain in Comment section.
- 350. Health Care Facility; insufficient information to classify further.

Care of the Physically Restrained.

- 361. Prison, cell block for men.
- 362. Prison, cell block for women.
- 363. Juvenile detention home.
- 364. Men's detention camp.
Minimum security type.
- 365. Police station.
- 366. Vocational rehabilitation center.
Attendance by direction.
Excluded are rehabilitation center where attendance is by choice (234).
- 369. Care of the Physically Restrained not classified above. Explain in Comment section.
- 360. Care of the Physically Restrained; insufficient information available to classify further.

Other Detention and Correctional Facility.

- 399. Detention and Correctional Facility not classified above. Explain in Comment section.
- 390. Detention and Correctional Facility; insufficient information available to classify further.

**Health Care, and Detention and Correctional Property:
Unclassified.**

- 309. Health Care, and Detention and Correctional Property not classified above. Explain in Comment section.
- 300. Health Care, and Detention and Correctional Property; insufficient information available to classify further.

**RESIDENTIAL PROPERTY
- 4 series.**

A residential property is one in which sleeping accommodations are provided for normal living purposes, and includes all buildings designed to provide sleeping accommodations except those classified under Health Care, Penal (major division 3).

RESIDENTIAL PROPERTY
- 4 series. (Continued...)

Subdivisions of residential property used in this section are separated according to potential life hazard. Popular names and legal definitions may be different from those given here. The categories here, however, are significant from a fire and life protection standpoint.

CAUTION: Classify the property by its actual use according to the standard definitions given here, not by what the property owner cares to call his building. Thus, a residential property called a "hotel" on the sign over the door may not be a hotel by these definitions. From a fire standpoint it may be an Apartment (division 42), or a Rooming House (division 43), depending upon its use.

There are three major differences between categories of residential property used in this document:

- (a) A separate and independent living unit for each person or group of related persons; or not.
- (b) Kitchens in individual units; or not.
- (c) Generally long-term occupants; or not.

In residential structures falling between the categories given below, use the category appearing most applicable.

One- and Two-Family Dwelling.

If the following criteria apply, use the following classification.

- Separate living units - Yes
- Kitchens in units - Yes
- Long-term occupants - Yes

Private dwellings and duplexes each occupied by members of a single family group, with rooms rented to no more than three outsiders per unit. If a separate business or other occupancy is contained in the building, the residential unit(s) is classified in Division 42.

"Row houses," "town houses," "garden apartments," and other similar units regardless of local terminology, are classified as dwellings (division 41) when one or two units are separated from the adjoining units by fire division assemblies, and the one or two units are under their own roof.

RESIDENTIAL PROPERTY
- 4 series. (Continued...)

A mobile home not in transit, and used as a dwelling, should be classified here, and also as a "mobile building" (subdivision 17) in "Mobile Property Type." A travel trailer not in transit and used as a dwelling should be classified here, and also as a "travel trailer" (subdivision 15) in "Mobile Property Type."

A mobile home or travel trailer in transit should be classified using the appropriate classification in major division 9 of this chapter and its type should be classified in "Mobile Property Type." Fires in these should be classified as vehicle fires when they are in transit.

Attached parking garages are included here unless separated from the dwelling by a fire division assembly. Detached parking garages are classified in subdivision 881.

- 411. One-family dwelling; year-round use.
- 412. One-family dwelling; seasonal use.
- 414. Two-family dwelling; year-round use.
- 415. Two-family dwelling; seasonal use.
- 419. One- and Two-Family Dwelling not classified above. Explain in Comment section.
- 410. One- and Two-Family Dwelling; insufficient information available to classify further.

Apartments, Tenements, Flats.

If the following criteria apply, use the following classification.

- Separate living units - Yes
- Kitchen in units - Yes
- Long-term occupants - Yes

Quarters for families living independently of each other, and with kitchen facilities in individual units, whether designated as "apartment house," "garden apartment," tenement," "condominium apartment," "flat," or by any other name.

Regardless of local terminology, living units are classified here when three or more units are located within common fire division walls, and the units are under a common roof, or have a common basement.

RESIDENTIAL PROPERTY
- 4 series. (Continued...)

An apartment in a building with a separate store, office, or other business is identified here and also as a "Business with Residential" General Property Use.

- 421. 1 or 2 living units with business.
Excluded are one or two living units without business which are classified as dwellings (division 41).
- 422. 3 through 6 units.
- 423. 7 through 8 units.
- 424. 9 through 10 units.
- 425. 11 through 12 units.
- 426. 13 through 14 units.
- 427. 15 through 20 units.
- 428. Over 20 units.
- 429. Apartments, Tenements, Flats not classified above.
Explain in Comment section.
- 420. Apartments, Tenements, Flats; insufficient information available to classify further.

Rooming, Boarding, Lodging Houses.

If the following criteria apply, use the following classification.

- Separate living units - Yes
- Kitchens in units - No
- Long-term occupants - Either

Living quarters in which separate sleeping rooms are rented, with sleeping accommodations for a total of not more than 16 persons, on either a transient or permanent basis, with or without meals, but without separate cooking facilities for individual occupants.

Halfway houses or group care homes can be classified here if all persons are certified by mental or health authorities as capable of self-help under emergency conditions.

Where rooms are rented for one to three persons, classify in division 41. Where rooms are rented for more than 16 persons, classify in division 44 or division 46.

- 431. 4 to 8 roomers or boarders.
- 432. 9 to 16 roomers or boarders
- 439. Rooming, Boarding, Lodging Houses not classified above. Explain in Comment section.

430. Rooming, Boarding, Lodging Houses; insufficient information available to classify further.

Hotels, Motels, Inns, Lodges.

If the following criteria apply, use the following classification.

- Separate living units - Yes
- Kitchens in units - No
- Long-term occupants - No

Living quarters in which there are sleeping accommodations for hire for more than 16 persons, primarily used by transients, lodged with/without meals, but without separate cooking facilities in each unit, whether designated as a "hotel," "motel," "club," "apartment hotel," "YMCA," "lodge," or by any other name. Included are dormitories for transient occupants.

Facilities for 16 or less persons are classified in Division 43.

- 441. Less than 20 units; year-round use.
- 442. Less than 20 units; seasonal use.
- 443. 20 to 99 units; year-round use.
- 444. 20 to 99 units; seasonal use.
- 445. 100 or more units; year-round use.
- 446. 100 or more units; seasonal use.
- 449. Hotels, Motels, Inns, Lodges not classified above. Explain in Comment section.
- 440. Hotels, Motels, Inns, Lodges; insufficient information available to classify further.

Residential Board and Care.

A facility used to provide lodging, boarding, and personal care services for four or more residents unrelated by blood or marriage to its owners or operators.

"Personal care" means protective care of a resident who does not require chronic or convalescent medical or nursing care. Personal care involves responsibility for the safety of the resident when in the building. Protective care may include a daily awareness by the management of the resident's functioning and his or her whereabouts, the arrangement of appointments and reminders of appointments for a resident, the ability and readiness to intervene if a crisis arises for a resident, supervision in areas of nutrition and medication, and

RESIDENTIAL PROPERTY
- 4 series. (Continued...)

actual provision of transient medical care.
Facilities for 3 or less persons would be classified in Division 41 or 42 as appropriate.

- 451. Residential Board and Care for 4 to 16 persons.
- 452. Residential Board and Care for more than 16 persons.
- 459. Residential Board and Care not classified above.
Explain in Comment section.
- 450. Residential Board and Care; insufficient information available to classify further.

Dormitories.

If the following criteria apply, use the following classification.

- Separate living units - Either
- Kitchens in units - No
- Long-term occupants - Yes

Living quarters provided for more than 16 persons for an extended period, for persons not members of the same family group, in one room or a series of closely associated rooms, under joint occupancy and single management, with/without meals. Use division 44 for dormitories with transient occupants.

Facilities for 16 or less persons are classified in Division 43.

- 461. School, college, university dormitory.
- 462. Fraternity, sorority house.
- 463. Nurses' quarters.
- 464. Military barracks.
- 465. Convent, monastery, other religious dormitory.
- 466. Bunk house, workers' barracks.
- 469. Dormitories not classified above. Explain in Comment section.
- 460. Dormitories; insufficient information available to classify further.

Home Hotels.

If the following criteria apply, use the following classification.

- Separate living units - Yes

RESIDENTIAL PROPERTY

- 4 series. (Continued...)

- Kitchens in units - Yes
- Long-term occupants - No

Living quarters for persons or families living independently of each other, with kitchen facilities and with a transient population, whether designated as "hotel," "apartment," "apartment hotel," or by any other name.

- 481. Less than 20 units; year-round.
- 482. Less than 20 units; seasonal.
- 483. 20 to 99 units; year-round.
- 484. 20 to 99 units; seasonal.
- 485. 100 or more units; year-round.
- 486. 100 or more units; seasonal.
- 489. Home Hotels not classified above. Explain in Comment section.
- 480. Home Hotels; insufficient information available to classify further.

Other Residential Occupancies.

- 491. Children's playhouse.
- 492. Outdoor sleeping quarters. Included are tents.
- 499. Other Residential Occupancies not classified above. Explain in Comment section.
- 490. Other Residential Occupancies; insufficient information available to classify further.

Residential Property: Unclassified.

- 409. Residential Property not classified above. Explain in Comment section.
- 400. Residential Property; insufficient information available to classify further.

MERCANTILE, BUSINESS PROPERTY - 5 series.

Mercantile properties include all markets and other areas, buildings, or structures for the display, sale, repair, or service of merchandise, new or used, purchased or rented. Mercantile or store properties generally have a capacity for a large number of people and usually have a display and sales area that is large in relation to the storage area. Business properties are those principally used for the transaction of business and the keeping of private or public records.

**MERCANTILE, BUSINESS
PROPERTY - 5 series.
(Continued...)**

Food, Beverage Sales.

Sales of food and beverage for consumption on the premises is classified in division 16.

511. **Supermarket.**
Supermarkets that sell a broad line of food items as well as some nonfood items and cover over 930 sq m (10,000 sq ft) in total area.
512. **Market, grocery store.**
Markets and grocery stores that sell a broad line of food items as well as some nonfood items and cover less than 930 sq m (10,000 sq ft) in total area.
513. **Specialty food store.**
Specialty food stores that specialize in a few basic food items and may have supplementary items for customer convenience.
Included are meat, fish, candy, bakery, gourmet shops, and roadside farm produce stands and counters.
Excluded are liquor, beverage stores (514), creamery, dairy stores (515), and delicatessens (516).
514. **Liquor, beverage store.**
515. **Creamery, dairy store.**
516. **Delicatessen.**
Sales of prepared foods mainly for consumption off the premises.
Included are pick-up type restaurants (164).
519. **Food, Beverage Sales not classified above. Explain in Comment section.**
510. **Food, Beverage Sales; insufficient information available to classify further.**

Textile, Wearing Apparel Sales.

521. **Clothing store.**
Sales of wearing apparel, whether new or used, and clothing rental shops.
Included are sales of accessories incidental to clothing sale.
Excluded are shoe stores (522) and fur stores (525).
522. **Clothing accessories, shoe store.**
Shops specializing in clothing accessories, whether new, used, or rented.
Included are tie, shoe, shirt, and hat stores.

**MERCANTILE, BUSINESS
PROPERTY - 5 series.
(Continued...)**

523. Shoe repair shop.
Repair of boots and shoes (cobbling).
Included are repairers who also make footwear; and
shining stands and shops.
524. Tailor, dressmaking shop.
Included are stores specializing in alterations to
ready-made wear.
525. Fur store.
Stores specializing in fur sales.
Excluded are fur departments of stores with a broad
line of clothing goods (521) and storage of fur
garments (828).
526. Dry goods store.
Included are all sales of dry goods, yard goods, and
piece goods.
Excluded are clothing stores (521), and rug or carpet
sales (536).
529. Textile, Wearing Apparel Sales not classified above.
Explain in Comment section.
520. Textile, Wearing Apparel Sales; insufficient information
available to classify further.

Household Goods Sales, Repairs.

Sales of common items used principally to equip and
maintain the home.

531. Furniture store.
Included are sales of all new and used furniture, office
furniture, and large non-desk-top office equipment,
such as water coolers.
Excluded are office supply and desk-top office
equipment sales (541), and furniture departments of
large multi-department stores (581).
532. Appliance store.
Included are those stores principally selling major and
minor appliances with/without associated repair
departments.
Excluded are appliance repair shops without sales
(538).
533. Hardware store.
Included are sales of tools and associated equipment,
parts, and retail plumbing supplies.

**MERCANTILE, BUSINESS
PROPERTY - 5 series.**
(Continued...)

534. Music store.
Included are the sale or rental of records, sheet music, pianos, organs, and other instruments, and associated listening and teaching facilities.
535. Wallpaper, paint store.
Included are sales of wall covering and decorating materials, and sale or rental of associated tools and equipment.
536. Rug, floor covering store.
Included are the sale or rental of rugs, carpets, and floor covering, and sale or rental of associated tools and equipment.
537. Furniture repair shop.
Included are shops for repair of furniture and upholstery without sales
Excluded are repairs with sales (531).
538. Appliance repair shop.
Included are shops for repair of appliances without sales.
Excluded are repairs with sales (532).
539. Household Goods Sales, Repairs not classified above.
Explain in Comment section.
530. Household Goods Sales, Repairs; insufficient information available to classify further.

Specialty Shops.

Sales of material commonly used in the home.

541. Book, stationery store.
Included are sales of new or used books, office supplies, and desk-top office equipment.
Excluded are sales of larger office equipment and office furniture (531).
542. Newsstand, tobacco shop.
543. Drug store.
Usually has a pharmacist on duty.
Excluded are drug stores that are chiefly variety stores (582 or 583).
544. Gift, jewelry store.
Included are sales of glassware, china, and silver; and the repair of jewelry and watches.
545. Electronic specialty store.
Included are sales of radios, CBs, computers, televisions, video recording equipment, HiFis and related components.

**MERCANTILE, BUSINESS
PROPERTY - 5 series.**
(Continued...)

546. **Leather goods shop.**
Included are the sale of leather goods, and luggage of all types and from all materials.
Excluded are shoe stores (522).
547. **Florist shop, greenhouse.**
Included are florist shops for the sale of flowers (artificial or natural), greenhouses, and flower raising operations.
549. **Specialty Shops not classified above. Explain in Comment section.**
540. **Specialty Shops; insufficient information available to classify further.**

Recreation, Hobby, or Home Repair Supply Sales, Personal Services.

The sale and processing of material used in hobbies, sports, and recreation activities, and personal service.
Excluded are record shops (534).

551. **Hobby, toy shop.**
Included are the sale of toys and hobby supplies.
Excluded are art supplies (563), sporting goods (552), and photographic goods (553).
552. **Sporting goods store.**
Included are the sale of firearms, ammunition, tents, and other material for use in all sporting events.
Excluded are sportswear shops (521).
553. **Photographic supply sales, still-picture studio.**
Included is the sale of photographic equipment.
Excluded are motion-picture studios (186) and plant processing of film (797).
554. **Garden supply store.**
Included are the retail sale of equipment, seeds, fertilizer for home or garden use, and sale or rental of snow blowers, lawn sweepers, and other home maintenance machines.
555. **Retail lumber sales.**
Lumber distribution centers often of the supermarket type.
Included are sales of related home repair supplies.
Excluded are lumber yards used principally for storage (851).
556. **Pet store, animal hospital.**
Sale of pets, animal and pet supplies.
Included are animal hospitals and care centers.

**MERCANTILE, BUSINESS
PROPERTY - 5 series.**
(Continued...)

572. Private service station.
Private or fleet vehicle refueling where an employee may fuel the vehicle himself, such as at a transit company garage, a trucking company yard, or a farm.
573. Motor vehicle repair, paint shop.
Repair of automobiles or motor trucks and shops doing specialized repair work to motor vehicles such as repair of auto tops, hoods, or electrical systems.
574. Motor vehicle, trailer sales.
Included are the sale of farm implements and motorcycles.
575. Motor vehicle accessory sales.
Sale of accessories for motor vehicles such as lights, tires, parts, and special tools.
576. Boat, pleasure-craft sales.
Sale of boats, marine vessels, outboard motors, and accessories.
Excluded are incidental sales at boat storage facilities (885) and boat repair yards (782).
577. Marine service station.
Refueling facilities for marine vessels of any size.
578. Car washing facility.
579. Motor Vehicle or Boat Sales, Services not classified above. Explain in Comment section.
570. Motor Vehicle or Boat Sales, Services; insufficient information available to classify further.

General Item Stores.

Included are stores selling a wide range of items that cannot be readily classified in previous subdivisions.

581. Department store.
A store with many separate lines of goods, but to be classified here the store must have a full furniture department.
582. Small variety store.
A store of less than 930 sq m (10,000 sq ft) with a wide range of goods but no furniture department
Included are Army-Navy stores, "5 and 10 cent stores," second-hand stores, and surplus stores.

**MERCANTILE, BUSINESS
PROPERTY - 5 series.
(Continued...)**

- 557. Barber, beauty shop.
- 558. Fireworks sales.
included are retail fireworks sales from temporary or permanent locations.
- 559. Recreation, Hobby, or Home Repair Supply Sales, Personal Services not classified above. Explain in Comment section.
- 550. Recreation, Hobby, or Home Repair Supply Sales, Personal Services; insufficient information available to classify further.

Professional Supplies, Services.

- 561. Professional supply sales.
Included are the sale of stethoscopes, hospital supplies, special tools, engineering instruments, and other professional supplies
- 562. Trade supply sales.
Included are the sale of machinists' supplies, plumbers' tools, and carpenters' equipment.
- 563. Art supply sales.
- 564. Self-service laundry, dry cleaning.
- 565. Linen supply house.
- 566. Laundry, dry cleaner pickup shop.
Shops for pickup of laundry and cleaning with little or no processing on the premises, other than pressing.
- 567. Home maintenance services.
Included are firms doing home maintenance work such as floor cleaning, window washing, chimney cleaning, and exterminating.
- 568. Restaurant supplies, services.
- 569. Professional Supplies, Services not classified above. Explain in Comment section.
- 560. Professional Supplies, Services; insufficient information available to classify further.

Motor Vehicle or Boat Sales, Services.

- 571. Public service station.
Fuel service facilities for motor vehicles operated for the public, such as gasoline service stations, diesel fuel stations, and LP-Gas stations, with associated lubricatorium and wash facilities.
Included are service station islands.
Excluded are marine service facilities (577).

**MERCANTILE, BUSINESS
PROPERTY - 5 series.**
(Continued...)

offices; state or provincial government offices; central government offices; offices of the armed forces and defense agencies; and savings and loan companies without first-story banking premises.

592. Bank, with first-story banking facilities.
Excluded are savings and loan companies without first-story banking premises (591).
593. Medical, research, scientific office.
Included are surgical, dental, health service offices; out-patient clinics; offices of nurses and midwives; consulting rooms or offices of physicians, surgeons, and other medical practitioners; offices primarily engaged in research; and offices at meteorological institutes.
Excluded are laboratories classified in division 62 and offices that provide treatment for 4 or more patients that may render them incapable of self-preservation due to application of general anesthesia or requiring assistance from others due to specified treatment (342).
594. Engineering, architectural, technical office.
Included are surveying and scientific engineering development offices, and permanent office buildings of a contractor.
Excluded are contractor's job-site-located offices (591) and tool or parts storage (808).
595. Mailing firm.
596. Post office.
598. Offices not classified above. Explain in Comment section.
590. Offices; insufficient information available to classify further.

Mercantile, Business Property: Unclassified.

509. Mercantile, Business Property not classified above.
Explain in Comment section.
500. Mercantile, Business Property; insufficient information available to classify further.

**BASIC INDUSTRY,
UTILITY, DEFENSE,
AGRICULTURE
PROPERTY - 6 series.**

Included are agriculture, forestry, the extractive and mining industries, mineral products, utilities, laboratories, nuclear plants, and communication facilities; and national defense sites, since they depend so heavily on communications.

**MERCANTILE, BUSINESS
PROPERTY - 5 series.
(Continued...)**

- 583. Large variety store.**
A store of 930 sq m (10,000 sq ft) or over with a wide range of goods but no furniture department. Merchandise is usually displayed as in a supermarket, and stores are usually self-service with check-out counters.
- 584. Mail order store.**
Mail order and catalogue stores with display area regardless of size. Use subdivision 581 when applicable and when the mail order section is a small section of the larger store.
- 585. Mall.**
Included are only the areas common to a multi-store facility.
- 589. General Item Stores not classified above. Explain in Comment section.**
- 580. General Item Stores; insufficient information available to classify further.**

Offices.

Office properties are those used for the transaction of business, for the keeping of accounts and records, and for similar purposes. Included are buildings housing business, administrative, professional, or regulatory functions; doctors' and dentists' offices, unless of such character as to be classified as hospitals; service facilities usual to office buildings; and municipal office buildings, as their principal function is the transaction of the public business and the keeping of books and records.

Minor office occupancy incidental to operations in another property shall be considered part of the predominating property.

- 591. General business office.**
Office buildings for the administration of industrial and business enterprises whether at the plant or located elsewhere.
Included are offices of insurance carriers, consultants, and adjusting agencies; real estate operators, developers, and agents; lawyers, advocates, and solicitors; importers, exporters, manufacturer's agents, commodity brokers; trade associations, chambers of commerce, professional societies; labor organizations; religious organizations; local and county government

**BASIC INDUSTRY,
UTILITY, DEFENSE,
AGRICULTURE
PROPERTY - 6 series.
(Continued...)**

- 622. Physical materials testing laboratory.**
Included are all laboratories for testing physical properties of materials, hydraulic laboratories, physics laboratories, and physical materials laboratories.
- 623. Personnel, psychological laboratory.**
Included are laboratories for the testing and measuring of persons, and educational laboratories.
- 624. Radioactive materials laboratory.**
Any laboratory handling or using radioactive materials in a quantity requiring marking.
- 625. Electrical, electronic laboratory.**
- 626. Agricultural laboratory.**
- 627. General research laboratory.**
- 629. Laboratories not classified above. Explain in Comment section.**
- 620. Laboratories; insufficient information available to classify further.**

Communications, Defense, Document Facilities.

- 631. National defense site not elsewhere classified.**
Included are missile or space vehicle launch sites. Excluded are radio and radar sites (632). The missiles or vehicles, themselves, are classified under Mobile Property Type, Chapter C.
- 632. Radio, radar site.**
Included are microwave transmitter sites, flight control facilities, satellite tracking stations, and repeater sites. Excluded are fire, police, and industrial communication centers (633).
- 633. Fire, police, industrial communications center.**
Included are municipal, county, state, and province emergency communications facilities, such as fire control centers, police control centers, disaster control facilities, and all auxiliary equipment locations; and industrial communications centers.
- 634. Telephone exchange, central office.**
Included are communications cable sites with the associated repeater and terminal facilities.
- 635. Computer, data-processing center.**
- 636. Document center, record repository.**
- 639. Communications, Defense, Document Facilities not classified above. Explain in Comment section.**
- 630. Communications, Defense, Document Facilities; insufficient information available to classify further.**

**BASIC INDUSTRY,
UTILITY, DEFENSE,
AGRICULTURE
PROPERTY - 6 series.
(Continued...)**

Nucleonics, Energy Production.

- 611. **Radioactive material working.**
Included are plants manufacturing fuel elements or involved with radioactive waste disposal, and plants processing or producing uranium, radium, thorium, heavy water, or plutonium.
- 612. **Nuclear ordnance plant.**
Included are bomb assembly plants.
- 613. **Nuclear energy plant.**
Production of energy for power purposes.
Included is the generation of electricity if an integral part of the nuclear plant.
- 614. **Steam, heat energy plant.**
Creation of heat and steam from any fuel except nuclear.
Included are integral boiler-turbine-generator units driven by nonnuclear fuels.
- 615. **Electric generating plant.**
Generation of electric energy.
Included are locations producing electricity for public use, for rail transport use, for groups of factories, and for individual properties.
Excluded are the energy sources (613 or 614) unless they are integral units.
- 616. **Gas manufacturing plant.**
Manufacture of gas in gas works, including peak shaving gas plants.
- 619. **Nucleonics, Energy Production not classified above.**
Explain in Comment section.
- 610. **Nucleonics, Energy Production; insufficient information available to classify further.**

Laboratories.

Included are classrooms and offices incidental to laboratory facilities. Minor laboratory areas incidental to operations in another property shall be considered part of the predominating property.

- 621. **Chemical, medical laboratory.**
Included are biological laboratories.

**BASIC INDUSTRY,
UTILITY, DEFENSE,
AGRICULTURE
PROPERTY - 6 series.
(Continued...)**

- 657. Fruit, vegetable packing.
Packing of raw fruit and vegetables as picked.
Excluded are fruit and vegetable processing plants (713).
- 659. Agriculture not classified above. Explain in Comment section.
- 650. Agriculture; insufficient information available to classify further.

Forest, Hunting, Fishing.

- 661. Forest, standing timber without logging operations.
Included are wildlife preserves; timber tracts where planting, replanting, and conservation of forests are conducted; areas where uncultivated materials, such as gums and resin, wild rubber, saps, barks, wild fruits and flowers, and roots are gathered; and facilities where extracting, concentrating, and distilling of sap, and charcoal burning are carried on when located in the forest.
- 662. Forest, standing timber with logging operation.
Included are land areas where there is felling and rough cutting of trees, hewing or rough shaping of poles, blocks, and other wood materials; and timber and log piles in the forest.
Excluded are sawmills operating in the forest (751).
- 663. Hunting, trapping; game preparation.
Included are areas where hunting, trapping, and game propagation of wild animals is conducted for commercial purposes not connected with sport.
- 664. Tree.
Individual tree fires are classified here.
- 665. Fish hatchery.
- 666. Wood-chip pile.
- 669. Forest, Hunting, Fishing not classified above. Explain in Comment section.
- 660. Forest, Hunting, Fishing; insufficient information available to classify further.

Mining, Quarrying of Natural Raw Materials.

Underground and surface mines, quarries, and oil wells. Included are supplemental on-site machinery, prospecting for minerals; and preparing sites for extraction. Quarries and mines attached to other properties are, as far as possible, classified in this division.

**BASIC INDUSTRY,
UTILITY, DEFENSE,
AGRICULTURE
PROPERTY - 6 series.
(Continued...)**

Utility, Energy Distribution Systems.

- 642. Electric transmission, distribution system.
Distribution of electricity outside generating plant premises.
Included are substations, transformers, and utility poles.
- 644. Gas distribution system, pipeline.
Piping systems and associated equipment for the distribution of gas fuels from manufacturing plants, storage facilities, or wells to the user.
Included are transmission lines, compressors, and distribution piping.
- 645. Flammable liquid distribution system, pipeline. Piping systems and associated equipment for the distribution of flammable liquid from manufacturing plants, storage facilities, or wells to the user.
- 646. Steam, heat distribution system.
Distribution of steam, hot water, hot chemicals, and hot oils, for heating and power purposes.
Included are "district heating" systems.
- 647. Water supply system.
Collection, treatment, storage, and distribution of water.
- 648. Sanitary service.
Garbage and sewage disposal.
Included are sewer systems, commercial incinerators, and industrial rubbish burners.
Excluded are dumps (division 91).
- 649. Utility, Energy Distribution Systems not classified above.
Explain in Comment section.
- 640. Utility, Energy Distribution Systems; insufficient information available to classify further.

Agriculture.

Production of raw agricultural products and farming.
Processing and working of products is classified elsewhere.

- 651. Poultry, egg production.
- 652. Cow, cattle production.
Included are cow milking facilities, milk houses, and milk cooling facilities.
Excluded are milk processing plants (712).
- 653. Piggery, hog production.
- 655. Crops, orchards.
Included is improved fenced pasture land.
- 656. Tobacco curing shed.

**BASIC INDUSTRY,
UTILITY, DEFENSE,
AGRICULTURE
PROPERTY - 6 series.
(Continued...)**

682. Glass manufacture, excluding containers.
Manufacture of all glass and glass products except glass containers.
Included are the manufacture of optical glasses and glass fiber.
Excluded are the grinding of lenses (792 or 548) and glass container manufacturing (683).
683. Glass container manufacture.
684. Pottery, china, earthenware manufacture.
685. Cement manufacture.
686. Concrete batch plant.
687. Abrasives manufacture.
Included are the shaping of natural abrasives into grindstones, coating cloth and paper with abrasives, and making abrasive bonded wheels and disks.
688. Nonmetallic mineral product manufacture.
Manufacture of concrete, gypsum and plaster products, asbestos, mineral wool, cut-stone and stone products, and all other nonmetallic mineral products.
689. Nonmetallic Mineral, Mineral Products Manufacture not classified above. Explain in Comment section.
680. Nonmetallic Mineral, Mineral Products Manufacture; insufficient information available to classify further.

**Basic Industry, Utility, Defense, Agriculture Property:
Unclassified.**

609. Basic Industry, Utility, Defense, Agriculture Property not classified above. Explain in Comment section.
600. Basic Industry, Utility, Defense, Agriculture Property; insufficient information available to classify further.

**MANUFACTURING
PROPERTY - 7 series.**

Included are properties where there is mechanical or chemical transformation of inorganic or organic substances into new products, whether the work is performed by power-driven machines or by hand, whether it is done in a factory or in the worker's home, and whether the products are sold at wholesale or retail. The assembly of component parts of manufactured products is part of manufacture. Included are factories making products of all kinds and properties devoted to operations such as processing, assembling, mixing, packing, finishing or decorating, repairing, and similar operations. For mineral processing, use division 68.

**BASIC INDUSTRY,
UTILITY, DEFENSE,
AGRICULTURE
PROPERTY - 6 series.
(Continued...)**

671. Coal mine.
672. Ore mine.
673. Ore concentration plant.
674. Petroleum, natural gas well with accompanying reservoir.
675. Stone, slate, clay, gravel, sand quarries, pits.
Oil and gas producing property, oil well and natural gas well operations.
The extraction of building and monumental stone or slate; ceramic, refractory, and other clay; and all sand and gravel.
676. Salt mine.
The extracting and quarrying of salt.
Included are evaporating in salt pans, crushing, screening, and refining.
Excluded are the refinement of salt for human consumption in establishments not engaged in extracting or quarrying salt (719).
677. Chemical, fertilizer, mineral mine.
The mining and quarrying of phosphate and nitrate minerals, fluorspar, sulfur ores and natural sulfur, potash, sodium and borate minerals, borate, pyrites, arsenic, strontium and lithium minerals, and mineral pigments.
Included are guano gathering operations.
678. Nonmetallic mineral mine, quarry.
All other nonmetallic mining and quarrying, such as asbestos.
Included are areas where peat is cut and dug.
679. Mining, Quarrying of Natural Raw Materials not classified above. Explain in Comment section.
670. Mining, Quarrying of Natural Raw Materials; insufficient information available to classify further.

Nonmetallic Mineral, Mineral Products Manufacture.

Manufacture of clay products; glass and glass products; pottery, china, and earthenware; cement, concrete products, and other nonmetallic mineral products. Coal and petroleum are classified in division 67.

681. Structural clay products manufacture.
Manufacture of structural clay products such as bricks, tile, pipes, crucibles, architectural terra cotta; stove lining, chimney pipes and tops; and refractories.

**MANUFACTURING
PROPERTY - 7 series.
(Continued...)**

717. Sugar refining, confectionery manufacture.
Manufacture and refining of raw sugar, syrup,
and granulated or clarified sugar from sugar
cane or sugar beets.
Manufacture of cocoa and chocolate powder from
beans, chocolates, all types of confectionery.
718. Snack foods manufacture.
Potato chips and other products of deep-fat frying.
719. Food Industries not classified above. Explain in
Comment section.
Included are the manufacture of baking powder and
yeast; condiments, mustard, and vinegar; food
specialties; egg specialties; spice grinding; processing
of tea leaves into black tea; edible salt refining,
harvesting and the manufacture of ice, except dry ice;
and commercial kitchen with meal preparation for
off-premises consumption.
Excluded is the manufacture of dry ice (761).
710. Food Industries; insufficient information available to
classify further.

Beverages, Tobacco, Essential Oils.

721. Distilling, rectifying, blending spirits.
Included are the distilling of ethyl alcohol for all
purposes and the distilling, rectifying, and blending of
alcoholic liquors.
722. Wines, winery.
Production of wines, cider, and other fermented
beverages except malt liquors.
723. Brewery, manufacture of malt.
The production of malt and malt liquors.
724. Soft drink, carbonated water industry.
Manufacture of nonalcoholic beverages, such as soft
drinks and carbonated mineral waters.
Included are the incidental manufacture of flavoring
extracts and syrups.
Excluded is the manufacture of syrup alone (717).
725. Tobacco products manufacture.
Included are stemming, redrying, and other operations
after auctioning that are connected with preparing
raw-leaf tobacco for manufacturing.
Excluded are tobacco drying sheds (656).

**MANUFACTURING
PROPERTY - 7 series.
(Continued...)**

Food Industries.

- 711.** Slaughtering, preparation, preserving of meat. Abattoirs and meat-packing plants; killing, dressing, and packing poultry, rabbits, and small game. Included are processing and packing activities such as curing, smoking, salting, pickling, packing in airtight containers, and quick-freezing as well as manufacture of natural sausage casing and the rendering of lard and other edible animal fats. Excluded are canning and processing of fish and seafood (714).
- 712.** Dairy product manufacture of creamery and processed butter, natural and processed cheese, condensed and other types of concentrated milk, ice cream, and ices, powdered milk, and other edible milk products. Included are the pasteurizing and bottling of milk.
- 713.** Canning; preserving fruits, vegetables. Canning (packing in airtight containers) of fruits and vegetables including fruit and vegetable juices; manufacture of raisins and dried fruits, preserves, jams and jellies, pickles and sauces, and canned soups. Included are dehydration and quick-freezing.
- 714.** Canning, preserving of fish, seafood. Preserving and processing fish and other marine foods. Included are such operations as salting, drying, dehydrating, smoking, curing, cooling, pickling, packing in airtight containers, and quick-freezing. Excluded are icing, salting, filleting of fish catch, and processing of the catch aboard fishing vessels (Mobile Property Type 48).
- 715.** Manufacture of grain mill products. Grain mills (flour, meal, dry feeds); husking, cleaning, and polishing of rice; preparation of breakfast foods such as rolled oats, rice, wheat and corn flakes, parched grain; prepared feeds of animals and fowl; blended and prepared flour, and other cereal and pulse preparations. Included are coffee, pulse, root peeling mills, and starch and its products.
- 716.** Bakery product manufacture. Manufacture of bread, cakes, cookies, doughnuts, pies, pastries, and similar "perishable" bakery products; biscuits and similar "dry" bakery products. Excluded are breakfast foods (715).

736. Knitting mills for all fibers.
Included are mills engaged in producing hosiery, outerwear, underwear, and other knitwear.
Excluded are the making of garments from knitted fabrics other than in knitting mills (742).
737. Cordage, rope, twine, net manufacture.
Manufacture of rope, cable, cordage, twine, net, and other related goods from hemp, jute, cotton, paper, straw, coir, flax, and other fibers.
738. Floor covering, coated fabric manufacture, excluding rubber.
Manufacture of linoleum and other hard surfaced floor covering, artificial leather, oilcloth, and impregnated and coated fabrics.
Excluded are the manufacture of rubber tile (747) and clay tile (681).
739. Textiles not classified above. Explain in Comment section.
Included are the manufacture of straw, coir, and similar matting and mats; felt by processes other than weaving; batting, padding, wadding, and upholstery filling from all fibers; the recovery of fibers from waste and rags.
Excluded are the manufacture of wood-excelsior upholstery filling (751).
730. Textiles, insufficient information available to classify further.

Footwear, Wearing Apparel, Leather, Rubber.

741. Footwear manufacture.
Manufacture of all kinds of footwear, boots, shoes, cut stock, findings, leggings and gaiters from leather, fabrics, plastics, wood, and other materials.
Excluded are vulcanized footwear (747) and repair shops that make footwear on a custom basis (523).
742. Wearing apparel manufacture, excluding footwear.
Manufacture of wearing apparel by cutting and sewing fabrics, leather, fur, and other materials; the making of hat bodies, hats, and millinery; and the manufacture of umbrellas and walking sticks. Excluded are the repair of wearing apparel in connection with the cleaning and pressing of these articles (796), tailoring and dressmaking (524), and shoe repair (523).

**MANUFACTURING
PROPERTY - 7 series.
(Continued...)**

- 726.** Vegetable and animal oil, fat; soap making. Production of crude oil, cake, and meal by crushing or extraction, from oilseeds and nuts; the extraction of fish and other marine animal oils; the rendering of inedible animal oils and fats; manufacture of margarine; and the refining and hydrogenation (or hardening) of oils and fats. Manufacture of soaps, detergents, and other washing and cleaning compounds, except where the process is chemical only, not involving oil or fat from livestock. Excluded are the manufacture of lard and other edible fats (711), and butter (712).
- 729.** Beverages, Tobacco, Essential Oils not classified above. Explain in Comment section.
- 720.** Beverages, Tobacco, Essential Oils; insufficient information available to classify further.

Textiles.

- 731.** Cotton gin.
- 732.** Cotton spinning, weaving.
Preparing cotton fibers, such as picking, carding, combing, carbonizing, spinning, and waving of yarns and fabrics.
Manufacture of narrow fabrics and other small wares; carpets and rugs; and lace, braids, and other primary textiles.
Excluded are spinning and weaving of asbestos (688).
- 733.** Wool or worsted spinning, weaving.
Preparing wool and worsted fibers, such as scouring, carding, combing, carbonizing, spinning, and weaving of yarns and fabrics. Manufacture of narrow fabrics and other small wares; carpets and rugs; and lace, braids, and other primary textiles. Excluded are spinning and weaving of asbestos (688).
- 734.** Mixed, blended, other fibers.
Spinning, weaving, preparing mixed, blended, and other fibers such as flax, hemp, jute, silk, sisal, and synthetic fibers such as retting, scutching, scouring, carding, combing, carbonizing, throwing, spinning, and weaving. Manufacture of narrow fabrics and other small wares; carpets and rugs; and lace, braid, yarn, and other primary textiles.
Excluded are spinning and weaving of asbestos (688).
- 735.** Textile finishing plant.
Bleaching, dyeing, printing, and finishing of all fabrics and fibers.

**MANUFACTURING
PROPERTY - 7 series.**
(Continued...)

743. **Made-up textile goods manufacture, excluding wearing apparel.**
Manufacturers who do no weaving and primarily engage in making up cloth goods such as house furnishings, trimming of fabric, embroideries, and pennants.
Included are stitching, pleating, and tucking for the trade.
744. **Tanneries, leather finishing.**
Included are currying, finishing, embossing, and japanning of leather.
745. **Fur products manufacture, excluding wearing apparel.**
Included are scraping, currying, tanning, bleaching, and dyeing of fur and other pelts; the manufacture of fur and skin rugs and mats, hatter's fur, and other fur, and skin articles; and fellmongery.
Excluded are wearing apparel items manufactured from fur products (742).
746. **Leather products manufacture, excluding footwear, wearing apparel.**
Manufacture of leather products and articles made of leather, and products and articles made of leather and leather substitutes, such as leather sporting goods.
Excluded are the manufacture of wooden saddlery (753), the manufacture of footwear (741), and the manufacture of wearing apparel (742).
747. **Rubber, rubber products manufacture.**
Manufacture of natural or synthetic rubber and all kinds of rubber products. The reclaiming of rubber from used tires, scrap, and miscellaneous waste rubber.
749. **Footwear, Wearing Apparel, Leather, Rubber not classified above. Explain in Comment section.**
740. **Footwear, Wearing Apparel, Leather, Rubber; insufficient information available to classify further.**

Wood, Furniture, Paper, Printing.

751. **Sawmill, planing mill, wood products mill.**
Manufacture of lumber products; wooden building materials and prefabricated parts and structures, cooperage and other wood stock; veneers and plywood; and excelsior.
Included are areas doing preservation of wood; and sawmills and planing mills, whether or not mobile or operated in the forest.

**MANUFACTURING
PROPERTY - 7 series.**
(Continued...)

- Excluded are the hewing and rough shaping of poles and other wood materials in the forest (662), and the manufacture of camping trailers and motor homes (784).
752. Manufacture and assembly of mobile and modular buildings. Included are manufacture of mobile homes.
753. Wood, cane, cork products manufacture.
Included are manufacture of boxes, crates, drums, barrels, and other wooden containers; baskets and other rattan, reed, or willow containers; and small ware made entirely or mainly of wood, rattan, reed, willow, cane, or cork.
754. Furniture, fixture, bedding manufacture.
Manufacture of household, office, restaurant, public building, and professional furniture; bedding and up upholstery; office and store fittings and fixtures regardless of the materials used.
Excluded are the manufacture of special medical furniture, equipment, fixtures, and machines (791).
755. Paper, pulp, paperboard manufacture.
Manufacture of pulp from wood, rags, and other fibers; and of paper, paperboard, insulation board, and fiber building paper.
Included are the coating, glazing, and laminating of paper and paperboard.
Excluded are the manufacture of asphalted and tar-saturated paper (768), abrasive paper (687), sensitized paper (792), and carbon and stencil paper (799).
756. Paper, pulp, paperboard products manufacture.
Manufacture of pressed and molded pulp goods and articles made of paperboard.
757. Newspaper or magazine printing, publishing.
Printing, lithographing, and publishing newspapers, periodicals, magazines, trade journals reviews, and related services.
758. Printing, publishing, allied industry.
Included are commercial or job printing, lithographing, silk-screen printing; manufacture of greeting cards; loose leaf devices, library binders, bookbinding; blank book making, paper ruling; and other work related to bookbinding such as bronzing, gilding, and edging; mat and mounting; services for the printing trades such as typesetting, engraving, and etching steel and copper plates; making woodcuts; photoengraving; electrotyping and stereotyping.

**MANUFACTURING
PROPERTY - 7 series.
(Continued...)**

Excluded are type foundries (773) and engraving on precious metals (794).

- 759. Wood, Furniture, Paper, not classified above. Explain in Comment section.
- 750. Wood, Furniture, Paper, Printing; insufficient information available to classify further.

Chemical, Plastic, Petroleum.

For the purpose of this classification, a chemical is a material which has had or will have a controlled change in the molecular structure or composition, not involving polymerization; while a plastic is a material whose molecule has been polymerized. Use division 61 for heavy water or for nuclear changes.

- 761. Industrial chemical manufacture.
Manufacture of industrial organic and inorganic chemicals and industrial gases.
Included are dry ice manufacturing plants.
Excluded are all monomers and plastics plants (763).
- 762. Hazardous chemical manufacture.
Manufacture of materials requiring special handling in manufacture, shipment, storage, or use.
Included are explosives, blasting agents fireworks, matches, unstable rocket propellants, pyroxylin (cellulose nitrate) plastics, hazardous monomers, and organic peroxides.
Excluded are the manufacture and handling of nuclear materials (611).
- 763. Plastic manufacture.
Manufacture of raw materials for plastics except those included in 762, and of synthetic resins, plastics, and elastomers.
- 764. Plastic product manufacture.
Included are facilities making plastic furnishing, housings, enclosures, covers, linings, and machine parts whether by molding, extruding, or any other method.
- 765. Paint, varnish, lacquer, ink, wax, adhesive manufacture.
Included are the manufacture of varnish stains and shellac, enamels, japans, polishes, and gelatin.
- 766. Drug, cosmetic, pharmaceutical manufacture.
Manufacture of drugs, medicinal and pharmaceutical preparations, perfumes, cosmetics and other toilet preparations.

**MANUFACTURING
PROPERTY - 7 series.
(Continued...)**

767. Petroleum refinery, natural gas plant.
Included are the manufacture of petrochemicals, producing products from crude petroleum and its fractionation products including asphalt, the manufacture of petroleum and petroleum products from coal and other materials, including blending of lubricating oils and greases, and refinery tankage.
768. Asphalt, coal product manufacture.
Manufacture of asphalt tar or similar paving and roofing materials and fuel briquettes and packaged fuel. Included is the distillation of coal in coke ovens except as noted below.
Excluded are the distillation of coal in coke ovens in iron and steel works (771) and the manufacture of coal gas (616).
769. Chemical, Plastic, Petroleum not classified above.
Explain in Comment section.
760. Chemical, Plastic, Petroleum; insufficient information available to classify further.

Metal, Metal Products.

771. Iron, steel manufacture.
Manufacture of iron and steel shapes, consisting of all processes from smelting in blast furnaces to the semi-finished stage in rolling mills and foundries. Included are coke ovens associated with blast furnaces.
772. Nonferrous metal manufacture.
Manufacture nonferrous metal shapes. Included are the processes of smelting, alloying, and refining, rolling and drawing, and founding and casting, that are necessary to produce ingots, bars, billets, sheets, strips, castings, and extrusions.
773. Metal product manufacture.
Transformation of metal forms into finished products such as household cutlery.
Included are industries engaged in enameling, japanning, lacquering, gilding, galvanizing, plating, and polishing metal products; blacksmithing and welding. Excluded are plants manufacturing machinery (774), electrical equipment (775), silverware and jewelry (794), and specialized automobile, aircraft, and ship parts (division 78).

**MANUFACTURING
PROPERTY - 7 series.
(Continued...)**

- 774. Machinery manufacture.**
Manufacture of machinery and prime movers other than electrical equipment.
Included are machine shops engaged in producing and repairing machine and equipment parts, and the production of ball bearings and mechanical precision measuring instruments, as well as industrial engines, and measuring and dispensing pumps.
Excluded are plants manufacturing electrical equipment (775) and engines or specialized parts for automobile, aircraft, and marine use (division 78).
- 775. Electrical equipment manufacture.**
Manufacture of machinery, apparatus, and supplies for the generation, storage, transmission, and transformation of electrical energy.
Included are the manufacture of insulated wire and cable and the repair of electrical machinery.
Excluded are instruments for measuring and recording electrical quantities and characteristics (791).
- 776. Electrical appliance, electronics equipment manufacture.**
Included are plants manufacturing electric lamps; computers, communication equipment, and related products including radios and television sets; phonographs; electric batteries; X-ray and therapeutic apparatus; electronic tubes and components as well as the repair of electrical appliances.
Excluded are instruments for measuring and recording electrical quantities and characteristics (791).
- 779. Metal, Metal Products not classified above. Explain in Comment section.**
- 770. Metal, Metal Products; insufficient information available to classify further**

Vehicle Assembly, Manufacture.

- 781. Shipbuilding, repairing of vessels over 20 m (65 ft).**
Shipyards engaged in building and repair work on vessels over 20 m (65 ft) in length including barges, lighters, and tugs whether self-propelled or not.
Included are specialized marine engines, masts, spars, rigging and ship parts manufacture, dry docks, and ship breaking yards.
- 782. Boat building, repairing of vessels 20 m (65 ft) and under in length regardless of material used in manufacture and whether self-propelled or not.**
Included are facilities manufacturing specialized marine

**MANUFACTURING
PROPERTY - 7 series.**
(Continued...)

- engines, outboard engines, masts, sails, rigging, and boat parts.
783. **Railway equipment manufacture, assembly, repair.**
The building and rebuilding of locomotives and railroad or tramway cars for freight and passenger service, and the production of specialized parts for locomotive and railroad tramway cars.
Included are shops operated by railway companies for the manufacture and repair of locomotives and cars.
784. **Motor vehicle manufacture, assembly.**
Manufacture and assembly of motor vehicles such as automobiles, buses, trucks, truck trailers, universal carriers, motorcycles, motor scooters, camping trailers, and motor homes.
Included are plants manufacturing motor vehicle parts and accessories.
Excluded are plants principally manufacturing tires and tubes (747), automobile glass (682), electrical equipment (775), agricultural and road building tractors and forklift trucks (774), facilities involved with motor vehicle repairs (573), and the manufacture of mobile homes or mobile buildings (752).
785. **Bicycle manufacturing, assembly, repair.**
Manufacture of bicycles, tricycles, pedicabs, and parts.
786. **Aircraft and rocket manufacturing, assembly, repair.**
Manufacture, assembly, and repair of airplanes, gliders, rockets, missiles, and aircraft parts such as engines, propellers, pontoons, and undercarriages.
Excluded are the manufacture of electric and electronic equipment (775 or 776) and aeronautical instruments (791).
787. **Manufacture of special transport equipment.**
Plants manufacturing special transport equipment such as animal-drawn and hand-drawn vehicles and parts for such vehicles such as wheels and axles.
789. **Vehicle Assembly, manufacture not classified above.**
Explain in Comment section.
780. **Vehicle Assembly, Manufacture; insufficient information available to classify further.**

Other Manufacturing.

Manufacturing industries not classified in any other division.

**MANUFACTURING
PROPERTY - 7 series.
(Continued...)**

- 791. Instrument manufacture.**
Manufacture of measuring, controlling, laboratory, and scientific instruments, and surgical, medical, and dental instruments and supplies.
Excluded are the manufacture of optical instruments for scientific and medical use (792), the manufacture of X-ray and electric therapeutic apparatus (776), and the production of measuring and dispensing pumps (774).
- 792. Photographic, optical goods manufacture.**
The manufacture of optical instruments and lens grinding; ophthalmic goods, photographic equipment and supplies, including sensitized film, plates, and paper.
Included are plants manufacturing optical instruments for scientific and medical use.
- 793. Watch, clock manufacture.**
The manufacture of clocks and watches, clock and watch parts and cases, and mechanisms for timing devices.
- 794. Jewelry manufacture.**
Manufacture of jewelry, silverware, and plate ware, using precious metals, precious and semiprecious stones, and pearls.
Included are the cutting and polishing of precious and semiprecious stones, and striking of medals and coins, and engraving on precious metals.
- 795. Musical instrument manufacture.**
The manufacture of musical instruments, such as pianos, stringed instruments, wind instruments, and percussion instruments.
Included are the manufacture of phonograph record blanks.
Excluded are the manufacture of phonographs and speech recording machines (776).
- 796. Laundry, dry-cleaning plant.**
Mechanical and hand laundries.
Included are plants supplying laundered linens (aprons, table covers, towels, napkins, or diapers) on a contract basis; cleaning, pressing, and dyeing, and performing minor repairs to apparel and household furnishings.
- 797. Photographic film processing laboratory.**
Processing of photographic film in special plants and centers.
Excluded are film processing operations incidental to other operations, such as to newspaper offices or hospitals.

**MANUFACTURING
PROPERTY - 7 series.**

(Continued...)

798. Toy, sporting good manufacturing not classified in other divisions.
799. Other Manufacturing not classified above. Explain in Comment section.
Included are plants manufacturing carbon and stencil paper.
790. Other Manufacturing; insufficient information available to classify further.

Manufacturing Property: Unclassified.

708. General maintenance shop not elsewhere classified.
709. Manufacturing Property not classified above. Explain in Comment section.
700. Manufacturing Property; insufficient information available to classify further.

**STORAGE PROPERTY - 8
series.**

Storage properties are all buildings, structures, or areas utilized primarily for the storage or sheltering of goods, merchandise, products, vehicles, or animals; and incidental servicing, processing, and repair operations. Included are the resale (sale without transformation) of goods to businesses, institutions, and government, such as the resale of industrial and construction materials, machinery, and equipment; farm machinery, implements, and supplies; and business and professional equipment. Also included are warehousing, grading, sorting, breaking bulk, and repacking, which are associated with reselling. Repacking in airtight containers is canning and is classified in subdivisions 713 and 714.

Storage properties are characterized by the presence of relatively small numbers of persons in proportion to the area. Any new use that increases the number of occupants to a figure comparable with other classes of properties changes the classification of the building to that of the new use. If substantial mercantile or office operations exist (10 customers or more present at busy period), reclassify where appropriate in major division 5 (Mercantile, Business Property).

Waste disposal is classified in division 91.

Agricultural Products Storage.

811. Seeds, beans, nuts, silage storage in bulk.
Storage of seeds, beans, grain, natural feed, hay, or

STORAGE PROPERTY - 8
series. (Continued...)

- nuts in bulk in bins, silos, or piles in the open or in cribs.
Excluded are storage in barns (815) and storage in elevators (816).
812. **Boxed, crated, packaged agricultural products storage.**
Agricultural products stored in boxes, crates, or cartons, regardless of packaging material or container size.
813. **Loose, bagged agricultural products storage.**
Agricultural products stored in bags of any material or size, or stored loose.
Excluded are bagged products inside cardboard boxes (812), loose tobacco storage (814), and bulk storage of seeds, feeds, beans, nuts, and grain (811).
814. **Loose, baled tobacco storage.**
Tobacco stored in loose quantities or in bales, crates, hogsheads, or barrels before or after auction, but before manufacture of finished tobacco products.
Excluded are tobacco curing sheds (656) and storage during processing (725).
815. **Barns, stables.**
Included are facilities associated with farms, zoos, or wildlife preserves whether for providing restraint or protection for animals or for storage of feed.
Excluded are silos (811).
816. **Grain elevators.**
Included are soybean elevators.
817. **Livestock storage.**
Storage of livestock at any point beyond the raising ranch or farm.
Included are rail and truck stockyards and other livestock pens and yards.
818. **Agricultural supply storage.**
Storage of materials for agricultural purchase.
Included are hay, feed, seed, fertilizer, and non-motorized farm implement stores.
819. **Agricultural Products Storage not classified above.**
Explain in Comment section.
810. **Agricultural Products Storage; insufficient information available to classify further.**

Textile Storage.

821. **Baled cotton storage.**
Included are cotton compresses.
822. **Baled wool, worsted storage.**

STORAGE PROPERTY - 8 series. (Continued...)

- 823. Baled silk, synthetic fiber storage.
- 824. Baled jute, hemp, flax, sisal, other mixed or blended fiber storage.
- 825. Cloth, yarn storage.
- 826. Wearing apparel, garments, finished textile storage.
- 827. Leather, leather products storage.
- 828. Fur, skin, hair products storage.
- 829. Textile Storage not classified above. Explain in Comment section.
- 820. Textile Storage; insufficient information available to classify further.

Processed Food, Tobacco Storage.

- 831. Packaged foodstuff storage.
Foodstuffs stored in cardboard or paper packages.
- 832. Canned or bottled food, soft drink storage.
Storage of canned or bottled foodstuffs.
Included are plants that bottle materials made elsewhere.
- 833. Loose, bagged processed food storage.
Processed foods stored in bulk or in bags of any material or size.
Excluded are animal feed in hay, grain, seed, and feed stores (818), natural animal feed stored in bulk (811), and natural animal feed stored in bags (813).
- 834. Food locker plants.
- 835. Cold storage.
- 836. Bulk sugar storage.
- 837. Bulk flour, starch storage.
- 838. Packaged tobacco product storage.
Storage of finished tobacco products in any type package.
- 839. Processed Food, Tobacco Storage not classified above. Explain in Comment section.
- 830. Processed Food, Tobacco Storage; insufficient information available to classify further.

Petroleum Products, Alcoholic Beverage Storage.

Included are gases of all kinds, flammable liquids, and combustible liquids, except those specifically mentioned in division 86 below, such as 865 for paint and varnish.

Waste disposal is classified in division 91.

STORAGE PROPERTY - 8 series. (Continued...)

- 841. Flammable, combustible liquid tank storage. Included are airport fuel dispensing systems, bulk plants, terminals, and tank farms. Excluded are refinery tankage (767) and reservoir at oil wells (674).
- 842. Gasometer, cryogenic gas storage.
- 843. LP-Gas bulk plant. Excluded is filling individual cylinders for the public (571).
- 844. Missile, rocket fuel storage. Included are storage facilities at the manufacturing plant, launching site, and intermediate fixed storage locations.
- 845. Packaged petroleum products storage.
- 846. Alcoholic beverage storage. Storage of liquor, beer, wine, and other alcoholic beverages, whether in barrels, casks, kegs, or bottles.
- 849. Petroleum Products, Alcoholic Beverage Storage not classified above. Explain in Comment section.
- 840. Petroleum Products, Alcoholic Beverage Storage; insufficient information available to classify further.

Wood, Paper Products Storage.

- 851. Lumberyard, building materials storage. Storage of lumber and building materials. Excluded are storage of timber, pulpwood, logs, and wood fuel while in the forest (662) or at sites awaiting use (856); and wood chips (666).
- 852. Wood products, furniture storage.
- 853. Fiber products storage. Storage of products made from fibers of ordinary combustible materials, such as fiberboard; or noncombustible fiber materials with combustible components such as fiberglass insulation. Included are pulp, felt, excelsior, and rope.
- 854. Rolled paper storage.
- 855. Paper, paper products storage. Included are cartons, bags, waste paper, and baled paper. Excluded are rolled paper (854) and pulp storage (853).
- 856. Timber, pulpwood, logs, wood fuel. Included are areas where timber, pulpwood, logs, and wood fuel are stored in bulk after leaving the forest and before processing or use.

**STORAGE PROPERTY - 8
series. (Continued...)**

- Excluded is storage in the forest (662).
859. Wood, Paper Products Storage not classified above.
Explain in Comment section.
850. Wood, Paper Products Storage; insufficient information
available to classify further.

Chemical or Plastic, Chemical or Plastic Product Storage.

For the purpose of this classification, a chemical is a material that has had or will have a controlled change in its molecular structure or composition, not involving polymerization; while a plastic is a material whose molecule has been polymerized.

Waste disposal is classified in division 91.

861. Industrial chemical storage.
862. Hazardous chemical storage.
Excluded are radioactive materials (division 61).
863. Plastic, plastic product storage.
864. Fertilizer storage.
Excluded is fertilizer storage in connection with
agricultural supply storage.
865. Paint, varnish storage.
866. Drug cosmetic, pharmaceutical storage.
867. Rubber, rubber products storage.
868. Photographic film storage.
Storage of photographic films, new or exposed,
including motion-picture film, X-ray film, industrial film,
hobby film.
Included are picture distribution facilities such as film
exchanges.
869. Chemical or Plastic, Chemical or Plastic Product
Storage not classified above. Explain in Comment
section.
860. Chemical or Plastic, Chemical or Plastic Product
Storage; insufficient information available to classify
further.

Metal, Metal Product Storage.

871. Basic metal form storage.
872. Metal parts storage (often in trays or bins, or on
racks).
873. Hardware storage.
Included are storage of auto parts, auto accessories,
tools, and plumbers' supplies.

**STORAGE PROPERTY - 8
series. (Continued...)**

- 874. Machinery storage.
- 875. Electrical appliance, supply storage.
- 876. Finished metal products storage (often in cartons or crates).
- 877. Scrap, junkyards.
Included are nonmetal waste and scrap, such as wastepaper and tires.
Excluded are refuse dumping areas (division 91).
- 879. Metal, Metal Products Storage not classified above.
Explain in Comment section.
- 870. Metal Products Storage; insufficient information available to classify further.

Vehicle Storage.

- 881. Residential parking garage.
Parking of motor vehicles in one-story residential garages.
Included are detached residential garages or residential garages separated from another structure by a fire division assembly.
Excluded are attached garages to single-family dwellings (411) and general vehicle parking garages (882).
- 882. General vehicle parking garage.
Parking of vehicles of various ownership in facilities under the direction of one management.
Excluded are facilities for repair of motor vehicles (573), dwelling or one-story residential garages (881), and garages for public works vehicles and dump trucks (884).
- 883. Bus, truck, auto fleet, automobile dealer storage.
Parking of motor vehicles of the same ownership and management.
Included are truck parking, auto fleet parking, bus parking, trackless trolley parking, and taxicab parking.
Excluded are machinery and equipment storage (884).
- 884. Heavy machine, equipment storage.
Parking of road, farm, and contracting equipment in a suitably managed location.
Included are storage of public works vehicles, construction and earth-moving equipment, dump trucks, and cranes.
- 885. Boat, ship storage.
A marine parking "garage". Docking and mooring facilities for boats and ships for relatively long periods

STORAGE PROPERTY - 8 series. (Continued...)

- of time.
Excluded are yacht club buildings (143), boat repairing yards (782), and marine service stations (577).
886. Aircraft hangar.
887. Railway storage.
Included are locomotive storage, car storage, and track repair equipment storage, and all fixed railroad storage facilities.
Excluded are railroad yards and signaling and switching facilities (division 95).
888. Fire stations.
889. Vehicle Storage not classified above. Explain in Comment section.
880. Vehicle Storage; insufficient information available to classify further.

General Item Storage.

891. General warehouse.
Excluded are warehouses storing mainly wood furniture (852), warehouses storing mainly foodstuffs (division 83), and warehouses storing mainly textiles (division 82).
892. Bagged mineral products storage.
Included are storage facilities for cement, lime, and gypsum.
893. Packaged mineral products storage.
Included are storage facilities for glass, clay products, pottery, and earthenware.
894. Freight terminal.
895. Coal, coke briquette, charcoal storage.
Storage of solid fuels in bags, boxes or bulk.
Excluded are wood fuel storage facilities (662).
896. Military stores, national defense storage not elsewhere classified.
897. Ice storage.
Storage of natural and manufactured ice.
Included are separate, detached, portable coin operated storage and dispensing units.
898. Wharf, pier.
899. General Item Storage not classified above. Explain in Comment section.
890. General Item Storage; insufficient information available to classify further.

STORAGE PROPERTY - 8
series. (Continued...)

Storage Property: Unclassified.

- 808. Tool shed, contractor's shed.
Included are sheds used primarily for storage.
Excluded are sheds used as field offices (591).
- 809. Storage Property not classified above. Explain in
Comment section.
- 800. Storage Property; insufficient information available to
classify further.

SPECIAL PROPERTY - 9
series.

These properties are not readily classified in any of the preceding major divisions. They included mainly outdoor properties.

Fixtures such as signs, fences, and poles which are usually on outdoor property are not separate specific property uses. The specific property use upon which this item is located should be identified. The sign, fence, or fixture, if involved in ignition, should be identified in the appropriate sections of Chapters E through I.

Landfill/Dump Sites.

- 911. Managed nonhazardous refuse disposal site.
- 912. Unmanaged nonhazardous refuse disposal site.
- 913. Managed hazardous materials waste disposal site.
- 914. Unmanaged hazardous materials waste disposal site.
- 915. Temporary hazardous materials waste disposal site.
- 919. Waste Disposal Site not classified above. Explain in
Comment section.
- 910. Waste Disposal Site, insufficient information to classify
further.

Special Structures.

- 921. Bridge, trestle.
Included are overhead or elevated structures, such as
overpasses, elevated roads, and railways.
- 922. Tunnel.
- 923. Public mailbox.
- 924. Toll station.
- 925. Shelter.
Included are storm, tomado, bomb, fallout, weather,
and bus shelters.

SPECIAL PROPERTY - 9
series. (Continue...)

SPECIAL PROPERTY - 9
series. (Continued...)

- 926. Outbuilding, excluding garage.
Included are privies and collection sheds (boxes) used for temporary storage of miscellaneous items for routine pickup by charitable organizations.
- 927. Outdoor telephone booth.
- 928. Aerial tramway.
Included are ski lifts and chair lifts.
- 929. Special Structures not classified above. Explain in Comment section.
- 920. Special Structures; insufficient information available to classify further.

Outdoor Properties.

- 931. Open land, field.
Included are lands of grass, herbaceous plants (weeds) and brush usually used for grazing (pasture land), wildlife habitat and undeveloped recreation areas. Excluded are campsites with utilities (935), graded and cared-for plots of land (938), and improved fenced pasture land (655).
- 933. Residential yards.
Included are the cared-for spaces around residential property.
- 934. Cemetery.
- 935. Campsite with utilities.
Included are facilities for camping trailers, pickup truck mounted campers, motor homes, and travel trailers. Excluded are unimproved camping areas (31).
- 936. Vacant lot.
Included are uncared-for plots of land.
Excluded are graded and cared-for plots of land (938).
- 937. Beaches, seashores, river front areas (salt or fresh water). Excluded are piers (898).
- 938. Graded and cared-for plots of land.
Included are parks.
Excluded are residential yards (933), open land and fields (931), campsites with utilities (935), playgrounds (124), and improved fenced pasture land and land used for crops (655).
- 939. Outdoor Properties not classified above. Explain in Comment section.
- 930. Outdoor Properties; insufficient information available to classify further.

SPECIAL PROPERTY - 9
series. (Continued...)

Water Areas.

- 941. In open sea, tidal waters.
- 942. Within designated port, channel, anchorage.
- 943. Alongside quay, pier, pilings.
Excluded are flammable liquid or gas loading and unloading facilities (944).
- 944. At flammable liquid or gas loading, unloading facility.
- 945. Storm drain, flood control culvert. . . .
- 946. Inland water area.
Included are lake, pond, river or stream, and the like.
- 949. Water Areas not classified above. Explain in Comment section.
- 940. Water Areas; insufficient information available to classify further.

Railroad Property.

Included are railroad, subway, railway, trolley, and other fixed rail property.

See classification 921 for bridges and trestles and classification 922 for tunnels.

- 951. Railroad right of way.
Included are the areas marked by fence or 9 m (30 ft) beyond ballast on each side.
Excluded are switch yards (952), and sidings (953).
- 952. Switch yard, marshalling yard.
- 953. Siding.
The spurs within an industrial plant or other property.
- 954. Railroad signaling, switch control equipment location.
- 959. Railroad Property not classified above. Explain in Comment section.
- 950. Railroad Property; insufficient information available to classify further.

Road, Parking Property.

See classification 921 for bridges and trestles and classification 922 for tunnels.

- 961. Limited-access highway, divided highway.
- 962. Paved public street.
Included are associated parallel or diagonal parking on right of way.

**SPECIAL PROPERTY - 9
series. (Continued...)**

- Excluded are limited-access and divided highways (961).
963. Paved private street, way.
Included are paved driveways.
Excluded are uncovered parking areas (965).
964. Unpaved street, road, path.
Included are unpaved driveways.
965. Uncovered parking area.
Included are open parking lots, rest stops, and open car stacking mechanisms.
Excluded are driveways (963), covered parking garages (882), and campsites with utilities (935).
969. Road, Parking Property not classified above. Explain in Comment section.
960. Road, Parking Property; insufficient information available to classify further.

Aircraft Areas.

971. In flight.
972. On runway.
Included are the approach and overrun areas.
973. On taxiway, uncovered parking area, maintenance area.
Included are all airport areas other than runway or loading ramp.
974. At loading ramp.
979. Aircraft Areas not classified above. Explain in Comment section.
970. Aircraft Areas; insufficient information available to classify further.

Outside Equipment Operating Areas.

981. Construction site.
Excluded are oil and gas fields (982).
Classify buildings or structures under construction and demolition by their proposed or former use.
982. Oil, gas field.
983. Pipeline right of way.
984. Industrial plant yard area.
Excluded are parking areas (965), areas designated as outdoor storage in the yard, or areas that have another specific use.
985. Power line right of way.
989. Outside Equipment Operating Areas not classified above. Explain in Comment section.

**SPECIAL PROPERTY - 9
series. (Continued...)**

980. Outside Equipment Operating Areas; insufficient information available to classify further.

Special Properties: Unclassified.

909. Special Properties not classified above. Explain in Comment section.

900. Special Properties; insufficient information available to classify further.

Specific Property Use: Unclassified

098. Specific Property Use not applicable.

099. Specific Property Use not elsewhere classified. Explain in Comment section.

000. Specific Property Use undetermined or not reported.

BUILDING CODE OCCUPANCY TYPE

DEFINITION

The occupancy classification of the building involved in the incident, as defined by the Uniform Building Code.

PURPOSE

To permit evaluation of structure fires and hazardous materials incidents based on the UBC occupancy classification of the building. When used with other data elements, it provides the means for assessing the adequacy of existing building codes and/or the need for new or expanded code requirements.

ENTRY

Enter the Occupancy Classification Code that applies to the building involved in the incident. (If you are unable to determine the appropriate code, your Fire Prevention staff or local Building Department should be able to assist you.)

Note: This entry is not required when you GIVE Auto/Mutual Aid to another department.

Note: If there is no building involved, leave this entry BLANK.

EXAMPLES

Fire in a college classroom:

BUILDING CODE OCCUPANCY TYPE	B20
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Fire in a vehicle parked in a parking structure:

BUILDING CODE OCCUPANCY TYPE	B30
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EXAMPLES (Continued...) Medical aid in a power plant:

BUILDING CODE
OCCUPANCY TYPE B40

Fire at a high school in the restroom:

BUILDING CODE
OCCUPANCY TYPE E20

Fire in a two family Residence:

BUILDING CODE
OCCUPANCY TYPE R30

A fire in a church with a seating capacity of 400 and no stage:

BUILDING CODE
OCCUPANCY TYPE A21

Codes UBC, 1988

BUILDING CODE OCCUPANCY TYPE

- A1. An assembly building or portion of a building having a stage and an occupant load of 1,000 or more.
- A2. A building or portion of a building having an assembly room with a stage and an occupant load of less than 1,000.
- A2.1 A building or portion of a building having a n assembly room with an occupant load of 300 or more without a stage, including business and educational occupancies not classified as B2 or E below.
- A3. A building or portion of a building having an assembly room with an occupant load of less than 300 without a stage, including business and educational occupancies not classified as B2 or E below.
- A4. Stadiums, reviewing stands and amusement park structures which are not included within other Group A occupancies.

**BUILDING CODE
OCCUPANCY TYPE
(Continued...)**

- B1.** Gasoline Service Stations, Garages where no repair work is done except exchange of parts and maintenance requiring no open flame, welding or use of Class I, II or III-A liquid.
- B2.** Drinking and dining establishments having an occupant load of less than 50, wholesale and retail stores, office buildings, printing plants, municipal police and fire stations, factories and workshops using material not highly flammable or combustible, storage and sales rooms for combustible goods, paint stores without bulk handling.
- Building or portions of building having rooms used for educational purposes, beyond the 12th grade, with less than 50 occupants in any room.
- B3.** Aircraft hangars where no repair work is done except exchange of parts and maintenance requiring no open flame, welding, or use of Class I or II liquids.
- Open parking garages, Helistops.
- B4.** Ice plants, power plants, pumping plants, cold storage and creameries. Factories and workshops using non-combustible and non-explosive materials. Storage and sales rooms of non-combustible materials that are not packaged or crated in or supported by combustible material.
- E1.** Any building used for educational purposes through the 12th grade by 50 or more persons for more than 12 hours per week or four hours in any one day.
- E2.** Any building used for educational purposes through the 12th grade by less than 50 persons for more than 12 hours per week or four hours in any one day.
- E3.** Any building used for day-care purposes for more than six children.
- H1.** Occupancies with a quantity of material in the building in excess of those listed in *Table No. 9-A which present a high explosion hazard, including but not limited to:

**BUILDING CODE
OCCUPANCY TYPE
(Continued...)**

1. Explosives, blasting agents, fireworks and black powder.

EXCEPTION: Storage and the use of pyrotechnic special effect materials in motion picture, television, theatrical and group entertainment production when under permit as required in the Fire Code. The time period for storage shall not exceed 90 days.

2. Unclassified detonatable organic peroxides.
3. Class 4 oxidizers.
4. Class 4 or Class 3 detonatable unstable (reactive) materials.

H2 Occupancies with a quantity of material in the building in excess of those listed in *Table No. 9-A which present a moderate explosion hazard or a hazard from accelerated burning including but not limited to:

1. Class I Organic peroxides.
2. Class 3 non-detonatable unstable (reactive) materials.
3. Pyrophoric gases.
4. Flammable or oxidizing gases.
5. Class I, II or III-A flammable or combustible liquids which are used in normally open containers or systems or in closed containers pressurized at more than 15-pounds-per-square-inch gauge.
6. Combustible dusts in suspension or capable of being put into suspension in the atmosphere of the room or area.

EXCEPTIONS:

1. Room or areas used for wood working that do not exceed 500 square feet in area may be classified as Group B, Division 2 Occupancies (B2) provided dust-producing machines are equipped with approved dust collectors and there are not more than two such machines.
2. Lumberyards and similar retail stores utilizing only power saw may be classified as Group B, Division 2 Occupancies (B2).
7. Class 3 oxidizers.

**BUILDING CODE
OCCUPANCY TYPE
(Continued...)**

- H3. Occupancies with a quantity of material in the building in excess of those listed in *Table No. 9-A which present a high fire or physical hazard, including but not limited to:**
- 1. Class II, III or IV organic peroxides.**
 - 2. Class 1 or 2 oxidizers.**
 - 3. Class I, II or III-A flammable liquids or combustible liquids which are utilized or stored in normally closed containers or systems and containers pressurized at 15-pounds-per-square-inch gauge or less.**
 - 4. Class III-B combustible liquids.**
 - 5. Pyrophoric liquids or solids.**
 - 6. Water reactive.**
 - 7. Flammable solids, including combustible fibers or dusts, except for dusts included in Division 2.**
 - 8. Flammable or oxidizing cryogenic fluids (other than inert).**
 - 9. Class 1 or 2 unstable (reactive) materials.**
- H4. Repair garages not classified as Group B, Division 1 (B1).**
- H5. Aircraft repair hangars and heliports not classified as Group B, Division 3 (B3).**
- H6. Semiconductor fabrication facilities and comparable research and development areas when the facilities in which hazardous production materials (HPM) are used and the aggregate quantity of materials are in excess of those listed in *Table No. 9-A or 9-B. Such facilities and areas shall be designed and constructed in accordance with Section 911 of the Uniform Building Code.**
- H7. Occupancies having quantities of materials in excess of those listed in *Table No. 9-B that are health hazards, including but not limited to:**
- 1. Corrosives.**
 - 2. Highly toxic materials.**
 - 3. Irritants.**
 - 4. Sensitizers.**
 - 5. Other health hazards.**

**BUILDING CODE
OCCUPANCY TYPE
(Continued...)**

- b. **Multiple Hazards.** When a hazardous material has multiple hazards, all hazards shall be addressed and controlled in accordance with the provisions of this chapter.
 - c. **Liquid Use, Dispensing and Mixing Rooms.** Rooms in which Class I, Class II and Class III-A flammable or combustible liquids are used, dispensed or mixed in open containers shall be constructed in accordance with the requirements for a Group H, Division 2 Occupancy (H2) and the following:
 - 1. Rooms in excess of 500 square feet shall have at least one exterior door approved for fire department access.
 - 2. Rooms shall not exceed 1000 square feet in area.
 - 3. Rooms shall be separated from other areas by an occupancy separation having a fire-resistive rating of not less than one hour for rooms up to 150 feet.
-
- 11. Nurseries for the full-time care of children under the age of six (each accommodating more than five persons) Hospitals, sanitariums, nursing homes with non-ambulatory patients and similar buildings (each accommodating more than five persons).
 - 12. Nursing homes for ambulatory patients, homes for children six years of age or over (each accommodating more than five patients).
 - 13. Mental hospitals, mental sanitariums, jails, prisons, reformatories and buildings where personal liberties of inmates are similarly restrained.
 - M1. Private garages, carports, sheds and agricultural buildings.
 - M2. Tanks and towers.

**BUILDING CODE
OCCUPANCY TYPE
(Continued...)**

- R1. Hotels and apartment houses. Convents and monasteries (each accommodating more than 10 persons).**
- R3. Dwellings and lodging houses.**

***NOTE:** Table No. 9-A and 9-B are found in Appendix G of this manual.

STRUCTURE TYPE

DEFINITION

The type of structure involved in the incident.

PURPOSE

To permit the analysis of incidents by the type of structure. The factors involved in an incident are often different for different type of structures. Information relating to causal factors and losses for various structure types can assist in targeting fire prevention measures for specific types of structures.

Note: This is the only data element where non-building types of structures can be specifically identified.

ENTRY

Enter the code that best describes the type of structure involved. Note that "buildings" are divided into two categories - single and multiple use. A shopping mall is a typical example of a multiple-use buildings.

Note: If there is no structure involved, enter "8".

Note: This entry is not required when you GIVE Auto/Mutual Aid to another department.

EXAMPLES

A fire in a duplex dwelling:

STRUCTURE TYPE	1
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A railroad trestle is damaged by a brush fire:

STRUCTURE TYPE	3
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STRUCTURE TYPE

1. **Building with one specific property use.**
Included are buildings with earthen walls and fabricated roofs.
2. **Building with two or more specific property uses.**
3. **Open structure.**
Included are roofs with no walls, open steel framing, bridges, trestles, outdoor process equipment and outdoor tanks.
4. **Air-supported structure.**
5. **Tent.**
6. **Open platform.**
Included are piers and wharves without super-structure, loading docks without roof, and the like.
7. **Underground structure.**
Included are earth covered structures, tunnels and mines.
8. **Not a structure.**
9. **Structure Type not classified above. Explain in Comment section.**

STRUCTURE STATUS

DEFINITION The status of the structure at the time of the incident.

PURPOSE To identify fire scenarios based on the status of the structure at the time of the incident.

This adds an important element to help isolate causal factors and fire spread as they relate to the status of the structure.

ENTRY Enter the code that most clearly describes the state of the structure at the time of the incident.

Note: If there is no structure involved, leave this entry BLANK.

Note: This entry is not required when you GIVE Auto/Mutual Aid to another department.

EXAMPLES Fire in an apartment complex during the framing stage of construction:

STRUCTURE STATUS	11
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Fire in a single family dwelling while family is on vacation:

STRUCTURE STATUS	12
------------------	----

Fire in a closed-up, unoccupied summer cabin:

STRUCTURE STATUS	3
------------------	---

EXAMPLES (Continued...) Fire in a vacant house that is for rent:

STRUCTURE STATUS 5

Fire in an abandoned run-down building:

STRUCTURE STATUS 6

STRUCTURE STATUS

1. Under construction.
The specific property use should show its intended use.
2. In use with furnishings in place and the property being routinely used.
3. Idle with furnishings in place but the property is not being routinely used.
4. Under major renovation.
The specific property use should show its new intended use.
5. Vacant but property secured and maintained.
The specific property use should show its last significant use.
6. Abandoned with property unsecured and not maintained.
The specific property use should show its last significant use.
7. Being demolished.
The specific property use should show its last significant use.
9. Structure Status not classified above. Explain in Comments section.

GENERAL PROPERTY USE	SPECIFIC PROPERTY USE	BUILDING CODE OCCUPANCY TYPE	STRUCTURE TYPE	BUILDING STATUS	OCCUPIED AT TIME OF INCIDENT
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OCCUPIED AT TIME OF INCIDENT

DEFINITION

Structures and vehicles are either occupied or unoccupied at the time of an incident. This entry refers to human occupancy, and indicates if people were present in or on the structure or vehicle at the time of the incident.

PURPOSE

To determine if people were involved and at risk in the incident. This compared with casualty data to help assess the effectiveness of detection, alarm and automatic extinguishing systems. It is also used in analyzing the adequacy of building regulations for exiting and fire containment requirements.

Note: This is the only data element that identifies incidents where people were present. This is an important factor in identifying the difference in the cause and outcome of incident scenarios based on whether people were present or not.

ENTRY

Enter the code that corresponds to the occupancy status in or on a structure or vehicle at the time of the incident.

Important: Code "1" should be used whenever people were present in the compartment of fire origin. For a dwelling, this would be the entire house. For an apartment building, this would be the unit in which the fire originated - unless it spread to adjoining units, in which case their occupancy status would also be considered. The same would hold true for a highrise building - consider the fire compartment only, unless there is spread that involves other compartments or floors.

Note: If no structure or vehicle is involved, leave this entry BLANK.

ENTRY (Continued...)

Note: This entry is not required when you GIVE Auto/Mutual Aid to another department.

EXAMPLES:

Fire in a single family residence with a mother and child at home:

OCCUPIED AT TIME OF INCIDENT 11

Automobile fire with two adults and two children in vehicle:

OCCUPIED AT TIME OF INCIDENT 11

Fire in an apartment building with no one home in the apartment of origin, but people home in the other apartments; fire is confined to unit of origin:

OCCUPIED AT TIME OF INCIDENT 3

Fire in an apartment building with no one home in the apartment of origin; the fire spread to adjoining units - some were occupied and some were not:

OCCUPIED AT TIME OF INCIDENT 3

Bridge collapse with no people on it.

OCCUPIED AT TIME OF INCIDENT 2

Fire in a chicken coop full of chickens:

OCCUPIED AT TIME OF INCIDENT 2

Fire in an abandoned run down building with 2 transients:

OCCUPIED AT TIME OF INCIDENT 11

CFIRS Codes

**OCCUPIED AT TIME OF
INCIDENT.**

1. Structure or vehicle occupied at time of incident.
2. Structure or vehicle not occupied at time of incident.
3. Unit unoccupied, but structure occupied.

FOR MOBILE PROPERTY INVOLVED	Type	Vehicle License No.	State	Year	Make	I.C. D. D. C. I. Permit No.
	Model					
	Vehicle Identification No.					State

FOR MOBILE PROPERTY INVOLVED

These entries are required whenever mobile property is involved in an incident.

Note: This entry is not required when you GIVE Auto/Mutual Aid to another department.

MOBILE PROPERTY: Type

DEFINITION

Property that is designed to be movable, either under its own power or towed, whether in fact it still is movable.

Note: Dumpsters (formerly 72) are no longer considered mobile property.

PURPOSE

To enable an analysis of incident problems in vehicles and other mobile property. This is also where you identify MOBILE HOME incidents.

ENTRY

Enter the code that best describes the type of mobile property.

Note: It doesn't make any difference what the property is being used for. If it was originally designed to be mobile, then enter the appropriate type here. (You capture the "function" of the unit under Specific Property Use.)

Note: When mobile property is involved, it is important you complete as much of other identifying information as possible.

EXAMPLES

An automobile fire:

FOR MOBILE PROPERTY INVOLVED	Type	111

A fire in a mobile home:

FOR MOBILE PROPERTY INVOLVED	Type	117

A fire in an apartment building:

FOR MOBILE PROPERTY INVOLVED	Type	98

Codes NFPA-901, 1990

MOBILE PROPERTY
TYPE

Major Headings

- Passenger Road Transport Vehicles.
- Freight Road Transport Vehicles.
- Rail Transport Vehicles.
- Water Transport Vessels.
- Air Transport Vehicles.
- Heavy Industrial and Agricultural Equipment.
- Special Mobile Property; Military Vehicles.
- Other Mobile Property Type.

**PASSENGER ROAD
TRANSPORT VEHICLES -
10 series.**

Motor vehicles such as automobiles, buses, or mobile homes used primarily for transporting or housing people. Included are abandoned vehicles.

11. **Automobile.**
Included are taxicabs, limousines, race cars, and ambulances.
12. **Bus, trackless trolley.**
Included are school buses.
13. **All terrain vehicles.**
Included are motorcycles, golf carts, snowmobiles, and dune buggies.
14. **Motor home.**
A mobile unit containing its own motive power. Included are pickup truck mounted camper and bookmobiles.

**PASSENGER ROAD
TRANSPORT VEHICLES -
10 series. (Continued...)**

15. **Travel trailer.**
A portable structure build or placed on a chassis and designed to be pulled by a vehicle.
16. **Camping trailer.**
A collapsible portable structure build on a chassis and designed to be pulled by a vehicle.
17. **Mobile home, mobile building.**
A structure build on a chassis and designed to be pulled by a vehicle to a semipermanent site. Included are mobile classrooms, mobile banks, mobile office buildings, whether on wheels, off their wheels on jacks, or on a foundation.
19. **Passenger Road Transport Vehicles not classified above. Explain in Comment section.**
10. **Passenger Road Transport Vehicles; insufficient information available to classify further.**

**FREIGHT ROAD
TRANSPORT VEHICLES -
20 series.**

Vehicles primarily for transporting goods.
Included are abandoned vehicles.
Excluded are materials handling equipment (63).

21. General trucks over 97 kg (one ton) net weight.
Included are solid chassis trucks, mail trucks, dump trucks, and fire apparatus.
22. General use small trucks, 97 kg (one ton) net weight or less.
Included are pickups, wagons, and non-motorized hauling rigs.
23. Semitrailer truck with or without tractor.
24. Tank truck for nonflammable cargo.
25. Tank truck for flammable or combustible liquid, chemical.
26. Tank truck for compressed gas or LP-Gas.
27. Trash truck.
Included are refuse rendering and waste collection vehicles.
29. Freight Road Transport Vehicles not classified above.
Explain in Comment section.
20. Freight Road Transport Vehicles; insufficient information available to classify further.

**RAIL TRANSPORT
VEHICLES - 30 series.**

Railroad, subway, railway, trolley car, and other rail vehicles are included.

**RAIL TRANSPORT
VEHICLES - 30 series.
(Continued...)**

31. Passenger, diner car.
32. Freight, box, hopper car.
33. Tank car.
34. Container, Piggyback car.
35. Locomotive, engine.
36. Self-powered car.
Included are trolley and rapid transit cars.
Excluded are trackless trolleys (12).
37. Maintenance equipment, car.
Included are cabooses and cranes.
39. Rail Transport Vehicle not classified above. Explain in Comment section.
30. Rail Transport Vehicle; insufficient information available to classify further.

**WATER TRANSPORT
VESSELS - 40 series.**

Included are all water vessels, irrespective of ownership.

41. Motor craft under 20 m (65 ft) length overall.
Vessels under 20 m (65 ft) length overall.
Excluded are commercial fishing vessels (48).
42. Vessel under 907 metric tons (1000 gross tons).
Vessels over 20 m (65 ft) length overall, but under 907 metric tons (1000 gross tons).
Included are water taxis, industrial vessels, and "yachts".
43. Passenger ship.
44. Tank ship.
45. Combat ship.
46. Cargo ship.
Vessels not classified in subdivisions 41, 42, 43, 44, and 45.
47. Nonself-propelled vessel.
All vessels without their own motive power.
Included are towed petroleum balloons, barges, and other towed or towable vessels.
Excluded are sailboats (49).
48. Commercial fishing vessel.
Included are vessels on inland, coastal, and ocean waters, and operation of oyster beds, fish hatcheries, and factory vessels.
Excluded are fish hatcheries themselves (specific property use 665).
49. Water Transport Vessels not classified above. Explain in Comment section.
Included are sailboats without auxiliary power.
40. Water Transport Vessels; insufficient information available to classify further.

**AIR TRANSPORT
VEHICLES - 50 series.**

Transport by air of passengers and freight, whether by regular services or by private charter.

51. Personal, business, utility aircraft under 5670 kg (12,500 lb) gross weight.
52. Personal, business, utility aircraft 5670 kg (12,500 lb) gross weight and over.
53. Commercial transport aircraft, reciprocating engine powered, fixed engine.
54. Commercial transport aircraft, jet and other turbine powered, fixed wing.
55. Nonmilitary helicopters, vertical takeoff aircraft.
56. Combat-type military aircraft (attack bombers, fighters, reconnaissance).
58. Nonmilitary ground effect machines (Hovercraft).
59. Air Transport Vehicles not classified above. Explain in Comment section.
50. Air Transport Vehicles; insufficient information available to classify further.

**HEAVY INDUSTRIAL AND
AGRICULTURAL
EQUIPMENT - 60 series.**

61. Earth-moving equipment.
Included are bulldozers, shovels, graders, scrapers, trenchers, and plows.
62. Construction equipment.
Included are water drilling equipment, pile drivers, tunneling equipment, air compressors, and the like.
63. Materials handling equipment.
Included are fork lifts, industrial tow motors, loaders, and stackers.
64. Crane.
65. Tractor, harvester, picker.
66. Drilling rig for petroleum and gas only.
69. Heavy Industrial and Agricultural Equipment not classified above. Explain in Comment section.
60. Heavy Industrial and Agricultural Equipment; insufficient information available to classify further.

**SPECIAL MOBILE
PROPERTY, MILITARY
VEHICLES - 70 series.**

- 71. Garden equipment.
Included are power driven lawn, yard, and snow equipment.
- 73. Mechanically moved shipping container.
- 74. Armored equipment. Included are armored cars and military vehicles.
- 75. Manned, unmanned space vehicles.
Included are rockets and missiles. For launching site, see specific property use 631.
- 79. Special Mobile Property, Military Vehicles not classified above. Explain in Comment section.
- 70. Special Mobile Property, Military Vehicles; Insufficient information to classify further.

**OTHER MOBILE
PROPERTY TYPES - 90
series.**

- 98. Mobile Property Type not applicable.
- 99. Mobile Property Type not classified above. Explain in Comment section.
- 00. Mobile Property Type undetermined or not reported.

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FOR MOBILE PROPERTY INVOLVED	Type	Vehicle License No.	State	Year	Make	NO. AFD O. Y.	Permit No.
	Model					Driver's License No.	State
	Vehicle Description No.						

FOR MOBILE PROPERTY INVOLVED: Vehicle License Number, and State, Year, Make, Model

DEFINITION

"Mobile Property" is any property designed and constructed to be mobile, movable under its own power, or towed; such as an airplane, automobile, boat, cargo trailer, farm vehicle, mobile home (even if placed on a permanent foundation), motorcycle, or recreation vehicle.

- "Vehicle License Number" is the number on the license plate affixed to the vehicle. License numbers may also be available for boats, airplanes, and farm vehicles.
- "State" is the state of registration of the mobile property involved in the incident.
- "Year" is the year the property was manufactured.
- "Make" is the name of the manufacturer of the property.
- "Model" is the manufacturer's model name. If one does not exist, use the physical description of the property commonly used to describe it, such as "three-bedroom" (mobile home) or "four door" (sedan).

PURPOSE

These data elements are essential to identifying particular brands or models that are more often a problem than others. Properties such as mobile homes, buses, and aircraft must comply with fire codes, safety standards, and/or Federal regulations. The make, model, year, and other information are useful in determining the level of compliance of mobile properties involved in fires and hazardous material incidents;

PURPOSE (Continued...)

and for analyzing the effectiveness of these codes, standards, and regulations. The data is used to assess if more regulation is needed, and to alert the public to potential hazards associated with particular kinds or makes of vehicles or other mobile property.

ENTRY

Be as specific as possible in making these entries. Place additional information in the Comments section if necessary.

EXAMPLE

A 1985 GMC Model 400 four ton stake ben truck with California License Number 2A45464 would be enter:

Vehicle License No.	2A45464	State	CA	Year	85	Make	GMC
Model	400 FOUR TON STAKE BEN						

FOR MOBILE PROPERTY INVOLVED	Type	Vehicle License No.	State	Year	Make	I.C.C./D.O.T. Permit No.
	Model	Vehicle Identification No.	Drivers' License No.		State	

FOR MOBILE PROPERTY INVOLVED: I.C.C./D.O.T., Vehicle Identification Number, Driver's License Number, State

DEFINITION

- **"I.C.C./D.O.T. Number"** is the identification number assigned to a commercial carrier by either the Inter-state Commerce Commission (I.C.C.) or the Department of Transportation (D.O.T.)
- **"Vehicle Identification Number (VIN)"** is the identification, or "Serial Number" engraved or stamped on the vehicle by the manufacturer.
- **"Driver's License Number"** is the number on the Driver's License of the person operating the vehicle at the time of the incident.
- **"State"** is the state of registration on the Driver's License of the person operating the vehicle at the time of the incident.

PURPOSE

The "VIN" and "ICC/DOT" numbers provide vital details about a vehicle involved in an incident. These are especially critical in Arson, Suspicious and Haz Mat incidents. These are the key numbers in linking to State and Federal licensing and law enforcement records.

The "Driver's License Number" and "State" provide an important identification record of the driver involved in a vehicle incident.

Data elements identifying both the vehicle and the driver are essential in establishing ownership and legal accountability; as well as in efforts to recover the cost of emergency response services.

ENTRY

Be as specific as possible in making these entries. Place additional information in the Comments Section if necessary.

EXAMPLE

A vehicle having an I.D. Number of "1GBAG36GX817635" and an ICC Number of "3626341" operated by an individual having a California Driver's License of "A7284926" would be entered:

1200
120000

I.C.C./D.O.T. Perm. No.	
3626341	
Vehicle Identification No.	Driver's License No.
1GBAG36GX817635	A7284926 CA

SECTION B														COMPLETE FOR ALL FIRES													
TYPE OF ACTION(S) TAKEN				#1	#2	#3	#4	FIRE ORIGIN		Area	Level	Horizontal Distance From		FORM OF HEAT		IGNITION FACTOR											
SEX	AGE	SEX	AGE	MATERIAL FIRST KNITED		Type	Form	CONTRIBUTING FACTOR(S)		#1	#2	METHOD OF EXTINGUISHMENT															
ESTIMATED PROPERTY LOSS				ESTIMATED CONTENTS LOSS				FUEL MODEL		ACRES BURNED																	
IF EQUIPMENT INVOLVED IN IGNITION		Type	Model	Serial No.		Year																					

Section B must be completed whenever the Type of Situation Found is coded 10 through 19 (Fire, Explosion).

This is the portion of the incident record that describes the basic factors in a fire scenario. It tells you:

- where the fire started
- the ignition source
- what ignited
- how it was extinguished
- the estimated loss
- what equipment was involved
- what action you took

This information is critical to any factual analysis of fire starts.

It is vital that you select the codes that most accurately depict the fire scene.

The information you report has far reaching influence on the development and effectiveness of future prevention strategies.

Note: You are not required to complete this section when you provide Auto/Mutual Aid to another department. (This information will be reported by the department having jurisdiction.)

In this case, you enter your Action(s) Taken in Section G.

Important: If you respond into another department's jurisdiction - and are first on the scene - it is important you inform the officer-in-charge of what you observed. You share the responsibility to insure the report is complete and accurate, even though it will be submitted by another department.

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TYPE OF ACTION(S) TAKEN	#1	#2	#3	#4	FIRE ORIGIN	Area	Level	Horizontal Distance	From	FORM OF HEAT	IGNITION FACTOR
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TYPE OF ACTION(S) TAKEN

DEFINITION

The tasks performed at the fire scene by responding fire department personnel.

Note: You can record up to four different actions taken to more completely define the scope of tasks performed at a single incident.

PURPOSE

The action(s) taken at a given fire incident, when compared to the Type of Situation(s) Found, provides the basic information about the tasks required to handle the range of emergency situations a fire department encounters. This information also helps measure the nature and scope of fire protection services you provide to your community.

ENTRY

Enter the code(s) that best describe the action(s) you took to handle the incident.

Important: Although you can enter up to four different Action Taken codes, it is critical that you enter the primary one first! Look at it this way: If you could enter only one code for Action Taken, which one would you use? Put THAT ONE in entry #1!

Note: This data field is for FIRES ONLY.

Actions Taken for HAZ MAT incidents are entered in Section "F".

If it is not a Fire and/or Haz Mat incident, enter the Actions(s) Taken in Section "G".

EXAMPLES

You performed ventilation, extinguishment, salvage and overhaul:

TYPE OF ACTION(S) TAKEN	1	2	02	03	04
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You extinguished the fire and removed smoke:

TYPE OF ACTION(S) TAKEN	01	5	6	03	04
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You investigated a reported fire that was out:

TYPE OF ACTION(S) TAKEN	01	02	03	04
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**TYPE OF ACTION(S)
TAKEN - FOR FIRES
ONLY**

- 11. Rescue, ventilation, extinguishment, salvage, and overhaul.
- 12. Ventilation, extinguishment, salvage, and overhaul.
- 13. Extinguishment, salvage, and overhaul.
- 14. Salvage and overhaul.
- 15. Extinguishment.
- 16. Ventilation.
Included are smoke or toxic gas removal.
- 17. Establish wildfire fire lines.
Included are setting and controlling backfires and clearing firebreaks.
- 54. Water Removal.
- 55. Restore sprinkler or protection system.
- 56. Restore alarm system.
- 61. Crowd control.
- 62. Traffic control.
- 63. Notify other agencies including mutual/automatic aid, state emergency agencies, etc.
- 64. Provide public and media information.
- 71. Investigate.
- 72. Responding unit(s) cancelled in route.
- 73. Shut down system.
- 81. Restore city services.
Included are restoring water supplies and public fire alarm systems.
- 82. Secure property.
- 91. Code enforcement.
- 99. Type of Action Taken not classified above. Explain in Comments section.

FIRE ORIGIN: Area

DEFINITION

The primary use of the room or space where the fire originated. This could be a room or portion of a room, a vehicle or a portion of a vehicle, or some other area devoted to a specific use. For example, an office building may be the General Property Use, a restaurant in that building the Specific Property Use, and the kitchen in that restaurant the Area of Origin. Every fire has an area of fire origin.

PURPOSE

To identify the specific room or space where the fire started. This is the first step in pinpointing the location where the ignition occurred. It narrows the focus within the frame established by the General and Specific Property Uses. This factor is absolutely essential to effective fire-cause analysis.

ENTRY

Enter the code that best describes the area where the fire originated.

EXAMPLES

The fire started in the kitchen of a single family dwelling:

FIRE ORIGIN Area	2,4
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The fire started in the bedroom closet of a home:

FIRE ORIGIN Area	4,2
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The fire starting in the engine compartment of an automobile:

FIRE ORIGIN Area	8,3
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EXAMPLES (Continued...)

The fire started in a vacant lot next to a school:

FIRE ORIGIN	Area	98
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Exhaust carbon from a truck starts a grass fire in a highway divider strip:

FIRE ORIGIN	Area	92
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Codes NFPA 901, 1990

Major Headings

AREA OF ORIGIN

- Means of Egress.
- Assembly, Sales Areas (groups of people).
- Function Areas.
- Storage Areas.
- Service Facilities.
- Service, Equipment Areas.
- Structural Areas.
- Transportation, Vehicle Areas.
- Other Area of Origin.

Leading "0" must be entered where applicable. ---

**MEANS OF EGRESS -
0 series.**

- 01. Hallway, corridor, mall.
- 02. Exterior stairway.
Included are fire escapes and exterior ramps.
- 03. Interior stairway.
- 04. Escalator.
- 05. Lobby, entrance way.
- 09. Means of Egress not classified above. Explain in Comments section.

**ASSEMBLY, SALES
AREAS - 10 series.**

- 11. Large assembly area with fixed seats (100 or more persons).
Included are auditoriums, chapels, places of worship, theaters, arenas, and lecture halls.
- 12. Large open room without fixed seats (100 or more persons).
Included are ballrooms, gymnasiums, roller rinks, bowling alley lanes, multi-use areas, and the like.

**ASSEMBLY, SALES AREA
- 10 series (Continued...)**

13. Small assembly area with or without fixed seats (less than 100 persons).
Included are classrooms, meeting rooms, multipurpose rooms, and the like.
14. Lounge area.
Included are living rooms, commons rooms, TV rooms, dens, recreation rooms, family rooms, sitting rooms, music rooms, and the like.
15. Sales, showroom area.
Excluded are display windows (56).
16. Library.
Included are art galleries and exhibit spaces.
17. Swimming pool.
19. Assembly, Sales Area not classified above. Explain in Comments section.

**FUNCTION AREAS - 20
and 30 series.
(Continued...)**

21. Sleeping room for under five persons.
Included are patient rooms, bedrooms, cells, lockups, and the like.
22. Sleeping area for five or more persons.
Included are wards, dormitories, barracks, and the like.
23. Dining area, lunchroom, cafeteria.
Included are dining rooms mess rooms, canteens and beverage service bars.
24. Kitchen, cooking area.
25. Lavatory, locker room, cloakroom.
Included are checkrooms, rest rooms, bathrooms, powder rooms, washrooms, shower rooms, sauna baths, outhouses, and portable toilets.
26. Laundry room or area.
Included are wash houses.
27. Office.
28. Personal service area.
Included are health clubs, massage parlors, and barber and beauty treatment areas.
31. Laboratory.
32. Printing or photographic room or area.
33. First aid, treatment room.
Included are areas where minor surgery is performed.
34. Operating rooms.
Included are recovery rooms and operating theaters.
35. Electronic equipment room or area.
Included are control centers, radar rooms, electronic computer areas, data processing center, telephone equipment rooms, telephone booths, and the like.

**FUNCTION AREAS - 20
and 30 series.
(Continued...)**

- 36. Performance, stage area.
Included are backstage areas, dressing rooms, ice rinks, boxing rings, and basketball floors.
- 37. Projection room or area.
- 38. Process, manufacturing area.
- 39. Function Areas not classified above. Explain in Comments section.

**STORAGE AREAS -
40 series.**

- 41. Product storage room or area, storage tank, storage bin.
Included are all areas where products are held awaiting process, shipment, use, or sale.
- 42. Closet.
- 43. Supply storage room or area.
Included are tool rooms, maintenance supply rooms, dead storage rooms, and the like.
- 44. Records storage room or vault.
- 45. Shipping, receiving, loading area.
Included are packing departments, mail rooms, and loading bays.
- 46. Trash or rubbish area, container.
Included are waste paper storage areas, industrial waste containers, compactors, garbage and trash chutes without incinerators.
Excluded are incinerators (64).
- 47. Garage, carport, vehicle storage area.
- 49. Storage Areas not classified above. Explain in Comments section.

**SERVICE FACILITIES -
50 series.**

- 51. Elevator, dumbwaiter.
Included are the shaft areas.
- 52. Utility shaft.
- 53. Light shaft.
- 54. Chute.
Included are laundry chutes and mail chutes.
Excluded are trash chutes (46).
- 55. Duct.
Included are air conditioning, heating, cable, and exhaust ducts.
- 56. Display window.

**SERVICE FACILITIES -
50 series. (Continued...)**

- 57. Chimney.
For incidents not confined to the chimney, the Area of Origin should be classified as the first area where release occurs outside the chimney, and the chimney is the equipment involved in ignition.
- 58. Conveyor.
- 59. Service Facility not classified above. Explain in Comments section.

**SERVICE, EQUIPMENT
AREAS - 60 series.**

- 61. Machinery room or area.
Included are elevator machinery rooms, engine rooms, pump rooms, head houses refrigeration rooms, and the like.
- 62. Heating equipment room or area, water heater area.
- 63. Switchgear area, transformer vault.
- 64. Incinerator room, area.
Included are all incinerator operations.
Excluded are rubbish areas without incinerators (46).
- 65. Maintenance shop or area.
- 66. Test cell.
- 67. Enclosure with pressurized air.
- 68. Enclosure with enriched oxygen atmosphere.
- 69. Service, Equipment Areas not classified above. Explain in Comments section.

**STRUCTURAL AREAS -
70 series.**

- 71. Crawl space, substructure space.
- 72. Exterior balcony, open porch.
- 73. Ceiling and floor assembly, concealed floor/ceiling space.
- 74. Ceiling and roof assembly, concealed roof/ceiling space.
Included are church steeples, cupolas, vacant attics, and the like.
- 75. Wall assembly, conceals wall space.
- 76. Exterior wall surface.
- 77. Exterior roof surface.
- 78. Awning.
- 79. Structural Areas not classified above. Explain in Comments section.

**TRANSPORTATION,
VEHICLE AREAS -
80 series.**

- 81. Passenger area of transportation equipment.
- 82. Trunk, load carrying area of transportation equipment.
- 83. Engine area, running gear, wheel area of transportation equipment.

**TRANSPORTATION,
VEHICLE AREAS -
80 series. (Continued...)**

- 84. Fuel tank, fuel line area of transportation equipment. Included are tanks and lines for flammable/combustible liquids up to the engine area.
- 85. Operating, control area of transportation equipment. Included are the bridges of ships, cockpits of planes, cabs of trucks and the like.
- 86. Exterior exposed surface of transportation equipment.
- 89. Transportation, Vehicle Areas not classified above. Explain in Comments section.

**OTHER AREAS -
90 series.**

- 91. On or near railroad right of way, embankment.
- 92. On or near highway, public way, street, parking lot.
- 93. Court, terrace, patio. Included are screened in porches and patios.
- 94. Lawn, field, open area. Included are farmland, parks, and vacant lots.
- 95. Wildland area, woods.
- 96. Area under construction or major renovation.
- 97. Multiple areas of release.
- 98. Vacant structural area with no current use.
- 99. Area of Origin not classified above. Explain in Comments section.
- 00. Area of Origin; insufficient information to classify further.

TYPE OF ACTION(S) TAKEN	#1	#2	#3	#4	FIRE ORIGIN AREA	Level	Horizontal Distance From	FORM OF HEAT	IGNITION FACTOR
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FIRE ORIGIN: Level

DEFINITION

The point where the fire originates in relation to ground level.

PURPOSE

A fire above or below ground level presents special problems in fire strategy and tactics. Information on the frequency and nature of "high" fires is needed for assessing aerial apparatus needs and performance. Often, a fire at the upper level of a multiple story building is difficult to control because of delays in moving personnel and equipment to the fire floor. Fires below ground present extremely dangerous conditions for fire fighters.

An understanding of the nature of fires on different levels of origin is necessary to improve tactics and training; equipment and personnel resource assignment; and prevention strategies.

Note: The combination of this factor - and "Number of Stories" - is the only way you can identify fires that occur in highrise buildings.

The "Level" also tells you when you handled a fire that originated above the reach of your ground apparatus.

ENTRY

Enter the number of feet above or below ground where the fire originated.

For a building on sloping terrain, consider the lowest level of exit discharge to be the "ground level". Heights can be estimated. (A typical story in a building is considered equal to 10 feet.)

EXAMPLES

The fire started in the 1st basement level:

Level **B01**

The fire started 60 feet below ground level in a subway:

Level **B60**

The fire started on the 17th floor:

Level **A17**

ENTRY Standard

Note: If the building contained a mezzanine floor (which actually makes the first floor 2-stories high), then you could estimate an additional 10 feet, and the entry would be: A18

- A - Above Ground.
- B - Below Ground.
- 1 = 10' or one building story.
- 2 = 20' or two building stories.
- A01 = Grade or 1st floor.

FIRE ORIGIN: Horizontal Distance From

DEFINITION

The distance from the point of origin of a fire to the nearest edge of the traveled surface of a road, or the nearest outside rail of a railroad right of way.

Note: This factor is intended for fires that start within 100 feet of roads or railroad rights of way. The Area of Fire Origin must be coded 91 or 92, otherwise leave blank.

PURPOSE

The "Horizontal Distance From" data is essential for developing and evaluating fire hazard reduction regulations that apply along roads and railroad rights of way. It provides the means to identify problem areas, regulation development needs, and for assessing the effectiveness of regulations and vegetation treatment methods.

ENTRY

Enter the measured or estimated distance in feet (up to 99 feet maximum). Enter '00' if the area of origin is between the rails of a railroad roadbed, or is confined to the traveled surface of a roadway.

Note: This data field is completed only when the Area of Origin is coded 91 (on or near railroad right of way, embankment), or 92 (on or near highway, street, parking lot). Otherwise, leave this entry BLANK.

EXAMPLES

The fire starts in a chimney of a house:

Horizontal Distance From	
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EXAMPLES (Continued...)

The fire starts between the ties in the middle a railroad bed:

Horizontal
Distance From **0,0**

The fire starts about 10 feet from the edge of a road:

Horizontal
Distance From **1,0**

The fire starts 24 feet from the nearest rail of a railroad bed:

Horizontal
Distance From **2,4**

TYPE OF ACTION/TAKEN	#1	#2	#3	#4	FIRE ORIGIN Area	Level	Horizontal Distance From	FORM OF HEAT	IGNITION FACTOR
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FORM OF HEAT OF IGNITION

DEFINITION

The form of heat energy that causes the ignition of a fire.

Note: Every fire has a Form Of Heat Of Ignition.

PURPOSE

To identify the form of heat energy that ignited the fire. This is one of the most critical factors in piecing together the picture of the conditions that resulted in the fire start.

This is where you identify such details as; matches, lighters, hot surfaces, campfires, cigarettes, sparks and embers from various sources, fireworks, Exposure fires, etc.

The Form of Heat - combined with "Equipment Involved In Ignition" and "Ignition Factor" - gives you direct aim at where prevention efforts need to be focused.

ENTRY

Enter the code that best describes the heat of ignition. If the heat was from a fuel-fired or fuel-powered object, be sure to specify the fuel used.

Note: It is important the fuel type be properly identified for equipment that may be powered by alternative fuels. You should pay particular attention to: central heating; water heaters; fixed local heating; portable heating; stoves and ovens; central air conditioning; and dryers. Although more than one FHI code may apply, you should always select the one that identifies the type of fuel involved. (Use the 10 Series codes for gas or liquid; the 20 Series for solid fuels; and the 30 Series - or codes 46 or 47 - if electrically powered.)

EXAMPLES

The fire started from a short circuit in hot plate:

FORM OF HEAT 4.7

The fire started from a candle that fell over:

FORM OF HEAT 6.6

The fire started spontaneously in a mop storage closet:

FORM OF HEAT 7.2

Codes NFPA-901, 1990

FORM OF HEAT OF IGNITION

Major Headings

- Heat, Sparks, Ember, or Flames from Outside, Open Fires.
- Heat from Fuel-Fired or Fuel-Powered Equipment (gas or liquid fuel).
- Heat from Fuel-Fired or Fuel-Powered Equipment (solid fuel).
- Heat from Electrical Equipment Arcing or Overloaded.
- Heat from Hot Object.
- Heat from Explosives or Fireworks.
- Heat from Other Open Flame, Sparks, or Smoking Materials.
- Heat from Natural Source.
- Heat Spreading from Another Unwanted or Hostile Fire (Exposure).
- Other Form of Heat of Ignition.

HEAT, SPARKS, EMBER, OR FLAMES FROM OUTSIDE, OPEN FIRES - 0 Series.

Leading "0" must be entered where applicable.

01. Outside open fire for debris or waste disposal.
02. Outside open fire for warming.
03. Outside open fire for cooking.
04. Outside open bonfire.
05. Agricultural burns, land management burns. Included are prescribed burning.
08. Heat, Sparks, Ember, or Flames from Outside, Open Fires not classified above. Explain in Comments section.
09. Heat, Sparks, Ember, or Flames from Outside, Open Fires; insufficient information available to classify further.

**HEAT FROM FUEL-FIRED
OR FUEL-POWERED
EQUIPMENT (gas or
liquid fuel) - 10 series.**

NOTE: Gas is a gas fuel; gasoline is a liquid fuel.

The difference between subdivision 14 and 15 (or 16 and 17, or 21 and 22, etc.) is whether a spark, ember, or flame actually escaped from the equipment or whether it was simply overheating of the outside surface (or its internal heat) causing the ignition of nearby combustibles.

11. Spark, ember, heat, or flame from cutting torch operation (separating metals).
12. Spark ember, heat, or flame from welding torch operation (joining metals).
13. Spark, ember, heat, or flame other than cutting/welding.
Included are plumbers' furnaces, blow torches, plumbers' torches, Bunsen burners, soldering and heating operations, paint stripping torches, and other torch operations.
14. Spark ember, flame escaping from natural gas fueled equipment other than torch.
15. Heat from natural gas fueled equipment other than torch.
Included are pilot lights and normal flames.
16. Spark, ember, flame escaping from liquid fueled equipment.
Included is exhaust carbon not trapped by a spark arrester or not pulverized by a turbocharger.
17. Heat from liquid fueled equipment.
Included are pilot lights, normal flames, and exhaust system surfaces.
18. Spark, ember, flame escaping from LP gas fueled equipment other than torch.
Included are butane and propane.
19. Heat from LP gas fueled equipment other than torch.
Included are pilot lights and normal flames.
21. Spark, ember, flame escaping from wood or paper fueled equipment.
Included are sparks from chimney connected to the equipment.
22. Heat from wood, paper fueled equipment.
Included chimneys, pilot lights, and normal flames.
23. Spark, ember, flame escaping from coal or coke fueled equipment.
Included are sparks from a chimney connected to the equipment.

**HEAT FROM FUEL-FIRED
OR FUEL-POWERED
EQUIPMENT (solid fuel) -
20 series.**

**HEAT FROM FUEL-FIRED
OR FUEL-POWERED
EQUIPMENT (solid fuel) -
20 series. (Continued...)**

- 24. Heat from coal or coke fueled equipment.
Included are chimneys, pilot lights, and normal flames.
- 25. Spark, ember, flame escaping from other solid fueled equipment.
- 26. Heat from other solid fueled equipment.
Included are chimneys, pilot lights, and normal flames.
- 27. Spark, ember, flame escaping from fuel-fired equipment; specific fuel not known.
- 28. Heat from fuel-fired equipment: specific fuel not known.
- 29. Heat from Fuel-Fired or Fuel-Powered Equipment not classified above. Explain in Comments section.
- 20. Heat from Fuel-Fired or Fuel-Powered Equipment; insufficient information available to classify further.

**HEAT FROM
ELECTRICAL
EQUIPMENT ARCING OR
OVERLOADED -
30 series.**

- 31. Water caused short-circuit arc.
- 32. Short-circuit arc from mechanical damage.
- 33. Short-circuit arc from defective, worn insulation
- 34. Unspecified short-circuit arc.
- 35. Arc from faulty contact, loose connection, broken conductor, broken power line.
- 36. Arc, spark from operating equipment, switch, or electric fence.
Excluded are static discharges from equipment whether it is in operation or not (74).
- 37. Heat from overloaded equipment.
Included are wires and motors.
- 38. Fluorescent light ballast.
- 39. Heat from Electrical Equipment Arcing or Overloaded not classified above. Explain in Comments section.
- 30. Heat from Electrical Equipment Arcing or Overloaded; insufficient information available to classify further.

**HEAT FROM HOT
OBJECT - 40 series.**

- 41. Heat, spark from friction.
Included are overheated tires.
- 42. Molten, hot material.
Included are molten metal, hot forging, and hot glass, hot metal fragment, brake shoe, hot box and slag from arc welding operations.
- 43. Hot ember ash.
Included are embers and ash discarded from solid fuel-fired equipment.
Excluded are embers accidentally escaping from solid fuel-fired equipment (division 2) and embers, sparks from smoking materials (division 6).
- 44. Electric lamp.
Included are light bulbs.

**HEAT FROM HOT
OBJECT - 40 series.
(Continued...)**

- 45. Rekindle, reignition.
- 46. Heat from properly operating electrical equipment.
- 47. Heat from improperly operating electrical equipment.
Excluded are overloaded operating electrical equipment (37) and fluorescent light ballast (38).
- 49. Heat from Hot Object not classified above. Explain in Comments section.
- 40. Heat from Hot Object; insufficient information available to classify further.

**HEAT FROM
EXPLOSIVES OR
FIREWORKS - 50 series.**

- 51. Munitions.
Included are bombs, ammunition (not tracer, which is 52) and military rockets.
- 52. Tracer ammunition.
- 53. Blasting agent, prima cord, black powder fuse.
Included are fertilizing agents, ammonium nitrate, and sodium, potassium, or other chemical agents.
- 54. Fireworks.
Included are sparklers, paper caps, party poppers, and firecrackers.
- 55. Model and amateur rocket.
- 56. Incendiary device.
Included are Molotov cocktails.
- 59. Heat from explosives or fireworks not classified above.
Explain in Comments section.
- 50. Heat from Explosives or Fireworks; insufficient information available to classify further.

**HEAT FROM OTHER
OPEN FLAME, SPARKS,
OR SMOKING
MATERIALS - 60 series.**

Included is heat from material in use or after use.

- 61. Cigarette.
- 62. Cigar or pipe.
- 63. Heat from undetermined smoking material.
- 64. Match.
- 65. Lighter (flame type).
- 66. Candle, taper.
- 67. Warning flare, fusee.
- 68. Backfire from internal combustion engine.
Excluded are flames and sparks from an exhaust system (16).
- 69. Heat from Other Open Flame, Sparks, or Smoking Materials not classified above. Explain in Comments section.
- 60. Heat from Other Open Flame, Sparks, or Smoking Materials; insufficient information to classify further.

HEAT FROM NATURAL SOURCE - 70 series.

- 71. Sun's heat.
Usually magnified through glass, bottles, etc.
- 72. Spontaneous ignition, chemical reaction.
- 73. Lightning discharge.
- 74. Static discharge.
Excluded are electrical arcs or sparks (36).
- 79. Heat from Natural Source not classified above. Explain in Comments section.
- 70. Heat from Natural Source; insufficient information available to classify further.

HEAT SPREADING FROM ANOTHER UNWANTED OR HOSTILE FIRE (Exposure) - 80 series.

- 81. Heat from direct flame, convection currents.
- 82. Radiated heat.
Excluded is heat from exhaust systems of fuel-fired, fuel-powered equipment (16).
- 83. Heat from flying brand, ember, spark.
Excluded are embers, sparks from a chimney igniting the roof of the same structure (division 2)
- 84. Conducted heat.
- 89. Heat Spreading from Another Unwanted or Hostile Fire not classified above. Explain in Comments section.
- 80. Heat Spreading from Another Unwanted or Hostile Fire; insufficient information available to classify further.

OTHER FORM OF HEAT OF IGNITION - 90 series.

- 97. Multiple forms of heat of ignition.
Use this subdivision only where there are multiple fires started at approximately the same time on the same property and more than one heat of ignition was initially involved. If one major heat source was involved, use the appropriate classification.
- 99. Form of Heat of Ignition not classified above. Explain in Comments section.
- 00. Form of Heat of Ignition undetermined.

TYPE OF ACTION(S) TAKEN	11	45	25	44	FIRE ORIGIN	Area	Level	Horizontal Distance From	FORM OF HEAT	IGNITION FACTOR
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IGNITION FACTOR

DEFINITION

The act, condition or situation that allowed the heat source to combine with the material first ignited to start a fire.

Note: Every fire has an Ignition Factor.

PURPOSE

To identify the act or condition that allowed the fire to ignite.

The Ignition Factor is a critical component of the ignition sequence - along with Area of Origin, Equipment Involved in Ignition, Form of Heat of Ignition, and Type and Form of Material Ignited. The analysis of how these factors interact provides invaluable information on how to break the chain of events that lead to ignition.

This is often considered the most critical link in the chain, because it connects the heat source to the material that ignited. In other words, if the act had not occurred - or the condition had not existed - the fire would not have happened.

The Ignition Factor is probably the single most crucial element as far as prevention is concerned. With the obvious exceptions of "Natural Conditions" and criminal acts, practically every ignition factor is "preventable". This element should be a key factor in targeting your prevention efforts.

ENTRY

Enter the factor that best describes why the heat source and the material ignited were able to combine to initiate the fire.

EXAMPLES

A 4-year old who had no knowledge that fire can do damage, ignited clothes in a closet, with a lighter:

IGNITION FACTOR	36
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EXAMPLES (Continued...)

A 4-year old who knew that fire can do damage ignited clothes in a closet, with a lighter:

IGNITION FACTOR 112

Remark: 22 or as determined by investigation:

IGNITION FACTOR 22

Creosote buildup ignited in stove pipe:

IGNITION FACTOR 56

An exposure fire:

IGNITION FACTOR 93

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IGNITION FACTOR

Major Headings

- Incendiary.
- Reckless.
- Misuse of Heat of Ignition.
- Misuse of Material Ignited.
- Mechanical Failure, Malfunction.
- Design, Construction, Installation Deficiency.
- Operational Deficiency.
- Natural Condition.
- Other Ignition Factor.

Incendiary for fire reporting purposes is defined as evidence that leads the reporting person to conclude that reporting person to conclude that a fire was deliberately set. Evidence includes physical material and observations of fire effects and may include witnesses or admissions. A deliberately set fire may be lawful or unlawful depending upon other circumstances relevant under applicable law, including intent, ownership of property ignited and the presence or absence of permission.

INCENDIARY - 10 series.

11. **Unlawful Incendiary (Criminal Act).**
Evidence supports both a conclusion that the fire was incendiary and that it was unlawful. Wilful and malicious setting of a fire. California Penal Code Section 451 (CPC451).
12. **Lawful Incendiary (Intentionally Set, Non Criminal).**
Evidence supports that the fire was deliberately set, but the circumstances indicate that no law was violated. (Person burns own property with no intent to defraud. Excluded are fires started as non-hostile but that spread and become hostile (Inadequate control - 34).
13. **Suspicious.**
Physical evidence indicates the possibility that the fire may have been deliberately set, but insufficient evidence exists to conclude that it was incendiary. The fire may require additional investigation.

RECKLESS - 20 series.

Reckless for fire reporting purposes means evidence leads the reporting person to conclude that the person responsible for the fire not only failed to use ordinary care under the circumstances, but demonstrated a wanton disregard for life or property. Evidence includes physical material and observation of fire effects and may include witnesses or admissions. Deliberately set fires should be coded under Incendiary (1).

21. **Reckless - failure to use ordinary care.** Consciously disregards a substantial and unjustifiable risk that his or her act will cause a fire. California Penal Code Section 452 (CPC452).
22. **Reckless - careless or negligent action** throwing or placing any substance or thing in any place that may directly or indirectly cause a fire. Health and Safety Code Section 13001, 13002 (H & S 13001, 13002)

MISUSE OF HEAT OF IGNITION - 30 series.

Where the heat of ignition moves or was moved, and the material first ignited was stationary, classify here. Where the heat of ignition was stationary and the material first ignited moves or was moved, classify in Division 4. Where both the heat of ignition and the material first ignited move or were moved, classify here (Division 3). Misuse of smoking materials should be classified in the most appropriate subdivision of Division 3.

**MISUSE OF HEAT OF
IGNITION - 30 series.
(Continued...)**

- 31. **Abandoned, discarded heat source.**
Included are discarded cigarettes, cigars, tobacco embers, hot ashes, other burning matter.
Excluded are outside fires left unattended, smoking materials abandoned if asleep (33), impairment by drugs or alcohol (37), or other impairments (38).
- 32. **Thawing.**
- 33. **Falling asleep.**
Included are fires that result from a person smoking when he falls asleep.
- 34. **Inadequate control of open fire.**
Included are smoking out animals, campfires, debris burning, outside fires left unattended.
- 35. **Heat source used or placed too close to combustibles.**
Included are matches or candles used for light in unsafe places; welding or cutting operations; fires under tree branches, snags; timber hauling block hung improperly; and failure to clear debris from around campfires or engines.
Excluded are heat source permanently installed too close to combustibles (63).
- 36. **Children playing with heat sources and having no knowledge that fire can do damage.**
Included are matches, candles, cigarette lighters.
Excluded are intentional acts (11).
- 37. **Person impaired by drug or alcohol.**
Included are people who fall asleep as a result of drugs or alcohol.
Excluded are people who simply fall asleep (33).
- 38. **Person otherwise impaired.**
Included are unconsciousness; mental, physical impairment.
Excluded are people simply falling asleep (33).
- 39. **Misuse of Heat of Ignition not classified above.**
Explain in Comments section
- 30. **Misuse of Heat of Ignition; insufficient information to classify further.**

**MISUSE OF MATERIAL
IGNITED - 40 series.**

Where the heat of ignition moves or was moved, and the material first ignited was stationary, classify in Division 3. Where the heat of ignition was stationary and the material first ignited moves or was moved, classify here (Division 4). Where both the heat of ignition and the material first ignited move or were moved, classify in Division 3. Misuse of smoking materials should be classified in the most appropriate heading of Division 3.

41. Flammable liquid or gas spilled, released accidentally. Excluded are improper fueling (42) and accidental release due to improper container (45).
42. Improper fueling technique. Included are fueling of power saws, vehicles, gasoline motors. Excluded are flammable gas, liquids spilled or released accidentally (41).
43. Flammable liquid used to kindle fire.
44. Washing part, cleaning, refinishing, painting with flammable liquid.
45. Improper container. Included are gasoline in glass, plastic containers.
46. Combustible placed too close to heat source. Included are storage near chimney, stovepipe, furnace, stove, incinerator. Excluded are situations where smoking materials were involved (Division 3); or where combustibles are permanently installed too close to a heat source (63).
47. Improper storage procedures. Included are spontaneous ignition, gas containers stored at excessive temperature.
48. Children playing with combustibles and having no knowledge that fire can do damage. Included are gasoline, flammable liquids, pillows, towels. Excluded are intentional acts (11).
49. Misuse of Materials Ignited not classified above. Explain in Comments section.
40. Misuse of Materials Ignited; insufficient information to classify further.

**MECHANICAL FAILURE,
MALFUNCTION - 50
series.**

Where the heat of ignition and the material first ignited are both stationary, classify in Division 5 or 6.

- 51. Automatic control failure.
Included are delayed ignitions of automatic ignitors.
- 52. Manual control failure.
- 53. Short circuit, ground fault.
- 54. Other part failure, leak, break.
- 55. Other electrical failure.
- 56. Lack of maintenance, worn out.
Included are failures to maintain, burned-out incinerator, spark arrester, chimney or stove pipes, also included are failure to clean; grease or lint build ups.
Excluded are short circuits, ground fault (53), and failure to clean railroad locomotive eductor tube (75).
- 57. Backfire.
Included is ignition outside the combustion chamber.
Excluded are fires originating as a result of hot catalytic converters (61).
- 59. Mechanical Failure, Malfunction not classified above.
Explain in Comments section.
- 50. Mechanical Failure, Malfunction; insufficient information to classify further.

**DESIGN,
CONSTRUCTION,
INSTALLATION
DEFICIENCY - 60 series.**

- 61. Design deficiency.
Included are catalytic converters, heat from properly operating equipment.
- 62. Construction deficiency.
Included are improperly built chimneys.
- 63. Installed too close to combustibles.
Included are structures or interior finish too close to chimneys, stove pipes, furnaces, stoves.
Excluded is storage too close to heat source (46).
- 64. Other installation deficiency.
Included are improper installation of flame arrester, muffler, stove pipe, and factory built chimneys.
- 65. No spark arrester when one is required or spark arrester improperly installed.
- 69. Design, Construction, Installation Deficiency not classified above. Explain in Comments section.
- 60. Design, Construction, Installation Deficiency; insufficient information to classify further.

**OPERATIONAL
DEFICIENCY - 70 series.**

Where equipment was misused whether it moved or not, classify in Division 7. Misuse of smoking materials should be classified in Division 4.

- 71. Collision, overturn, knockdown.
Included are automobiles, vehicles.
- 72. Accidentally turned on, not turned off.
- 73. Equipment unattended.
- 74. Equipment overloaded.
Included are cords serving too many appliances.
- 75. Failure to clean.
Included are lint or grease buildups; chimneys, stove pipes and railroad locomotive eductor tube.
Excluded are spark arresters (56).
- 76. Improper start up, shutdown procedures.
- 77. Equipment used for purpose not intended.
Excluded is overloaded equipment (74).
- 78. Equipment not being operated properly.
Included are situations where safety or control devices are bypassed.
- 79. Operational Deficiency not classified above. Explain in Comments section.
- 70. Operational Deficiency; insufficient information to classify further.

**NATURAL CONDITION -
80 series.**

For use where the natural condition below changed a normally safe operation into an unsafe one.

- 81. High wind.
- 82. Earthquake.
- 83. High water.
Included floods.
- 84. Lightning.
- 85. Low humidity.
Excluded are static spark discharges (Division 6).
- 86. High temperature.
- 87. Low temperature.
- 89. Natural Condition not classified above. Explain in Comments section.
- 80. Natural Condition; insufficient information to classify further.

**OTHER IGNITION
FACTOR - 90 series.**

- 91. Animal.
- 92. Rekindled from a previous fire.
- 93. Exposure fire.

**OTHER IGNITION
FACTOR - 90 series.
(Continued...)**

- 95. Failure to use ordinary care under the circumstances not classified above. Explain in Comment section.
- 99. Ignition Factor not classified above. Explain in Comment section.
- 90. Other Ignition Factor; insufficient information to classify further.
- 00. Ignition Factor undetermined or not reported.

SEX	AGE	SEX	AGE	MATERIAL FIRST (INITIAL)	TYPE	FORM	CONTRIBUTING FACTORS	#1	#2	METHOD OF EXTINGUISHMENT
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SEX and AGE

DEFINITION

The sex and age of the person(s) involved in the ignition of a fire.

PURPOSE

To establish a relationship between the sex and age of the person(s) involved, and the fire scenario.

If prevention efforts are to be successful, they must be directed to the appropriate audience. In other words, if you want to solve a problem, you have to reach the people that are causing that problem. This data combination draws the picture of the segment of the population that is most often involved in the particular problem you are addressing. This enables you to design prevention strategies that are aimed at a specific target - which significantly improves your odds for success.

The value of this data is further magnified at the state level, where patterns and trends can be proved - or disproved - by the accumulated view from the statewide database.

Note: This factor is essential to defining and documenting the juvenile arson and firesetter problem. It also provides unique insights to better our understanding of the fireworks problem, vehicle fires, kitchen fires - and just about any other fire problem related to human behavior.

ENTRY: Sex

Enter the code that defines the sex - plus the age in years - of the person most closely involved in the ignition. If more than one person is involved, you may add a second entry.

(Enter the approximate age if the actual age cannot be determined.)

ENTRY: Sex
(Continued...)

Important: When you make two entries, be sure to put the most significant one in the first block. For instance, if a mother and child are involved - and the child was playing with a cigarette lighter - then enter the child's sex and age first. The house-rule is; enter the data for the person who is most closely related to the "Ignition Factor" first.

Note: This data is not designed to correlate with the person(s) identified by the "Involvement Code" in Section A; however, it may, depending on who you list. Just remember, this entry is restricted to a direct relationship to the "Ignition Factor".

Note: If no people are involved in the ignition, leave this entry BLANK.

EXAMPLES: Sex

Two brothers, 13 and 16, set a neighbor's haystack on fire. The 13 year old said his brother did it:

SEX	AGE	SEX	AGE
M	16	M	13

A bearing in a motor froze, causing the electric circuit to overheat:

SEX	AGE	SEX	AGE

A 32 year old female was cleaning her motorcycle with gasoline in the garage:

SEX	AGE	SEX	AGE
F	32		

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SEX

- M Male.
- F Female.
- U Sex undetermined or not reported.

ENTRY: Age

Enter the age of the person. Make an approximation if the age cannot be determined. For those persons 1 year old or less, it shall be record as 01. 00 is not an acceptable entry.

EXAMPLES: Age

Two brothers, 13 and 16, set a neighbor's haystack on fire.
The 13 year old said his brother did it:

SEX	AGE	SEX	AGE
M	16	M	13

A 32 year old female was cleaning her motorcycle with
gasoline in the garage:

SEX	AGE	SEX	AGE
F	32		

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SEX	AGE	SEX	AGE	MATERIAL FIRST IGNITED	Type	Form	CONTRIBUTING FACTOR(S)	#1	#2	METHOD OF EXTINGUISHMENT
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MATERIAL FIRST IGNITED: Type

DEFINITION

The composition, substance, of the material that was first ignited by the heat source. This refers to the raw, common, or natural state in which the material exists, such as a gas, flammable liquid, chemical, plastic, wood, paper, fabric, etc.

"First Ignited" is the first item that had sufficient volume of heat intensity to result in uncontrolled or self-perpetuating fire when exposed to the heat source.

Important: The "Type" and "Form" entries must describe the same material.

PURPOSE

To increase our understanding of how different materials contribute to fire starts. This entry - in combination with "Form" - describes the "kindling fuel" for the fire. This is a very critical component of the fire picture because it enables us to: (1) evaluate the effectiveness of codes, standards and regulations; (2) assess the need for - and justify - new or more stringent control of specific materials; (3) identify targets for focusing public education and other prevention efforts; and (4) monitor the influence of different materials on the fire problem.

ENTRY

Enter the code that best describes the composition, or substance, of the material that was first ignited by the heat source. Remember, this must refer to the same material as the "Form" entry.

There may be times when this factor is difficult to determine, in which case you should try to get assistance from a trained fire investigator.

ENTRY (Continued...)

Important: Keep in mind this entry applies to the first material ignited. For example, if someone ignites gasoline poured on a wooden floor, it is the gasoline - and not the wood - that is the material first ignited. If an insulated wire overheats - and the insulation material burns - THAT is the first ignited. If, on the other hand, the wire's insulation merely melts, it is the material ignited by the hot wire that is "first".

EXAMPLES

The creosote build-up ignited inside a chimney:

MATERIAL FIRST IGNITED	Type	3.4	Form		
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A pan of grease ignited on a stove:

MATERIAL FIRST IGNITED	Type	3.2	Form		
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The plastic base on a hot plate ignited:

MATERIAL FIRST IGNITED	Type	4.1	Form		
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A cigarette ignited a chair upholstered with a poly-cotton fabric:

MATERIAL FIRST IGNITED	Type	7.2	Form		
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Paper in a dumpster in a school yard was set-off by students:

MATERIAL FIRST IGNITED	Type	6.7	Form		
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TYPE OF MATERIAL

Major Headings

- Wood, Cellulose-Naturally Occurring.
- Gas (not gasoline).
- Flammable, Combustible Liquid.
- Volatile Solid, Chemical.
- Plastics.
- Natural Product.
- Wood, Paper (processed).
- Fabric, Textile, Fur.
- Material Compounded with Oil.
- Other Type of Material.

WOOD,
CELLULOSE-NATURALLY
OCCURRING - 0 series.

Leading "0" must be entered where applicable.

- 01. Grass.
- 02. Leaves, needles, litter (vegetative).
- 03. Duff (the material between the leaf and/or needle cover and mineral soil).
Included are decomposed material and humus.
- 04. Peat.
- 05. Live tree brush.
- 06. Snag (standing dead tree).
- 07. Logs.
- 08. Slash (felled brush, limbs, tree tops).
- 09. Rotten wood.

GAS (not gasoline) -
10 series.

- 11. Natural gas.
- 12. LP-City Gas (LP and air mix).
- 13. Manufactured gas.
- 14. LP-Gas.
- 15. Anesthetic gas.
- 16. Acetylene.
- 17. Other specialty gas.
Excluded are anesthetic gas (15), acetylene (16) and hydrogen (18).
- 18. Hydrogen.
- 19. Gas not classified above. Explain in Comments section.
- 10. Gas; insufficient information available to classify further.

**FLAMMABLE,
COMBUSTIBLE LIQUID -
20 series.**

Classification information is given in NFPA 321, Standard on Basic Classification of Flammable and Combustible Liquids; and NFPA 325M, Fire Hazard Properties of Flammable Liquids, Gases, and Volatile Solids.

21. Class IA flammable liquid.
Flash point less than 22.8°C (73°F) and boiling point less than 37.8°C (100°F).
Included are ethyl ether, pentane, and ethylene oxide.
22. Class IB flammable liquid.
Flashpoint less than 22.8°C (73°F) and boiling point at or above 37.8°C (100°F).
Included are acetone ethyl alcohol, JP-4 jet fuel, and methyl ethyl ketone.
Excluded is gasoline (23).
23. Gasoline.
24. Class IC flammable liquid.
Flashpoint at or above 22.8°C (73°F) and below 37.8°C (100°F).
Included are butyl alcohol, propyl alcohol, styrene, and turpentine.
25. Class II combustible liquid.
Flash point at or above 37.8°C (100°F) but less than 60°C (140°F).
Included are kerosene, Nos. 1, 2, 4, and 5 fuel oil, and diesel fuel.
26. Class IIIA combustible liquid.
Flashpoint at or above 60°C (140°F) but less than 93.4°C (200°F).
Included are No. 6 fuel oil, cottonseed oil, and creosote oil.
27. Class IIIB combustible liquid.
Flashpoint at or above 93.4°C (200°F).
Included are cooking oil, transformer oil, and lubricating oil.
29. Flammable, Combustible Liquid not classified above.
Explain in Comments section.
20. Flammable, Combustible Liquid; insufficient information available to classify further.

**VOLATILE SOLID,
CHEMICAL - 30 series.**

31. Fat, grease (food).
32. Grease (non-food).
Included are petroleum jellies.
33. Polish.
Included are paraffin and wax.

**VOLATILE SOLID,
CHEMICAL - 30 series.
(Continued...)**

- 34. Adhesive, resin, tar.
Included are glue, gelatin, rosin, damas, elemi, kauri, asphalt, pitch, contact cement, soot, carbon, creosote. Excluded is asphalt impregnated material (86).
- 35. Applied paint, varnish.
- 36. Combustible metal.
Included are magnesium, titanium, and zirconium.
- 37. Solid chemical.
Included are explosives.
Excluded are liquid chemicals (division 2) and gaseous chemicals (division 1).
- 38. Radioactive material.
- 39. Volatile Solid, Chemical not classified above. Explain in Comments section.
- 30. Volatile Solid, Chemical; insufficient information available to classify further.

PLASTICS - 40 series.

Included are all solid, non-fibrous forms of plastic and synthetic rubber.

Examples are polypropylene, polystyrene, polyurethane and polyvinyl chloride in molded, laminate, foam, film, or sheet form.

Excluded are synthetic fibers, coated fabrics and plastic upholstery (division 7).

- 41. Rigid plastics.
Incompressible, hard, stiff, inflexible plastics.
Included are molded plastics such as appliance cases, floor tile, decorative kitchen laminates. If identifiable foam structure is also present, classify as rigid foam (42).
- 42. Rigid foam plastics.
Incompressible, hard, stiff, inflexible plastics with cellular, honeycomb, foam structure.
Included are rigid thermal foam insulation for walls and refrigerators.
- 43. Flexible plastics.
Compressible, soft, elastic, or pliable plastic.
Included is electrical wire insulation. If identifiable foam structure is also present, classify as flexible foam (44).
- 44. Flexible foam plastics.
Compressible, soft, elastic, or pliable plastic with cellular, sponge like, honeycomb, foam structure.
Included are mattress, furniture interior foam, and carpet pads.

PLASTICS - 40 series.
(Continued...)

- 45. **Film plastics.**
Paper-thin plastic, either self-supporting or coated on another material [no greater than 0.01 in. (0.25 mm) thick].
Included are polyethylene trash bags, photographic film, coated wallpaper.
Excluded are classified above.
- 49. **Plastic not classified above. Explain in Comments section.**
- 40. **Plastic; insufficient information available to classify further.**

NATURAL PRODUCT - 50 series.

- 51. **Rubber.**
Excluded are synthetic rubbers (classify as plastics, division 4).
- 52. **Cork.**
- 53. **Leather.**
- 54. **Hay, straw.**
- 55. **Grain, natural fiber (preprocess).**
Included are feathers, felt, kapok, Hessian, hemp, sisal, jute, cocofilm, flax, and cotton.
Excluded are fabrics and furniture batting (72).
- 56. **Coal, coke, briquettes, peat.**
- 57. **Food, starch.**
Excluded are fat and grease (31).
- 58. **Tobacco.**
- 59. **Natural Product not classified above. Explain in Comments section.**
- 50. **Natural Product; insufficient information available to classify further.**

WOOD, PAPER (processed) - 60 series.

- 61. **Wood residue.**
Included are chips, sawdust, shavings, excelsior, and processed wood used as thermal insulation.
- 62. **Round timber.**
Included are round posts, poles, and piles.
- 63. **Sawn woods.**
Included is all finished lumber.
- 64. **Plywood.**
- 65. **Fiberboard, particleboard, and hardboard.**
Included are low density pressed wood fiberboard products.
- 66. **Wood pulp.**

WOOD, PAPER
(processed) - 60 series.
(Continued...)

- 67. Paper.
Included are cellulose, waxed paper, sensitized paper, and ground-up, processed paper and newsprint used as thermal insulation.
- 68. Cardboard.
- 69. Wood, Paper (Processed) not classified above. Explain in Comments section.
- 60. Wood, Paper (Processed); insufficient information available to classify further.

FABRIC, TEXTILE, FUR -
70 series.

Classify by predominant type of material, except as shown in 72.

- 71. Man-made fabric, fiber, finished goods.
Excluded are rayons (72).
- 72. Cotton, rayon, cotton fabric, finished goods.
Included are canvases and all polyester-cotton blends. Excluded is waterproof canvas made with materials compounded with oil (84).
- 73. Wool, wool mixture fabric, finish goods.
- 74. Fur, silk, other fabric, finished goods.
- 75. Wig.
- 76. Human hair.
- 77. Plastic coated fabric.
Included are plastic upholstery fabric and other vinyl fabrics.
- 79. Fabric, Textile, Fur not classified above. Explain in Comments section.
- 70. Fabric, Textile, Fur; insufficient information available to classify further.

MATERIAL
COMPOUNDED WITH OIL
80 series.

- 81. Linoleum.
- 82. Oilcloth.
- 84. Waterproof canvas.
Excluded is waterproof cloth of rayon covered with neoprene (77).
- 85. Oily rags.
Included are waste materials impregnated with oil.
- 86. Asphalt treated material.
Excluded are by-products of combustion, soot, carbon, creosote (34).
- 89. Material Compounded with Oil not classified above. Explain in Comments section.
- 80. Material Compounded with Oil; insufficient information available to classify further.

**OTHER TYPE OF
MATERIAL - 90 series.**

- 91. Chaff.
- 92. Mulch.
- 93. Litter, combinations of materials having negligible value in the same container or pile.
- 97. Multiple types of material first ignited.
Use this subdivision only where there are multiple fires started at approximately the same time on the same property and more than one type of material was initially involved. If one major material was involved, use the appropriate classification.
- 98. Type of material not significant or not applicable. Use this subdivision only when this data element is being used for reporting a type of material as other than the first material ignited and the circumstances of the situation are such that the type of material is not applicable or significant.
- 99. Type of Material not classified above. Explain in Comments section.
- 00. Type of Material undetermined or not reported.

MATERIAL FIRST IGNITED: Form

DEFINITION

The use, or purpose, of the material that is first ignited in a fire.

This is the mate to the "Type" entry, and must refer to the same material.

PURPOSE

To increase our understanding of how different materials contribute to fire starts. This entry - in combination with "Type" - describes the "kindling fuel" for the fire. This is a very critical component of the fire picture because it enables us to: (1) evaluate the effectiveness of codes, standards and regulations; (2) assess the need for - and justify - new or more stringent control of specific materials; (3) identify targets for focusing public education and other prevention efforts; and (4) monitor the influence of different materials on the fire problem.

This is where you identify the actual object (ie; upholstered chair, roof covering, mattress, Christmas tree, fuel, cooking materials, grass, rubbish, etc.) that was the first thing to be ignited by the heat source.

ENTRY

Enter the code that best describes the first thing, or object, to be ignited. Remember, this must refer to the same item as the "Type" entry.

Important: It is critical to identify the first item ignited - regardless to what extent it contributed smoke and flame.

EXAMPLES

The creosote build-up ignited inside a chimney:

MATERIAL FIRST IGNITED	Type	Form	78
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EXAMPLES
(Continued...)

A pan of grease ignited on a stove:

MATERIAL FIRST IGNITED	Type	Form	76
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The plastic base on a hot plate ignited:

MATERIAL FIRST IGNITED	Type	Form	25
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Paper in a dumpster in a school yard was set-off by students:

MATERIAL FIRST IGNITED	Type	Form	75
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Codes NFPA-901, 1990

FORM OF MATERIAL

Major Headings

- Structural Component, Finish.
- Furniture, Utensils.
- Soft Goods, Wearing Apparel.
- Adornment, Recreational Material.
- Supplies, Stock.
- Power Transfer Equipment, Fuel.
- General Form.
- Special Form.
- Other Form of Material.

**STRUCTURAL
COMPONENT, FINISH -
10 series.**

11. Exterior roof covering, surface, finish.
12. Exterior sidewall covering, surface, finish.
Included are eaves.
13. Exterior trim, appurtenances.
Included are doors, porches, and platforms.
14. Floor covering, surface.
15. Interior wall covering.
Included are cloth wall covering, wood paneling, and items permanently affixed to a wall or door.
Excluded are curtains and draperies (936) and decorations (42).
16. Ceiling covering, surface.
Included are cloth permanently affixed to ceiling, and acoustical tile.
17. Structural member, framing.

**STRUCTURAL
COMPONENT, FINISH -
10 series. (Continued...)**

18. Thermal, acoustical insulation within wall, partition or floor/ceiling space.
Included are fibers, batt, boards, loose fills.
19. Structural Component, Finish not classified above.
Explain in Comments section.
10. Structural Component, Finish; insufficient information available to classify further.

**FURNITURE, UTENSILS -
20 series.**

Included is built-in furniture.

21. Upholstered sofa, chair, vehicle seats.
22. Non-upholstered chair, bench.
23. Cabinetry.
Included are filing cabinets, pianos, dressers, chests of drawers, desks, tables, and bookcases.
Excluded are TV sets, bottle warmers, and appliance housings (25).
24. Ironing board.
25. Appliance housing or casing.
26. Kitchen household utensils.
29. Furniture, Utensils not classified above. Explain in Comments section.
20. Furniture, Utensils; insufficient information available to classify further.

**SOFT GOODS, WEARING
APPAREL - 30 series.**

31. Mattress, pillow.
32. Bedding, blanket, sheet, comforter.
Included are heating pads.
33. Linen, other than bedding.
Included are towels and tablecloths.
34. Wearing apparel not on a person.
35. Wearing apparel on a person.
36. Curtain, blind, drapery, tapestry.
37. Goods not made up.
Included are fabrics and yard goods.
38. Luggage.
39. Soft Goods, Wearing Apparel not classified above.
Explain in Comments section.
30. Soft Goods, Wearing Apparel; insufficient information available to classify further.

**ADORNMENT,
RECREATIONAL
MATERIAL - 40 series.**

41. Christmas tree.
42. Decoration.
43. Book.

**ADORNMENT,
RECREATIONAL
MATERIAL - 40 series.**
(Continued...)

- 44. Magazine, newspaper, writing paper.
Included are files.
- 45. Toy, game.
- 46. Awning, canopy.
- 47. Tarpaulin, tent.
- 49. Adornment, Recreational Material not classified above.
Explain in Comments section.
- 40. Adornment, Recreational Material; insufficient
information available to classify further.

**SUPPLIES, STOCK -
50 series.**

- 51. Box, carton, bag.
- 52. Basket, barrel.
Included are waste baskets.
- 53. Pallet, skid (not in use).
Excluded are palletized stock (85).
- 54. Rope, cord, twine, yarn.
- 55. Packing, wrapping material.
- 56. Bale storage.
- 57. Bulk storage.
- 58. Cleaning supplies.
Included are brooms, brushes, mops, cleaning cloths,
and cleaning fluids.
- 59. Supplies, Stock not classified above. Explain in
Comments section.
- 50. Supplies, Stock; insufficient information available to
classify further.

**POWER TRANSFER
EQUIPMENT, FUEL -
60 series.**

- 61. Electrical wire, cable insulation.
Do not classify the insulation on the wiring as the first
material ignited unless there were no other materials in
the immediate area, such as might be found in a cable
tray or electrical vault. Classify the first material of
significance that caught fire from the wire/wire
insulation as the material first ignited.
- 62. Transformer.
Included are transformer fluids.
- 63. Conveyor belt, drive belt, V-belt.
- 64. Tire.
- 65. Fuel.
Included are flammable liquids or gases in their final
container prior to direct transfer into the engine or
burner or the piping associated with this final transfer.
Excluded are flammable liquids or gases stored in a
container such that they need to be transferred to
another container before use (86).

**POWER TRANSFER
EQUIPMENT, FUEL -
60 series. (Continued...)**

- 66. Pipe, duct, conduit, hose.
- 67. Pipe, duct, conduit covering.
Included are insulating materials whether for acoustical or thermal purposes, and whether inside or outside the pipe, conduit, duct.
- 68. Filter.
Included are evaporative cooler pads.
- 69. Power Transfer Equipment, Fuel not classified above.
Explain in Comments section.
- 60. Power Transfer Equipment, Fuel; insufficient information available to classify further.

**GENERAL FORM -
70 series.**

- 71. Agricultural product.
- 72. Fence, pole
- 73. Fertilizer.
- 74. Growing or natural form whether living or dead.
Included are forests, brush, and grass.
- 75. Rubbish, trash, waste.
- 76. Cooking materials.
Included are edible materials for man or animal.
- 77. Sign.
Included are outdoor signs such as billboards.
- 78. Film, Residue.
Included are paint or resin film and paint or resin residue on spray booths, exhaust ducts or dip tank drain boards, chimney residue (soot) and other films and residues produced as a by-product of an operation.

**SPECIAL FORM -
80 series.**

- 81. Dust, fiber, lint.
Included are sawdust and excelsior.
- 82. Pyrotechnics, explosives.
- 83. Atomized, vaporized liquid.
Excluded are aerosols (86).
- 84. Chips.
- 85. Palletized material, material stored on pallets.
- 86. Gas or liquid in or from pipe or container.
Included are accelerant, aerosols.
Excluded are fuels in their final container prior to direct transfer to the engine or burner or in the piping associated with the final transfer (65).
- 87. Rolled material.
Included is rolled paper.
- 88. Adhesive.

**OTHER FORM OF
MATERIAL - 90 series.**

- 91. Railroad ties.
- 97. Multiple forms of material first ignited.
Use this subdivision only where there are multiple fires started at approximately the same time on the same property and more than one form of material was initially involved. If one major material was involved, use the appropriate classification.
- 98. Form of material not significant or not applicable.
Use this subdivision only when this data element is being used for reporting a form of material as other than the first material ignited and the circumstances of the situation are such that the form of material is not applicable or significant.
- 99. Form of Material not classified above. Explain in Comments section.
- 00. Form of Material undetermined or not reported.

REV	AGE	REV	AGE	MATERIAL FIRST ENTERED	Type	Form	CONTRIBUTING FACTOR(S)	#1	#2	METHOD OF EXTINGUISHMENT
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CONTRIBUTING FACTOR(S)

DEFINITION

Additional factors that had an influence on the cause and/or outcome of the incident, and are not recorded in other data categories within the report.

PURPOSE

To paint a more complete picture of what occurred by capturing important details that are above and beyond what is recorded in the other parts of the report.

This is where you can add those "other conditions" that help explain why the event turned out the way it did (ie; unprotected openings, blocked access, earthquake, gang activity, roof collapse, exit door blocked, aluminum wiring, delay in reporting the fire, etc., etc.).

Note: This is also the place where you identify the specific fireworks device involved in the incident, when appropriate.

You can add one or two Contributing Factors in this Section. (The Haz Mat Section has its own Contributing Factor(s) field.)

ENTRY

Enter the code(s) for those conditions which you feel affected the cause and/or outcome of the incident. Typically, these will help clarify or explain the reason for: ignition, fire or smoke spread; extinguishment or evacuation problems; and other complexities or dangerous conditions relating to the incident. But the choice is yours - put down what you feel is most important.

Important: Do not duplicate information that is contained in other data fields in this report. Although many of the CF codes are also used for other data elements, this field is intended to report additional factors that are not otherwise recorded in the report.

EXAMPLES

The fire spread through the building through an undivided attic:

CONTRIBUTING FACTOR(S)	11611	#1	#2
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The victim was trapped by fixed bars on the window:

CONTRIBUTING FACTOR(S)	11871	#1	#2
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The arson was the result of a labor dispute:

CONTRIBUTING FACTOR(S)	12511	#1	#2
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Access to the fire department connection was blocked:

CONTRIBUTING FACTOR(S)	1522	#1	#2
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A short circuit occurred where aluminum and copper wire were connected:

CONTRIBUTING FACTOR(S)	16141	#1	#2
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Santa Ana Wind conditions and low humidity accelerated the fire spread:

CONTRIBUTING FACTOR(S)	1732	#1	#2
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The roof fire was caused by a bottle rocket:

CONTRIBUTING FACTOR(S)	18371	#1	#2
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**CONTRIBUTING
FACTOR(S)**

**BUILDING
CONSTRUCTION OR
DESIGN FACTORS - 100
series.**

Major Headings

- Building Construction or Design Factors.
 - Acts or Omissions.
 - Building Contents.
 - Delays.
 - Protective Equipment.
 - Equipment Electrical or Mechanical.
 - Natural Conditions.
 - Fireworks.
-
- 111. Panelized roof.
 - 112. Roof collapse.
 - 113. Roof assembly combustible.
Excluded is combustible roof covering (114).
 - 114. Roof covering.
 - 121. Ceiling collapse.
 - 122. Ceiling material combustible.
 - 123. Ceiling finish.
 - 124. Ceiling opening.
 - 125. Holes in walls or ceilings.
 - 131. Wall collapse.
 - 132. Wall combustible.
 - 133. Wall covering.
 - 134. Wall finish.
 - 135. Wall design or construction contributing to lapping.
 - 136. Partitions/partial walls.
 - 141. Floor collapse.
 - 142. Floor material combustible.
 - 143. Floor covering.
 - 144. Floor finish.
 - 151. Fire doors: lack of.
 - 152. Fire doors: nonautomatic closure.
 - 153. Transoms.
 - 154. Window interior.
 - 155. Window exterior.
 - 161. Attic undivided
 - 162. Attic openings.
 - 163. Hall undivided.
 - 164. Space inaccessible (created during construction or remodeling).
 - 165. Space undivided.
 - 166. Insulation: combustible.
 - 167. Insulation: lack of.
 - 168. Ducts: horizontal.
 - 171. Stairwell: exterior.

**BUILDING
CONSTRUCTION OR
DESIGN FACTORS - 100
series. (Continued...)**

- 172. Stairwell: interior.
- 173. Stairwell not enclosed.
- 174. Elevator shaft.
- 175. Dumbwaiter.
- 176. Ducts: vertical.
- 177. Chute: rubbish, garbage, laundry, etc.
- 181. Air supported structure.
- 182. Open structure (walls with no roof and roof with no walls i.e., cabana).
- 183. Tent.
- 184. Supports unprotected.
- 185. Truss beam construction.
- 186. Wood framing left in place.
- 187. Fixed burglar protection assemblies. (Bars, grills on windows, & doors).
- 188. Quick release failure of bars on windows or doors.
- 191. Installation deficiency.
Included are insufficient space or insulation for heat producing devices or systems.
- 192. Previously damaged by fire.
- 193. Pyrolysis (long term exposure to heat).
- 194. Adhesives.
- 199. Building construction or design factors not classified above. Explain in Comment section.
- 100. Building construction; insufficient information to classify further.

**ACTS OR OMISSIONS -
200 series.**

- Includes misuse of or improper operation of equipment.
- 211. Altered device or mechanism.
 - 212. Careless act.
 - 213. Doors left open.
 - 214. Fire doors blocked.
 - 215. Illegal or improper operation.
 - 216. Maintenance inadequate.
Included are poor housekeeping, improper clearance, or vegetation too close.
 - 217. Misuse of equipment.
 - 218. Violation of fire or life safety code.
 - 221. Fire in hazardous location.
 - 231. Drowsiness.
 - 232. Intoxication: drugs or alcohol.
 - 233. Impairment: mental or physical.
 - 241. Juvenile activity.
 - 242. Juveniles left unattended.
 - 243. Malicious mischief.

**ACTS OR OMISSIONS -
200 series. (Continued...)**

- 244. Vandalism.
- 251. Labor dispute.
- 252. Gang activity.
- 253. Riot or civil disturbance.
Included are political activities/acts.
- 254. Person(s) interfered with operations.
- 261. Crime cover: murder.
- 262. Crime cover: fraud.
- 263. Crime cover: burglary, theft, other.
- 264. Psychotic individual.
- 265. Pyromaniac, thrill.
- 266. Vanity, jealousy.
- 267. Spite, grudge, revenge.
- 271. Suicide.
- 272. Self-immolation (deliberately setting oneself on fire).
- 273. Immolation - other (religious/ritual acts).
- 299. Acts or omissions not classified above. Explain in
Comment section.
- 200. Acts or omissions; insufficient information to classify
further.

**BUILDING CONTENTS -
300 series.**

- 311. Aisles: blocked.
- 312. Aisles: improper width.
- 313. Attic storage.
- 314. Basement storage.
- 315. Fireload excessive.
- 316. Storage: improper.
- 317. Storage: poor practice.
- 321. Chemical: flammable liquid.
- 322. Chemical: flammable solid.
- 323. Chemical: corrosive liquid.
- 324. Chemical: corrosive solid.
- 325. Chemical: catalyst, initiator or oxidizer, liquid.
- 326. Chemical: catalyst, initiator or oxidizer, solid.
- 327. Explosives.
- 331. Decorations.
Included are crepe paper, garland, etc.
- 332. Dust accumulation.
- 341. Gas: Natural.
- 342. Gas: Liquefied Petroleum (L.P.).
- 343. Gas: other.
- 351. Furniture: general.
- 352. Furniture: plastic.
- 353. Fixtures.
- 399. Building Contents not classified above. Explain in
Comment section.

**BUILDING CONTENTS -
300 series. (Continued...)**

DELAYS - 400 series.

- 300. Building Contents; insufficient information to classify further.
- 411. Detection of fire.
- 412. Alarm (delay in reporting).
- 413. Alarm system malfunction.
- 414. System appropriately shut off.
- 415. System inappropriately shut off.
- 421. Unable to contact fire department.
- 422. Unable to convey message.
- 423. Unable to report.
Included are nonemergency related mental or physical disability.
- 424. Information incomplete or incorrect.
Included is incorrect location.
- 431. Blocked roadway: construction.
- 432. Blocked roadway: other.
- 433. Fire department access blocked.
- 434. Poor access for fire apparatus.
- 441. Hydrants access blocked.
- 442. Fire department connection access blocked.
Included are sprinklers and standpipes.
- 443. Poor access for fire fighters.
- 444. Secured area.
- 451. Apparatus failure at removed location.
- 452. Hydrants inoperative.
- 471. Hostile activity.
- 499. Delays not classified above. Explain in Comment section.
- 400. Delays; insufficient information to classify further.

**PROTECTIVE
EQUIPMENT - 500 series.**

- 511. Extinguishing system failure.
- 512. Extinguishing systems improper type.
- 513. Extinguishing system inadequate.
- 514. Extinguishing system not operational or shut off.
- 521. Standpipe/fire department connection damage.
- 522. Standpipe/fire department connection blockage.
- 523. Standpipe/fire department connection failure.
- 524. Standpipe/fire department connection improper installation.
- 531. Water supply: inadequate private.
- 532. Water supply: inadequate public.
- 533. Pump failure.
- 541. Smoke detector disconnected.
- 542. Smoke detector battery failure.

**PROTECTIVE
EQUIPMENT - 500 series.
(Continued...)**

- 543. Smoke detector inoperative due to electric power outage.
- 544. Smoke detector inoperative due to fire progress caused power failure.
- 551. Fire extinguisher: improper maintenance.
- 552. Fire extinguisher: improper type.
- 561. Fire door: failure of rated assembly.
- 562. Protective equipment or systems negated illegally or irresponsibly.
Included are fire doors, dampers, sprinklers, etc.
- 563. Special protective devices failure.
- 599. Protective equipment not classified above. Explain in Comment section.
- 500. Protective equipment; insufficient information to classify further.

**ELECTRICAL OR
MECHANICAL
EQUIPMENT - 600 series.**

- 611. Insulator broken on powerline.
- 612. Inadequate clearance around conductor or clearance from powerline right of way.
- 613. Short circuit in similar metal wiring systems.
Included are like metal connectors and wiring; i.e. all copper or all aluminum.
- 614. Short circuit in dissimilar-metal wiring systems.
Included are aluminum to copper connections.
- 621. Control system automatic.
- 622. Control system manual.
- 623. Malfunction of equipment.
- 631. Friction.
- 632. Overheating.
- 633. Rupture.
- 699. Electrical or Mechanical Equipment not classified above. Explain in Comment section.
- 600. Electrical or Mechanical Equipment; insufficient information to classify further.

**NATURAL CONDITIONS -
700 series.**

- 711. Drought or low fuel moisture.
- 712. Humidity: low.
- 713. Humidity: high.
- 714. Temperature.
- 721. Fog.
- 722. Flooding.
- 723. Ice.
- 724. Rain.
- 725. Snow.
- 731. Lightning.

**NATURAL CONDITIONS -
700 series. (Continued...)**

- 732. Wind.
Included are hurricane or tornado.
- 733. Waves or tidal action (fresh or salt water).
- 741. Earthquake.
- 742. Volcanic activity.
- 751. Animal activity.
Included are birds.
- 799. Natural conditions not classified above. Explain on
Comment section.
- 700. Natural conditions; insufficient information to classify
further.

FIREWORKS - 800 series.

- 811. Smoke Bomb.
- 812. Base Fountain.
- 813. Party Popper.
- 814. Cone Fountain.
- 815. Wheel.
- 816. Sparkler with wire core.
- 817. Sparkler with wooden core.
- 818. Handle Fountain.
- 821. California Candle with or without handle.
- 822. Torpedo, snap cap.
- 823. Ground spinner, ground flowers.
- 831. Firecracker.
Included are ladyfingers.
- 832. Destructive device: M-80 or larger.
- 833. Silver Salute, M-70.
- 834. Cherry Bomb.
- 835. Roman Candle.
- 836. Sky Rocket.
- 837. Bottle Rocket.
- 838. Missile Rocket.
- 841. Agricultural and wildlife control devices.
- 851. Public display devices.
- 852. Special effects devices used in the entertainment
industry.
- 861. Model Rocket. Premanufactured and sealed engine.
- 862. Amateur or experimental rocketry.
- 871. Emergency signaling devices, fusees.
- 872. Military device.
Included are tracers.
- 873. Railroad Torpedo.
- 881. Homemade devices not made from commercial
fireworks.
- 882. Commercial device which has been altered or modified.

FIREWORKS - 800 series.
(Continued...)

- 891. Fireworks, which are legal to possess, use or sell in jurisdiction.
- 892. Fireworks, which are illegal to possess, use or sell in jurisdiction.
- 899. Fireworks not classified above. Explain in Comment section.
- 800. Fireworks; insufficient information to classify further.

THE
OFFICE
OF THE
ATTORNEY GENERAL
STATE OF CALIFORNIA

SEX	AGE	SEX	AGE	MATERIAL FIRST IDENTIFIED	Type	Form	CONTRIBUTING FACTORS	#1	#2	METHOD OF EXTINGUISHMENT
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METHOD OF EXTINGUISHMENT

DEFINITION

The means by which the fire was finally extinguished. This includes action taken by the fire department, built-in extinguishing systems, and actions by any other persons or means.

PURPOSE

To identify the method used to extinguish the fire. This is a fundamental factor in completing the picture of the incident.

Note: You can provide detailed information about automatic extinguishing systems in Section C; however, this is the only place where you can identify the incidents that are extinguished by other means.

The Method Of Extinguishment is an essential component to any analysis of incident outcome. It is also the data element that allows you to analyze fire fighter casualty information to get some insight to hazards associated with various suppression methods. (This also applies to civilian casualties when associated with attempts to extinguish a fire.)

Note: This is the only place where you can identify those fires that were successfully handled by portable extinguishers, as well as those that self-extinguished.

ENTRY

Enter the code that best describes the method used to extinguish the fire.

Note: When more than one method is used, the rule is to record the final method. However, this is subject to your own professional judgement. For instance, in the case where you shut down an activated sprinkler system and finish-up with hand lines, you could code this entry "4" if, in your opinion, the sprinklers would have completed the extinguishment. In other words, would the automatic system have put out the fire if you hadn't been there?

EXAMPLES

A small grass fire is extinguished by neighbors with garden hoses before you arrive:

METHOD OF EXTINGUISHMENT 2

A stove top grease fire is contained by an automatic hood system, but required a portable extinguisher to complete the put-out:

METHOD OF EXTINGUISHMENT 3

1 1/2" pre-connect with hydrant back-ups:

METHOD OF EXTINGUISHMENT 5

Codes NFPA-901, 1990

METHOD OF EXTINGUISHMENT

1. Self-extinguished.
2. Makeshift aids.
Included are garden hoses, rakes, shovels, baking soda, and the like.
3. Portable extinguisher.
4. Automatic extinguishing system.
5. Water carried on apparatus initially assigned to the incident (first alarm units).
6. Water from hydrant, draft, or standpipe.
7. Water from tanker shuttle regardless of where tankers are refilled.
8. Ground crews with equipment and/or air support.
9. Method of Extinguishment not classified above.
Explain in Comment section.

ESTIMATED LOSS: Property and Contents

DEFINITION

The dollar estimate of the current value of property and contents lost in the fire.

Note: This refers to direct loss - calculated on the basis of replacement in like-kind and quality.

PURPOSE

To provide a commonly understood measure of the loss attributed to the fire.

Dollar Loss data is the common denominator most often used to describe the magnitude of fire's impact - whether it be related to a single incident, or to the fire problem throughout the nation. It is an essential component to a wide variety of assessment and evaluation measurements - everything from equipment and fire protection practices, to fire prevention methods and programs.

The Estimated Loss, combined with the "Extent of Damage", provides the description of the physical severity of the fire. (Casualty information adds the human dimension.)

Note: Because the loss figures represent current value, you must take this into account when comparing one year to another. You can simply "equalize" the values by applying the inflation factor to prior years before you perform your analysis.

ENTRY

Enter your best estimate of the current value of the property destroyed and damaged by the fire.

Important: The value assigned should represent the cost of replacing the structure, contents, vehicle, crops, etc. (in same kind and quality) at today's prices. It should not reflect the original cost!

ENTRY (Continued...)

Note: Although actual values are sometimes difficult to determine, sufficient information is generally available to make a reasonable estimate. Remember, the loss figure is the one most often used to describe the "character" of most incidents. Be as accurate as possible; your estimate will influence the conclusions drawn from future analysis. Don't be overly concerned about your ability to make this kind of judgement ... just do the best job you can.

When estimating loss, take into consideration what is damaged during extinguishment, as well as that damaged by the fire. This includes water and smoke damage, along with material damaged during overhaul operations.

Estimate the loss in terms of the cost of replacement in like kind and quality. (There are several standard methods for this type of estimate - usually based on the cost per square foot for new construction (same quality) in your area. Your Building Department, and local Insurance Adjusters, are often valuable resources when you need help. The main thing is to have a standard method that everyone in the department uses - and then use it!

Important: Use whole dollars only; do not include cents.

Important: When you receive additional, or "better", loss information after an incident report has been submitted, it is important to update the record by submitting a "Change Report" - regardless if the estimate went up, or down. This is particularly critical for large loss fires. In any case, if the change is significant (in your judgement) - update the record!

EXAMPLE

The property loss was \$2,700.00; the content loss was \$6,500.00:

ESTIMATED PROPERTY LOSS	2,700	ESTIMATED CONTENTS LOSS	6,500
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FUEL MODEL (Applies to Vegetation Fires Only)

DEFINITION

The descriptor for the vegetation fuel at the origin of a wildland fire.

PURPOSE

To identify the type of wildland fuel involved at the origin of a wildland fire. Fuel models are the means to organize fuel information for use in the National Fire Danger Rating System (NFDRS) to predict fire danger. Fuel models are also used in the Fire Behavior Prediction System to predict the behavior of a wildfire.

This entry is a valuable information resource for managing fire protection/prevention for the millions of acres of wildlands in our state. This data also contributes to the continuing research in predicting fire behavior.

This factor will continue to become more important in many areas of our state where population growth is expanding into wildland areas.

ENTRY

Enter the letter of the NFDRS Fuel Model that best describes the type of wildland vegetation burned at the origin of the fire.

EXAMPLES

The fire started in annual grass:

FUEL MODEL	A
---------------	---

EXAMPLES (Continued...)

The fire started in California mixed chaparral that is 35 years old:

FUEL MODEL B

The fire started in old-growth ponderosa pine:

FUEL MODEL C

The fire started in California mixed chaparral that is less than 30 years old:

FUEL MODEL F

The fire started in a field of standing grain:

FUEL MODEL Y

Codes NFPA-901, 1990

FUEL MODEL

- A. Fuel Model A - Annual grasses.
This fuel model represents grasslands vegetated by annual grasses and forbs. Brush or trees may be present but are very sparse, occupying less than one-third of the area. Examples of types where Fuel Model A should be used are cheatgrass and medusahead. Open pinyon-juniper, sagebrush-grass, and desert shrub association may appropriately be assigned this fuel model if the woody plants meet the density criteria. The quantity and continuity of the ground fuels vary greatly with rainfall from year to year.
- B. Fuel Model B - Mature brush 2 m (6 ft.) and over.
Mature, dense fields of brush 2 m (6 ft.) or more in height are represented by this model. One-fourth or more of the aerial fuel in such stands is dead. Foliage burns readily. Model B fuels are potentially very dangerous, fostering intense, fast-spreading fires. This model is for California mixed chaparral generally 30 years or older. The B model is more appropriate for pure chamise stands. The B model may also be used for the New Jersey pine barrens.

FUEL MODEL
(Continued...)

- C. Fuel Model C - Open pine with grass.**
Open pine stands typify Model C fuels. Perennial grasses and forbs are the primary ground fuel but there is enough needle litter and branchwood present to contribute significantly to the fuel loading. Some brush and shrubs may be present but they are of little consequence. Situations covered by Fuel Model C are open, longleaf, slash, ponderosa, Jeffrey, and sugar pine stands. Some pinyon-juniper stands may qualify.
- D. Fuel Model D - Southern rough.**
This fuel model is specifically for the palmetto-gallberry understory-pine over story association of the southeast coastal plains (Georgia, Florida, etc). It can also be used for the so called "low pocosins" where Fuel Model O might be to severe. This model should only be used in the Southeast because of a high moisture of extinction.
- E. Fuel Model E - Hardwood litter (fall).**
Use this model after leaf fall for hardwood and mixed hardwood-conifer types where the hardwoods dominate. The fuel is primarily hardwood leaf litter. The oak-hickory types are best represented by Fuel Model E, but E is an acceptable choice for northern hardwoods and mixed forests of the Southeast. In high winds, the fire danger may be underrated because rolling and blowing leaves are not accounted for. In the summer, after the trees have leafed out, Fuel Model E should be replaced by Fuel Model R.
- F. Fuel Model F - Intermountain West brush.**
Model F represents mature closed chamise stands and oakbrush fields of Arizona, Utah, and Colorado. It also applies to young, closed stands and mature, open stands of California mixed chaparral. Open stands of pinyon-juniper are represented; however, fire activity will be overrated at low wind speeds and where there are sparse ground fuels.

FUEL MODEL
(Continued...)

- G. Fuel Model G - West Coast conifers; close, heavy down materials.**
Fuel Model G is used for dense conifer stands where there is a heavy accumulation of litter and downed woody material. Such stands are typically overmature and may be suffering insect, disease, wind, or ice damage natural events that create a very heavy buildup of dead material on the forest floor. The duff and litter are deep and much of the woody material is more than 7.5 cm (3 in.) in diameter. The undergrowth is variable, but shrubs are usually restricted to openings. Types meant to be represented by Fuel Model G are hemlock-Sitka spruce, Coast Douglas-fir, and wind-thrown or bug-killed stands of lodgepole pine and spruce.
- H. Fuel Model H - Short needle conifers; normal, down woody materials.**
The short-needled conifers (white pines, spruces, larches, and firs) are represented by Fuel Model H. In contrast to Model G fuels, Fuel Model H describes a healthy stand with sparse undergrowth and a thin layer of ground fuels. Fires in H fuels are typically slow spreading and are dangerous in only scattered areas where the downed woody material is concentrated.
- I. Fuel Model I - heavy slash, clear-cut conifers greater than 25 tons per acre.**
Fuel Model I was designed for clear-cut conifer slash where the total loading of materials less than 15 cm (6 in.) in diameter exceeds 25 tons per acre. After settling and the fines (needles and twigs) fall from the branches, Fuel Model I will overrate the fire potential. For lighter loadings of clear-cut conifer slash, use Fuel Model J, and for light thinning and partial cuts where the slash is scattered under a residual over story, use Fuel Model K.
- J. Fuel Model J - Medium slash, heavily thinned conifers (less than 25 tons per acre).**
This model compliments Fuel Model I. It is for clear-cuts and heavily thinned conifer stands where the total loading of materials less than 15 cm (6 in.) in diameter is less than 25 tons per acre. Again, as the slash ages, the fire potential will be overrated.

FUEL MODEL
(Continued...)

- K.** Fuel Model K - Light slash (less than 15 tons per acre). Slash fuels from light thinning and partial cuts in conifer stands are represented by Fuel Model K. Typically the slash is scattered about under an open over story. This model applies to hardwood slash and to southern pine clear-cuts where the loading of all fuels is less than 15 tons per acre.
- L.** Fuel Model L - Perennial grasses. This fuel model is meant to represent grasslands vegetated by perennial grasses. The principal species are coarser and the loading heavier than those in Model A fuels. Otherwise the situations are very similar; shrubs and trees occupy less than one-third of the area. The quantity of fuel in these areas is more stable from year to year. In sagebrush areas Fuel Model T may be more appropriate.
- N.** Fuel Model N - Saw grass, marsh needle-like grass. This fuel model was constructed specifically for the sawgrass prairies of south Florida. It may be useful in other marsh situations where the fuel is coarse and reedlike. The model assumes that one-third of the aerial portion of the plants is dead. Fast-spreading, intense fires can occur even over standing water.
- O.** Fuel Model O - High pocosin. The O fuel model applies to dense, brushlike fuels of the Southeast (Georgia, Alabama, etc.). O fuels, except for a deep litter layer, are almost entirely living in contrast to B fuels. The foliage burns readily except during the active growing season. The plants are typically over 2 m (6 ft.) tall and are often found under an open stand of pine. The high pocosins of the Virginia, North and South Carolina coasts are the ideal of Fuel Model O. If the plants do not meet the 2 m (6 ft.) criteria in those areas, Fuel Model D should be used.

FUEL MODEL
(Continued...)

- P. Fuel Model P - Southern long-needle pine.**
Closed, thrifty stands of long-needle pines are characteristic of P fuels. A 5 cm to 10 cm (2 to 4 in.) layer of lightly compacted needle litter is the primary fuel. Some small diameter branchwood is present but the density of the canopy precludes more than a scattering of shrubs and grass. Fuel Model P has the high moisture of extinction characteristic of the Southeast. The corresponding model for other long-needled pine is Fuel Model U.
- Q. Fuel Model Q - Alaska black spruce.**
Upland Alaska black spruce is represented by Fuel Model Q. The stands are dense but have frequent openings filled with usually flammable shrub species. The forest floor is a deep layer of moss and lichens, but there is some needle litter and small-diameter branchwood. The branches are persistent on the trees, and ground fires easily reach into the tree crowns. This fuel may be useful for jack pine stands in the Lake States. Ground fires are typically slow spreading, but a dangerous crowning potential exists.
- R. Fuel Model R - Hardwood litter (summer).**
This fuel model represents the hardwood areas after the canopies leaf out in the spring. It is provided as the off-season substitute for Fuel Model F. It should be used during the summer in all hardwood and mixed conifer-hardwood stands where more than half of the over story is deciduous.
- S. Fuel Model S - Tundra.**
Alaska or alpine tundra on relatively well-drained sites is the S fuel. Grass and low shrubs are often present, but the principal fuel is a deep layer of lichens and moss. Fires in these fuels are not fast spreading or intense, but are difficult to extinguish.

FUEL MODEL
(Continued...)

- T. Fuel Model T - Sagebrush with grass.
The bothersome sagebrush-grass types of the Great Basin and the Intermountain West are characteristic of T fuels. The shrubs burn easily and are not dense enough to shade out grass and other herbaceous plants. The shrubs must occupy at least one-third of the site or the A or L fuel models should be used. Fuel Model I might be used for immature scrub oak and desert shrub associations in the West; and the scrub oakwire grass type in the Southeast.
- U. Fuel Model U - Western long-leaf pine.
Closed stands of western long-needled pines are covered by this model. The ground fuels are primarily litter and small branchwood. Grass and shrubs are precluded by the dense canopy but occur in the occasional natural opening. Fuel Model U should be used for ponderosa, Jeffrey, sugar pine, and red pine stands of the Lake States. Fuel Model P is the corresponding model for southern pine plantations.
- Y. Fuel Model not applicable.
- Z. Fuel Model undetermined or not reported.

ACRES BURNED (Applies To Vegetation Fires)

DEFINITION

The land area, expressed in acres, burned by a vegetation fire. One acre equals 43,560 square feet.

PURPOSE

To provide a commonly understood measure of the magnitude of vegetation and wildland fire problems.

This is the only data element that enables you to "size" grass, tree and brush incidents - whether it be a vacant lot, or a major wildland fire.

This factor is absolutely essential to any meaningful analysis of open land fires.

ENTRY

Enter the acres burned to the nearest acre. If less than one acre is involved, enter the fraction to the nearest tenth.

Important: When it is less than an acre, enter the fraction after the decimal point.

Note: You should make the most accurate estimate that is practical to obtain. If possible, use accurately scaled maps, dot grids, planimeters, or similar measuring methods.

EXAMPLES

No vegetation is burned or charred:

ACRES BURNED									
-----------------	--	--	--	--	--	--	--	--	--

Area burned is 10 square feet:

ACRES BURNED	0	0	0	0	0	0	0	0	1
-----------------	---	---	---	---	---	---	---	---	---

EXAMPLES (Continued...) Area burned is 1/2 acre:

ACRES BURNED	0,0,0,0,0,5
-----------------	-------------

Area burned is 2,500 acres:

ACRES BURNED	0,0,2,5,0,0,0
-----------------	---------------

IF EQUIPMENT INVOLVED IN IGNITION	Type	Model	Year
	Make	Serial No.	

IF EQUIPMENT INVOLVED IN IGNITION: Type

DEFINITION

The equipment that provided the heat that caused the ignition of a fire.

PURPOSE

To identify specific manufactured equipment involved in ignitions.

The frequency of fires associated with particular products tells us where we need to focus corrective action - whether it be a product recall for an inherent defect, or public education to correct improper use.

Note: This entry is not just for equipment that failed or malfunctioned. It is just as important to know when equipment operated properly, but was misused. Classic examples are fireplaces and kitchen stoves.

The "Type" puts the equipment in a particular category - then, the entries that follow pin the item down to a specific Make, Model, Year and Serial Number.

ENTRY

Enter the code that best describes the category of equipment that was involved in the ignition.

Note: When no equipment was involved in the ignition, enter code "98".

Important: When you enter a code other than "98", you should make every effort to record the Make, Model, Year and Serial Number, when applicable.

EXAMPLES

Gasoline leaked onto a hot lawn mower engine:

IF EQUIPMENT INVOLVED IN IGNITION	Type	104
---	------	-----

A wood burning stove ignited adjacent paneling:

IF EQUIPMENT INVOLVED IN IGNITION	Type	113
---	------	-----

A short circuit occurred in a coffee maker:

IF EQUIPMENT INVOLVED IN IGNITION	Type	125
---	------	-----

A portable space heater ignited bedding:

IF EQUIPMENT INVOLVED IN IGNITION	Type	115
---	------	-----

A cigarette ignited an upholstered seat in a vehicle:

IF EQUIPMENT INVOLVED IN IGNITION	Type	198
---	------	-----

**EQUIPMENT INVOLVED
IN IGNITION**

Major Headings

- Vehicles.
- Heating Systems.
- Cooking Equipment.
- Air Conditioning, Refrigeration Equipment.
- Electrical Distribution Equipment.
- Appliances, Equipment (other than elsewhere classified in the chapter).
- Special Equipment.
- Processing Equipment.
- Service, Maintenance Equipment.
- Other Equipment Involved In Ignition.

VEHICLES - 0 series.

Leading "0" must be entered where applicable.

Use this category only when the vehicle is responsible for the fire but is not itself initially involved. For fire originating in the vehicle, classify the component of the vehicle responsible for the heat as the equipment involved in ignition. Expanded terminology and definitions are available in Appendix A of this manual.

01. Road transport vehicle.
Included are automobiles, buses, trucks.
Excluded are vehicles designed primarily for off road recreation use (05) and construction (02).
02. Construction vehicle.
Included are pavement tar warmers, road graders, bulldozers, air trucks designed for over-the-road use (01).
03. Farm vehicle.
Included are tractors, combines, choppers, balers and other planting, cultivating, or harvesting equipment used for commercial farming.
Excluded are lawn mowers and small garden tractors (04).
04. Home, garden vehicle.
Included are lawn mowers, snow blowers, garden tractors.
Excluded are large equipment and vehicles used in commercial farming (03).

VEHICLES - 0 series.
(Continued...)

- 05. **Recreational vehicle.**
Included are all vehicles designed primarily for off-the-road use such as trail bikes, all-terrain vehicles, snowmobiles.
Excluded are camping vehicles and other vehicles designed primarily for over-the-road use (01).
- 06. **Woodland vehicle.**
Included are sky cars, loaders, yarders, skidders and other vehicles designed for use in woodland and timbering operations.
- 07. **Railroad vehicle.**
Included are railroad engines and cars as well as railroad maintenance equipment designed to run on tracks and all vehicles designed specifically for track laying and maintenance.
Excluded are general construction vehicles (02).
- 08. **Industrial vehicle.**
Included are forklift trucks and ride-on floor maintenance equipment.
- 09. **Vehicles not classified above. Explain in Comments section.**

HEATING SYSTEMS - 10 series.

Included are combined heating and cooling systems, or combined heating and cooking stoves, if the equipment was being used primarily for heating at the time the release occurred.

- 11. **Central heating unit.**
Included are central furnaces and power burners or stokers having an air supply and a return air system.
- 12. **Water heater.**
- 13. **Fixed, stationary local heating unit.**
Included are wall furnaces, unit heaters, room heaters, fixed heating stoves, fireplace insert stoves, wood burning stoves providing local heating, and baseboard heaters not intended for duct connection.
- 14. **Indoor fireplace.**
Excluded are fireplace insert stoves (13).
- 15. **Portable local heating unit.**
Included are space heaters, room heaters, and portable salamanders.
- 16. **Chimney, gas vent flue.**
Included are masonry, factory build, and metal chimneys.

HEATING SYSTEMS - 10 series. (Continued...)

17. Chimney connector, vent connector (connects firebox to chimney).
Included are smoke pipes.
18. Heat transfer system.
Included are steam lines, heating pipes, and hot air ducts.
19. Heating Systems not classified above. Explain in Comments section.
10. Heating Systems; insufficient information available to classify further.

COOKING EQUIPMENT - 20 series.

Included are combined heating and cooking stoves. If the stove was being used primarily for cooking at the time the release occurred.

21. Fixed, stationary surface unit.
Included are stoves.
Excluded are charcoal grills (26).
22. Fixed, stationary oven.
Included are rotisseries.
23. Fixed, stationary food warming appliance.
Included are coffee urns, steam tables, warming drawers, and warming tables.
Excluded are portable coffee makers (25)
24. Deep-fat fryer.
25. Portable cooking, warming unit.
Included are hot plates, portable coffee makers, camp stoves, toasters, and waffle irons.
26. Open fire grill.
Included are charcoal, wood, and paper fired hibachi and barbecue grills.
27. Grease hood or duct.
Included are the lighting and venting equipment of the unit.
29. Cooking Equipment not classified above. Explain in Comments section.
20. Cooking Equipment; insufficient information available to classify further.

**AIR CONDITIONING,
REFRIGERATION
EQUIPMENT - 30 series.**

Included are combined heating and cooling systems, if the equipment was being used primarily for cooling at the time the release occurred.
Exclude are the cords and plugs (47).

**AIR CONDITIONING,
REFRIGERATION
EQUIPMENT - 30 series.
(Continued...)**

- 31. Central air conditioning, refrigeration equipment.
- 32. Water cooling device, tower.
Included are evaporative coolers.
- 33. Fixed, stationary local refrigeration unit.
Included are cold boxes, freezers, and refrigerators.
- 34. Fixed, stationary local air conditioning unit.
- 35. Portable air conditioning, refrigeration unit.
Included are dehumidifiers.
- 39. Air Conditioning, Refrigeration Equipment not classified
above. Explain in Comments section.
- 30. Air Conditioning, Refrigeration Equipment; insufficient
information available to classify further.

**ELECTRICAL
DISTRIBUTION
EQUIPMENT - 40 series.**

Excluded are cooking, air conditioning, and refrigeration
equipment (divisions 1, 2, and 3). Expanded terminology and
definitions are available in Appendix A.

- 41. Fixed wiring.
Included are power lines, junctions boxes, cables,
wiring and raceways, and electric wiring in vehicles.
- 42. Transformer, associated over current or disconnect
equipment.
- 43. Meter, meter box.
- 44. Power switch gear, over current protection device.
Included are panelboards or switchboards, fuses and
circuit breakers.
- 45. Switch, receptacle, outlet.
- 46. Lighting fixture, lamp holder, ballast, sign.
- 47. Cord, plug.
- 48. Lamp, light bulb.
- 49. Electrical Distribution Equipment not classified above.
Explain in Comments section.
- 40. Electrical Distribution Equipment; insufficient information
available to classify further.

**APPLIANCES,
EQUIPMENT (Other than
elsewhere Classified in
this Section) - 50 series.**

- 51. Television, radio, phonograph.
Included are tape recorders, sound or picture receiving
equipment, and reproduction equipment.
- 52. Dryer.
Included are coin operated dryers and extractors
removing any liquid or solvent.
- 53. Washing machine.
Included are coin operated machines at laundries.

**APPLIANCES,
EQUIPMENT (Other than
elsewhere Classified in
this Section) - 50 series.
(Continued...)**

- 54. Floor care equipment.
Included are vacuum cleaners.
Excluded are "ride on" type floor care machines, which
are classified as industrial trucks (80).
- 55. Separate motor, generator.
Included are those not an integral part of an appliance
and those separated by a belt or chain from the
equipment they drive or that drives them.
- 56. Hand tools.
Included are soldering irons, drills, and the like.
- 57. Portable appliance (equipment) designed to produce
controlled heat (not classified in 52 or 56).
Included are electric blankets, steam irons, and heat
tape.
- 58. Portable appliance designed not to produce heat (not
classified above).
- 59. Appliances, Equipment not classified above. Explain in
Comments section.
- 50. Appliances, Equipment; insufficient information to
classify further.

**SPECIAL EQUIPMENT -
60 series.**

- 61. Electronic equipment.
Included are radar, X-ray, computer, telephone, and
transmitter equipment.
- 62. Vending machine, drinking fountain.
- 63. Office machine.
- 64. Biomedical equipment, device.
Included are anesthetizing machines.
- 65. Separate pump, compressor.
- 66. Internal combustion engine.
Included are the drive train and exhaust system.
Excluded are bearing and brakes (82), and chain saws
(91).
- 67. Conveyor, escalator.
- 68. Printing press.
- 69. Special Equipment not classified above. Explain in
Comments section.
- 60. Special Equipment; insufficient information to classify
further.

**PROCESSING
EQUIPMENT - 70 series.**

- 71. Furnace, oven, kiln.
Excluded are those used for food preparation (Division
2) and heat treating (73).

**PROCESSING
EQUIPMENT - 70 series.
(Continued...)**

- 72. Casting, molding, forging equipment.
- 73. Heat treating equipment.
Included are quench tanks and associated equipment.
- 74. Working, shaping machine.
Included are sawing, planing, grinding, machining,

forming, opening, picking, carding, and weaving
machines.
- 75. Coating machines.
Included are asphalt-saturating and rubber spreading
machines.
- 76. Painting equipment.
Included are dipping, spraying, and flow-coating
equipment.
- 77. Chemical process equipment.
Included are digesters, reactors, black liquor recovery
units, and distilling equipment.
- 78. Waste recovery equipment.
Included are garnetting and solvent recovery
equipment.
- 79. Processing Equipment not classified above. Explain in
Comments section.
- 70. Processing Equipment; insufficient information to
classify further.

**SERVICE, MAINTENANCE
EQUIPMENT - 80 series.**

- 81. Incinerator.
Included are burning barrels.
- 82. Bearing brake.
- 83. Rectifier, charger.
Included are inverters and batteries.
- 84. Tar pot, tar kettle.
- 85. Arc, oil lamp.
Included are gas mantles, arc-lighted motion picture
projectors, and lanterns for recreational use.
- 86. Elevators.
- 87. Torch/welder.
Included are cutting, welding, and plumbers' torches,
Bunsen burners, weed burners, and arc welders.
- 89. Service, Maintenance Equipment not classified above.
Explain in Comments section.
- 80. Service, Maintenance Equipment; insufficient information
to classified further.

**OTHER EQUIPMENT
INVOLVED IN IGNITION -
90 series.**

- 91. Power saws.
Included are chain saws.

**OTHER EQUIPMENT
INVOLVED IN IGNITION -
90 series. (Continued...)**

- 92. Hand-held yard and garden maintenance equipment.
Included are grass and brush trimmers.
Excluded are power saws (91).
- 93. Power transfer equipment.
Included are cables, wire ropes, blocks, and belts.
Excluded are the vehicles or equipment providing the
power and electric wiring.
- 94. Electric fencing.
- 95. Flammable liquid transfer equipment.
Included are piping, valves, and connected storage
tanks.
Excluded are pumps or compressors (65).
- 96. Hazardous materials (other than flammable liquids)
equipment.
Included are piping, valves, and storage containers.
Excluded are pumps or compressors (65).
- 97. Pressure Vessels.
Excluded are pumps or compressors (65).
- 98. No equipment involved in ignition.
- 99. Equipment Involved in Ignition not classified above.
Explain in Comments section.
- 00. Equipment Involved in Ignition; insufficient information
to classify further.

1973
1974
1975
1976

1977

IF EQUIPMENT INVOLVED IN IGNITION	Type	Model	Serial No.	Year
	Make			

IF EQUIPMENT INVOLVED IN IGNITION: Model, Year, Make, Serial Number

DEFINITION

The identification of a specific item of equipment involved in the ignition of a fire.

- "Model" is the manufacturer's name for the product. If there is none, the common physical description of the item, such as, "four burner stove" or "chest-type freezer" is used.
- "Year" is the year manufacture.
- "Make" is the name of the manufacturer.
- "Serial Number" is the manufacturer's serial number stamped or engraved on the item (usually on an identification plate).

PURPOSE

To identify the exact item of equipment that was the source of heat of ignition.

This is the only means for identifying specific products that are causing fires. The problem can be the result of a manufacturing defect that causes the item to be unsafe - or it can be the result of poor design that leads to unsafe use of the item. The only way these product related problems can be corrected, is to pinpoint the items that are at fault.

This data is the principal source of information for the Consumer Product Safety Commission's efforts to regulate product safety related to fire hazards.

Note: Obviously, all equipment involved in the ignition of fires is not faulty in manufacture or design; in fact, it may be the exception rather than the rule. But, it is equally important to identify properly operating equipment because this then isolates the problem to its use, or more likely, misuse.

PURPOSE (Continued...)

Important: The maximum value of this data is achieved when it is aggregated at the state and national levels. You may not consider a single incident that occurs in your jurisdiction to be significant; however, when your incident is combined with all the others that have occurred around the state and country, it becomes very significant. It gets back to the basic tenet of fire reporting - every report is important - and in this case, even more so.

ENTRY

Be as specific as possible in making these entries. (Use the Comments Section if you want to record additional information.)

EXAMPLES

The lawn mower is a 1987 Wizz Supercut, Serial: #87000213, manufactured by Lawn Specialists:

IF EQUIPMENT INVOLVED IN IGNITION	Type	10.4	Model	W.I.Z.Z. SUPER.CUT	Year	87
	Make	LAWN SPECIALISTS		Serial No.	187.0.0.0.2.1.3	

The wood burning stove is a 1985 Blast-It Superheat, Serial #85045, manufactured by Smith's Manufacturing Co:

IF EQUIPMENT INVOLVED IN IGNITION	Type	13	Model	BLAST-IT SUPERHEAT	Year	85
	Make	SMITH'S MFG. CO.		Serial No.	85045	

The coffee maker is a 1987 Master Deluxe Brewer, Serial #12068-87, manufactured by The Brewer Company:

IF EQUIPMENT INVOLVED IN IGNITION	Type	25	Model	MASTER DELUXE BREWER	Year	87
	Make	BREWER CO.		Serial No.	12068-87	

The portable space heater is a 1990 Heatmaster Junior, Serial #90-10023, manufactured by Conservative Heating, Inc:

IF EQUIPMENT INVOLVED IN IGNITION	Type	15	Model	HEATMASTER JUNIOR	Year	90
	Make	CONSERVATIVE HEATING, INC		Serial No.	90-10023	

A cigarette ignited an upholstered seat in a vehicle:

IF EQUIPMENT INVOLVED IN IGNITION	Type	9.8	Model		Year	
	Make			Serial No.		

SECTION C		COMPLETE FOR STRUCTURE FIRE							
CONSTRUCTION TYPE	ROOF COVERING	NUMBER OF STORIES			EXTENT OF DAMAGE		Flame	Smoke	
MATERIAL GENERATING MOST SMOKE	Type	Form	AVENUE OF SMOKE TRAVEL	DETECTION SYSTEM	Type	Power Supply	Performance	Reason For Failure	
EXTINGUISHING SYSTEM	Type	Performance	Reason For Failure	SPRINKLER HEAD(S)	Type	Number Activated			

This section is to be completed only when the Type of Situation(s) Found are coded 11 (Structure Fire), 12 (Fire in mobile property when used as a structure), or 13 (Fire in mobile property while inside a structure).

Note: You are not required to complete this Section when your department GIVES Auto/Mutual Aid to another department.

CONSTRUCTION TYPE

DEFINITION

The type of building construction used in the structure where the fire occurred. Emphasis is on characteristics that determine the building's ability to withstand exposure to a fire and to limit fire growth.

PURPOSE

To determine what effect the type of construction has on fire development, fire spread, and resulting damage.

This is a critical detail in the inventory of the fire defense existing in a structure or building before the ignition occurred.

ENTRY

Enter the code that best describes the type of construction of the structure involved. To the extent possible, the description should emphasize construction from a building code and fire protection viewpoint.

Important: When a mixture of construction types exist, record the type for the portion of the building where the ignition occurred.

Note: This information is often available from fire inspection records. When you need help, Fire and Building Inspectors are good resources for assistance.

EXAMPLES

A high rise building of reinforced concrete:

CONSTRUCTION TYPE	11
-------------------	----

EXAMPLES (Continued...) A metal hangar:

CONSTRUCTION TYPE	2
----------------------	---

A typical wood frame dwelling with stucco exterior walls:

CONSTRUCTION TYPE	5
----------------------	---

Codes NFPA-901, 1990

CONSTRUCTION TYPE

1. TYPE I - (Previously called Fire Resistant). Structural members, including walls, columns, Beams, floors, and roofs are of approved noncombustible or limited combustible materials having high fire-resistive ratings. Structural frame at least 3 hours. Included are BBC Types 1A, 1B; SBC Type I, III; UBC Type I.
2. TYPE II - (Previously called Noncombustible). Structural members, including walls, columns, beams, floors and roofs are of approved noncombustible or limited combustible materials having fire-resistive ratings of 2 hours or less. Included are BBC Types 2A, 2B, 2C; SBC Type IV; UBC Type II.
3. TYPE III - (Previously called Ordinary). Exterior walls of noncombustible or limited combustible materials; and interior structural members including walls, columns, beams, floors and roofs are of combustible materials. Included are BBC Types 3B, 3C; SBC Type V; UBC Type III.
4. TYPE IV - (Previously called Heavy Timber). Exterior walls are of noncombustible or limited combustible materials; and interior structural members including columns, beams, arches, floors, and roofs are of solid wood at least 51 mm (2 inches) normal qualifying as heavy timber under NFPA 220, 3-4.2 through 3-4.6. Included are BBC Type 3A; SBC Type III; UBC Type IV.

CONSTRUCTION TYPE
(Continued...)

5. TYPE V - (Previously called Wood Frame). Exterior walls, bearing walls, and floors and roofs and their supports and wholly or partly of wood or other combustible material in dimensions smaller than those required in TYPE IV.
Included are BBC Types 4A, 4B; SMC Type VI; UBC Type V.
9. Type of Construction not classified above. Explain in Comments Section.
0. Type of Construction undetermined or not reported.

ROOF COVERING

DEFINITION

The type of exterior roof covering on the structure involved in the fire.

Important: This applies to the exposed surface of the roof only.

PURPOSE

To evaluate different types of roof covering as they relate to ignition from various sources, as well as to determine their contribution to fire spread and overall damage.

This is another element in a building's fire defense inventory that is of special interest in California, particularly where development is expanding into wild lands and areas subject to high winds.

ENTRY

Enter the code that best describes the type of exterior roof covering on the structure involved.

Important: This entry applies to every building fire - whether the roof was the area of origin, or not.

Note: When one type of roof covering is applied on top of another type, enter the code for the exposed surface only.

EXAMPLES

A fire in a residence with a composition roof:

ROOF COVERING	2
---------------	---

A fire in an office building with pressure impregnated treated wood shingles:

ROOF COVERING	3
---------------	---

EXAMPLES (Continued...)

A fire in an apartment house with a wood shake roof whose owner tells you he had the roof fire retardant treated:

ROOF COVERING	4
------------------	---

A fire in a restaurant with a metal roof:

ROOF COVERING	6
------------------	---

A fire in a warehouse with a tar and gravel roof:

ROOF COVERING	7
------------------	---

Codes, 1990

ROOF COVERING

1. Tile (clay, cement, slate, etc.).
2. Composition shingles.
3. Wood shakes or shingles (treated).
(Does not include spray on applications).
4. Wood shakes or shingles (untreated).
Included are spray on application.
6. Metal.
Includes sheet metal, galvanized iron or steel, terne plate, copper, zinc, aluminum or lead.
7. Built-up.
A continuous, semi-flexible roof membrane assembly, consisting of plies of saturated felts, coated felts, fabrics or mats between which alternate layers of bitumen are applied, generally surfaced with mineral aggregate, bituminous materials, or a granule-surfaced roofing sheet.
8. Structure without roof.
9. Roof Covering not classified above (i.e. poured cement). Explain in Comments section.
0. Roof Covering undetermined or not reported.

CONSTRUCTION TYPE	FLOOR COVERING	NUMBER OF STORIES	EXTENT OF DAMAGE	Plasma	Smoke
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NUMBER OF STORIES

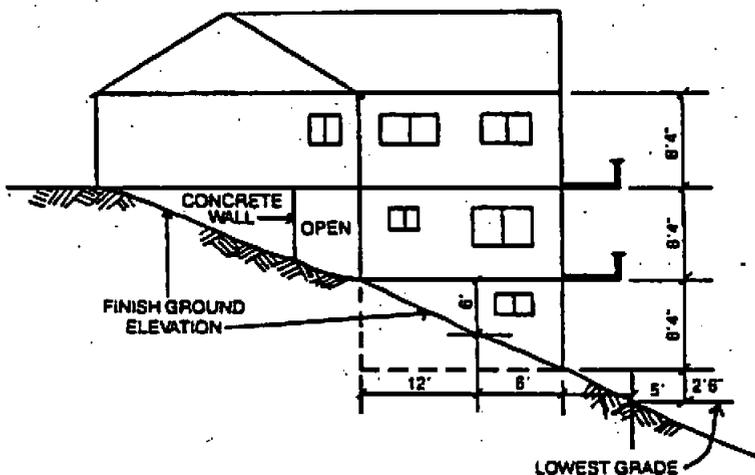
DEFINITION

The total number of stories above grade in a structure.

A story is that portion of a building between the upper surface of any floor and the upper surface of the next floor above. In the case of the topmost floor, it is that portion of the building between the upper surface of the topmost floor and the roof above.

To constitute a story, the finished floor level directly above a usable or unused space must be more than 6 feet above grade for more than 50 percent of the total perimeter, or more than 12 feet above grade at any point in the perimeter.

This building has two stories and a basement:



PURPOSE

It is important to know the overall height of a building when analyzing the outcome of a fire. There are critical differences between a fire on the 4th floor of a 4 story building, versus the 4th floor of a 40 story building. This data element provides this needed distinction.

By combining the Number of Stories with Area and Level of Fire Origin, you get a picture of where the fire occurred in a multi-story structure.

Important: This data element is the only way you can identify fires that have occurred in highrise buildings.

ENTRY

You do not use codes in this data field. You merely enter the actual number of stories in the building.

EXAMPLES

A fire in a dwelling with 2 stories above grade and no basement:

NUMBER OF STORIES	02
----------------------	----

A hospital with 6 stories above three basement-level parking floors:

NUMBER OF STORIES	06
----------------------	----

An office building with 36 stories plus three parking floors above grade:

NUMBER OF STORIES	39
----------------------	----

CONSTRUCTION TYPE	ROOF COVERING	NUMBER OF STORIES	EXTENT OF DAMAGE	Flame	Smoke
-------------------	---------------	-------------------	------------------	-------	-------

EXTENT OF DAMAGE: Flame

DEFINITION

The size of the fire in terms of how far the flame damage extended. The extent of flame damage is the area that was actually burned or charred. It does not include the area that received only heat, smoke, or water damage.

PURPOSE

To provide a means to describe the magnitude or seriousness of the fire. It is commonly used to measure the effectiveness of built-in protection features designed to limit fire spread. This is also a particularly meaningful factor when comparing the affects of accidental versus intentionally set fires.

The confinement and extinguishment of a fire are influenced by many factors - with the most prominent being suppression strategy and tactics, and built-in suppression systems. This data element indicates the combined effect of these conditions, and is an important factor in completing the picture of the fire.

ENTRY

Enter the code that best describes the extent of the burned/charred area.

Important: This relates only to the area of actual flame impingement. Areas scorched by heat, but not touched by flame (such as "browned" wallpaper), are included under Extent of Smoke Damage.

Flame damage is either confined to the object of origin (the "thing" that ignited); or to the immediate area within the room; or to the room where the fire started; or it can spread to other rooms; to other stories; or even to other property.

ENTRY (Continued...)

Note: A room is a partitioned part of the inside of a building. If the flame damage extends beyond the area of origin in a one-room building, such as a shed, the damage is described as confined to the structure of origin (rather than the room of origin).

Note: When the fire is on the roof or outside wall of a building, it is considered to be "Confined to the structure".
Reminder: You can't have a fire without flame - which means you can't have a fire without flame damage ... every fire has flame damage!

EXAMPLES

Flame damage extends beyond the item first ignited to the rest of the room.

EXTENT OF DAMAGE	Flame	2	Smoke
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Flame damages the inside of a one-room building:

EXTENT OF DAMAGE	Flame	3	Smoke
------------------	-------	---	-------

The fire caused flame damage to an adjacent building:

EXTENT OF DAMAGE	Flame	7	Smoke
------------------	-------	---	-------

Note: Always use the highest number that applies. For instance, any time an entire building is burned, you would never use a code lower than "6". Think of it this way, "Where did the flame damage stop?" Use the code that answers that question.

Codes NFPA-901, 1990

EXTENT OF FLAME DAMAGE

1. Confined to the object of origin.
2. Confined to part of room or area of origin.
3. Confined to room of origin.
4. Confined to the fire division compartment of origin.
5. Confined to story of origin.
6. Confined to structure of origin.
7. Extended beyond structure of origin.
0. Extent of Damage: Flame, undetermined or not reported.

CONSTRUCTION TYPE	ROOF COVERING	NUMBER OF STORES	EXTENT OF DAMAGE	Flame	Smoke
-------------------	---------------	------------------	------------------	-------	-------

EXTENT OF DAMAGE: Smoke and/or Heat

DEFINITION

The size of the fire in terms of how far smoke and heat damage extended. This includes areas scorched by heat and damaged by smoke, but which do not have flame damage.

Note: Areas where non-damaging smoke was present are not included.

PURPOSE

To provide another means of measuring the severity of fires and the effectiveness of structural design. This is an especially critical factor for assessing the performance of automatic smoke control systems. It also gives you some indication of how well you did in limiting smoke damage.

As the companion to "Flame Damage", this data - along with "Estimated Loss" - is essential to completing the picture of the physical damage caused by the fire. (The human toll is covered in Section D.)

ENTRY

Enter the code that best describes the extent of damage to the structure or contents caused by heat and smoke.

Damage is either confined to the object of origin; or it can spread to other rooms, other stories, or even other structures. Since smoke damage typically extends beyond the area of flame damage, the two codes are often not the same.

Note: When a structure is fully involved in a fire - and the fire does not extend beyond the structure - the Extent of Smoke Damage is irrelevant. In this case, "No damage of this type" is the appropriate entry.

EXAMPLES

No smoke damage:

EXTENT OF DAMAGE	Flame	Smoke	8
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Smoke damage is confined to room of origin:

EXTENT OF DAMAGE	Flame	Smoke	3
---------------------	-------	-------	---

Fire destroys the building, and a structure next door suffers smoke damage:

EXTENT OF DAMAGE	Flame	Smoke	7
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Codes NFPA-901, 1990

EXTENT OF SMOKE DAMAGE

1. Confined to the object of origin.
2. Confined to part of room or area of origin.
3. Confined to room of origin.
4. Confined to the fire division compartment of origin.
5. Confined to story of origin.
6. Confined to structure of origin.
7. Extended beyond structure of origin.
8. No damage of this type.
0. Extent of Smoke Damage undetermined or not reported.

MATERIAL GENERATING MOST SMOKE: Type

DEFINITION

The composition, or substance, of the material that produced the most smoke, when the smoke extended beyond the room of origin.

This refers to the raw, common, or natural state in which the material exists, such as a gas, flammable liquid, chemical, plastic, wood, paper, fabric, etc.

Important: The "Type" and "Form" must describe the same material.

Note: This may, or may not, be the same as the Material First Ignited. In fact, in most cases it will probably be different.

PURPOSE

To increase our understanding of how different materials contribute to the production of smoke in various environments.

Because smoke is the major threat to life safety in most building fires, it is critical to identify those materials that cause more smoke than others.

The identification of smoke-producing materials is used to evaluate structural design, construction methods, and mechanical air handling systems intended to limit the movement of smoke through buildings. This entry can be correlated with such factors as casualties, extent of damage, construction type, and detector performance, among others.

ENTRY

Enter the code that best describes the composition or substance of the material that produced the most smoke that extended beyond the room of origin. REMEMBER, this must refer to the same material as the "Form" entry.

Note: The Extent of Flame Damage has no affect on when you complete this entry. It is the Extent of Smoke Damage that is the determining factor. If smoke did not spread beyond the room of origin, then leave blank.

Note: The Code Table used for this entry is the same as the one used for the Type of Material First Ignited. But, keep in mind that the material generating the most smoke is often different than the material first ignited.

EXAMPLES

Plastic coated wallpaper produced the most smoke:

MATERIAL GENERATING MOST SMOKE	Type	4,5	Form	
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Linoleum floor covering appeared to produce more smoke than other burning materials:

MATERIAL GENERATING MOST SMOKE	Type	8,1	Form	
-----------------------------------	------	-----	------	--

Smoke was confined to the room of origin:

MATERIAL GENERATING MOST SMOKE	Type		Form	
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Codes NFPA-901, 1990

MATERIAL GENERATING
MOST SMOKE: Type

Major Headings

- Wood, Cellulose-Naturally Occurring.
- Gas (not gasoline).
- Flammable, Combustible Liquid.
- Volatile Solid, Chemical.
- Plastics.
- Natural Product.
- Wood, Paper (processed).
- Fabric, Textile, Fur.
- Material Compounded with Oil.
- Other Type of Material Generating Most Smoke.

**WOOD,
CELLULOSE-NATURALLY
OCCURRING - 0 series.**

Leading "0" must be entered where applicable.

- 01. Grass.
- 02. Leaves, needles, litter (vegetative).
- 03. Duff (the material between the leaf and/or needle cover and mineral soil).
Included are decomposed material and humus.
- 04. Peat.
- 05. Live tree brush.
- 06. Snag (standing dead tree).
- 07. Logs.
- 08. Slash (felled brush, limbs, tree tops).
- 09. Rotten wood.

**GAS (not gasoline) -
10 series.**

- 11. Natural gas.
- 12. LP-City Gas (LP and air mix).
- 13. Manufactured gas.
- 14. LP-Gas.
- 15. Anesthetic gas.
- 16. Acetylene.
- 17. Other specialty gas.
Excluded are anesthetic gas (15), acetylene (16) and hydrogen (18).
- 18. Hydrogen.
- 19. Gas not classified above. Explain in Comments section.
- 10. Gas; insufficient information available to classify further.

**FLAMMABLE,
COMBUSTIBLE LIQUID -
20 series.**

Classification information is given in NFPA 321, *Standard on Basic Classification of Flammable and Combustible Liquids*; and NFPA 325M, *Fire Hazard Properties of Flammable Liquids, Gases, and Volatile Solids*.

- 21. Class IA flammable liquid.
Flash point less than 22.8°C (73°F) and boiling point less than 37.8°C (100°F).
Included are ethyl ether, pentane, and ethylene oxide.
- 22. Class IB flammable liquid.
Flashpoint less than 22.8°C (73°F) and boiling point at or above 37.8°C (100°F).
Included are acetone ethyl alcohol, JP-4 jet fuel, and methyl ethyl ketone.
Excluded is gasoline (23).
- 23. Gasoline.

**FLAMMABLE,
COMBUSTIBLE LIQUID -
20 series. (Continued...)**

24. Class IC flammable liquid.
Flashpoint at or above 22.8°C (73°F) and below 37.8°C (100°F).
Included are butyl alcohol, propyl alcohol, styrene, and turpentine.
25. Class II combustible liquid.
Flashpoint at or above 37.8°C (100°F) but less than 60°C (140°F).
Included are kerosene, Nos. 1, 2, 4, and 5 fuel oil, and diesel fuel.
26. Class IIIA combustible liquid.
Flashpoint at or above 60°C (140°F) but less than 93.4°C (200°F).
Included are No. 6 fuel oil, cottonseed oil, and creosote oil.
27. Class IIIB combustible liquid.
Flashpoint at or above 93.4°C (200°F).
Included are cooking oil, transformer oil, and lubricating oil.
29. Flammable, Combustible Liquid not classified above.
Explain in Comments section.
20. Flammable, Combustible Liquid; insufficient information available to classify further.

**VOLATILE SOLID,
CHEMICAL - 30 series.**

31. Fat, grease (food).
32. Grease (non-food).
Included are petroleum jellies.
33. Polish.
Included are paraffin and wax.
34. Adhesive, resin, tar.
Included are glue, gelatin, rosin, damas, elemi, kauri, asphalt, pitch, contact cement, soot, carbon, creosote.
Excluded is asphalt impregnated material (86).
35. Applied paint, varnish.
36. Combustible metal.
Included are magnesium, titanium, and zirconium.
37. Solid chemical.
Included are explosives.
Excluded are liquid chemicals (division 2) and gaseous chemicals (division 1).
38. Radioactive material.
39. Volatile Solid, Chemical not classified above. Explain in Comments section.
30. Volatile Solid, Chemical; insufficient information available to classify further.

PLASTICS - 40 series.

Included are all solid, non-fibrous forms of plastic and synthetic rubber. examples are polypropylene, polystyrene, polyurethane and polyvinyl chloride in molded, laminate, foam, film, or sheet form.

Excluded are synthetic fibers, coated fabrics and plastic upholstery (division 7).

- 41. Rigid plastics.
Incompressible, hard, stiff, inflexible plastics.
Included are molded plastics such as appliance cases, floor tile, decorative kitchen laminates. If identifiable foam structure is also present, classify as rigid foam (42).
- 42. Rigid foam plastics.
Incompressible, hard, stiff, inflexible plastics with cellular, honeycomb, foam structure.
Included are rigid thermal foam insulation for walls and refrigerators.
- 43. Flexible plastics.
Compressible, soft, elastic, or pliable plastic.
Included is electrical wire insulation. If identifiable foam structure is also present, classify as flexible foam (44).
- 44. Flexible foam plastics.
Compressible, soft, elastic, or pliable plastic with cellular, sponge like, honeycomb, foam structure.
Included are mattress, furniture interior foam, and carpet pads.
- 45. Film plastics.
Paper-thin plastic, either self-supporting or coated on another material [no greater than 0.01 in. (0.25 mm) thick].
Included are polyethylene trash bags, photographic film, coated wallpaper.
Excluded are classified above.
- 49. Plastic not classified above. Explain in Comments section.
- 40. Plastic; insufficient information available to classify further.

NATURAL PRODUCT - 50 series.

- 51. Rubber.
Excluded are synthetic rubbers (classify as plastics, division 4).
- 52. Cork.
- 53. Leather.
- 54. Hay, straw.

**NATURAL PRODUCT -
50 series. (Continued...)**

- 55. Grain, natural fiber (preprocess).
Included are feathers, felt, kapok, Hessian, hemp, sisal, jute, cocofilm, flax, and cotton.
Excluded are fabrics and furniture batting (72).
- 56. Coal, coke, briquettes, peat.
- 57. Food, starch.
Excluded are fat and grease (31).
- 58. Tobacco.
- 59. Natural Product not classified above. Explain in Comments section.
- 50. Natural Product; insufficient information available to classify further.

**WOOD, PAPER
(processed) - 60 series.**

- 61. Wood residue.
Included are chips, sawdust, shavings, excelsior, and processed wood used as thermal insulation.
- 62. Round timber.
Included are round posts, poles, and piles.
- 63. Sawn woods.
Included is all finished lumber.
- 64. Plywood.
- 65. Fiberboard, particleboard, and hardboard.
Included are low density pressed wood fiberboard products.
- 66. Wood pulp.
- 67. Paper.
Included are cellulose, waxed paper, sensitized paper, and ground-up, processed paper and newsprint used as thermal insulation.
- 68. Cardboard.
- 69. Wood, Paper (Processed) not classified above. Explain in Comments section.
- 60. Wood, Paper (Processed); insufficient information available to classify further.

**FABRIC, TEXTILE, FUR -
70 series.**

Classify by predominant type of material, except as shown in 72.

- 71. Man-made fabric, fiber, finished goods.
Excluded are rayons (72).
- 72. Cotton, rayon, cotton fabric, finished goods.
Included are canvases and all polyester-cotton blends.
Excluded is waterproof canvas made with materials compounded with oil (84).
- 73. Wool, wool mixture fabric, finish goods.

**FABRIC, TEXTILE, FUR -
70 series. (Continued...)**

- 74. Fur, silk, other fabric, finished goods.
- 75. Wig.
- 76. Human hair.
- 77. Plastic coated fabric.
Included are plastic upholstery fabric and other vinyl fabrics.
- 79. Fabric, Textile, Fur not classified above. Explain in Comments section.
- 70. Fabric, Textile, Fur; insufficient information available to classify further.

**MATERIAL
COMPOUNDED WITH OIL
80 series.**

- 81. Linoleum.
- 82. Oilcloth.
- 84. Waterproof canvas.
Excluded is waterproof cloth of rayon covered with neoprene (77).
- 85. Oily rags.
Included are waste materials impregnated with oil.
- 86. Asphalt treated material.
Excluded are by-products of combustion, soot, carbon, creosote (34).
- 89. Material Compounded with Oil not classified above.
Explain in Comments section.
- 80. Material Compounded with Oil; insufficient information available to classify further.

**OTHER MATERIAL
GENERATING MOST
SMOKE: Type - 90 series.**

- 91. Chaff.
- 92. Mulch.
- 93. Litter, combinations of materials having no value in the same container or pile.
- 97. Multiple types of material generating most smoke.
Use this subdivision only where there are multiple fires started at approximately the same time on the same property and more than one type of material generating most smoke was initially involved. If one major material was involved, use the appropriate classification.
- 99. Material Generating Most Smoke; Type, not classified above. Explain in Comments section.
- 00. Material Generating Most Smoke: Type, undetermined or not reported.

*** NOTE: NFPA-901 Type of Material Ignited**

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MATERIAL GENERATING MOST SMOKE: Form

DEFINITION

The use, or purpose, of the material that produced the most smoke, when the smoke extends beyond the room of origin.

This is the mate to the "Type" entry, and must refer to the same material.

PURPOSE

To increase our understanding of how different materials contribute to the production of smoke in various environments.

This entry - when combined with "Type" - describes what caused the most smoke that spread beyond the room of origin. This, in turn, can be compared with the features of the building that are intended to contain the smoke.

This is where you identify the actual object, or "thing", that generated the most smoke.

ENTRY

Enter the code that best describes the thing, or object, that produced the most smoke that extended beyond the room of origin. REMEMBER, this must refer to the same material as the "Type" entry.

Note: The Extent of Flame Damage has no affect on when you complete this entry. It is the Extent of Smoke Damage that is the determining factor. If smoke did not spread beyond the room of origin, then leave blank.

Note: The Code Table used for this entry is the same as the one used for the Type of Material First Ignited. But, keep in mind that the material generating the most smoke is often different than the material first ignited.

EXAMPLES

Plastic coated wallpaper produced the most smoke:

MATERIAL GENERATING MOST SMOKE	Type	Form	15
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Linoleum floor covering appeared to produce more smoke than other burning materials:

MATERIAL GENERATING MOST SMOKE	Type	Form	4
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The smoke was confined to the room of origin:

MATERIAL GENERATING MOST SMOKE	Type	Form	
-----------------------------------	------	------	--

Codes NFPA-901, 1990

MATERIAL GENERATING
MOST SMOKE: Form *

Major Headings

- Structural Component, Finish.
- Furniture, Utensils.
- Soft Goods, Wearing Apparel.
- Adornment, Recreational Material.
- Supplies, Stock.
- Power Transfer Equipment, Fuel.
- General Form.
- Special Form.
- Other Form of Material Generating Most Smoke.

STRUCTURAL
COMPONENT, FINISH -
10 series.

11. Exterior roof covering, surface, finish.
12. Exterior sidewall covering, surface, finish.
Included are eaves.
13. Exterior trim, appurtenances.
Included are doors, porches, and platforms.
14. Floor covering, surface.
15. Interior wall covering.
Included are cloth wall covering, wood paneling, and items permanently affixed to a wall or door.
Excluded are curtains and draperies (936) and decorations (42).
16. Ceiling covering, surface.
Included are cloth permanently affixed to ceiling, and acoustical tile.
17. Structural member, framing.

**STRUCTURAL
COMPONENT, FINISH -
10 series. (Continued...)**

- 18. Thermal, acoustical insulation within wall, partition or floor/ceiling space.
Included are fibers, batts, boards, loose fills.
- 19. Structural Component, Finish not classified above.
Explain in Comments section.
- 10. Structural Component, Finish; insufficient information available to classify further.

**FURNITURE, UTENSILS -
20 series.**

- Included is built-in furniture.
- 21. Upholstered sofa, chair, vehicle seats.
- 22. Non-upholstered chair, bench.
- 23. Cabinetry.
Included are filing cabinets, pianos, dressers, chests of drawers, desks, tables, and bookcases.
Excluded are TV sets, bottle warmers, and appliance housings (25).
- 24. Ironing board.
- 25. Appliance housing or casing.
- 26. Kitchen household utensils.
- 29. Furniture, Utensils not classified above. Explain in Comments section.
- 20. Furniture, Utensils; insufficient information available to classify further.

**SOFT GOODS, WEARING
APPAREL - 30 series.**

- 31. Mattress, pillow.
- 32. Bedding, blanket, sheet, comforter.
Included are heating pads.
- 33. Linen, other than bedding.
Included are towels and tablecloths.
- 34. Wearing apparel not on a person.
- 35. Wearing apparel on a person.
- 36. Curtain, blind, drapery, tapestry.
- 37. Goods not made up.
Included are fabrics and yard goods.
- 38. Luggage.
- 39. Soft Goods, Wearing Apparel not classified above.
Explain in Comments section.
- 30. Soft Goods, Wearing Apparel; insufficient information available to classify further.

**ADORNMENT,
RECREATIONAL
MATERIAL - 40 series.**

- 41. Christmas tree.
- 42. Decoration.
- 43. Book.

**ADORNMENT,
RECREATIONAL
MATERIAL - 40 series.
(Continued...)**

- 44. Magazine, newspaper, writing paper.
Included are files.
- 45. Toy, game.
- 46. Awning, canopy.
- 47. Tarpaulin, tent.
- 49. Adornment, Recreational Material not classified above.
Explain in Comments section.
- 40. Adornment, Recreational Material; insufficient
information available to classify further.

**SUPPLIES, STOCK -
50 series.**

- 51. Box, carton, bag.
- 52. Basket, barrel.
Included are waste baskets.
- 53. Pallet, skid (not is use).
Excluded are palletized stock (85).
- 54. Rope, cord, twine, yarn.
- 55. Packing, wrapping material.
- 56. Bale storage.
- 57. Bulk storage.

- 58. Cleaning supplies.
Included are brooms, brushes, mops, cleaning cloths,
and cleaning fluids.
- 59. Supplies, Stock not classified above. Explain in
Comments section.
- 50. Supplies, Stock; insufficient information available to
classify further.

**POWER TRANSFER
EQUIPMENT, FUEL -
60 series.**

- 61. Electrical wire, cable insulation.
Do not classify the insulation on the wiring as the first
material ignited unless there were no other materials in
the immediate area, such as might be found in a cable
tray or electrical vault. Classify the first material of
significance that caught fire from the wire/wire
insulation as the material first ignited.
- 62. Transformer.
Included are transformer fluids.
- 63. Conveyor belt, drive belt, V-belt.
- 64. Tire.
- 65. Fuel.
Included are flammable liquids or gases in their final
container prior to direct transfer into the engine or
burner or the piping associated with this final transfer.
Excluded are flammable liquids or gases stored in a
container such that they need to be transferred to
another container before use (86).

**POWER TRANSFER
EQUIPMENT, FUEL -
60 series. (Continued...)**

- 66. Pipe, duct, conduit, hose.
- 67. Pipe, duct, conduit covering.
Included are insulating materials whether for acoustical or thermal purposes, and whether inside or outside the pipe, conduit, duct.
- 68. Filter.
Included are evaporative cooler pads.
- 69. Power Transfer Equipment, Fuel not classified above.
Explain in Comments section.
- 60. Power Transfer Equipment, Fuel; insufficient information available to classify further.

**GENERAL FORM -
70 series.**

- 71. Agricultural product.
- 72. Fence, pole
- 73. Fertilizer.
- 74. Growing or natural form whether living or dead.
Included are forests, brush, and grass.
- 75. Rubbish, trash, waste.
- 76. Cooking materials.
Included are edible materials for man or animal.
- 77. Sign.
Included are outdoor signs such as billboards.
- 78. Film, Residue.
Included are paint or resin film and paint or resin residue on spray booths, exhaust ducts or dip tank drain boards, chimney residue (soot) and other films and residues produced as a by-product of an operation.

**SPECIAL FORM -
80 series.**

- 81. Dust, fiber, lint.
Included are sawdust and excelsior.
- 82. Pyrotechnics, explosives.
- 83. Atomized, vaporized liquid.
Excluded are aerosols (86).
- 84. Chips.
- 85. Palletized material, material stored on pallets.
- 86. Gas or liquid in or from pipe or container.
Included are accelerants, aerosols.
Excluded are fuels in their final container prior to direct transfer to the engine or burner or in the piping associated with the final transfer (65).
- 87. Rolled material.
Included is rolled paper.
- 88. Adhesive.

**OTHER MATERIAL
GENERATING MOST
SMOKE: FORM -
90 series.**

- 91. Railroad ties.
- 97. Multiple forms of material generating most smoke. Use this subdivision only where there are multiple fires started at approximately the same time on the same property and more than one form of material generating most smoke was initially involved. If one major material was involved, use the appropriate classification.
- 99. Material Generating Most Smoke: Form, not classified above. Explain in Comments section.
- 00. Material Generating Most Smoke: Form, undetermined or not reported.

*** NOTE: NFPA-901 Form of Material Ignited**

AVENUE OF SMOKE TRAVEL

DEFINITION

The principal path, or opening, that allowed smoke to travel beyond the room or area of origin. Travel can be horizontal, such as through a corridor; or vertical, such as through a stairwell.

Note: Not all fires have a principal avenue of smoke spread.

PURPOSE

To identify how smoke was able to spread beyond the room or area of origin.

This is the single most important factor in analyzing the cause and effect of smoke contamination in a building. It provides an assessment of built-in smoke containment features; and can also be used to evaluate fire fighter ventilation practices.

ENTRY

Enter the code that best describes the principal avenue of smoke travel.

If smoke did not spread beyond the room of origin, leave blank.

EXAMPLES

Smoke traveled up an open stairway:

AVENUE OF SMOKE TRAVEL	4
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Smoke penetrated an unprotected poke-through for electrical wiring:

AVENUE OF SMOKE TRAVEL	5
------------------------	---

EXAMPLES (Continued...)

Smoke did not extend beyond the room of origin:

AVENUE OF SMOKE TRAVEL	
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Codes NFPA-901/1990

AVENUE OF SMOKE
TRAVEL

1. Air-handling duct.
2. Corridor.
3. Elevator shaft.
4. Stairwell.
5. Opening in construction.
Included are gaps between slabs and walls, over doors, and the like.
6. Utility opening.
7. Doorway, passageway.
Included are normal openings between rooms.
Excluded are smoke travel in corridors (2) and stairwells (4).
8. Avenue of Smoke Travel not classified above. Explain in Comments section.
0. Avenue of Smoke Travel undetermined or not reported.

DETECTION SYSTEM: Type

DEFINITION

The specific type of early warning fire/smoke detector(s) installed in the involved structure.

PURPOSE

To identify the type of detector(s) present in the building.

This is one of four factors that describe the detection system. The others are; Power Supply, Performance and Reason For Failure.

When used with other data elements (such as Extent of Damage, Deaths and Injuries), you can assess the contribution of early warning detection.

ENTRY

Enter the code that best defines the type of detector(s) present in the involved structure.

Important: You should record the type of detector(s) whether they were working or not. The important thing to know here is that detectors were, or were not, present; and if they were, what type?

Note: You need only consider those that were in the area of the building affected by fire and smoke. For instance, if the fire occurred in a multi-story building - and there were different types of detectors on different floors - you would only consider those on the floors affected by the fire.

EXAMPLES

There were two ionization smoke detectors installed:

DETECTION SYSTEM	Type	1	1
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EXAMPLES (Continued...)

There was one ionization and one photoelectric smoke detector installed:

DETECTION SYSTEM	Type	3
------------------	------	---

There was a sprinkler system with a flow alarm that could be heard throughout the building:

DETECTION SYSTEM	Type	9
------------------	------	---

Note: While a sprinkler head could be defined as a fixed temperature heat detector, for the purpose of this data field, a sprinkler system with flow alarm is classified as an alarm for "water flow", not for fire detection.

Codes NFPA-901, 1990

DETECTION SYSTEM:
Type

1. Smoke detector, ionization principle.
2. Smoke detector, photoelectric principle.
3. Smoke detector, undetermined or combined principles.
4. Heat detector, rate of rise.
5. Heat detector, fixed temperature.
6. Heat detector, undetermined or combined principles.
7. Combination of detection principles present in 1 or more devices.
8. No detector present.
9. Other type detector present. Explain in Comments section.
Included are gas sensing and flame sensing devices.
0. Type of Detector System undetermined or not reported.

DETECTION SYSTEM: Power Supply

DEFINITION

The source of power used to operate the fire/smoke detector.

PURPOSE

To evaluate the different types of detector power sources; and to provide information for developing effective public education programs regarding maintenance and testing of Early Warning Detectors.

This is one of four factors that describe the detection system. The others are; Type, Performance and Reason For Failure.

This entry is particularly important to the evaluation of battery operated devices.

ENTRY

Enter the code that best describes the type of power supply used for the detector(s) identified in the "Type" entry. If no detector system present, leave blank.

EXAMPLES

The detector was battery operated:

DETECTION SYSTEM	Type	Power Supply	Performance	Reason For Failure
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The detector was a wind up heat activated device:

DETECTION SYSTEM	Type	Power Supply	6	Performance	Reason For Failure
------------------	------	--------------	---	-------------	--------------------

EXAMPLES (Continued...)

There were 2 detectors with different kinds of power supplies:

DETECTION SYSTEM	Type	Power Supply	Performance	Reason For Failure
		7		

Codes NFPA-901, 1990

DETECTION SYSTEM:
Power Supply

1. Battery only.
2. Hard wire only.
3. Plug in only.
4. Hard wire with battery backup.
5. Plug in with battery backup.
6. Mechanical power.
Included are springs and pressurized cylinders of gas.
7. More than one type of power supply (different detectors).
9. Detector Power Supply not classified above. Explain in Comments section.
0. Detector Power Supply undetermined or not reported.

DETECTION SYSTEM: Performance

DEFINITION

The location and effectiveness of detection system equipment.

PURPOSE

To provide information about the use, reliability, and effectiveness of automatic detection equipment. This is critical to determining the role of detection equipment in fire control and life safety.

This is one of four factors that describe the detection system. The others are: Type, Power Supply and Reason For Failure.

Note: This entry is not designed to evaluate the alarm transmission capability of the system; it only refers to the detection of the fire.

ENTRY

Enter the code that best describes the location and effectiveness of the device(s). If no detector system present, leave blank.

EXAMPLES

The heat detectors in the room of origin activated and warned the occupants:

DETECTION SYSTEM	Type	Power Supply	Performance	Reason For Failure
------------------	------	--------------	-------------	--------------------

The detector in the room of origin did not operate:

DETECTION SYSTEM	Type	Power Supply	Performance	Reason For Failure
			3	

DETECTION SYSTEM:
Performance

1. Detector(s) in the room or space of fire origin, and it alerted the occupants.
2. Detector(s) not in the room or space of fire origin, and it alerted the occupants.
3. Detector(s) in the room or space of fire origin, and it did not operate.
4. Detector(s) not in the room or space of fire origin, and it did not operate.
5. Detector(s) in the room or space of fire origin, but fire too small to require it to operate.
6. Detector(s) operated but were not a factor in the discovery of the fire.
7. Detector(s) operated but the occupants failed to respond to detector notification.
9. Detector Performance not classified above. Explain in Comments section.
0. Detector Performance undetermined or not reported.

DETECTION SYSTEM: Reason for Failure

DEFINITION

The specific reason the detector did not operate.

PURPOSE

To identify the conditions that cause detection equipment to fail to operate, and specific detectors which may be flawed due to design or part failures; and to assist in developing public education programs dealing with the maintenance and testing of detectors.

This is probably the most critical of the four entries describing the detection equipment. (The others are; Type, Power Supply and Performance.) It pinpoints what the major problems are, and where corrective action must be focused.

ENTRY

Enter the code that best describes the reason the detector failed to operate. If no detector system present, leave blank.

EXAMPLES

Homeowner removed battery:

DETECTION SYSTEM	Type	Power Supply	Performance	Reason For Failure	1
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Detector was not installed properly:

DETECTION SYSTEM	Type	Power Supply	Performance	Reason For Failure	2
---------------------	------	--------------	-------------	-----------------------	---

Detector was painted, plugged up with dust, etc:

DETECTION SYSTEM	Type	Power Supply	Performance	Reason For Failure	4
---------------------	------	--------------	-------------	-----------------------	---

DETECTION SYSTEM:
Reason for Failure

1. Failure of power supply.
Included are power supply shut off or disconnected,
and batteries missing or discharged.
2. Improper installation or placement of detector.
3. Defective detector instrument.
4. Inadequate maintenance.
7. No detector failure.
9. Reason for Detector Failure not classified above.
Explain in Comments section.
0. Reason for Detector Failure undetermined or not
reported.

EXTINGUISHING SYSTEM	Type	Performance	Reason For Failure	SPRINKLER HEAD(S)	Type	Number Activated
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EXTINGUISHING SYSTEM: Type

DEFINITION

The type of automatic extinguishing system present in or near the area of origin.

PURPOSE

To identify the type of automatic extinguishing system(s) existing in or near the area of origin at time of the incident. By combining this with other data elements, you can evaluate the effectiveness of different systems under a variety of conditions. This is also the basic data element used to establish a comparison between fire experience in protected, verses unprotected, structures.

This is one of three basic factors that describe the extinguishing system. The others are; Performance and Reason For Failure. You will also record the type and number of heads activated in the next data section.

ENTRY

Enter the code that best defines the type of automatic extinguishing system present in the building.

Note: This entry is to be completed regardless of whether the system operated or not.

Important: If more than one type of system operated, record the one in or closest to the area of origin.

EXAMPLES

A fire in a single family dwelling having a wet pipe residential sprinkler system:

EXTINGUISHING SYSTEM	Type	Performance	Reason For Failure
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EXAMPLES (Continued...)

A wastebasket fire in a restaurant kitchen that has a hood system and wet pipe sprinkler system:

EXTINGUISHING SYSTEM	Type	Performance	Reason For Failure
	1		

A cooking range fire in a restaurant kitchen that has a hood system and a sprinkler system:

EXTINGUISHING SYSTEM	Type	Performance	Reason For Failure
	2		

A fire in a computer room containing a Halon 1301 system:

EXTINGUISHING SYSTEM	Type	Performance	Reason For Failure
	24		

Code NFPA 901, 1990

EXTINGUISHING SYSTEM: Type *

11. Wet pipe sprinkler system.
12. Dry pipe sprinkler system.
13. Deluge sprinkler system.
14. Pre-action sprinkler system.
15. Combined dry pipe and pre-action sprinkler system.
16. Recycling sprinkler system.
17. Outside sprinkler system.
21. Dry chemical system.
Included are systems that use sodium bicarbonate, potassium bicarbonate, urea-based potassium bicarbonate, potassium chloride, or monoammonium phosphate as an agent. See NFPA 17, *Standard for Dry Chemical Extinguishing Systems*, for guidance on system design.
22. Foam system.
Included are systems using protein, fluoroprotein, halo-fluoroprotein, and low temperature protein foam; high expansion foam, aqueous film forming foam (AFFF), and wetting agent foam. See NFPA 11, *Standard for Low Expansion Foam and Combined Agent Systems* and NFPA 11A, *Standard for Medium and High Expansion Foam Systems*, for guidance on system design.
Excluded are chemical foam systems (99).
23. Water spray system.
See NFPA 15, *Standard for Water Spray Fixed Systems for Fire Protection*, for guidance on system design.

**EXTINGUISHING
SYSTEM: Type ***
(Continued...)

- 24. Halogenated fire extinguishing agent system.
Included are systems using Halon 1211, Halon 1301, or other Halons as agents. See NFPA 12A, *Standard on Halon 1301 Fire Extinguishing Systems*; and NFPA 12B, *Standard on Halon 1211 Fire Extinguishing Systems*, for guidance on system design.
- 25. Carbon dioxide system.
See NFPA 12, *Standard on Carbon Dioxide Extinguishing Systems*, for guidance on system design.
- 26. Explosion suppression system.
See NFPA 69, *Standard on Explosion Prevention Systems*, for guidance on system design.
- 98. No Extinguishing System.
- 99. Extinguishing System: Type, not classified above.
Explain in Comment section.
Included are steam smothering systems, chemical foam systems, and systems dispensing dry powder for metal fires.
- 00. Extinguishing System: Type, undetermined or not reported.

* NOTE: NFPA-901 Type of Sprinkler System and Type of Special Hazard System

11
12
13
14
15

16
17
18
19
20

EXTINGUISHING SYSTEM	Type	Performance	Reason For Failure	SPRINKLER HEAD(S)	Type	Number Activated
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EXTINGUISHING SYSTEM: Performance

DEFINITION

The operation and effectiveness of the automatic extinguishing system.

PURPOSE

To evaluate the use, reliability and effectiveness of various types of extinguishing systems.

This is one of three basic factors that describe the extinguishing system. The others are; Performance and Reason For Failure. (You can also record the type and number of heads activated in the next data section.)

You can use this data element in combination with loss-factors to compare incidents involving the same "Specific Property Use" - protected versus unprotected. This is especially meaningful for tracking and evaluating the use of Residential Sprinkler Systems.

ENTRY

Enter the code that best defines the status and operation of the extinguishing system. If the performance was not satisfactory, you should explain the circumstances in the Comments Section. You should also check to see if there is an appropriate code to enter in the "Contributing Factors" data field - particularly if the unsatisfactory performance affected the outcome of the fire. If no extinguishing system present, leave blank.

EXAMPLES

Two sprinklers in the room of origin operated and extinguished the fire:

EXTINGUISHING SYSTEM	Type	Performance	Reason For Failure
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EXAMPLES (Continued...)

A damaged sprinkler head prevented its operation:

EXTINGUISHING SYSTEM	Type	Performance	Reason For Failure
		3	

No extinguishing system present in a house fire:

EXTINGUISHING SYSTEM	Type	Performance	Reason For Failure

Codes NFPA-901, 1990

EXTINGUISHING SYSTEM: Performance

1. Equipment operated and was effective in controlling or extinguishing the fire.
2. Equipment operated and was not effective in controlling or extinguishing the fire.
3. Equipment should have operated but did not.
4. Equipment present but fire too small to require operation.
9. Extinguishing System: Performance, not classified above. Explain in Comments section.
0. Extinguishing System: Performance, undetermined or not reported.

EXTINGUISHING SYSTEM	Type	Performance	Reason For Failure	SPRINKLER HEAD(S)	Type	Number Activated
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EXTINGUISHING SYSTEM: Reason for Failure

DEFINITION

The condition that prevented the Automatic Extinguishing System from operating properly. This includes failing to extinguish the fire even though the system operated.

PURPOSE

To identify the conditions that result in fire extinguishing system failures. This is used to assess compliance with installation requirements, and for code and regulation development.

This is the third - and probably the most important - of the basic factors describing the extinguishing system. (The others are Type and Performance.) Because of the confidence placed in automatic extinguishing equipment, it is critical to accurately document the reason a fire is not controlled/extinguished when an automatic system is installed in the building.

ENTRY

Enter the code that best describes the reason the extinguishing system failed to extinguish the fire. If no extinguishing system present, leave blank.

EXAMPLES

Homeowner turned the water off to their residential sprinkler system during remodeling:

EXTINGUISHING SYSTEM	Type	Performance	Reason For Failure	1
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EXAMPLE (Continued...)

Fire spread along ceiling above sprinklers:

EXTINGUISHING SYSTEM	Type	Performance	Reason For Failure
			3

A system was installed, but not in the room of fire origin:

EXTINGUISHING SYSTEM	Type	Performance	Reason For Failure
			5

Codes NFPA-901, 1990

EXTINGUISHING SYSTEM: Reason for Failure

1. Extinguishing system shut off.
2. Not enough agent discharged to control the fire.
3. Agent discharged could not reach the fire. Included are situations where the fire was above the discharge head, the fire originated in an unprotected space, or the discharged agent was shielded from the fire by stock, machinery, or contents.
4. Extinguishing system piping damaged.
5. No discharge heads in room or space of fire origin, including concealed spaces.
7. No extinguishing system failure.
9. Extinguishing System: Reason for Failure not classified above. Explain in Comments section.
0. Extinguishing System: Reason for Failure undetermined or not reported.

EXTINGUISHING SYSTEM	Type	Performance	Reason For Failure	SPRINKLER HEAD(S)	Type	Number Activated
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SPRINKLER HEADS: Type

DEFINITION

The type of sprinkler head used in the automatic sprinkler system existing in the portion of the building affected by the fire.

PURPOSE

To evaluate and compare the effectiveness of different types of sprinkler heads. When used with other data elements, you can evaluate the performance of sprinklers in various occupancies and types of construction.

Note: This entry is especially critical when evaluating residential systems.

ENTRY

Enter the code that describes the type of sprinkler head used in the area of the building affected by the fire. If no sprinkler system present, leave blank.

Important: If more than one type of head is installed, enter the type of head that is in or closest to the area of origin.

EXAMPLES

Fire in a dwelling with a residential sprinkler system using pendent heads:

SPRINKLER HEAD(S)	Type	Number Activated
	1, 1	

Fire in a super market having a sprinkler system with pendant heads:

SPRINKLER HEAD(S)	Type	Number Activated
	2, 1	

EXAMPLES (Continue...)

Fire in a warehouse having a sprinkler system with upright heads:

SPRINKLER HEAD(S)	Type	22	Number Activated				
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Fire in a warehouse having a sprinkler system using mostly pendent heads, but having large droplet heads in the area where the fire originated:

SPRINKLER HEAD(S)	Type	31	Number Activated				
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Fire in a manufacturing plant having a deluge sprinkler system:

SPRINKLER HEAD(S)	Type	99	Number Activated				
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Codes, 1990

SPRINKLER HEADS: Type

- 11. Residential/quick response - pendent.
- 12. Residential/quick response - upright.
- 13. Residential/quick response - sidewall.
- 21. Standard response - pendent.
- 22. Standard response - upright.
- 23. Standard response - sidewall.
- 31. Large droplet sprinkler.
- 41. ESFR sprinkler (Early Suppression Fast Response).
- 99. Sprinkler Heads: Type not classified above. Explain in Comments section.
- 00. Sprinkler Heads: Type undetermined or not reported.

EXTINGUISHING SYSTEM	Type	Performance	Reason For Failure	SPRINKLER HEAD(S)	Type	Number Activated
----------------------	------	-------------	--------------------	-------------------	------	------------------

SPRINKLER HEADS: Number Activated

DEFINITION

The actual number of sprinkler heads that operated during the fire.

PURPOSE

To determine the performance of sprinklers in controlling/extinguishing fires under various conditions. It is a critical indicator of the effectiveness of automatic systems.

Note: This entry is particularly important for monitoring and evaluating the effectiveness of residential sprinkler systems.

ENTRY

This is not a coded entry. You simply enter the actual number of sprinkler heads that operated during the fire.

In the unusual case where you cannot determine the exact number, use your best judgement based on available information.

Important: This entry must be right-justified. (See examples)

Note: If no sprinklers operated, and a sprinkler system was present, enter 000.

EXAMPLES

One head operated:

SPRINKLER HEAD(S)	Type	Number Activated
		001

Twelve heads operated:

SPRINKLER HEAD(S)	Type	Number Activated
		012

EXAMPLES (Continued...)

One hundred and six heads operated:

SPRINKLER HEAD(S)	Type	Number Activated
		106

No heads operated:

SPRINKLER HEAD(S)	Type	Number Activated
		000

SECTION D COMPLETE FOR FIRE SERVICE CASUALTY AND NON-FIRE SERVICE FIRE CASUALTY					
FIRE SERVICE CASUALTY		Injuries	Fatalities	NON-FIRE SERVICE FIRE CASUALTY	
				Injuries	Fatalities

This section must be completed for each incident in which an injury or fatality occurs.

Note: There is one exception: You do not have to complete this section when you provide mutual or automatic aid to another department, AND the casualty is non-fire service.

FIRE SERVICE CASUALTY	Injuries		Fatalities		NON-FIRE SERVICE FIRE CASUALTY	Injuries		Fatalities	
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DEFINITIONS

A **FIRE SERVICE CASUALTY** is a fire department member who is injured or killed while responding to, or working at, the scene of an incident. The incident starts when the alarm sounds, and terminates when the unit is placed back in service, is available for another incident, and is no longer working at the scene.

To be reported, an injury must be serious enough to require: (1) treatment (whether treatment is received or not); or (2) consultation with a doctor (includes base-station hospital physician consultation, or implementation of base-station communication failure protocols) within one year after the incident; or (3) at least one day of restricted activity following the incident.

A death is reported when a fire department member dies within one year after an incident in which they were injured.

A **NON-FIRE SERVICE FIRE CASUALTY** is any person - other than a fire department member - who is injured or killed at the scene of a fire. This can be the result of either natural or accidental causes associated with the incident.

Included in this category are law enforcement, medical, and other emergency response personnel who are not members of the fire department as well as civilian volunteers pressed into service at the scene. Non-registered members of a Volunteer Fire Department also fall into this category.

REPORTING A DEATH RESULTING FROM A PREVIOUS INJURY

The criteria for reporting an injury or death is the same as for fire department members as outlined above.

Because the definition of a fire death includes anyone who dies within one year after the occurrence of an injury, it is your responsibility to submit an updated Incident Report (and Casualty Report) when this situation occurs.

You merely submit a "Change" report - the same as you would to update any other data in a previously submitted record.

It is certain you will know if a fire department member dies; however, this may not be the case with non-fire service victims. Some obvious sources of information are news articles, hospital contacts, family members, neighbors, etc. Just do the best you can to monitor a casualty's progress - especially those who suffer critical injuries.

Remember, fire deaths are a critical factor in measuring virtually any aspect of the fire problem. The importance of this data becomes even more evident when it is aggregated at the state and national levels. Because the numbers themselves are relatively small, each death carries a great deal of weight in the analysis process. So, when you learn of the death of an injured victim, it is absolutely essential that you submit a "Change" report.

NUMBER OF FIRE SERVICE CASUALTIES: Injuries and Fatalities

DEFINITION

A **FIRE SERVICE CASUALTY** is a fire department member who is injured or killed while responding to, or working at, the scene of an incident. The incident starts when the alarm sounds, and terminates when the unit is placed back in service, is available for another incident, and is no longer working at the scene.

To be reported, an injury must be serious enough to require: (1) treatment (whether treatment is received or not); or (2) consultation with a doctor (includes base-station hospital physician consultation, or implementation of base-station communication failure protocols) within one year after the incident; or (3) at least one day of restricted activity following the incident.

A death is reported when a fire department member dies within one year after an incident in which they were injured.

PURPOSE

To identify the conditions under which fire fighters are injured or killed in the line of duty.

By correlating this data with incident scenarios, you can determine what factors contribute to fire fighter injuries and deaths. Of the many evaluations that can be made, one of the more meaningful is to compare casualties with the data fields relative to automatic extinguishing systems. You can also look at such things as Specific Property Use, Building Code Occupancy Type, Structure Status, Actions Taken, Method of Extinguishment, etc., etc., etc.

Note: Although you will record the specific details about each injury/death in the Fire Service Casualty Report, it is critical to be able to link the casualty with the circumstances surrounding the incident. This entry triggers the link between the two reports.

ENTRY: Injuries

This is not a coded entry. You simply enter the actual number of personnel from your department who were injured during the incident.

ENTRY: Fatalities

This is not a coded entry. You simply enter the actual number of personnel from your department who were killed during the incident.

Important: You must complete a Fire Service Casualty Report for every injury and death. In other words, for every number you enter in these fields, there must be equivalent number of Casualty Reports.

EXAMPLE

A fire fighter is injured while responding to an incident:

FIRE SERVICE CASUALTY	Injuries	0011	Fatalities	11
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NUMBER OF NON-FIRE SERVICE FIRE CASUALTIES: Injuries and Fatalities

DEFINITION

A **NON-FIRE SERVICE FIRE CASUALTY** is any person - other than a fire department member - who is injured or killed at the scene of a fire. This can be the result of either natural or accidental causes associated with the incident.

Included in this category are law enforcement, medical, and other emergency response personnel who are not members of the fire department; as well as civilian volunteers pressed into service at the scene. Non-registered members of a Volunteer Fire Department also fall into this category.

The criteria for reporting an injury or death is the same as for fire department members, **EXCEPT**, these entries apply to fires only.

PURPOSE

To identify the conditions under which persons - other than fire fighters - are injured or killed in a fire incident.

By correlating this data with incident scenarios, you can determine what factors contribute to non-fire fighter injuries and deaths. Of the many evaluations that can be made, one of the more meaningful is to compare casualties with the data fields relative to automatic extinguishing systems. You can also look at such things as Specific Property Use, Building Code Occupancy Type, Structure Status, Actions Taken, Method of Extinguishment, etc., etc., etc.

Note: Although you will record the specific details about each injury/death in the Non-Fire Service Fire Casualty Report, it is critical to be able to link the casualty with the circumstances surrounding the incident. This entry triggers the link between the two reports.

ENTRY: Injuries

This is not a coded entry. You simply enter the actual number of non-fire service persons who were injured as a result of the incident.

ENTRY: Fatalities

This is not a coded entry. You simply enter the number of non-fire service persons killed as a result of the incident.

Remember, these entries apply to fire incidents only.

Important: You must complete a Non-Fire Service Fire Casualty Report for every injury and death. In other words, for every number you enter in these fields, there must be equivalent number of Casualty Reports.

EXAMPLE

A police officer is injured and two civilians are killed in an apartment fire:

NON-FIRE SERVICE FIRE CASUALTY	Injuries	0,0,1	Fatalities	0,0,2
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SECTION E												COMPLETE FOR E. M. S.					
NUMBER OF PATIENTS		HIGHEST LEVEL OF CARE CAPABLE OF BEING PROVIDED ON SCENE				Fire		Other		HIGHEST LEVEL OF CARE PROVIDED ON SCENE			Fire		Other		
E. M. S. TYPE OF SITUATIONS FOUND		#1	#2	#3	#4	NO. OF PATIENTS TRANSPORTED BY		Fire Dept.		Non Fire Amb.		Coroner		Other			

This section must be completed for each incident in which the Situation Found is coded 31-32 and 35-39 (Rescue, Emergency Medical Call).

Important: The "Type of Action(s) Taken" is recorded in Section G.

Note: You do not have to complete this section when you provide Mutual or Automatic Aid to another department. However, remember that you must record the Type of Action(s) Taken in mutual/automatic aid incidents in Section G.

NUMBER OF PATIENTS

DEFINITION

The total number of persons treated or cared for - either as the result of the incident, or the action of handling the incident. A patient is any person who requires treatment by a doctor, EMT-P, EMT, etc.

PURPOSE

To provide an essential measurement of EMS services.

ENTRY

This is not a coded entry. You simply enter the actual number of patients treated.

EXAMPLE

(There are 8 persons involved:) You responded to a multi-vehicle accident on the interstate with 10 victims of which 2 are fatalities as declared by a doctor on the scene. The fire department paramedic rescue units transported 3 patients, a non-fire ambulance service transported 3 patients, CHP transported 2 minor injury patients, and the coroner was called for 2 fatalities.

NUMBER OF PATIENTS	008
--------------------	-----

036

HIGHEST LEVEL OF CARE CAPABLE OF BEING PROVIDED ON SCENE

DEFINITION

The highest level of emergency medical care available at the scene of the incident. This typically refers to Fire Service and other EMS responders, but it also refers to other identified medical personnel who happen to be at the scene.

PURPOSE

To identify the highest level of emergency medical care capable of being provided at the incident.

By comparing this to "Type of Situations Found" and "Highest Level of Care Provided", you can develop specific assessment profiles for EMS response needs and projected levels of service.

ENTRY (Fire)

Enter the code for the highest level of EMS care your department was capable of providing at the scene.

ENTRY (Other)

Enter the code for the highest level of EMS care available at the scene from any other source. If no other medical provider is there, leave blank.

EXAMPLE

You respond to a multi-vehicle accident on the Interstate with 10 victims of which 2 are fatalities as decided by a doctor at the scene. The fire department paramedic rescue units transported 3 patients, a non-fire ambulance service transported 3, CHP transported 2 minor injury patients, and the coroner was called for the 2 fatalities.

Codes NFPA-901, 1990

HIGHEST LEVEL OF
CARE CAPABLE OF
BEING PROVIDED ON
SCENE

2. Basic first aid.
15-40 hours of First Aid training in the past three years.
3. Advanced first aid.
40-80 hours of First Aid training in the past three years.
5. Basic emergency medical technician.
Included is basic life support. 88-140 hours of BLS training in the past two years (Certificate is current)
6. Advance life support.
Included are cardiac care technician and paramedic (qualified to perform body invasion techniques). EMT-II or EMT-P certificates that are current.
7. Nurse.
LVN or RN. (License is current)
8. Physician's assistant.
(License is current)
9. Doctor, physician.
(License is current)

HIGHEST LEVEL OF CARE PROVIDED ON SCENE

DEFINITION

The highest level of emergency medical care that was actually provided at the incident by the fire service or other provider(s).

PURPOSE

To identify the highest level of emergency medical care that was actually provided at the incident.

You can correlate this with the level of service capable of being provided and other related data to evaluate EMS response demands under varying circumstances, project needed levels of service, and develop other EMS needs assessment profiles.

ENTRY (Fire)

Enter the code for the highest level of EMS care your department provided at the scene.

ENTRY (Other)

Enter the code for the highest level of EMS care provided at the scene from any other source.

EXAMPLE

You respond to a multi-vehicle accident on the Interstate with 10 victims of which 2 are fatalities as decided by a doctor at the scene. The fire department paramedic rescue units transported 3 patients, a non-fire ambulance service transported 3, CHP transported 2 minor injury patients, and the coroner was called for the 2 fatalities.

HIGHEST LEVEL OF CARE PROVIDED ON SCENE	Fire	6	Other	9
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Codes NFPA-901, 1990

**HIGHEST LEVEL OF
CARE BEING PROVIDED
ON SCENE**

1. None.
2. Basic first aid.
15-40 hours of First Aid training in the past three years.
3. Advanced first aid.
40-80 hours of First Aid training in the past three years.
5. Basic emergency medical technician.
Included is basic life support.
88-140 hours of BLS training in the past two years.
(Certificate is current)
6. Advance life support.
Included are cardiac care technician and paramedic
(qualified to perform body invasion techniques). EMT-II
or EMT-P certificates that are current.
7. Nurse.
LVN or RN. (License is current)
8. Physician's assistant.
(License is current)
9. Doctor, physician.
(License is current)

E.M.S. TYPE OF SITUATIONS FOUND	#1	#2	#3	#4	NO. OF PATIENTS TRANSPORTED BY	Fire Dept.	Non Fire Amb.	Coroner	Other
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E.M.S. TYPE OF SITUATION(S) FOUND

DEFINITION

The condition or situation that created the incident, or developed after the arrival of the first responding unit.

PURPOSE

To provide as clear and complete a picture as possible of the overall incident. These entries are the basis for analyzing the type of response that is necessary to effectively handle the range of emergency medical situations a fire department encounters. This information also helps to determine specific equipment and training needs.

ENTRY

Enter the codes that best describe the situation(s) you found when handling the incident. Be as specific as possible.

Important: Because this is a multiple entry, it is critical that you enter the most important situation-code first. In your best judgement, what was the most significant condition you encountered upon arrival or that developed after arrival? Look at it this way . . . If you could enter only one code, which one would you use? Put that one in entry #1!

EXAMPLE

You respond to a multi-vehicle accident on the Interstate with 10 victims of which 2 are fatalities as decided by a doctor at the scene. The fire department paramedic rescue units transported 3 patients, a non-fire ambulance service transported 3, CHP transported 2 minor injury patients, and the coroner was called for the 2 fatalities.

E.M.S. TYPE OF SITUATIONS FOUND	#1	#2	#3	#4
	4	9	9	

E.M.S. TYPE OF SITUATION FOUND

- Vehicle Related.
- Natural Activity Related.
- Fire, Explosive, Fireworks Related.
- Inflicted Injury Related.
- Miscellaneous Injury Related.
- General Type Sickness Related.
- Other Medical Situation Related.

Other E.M.S. Found.

VEHICLE RELATED - 10 series.

- 11. Aviation accident.
- 12. Boat accident.
- 13. Train accident.
- 14. Motor vehicle accident.
- 15. Motorcycle, moped accident.
Excluded are two-wheel powered vehicles designed exclusively for use off the road (16).
- 16. Other motorized vehicle accident.
Included are snowmobiles, all-terrain vehicles, two-wheel powered vehicles designed exclusively for use off the road, etc.
- 17. Bicycle accident.
- 18. Nonmotorized vehicle accident.
Included are accidents involving skateboards, tricycles, sleds, etc.
- 19. Vehicle Related not classified above. Explain in Comments section.

NATURAL ACTIVITY RELATED - 20 series.

- 21. Exposure to weather.
Included are frostbite, heat exhaustion, etc.
- 22. Insect sting.
- 23. Snake bite.
- 24. Animal bite.
- 25. Sports accident, supervised.
- 26. Sports accident, unsupervised.
- 27. Pedestrian struck by vehicle.
- 29. Natural Activity Related not classified above. Explain in Comments section.

FIRE, EXPLOSIVE, FIREWORKS RELATED - 30 series.

- 31. Structure fire injury.
- 32. Vehicle fire injury.
- 33. Grass, brush, woodlands fire injury.
- 34. Flammable gas, flammable liquid or chemical fire injury outside.

E.M.S. TYPE OF SITUATION(S) FOUND

DEFINITION

The condition or situation that created the incident, or developed after the arrival of the first responding unit.

PURPOSE

To provide as clear and complete a picture as possible of the overall incident. These entries are the basis for analyzing the type of response that is necessary to effectively handle the range of emergency medical situations a fire department encounters. This information also helps to determine specific equipment and training needs.

ENTRY

Enter the codes that best describe the situation(s) you found when handling the incident. Be as specific as possible.

Important: Because this is a multiple entry, it is critical that you enter the most important situation-code first. In your best judgement, what was the most significant condition you encountered upon arrival or that developed after arrival? Look at it this way . . . If you could enter only one code, which one would you use? Put that one in entry #1!

EXAMPLE

You respond to a multi-vehicle accident on the Interstate with 10 victims of which 2 are fatalities as decided by a doctor at the scene. The fire department paramedic rescue units transported 3 patients, a non-fire ambulance service transported 3, CHP transported 2 minor injury patients, and the coroner was called for the 2 fatalities.

Codes NFPA-901, 1990

Major Headings

E.M.S. TYPE OF SITUATION FOUND

- Vehicle Related.
- Natural Activity Related.
- Fire, Explosive, Fireworks Related.
- Inflicted Injury Related.
- Miscellaneous Injury Related.
- General Type Sickness Related.
- Other Medical Situation Related.
- No E.M.S. Found.

VEHICLE RELATED - 10 series.

- 11. Aviation accident.
- 12. Boat accident.
- 13. Train accident.
- 14. Motor vehicle accident.
- 15. Motorcycle, moped accident.
Excluded are two-wheel powered vehicles designed exclusively for use off the road (16).
- 16. Other motorized vehicle accident.
Included are snowmobiles, all-terrain vehicles, two-wheel powered vehicles designed exclusively for use off the road, etc.
- 17. Bicycle accident.
- 18. Nonmotorized vehicle accident.
Included are accidents involving skateboards, tricycles, sleds, etc.
- 19. Vehicle Related not classified above. Explain in Comments section.

NATURAL ACTIVITY RELATED - 20 series.

- 21. Exposure to weather.
Included are frostbite, heat exhaustion, etc.
- 22. Insect sting.
- 23. Snake bite.
- 24. Animal bite.
- 25. Sports accident, supervised.
- 26. Sports accident, unsupervised.
- 27. Pedestrian struck by vehicle.
- 29. Natural Activity Related not classified above. Explain in Comments section.

FIRE, EXPLOSIVE, FIREWORKS RELATED - 30 series.

- 31. Structure fire injury.
- 32. Vehicle fire injury.
- 33. Grass, brush, woodlands fire injury.
- 34. Flammable gas, flammable liquid or chemical fire injury outside.

**FIRE, EXPLOSIVE,
FIREWORKS RELATED -
30 series. (Continued.)**

- 35. Outside fire injury (not included in 33 or 34 above).
- 36. Explosives injury.
- 37. Fireworks injury.
- 39. Fire, Explosive, Fireworks Related not classified above.
Explain in Comments section.

**INFLECTED INJURY
RELATED - 40 series.**

- 41. Altercation (fist fight).
- 42. Physical abuse.
- 43. Thermal burn not associated with hostile fire (30-39).
Included are scalds.
Excluded are chemical burns (62).
- 44. Gunshot, accident.
- 45. Gunshot, assault.
- 46. Knifing, cutting, stabbing.
- 47. Mugging.
- 48. Struck by thrown or falling object.
- 49. Inflicted Injury Related not classified above. Explain in
Comments section.

**MISCELLANEOUS
INJURY RELATED - 50
and 60 series.**

- 51. Building collapse.
- 52. Cave-in.
- 53. Construction accident.
Excluded are building collapse (51) and cave-in (52).
- 54. Hand tool mishap.
- 55. Lawn mower mishap.
- 56. Power tool mishap.
Excluded are construction accidents (53).
- 57. Minor slip or fall.
Included are most household falls and other falls of 15
ft (5 m) or less.
- 58. Major slip or fall.
Included are falls of greater than 15 ft (5 m).
- 61. Body part stuck in/caught in machinery.
- 62. Hazardous materials or chemical burn.
Excluded is inhalation of fumes from hazardous
materials or chemicals (66) or exposure to hazardous
materials (67).
- 63. Electrical shock.
- 64. Motor vehicle repair accident.
- 65. Radiation, exposure to.
- 66. Smoke or gas inhalation (other than when related to a
fire).
- 67. Exposure to hazardous materials (not included in 62,
65, or 66 above).
- 69. Miscellaneous Injury Related not classified above.

**GENERAL TYPE
SICKNESS RELATED - 70
series.**

- 71. Explain in Comments section.
- 72. Cancer.
- 73. Cardiac related.
- 74. Disease.
- 75. Mental disorder.
- 76. Seizure.
- 77. Sickness, general.
- 78. Stroke (C.V.A.).
- 79. Trouble breathing.
Included are choking, obstructed airway.
- 79. General Type Sickness Related not classified above.
Explain in Comments section.

**OTHER MEDICAL
SITUATION RELATED -
80 series.**

- 81. Alcoholic overdose.
- 83. Childbirth or pregnancy problem.
- 84. Drowning.
- 85. Drug overdose, legal drugs.
Excluded are attempted suicide or suicide (88).
- 86. Drug overdose, illegal drugs.
Excluded are attempted suicide or suicide (88).
- 87. Rape, sexual assault.
- 88. Suicide or attempted suicide.
- 89. Other Medical Situation Related not classified above.
Explain in Comments section.

**OTHER E.M.S. FOUND -
90 series.**

- 91. Person seen, but not in need of medical care.
Includes person sleeping in car or along side of road.
- 93. Stand-by at scene or crew used at a fire incident.
- 94. Manpower assist to another EMS vehicle.
- 99. E.M.S. Type of Situation Found not classified above.
Explain in Comments section (i.e., decapitated DOA,
crushed DOA).

E.M.S. TYPE OF SITUATION FOUND	#1	#2	#3	#4	NO. OF PATIENTS TRANSPORTED BY			
					Fire Dept.	Non Fire Amb.	Coroner	Other

NUMBER OF PATIENTS TRANSPORTED BY:

DEFINITION

The total number of patients transported from the scene by: (1) the fire department; (2) non-fire ambulance; (3) coroner; and (4) any other resource. This shall not include persons transported for convenience only.

PURPOSE

To provide the means to assess transportation needs, and to assist in determining future resource allocations on similar incidents.

EXAMPLE

You respond to a multi-vehicle accident on the Interstate with 10 victims of which 2 are fatalities as decided by a doctor at the scene. The fire department paramedic rescue units transported 3 patients, a non-fire ambulance service transported 3, CHP transported 2 minor injury patients, and the coroner was called for the 2 fatalities.

NO. OF PATIENTS TRANSPORTED BY	Fire Dept.	Non Fire Amb.	Coroner	Other
	003	003	002	002

ENTRY (Fire Department)

Enter the total number of patients transported by any vehicle or specialized apparatus operated by your department.

(Non-Fire)

Enter the total number of patients transported by non-fire ambulance services.

(Coroner)

Enter the total number of fatalities transported by the Coroner's Office.

(Other)

Enter the total number of patients transported by any other vehicles. This includes police and private vehicles, and helicopters. Enter the types of these "other" vehicles in the Comments section.

Note: Local policy should establish which vehicles are to be counted.

SECTION F													COMPLETE FOR HAZ MAT													
OES CTRL. NUMBER			HAZ MAT RELEASE		Area		Level		RELEASE FACTORS				#1		#2		#3		#4		CONTRIBUTING FACTOR(S)		#1		#2	
EST. NO. CHEMICALS RELEASED				TYPE OF EQUIPMENT INVOLVED IN RELEASE				HAZ MAT ACTION(S) TAKEN				#1		#2		#3		#4		DISPOSITION OF INCIDENT						
HAZ MAT I.D. SOURCES		Personnel		#1		#2		Reference Material		#1		#2		FIRE SERVICE HAZ MAT CASUALTY		Injuries		Fatalities		NON-FIRE SERVICE HAZ MAT CASUALTY		Injuries		Fatalities		
CHEMICAL OR TRADE NAME								DOT LD. NO.		DOT HAZARD CLASS		CAS NO.														
PHYSICAL STATE		Stored		Released		QUANTITY RELEASED				UNIT OF MEASURE		EXTENT OF RELEASE		SUSPECTED ENVIRONMENTAL CONTAMINATION												
CONTAINER		Type		Material		Description Use		Feature		Capacity		UNIT OF MEASURE		<input type="checkbox"/> ADDITIONAL HAZARDOUS MATERIALS ON BACK												

This section is to be completed for each incident in which the Type of Situation Found is coded 41 to 43 (Hazardous Condition).

Note: You do not have to complete this section when you provide mutual or automatic aid to another department; however, you must enter the Type of Action(s) you took in Section G.

O.E.S CONTROL NUMBER

DEFINITION

A unique control number assigned by the Office of Emergency Services (OES) Warning Control Center at the time the Controller is notified of a hazardous material incident.

PURPOSE

To provide a common identification number to be used by all agencies that respond to the same incident.

OES assigns a unique control number to each hazardous materials incident that is reported to the Warning Control Center. This "incident reference number" provides the linkage to correlate all reports relating to the same incident, and allows the systematic coordination and data management of all haz mat incidents throughout the state.

ENTRY

Enter the OES Control Number assigned by the Warning Center.

Note: The first two digits are the year, and the remaining five-digits are the reference number for the incident.

EXAMPLE

The Warning Center issued control number 3247 for an incident that occurred March 2, 1990.

OES CTRL NUMBER	9003247
-----------------	---------

- 72. Police wall camera.
- 73. First aid, treatment kit.
- 94. Field.
- 95. Subline, axes of transportation equipment.
- 64. Fuel tank.
- 47. Garage.

AREA OF RELEASE OF NUMBER

DEFINITION

The room or space where the hazardous material incident originated.

PURPOSE

To identify the specific place where the incident occurred.

ENTRY

Enter the code that best describes the use of the room or space where the incident originated.

Note: While the General Property Use takes in an entire multi-use building or group of buildings, the Area of Release covers just that portion of the occupancy that is devoted to a specific use or process. This is either a room, a space, or a portion of a room, a vehicle or a portion of a vehicle, or an open area devoted to a single use.

Note: The use of an area, and its level within the building, should each be kept separate for analysis purposes. For instance, you should not identify AREA OF RELEASE as "attic" or "basement", but rather what the attic or basement was being used for at the time of the incident: ie; storage, laboratory, etc.

EXAMPLE

Chlorine was released on a loading dock.

HAZ MAT RELEASE	Area	Level
	45	

Major Headings

AREA OF RELEASE

- Means of Egress.
- Assembly, Sales Areas.
- Function Areas.
- Storage Areas.
- Service Facilities.
- Service, Equipment Areas.
- Structural Areas.
- Transportation, Vehicle Areas.
- Other Areas of Release.

Leading "0" must be entered where applicable.

MEANS OF EGRESS -
0 Series.

01. Hallway, corridor, mall.
02. Exterior stairway.
Included are fire escapes and exterior ramps.
03. Interior stairway.
04. Escalator.
05. Lobby, entrance way.
09. Means of Egress not classified above. Explain in
Comment section.

ASSEMBLY, SALES
AREAS (GROUPS OF
PEOPLE) - 10 Series.

11. Large assembly area with fixed seats (100 or
more persons).
Included are auditoriums, chapels, places of worship,
theaters, arenas, and lecture halls.
12. Large open room without fixed seats (100 or more
persons).
Included are ballrooms, gymnasiums, roller rinks,
bowling alley lanes, multi-use areas, and the like.
13. Small assembly area with or without fixed seats (less
than 100 persons).
Included are classrooms, meeting rooms, multipurpose
rooms, and the like.
14. Lounge area.
Included are living rooms, commons rooms, TV rooms,
dens, recreation rooms, family rooms, sitting rooms,
music rooms, and the like.
15. Sales, showroom area.
Excluded are display windows (56).
16. Library.
Included are art galleries and exhibit spaces.
17. Swimming pool.

~~ASSEMBLY, SALES~~ 19. ~~Assembly, Sales Area not classified above. Explain in~~
~~AREAS (GROUPS OF~~ ~~Comment section.~~
~~PEOPLE) - 10 Series.~~
(Continued...)

- ~~FUNCTION AREAS~~ 21. ~~Sleeping room for under five persons.~~
20 & 30 Series: ~~Included are patient rooms, bedrooms, cells, lockups,~~
~~and the like.~~
22. Sleeping area for five or more persons.
Included are wards, dormitories, barracks, and the like.
23. Dining area, lunchroom, cafeteria.
Included are dining rooms, mess rooms, canteens and
beverage service bars.
24. Kitchen, cooking area.
25. Lavatory, locker room, cloakroom.
Included are checkrooms, rest rooms, bathrooms,
powder rooms, washrooms, shower rooms, sauna
baths, outhouses, and portable toilets.
26. Laundry room or area.
Included are wash houses.
27. Office.
28. Personal service area.
Included are health clubs, massage parlors, and barber
and beauty treatment areas.
31. Laboratory.
32. Printing or photographic room or area.
33. First aid, treatment room.
Included are areas where minor surgery is performed.
34. Operating rooms.
Included are recovery rooms and operating theaters.
35. Electronic equipment room or area.
Included are control centers, radar rooms, electronic
computer areas, data processing center, telephone
equipment rooms, telephone booths, and the like.
36. Performance, stage area.
Included are backstage areas, dressing rooms, ice
rinks, boxing rings, and basketball floors.
37. Projection room or area.
38. Process, manufacturing area.
39. Function Areas not classified above. Explain in
Comment section.

STORAGE AREAS - 40 Series. ~~41. Product storage room or area, storage tank, storage bin.~~

AREA OF RELEASE

- Included are all areas where products are held awaiting process, shipment, use, or sale.
42. Closet. ~~Assembly, Sales Areas.~~
43. Supply storage room or area.
Included are tool rooms, maintenance supply rooms, dead storage rooms, and the like.
44. Records storage room or vault.
45. Shipping, receiving, loading area.
Included are packing departments, mail rooms, and loading bays. ~~Area of Release.~~
46. Trash or rubbish area, container.
Included are waste paper storage areas, industrial waste containers, compactors, garbage and trash chutes without incinerators.
Excluded are incinerators (64).
47. Garage, carport, vehicle storage area.
49. Storage Areas not classified above. Explain in Comment section.

SERVICE FACILITIES - 50 Series.

51. Elevator, dumbwaiter.
Included are the shaft areas.
52. Utility shaft.
53. Light shaft.
54. Chute.
Included are laundry chutes and mail chutes.
Excluded are trash chutes (46).
55. Duct.
Included are air conditioning, heating, cable, and exhaust ducts.
56. Display window.
57. Chimney.
For incidents not confined to the chimney, the Area of Release should be classified as the first area where release occurs outside the chimney, and the chimney is the equipment involved in ignition.
58. Conveyor.
59. Service Facility not classified above. Explain in Comment section.

SERVICE, EQUIPMENT AREAS - 60 Series.

61. Machinery room or area.
Included are elevator machinery rooms, engine rooms, pump rooms, head houses refrigeration rooms, and the like.
62. Heating equipment room or area, water heater area.

SERVICE, EQUIPMENT AREAS - 60 Series.
 (Continued...)
 (Continued...)

FUNCTION AREAS
 207 & 307 Series

STRUCTURAL AREAS - 70 Series.

TRANSPORTATION, VEHICLE AREAS - 80 Series.

OTHER AREAS OF RELEASE - 90 Series.

- 63. Switchgear area, transformer vault.
- 64. Incinerator room, area.
 Included are all incinerator operations.
 Excluded are rubbish areas without incinerators (46).
- 65. Maintenance shop or area.
- 66. Test cell. Sleeping room for under five persons
- 67. Enclosure with pressurized air. Included are patient rooms, bedrooms, cells, lockup
- 68. Enclosure with enriched oxygen atmosphere.
- 69. Service, Equipment Areas not classified above. Explain in Comment section.

- 71. Crawl space, substructure space.
- 72. Exterior balcony, open porch.
- 73. Ceiling and floor assembly, concealed floor/ceiling space.
- 74. Ceiling and roof assembly, concealed roof/ceiling space.
 Included are church steeples, cupolas, vacant attics, and the like.
- 75. Wall assembly, conceals wall space.
- 76. Exterior wall surface.
- 77. Exterior roof surface.
- 78. Awning.
- 79. Structural Areas not classified above. Explain in Comment section.

- 81. Passenger area of transportation equipment.
- 82. Trunk, load carrying area of transportation equipment.
- 83. Engine area, running gear, wheel area of transportation equipment.
- 84. Fuel tank, fuel line area of transportation equipment.
 Included are tanks and lines for flammable/combustible liquids up to the engine area.
- 85. Operating, control area of transportation equipment.
 Included are the bridges of ships, cockpits of planes, cabs of trucks and the like.
- 86. Exterior exposed surface of transportation equipment.
- 89. Transportation, Vehicle Areas not classified above.
 Explain in Comment section.

- 91. On or near railroad right of way, embankment.
- 92. On or near highway, public way, street, parking lot.
- 93. Court, terrace, patio.
 Included are screened in porches and patios.

**OTHER AREAS OF
RELEASE - 90 Series.**
(Continued...)

- 94. Lawn, field, open area.
Included are farmland, parks, and vacant lots.
- 95. Wildland area, woods, all areas where products are held awaiting
- 96. Area under construction or major renovation.
- 97. Multiple areas of release.
- 98. Vacant structural area with no current use.
- 99. Area of Release not classified above. Explain in supply room,
Comment section.
- 00. Area of Release; insufficient information to classify
further.
~~loading bays.~~
Trash or rubbish area containers.

**AREA OF RELEASE
Alphabetical Listing**

- 78. Awning.
- 23. Cafeteria.
- 47. Carport.
- 73. Ceiling and floor assembly.
- 74. Ceiling and roof assembly.
- 57. Chimney.
- 54. Chute.
- 25. Cloakroom.
- 42. Closet.
- 73. Concealed floor/ceiling space.
- 74. Concealed roof/ceiling space.
- 85. Control area of transportation equipment.
- 24. Cooking area.
- 58. Conveyor.
- 01. Corridor.
- 93. Court.
- 71. Crawl space.
- 23. Dining area.
- 56. Display window.
- 55. Duct.
- 51. Dumbwaiter.
- 35. Electronic equipment room or area.
- 51. Elevator, dumbwaiter
- 68. Enclosure with enriched oxygen atmosphere.
- 67. Enclosure with pressurized air.
- 83. Engine area.
- 05. Entrance way.
- 04. Escalator.
- 72. Exterior balcony.
- 86. Exterior exposed surface of transportation
equipment.
- 77. Exterior roof surface.

AREA OF RELEASE 02.
Alphabetical Listing 76.
(Continued...)

- 02. Exterior stairway.
- 76. Exterior wall surface.
- 33. First aid, treatment room.
- 94. Field. Excluded are rubbish areas without incinerators (46).
- 84. Fuel line area of transportation equipment.
- 84. Fuel tank. Test cell.
- 47. Garage. Enclosure with pressurized air.
- 01. Hallway.
- 62. Heating equipment room or area.
- 64. Incinerator room, area.
- 03. Interior stairway.
- 24. Kitchen. ~~Crawl space, substructure space,~~
- 31. Laboratory. ~~Interior balcony, open porch.~~
- 11. Large assembly area with fixed seats (100 or more persons).
- 12. Large open room without fixed seats (100 or more persons).
- 26. Laundry room area.
- 25. Lavatory.
- 94. Lawn.
- 16. Library.
- 53. Light shaft.
- 45. Loading area.
- 05. Lobby, entrance way.
- 25. Locker room.
- 14. Lounge area.
- 23. Lunchroom.
- 61. Machinery room or area.
- 01. Mall.
- 65. Maintenance shop or area.
- 38. Manufacturing area.
- 97. Multiple areas of release.
- 97. Office.
- 91. On or near railroad right of way, embankment.
- 92. On or near highway, public way, street, parking lot.
- 94. Open area.
- 72. Open porch.
- 34. Operating rooms.
- 85. Operating area of transportation equipment.
- 81. Passenger area of transportation equipment.
- 93. Patio.
- 36. Performance area.
- 28. Personal service area.
- 32. Photographic room or area.
- 32. Printing.

STRUCTURAL AREA

AREA OF RELEASE	38.	Process area.
Alphabetical Listing	41.	Product storage room or area.
(Continued.)	37.	Projection room or area.
	44.	Records storage room.
	45.	Receiving area.
	46.	Rubbish area; container.
	15.	Sales area.
	45.	Shipping.
	15.	Showroom.
	21.	Sleeping room for under five persons.
	22.	Sleeping area for five or more persons.
	13.	Small assembly area with or without fixed seats (less than 100 persons).
	36.	Stage area.
	41.	Storage tank.
	71.	Substructure space.
	43.	Supply storage room or area.
	17.	Swimming pool.
	63.	Switchgear area.
	93.	Terrace.
	66.	Test Cell.
	63.	Transformer vault.
	46.	Trash area, container.
	82.	Trunk, load carrying area of transportation equipment.
	52.	Utility shaft.
	98.	Vacant structural area with no current use.
	44.	Vault or records storage room.
	47.	Vehicle storage.
	75.	Wall assembly, conceals wall space.
	62.	Water heater area.
	95.	Wildland area, woods.

DESCRIPTION NUMBER	HAZ MAT RELEASE	Area	Level	RELEASE FACTORS	#1	#2	#3	#4	CONTRIBUTING FACTORS	#1	#2
--------------------	-----------------	------	-------	-----------------	----	----	----	----	----------------------	----	----

LEVEL OF RELEASE

DEFINITION

The distance above or below grade (ground level) that the release or threatened release occurred.

Note: For a building on sloping terrain, "ground level" is the lowest level of exit discharge.

PURPOSE

To locate the incident in relation to ground level.

A haz mat release above or below ground level presents special problems in strategy and tactics - not unlike those associated with fires. Information on the frequency and nature of "high" events can be used to assess aerial apparatus needs and performance. Often, a haz mat event at the upper levels of a multiple story building is difficult to control because of delays in moving personnel and equipment to the incident floor. Likewise, events below ground present extremely dangerous conditions for fire fighters.

An understanding of the nature of haz mat incidents on different levels of origin is necessary to improve tactics and training, equipment and personnel resource assignment, and prevention strategies.

Note: This is the only entry that tells you when you handled an incident that originated above the reach of your ground apparatus.

ENTRY

Enter the number of feet above or below ground where the haz mat event originated.

Note: Use your best judgement in estimating the height or depth. As rule of thumb, each story of a building is considered equal to approximately 10 feet.

ENTRY Standard

A Above Ground

B Below Ground

- 1 = 10' or one building story.
- 2 = 20' or two building stories.
- A01 = Grade or 1st floor.

3 FACTOR(S)

EXAMPLE

A hazardous material is released outside a structure on the ground which is at grade level. The level of release should be entered on the report as:

information categories, but not a
and/or outcome of the incident.

HAZ MAT RELEASE	Area	Level
		A01

RELEASE FACTOR(S)

DEFINITION

Factors present at the time and place of the incident that caused, or contributed to, the release or threatened release of a hazardous material.

PURPOSE

To identify the basic factor(s) that caused the incident. It is used in the same way as "Ignition Factors" is used for fires.

The two most common questions about haz mat incidents are, "what happened" and "why did it happen?" The Release Factors tell you "why". Additional insight can be gained by adding the information from "Contributing Factors".

ENTRY

This field allows up to four entries. Enter the most significant factor, in your judgement, in entry #1. Look at it this way: If you could record only one factor, what would it be? Put **THAT ONE** in #1!

Enter up to three other pertinent factors you feel contributed to the release. Place them in their relative order of importance, as you see it.

EXAMPLE

Hazardous material was released because the container slipped from the person's hands and as a result fell down, damaging the valve and allowing release of the contents.

RELEASE FACTORS	#1	#2	#3	#4
	9.7	6.2		

RELEASE FACTOR(S)

Major Headings -

Below Ground

10' or one building story

20' or two building stories

- Intentional.
- Failure to Control.
- Misuse of Hazardous Materials.
- Mechanical Failure, Malfunction
- Design, Construction, Installation Deficiency.
- Operational Deficiency.
- Natural Condition.
- Other Release Factor.

INTENTIONAL -
10 Series.

- 11. Intentional act.
Evidence is present that leads the reporting person to conclude that the hazardous material was deliberately released.
- 12. Suspicious.
Physical evidence indicates the possibility that the hazardous material was deliberately released but insufficient evidence exists to conclude that it was intentional and may require additional investigation.

FAILURE TO CONTROL
HAZARDOUS MATERIAL -
30 Series.

- 31. Abandoned, discarded hazardous material.
Excluded are intentional acts (11), falling asleep (33), impairment by drugs or alcohol (37), or other impairments (38).
- 32. Failure to maintain proper storage or use temperature.
- 33. Falling asleep and losing control of operations.
- 34. Inadequate control of hazardous materials.
Included are improper transfer and overfilling of a container.
Excluded are accidental release due to improper container (45).
- 37. Person impaired by drug or alcohol while controlling hazardous materials.
Included are people who fall asleep as a result of drugs or alcohol. Excluded are people who simply fall asleep (33).
- 38. Person otherwise impaired.
Included are unconsciousness; mental, physical impairment.
Excluded are people simply falling asleep (33).
- 39. Failure to Control not classified above. Explain in Comment section.
- 30. Failure to Control; insufficient information available to classify further.

- MISUSE OF HAZARDOUS MATERIALS - 40 Series:**
- 42. **Improper mixing technique.**
Included are mixing and compounding of chemicals.
Excluded are hazardous materials spilled (34).
 - 43. **Hazardous Materials used improperly.**
Included are chemicals used for the wrong purpose.
 - 45. **Improper container.**
Included are containers not designed for the hazardous material contained.
 - 46. **Improper movement of hazardous materials containers.**
 - 47. **Improper storage procedures.**
Included are storage near heating equipment and moving parts.
 - 48. **Children playing with hazardous materials and having no knowledge of the dangers of hazardous materials.**
Excluded are intentional acts (11).
 - 49. **Misuse of Hazardous Materials not classified above.**
Explain in Comment section.
 - 40. **Misuse of Hazardous Materials; insufficient information available to classify further.**

~~RELEASE FROM~~
~~RELEASE FROM~~

~~DEFINITION~~

Where there is a human failure to control, classify in Division 3.

MECHANICAL FAILURE, MALFUNCTION - 50 Series.

- 51. **Automatic control failure.**
- 52. **Manual control failure.**
- 53. **Short circuit, ground fault.**
- 54. **Other part failure, leak, break.**
- 55. **Other electrical failure.**
- 56. **Lack of maintenance, worn out.**
Included are failures to maintain hazardous materials handling equipment.
Excluded are short circuits, ground fault (53), and failure to clean (75).
- 59. **Mechanical Failure, Malfunction not classified above.**
Explain in Comment section.
- 50. **Mechanical Failure, Malfunction; insufficient information available to classify further.**

DESIGN, CONSTRUCTION, INSTALLATION DEFICIENCY - 60 Series.

- 61. **Design deficiency.**
Included are structures and containers improperly designed for the specific hazardous material.
- 62. **Construction deficiency.**
Included are improperly built structures and containers.
- 64. **Installation deficiency.**

DESIGN,
CONSTRUCTION,
INSTALLATION DEFICIENCY - 60 Series.
(Continued...)

- Included are improper installation of equipment for handling or processing hazardous materials.
Design, Construction, Installation Deficiency not classified above. Explain in Comment section.
60. Design, Construction, Installation Deficiency; insufficient information available to classify further.

Mechanical Failure, Malfunction

Where equipment was misused classify in Division 7. Misuse of hazardous materials should be classified in Division 4.

OPERATIONAL
DEFICIENCY - 70 Series.

71. Collision, overturn, knockdown.
Included are automobiles, vehicles.
72. Accidentally turned on, not turned off.
73. Equipment unattended.
74. Equipment overloaded.
75. Failure to clean equipment.
76. Improper startup, shutdown procedures.
77. Equipment used for purpose not intended.
Excluded is overloaded equipment (74).
78. Equipment not being operated properly.
Included are situations where safety or control devices are bypassed.
79. Operational Deficiency not classified above. Explain in Comment section.
70. Operational Deficiency; insufficient information available to classify further.

For use where the natural condition below changed a normally safe operation into an unsafe one.

NATURAL CONDITION -
80 Series.

81. High wind.
82. Earthquake.
83. High Water, Floods.
84. Lightning.
85. Low humidity.
86. High humidity.
87. Low temperature.
88. High temperature.
89. Natural Condition not classified above. Explain in Comment section.
80. Natural Condition; insufficient information available to classify further.

- OTHER RELEASE** ~~91. Animal.~~
- FACTOR - 90 Series** ~~92. Secondary release following previous release: drug or chemicals.~~
93. Reaction with other chemical: ~~toxic materials spilled (54).~~
94. Explosion and Fire: ~~Materials used improperly.~~
 Included are releases of hazardous material as a result ~~purpose~~
 of an explosion and fire: ~~incidents.~~
 Excluded are releases where there is an explosion only ~~incidents~~
 (95) and fire only (96).
95. Explosion only, no after-fire.
96. Fire only, no explosions.
 Included are releases of hazardous material by the fire
 or during fire fighting operations: ~~near heating equipment and~~
97. Failure to use ordinary care under the circumstances,
 not classified above. Explain in Comment section.
98. No release.
99. Release Factor not classified above. Explain in
 Comment section.
90. Other Release Factor; insufficient information available
 to classify further.

**RELEASE FACTOR
 CODES**
 Alphabetical Listing

31. Abandoned; discarded hazardous material.
72. Accidentally turned on, not turned off.
91. Animal.
51. Automatic control failure.
48. Children playing with hazardous materials.
71. Collision, overturn knockdown.
62. Construction deficiency.
61. Design deficiency.
82. Earthquake.
78. Equipment not being operated properly.
74. Equipment overloaded.
73. Equipment unattended.
77. Equipment used for purpose not intended.
94. Explosion/fire.
95. Explosion only, no fire.
75. Failure to clean equipment.
32. Failure to maintain proper storage or use
 temperature.
33. Falling asleep and losing control of operations.
94. Fire with explosion.
96. Fire only no explosions.
97. Floods.
43. Hazardous materials used improperly.
86. High humidity.

RELEASE FACTOR

CODES

Alphabetical Listing

(Continued)

- 88. High temperature.
- 83. High water, includes floods, rising hazardous materials.
- 81. High wind.
- 45. Improper container.
- 46. Improper movement of hazardous materials.
- 76. Improper startup; shutdown procedures.
- 47. Improper storage procedures.
- 42. Improper mixing technique.
- 34. Inadequate control of hazardous materials.
- 64. Installation deficiency.
- 11. Intentional act.
- 71. Knockdown.
- 56. Lack of maintenance, worn out.
- 84. Lightning.
- 85. Low humidity.
- 87. Low temperature.
- 52. Manual control failure.
- 98. No release.
- 55. Other electrical failure.
- 54. Other part failure, leak, break.
- 71. Overturn.
- 37. Person impaired by drug or alcohol while controlling hazardous materials.
- 93. Reaction with other chemical.
- 92. Secondary release following previous release.
- 53. Short circuit, ground fault.
- 21. Suspicious act.

DEPT/CL NUMBER	HAZ MAT RELEASE	Area	Unit	RELEASE FACTORS	#1	#2	#3	#4	CONTRIBUTING FACTOR(S)	#1	#2
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93. Reaction with other chemical

94. Explosion and Fire

Included are releases of hazardous materials as a result of explosion and fire.

Excluded are releases where there is an explosion.

CONTRIBUTING FACTOR(S)

DEFINITION

Those additional factors that are not recorded in other information categories, but had an influence on the cause and/or outcome of the incident.

PURPOSE

To collect additional factors that can be retrieved for incident analysis. Contributing factor codes provide the means to include valuable data that cannot be recorded in other parts of the report.

ENTRY

Record those contributing factor codes that are not recorded in other data fields and will help clarify or explain the reason for: release factor(s), evacuation problems, or other complexities or hazardous conditions relating to the incident.

EXAMPLE

The driver of a delivery truck was unloading a cylinder of chlorine at the dock of a manufacturing facility during a light rain. The wet cylinder slipped from the driver's grasp to the pavement below, breaking the valve and releasing chlorine.

CONTRIBUTING FACTOR(S)	724	#2
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Major Headings

CONTRIBUTING FACTOR(S)

- Building Construction or Design Factors.
- Acts or Omissions.
- Building Contents.
- Delays.
- Protective Equipment.
- Equipment Electrical or Mechanical.
- Natural Conditions.
- Fireworks.

BUILDING CONSTRUCTION OR DESIGN FACTORS - 100 Series.

- 111. Panelized roof.
- 112. Roof collapse.
- 113. Roof assembly combustible. Excluded are roof covering (114).
- 114. Roof covering.
- 121. Ceiling collapse.
- 122. Ceiling material combustible.
- 123. Ceiling finish.
- 124. Ceiling opening.
- 125. Holes in walls or ceilings.
- 131. Wall collapse.
- 132. Wall combustible.
- 133. Wall covering.
- 134. Wall finish.
- 135. Wall design or construction contributing to lapping.
- 136. Partitions/partial walls.
- 141. Floor collapse.
- 142. Floor material combustible.
- 143. Floor covering.
- 144. Floor finish.
- 151. Fire doors: lack of.
- 152. Fire doors: nonautomatic closure.
- 153. Transoms.
- 154. Window interior.
- 155. Window exterior.
- 161. Attic undivided
- 162. Attic openings.
- 163. Hall undivided.
- 164. Space inaccessible (created during construction or remodeling).
- 165. Space undivided.
- 166. Insulation: combustible.
- 167. Insulation: lack of.

**BUILDING
CONSTRUCTION OR
DESIGN FACTORS -
100 Series (Continued...)**

- 168. Ducts: horizontal.
- 171. Stairwell: exterior.
- 172. Stairwell: interior.
- 173. Stairwell: not enclosed or Design Factors.
- 174. Elevator: shaft.
- 175. Dumbwaiter: contents.
- 176. Ducts: vertical.
- 177. Chute: rubbish, garbage, laundry, etc.
- 181. Air supported structure.
- 182. Open structure (walls with no roof and roof with no walls i.e. cabana).
- 183. Tent.
- 184. Supports unprotected.
- 185. Truss beam construction.
- 186. Wood framing left in place.
- 187. Fixed burglar protection assemblies. (Bars, grills on windows, & doors).
- 188. Quick release failure of bars on windows or doors.
- 191. Installation deficiency.
Included are insufficient space or insulation for heat producing devices or systems.
- 192. Previously damaged by fire.
- 193. Pyrolysis (long term exposure to heat).
- 194. Adhesives.
- 199. Building construction or design factors not classified above. Explain in Comment section.
- 100. Building construction; insufficient information to classify further.

Includes misuse of or improper operation of equipment.

**ACTS OR OMISSIONS -
200 Series.**

- 211. Altered device or mechanism.
- 212. Careless act.
- 213. Doors left open.
- 214. Fire doors blocked.
- 215. Illegal or improper operation.
- 216. Maintenance inadequate.
Includes are poor housekeeping, improper clearance, or vegetation to close.
- 217. Misuse of equipment.
- 218. Violation of fire or life safety code.
- 221. Fire in hazardous location.
- 231. Drowsiness.
- 232. Intoxication: drugs or alcohol.
- 233. Impairment: mental or physical.
- 241. Juvenile activity.

~~ACT OR OMISSIONS~~

~~200 Series~~

(Continued...)

- ~~242. Juveniles left unattended.~~
- ~~243. Malicious mischief.~~
- 244. Vandalism.
- 251. Labor dispute.
- 252. Gang activity.
- ~~253. Riot or civil disturbance.~~
- ~~Included are political activities/acts.~~
- 254. Person(s) interfered with operations.
- 261. Crime cover: murder.
- 262. Crime cover: fraud.
- 263. Crime cover: burglary, theft, other.
- 264. Psychotic individual.
- ~~265. Pyromaniac, thrill.~~
- 266. Vanity, jealousy.
- 267. Spite, grudge, revenge.
- 271. Suicide.
- 272. Self-immolation (deliberately setting oneself on fire).
- 273. Immolation - other (religious/ritual acts).
- 299. Acts or omissions not classified above. Explain in Comment section.
- 200. Acts or omissions; insufficient information to classify further.

BUILDING CONTENTS -
300 Series.

- 311. Aisles: blocked.
- 312. Aisles: improper width.
- 313. Attic storage.
- 314. Basement storage.
- 315. Fireload excessive.
- 316. Storage: improper.
- 317. Storage: poor practice.
- 321. Chemical: flammable liquid.
- 322. Chemical: flammable solid.
- 323. Chemical: corrosive liquid.
- 324. Chemical: corrosive solid.
- 325. Chemical: catalyst, initiator or oxidizer, liquid.
- 326. Chemical: catalyst, initiator or oxidizer, solid.
- 327. Explosives.
- 331. Decorations.
Included are crepe paper, garland, etc.
- 332. Dust accumulation.
- 341. Gas: Natural.
- 342. Gas: Liquefied Petroleum (L.P.).
- 343. Gas: other.
- 351. Furniture: general.
- 352. Furniture: plastic.
- 353. Fixtures.

BUILDING CONTENTS - 399. Building Contents not classified above. Explain in
300 Series. Comment section.
(Continued...) 300. Building Contents; insufficient information to classify
further. Stairwell not enclosed.
100 Series. (Continued)

DELAYS - 400 Series. 411. Detection of fire.
412. Alarm (delay in reporting).
413. Alarm system malfunction.
414. System appropriately shut off.
415. System inappropriately shut off.
421. Unable to contact fire department.
422. Unable to convey message.
423. Unable to report.
Included are nonemergency related mental or physical
disability.
424. Information incomplete or incorrect.
Included are incorrect location.
431. Blocked roadway: construction.
432. Blocked roadway: other.
433. Fire department access blocked.
434. Poor access for fire apparatus.
441. Hydrants access blocked.
442. Fire department connection access blocked.
Included are sprinklers and standpipes.
443. Poor access for fire fighters.
444. Secured area.
451. Apparatus failure at removed location.
452. Hydrants inoperative.
471. Hostile activity.
499. Delays not classified above. Explain in Comment
section.
400. Delays; insufficient information to classify further.

PROTECTIVE
EQUIPMENT - 500 Series. 511. Extinguishing system failure.
512. Extinguishing systems improper type.
513. Extinguishing system inadequate.
514. Extinguishing system not operational or shut off.
521. Standpipe/fire department connection damage.
522. Standpipe/fire department connection blockage.
523. Standpipe/fire department connection failure.
524. Standpipe/fire department connection improper
installation.
531. Water supply: inadequate private.
532. Water supply: inadequate public.
533. Pump failure.

**PROTECTIVE
EQUIPMENT - 500 Series.
(Continued...)**

- 541. Smoke detector disconnected.
- 542. Smoke detector battery failure.
- 543. Smoke detector inoperative due to electric power outage.
- 544. Smoke detector inoperative due to fire progress caused power failure.
- 551. Fire extinguisher: improper maintenance.
- 552. Fire extinguisher: improper type.
- 561. Fire door: failure of rated assembly.
- 562. Protective equipment or systems negated illegally or irresponsibly.
Included are fire doors, dampers, sprinklers, etc.
- 563. Special protective devices failure.
- 599. Protective equipment not classified above. Explain in Comment section.
- 500. Protective equipment; insufficient information to classify further.

**ELECTRICAL OR
MECHANICAL
EQUIPMENT - 600 Series.**

- 611. Insulator broken on powerline.
- 612. Inadequate clearance around conductor or clearance from powerline right of way.
- 613. Short circuit in similar metal wiring systems.
Included are like metal connectors and wiring; i.e. all copper or all aluminum.
- 614. Short circuit in dissimilar-metal wiring systems.
Included are aluminum to copper connections.
- 621. Control system automatic.
- 622. Control system manual.
- 623. Malfunction of equipment.
- 631. Friction.
- 632. Overheating.
- 633. Rupture.
- 699. Electrical or Mechanical Equipment not classified above. Explain in Comment section.
- 600. Electrical or Mechanical Equipment; insufficient information to classify further.

**NATURAL CONDITIONS -
700 Series.**

- 711. Drought or low fuel moisture.
- 712. Humidity: low.
- 713. Humidity: high.
- 714. Temperature.
- 721. Fog.
- 722. Flooding.
- 723. Ice.
- 724. Rain.
- 725. Snow.

- NATURAL CONDITIONS - 700 Series**
 (Continued)
- DELAYS - 400 Series**
- 731. Lightning.
 - 732. Wind. Comment section
Included are hurricane or tornado.
 - 733. Waves or tidal action (fresh or salt water).
 - 741. Earthquake.
 - 742. Volcanic activity. non of fire
 - 751. Animal activity. (delay in reporting)
Included are birds.
 - 799. Natural conditions not classified above. Explain on Comment section.
 - 700. Natural conditions; insufficient information to classify further. Unable to convey message
Unable to convey

FIREWORKS - 800 Series.

- 811. Smoke Bomb.
- 812. Base Fountain.
- 813. Party Popper.
- 814. Cone Fountain.
- 815. Wheel.
- 816. Sparkler with wire core.
- 817. Sparkler with wooden core.
- 818. Handle Fountain.
- 821. California Candle with or without handle.
- 822. Torpedo, snap cap.
- 823. Ground spinner, ground flowers.
- 831. Firecracker.
Included are ladyfinger.
- 832. Destructive device: M-80 or larger.
- 833. Silver Salute, M-70.
- 834. Cherry Bomb.
- 835. Roman Candle.
- 836. Sky Rocket.
- 837. Bottle Rocket.
- 838. Missile Rocket.
- 841. Agricultural and wildlife control devices.
- 851. Public display devices.
- 852. Special effects devices used in the entertainment industry.
- 861. Model Rocket. Premanufactured and sealed engine.
- 862. Amateur or experimental rocketry.
- 871. Emergency signaling devices, fuses.
- 872. Military device.
Included are tracers.
- 873. Railroad Torpedo.
- 881. Homemade devices not made from commercial fireworks.

(Continued...)

733. Waves or tidal action (fresh or salt water).

ESTIMATED NUMBER OF CHEMICALS RELEASED

DEFINITION

The number of chemicals released or presenting a hazard. This includes chemicals presenting biologic and radiologic hazards.

PURPOSE

To provide a measure of the scope and complexity of the incident.

The management of incidents involving the release of more than one chemical or substance is often complex and demanding. This data will inform policy makers, resource planners, and training specialists about the extent and frequency of hazardous materials incidents.

ENTRY

Enter the number of chemicals/hazardous materials involved.

Note: When an unusually large variety of chemicals are involved - as might be encountered in a transportation accident or warehouse incident - just do the best you can to estimate the number. (You can generally get close by checking shipping documents and inventory records.)

EXAMPLE

Liquid Chlorine was released:

EST. NO. CHEMICALS RELEASED	0,0,1
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TYPE OF EQUIPMENT INVOLVED IN CHEMICALS RELEASE

DEFINITION

The type of equipment that either failed or, while working properly, allowed the release or threatened release of a hazardous material.

PURPOSE

To identify how different types of equipment relate to the causes of haz mat incidents.

This is an extremely important factor in completing the picture of the event. It provides the means for identifying those items of equipment that are frequent contributors to haz mat incidents.

ENTRY

Enter the code that best describes the type of equipment involved in the release or threatened release of the hazardous material.

Note: If no equipment was involved, enter "98".

EXAMPLES

A pressurized chlorine cylinder valve was broken, releasing the hazardous material.

TYPE OF EQUIPMENT INVOLVED IN RELEASE	97
--	----

EQUIPMENT INVOLVED
IN RELEASE

Major Headings

- Vehicles.
- Heating Systems.
- Cooking Equipment.
- Air Conditioning, Refrigeration Equipment.
- Electrical Distribution Equipment.
- Appliances, Equipment (other than elsewhere classified in the chapter).
- Special Equipment.
- Processing Equipment.
- Service, Maintenance Equipment.
- Other Equipment Involved In Release.

Leading "0" must be entered where applicable.

Use this category only when the vehicle is responsible for the release but is not itself initially involved. For release origination in the vehicle, classify the component of the vehicle responsible for the release as the equipment involved in release. Expanded terminology and definitions are available in Appendix A.

VEHICLES - 0 Series.

01. Road transport vehicle.
Included are automobiles, buses, trucks.
Excluded are vehicles designed primarily for off road recreation use (05) and construction (02).
02. Construction vehicle.
Included are pavement tar warmers, road graders, bulldozers, air trucks designed for over-the-road use (01).
03. Farm vehicle.
Included are tractors, combines, choppers, balers and other planting, cultivating, or harvesting equipment used for commercial farming.
Excluded are lawn mowers and small garden tractors (04).
04. Home, garden vehicle.
Included are lawn mowers, show blowers, garden tractors.
Excluded are large equipment and vehicles used in commercial farming (03).

VEHICLES - 0 Series
(Continued...)
EQUIPMENT INVOLVED
IN RELEASE

- 05. Recreational vehicle.
Included are all vehicles designed primarily for off-the-road use such as trail bikes, all-terrain vehicles, snowmobiles.
Excluded are camping vehicles and other vehicles designed primarily for over-the-road use (01).
- 06. Woodland vehicle.
Included are sky cars, loaders, yarders, skidders and other vehicles designed for use in woodland and timbering operations.
- 07. Railroad vehicle.
Included are railroad engines and cars as well as railroad maintenance equipment designed to run on tracks and all vehicles designed specifically for track laying and maintenance.
Excluded are general construction vehicles (02).
- 08. Industrial vehicle.
Included are forklift trucks and ride-on floor maintenance equipment.
- 09. Vehicles not classified above. Explain in Comment section.

Included are combined heating and cooling systems, or combined heating and cooking stoves, if the equipment was being used primarily for heating at the time the release occurred.

HEATING SYSTEMS -
10 Series.

- 11. Central heating unit.
Included are central furnaces and power burners or stokers having an air supply and a return air system.
- 12. Water heater.
- 13. Fixed, stationary local heating unit.
Included are wall furnaces, unit heaters, room heaters, fixed heating stoves, fireplace insert stoves, woodburning stoves providing local heating, and baseboard heaters not intended for duct connection.
- 14. Indoor fireplace.
Excluded are fireplace insert stoves (13).
- 15. Portable local heating unit.
Included are space heaters, room heaters, and portable salamanders.
- 16. Chimney, gas vent flue.
Included are masonry, factory build, and metal chimneys.

~~HEATING SYSTEMS -~~
~~10 Series - (Continued...)~~

- ~~17. Chimney connector, vent connector (connects firebox to chimney).
Included are smoke pipes.~~
18. Heat transfer system.
Included are steam lines, heating pipes, and hot air ducts.
- ~~19. Heating Systems not classified above. Explain in Comment section.~~
10. Heating Systems; insufficient information available to classify further.

~~The tasks performed by the service personnel for handling, containing, or mitigating hazards~~
Included are combined heating and cooking stoves. If the stove was being used primarily for cooking at the time the release occurred.

COOKING EQUIPMENT -
20 Series.

21. Fixed, stationary surface unit.
Included are stoves.
Excluded are charcoal grills (26).
22. Fixed, stationary oven.
Included are rotisSeries.
23. Fixed, stationary food warming appliance.
Included are coffee urns, steam tables, warming drawers, and warming tables.
24. Deep-fat fryer.
25. Portable cooking, warming unit.
Included are hot plates, camp stoves, toasters, and waffle irons.
26. Open fire grill.
Included are charcoal, wood, and paper fired hibachi and barbecue grills.
27. Grease hood or duct.
Included are the lighting and venting equipment of the unit.
29. Cooking Equipment not classified above. Explain in Comment section.
20. Cooking Equipment; insufficient information available to classify further.

Included are combined heating and cooling systems, if the equipment was being used primarily for cooling at the time the release occurred.

Excluded are the cords and plugs (47).

AIR CONDITIONING,
REFRIGERATION
EQUIPMENT - 30 Series.

31. Central air conditioning, refrigeration equipment.
32. Water cooling device, tower.
Included are evaporative coolers.

AIR CONDITIONING,
REFRIGERATION
EQUIPMENT - 30 Series.
(Continued...)

33. Fixed, stationary local refrigeration unit.
Included are cold boxes, freezers, and refrigerators.
34. Fixed, stationary local air conditioning unit.
35. Portable air conditioning, refrigeration unit.
Included are dehumidifiers.
39. Air Conditioning, Refrigeration Equipment not classified above. Explain in Comment section.
30. Air Conditioning, Refrigeration Equipment; insufficient information available to classify further.

Excluded are cooking, air conditioning, and refrigeration equipment (divisions 1, 2, and 3). Expanded terminology and definitions are available in appendix A.

ELECTRICAL
DISTRIBUTION
EQUIPMENT - 40 Series.

41. Fixed wiring.
Included are power lines, junction boxes, cables, wiring and raceways, and electric wiring in vehicles.
42. Transformer, associated overcurrent or disconnect equipment.
43. Meter, meter box.
44. Power switch gear, overcurrent protection device.
Included are panelboards or switchboards, fuses and circuit breakers.
45. Switch, receptacle, outlet.
46. Lighting fixture, lampholder, ballast, sign.
47. Cord, plug.
48. Lamp, light bulb.
49. Electrical Distribution Equipment not classified above.
Explain in Comment section.
40. Electrical Distribution Equipment; insufficient information available to classify further.

APPLIANCES,
EQUIPMENT (Other than
elsewhere Classified in
this Section) - 50 Series.

51. Television, radio, phonograph.
Included are tape recorders, sound or picture receiving equipment, and reproduction equipment.
52. Dryer.
Included are coin operated dryers and extractors removing any liquid or solvent.
53. Washing machine.
Included are coin operated machines at laundries.
54. Floor care equipment.
Included are vacuum cleaners.
Excluded are "ride on" type floor care machines, which are classified as industrial trucks (80).

APPLIANCES 55.

EQUIPMENT: (Other than elsewhere Classified in this Section) 50 Series (Continued...)

- 55. ~~Separate motor, generator.~~
Included are those not an integral part of an appliance and those separated by a belt or chain from the equipment they drive, or that drives them.
- 56. ~~Hand tools, ~~power~~ ~~and~~ ~~steam~~ ~~lines~~, heating pipes, and hot air.~~
Included are soldering irons, drills, and the like.
- 57. ~~Portable appliance (equipment) designed to produce ~~plasma~~ controlled heat (not classified in 52 or 56).~~
Included are electric blankets, steam irons, and heat tape.
- 58. ~~Portable appliance designed not to produce heat (not classified above).~~ ~~contains heating and cooking stoves.~~ If the
- 59. ~~Appliances, Equipment not classified above.~~ Explain in ~~the~~ Comment section.
- 50. Appliances, Equipment; insufficient information to classify further.

SPECIAL EQUIPMENT - 60 Series.

- 61. Electronic equipment.
Included are radar, X-ray, computer, telephone, and transmitter equipment.
- 62. Vending machine, drinking fountain.
- 63. Office machine.
- 64. Biomedical equipment, device.
Included are anesthetizing machines.
- 65. Separate pump, compressor.
- 66. Internal combustion engine.
Included are the drive train and exhaust system.
Excluded are bearing and brakes (82), and chain saws (91).
- 67. Conveyor, escalator.
- 68. Printing press.
- 69. Special Equipment not classified above. Explain in Comment section.
- 60. Special Equipment; insufficient information to classify further.

PROCESSING EQUIPMENT - 70 Series.

- 71. Furnace, oven, kiln.
Excluded are those used for food preparation (Division 2) and heat treating (73).
- 72. Casting, molding, forging equipment.
- 73. Heat treating equipment.
Included are quench tanks and associated equipment.
- 74. Working, shaping machine.
Included are sawing, planing, grinding, machining, forming, opening, picking, carding, and weaving machines.

PROCESSING EQUIPMENT - 70 Series
(Continued...)

- 75. Coating machines. Included are asphalt-saturating and rubber-spreading machines.
- 76. Painting equipment; air conditioning, refrigeration unit. Included are dipping, spraying, and flow-coating equipment.
- 77. Chemical process equipment. Included are digesters, reactors, black liquor recovery units, and distilling equipment.
- 78. Waste recovery equipment. Included are gasketing and solvent recovery equipment.
- 79. Processing Equipment not classified above.
- 70. Processing Equipment; insufficient information to classify further.

SERVICE, MAINTENANCE EQUIPMENT - 80 Series.

- 81. Incinerator. Included are burning barrels.
- 82. Bearing brake.
- 83. Rectifier, charger. Included are inverters and batteries.
- 84. Tar pot, tar kettle.
- 85. Arc, oil lamp. Included are gas mantles, arc-lighted motion picture projectors, and lanterns for recreational use.
- 86. Elevators.
- 87. Torch/welder. Included are cutting, welding, and plumbers' torches, Bunsen burners, weed burners, and arc welders.
- 89. Service, Maintenance Equipment not classified above.
- 80. Service, Maintenance Equipment; insufficient information to classified further.

OTHER EQUIPMENT INVOLVED IN RELEASE - 90 Series.

- 91. Power saws. Included are chain saws.
- 92. Hand-held yard and garden maintenance equipment. Included are grass and brush trimmers. Excluded are power saws (91).
- 93. Power transfer equipment. Included are cables, wire ropes, blocks, and belts. Excluded are the vehicles or equipment providing the power and electric wiring.
- 94. Electric fencing.

- OTHER EQUIPMENT INVOLVED IN RELEASE (90 Series. (Continued))
95. Flammable liquid transfer equipment. Included are piping, valves, and connected storage tanks. Excluded are pumps or compressors (65).
96. Hazardous materials (other than flammable liquids) equipment. Included are soldering irons, drills, and the like. Included are piping, valves, and storage containers. Excluded are pumps or compressors (65).
97. Pressure Vessels. Excluded are pumps or compressors (65).
98. No equipment involved in Release of hazardous materials.
99. Equipment Involved in Release not classified above. Explain in Comment section.
00. Equipment Involved in Release; insufficient information to classify further.

EQUIPMENT INVOLVED IN RELEASE CODES. Alphabetical Listing

85. Arc.
46. Ballast.
82. Bearing brake.
64. Biomedical equipment, device.
72. Casting equipment.
31. Central air conditioning, refrigeration equipment.
11. Central heating unit.
83. Charger.
77. Chemical process equipment.
17. Chimney connector, vent connector (connects firebox to chimney).
16. Chimney flue.
75. Coating machines.
65. Compressor, separate pump.
02. Construction vehicle.
67. Conveyor.
25. Cooking unit, portable.
47. Cord.
24. Deep-fat fryer.
52. Dryer.
94. Electric fencing.
61. Electronic equipment.
86. Elevators.
67. Escalator.
03. Farm vehicle.
34. Fixed, stationary local air conditioning unit.
13. Fixed, stationary local heating unit.
22. Fixed, stationary oven.

**EQUIPMENT INVOLVED
IN RELEASE CODES.**
Alphabetical Listing
(Continued...)

- 33. Fixed, stationary local refrigeration unit.
- 21. Fixed, stationary surface unit.
- 41. Fixed wiring.
- 95. Flammable liquid transfer equipment.
- 54. Floor care equipment.
- 23. Food warming appliance (fixed, stationary).
- 72. Forging equipment.
- 71. Furnace.
- 04. Garden vehicle.
- 16. Gas vent flue.
- 27. Grease hood or duct.
- 92. Hand-held yard and garden maintenance equipment.
- 56. Hand tools.
- 96. Hazardous materials (other than flammable liquids) transfer equipment.
- 18. Heat transfer system.
- 73. Heat treating equipment.
- 81. Incinerator.
- 14. Indoor fireplace.
- 08. Industrial vehicle.
- 66. Internal combustion engine.
- 71. Kiln.
- 46. Lampholder.
- 48. Lamp.
- 48. Lightbulb.
- 46. Lighting fixture.
- 34. Local air conditioning unit (fixed, stationary).
- 13. Local heating unit (fixed, stationary).
- 33. Local refrigeration unit (fixed, stationary).
- 43. Meter, meter box.
- 72. Molding equipment.
- 04. Motor home.
- 98. No equipment involved in release of hazardous materials.
- 63. Office machine.
- 85. Oil lamp.
- 26. Open fire grill.
- 45. Outlet.
- 22. Oven (fixed, stationary).
- 71. Oven.
- 44. Overcurrent, protection device.
- 76. Painting equipment.
- 51. Phonograph.
- 47. Plug.
- 35. Portable air conditioning, refrigeration unit.

EQUIPMENT INVOLVED	57.	Portable appliance (equipment) Designed to produce
IN RELEASE CODES	IN RELEASE	controlled heat (not classified in 52 or 56).
Alphabetical Listing	58.	Portable appliance designed not to produce heat.
(Continued...)	25.	Portable cooking are pumps or compressors (65).
	15.	Portable local heating unit (other than flammable liquids)
	25.	Portable warming unit.
	91.	Power saws included are piping, valves, and storage containers.
	44.	Power switch gear.
	93.	Power transfer equipment.
	97.	Pressure vessels are also portable compressors (65)
	68.	Printing press.
	51.	Radio.
	07.	Railroad vehicle.
	45.	Receptacle.
	05.	Recreational vehicle.
	83.	Rectifier.
	31.	Refrigeration equipment.
	01.	Road transport vehicle.
	55.	Separate motor generator.
	65.	Separate pump, compressor.
	46.	Sign.
	21.	Surface unit (fixed, stationary).
	45.	Switch.
	84.	Tar kettle.
	84.	Tar pot.
	51.	Television.
	87.	Torch welder.
	42.	Transformer, associated overcurrent or disconnect equipment.
	62.	Vending machine, drinking fountain.
	25.	Warming unit.
	53.	Washing machine.
	78.	Waste recovery equipment.
	32.	Water cooling device, tower.
	12.	Water heater.
	06.	Woodland vehicle.
	74.	Working, shaping machine.

EST. NO. CHEMICALS RELEASED	TYPE OF EQUIPMENT INVOLVED IN RELEASE	HAZ MAT ACTION(S) TAKEN				DISPOSITION OF INCIDENT
		01	02	03	04	

Alphabetical Listing
(Continued...)

94. Fixed wing
95. Flammable liquid transfer equipment
96. Floor care equipment
97. Funding equipment

HAZARDOUS MATERIAL ACTION(S) TAKEN

DEFINITION

The tasks performed at the scene by fire service personnel to handle, contain, or mitigate hazards associated with a haz mat incident.

Note: You can record up to four different actions taken to more completely define the scope of tasks performed at a single incident.

PURPOSE

To identify the tasks required to handle the range of emergency situations a fire department encounters in responding to a haz mat incident. This information also helps measure the nature and scope of public safety services you provide to your community.

ENTRY

Enter the code(s) that best describe the action(s) you took to handle the incident.

Important: Although you can enter up to four different Action Taken codes, it is critical that you enter the most significant one first! Look at it this way: If you could enter only one code for Action Taken, which one would you use? Put THAT ONE in entry #1!

EXAMPLES

A hazardous material spill required four special actions to mitigate the incident. These were to rescue persons trapped by the hazardous material, identify the hazardous material, remove the hazard and decontaminate 3 people:

HAZ MAT ACTION(S) TAKEN
3 ¹ 1 4 ² 1 4 ³ 2 4 ⁴ 6

HAZARDOUS MATERIAL RELEASE CODES

HAZARDOUS MATERIAL ACTION(S) TAKEN

- 31. Ventilation. Included are smoke or toxic gas removal.
Rescue, remove from harm. Included is providing emergency medical service to those rescued if needed.
- 32. Extrication, disentanglement. Included is providing emergency medical service to those extricated if needed.
- 33. Provide emergency medical service.
- 34. Provide manpower. Included are assisting police or rescue/ambulance units.
- 35. Search.
- 36. Transport.
- 37. Forcible entry.
- 41. Remove hazard. Included are neutralizing a hazardous condition and containing a spill. Excluded is Decontamination of occupancy/area (47).
- 42. Identification/analysis of hazardous materials.
- 43. Evacuation.
- 44. Establish safe area.
- 45. Monitor/sample hazardous materials.
- 46. Decontamination of persons/equipment.
- 47. Decontamination of occupancy/area. Included are cleanup of hazardous materials.
- 51. Assist invalids.
- 52. Fill in, move up.
- 53. Standby, firewatch.
- 54. Water removal.
- 55. Restore sprinkler or protection system.
- 56. Restore alarm system.
- 57. Assist animal. Included are capturing, removing, rescuing animals.
- 61. Crowd control.
- 62. Traffic control.
- 63. Notify other agencies including mutual/automatic aid, state emergency agencies, etc.
- 64. Provide public and media information.
- 71. Investigate.
- 72. Unit cancelled en route.
- 73. Shut down system.

**HAZARDOUS MATERIAL
ACTION(S) TAKEN**
(Continued...)

- 81. Restore city services.
Included are restoring water supplies and public fire alarm systems.
- 82. Secure property.
Included are smoke or toxic gas removal.
- 91. Code enforcement.
Included are removal from hazard.
- 92. Refer to proper authority.
Included are providing emergency medical service to those rescued if needed.
- 97. Haz Mat response, materials determined to be non-hazardous.
- 98. No action taken.
- 99. Hazardous Materials Action Taken not classified above.
Explain in Comment section.
- 00. Hazardous Materials Action Taken undetermined or not reported.

FIRE SERVICE HAZ MAT
FIRE SERVICE HAZ MAT CASUALTY

FIRE SERVICE HAZ MAT
FIRE SERVICE HAZ MAT

A fire department member who is injured or killed as a result
of fire department work shall be eligible for a pension

DISPOSITION OF INCIDENT

DEFINITION

How the fire department concluded its participation in the incident.

PURPOSE

To document how you concluded your participation in the incident. This increases our understanding of the extent to which the fire service handles incidents independently, versus in combination with other agencies. It is also another measure of the scope of the event.

ENTRY

Enter the code that best describes the disposition of the incident at the conclusion of your department's participation.

EXAMPLES

The hazardous materials incident was handled solely by the fire department and had been totally mitigated by the department when they left the scene.

DISPOSITION OF INCIDENT	11
-------------------------	----

**DISPOSITION OF
INCIDENT**

1. Incident completed by fire service only.
2. Incident completed while fire service was present. Included are incidents where assistance was provided by non-fire service agencies.
3. Incident scene released for disposition to local agency.
4. Incident scene released for disposition to county agency.
5. Incident scene released for disposition to state agency.
6. Incident scene released for disposition to federal agency.
7. Incident scene released for disposition to private agency.
8. Incident scene released for disposition to property owner/manager.
9. Disposition of Incident not classified above. Explain in Comment section.
0. Disposition of Incident undetermined or not reported..

HAZ MAT IDENTIFICATION SOURCES USED

DEFINITION ~~DEFINITION~~ The sources of information used to identify the hazardous material(s) released or involved in the incident.

PURPOSE To document how the hazardous materials involved in the incident were identified. This is an essential factor in assessing the value and effectiveness of different sources of technical information.

ENTRY This data element is divided into two parts - PERSONNEL and REFERENCE MATERIALS; and you can enter up to two codes in each one.

As with all other multiple entry fields, it is important that you put the most significant source in entry #1 - both for Personnel, and again for Reference Material. If additional sources were used, put the second most important in the #2 entries.

EXAMPLE The hazardous material was identified by personnel from the hazardous materials team and by the fire fighters. The hazardous material was identified by using the label on the container and computer software on the scene.

HAZ MAT I.D. SOURCES	Personnel	#1	#2	Reference Material	#1	#2
		1	2		5	6

HAZ MAT DISPOSITION OF IDENTIFICATION SOURCES USED

- 1. Incident completed by fire service only.
- 2. Incident completed while fire service was present. Includes all incidents where assistance was provided by non-fire service agencies.
- 3. Incident scene released for disposition to local agency.

Major Headings

A. PERSONNEL IDENTIFYING HAZARDOUS MATERIAL.

- On-Site Fire Department Personnel.
- Off-Site Fire Department Personnel.
- On-Site Non-Fire Service Personnel.
- Off-Site Non-Fire Service Personnel.
- Other Personnel.

ON-SITE FIRE DEPARTMENT PERSONNEL - 10 Series.

- 11. Hazardous materials team personnel.
- 12. Non-hazardous materials trained personnel.
- 13. Hazardous materials specialist, technician.
- 14. Chemist, toxicologist.
- 15. Medical doctor.
- 17. Laboratory personnel.
- 19. On-Site Fire Department Personnel not classified above. Explain in Comment section.

OFF-SITE FIRE DEPARTMENT PERSONNEL - 20 Series.

- 21. Hazardous materials team personnel.
- 22. Non-hazardous materials trained personnel.
- 23. Hazardous materials specialist, technician.
- 24. Chemist, toxicologist.
- 25. Medical doctor.
- 26. Dispatch center personnel.
- 27. Laboratory personnel.
- 29. Off-Site Fire Department Personnel not classified above. Explain in Comment section.

ON-SITE NON-FIRE SERVICE PERSONNEL - 30 & 40 Series.

- 31. Brigade, hazardous materials response team.
- 32. Responsible owner, manager, supervisor.
- 33. Driver of transporting vehicle.
- 34. Chemist, toxicologist.
- 35. Medical doctor.
- 37. Laboratory personnel.
- 41. Hazardous materials response team personnel. Excluded are Hazardous materials clean-up personnel (48).
- 43. Hazardous materials specialist. Excluded are Hazardous materials clean-up personnel (48).
- 48. Hazardous materials clean-up personnel.

~~ON-SITE NON-FIRE SERVICE PERSONNEL - 30 & 40 Series. (Continued...)~~ ~~49. On-Site Non-Fire Service Personnel not classified above. Explain in Comment section.~~
 40. On-Site Non-Fire Service Personnel; insufficient information to classify further.

~~OFF-SITE NON-FIRE SERVICE PERSONNEL - 50 & 60 Series.~~ ~~51. Hazardous materials response team personnel.~~ ~~52. Responsible owner, manager.~~ ~~54. Chemist, toxicologist.~~ ~~55. Medical doctor.~~ ~~56. Dispatcher.~~ ~~57. Laboratory personnel.~~ ~~58. Toxic or poison center.~~ ~~59. Chemtrec, industrial expert.~~ ~~61. University.~~ ~~62. Medical center/hospital.~~ ~~63. Hazardous materials specialist, consultant.~~ ~~69. Off-Site Non-Fire Service Personnel not classified above. Explain in Comment section.~~ ~~60. Other Off-Site Non-Fire Service Personnel; insufficient information to classify further.~~
 54. Chemist, toxicologist. Excluded are toxic or poison center (58) or university (61).
 55. Medical doctor. Excluded are medical center/hospital (62).
 56. Dispatcher.
 57. Laboratory personnel.
 58. Toxic or poison center.
 59. Chemtrec, industrial expert.
 61. University.
 62. Medical center/hospital. Excluded are medical doctor (55).
 63. Hazardous materials specialist, consultant.
 69. Off-Site Non-Fire Service Personnel not classified above. Explain in Comment section.
 60. Other Off-Site Non-Fire Service Personnel; insufficient information to classify further.

~~OTHER PERSONNEL - 90 Series.~~ ~~99. Personnel Identifying Hazardous Material not classified above. Explain in Comment section.~~ ~~00. Personnel Identifying Hazardous Material; insufficient information to classify further.~~
 99. Personnel Identifying Hazardous Material not classified above. Explain in Comment section.
 00. Personnel Identifying Hazardous Material; insufficient information to classify further.

B. REFERENCE MATERIAL USED.

Major Headings

- On-Site Reference Materials.
- Off-Site Reference Materials.
- Other Reference Materials Used.

ON-SITE REFERENCE MATERIALS - 10 Series.

11. Department of Transportation (DOT) manual.
12. Chemical Hazards Response Information System (CHRIS) manual.
13. Material Safety Data Sheet (MSDS).
14. Placards or signs on building, room, container, vehicle.
15. Labels.
16. Computer software.
17. Shipping papers and inventory listings.

- ~~ON-SITE REFERENCE~~
MATERIALS - 10 Series.
- ~~IDENTIFICATION~~
~~SOURCES USED~~
- OFF-SITE REFERENCE
MATERIALS - 20 Series.
- OTHER REFERENCE
MATERIAL USED -
90 Series.
18. Handbooks, textbooks, reference books.
Excluded are the DOT Manual (11) and CHRIS Manual (12).
 19. On-Site Reference Materials not classified above.
Explain in Comment section.
~~Major Hearings~~
 21. Department of Transportation (DOT) manual.
 22. Chemical Hazards Response Information System (CHRIS) manual.
 23. ~~Material Safety Data Sheet (MSDS).~~
 24. ~~Placards or signs on building, room, container, vehicle.~~
~~Other Personnel~~
 25. Contractual information services.
 26. Computer software.
 27. Shipping papers and inventory listings.
 28. Handbooks, textbooks, reference books.
Excluded are the DOT Manual (21) and CHRIS Manual (22).
 29. Off-Site Reference Materials not classified above.
Explain in Comment section.
 98. No reference material used.
 99. Reference Material Used not classified above. Explain in Comment section.
 00. Reference Material Used undetermined or not reported.

HAZMAT ID	Personnel	F 1	F 2	Reference Material	# 1	# 2	FIRE SERVICE HAZ MAT CASUALTY	Injuries	Fatalities	NON-FIRE SERVICE HAZMAT CASUALTY	Injuries	Fatalities
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30 & 40 Series
(Continued...)

49. On Site Non-Fire Service Personnel insufficient information to classify further.

NUMBER OF FIRE SERVICE HAZ MAT CASUALTY: Injuries and Fatalities

DEFINITION

A fire department member who is injured or killed as a direct result of exposure to a hazardous material - other than the usual combustible materials or their by-products.

All other definitions and criteria are the same as for FIRE SERVICE CASUALTY in Section D.

PURPOSE

To identify the conditions under which fire fighters are injured or killed in the line of duty; and to provide a critical measure of the impact of haz mat events.

Note: Although you will record the specific details about each injury/death in the Fire Service Casualty Report, it is critical to be able to link the casualty to a haz mat incident. This entry provides that link.

ENTRY: Injuries

This is not a coded entry. You simply enter the actual number of personnel from your department who were injured as a direct result of contact with a hazardous material during the incident.

ENTRY: Fatalities

This is not a coded entry. You simply enter the actual number of personnel from your department who were killed as a direct result of contact with a hazardous material during the incident.

Important: Any entries here must also be included in Section D; and you must complete a Fire Service Casualty Report (CFIRS-2) for every injury and death.

EXAMPLE

There were 2 fire fighters injured and no fire fighter fatalities:

FIRE SERVICE HAZ MAT CASUALTY	Injuries	Fatalities
	0,0,2	0,0,0

~~CONFIDENTIAL~~
MATERIALS - 10 Series

~~CONFIDENTIAL~~
Excluded are the (DOT) Manual (11) and OSHA Manual (12)

OFF-SITE REFERENCE

21. Department of Transportation (DOT) manual

~~CONFIDENTIAL~~
~~PROPERTY OF UNITED STATES GOVERNMENT~~

HAZ MAT ID	P1	P2	Reference	F1	F2	FIRE SERVICE HAZ MAT CASUALTY	Injuries	Fatalities	NON-FIRE SERVICE HAZ MAT CASUALTY	Injuries	Fatalities
SOURCES	Personnel		Material								

NON-FIRE SERVICE HAZ MAT CASUALTY: Injuries and Fatalities

DEFINITION

A NON-FIRE SERVICE HAZ MAT CASUALTY is any person - other than a fire department member - who is injured or killed as a direct result of exposure to a hazardous material, other than the usual combustible materials or their by-products.

Included in this category are law enforcement, medical, and other emergency response personnel who are not members of the fire department; as well as civilian volunteers pressed into service at the scene. Non-registered members of a Volunteer Fire Department also fall into this category.

All other definitions and criteria are the same as for NON-FIRE SERVICE FIRE CASUALTY in Section D.

PURPOSE

To identify the conditions under which persons - other than fire fighters - are injured or killed by exposure to hazardous materials. This is a critical measure of the scope of the human cost associated with hazardous material incidents.

ENTRY: Injuries

This is not a coded entry. You simply enter the actual number of Non-Fire Service persons injured as a direct result of exposure to a hazardous material during the incident.

ENTRY: Fatalities

This is not a coded entry. You simply enter the actual number of Non-Fire Service persons killed as a direct result of exposure to a hazardous material during the incident.

Important: You do not include Non-Fire Service haz mat injuries and deaths in the casualty figures in Section D; and, you do not complete a CFIRS-3 report for these casualties. Only Fire Service haz mat casualties are added in Section D.

CONTRACTS SERVICE NUMBER

EXAMPLE

There were 3 non-fire service injuries and no non-fire service fatalities:

NON-FIRE SERVICE HAZ MAT CASUALTY	Injuries	Fatalities
	0.03	0.00

CHEMICAL OR TRADE NAME - HAZ MAT CASUALTY**DEFINITION**

The standard chemical or trade name by which the hazardous material is known.

PURPOSE

To provide a common reference for identifying a hazardous material involved in an incident. This basic information is essential to understanding the frequency and consequences of events involving particular materials. It is also necessary for planning and assessing the use of specialized equipment, developing effective strategy and tactics, and setting training objectives.

ENTRY

This is not a coded entry. You simply enter the common chemical or trade name. If you cannot identify the material, enter "UNKNOWN".

Note: If there are multiple chemicals you can only enter 3 major chemicals for CFIRS. (Although, for your own use you could enter more.)

Important: Because many chemicals have similar names, it is critical that you take special care to spell the name exactly as identified; otherwise, the computer will not be able to match incidents involving the same chemical.

EXAMPLE

The chemical release was liquid chlorine.

CHEMICAL OR TRADE
NAME**CHLORINE**

Important: You do not receive Fire Service for non-injuries and deaths in the casualty figures in Section D, and you do not complete a CHRS form for these casualties. Only Fire Service non-mat casualties are added in Section D.

MAZ MAI CASUALTY REPORT

DEPARTMENT OF TRANSPORTATION (D.O.T.) I.D. NUMBER

DEFINITION

The standard chemical or trade name by which this hazardous material is known.

DEFINITION

The four-digit identification number assigned to the hazardous material in the 1986 edition of the "Emergency Response Guide" published by the United States Department of Transportation (DOT).

PURPOSE

To provide a common reference for the identification of the hazardous material involved in the incident. This verifies the Chemical or Trade Name, and enables you to examine incident scenarios based on the material involved.

ENTRY

This is not a coded entry. You simply enter the four-digit DOT number for the material. You can usually find the number on placards, shipping papers, manifests, Material Safety Data Sheets, in the DOT Emergency Response Guide, and similar references.

EXAMPLE

The D.O.T. Identification number for Chlorine is 1017:

DOT I.D. NO. 1017

DOT HAZARD CLASS TRANSPORTATION

DEFINITION

The classification that describes the primary hazard associated with the material released or involved in a hazardous material incident.

PURPOSE

To provide an important level of detail for categorizing incidents, and for analyzing the affects and outcome of events involving different types of hazards.

This is a primary factor in planning operational protocols, and equipment and training needs.

ENTRY

Enter the code that best describes the primary hazard associated with the hazardous material released or involved in the incident.

EXAMPLE

Chlorine is in D.O.T. Hazard Class 2; which indicates it is a gas which is compressed, liquified or dissolved underpressure.

DOT HAZARD CLASS	2
------------------	---

DOT HAZARD CLASS *

1. **Explosives and Blasting Agents.**
Included are Class A explosions such as dynamite, dry TNT and black powder; Class B explosions such as propellant explosives, rocket motors and special fireworks; Class C explosions such as common fireworks, small arms ammunition and ammonium nitrate-fuel oil mixtures.
 2. **Flammable, Nonflammable and Cryogenic Gases.**
Included are gases even if compressed, in liquid form, or dissolved under pressure. Examples include liquefied petroleum gas, acetylene, hydrogen, carbon dioxide, sulfur dioxide, anhydrous ammonia, ethylene, and nitrogen.
 3. **Flammable, Pyroforic or Combustible Liquids.**
Included are acetone, gasoline, methyl alcohol, aluminum alkyls, alkyl boranes, fuel oils, and ethylene glycols (cellosolves).
 4. **Flammable, Water Reactive or Spontaneously Combustible Solids.**
Included are pyroxylin plastic, magnesium, aluminum powder, sodium and, potassium metals and alloys, calcium carbide, and phosphorus.
 5. **Oxidizers or organic peroxides.**
Included are ammonium nitrate fertilizer, hydrogen peroxide solution, benzoyl peroxide and peracetic acid solution.
 6. **Poisonous, Irritant, or Etiologic Agent.**
Included are arsine, hydrocyanic acid, phosgene, aniline, arsenic, methyl bromide, tear gas, xylo bromide, anthrax, botulism, rabies, tetanus, and other infectious substances.
 7. **Radioactive substances.**
Included are plutonium metal and salts, cobalt 60, uranium metal and salts, uranium hexafluoride.
 8. **Corrosives.**
Included are acids such as hydrochloric acid, oleum, and sulfuric acid; and bases such as caustic soda, caustic potash and anhydrous ammonia.
 9. **Other Hazardous Materials.**
Included are dry ice, carbon tetrachloride, quicklime, metallic mercury, oadum, bleaching power, pentachlorophenol, adipic acid, and hazardous waste.
 0. **DOT Hazardous Class undetermined or not reported.**
- * NFPA-901 United Nations Class Number

CHEMICAL ABSTRACTS SERVICE NUMBER (C.A.S.)

DEFINITION

The identification number assigned to the hazardous material by the Chemical Abstract Service (CAS).

PURPOSE

To provide another means of identifying the material involved in the event.

You can group incidents based on the CAS number to locate trends or patterns associated with particular materials or classes of materials.

ENTRY

This is not a coded entry. You simply enter the CAS number for the material. You can generally find this number on the Material Safety Data Sheet, and sometimes on labels and other container markings.

EXAMPLE

The chemical abstract service number for Chlorine is 7782-50-5. When C.A.S. numbers include hyphens (-), they must be included.

CAS NO.	7782-50-5
---------	-----------

~~HAZARD CLASS F~~

T.

~~Explosives and Blasting Agents~~

Included are Class A explosives such as dynamite, dry
~~nitrocellulose powder, Class B explosives such as~~
propellant explosives, rocket motors and special
fireworks. Class C explosives such as, common

~~includes are gases, even if compressed, in insufficient
in sufficient under pressure. Examples include~~

PHYSICAL STATE	Stored	Released	QUANTITY RELEASED	UNIT OF MEASURE	EXTENT OF RELEASE	SUSPECTED ENVIRONMENTAL CONTAMINATION
----------------	--------	----------	-------------------	-----------------	-------------------	---------------------------------------

PHYSICAL STATE STORED

DEFINITION

The basic physical state of the material before it was released or became a threat.

PURPOSE

To identify if the material was in a solid, liquid or gaseous state at the time the incident occurred. This is not only an important factor in the description of the material, but it also enables you to compare this with the STATE RELEASED entry to determine if a transformation occurred.

ENTRY

Enter the code that identifies whether the material was in a solid, liquid, or gaseous state before it was released from its container or became a threat.

EXAMPLE

The chlorine was stored in a cylinder as a liquid.

PHYSICAL STATE	Stored	2	Released
----------------	--------	---	----------

**PHYSICAL STATE
STORED**

Solid.

Includes all instances in which the hazardous material is a solid within the ambient range of temperature and pressure. Granules and powders are specifically included.

2.

Liquid.

Includes all instances in which the hazardous material is in an amorphous, liquid state and takes the shape of its container within the ambient range of temperature and pressure. Liquids of all viscosities and cryogenic liquids are specifically included.

3.

Gas.

Includes all instances in which the hazardous material is in an amorphous, gaseous state and takes the shape of its container within the ambient range of temperature and pressure. Cryogenic liquids are specifically excluded.

0.

Physical State undetermined or not reported.

PHYSICAL STATE	Stored	Released	QUANTITY RELEASED	UNIT OF MEASURE	EXTENT OF RELEASE	SUSPECTED ENVIRONMENTAL CONTAMINATION
----------------	--------	----------	-------------------	-----------------	-------------------	---------------------------------------

PHYSICAL STATE RELEASED

DEFINITION The basic physical state of the material after it was released, or after it became a threat.

Note: This is the mate to the STORED entry.

PURPOSE To identify if the material was in a solid, liquid or gaseous state at the time it was released. This is not only an important factor in the description of the material, but it also enables you to compare this with the STATE STORED entry to determine if a transformation occurred.

ENTRY Enter the code that identifies whether the material was in a solid, liquid, or gaseous state after it was released from its container or became a threat.

EXAMPLE The chlorine was stored as a liquid and released as a gas:

PHYSICAL STATE	Stored	Released	3
----------------	--------	----------	---

STORIED

PHYSICAL STATE
RELEASE

1.

Solid.

Includes all instances in which the hazardous material is a solid within the ambient range of temperature and pressure. Granules and powders are specifically included.

2.

Liquid.

Includes all instances in which the hazardous material is in an amorphous liquid state and takes the shape of its container within the ambient range of temperature and pressure. Liquids of all viscosities and cryogenic liquids are specifically included.

3.

Gas.

Includes all instances in which the hazardous material is in an amorphous, gaseous state and takes the shape of its container within the ambient range of temperature and pressure. Cryogenic liquids are specifically excluded.

0.

Physical State undetermined or not reported.

QUANTITY RELEASED

DEFINITION

The amount of hazardous material released expressed in a standard unit of measure.

Note: This is accomplished in two entries; this one for QUANTITY, and the next one for UNIT OF MEASURE.

Important: Both factors must be reported for the data to be meaningful.

PURPOSE

To provide an important measure of the magnitude of the incident. This is one of the most often used factors in the analysis of haz mat events.

ENTRY

This is not a coded entry. You simply enter the amount of material released to the nearest whole unit of measure.

EXAMPLE

The quantity of Chlorine released was 200 cubic feet.

QUANTITY RELEASED	200
-------------------	-----

PHYSICAL STATE

RELEASE

1

Solid

includes all instances in which the hazardous material is a solid within the ambient range of temperature and pressure. Granules and powders are specifically included.

is contained within its container within the ambient range of temperature and pressure. Liquids at all pressures are included.

UNIT OF MEASURE BASED

DEFINITION

The unit of measure used to record the quantity of hazardous material released.

Note: This is the mate to the QUANTITY entry.

Important: Both factors must be reported for the data to be meaningful.

PURPOSE

To provide an important measure of the magnitude of the incident. This is one of the most often used factors in the analysis of haz mat events.

ENTRY

Enter the code that represents the unit of measure you used to calculate the quantity released.

EXAMPLE

The quantity of Chlorine released was 200 cubic feet:

UNIT OF MEASURE	15
-----------------	----

Codes NFPA-901, 1990

UNIT OF MEASURE
VOLUMETRIC UNITS -
10 Series.

11. Ounce (liquid).
12. Gallon.
13. Barrel (42 gal).
14. Liter.
15. Cubic ft.
16. Cubic meter.

WEIGHT UNITS -
20 Series.

21. Ounce (weight).
22. Pound.
23. Gram.
24. Kilogram.

EXTENT OF RELEASE

DEFINITION ~~DEFINITION~~ The scope of confinement or size of the physical area encompassed by the released material.

PURPOSE To provide an important measure of the extent of the event. This is used in the same way as Extent of Damage is used for fire incidents.

ENTRY Enter the code that best describes the area encompassed by the released material.

Note: If there was no release, enter "8".

EXAMPLE When the Chlorine was release, it traveled beyond the property boundaries:

EXTENT OF RELEASE	7
-------------------	---

EXTENT OF RELEASE REASON

~~VOLLMETRIC UNITS~~

~~10 Series~~

1. Confined to vehicle/equipment of origin.
2. Confined to room or origin.
3. Confined to floor or story of origin.
4. Confined to structure of origin.
5. Confined to specific property use of origin.
6. Confined to general property use of origin.
7. Released beyond general property use of origin.
8. No release.
9. Extent of Release not classified above. Explain in Comment section.
0. Extent of Release undetermined or not reported.

~~VOLLMETRIC UNITS~~

~~20 Series~~

PHYSICAL STATE	Stored	Released	QUANTITY RELEASED	UNIT OF MEASURE	EXTENT OF RELEASE	SUSPECTED ENVIRONMENTAL CONTAMINATION
----------------	--------	----------	-------------------	-----------------	-------------------	---------------------------------------

EXTENT OF RELEASE

1. Confined to vehicle/equipment of origin.
2. Confined to room or origin.
3. Confined to floor of area of origin.
4. Confined to area of origin.
5. Confined to use of origin.

SUSPECTED ENVIRONMENTAL CONTAMINATION

DEFINITION

The basic components of the environment contaminated by the released material.

PURPOSE

To provide a general indication of environmental damage. This is one of the most sensitive public issues associated with hazardous materials. This entry enables you to include a simple estimate of suspected contamination.

ENTRY

Enter the code that best describes your estimate of the components of the environment that you suspect were contaminated.

Important: Do not be overly concerned about your ability to make this judgement. Most of time the answer will probably be obvious. When it isn't, consult with others at the scene, and just make the best estimate you can.

EXAMPLE

The Chlorine was released on the ground and in the air:

SUSPECTED ENVIRONMENTAL CONTAMINATION	5
---------------------------------------	---

SUSPECTED ENVIRONMENTAL CONTAMINATION FEATURE

1. Air.
2. Water.
3. Ground.
4. Water and ground.
5. Air and ground.
6. Water and air.
7. Air, water, and ground.
8. No environmental impact.
9. Environmental Contamination not classified above. Explain in Comment section.
0. Environmental Contamination undetermined or not required.

CONTAINER TYPE ENVIRONMENTAL

DEFINITION

The type or configuration of the container the hazardous material was in at the time of the incident.

Note: This is the first of six data elements that describe the container.

PURPOSE

To distinguish how the material was contained at the time incident occurred. This provides the data needed to evaluate the adequacy of containers, and to identify how different types of containers are affected by various circumstances.

ENTRY

Enter the code that best describes the type of container used to hold the hazardous material.

EXAMPLE

The chlorine was released from a portable pressurized cylinder:

CONTAINER	Type	1, 2	Material	Description/Use	Feature	Capacity	
-----------	------	------	----------	-----------------	---------	----------	--

CONTAINER TYPE
ENVIRONMENTAL
CONTAMINATION

- 11. Drum Air
- 12. Cylinder. Water
- 13. Can or bottle. Ground
- 14. Carboy. Water and ground
- 15. Box or carton.
- 16. Bag.
- 21. Tank or silo.
Included are tanks attached to vehicles.
- 22. Pipe or pipeline. Environmental Contamination not classified above
- 23. Bin. Container in Comment section
- 24. Machinery or processing equipment.
- 31. Sump or pit.
- 32. Pond or surface impoundment.
- 33. Well.
- 34. Dump site or land fill area.
- 98. No Container.
- 99. Container Type not classified above. Explain in Comment section.
- 00. Container Type undetermined or not reported.

Note: "Barrel" is a unit of measure. Use Code 11 (Drum) for containers commonly referred to as barrels.

CONTAINER MATERIAL

DEFINITION

The material used in the construction of the hazardous material container.

Note: This is the second of six data elements that describe the container.

PURPOSE

To distinguish the type of material the container was made from. This provides the data needed to evaluate the adequacy of containers, and to identify how different types of containers are affected by various circumstances. If the container is made of more than one material, the principal material shall be entered.

ENTRY

Enter the code that best describes the material used for the hazardous material container.

EXAMPLE

The chlorine cylinder which failed was made of steel.

CONTAINER	Type	Material	Description Use	Feature	Capacity
-----------	------	----------	-----------------	---------	----------

~~CONTAINER TYPE~~ Use for identification of the container material which is an apparent source of failure in a hazardous material release.

CONTAINER MATERIAL

1. Iron, steel and other iron alloys.
2. Aluminum, aluminum alloys.
3. Copper, brass, bronze, and other copper alloys.
4. Plastic/Fiberglass, rigid.
5. Plastic, flexible.
6. Wood, paper, textile and other cellulose materials.
7. Glass, pottery, and clay.
8. No container.
9. Container Material not classified above. Explain in Comment section.
0. Container Material undetermined or not reported.

CONTAINER USE MATERIAL

DEFINITION ~~is the general use of the hazardous material container.~~
 The general use of the hazardous material container.

Note: This is the third of six data elements that describe the container.

PURPOSE To distinguish whether the container is for fixed, portable or mobile use. This provides the data needed to evaluate the adequacy of containers, and to identify how different types of containers are affected by various circumstances.

ENTRY Enter the code that describes the general use of the container.

EXAMPLE The chlorine was released from a portable pressurized cylinder:

CONTAINER	Type	Material	Description Use	2	Feature	Capacity
-----------	------	----------	-----------------	---	---------	----------

CONTAINER USE

~~CONTAINER MATERIAL~~

1. **Fixed Use.**
Included are containers that are permanently attached and are filled or emptied in place.
2. **Portable Use.**
Included are containers which are moved by people or equipment on a regular basis or as a condition of use.
3. **Mobile Use.**
Included are containers that are part of a vehicle or permanently attached to a vehicle whether an automobile, truck, ship, plane or train.
9. Container Use not classified above.
0. Container Use undetermined or not reported.

CONTAINER FEATURE

DEFINITION The special design features for protecting the container and/or its contents.

Note: This is the fourth of six data elements that describe the container.

PURPOSE To identify any special design features of the container. This provides the data needed to evaluate the adequacy of containers, and to identify how different types of containers are affected by various circumstances.

ENTRY Enter the code that best characterizes the special design features of the container.

EXAMPLE The chlorine was released from a portable pressurized cylinder:

CONTAINER	Type	Material	Description Use	Feature 2	Capacity
-----------	------	----------	-----------------	-----------	----------

**SPECIAL CONTAINER
FEATURES**

1. Insulated. ~~Fixed Down~~
2. Pressurized. ~~Included are containers that are permanently attached~~
3. Armored. ~~and are filled or emptied in place.~~
Included are special features added to prevent the failure of the primary containers, which are moved by people or
4. Insulated and Pressurized.
5. Insulated and Armored.
6. Insulated, Armored and Pressurized.
7. Armored and Pressurized.
8. No special container features. ~~Included are containers attached to a vehicle whether air~~
9. Special Container Features not classified above.
Explain in Comment section.
0. Special Container Features undetermined or not reported.

CONTAINER	Type	Material	Description Use	Feature	Capacity	UNIT OF MEASURE	ADDITIONAL HAZARDOUS MATERIALS ON BACK
-----------	------	----------	-----------------	---------	----------	-----------------	--

FEATURES

1. _____
2. Pressurized.
3. Armored.

CONTAINER CAPACITY

_____ are special features added to prevent the failure of the primary container.

DEFINITION

The design capacity of the container.

Important: This refers to the amount of material the container was designed to hold, regardless of the quantity it contained at the time of the incident.

Note: This the fifth data element that describes the container. The last one - UNIT OF MEASURE - is the other part of this entry.

PURPOSE

To determine the relationship between the capacity of the container, the amount released, and the other factors present in the incident.

ENTRY

This is not a coded entry. You simply enter the actual amount the container was designed to hold to the nearest whole unit of measure.

EXAMPLE

A 200 cubic foot cylinder was involved in the hazardous materials release:

CONTAINER	Type	Material	Description Use	Feature	Capacity	UNIT OF MEASURE
					200	

State Emergency Operations Plan
Provide public and media information
71. Investigate.
72. Placed in service en route
73. Shut down systems
81. Restore city services

Phase 7B - Recovery
Phase 7C - Restoration
Phase 7D - Rebuilding
Phase 7E - Rebuilding
Phase 7F - Rebuilding
Phase 7G - Rebuilding
Phase 7H - Rebuilding
Phase 7I - Rebuilding
Phase 7J - Rebuilding
Phase 7K - Rebuilding
Phase 7L - Rebuilding
Phase 7M - Rebuilding
Phase 7N - Rebuilding
Phase 7O - Rebuilding
Phase 7P - Rebuilding
Phase 7Q - Rebuilding
Phase 7R - Rebuilding
Phase 7S - Rebuilding
Phase 7T - Rebuilding
Phase 7U - Rebuilding
Phase 7V - Rebuilding
Phase 7W - Rebuilding
Phase 7X - Rebuilding
Phase 7Y - Rebuilding
Phase 7Z - Rebuilding

UNIT OF MEASURE CAPACITY

DEFINITION The unit of measure used to record the container capacity.

Note: This is the last of the entries describing the container. It is the companion to the CAPACITY entry. Both factors must be reported for the data to be meaningful.

PURPOSE To complete the description of the container.

ENTRY Enter the code for the unit of measure used to calculate the capacity of the container.

EXAMPLE A 200 cubic foot cylinder was involved in the hazardous materials released:

CONTAINER	Type	Material	Description Use	Feature	Capacity		UNIT OF MEASURE	15
------------------	------	----------	-----------------	---------	----------	--	------------------------	-----------

UNIT OF MEASURE

VOLUMETRIC UNITS -
10 Series.

- 11. Ounce (liquid).
- 12. Gallon.
- 13. Barrel (42 gal).
- 14. Liter.
- 15. Cubic ft.
- 16. Cubic meter.

WEIGHT UNITS -
20 Series.

- 21. Ounce (weight).
- 22. Pound.
- 23. Gram.
- 24. Kilogram.

SECTION G	OTHER ACTION(S) TAKEN				SPECIAL STUDIES: Local				Statewide			
TYPE OF ACTION(S) TAKEN	1	2	3	4	1a	2a	3a	4a	5a	6a	7a	8a

This section is to be completed whenever the Type of Situation Found is coded: 20 to 29 (Overpressure Rupture, Explosion, Overheat - no ensuing fire); 30 to 39 (Rescue, Emergency Medical Call); 40, 44 to 49 (Hazardous Conditions, Standby); 50 to 59 (Service Call); 60 to 69 (Good Intent Call); 70 to 79 (False Call); 80 to 89 (Natural Disaster); and 91, 99, 00 (Other Type of Situation Found).

DEFINITIONS:

The unit of measure used to record this container capacity

Note: Any time you provide automatic/mutual aid to another department, this section must be filled out.

~~UNITED STATES GOVERNMENT~~

~~LINEAR ALGEBRA~~

~~VOLUMETRIC UNITS~~

10 Series:

- 11. Quince (liquid)
- 12. Gallon
- 13. Barrel (42 gal)

~~UNITED STATES GOVERNMENT~~

~~VOLUMETRIC UNITS~~

~~Barrel~~

TYPE OF ACTION(S) TAKEN

Note: Situation Found is coded: 20 to 29 (Investigation) or 30 to 35 (Rescue)

DEFINITION The activities performed at the scene (whether emergency or non-emergency) by the responding fire department personnel. Some examples are; investigating a reported hazardous condition, smoke check, assist a person back into bed, person locked out, assist the police department, etc.

PURPOSE To provide an important measure of the many non-fire related services your department provides to your community; and to analyze the training and resources needed to provide effective response to the variety of situations encountered.

Important: If it is an EMS incident - which means you completed Section E - then this is where you record the action(s) you took.

ENTRY Enter up to four codes to describe the actions you took.

Important: If it is an EMS incident (a 30-series code in Situation Found entry #1 in Section A), then be sure to put the most significant EMS action taken in the #1 entry here.

EXAMPLES You investigated a suspicious odor:

TYPE OF ACTION(S) TAKEN	#1	#2	#3	#4
	7			

You moved up to fill in for another unit:

TYPE OF ACTION(S) TAKEN	#1	#2	#3	#4
	5, 2			

TYPE OF ACTION(S)
TAKEN

11. Rescue, ventilation, extinguishment, salvage, and overhaul.
12. Ventilation, extinguishment, salvage, and overhaul.
13. Extinguishment, salvage, and overhaul.
14. Salvage and overhaul.
15. Extinguishment.
16. Ventilation.
Included are smoke or toxic gas removal
17. Establish wildfire fire lines. Included are setting and controlling backfires and clearing firebreaks.
31. Rescue, remove from harm. Included is providing emergency medical service to those rescued if needed.
32. Extrication, disentanglement. Included is providing emergency medical service to those extricated if needed.
33. Provide emergency medical service.
34. Provide manpower.
Included are assisting police or rescue/ambulance units.
35. Search.
36. Transport.
37. Forcible entry.
41. Remove hazard.
Included are neutralizing a hazardous condition and containing a spill.
Excluded is Decontamination of occupancy/area (47).
42. Identification/analysis of hazardous materials.
43. Evacuation.
44. Establish safe area.
45. Monitor/sample hazardous materials.
46. Decontamination of persons/equipment.
47. Decontamination of occupancy/area.
Included are cleanup of hazardous materials.
51. Assist invalids.
52. Fill in, move up.
53. Standby, firewatch.
54. Water removal.
55. Restore sprinkler or protection system.
56. Restore alarm system.
57. Assist animal. Included are capturing, removing, rescuing animals.
61. Crowd control.
62. Traffic control.

- | TYPE OF ACTION(S)
TAKEN | ACTION |
|----------------------------|---|
| (Continued...) | 63. Notify other agencies including mutual/automatic aid, state emergency agencies, etc. |
| | 64. Provide public and media information. |
| | 71. Investigate. |
| | 72. Placed in service en route. |
| | 73. Shut down system. |
| | 81. Restore city services
Included are restoring water supplies and public fire alarm systems. |
| | 82. Secure property. |
| | 91. Code enforcement. |
| | 92. Refer to proper authority. |
| | 98. No action taken. |
| | 99. Type of Action Taken not classified above. Explain in Comment section. |
| | 00. Type of Action Taken undetermined or not reported. |

TYPE OF ASSISTANCE
TAKEN

- 11. Rescue, ventilation, extinguishment, salvage, and
overhaul.
- 12. Ventilation, extinguishment, salvage, and overhaul.
- 13. Extinguishment, salvage, and overhaul.
- 14. Salvage and overhaul.

15. Rescue, ventilation, extinguishment, salvage, and
overhaul.

16. Rescue, ventilation, extinguishment, salvage, and
overhaul.

17. Rescue, ventilation, extinguishment, salvage, and
overhaul.

18. Rescue, ventilation, extinguishment, salvage, and
overhaul.

SECTION G				OTHER ACTION(S) TAKEN				SPECIAL STUDIES: Local				Statewide																			
TYPE OF ACTION(S) TAKEN				1a	b	c	d	2a	b	c	d	3a	b	c	d	4a	b	c	d	5a	b	c	d	6a	b	c	d				

SPECIAL STUDIES

DEFINITION

A structured data field to enable the collection of specific information over a specified period of time - which is in addition to the standard data elements contained in the incident report. It can be used for both local and statewide studies.

PURPOSE

To collect additional data in a structured way for a special purpose.

This is a highly flexible tool that you can use to gather additional detailed data relating to any aspect of an incident. For instance, if you want to know more about the involvement of handicapped persons in residential fires, you can establish a Code Table for the information you want to collect, and then conduct a Special Study for whatever period you decide.

Another option is to conduct regional studies by joining with other departments to collect information about a subject of common concern.

The same holds true for statewide studies. When an issue has widespread interest, the CSFM can establish a Special Study in which all departments can participate.

The possibilities are limitless. The only restriction is that the data must be "collectible". In other words, it must be information that a fire officer should be able to determine.

ENTRY

Record the data in accordance with the specific instructions provided for each Special Study.

EXAMPLES

Your department wants to evaluate a new smoke ejector device that is being put into service.

SPECIAL STUDIES: Local															
1a b c d				2a b c d				3a b c d				4a b c d			

A list of codes is developed for the evaluation, and these are then entered in the local Special Study Section each time the new equipment is used on an incident.

A need is identified to collect information about the involvement of special populations (hearing impaired, sight impaired, etc.) in building fires:

Statewide							
5a b c d				6a b c d			

The State Fire Marshal distributes the codes to be used and all departments enter the data in the State Special Studies Section for a period of one year.

SECTION A		CALIFORNIA FIRE INCIDENT REPORTING SYSTEM		CFIRS 2	
FIRE SERVICE CASUALTY REPORT		INCIDENT NUMBER		Year	
CORRECTIONS		MULTI-AGENCY		Agency I. D.	
Change <input type="checkbox"/> Delete <input type="checkbox"/>		INCIDENT NO.		Year	
				Incident No.	
		Fire Department			

The CFIRS-2 record is used to report injuries and deaths of FIRE SERVICE personnel only.

Some of the entries are common to both the Non-Fire Service Fire Casualty and the basic Incident Report so all three records can be linked to provide a complete picture of the incident.

Section A identifies the incident. These entries are the same as on the CFIRS-1 and CFIRS-3 records.

Section B identifies the casualty, when the injury occurred, basic information about the injury, and the type, condition and performance of the equipment worn or used. A narrative description of the incident may also be added in the Comments Section.

DEFINITION

A FIRE SERVICE CASUALTY is a fire department member who is injured or killed while responding to, or working at, the scene of an incident. The incident starts when the alarm sounds, and terminates when the unit is placed back in service, is available for another incident, and is no longer working at the scene.

To be reported, an injury must be serious enough to require: (1) treatment (whether treatment is received or not); or (2) consultation with a doctor (includes base-station hospital physician consultation, or implementation of Base-station Communication Failure Protocols) within one year after the incident; or (3) at least one day of restricted activity following the incident.

A death is reported when a fire department member dies within one year after an incident in which they were injured.

Important: The number of Fire Service Casualty Reports must match the number of fire service casualties (injuries and fatalities) entered in Section D of the corresponding incident report (CFIRS-1).

Note: This report is for fire service personnel casualties only. Civilians and other emergency personnel are accounted for on the CFIRS-3 record (Non-Fire Service Fire Casualty Report).

device that is being put into service

[Illegible header text]			
[Illegible]	[Illegible]	[Illegible]	[Illegible]
[Illegible]	[Illegible]	[Illegible]	[Illegible]

[Illegible text block]

You complete Section A of this record in the same way you do Section A of the incident report. The CFIRS-2 record is used to report injuries and deaths of FIRE SERVICE personnel.

Note: There is one possible exception. If the casualty occurs at a location different than the incident address, then you should add the actual location to the Comments Section. An example is an injury that occurs enroute to the scene.

~~Section A identifies the incident. These entries are the same as on the CFIRS-2 form.~~

FIRE DEPARTMENT IDENTIFICATION

DEFINITION This is a unique number assigned by the State Fire Marshal to identify a particular fire department in California. The first two digits identify the county, and the remaining three digits identify a particular department within that county.

PURPOSE The FDID provides the means to identify the incident data which has been collected and reported by each individual department. This is the number used to select data and prepare feedback reports for your department.

ENTRY Enter your CSFM-assigned fire department identification number. Refer to Appendix B for your number.

EXAMPLES Department: Santa Maria in Santa Barbara County:

FDD
42.-040

Department: Riverside County Fire in Riverside County:

FDD
33.-090

Department: Orange County Fire in Orange County:

FDD
30.-065

You complete Section A of this record in the same way you do Section A of the incident

INCIDENT NUMBER

DEFINITION

This is a unique number assigned to a single incident. You can think of it as the "serial number" for that event.

PURPOSE

To provide a numerical reference for a particular incident. It becomes the "index number" for finding that record in the future.

ENTRY

Enter the number assigned to the incident. The first two digits must be the year, i.e; 1990 = 90. The remaining eight digits are assigned according to your department's procedures.

EXAMPLE

The 471st incident in 1990 would be entered:

INCIDENT NUMBER	Year
90000004	90

CORRECTION NUMBER

DEFINITION A change to information submitted on a previous fire service casualty report, or the deletion of an erroneous report.

PURPOSE To correct previously reported information.

ENTRY

1. A new Casualty (ADD).

 If it is a new record, leave this entry blank.
2. Updating a previously submitted casualty (CHANGE).

 If new or updated information becomes available concerning a previous incident, you should update the original casualty record by submitting a "Change" report:
 - A) Enter the same FDID, Incident Number, Exposure Number and Casualty Number of the record you want to change;
 - B) Mark the CHANGE entry;
 - C) Enter the new or updated information, and then copy the remainder of the entries from the original report.
3. Canceling a previously submitted casualty (DELETE).

 When a previous report is found to have been submitted erroneously, or it contains errors in the FDID, Incident Number, Exposure Number or Casualty Number fields, the record must be deleted from the computer file:

RY (Continued...)

- A) Enter the same FDID, Incident Number, Exposure Number and Casualty Number of the report you want to delete;
- B) Mark the DELETE entry;
- C) Forward the report according to your normal procedures.

CORRECTIONS Change <input type="checkbox"/> Delete <input type="checkbox"/>	Fire Department	MULTI-AGENCY INCIDENT NO.	Agency L. O.	Year	Incident No.
--	-----------------	------------------------------	--------------	------	--------------

B) Mark the DELETED entry:

MULTI-AGENCY INCIDENT NUMBER

DEFINITION

A unique alpha-numeric designation which identifies all incident reports pertaining to a single incident in which two or more fire departments respond. The department in whose jurisdiction the incident occurs assigns the Multi-Agency Incident Number - which consists of the jurisdictional agency's three-letter designation (assigned by OES), followed by their incident number for the event. (Refer to Appendix B for OES number.)

PURPOSE

The Multi-Agency Incident Number provides a common designator to link all the reports submitted by different departments that responded to the same incident. This furnishes a systematic reference for the collection, compilation and analysis of all data associated with a specific incident in which multi-agency resources were employed. This number is intended to be used for Mutual Aid type incidents only.

ENTRY

If it's YOUR incident, enter the three-letter designator for your agency in the first three spaces (refer to Appendix B). Then enter the two-digit year, and eight-digit serial number that was assigned in the "Incident Number" field. In effect, this is simply your incident number with a three-letter prefix.

If it is NOT your incident - but you responded on mutual aid - then you get the Multi-Agency Incident Number from the department that "owns" the incident, and enter that in this field.

EXAMPLE

Los Angeles County Fire Department received automatic aid from Burbank F.D. This incident was the 471 of year, 1990:

MULTI-AGENCY INCIDENT NO.	Agency L. O.	Year	Incident No.
LAC	90	0000	0471

DIFFERENT
DIFFERENT

THE COUNTY BOARD HAS THE HONORABLE OBLIGATION
TO THE PEOPLE OF THE COUNTY TO MAINTAIN AN
EFFICIENT AND ECONOMIC SERVICE.

INCIDENT ADDRESS/LOCATION NUMBER

DEFINITION

The exact location of the incident, which may be a street address, or directions from a recognized landmark, or an intersection of two roadways.

PURPOSE

Incident address information is required at the local government level for establishing a legal report reference. This information is also useful for identifying local problems, such as checking for multiple incidents at the same location.

ENTRY

Enter the street address with a BLANK SPACE separating the numbers from the name(s). It is important the entries be specific, complete and consistent. If additional space is required to describe the address properly, use the Comments Section. If the property involved is a motor vehicle, boat, or other property in transit, list the address nearest to the scene. If there is no address in the area, describe the location so a person reading the report will know where the incident occurred.

A standard method of entering addresses, along with a glossary of abbreviations, is contained in Appendix C.

EXAMPLES

A house fire at 135 Northwest Pleasant Street:

INCIDENT ADDRESS / LOCATION

135 NORTHWEST PLEASANT ST

A grass fire by Maple Street about 1/2 mile east of U.S. 89:

INCIDENT ADDRESS / LOCATION

MAPLE ST, 1/2 M. EAST OF U.S. 89

11/11/11
11/11/11
11/11/11

11/11/11
11/11/11

11/11/11
11/11/11
11/11/11

ROOM/APARTMENT DESIGNATION

DEFINITION

The designation of the specific room, apartment, office, suite, etc., where the incident occurred.

PURPOSE

To further define the location when the incident occurred in a subdivided building or complex.

ENTRY

Enter the number or other designation as used in the building or on the property.

EXAMPLES

The fire started in apartment 2B:

ROOM / APARTMENT	2B
------------------	----

The chlorine leak was in Lab #C2:

ROOM / APARTMENT	C2
------------------	----

The fire in a mobile home park started in space #126:

ROOM / APARTMENT	126
------------------	-----

ZIP CODE

DEFINITION

The numeric address code assigned by the U.S. Postal Service.

PURPOSE

To complete the full address of the incident and provide a means of linking incident data to other geographic and population factors for comparative analysis at local and regional levels.

ENTRY

Enter the first five digits of the Postal Zip Code number for the address of the property involved in the incident.

EXAMPLES

The location of a dwelling fire is in zip code 93454:

ZIP CODE	93454
-------------	-------

The fire alarm in a business located in zip code 93454-5190 malfunctions. Responds:

ZIP CODE	93454
-------------	-------

COUNTY, IF DIFFERENT

DEFINITION

The County where the Fire Service casualty occurred - if different than where the casualty (employee) is normally assigned.

PURPOSE

To identify when a Fire Service casualty occurs outside the county where the employee normally works. This situation typically creates additional reporting responsibilities for Local and County governments, particularly as they relate to Workers' Compensation and Coroner reporting requirements.

ENTRY

Enter the Code for the County where the casualty occurred. Remember, this is only used when the casualty occurs in a county other than the one your department is in. (Refer to Appendix B for the list of codes.)

EXAMPLE

An employee from Orange County was injured while on a mutual aid assignment to Los Angeles County, where the incident occurred:

COUNTY IF DIFFERENT	119
------------------------	-----

ROOM/ APARTMENT	ZIP CODE	COUNTY/F DEPARTMENT	INCIDENT DATE	DISPATCH TIME
--------------------	-------------	------------------------	------------------	------------------

INCIDENT DATE

DEFINITION The month, the day, and the year the alarm was dispatched.

PURPOSE This entry is required to analyze the time patterns of different types of incidents. When combined with "Dispatch Time", this factor provides important information needed to target prevention and public education efforts. It is also a fundamental information need for the effective management of emergency response resources.

ENTRY Enter the:

- MONTH by its numerical designation:

01 = January	05 = May	09 = September
02 = February	06 = June	10 = October
03 = March	07 = July	11 = November
04 = April	08 = August	12 = December
- DAY of the month: 01 through 31.
- last two digits of the YEAR.

EXAMPLE An alarm received on July 4, 1990, would be entered:

INCIDENT DATE	07 04 90
------------------	----------

DATE OF BIRTH

1 1

The national day and year of birth of the country.

DISPATCH TIME

DEFINITION

The exact time (hour and minute) when the alarm was dispatched by the fire department alarm center. 24-hour clock time is used (0001-2400).

Important: This is NOT elapsed time, but the time of dispatch.

PURPOSE

The time of dispatch serves several roles: (1) as a record of the time of the incident; (2) to determine the frequency of particular types of incidents by the time of occurrence; and (3) as the starting time for going into action on an incident. This entry then be compared with "Arrival Time" to determine the time it took to arrive at the scene - and with "End Time" to determine the total amount of time spent on the incident.

ENTRY

Enter the time to the nearest minute when the original alarm was dispatched, using the 24-hour clock system:

1:06 a.m. = 0106
 1:20 p.m. = 1320
 12:00 Midnight = 2400
 12:01 a.m. = 0001

EXAMPLE

An alarm dispatched at 1456 hours is entered:

DISPATCH TIME	1456
---------------	------

CASUALTY NUMBER

DEFINITION: A sequential number assigned by your department to each casualty occurring at, or resulting from, the incident.

PURPOSE To provide the means to link, retrieve and account for all casualty records associated with a particular incident.

ENTRY Enter the sequential number assigned to this casualty.

Important: In the case of multiple casualties, the last number assigned must equal the total number of injuries and deaths recorded in Section D of the Incident Report. For instance, if there were 2 fire fighters and 9 civilians injured, and 3 civilians killed - then the range of "victim numbers" would be 001 to 014. (The last number - 14 - equals the total number of casualties reported for the incident.)

Note: Although there is no set rule about the order in which you number the casualties, it is a good practice to use the same order as they are entered in the CFIRS-1 record. You start with Fire Service injuries, then fatalities, followed by Non-Fire Service Fire injuries and deaths. This is an easy way to make sure you account for everyone.

EXAMPLES

A structure fire incident resulted in a total of 5 casualties; 1 fire service injury, 1 fire service fatality, 2 non-fire service injuries and 1 non-fire service fatality. The 5 required forms are:

- 1 Fire Service injury, Casualty Number 001, CFIRS-2 form
- 1 Fire Service fatality, Casualty Number 002, CFIRS-2 form
- 2 Non-Fire Service injuries, Casualty Number 003, CFIRS-3 form
- Casualty Number 004, CFIRS-3 form
- 1 Non-Fire Service fatality, Casualty Number 005, CFIRS-3 form

AMPLES (Continued..)

CASUALTY NUMBER 10.0.1

CASUALTY NUMBER 10.0.2

CASUALTY NUMBER 10.0.3

CASUALTY NUMBER 10.0.4

CASUALTY NUMBER 10.0.5

SEX

~~CASUALTY NUMBER~~

DEFINITION

The identification of the casualty as male or female.

PURPOSE

To provide an important factor for both identification and analysis purposes.

ENTRY

Enter the appropriate code.

Note: It would be very unusual to have casualties in a fire and not be able to determine their sex; consequently, any use of the "U" code must be fully explained in the Comments Section. The "U" code is not acceptable for fire service casualties under any circumstances!

EXAMPLE

A female fire fighter is injured on a Hazardous Material Incident:

SEX	F
-----	---

Code NFPA-901, 1990

SEX

M	Male.
F	Female.
U	Sex undetermined or not reported.

EMPLS (Continued)

10.5.1

10.5.2

DATE OF BIRTH

DEFINITION The month, day and year of birth of the casualty.

PURPOSE To provide an important factor for establishing positive identification and verification of age.

ENTRY Enter the:

a. MONTH using its numerical designation.

01 = January	05 = May	09 = September
02 = February	06 = June	10 = October
03 = March	07 = July	11 = November
04 = April	08 = August	12 = December

b. DAY of the month: 01 through 31.

c. last two digits of the YEAR.

EXAMPLE

A fire fighter injured on an EMS incident was born on January 13, 1948:

DATE OF BIRTH	0	1	1	3	4	8
---------------	---	---	---	---	---	---

CASUALTY NUMBER	SEX	DATE OF BIRTH	AGE	SERVICE DATE
-----------------	-----	---------------	-----	--------------

AGE

DEFINITION

The age of the fire service casualty in years.

PURPOSE

To enable an analysis of casualties by age. You can compare the age with the other factors surrounding the incident to determine if there are patterns that provide insight to the reasons casualties occur. This can be used to direct training emphasis and other intervention strategies to prevent recurrence of similar casualties in the future.

ENTRY

Enter the age of the casualty.

Important: "00" is not an acceptable entry.

EXAMPLE

A fire fighter injured on a EMS incident is 42 years old:

AGE	42
-----	----

NO CITY STATE ZIP CODE

CASUALTY NUMBER	SEX	DATE OF BIRTH	AGE	SERVICE DATE
-----------------	-----	---------------	-----	--------------

SERVICE DATE

DEFINITION

The date the fire service casualty was hired or placed on the active roster for your fire department.

PURPOSE

To provide an essential factor for department records and Worker's Compensation purposes.

ENTRY

Enter the:

- a. MONTH using its numerical designation.

01 = January 05 = May 09 = September
 02 = February 06 = June 10 = October
 03 = March 07 = July 11 = November
 04 = April 08 = August 12 = December

- b. DAY of the month: 01 through 31.

- c. last two digits of the YEAR.

EXAMPLE

Mary Smith was hired on June 6, 1977:

SERVICE DATE	06 06 77
--------------	----------

SECRET

CASUALTY NAME (LAST, FIRST, MI)

DEFINITION

The last name, first name, and middle initial of the casualty.

PURPOSE

To identify the casualty by name. This provides a common reference for record purposes.

ENTRY

If it is a person, enter the LAST NAME, followed by a COMMA, then the FIRST NAME, followed by a BLANK SPACE, and then the MIDDLE INITIAL.

If it is a business or other entity, enter the name as it is normally written, with ONE BLANK SPACE between each word.

IMPORTANT: You must be consistent in following this pattern when making this entry, otherwise you will not be able to effectively search for duplicated names. This also affects your ability to combine your data with that from other departments.

Note: If the person does not use a Middle Initial in their name, enter "NMI".

EXAMPLE

The injured fire fighter is Mary Smith:

NAME: Last, First, M.I. SMITH, MARY, NMI

HOME TELEPHONE (Local Option)

DEFINITION: The fire fighter casualty's home telephone number.

Note: This entry is for your department's record ONLY - it is not required by the State Fire Marshal.

PURPOSE To provide a ready reference for contacting the person involved.

ENTRY Enter the casualty's home telephone number including area code.

EXAMPLE Mary Smith's telephone number is (805) 555-3145:

AREA	TELEPHONE
805	555-3145

ADDRESS / CITY	STATE	ZIP
----------------	-------	-----

HOME ADDRESS, CITY, STATE, ZIP CODE (Local Option)

DEFINITION

~~The fire service casualty's home telephone number.~~

DEFINITION

The address of the fire service casualty's residence.

Note: This entry is for your department's record ONLY - it is not required by the State Fire Marshal.

PURPOSE

To provide a ready reference for contacting the person involved.

ENTRY

Enter the street address with a BLANK SPACE separating the numbers from the name(s); followed by a COMMA, and the name of the city. Enter the 2-digit state abbreviation and 5-digit zip code in the appropriate fields. Do not use "same as above" if both names have the same address.

EXAMPLE

Mary Smith lives at 145 Del Mar, Anytown, CA. 95666:

ADDRESS / CITY	STATE	ZIP
145 DEL MAR, ANYTOWN,	CA	95666

SOCIAL SECURITY NUMBER	EMPLOYEE	Status	Assignment
------------------------	----------	--------	------------

SOCIAL SECURITY NUMBER (Local Option)

DEFINITION

The individual's federal Social Security Number.

Note: This entry is for your departments's record ONLY - it is not required by the State Fire Marshal.

PURPOSE

To further distinguish the identity of the casualty, and provide a ready reference for insurance benefits and other similar needs.

ENTRY

Enter the casualty's Social Security Number.

EXAMPLE

Mary Smith's Social Security Number is 999-99-9999:

SOCIAL SECURITY NUMBER	999-99-9999
------------------------	-------------

EMPLOYEE STATUS AND ASSIGNMENT

DEFINITION The official employment status and the permanent assignment of the casualty.

Note: The permanent assignment may be different than the person's activity at the time of injury.

PURPOSE To identify the person's employment status and type of permanent assignment at the time of the injury. When compared with other casualty factors a determination can be made regarding training needs, protective equipment needs, etc.

ENTRY This entry is in two parts. First is the code for employee status, followed by the code for the permanent assignment of the employee.

EXAMPLES A full time paid fire inspector assigned to fire prevention was injured while performing fire suppression duties:

EMPLOYEE	Status	1	Assignment	1
----------	--------	---	------------	---

A volunteer fire fighter assigned to fire suppression sprained his ankle during a training drill:

EMPLOYEE	Status	3	Assignment	4
----------	--------	---	------------	---

EMPLOYEE STATUS *

1. Full Time career firefighter, emergency personnel or fire inspector, (including civilian fire inspectors).
2. Paid part time, seasonal or reserve firefighter or emergency personnel.
Included are those paid an annual stipend or on a per call or per hour basis.
Excluded are those receiving only indirect compensation such as insurance, retirement, etc. (3).
3. Unpaid part time, seasonal or reserve firefighter or emergency personnel.
4. Inmate from a correctional institution or prisoner.
5. Cadet, explorer or junior firefighter.
Included are unpaid persons not given full fire fighting duties.
6. Impressed civilian.
7. Military personnel.
Included are personnel from National Guard and reserve units in their organizational roles.
8. Contract firefighter.
Included are full time paid firefighters employed by a corporate body rather than a government agency and usually on a temporary basis.
9. Employee Status not classified above. Explain in Comment Section.

* NFPA-901 Emergency Personnel Classification

ASSIGNMENT

1. Fire Suppression.
2. Emergency Medical Service (EMS).
3. Fire prevention/inspection.
4. Training.
5. Maintenance.
6. Fire alarm/communications.
7. Administrative.
9. Assignment not classified above. Explain in Comment Section.

CASUALTY DATE MONTH, DAY, YEAR

DEFINITION: The calendar month, day and year when the fire service casualty occurred.

PURPOSE: To record the actual date the casualty occurred.

It is important to record the date of the injury, because it may be different than the incident date. This situation can easily occur in a large campaign fire that extends over several days.

Important: In the case where an injured casualty dies later from their injuries, you must update the record by submitting a "Change Report". You record the date the casualty died in this entry.

ENTRY: Enter the:

a. MONTH using its numerical designation.

01 = January	05 = May	09 = September
02 = February	06 = June	10 = October
03 = March	07 = July	11 = November
04 = April	08 = August	12 = December

b. DAY of the month. 01 through 31.

c. last two digits of the YEAR.

EXAMPLES

A firefighter reports an injury on July 5, 1987, resulting from an incident that occurred on July 4, 1987 would be entered:

CASUALTY DATE	070487
---------------	--------

EXAMPLES (Continued...)

A firefighter was injured at an incident that started on July 4 and ended on July 5, 1987. The injury occurred at 0130 hours on July 5, 1987.

CASUALTY DATE 07 05 87

A firefighter died on August 15, 1987, as a result of injuries received at an incident on July 5, 1987.

CASUALTY DATE 08 15 87

Comments: Firefighter injury originally reported on July 5, 1987.

CASUALTY TIME DATE - MONTH, DAY, YEAR

DEFINITION The time of day (24-hour clock) when the casualty occurred.

PURPOSE To provide an essential component of the incident scenario. This factor is vital to analyzing the relationship of the time of day to the type of injury. You can also compare this entry to the Arrival Time to determine how long the person had been on scene (for first-in unit personnel).

Important: In the case where an injured casualty dies later from their injuries, you must update the record by submitting a "Change Report". You record the time the casualty died in this entry.

ENTRY Enter the time when the injury occurred. Use 24-hour clock time.

EXAMPLES A firefighter reports an injury on July 5, 1987, resulting from an incident that occurred at 7:00 p.m. on July 4, 1987, would be entered:

CASUALTY TIME	19.00
---------------	-------

A firefighter was injured at an incident that started on July 4 and ended on July 5, 1987. The injury occurred at 0130 hours on July 5, 1987:

CASUALTY TIME	01.30
---------------	-------

A firefighter died on August 15, 1987, as a result of injuries received at an incident on July 5, 1987. The injury occurred at 9:00 a.m.:

CASUALTY TIME	09.00
---------------	-------

EXAMPTER (Continued)

A firefighter was injured at an incident that started on July 5, 1987. The injury occurred at 11:00 hours on July 5, 1987.

DATE 071058

DATE

SEVERITY ~~CASUALTY TIME~~

DEFINITION The relative seriousness of the casualty's injuries. ~~the casualty occurred.~~

PURPOSE To provide a basic indication of the severity of the injury. This can be used to categorize incidents; and to evaluate the conditions that contribute to different levels of severity.

ENTRY Enter the code that best describes the severity of the casualty's injuries.

Note: Every casualty can fit under one of these codes.

EXAMPLES

A firefighter is overcome by heat in a house fire:

SEVERITY	3
----------	---

A firefighter is cut on the arm:

SEVERITY	2
----------	---

A firefighter falls off an apparatus and is killed responding to an incident.

SEVERITY	5
----------	---

SEVERITY

1. Minor - The patient is not in danger of death or permanent disability. Immediate medical care is not necessary.
2. Moderate - There is little danger of death or permanent disability. Quick medical care is advisable. This category includes injuries such as fractures or lacerations requiring sutures.
3. Severe - The situation is potentially life threatening if the condition remains uncontrolled. Immediate medical care is necessary even though body processes may still be functioning and vital signs may be normal.
4. Life Threat - Death is imminent; body processes and vital signs are not normal. Immediate medical care is necessary. This category includes cases such as severe hemorrhaging, severe multiple trauma, and multiple internal injuries.
5. D.O.A. - prior to arrival at the scene.
6. Died after arrival at the scene.
7. Died after leaving scene.

CASUALTY DATE	CASUALTY TIME	SEVERITY	PRIMARY SYMPTOM	SECONDARY SYMPTOM
---------------	---------------	----------	-----------------	-------------------

SEVERITY

permanent disability. Immediate medical care is not

PRIMARY and/or SECONDARY SYMPTOMS

DEFINITION

A basic description of the injury, or injuries, that created the casualty. This diagnosis is generally determined by the emergency medical technician or similar person responsible for pre-hospital emergency care.

PURPOSE

To identify the type of injuries occurring and their frequency. By knowing what the injuries are, you can assess equipment and training needs. For example, frequent smoke inhalation injuries would indicate a need to re-evaluate the adequacy and proper use of breathing apparatus.

ENTRY

Enter the codes that describe the casualty's primary, and if appropriate secondary, most serious injuries.

EXAMPLES

A firefighter is cut when he falls through a window:

PRIMARY SYMPTOM	3,5	SECONDARY SYMPTOM	3,1
-----------------	-----	-------------------	-----

A firefighter is overcome by smoke, treated at a hospital and released.

PRIMARY SYMPTOM	03	SECONDARY SYMPTOM	23
-----------------	----	-------------------	----

PRIMARY and/or
SECONDARY SYMPTOM

01. Abrasion.
02. Amputation.
03. Asphyxiation.
Included is smoke inhalation.
04. Avulsion (of eye).
05. Burn: chemical.
06. Burn: electric.
07. Burn: thermal.
08. Burn: scald.
09. Cancer.
10. Cardiac arrest.
11. Cardiac symptoms.
12. Chills.
13. Contusion/bruise-minor trauma.
14. Convulsion/seizure unspecified.
Included is petit mal.
15. Convulsions/seizure systemic.
Included is grand mal.
16. Crushing.
17. Dehydration.
18. Diabetic coma.
19. Diabetic shock.
20. Difficulty breathing/shortness of breath.
21. Dislocation.
22. Disorientation.
23. Dizziness/fainting-weakness.
24. Drowning.
25. Drug overdose.
26. Fever.
27. Foreign body, obstruction.
28. Fracture: closed.
29. Fracture: open.
30. Frostbite.
31. Hemorrhaging, bleeding.
32. Hypersensitivity.
Included is allergic reaction to medicines.
33. Impairment similar to that caused by alcohol.
34. Internal trauma (closed blunt).
35. Laceration, cut.
36. Mental disorder.
37. Nausea.
38. Obstetrics - delivery.
39. Miscarriage/obstetrics/abortion.

PRIMARY and/or
SECONDARY SYMPTOM
(Continued...)

- | PRIMARY and/or SECONDARY SYMPTOM | PRIMARY SYMPTOM | SECONDARY SYMPTOM |
|----------------------------------|---|-------------------|
| 40. | Pain only. | |
| 41. | Paralysis. | |
| 42. | Numbness, tingling. | |
| 43. | Pneumonia. | |
| 44. | Puncture wound/penetrating.
Included are stab wounds. | |
| 45. | Poison not listed elsewhere. | |
| 46. | Projectile wound-high velocity.
Included are gunshot wounds. | |
| 47. | Respiratory arrest. | |
| 48. | Shock: anaphylactic; diagnosis is generally determined by the | |
| 49. | Shock: electrical; diagnosis is generally determined by the | |
| 50. | Sickness. | |
| 51. | Sprain, strain. | |
| 52. | Stroke (C.V.A.) | |
| 53. | Swelling. | |
| 54. | Unconscious. | |
| 55. | Vomiting. | |
| 59. | Other long-term illness. | |
| 99. | Primary and/or Secondary Symptom not classified
above. Explain in Comment section. | |

Code NFPA-901, 1990

PRIMARY and/or

SECONDARY SYMPTOM

01

Abrasion

02

Amputation

03

Asphyxiation

04

Burn (Chemical)

05

Burn (Electrical)

06

Burn (Thermal)

08

Blunt Trauma

PART(S) OF BODY AFFECTED	PRIMARY/SECONDARY SYMPTOM	ACTIVITY AT TIME OF CASUALTY	WHERE CASUALTY OCCURRED
--------------------------	---------------------------	------------------------------	-------------------------

(Continued...)

- 42 Numbness/tingling
- 43 Pneumonia
- 44 Puncture wound/penetrating

PART(S) OF BODY AFFECTED

DEFINITION

The description of the part(s) of the body which sustained the injuries recorded in the "Symptoms" entry.

PURPOSE

To provide information essential to understanding the nature of injuries so effective prevention measures can be established. This factor can be compared to the Symptoms and Activity At Time of Casualty, to determine the improvements needed in protective clothing, equipment, operating procedures and training.

ENTRY

Enter the code(s) that describe the part(s) of the body most seriously injured.

Important: The entries here must relate to the Primary/Secondary Symptoms.

Important: Because this is a multiple entry field, it is critical that you enter the part of the body most seriously injured **FIRST!** This is the one that relates to the primary symptom.

EXAMPLES

A firefighter sprains his ankle while fighting a fire:

PART(S) OF BODY AFFECTED	44	
--------------------------	----	--

A firefighter is overcome by smoke:

PART(S) OF BODY AFFECTED	51	53	
--------------------------	----	----	--

Major Headings

PART(S) OF BODY

- Head Area.
- Trunk.
- Arm/Hand.
- Leg/Foot.
- Internal.
- Miscellaneous Parts of Body.
- Multiple Parts of Body.
- Other Part(s) of Body.

HEAD AREA - 10 Series.

- 11. Ear.
- 12. Eye.
- 13. Face.
- 14. Mouth - lips.
- 15. Mouth - interior.
- 16. Nose.
- 17. Nose lining.
- 18. Teeth.
- 19. Head Area not classified above. Explain in Comment section.
- 10. Head Area; insufficient information to classified further.

TRUNK - 20 Series.

- 21. Neck.
- 22. Shoulder.
- 23. Back-upper, surface only - see 61 for spine.
- 24. Back-lower, surface only - see 61 for spine.
- 25. Chest.
- 26. Abdomen.
- 27. Buttocks.
- 28. Groin.
- 29. Trunk not classified above. Explain in Comment Section.
- 20. Trunk; insufficient information to classified further.

ARM/HAND - 30 Series.

- 31. Arm-upper not including elbow (33) or shoulder (22).
- 32. Arm-lower not including elbow (33) or wrist (34).
- 33. Elbow.
- 34. Wrist.
- 35. Hand.
- 36. Fingers.
- 37. Thumb.
- 39. Arm/Hand not classified above. Explain in Comment section.
- 30. Arm/Hand; insufficient information to classified further.

LEG/FOOT - 40 Series.

- | PART(S) OF BODY AFFECTED | ACTIVITY AT TIME OF CASUALTY |
|--------------------------|--|
| 41. | Leg-upper. |
| 42. | Leg-lower. |
| 43. | Knee. |
| 44. | Ankle. |
| 45. | Foot. |
| 46. | Toes. |
| 49. | Leg/Foot not classified above. Explain in Comment section. |
| 40. | Leg/Foot; insufficient information to classified further. |

INTERNAL - 50 Series.

- | PART(S) OF BODY AFFECTED | ACTIVITY AT TIME OF CASUALTY |
|--------------------------|--|
| 51. | Throat. |
| 52. | Trachea. |
| 53. | Lungs. |
| 54. | Heart. |
| 55. | Stomach. |
| 56. | Intestinal tract. |
| 57. | Genito-urinary. |
| 58. | Internal organ not otherwise specified. |
| 59. | Internal not classified above. Explain in Comment section. |
| 50. | Internal; insufficient information to classified further. |

MISCELLANEOUS PARTS OF BODY - 60 Series.

- | PART(S) OF BODY AFFECTED | ACTIVITY AT TIME OF CASUALTY |
|--------------------------|------------------------------|
| 61. | Spine. |
| 62. | Pelvis. |
| 63. | Hip. |

MULTIPLE PARTS OF BODY - 70 Series.

- | PART(S) OF BODY AFFECTED | ACTIVITY AT TIME OF CASUALTY |
|--------------------------|---------------------------------|
| 71. | Multiple head parts. |
| 72. | Multiple trunk parts. |
| 73. | Multiple arm/hand parts. |
| 74. | Multiple leg/foot parts. |
| 75. | Multiple internal parts. |
| 76. | Multiple body parts-upper. |
| 77. | Multiple body parts-lower. |
| 78. | Multiple body parts-whole body. |

OTHER PART(S) OF BODY - 90 Series.

- | PART(S) OF BODY AFFECTED | ACTIVITY AT TIME OF CASUALTY |
|--------------------------|--|
| 98. | Part of body not applicable. |
| 99. | Part of body not classified above. Explain in Comment section. |

Major Headings

PART(S) OF BODY

- Head Area
- Trunk
- Arm/Hand
- Leg/Foot

~~CONFIDENTIAL~~

PART(S) OF BODY AFFECTED	ACTIVITY AT TIME OF CASUALTY	WHERE CASUALTY OCCURRED
--------------------------	------------------------------	-------------------------

- 43. Neck
- 44. Ankle
- 45. Foot
- 46. Toes

ACTIVITY AT TIME OF CASUALTY

Enter the code that best describes the activity the person was performing at the time of the injury. Explain in Comment.

DEFINITION The activity being performed at the time the injury occurred.

PURPOSE To determine the relationship between the type and severity of injury and what the person was doing at the time they were injured. This is a critical factor in assessing operating procedures and developing injury prevention strategies.

ENTRY Enter the code that best describes the activity the person was performing when injured.

EXAMPLES An injured firefighter was using hand tools while extinguishing the fire:

ACTIVITY AT TIME OF CASUALTY 3.4

A firefighter is injured while raising a ground ladder:

ACTIVITY AT TIME OF CASUALTY 5.2

Major Headings

ACTIVITY AT TIME OF
CASUALTY

- Riding Vehicle.
- Driving/Operating Apparatus.
- Extinguishing Fire/Neutralizing Incident.
- Suppression Support.
- Access/Egress.
- Rescue.
- Miscellaneous Incident Scene Activity.
- Station Activity.
- Other Activity.

RIDING VEHICLE
10 Series.

11. Boarding fire apparatus, emergency vehicle.
12. Riding fire apparatus: standing.
13. Riding fire apparatus: sitting.
14. Riding fire apparatus: position unknown.
15. Riding other emergency vehicle.
Included are ambulances, boats, planes, etc.
16. Riding non-emergency vehicle.
17. Getting off fire apparatus, emergency vehicle.
18. Jumping from aircraft.
19. Riding Vehicle not classified above. Explain in
Comment section.
10. Riding Vehicle; insufficient information to classify further.

DRIVING/OPERATING
APPARATUS - 20 Series.

21. Driving fire apparatus.
22. Tilling ladder truck.
23. Driving other emergency vehicle.
Included are ambulances, boats.
24. Flying aircraft.
25. Operating engine/pump.
26. Operating ladder truck, elevated platform.
27. Operating other apparatus/equipment.
Included are power winches, stationary generators, etc.
29. Driving/Operating Apparatus not classified above.
Explain in Comment section.
20. Driving/Operating Apparatus; insufficient information to
classify further.

EXTINGUISHING
FIRE/NEUTRALIZING
INCIDENT - 30 Series.

31. Handling charged hose lines.
32. Using hand extinguisher.
33. Operating master stream device.
34. Using hand tools in extinguishment activity.

EXTINGUISHING	35.	Removing power lines.
FIRE/NEUTRALIZING	36.	Removing flammable liquids/chemicals.
INCIDENT - 30 Series	37.	Shutting off utilities, gas lines, etc.
(Continued.)	39.	Extinguishing Fire/Neutralizing Incident not classified above. Explain in Comment section.
	30.	Extinguishing Fire/Neutralizing Incident; insufficient information to classify further.
SUPPRESSION SUPPORT	41.	Forcible entry.
40 Series.	42.	Ventilation with power tools.
	43.	Ventilation with hand tools.
	44.	Salvage.
	45.	Overhaul.
	49.	Suppression Support not classified above. Explain in Comment section.
	40.	Suppression Support; insufficient information to classify further.
ACCESS/EGRESS	51.	Carrying ground ladder.
50 Series.	52.	Raising ground ladder.
	53.	Lowering ground ladder.
	54.	Climbing ladder.
	55.	Soaling.
	56.	Escaping fire/hazard.
	59.	Access/Egress not classified above. Explain in Comment section.
	50.	Access/Egress; insufficient information to classify further.
RESCUE - 60 Series.	61.	Searching for fire victim.
	62.	Rescue of fire victim.
	63.	Rescue of non-fire victim.
	64.	Water rescue.
	65.	Providing emergency medical care.
	66.	Diving operations.
	67.	Extraction with power tools.
	68.	Extraction with hand tools.
	69.	Rescue not classified above. Explain in Comment section.
	60.	Rescue; insufficient information to classify further.
MISCELLANEOUS	71.	Directing traffic.
INCIDENT SCENE	72.	Catching hydrant.
ACTIVITY - 70 Series.	73.	Laying hose.
	74.	Moving tools or equipment around scene.

MISCELLANEOUS
INCIDENT SCENE

ACTIVITY - 70 Series.

(Continued...)

- 75. Picking up tools, equipment, hose on scene.
- 76. Setting up lighting.
Included are portable generator operations.
- 77. Operating portable pump.
- 79. Miscellaneous Incident Scene Activity not classified above. Explain in Comment section.
- 70. Miscellaneous Incident Scene Activity; insufficient information to classify further.

STATION ACTIVITY

80 Series.

- 81. Moving about station, alarm sounding.
- 82. Moving about station, normal activity.
- 83. Station maintenance.
- 84. Vehicle maintenance.
- 85. Equipment maintenance.
- 86. Physical fitness activity: supervised.
- 87. Physical fitness activity: unsupervised.
- 88. Training activity or drill.
- 89. Station Activity not classified above. Explain in Comment section.
- 80. Station Activity; insufficient information to classify further.

OTHER ACTIVITY

90 Series.

- 91. Incident investigation: during incident.
- 92. Incident investigation: after incident.
- 93. Inspection activity.
- 94. Administrative work.
- 95. Communication work.
- 99. Activity at Time of Casualty/Accident not classified above. Explain in Comment section.

INCIDENT SCENE Major Headings

WHERE CASUALTY OCCURRED

- Enroute/Returning: portable pump.
- ~~At Emergency Scene - Outside At or Above Grade.~~
- ~~At Emergency Scene - Outside Below Grade.~~
- ~~At Emergency Scene - Inside Structure At or Above Grade.~~
- ~~At Emergency Scene - Inside Structure Below Grade.~~
- ~~At Emergency Scene - Inside Vehicle.~~
- ~~At Fire Department Managed Location.~~
- ~~At Inspection Site, maintenance.~~
- Other Where Casualty Occurred: *

* Note: Address/Location in Comments section if Address/Location is different than the Incident Address/Location.

ENROUTE/RETURNING - 10 Series.

- 11. En route to emergency.
- 12. Returning from emergency.
- 13. En route to non-emergency: public assistance response.
- 14. Returning from non-emergency: public assistance response.
- 15. En route to non-emergency: other duty assignment.
- 16. Returning from non-emergency: other duty assignment.
- 19. En Route/Returning not classified above. Explain in Comment section.
- 10. En Route/Returning; insufficient information to classify further.

AT EMERGENCY SCENE- OUTSIDE AT OR ABOVE GRADE - 20 Series.

- 21. Outside on ground level.
- 22. Outside above grade level.
- 23. On structure roof.
- 24. On ladder or in basket of aerial apparatus.
- 25. On ground ladder.
- 26. On wall or ledge.
- 27. On fire escape.
- 28. On steep hillside.
- 29. At Emergency Scene - Outside At or Above Grade not classified above. Explain in Comment section.
- 20. At Emergency Scene - Outside At or Above Grade; insufficient information to classify further.

AT EMERGENCY SCENE- OUTSIDE BELOW GRADE

- 31. In open pit.
- 32. In ditch/trench.

- AT EMERGENCY SCENE - 33. In quarry/mine
 OUTSIDE BELOW GRADE 34. In ravine.
 30 Series. (Continued...) 35. In well.
 36. In water.
 39. At Emergency Scene - Outside Below Grade not
 classified above. Explain in Comment section.
 30. At Emergency Scene - Outside Below Grade;
 insufficient information to classify further.
- AT EMERGENCY SCENE - 41. Grade level.
 INSIDE STRUCTURE AT 42. Second through fourth stories or equivalent above
 OR ABOVE GRADE grade.
 40 Series. 43. Fifth through seventh stories or equivalent above
 grade.
 44. Above seventh story or equivalent above grade.
 45. In attic regardless of height above grade.
 49. At Emergency Scene - Inside Structure At or Above
 Grade not classified above. Explain in Comment
 section.
 40. At Emergency Scene - Inside Structure At or Above;
 insufficient information to classify further.
- AT EMERGENCY SCENE 51. One story or equivalent below grade.
 - INSIDE STRUCTURE 52. Two or more stories below grade.
 BELOW GRADE - 53. In tunnel.
 50 Series. 54. In sewer.
 59. At Emergency Scene - Inside Structure Below Grade
 not classified above. Explain in Comment section.
 50. At Emergency Scene - Inside Structure Below Grade;
 insufficient information to classify further.
- AT EMERGENCY SCENE 61. Motor vehicle passenger compartment.
 - INSIDE VEHICLE - 62. Motor vehicle cargo compartment.
 60 Series. 63. Rail Vehicle.
 64. Boat/ship/barge.
 65. Aircraft.
 69. At Emergency Scene - Inside Vehicle not classified
 above. Explain in Comment section.
 60. At Emergency Scene - Inside Vehicle; insufficient
 information to classify further.
- AT FIRE DEPARTMENT 71. At fire station.
 MANAGED LOCATION - Including surrounding department-owned property.
 70 Series. 72. At training school.
 73. At off station drill site.
 74. At administrative offices.

- | | | |
|---|--|---|
| AT FIRE DEPARTMENT
MANAGED LOCATION -
70 Series. (Continued...) | 75.
76.
77. | At maintenance facility.
At communication center.
At off station work site. |
| WHERE CASUALTY
OCCURRED | 79.
70. | At Fire Department Managed Location not classified above. Explain in Comment section.
At Fire Department Managed Location; insufficient information to classify further. |
| AT INSPECTION SITE -
80 Series. | 81.
82.
83.
84.
89.
80. | Inside structure normally occupied areas.
Inside structure service or storage areas.
On roof, fire escape, outside stairways, etc.
On ground outside structure.
At Inspection Site not classified above. Explain in Comment section.
At Inspection Site; insufficient information to classify further. |
| OTHER WHERE
CASUALTY OCCURRED -
90 Series. | 99. | Where Casualty Occurred not classified above. Explain in Comment section. |

CAUSE OF CASUALTY	AT EMERGENCY SCENE	MEDICAL CARE PROVIDED	DISPOSITION OF CASUALTY
-------------------	--------------------	-----------------------	-------------------------

30 Series. (Continued...)

087 In well

09 In water

09 At Emergency Scene - Outside Below Grade not

CAUSE OF CASUALTY

DEFINITION INSIDE STRUCTURE OR ABOVE GRADE The action, or lack of action, that resulted in the injury inside structure or above grade.

PURPOSE To provide the specific condition that led to the injury. This is probably the most important factor in analyzing injury scenarios. It provides a primary focus in the search for improved (safer) operating procedures, equipment use, protective clothing, etc., and for establishing training priorities.

ENTRY Enter the code that best describes the immediate cause or condition responsible for the injury.

EXAMPLES A firefighter slips on the station's wet floor while responding to the apparatus:

CAUSE OF CASUALTY 1.07

A firefighter is burned on the arm by the fire:

CAUSE OF CASUALTY 4.05

Code NFPA-901-1990

MANAGED LOCATION -

70 Series (Contin)

Major Headings

- 75. At maintenance facility.
- 76. At communication center.
- 77. At operation work site.
- 79. At Fire Department Managed Location, not classified

CAUSE OF CASUALTY

- Fell/slipped. above. Explain in Comment section.
- Caught, trapped, in, by, between. Managed Location: insufficient information to classify further.
- Struck by.
- Contact with/exposure to.
- Overexertion/strain.
- Exiting or escaping - jumped.
- Fire department apparatus accident.
- Assaulted.
- Other Cause of Casualty.

FELL/SLIPPED -
100 Series.

- 101. In hole, outside structure.
- 102. In hole burned in floor.
- 103. In hole burned in roof.
- 104. In unguarded opening in floor.
- 105. In unguarded opening in roof.
- 106. Over object.
- 107. On wet surface.
- 108. On icy surface.
- 109. On flat surface.
- 110. On steps/stairs.
- 111. From ladder.
- 112. From structure.
- 113. From emergency apparatus (safety bar/belt not fastened).
- 114. From emergency apparatus (safety bar/belt failed).
- 115. In or into emergency apparatus.
- 116. Off station sliding pole.
- 117. Over/off curb.
- 199. Fell/Slipped not classified above. Explain in Comment section.

CAUGHT/TRAPPED - IN,
BY, BETWEEN -
200 Series.

- 201. Collapsing roof.
- 202. Collapsing wall.
- 203. Collapsing floor.
- 204. Collapsing ceiling.
- 205. Fire progress.
- 206. Back Draft.
- 207. Flashover.
- 208. Explosion.
- 209. Falling object(s).
- 210. Between objects.
- 211. Lost inside building.

CAUSE OF CASUALTY

DEFINITION The action, or lack of action, that resulted in the injury.

PURPOSE To provide the specific condition that led to the injury. This is probably the most important factor in analyzing injury scenarios. It provides a primary focus in the search for improved (safer) operating procedures, equipment use, protective clothing, etc., and for establishing training priorities.

ENTRY Enter the code that best describes the immediate cause or condition responsible for the injury.

EXAMPLES A firefighter slips on the station's wet floor while responding to the apparatus:

CAUSE OF CASUALTY

1.07

A firefighter is burned on the arm by the fire:

CAUSE OF CASUALTY

4.05

Major Headings

CAUSE OF CASUALTY

- **Fell/slipped.**
- **Caught, trapped - in, by between.**
- **Struck by.**
- **Contact with/exposure to.**
- **Overexertion/strain.**
- **Exiting or escaping - jumped.**
- **Fire department apparatus accident.**
- **Assaulted.**
- **Other Cause of Casualty.**

**FELL/SLIPPED -
100 Series**

- 101. In hole, outside structure.
- 102. In hole burned in floor.
- 103. In hole burned in roof.
- 104. In unguarded opening in floor.
- 105. In unguarded opening in roof.
- 106. Over object.
- 107. On wet surface.
- 108. On icy surface.
- 109. On flat surface.
- 110. On steps/stairs.
- 111. From ladder.
- 112. From structure.
- 113. From emergency apparatus (safety bar/belt not fastened).
- 114. From emergency apparatus (safety bar/belt failed).
- 115. In or into emergency apparatus.
- 116. Off station sliding pole.
- 117. Over/off curb.
- 119. Fell/Slipped not classified above. Explain in Comment section.

**CAUGHT/TRAPPED - IN,
BY, BETWEEN -
200 Series.**

- 201. Collapsing roof.
- 202. Collapsing wall.
- 203. Collapsing floor.
- 204. Collapsing ceiling.
- 205. Fire progress.
- 206. Back Draft.
- 207. Flashover.
- 208. Explosion.
- 209. Falling object(s).
- 210. Between objects.

CAUGHT/TRAPPED - IN,
BY, BETWEEN -

200 Series (Continued...)

Major Headings

- 212. Fire department apparatus.
- 213. Earth cave-in.
- 214. Underwater object(s) or obstacle(s).
- 299. Caught/Trapped not classified above. Explain in Comment section.

Use when injury-producing object moved toward injured person.

STRUCK BY - 300 Series.

- 301. Collapsing roof.
- 302. Collapsing wall.
- 303. Collapsing ceiling.
- 304. Pieces of wall.
- 305. Ceiling being pulled by self.
- 306. Ceiling being pulled by others.
- 307. Dirt particles.
- 308. Flying glass.
- 309. Glass broken by self.
- 310. Glass broken by others.
- 311. Water stream, hand line.
- 312. Water stream, master stream.
- 313. Portable extinguisher stream.
- 314. Ladder.
- 315. Hand tools/equipment.
- 316. Hose.
- 317. Coupling.
- 318. Fire department apparatus.
- 319. Non-fire department vehicle.
- 320. Falling object(s).
- 321. Thrown objects, non-malicious (see 803 for Malicious).
- 322. Apparatus and compartment doors.
- 323. Other doors.
- 324. Fire station equipment.
- 325. Other personnel (not intentional).
- 399. Struck By not classified above. Explain in Comment section.

CONTACT
WITH/EXPOSURE TO -
400 Series.

- 401. Heat.
- 402. Embers.
- 403. Hot metal.
- 404. Hot tar, etc.
- 405. Fire.
- 406. Splinters.
- 407. Nails.

CONTACT**WITH/EXPOSURE TO**

400 Series. (Continued...)

408. Glass.

409. Water.

410. Steam.

411. Smoke/toxic fire products.

412. Unusual fumes, gases.

413. Chemicals.

414. Radioactive material.

415. Electricity.

416. Utility flames, flares, torches, etc.

417. Underwater objects.

418. Insects.

419. Poisonous plants.

420. Contagious disease.

421. Extreme weather.

499. Contact With/Exposure To not classified above.
Explain in Comment section.

Use if related to the activity at the time injury is received.

OVEREXERTION/STRAIN

- 500 Series.

501. While lifting hose.

502. While lifting ladder.

503. While lifting hand tools, saws, etc.

504. While lifting victim (during rescue from fire operation).

505. While lifting property/contents.

506. While lifting during rescue operation.

507. While lifting other, not classified above. Explain in
Comment section.

508. While carrying hose.

509. While carrying ladder.

510. While carrying hand tools, saws, etc.

511. While carrying victim (during rescue from fire
operation).

512. While carrying property/contents.

513. While carrying during rescue operation.

514. While carrying other, not classified above. Explain in
Comment section.

515. While pulling hose.

516. While pulling ladder.

517. While pulling hand tools, saws, etc.

518. While pulling victim (during rescue from fire operation).

519. While pulling property/contents.

520. While pulling during rescue operation.

521. While pulling other, not classified above. Explain in
Comment section.

522. While in rescue operation.

523. While climbing ladders.

OVEREXERTION/STRAIN - 500 Series	524.	While climbing stairs.
(Continued) Series. (Continued)	525.	While climbing cliff or wall.
	526.	While climbing not classified above. Explain in Comment section.
	599.	Overexertion/Strain not classified above. Explain in Comment section.
EXITING OR ESCAPING - JUMPED - 600 Series.	601.	From ladder.
	602.	From wall, ledge, or window.
	603.	From roof.
	604.	From other part of structure.
	605.	From fire department apparatus.
	699.	Exiting or Escaping - Jumped not classified above. Explain in Comment section.
FIRE DEPARTMENT APPARATUS ACCIDENT - 700 Series.	701.	Collision with other vehicle.
	702.	Collision with pedestrian.
	703.	Collision with stationary object(s).
	704.	Collision not classified above. Explain in Comment section.
	706.	Left road (no collision).
	707.	Overtuned (no collision).
	799.	Fire Department Apparatus Accident not classified above. Explain in Comment section.
ASSAULTED - 800 series.	801.	Struck by individual(s) (deliberate act).
	802.	Struck by individuals (crowd action pushing or shoving).
	803.	Struck by thrown object(s).
	804.	Cut/stabbed.
	805.	Gunshot.
	806.	Bitten.
	899.	Assault not classified above. Explain in Comment section.
OTHER CAUSE OF CASUALTY - 900 Series.	999.	Cause of Casualty not classified above. Explain in Comment section.

400 Series (Continued)
WITH/EXPOSURE TO
400 Series (Continued)

4099 Glass
409 Water
410 Steam
411 Smoke/toxic fire products
412 Unusual fumes, gases
413 Chemicals
414 _____

415 _____
416 _____
417 _____
418 Poisonous plants
419 _____

(Continued...)

525: While climbing not classified above. Explain in Comment section.

599: Overexertion/Strain not classified above. Explain in Comment section.

MEDICAL CARE PROVIDED

DEFINITION

The highest level (facility) of medical treatment provided.

PURPOSE

To provide further indication of the severity of the injury, and to assess the level of treatment required for different types of injuries.

ENTRY

Enter the code that best describes where the casualty was treated.

EXAMPLES

A firefighter was treated at the scene and refused additional treatment:

MEDICAL CARE PROVIDED	2
-----------------------	---

A firefighter was taken to the hospital emergency room for smoke inhalation:

MEDICAL CARE PROVIDED	5
-----------------------	---

Code NFPA-901, 1990

MEDICAL CARE PROVIDED

1. None.
2. Treated at scene.
3. Treated at medical clinic.
4. Treated at doctor's office.
5. Hospital emergency room.
6. Hospital outpatient.
7. Hospital inpatient.
8. Continued care after hospital release.
9. Medical Care Provided not classified above. Explain in Comment section.

DISPOSITION OF CASUALTY

DEFINITION

~~DEFINITION~~

The type of facility where the casualty was taken, and by what means. ~~The request level (facility) of medical treatment provided.~~

PURPOSE

To provide another indication of the severity of the injury, and to assess the resources needed to handle casualties.

ENTRY

Enter the code that best describes the primary disposition of the casualty. If several actions are taken, select the most important. For example, a badly burned fire fighter is given preliminary first aid and then rushed to the burn center at the hospital. Getting the casualty to the hospital is the primary disposition.

EXAMPLES

A firefighter is taken by the fire department to a hospital for treatment:

DISPOSITION OF CASUALTY 01

Injured firefighter moved to hospital in non-fire department vehicle:

DISPOSITION OF CASUALTY 02

Injured firefighter taken to local doctor's office:

DISPOSITION OF CASUALTY 04

DISPOSITION OF
CASUALTY

1. Hospital or emergency care facility by fire service vehicle.
2. Hospital or emergency care facility by nonfire service vehicle.
3. Hospital or emergency care facility by nonfire service vehicle with fire service personnel attending.
4. Nonemergency health care facility.
5. Morgue or funeral home.
6. Residence.
7. Fire station/work place.
8. Not transported.
9. Disposition of Casualty not classified above. Explain in Comment section.

CONTRIBUTING EQUIPMENT

This section records information about what the fire service casualty was wearing at the time of the injury.

The type of facility where the casualty was taken, and by what means.

This only applies to those items that are directly related to injury. For instance, if it is a hand injury, then you would record the Type, Status and Performance of the hand protection equipment worn at the time the injury occurred.

CONTRIBUTING EQUIPMENT - USED

DEFINITION

The equipment worn by the person at the time of injury.

Important: This only applies to the equipment associated with the injury.

PURPOSE

To identify the specific item of equipment that was being worn at the time the injury occurred. This establishes the basis for evaluating the contribution that protective equipment made to the injury. The other factors that complete the picture are: "Status" and "Performance".

ENTRY

Enter the code(s) that best describe the equipment that was worn and contributed to the injury.

Important: Because you can enter up to three different items, it is essential that you enter the most critical one first. This will normally relate to the first entry recorded under "Part(s) of Body Affected".

EXAMPLE

The injured firefighter was wearing knee length steel toe/steel shank/insulated boots when he sprained his ankle. The boots were severely cut:

Major Headings

CONTRIBUTING
EQUIPMENT USED*

- Head or Face Protection.
- Coat, Shirt, or Trouser.
- Boots or Shoes.
- Respiratory Protection.
- Hand Protection.
- Special Equipment.
- Other Equipment Used.

HEAD OR FACE
PROTECTION - 10 Series.

- 11. Helmet.
- 12. Full face protector.
- 13. Partial face protector.
- 14. Goggles.
- 15. Hood.
- 16. Ear Protector.
- 17. Neck Protector.
- 19. Head or Face Protection not classified above. Explain in Comment section.

COAT, SHIRT, OR
TROUSER - 20 Series.

- 21. Protective coat (sometimes known as turnout or bunker coat).
- 22. Protective trousers (sometimes known as turnout or bunker pants).
- 23. Uniform Shirt.
- 24. Uniform T-Shirt.
- 25. Uniform trousers.
- 26. Uniform coat or jacket.
- 27. Coveralls.
- 29. Coat, Shirt, or Trouser not classified above. Explain in Comment section.

BOOTS OR SHOES -
30 Series.

- 31. Knee length boots with steel baseplate and steel toes.
- 32. Knee length boots with steel toes only.
- 33. 3/4 length boots with steel baseplate and steel toes.
- 34. 3/4 length boots with steel toes only.
- 35. Boots without steel baseplate or steel toes.
- 36. Safety shoes with steel baseplate and steel toes.
- 37. Safety shoes with steel toes only.
- 38. Non-safety shoes.
- 39. Boots or Shoes not classified above. Explain in Comment section.

RESPIRATORY
PROTECTION - 40 Series.

- 41. Self-contained open circuit demand-type breathing apparatus.

RESPIRATORY PROTECTION - 40 Series.
(Continued...)
EQUIPMENT - USED *

- 42. Self-contained open circuit positive-pressure breathing apparatus.
- 43. Self-contained closed circuit-type breathing apparatus.
- 44. Non self-contained breathing apparatus.
- 49. Respiratory Protection not classified above. Explain in Comment section.

HAND PROTECTION - 50 Series.

- 51. Firefighter Gloves with wristlets.
- 52. Firefighter Gloves without wristlets.
- 53. Work Gloves.
- 54. Hazardous Material Gloves.
- 55. Medical Gloves.
- 59. Hand Protection not classified above. Explain in Comment section.

SPECIAL EQUIPMENT - 70 and 80 Series.

- 71. Proximity suit for entry.
- 72. Proximity suit for non-entry.
- 73. Totally encapsulated, reusable chemical suit.
- 74. Totally encapsulated, disposable chemical suit.
- 75. Partly encapsulated, reusable chemical suit.
- 76. Partly encapsulated, disposable chemical suit.
- 77. Flash protection suit.
- 78. Flight or jump suit.
- 79. Brush suit.
- 81. Self-Contained Underwater Breathing Apparatus (SCUBA).
- 82. Exposure suit.
- 83. Life preservers.
- 84. Life belt, ladder belt.
- 85. Personal Alert Safety System (PASS).
- 86. Radio distress device.
- 87. Personal lighting.
- 88. Fire shelter or tent.
- 89. Special Equipment not classified above. Explain in Comment section.

OTHER CONTRIBUTING EQUIPMENT USED - 90 Series.

- 98. Protective Equipment worn/used not a factor.
- 99. Protective Equipment worn/used not classified above. Explain in Comment section.

* NFPA 901 - Protective Equipment Worn/Used

FACILITY REPORT	
REPORT NUMBER	DATE
FIRE DEPARTMENT	REPORT NO.

Report Non-Fire Service Fire Injuries and Deaths Only.

These entries are the same as on the OCHS-1 and

CONTRIBUTING EQUIPMENT

Used No.:

Status No. 1

Performance No.:

44. Non self-contained breathing apparatus.

49. Respiratory Protection not classified above. Explain in Paragraph section.

CONTRIBUTING EQUIPMENT - STATUS

DEFINITION

The manner in which the equipment was being worn.

PURPOSE

To identify the relationship between the injury and how the equipment was being worn or used. This is one of the three factors required to properly analyze the contribution of the equipment to the injury. The others are "Used" and "Performance".

ENTRY

Enter the code that best describes how the item was being worn or used at the time of the injury.

EXAMPLE

The injured firefighter was wearing knee length steel toe/steel shank/insulated boots when he sprained his ankle. The boots were severely cut:

Status No. 1

32

Codes NFPA-901, 1990

Major Headings

CONTRIBUTING EQUIPMENT - STATUS

- Head/ Face Protection.
- Coat/Trouser.
- Boots/Shoes.
- Respiratory Protection.
- Other Equipment Status.

HEAD/FACE PROTECTION - 10 Series.

11. Chin strap in use.
12. Chin strap and ear/neck protector in use.
13. Ear/neck protector only in use.
14. Chin Strap and ear/neck protector not in use.

COAT/TROUSER -

20 Series.

- 21. Coat/trouser open.
- 22. Coat/trouser partially open.
- 23. Coat closed, collar up.
- 24. Coat closed, collar down.
- 25. Trousers/pants worn inside boots.
- 26. Trousers/pants worn without suspension.

BOOTS/SHOES -

30 Series.

- 31. 3/4 length boots not pulled up.
- 32. Knee length boots worn.
- 33. Shoes worn.

RESPIRATORY

PROTECTION - 40 Series.

- 41. Face piece in place and regulator not connected.
- 42. Face piece not properly in place and regulator connected.
- 43. Face piece not properly in place and regulator not connected.
- 44. Air supply turned off.
- 45. Harness not secured.

OTHER EQUIPMENT

STATUS - 90 Series.

Use only if the status in the above sections are not applicable.

- 91. Being worn properly and used for designed purpose.
- 92. Being worn properly but not used for designed purpose.
- 93. Not being worn properly but used for designed purpose.
- 94. Not being worn properly and not used for designed purpose.
- 99. Protective Equipment Status not classified above. Explain in Comment section.

*** NFPA 901 - Protective Equipment Status**

CONTRIBUTING EQUIPMENT PERFORMANCE STATUS

DEFINITION: The manner in which the equipment was being used.

DEFINITION The most serious problem with the item of equipment identified in the "Contributing Equipment Used" data element.

PURPOSE To identify why an item of equipment contributed to the injury. When used in conjunction with the "Used" and "Status" entries, you have a complete picture of the role the item played in the incident. This provides the insight needed to evaluate specific items of equipment, assess operating procedures and target training programs.

ENTRY Enter the code that best describes the most serious problem with the item of equipment identified in the "Used" entry.

Note: If more than one code applies, choose the one that you consider to be the most significant.

EXAMPLE The injured firefighter was wearing knee length steel toe/steel shank/insulated boots when he sprained his ankle. The boots were severely cut:

Performance No. 1	25
-------------------	----

Code NFPA-901, 1990

- | | |
|---|---|
| CONTRIBUTING EQUIPMENT - PERFORMANCE * | <ul style="list-style-type: none"> 11. Burned. 12. Melted. 21. Fractured, cracked, or broke. 22. Punctured. 23. Scratched. 24. Knocked off. |
|---|---|

**CONTRIBUTING
EQUIPMENT
PERFORMANCE**
(Continued...)

25. Cut or ripped.
31. Trapped steam or hazardous gases.
32. Insufficient insulation.
33. Object fell into.
41. Failed under impact.
42. Face piece or hose detached.
43. Exhalation valve inoperative or damaged.
44. Harness detached or separated.
45. Regulator failed to operate.
46. Regulator damaged by contact.
47. Problem with admissions valve.
48. Alarm failed to operate.
49. Alarm damaged by contact.
51. Supply cylinder or valve failed to operate.
52. Supply cylinder or valve damaged by contact.
53. Supply cylinder contained insufficient air or oxygen.
95. Not properly serviced or stored prior to use.
96. Not used for designed purpose.
97. Not used as recommended by manufacturer.
98. No failure of protective equipment.
99. Protective Equipment Performance not classified above.
Explain in Comment section.

* NFPA 901 - Protective Equipment Performance

COMMENTS (LOCAL OPTION)

DEFINITION

Any additional information pertinent to the injury.

PURPOSE

To enable additional information to be recorded to further explain the conditions or events that influenced the injury.

ENTRY

This is not a coded entry. Enter your comments in your own words.

EXAMPLES

1. Medical Report Attached

2. Casualty occurred enroute to incident at 123 Main Street, Cerritos.

3. Firefighter Smith's helmet was severely damaged and was instrumental in limiting the extent of injuries.

CONTINUING
EQUIPMENT
PERFORMANCE
(Continued.)

- 38. Out of phase.
- 39. Trapped steam or hazardous gases.
- 40. Insufficient insulation.
- 41. Object fell into.
- 42. Flange under impact.
- 43. Face piece or hose detached.
- 44. Exhalation valve inoperative or damaged.

- 45. _____
- 46. _____
- 47. _____
- 48. Alarm failed to operate.

SECTION A		CALIFORNIA FIRE INCIDENT REPORTING SYSTEM		CFIRS-3	
NON-FIRE SERVICE CASUALTY REPORT		INCIDENT NUMBER		Year	
CORRECTIONS		MULTI-AGENCY		Agency I. O. Year Incident No.	
Change <input type="checkbox"/> Delete <input type="checkbox"/>		Fire Department		INCIDENT NO.	

The CFIRS-3 record is used to report Non-Fire Service Fire injuries and deaths only.

Some of the same entries are common to both the Fire Service Casualty and the basic Incident Report so all three records can be linked to provide a complete picture of the incident.

DEFINITION

Any additional information pertinent to the injury.

Section A identifies the incident. These entries are the same as on the CFIRS-1 and CFIRS-2 records.

Section B identifies the person, and when, where, why, and how the injury occurred.

DEFINITION

A Non-Fire Service Fire Casualty is a person who is injured or killed at the scene of a fire incident. Included are injuries/deaths from either natural or accidental causes sustained as a result of the fire.

To be reported, an injury must be serious enough to require: (1) treatment (whether treatment is received or not); or (2) consultation with a doctor (includes base-station hospital physician consultation, or implementation of Base-Station Communication Failure Protocols) within one year after the incident; or at least one day of restricted activity immediately following the incident.

A death is reported when the person dies within one year as the result of injuries sustained in the incident.

Any person who is NOT a regular member of your fire department, and is killed or injured in a fire incident, is reported here. This includes law enforcement officers, medical, and other emergency service personnel, and civilian volunteers pressed into service at the scene.

Important: The number of Non-Fire Service Fire Casualty Reports must match the number of non-fire service fire casualties (injuries and fatalities) entered in Section D of the corresponding incident report (CFIRS-1).

NOTE: This report is for non-fire service fire casualties only. Fire service personnel casualties are reported on the CFIRS-2 record.

FIRE DEPARTMENT IDENTIFICATION

DEFINITION

This is a unique number assigned by the State Fire Marshal to identify a particular fire department in California. The first two digits identify the county, and the remaining three digits identify a particular department within that county.

PURPOSE

The FDID provides the means to identify the incident data which has been collected and reported by each individual department. This is the number used to select data and prepare feedback reports for your department.

ENTRY

Enter your CSFM-assigned fire department identification number. Refer to Appendix B for your number.

EXAMPLES

Department: Santa Maria in Santa Barbara County:

FDID
42-040

Department: Riverside County Fire in Riverside County:

FDID
33-090

Department: Orange County Fire in Orange County:

FDID
30-065

~~RESUME~~

~~The exact location of the incident, which was held for~~
~~the purpose of the investigation, is as follows:~~

INCIDENT NUMBER IDENTIFICATION

DEFINITION

This is a unique number assigned to a single incident. You can think of it as the "serial number" for that event.

PURPOSE

To provide a numerical reference for a particular incident. It becomes the "index number" for finding that record in the future.

ENTRY

Enter the number assigned to the incident. The first two digits must be the year, i.e; 1990 = 90. The remaining eight digits are assigned according to your department's procedures.

EXAMPLE

The 471st incident in 1990 would be entered:

INCIDENT NUMBER	9000000471
-----------------	------------

THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

CORRECTION NUMBER

DEFINITION ~~DEFINITION~~ A change to information submitted on a previous CFIRS-3 record, or the deletion of an erroneous report.

PURPOSE To correct previously information.

- ENTRY**
1. A new Casualty (ADD).
If it is a new record, leave this entry BLANK.
 2. Updating a previously submitted casualty (CHANGE).
If new or updated information becomes available concerning a previous incident, you should update the original casualty record by submitting a "Change" report.
 - A) Enter the same FDID, Incident Number, and Casualty Number of the record you want to change;
 - B) Mark the CHANGE entry;
 - C) Enter the new or updated information and then copy the remainder of the entries from the original report.
 - D) Forward the report according to your normal procedures.

CORRECTION
(Continued...)

3. Canceling a previously submitted casualty (DELETE).

When a previous report is found to have been submitted erroneously, or it contains errors in the FDID, Incident Number, Exposure Number or Casualty Number fields, the record must be deleted from the computer file.

- A) Enter the same FDID, Incident Number, Exposure Number and Casualty Number of the report you want to delete;
- B) Mark the DELETE entry;
- C) Forward the report according to your normal procedures.

MULTI-AGENCY INCIDENT NUMBER

DEFINITION

A unique alpha-numeric designation which identifies all incident reports pertaining to a single incident in which two or more fire departments respond. The department in whose jurisdiction the incident occurs assigns the Multi-Agency Incident Number - which consists of the jurisdictional agency's three-letter designation (assigned by OES), followed by their incident number for the event. (Refer to Appendix B for OES number.)

PURPOSE

The Multi-Agency Incident Number provides a common designator to link all the reports submitted by different departments that responded to the same incident. This furnishes a systematic reference for the collection, compilation and analysis of all data associated with a specific incident in which multi-agency resources were employed. This number is intended to be used for Mutual Aid type incidents only.

ENTRY

If it's YOUR incident, enter the three-letter designator for your agency in the first three spaces (refer to Appendix B). Then enter the two-digit year, and eight-digit serial number that was assigned in the "Incident Number" field. In effect, this is simply your incident number with a three-letter prefix.

If it is NOT your incident - but you responded on mutual aid - then you get the Multi-Agency Incident Number from the department that "owns" the incident, and enter that in this field.

EXAMPLE

Los Angeles County Fire Department received automatic aid from Burbank F.D. This incident was the 471 of year, 1990:

MULTI-AGENCY INCIDENT NO.	Agency I. D.	Year	Incident No.
LAC	90	0000	0471

~~CONTINUATION~~

(Continued...)

~~Deleting a previously submitted invoice (DELETE)~~

~~When a previous record is found to have been submitted erroneously or it contains errors in the SIN, Incident Number, Exposure Number or Casualty Number fields, the record must be deleted from the system.~~

~~When a previous record is found to have been submitted erroneously or it contains errors in the SIN, Incident Number, Exposure Number or Casualty Number fields, the record must be deleted from the system.~~

INCIDENT ADDRESS/LOCATION

DEFINITION

The exact location of the incident, which may be a street address, or directions from a recognized landmark, or an intersection of two roadways.

PURPOSE

Incident address information is required at the local government level for establishing a legal report reference. This information is also useful for identifying local problems, such as checking for multiple incidents at the same location.

ENTRY

Enter the street address with a BLANK SPACE separating the numbers from the name(s). It is important the entries be specific, complete and consistent. If additional space is required to describe the address properly, use the Comments Section. If the property involved is a motor vehicle, boat, or other property in transit, list the address nearest to the scene. If there is no address in the area, describe the location so a person reading the report will know where the incident occurred.

A standard method of entering addresses, along with a glossary of abbreviations, is contained in Appendix C.

EXAMPLES

A house fire at 135 Northwest Pleasant Street:

INCIDENT ADDRESS / LOCATION

135 NORTHWEST PLEASANT ST

A grass fire by Maple Street about 1/2 mile east of U.S. 89:

INCIDENT ADDRESS / LOCATION

MAPLE ST 1/2 MI EAST OF U.S. 89

ROOM / APARTMENT	ZIP CODE	INCIDENT DATE	DISPATCH TIME
------------------	----------	---------------	---------------

ROOM/APARTMENT

DEFINITION

The designation of the specific room, apartment, office, suite, etc., where the incident occurred.

PURPOSE

To further define the location when the incident occurred in a subdivided building or complex.

ENTRY

Enter the number or other designation as used in the building or on the property.

EXAMPLES

The fire started in apartment 2B:

ROOM / APARTMENT	2B
------------------	----

The chlorine leak was in Lab #C2:

ROOM / APARTMENT	C2
------------------	----

The fire in a mobile home park started in space #126:

ROOM / APARTMENT	126
------------------	-----

ZIP CODE

DEFINITION

The numeric address code assigned by the U.S. Postal Service, etc., where the incident occurred.

PURPOSE

To complete the full address of the incident and provide a means of linking incident data to other geographic and population factors for comparative analysis at local and regional levels.

ENTRY

Enter the first five digits of the Postal Zip Code number for the address of the property involved in the incident.

EXAMPLES

The location of a dwelling fire is in zip code 93454:

ZIP CODE	93454
----------	-------

The fire alarm in a business located in zip code 93454-5190 malfunctions. Responds:

ZIP CODE	93454
----------	-------

INCIDENT DATE

DEFINITION

The month, the day, and the year the alarm was dispatched.

PURPOSE

This entry is required to analyze the time patterns of different types of incidents. When combined with "Dispatch Time", this factor provides important information needed to target prevention and public education efforts. It is also a fundamental information need for the effective management of emergency response resources.

ENTRY

Enter the:

- MONTH by its numerical designation:

01 = January	05 = May	09 = September
02 = February	06 = June	10 = October
03 = March	07 = July	11 = November
04 = April	08 = August	12 = December
- DAY of the month: 01 through 31.
- last two digits of the YEAR.

EXAMPLE

An alarm received on July 4, 1990, would be entered:

INCIDENT DATE	07	04	90
---------------	----	----	----

DISPATCH TIME

DEFINITION

The exact time (hour and minute) when the alarm was dispatched by the fire department alarm center. 24-hour clock time is used (0001-2400).

Important: This is NOT elapsed time, but the time of dispatch.

PURPOSE

The time of dispatch serves several roles: (1) as a record of the time of the incident; (2) to determine the frequency of particular types of incidents by the time of occurrence; and (3) as the starting time for going into action on an incident. This entry then be compared with "Arrival Time" to determine the time it took to arrive at the scene - and with "End Time" to determine the total amount of time spent on the incident.

ENTRY

Enter the time to the nearest minute when the original alarm was dispatched, using the 24-hour clock system:

1:06 a.m.....0106
 1:20 p.m.....1320
 12:00 Midnight...2400
 12:01 a.m.....0001

EXAMPLE

An alarm dispatched at 1456 hours is entered:

DISPATCH TIME	1456
---------------	------

CASUALTY NUMBER

DEFINITION

DEFINITION

A sequential number assigned by your department to each casualty occurring at, or resulting from, the incident.

PURPOSE

To provide the means to link, retrieve and account for all casualty records associated with a particular incident.

ENTRY

Enter the sequential number assigned to this casualty.

Important: In the case of multiple casualties, the last number assigned must equal the total number of injuries and deaths recorded in Section D of the Incident Report. For instance, if there were 2 fire fighters and 9 civilians injured, and civilians killed - then the range of "Victim numbers" would be 001 to 014. (The last number - 14 - equals the total number of casualties reported for the incident.)

Note: Although there is no set rule about the order in which you number the casualties, it is good practice to use the same order as they are entered in the CFIRS-1 record. You start with Fire Service Injuries, then fatalities, followed by Non-Fire Service Fire Injuries and deaths. This is an easy way to make sure you account for everyone.

EXAMPLES

A structure fire incident resulted in a total of 5 casualties; 1 fire service injury, 1 fire service fatality, 2 non-fire service injuries and 1 non-fire service fatality. The 5 required forms are:

- 1 Fire Service injury, Casualty Number 001, CFIRS-2 form
- 1 Fire Service fatality, Casualty Number 002, CFIRS-2 form
- 2 Non-Fire Service injuries, Casualty Number 003 and Casualty Number 004, CFIRS-3 forms
- 1 Non-Fire Service fatality, Casualty Number 005, CFIRS-3 form

EXAMPLES (Continued...)

CASUALTY NUMBER 100.1

CASUALTY NUMBER 100.2

CASUALTY NUMBER 100.3

CASUALTY NUMBER 100.4

CASUALTY NUMBER 100.5

CASUALTY NUMBER	SEX	DATE OF BIRTH	AGE
-----------------	-----	---------------	-----

CASUALTY NUMBER	SEX	DATE OF BIRTH	AGE
-----------------	-----	---------------	-----

CASUALTY NUMBER	SEX	DATE OF BIRTH	AGE
-----------------	-----	---------------	-----

SEX

DEFINITION

The identification of the casualty as male or female.

PURPOSE

To provide an important factor for both identification and analysis purposes.

ENTRY

Enter the appropriate code.

Note: It would be very unusual to have casualties in a fire and not be able to determine their sex; consequently, any use of the "U" code must be fully explained in the Comments Section.

EXAMPLE

Janet Smith is a police officer:

SEX	F
-----	---

Codes NFPA-901, 1990

SEX

- M Male.
- F Female.
- U Sex undetermined or not reported.

DATE OF BIRTH

DEFINITION The month, day and year of birth of the casualty.

PURPOSE To provide an important factor for establishing positive identification and verification of age.

ENTRY Enter the:

a. MONTH using its numerical designation.

01 = January	05 = May	09 = September
02 = February	06 = June	10 = October
03 = March	07 = July	11 = November
04 = April	08 = August	12 = December

b. DAY of the month. 01 thru 31.

c. last two digits of the YEAR.

EXAMPLE

Janet Smith was born on October 28th in 1960:

DATE OF BIRTH	1102860
---------------	---------

AGE DATE OF BIRTH

DEFINITION ~~_____~~ The age of the ~~non-fire service fire casualty~~ in years. ~~_____~~

PURPOSE To enable the analysis of casualties by age. You can compare the age with the other factors surrounding the incident to determine if there are patterns that provide insight to the reasons casualties occur. This is particularly important in identifying targets for prevention programs.

ENTRY Enter the age of the casualty. If the exact age cannot be determined, make an approximation bases on available information. For those persons less than 1 year old, record as 1. If greater than 99 years old, record as 99.

Important: "00" is not an acceptable entry.

EXAMPLE Janet Smith is 30 years old:

AGE	30
-----	----

INVOLVEMENT CODE (Local Option)

DEFINITION The role of the person identified in the accompanying name block.

PURPOSE To identify how the person/entity named is connected to, or involved with, the incident.

ENTRY Enter the code that best describes the person/entity identified in the name block immediately following this element.

Important: If you identify only one person/entity, be sure to use the **FIRST** entry, and **NOT** the second.

EXAMPLES The owner of the property where the incident occurred:

CODE
OO

A transient in a vacant building:

CODE
TP

The occupant of the property:

CODE
OC

Codes

INVOLVEMENT CODE

AD	Adjuster
AI	Additional Insurer
AR	Arrestee
CC	Corporate Principle Occupant
CO	Corporate Principle Owner
DO	Driver/Owner
DR	Driver
EM	Employee
ER	Employer
FA	Father
IN	Insurer
LE	Lender
MN	Manager
MO	Mother
MR	Mortgagee
OC	Occupant
OO	Occupant/Owner
OT	Other
PA	Passenger
PO	Property Owner
PP	Patient Provider
PR	Partner
PT	Patient
PY	Payee
RA	Real Estate Agent
RP	Reporting Party
SH	Shipper
SP	Spouse
TE	Tenant
TP	Trespasser
TR	Transporter/Carrier
UN	Unknown
VI	Victim
WI	Witness

CASUALTY NAME (LAST, FIRST, MI)

DEFINITION ~~DEFINITION~~ The role of the casualty identified in the accompanying name
 The last name, first name, and middle initial of the casualty.

PURPOSE
 To identify the casualty by name. This provides a common reference for record purposes.

ENTRY

If it is a person, enter the LAST NAME, followed by a COMMA, then the FIRST NAME, followed by a BLANK SPACE, and then the MIDDLE INITIAL.

If it is a business or other entity, enter the name as it is normally written, with ONE BLANK SPACE between each word.

Important: You must be consistent in following this pattern when making this entry, otherwise you will not be able to effectively search for duplicated names. This also affects your ability to combine your data with that from other departments.

Note: If the person does not use a Middle initial in their name, enter "NMI".

EXAMPLE
 A police officer named Janet Marie Smith was injured by flying brands.

NAME: Last, First, M.I.	SMITH, JANET, M.
-------------------------	------------------

Florida

INVOLVEMENT CODE

- 10 Arrested
- 20 Additional Incident
- 21 Additional Incident
- 22 Arrested
- 30 Corporate Principle Grouped
- 31 Corporate Principle Grouped

- 40 Witness
- 41 Witness
- 42 Witness
- 43 Employer
- 44 Employer
- 45 Employer

CODE	NAME: Last, First, M.I.	AREA	TELEPHONE
------	-------------------------	------	-----------

HOME TELEPHONE (Local Option)

DEFINITION

The casualty's home telephone number.

Note: This entry is for your department's record ONLY - it is not required by the State Fire Marshal.

PURPOSE

To provide a ready reference to contact the person involved.

ENTRY

Enter the casualty's home telephone number including area code.

EXAMPLE

Casualty's home telephone number: (805) 555-0482

AREA	TELEPHONE
805	555-0482

HOME ADDRESS, CITY, STATE, ZIP CODE (Local Option)

DEFINITION

The casualty's home telephone number.

DEFINITION

The address of the casualty's residence.

Note: This entry is for your department's record ONLY. It is not required by the State Fire Marshal.

PURPOSE

To provide a ready reference for contacting the person involved. It also allows you to determine if the person is a resident of your jurisdiction, which is useful for directing prevention education.

ENTRY

Enter the street address with a **BLANK SPACE** separating the numbers from the name(s); followed by a **COMMA**, and the name of the city. Enter the 2-digit state abbreviation and 5-digit zip code in the appropriate fields. Do not use "same as above" if both names have the name address.

EXAMPLE

Jane Doe lives at 1629 Del Carmel, Anytown, CA 90023:

ADDRESS / CITY	STATE	ZIP
1629 DEL CARMEL, ANYTOWN,	CA	90023

CASUALTY DATE MONTH, DAY, YEAR CODE

DEFINITION

The calendar month, day and year when the non-fire service fire casualty occurred.

PURPOSE

To record the actual date the casualty occurred.

It is important to record the date of the injury/death because it may be different than the incident date. This can easily occur in a large fire that extends over several days, or in any fire that continues past midnight.

Important: In the case where an injured person dies later from their injuries, you must update the record by submitting a "Change Report". You record the date the person died in this entry.

ENTRY

Enter the:

- a. MONTH using its numerical designation.

01 = January	05 = May	09 = September
02 = February	06 = June	10 = October
03 = March	07 = July	11 = November
04 = April	08 = August	12 = December

- b. DAY of the month. 01 thru 31.

- c. last two digits of the YEAR.

EXAMPLES

A police officer is injured on July 4, 1990:

CASUALTY DATE 07.04.90

A civilian who is injured on July 5, 1990, in an incident that began on July 4th:

CASUALTY DATE 07.05.90

CASUALTY DATE	CASUALTY TIME	SEVERITY	AFFILIATION
---------------	---------------	----------	-------------

CASUALTY TIME DATE MONTH DAY YEAR

DEFINITION ~~DEFINITION~~ The time of day (24 hour clock) when the casualty occurred.

PURPOSE To provide an essential component of the incident scenario. This factor is vital to analyzing the relationship of the time of day to the cause and outcome of the incident.

Important: In the case where an injured person dies later from their injuries, you must update the record by submitting a "Change Report". You record the time the casualty died in this entry.

ENTRY Enter the time when the injury occurred. Use 24-hour clock time.

EXAMPLE A civilian was injured at 3:30 p.m.:

CASUALTY TIME	11530
---------------	-------

CASUALTY DATE 07 04 50

A civilian who is injured on July 5, 1950, in an incident that
occurs on July 4th.

SEVERITY

DEFINITION LIFE/INJURY The relative seriousness of the casualty's injuries.
(The time of day (24 hour clock) when the casualty occurred)

PURPOSE To provide a basic indication of the severity of the injury. This can be used to categorize incidents; and to evaluate the conditions that contribute to different levels of severity.

ENTRY Enter the code that best describes the severity of the casualty's injuries.
Note: Every casualty can fit under one of these codes.

EXAMPLES A police officer is cut on the arm while helping to rescue fire victims:

SEVERITY	2
----------	---

A occupant is overcome by smoke in a house fire:

SEVERITY	3
----------	---

Codes NFPA-901, 1990

- SEVERITY**
1. Minor - The patient is not in danger of death or permanent disability. Immediate medical care is not necessary.
 2. Moderate - There is little danger of death or permanent disability. Quick medical care is advisable. This category includes injuries such as fractures or lacerations requiring sutures.

SEVERITY (Continued...)

3. Severe - The situation is potentially life threatening if the condition remains uncontrolled. Immediate medical care is necessary even though body processes may still be functioning and vital signs may be normal.
4. Life Threat - Death is imminent; body processes and vital signs are not normal. Immediate medical care is necessary. This category includes cases such as severe hemorrhaging, severe multiple trauma, and multiple internal injuries.
5. D.O.A. - Dead on arrival at the scene.
6. Died subsequent to arrival.

CASUALTY DATE	CASUALTY TIME	SEVERITY	AFFILIATION
---------------	---------------	----------	-------------

3. Severe - The situation is potentially life-threatening if the condition remains uncontrolled. Immediate medical care is necessary even though body processes may still be functioning and vital signs may be normal.

AFFILIATION

DEFINITION

The classification of the non-fire service fire casualty.

PURPOSE

To identify the affiliation of the casualty. This enables you to examine injury experience based on the role of the person in the incident.

ENTRY

Enter the code that best describes the classification of the casualty.

EXAMPLES

A police officer falls and sprains his ankle while helping an occupant evacuate a burning apartment building:

AFFILIATION

A two-year-old boy is injured when he falls down the outside steps while escaping a fire at his residence and strikes his head on the sidewalk:

AFFILIATION

A woman burns her arm while trying to escape a fire in her apartment.

AFFILIATION

Codes NFPA-901, 1990

AFFILIATION

1. Military fire service personnel.
2. Emergency medical service personnel.

AFFILIATION

(Continued...)

- 3. Law Enforcement.
Included are military police.
- 4. Other emergency personnel.
Included are utility company employees and persons from other city departments working at the scene.
Excluded are EMS personnel (2) and law enforcement (3).
- 5. Civilian.
- 6. Military.
Excluded are military fire service personnel (1) and military police (3).
- 9. Affiliation not classified above. Explain in Comments section.

FAMILIARITY WITH STRUCTURE

DEFINITION The length of time the person was acquainted with the building or structure.

PURPOSE To determine how a person's familiarity with the structure influences the injury scenario. Among its many uses, you can analyze this factor in combination with the other conditions present to conclude if lack of knowledge of the surroundings has a bearing on the probably of injury.

ENTRY Enter the code that best describes the approximate length of time the casualty was acquainted with the inside of the building or structure.

Note: If a structure is not involved in the incident, enter "8".

EXAMPLES A customer in a restaurant for the first time.

FAMILIARITY WITH STRUCTURE	1
----------------------------	---

A family lives in a home for 5 years:

FAMILIARITY WITH STRUCTURE	7
----------------------------	---

Codes NFPA-901, 1990

- | | |
|----------------------------|--|
| FAMILIARITY WITH STRUCTURE | <ol style="list-style-type: none"> 1. Less than 1 day. 2. 1 to 7 days. 3. 8 to 30 days. 4. 1 to 2 months. 5. 3 to 6 months. |
|----------------------------|--|

LOCATION OF CASUALTY AT TIME OF IGNITION

DEFINITION

The length of time the person was acquainted with the building or structure.

DEFINITION

The physical location of the casualty in relationship to the area where the fire started.

PURPOSE

To determine the relationship between the person's proximity to the origin of the fire and the type and severity of the injury. This enables you to distinguish between casualties that were involved in the ignition itself and those that were merely in the area. The location factor then becomes very significant because different prevention approaches are needed to address these two situations. This is also an important component for the analysis of the emergency escape features, as well as for evaluating the effectiveness of fire warning and automatic suppression devices, when a building is involved.

ENTRY

Enter the code that best describes the location of the casualty when the fire started.

Note: If the fire did not occur in a structure, record the location of the person relative to the point of ignition.

EXAMPLES

A person's clothes were ignited:

LOCATION OF CASUALTY AT TIME OF IGNITION

11

The casualty was on the floor of fire origin:

LOCATION OF CASUALTY AT TIME OF IGNITION

4

LOCATION OF FIRE
CASUALTY AT TIME OF
IGNITION

1. Fire Casualty intimately involved with ignition.
Included are ignition of clothing on a person and ignition of bedding or furniture on which a person is sitting or lying.
2. Fire Casualty in the room or space of fire origin.
Included are vehicle compartments, porches, tents and playhouses, within 15 m (50 ft.) of outside fire.
3. Fire Casualty in same fire division compartment.
4. Fire Casualty on same floor as origin of fire.
5. Fire Casualty in same building as origin of fire.
6. Fire Casualty on property of fire origin.
Included are persons outside of a building fire, outside a vehicle or over 15 m (50 ft.) from an outside fire.
7. Fire Casualty off property of fire origin at time at ignition.
Included are emergency service personnel.
Excluded are fire service personnel.
9. Location of Fire Casualty at Time of Ignition not classified above. Explain in Comments section.
0. Location of Fire Casualty at Time of Ignition; insufficient information to classify further.

CONDITION BEFORE CASUALTY AT TIME OF

DEFINITION The physical or mental state of the person at the time of the incident.

PURPOSE To determine the relationship between a person's condition, and the cause and result of the incident.

This is an extremely valuable tool for gaining insight to the personal conditions that may contribute to a fire injury or death. This is often the "missing link" that explains why an incident occurred as it did. It tells you if the person was asleep or awake, drunk or spaced-out, too young or too old, deaf, mute or blind, etc. All these conditions can affect the outcome, and each one presents its own unique prevention challenge.

You can also use this data for planning rescue services, and for identifying special training needs for fire fighters. For example, the frequency of encountering handicapped persons is important for planning rescue equipment and related training. The frequency of smoking-and-drinking must be distinguished from just smoking as a cause when planning prevention education.

ENTRY Enter the code that best describes the person's condition prior to being injured.

EXAMPLES A handicapped person was asleep in a wheelchair:

CONDITION BEFORE CASUALTY 2

EXAMPLES (Continued) A person was reading a book when the fire started:

LOCATION OF FIRE
CASUALTY AT TIME OF
IGNITION

CONDITION BEFORE CASUALTY

8

included are location of ignition of a person and
ignition of bedding or furniture on which a person is
sitting or lying.

Fire Casualty in the room or space of fire origin.

Codes NFPA-901, 1990

CONDITION BEFORE
CASUALTY

1. Asleep, no known impairment.
2. Incapable of self-preservation, other physical handicap affecting mobility under normal circumstances.
3. Impaired by drugs, alcohol.
4. Under restraint. Casualty in same building as origin of fire.
5. Too young to act.
6. Deaf, mute, blind.
7. Capable of self-preservation but requires assistance from others to evacuate, senile.
8. Awake, unimpaired.
9. Condition Before Casualty not classified above. Explain in Comments section.
0. Condition Before Casualty; insufficient information to classify further.

CONDITION PREVENTING ESCAPE

DEFINITION

DEFINITION

The most significant condition that prevented the person from escaping uninjured.

PURPOSE

To answer the question, "Why didn't the person escape without being injured or killed?" This not only answers one of the first questions asked when a fire casualty occurs, it is also one of the most significant factors for examining the conditions that contribute to fire deaths and injuries.

Since most casualties occur in residential fires, this is where you can expect the most benefit from analysis: ie; targeting prevention awareness education. However, there are equal benefits to be gained in other areas as well. For instance, you can look at the data to see if there are any patterns in other occupancies that indicate a need to reinforce inspection efforts; ie; locked doors in public assemblies.

ENTRY

Enter the code that best describes why the person could not escape without injury.

EXAMPLES

A locked door prevented escape:

CONDITION PREVENTING ESCAPE **3**

A person was injured while helping to fight the fire:

CONDITION PREVENTING ESCAPE **8**

CONDITION
PREVENTING ESCAPE

Codes NFPA-901, 1990

1. No time to escape; explosion or fire progressed too rapidly.
2. Fire between person and exit.
3. Locked door.
4. Illegal gates, locks.
5. Clothing on person burning.
6. Moved too slowly.
Included are failures to follow correct (available) escape procedures.
7. Person incapacitated prior to ignition.
8. No conditions prevented escape or not a factor.
9. Condition Preventing Escape not classified above.
Explain in Comments section.
0. Condition Preventing Escape; insufficient information to classify further.

CONDITION PREVENTING ESCAPE	ACTIVITY AT TIME OF CASUALTY	CAUSE OF CASUALTY
-----------------------------	------------------------------	-------------------

PREVENTING ESCAPE

1. No time to escape; explosion or fire progressed too rapidly.
2. Fire between person and exit.

ACTIVITY AT TIME OF CASUALTY

DEFINITION

The action or activity in which the person was engaged at the time of injury.

PURPOSE

To identify the person's activity that resulted in their injury or death. This data element becomes even more meaningful when you combine it with "Condition Before Casualty".

This is another significant factor you can use to direct prevention efforts. For instance, it tells you when someone was injured because they tried to control the fire themselves, or because they went back into a burning house. It also tells you when someone died while asleep, which points to the issue of early warning detection.

ENTRY

Enter the code that best describes what the person was doing at the time they were injured or killed.

EXAMPLES

A person was helping to fight the fire:

ACTIVITY AT TIME OF CASUALTY **3**

A person was asleep on the couch:

ACTIVITY AT TIME OF CASUALTY **6**

ACTIVITY AT TIME OF CASUALTY

BODY AFFECTED

1. Escaping.
2. Rescue attempt.
3. Fire control attempt.
4. Returned to vicinity of fire (not rescue).
5. Cleanup, salvage, mop-up.
6. Asleep, no known impairment.
7. Unable to act.
8. Irrational action.
9. Activity At Time Of Casualty not classified above. Explain in Comments section.
0. Activity At Time Of Casualty; insufficient information to classify further.

CAUSE OF CASUALTY

DEFINITION

The physical event that caused the injury or death.

PURPOSE

To identify the principal event that caused the casualty. This enables you to complete the picture of the incident, and to analyze incidents by physical cause.

ENTRY

Enter the code that best describes the immediate cause or condition responsible for the injury or death.

EXAMPLES

A person's hand is burned by the fire:

CAUSE OF CASUALTY 2

A person is struck by flying glass from a flashover explosion:

CAUSE OF CASUALTY 7

Codes NFPA-901, 1990

CAUSE OF CASUALTY

1. Caught in, under, between; trapped by.
2. Exposed to fire products.
Included are flame, heat, smoke, and gas.
3. Exposed to chemicals, radiation.
Excluded are fire products(2).

CAUSE OF CASUALTY

(Continued...)

~~ACTIVITY AT TIME OF~~

~~CASUALTY~~

4. ~~Fall or stepped on, over, into.~~
5. ~~Overexertion.~~
6. ~~Rubbed by, contact with.~~
7. ~~Struck by, escaping.~~
8. ~~Not applicable.~~
9. ~~Cause Of Casualty not classified above. Explain in~~
~~Comments section.~~
0. ~~Cause Of Casualty; insufficient information to classify~~
~~further.~~

~~_____~~
~~_____~~
~~_____~~
~~_____~~

APPARENT SYMPTOM

DEFINITION A basic description of the principal injury that created the casualty. This diagnosis is generally determined by the emergency medical technician or similar person responsible for pre-hospital emergency care.

PURPOSE To determine the types of injuries and their frequencies. This adds to the picture of the incident, and provides practical information for planning for EMS service needs.

ENTRY Enter the code that best describes the person's most serious injury.

EXAMPLES The person was overcome by smoke, treated at a hospital and released:

APPARENT SYMPTOM 03

The person was cut when going through a window while escaping the fire:

APPARENT SYMPTOM 35

Codes NFPA-901, 1990

- APPARENT SYMPTOM
- 01. Abrasion.
 - 02. Amputation.
 - 03. Asphyxiation.
Included is smoke inhalation.
 - 04. Avulsion (of eye).
 - 05. Burn: chemical.
 - 06. Burn: electric.

APPARENT SYSTEM

(Continued...)

07. Burn: thermal.
08. Burn: scald.
09. Cancer.
10. Cardiac arrest.
11. Cardiac symptoms.
12. Chills: ~~Cause Of Casualty not classified above.~~ Evaluated in.
13. Contusion/bruise-minor trauma.
14. Convulsion/seizure unspecified.
Included is petit mal.
15. Convulsions/seizure systemic.
Included is grand mal.
16. Crushing.
17. Dehydration.
18. Diabetic coma.
19. Diabetic shock.
20. Difficulty breathing/shortness of breath.
21. Dislocation.
22. Disorientation.
23. Dizziness/fainting-weakness.
24. Drowning.
25. Drug overdose.
26. Fever.
27. Foreign body; obstruction.
28. Fracture: closed.
29. Fracture: open.
30. Frostbite.
31. Hemorrhaging, bleeding.
32. Hypersensitivity.
Included is allergic reaction to medicines.
33. Impairment similar to that caused by alcohol.
34. Internal trauma (closed blunt).
35. Laceration, cut.
36. Mental disorder.
37. Nausea.
38. Obstetrics - delivery.
39. Miscarriage/obstetrics/abortion.
40. Pain only.
41. Paralysis.
42. Numbness, tingling.
43. Pneumonia.
44. Puncture wound/penetrating.
Included are stab wounds.
45. Poison not listed elsewhere.
46. Projectile wound-high velocity.
Included are gunshot wounds.
47. Respiratory arrest.

APPARENT SYMPTOM
(Continued...)

- 48. Shock: anaphylactic.
- 49. Shock: electrical.
- 50. Sickness.
- 51. Sprain, strain.
- 52. Stroke (C.V.A.)
- 53. Swelling
- 54. Unconscious.
- 55. Vomiting.
- 59. Other long-term illness.
- 99. Primary and/or Secondary Symptom not classified above. Explain in Comment section.

DEFINITIONS

casualty. This characteristic is generally determined by the

APPARENT SYMPTOM	PART(S) OF BODY AFFECTED	DISPOSITION OF CASUALTY
------------------	--------------------------	-------------------------

40. Shock, electrical.
 41. Sprain, strain.
 42. Stroke (CVA)

PART(S) OF BODY AFFECTED

DEFINITION

The description of the part(s) of the body which sustained the injury recorded in the "Symptom" entry.

PURPOSE

To provide information essential to understanding the nature of fire injuries so effective prevention measures can be pursued. This also adds to the body of knowledge needed to adequately plan and deliver effective emergency medical care.

ENTRY

Enter the code that best describes the part(s) of the body most seriously injured.

Important: Because this is a multiple entry field, it is critical that you enter the part of the body most seriously injured **FIRST!** This is the one that must relate to the Symptom entry.

EXAMPLES

The person sprained his ankle running out of his house:

PART(S) OF BODY AFFECTED	44								
--------------------------	----	--	--	--	--	--	--	--	--

The person was overcome by smoke while escaping the fire:

PART(S) OF BODY AFFECTED	51	53							
--------------------------	----	----	--	--	--	--	--	--	--

PART(S) OF BODY

Major Headings

- Head Area.
- Trunk.
- Arm/Hand.
- Leg/Foot.
- Internal.
- Miscellaneous Parts of Body.
- Multiple Parts of Body.
- Other Part(s) of Body.

HEAD AREA - 10 Series.

- 11. Ear.
- 12. Eye.
- 13. Face.
- 14. Mouth - lips.
- 15. Mouth - interior.
- 16. Nose.
- 17. Nose lining.
- 18. Teeth.
- 19. Head Area not classified above. Explain in Comment section.
- 10. Head Area; insufficient information to classified further.

TRUNK - 20 Series.

- 21. Neck.
- 22. Shoulder.
- 23. Back-upper, surface only - see 61 for spine.
- 24. Back-lower, surface only - see 61 for spine.
- 25. Chest.
- 26. Abdomen.
- 27. Buttocks.
- 28. Groin.
- 29. Trunk not classified above. Explain in Comment Section.
- 20. Trunk; insufficient information to classified further.

ARM/HAND - 30 Series.

- 31. Arm-upper not including elbow (33) or shoulder (22).
- 32. Arm-lower not including elbow (33) or wrist (34).
- 33. Elbow.
- 34. Wrist.
- 35. Hand.
- 36. Fingers.
- 37. Thumb.
- 39. Arm/Hand not classified above. Explain in Comment section.
- 30. Arm/Hand; insufficient information to classified further.

PARTS OF BODY

(Continued)

LEG/FOOT - 40 Series.

- 41. Leg-upper.
- 42. Leg-lower.
- 43. Knee.
- 44. Ankle.
- 45. Foot.
- 46. Toes.
- 49. Leg/Foot not classified above. Explain in Comment section.
- 40. Leg/Foot; insufficient information to classified further.

INTERNAL - 50 Series.

- 51. Throat.
- 52. Trachea.
- 53. Lungs.
- 54. Heart.
- 55. Stomach.
- 56. Intestinal tract.
- 57. Genito-urinary.
- 58. Internal organ not otherwise specified.
- 59. Internal not classified above. Explain in Comment section.
- 50. Internal; insufficient information to classified further.

MISCELLANEOUS PARTS OF BODY - 60 Series.

- 61. Spine.
- 62. Pelvis.
- 63. Hip.

MULTIPLE PARTS OF BODY - 70 Series.

- 71. Multiple head parts.
- 72. Multiple trunk parts.
- 73. Multiple arm/hand parts.
- 74. Multiple leg/foot parts.
- 75. Multiple internal parts.
- 76. Multiple body parts-upper.
- 77. Multiple body parts-lower.
- 78. Multiple body parts-whole body.

OTHER PART(S) OF BODY - 90 Series.

- 98. Part of body not applicable.
- 99. Part of body not classified above. Explain in Comment section.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

APPARENT SYMPTOM	PART(S) OF BODY AFFECTED	DISPOSITION OF CASUALTY
------------------	--------------------------	-------------------------

LEG/FOOT - 40 Series

41. Leg-upper

42. Leg-lower

DISPOSITION OF CASUALTY

DEFINITION

The type of facility where the casualty was taken, and by what means.

PURPOSE

To provide another indication of the severity of the injury, and to assess the resources needed to handle casualties.

ENTRY

Enter the code that best describes the primary disposition of the casualty. If several actions are taken, select the most significant. For example, a badly burned person is given preliminary first aid and then rushed to the hospital burn center. Getting the person to the hospital is the primary disposition.

EXAMPLES

A civilian, injured at a fire scene, is taken by the fire department to a hospital for treatment:

DISPOSITION OF CASUALTY 1

Injured civilian moved to hospital in non-fire department vehicle:

DISPOSITION OF CASUALTY 2

Injured civilian taken to local doctor's office:

DISPOSITION OF CASUALTY 4

Codes NFPA-901, 1990

DISPOSITION OF
CASUALTY

1. Hospital or emergency care facility by fire service vehicle.
2. Hospital or emergency care facility by non-fire service vehicle.
3. Hospital or emergency care facility by nonfire service vehicle with fire service personnel attending.
4. Nonemergency health care facility.
5. Morgue or funeral home.
6. Residence.
8. Not transported.
9. Disposition of Casualty not classified above. Explain in Comment section.

~~DEFINITION OF CASUALTY~~
COMMENTS

DEFINITION

Any additional information pertinent to the non-fire service fire casualty being reported.

PURPOSE

Enables you to include additional details to further explain the circumstances surrounding the incident.

ENTRY

This is not a coded entry, so merely enter your comments in your own words.

EXAMPLE

1. The fatality gender was impossible to determine at the time of this report:

2. Casualty was an employee of the electrical company and was burned by flying brands while disconnecting electrical service:

GLOSSARY OF TERMS

The terminology used in this document provides a common language for recording information about fire department incidents. The following terms are used as defined and discussed below.

Alarm

DEFINITION

Any additional information pertinent to the non-fire service.

Any notification made to the fire department that a situation exists or may exist that requires a response.

Area of Origin

The use of the room or area within the property where the fire originated. (See Page 5-4)

Automatic

As applied to fire protection devices, a device or system providing an emergency function without the necessity of human intervention.

Building

A structure enclosed with walls and a roof and having a defined height.

Building Fire

Any fire occurring inside or involving a building. A building fire may be a wastebasket fire, a mattress fire, or a roof fire, whether or not structural members were actually involved.

Casualty (incident)

A person who is injured or killed as a result of responding to or handling an incident or who is the reason for the incident.

GLOSSARY OF TERMS

Casualty (fire)

A person who is injured or killed at the scene of a fire. (Includes injuries and/or deaths from natural or accidental causes sustained while involved in the activities of fire control, rescue attempt, or escaping from the dangers of the fire.)

Census Data

Available statistical information that includes population totals by sex, race, and age, by household membership and relationships, and by marital status and family type. Also available may be housing by dollar value of owner- and renter-occupied dwellings, white and black occupancy, migratory occupancy; number and income status of occupants, persons per room, sex of family head, presence of non-relatives in the household; type of kitchen, bathing, and toilet facilities; type of structure and water supply, foundation of basement, telephone service, amount of monthly rent or dollar value of owned homes, vacancy status, and number of rooms.

Census Tract

An area of land within a country about which there is census data available. In the United States, census tracts are identified by a six-digit number assigned by the U.S. Bureau of Census. The first four digits identify the "basic" tract, while the final two digits identify a subdivision into two or more tracts of what was originally a single tract. Census tract numbers are always unique within a county, usually unique within a Standard Metropolitan Statistical Area (SMSA), and in a few instances, unique within a state.

Char

Material that has been partially burned on the exterior and has a blackened, carbonized appearance.

GLOSSARY OF TERMS

Combustible The terminology used in this document provides a common language for recording information about fire department incidents. The following terms are used as defined:
A material or structure that will burn.

Combustible Liquid

Any liquid having a flash point of or above 37.8°C (100°F) (closed cup).

Complex (See General Property Use Page 4-59)

Contents Fire

A term no longer used in fire reporting. All fires inside buildings are classified as "building fires."

Death

An injury that is fatal or becomes fatal within one year of the incident.

Emergency Scene

The area encompassed by the incident and the surrounding area needed by the emergency forces to position apparatus and operate to control the incident.

En Route

The period of time starting when the alarm sounds in the fire station or the fire service emergency personnel are otherwise made aware of an incident and ending when the apparatus comes to a complete stop at the scene of the incident.

GLOSSARY OF TERMS

Explosion ~~Casualty (fire)~~

Violent bursting caused by either a combustion process or an over-pressure condition. Typical combustion processes include ignition and burning of combustible gas, dust, or flammable vapor mixture. These are technically "fires." Typical over-pressure conditions include steam pressure, chemical reactions, and compressed gas container rupture. These are technically not "fires."

Exposure

Any fixed or mobile property that may present a potential fire threat to any other fixed or mobile property.

Exposure Fire

A fire in a building, structure, vehicle, or outside property resulting from a fire outside that building, structure, vehicle, or outside property. A fire spreading between two occupancies within a single building is not an exposure fire but a single fire incident.

Exposure (human)

Potential for injury or death to humans.

Fire

Any instance of destructive and uncontrolled burning, including explosion, of combustible solids, liquids, or gases. Fire does not include the following, except where they cause fire or occur as a consequence of fire:

- (a) Lightening or electrical discharge.
- (b) Explosion of steam boilers, hot water tanks, or other pressure vessels due to internal pressure and not to internal combustion.
- (c) Explosion of ammunition or other detonating material.
- (d) Accident involving ship, aircraft, or other vehicle.
- (e) Overheat condition.

GLOSSARY OF TERMS
~~GLOSSARY OF TERMS~~

Fire Area
~~Exposure~~

The space within a structure bounded by fire division assemblies (two-hour fire rating or greater).

Fire Blackout
~~Structure (these are technically not "fires")~~

That point in time when there is no longer any evidence of open flame or glow of burned material.

Fire Damage

The total damage to a building, structure, vehicle, natural vegetation cover, or outside property resulting from a fire and the act of controlling that fire. Included are smoke, water, backfires, fire breaks, and fire control damage. If significant fire damage occurs in a separate building or field or woodland, a separate exposure report may be filed.

Fire Extinguished

That point in time when there is no longer any abnormal heat or smoke being generated in material that was previously burning.

Fireground (See Emergency Scene)

Fire Service Personnel

All employees, whether career or volunteer of a fire department, who are assigned or may be assigned to perform duties at emergency incidents.

Fire Under Control

That point in time when a fire is sufficiently surrounded and quenched so that in the judgement of the commanding officer it no longer threatens destruction of additional property.

GLOSSARY OF TERMS

Fixed Object

An object, device, or appliance that is fastened or secured at a specific location, e.g., a steam radiator.

Fixed Property Use (See Specific Property Use Page 6-64)

Flames

Products of combustion that are illuminated by the heat of combustion and accompany the burning of most materials in normal atmospheres.

Flammable Liquid

Any liquid having a flash point below 37.8°C (100°F) (closed cup) and having a vapor pressure not exceeding 2068.6 mm (40 psia) at 37.8°C (100°F).

Gas

A material that has a vapor pressure exceeding 2068.6 mm (40 psia) at 37.8°C (100°F). Gasoline is a (flammable) liquid, not a (flammable) gas.

Gasoline

A flammable liquid.

General Property Use

The general (overall) use of land or space under the same management, ownership, or within the same legal boundaries; including any structures, vehicles, or other appurtenances thereon. (See Page 4-59)

GLOSSARY OF TERMS

Grade

Reference plane representing the elevation of finished ground level adjoining the building at the main entrance.

Hazardous Material

Any material that is an air-reactive material, flammable or combustible liquid, flammable gas, corrosive material, explosive material, organic peroxide, oxidizing material, radioactive material, toxic material, unstable material or water-reactive material, and any substance or mixture of substances that is an irritant, a strong sensitizer, or that generates pressure through exposure to heat, decomposition, or other means.

Heat Of Ignition

The heat energy that brings about ignition. Heat energy comes in various forms and usually from a specific object or source. Therefore, the heat of ignition is divided into two parts: "equipment involved in ignition" and "form of heat of ignition." (See Page 5-14)

Ignition

The physical and chemical processes involved in reaching a point of self-perpetuation of fire whether or not there is an open flame.

Ignition Factor

The condition or situation that allowed a heat source and a combustible material to combine to initiate a fire. (See Page ??)

GLOSSARY OF TERMS

Injury

~~Fixed Object~~

Physical damage to a person suffered as the result of an incident that requires (or should require) treatment by a practitioner of medicine, a registered EMT, or a paramedic within one year of the incident (regardless of whether treatment was actually received), or that results in at least one day of restricted activity immediately following the incident.

~~Fixed Property Use (See Special Property Use Page 6-44)~~

Liquid

A material that has a vapor pressure not exceeding 2068.6 mm (40 psia) at 37.8°C (100°F).

Material First Ignited

The combustible that is first set on fire by the heat of ignition. To be meaningful, both a type of material and a form of material must be identified. (See Page ??)

Mobile Property Type

Property that was designed to be movable whether or not it still is, e.g., vehicles, ships, and airplanes. (See Page 4-133)

Non-Fire Service Personnel

All persons involved with an incident who are not fire service personnel. Included are police, utility company employees, non-fire service medical, and civilians, whether occupants or bystanders.

Not Occupied

An area with no persons present but with contents or equipment present.

GLOSSARY OF TERMS

Occupancy ~~Grade~~

The purpose for which a building or portion thereof is intended to be used. The specific property use as it pertains to a building is the occupancy.

Occupied ~~Homestead Material~~

An area with persons present. A hotel (general property use) could be occupied, but the restaurant (specific property use) not occupied; likewise, the restaurant could be occupied but its storeroom (area of origin) not occupied.

Overheat

Destruction of material by heat without self-sustained combustion. Removal of the heat source will stop the destruction. Overheat is the stage before ignition.

Portable Object

An object, device, or appliance that can readily be moved from one place to another, e.g., a vacuum cleaner.

Property

A thing of value. Specific (fixed) property refers to those things that make up the earth's service, i.e., water, land, roadways, structures, and buildings. Mobile property refers to those things that normally move in relation to the earth's surface, i.e., ships, airplanes, trains, trucks, and automobiles.

Property Use

The use to which a property is put. A building, for example, could serve as a garage or a hospital or a department store. The use of property does not define any of the other important fire-related details of a property such as access, ownership, size, internal weakness in fire defense, or construction.

GLOSSARY OF TERMS

Reportable Fire

Any hostile fire coming to the attention of an agency keeping fire records. Included are fires that may be discovered in progress, discovered following extinguishment, or detected later during an inspection.

Returning

The period of time starting when the apparatus begins movement to leave the incident scene and ending when it has stopped movement in quarters or is assigned to another incident or assignment.

Room

The space or area bounded by walls. The walls may be fire rated and impede fire spread or not fire rated (e.g., mesh screen) which may impede exiting of personnel.

Scorch

Discoloring (browning or blackening) of a material, a characteristic of the overheat condition. Removal of the heat source will stop the destruction.

Smoldering

Self-sustaining combustion of a material without any flame evident.

GLOSSARY OF TERMS

Specific Property Use

The use of which a specific space, structure, or portion of a structure is put by the owner, tenant, or occupant of the space. The Specific Property Use should be one of the following:

Occupied

The principal use of the structure of outside area if it is used for a single purpose.

The principal use of a fire division compartment in a structure if the structure is used for multiple purposes.

The principal use to which a section of a structure, a space, or an area, whether inside or outside, is put by the owner, tenant, or business occupying that space or area when there are multiple specific uses, multiple tenants, or multiple businesses using the same general property.

Stationary Object

Any object, device, or appliance that is not fastened but that is not readily moved from one place to another in normal use, e.g., a refrigerator.

Story

That portion of a building between the upper surface of any floor and the upper surface of the floor next above, except that the topmost story is that portion of a building between the upper surface of the topmost floor and the upper surface of the roof above.

Structure

An assembly of materials forming a construction for occupancy or use in such a manner as to serve a specific purpose. A building is a form of a structure. Open platforms, bridges, roof assemblies over open storage or process areas, tents, air-supported structures, and grandstands are other forms of a structure.

GLOSSARY OF TERMS

Structure ~~Fire~~ ~~Structure Fire~~

Any fire inside a structure or on, under, or touching a structure. A structure fire may be an automobile fire in tunnel, or a leaking flange in a refinery tower.

Toxic Materials

Any material that either directly or indirectly may constitute a hazard to life or health, either temporary or permanent, from exposure by contact, inhalation, or ingestion. Toxic materials are divided into the following classes:

- CLASS 4 - Materials that on very short exposure could cause death or major residual injury even though prompt medical treatment is given.
- CLASS 3 - Materials that on short exposure could cause serious temporary or residual injury even though prompt medical treatment is given.
- CLASS 2 - Materials that on intense or continued exposure could cause temporary incapacitation or possible residual injury unless prompt medical treatment is given.
- CLASS 1 - Materials that on exposure could cause irritation, but only minor residual injury even if no treatment is given.

Vacant

No furnishings or equipment present.

Wildfire

Any uncontrolled fire burning in wild land vegetation including any structures or other improvements thereon.

Wild Land

Land in an uncultivated, more or less natural state, and covered by timber, woodland, brush, and/or grass.

OES/FDID NUMBERS

GLOSSARY OF TERMS

ALAMEDA

Specific Property Use

XAL 01-

Alameda County Fire Warden	ACF -125
Alameda Fire Department	ALA -005
Albany Fire Department	TRC -010
Berkeley Fire Department	BER -015
Castro Valley Fire Protection Agency	CVY -020
California Department of Forestry	SCU -555
Doughtery Regional Fire Authority	DSR -030
East Bay Reg. Park District	EBY -080
Eden Consolidated Fire Protection District	EDN -110
Emeryville Fire Department	EME -035
Fairview Fire Protection District	FWV -055
Fremont Fire Department	FRE -040
Hayward Fire Department	HAY -045
Livermore Fire Department	LIV -065
Navel Supply Center	NSC -815
Newark Fire Department	NRK -070
Oakland Fire Department	OKL -075
Piedmont Fire Department	PIE -090
Pleasanton Fire Department	PLE -095
Redwood Fire Protection District	RFP -025
San Leandro Fire Department	SNL -100
Santa Rita Rehabilitation Center Fire Department	RIT -145
Tennyson County Fire Protection District	TNY -060
Union City Fire Department	UNU -115

ALPINE

XAP 02-

Alpine County Fire Department	ALP -005
Bear Valley	BRV -008
California Department of Forestry	TOU -555
Markleeville Volunteer Fire Department	MRK -015
Kirkwood Volunteer Fire Department	KRK -010
Woodford Volunteer Fire Department	WDF -020

AMADOR**XAM 03-**

Amador County Fire Department	AMC -006
Amador County Service Area #1	ACS -065
California Department of Forestry	AEU -555
Defender Volunteer Fire Department	DEF -060
Ione Fire Department	ION -010
Jackson Fire Department	JKS -020
Jackson Valley Fire Protection District	JCK -015
Lockwood Fire Protection District	LFP -022
Mule Creek State Prison Fire Department	-410
Pine Acres Volunteer Fire Department	PIN -025
Plymouth Fire Department	PLY -030
Preston School Fire Department	PRS -450
River Pines Volunteer Fire Department	RVP -040
Sutter Creek Fire Protection District	SUT -035

BUTTE**XBU 04-**

Biggs Fire Department	BIG -005
Butte County Fire Department	BUT -035
California Department of Forestry	BTU -555
Chico Fire Department	CHI -010
El Medio Fire Protection District	EMD -025
Gridley Fire Department	GRD -015
Oroville Fire Department	ORO -020
Paradise Fire Department	PRA -030

CALAVERAS**XCA 05-**

Altaville-Melones Fire Protection District	ALT -005
Angles Camp Fire Department	AGL -010
Calaveras Fire Department	FRG -065
California Department of Forestry	TCU -555
Copperopolis Fire Protection District	COP -020
Ebbetts Pass Fire Protection District	EBB -015
Glencoe-RR Flat Fire Protection District	GRF -055
Jenny Lind Fire Protection District	JEN -045
Mokelumne Hill Fire Protection District	MOK -025
Mountain Fire/Rescue	MFR -018
Mountain Ranch Fire Protection District	MTR -060
Murphys Fire Protection District	MRP -030
San Andreas Volunteer Fire Protection District	AND -035
Valley Springs Public utility District	VSP -040
West Point Fire Protection District	WPT -050

COLUSA

Arbuckle-Coll City Fire Department
Bear Vly Ind Vly Fire Protection District
California Department of Forestry
Colusa Fire Department
Colusa Rural Fire Protection District
Grand Island Fire Protection District
Maxwell Fire Protection District
Princeton Fire Protection District
Williams Fire Protection District

CONTRA COSTA

Bethel Island Fire Protection District
Byron Fire Protection District
California Department of Forestry
Contra Costa County Fire Department
Crockett-Carquinez Fire Protection District
East Diablo Fire Protection District
El Cerrito Fire Department
Kensington Fire Protection District
Moraga Fire Protection District
Oakley Fire Protection District
Orinda Fire Protection District
Pinole Fire Protection District
Pinole Fire Department
Richmond Fire Department
Riverview Fire Protection District
Rodeo Fire Protection District
San Ramon Valley Fire Protection District
Tassajara Fire Department
West County Fire Protection District

DEL NORTE

Californian Department of Forestry
Crescent City Volunteer Fire Department
Crescent Fire Protection District
Fort Dick Fire Protection District
Gasquet Fire Protection District
Klamath Fire Protection District #5
Smith River Fire Protection District

XCO 06-

ARB -005
BIV -040
LNU -555
CLS -015
CLR -020
GRI -025
MAX -030
PRN -035
WIL -045

XCC 07-

BTH -010
BYR -020
SCU -555
CCC -090
CRK -030
EDI -015
ECR -040
KEN -055
MOR -060
OLY -065
ORN -070
POE -080
POE -075
RMD -095
RWV -005
RDO -100
SRM -035
VEG -145
WET -045

XDN 08-

HUU -555
CRS -005
CRT -010
FDK -015
GAS -020
KLA -030
SMT -050

EL DORADO**XED 09-**

American River Canyon Fire Protection District	AMR -080
Cameron Park Community Services District	CAM -050
California Department of Forestry	AEU -555
Coloma Lotus Fire Protection District	CLL -075
Diam. Sprs-El Dorado Fire Protection District	DSP -005
El Dorado Hill Fire Department	EDH -015
Garden Valley Volunteer Fire Department	GRV -100
Georgetown Volunteer Fire Department	GEO -020
Lake Valley Fire Protection District	LAV -065
Meeks Bay Fire Protection District	MEK -025
Mosquito Fire Protection District	MQT -026
Northside Fire Protection District	NRH -070
Pioneer Volunteer Fire Department	PIO -090
Placerville Fire Department	PLC -030
Placerville Fire Protection District	PLV -085
Pleasant Valley Fire Protection District	PLS -040
Pollock Pines-Cam. Fire Protection District	PPC -045
Rescue Volunteer Fire Department	RES -110
Shingle Springs Fire Protection District	SHN -055
South Lake Tahoe Fire Department	SLT -060

FRESNO**XFR 10-**

Bald Mountain Fire Protection District	BLD -055
Big Creek Volunteer Fire District	BCR -110
California Department of Forestry	FKU -555
Clovis Fire Department	CLV -005
Coalinga Fire Department	CLG -010
Fig Garden Fire Protection District	FGG -035
Firebaugh Fire Department	FRB -020
Fowler Fire Department	FOW -025
Fresno Fire Department	FRN -030
Kingsburg Fire Department	KNG -045
Laton Fire Protection District	LAT -050
Mendota Fire Department	MEN -060
Mid-Valley Fire Protection District	MID -015
North Central Fire Protection District	NCN -040
Orange Cove Fire Protection District	OCF -065
Parlier Fire Department	PAR -070
Reedley Fire Department	REE -080
Riverdale Fire Protection District	RVD -085
Sanger Fire Department	SAN -090
Selma Fire Department	SLM -095

FRESNO (Continued...)

Shaver Lake Fire Department
 Table Mountain Volunteer Fire District
 Westside Fire Protection District
 Colusa Fire Department

SHL -120
 TBL -150
 WES -075
 XGL 11-
 CLS -075
 CLR -020

GLENN

Artois Fire Protection District
 Bayliss Fire Protection District
 Butte City Fire Department
 California Department of Forestry
 Elk Creek Fire Protection District
 Glenn-Codora Fire Protection District
 Hamilton City Fire Department
 Kanawha Fire Protection District
 Ord Fire Protection District
 Orland Fire Protection District
 Willows Fire Department
 Willows Fire Protection District

ART -005
 BAY -030
 GLC -010
 TGU -555
 ELK -020
 GCF -025
 HAM -060
 KAN -055
 ORD -035
 ORL -040
 WLL -050
 WLO -065

HUMBOLDT

Arcata Fire Protection District
 Beginnings Volunteer Fire Department
 Blue Lake Volunteer Fire Department
 Carlotta Community Services District
 California Department of Forestry
 Eureka Fire Department
 Fairhaven Fire Protection District
 Ferndale Fire Protection District
 Fieldbrook Fire Department
 Fortuna Fire Protection District
 Garberville Fire Protection District
 Honeydew VFC
 Hoopa Volunteer Fire Department
 Humboldt Fire Protection District
 Kneeland Volunteer Fire Department
 Loleta Fire Protection District
 Maple Creek Volunteer Fire Department
 Miranda Fire Department
 Myers Flat Fire Protection District
 Orick Volunteer Fire Department
 Orleans Fire Department
 Petrolia Fire Protection District
 Philipsville Fire Protection District

XHU 12-
 ARF -140
 BGF -010
 BLU -025
 CAR -035
 HUU -555
 EUR -045
 FAI -110
 FEN -055
 FBR -020
 FRT -060
 GAR -065
 -047
 HOO -030
 HUM -050
 KFD -067
 LOL -075
 CMV -077
 MIR -145
 MYR -080
 ORK -085
 OLN -087
 PET -090
 PHL -150

HUMBOLDT (Continued...)

Redcrest Volunteer Fire Company	RCV	-175
Redway Fire Protection District	RDW	-095
Rio Dell Fire Protection District	RIO	-100
Scotia Organized Fire Company	SCT	-115
Six Rivers National Forest	SRF	-566
Trinidad Volunteer Fire Department	TRN	-120
Weott Volunteer Fire Department	WEO	-125
Whitethorn Volunteer Fire Department	WHT	-130
Willow Creek Fire Protection District	WCR	-135

IMPERIAL

Brawley Fire Department	BRW	-005
Calexico Fire Department	CLX	-010
Calipatria Fire Department	CPT	-015
California Department of Forestry	MVU	-555
El Centro Fire Department	ECN	-020
Holtville Fire Department	HLT	-030
Imperial County Fire Department	IMP	-025
Imperial Fire Department	IMR	-035
Niland Fire Department	NIL	-040
Ocotillo Fire Protection District	OCO	-045
Salton City Community Service District	SAL	-050
Salton Sea Beach Volunteer Fire Department	SSB	-053
Seeley County Water District	SEE	-055
Westmorland Fire Department	WML	-060
Winterhaven Fire Protection District	WNT	-065

INYO

Aspendell Fire Company	ASP	-010
Big Pine Fire Protection District	BGP	-005
Bishop Volunteer Fire Department	BSH	-015
California Department of Forestry	OVU	-555
Furnace Creek Volunteer Fire Department	DVF	-018
Independence Fire Protection District	IDP	-025
Keeler Fire Company	KEE	-030
Line Pine Volunteer Fire Department	LPN	-035
Olancho-Cartago Fire Department	OLC	-040
Tecopa-Shoshone Fire Company	TSH	-045

KERN

Arvin City FD
 Bakersfield Fire Department
 California City Fire Department
 Delano Fire Department
 Kern County Fire Department
 Mc Farland City FD
 Maricopa Fire Department
 Taft Fire Department
 Tehachapi Correctional Institution
 Tehachapi Fire Department
 Wasco FD

KINGS

Avenal State Prison
 California State Prison
 California Department of Forestry
 Hanford Fire Department
 Kings County Fire Department
 Lemoore Volunteer Fire Department
 Naval Air Station Lemoore Fire Department

LAKE

California Department of Forestry
 Clearlake Oaks Fire Department
 Kelseyville Fire Protection District
 Lakeport Fire Department
 Lakeshore Fire Protection District
 Lower Lake Fire Protection District
 Lucerne Park and Recreation District
 South Lake CFPD
 Nice Volunteer Fire Department
 Upperlake Fire Protection District

LASSEN

Big Valley Fire Protection District
 California Correctional Center
 California Department of Forestry
 Clear Creek Community Services District
 Doyle Volunteer Fire Department
 Eagle Lake Community Fire Department
 Janesville Fire Protection District

XKE 15-

-025
 BKF -005
 CAC -065
 DEL -015
 KRN -010
 -050
 -020
 TFT -035
 TPC -410
 THC -040
 -045

XKI 16-

-002
 CPA -001
 FKU -555
 HAN -010
 KCF -015
 LEM -020
 NLE -810

XLK 17-

LNU -555
 COG -015
 KLS -020
 LKP -025
 LSH -005
 LLK -030
 LUC -035
 MDT -040
 NIC -055
 UPP -045

XLS 18-

BGV -010
 CCO -410
 LMU -555
 CLC -045
 DOY -015
 EGL -065
 JNV -020

LASSEN (Continued...)

Lake Forest Volunteer Fire Department
Little Valley Community Services District
Madeline Fire Protection District
Standish Litchfield Fire Protection District
Susan River Fire Protection District
Susanville Fire Department
Westwood Fire Department

LFV -070
LVV -021
MAD -025
STL -030
SSN -040
SUS -035
WVO -050

LOS ANGELES

Alhambra Fire Department
Arcadia Fire Department
Avalon Fire Department
Beverly Hills Fire Department
Burbank Fire Department
Compton Fire Department
Culver City Fire Department
Downey Fire Department
El Monte Fire Department
El Segundo Fire Department
Gardena Fire Department
Glendale Fire Department
Hawthorne Fire Department
Hermosa Beach Fire Department
Inglewood Fire Department
La Habra Heights Volunteer Fire Department
La Verne Fire Department
Lockheed Fire Department - Burbank
Long Beach Fire Department
Los Angeles County Fire Department
Los Angeles City Fire Department
Lynwood Fire Department
Manhattan Beach Fire Department
Monrovia Fire Department
Montebello Fire Department
Monterey Park Fire Department
Northrop Corporate Fire Department
Palos Verdes Estates Fire Department
Pasadena Fire Department
Pomona Fire Department
Redondo Beach Fire Department
San Gabriel Fire Department
San Marino Fire Department
Santa Fe Springs Fire Department

XLA 19
ALH -005
ARC -010
AVA -015
BHL -025
BRK -030
CMP -040
CUL -050
DNY -055
ELM -060
ELS -065
GDA -070
GLN -075
HAW -080
HMB -085
ING -090
LHH -225
LVN -095
LOC -097
LOB -100
LAC -110
LFD -105
LYN -115
MHB -120
MRV -125
MTB -130
MPK -135
NTH -138
PVE -140
PAS -145
POM -150
RDB -155
SGB -165
SNM -170
SFS -175

LOS ANGELES (Continued...)

Santa Monica Fire Department
 Sierra Madre Fire Department
 South Pasadena Fire Department
 Torrance Fire Department
 Vernon Fire Department
 West Covina Fire Department

SMA -180
 SMD -185
 SPS -195
 TOR -200
 VER -205
 WCV -210

MADERA

California Department of Forestry
 Chowchilla Volunteer Fire Department
 Madera County Fire Department
 Madera Fire Department

XMA 20-
 MMU -555
 CHW -005
 MDC -015
 MDR -010

MARIN

Alto Richardson Bay Fire Protection District
 Bolinas Fire Protection District
 Corte Madera Fire Department
 Inverness Public Utility District
 Kentfield Fire Protection District
 Larkspur Fire Department
 Marin County Fire Department
 Marinwood Fire Department
 Mill Valley Fire Department
 Muir Beach Volunteer Fire Department
 Nicasio Volunteer Fire Department
 Novato Fire Protection District
 CSA #19
 Ross Department of Public Safety
 Ross Valley Fire Department
 San Quentin State Prison
 San Rafael Fire Department
 Sausalito Fire Department
 Skywalker Ranch Fire Brigade
 Stinson Beach Fire Protection District
 Tiburon Fire Protection District

XMR 21-
 ARY -045
 BOL -010
 CMD -015
 INV -025
 KNT -030
 LRK -035
 MRN -105
 MRW -080
 MLV -040
 MUI -085
 NCS -086
 NOV -055
 -078
 ROS -060
 ANS -065
 QUN -410
 SNR -075
 SIT -090
 SKY -092
 SNB -095
 TIB -100

MARIPOSA

California Department of Forestry
 Mariposa County Fire Department
 Mariposa Public Utility District
 Yosemite Park and Curry Company #7

XMP 22-
 MMU -555
 MAU -025
 MRI -045
 YPC -080

MENDOCINO

Albion-Little River Volunteer Fire Department
 Anderson Valley Community Services District
 Brooktrails Community Services District
 California Department of Forestry
 Comptche Volunteer Fire Department
 Covelo Fire Protection District
 Elk Volunteer Fire Department
 Fort Bragg Fire Department
 Greenwood-Ridge Fire Department
 Hopland Volunteer Fire Department
 Irish Beach Volunteer Fire Department
 Leggett Valley Fire Protection District
 Little Lake Fire Protection District
 Long Valley Fire Protection District
 Mendocino Fire Protection District
 Piercy Fire Protection District
 Point Arena Fire Department
 Potter Valley Community Services District
 RDWD VLY.-Calpeela Fire Protection District
 River Estates Volunteer Fire Department
 South Coast Fire Protection District
 Ukiah Fire Department
 Ukiah Valley Fire Protection District

XME 23-

ALR -005
 AVY -010
 BCS -011
 MEU -555
 CMT -015
 CVL -020
 EKV -025
 BRG -030
 GWR -905
 HOP -100
 IBV -916
 LEG -115
 LVF -045
 MND -050
 PRC -055
 PTA -060
 POT -065
 RVF -070
 SCF -040
 UKH -075
 UKV -080

MERCED

Atwater Fire Department
 California Department of Forestry
 Dos Palos Fire Protection District
 Gustine Volunteer Fire Department
 Livingston Fire Department
 Los Banos Volunteer Fire Department
 Merced County Fire Department
 Merced Fire Department

XMD 24-

ATW -005
 MMU -555
 DOS -010
 GUS -015
 LVG -020
 LBN -025
 MRD -035
 MER -030

MODOC

Adin Fire Protection District
 Alturas Fire Protection District
 Alturas City Fire Department
 Canby Fire Protection District
 California Department of Forestry
 Cedarville Fire Protection District
 Davis Creek Fire Protection District
 Eagleville Fire Protection District
 Fort Bidwell Fire Department
 Lake City Fire Protection District
 Likely Fire Protection District
 Lookout Fire Protection District
 Willow Ranch Fire Protection District

MONO

Antelope Valley Fire Protection District
 Bridgeport Fire Protection District
 California Department of Forestry
 Chalfant Fire Department
 June Lake Fire Protection District
 Lee Vining Volunteer Fire Department
 Long Valley Fire Department
 Mammoth Lakes Fire Protection District
 Mono City Fire Protection District
 Paradise Fire Protection District
 Wheeler Crest Fire Protection District
 White Mountain Fire Protection District

MONTEREY

Aromas Tri-County Fire Protection District
 Arroyo Seco Volunteer Fire Company
 Big Sur Volunteer Fire Brigade
 Cachagua Volunteer Fire Company
 Carmel By the Sea Fire Department
 Carmel Highlands Fire Protection District
 Carmel Valley Fire Protection District
 California Department of Forestry
 Correctional Training Facility
 Gonzales Volunteer Fire Department
 Greenfield Fire Protection District
 King City Fire Department
 Marina Department of Public Safety

XMO 25-

ADI -005
 ALF -015
 ALV -010
 CAn -020
 LMU -555
 CDV -025
 DAV -030
 EAG -035
 FTB -040
 LKC -045
 LIK -050
 LOO -055
 WWR -060

XMN 26-

ANT -015
 BRI -010
 OVU -555
 -012
 JUN -020
 LEE -025
 LNG -035
 MAM -030
 MON -040
 PRD -042
 SWF -045
 WMT -005

XMY 27-

ATC -005
 ASV -008
 BSB -900
 CFC -905
 CBS -015
 CHF -010
 CVF -020
 BEU -555
 CTF -410
 GNZ -035
 GRN -045
 KIN -050
 MAR -055

MONTEREY (Continued...)

~~Mid Carmel Valley Fire Protection District~~
~~Mid Coast Volunteer Fire Company~~
~~Mission Soledad Rural Fire Protection District~~
~~Monterey County Service Area #39~~
~~Monterey County Service Area #43~~
~~Monterey County Service Area #61~~
~~Monterey Fire Department~~
~~North County Fire Protection District~~
~~Pacific Grove Fire Department~~
~~Pajaro Community Services District~~
~~Pebble Beach Community Services District~~
~~Penn. Airport District Fire Department~~
~~Salinas Fire Department~~
~~Salinas Rural Fire Protection District~~
~~San Ardo Volunteer Fire Company~~
~~Seaside Fire Department~~
~~Soledad Fire Department~~
~~Spreckels Volunteer Fire Department~~

~~MCV -011~~
~~MCC -910~~
~~MSR -095~~
~~MTY -110~~
~~MFT -116~~
~~KCS -145~~
~~MNT -060~~
~~CTR -025~~
~~PGF -065~~
~~PAJ -105~~
~~MRY -115~~
~~PMA -150~~
~~SLS -070~~
~~SLR -075~~
~~SAV -140~~
~~SEA -080~~
~~SLD -090~~
~~SPR -100~~

NAPA

XNA 28-

American Canyon Fire Protection District
Calistoga Fire Department
California Department of Forestry
Napa County Fire Department
Napa Fire Department
Napa State Hospital Fire Department
St. Helena Fire Department

ACY -020
CAL -005
LNU -555
NPA -025
NAP -010
NSH -490
STH -015

NEVADA

XNE 29-

Alta-Oaks Sunset Fire Protection District
Bullion Fire Protection District
California Department of Forestry
Donner Summit Volunteer Fire Department
Bronco Volunteer Fire Department
Forty-Niner Fire Protection District
Gold Flat Fire Protection District
Grass Valley Fire Department
Higgins Fire Protection District
Nevada County Fire Department
Nevada City Fire Department
North San Juan Fire Department
Ophir Hill Fire Protection District

AOS -010
BUL -015
NEU -555
DON -080
FFD -075
FNR -045
GLD -020
GRS -005
HGF -042
NCO -041
NEV -040
NSJ -050
OPH -025

NEVADA (Continued)

Peardale-Chicago Park Fire Protection District
Peen Valley Fire Protection District
Rough and Ready Fire Protection District
Truckee Fire Protection District
Watt Park Fire Protection District

PCP -030
PNV -065
RAR -055
TRK -060
WAT -035

ORANGE

Anaheim Fire Department
Brea Fire Department
Buena Park Fire Department
Costa Mesa Fire Department
Fountain Valley Fire Department
Fullerton Fire Department
Garden Grove Fire Department
Huntington Beach Fire Department
Laguna Beach Fire Department
La Habra Fire Department
Newport Beach Fire Department
Orange County Fire Department
Orange Fire Department
San Clemente Fire Department
Santa Ana Fire Department
Stanton Fire Department
Westminster Fire Department

XOR 30-
ANA -005
BRA -010
BPK -015
COS -020
FVY -025
FLF -030
GGV -035
HTB -040
LAB -045
LHB -050
NPB -055
ORC -065
ORG -060
SCL -073
STA -075
STN -085
WST -095

PLACER

Alpine Springs County Water District
Alta Fire Protection District
Auburn Volunteer Fire Department
California Department of Forestry
Colfax Volunteer Fire Department
Dry Creek Volunteer Fire Protection District
Dutch Flat Volunteer Fire Department
Foresthill Fire Protection District
Lincoln Fire Department
Loomis Fire Protection District
Placer Hills Fire Protection District
Newcastle Fire Protection District
Northstar Fire Department
North Tahoe Fire Protection District
Penryn Fire Protection District
Placer County Fire Department
Placer Foothills County Fire Protection District

XPL 31-
ASC -105
AFP -005
ABR -010
NEU -555
CFX -030
DCR -090
DUT -110
FHF -040
LNC -050
LMF -055
ROC -060
NEW -065
NRS -115
NTF -045
RYN -075
PCF -125
ROC -020

PLACER (Continued...)

Rocklin Fire Department	ASFF -435	ROK -080
Roseville Fire Department	CEL -005	RSV -085
Sheridan Fire Protection District	COU -000	SHR -095
South Placer Fire Protection District		SPL -150
Squaw Valley Fire Department	CEL -010	SQU -070
Tahoe City Fire Protection District		TCF -100

PLUMAS

Beckwourth Fire Department		XPU 32-
California Department of Forestry		BEC -005
Chester Fire Protection District		LMU -555
Crescent Mills Fire Protection District		CHE -010
Graeagle Fire Protection District		CMF -015
Greenville Fire Protection District		GRA -020
Hamilton Branch Fire Protection District		GVF -025
La Porte Fire Protection District		HBF -065
Long Valley Community Service District		LPR -030
Meadow Valley Fire Protection District		LVL -032
Peninsula Fire Protection District		MVF -035
Plumas County Service Area #2		PNS -070
Plumas-Eureka Fire Department		PUM -042
Portola Fire Department		PEF -043
Prattville-Almanor Fire Protection District		POR -040
Quincy Fire Protection District		PRT -045
Sierra Valley Fire Protection District		QUI -050
Taylorsville Fire Protection District		SIE -060
		TAY -055

RIVERSIDE

Banning Fire Department		XRI 33-
Beaumont Fire Department		BAN -005
Blythe Fire Department		BMT -010
California Department of Forestry		BLY -015
California Rehabilitation Center		RRU -555
Cathedral City Fire Department		CRC -410
Coachella Fire Protection District		CDR -018
Corona Fire Department		COA -020
Desert Hot Springs Fire Department		COR -025
Elsinore Fire Department		DHS -030
Hemet Fire Department		RVR -035
Idyllwild Fire Protection District		HEM -040
Indian Wells Fire Department		IDL -045
Indio Fire Department		INW -100
		IND -050

RIVERSIDE (Continued...)

La Quinta Fire Department
 Moreno Valley Fire Department
 Murrieta Fire Protection District
 Norco City Fire Department
 Palm Desert Fire Station
 Palm Springs Fire Department
 Perris Fire Department
 Rancho Mirage County Fire Department
 Riverside County Fire Department
 Riverside Fire Department
 Rubidoux Community Services District
 San Jacinto Fire Department
 Temecula Fire Department

LAQ -052
 MOE -054
 MUR -055
 NOR -060
 PDS -105
 PMS -065
 PER -070
 RMG -110
 RVC -090
 RIV -075
 RBX -080
 SJT -085
 -115

SACRAMENTO

American River Fire Protection District
 C.D.F. Fire Protection
 Citrus Heights Fire Protection District
 Courtland Fire Protection District
 Delta Community Services District
 Elk Grove Community Services District
 Elverta Fire Protection District
 Fair Oaks Fire Protection District
 Florin Fire Protection District
 Folsom Fire Department
 Folsom Prison Fire Department
 Fruitridge Fire Protection District
 Galt Fire Protection District
 Herald Fire Protection District
 Isleton Fire Department
 Natomas Fire Protection District
 Pacific Fire Protection District
 Rancho Cordova Fire Protection District
 Rio Linda Fire Protection District
 Sacramento County Fire Protection District
 Sacramento Fire Department
 Sloughhouse Fire Protection District
 Walnut Grove Fire Protection District
 Wilton Fire Protection District

XSA 34-
 ARN -090
 CDF -555
 CIT -010
 CLF -015
 DLT -130
 EGR -020
 ELV -025
 FOF -030
 FLO -095
 FOL -035
 FPF -410
 FRU -100
 GAL -040
 HER -050
 ILE -055
 -105
 PAC -110
 RCF -065
 RLF -070
 SAC -082
 SCR -080
 SLH -115
 WAL -120
 WLT -125

SAN BENITO

California Department of Forestry
Hollister Fire Department
San Benito County Fire Department
San Juan Bautista Fire Department
Snow Valley Fire Department

SAN BERNARDINO

Adelanto Fire Department
Apple Valley Fire Protection District
Arrowbear Lake County Water District
Baker Fire Department
Barstow Fire Protection District
Big Bear City Community Services District
Big Bear Lake Fire Protection District
California Institution for Women
California Department of Forestry
Central Valley Fire Protection District
Chino Fire Protection District
Chino-California Institution for Men
Chino Rural Fire Protection District
Colton Fire Department
Crest Forest Fire Protection District
County Service Area #38
County Service Area #56, F-1 Pinon Hills Fire Dept.
County Service Area #70, Zone W
County Service Area #53-B-Fawnskin
County Service Area #82-I.Z. SV #1
Daggett Community Services District
Foothill Fire Protection District
Forest Falls Fire Protection District
Grand Terrace Fire Department
Green Valley Lake CSA-79 Fire Department
Havasu Lake CSA #72
Hesperia Fire Protection District
Highland Fire Department
Joshua Tree Fire Protection District
Lake Arrowhead Fire Protection District
Landers Volunteer Fire Department
Loma Linda Fire Department
Lucerne Valley Fire Protection District
Lytle Creek Station #20
Montclair Fire Department
Monte Vista Fire Protection District
Morongo Valley Community Services District

XBE 35-

BEU -555
HOL -010 SV 085
SBN -020
SJB -015 SPE 150
SFB 070

XBO 36-

ADL -005
APP -015
ABL -025 EC 005
BAK -030
BAR -035
BBC -040
BBL -045
CIW -415
DBU -555
BCC -050
CHN -055
CIM -410
CHO -060
COL -065
CRF -070
CSC -175
PHF -086
HNK -110
FAW -085
ARG -020
DAG -080
FTH -010
FFF -095
GRT -062
GVY -100
HAV -102
HES -105
HIG -107
JSH -115
ARR -120
LND -240
LOM -125
LVY -130
LCC -135
MTC -140
MNV -145
MGO -150

SAN BERNARDINO (Continued.)

Mt. Baldy Fire Department	BDY -155
Needles Fire Department	NED -160
Newberry Springs Community Services District	NBY -165
Ontario Fire Department	OTO -170
Ontario Airport Fire Department	OAP -275
Redlands Fire Department	RED -180
Rialto Fire Department	RIA -185
Running Springs County Water District	RSP -190
San Bernardino Fire Department	BDO -195
29 Palms Fire Department	TWP -210
Upland Fire Department	UPL -215
Victorville Fire Department	VCV -220
Wonder Valley Volunteer Fire Department	WON -245
Wrightwood Fire Protection District	WWD -225
Yermo Community Services District	YER -230
Youth Training School	CYC -450
Yucca Valley Fire Protection District	YVY -235

SAN DIEGO

	XSD 37-
Alpine Fire Protection District	ACP -005
Bonita Sunnyside Fire Protection District	BON -010
Borrego Springs Fire Protection District	BGO -015
Bostonia Fire Protection District	BOS -020
Boulevard Fire & Rescue Department	BLV -022
Campo Volunteer Fire Department	CPO -040
Carlsbad Fire Department	CBD -025
California Department of Forestry	MVN -555
Chula Vista Fire Department	CHV -030
Coronado Fire Department	CRD -045
Crest Fire Protection District	CST -060
Deer Springs Fire Protection District	DSF -148
Del Mar Fire Department	DMR -050
Donovan Correctional Facility	DCF -410
Dulzura-Barrett Volunteer Fire Department	DBV -058
El Cajon Fire Department	ELC -055
Elfin Forest Volunteer Fire Department	EFF -057
Encinitas Fire Protection District	ENC -065
Escondido Fire Department	ESC -070
Fallbrook Fire Protection District	NCF -075
North County/Rainbow Fire Protection District	SND -818
Harbison Canyon Volunteer Fire Department	HCN -200
Imperial Beach Fire Department	IMB -085
Intermountain Volunteer Fire & Rescue Department	-086

SAN DIEGO (Continued..)

Rural Fire District	SDR -087
Julian Cuyamaca Fire Protection District	JVF -089
La Mesa Fire Department	LMS -095
Lake Morena Volunteer Fire Department	LMR -092
Lakeside Fire Protection District	LKS -090
Lemon Grove Fire Department	LGV -100
Lower Sweetwater Fire Protection District	LSW -105
Mt. Laguna Volunteer Fire Department	MLG -103
National City Fire Department	NAT -110
Oceanside Fire Department	OCS -115
Ocotillo Wells Fire Company	OWF -112
Palomar Mountain Volunteer Fire Department	PMV -114
Pine Valley Fire Protection District	PVY -120
Potrero Volunteer Fire Department	PTV -123
Poway Safety Services	POW -125
Ramona Fire Protection District	RAM -130
Rancho Santa Fe Fire Protection District	RSF -135
Reservation Fire Protection District, B-2	RFB -215
Rincon Del Diablo Fire Department	RNC -137
Rural County Fire Protection District	SDR -139
San Diego Fire Department	SND -140
San Marcos Fire Protection District	SMC -145
San Miguel Consolidate Fire Protection District	SMF -165
San Onofre Fire Department	SNO -146
San Pasqual Fire Department	SPF -147
Santee Fire Department	SNT -150
Shelter Valley Volunteer Fire Department	SVV -155
Solana Beach Fire Department	SOL -160
Spring Valley Fire Protection District	SPV -165
Valley Center Fire Protection District	VCF -175
Vista Fire Department & Fire Protection District	VTA -170
Warner Springs Ranch Fire Department	WSR -225

SAN FRANCISCO

San Francisco Fire Department	SRF -005
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SAN JOAQUIN

Aviation CFR Fire Department	ACR -135
Boggs Tract Fire Protection District	BOG -070
California Department of Forestry	SCU -555
Clements Rural Fire Protection District	CLE -020

SAN JOAQUIN (Continued.)

Collegeville Fire Protection District	CGV -075
Delta Fire Protection District	DFD -023
Deuel Vocational Institution's Community Services District	TDV -410
Escalon Fire Protection District	ESL -025
Farmington Rural Fire Protection District	FAR -030
Forest Lake Rural Fire Department	FLR -005
French Camp-McKinley Fire Protection District	FRC -085
Holt-Terminus Volunteer Fire Department	HTF -145
Liberty Rural Fire Protection District	LIB -010
Linden-Peters Rural County Fire Protection District	LPE -040
Lodi Fire Department	LOD -045
Manteca Fire Department	MAN -050
Manteca-Lathrop Fire Protection District	MLR -055
Mokelumne Fire Protection District	MKE -125
Montezuma Fire Protection District	ZUM -095
North California Youth Authority	NCY -450
Ripon Fire Protection District	RIP -060
Stockton Fire Department	STO -065
Stockton State Hospital	SSH -490
Thornton Fire Protection District	THO -115
Tracy Rural Fire Protection District	TRA -015
Waterloo-Morada Fire Protection District	WMR -105
Woodbridge Fire Protection District	WOO -130

SAN LUIS OBISPO

Arroyo Grande Fire Department	AYG -005
Atascadero Fire Protection District	ATA -010
Atascadero State Hospital Fire Department	ATS -490
Avila Beach Fire Protection District	AVI -015
California Men's Colony Fire Department	CMC -410
University Fire Department	UNI -085
Cambria Fire Protection District	CMB -020
Cayucos Fire Protection District	CAY -025
California Department of Forestry	SLU -555
Grover City Fire Department	CRO -030
Los Robles Conservation Camp	LRB -450
Morro Bay Fire Department	MRB -040
Oceano Community Services District-Fire	OCE -045
Paso Robles Fire Department	PRF -050
Pismo Beach Fire Department	PSM -055
San Luis Obispo County Fire Department	SLC -080
San Luis Obispo Fire Department	SLO -060
San Miguel Fire Protection District	SMF -065

SAN LUIS OBISPO (Continued...)

Santa Margarita Volunteer Fire Department
South Bay Fire Protection District
Templeton Fire Protection District
Lake Morena Volunteer Fire Department

SMV -070
SBY -035
TEM -075
XSM 41-
IMR -092

SAN MATEO

Brisbane Department of Public Safety
Burlingame Fire Department
California Department of Forestry
Colma Fire Protection District
Daly City Fire Department
Foster City Fire Department
Half Moon Bay Fire Protection District
Hillsborough Fire Department
Menlo Park Fire Protection District
Millbrae Fire Department
Pacifica Fire Department
Point Montara Fire Protection District
Redwood City Fire Department
San Bruno Fire Department
San Mateo County Fire Department
San Mateo Fire Department
Skylonda Volunteer Fire Department
South County Fire Authority
South San Francisco Fire Department
Woodside Fire Protection District

BRS -010
BUR -015
CZU -555
CLM -030
DAL -035
FOS -040
HLF -045
HBO -020
MNL -050
MIL -055
PFC -065
PTM -060
RWO -070
SBR -080
CFS -115
MEO -090
SVD -082
SOC -085
SSF -095
WOD -105

SANTA BARBARA

Carpinteria-Summerland Fire Protection District
Guadalupe Fire Department
Lompoc Fire Department
Montecito Fire Protection District
Orcutt Fire Protection District
Santa Barbara County Fire Department
Santa Barbara City Fire Department
Santa Maria Fire Department
Solvang Municipal Improvement District

XSB 42-
CRP -005
GUA -010
LMP -015
MTO -030
OCT -020
SBC -035
STB -025
SMR -040
SVG -045

SANTA CLARA**XSC 43-**

Agnews State Hospital Fire Department
 Campbell Fire Department
 California Department of Forestry
 Central Fire Protection District
 Gilroy Fire Department
 Gilroy Rural Fire Protection District
 Los Altos Fire Department
 Milpitas Fire Department
 Morgan Hill City Fire Department
 Mountain View Fire Department
 Palo Alto Fire Department
 San Jose Fire Department
 Santa Clara Fire Department
 Saratoga Fire Protection District
 South Santa Clara County Fire Department
 Sunnyvale Department of Public Safety Fire Dept

ASH -490
 CBL -005
 SCU -555
 CNT -080
 GIL -010
 GLL -015
 LOS -020
 MLP -030
 MRG -040
 MTV -050
 PAF -060
 JOE -070
 SNC -090
 SAR -100
 SCC -045
 SNY -105

SANTA CRUZ**XCZ 44-**

Aptos/La Selva Fire Protection District
 Ben Lomond Fire Protection District
 Boulder Creek Fire Protection District
 Branciforte Fire Protection District
 Capitola Fire Protection District
 California Department of Forestry
 Central Santa Cruz Fire Protection Agency
 Davenport Volunteer Fire Department
 Felton Fire Protection District
 Freedom Fire Protection District
 Salsipuedes Fire Protection District
 Santa Cruz County Fire Department
 Santa Cruz Fire Department
 Scotts Valley Fire Protection District
 U.C. Santa Cruz Fire Department
 Watsonville Fire Department
 Zayante Fire Protection District

APT -005
 BEN -015
 BOU -020
 BRN -060
 CAP -025
 CZU -555
 CSC -065
 DPT -030
 FEL -035
 FRD -045
 SSP -085
 SZC -095
 SCZ -055
 SCO -070
 CRU -760
 WTS -080
 ZAY -040

SHASTA

Anderson Fire Protection District
 Bella Vista VFC
 Big Bend Volunteer Fire Protection District
 Burney Fire Protection District
 Castella Fire Protection District
 California Department of Forestry
 Cassel VFC
 Centerville Volunteer Fire Company
 Central Valley Fire Protection District
 Cottonwood Fire Protection District
 Fall River Mills Fire Protection District
 French Gulch Fire Protection District
 Happy Valley Fire Protection District
 Hat Creek Volunteer Fire Company
 Igo-Ono West Valley Volunteer Fire Company
 Keswich Volunteer Fire Company
 Mc Arthur Fire Protection District
 Millville Volunteer Fire Company
 Montgomery Creek Volunteer Fire Company
 Mountain Gate Fire Department
 Oak Run Volunteer Fire Company
 Old Station Volunteer Fire Company
 Redding Fire Department
 Shasta County Fire Department
 Shasta College Fire Protection District
 Shasta Community Services District
 Shasta Lake Volunteer Fire Company
 Shingletown Volunteer Fire Company

XSH 45-

AFD -010
 BVV -955
 BBV -970
 BUF -020
 CPD -025
 SHU -555
 CSL -905
 CNV -910
 CEN -030
 COT -035
 FAL -040
 FGF -045
 HVF -015
 HAT -920
 IGO -925
 KES -075
 MCA -975
 MVL -935
 MTG -940
 WMG -080
 OKR -980
 OSV -945
 RDN -055
 SHS -088
 SHC -095
 SHA -085
 SLK -960
 SHI -965

SIERRA

Alleghany Volunteer Fire Department
 California Department of Forestry
 Downieville Fire Protection District
 Loyaltown Fire Department
 Pike City Volunteer Fire Department
 Sierra City Fire Protection District
 Sierra County Fire Protection District #1

XSI 46-

ALG -025
 RO2 -555
 DWN -005
 LOY -010
 PIK -012
 SRA -015
 SER -020

SISKIYOU

Butte Valley Fire Protection District
 California Department of Forestry
 Copco Lake Fire Protection District
 Dorris Fire Department
 Dunsmuir Fire Department
 Dunsmuir Fire Protection District
 Etna Fire Department
 Fort Jones Fire Department
 Gazelle Fire Protection District
 Grenada Fire Protection District
 Happy Camp Fire Protection District
 Fall River Mills Fire Protection District
 Hornbrook Fire Protection District
 Mc Cloud CSD
 Montague Fire Protection District
 Mount Shasta Fire Protection District
 Mount Shasta Fire Vista FC
 Mount Shasta Fire Department
 Scott Valley Fire Protection District
 Seiad Valley Fire Co.
 Siskiyou County Fire Department
 South Yreka Fire Protection District
 Tennant Fire Department
 Tulelake Multi County Fire Department
 Weed Volunteer Fire Department
 Yreka Volunteer Fire Department

XSK 47-

BTE -045
 SKU -555
 COC -054
 DOR -005
 DUN -010
 DNS -015
 ETN -020
 FTJ -025
 GAZ -030
 GND -095
 HAP -035
 HOR -040
 MTF -055
 MCU -050
 MTF -055
 MSH -065
 MSV -065
 MTS -060
 SVF -120
 SEI -070
 SIS -121
 SYR -115
 TEN -130
 TUL -075
 WED -080
 VFD -085

SOLANO

Benicia Fire Department
 California Medical Facility Fire Department
 California Department of Forestry
 Cordelia Fire Protection District
 Dixon County Fire Protection District
 Fairfield Department of Public Safety
 Montezuma Fire Protection District
 Rio Vista Fire Department
 Ryer Fire Protection District
 Suisun City Fire Department
 Suisun Fire Protection District
 Vacaville Fire Protection District
 Vacaville Fire Department
 Vallejo Fire Department

XSO 48-

BNC -005
 MFC -410
 LNU -555
 CFD -055
 DIX -015
 FRF -025
 MTZ -090
 RVS -040
 RYR -080
 SUC -050
 SUI -030
 VVF -065
 VAC -060
 VLJ -070

SONOMA

XSN 49-

Annapolis Volunteer Fire Department	ANN -905
Bellevue Fire Protection District	VUE -155
Bennett Valley Fire Protection District	BVF -160
Bloomfield Volunteer Fire Department	BFC -120
Bodega Bay Fire Protection District	BDB -010
Bodega Volunteer Fire Department	BOD -005
Bohemian Grove Fire Department	BOH -012
Camp Meeker Volunteer Fire Department	CMK -030
Cazadero Community Services District	CAZ -035
California Department of Forestry	SNU -555
Cloverdale Fire Department	CLD -040
Cotati Fire Protection District	CTT -045
Forestville Fire Protection District	FRV -050
Fort Ross Volunteer Fire Department	FTR -910
Geyserville Fire Company	GEY -055
Glen Ellen Fire Protection District	GLE -060
Graton County Fire Protection District	GTN -065
Guerneville Fire Protection District	GUE -075
Healdsburg Fire Department	HEA -080
Hessel Fire Protection District	HSL -190
Jenner Volunteer Fire Department	JNR -085
Kenwood Fire Protection District	KWD -090
Knights Valley Volunteer Fire Department	KNV -020
Lakeville Volunteer Fire Department	LKV -915
Mayacamas Volunteer Fire Department	MYC -930
Monte Rio Fire Protection District	MRO -100
Mountain Volunteer Fire Department	MOU -103
Occidental Fire Department	OCD -105
Odiyan Monks Volunteer Fire Department	OMV -925
Palmer Creek Volunteer Fire Department	-108
Penngrove Fire Protection District	PGR -110
Petaluma Fire Department	PTL -115
Rincon Valley Fire Protection District	RIN -170
Rio Lindo Academy Fire Company	RLN -220
Rohnert Park Department of Public Safety	ROH -140
Roseland Fire Protection District	RPD -175
San Antonio VFC	SAF -250
Santa Rosa Fire Department	SRS -145
Schell-Vista Fire Protection District	SCH -205
Sea Ranch Fire Department	TSR -070
Sebastopol Fire Department	SEB -180
Sonoma Fire Department	SON -200
Sonoma State Hospital Fire Department	SST -490
Timber Cove Volunteer Fire Department	TIM -225

SONOMA (Continued...)

Twin Hills Fire Protection District
 Two Rock Volunteer Fire Department
 Valley Ford Volunteer Fire Department
 Valley of the Moon Fire Protection District
 Wilmar Fire Department
 Windsor Fire Protection District

TWN -195
 TWO -125
 VFV -210
 VOM -015
 WLM -130
 WND -215

STANISLAUS

Burbank Paradise Fire Protection District
 California Department of Forestry
 Ceres Fire Department
 Denair Fire Protection District
 Empire Fire Protection District
 Hughson Fire Protection District
 Industrial Fire Protection District
 Keyes Fire Protection District
 La Grange Fire Department
 McHenry-Dry Creek Fire Protection District
 Modesto Fire Department
 Montpelier Fire Protection District
 Mountain View Fire Protection District
 Newman Volunteer Fire Department
 Oakdale Fire Department
 Oakdale Fire Protection District
 Patterson Fire Department
 Riverbank Fire Protection District
 Salida Fire Protection District
 Stanislaus County Fire Safety Department
 Turlock Fire Department
 Turlock Rural Fire Department
 Valley Home Fire Protection District
 Waterford-Hickman Fire Protection District
 West Stanislaus Fire Protection District
 Westport Fire Protection District
 Woodland Avenue Fire Protection District

XST 50
 BRB -045
 TCU -555
 CER -005
 DEN -015
 EMP -025
 HGS -030
 IDS -050
 KEY -150
 -140
 MCH -055
 MST -040
 -020
 MVW -115
 NWM -080
 ODF -085
 ODL -090
 PAT -130
 RBF -105
 SLA -060
 SSL -075
 TUR -110
 TRL -120
 VHM -095
 XST -125
 WSF -100
 WPF -065
 WLA -070

SUTTER

~~East Nicolaus Fire Department~~
~~Live Oak County Service Area #A District~~
~~Live Oak Fire Department~~
~~Meridian Fire Department~~
~~Oswald-Tudor Fire Department~~
 Pleasant Grove Fire Department
~~Sutter Basin Fire Protection District~~
~~Sutter Fire Department~~
~~Walton Fire Protection District~~
~~Yuba City Fire Department~~

XSU 51-

~~NCL -035~~
~~LVO -010~~
~~LOK -005~~
~~MDN -015~~
~~OSW -045~~
 PLG -020
~~SBF -025~~
~~STT -030~~
~~WFP -050~~
~~YUB -040~~

TEHAMA

Capay Fire Protection District
 California Department of Forestry
 Corning Volunteer Fire Department
 Gerber Volunteer Fire Department
 Red Bluff Fire Department
 Tehama County Fire Department

XTE 52-

CPY -015
 TGU -555
 CNG -005
 GER -010
 RBU -020
 TCR -030

TRINITY

California Department of Forestry
 Douglas City Fire Department
 Hawkins Bar Volunteer Fire Department
 Hayfork Fire Protection District
 Junction City Fire Protection District
 Lewiston Volunteer Fire Department
 Post Mountain Community Services District
 Salyer Volunteer Fire Department
 Trinity Center Community Services District
 Weaverville Volunteer Fire Department

XTR 53-

SHU -555
 DOU -001
 HBV -003
 HYF -005
 JCF -025
 LEW -010
 PMT -012
 SLV -014
 TCC -015
 WEA -020

TULARE

California Department of Forestry
 Dinuba Fire Department
 Farmersville Fire Department
 Lindsay Fire Department
 Porterville Fire Department
 Porterville State Hospital Fire Department
 Synanon Fire Department
 Tulare County Fire Department
 Tulare Fire Department

XTU 54-

TUU -555
 DIN -010
 FMV -005
 LNS -020
 PVL -035
 PSH -490
 SYA -110
 TLC -050
 TLR -040

TULARE (Continued...)

Visalia Fire Department
 Woodlake Fire District Volunteer Fire Department
~~Valley Fire Volunteer Fire Department~~
 TUOLUMNE Valley of the Moon Fire Protection District
~~Willmar Fire Department~~

California Department of Forestry
 Columbia College Fire Department
 Columbia Fire Protection District
 Groveland Community Services District
 Jamestown Fire Protection District
 Mi-Wuk Fire Protection District
 Sierra Cons. Center
 Sonora Fire Department
 Strawberry Volunteer Fire Department
 Tuolumne County Fire Department
 Tuolumne Fire Protection District
 Twain Harte Fire Protection District

VENTURA

Camarillo State Hospital Fire Department
 Fillmore Volunteer Fire Department
 Oxnard Fire Department
 Santa Paula Fire Department
 Ventura County Fire Protection District
 Ventura Fire Department
 Ventura School-Cay.

YOLO

Capay Valley Fire Protection District
 California Department of Forestry
 Clarksburg Fire Protection District
 Davis Fire Department
 Dunningan Fire Protection District
 East Davis Fire Protection District
 Elkhorn Volunteer Fire District
 Esparto Fire Protection District
 Knights Landing Volunteer Fire Department
 Madison Fire Protection District
 U.C. Davis Fire Department
 West Plainfield Fire Protection District
 West Sacramento Fire Department
 Willow Oak Fire Protection District

VSA -045
 WFL -065
 XTO 55-
 TCU -555
 CCD -740
 CLB -005
 GCS -045
 JST -010
 WUK -015
 JSC -410
 SOF -020
 STW -025
 TLU -050
 TUO -030
 TWA -035
 XVE 56-
 CHC -490
 FLM -005
 OXD -010
 SPA -015
 VNC -020
 VEN -025
 VNS -450
 XYO 57-
 PAY -010
 LNU -555
 CBF -020
 DVS -025
 DNN -040
 EDF -030
 EHF -060
 ESP -045
 KNI -050
 MDS -055
 UCD -760
 WPI -035
 EYO -065
 WOF -085

YOLO (Continued...)

Winters Fire Department
 Woodland Fire Department
 Yolo Fire Protection District
 Zamora Fire Protection District
 Oswald-Rudolf Fire Department

YUBA

Camptonville Volunteer Fire Department
 California Department of Forestry
 Dobbins-Oregon House Fire Protection District
 Foothill Volunteer Fire Department
 Hallwood Community Services District #10
 Linda Fire Department
 Loma Rica-Browns Valley Community Service District
 Marysville Fire Department
 Olivehurst Public Utility District
 Plumas-Brophy Fire Protection District
 Smartville Fire Protection District
 Wheatland Fire Department
 Yuba County Fire Department

WDL -075
 WDL -075
 YOL -090
 ZAM -095
 OSW -045

XYU 58-

CNT -002
 NEU -555
 DOF -003
 FTL -004
 HCS -001
 LNA -005
 LRB -008
 MAY -010
 OLI -015
 PBF -030
 SFP -020
 WHE -025
 YBA -031

STATE CODES AND ABBREVIATIONS

Alabama	01	AL	North Dakota	38	ND
Alaska	02	AK	Ohio	39	OH
American Samoa	03	AS	Oklahoma	30	OK
Arizona	04	AZ	Oregon	41	OR
Arkansas	05	AR	Pennsylvania	42	PA
California	06	CA	Puerto Rico	43	PR
Canal Zone	07	CZ	Rhode Island	44	RI
Colorado	08	CO	South Carolina	45	SC
Connecticut	09	CT	South Dakota	46	SD
Delaware	10	DE	Tennessee	47	TN
District of Columbia	11	DC	Texas	48	TX
Florida	12	FL	Utah	49	UT
Georgia	13	GA	Vermont	50	VT
Guam	14	GU	Virginia	51	VA
Hawaii	15	HI	Virgin Islands	52	VI
Idaho	16	ID	Washington	53	WA
Illinois	17	IL	West Virginia	54	WV
Indiana	18	IN	Wisconsin	55	WI
Iowa	19	IA	Wyoming	56	WY
Kansas	20	KS	Alberta	60	AT
Kentucky	21	KY	British Columbia	61	BC
Louisiana	22	LA	Manitoba	62	MB
Maine	23	ME	New Brunswick	63	BR
Maryland	24	MD	Newfoundland	64	NF
Massachusetts	25	MA	Nova Scotia	65	NS
Michigan	26	MI	Ontario	66	ON
Minnesota	27	MN	Prince Edward Island	67	PE
Mississippi	28	MS	Quebec	68	PQ
Missouri	29	MO	Saskatchewan	69	SK
Montana	30	MT	Yukon	70	YU
Nebraska	31	NE	Northwest Territory	71	NW
Nevada	32	NV			
New Hampshire	33	NH			
New Jersey	34	JN			
New Mexico	35	NM			
New York	36	NY			
North Carolina	37	NC			

Yuba County (Continued)

Winters Fire Department

WDL -078

Woodland Fire Department

WDL -075

Yolo Fire Protection District

YOL -090

Zamora Fire Protection District

ZAM -095

California Department of Forestry

CAF -000

California Department of Forestry

CAF -000

California Department of Forestry

CAF -000

COUNTY CODES

~~STATE CODES AND ABBREVIATIONS~~

Alameda	01	AL	Alameda	01	AL
American Samoa		AS	Oklahoma	06	OK
Alameda	01	AL	Orange	30	OR
Alpine	02		Placer	31	
Amador	03		Plumas	32	
Butte	04		Riverside	33	
Calaveras	05		Sacramento	34	
Colusa	06		San Benito	35	
Contra Costa	07		San Bernardino	36	
Del Norte	08		San Diego	37	
El Dorado	09		San Francisco	38	
Fresno	10		San Joaquin	39	
Glenn	11		San Luis Obispo	40	
Humboldt	12		San Mateo	41	
Imperial	13		Santa Barbara	42	
Inyo	14		Santa Clara	43	
Kern	15		Santa Cruz	44	
Kings	16		Shasta	45	
Lake	17		Sierra	46	
Lassen	18		Siskiyou	47	
Los Angeles	19		Solano	48	
Madera	20		Sonoma	49	
Marin	21		Stanislaus	50	
Mariposa	22		Sutter	51	
Mendocino	23		Tehama	52	
Merced	24		Trinity	53	
Modoc	25		Tulare	54	
Mono	26		Tuolumne	55	
Monterey	27		Ventura	56	
Napa	28		Yolo	57	
Nevada	29		Yuba	58	

ABBREVIATIONS FOR STREET TYPES

AL: Alley
AV: Avenue
BL: Boulevard
CA: Canyon
CE: Calle
CE: Center
CH: Channel/Canal
CK: Creek
CL: Circle
CO: Corner
CR: Crescent
CR: Crossing
CT: Court
DR: Drive
EX: Expressway
FY: Freeway
GD: Garden
GN: Glen
GR: Grove
HT: Height
HY: Highway
LN: Lane
LP: Loop
MT: Mount
MY: Motorway
PK: Park
PL: Place
PS: Paseo
PT: Point
PY: Parkway
PZ: Plaza
RD: Road
RT: Route
SQ: Square
ST: Street
TK: Turnpike
TL: Trail
TR: Terrace
TT: Tract/Transition Road
VS: Vista

VW: View
WK: Walk
WY: Way

675 Ceramic clay extraction from
earth.

754 Clay tiles and material

~~ABBREVIATIONS FOR STREET TYPES~~
SPECIFIC PROPERTY USE CODES
 ALPHABETICAL LISTING

AL: Alley

- | | | | |
|-----|--------------------------------------|-----|---|
| 711 | Abattoir Center | 786 | Aircraft assembly, mfg, repair |
| 687 | Abrasive plant | 894 | Aircraft freight terminal |
| 742 | Academic robe mfg | 886 | Aircraft hangar |
| 221 | Academy: boarding | 173 | Airline limousine terminal |
| 142 | Academy: riding | 841 | Airport bulk plant |
| 761 | Acetylene gas mfg | 981 | Airport construction |
| 761 | Acid plant | 632 | Airport control tower |
| 764 | Acilan fiber mfg | 841 | Airport gasoline distributing |
| 776 | Adding machine mfg | 171 | Airport passenger terminal |
| 595 | Addressing firm | 322 | Alcohol abuse center - limited care |
| 765 | Adhesive mfg | | Alcohol abusers: personal care of (see 451-452) |
| 591 | Administrative office | 721 | Alcohol beverage distillery |
| 799 | Advertising display mfg | 721 | Alcohol distilling: industrial |
| 754 | Advertising sign mfg | 721 | Alcohol plant |
| 774 | Aerial cableway mfg | 846 | Alcoholic beverage stge |
| 928 | Aerial tramway | 723 | Ale mfg |
| 791 | Aeronautical instrument mfg | 846 | Ale storage |
| 311 | Aged persons w/24-hour nursing staff | 715 | Alfalfa mill |
| | Aged: personal care of (see 451-452) | 761 | Alkali mfg |
| 773 | Agricultural fork mfg | 111 | Alley: bowling |
| 626 | Agricultural laboratory | 758 | Almanac publishing, printing |
| 774 | Agricultural machine mfg | 524 | Alteration shop: garment |
| 812 | Agricultural products: boxed | 772 | Aluminum casting |
| 813 | Agricultural products: loose | 773 | Aluminum hollowware mfg |
| 818 | Agricultural supply storage | 772 | Aluminum refining |
| 774 | Agricultural tractor mfg | 773 | Aluminum stamping |
| 774 | Air compressor mfg | 772 | Aluminum wire drawing |
| 774 | Air condition mchry mfg | 784 | Ambulance mfg, assembly |
| 776 | Air conditioner mfg: unit type | | Ambulatory care (see 341-343) |
| 591 | Air force office | 761 | Ammonia synthesis |
| 925 | Air raid shelter | 761 | Ammonium nitrate plant |
| 761 | Air reduction | 864 | Ammonium nitrate storage |
| 773 | Air rifle mfg | 762 | Ammunition mfg |

SPECIFIC PROPERTY CODES
(Continued....)

552	Ammunition sales	761	Artificial color mfg: food
123	Amphitheater	742	Artificial flower mfg
113	Amusement hall, place, booth	738	Artificial leather mfg
773	Anchor mfg	791	Artificial limb mfg
942	Anchorage	761	Artificial manure mfg
791	Anesthetic machine mfg	799	Artist brush mfg
556	Animal care center	765	Artist color mfg
833	Animal feed storage: processed	799	Artist material mfg, excl paint
813	Animal feed storage: unprocessed	765	Artist paint mfg
719	Animal food preparation	563	Artist supply sales
715	Animal food, stock dry feed	688	Asbestos concrete product mfg
556	Animal hospital	688	Asbestos fiber working
719	Animal medicine preparing	678	Asbestos mining, quarrying
726	Animal oil refinery: nonedible	688	Asbestos products plant
556	Animal shop, supplies	768	Asphalt impregnated paper mfg
663	Animal trapping, hunting	678	Asphalt mining, quarrying
531	Antique shop	774	Asphalt road machine mfg
	Apartment (see 421-428)		Assisted living facility (see 451-452)
654	Apiary	591	Association office
655	Apple growing	122	Athletic cage
776	Appliance assembling: elec	742	Athletic clothing mfg
538	Appliance repair w/o sales	141	Athletic club w/o sleeping
532	Appliance repair w/sales		Athletic club w/sleeping (see 441-446)
776	Appliance repair: elec w/mfg	981	Athletic field construction
532	Appliance store	798	Athletic goods mfg
742	Apron mfg	758	Atlas mfg
152	Aquarium	611	Atomic fission, fusion materials mfg
594	Architect office	531	Auction house
123	Arena: sports	591	Auditor's office
761	Argon gas mfg	182	Auditorium
591	Armed forces office	161	Automat
784	Armored car mfg, assembly	795	Automatic piano mfg
122	Armory hall	784	Automobile accessory mfg
582	Army and Navy store	575	Automobile accessory sales
591	Army office	873	Automobile accessory storage
677	Arsenic mining, quarrying		
779	Arsenic processing		
152	Art gallery incl sales		
233	Art school		

SPECIFIC PROPERTY CODES
(Continued....)

SPECIFIC PROPERTY USE CODES

ALPHABETICAL LISTING

784 Automobile assembly plant
 573 Automobile body repairing, painting
 571 Automobile filling station
 965 Automobile lot: sales
 784 Automobile parts mfg
 873 Automobile parts storage
 573 Automobile repair shop
 574 Automobile salesroom
 877 Automobile salvage, wrecking
 573 Automobile seat cover shop
 575 Automobile supply store
 575 Automobile tire store
 573 Automobile top shop
 578 Automobile washing
 573 Automotive muffler shop
 231 Automotive school
 743 Awning mfg
 526 Awning store
 925 Awning, canopy
 773 Axe mfg
 785 Axle mfg: cycle
 784 Axle mfg: motor vehicle
 743 Baby blanket mfg
 787 Baby carriage mfg
 742 Baby clothes mfg
 713 Baby food mfg: homogenized
 712 Baby food mfg: milk base
 711 Bacon curing
 799 Badge mfg
 773 Bag clasp mfg: base metal
 743 Bag mfg: burlap
 746 Bag mfg: leather
 754 Bagatelle board mfg
 892 Bagged mineral prod stge
 737 Bagging cord plant
 716 Bakery
 513 Bakery sales
 719 Baking powder mfg

824 Bale storage: jute, hemp, sisal fiber
 823 Bale storage: silk, synthetic fiber
 822 Bale storage: wool, worsted
 812 Baled hay outside
 855 Baled paper stge
 774 Ball bearing mfg
 747 Ball mfg: rubber or synthetic
 123 Ball park
 799 Ballpoint pen mfg
 121 Ballroom
 753 Bamboo products mfg
 754 Bank furniture mfg
 758 Banknote printing
 743 Banner mfg
 754 Bar furniture mfg
 163 Bar: alcoholic beverage
 557 Barber shop
 561 Barber supplies store
 781 Barge building, repairing
 715 Barley milling, rolling
 815 Barn
 464 Barrack
 753 Barrel plant: wood
 751 Barrel stave mfg
 751 Barrelhead mfg
 677 Barytes mining, quarrying
 761 Barytes processing
 773 Base metal cold pressing
 753 Basket mfg
 686 Batch plant: concrete or cement
 116 Bathhouse
 937 Bathing beach
 747 Bathing cap mfg
 771 Bathtub mfg: cast iron
 764 Bathtub mfg: plastic
 747 Battery case mfg
 776 Battery mfg

SPECIFIC PROPERTY CODES
(Continued...)

739	Batting mill	113	Binge hall
672	Bauxite mine, quarry	792	Binocular mfg
772	Bauxite processing	621	Biological laboratory
773	Bayonet mfg	719	Birdseed mixing
937	Beach	716	Biscuit mfg
142	Beach club	674	Bituminous sand operation
715	Bean grinding, splitting	773	Blacksmith shop
811	Bean storage: bulk	758	Blank book mfg
774	Bearing mfg: roller, ball, needle	776	Blanket mfg: elec
557	Beauty shop	743	Blanket mfg: nonelec
754	Bedding plant	771	Blast furnace
743	Bedsread mfg	762	Blasting agent mfg
654	Bee raising	761	Bleach mfg
723	Beer mfg	123	Bleachers for seating
163	Beer parlor	735	Bleaching plant
846	Beer stge	726	Blended table oil mfg
742	Belt mfg, excl leather	776	Blender mfg: elec, kitchen
746	Belt mfg: leather	754	Blind mfg Blind persons: Care of (see 451-452)
747	Belting mfg: rubber or synthetic	742	Blouse mfg
744	Belting plant: canvas	595	Blueprint firm
732	Belting plant: cloth	311	Boarding care w/24-hour nursing staff
744	Belting: leather tannery		Board and care: residential (see 451-452)
767	Benzene mfg		Boarding house: 4-8 roomers
141	Bet taking shop	431	Boarding house: 9-16 roomers
723	Beverage mfg: beer	432	Boarding house: over 16 roomers (see 441-446)
724	Beverage mfg: nonalcoholic		Boarding school classroom bldg
721	Beverage mfg: spirits	221	Boat accessory sales
722	Beverage mfg: wines	576	Boat mfg: 20 meters and under
846	Beverage storage: alcoholic	782	Boat mooring, fueling, docking
832	Beverage storage: soft drink	885	Boat repair: no sales
514	Beverage store	782	Boat repair: no sales
785	Bicycle assembly and repair	576	Boat sales
552	Bicycle sales and repair	885	Boat storage
871	Billet storage	885	Boathouse
112	Billiard center	143	Boating club
754	Billiard table mfg	782	Boatyard: vessels 20 meters and under
774	Binder machine mfg		
758	Binder mfg: paper, cardboard		
758	Bindery, book		

SPECIFIC PROPERTY CODES

(Continued...)

753	Bobbin mfg	677	Borate minerals mining, quarrying
785	Body mfg: cycle		
784	Body mfg: motor vehicle	761	Borate minerals processing
573	Body repair shop: motor vehicle	774	Boring machine mfg
		756	Bottle cap seal mfg
672	Bog ore mining, quarrying	683	Bottle plant
717	Boiled sweets mfg	683	Bottle stopper, glass mfg
688	Boiler gasket mfg	774	Bottling mchry mfg
614	Boiler house	724	Bottling plant
771	Boiler mfg: cast iron	753	Bowl mfg: wood
781	Boiler mfg: marine	111	Bowling establishment
688	Boiler packing mfg: asbestos	552	Bowling shop
774	Boilerhouse machine mfg	773	Box mfg: metal
773	Bolt mfg: metal	756	Box mfg: paper
612	Bomb assembly: nuclear	753	Box mfg: wood
773	Bomb case mfg	742	Brace suspender mfg
762	Bomb filling	732	Braid mfg: cotton
925	Bomb shelter	734	Braid mfg: mixed fibers
726	Bone oil refining	733	Braid mfg: wool or worsted
799	Bone products mfg	737	Braided cord mfg
719	Bone scraping, crushing	688	Brake lining mfg
758	Book bronzing, gilding, edging	785	Brake mfg: cycle
758	Book mfg: blank	784	Brake mfg: motor vehicle
758	Book publishing, printing	721	Brandy mfg
758	Book repair	773	Brass hollowware
541	Book store: new, used	772	Brass refining
758	Bookbinding	773	Brass stamping
774	Bookbinding machine mfg	772	Brass wire drawing
141	Bookmaker place: gambling	742	Brassiere mfg
774	Boot mchry mfg	716	Bread mfg
741	Boot mfg, excl vulcanized rubber	715	Breakfast food mfg
		723	Brewery
747	Boot mfg: vulcanized rubber	774	Brick making machine mfg
523	Boot repair	682	Brick mfg: glass
753	Boot tree mfg	681	Brick mfg: heat resisting
523	Bootblack stand	681	Brick plant: nonglass
732	Bootlace mfg: braided cotton	921	Bridge
733	Bootlace mfg: braided wool	676	Brine pit
734	Bootlace mfg: braided, mixed fibers	768	Briquette mfg
		895	Briquette stge

SPECIFIC PROPERTY CODES / CODES
 (Continued)

773	Bronze hollowware	161	Cafe
772	Bronze refining	161	Cafeteria
773	Bronze stamping	122	Cage: athletic
772	Bronze wire drawing	716	Cake mfg
799	Broom mfg	719	Cake mix mfg
931	Brush growth outdoors	776	Calculating machine mfg
799	Brush mfg	792	Camera equipment plant
773	Bucket mfg: metal	792	Camera mfg
753	Bucket mfg: wood	553	Camera store
773	Buckle mfg: base metal	784	Camping trailer mfg
794	Buckle mfg: precious metal	935	Campsite w/ utilities
851	Builders' supply warehouse	773	Can mfg: metal
688	Building face stone works	726	Candle mfg
752	Building mfg: portable wooden	726	Candle plant
755	Building paper mfg: fiber	717	Candy mfg
751	Building products mfg: wood	513	Candy shop
555	Building supply store	753	Cane container, products mfg
843	Bulk LP-Gas plant	713	Cannery: fruit, vegetable
841	Bulk plant: petroleum	714	Cannery: seafood
774	Bulldozer mfg	744	Canvas belting plant
753	Bung mfg	743	Canvas goods mfg
466	Bunkhouse	526	Canvas goods store
753	Buoy mfg: cork	826	Canvas storage
743	Burlap bag mfg	742	Cap or hat mfg
824	Burlap storage, bales, bags	591	Capitol building
784	Bus mfg, assembly	774	Capstan mfg
883	Bus parking	578	Car washing
574	Bus sales	717	Caramel mfg
925	Bus stop shelter	768	Carbon black plant
173	Bus terminal	895	Carbon black stge
232	Business school: commercial	768	Carbon mfg
712	Butter mfg	799	Carbon paper plant
835	Butter stge	687	Carborundum wheels mfg
799	Button mfg	784	Carburetor mfg: motor vehicle
116	Cabana	774	Card can mfg for textile machine
754	Cabinet shop	756	Card mfg: index
774	Cable car mfg	774	Cardboard box machine mfg
775	Cable mfg: insulated electric	756	Cardboard box or file mfg
634	Cable terminal: telephone	562	Carpenter equipment sales
634	Cable: telephone, telegraph	796	Carpet cleaning, dyeing

SPECIFIC PROPERTY CODES

(Continued....)

826	Carpet storage	675	Ceramic clay extraction from earth
536	Carpet store	716	Cereal filler mfg
732	Carpet, rug mfg: cotton	715	Cereal plant
734	Carpet, rug mfg: mixed fibers	773	Chain mfg: metal w/o rollers
733	Carpet, rug mfg: wool	774	Chain mfg: metal w/rollers
516	Carry-out food store	754	Chair mfg: any material
756	Carton mfg	928	Chairlift
855	Carton stge	675	Chalk extraction from earth
762	Cartridge filling	688	Chalk product mfg
762	Cartridge works	942	Channel
773	Carving fork, knife mfg	131	Chapel: church
773	Casement window mfg: metal	134	Chapel: funeral
773	Cash box mfg	661	Charcoal burning in forest
778	Cash register mfg	768	Charcoal mfg
144	Casino	768	Charcoal processing
753	Cask head mfg	895	Charcoal stge
753	Cask mfg	784	Chassis mfg: motor vehicle
753	Casket mfg	798	Checkerboard mfg
876	Casket stge and display: metal	712	Cheese factory: natural, processed
852	Casket stge and display: wood	742	Chefs' clothing mfg
771	Cast iron products mfg	621	Chemical laboratory
726	Castor oil refining	761	Chemical mfg: general
584	Catalogue store	677	Chemical mining
131	Cathedral	761	Chemical salts mfg
776	Cathode ray tube mfg	861	Chemical storage: basic industrial
652	Cattle raising	862	Chemical storage: hazardous
770	Ceiling fixture mfg: elec	798	Chess set mfg
361	Cell block: prison for men	717	Chewing gum mfg
362	Cell block: prison for women	725	Chewing tobacco mfg
925	Cellar: cyclone	491	Children's playhouse
762	Cellulose nitrate plastic fabricating	567	Chimney cleaning firm
762	Cellulose nitrate plastic mfg	681	Chimney liner mfg
762	Cellulose nitrate plastic reclaiming	681	Chimney pipes, clay mfg
685	Cement mill, plant	684	China decorating, repair, mfg
892	Cement stge	684	China ornaments mfg
934	Cemetary	684	China pottery mfg
591	Central forces office		

SPECIFIC PROPERTY CODES

(Continued)

544	China shop	793	Clock mfg
893	China stge	741	Clog footwear mfg
593	Chiropodist office	732	Cloth belting plant
593	Chiropractor office	738	Cloth coating processes
773	Chisel mfg	825	Cloth storage
717	Chocolate factory	522	Clothing accessory sales
758	Christmas card printing	524	Clothing alteration shop
131	Church	742	Clothing plant
133	Church meeting hall	796	Clothing repair
591	Church office building	521	Clothing sales, rental
544	Church supply store	742	Clothlining mfg
722	Cider mfg: hard	141	Club: city
724	Cider mfg: soft	142	Club: country
753	Cigar box mfg	162	Club: night
725	Cigar mfg	143	Club: yacht, boating
838	Cigar storage	785	Clutch mfg: cycle
542	Cigar store	784	Clutch mfg: motor vehicle
746	Cigarette case mfg	768	Coal distillation
755	Cigarette paper mfg	671	Coal drying
725	Cigarette plant	671	Coal mining
838	Cigarette storage	671	Coal prospecting
726	Cinnamon oil mfg	895	Coal stge
775	Circuit breaker mfg	768	Coal tar oils mfg
773	Cistern mfg	742	Coat mfg
771	Cistern mfg: cast iron	755	Coated paper mfg
141	City club	738	Coating cloth
616	City gas mfg	688	Coating paper w/abrasives
591	City hall, office bldg	768	Coating paper w/asphalt, tar
633	Civil Defense communications center	799	Coating paper w/carbon
714	Clam packing	792	Coating paper w/sensitizer
675	Clay extraction from earth	523	Cobbling
681	Clay flooring tile mfg	721	Cocktail mfg
893	Clay products stge	717	Cocoa butter mfg
681	Clay roofing tile mfg	717	Cocoa processing
681	Clay screening, preparing	739	Coconut fiber spinning, weaving
743	Cleaning cloth mfg	726	Coconut oil refining
742	Clerical vestment mfg	726	Cod liver oil refining
341	Clinic	655	Coffee growing
793	Clock mechanism, part mfg	715	Coffee mfg: instant
		715	Coffee roasting

SPECIFIC PROPERTY CODES

(Continued...)

753	Coffin mfg	182	Concert hall
876	Coffin stge & display: metal	686	Concrete batch plant
852	Coffin stge & display: wood	681	Concrete block mfg
794	Coin mfg	774	Concrete mixer mfg
746	Coin purse mfg	686	Concrete mixing plant
564	Coin-operated dry cleaning	688	Concrete pipe mfg
564	Coin-operated laundry	686	Concrete ready-mix plant
739	Coir mat mfg	719	Condiment mfg
768	Coke by-products plant	761	Confectioners' color mfg
768	Coke mfg	513	Confectionery sales
616	Coke oven in gas works	574	Construction equipment sales
771	Coke oven in iron, steel plant	884	Construction mchry storage
895	Coke storage	981	Construction site
835	Cold storage	594	Consulting engineers office
742	Collar mfg	773	Container mfg: metal
926	Collection shed (box)	756	Container mfg: paper
241	College classroom bldg	761	Continuous filament yarn mfg
461	College dormitory	594	Contractor's office: permanent
221	College preparatory school: boarding	808	Contractor's shed
215	College preparatory school: day	774	Contractors' machine mfg
783	Colliery rail tub mfg	311	Convalescent care w/24-hour nursing care
774	Colliery winding gear mfg	465	Convent
765	Color mfg: artists	928	Conveyor
774	Comb mfg, for textile machine	774	Conveyor mfg
841	Combustible liquids tank stge	716	Cookie mfg
862	Commercial explosives stge	751	Cooperage stock mfg
719	Commercial kitchen	753	Coopering
758	Commercial lithographing	773	Copper hollowware mfg
758	Commercial printing	672	Copper mine, quarry
232	Commercial school	772	Copper refining
591	Commodity broker, exchange	773	Copper stamping, cold pressing
774	Composing room equip mfg	772	Copper wire drawing
821	Compress: cotton	775	Cord mfg: insulated electric
774	Compressor mfg	737	Cordage plant
644	Compressor station: gas	721	Cordial mfg
635	Computer center	662	Cordwood stge
776	Computer mfg: elec	753	Cork grinding
545	Computer sales	753	Cork plant
		753	Cork products mfg

SPECIFIC PROPERTY CODES
(Continued....)

811	Corn crib: cleaning rais	714	Crab packing
726	Corn oil refining	773	Crane hook mfg
232	Correspondence school	775	Crane mfg: elec
756	Corrugated paper fabricating	774	Crane mfg: nonelec
755	Corrugated paper mfg	884	Crane storage: mobile
742	Corset mfg: propagation	753	Crate mfg: wood
766	Cosmetic mfg: professional	774	Crawler tractor mfg
866	Cosmetic storage	765	Crayon mfg
561	Cosmetic supply store	712	Creamery
544	Costume jewelry sales	591	Credit company office
742	Costume mfg	134	Crematorium
799	Costume novelties, jewelry mfg	751	Creosote impregnating
521	Costume rental store	811	Crib corn
732	Cotton bag mfg	655	Crops
821	Cotton compress stge	681	Crucible mfg: fireclay, graphite
735	Cotton finishing	674	Crude oil stge at well
731	Cotton gin	674	Crude oil well, extracting
732	Cotton mill: cloth or yarn	842	Cryogenic gas stge
732	Cotton mill: full process	776	Crystal mfg: elec
732	Cotton mill: part process	114	Curling rink
732	Cotton mill: reworking	796	Curtain cleaning, dyeing
737	Cotton rope, cord mfg	743	Curtain mfg
821	Cotton storage: bales	526	Curtain shop
731	Cottonseed house	747	Cushion mfg: rubber or synthetics
726	Cottonseed oil plant	682	Cut glass mf
811	Cottonseed storage: bulk	773	Cut nail mfg
741	Counter shoe mfg	741	Cut sole mfg
743	Counterpane mfg	773	Cutlery mfg: household
142	Country club	791	Cutlery mfg: surgical, dental
811	Country grain elevator	544	Cutlery store
513	Country store	774	Cutting machine mfg
591	County office	785	Cycle mfg
361	County workhouse: men	552	Cycle shop
362	County workhouse: women	925	Cyclone cellar
783	Coupler mfg: automatic railroad	761	Cyclopropane gas mfg
773	Coupling mfg: metal	776	Dairy appliance mfg: elec
155	Court house	774	Dairy machinery mfg: nonelec
743	Cover mfg	515	Dairy quick-freeze store
652	Ccw raising	515	Dairy store

SPECIFIC PROPERTY CODES
(Continued....)

121	Dance hall	869	Detergent stge
233	Dance school	762	Detonator mfg
775	Dashboard instrument mfg	321	Developmental disability - limited care
756	Data processing card mfg		
635	Data processing center	621	Diagnostic laboratory
776	Data processing machine mfg	794	Diamond cutting
799	Data stamp mfg	544	Diamond sales
717	Date mfg: stuffed	796	Diaper service plant
251	Day Care for less than 7 persons	776	Dictating equipment mfg
		538	Dictating equipment repair w/o sales
252	Day care for 7 to 12 persons	532	Dictating equipment sales
253	Day care for over 12 persons	772	Die casting
	Day nursery school over 4-hours (see 251-253)	758	Die stamping: paper
211	Day nursery school: 4 hrs or less	774	Diesel engine mfg
	Deaf persons: care of (see 451-452)	161	Diner
773	Deed box mfg	161	Dining hall
718	Deep-fat frying	162	Dinner theater
591	Defense forces office	758	Directory publishing, printing
776	Dehumidifier mfg: unit type	633	Disaster control center
713	Dehydration plant	583	Discount store over 930 sq meters
516	Delicatessen	582	Discount store under 930 sq meters
981	Demolition site: other than structure	684	Dish mfg
791	Dental supply mfg	761	Disinfectant mfg: commercial
593	Dental surgeons office	766	Disinfectant mfg: pharmaceutical
342	Dentist office - over 3 patients	687	Disk mfg: grinding, abrasive
593	Dentists office	754	Display case mfg
891	Department store storage	768	Distillation: coal
581	Department store w/furniture	768	Distillation: coal tar
583	Department store w/o furniture	767	Distillation: petroleum tar
174	Depot: railroad, street level	721	Distillery: alcohol
647	Desalting plant	646	District heating system
233	Designers' school	754	Divan bed mfg
364	Detention camp: men	961	Divided highway
363	Detention home: juvenile	898	Dock
362	Detention home: women	342	Doctor office - over 3 patients
726	Detergent mfg	593	Doctor's office

SPECIFIC PROPERTY CODES
(Continued)

636	Document center		
798	Doll mfg		
682	Domestic glassware mfg	582	Drug abusers: personal care of (see 451-452)
684	Domestic pottery, china mfg	543	Drug store: no pharmacist
753	Domestic woodware mfg	766	Drug store: pharmacist on duty
773	Door frame mfg: metal	866	Drugs mfg: crate storage mobile
773	Door mfg: metal	773	Drugs storage: metal wood
751	Door mfg: wood	753	Drum mfg: metal tractor mfg
751	Door or window screen mfg: wood	566	Drum mfg: wood
466	Dormitory: bunk house	796	Dry cleaning pick-up shop
462	Dormitory: fraternity or sorority	564	Dry cleaning plant
464	Dormitory: military	781	Dry cleaning: self-service
463	Dormitory: nurses' quarters	825	Dry dock
465	Dormitory: religious	526	Dry goods storage
461	Dormitory: school, college	761	Dry goods store
	Dormitory-type hotel (see 441-446)	776	Dry ice mfg
716	Doughnut mfg	811	Dryer mfg: domestic
773	Drag mfg: metal	865	Dryer: corn, grain
774	Dragline excavator mfg		Drying oil storage
981	Drainage project: land	742	Dumb persons: care of (see 51-452)
743	Drapery mfg	595	Dump (see 911-915)
526	Drapery store	776	Dungaree mfg
541	Drawing supply store	799	Duplicating firm
981	Dredging other than mining	774	Duplicating machine mfg
742	Dress mfg	412	Duplicator mfg: not machine
742	Dressing gown mfg	411	Dust extraction mchry mfg
524	Dressmaking shop	414	Dwelling: 1 family, seasonal use
776	Drill mfg: elec		Dwelling: 1 family, year-round use
674	Drilling for oil or gas		Dwelling: 2 family, year-round use
775	Drink mchry mfg		Dwelling: over 2 units (see 421-428)
164	Drive-in eating place	761	Dye intermediates mfg
184	Drive-in theater	774	Dye machine mfg: textile
233	Driving school	735	Dyeing plant: textile
773	Drop forge metal pieces mfg	774	Earth-moving machine mfg
774	Drop hammer machine mfg	684	Earthenware decorating, repair, mfg
773	Drop stamped metal pieces mfg	893	Earthenware stge
322	Drug abuse center - limited care		

SPECIFIC PROPERTY CODES
 (Continued)

711	Edible fat mfg	775	Electric traction motor mfg
719	Egg processing	775	Electric transmission equip mfg
651	Egg production	642	Electric transmission system
732	Elastic mfg: cotton	642	Electric vault
734	Elastic mfg: mixed other fibers	791	Electro-medical equipment mfg
733	Elastic mfg: wool or worsted	774	Electrode mfg: welding
763	Elastomers mfg: synthetic	791	Electronic control device mfg
776	Electric appliance mfg	625	Electronic laboratory
538	Electric appliance repair w/o sales	791	Electronic measuring device mfg
532	Electric appliance repair w/sales	776	Electronic navigational aid mfg
532	Electric appliance sales	545	Electronic specialty store
875	Electric appliance storage	682	Electronic tube, glass envelope
791	Electric control device mfg	758	Electrotyping: commercial
775	Electric distribution equip mfg	757	Electrotyping: newspaper or magazine
642	Electric distribution system	213	Elementary school
775	Electric equipment assembling	178	Elevated railway station
615	Electric generating plant	921	Elevated structure
625	Electric laboratory	775	Elevator mfg: elec
776	Electric lamp mfg	774	Elevator mfg: nonelec
776	Electric light mfg: all types	816	Elevator: grain
775	Electric mchry mfg	799	Emblem mfg
776	Electric mchry repairs	794	Emerald cutting
874	Electric mchry storage	633	Emergency communications center
791	Electric measuring instrument mfg	341	Emergency medical clinic
775	Electric motor mfg	687	Emery wheel mfg
776	Electric plug mfg	784	Engine assembly: motor vehicle
791	Electric recording instrument mfg	688	Engine gasket mfg: asbestos
573	Electric repair shop: motor vehicle	786	Engine mfg: aircraft
776	Electric sign mfg	774	Engine mfg: industrial
776	Electric socket mfg	774	Engine mfg: marine (see 781-782)
776	Electric stove mfg	784	Engine mfg: motor vehicle
642	Electric substation	688	Engine packing mfg: asbestos
875	Electric supply storage	786	Engine repair: aircraft
776	Electric switch mfg	774	Engine repair: industrial
775	Electric switchgear mfg		Engine repair: marine (see 781-782)
776	Electric tool mfg		

SPECIFIC PROPERTY CODES
(Continued)

573	Engine repair: motor vehicle	925	Fallout shelter
774	Engine test cell	776	Fan mfg: unit type
594	Engineering office	655	Farm crop
561	Engineering supply sales	574	Farm implement sales
774	Engineers' tools mfg: metal	818	Farm implement storage
794	Engraving precious metal	811	Farm silo
758	Engraving printing plates	818	Farm store storage
774	Envelope machine mfg	466	Farm workers' barrack
756	Envelope mfg	591	Fashion designer's office
513	Epicure shop	726	Fat distillation: nonedible
775	Escalator mfg	711	Fat refining: edible
726	Essential oil mfg	711	Fat rendering: edible
758	Etching printing plates	726	Fat splitting: nonedible
721	Ethyl alcohol distilling	754	Feather bed mfg
774	Excavating machine mfg	754	Feather products mfg
774	Excavator mfg	592	Federal reserve bank
751	Excelsior mfg	811	Feed storage: bulk
853	Excelsior stge	818	Feed store
591	Exchange, clearing house	715	Feed: animal or poultry
634	Exchange: telephone, telegraph	745	Fellmongery
762	Explosive mfg	742	Felt hat mfg
558	Explosive sales: retail	732	Felt making: cotton
862	Explosive storage	734	Felt making: mixed fibers
591	Exporter's office	733	Felt making: wool or worsted
122	Exposition hall	745	Felt mfg: hair
567	Exterminator firm	733	Felt mfg: pressed wool
724	Extract mfg: flavoring	733	Felt needleloom mfg
763	Extrusion compounds mfg: plastic	853	Felt stge
774	Extrusion machine mfg	738	Feltbase mfg
791	Eye mfg: artificial	751	Fence mfg: wood
548	Eyeglass fitting	754	Fender mfg: fireplace
741	Fabric footwear	771	Ferro-chrome mfg
732	Fabric mfg: cotton	772	Ferro-molybdenum mfg
734	Fabric mfg: mixed, other fibers	772	Ferro-silicon mfg
733	Fabric mfg: wool or worsted	772	Ferro-tungsten mfg
739	Fabric waste recovering	177	Ferry terminal
774	Fabricated steel mfg: industrial	761	Fertilizer mixing, bagging
141	Faculty club	554	Fertilizer sales
123	Fairground grandstand	864	Fertilizer storage
		755	Fiber building paper mfg

SPECIFIC PROPERTY CODES
 (Continued...)

734	Fiber mfg: staple	591	Fire department administrative office
764	Fiber mfg: synthetic	784	Fire fighting vehicles mfg
853	Fiber products storage	888	Fire hall
756	Fiberboard packing case mfg	751	Fire retardant impregnating plant
753	Fiberboard plant	888	Fire station
853	Fiberboard stge	681	Fireclay sanitary ware mfg
853	Fiberglass insulation stge	773	Fireplace tool mfg
685	Fibro cement mfg	662	Firewood stge
931	Field	762	Fireworks mfg
655	Field crop	558	Fireworks sales, stands
122	Field house	862	Fireworks storage
756	File mfg	714	Fish canning
756	File mfg: cardboard	665	Fish farms
773	File mfg: insulated	665	Fish hatchery
754	Filing cabinet mfg	726	Fish oil refining
571	Filling station: gasoline, public	714	Fish packing, preserving
577	Filling station: marine	714	Fish salting, drying, processing
572	Filling station: vehicle fuel, private	513	Fish store
186	Film exchange	773	Fishhook mfg
792	Film fabrication: photographic	142	Fishing club
797	Film processing	737	Fishing net mfg
186	Film repairing, renovating	611	Fission material mfg
186	Film screening studio	611	Fission products handling
868	Film storage: photographic	754	Fixture mfg: furniture
116	Filter area: swimming pool	743	Flag mfg
743	Filter cloth mfg	944	Flammable gas loading area for ships
647	Filtration plant: water	944	Flammable liquid loading area for ships
761	Fine chemicals mfg	645	Flammable liquid pipeline
827	Finished leather goods storage	841	Flammable liquid tank stge
867	Finished rubber products stge	762	Flare mfg
826	Finished textile storage	776	Flashlight mfg
852	Finished wood products storage		Flat (see 421-428)
735	Finishing plant: textile	682	Flat glass mfg
633	Fire alarm headquarters	773	Flat spring mfg
776	Fire alarm mfg, incl nonelec	725	Flavoring extract mfg
633	Fire alarm system: municipal		
633	Fire communications center		
774	Fire control device mfg		

SPECIFIC PROPERTY CODES
(Continued...)

737	Flax rope, cordage product mfg	831	Food product storage:
824	Flax storage: bales, bags		packaged, dry
734	Flax thatching	511	Food store over 930 sq meters
883	Fleet parking	512	Food store under 930 sq
776	Flexible shaft tool mfg		meters
771	Flexible tube mfg: iron or steel	513	Food store: specialty
971	Flight area	832	Food stuffs: processed,
632	Flight control center		canned, bottled
753	Float mfg: cork	833	Food stuffs: processed, loose
945	Flood control culvert	712	Food with milk base
567	Floor cleaning firm	593	Foot care center
536	Floor covering store	747	Footwear mfg: rubber,
681	Floor tile mfg: clay		vulcanized
738	Floor tile mfg: linoleum	661	Forestry
738	Flooring mfg: linoleum	773	Forged metal pieces mfg: drop
747	Flooring mfg: rubber	774	Forging machine mfg
751	Flooring mfg: wood	773	Fork mfg: carving
	Flop house (see 441-446)	794	Fork mfg: precious metal
547	Florist shop	774	Forklift truck mfg
715	Flour milling, blending	771	Foundry: ferrous
837	Flour storage: bulk	772	Foundry: nonferrous
661	Flower gathering: wild	799	Fountain pen mfg
547	Flower growing	785	Frame mfg: cycle
799	Flower plants: artificial	141	Fraternal club w/o sleeping
547	Flower sales	462	Fraternity house
776	Fluorescent fixture mfg	834	Freeze locker
682	Fluorescent tube mfg	776	Freezer mfg: unit type
677	Fluorspar ore mining, quarrying	783	Freight car mfg: railway
689	Fluorspar ore processing	898	Freight pier
747	Foam rubber mfg	894	Freight terminal
747	Foam rubber processing	765	French polish mfg
764	Foamed plastics fabrication	834	Frozen food locker
717	Fondant mfg	713	Fruit canning
834	Food locker plant	713	Fruit dehydrating, quick-freezing
774	Food mchry mfg	661	Fruit gathering: wild
719	Food processing: animal	655	Fruit growing
832	Food product storage: canned,	713	Fruit juice mfg
	bottled	713	Fruit mfg: candied peel
833	Food product storage: loose	717	Fruit mfg: crystallized
	or bagged	657	Fruit packing as picked

SPECIFIC PROPERTY CODES
(Continued....)

713	Fruit ripening	747	Galoshes mfg
513	Fruit store	144	Gambling place
776	Frying pan mfg	711	Game curing, salting
	w/heating element	711	Game dressing, processing
773	Frying pan mfg	798	Game mfg
	w/o heating element	663	Game propagation
717	Fudge mfg	551	Game store: recreational
768	Fuel mfg: packaged	113	Games of chance for amusement
762	Fuel mfg: rocket		
767	Fuel oil mfg	144	Gaming place
784	Fuel pump mfg: motor vehicle	574	Garage with motor vehicle sales
134	Funeral chapel, parlor	883	Garage: city vehicle parking
742	Fur apparel mfg	882	Garage: commercial parking
742	Fur hat mfg	883	Garage: fleet parking
745	Fur mat mfg	573	Garage: repair
742	Fur muff mfg	881	Garage: residential parking
741	Fur product mfg: footwear	648	Garbage disposal plant
742	Fur product mfg: wearing apparel	648	Garbage reduction plant
		655	Garden
745	Fur product plant		Garden apartment (see 421-428)
828	Fur product storage	737	Garden net mfg
745	Fur rug mfg	554	Garden supplies store
745	Fur sorting, dressing	774	Garden tractor mfg
828	Fur storage	826	Garment storage
525	Fur store	742	Garter mfg
663	Fur trapping, hunting	532	Gas appliance sales
664	Fur-bearing animal raising	774	Gas compressor mfg
774	Furnace mfg	774	Gas cutting mchry mfg
532	Furnace sales	776	Gas discharge lamp mfg
754	Furniture mfg	982	Gas field
791	Furniture mfg: surgical, dental	981	Gas main construction
537	Furniture repair shop	616	Gas mfg: fuel
852	Furniture storage	761	Gas mfg: industrial
531	Furniture store	644	Gas pipeline
525	Furrier	644	Gas pipeline compressor station
762	Fuse mfg: explosive	616	Gas plant: manufactured, fuel
611	Fusion material mfg	644	Gas purification station
611	Fusion products handling	681	Gas retort mfg
741	Gaiter mfg	774	Gas welding machinery mfg
152	Gallery: art, incl sales		

SPECIFIC PROPERTY CODES
 (Continued...)

674	Gas well	775	Golf cart mfg: elec
688	Gasket mfg	142	Golf club
774	Gasoline engine mfg	981	Golf course construction
767	Gasoline mfg	552	Golf shop
572	Gasoline service station: private	513	Gourmet shop
571	Gasoline service station: public	758	Government printing office
841	Gasoline storage	213	Grade school
842	Gasometer	774	Grader machine mfg
774	Gauge mfg: metal	816	Grain elevator
784	Gear box mfg: motor vehicle	811	Grain stack
785	Gear mfg: cycles	811	Grain storage: bulk
765	Gelatin mfg	123	Grainary
678	Gems: mining, natural	675	Grandstand
591	General business office	688	Granite quarrying, mining
891	General storage warehouse	688	Granite working
615	Generating plant: electric	688	Graphite products mfg
775	Generator mfg	773	Grapnel mfg
544	Gift shop	675	Gravel extraction from earth
721	Gin mfg	931	Grazing land
731	Gin: cotton	845	Grease storage in containers
683	Glass container mfg	547	Greenhouse
682	Glass cutting	751	Greenhouse mfg: wood
682	Glass fiber fabricating, mfg	758	Greeting card mfg
682	Glass fiber processing	687	Grinding abrasives mfg
682	Glass product mfg	687	Grindstone mfg
893	Glass products stge	715	Grist mill
893	Glass storage	831	Grocery storage: crated, boxed
544	Glass store	833	Grocery storage: loose, bagged
792	Glasses mfg incl frame	511	Grocery store over 930 sq meters
682	Glassware mfg	512	Grocery store under 930 sq meters
786	Glider mfg, assembly, repair	677	Guano harvesting
744	Glove leather tannery	709	Guano processing
736	Glove mfg: knitted	661	Gum gathering: natural
742	Glove mfg: leather	717	Gum mfg: chewing
747	Glove mfg: rubber	762	Gun cotton mfg
765	Glue mfg	773	Gun mfg
767	Glycerine mfg	552	Gun shop
794	Gold assaying, smelting		
672	Gold mine, quarry		

SPECIFIC PROPERTY CODES

(Continued)

762	Gunpowder works	774	Harrow mfg, incl self-propelled
747	Gutta-percha products	742	Hat mfg
121	Gymnasium	796	Hat reblocking, repair
798	Gymnastic equipment mfg	522	Hat store
688	Gypsum board mfg	651	Hatchery: poultry
678	Gypsum mining, quarrying	745	Hatters fur mfg
688	Gypsum products mfg	811	Hay stack
892	Gypsum stge	815	Hay storage in barn
522	Haberdashery store	811	Hay storage: bulk, not in barn
776	Hair clipper mfg	818	Hay store
766	Hair dressing mfg		Hazardous materials waste disposal (see 913-915)
557	Hair dressing shop	141	Health club
733	Hair felt mfg: pressed	766	Health salt mfg
745	Hair product plant		Hearing impaired persons: care of (see 451-452)
828	Hair product storage	646	Heat transfer system
766	Hair tonic mfg	784	Heater mfg: motor vehicle
799	Hairnet mfg	776	Heating apparatus mfg: elec
182	Hall: concert	774	Heating mchry mfg
121	Hall: dance	646	Heating: district, steam
161	Hall: dining	574	Heavy equipment sales
888	Hall: fire	611	Heavy water plant
141	Hall: lodge	172	Heliport
112	Hall: pool	172	Helistop
182	Hall: public	343	Hemodialysis unit
711	Ham curing	735	Hemp finishing
774	Hammer machine mfg	734	Hemp spinning: soft
773	Hammer mfg	824	Hemp storage: bales, bags
737	Hammock mfg	737	Hemp, cord, rope, cable mfg
753	Hamper mfg	661	Herb gathering: wild
773	Hand tool mfg	545	Hi-Fi Store
746	Handbag mfg	827	Hide storage
742	Handkerchief mfg	744	Hide tanning, dressing
753	Handle mfg: hardwood	215	High school
785	Handlebar mfg: cycle	981	Highway construction
886	Hangar	961	Highway: limited access
773	Hardware mfg	153	Historical building
873	Hardware storage	551	Hobby shop
533	Hardware store	123	Hockey rink in arena
753	Hardwood turning plant		
746	Harness mfg		

SPECIFIC PROPERTY CODES

(Continued....)

114	Hockey rink: fixed use	411	House: 1 family, year round use
773	Hoe mfg	754	Household furniture mfg
653	Hog raising	852	Household furniture storage
775	Hoist mfg: elec		Housekeeping apartment (see 421-428)
774	Hoist mfg: nonelec	776	Humidifier mfg: unit type
681	Hollow tile mfg: w/o	663	Hunting
776	Hollowware mfg: w/ heating element	142	Hunting club
773	Hollowware mfg w/o heating element	685	Hydraulic cement mfg
311	Home for aged w/24-hour nursing staff	774	Hydraulic mchry mfg
567	Home maintenance firm	622	Hydraulics laboratory
533	Home repair supply sales	761	Hydrogen gas mfg
134	Home: funeral	761	Hydrogen sulfide gas mfg
713	Honey processing	712	Ice cream plant
654	Honey production, apiary	515	Ice cream shop
784	Hood mfg: motor vehicle	515	Ice cream stand: quick-freeze
742	Hood mfg: wearing apparel	897	Ice dispenser: coin operated
773	Hook mfg	719	Ice harvesting
715	Hop kiln, curing	897	Ice housers
775	Horn mfg: elec	719	Ice plant: mfg and natural
739	Horsehair spinning, weaving	114	Ice skating rink
773	Horseshoe mfg	897	Ice storage
764	Hose mfg: plastic	799	Identification tag mfg
747	Hose mfg: rubber	767	Illuminating oil mfg
736	Hosiery mfg: knitted	591	Importer's office
522	Hosiery store	682	Incandescent lamp plant
332	Hospice	648	Incinerator: industrial
331	Hospital	648	Incinerator: municipal
561	Hospital supply sales	756	Index card mfg
547	Hot house	798	Indoor game mfg
773	Hot pressed metal pieces mfg	591	Industrial administrative office
	Hotel (see 441-446 and 481-486)	862	Industrial chemical stge: hazardous
754	Hotel furniture mfg	861	Industrial chemical stge: non-hazardous
361	House of correction: men	633	Industrial communications center
362	House of correction: women	761	Industrial gas mfg
412	House: 1 family, seasonal use		

SPECIFIC PROPERTY CODES
(Continued...)

862	Industrial hazardous chemical stge	771	Iron foundry
591	Industrial loan institution	776	Iron mfg: domestic, elec
984	Industrial plant yard	672	Iron ore mining, quarrying
774	Industrial tractor mfg	771	Iron products mfg: cast
231	Industrial training school	677	Iron pyrites mining, quarrying
774	Industrial valve mfg	761	Iron pyrites processing
742	Infantwear mfg	771	Iron smelting-refining
331	Infirmary: hospital type	773	Iron stamping, cold pressing
771	Ingot mold mfg: cast iron	871	Iron storage: basic forms
871	Ingot storage	771	Iron: basic products mfg
765	Ink mfg: printers	672	Ironstone mining, quarrying
765	Ink mfg: writing	773	Ironwork mfg
799	Ink pad mfg	981	Irrigation project construction
865	Ink storage	774	Jack mfg
163	Inn w/o sleeping accommodations	742	Jacket mfg
	Inn w/sleeping (see 441-446)	361	Jail: men
741	Inner sole mfg	362	Jail: women
747	Inner tube mfg	713	Jam mfg
761	Inorganic chemical mfg	765	Japan drier mfg
761	Insecticides mfg	684	Jar mfg: earthenware
791	Instrument mfg: electric, electronic	683	Jar mfg: glass
791	Instrument mfg: measuring, control	713	Jelly mfg
795	Instrument mfg: musical	794	Jewelry fabricating, mfg
561	Instrument sales: professional	544	Jewelry shop
775	Insulated wire, cable mfg	798	Jigsaw puzzle mfg
688	Insulation mfg: asbestos, stone	758	Job printing
682	Insulation mfg: glass fiber	753	Joiners' off-building site
753	Insulation mfg: wood, cork, sawdust	751	Joiners' on-building site
684	Insulator mfg: pottery, clay, porcelain	155	Judicial hall
214	Intermediate school	164	Juice bar
774	Internal combustion engine mfg	241	Junior college classroom bldg
591	Investment firm office	214	Junior high school
771	Iron billet, bloom mfg	877	Junkyard
771	Iron conversion	743	Jute bag mfg
		737	Jute cord plant
		737	Jute rope, cord mfg
		734	Jute spinning, sorting, weaving
		824	Jute storage: bales, bags
		343	Juvenile detention home
		773	Keg mfg: metal

SPECIFIC PROPERTY CODES
 (Continued.)

753	Keg mfg: wooden	734	Lace mfg: mixed, other fibers
556	Kennel	733	Lace mfg: wool or worsted
767	Kerosene mfg	765	Lacquer mfg
776	Kettle mfg w/heating element	753	Ladder mfg: wood
773	Kettle mfg w/e heating element	946	Lake
746	Key case mfg	745	Lambskin shearing
162	Key club	773	Laminated spring mfg
773	Key mfg	776	Lamp assembling: elec
533	Key-lock shop	682	Lamp bulb mfg
681	Kiln lining mfg	776	Lamp holder mfg
774	Kiln mfg	776	Lamp mfg: metal, elec
742	Kilt mfg	773	Lamp mfg: metal, nonelec
212	Kindergarten	743	Lamp shade mfg: cloth
532	Kitchen cabinet store	756	Lamp shade mfg: paper
773	Knife mfg	981	Land drainage project
736	Knit wear mfg	981	Land reclaiming project
736	Knitted fabric mfg		Landfill area (see 911-915)
774	Knitting machine mfg: textile	711	Lard mfg
736	Knitting: full process mill	711	Lard refining
736	Knitting: part process mill	773	Latch mfg
764	Kodel fiber mfg	564	Laundromat
571	LP-Gas bottle filling station: public	743	Laundry bag mfg
843	LP-Gas bulk plant	566	Laundry pick-up shop
791	Laboratory instrument mfg	796	Laundry: commercial
626	Laboratory: agricultural	564	Laundry: self-service
621	Laboratory: biological	675	Lava mining, quarrying
621	Laboratory: chemical	933	Lawn
625	Laboratory: electric, electronic	774	Lawn mower mfg
622	Laboratory: hydraulics	554	Lawn mower rental, sales
621	Laboratory: medical	591	Lawyer's office
622	Laboratory: metallurgical	773	Lead hollowware
623	Laboratory: personnel testing	672	Lead mine, quarry
622	Laboratory: physics	799	Lead pencil mfg
623	Laboratory: psychological testing	772	Lead refining, smelting
624	Laboratory: radioactive material	773	Lead stamping, cold pressing
627	Laboratory: research, general	682	Leaded glass mfg
732	Lace drawing, ending: cotton	774	Leaf sweeper mfg
732	Lace mfg: cotton	742	Leather clothing mfg
		546	Leather goods sales
		741	Leather heel mfg

SPECIFIC PROPERTY CODES ~~CODES~~
 (Continued...)

741	Leather legging mfg	796	Linen service plant
744	Leather machinery belt mfg	734	Linen spinning, carding
738	Leather mfg: artificial	824	Linen storage: bales, bags
741	Leather product mfg: footwear	544	Linen store
742	Leather product mfg: wearing apparel	565	Linen supply house
827	Leather product storage	742	Lingerie mfg
746	Leather products mfg: general	738	Linoleum mfg
741	Leather sole mfg	536	Linoleum store
827	Leather storage	726	Linseed oil plant
744	Leather tanning, dressing	763	Liquid resin mfg: synthetic
738	Leatherette mfg	721	Liquor blending
791	Leg mfg: artificial	723	Liquor mfg: malt
742	Legal robe mfg	846	Liquor storage
741	Legging mfg	514	Liquor store
156	Legislative hall	677	Lithium minerals mining
181	Legitimate theater	779	Lithium minerals processing
792	Lens grinding, polishing	757	Lithographing
715	Lentil grinding, splitting	742	Livery mfg
923	Letter drop	815	Livestock storage in barn
754	Lettering mfg: sign	817	Livestock storage not in barn
758	Letterpress	974	Loading ramp: aircraft
151	Library	591	Loan company office
758	Library binder mfg	714	Lobster packing, canning
717	Licorice mfg	773	Lock mfg: mechanical
753	Life belt mfg: cork	793	Lock mfg: time
775	Lift truck mfg: elec	754	Locker mfg
774	Lift truck mfg: nonelec	834	Locker plant
781	Lighter building: repair	783	Locomotive mfg
773	Lighting fixture mfg	887	Locomotive storage
791	Limb mfg: artificial	141	Lodge hall
688	Lime plant	412	Lodge: 1-family
688	Lime product mfg	415	Lodge: 2-family
892	Lime stge	431	Lodging house: 4-8 roomers
675	Limestone quarrying, mining	432	Lodging house: 9-16 roomers
688	Limestone working, cutting		Lodging house: over 16 persons (see 441-446)
961	Limited access highway	856	Log stge not in forest
173	Limousine terminal	662	Log storage
735	Linen finishing	662	Logging
734	Linen mill	758	Looseleaf binder mfg

SPECIFIC PROPERTY CODES
(Continued)

936	Lot: vacant	766	Malt extracts mfg
767	Lubricating oil mfg	723	Malt-house
746	Luggage mfg	771	Manhole cover mfg: cast iron
546	Luggage store	773	Manicure set mfg
751	Lumber mfg	616	Manufactured gas: fuel
555	Lumber sales: retail	709	Manure processing
851	Lumber storage	758	Map mounting
851	Lumberyard	758	Map publishing, printing
164	Lunch counter	661	Maple sugaring in forest
164	Lunchroom	717	Maple sugaring outside forest
713	Macaroni canning	675	Marble quarrying, mining
716	Macaroni plant	688	Marble working
773	Machine gun mfg	726	Margarine mfg
774	Machine shop	835	Margarine stge
774	Machine tool mfg: metal	576	Marine accessory sales
744	Machinery belt mfg: leather	781	Marine boiler mfg
732	Machinery belting mfg: cotton	726	Marine oil refining
733	Machinery belting mfg: wool	177	Marine passenger terminal
775	Machinery mfg: elec	577	Marine refueling facility
774	Machinery mfg: excl elec		Marine repair (see 781-782)
774	Machinery parts mfg	576	Marine salesroom
776	Machinery repair: elec	577	Marine service station
574	Machinery sales: motor driven	655	Market garden
874	Machinery storage: not vehicle	511	Market over 930 sq meters
884	Machinery storage: vehicle	512	Market under 930 sq meters
562	Machinist supply sales	713	Marmalade mfg
774	Machinist tool mfg	952	Marshalling yard
757	Magazine publishing	717	Marshmallow mfg
798	Magic apparatus mfg	685	Masonry cement mfg
773	Magnesium hollowware	562	Masons' supply sales
772	Magnesium refining, smelting		Mast mfg (see 781-782)
773	Magnesium stamping	753	Mat mfg: cork
772	Magnesium wire drawing	732	Mat mfg: cotton
584	Mail order store	734	Mat mfg: mixed, other fibers
891	Mail order warehouse	758	Mat mfg: printing
923	Mailbox	747	Mat mfg: rubber or synthetic
595	Mailing firm	733	Mat mfg: wool or worsted
595	Mailing list sales firm	762	Match plant
708	Maintenance shop: general	775	Materials handling equip
585	Mall		mfg: electrical

SPECIFIC PROPERTY CODES
 (Continued...)

774	Materials handling equip mfg: nonelectrical	773	Metal stamping mfg
331	Maternity hospital	871	Metal storage: basic forms
754	Mattress mfg: except rubber	774	Metallurgical furnace mfg
747	Mattress mfg: rubber	622	Metallurgical laboratory
853	Mattress storage	678	Mica quarrying, mining
715	Meat milling, preparation storage	792	Microscope mfg
776	Measuring apparatus mfg: elec	548	Microscope sales
711	Meat dressing, curing	632	Microwave site
513	Meat shop	466	Migrant workers' barracks
775	Mechanical equip mfg: elec	464	Military barracks
774	Mechanical equip mfg: nonelectrical	862	Military explosives storage
794	Medal mfg	221	Military school classroom bldg
791	Medical equipment mfg	712	Milk bottling
682	Medical glassware mfg	652	Milk cooling shed
621	Medical laboratory	652	Milk house
791	Medical machine mfg	774	Milk machine mfg
593	Medical office	712	Milk mfg: condensed, evaporated
561	Medical supply sales	712	Milk mfg: powdered
766	Medicated wine mfg	712	Milk processing
767	Medicinal paraffin mfg	652	Milk production
766	Medicine mfg	835	Milk storage: bottled, canned
133	Meeting hall: church	526	Mill outlet store
154	Memorial structure	742	Millinery mfg
364	Men's detention camp	522	Millinery store
321	Mental retardation - limited care	713	Mincemeat mfg
	Mentally retarded: personal care of (see 451-452)	783	Mine rail car mfg
891	Mercantile stock stge: nonfood	688	Mineral grinding, processing
773	Metal box mfg	767	Mineral oil refining
771	Metal casting: iron, steel	761	Mineral pigments mfg
773	Metal cold pressing	677	Mineral pigments mining
773	Metal fabricating	892	Mineral products stge: bagged
773	Metal furniture mfg	893	Mineral products storage: packaged, non-bagged
893	Metal ore storage	724	Mineral water carbonating
872	Metal parts storage	688	Mineral wool mfg
773	Metal product polishing, plating	678	Mineral: mining nonmetallic
876	Metal products stge: finished	677	Mining chemicals
771	Metal refining: iron, steel	671	Mining coal
		677	Mining fertilizer mineral

SPECIFIC PROPERTY CODES
 (Continued...)

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|-----|---|-----|---------------------------------------|
| 672 | Mining iron ore | 784 | Motor home mfg, assembly |
| 774 | Mining mchry mfg | 775 | Motor mfg: elec |
| 751 | Mining timber mfg | 774 | Motor mfg: nonelectric |
| 794 | Mint: money | 784 | Motor vehicle mfg, assembly |
| 753 | Mirror frame mfg | 573 | Motor vehicle repairs |
| 682 | Mirror mfg | 574 | Motor vehicle sales |
| 844 | Missile fuel stge | 575 | Motor vehicle supply store |
| 631 | Missile launch site | 576 | Motorboat sales |
| 786 | Missile mfg, assembly, repair:
no fuel | 784 | Motorcycle mfg |
| 131 | Mission | 784 | Motorcycle parts mfg |
| 742 | Mitten mfg | 573 | Motorcycle repair |
| 734 | Mixed fiber, full process mill | 574 | Motorcycle sales |
| 776 | Mixer mfg: domestic | 186 | Movie studio |
| 752 | Mobile building mfg | 183 | Movie theater |
| 574 | Mobile home sales | 573 | Muffler repair shop:
motor vehicle |
| 411 | Mobile home: permanent family | 733 | Mungo shoddy mfg |
| 751 | Mobile saw, planing mill | 591 | Municipal building |
| 752 | Modular building mfg | 616 | Municipal gas mfg |
| 717 | Molasses mfg | 762 | Munitions mfg |
| 763 | Molded compound mfg: plastic | 152 | Museums |
| 764 | Molded plastic products | 758 | Music publishing, printing |
| 756 | Molded pulp goods mfg | 233 | Music school |
| 465 | Monastery | 534 | Music store |
| 794 | Money mfg | 795 | Musical instrument mfg |
| 792 | Monocle mfg | 534 | Musical instrument sales |
| 154 | Monument | 719 | Mustard mfg |
| 688 | Monument works | 773 | Nail mfg |
| 799 | Mop mfg | 767 | Naphtha oil refining |
| 134 | Morgue | 743 | Napkin mfg |
| 591 | Mortgage company | 732 | Narrow fabric mfg: cotton |
| 134 | Mortuary | 734 | Narrow fabric mfg: mixed fibers |
| 131 | Mosque | 733 | Narrow fabric mfg: wool |
| | Motel (see 441-446
and 481-486) | 678 | Natural abrasive mining |
| 868 | Motion-picture exchange | 685 | Natural cement mfg |
| 797 | Motion-picture film processing | 674 | Natural gas well |
| 868 | Motion-picture film storage | 767 | Natural gasoline plant |
| 186 | Motion-picture studio | 765 | Natural resin grinding |
| 183 | Motion-picture theater | 591 | Navy office |
| | | 726 | Neatsfoot oil refining |

SPECIFIC PROPERTY CODES

(Continued...)

742	Necktie mfg	655	Nursery: tree, bush
774	Needle bearing mfg	463	Nurses' living quarters
794	Needle mfg: record	311	Nursing home w/24-hour nursing staff
773	Needle mfg: sewing		Nut cake mfg
739	Needleloom carpet mfg	726	Nut growing
739	Needleloom felt mfg	655	Nut meat mfg
776	Neon lamp mfg	726	Nut mfg: metal
682	Neon light mfg, fabricating	773	Nut mfg: metal
776	Neon sign mfg	657	Nut packing as picked
737	Net mfg: excl hair	717	Nut salting
799	Net mfg: hair	513	Nut shop
591	News gathering agency office	811	Nut storage: bulk
591	News reporting agency office	717	Nut sugar coating
757	Newspaper publishing	764	Nylon fiber mfg
755	Newsprint mfg	739	Oakum picking, willowing
542	Newsstand	782	Oar mfg
742	Night clothes mfg	715	Oat milling, flaking
162	Night club	593	Oculists office
742	Night dress mfg	754	Office fixture, fittings mfg
631	Nike site	754	Office furniture mfg
689	Nitrate minerals processing	531	Office furniture store
677	Nitrate minerals quarrying	531	Office machine sales
762	Nitrocellulose mfg, reclaiming	776	Office machinery mfg
761	Nitrous oxide gas mfg	531	Office supply sales
772	Nonferrous metal refining	592	Office: bank
716	Noodle mfg	591	Office: business
753	Novelty mfg: hardwood	593	Office: medical
551	Novelty store	982	Oil field
611	Nuclear fuel element plant	767	Oil mfg: lubricating
612	Nuclear ordnance, bomb assembly	726	Oil mfg: salad
		726	Oil of clove mfg
774	Nuclear reactor mchry mfg	645	Oil pipeline
613	Nuclear reactor power production	674	Oil reservoir
		674	Oil shale mining, retorting
624	Nuclear reactor, for research	845	Oil storage in containers
465	Nuns' living quarters	841	Oil storage in tanks
	Nursery school over 4 hours (see 251-253)	674	Oil well
211	Nursery school: 4 hours or less	738	Oilcloth mfg
		742	Oilskin mfg
		766	Ointment mfg

SPECIFIC PROPERTY CODES
 (Continued)

311	Old persons' home w/24-hour nursing staff	927	Outdoor telephone booth
726	Oleo oil refining	926	Outhouse
726	Oleo-stearine mfg	341	Outpatient clinic
726	Olive oil refining, hydrogenation	774	Oven mfg, industrial
941	Open sea	742	Overalls mfg
181	Opera house	742	Overcoat mfg
791	Operating table mfg	761	Oxygen gas mfg
792	Ophthalmic goods mfg	861	Oxygen stge: liquid or gas
792	Ophthalmoscope mfg	665	Oyster bed operation
792	Optical glass grinding, polishing	714	Oyster packing, canning
682	Optical glass mfg	665	Oyster: wild, cultivated
548	Optical goods sales	514	Package store
792	Optical instrument mfg	768	Packaged fuel mfg
548	Optician's office	893	Packaged mineral prods stge
548	Optometrist's office	845	Packaged petroleum prods stge
342	Oral surgeon office: over 3 patients	838	Packaged tobacco prods stge
655	Orange growing	774	Packaging machine mfg
164	Orange juice bar	753	Packing case mfg: wood
713	Orange juice concentrating	657	Packing crops as picked
655	Orchard	756	Pad mfg: writing
773	Ordnance mfg except vehicles	739	Padding mfg: all fibers
673	Ore concentration	765	Paint mfg
672	Ore mining	573	Paint shop: motor vehicle
771	Ore preparation plant: iron	865	Paint storage
772	Ore smelting: nonferrous	535	Paint store
795	Organ mfg	799	Painters' brush mfg
534	Organ sales	773	Painters' pot mfg: metal
761	Organic chemical mfg	535	Painters' supply store
764	Orlon fiber mfg	742	Pajamas mfg
794	Ornament mfg	726	Palm oil refining
544	Ornamental goods store	774	Paper bag machine mfg
773	Ornamental ironwork mfg	756	Paper bag mfg incl printing
753	Osier container mfg	855	Paper bag stge
593	Osteopath's office	756	Paper box mfg incl printing
782	Outboard motor mfg, repair	758	Paper bronzing, gilding, edging
576	Outboard motor sales	756	Paper carton mfg incl printing
926	Outbuilding	756	Paper container mfg incl printing
492	Outdoor sleeping quarters	755	Paper corrugating, laminating
		756	Paper cutout pattern mfg
		541	Paper goods sales

SPECIFIC PROPERTY CODES
(Continued....)

756	Paper label-manufacturing	174	Passenger terminal: street level rail
756	Paper lampshade mfg	175	Passenger terminal: subway
774	Paper making mchry mfg	765	Paste mfg
755	Paper mfg	799	Pastel mfg
687	Paper mfg: abrasive	717	Pastilles mfg
768	Paper mfg: asphalt coated	716	Pastry mfg
799	Paper mfg: carbon	655	Pasture land: improved
792	Paper mfg: sensitized	931	Pasture: unimproved
799	Paper mfg: treated duplicating	744	Patent leather plant
756	Paper mounts mfg	964	Path
756	Paper plate mfg	621	Pathological laboratory
756	Paper products fabricating	963	Paved driveway
855	Paper products stge	963	Paved private street
755	Paper reclaiming	962	Paved public street
758	Paper ruling	544	Pawn shop
756	Paper spoon or utensil mfg	715	Pea grinding, splitting
855	Paper stge: not rolled	713	Peanut butter processing
854	Paper stge: rolled	726	Peanut oil refining
855	Paper storage: baled	713	Peanut processing
755	Paperboard mfg, coating	811	Peanut storage: bulk
755	Papercoating, glazing, laminating	794	Pearl products, jewelry mfg
756	Papier-mache goods mfg	678	Peat cutting, digging
767	Paraffin wax mfg	818	Peat storage
742	Parasol. mfg	331	Pediatrics hospital
938	Park	745	Pelt sorting, dressing
981	Parking area construction	799	Pen mfg
882	Parking garage: general	773	Pen nib mfg: base metal
881	Parking garage: residential	794	Pen nib mfg: precious metal
981	Parking lot construction	541	Pen shop
882	Parking lot: covered	361	Penal institution: men
965	Parking lot: uncovered	799	Pencil lead mfg
134	Parlor: funeral	799	Pencil mfg
625	Particle accelerator	799	Penholder mfg
171	Passenger terminal: airport	361	Penitentiary: men
173	Passenger terminal: bus	362	Penitentiary: women
176	Passenger terminal: elevated railway	113	Penny arcade
177	Passenger terminal: marine	787	Perambulator mfg
		762	Percussion cap mfg

SPECIFIC PROPERTY CODES
(Continued....)

795	Percussion instruments mfg	553	Photographic store
766	Perfume mfg	553	Photographic studio
726	Perfume oil mfg	792	Photographic supplies mfg
544	Perfume sales		Physical rehabilitation: personal care during (see 451-452)
757	Periodical publishing		
792	Periscope mfg	593	Physician's office
722	Perry wine mfg	622	Physics laboratory
623	Personnel testing laboratory	593	Physiotherapist's office
761	Pest control chemical mfg	795	Piano mfg
556	Pet care center	534	Piano store
556	Pet shop, supplies	566	Pick-up shop: laundry, dry cleaning
841	Petroleum bulk plant		
841	Petroleum distributing station	713	Pickle processing
767	Petroleum jelly mfg	753	Picture frame mfg
845	Petroleum packaged product	711	Pie mfg: meat
767	Petroleum refinery	716	Pie mfg: nonmeat
841	Petroleum tank farm	526	Piece goods sales
841	Petroleum terminal	898	Pier
674	Petroleum well	943	Pier water area
898	Petroleum wharf	898	Pier: petroleum
773	Pewter hollowware mfg	771	Pig iron mfg
772	Pewter refining, smelting	653	Pig raising
773	Pewter stamping	761	Pigment mfg
766	Pharmaceutical mfg	774	Pile driver mfg
866	Pharmaceutical storage	766	Pill mfg
582	Pharmacy: no pharmacist	771	Pillar box mfg: cast iron
543	Pharmacy: pharmacist on duty	754	Pillow mfg: nonrubber
776	Phonograph assembling: elec	747	Pillow mfg: rubber
795	Phonograph record blank mfg	754	Pillow renovating plant
677	Phosphate minerals mining, quarrying	743	Pillowslip mfg
689	Phosphate minerals processing	771	Pipe mfg: cast iron, steel, iron
595	Photocopy firm	681	Pipe mfg: concrete
758	Photoengraving: commercial	764	Pipe mfg: plastic
757	Photoengraving: newspaper and magazine	799	Pipe mfg: smoking
797	Photofinishing	872	Pipe storage: metal
792	Photographic equipment mfg	983	Pipeline construction above surface
792	Photographic film, paper mfg		
792	Photographic lens mfg	981	Pipeline construction below surface
		983	Pipeline right of way

SPECIFIC PROPERTY CODES

(Continued...)

645	Pipeline: flammable liquid	124	Playground
644	Pipeline: gas	491	Playhouse: children's
646	Pipeline: steam	181	Playhouse: theater
647	Pipeline: water	758	Playing card mfg
773	Pistol mfg	774	Plow mfg incl self-propelled
131	Place of worship mfg	776	Plug mfg: elec
152	Planetarium	562	Plumbers' tool sales
751	Planing mill	773	Plumbing supply mfg
984	Plant yard: Industrial	533	Plumbing supply sales: retail
688	Plaster mfg	873	Plumbing supply sales: wholesale
688	Plaster product mfg	873	Plumbing supply storage
892	Plaster storage	799	Plume mfg
763	Plastic beam mfg	751	Plywood mfg
782	Plastic boat fabrication	774	Pneumatic control equip mfg
764	Plastic casting	774	Pneumatic mchry mfg
763	Plastic dispersions mfg	746	Pocketbook mfg
763	Plastic emulsions mfg	773	Pocketknife mfg
764	Plastic enclosure mfg	662	Pole hewing, rough cutting
764	Plastic film mfg	642	Pole: utility power
741	Plastic footwear mfg	633	Police communications center
799	Plastic lampshade mfg	365	Police station
763	Plastic making: foamed	765	Polish mfg
763	Plastic mfg	743	Polishing cloth mfg
742	Plastic outerware mfg	764	Polyester fiber mfg
764	Plastic part, product mfg	946	Pond
763	Plastic powder mfg	786	Pontoon mfg, assembly, repair
863	Plastic product storage	112	Poolroom, hall, center
764	Plastic products fabr	684	Porcelain product mfg
764	Plastic rods mfg	942	Port area
764	Plastic sheet fabr	123	Portable grandstands
763	Plastic solution mfg	723	Porter mfg: malt
764	Plastic toy mfg	685	Portland cement mfg
863	Plastics storage	596	Post office
684	Plate mfg: china	758	Postage stamp printing
753	Plate mfg: hardwood	773	Pot mfg: metal
756	Plate mfg: paper	677	Potash mining, quarrying
792	Plate mfg: sensitized	718	Potato chip plant
682	Plate window glass plant	718	Potato crisp mfg
794	Platinum assaying, smelting	718	Potato mfg: flaked
795	Player piano mfg		

SPECIFIC PROPERTY CODES
 (Continued)

684	Pottery plant	747	Printing roller mfg
544	Pottery shop	855	Printing supply storage: flat paper
893	Pottery stge		
711	Poultry dressing-curing	854	Printing supply storage: rolled paper
651	Poultry farm		
715	Poultry feed: stock dry	758	Printing: commercial
719	Poultry food preparation: grit	758	Printing: silk screen
751	Poultry house mfg wood	331	Prison hospital
513	Poultry store	361	Prison: men
556	Pound: animal	364	Prison: minimum security type
726	Powdered soap plant	362	Prison: women
615	Power house: electric	221	Private boarding school classroom bldg
614	Power house: steam		
983	Power line right of way	881	Private garage
642	Power line: overhead	963	Private street
642	Power line: underground	963	Private way
613	Power production: nuclear	926	Privey
143	Power squadron club	513	Produce sale: retail
794	Precious metal assaying, smelting	812	Produce storage: crated, boxed
794	Precious stone cutting	813	Produce storage: loose, bagged
774	Precision chain mfg		
774	Prefabricated bldgs mfg: metal	791	Professional instrument mfg
751	Prefabricated structure mfg: wood	593	Professional office: medical
221	Preparatory school classroom bldg: boarding	561	Professional supply sales
713	Preserve mfg	792	Projector mfg
774	Press machine mfg: hydr, mech	786	Propeller mfg: aircraft
774	Press mfg: printing		Propeller shaft mfg (see 781-782)
773	Pressed metal pieces mfg: hot	773	Pruning knife mfg
756	Pressed pulp goods mfg	331	Psychiatric hospital
751	Pressure impregnation plant	593	Psychologist office
213	Primary school	163	Pub
774	Prime mover mfg: nonelec	754	Public building furniture mfg
765	Printing ink mfg	882	Public garage: parking
774	Printing machine mfg	182	Public hall
757	Printing newspaper, magazines	852	Public household furniture stge
735	Printing plant: textile	962	Public street: paved
		964	Public street: unpaved
		884	Public works vehicle stge

SPECIFIC PROPERTY CODES
(Continued....)

758	Publishing: book	632	Radio beacon
757	Publishing: newspaper, periodical	754	Radio cabinet mfg: wood
771	Puddling furnace	632	Radio communications site
774	Pulp making mchry: mfg	776	Radio mfg
755	Pulp mill	538	Radio repairs w/o sales
853	Pulp stge	545	Radio sales
856	Pulpwood stge not in forest	185	Radio studio
662	Pulpwood storage in forest	632	Radio transmitting site
774	Pump mfg	611	Radioactive material disposal
644	Pumping station: gas	624	Radioactive material lab
645	Pumping station: oil	611	Radioactive material mfg
648	Pumping station: sewage	611	Radioactive material storage
647	Pumping station: water	611	Radioactive tracer processing
787	Push chair mfg	739	Rag reclaiming
799	Puzzle mfg	739	Rag reworking mill
677	Pyrites mining, quarrying	739	Rag shop
761	Pyrites processing	829	Rag storage
772	Pyrophoric metal working	783	Railroad coach mfg
762	Pyroxylin fabricating, mfg	887	Railroad equip storage
762	Pyroxylin reclaiming	894	Railroad freight terminal
774	Quarry crushing machine mfg	174	Railroad passenger terminal: street level
677	Quarry: chemicals, minerals	783	Railroad repair shop
676	Quarry: salt	951	Railroad right of way
675	Quarry: sand, gravel, stone	981	Railroad roadbed construction
774	Quarrying machine mfg	783	Railroad rolling stock assembling
678	Quartz mining, quarrying	783	Railroad shop
743	Quilt mfg	953	Railroad siding
654	Rabbit raising	954	Railroad signal equipment
123	Racetrack grandstand	783	Railroad signal mfg
815	Racetrack stable	176	Railroad station: elevated
776	Radar mfg	771	Railroad switch mfg
632	Radar site	615	Railroad system electric power plant
791	Radiation measurement device	771	Railroad truck mfg
771	Radiator mfg: cast iron sections	742	Raincoat mfg
776	Radiator mfg: domestic elec	713	Raisin processing
784	Radiator mfg: motor vehicle	773	Rake mfg
776	Radio and TV tubes, glass envelope mfg	739	Ramie spinning, weaving

SPECIFIC PROPERTY CODES
 (Continued...)

753	Rattan product mfg plant	784	Registration plate mfg; incl mfg motor vehicle
827	Raw leather storage	234	Rehabilitation center: attendance by choice
867	Raw rubber products storage	366	Rehabilitation center: vocational
717	Raw sugar refining	758	Relief stamping: paper
764	Rayon fiber mfg	544	Religious goods store
773	Razor blade mfg	591	Religious organization office
776	Razor mfg, elec	713	Relish mfg
773	Razor mfg, nonelec	711	Rendering fat: edible
742	Ready-made clothing mfg	574	Repair garage w/ motor vehicle sales
686	Ready-mix concrete plant	573	Repair garage w/o motor vehicle sales
774	Reaper mfg incl self-propelled	632	Repeater site: radio, microwave
747	Rebuilding tires	627	Research laboratory
747	Recapping tires	593	Research organization office
776	Record player mfg: sound, music	881	Residential board and care (see 451-452)
545	Record player sales	221	Residential parking garage
636	Record repository: document	933	Residential school building
534	Record shop	661	Residential yard
931	Recreation area: underdeveloped	763	Resin gathering: natural
113	Recreation center, facility, place	311	Resin mfg: synthetic
233	Recreational school	312	Rest home w/nursing staff
591	Recruiting office	161	Rest home w/o nursing staff
774	Reed mfg for textile machine	754	Restaurant
753	Reed product mfg	568	Restaurant furniture mfg
767	Refinery tankage	747	Restaurant supplies and services
726	Refinery: animal oil	537	Retreading tires
767	Refinery: petroleum	773	Reupholstery shop
765	Refinery: turpentine	732	Revolver mfg
726	Refinery: vegetable oil	734	Ribbon mfg: cotton
363	Reform school	733	Ribbon mfg: mixed, other fiber
361	Reformatory: men	733	Ribbon mfg: wool or worsted
362	Reformatory: women	655	Rice growing
675	Refractory clay extraction from earth	715	Rice mill
681	Refractory tile mfg: brick	811	Rice storage: bulk
774	Refrigeration mchry mfg	142	Riding club
776	Refrigerator mfg: unit type		
532	Refrigerator sales		
932	Refuse disposal area		

SPECIFIC PROPERTY CODES
 (Continued...)

815	Riding stable	555	Roofing supply sales
142	Rifle club	776	Room heater mfg: unit type
773	Rifle mfg		Rooming house w/ over 16 persons (see 441-446)
	Rigging-mfg: marine (see 781-782)	431	Rooming house: 4-8 roomers
946	River	432	Rooming house: 9-16 roomers
937	Riverfront	715	Root peeling mill
773	Rivet mfg: metal	737	Rope mfg
774	Road maintenance machine mfg	853	Rope stge
774	Road making machine mfg	765	Rosin mfg
884	Road mchry storage	783	Roundhouse
774	Road roller machine mfg	742	Rubber clothing mfg
963	Road: private paved	747	Rubber dipping, mixing
962	Road: public paved	747	Rubber footwear mfg: vulcanized
964	Road: unpaved	661	Rubber gathering: wild
164	Roadside stand, counter: eating	522	Rubber goods store
513	Roadside stand, counter: product	655	Rubber growing
742	Robe mfg	747	Rubber hose mfg
786	Rocket airframe mfg	747	Rubber mat mfg
762	Rocket fuel mfg	747	Rubber mfg: foamed
844	Rocket fuel stge	661	Rubber plantation
631	Rocket launch site	747	Rubber products mfg
762	Rocket mfg: signal	867	Rubber products storage
688	Rockwool mfg	742	Rubber rainwear mfg
764	Rod mfg: plastic	747	Rubber reclaiming
774	Rod mfg: welding	747	Rubber scrap processing
854	Rolled paper stge	747	Rubber shoe mfg: vulcanized
774	Roller bearing mfg	799	Rubber stamp mfg
774	Roller mfg, for textile machine	541	Rubber stamp store
123	Roller rink in arena	867	Rubber storage
115	Roller skating rink	747	Rubber toy mfg
774	Rolling mill mchry mfg	747	Rubber waste processing
685	Roman cement mfg	648	Rubbish burner: industrial
681	Roof tile mfg: clay	794	Ruby cutting, mounting
768	Roofing materials mfg: asphalt	796	Rug cleaning, dyeing
688	Roofing materials mfg: stone	732	Rug mfg: cotton
751	Roofing materials mfg: wood	734	Rug mfg: mixed fibers
851	Roofing storage	733	Rug mfg: wool
		826	Rug storage

SPECIFIC PROPERTY CODES
 (Continued)

536	Rug store	713	Sauce processing
774	Ruling-machine mfg: printing	773	Saucepan mfg
721	Rum mfg	711	Sausage casing mfg
972	Runway at airport	592	Savings bank
716	Rusk mfg	592	Savings loan institution
753	Rustic furniture mfg	776	Saw mfg: electric
715	Rye milling, flaking, rolling	773	Saw mfg: hand
743	Sack mfg	751	Saw, planing mill
785	Saddle mfg: cycle	751	Sawdust mfg
746	Saddlery mfg	751	Sawdust pile
591	Safe deposit firm	751	Sawmill in or out of forest
773	Safe mfg	774	Scale mfg
682	Safety glass mfg	742	Scarf mfg
715	Sago grinding, splitting	221	School classroom: private boarding
743	Sail mfg	132	School: Sunday
713	Salad dressing mfg	232	School: business, commercial
726	Salad oil mfg	363	School: correctional, reform
163	Saloon	233	School: dancing
676	Salt crushing, screening	233	School: deaf, dumb, or blind
761	Salt mfg: chemical	461	School: dormitory
676	Salt mining	213	School: elementary
719	Salt packing not at mine	215	School: high
719	Salt processing not at mine	214	School: intermediate
719	Salt refining: edible	214	School: junior high
877	Salvage yard	211	School: nursery
758	Sample mounting, printing	132	School: religious education only
675	Sand extraction from earth	233	School: specialty
688	Sand washing, screening	231	School: trade, industrial
776	Sander mfg: elec	231	School: vocational
687	Sandpaper mfg	791	Scientific equipment mfg
675	Sandstone mining, quarrying	688	Scientific glassware mfg
688	Sandstone working	593	Scientific organization office
684	Sanitary earthenware mfg	773	Scissor mfg
932	Sanitary landfill	784	Scooter mfg: motorized
661	Sap gathering, extracting	771	Scrap iron processing
794	Sapphire cutting, mounting	877	Scrap recovery, reclaiming
751	Sash mfg: wood	747	Scrap rubber processing
791	Satellite mfg, assembly	774	Scraper mfg: earth
632	Satellite tracking station	774	Screening machine mfg
733	Satinet cloth mill		

SPECIFIC PROPERTY CODES
 (Continued...)

773	Screw mfg	767	Shale oil refining
233	Sculpture: school for	766	Shampoo mfg
773	Scythe mfg	776	Shaver mfg: dry, elec
941	Sea: open	726	Shaving cream; soap mfg
714	Seafood packing; canning	773	Shears mfg
714	Seafood salting, drying	808	Shed; contractor's
937	Seashore	808	Shed: tool
573	Seat cover shop: auto	766	Sheep dip mfg
221	Secondary boarding school classroom bldg	654	Sheep raising
221	Secondary school classroom bldg: boarding	742	Sheepskin lined clothing mfg
215	Secondary school: day	744	Sheepskin mat mfg
521	Secondhand clothing sale	745	Sheepskin rug mfg
232	Secretarial school	745	Sheepskin shearing
591	Security brokers office	774	Sheet metal working machine mfg
726	Seed cake mfg	773	Sheet metal working: base metal
655	Seed crop	743	Sheet mfg
726	Seed meal mfg	758	Sheet music publishing, printing
719	Seed preparation	534	Sheet music sales
811	Seed storage: bulk	747	Sheet rubber mfg
554	Seed store	754	Shelf mfg: any material
565	Self-service dry cleaning	773	Shell case mfg: arms
564	Self-service laundry	762	Shell filling: munitions
794	Semi-precious stone working	799	Shell products mfg
241	Seminary classroom building	765	Shellac mfg
792	Sensitized film mfg	925	Shelter: fallout, storm, or bomb
577	Service station: marine	751	Shingle mfg, wood
572	Service station: private	781	Ship breaking yard
571	Service station: public		Ship fabricating plant (see 781-782)
648	Sewage disposal plant	781	Ship parts mfg
648	Sewer		Ship repairing (see 781-782)
981	Sewer construction	885	Ship storage
776	Sewing machine mfg	773	Shipping container mfg: metal
774	Sewing machine mfg: bookbinding	781	Shipyard: vessels over 20 meters
532	Sewing machine store	742	Shirt mfg
773	Shackle mfg	522	Shirt store
754	Shade mfg		
751	Shake splitting: wood		

SPECIFIC PROPERTY CODES
(Continued....)

784	Shock absorber mfg: motor vehicle	811	Silage storage
733	Shoddy mill	735	Silk finishing
741	Shoe accessory mfg	799	Silk lampshade mfg
754	Shoe case mfg	734	Silk mill
732	Shoe lace mfg: braided cotton	734	Silk spinning
734	Shoe lace mfg: braided fibers	758	Silk storage: bales, bags
733	Shoe lace mfg: braided wool	511	Silk-screen printing
746	Shoe lace mfg: leather	811	Silo: farm
774	Shoe machinery mfg	794	Silver & silver plateware assembly, mfg
741	Shoe mfg	794	Silver assaying, smelting
765	Shoe polish mfg	774	Silver can mfg for textile machine
523	Shoe repair shop, store	672	Silver mining, quarry
523	Shoe repair with manufacture	794	Silverware mfg
523	Shoe shine stand, shop	824	Sisal storage: bales, bags
827	Shoe storage	737	Sisal working
522	Shoe store	153	Site: historic
753	Shoe tree mfg	552	Skate shop
113	Shooting gallery	114	Skating rink: ice
754	Shop front mfg	123	Skating rink: in arena
754	Shop furniture mfg	115	Skating rink: roller
585	Shopping mall	774	Ski lift mfg
716	Shortbread mfg	552	Ski shop
726	Shortening mfg	928	Ski tow
835	Shortening stge	745	Skin mat mfg
773	Shotgun mfg	828	Skin product storage
774	Shovel loader mfg: earth-moving	828	Skin storage
714	Shrimp packing, canning	745	Skin tanning, dressing
938	Shrubbery: cultivated	742	Skirt mfg
754	Shutter mfg	773	Skylight mfg: metal
753	Shuttle mfg for textile machine	742	Slacks mfg
785	Side car mfg, assembly	675	Slate quarrying
751	Siding mfg: wood	688	Slate working, cutting
	Sight impaired persons: care of (see 451-452)	711	Slaughterhouse
754	Sign lettering	492	Sleeping quarters outdoors
754	Sign mfg	743	Slip cover mfg
754	Sign painting	741	Slipper mfg
762	Signal rocket mfg	773	Small arms or accessory mfg
		772	Smelting

SPECIFIC PROPERTY CODES
(Continued....)

711	Smoke house: meat		
164	Snack bar		
718	Snack mfg	726	Sperm oil products
773	Snap fastener mfg: metal	719	Spice processing
774	Snow blower mfg	774	Spindle mfg for textile machine
554	Snow blower rental: sales	774	Spinning machine mfg: textile
725	Snuff plant	732	Spinning mill: cotton
838	Snuff storage	734	Spinning mill: mixed, other fibers
726	Soap or detergent mfg	733	Spinning mill: wool or worsted
869	Soap storage	773	Spiral spring mfg
675	Soapstone mining, quarrying	791	Splint mfg
141	Social club w/o sleeping	716	Split pea mfg
736	Sock mfg: knitted	747	Sponge mfg: rubber or synthetic
776	Socket mfg: elec	747	Sponge rubber mfg
755	Soda pulp mfg	774	Spool mfg for textile machine
677	Sodium mining, quarrying	773	Spoon mfg: nonprecious metal
761	Sodium processing	794	Spoon mfg: precious metal
724	Soft drink mfg	746	Sporting goods mfg, leather
744	Sole leather tannery	798	Sporting goods mfg, non-leather
741	Sole mfg: leather or plastic	552	Sporting goods store
741	Sole mfg: wooden	773	Sporting guns mfg
763	Solid resin mfg: synthetic	123	Sports arena
762	Solvent extraction	737	Sports net mfg
767	Solvent mfg	521	Sportswear shop
462	Sorority house	774	Spring mfg: balance
532	Sound equipment sales	773	Spring mfg: steel
776	Sound recording equip mfg	815	Stable
719	Soup canning	123	Stadium
816	Soybean elevator	765	Stain mfg: wood, varnish
715	Soybean grinding, splitting	682	Stained glass mfg
726	Soybean processing	799	Stamp mfg: embossing, metal
811	Soybean storage, bulk	799	Stamp mfg: rubber
791	Space measuring instrument mfg	758	Stamp printing: postage
773	Spade mfg	773	Stamped metal pieces mfg: drop
716	Spaghetti mfg	661	Standing timber
773	Spanner mfg	734	Staple fiber mfg
	Spar mfg (see 781-782)	715	Starch plant
233	Specialty school		
792	Spectacle mfg		
			Speech impaired persons: care of (see 451-452)

SPECIFIC PROPERTY CODES
(Continued....)

837	Starch storage: bulk	688	Stone crushing
591	State capitol	675	Stone quarrying
514	State liquor store	688	Stone shaping, grinding
591	State office	681	Stoneware pipe, conduit mfg
173	Station: bus	753	Stopper mfg: cork
176	Station: elevated railroad	891	Storage: general
888	Station: fire	562	Store fixture sales
365	Station: police	754	Store front mfg
174	Station: railroad, street level	754	Store shutter mfg
175	Station: subway	581	Store: department w/ furniture
756	Stationery mfg incl printing	754	Storm door mfg
541	Stationery store	945	Storm drain
751	Stave mfg	925	Storm shelter
141	Steam bath	723	Stout mfg
774	Steam boiler mfg	681	Stove lining mfg: brick
614	Steam generating plant	771	Stove mfg: cast iron
774	Steam roller mfg	776	Stove mfg: elec
774	Steam shovel mfg	773	Stove mfg: not cast iron, nonelec
726	Stearin oil refining or mfg	765	Stove polish mfg
771	Steel alloy mfg	532	Stove sales
771	Steel billet, bloom mfg	746	Strap mfg: leather
771	Steel conversion, forging	742	Straw hat mfg
771	Steel foundry, furnace, mill	739	Straw mat mfg
771	Steel smelting, refining	756	Straw mfg: paper
773	Steel spring mfg	737	Straw rope, cord mfg
771	Steel stripping	819	Straw stack
771	Steel: basic products mfg	946	Stream
774	Steelwork mfg: building, bridge	981	Street construction
784	Steering gear mfg: motor vehicle	174	Street level rail terminal
799	Stencil mfg	783	Street railway painting shop
955	Stenographic services firm	783	Street railway repair shop
545	Stereo equipment sales	887	Street railway storage house
757	Stereotyping newspaper, magazine	962	Street: paved, public
561	Stethoscope sales	783	Streetcar assembling, mfg
736	Stocking mfg: knitted	795	String instrument mfg
711	Stockyard abattoir	737	String mfg
817	Stockyard: livestock stge	677	Strontium minerals mining
774	Stoker mfg	761	Strontium minerals processing
		681	Structural clay products mfg

SPECIFIC PROPERTY CODES
 (Continued...)

893	Structural clay products storage	742	Suspender mfg
771	Structural steel mfg	116	Swimming pool or equipment
871	Structural steel storage	954	Switch control equipment railroad
141	Student club	776	Switch mfg: elec
461	Student dormitory	776	Switchboard mfg: telephone
141	Student union	775	Switchgear mfg: elec
186	Studio: motion-picture	952	Switchyard
553	Studio: photography, still picture	773	Sword mfg
185	Studio: radio or TV	131	Synagogue
662	Stump storage: wood	761	Synthetic dye mfg
322	Substance abuse center - limited care	761	Synthetic fertilizer mfg
642	Substation: elec	734	Synthetic fiber carding
783	Subway car mfg	735	Synthetic fiber finishing
175	Subway station	764	Synthetic fiber mfg
717	Sugar beet or cane refining	823	synthetic fiber storage: bales, bags
836	Sugar storage: bulk	734	Synthetic fiber: part process mill
831	Sugar storage: packaged	763	Synthetic resin mfg
717	Sugar syrup refining	763	Synthetic rubber mfg
742	Suit mfg	747	Synthetic rubber product mfg
746	Suitcase mfg	683	Syphon glass mfg
755	Sulfate, sulfite pulp mfg	724	Syrup mfg: flavoring
677	Sulfur mining: natural	754	Table mfg: any material
677	Sulfur ore mining	726	Table oil mfg
761	Sulfur ore processing	743	Tablecloth mfg
761	Sulfur processing: natural	794	Tableware mfg: metal or stone
412	Summer cottage: 1 family	756	Tabulating machine card mfg
415	Summer cottage: 2 family	776	Tabulating machine mfg
181	Summer stock theater	799	Tag mfg
132	Sunday school	524	Tailor shop
511	Supermarket over 930 sq meters	742	Tailor-made clothing mfg
512	Supermarket under 930 sq meters	675	Talc mining, quarrying
162	Supper club	688	Talc works
593	Surgeon's office	726	Tallow oil refining
791	Surgical supply mfg	843	Tank storage: LP-Gas
521	Surplus store	841	Tank storage: flammable or combustible liquids
594	Surveyor's office	842	Tank storage: gas
		745	Tannery: fur, skin, pelt, hide

SPECIFIC PROPERTY CODES
(Continued...)

744	Tannery: leather	545	Television sales
761	Tanning extract mfg	131	Temple
732	Tape mfg: woven cotton	583	Ten cent store over 930 sq meters
734	Tape mfg: woven mixed fibers	582	Ten cent store under 930 sq meters
776	Tape recorder mfg		Tenement (see 421-428)
726	Taper mfg, candles	142	Tennis club
163	Taproom	981	Tennis court construction
768	Tar coated paper mfg	743	Tent mfg
767	Tar distillation	552	Tent sales
743	Tarpaulin mfg	492	Tent: residential
	Tavern w/ sleeping (see 441-446)	816	Terminal grain elevator
163	Tavern, w/o sleeping accomodations	894	Terminal warehouse
784	Taxicab mfg, assembly	171	Terminal: airport passenger
883	Taxicab parking garage	173	Terminal: bus, limousine
973	Taxiway	176	Terminal: elevated railroad
753	Tea chest mfg	894	Terminal: freight
655	Tea growing	177	Terminal: marine
719	Tea leaf processing	174	Terminal: street level railroao
776	Teapot mfg: metal, w/ heating element	175	Terminal: subway
773	Teapot mfg: metal, w/o heating element	322	Terminally ill care
774	Teasel rod mfg for textile machine	771	Temneplate mfg
231	Technical school	681	Terra cotta mfg
791	Teeth mfg: artificial, false	774	Test cell: engine
776	Telegraph apparatus mfg	735	Textile finishing
751	Telegraph pole mfg	774	Textile mchry mfg
776	Telephone apparatus mfg	826	Textile product storage
927	Telephone booth: outdoor	826	Textile storage
634	Telephone exchange	526	Textile store
776	Teleprinter mfg	181	Theater: combined use
792	Telescope mfg	162	Theater: dinner
548	Telescope sales	184	Theater: drive-in
776	Teletype machine mfg	181	Theater: legitimate
754	Television cabinet mfg: wood	183	Theater: motion-picture
776	Television mfg	776	Therapeutic apparatus mfg
538	Television repairs w/o sales	776	Thermistor mfg
		776	Thermostat mfg
		865	Thinner storage
		732	Thread mill: cotton

SPECIFIC PROPERTY CODES

(Continued...)

734	Thread mill: mixed other fibers	656	Tobacco preparing
733	Thread mill: wool or worsted	725	Tobacco products mfg
739	Thread reworking mill	838	Tobacco products storage
774	Thresher mfg, incl self-propelled	542	Tobacco shop
123	Ticket office: sporting events	725	Tobacco stemming
758	Ticket printing	814	Tobacco storage: loose or
941	Tidal waters		baled
522	Tie store	717	Toffees mfg
738	Tile mfg: asphalt, vinyl, linoleum	799	Toilet brush mfg
747	Tile mfg: rubber floor	756	Toilet paper mfg
681	Tile plant: clay products	766	Toiletries mfg
662	Timber hewing, rough shaping	924	Toll station
661	Timber planting, replanting	766	Toners mfg
661	Timber standing	774	Tool holder mfg: metal
856	Timber stge not in forest	774	Tool mfg
662	Timber: yard storage	791	Tool mfg: engineers
793	Time lock mfg	776	Tool mfg: flexible shaft, portable
793	Time recorder mfg	773	Tool mfg: hand
776	Time switch mfg: elec	776	Tool mfg: power
793	Timer mfg	808	Tool shed
773	Tin can mfg	873	Tool storage
672	Tin mine, quarry	766	Tooth powder mfg
773	Tin products mfg	799	Toothbrush mfg
772	Tin refining, smelting	766	Toothpaste mfg
773	Tin stamping, cold pressing	573	Top shop: motor vehicle
772	Tin wire drawing	773	Torpedo case mfg
773	Tinware mfg	431	Tourist home: 4-8 roomers
747	Tire mfg	432	Tourist home: 9-16 roomers
747	Tire recapping, repair		Tourist home: over 16 persons (see 441-446)
877	Tire salvage	743	Towel mfg
867	Tire storage	591	Town hall
575	Tire store	591	Town office building
773	Titanium hollowware mfg	798	Toy mfg: nonrubber
772	Titanium refining, smelting	747	Toy mfg: rubber
773	Titanium stamping	551	Toy store
772	Titanium wire drawing	774	Tractor mfg
776	Toaster mfg, domestic	574	Tractor sales
656	Tobacco curing, drying shed	757	Trade journal publishing
655	Tobacco growing		

SPECIFIC PROPERTY CODES
 (Continued...)

231	Trade school	747	Tube mfg: rubber
562	Trade supply sales	747	Tube mfg: rubber inner
776	Traffic signaling apparatus mfg	682	Tube, electronic glass envelope mfg
784	Trailer mfg, assembly		Tunnel
642	Transformer	922	Turbine mfg, repair: marine
775	Transformer mfg	781	Turn indicator mfg: vehicle
642	Transformer vault	775	Turpentine refinery
776	Transistor mfg	765	Twine plant
774	Transmission chain mfg	737	Type foundry
644	Transmission line: gas	773	Typesetting machine mfg
645	Transmission line: oil	774	Typesetting: newspaper
784	Transmission mfg: motor vehicle	757	Typewriter mfg: elec, manual
776	Transmitter mfg	776	Typewriter repair w/o sales
632	Transmitter site: radar	538	Typewriter ribbon mfg
632	Transmitter site: radio, TV	799	Typewriter sales w/repair
632	Transmitter site: tracking station	531	Umbrella mfg
663	Trapping	742	Umbrella store
411	Travel trailer: permanent family unit	522	Uncovered parking area
664	Tree	965	Underground shelter
662	Tree felling, rough cutting	925	Underwear mfg
921	Trestle	742	Uniform mfg
785	Tricycle mfg	742	University classroom building
887	Trolley car storage	241	University dormitory
784	Troop carrier mfg, assembly	461	Unpaved street, road, path
742	Trouser mfg	964	Upholstering plant
575	Truck accessory store	754	Upholstery fill mfg: plastic
894	Truck freight terminal	764	Upholstery fill mfg: textile
784	Truck mfg, assembly	739	Upholstery fill mfg: wood
883	Truck parking area	751	Upholstery store
574	Truck sales	531	Upper shoe leather tanning
791	Truss mfg	744	Used furniture sales
753	Tub mfg: wood	531	Utility pole
773	Tube mfg: collapsible	642	Vacant lot
776	Tube mfg: elec vacuum	936	Vacuum cleaner mfg: elec
771	Tube mfg: flexible, iron or steel	776	Vacuum flask glass mfg
682	Tube mfg: glass	683	Valve mfg: elec
764	Tube mfg: plastic	776	Valve mfg: mechanical
		774	Variety store over 930 sq meters
		583	

SPECIFIC PROPERTY CODES

(Continued)

582	Variety store under 930-sq meters	535	Wall covering sales
765	Varnish mfg	773	Wall mfg: metal
865	Varnish storage	756	Wallpaper mfg incl printing
753	Vat mfg	535	Wallpaper store
773	Vault door mfg	891	Warehouse: general storage
642	Vault: electrical	773	Washer mfg: metal
636	Vault: records	774	Washing machine mfg: nonelectric
642	Vault: transformer	532	Washing machine sales
713	Vegetable canning	776	Washing mchry mfg: elec
713	Vegetable dehydrating, quick-freezing	739	Waste Disposal (see 911-915)
719	Vegetable dye mfg	877	Waste batting mill
655	Vegetable growing	755	Waste paper reclaiming
713	Vegetable juices packing	855	Waste paper sorting
726	Vegetable oil refinery	747	Waste paper stge
713	Vegetable packing	733	Waste rubber processing
657	Vegetable packing as picked	793	Waste wool recovery
784	Vehicle mfg, assembly	544	Watch mfg
787	Vehicle mfg: animal or hand drawn	544	Watch repair shop
732	Veil, veiling mfg: cotton	793	Watch sales
734	Veil, veiling mfg: mixed fibers	981	Watchcase mfg
733	Veil, veiling mfg: wool	647	Water areas (see 941-949)
751	Veneer mfg	647	Water main construction
774	Ventilating mchry mfg	647	Water reservoir
716	Vermicelli mfg	647	Water tank
742	Vestment mfg	647	Water treatment plant
766	Veterinary chemicals mfg	647	Water works
556	Veterinary service	742	Waterproof outerwear mfg
545	Video recording equipment sales	981	Waterway construction
713	Vinegar mfg	767	Wax mfg: paraffin
733	Virgin wool working	765	Wax products mfg
773	Vise mfg: metal	736	Wearing apparel mfg: knitted
366	Vocational rehabilitation center	742	Wearing apparel mfg: not knitted
231	Vocational school	521	Wearing apparel sale, rental
739	Wadding mfg: all fibers	826	Wearing apparel storage
787	Wagon mfg: horse drawn	925	Weather shelter
742	Walking stick mfg	774	Weaving machine mfg: textile
		732	Weaving mill: cotton

SPECIFIC PROPERTY CODES
(Continued...)

734	Weaving mill: mixed, other fibers	751	Window sash mfg: wood
733	Weaving mill: wool or worsted	754	Window shade plant
732	Webbing mfg: cotton	535	Window shade store
734	Webbing mfg: mixed, other fibers	567	Window washing firm
733	Webbing mfg: wool or worsted	722	Wine mfg
761	Weed killer mfg	766	Wine mfg: medicated
774	Weighing machine mfg	846	Wine storage
774	Welding electrode mfg	722	Winery
775	Welding mchry mfg: elec	412	Winter cottage: 1 family
774	Welding mchry mfg: nonelec	415	Winter cottage: 2 family
774	Welding rod mfg	784	Wiper mfg: motor vehicle
773	Welding shop	774	Wire drawing machine mfg
562	Welding supply sales	771	Wire drawing: ferrous
981	Well construction: water	772	Wire drawing: nonferrous
674	Well: oil, gas	773	Wire gauze mfg
726	Whale oil refining	754	Wire mattress mfg
898	Wharf	773	Wire mfg exc drawing
715	Wheat milling, preparation	775	Wire mfg: insulated electric
785	Wheel mfg: cycle	773	Wire nail mfg
784	Wheel mfg: motor vehicle	773	Wire net mfg
787	Wheelbarrow mfg	773	Wire products mfg
787	Wheelchair mfg	774	Wire rope making mchry mfg
746	Whip mfg: leather	775	Wiring harness mfg: vehicle
721	Whiskey distillery	362	Women detention home
846	Whiskey storage	753	Wood block mfg
765	White lead paste mfg	782	Wood boat mfg
799	Wig mfg	753	Wood bowling pin mfg
525	Wig sales	751	Wood building products mfg
931	Wildlife habitat	753	Wood carving mfg
661	Wildlife preserve	666	Wood chip pile
753	Willow product mfg	753	Wood container mfg
775	Winch mfg: elec	751	Wood door mfg
774	Winch mfg: nonelec	751	Wood fiber product plant
795	Wind instrument mfg	751	Wood flooring mfg
774	Winding machine mfg: textile	751	Wood flour mfg
682	Window glass mfg	856	Wood fuel stge not in forest
751	Window mfg: wood	753	Wood heel mfg
773	Window sash mfg: metal	753	Wood last mfg
		662	Wood logs for fuel storage
		795	Wood musical instrument mfg

SPECIFIC PROPERTY CODES
(Continued...)

751	Wood-preserving plant	765	Writing ink mfg
753	Wood products mfg	756	Writing pad mfg
852	Wood products storage	771	Wrought iron works
853	Wood pulp stge	776	X-ray apparatus mfg
753	Wood rack mfg	868	X-ray film storage
751	Wood roofing mfg	776	X-ray machine mfg
753	Wood saddlery mfg		Y.M.C.A. w/ sleeping machine mfg
751	Wood sawing, planing		(see 441-446)
751	Wood sleeper mfg	141	Y.M.C.A./Y.W.C.A. w/o sleeping
753	Wood sole mfg		Y.W.C.A. w/ sleeping
765	Wood stain mfg		(see 441-446)
753	Wood toy mfg	143	Yachting club
751	Wood treating plant	885	Yachting club mooring, launching facility
753	Wood tube mfg	825	Yard goods storage
758	Woodcuts mfg	526	Yard goods store
661	Woodland maintenance	732	Yarn mfg: cotton
753	Woodware mfg	734	Yarn mfg: mixed, other fibers
751	Woodwork mfg	733	Yarn mfg: wool or worsted
753	Woodworking off building site	732	Yarn mill: cotton
751	Woodworking on building site	734	Yarn mill: mixed, other fibers
733	Wool blending, cleaning, comb	733	Yarn mill: wool or worsted
735	Wool finishing	739	Yarn reworking mill
726	Wool grease refining	526	Yarn shop
742	Wool hat mfg	825	Yarn storage
733	Wool mill	719	Yeast mfg
654	Wool production		Young: personal care of (see 451-452)
733	Wool recovery	773	Zinc hollowware mfg
733	Wool reworking mill	672	Zinc mine, quarry
733	Wool scouring plant	773	Zinc nail mfg
733	Wool sorting plant	772	Zinc refining, smelting
733	Wool spinning, carding	773	Zinc stamping, cold pressing
822	Wool storage: bales, bags	772	Zinc wire drawing
773	Work holder mfg: metal	815	Zoo shelter for animals
464	Workers' barracks		
735	Worsted finishing		
733	Worsted spinning		
733	Worsted yarn spinning, doubling, winding		
755	Wrapping paper mfg		
773	Wrench mfg		

SPECIFIC PROPERTY CODES

(Continued...)

734. Weaving mill, mixed.

751. Window cash mfr. wood.

732. Weaving mill, cotton.

750. Window cash mfr. iron.

735. Weaving mill, rayon.

752. Window cash mfr. steel.

736. Weaving mill, wool.

753. Window cash mfr. aluminum.

737. Weaving mill, wool or mixed.

754. Window cash mfr. brass.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Fire Department		D		Processing Year		Incident Number		Exposure Number		YY		MM		Transaction Date		DD		Action Code		Multi-Agency Number		YY		MM		Incident Date		DD		Day of Week		HH		Dispatch Time		M													

51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
M Dispatch Time		HH		Arrival Time		MM		HH		End Time		MM		Additional Days		First In Company		District		#1		#2		Situation Found		#3		#4		Mutual Aid		Alarm Method		Weather Type		Air Temperature		Property Mgt		Incident Address Location									

101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150
Incident Address Location		Address Format		Street Address, City		Example:		(123 Smith Street, Nowhere)		Incident Room Apartment		Zip Code		Census Tract		Fire Hazard Severity Zone																																	

151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200
Personnel Career		Personnel Volunteer		Personnel Total		Engine		Truck		Medic		Other		Involvement Code #1		Last Name, First Name, MI		Name Format		Last Name, First Name, MI		Example: (Doe, John, S)																											

Record Length: 1000

(9/21/89)

201	2	3	4	5	6	7	8	9	210	1	2	3	4	5	6	7	8	9	220	1	2	3	4	5	6	7	8	9	230	1	2	3	4	5	6	7	8	9	240	1	2	3	4	5	6	7	8	9	250
Area		Prefix		Telephone Number #1		Number		Address, City #1		Address Format		Street Address, City		Example: (123 Smith Street, Nowhere)		State #1		Zip Code #1																															

251	2	3	4	5	6	7	8	9	260	1	2	3	4	5	6	7	8	9	270	1	2	3	4	5	6	7	8	9	280	1	2	3	4	5	6	7	8	9	290	1	2	3	4	5	6	7	8	9	300
Involvement Code #2		Last Name, First Name, MI #2		507		Name Format		Last Name, First Name, MI		Example: (Doe, John, S)		Area		Prefix		Telephone Number #2		Number		Address, City #2																													

301	2	3	4	5	6	7	8	9	310	1	2	3	4	5	6	7	8	9	320	1	2	3	4	5	6	7	8	9	330	1	2	3	4	5	6	7	8	9	340	1	2	3	4	5	6	7	8	9	350
Address, City #2		Address Format		Street Address, City		Example: (123 Smith Street, Nowhere)		State #2		Zip Code #2		General Property Use		Specific Property Use		Building Code Occupancy		Structure Type		Structure Status		Occupied		Type Mobile Property		Vehicle License Number																							

351	2	3	4	5	6	7	8	9	360	1	2	3	4	5	6	7	8	9	370	1	2	3	4	5	6	7	8	9	380	1	2	3	4	5	6	7	8	9	390	1	2	3	4	5	6	7	8	9	400
Vehicle License Number		Vehicle State		Vehicle Year		Vehicle Make		Vehicle Model		Vehicle ICC/DOT Permit Number																																							

Record Length: 1000

Type

(9/21/89)

State Stored	751 2	Non-Fire	701 2	OES	651 2	Extng Perform	601 2
State Released	3	Service Injury	3	Control Number	3	Extng Failure	3
Quantity Released	4	Non-Fire Service Fatality	4	Area of Release	4	Sprinkler Head Type	4
Unit of Measure	5	Chemical Or Trade Name	5	Level of Release	5	Number Heads Activated	5
Extent Released	6		6	#1	6	Fire Service Injury	6
Environ Contam	7		7	#2	7	Fire Service Fatality	7
Type	8		8	#3	8	Non-Fire Service Injury	8
Material Use	9		9	#4	9	Non-Fire Service Fatality	9
Features	0		0	Contributing Factor #1	0	Number of Patients	0
Capacity	1		1	Contributing Factor #2	1	Level Fire Capable	1
Unit of Measure	2		2	Number Chemicals Released	2	Level Other Cap	2
Chemical or Trade Name	3		3	Equipment Involved	3	Level Fire Provided	3
	4		4	#1	4	Level Other Provid	4
	5		5	#2	5	#1	5
	6		6	#3	6	#2	6
	7		7	#4	7	#3	7
	8		8	Disposition	8	#4	8
	9		9	Pers #1	9	Fire Service	9
	0		0	Pers #2	0	Ambulance Patients Transported	0
	1		1	Ref Mtl #1	1	Coroner	1
	2		2	Ref Mtl #2	2	Other	2
	3		3	Fire Service Injury	3	OES Control Number	3
	4		4	Fire Service Fatality	4		4
	5		5		5		5
	6		6		6		6
	7		7		7		7
	8		8		8		8
	9		9		9		9
	0		0		0		0
	1		1		1		1
	2		2		2		2
	3		3		3		3
	4		4		4		4
	5		5		5		5
	6		6		6		6
	7		7		7		7
	8		8		8		8
	9		9		9		9
	0		0		0		0
	1		1		1		1
	2		2		2		2
	3		3		3		3
	4		4		4		4
	5		5		5		5
	6		6		6		6
	7		7		7		7
	8		8		8		8
	9		9		9		9
	0		0		0		0

Record Length: 1000

(9/21/89)

Chemical Trade Name	DOT ID Number	DOT Haz Cl	C.A.S. Number	State Stored	State Released	Quantity Released	Unit of Measure	Extent Released	Environ Contam	Type	Material Use Features	Capacity	Unit of Measure	Chemical or Trade Name

Chemical Or Trade Name	DOT ID Number	DOT Haz Cl	C.A.S. Number	State Stored	State Released	Quantity Released	Unit of Measure	Extent Released	Environ Contam	Type	Material Use Features

Capacity	Unit of Measure	#1	#2	#3	#4	Local #1	Local #2	Local #3	Local #4	Statewide #5	Statewide #6	Reserved For Future Use

Reserved For Future Use

Record Length: 1000

(9/21/89)

State of North Carolina

State Stored	Service	Control	External Number
Quantity Released	Non-Fire Service	Area of Release	Number
	Location	Level of	
	Chemical		

CFIRS INCIDENT RECORD

Item	Field Name	Field Size	Data Type	Data Description	Columns
1	A1FDID	5	N	FDID	1 - 5
2	A1PROYEAR	2	N	Processing Year	6 - 7
3	A1INCNM	10	N	Incident Number	8 - 17
4	A1INCEXP	3	N	Exposure Number	18 - 20
5	A1TRNDATE	6	N*	Transaction Date (YYMMDD)	21 - 26
6	A1CORREC	1	N	Change/Delete Action Code	27 - 27
27					
7	A1MULTAGY			Multi-Agency Incident No:	
		3	AN	Agency ID	28 - 30
		2	AN	Incident Year	31 - 32
		8	AN	Jurisdictional Incident	33 - 40
8	A1INCDATE	6	AN	Incident Date (YYMMDD)	41 - 46
9	A1INCOWK	1	AN	Incident Date of Week	47 - 47
10	A1DISTIME	4	AN	Dispatch Time (HHMM)	48 - 51
11	A1ARVTIME	4	AN	Arrival Time (HHMM)	52 - 55
12	A1ENDTIME	4	AN	End Time (HHMM)	56 - 59
13	A1ADDDAY	2	AN	Additional Days	60 - 61
14	A1FIRSTCO	7	AN	First In Company	62 - 68
15	A1DISTRCT	5	AN	District	69 - 73
16	A1FOUND1	2	AN	Situation #1 Found	74 - 75
17	A1FOUND2	2	AN	Situation #2 Found	76 - 77
18	A1FOUND3	2	AN	Situation #3 Found	78 - 79
19	A1FOUND4	2	AN	Situation #4 Found	80 - 81
20	A1AIDTYPE	1	AN	Automatic or Mutual Aid	82 - 82
21	A1ALARMTH	1	AN	Method of Alarm	83 - 83
22	A1WEATHER	1	AN	Type Weather	84 - 84
23	A1AIRTEMP	3	AN	Air Temperature (Fahrenheit)	85 - 87
24	A1PROPMT	1	AN	Property Management	88 - 88
25	A1INCADDR	40	ANS	Incident Address/Location/City	89 - 128
26	A1INCROOM	5	ANS	Incident Room/Apartment	129 - 133
27	A1INCZIP	5	AN	Incident Zip Code	134 - 138
28	A1TRACT	6	AN	Census Tract	139 - 144
29	A1FHSZONE	6	AN	Fire Hazard Severity Zone	145 - 150
30	A1PAIDNUM	4	AN	Career Fire Service Personnel	151 - 154
31	A1VOLNUM	4	AN	Volunteer Fire Service Pers	155 - 158
32	A1TTPRES	4	AN	Total Personnel Responded	159 - 162
33	A1ENGINES	3	AN	Number of Engine Apparatus	163 - 165
34	A1TRUCKS	2	AN	Number of Truck Apparatus	166 - 167
35	A1MEDICS	2	AN	Number of Medic Apparatus	168 - 169
36	A1OTHERS	2	AN	Number of Other Apparatus	170 - 171
144					
37	A1CODE1	2	A	Involvement Code #1	172 - 173
38	A1NAME1	27	ANS	Last Name #1, First, MI	174 - 200
39	A1PHONE1	10	AN	Telephone Number #1	201 - 210
40	A1ADDR1	33	ANS	Address/City #1	211 - 243

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CFIRS INCIDENT RECORD

Item	Field Name	Field Size	Data Type	Data Description	Columns
41	A1STATE1	2	A	State #1 Abbreviation	244 - 245
42	A1ZIP1	5	AN	Zip Code #1	246 - 250
43	A1CODE2	2	A	Involvement Code #2	251 - 252
44	A1NAME2	27	ANS	Last Name #2, First, MI	253 - 279
45	A1PHONE2	10	AN	Telephone Number #2	280 - 289
46	A1ADDR2	33	ANS	Address/City #2	290 - 322
47	A1STATE2	2	A	State #2 Abbreviation	323 - 324
48	A1ZIP2	5	AN	Zip Code #2	325 - 329
49	A1GENERAL	2	AN	General Property Use	330 - 331
50	A1SPECIFS	3	AN	Specific Property Use	332 - 334
51	A1OCCUPCY	3	AN	Building Code Occupancy Type	335 - 337
52	A1STRUCTP	1	AN	Structure Type	338 - 338
53	A1STRUCST	1	AN	Structure Status	339 - 339
54	A1OCCTIME	1	AN	Occupied at Time of Incident	340 - 340
55	A1MOBTYPE	2	AN	Type Mobile Property Involved	341 - 342
56	A1MOBLICN	10	AN	Vehicle License Number	343 - 352
57	A1MOBSTAT	2	A	Vehicle State	353 - 354
58	A1MOBYEAR	2	AN	Vehicle Year	355 - 356
59	A1MOBMAKE	15	A	Vehicle Make	357 - 371
60	A1MOBMODL	25	AN	Vehicle Model	372 - 396
61	A1MOBICC	9	AN	Vehicle ICC/DOT Permit Number	397 - 405
62	A1MOBIDNO	25	AN	Vehicle Identification Number	406 - 430
63	A1MOBDRLI	10	AN	Driver's License Number	431 - 440
64	A1MOBDRST	2	A	Driver's License State	441 - 442
		271			
65	B1ACTION1	2	AN	Type of Action #1 Taken	443 - 444
66	B1ACTION2	2	AN	Type of Action #2 Taken	445 - 446
67	B1ACTION3	2	AN	Type of Action #3 Taken	447 - 448
68	B1ACTION4	2	AN	Type of Action #4 Taken	449 - 450
69	B1ORGAREA	2	N	Area of Fire Origin	451 - 452
70	B1ORGLVL	3	AN	Level of Fire Origin	453 - 455
71	B1DISTANC	2	AN	Horizontal Distance	456 - 457
72	B1HEATFRM	2	N	Form of Heat	458 - 459
73	B1IGNFCTR	2	N	Ignition Factor	460 - 461
74	B1SEX1	1	AN	Sex #1	462 - 462
75	B1AGE1	2	AN	Age #1	463 - 464
76	B1SEX2	1	AN	Sex #2	465 - 465
77	B1AGE2	2	AN	Age #2	466 - 467
78	B1IGNTYPE	2	N	Type Material First Ignited	468 - 469
79	B1IGNFORM	2	N	Form Material First Ignited	470 - 471
80	B1CONFCT1	3	AN	Contributing Factor #1	472 - 474
81	B1CONFCT2	3	AN	Contributing Factor #2	475 - 477
82	B1EXTMETH	1	N	Method of Extinguishment	478 - 478
83	B1PROLOSS	9	N	Estimated Property Loss	479 - 487
84	B1CONLOSS	9	N	Estimated Contents Loss	488 - 496
85	B1TTSTLS	10	N	Total Estimated Loss	497 - 506

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CFIRS INCIDENT RECORD

Item	Field Name	Field Size	Data Type	Data Description	Columns
86	B1FUELMOD	1	A	Fuel Model	507 - 507
87	B1ACRBURN	7	AN	Acres Burned	508 - 514
88	B1EQPTYPE	2	N	Type Equipment Involved	515 - 516
89	B1EQPMODL	25	AN	Equipment Model	517 - 541
90	B1EQPYEAR	2	AN	Equipment Year	542 - 543
91	B1EQPMAKE	15	AN	Equipment Make	544 - 558
92	B1EQPSERL	25	AN	Equipment Serial Number	559 - 583
		141			
93	C1CONSTYP	1	N	Construction Type	584 - 584
94	C1ROOFCVR	1	N	Roof Covering	585 - 585
95	C1STORYNO	2	N	Number of Stories	586 - 587
96	C1FLMDMG	1	N	Extent of Flame Damage	588 - 588
97	C1SMKDMG	1	N	Extent of Smoke Damage	589 - 589
98	C1SMKTYPE	2	N	Type Material Most Smoke	590 - 591
99	C1SMKFORM	2	AN	Form Material Most Smoke	592 - 593
100	C1SMKTRVL	1	AN	Avenue of Smoke Travel	594 - 594
101	C1DETTYPE	1	N	Detection System Type	595 - 595
102	C1DETPOWR	1	AN	Detection System Power Supply	596 - 596
103	C1DETPERF	1	AN	Detection System Performance	597 - 597
104	C1DETFAIL	1	AN	Detection System Failure	598 - 598
105	C1EXTTYPE	2	N	Extinguishing System Type	599 - 600
106	C1EXTPERF	1	AN	Extinguishing System Perf	601 - 601
107	C1EXTFAIL	1	AN	Extinguishing System Failure	602 - 602
108	C1SPKLTYP	2	AN	Sprinkler Head Type	603 - 604
109	C1SPKLACT	3	AN	Number of Heads Activated	605 - 607
		24			
110	D1SERVINJ	3	N	Number Fire Service Injured	608 - 610
111	D1SERVFAT	3	N	Number Fire Service Fatal	611 - 613
112	D1CIVLINJ	3	AN	Number Non-Fire Service Injured	614 - 616
113	D1CIVLFAT	3	AN	Number Non-Fire Service Fatal	617 - 619
		12			
114	E1PATIENT	3	N	Number of Patients	620 - 622
115	E1CAPFIRE	1	N	Level of Fire Care Capable	623 - 623
116	E1CAPOTHR	1	N	Level of Other Care Capable	624 - 624
117	E1PROFIRE	1	N	Level of Fire Care Provided	625 - 625
118	E1PROOTHR	1	N	Level of Other Care Provided	626 - 626
119	E1EMSTYP1	2	AN	EMS Type of Situation #1 Found	627 - 628
120	E1EMSTYP2	2	AN	EMS Type of Situation #2 Found	629 - 630
121	E1EMSTYP3	2	AN	EMS Type of Situation #3 Found	631 - 632
122	E1EMSTYP4	2	AN	EMS Type of Situation #4 Found	633 - 634
123	E1TRNSFIR	3	N	Number Transported Fire Service	635 - 637
124	E1TRNSAMB	3	N	Number Transported Ambulance	638 - 640
125	E1TRNSCOR	3	N	Number Transported Coroner	641 - 643
126	E1TRNSOTH	3	N	Number Transported Other	644 - 646

Revised: 21-Sep-89

CFIRS INCIDENT RECORD

Item	Field Name	Field Name	Size	Data Type	Data Description	Columns
			27			
127	F_OESCTRL		7	AN	OES Control Number	647 - 653
128	F_RLSAREA		2	N	Area of Release	654 - 655
129	F_RLSLEVL		3	AN	Level of Release	656 - 658
130	F_RLSFCT1		2	AN	Release Factor #1	659 - 660
131	F_RLSFCT2		2	AN	Release Factor #2	661 - 662
132	F_RLSFCT3		2	AN	Release Factor #3	663 - 664
133	F_RLSFCT4		2	AN	Release Factor #4	665 - 666
134	F_CONFCT1		3	AN	Contributing Factor #1	667 - 669
135	F_CONFCT2		3	AN	Contributing Factor #2	670 - 672
136	F_CHEMNUM		3	AN	Number of Chemicals Released	673 - 675
137	F_EQPTYPE		2	N	Type Equipment Involved	676 - 677
138	F_ACTION1		2	AN	Hazmat Action #1 Taken	678 - 679
139	F_ACTION2		2	AN	Hazmat Action #2 Taken	680 - 681
140	F_ACTION3		2	AN	Hazmat Action #3 Taken	682 - 683
141	F_ACTION4		2	AN	Hazmat Action #4 Taken	684 - 685
142	F_DISPDTN		1	N	Disposition of Incident	686 - 686
143	F_SRCPER1		2	AN	Hazmat ID Source Personnel #1	687 - 688
144	F_SRCPER2		2	AN	Hazmat ID Source Personnel #2	689 - 690
145	F_SRCREF1		2	AN	Hazmat ID Source Ref Mtl #1	691 - 692
146	F_SRCREF2		2	AN	Hazmat ID Source Ref Mtl #2	693 - 694
147	F_SERVINJ		3	N	Fire Service Hazmat Injured	695 - 697
148	F_SERVFAT		3	N	Fire Service Hazmat Fatal	698 - 700
149	F_CIVLINJ		3	N	Non-Fire Service Hazmat Injured	701 - 703
150	F_CIVLFAT		3	N	Non-Fire Service Hazmat Fatal	704 - 706
			60			
151	F1TRADENM		30	AN	Chemical or Trade Name	707 - 736
152	F1DOTIDNO		4	AN	DOT Identification Number	737 - 740
153	F1DOTHZCL		1	AN	DOT Hazard Class	741 - 741
154	F1CHEMABS		9	AN	Chemical Abstract Service No.	742 - 750
155	F1STATSTR		1	N	Physical State (Stored)	751 - 751
156	F1STATRLS		1	AN	Physical State (Released)	752 - 752
157	F1RLSQTY		5	AN	Quantity Released	753 - 757
158	F1RLSUNIT		2	AN	Unit of Measure	758 - 759
159	F1RLSEXTN		1	AN	Extent of Release	760 - 760
160	F1CONTAM		1	AN	Suspected Environ Contamin	761 - 761
161	F1CONTYPE		2	AN	Container Type	762 - 763
162	F1CONMATL		1	AN	Container Material	764 - 764
163	F1CONUSE		1	AN	Container Use	765 - 765
164	F1CONFTR		1	AN	Container Special Features	766 - 766
165	F1CONCAPA		5	AN	Container Capacity	767 - 771
166	F1CONUNIT		2	AN	Unit of Measure	772 - 773
			67			
167	F2TRADENM		30	AN	Chemical or Trade Name	774 - 803

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CFIRS INCIDENT RECORD

Item	Field Name	Field Size	Data Type	Data Description	Columns
168	F2DOTIDNO	4	AN	DOT Identification Number	804 - 807
169	F2DOTHZCL	1	AN	DOT Hazard Class	808 - 808
170	F2CHEMABS	9	AN	Chemical Abstract Service No.	809 - 817
171	F2STATSTR	1	N	Physical State (Stored)	818 - 818
172	F2STATRLS	1	AN	Physical State (Released)	819 - 819
173	F2RLSQTY	5	AN	Quantity Released	820 - 824
174	F2RLSUNIT	2	AN	Unit of Measure	825 - 826
175	F2RLSEXTN	1	AN	Extent of Release	827 - 827
176	F2CONTAM	1	AN	Suspected Environ Contamin	828 - 828
177	F2CONTYPE	2	AN	Container Type	829 - 830
178	F2CONMATL	1	AN	Container Material	831 - 831
179	F2CONUSE	1	AN	Container Use	832 - 832
180	F2CONFTR	1	AN	Container Special Features	833 - 833
181	F2CONCAPA	5	AN	Container Capacity	834 - 838
182	F2CONUNIT	2	AN	Unit of Measure	839 - 840
		67			
183	F3TRADENM	30	AN	Chemical or Trade Name	841 - 870
184	F3DOTIDNO	4	AN	DOT Identification Number	871 - 874
185	F3DOTHZCL	1	AN	DOT Hazard Class	875 - 875
186	F3CHEMABS	9	AN	Chemical Abstract Service No.	876 - 884
187	F3STATSTR	1	N	Physical State (Stored)	885 - 885
188	F3STATRLS	1	AN	Physical State (Released)	886 - 886
189	F3RLSQTY	5	AN	Quantity Released	887 - 891
190	F3RLSUNIT	2	AN	Unit of Measure	892 - 893
191	F3RLSEXTN	1	AN	Extent of Release	894 - 894
192	F3CONTAM	1	AN	Suspected Environ Contamin	895 - 895
193	F3CONTYPE	2	AN	Container Type	896 - 897
194	F3CONMATL	1	AN	Container Material	898 - 898
195	F3CONUSE	1	AN	Container Use	899 - 899
196	F3CONFTR	1	AN	Container Special Features	900 - 900
197	F3CONCAPA	5	AN	Container Capacity	901 - 905
198	F3CONUNIT	2	AN	Unit of Measure	906 - 907
		67			
199	G1ACTION1	2	AN	Other Type Action #1 Taken	908 - 909
200	G1ACTION2	2	AN	Other Type Action #2 Taken	910 - 911
201	G1ACTION3	2	AN	Other Type Action #3 Taken	912 - 913
202	G1ACTION4	2	AN	Other Type Action #4 Taken	914 - 915
203	G1SPCSTD1	4	AN	Special Studies #1 Local	916 - 919
204	G1SPCSTD2	4	AN	Special Studies #2 Local	920 - 923
205	G1SPCSTD3	4	AN	Special Studies #3 Local	924 - 927
206	G1SPCSTD4	4	AN	Special Studies #4 Local	928 - 931
207	G1SPCSTD5	4	AN	Special Studies #5 Statewide	932 - 935
208	G1SPCSTD6	4	AN	Special Studies #6 Statewide	936 - 939
		32			

Revised: 21-Sep-89

CFIRS INCIDENT RECORD

Item	Field Name	Field Size	Data Type	Data Description	Columns
209	(FILLER)	61	B*	(Reserved for CFIRS use)	940 -1000

Total bytes = (1000)

*: These entries appear in the computer record but not on the
CFIRS-1 Incident Form.

Key for Data Element TYPE:

- A - Alphabetic data.
- N - Numeric data -- numbers only.
- AN - Alpha and Numeric data.
- ANS- Alpha Numeric & Special Characters
- B - Blank

Field	Field	Data	Data	
Name	Size	Type	Description	
		NUM	IDENTIFICATION NUMBER	304
		NUM	INVESTIGATOR	310
		NUM	QUANTITY RELEASED	320
		NUM	UNIT OF MEASURE	325
		NUM	RELEASED TO POLICE	327

OFFICE MEMORANDUM REPORT

Item	FIELD Name	FIELD Size	FIELD Type	DESCRIPTION	Column
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~~FIELD~~ ~~SIZE~~ ~~TYPE~~

~~These entries appear in the composite record but not on the~~

~~original in the report form.~~

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50																																																		
Fire Department ID										Processing Year										Incident Number										Exposure Number										YY										MM Transaction Date										DD										Action Code										Multi-Agency Number										Incident Address Location									

51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100																																																		
Incident Address Location										Address Format Street Address, City Example: (123 Smith Street, Nowhere)										Room Apartment										Zip Code										Incident County										YY										MM Incident Date										DD										Day of Week										H Dispatch Time									

101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150																																																																						
H Dispatch Time										Affiliation										Casualty Sequence Number										Sex										YY										MM Date of Birth										DD										Age										Last Name, First Name MI										Name Format Last Name, First Name, MI Example: (Doe, John, S)										Area Telephone Number										Prefix									

151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200																																								
Prefix Telephone Number										Number										Home Address										Address Format Street Address, City Example: (123 Smith Street, Nowhere)										State										Zip Code										YY										Casualty Date										MM									

Record Length: 300

(9/21/89)

20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00					
Perf #1		Used		Status #2		Perf		Used		Status #3		Perf		Involvement Code		Familiarity		Location		Condition		Escape		Activity		Cause		Reserved For Future Use		DD		Casualty Date		HH		Casualty Time		MM		Severity		Primary/Apparent Symptom		#1		#2		Body Part Affected		#3		#4		Disposition		YY		MM		Service Date		DD		Social Security Number		Status		Assignment		Secondary Symptom		Activity		Where Occurred		Cause		Care		Used		Status #1		Perf	
FIRE SERVICE												NON-FIRE SERVICE												SECTION B												SECTION B												FIRE SERVICE												CONTRIB EQUIP																									

Record Length: 300

(9/21/89)

FIRE SERVICE & NON-FIRE SERVICE CASUALTY RECORD

Item	Field Name	Field Size	Data Type	Data Description	Columns
1	A2FDID	5	N	FDID	1 - 5
2	A2PROYEAR	2	N	Processing Year	6 - 7
3	A2INCNUM	10	N	Incident Number	8 - 17
4	A2INCEXP	3	N	Exposure Number	18 - 20
5	A2TRNDATE	6	N*	Transaction Date (YYMMDD)	21 - 26
6	A2CORREC	1	N	Change/Delete Action Code	27 - 27
		27			
7	A2MULTAGY	13	AN	Multi-Agency Incident Number	28 - 40
8	A2INCADDR	40	AN	Incident Address/Location	41 - 80
9	A2INCROOM	5	AN	Incident Room/Apartment	81 - 85
10	A2INCZIP	5	AN	Incident Zip Code	86 - 90
11	A2INCCNTY	2	N	Incident County if Different	91 - 92
12	A2INCDATE	6	AN	Incident Date (YYMMDD)	93 - 98
13	A2INCDOWK	1	AN	Incident Date of Week	99 - 99
14	A2DISTIME	4	AN	Dispatch Time (HHMM)	100 - 103
		76			
15	B3AFFILT	1	N	Affiliation	104 - 104
		1			
16	B2CASNUM	6	N	Casualty Sequence Number	105 - 110
17	B2SEX	1	N	Casualty Sex	111 - 111
18	B2DOB	6	AN	Date of Birth (YYMMDD)	112 - 117
19	B2AGE	2	N	Age	118 - 119
20	B2NAME	27	ANS	Name: Last, First, MI	120 - 146
21	B2PHONE	10	AN	Telephone	147 - 156
22	B2ADDR	33	ANS	Home Address and City	157 - 189
23	B2STATE	2	A	State Abbreviation	190 - 191
24	B2ZIP	5	AN	Zip Code	192 - 196
25	B2CASDATE	6	N	Casualty Date (YYMMDD)	197 - 202
26	B2CASTIME	4	N	Casualty Time (HHMM)	203 - 206
27	B2SEVERTY	1	N	Severity	207 - 207
28	B2PSYPTM	2	N	Primary Symptom/Apparent Symptom	208 - 209
29	B2BDYPRT1	2	AN	Body Part #1 Affected	210 - 211
30	B2BDYPRT2	2	AN	Body Part #2 Affected	212 - 213
31	B2BDYPRT3	2	AN	Body Part #3 Affected	214 - 215
32	B2BDYPRT4	2	AN	Body Part #4 Affected	216 - 217
33	B2DISPOSN	1	N	Disposition of Casualty	218 - 218
		114			
34	B2SVCDATE	6	AN	Casualty Service Date (YYMMDD)	219 - 224
35	B2SSN	9	AN	Social Security Number	225 - 233
36	B2STATUS	1	N	Employee: Status	234 - 234
37	B2ASSIGN	1	N	Employee: Assignment	235 - 235
38	B2SSYPTM	2	AN	Secondary Symptom	236 - 237
39	B2ACTVTY	2	N	Activity at Time of Casualty	238 - 239

Revised: 21-Sep-89

FIRE SERVICE & NON-FIRE SERVICE CASUALTY RECORD

Item	Field Name	Field Size	Data Type	Data Description	Columns
40	B2WHERE	2	N	Where Casualty Occurred	240 - 241
41	B2CAUSE	3	N	Fire Ser. Cause of Casualty	242 - 244
42	B2MEDICAR	1	N	Medical Care Provided	245 - 245
43	B2EQ1USED	2	AN	Contributing Equip: Used #1	246 - 247
44	B2EQ1STAT	2	AN	Contributing Equip: Status #1	248 - 249
45	B2EQ1PERF	2	AN	Contributing Equip: Perf #1	250 - 251
46	B2EQ2USED	2	AN	Contributing Equip: Used #2	252 - 253
47	B2EQ2STAT	2	AN	Contributing Equip: Status #2	254 - 255
48	B2EQ2PERF	2	AN	Contributing Equip: Perf. #2	256 - 257
49	B2EQ3USED	2	AN	Contributing Equip: Used #3	258 - 259
50	B2EQ3STAT	2	AN	Contributing Equip: Status #3	260 - 261
51	B2EQ3PERF	2	AN	Contributing Equip: Perf. #3	262 - 263
		45			
52	B3CODE	2	A	Casualty Involvement Code	264 - 265
53	B3FAMILR	1	N	Familiarity with Structure	266 - 266
54	B3LOCATN	1	N	Location at Time of Ignition	267 - 267
55	B3CONDITN	1	N	Condition Before Casualty	268 - 268
56	B3ESCAP	1	N	Condition Preventing Escape	269 - 269
57	B3ACTVTY	1	N	Activity at Time of Casualty	270 - 270
58	B3CAUSE	1	N	Cause of Casualty	271 - 271
		8			
59	(FILLER)	30	B*	(Reserved for CFIRS use)	272 - 300

Total bytes = (300)

*: These entries appear in the computer record but not on the CFIRS-2 or CFIRS-3 Casualty Form.

Key for Data Element TYPE:

- A - Alphabetic data.
- N - Numeric data -- numbers only.
- AN - Alpha and Numeric data.
- ANS- Alpha Numeric & Special Characters
- B - Blank

TABLE NO. 9-A—EXEMPT AMOUNTS OF HAZARDOUS MATERIALS, LIQUIDS AND CHEMICALS PRESENTING A PHYSICAL HAZARD

BASIC QUANTITIES PER CONTROL AREA¹

When two units are given, values within parentheses are in cubic feet (Cu. Ft.) or pounds (Lbs.)

CONDITION		STORAGE ²			USER—CLOSED SYSTEMS			USER—OPEN SYSTEMS		
MATERIAL	CLASS	Solid Lbs. (Cu. Ft.)	Liquid Gallons (Lbs.)	Gas Cu. Ft.	Solid Lbs. (Cu. Ft.)	Liquid Gallons (Lbs.)	Gas Cu. Ft.	Solid Lbs. (Cu. Ft.)	Liquid Gallons (Lbs.)	Gas Cu. Ft.
1.1 Combustible liquid ³	II	—	120 ^{4 5}	—	—	120 ⁴	—	—	30 ⁴	—
	III-A	—	330 ^{4 5}	—	—	330 ⁴	—	—	80 ⁴	—
	III-B	—	13,200 ^{4 6}	—	—	13,200 ⁴	—	—	3,300 ⁴	—
1.2 Combustible dust lbs./1000 cu. ft.		1 ⁷	—	—	1 ⁷	—	—	1 ⁷	—	—
1.3 Combustible fiber (loose) (baled)		(100)	—	—	(100)	—	—	(20)	—	—
		(1,000)	—	—	(1,000)	—	—	(200)	—	—
1.4 Cryogenic, flammable or oxidizing		—	45	—	—	45	—	—	10	—
2.1 Explosives		1 ^{5 8 9}	(1) ^{5 8 9}	—	1/4 ⁸	(1/4) ⁸	—	1/4 ⁸	(1/4) ⁸	—
3.1 Flammable solid		125 ^{4 5}	—	—	25 ⁴	—	—	25 ⁴	—	—
3.2 Flammable gas (gaseous) (liquefied)		—	—	750 ^{4 5}	—	—	750 ^{4 5}	—	—	—
		—	15 ^{4 5}	—	—	15 ^{4 5}	—	—	—	—
3.3 Flammable liquid ³	I-A	—	30 ^{4 5}	—	—	30 ⁴	—	—	10 ⁴	—
	I-B	—	60 ^{4 5}	—	—	60 ⁴	—	—	15 ⁴	—
	I-C	—	90 ^{4 5}	—	—	90 ⁴	—	—	20 ⁴	—
Combination I-A, I-B, I-C		—	120 ^{4 5 10}	—	—	120 ^{4 10}	—	—	30 ^{4 10}	—

4.1 Organic peroxide, unclassified detonatable	I	1 ^{5 B}	(1) ^{5 B}	—	1/4 ^B	(1/4) ^B	—	1/4 ^B	(1/4) ^B	
	II	5 ^{4 S}	(5) ^{4 S}	—	(1) ⁴	(1) ⁴	—	1 ⁴	1 ⁴	
	III	50 ^{4 S}	(50) ^{4 S}	—	50 ⁴	(50) ⁴	—	10 ⁴	(10) ⁴	
	IV	125 ^{4 S}	(125) ^{4 S}	—	125 ⁴	(125) ⁴	—	100	(100)	
	V	500	(500)	—	500 ⁴	(500) ⁴	—	N.L.	N.L.	
4.2 Organic peroxide	4	1 ^{5 B}	(1) ^{5 B}	—	1/4 ^B	(1/4) ^B	—	1/4 ^B	(1/4) ^B	
		3	10 ^{4 S}	(10) ^{4 S}	—	2 ⁴	(2) ⁴	—	2 ⁴	(2) ⁴
		2	250 ^{4 S}	(250) ^{4 S}	—	250 ⁴	(250) ⁴	—	50 ⁴	(50) ⁴
		1	1,000 ^{4 S}	(1,000) ^{4 S}	—	1,000 ⁴	(1,000) ⁴	—	200 ⁴	(200) ⁴
4.3 Oxidizer	4	—	—	1,500 ^{4 S}	—	—	1,500 ^{4 S}	—	—	
		3	—	15 ^{4 S}	—	—	15 ^{4 S}	—	—	
4.4 Oxidizer—Gas (gaseous) (liquefied)	4	4 ^{5 B}	(4) ^{5 B}	50 ^{5 B}	1 ^B	(1) ^B	10 ^{5 B}	0	0	
		3	1 ^{5 B}	(1) ^{5 B}	10 ^{5 B}	1/4 ^B	(1/4) ^B	2 ^{5 B}	1/4 ^B	(1/4) ^B
5.1 Pyrophoric	4	5 ^{4 S}	(5) ^{4 S}	50 ^{4 S}	1 ⁴	(1) ⁴	10 ^{4 S}	1 ⁴	(1) ⁴	
		3	50 ^{4 S}	(50) ^{4 S}	250 ^{4 S}	50 ⁴	(50) ⁴	250 ^{4 S}	10 ⁴	(10) ⁴
		2	125 ^{4 S}	(125) ^{4 S}	750 ^{4 S}	125 ⁴	(125) ⁴	750 ^{4 S}	25 ⁴	(25) ⁴
6.1 Unstable (reactive)	4	5 ^{4 S}	(5) ^{4 S}	—	5 ⁴	(5) ⁴	—	1 ⁴	(1) ⁴	
		3	50 ^{4 S}	(50) ^{4 S}	—	50 ⁴	(50) ⁴	—	10 ⁴	(10) ⁴
		2	125 ^{4 S}	(125) ^{4 S}	—	125 ⁴	(125) ⁴	—	25 ⁴	(25) ⁴
7.1 Water (reactive)	3	5 ^{4 S}	(5) ^{4 S}	—	5 ⁴	(5) ⁴	—	1 ⁴	(1) ⁴	
		2	50 ^{4 S}	(50) ^{4 S}	—	50 ⁴	(50) ⁴	—	10 ⁴	(10) ⁴
		1	125 ^{4 S}	(125) ^{4 S}	—	125 ⁴	(125) ⁴	—	25 ⁴	(25) ⁴

N.L. = Not limited.

¹Control area is a space bounded by not less than a one-hour fire-resistive occupancy separation within which the exempted amounts of hazardous materials may be stored dispensed, handled or used. The number of control areas within a building used for retail and wholesale stores shall not exceed two. The number of control areas in buildings with other uses shall not exceed four.

²The aggregate quantity in use and storage shall not exceed the quantity listed for storage.

³The quantities of alcoholic beverages in retail sale uses are unlimited provided the liquids are packaged in individual containers not exceeding four liters.

The quantities of medicines, foodstuffs and cosmetics containing not more than 50 percent of volume of water-miscible liquids and with the

(Continued)

(Continued)

remainder of the solutions not being flammable in retail sales or storage occupancies are unlimited when packaged in individual containers not exceeding four liters.

⁴Quantities may be increased 100 percent in sprinklered buildings. When Footnote 5 also applies, the increase for both footnotes may be applied.

⁵Quantities may be increased 100 percent when stored in approved storage cabinets or safety cans as specified in the Fire Code. When Footnote 4 also applies, the increase for both footnotes may be applied.

⁶The quantities permitted in a sprinklered building are not limited.

⁷A dust explosion potential is considered to exist if 1 pound or more of combustible dust per 1,000 cubic feet of volume is normally in suspension or could be put into suspension in all or a portion of an enclosure or inside pieces of equipment. This also includes combustible dust which accumulates on horizontal surfaces inside buildings or equipment and which could be put into suspension by an accident, sudden force or small explosion.

⁸Permitted in sprinklered buildings only. None is allowed in unsprinklered buildings.

⁹One pound of black sporting powder and 20 pounds of smokeless powder are permitted in sprinklered or unsprinklered buildings.

¹⁰Containing not more than the exempt amounts of Class I-A, Class I-B or Class I-C flammable liquids.

**TABLE NO. 9-B—EXEMPT AMOUNTS OF HAZARDOUS MATERIALS, LIQUIDS
AND CHEMICALS PRESENTING A HEALTH HAZARD**

MAXIMUM QUANTITIES PER CONTROL AREA^{1 2}

When two units are given, values within parentheses are in pounds (Lbs.)

MATERIAL ⁴	STORAGE ³			USE ³ —CLOSED SYSTEMS			USE ³ —OPEN SYSTEMS		
	Solid (Lbs.) ^{5 6}	Liquid Gallons ^{5 6}	Gas (Cu. Ft.) ⁵	Solid (Lbs.) ⁵	Liquid Gallons ⁵	Gas (Cu. Ft.)	Solid (Lbs.) ⁵	Liquid Gallons ⁵	Gas (Cu. Ft.) ⁵
1. Corrosives	5,000	500	650 ⁶	5,000	500	650 ⁵	1,000	100	—
2. Highly Toxics ⁸	1	(1)	20 ⁷	1	(1)	20 ⁷	1/4	(1/4)	—
3. Irritants	5,000	500	650 ⁶	5,000	500	650 ⁵	1,000	100	—
4. Sensitizers	5,000	500	650 ⁶	5,000	500	650 ⁵	1,000	100	—
5. Other Health Hazards	5,000	500	650 ⁶	5,000	500	650 ⁵	1,000	100	—

¹Control area is a space bounded by not less than one-hour fire-resistive occupancy separation within which the exempted amounts of hazardous materials may be stored, dispensed, handled or used. The number of control areas within retail and wholesale stores shall not exceed two and the number of control areas in other uses shall not exceed four.

²The quantities of medicines, foodstuffs and cosmetics, containing not more than 50 percent by volume of water-miscible liquids and with the remainder of the solutions not being flammable, in retail sales uses are unlimited when packaged in individual containers not exceeding 4 liters.

³The aggregate quantity in use and storage shall not exceed the quantity listed for storage.

⁴For carcinogenic and radioactive materials, see the Fire Code.

⁵Quantities may be increased 100 percent in sprinklered buildings. When Footnote 6 also applies, the increase for both footnotes may be applied.

⁶Quantities may be increased 100 percent when stored in approved storage cabinets or safety cans as specified in the fire code. When Footnote 5 also applies, the increase for both footnotes may be applied.

⁷Permitted only when stored in approved exhausted gas cabinets, exhausted enclosures or fume hoods.

⁸For special provisions, see the Fire Code.

ITEM 7
TEST CLAIM
FINAL STAFF ANALYSIS

Health and Safety Code Section 13110.5
Statutes 1987, Chapter 345 (SB 2187)

California Fire Incident Reporting System (CFIRS) Manual – Version 1.0 (July 1990)

California Fire Incident Reporting System Manual
(4419, 00-TC-02)

San Ramon Valley Fire Protection District and City of Newport Beach, Claimants

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STATE FIRE MARSHAL

OFFICE OF THE CHIEF

1771 BOWLING DRIVE, SUITE 600
SACRAMENTO, CA 95823-2000(916)
ATSS 466-4161

September 22, 1992

Stephen R. Lehman
Assistant Executive Director
Commission on State Mandates
1414 K Street, Suite 315
Sacramento, CA 95814

RECEIVED

SEP 24 1992

COMMISSION ON
STATE MANDATES

RE: CSM-4419
Claim of San Ramon Valley Fire Protection District
1990 California Fire Incident Reporting System
New CFIRS Manual

Dear Mr. Lehman:

This claim is based on changes to the CFIRS instruction manual adopted by the State Fire Marshal in 1990. The original document was issued in 1974 in response to a statutory requirement for local fire protection agencies to furnish data on fire incidents to the CSFM. The enabling legislation required the CSFM to record, analyze, compile and furnish an annual report based on the data received.

The claimant contends the updated version of the reporting system constitutes a reimbursable state-mandated program because local fire agencies are required to: (1) provide additional types and amounts of data on fire incidents; and (2) submit such data via computer diskette or tape.

As the result of a comprehensive analysis by our staff, assisted by fire department representatives on the CFIRS Advisory Committee, we conclude that the requirement to submit data in electronic form may constitute a very narrow and limited higher level of service in an existing local program for those agencies without any access to a personal computer. It is our contention, however, that the type and net amount of data to be reported for fire incidents is essentially the same. It is also our opinion that the updated CFIRS Instruction Manual meets the definition of "executive order" in Government Code Section 17514.

It is important to be aware that CFIRS has been a collaborative effort between the California Fire Service and the State Fire Marshal's Office since the system's inception twenty years ago. It is a distinctly user-driven program as evidenced by the recent changes the CSFM adopted in response to the fire community's need for focused experiential data essential to address today's contemporary issues affecting public fire and life safety protection in our state.

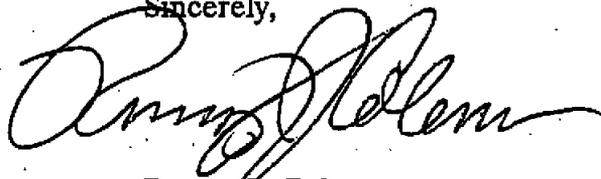
Stephen R. Lehman
September 22, 1992
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The purpose of CFIRS is to collect and share information for mutual benefit at the local and state level, with the ultimate beneficiaries being the citizens of California. In light of this long standing local-state partnership, the CSFM has never attempted to enforce the mandatory provision of the program, nor is it our intention to do so in the future.

Our responses to the specific issues raised by the claimant are attached.

If you have any questions regarding this material, please contact Ed Seits of my staff at 262-1882.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ronny J. Coleman".

Ronny J. Coleman
State Fire Marshal

STATE FIRE MARSHAL

OFFICE OF THE CHIEF

BOWLING DRIVE, SUITE 600
SACRAMENTO, CA 95823-2000

(916) 427-4161

ATSS 466-4161

**DECLARATION OF EDWARD F. SEITS
STATE FIRE MARSHAL'S OFFICE
CLAIM NO. CSM-4419**

1. I am currently employed by the State of California, State Fire Marshal's Office, and am authorized to make this declaration on behalf of the office.
2. Chapter 758, Statute of 1972, amended Section 13110.5 of the Health and Safety Code to require the chief fire official of each fire department in the state to report each fire which occurs in his/her jurisdiction to the State Fire Marshal, beginning January 1, 1974.
3. The statute requires the State Fire Marshal to prescribe the scope of the information to be reported, the manner of reporting such information, forms to be used, the time such information shall be reported, and other requirements and regulations deemed necessary.
4. The reporting criteria was established in the form of an instructional and reference manual, "California Fire Incident Reporting System" (CFIRS), which was provided to all fire departments in the state.
5. The original CFIRS was in place - virtually without change - from 1974 to 1990.
6. In the late 1980's, the fire service - through the CFIRS Advisory Committee - recommended the system be updated to meet contemporary information needs, and to take advantage of the benefits to be gained from the advancements made in the national coding convention standard (National Fire Protection Association Standard 901, Uniform Coding For Fire Protection).
7. After two years of collaborative effort between the fire service and the State Fire Marshal's Office, the proposed changes were submitted to, and approved by, the State Board of Fire Services for statewide implementation.
8. At no time during this process was it the intent of the State Fire Marshal's Office to create a "new" system. The intent has always been to merely update the existing system to current standards in order to provide the information resources needed to address contemporary public fire and life safety issues.
9. The CFIRS Advisory Committee recently performed a side-by-side analysis of the

Declaration
Edward F. Seits
September 21, 1992
Page 2

original and updated versions, and concluded there is no substantial difference in the level of service required to complete the reports.

"I certify under penalty of perjury the foregoing is true and correct to the best of my own knowledge, except as to the matters which are therein stated as information or belief, and to those matters, I believe them to be true."

Signed this 21st day of September, 1992 .



EDWARD F. SEITS

Sacramento, California

Historical Perspective

As a prelude to assessing the merits of the San Ramon Valley Fire Protection District test claim, it would be helpful to review a brief history of the origin of the California Fire Incident Reporting System (CFIRS).

In providing service to their communities, the fire department's obligation extends well beyond just extinguishing fires. There is an inherent responsibility to protect life and property through proactive strategies.

In response to this obligation, fire departments have collected data on fires occurring within their jurisdictions, and used the data not only as a record of incidents, but also to evaluate their causes and the consequences. For example, to identify fire trends in single family dwellings, one must collect information describing the type of building, date and time of day, ignition sources and materials ignited, and the cost of the fire in terms of deaths, injuries and dollar loss.

The requirement for smoke detectors in all residences is a prime example of how fire incident data was used to identify a prevention strategy for deaths from fire in dwellings; and how the fire service instituted fire prevention and public fire education efforts targeted at installing smoke detectors for early warning in case of fire. Due to this initiative by the California fire departments - each independently in their own community - fire statistics now reflect a dramatic downward trend in fire deaths.

This solution would not have been implemented without data collection and analysis to bring to light a serious, yet preventable, problem.

The fire service was involved in data collection long before the adoption of Health & Safety Code 13110.5 in 1973. Every department collected data on their own forms, using their own coding structure and filing system. When they recognized the benefits that could be gained from sharing the data among themselves, it proved impossible because each had their own individualized system - there was no common language with which to communicate.

The natural outcome was for the leaders in the fire service to cooperate to sponsor legislation to create a standardized statewide system to provide the data necessary to accomplish the goals of fire and life safety protection through prevention, education, and code/regulation development and enforcement.

The California State Fire Marshal (CSFM) was charged with developing and implementing the system. The CSFM established an Advisory Committee of representatives from the fire service community - career, volunteer, rural, suburban and metro fire departments - and created the California Fire Incident Reporting System (CFIRS).

The standardization at the local level resulted in two additional significant benefits; (1) it established a statewide database of fire incident information for use by the legislature, other state and local agencies, private sector interests, the media and the general public; and (2), it provided the model and impetus for the establishment of a standard for sharing information on a national basis.

As the built-environment (building construction and materials) became more varied and complex, the information needs also changed - and the Fire Service outgrew the original rudimentary data system. The CFIRS Advisory Committee requested the CSFM to update and make more relevant the content and method of data collection. In response, the CSFM - through the Advisory Committee and the State Board of Fire Services - updated CFIRS to address contemporary concerns, and to allow the collection of data relative to any emergency incident to which a fire department responds.

This entire process was developed by and for the fire service, based on their needs and input at all levels.

Because a large number of departments had already computerized their dispatch centers and other record keeping functions, it was decided to only update the system standard. A fire department would then have the option to integrate CFIRS into an existing computer system, obtain an off-the-shelf program from a software vendor, or create their own.

H & S 13110.5 requires the CSFM to gather statistical information - and the fire service to submit reports - in the manner and form prescribed. In 1974, the manner and form prescribed were paper forms and computer tape, using procedures contained in an instruction manual. The updated reporting system has no form - there is no paper involved. The User's Manual describes how to complete each of the data elements in an electronic format.

An important historical note is that approximately 55 fire departments have submitted about 60% of the total statewide incidents via computer tape annually. (There are an additional 111 small volunteer departments which report on tape through the California Department of Forestry and Fire Protection.)

We consider the claim the CSFM has created a new mandate through the issuance of the "New California Fire Incident Reporting System Manual, Version 1.0/July 1990" to be without merit. This circumstance is no different than what occurred in 1974, when the CSFM provided fire departments with the standards necessary to participate in the CFIRS program - as required by the law they sponsored.

Not only has the fire service been intimately involved through their representatives on the CFIRS Advisory Committee, but the entire process leading up to, and including the adoption of the updated system, has been monitored and approved by the State Board of Fire Services - which represents every statewide fire service management and labor organization, the insurance industry, and local and county government.

It is the CSFM's position there has been no change to the underlying services and functions provided by California fire departments. The reporting requirements are fundamentally the same, only the prescribed format has changed.

The CSFM never intended to create a new state mandate, but merely acted in good faith to respond to the needs expressed by the users of the system.

Response to claimant's statements

- "... the reporting system was expanded from 10 to 100 items ..."

In response to user input, the updated system provides the fire department the optional capability to capture information on all emergency incidents; however, the mandated reporting applies only to fires, which is unchanged from the original requirement which has been in place for 18 years.

Some of the titles of data fields were changed to be consistent with the national standard (National Fire Protection Association Standard No. 901); however, in these cases the data being collected did not change - only the titles are different.

When comparing the required data elements between the original and updated versions, the number is substantially the same. This takes into account: (1) the fields that are identical; (2) those fields called by a different name; (3) multiple fields combined into a single field; (4) the optional fields; (5) the fields that are for local use only; and (6) the net difference between the added fields versus the deleted ones. (A table illustrating the comparison of the original and updated data elements is attached.)

An important factor to be considered is that all the entries are not required all the time - it depends on the scenario. For instance, the added field "Detection System Reason For Failure" would only be required for an incident where: (1) the fire was in a building; (2) the building had a detection system; and (3) the detection system failed. This holds true for a major portion of the entries.

Regarding Hazardous Materials incidents, it could be said the entries are required because of the mandated reporting to the Office of Emergency Services; however, the fire department has option to omit this on the CFIRS report and submit a separate manual form directly to OES instead. (The CSFM extracts the haz mat data from the CFIRS report and transfers it electronically to OES, thereby saving the fire department the time and expense of submitting a separate report.)

• "... code book has been increased from approximately 100 pages to well over 500 pages."

It is erroneous to make a direct comparison between the sizes of the two manuals because:

- the new manual contains the instructions for using all the optional (non-fire) components of the reporting system;
- the format of the new manual has been expanded to include additional explanatory information to enhance its understanding and user-friendliness;
- the print style and page layout of the new manual is designed with more open space for easier reading, and to make it convenient to add user notes, resulting in more pages;
- the tables of codes have been updated for the first time in 18 years, and are reproduced in the manual for convenient reference. The number of codes are significantly larger so as to provide a more accurate and definitive selection for the user.

It is the CSFM's position that the extent of the requirements imposed by both manuals - regarding fires - are essentially the same.

- "... new CFIRS added two new sections, each requiring a separate page ..."

The sections in question refer to supplemental information required when a casualty occurs in a fire.

There has always been a requirement to submit a separate casualty report. The old form (SFM GO-1) was used for both a civilian and a fire fighter casualty. Because of the vastly different types of information needed regarding a civilian versus fire fighter injury or death, the single form was divided into two forms - one for each category.

The requirement to submit a casualty report is unchanged. The fire department merely uses the report appropriate for the circumstances.

This design is also in concert with the National Fire Incident Reporting System (NFIRS) - to which California fire departments are major contributors of data for use at the national level.

Implementation Costs:

The CSFM considers the implementation of the updated CFIRS to be consistent with the updating of any other fire department function - whether it be selecting a new piece of safety equipment, and then training personnel to use it; or selecting software to support a local/state incident information system, and training personnel to use it.

The collection and recording of fire incident data is a critical fire department function that can only be performed by fire department personnel at the scene. Their responsibility to perform rescues and extinguish fires is paramount; but their responsibility to record the causes and consequences of those fires is equally essential to developing the knowledge necessary to improve the public's fire protection in the future.

Any efforts to improve fire protection - whether it be more effective fire-ground tactics, or more effective data collection - is an expected service in the public interest, and should not be considered extraordinary.

It is noted the claimant's estimates are based on 1000 fires per year. According to past reports submitted to the CSFM, the department's average fire responses are only 20% of that figure (about 200 per year).

We further question the costs alleged in this test case. First, the software currently available on the market is ready to be installed on personal computers for immediate use. No doubt staff should evaluate available alternatives and products and recommend to the Fire Chief one that best meets their needs. After this, the department merely obtains and installs the program. (This fire department does not state they already have two existing personal computers in their Fire Prevention Bureau, and others in Administration.) In fact, many fire departments who are now using the updated CFIRS use only 1 PC and have all reports come to a central location for data entry.

We do not dispute the fact this particular department may want to run the manual and automated systems concurrently. A number of departments are doing this temporarily during the transition, although many are using only the PC version.

The estimated staff cost for training the supervisory and management staff seems excessive, inasmuch as using the CFIRS software requires the simplest of computer skills. The value of immediate access to the management information available from CFIRS should far outweigh any costs associated with introductory training for supervisors and managers.

On-going reporting and operational costs:

The contention that entering and processing the data by computer is more costly is not supported in the long term.

- Under the old paper form system:

1. Reporter looks up codes in the manual, fills out the form by hand, and submits it for review.
2. Supervisor reviews the report - and if corrections are needed, sends it back to the reporter.
3. Reporter makes the correction(s) and resubmits to supervisor.
4. Accumulated report forms are mailed to the CSFM monthly.
5. CSFM edits reports and returns rejected records for correction.
6. Supervisor sends rejected record(s) to reporter.
7. Reporter makes corrections and resubmits to supervisor for review.
8. Corrected reports are mailed back to CSFM.

- Under the updated system:

1. Reporter fills out the report on a computer. (Codes are provided on the entry screen. It is not necessary to look them up manually.)
2. Supervisor reviews the report. (Recommended step, but optional)
3. Accumulated reports are mailed to the CSFM on a diskette/tape (or transmitted via modem) quarterly.

Note: Because the software edits the report as it is entered, only logically correct entries are accepted. This eliminates the need for further handling to correct errors.

The savings achieved by eliminating the need to correct and re-handle erroneous reports is further enhanced by replacing monthly mailings of paper forms with sending a single diskette or tape four times a year - at a total annual cost of about \$12.00.

One of the principal objectives of the updated CFIRS is to improve the efficiency of the fire information system at both the local and state level. The efficiencies gained with computer assisted reporting translate into cost-effectiveness by significantly reducing staff time that is otherwise associated with the redundant handling of paper forms.

Another direct cost benefit is the immediate availability of the accumulated information at the local level.

Under the prior version of CFIRS, the only way to retrieve historical data locally is to manually review all the reports that were submitted during the period being studied; and then perform manual calculations to determine incident profiles, trends, or other management information. In multi-year studies, this could easily involve thousands of records. This is an extremely intense and time consuming process, and highly subject to human error.

When using the updated CFIRS, the entire historical database of the department's activities is readily available at any point in time. Whenever the need arises to analyze information regarding past incidents, the data can be searched, calculated, and output reports generated in a small fraction of the time it would take to do it manually - and with much higher confidence in the accuracy of the analysis.

This accessibility to the information not only reduces staff time - and thereby staff costs - but also heightens the probability that this empirical evidence will be used by local government managers to make informed decisions regarding cost-effective fire and life safety protection for the citizens of their community (ie; establishing fire protection priorities, measuring the effectiveness of resources expended on prevention strategies, etc.).

An extension of this benefit is achieved from the accumulation of local data at the state level. The local reporting agency has free access to the information available from the entire statewide database housed at the CSFM. This unique resource is the product of 160,000 individual fire reports, contributed by over 900 fire departments each year. The sharing of this data at the state and national levels further leverages the benefits gained at the local level.

An additional cost benefit is realized if the department elects to report Hazardous Material incidents on the CFIRS report. This eliminates the need to submit a separate manual form to the Office of Emergency Services.

There is also an opportunity for some cost recovery. It is common practice for fire departments to charge a fee for copies of incident reports. These records are often sought for insurance and tax purposes, criminal investigations, etc. Although there is no standard by which to calculate estimated revenue, this is a definite option for recovering some portion of local costs.

**DATA ELEMENT COMPARISON BETWEEN
THE ORIGINAL AND THE UPDATED CFIRS FIRE REPORT**

DATA ELEMENT NAME	CFIRS		ORIGINAL VS UPDATED COMPARISON
	ORIGINAL	UPDATED	
FIRE DEPT ID NUMBER	X	X	SAME
INCIDENT NUMBER	X	X	SAME
EXPOSURE NUMBER	X	X	SAME
MULTI-AGENCY INC NUMBER		X	ADDED
[MONTH-DAY-YEAR INCIDENT DATE	X	X	SAME AS
DAY CODE	X		DELETED
[TIME DISPATCH TIME	X	X	SAME AS
ARRIVAL TIME		X	ADDED, OPTIONAL-LOCAL USE
END TIME		X	ADDED, OPTIONAL-LOCAL USE
ADDITIONAL DAYS		X	ADDED
FIRST IN COMPANY		X	ADDED, OPTIONAL-LOCAL USE
COUNTY OF FIRE	X		DELETED
[DISTRICT/CITY DISTRICT	X	X	SAME AS, OPTIONAL-LOCAL USE
[OUT OF JURISDICTION AUTOMATIC/MUTUAL AID	X	X	SAME AS
[TYPE OF INCIDENT SITUATIONS FOUND	X	X	SAME AS
[ALARM SOURCE METHOD OF ALARM	X	X	SAME AS
TYPE OF WEATHER		X	ADDED, OPTIONAL-LOCAL USE
AIR TEMP		X	ADDED, OPTIONAL-LOCAL USE
PROPERTY MGMT	X	X	SAME
INCIDENT ADDRESS	X	X	SAME, OPTIONAL-LOCAL USE
[CENSUS/PARCEL NUMBER CENSUS TRACT	X	X	SAME AS

**DATA ELEMENT COMPARISON BETWEEN
THE ORIGINAL AND THE UPDATED CFIRS FIRE REPORT**

DATA ELEMENT NAME	CFIRS		ORIGINAL VS UPDATED COMPARISON
	ORIGINAL	UPDATED	
FIRE HAZARD SEVERITY ZONE		X	ADDED, OPTIONAL
NUMBER PERSONNEL RESPONDED		X	ADDED, OPTIONAL-LOCAL USE
NUMBER APPARATUS RESPONDED		X	ADDED, OPTIONAL-LOCAL USE
OCCUPANT MANAGER	X		SAME AS, OPTIONAL-LOCAL USE
INVOLVEMENT CODE		X	
PROPERTY CLASS-COMPLEX GENERAL PROPERTY USE	X	X	SAME AS
PROPERTY CLASS-INDIVIDUAL SPECIFIC PROPERTY USE	X	X	
CONSTRUCTION DATE (MOBILE HOMES)	X		DELETED
BUILDING CODE OCCUPANCY TYPE		X	ADDED
PROPERTY TYPE STRUCTURE TYPE	X	X	SAME AS
CONSTRUCTION TYPE - EXTERIOR WALL - INTERIOR WALL - FLOOR/ROOF - FIRE RATED	X X X X		
CONSTRUCTION TYPE ROOF COVERING		X X	SAME AS
NUMBER OF STORIES	X	X	
STRUCTURE STATUS		X	ADDED
OCCUPIED AT TIME OF INCIDENT		X	ADDED
MOBILE PROPERTY TYPE VEHICLE PROPERTY TYPE		X	SAME AS
MOBILE PROPERTY - MAKE - MODEL - LICENSE NUMBER - DATE - YEAR		X X X X X	

**DATA ELEMENT COMPARISON BETWEEN
THE ORIGINAL AND THE UPDATED CFIRS FIRE REPORT**

DATA ELEMENT NAME	CFIRS		ORIGINAL VS UPDATED COMPARISON
	ORIGINAL	UPDATED	
- ICC/DOT PERMIT NUMBER		X	ADDED, OPTIONAL *
- DRIVERS LICENSE NUMBER		X	ADDED, OPTIONAL *
- STATE		X	ADDED, OPTIONAL *
- VIN NUMBER		X	ADDED, OPTIONAL *
			*Required on OES HAZMAT report.
TYPE OF ACTIONS TAKEN		X	ADDED
LEVEL OF ORIGIN	X	X	SAME
AREA OF ORIGIN FIRE ORIGIN-AREA	X	X	SAME AS
FIRE ORIGIN HORIZONTAL DISTANCE FROM		X	ADDED, OPTIONAL
FORM OF HEAT OF IGNITION	X	X	SAME
ACT OR OMISSION CAUSING IGNITION ACT OR OMISSION CAUSING SPREAD IGNITION FACTOR	X X	X	SAME AS
SEX/AGE OF PERSON INVOLVED IN IGNITION		X	ADDED, OPTIONAL
MATERIAL FIRST IGNITED-TYPE	X	X	SAME
MATERIAL FIRST IGNITED-FORM	X	X	SAME
MAIN AVENUE FIRE SPREAD MATERIAL CAUSING SPREAD-TYPE MATERIAL CAUSING SPREAD-FORM CONTRIBUTING FACTORS	X X X	X	SAME AS
SOURCE OF HEAT CAUSING IGNITION EQUIPMENT INVOLVED IN IGNITION - TYPE	X	X	SAME AS
EQUIPMENT INVOLVED IN IGNITION - MAKE		X	ADDED, OPTIONAL
EQUIPMENT INVOLVED IN IGNITION - MODEL		X	ADDED, OPTIONAL
EQUIPMENT INVOLVED IN IGNITION - YEAR		X	ADDED, OPTIONAL
EQUIPMENT INVOLVED IN IGNITION - SERIAL NUMBER		X	ADDED, OPTIONAL
ESTIMATE LOSS-PROPERTY ESTIMATE PROPERTY LOSS	X	X	SAME
ESTIMATED LOSS-CONTENTS ESTIMATED CONTENTS LOSS	X	X	SAME

**DATA ELEMENT COMPARISON BETWEEN
THE ORIGINAL AND THE UPDATED CFIRS FIRE REPORT**

DATA ELEMENT NAME	CFIRS		ORIGINAL VS UPDATED COMPARISON
	ORIGINAL	UPDATED	
EXTENT OF DAMAGE-FIRE	X		SAME AS
EXTENT OF DAMAGE-FLAME		X	
EXTENT OF DAMAGE-SMOKE	X	X	SAME
EXTENT OF DAMAGE-WATER	X		DELETED
MATERIAL GENERATING MOST SMOKE-TYPE		X	ADDED, OPTIONAL
MATERIAL GENERATING MOST SMOKE-FORM		X	ADDED, OPTIONAL
MAIN AVENUE OF SMOKE SPREAD	X		SAME AS
MAIN AVENUE OF SMOKE TRAVEL		X	
FUEL MODEL		X	ADDED, OPTIONAL
ACRES BURNED		X	ADDED
METHOD OF EXTINGUISHMENT		X	ADDED
PORTABLE EXTINGUISHERS-TYPE	X		DELETED
SIGNAL OR WARNING SYSTEM			SAME AS
- TYPE	X		
- MEANS OF ACTIVATION	X		
- TYPE DETECTORS	X		
DETECTION SYSTEM TYPE		X	
DETECTION SYSTEM POWER SUPPLY		X	ADDED
SIGNAL OR WARNING SYSTEM EFFECTIVENESS	X		SAME AS
DETECTION SYSTEM PERFORMANCE		X	
DETECTION SYSTEM REASON FOR FAILURE		X	ADDED
EXTINGUISHING SYSTEM TYPE		X	SAME AS
SPRINKLERS-TYPE	X		
STANDPIPES-TYPE	X		
SPECIAL HAZARD PROTECTION-TYPE	X		
EXTINGUISHING SYSTEM PERFORMANCE		X	SAME AS
SPRINKLERS EFFECTIVENESS	X		
STANDPIPES EFFECTIVENESS	X		
PORTABLE EXTINGUISHERS EFFECTIVENESS	X		
SPECIAL HAZARD PROTECTION EFFECTIVENESS	X		
EXTINGUISHING SYSTEM REASON FOR FAILURE		X	ADDED

**DATA ELEMENT COMPARISON BETWEEN
THE ORIGINAL AND THE UPDATED CFIRS FIRE REPORT**

DATA ELEMENT NAME	CFIRS		ORIGINAL VS UPDATED COMPARISON
	ORIGINAL	UPDATED	
SPRINKLER HEADS-TYPE		X	ADDED
SPRINKLER HEADS-NUMBER ACTIVATED		X	ADDED
PRIVATE BRIGADE-TYPE	X		DELETED
PRIVATE BRIGADE-EFFECTIVENESS	X		DELETED
WATCHMAN EFFECTIVENESS	X		DELETED
OTHER FACILITIES EFFECTIVENESS	X		DELETED
FIREFIGHTER-NUMBER INJURED	X		SAME AS
FIREFIGHTER-NUMBER OF DEATHS	X		
FIRE SERVICE CASUALTY-INJURIES		X	
FIRE SERVICE CASUALTY-FATALITIES		X	
CIVILIANS-NUMBER INJURED	X		SAME AS
CIVILIANS-NUMBER OF DEATHS	X		
NON-FIRE SERVICE FIRE CASUALTY-INJURIES		X	
NON-FIRE SERVICE FIRE CASUALTY-FATALITIES		X	

STATE BOARD OF FIRE SERVICES

Composition (Section 13140, Health and Safety Code)

The Board was originally created in 1945 as the State Fire Advisory Board. At that time, it had eleven members. This Board was abolished on December 31, 1973, and replaced by the State Board of Fire Services (SBFS). Originally, the SBFS consisted of fifteen members. The membership was increased to seventeen in 1983 and to eighteen in 1984.

Membership (Section 13140.5 Health and Safety Code)

- a. The State Fire Marshal - Ex Officio Member, Chair of the Board
- b. Chief of Fire Protection, Department of Forestry - Ex Officio Member
- c. Chief of Fire and Rescue Division, Office of Emergency Services - Ex Officio Member
- d. One Representative of the Insurance Industry - Appointed by the Governor
- e. Four Fire Chiefs - Appointed by the Governor (3 selected from names submitted by the California Fire Chiefs' Association; 1 selected from names submitted by the California Metropolitan Fire Chiefs)
- f. Six Fire Service Labor Representatives - Appointed by the Governor (selected from names submitted by statewide employee organizations representing rank and file firefighters with organization memberships exceeding 2,000 firefighters)
- g. One Representative of City Government - Appointed by the Governor (selected from elected or appointed city chief administrative officers)
- h. One Representative from a Fire District - Appointed by the Governor (selected from elected or appointed directors of fire districts)
- i. One Representative from County Government - Appointed by the Governor (selected from elected or appointed county chief administrative officers)
- j. One Representative of Volunteer Firefighters - Appointed by the Governor (selected from names submitted by statewide volunteer firefighter organizations with memberships exceeding 2,000 persons)

M E M O R A N D U M

Date: September 21, 1992

To: Mr. Stephen R. Lehman
Assistant Executive Director
Commission on State Mandates

RECEIVED

SEP 28 1992

COMMISSION ON
STATE MANDATES

From: Department of Finance

Subject: Test Claim No. CSM-4419 from the San Ramon Valley Fire Protection District based on the 1990 California Fire Incident Reporting System (CFIRS) Manual

This claim is based on the amendments to the CFIRS Manual adopted by the State Fire Marshal (SFM) in 1990. That manual was first issued in 1974 in response to a directive in Chapter 758, Statutes of 1972, which required local fire protection agencies to furnish data on fire incidents to the SFM. That legislation also required the SFM to record, analyze and annually compile a statewide report based on the data received. The claimant contends that the 1990 amendments to CFIRS, which culminated a two-year effort involving extensive input from local fire protection agencies, constitute a reimbursable state-mandated program because they required those agencies to:

- 1) provide additional types and amounts of data on fire incidents; and
- 2) provide all such data on either diskette or magnetic tape.

The Department of Finance has reviewed this claim and, after discussing the matter with representatives of the SFM, has concluded that the 1990 CFIRS revisions do constitute a limited state-mandated local program. Specifically, the provision requiring that data be provided only on diskette or magnetic tape was a new requirement and may have resulted in some fire protection agencies having to acquire computer capability by lease or by purchase. The SFM advises that the quantity of data to be reported in the new format has not increased and will provide evidence to substantiate that point in both their written recommendation and in their oral testimony before the Commission on November 19, 1992. In addition, we would note that the Commission has heard and denied a test claim (No. CSM-4356) based on a very similar factual situation involving the California School Accounting Manual (CSAM). Pertinent excerpts from the "Statement of Decision" on that claim are included in Item 3 of the attached "Declaration". To summarize that decision, the Commission found that, since school districts had been required since at least 1964 to comply with CSAM, subsequent changes in CSAM did not constitute a reimbursable mandate because it did not alter the underlying requirement to provide the data prescribed in CSAM. We would contend that the same rationale would apply to the 1990 revisions to CFIRS.

In response to the three specific questions posed in your January 15, 1992 memorandum, we offer the following:

- 1) the CFIRS Manual first issued in 1974 and updated in 1990 was in response to the directive in Chapter 758/72 to "... adopt regulations prescribing the scope of the information to be reported, the manner of reporting such information, forms to be used..." and, we believe, therefore meets the definition of "executive order" in Government Code Section 17516.
- 2) as indicated above, by changing the reporting format from manually-completed forms to diskette or magnetic tape, the 1990 revisions constituted a higher level of service in an existing program for any local fire protection agency which did not have the capability to report the data in that fashion, i.e., did not have access to a computer.
- 3) we do not believe that any of the prohibitions in Government Code Section 17556 to the Commission finding a mandate apply to this test claim.

If you have any questions regarding this memorandum, please contact James Apps of my staff at 324-0043.



Fred Klass
Program Budget Manager

Attachment

cc: Edward Seits, Office of the State Fire Marshall

DECLARATION OF JAMES M. APPS
DEPARTMENT OF FINANCE
CLAIM NO. CSM-4419

1. I am currently employed by the State of California, Department of Finance, am familiar with the duties of the department and am authorized to make this declaration on behalf of the department.
2. Section 17516 of the Government Code defines "executive order" as "... any order, plan, requirement, rule, or regulation issued by ... any officer or official serving at the pleasure of the Governor ... (or) ... any agency, department, board, or commission of state government."
3. On March 28, 1991, the Commission adopted a "Statement of Decision" on Test Claim No. CSM-4354, based on Chapter 268, Statutes of 1984, et al., titled "California School Accounting Requirements". The following are several citations from that Decision at the pages noted therein:
 - (a) "Based on its review of former ED. Code sections 20601 and 20604, as enacted by Chapter 2/59, the Commission found that school districts have long been required to file an annual budget, in the form prescribed by the Superintendent of Public Instruction. Thus, while Chapter 917/87 amended the provisions of Ed. Code Sections 42122 and 42126, the Commission found that there was no underlying change in the requirement that school districts prepare an annual budget in the format prescribed by the Superintendent of Public Instruction." (pp. 9 & 10)
 - (b) "The Commission found that the administrative duties of school districts are fundamentally the same under the subject legislation as they were under the prior law, and only the prescribed format to be used in preparing and submitting their annual budgets, has been changed. Thus, the Commission recognized that the claimant was attempting to equate increased costs, resulting from the change in the prescribed format for the itemization of revenues and expenditures, to a higher level of service in an existing program." (p. 10)
 - (c) "In response to the on-going requirements of CSAM, the Commission observed that school districts have been statutorily required to comply with the California School Accounting Manual since at least 1964 when former Ed. Code section 17199 was added by Chapter 1577, Statutes of 1963. In addition, the Commission noted that a review of the "Preface" to CSAM affirms that there is a long history of school district compliance with financial accounting manuals issued by the SDE. The Commission observed that after the transition period, school districts were merely required to comply with the on-going requirements of CSAM, as they have done since at least 1964. Therefore, the Commission found that on-going compliance with CSAM cannot result in "costs mandated by the state," because the requirement to comply with CSAM existed prior to January 1, 1975." (pp. 13 & 14)

"I certify under penalty of perjury that the foregoing is true and correct of my own knowledge, except as to the matters which are therein stated as information or belief and, as to those matters, I believe them to be true."

9/21/02 Sacramento, CA
Date and Place

James M. Lopez
Signature

LR:CORR\CSM4419.620\2

State of California
COMMISSION ON STATE MANDATES
4 K Street, Suite 315
Sacramento, CA 95814
(916) 323-3562
CSM 112 811

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RECEIVED JUN 13 1996 COMMISSION ON STATE MANDATES
Claim No. CSM-4419A

TEST CLAIM FORM

Local Agency or School District Submitting Claim

City of Newport Beach

Contact Person

Glen Everroad, Revenue Manager

Telephone No.

(714) 644-3144

Address

3300 Newport Blvd, Newport Beach, CA 92663

Representative Organization to be Notified

David M. Griffith & Assoc., LTD.
Allan Burdick
5715 Marconi Ave #A, Carmichael, CA 95608

This test claim alleges the existence of a reimbursable state mandated program within the meaning of section 17514 of the Government Code and section 6, article XIII B of the California Constitution. This test claim is filed pursuant to section 17551(a) of the Government Code.

Identify specific section(s) of the chaptered bill or executive order alleged to contain a mandate, including the particular statutory code section(s) within the chaptered bill, if applicable.

New CFIRS Manual--Version 1.0/July, 1990

IMPORTANT: PLEASE SEE INSTRUCTIONS AND FILING REQUIREMENTS FOR COMPLETING A TEST CLAIM ON THE REVERSE SIDE.

Name and Title of Authorized Representative

Glen Everroad, Revenue Manager

Telephone No.

(714) 644-3144

Signature of Authorized Representative

Date

5/27/96

TEST CLAIM

California Fire Incident Report System

The City of Newport Beach hereby submits this test claim to the Commission on State Mandates which alleges that the California Fire Incident Reporting System (CFIRS) as redesigned and described in the July 1990 CFIRS Manual constitutes a increased level of service to local fire service agencies and results in corresponding increased state mandated costs.

SUMMARY OF THE MANDATE

The first statewide system for reporting fire incidents in California was authorized by Chapter 758, Statutes of 1972. This statute authorized the California State Fire Marshal (CSFM) to obtain reports from local agencies and to record, analyze and annually compile a statewide report. The Fire Marshal implemented a manual reporting system in 1974 which was called the California Fire Incident Report System.

In July 1990, after more than two years of work to upgrade the system, the State Fire Marshall promulgated greatly expanded fire reporting requirements. These requirements are delineated in the CFIRS Manual for implementation by all fire agencies by January 1, 1992. In an April 1990 letter to all fire chiefs, the State Fire Marshall points out that his "office recently redesigned the California Fire Incident Reporting System (CFIRS), to be far more comprehensive and totally automated." In general, the reporting system was expanded from 10 items to 100 items with some of the additional items designated optional. The additional optional items are not included in this test claim.

The new CFIRS system clearly represents a major increase in the level of service required to be provide by local agencies to the state. The staff time, materials and equipment necessary for fire service agencies to comply with the expanded requirements has resulted in increased costs to the City of Newport Beach and to all other local fire agencies that are or will be complying with the new mandate.

PRIOR LAW AND PRACTICE

Chapter 758, statutes of 1972 required the State Fire Marshall to gather and report on information concerning each fire incident in the State. That chapter amended the Health and Safety Code to read as follows:

13110.5 the State Fire Marshall shall gather statistical information on all fires occurring within this state. Beginning January 1, 1974 the chief fire officials of each fire department, operated by the state, a city, city and county, organized fire company, or other public or private entity which occurs within this area of jurisdiction. The State Fire Marshall shall adopt regulations prescribing the scope of the information to be reported, the manner of reporting such information, forms to be used, the time such information shall be reported and other requirements and regulations as he deems necessary.

Under the provisions of the new CFIRS, the California State Fire Marshal (CSFM) can only accept quarterly reporting in either of the two mediums, by diskette or magnetic tape. The manual provides very specific instructions that must be followed by submitting the required information.

The new CFIRS has expanded the 10 categories to approximately 100 categories. As noted previously some of the newly required information is optional and not included in this test claim. Nevertheless, the newly required information represents a manifold increase over previous requirements. The one page reporting form has been expanded to three pages. A copy of the three page reporting form is presented following this page.

Among the new required reporting categories are the following:

- Dispatch time, Arrival Time, End time, Additional days, First in Company
- Total Fire Service Personnel Responded -- career and volunteer
- Number Apparatus Responded -- engine, truck, medical rescue and other
- Information for Mobile Property Involved
- Type of Action Taken -- contributing factors, method of extinguishment
- Equipment Involved in Ignition -- type, model, serial number, etc.
- For Structure Fires -- roof covering, number of stories, etc.
- Other Actions Taken and Special Studies

In addition to adding new categories and/or expanding the information requirements contained in some of the original categories, the new CFIRS added two new sections, each requiring a separate page to complete. The two new sections are:

- Fire Service Casualty -- this section contains 50 areas to enter data on each fire service casualty. It also contains a section for narrative comments.
- Non-Fire Service Casualty Report -- this new section contains 37 areas to enter data for each non-fire service casualty. It also contains a section for narrative comments.

In order to provide the necessary instructions for local agencies to comply with the new CFIRS, the manual or code book has been increased from approximately 100 pages to over 500 pages.

The implementation and conversion of CFIRS from the old manual system to the new computerized system results in a wide range of new state mandated activities.

In general, there are two cost categories, (1) costs associated with the implementation of the new system, and (2) the on-going reporting and operational costs. Each is discussed briefly below and a general cost is provided for each.

I. IMPLEMENTATION COSTS

1. Development, Implementation and Conversion Plan

In order to implement the system, the City of Newport Beach reviewed the requirements of the new system, consulted with the State Fire Marshal's Office, determined how to convert the manual system to an automated system and developed a plan for implementation and conversion.

2. Design New System, Obtain Software, Install and Test System

The City initially assigned a fire captain to modify existing software in an attempt to satisfy the reporting requirements. The fire captain spent approximately one thousand hours in developing a reporting system. This program never succeeded in producing a tape that satisfied the Fire Marshal's requirements. In 1993, the Fire Marshal sent a notice to the City's Fire Chief, advising him of the City's failure to satisfy the new reporting requirements. The City then purchased new software and contracted the services of a computer programmer who modified the new software, and ultimately met the reporting requirements. This system, while meeting the CSFM's additional reporting requirements, required excessive effort to operate and maintain. In 1994, the City purchased, installed and tested a new computer program designed to satisfy the CSFM's reporting requirements.

Programming Costs: \$ 41,250
Computer Software Costs: \$3,395

3. **Develop Training Program and Train Staff**

It was necessary to develop a training program as well as train staff on both the increased reporting requirements and the use of the computerized reporting systems. An initial four hour training program was provided to 36 fire officers, and it has been necessary to periodically update the training.

Estimated Staff Cost: \$ 3,415

II. ON-GOING DATA COLLECTION, RECORDING, REPORTING AND OPERATIONAL COSTS

1. **Collection and Recording of Incident Data at the Scene**

The CFIRS manual recommends that a single person at the scene should be assigned the responsibility of collecting and recording all the required information. It also recommends the report be completed as soon as possible as any undue delay could adversely affect the accuracy of the report. The City of Newport Beach has assigned fire captains and paramedics to be responsible for collecting and recording the additional data identified in the July, 1990, State Fire Marshal requirements at the scene of the incident. Additionally, in order to satisfy the documentation requirements of all incidents occurring within the City of Newport Beach, the City must contact and obtain the CFIRS information from bordering fire agencies providing responses within our corporate limits.

2. **Complete, Review, Verify, Correct Data and Enter into Computer**

The City's fire captains complete the CFIRS Incident Report, including the additional information required in the 1990 CFIRS Reporting Manual. They review and correct reports, then enter the data into the computer system. The 1990 CFIRS manual states, "the information (once in the computer) should be reviewed one last time before it is saved in the local data bank". The City's fire captains perform this additional review before saving the data in the computer system.

On the average, the City's fire captains take one hour to collect, record, review, verify, correct and enter the additional information required by the 1990 CFIRS manual. The City of Newport Beach prepares approximately 4,000 CFIRS incidents annually.

Annual On-going Staff Reporting Costs: \$21,630

3. **Prepare and Submit Quarterly Reports to State Fire Marshall**

Quarterly reports are generated electronically from data filed in the computer. Prior to generating the report for the CSFM, a computer programmer is responsible for running an error report to identify incomplete and incorrect information, and transmitting those records for correction to the appropriate fire captains for completion. Once corrected, the programmer verifies the report, creates a delimited computer file and transmits same to the CSFM. The programmer is also responsible for correcting any deficiencies identified by the CSFM's office in the information provided. The department's computer programmer spends approximately 40 hours each quarter preparing the report for transmission to the CSFM.

Cost to Prepare Quarterly Reports: \$1,000

These categories and general cost estimates are intended to give the Commission on State Mandates a basic understanding of the scope of the work required to meet the mandate. The City has incurred costs in excess of \$200 each year since fiscal year '90/'91. Additional cost categories and sub-categories will need to be developed for inclusion in the Parameters and Guidelines. No indirect costs have been calculated.

NO STATE OR FEDERAL PROVISIONS IMPACTING THE MANDATE

There are no state constitutional provisions, federal statutes or executive orders, and/or any court decisions that impact this state mandated program.

NO OFF-SETTING REVENUES

There are no off-setting revenues, such as fees, charges or special assessments authorized to pay for the increased cost of the CFIRS.

SECTION A	CALIFORNIA FIRE INCIDENT REPORTING SYSTEM										CFIRS 1			
FDD	INCIDENT NUMBER										Year	Exp. No.		
CORRECTIONS Change <input type="checkbox"/> Delete <input type="checkbox"/>	Fire Department										MULTI-AGENCY	Agency I.D.	Year	Incident No.
INCIDENT DATE	DISPATCH TIME		ARRIVAL TIME		END TIME		ADD'L DAYS		FIRST IN COMPANY		DISTRICT			
SITUATION(S) FOUND	#1	#2	#3	#4	AUTOMATIC OR MUTUAL AID		METHOD OF ALARM		TYPE WEATHER		AIR TEMPERATURE	PROPERTY MANAGEMENT		
INCIDENT ADDRESS / LOCATION														
ROOM / APARTMENT	ZIP CODE		CENSUS TRACT				FIRE HAZARD SEVERITY ZONE							
TOTAL FIRE SERVICE PERSONNEL RESPONDED	Career	Vol.	NO. APPARATUS RESPONDED		Engine	Truck	Rescue	Med.	Other					
CODE	NAME: Last, First, M.I.										AREA	TELEPHONE		
ADDRESS / CITY											STATE	ZIP		
CODE	NAME: Last, First, M.I.										AREA	TELEPHONE		
ADDRESS / CITY											STATE	ZIP		
GENERAL PROPERTY USE	SPECIFIC PROPERTY USE		BUILDING CODE OCCUPANCY TYPE		STRUCTURE TYPE		STRUCTURE STATUS		OCCUPIED AT TIME OF INCIDENT					
FOR MOBILE PROPERTY INVOLVED	Type	Vehicle License No.	State	Year	Make	I. C. C. / D. O. T. Permit No.								
Model	Vehicle Identification No.										Driver's License No.	State		

SECTION B	COMPLETE FOR ALL FIRES											
TYPE OF ACTION(S) TAKEN	#1	#2	#3	#4	FIRE ORDN.	Area	Level	Horizontal Distance From		FORM OF HEAT	IGNITION FACTOR	
SEX	AGE	SEX	AGE	MATERIAL FIRST IDENTED	Type	Form	CONTRIBUTING FACTOR(S)		#1	#2	METHOD OF EXTINGUISHMENT	
ESTIMATED PROPERTY LOSS	ESTIMATED CONTENTS LOSS	FUEL MODEL	ACRES BURNED									
IF EQUIPMENT INVOLVED IN IGNITION	Type	Model	Serial No.	Year								

SECTION C	COMPLETE FOR STRUCTURE FIRE											
CONSTRUCTION TYPE	ROOF COVERING		NUMBER OF STORES		EXTENT OF DAMAGE		Flame	Smoke				
MATERIAL GENERATING MOST SMOKE	Type	Form	AVENUE OF SMOKE TRAVEL		DETECTION SYSTEM	Type	Power Supply	Performance	Reason For Failure			
EXTINGUISHING SYSTEM	Type	Performance	Reason For Failure	SPRINKLER HEAD(S)	Type	Number Activated						

SECTION D	COMPLETE FOR FIRE SERVICE CASUALTY AND NON-FIRE SERVICE FIRE CASUALTY											
FIRE SERVICE CASUALTY	Injuries	Fatalities	NON-FIRE SERVICE FIRE CASUALTY	Injuries	Fatalities							

SECTION E	COMPLETE FOR E.M.S.											
NUMBER OF PATIENTS	HIGHEST LEVEL OF CARE CAPABLE OF BEING PROVIDED ON SCENE				Fire	Other	HIGHEST LEVEL OF CARE PROVIDED ON SCENE				Fire	Other
E.M.S. TYPE OF SITUATIONS FOUND	#1	#2	#3	#4	NO. OF PATIENTS TRANSPORTED BY		Fire Dept.	Pvt. Amb.	Coroner	Other		

SECTION F	COMPLETE FOR HAZ MAT															
OES CTRL NUMBER	HAZ MAT RELEASE		Area	Level	RELEASE FACTORS				#1	#2	#3	#4	CONTRIBUTING FACTOR(S)		#1	#2
EST. NO. CHEMICALS RELEASED	TYPE OF EQUIPMENT INVOLVED IN RELEASE		HAZ MAT ACTION(S) TAKEN				#1	#2	#3	#4	DISPOSITION OF INCIDENT					
HAZ MAT LD. SOURCES	Personnel	#1	#2	Reference Material	#1	#2	FIRE SERVICE HAZ MAT CASUALTY	Injuries	Fatalities	NON-FIRE SERVICE HAZ MAT CASUALTY	Injuries	Fatalities				
CHEMICAL OR TRADE NAME	DOT LD. NO.	DOT HAZARD CLASS	CAS NO.													
PHYSICAL STATE	Stored	Released	QUANTITY RELEASED		UNIT OF MEASURE		EXTENT OF RELEASE		SUSPECTED ENVIRONMENTAL CONTAMINATION							
CONTAINER	Type	Material	Description Use	Features	Capacity	UNIT OF MEASURE	ADDITIONAL HAZARDOUS MATERIALS ON BACK									

SECTION G	OTHER ACTION(S) TAKEN				SPECIAL STUDIES: Local												Statewide							
TYPE OF ACTION(S) TAKEN	#1	#2	#3	#4	1a	b	c	d	2a	b	c	d	3a	b	c	d	4a	b	c	d	5a	b	c	d

SECTION F, Continued									
CHEMICAL OR TRADE NAME					DOT I.D. NO.		DOT HAZARD CLASS		CAS NO.
PHYSICAL STATE		Stored	Released	QUANTITY RELEASED		UNIT OF MEASURE	EXTENT OF RELEASE		SUSPECTED ENVIRONMENTAL CONTAMINATION
CONTAINER	Type	Material	Description	Use	Feature	Capacity	UNIT OF MEASURE		
CHEMICAL OR TRADE NAME					DOT I.D. NO.		DOT HAZARD CLASS		CAS NO.
PHYSICAL STATE		Stored	Released	QUANTITY RELEASED		UNIT OF MEASURE	EXTENT OF RELEASE		SUSPECTED ENVIRONMENTAL CONTAMINATION
CONTAINER	Type	Material	Description	Use	Feature	Capacity	UNIT OF MEASURE		

COMMENTS

SECTION A

**CALIFORNIA FIRE INCIDENT REPORTING SYSTEM
NON-FIRE SERVICE CASUALTY REPORT**

CFIRS 3

FDD

INCIDENT NUMBER Year

CORRECTIONS

MULTI-AGENCY Agency I. D. Year Incident No.

Change Date

Fire Department

INCIDENT NO.

INCIDENT ADDRESS / LOCATION

ROOM / APARTMENT ZIP CODE INCIDENT DATE DISPATCH TIME

SECTION B

CASUALTY NUMBER SEX DATE OF BIRTH AGE

CODE NAME: Last, First, M.I. AREA TELEPHONE

ADDRESS / CITY STATE ZIP

CASUALTY DATE CASUALTY TIME SEVERITY AFFILIATION

FAMILIARITY WITH STRUCTURE LOCATION OF CASUALTY AT TIME OF IGNITION CONDITION BEFORE CASUALTY

CONDITION PREVENTING ESCAPE ACTIVITY AT TIME OF CASUALTY CAUSE OF CASUALTY

APPARENT SYMPTOM PART(S) OF BODY AFFECTED DISPOSITION OF CASUALTY

COMMENTS

Multiple horizontal lines for entering comments.

**DECLARATION OF
City of Newport Beach Fire Protection**

CFIRS Test Claim

I am the Fire and Marine Chief and in charge of the Fire Prevention Division at the City of Newport Beach. In that capacity, I am responsible for the planning and implementation of the new California Fire Incident Reporting System (CFIRS) for the City.

The new fire incident reporting system as described in the 1990 CFIR'S Manual represented a substantial increase in the reporting requirements for the City of Newport Beach. To comply with the requirements, new computer software was designed and purchased from outside vendors. The new system was installed and tested.

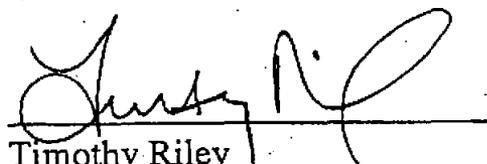
A training program was developed, and individuals with the responsibility for preparing reports were trained. On an ongoing basis, the new data has been collected, entered into the system and reports prepared. Training has also been required on an ongoing basis.

The City of Newport Beach has worked on implementation of these additional reporting requirements over several years. Precise costs have not been tracked since July of 1990, but I believe the estimates provided in the City of Newport Beach's Test Claim are conservative and reasonable.

The foregoing facts are known to me personally and if so required, I could and would testify to the statements made herein.

I declare under penalty of perjury the laws of the State of California that the foregoing is true and correct.

Executed on December 22, 1995, at Newport Beach, California.



Timothy Riley
Fire and Marine Chief

SPECIAL INVESTIGATIVE
FOR THE SERVICE
OFFICE

CFIRS FILE NAMING CONVENTION FOR PC BASED DATA SUBMISSION

CFIRS data submitted to CSFM on diskette must conform to the following specifications:

1. File Names must use the following format;

FILE NAME

Position 1 = F for fire data or C for casualty data
Positions 2-6 = FDID (must be 5 digits)

SUFFIX

Positions 1-2 = Year (last 2 digits)
Position 3 = Quarter (1-4)

EXAMPLE:

F01200.901 Fire data for FDID 01200, 1990, 1st qtr.
F12345.923 Fire data for FDID 12345, 1992, 3rd qtr.
C00888.912 Casualty for FDID 00888, 1991, 2nd qtr.

2. Data must be ASCII text files, delimited by carriage returns.
3. IBM compatible and Mac diskettes are the preferred media. Both 3.5" and 5 1/4" diskettes, in any density are acceptable. Higher densities are preferred due to the increased capacity. Other types of media will be considered (i.e. bernoulli) if the demand exists.
4. We will attempt to facilitate those departments having other equipment than PC or Mac and will work with them on a one-on-one basis. Please contact CSFM as soon as possible if you would like to submit data on media different than that mentioned above.
5. If your department will be submitting more than one quarter's worth of data on a diskette, please use one file per quarter as opposed to combining the data into one file.

SECTION: A; General and Casualty

LINE: 1

NAME ON THE FORM: FDID

MEANING OF NAME: Fire Department Identification Number

FIELD LENGTH: 5 NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:
 WHEN AUTO/MUTUAL AID IS:
 WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Code: NEPA 901: No CFIRS: Yes Other Code or Value: No
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Valid State Fire Marshal assigned number for the reporting department.

THE DATA MUST CONTAIN: N

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha and Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All Spaces	Leading Spaces	Trailing Spaces	All Zeros	Leading Zeros	Trailing Zeros
<u>Left</u>	<u>Right</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
No	No	No	No	No	No	No	No

OTHER INTERNAL EDITING:

None

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: A; General and Casualty

LINE: 1

FIELD NAME ON THE FORM: Incident Number

MEANING OF NAME: Unique Number assigned to the Incident.

FIELD LENGTH: 10

NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

First two digits must be equal to the Incident Year. The 8 digit number to the right of the year must be greater than zero.

This number must be unique for each incident.

THE DATA MUST CONTAIN: N

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
No	Yes	No	No	No	No	Yes	No
	(8 digits)					(8 digits)	

OTHER INTERNAL EDITING:

Record Layout:

Incident Year = 2 digits

Incident Number = 8 digits

EXTERNAL SPECIFICATIONS: (other field vs this one)

ACTION: A; General and Casualty

LINE: 1

INCIDENT NAME ON THE FORM: Exp. No.

MEANING OF NAME: Exposure Number

FIELD LENGTH: 3

NUMBER OF SETS: 1

REQUIRED: Always: Yes

Optional: No

Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Code: NFPA 901: No CEIRS: No Other Code or Value: Yes

CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Primary Incident must be 000, all others must be > 000 and ≤ 999.

This number must be unique for each incident.

THE DATA MUST CONTAIN: N (NOTE: Do not leave blank. Must be zero filled.)

- pick one of: (A) Alpha ONLY (N) Numeric ONLY
- (AN) Alpha & Numeric ONLY (O) Other (specify)
- (ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		OK	OK	OK	OK	OK	OK
NO	YES	NO	NO	NO	YES	YES	NO

OTHER INTERNAL EDITING:

An Exposure Number cannot be duplicated on any given incident number.

If Exp. No. > 0 and No Primary Incident with Exp. No. = 0
Warning "An Exposure Report is submitted with no Primary Incident Report."

Cannot have two incidents with exactly the same Incident Number and Exposure Number.

SECTION: A; General and Casualty LINE: 1

FIELD NAME ON THE FORM: Exp. No. (Continue)

OTHER INTERNAL EDITING:

IF Exp. No. > 0 and Primary Incident on file
Numbers must be in Consecutive Order.

IF NOT in Consecutive Order

Warning "Exposure Numbers not in consecutive order."

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Exp. No. > 0 and Auto/Mutual Aid = 4, 5, 6

Error "Exposure Report ONLY allowed for a Incident with NO Auto/Mutual
Aid Given."

SECTION: **A; General and Casualty**

LINE: **1**

FIELD NAME ON THE FORM: **Incident Number and Exposure Number (Combined)**

MEANING OF NAME:

FIELD LENGTH:

NUMBER OF SETS:

REQUIRED:

Always:

Optional:

Conditional:

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: **No** CFIRS: **No** Other Code or Value: **Yes**
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Combination of both must be a unique number assigned to the incident.

THE DATA MUST CONTAIN:

- Pick One of: (A) Alpha ONLY (N) Numeric ONLY
- (AN) Alpha and Numeric ONLY (O) Other (specify)
- (ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	<u>Spaces</u>	<u>Spaces</u>	<u>Spaces</u>	<u>Zeros</u>	<u>Zeros</u>	<u>Zeros</u>
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>

OTHER INTERNAL EDITING:

Combination of both numbers cannot be duplicated on any given incident.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: A; General and Casualty

LINE:

FIELD NAME ON THE FORM: Transaction Date (NOT on Form, ONLY in Record.)

MEANING OF NAME:

FIELD LENGTH: 6

NUMBER OF SETS:

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Month = 01 - 12, Day = 01 - 31, Year = Year transaction of records to State.

THE DATA MUST CONTAIN: N

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
No	No	No	No	No	No	No	No

OTHER INTERNAL EDITING:

Record Layout: YMMDD.

IF Month = 1, 3, 5, 7, 8, 10, 12 then Date Range must = 01 - 31.

IF Month = 4, 6, 9, 11 then Date Range must = 01 - 30.

IF Month = 2 and NOT a Leap Year then Date Range must = 01 - 28.

IF Month = 2 and a Leap Year then Date Range must = 01 - 29.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: A; General and Casualty

LINE: 2

OLD NAME ON THE FORM: Corrections

MEANING OF NAME:

FIELD LENGTH: 1 NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: An Incident must be on file to change or delete ONLY

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

1 = New Incident (Add), 2 = Change, 3 = Delete.

THE DATA MUST CONTAIN: N

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
<u>OK</u>							
No							

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Corrections = 2 then overwrite current data on file.

IF Corrections = 3 then delete incident from file at local level, ask "Are You Sure You Want To Delete".

SECTION: A; General and Casualty

Line: 2

FIELD NAME ON THE FORM: Multi-Agency Incident No.

MEANING OF NAME:

FIELD LENGTH: 13

NUMBER OF SETS: 1

REQUIRED: Always: NOOptional: NOConditional: YES

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS: 1 - 6

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (Field by itself)

Value Code: NFPA 901: No
CHAPTER:CFIRS: YesOther Code or Value: No

IF NOT VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Valid Agency ID code.

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY
(AN) Alpha and Numeric ONLY
(ANS) Alpha Numeric and Special Characters (anything)(N) Numeric ONLY
(O) Other (specify)

Justify Left	Justify Right	All Spaces OK	Leading Spaces OK	Trailing Spaces OK	All Zeros OK	Leading Zeros OK	Trailing Zeros OK
NO	YES (8 digits)	YES	NO	NO	NO	YES (8 digits)	NO

OTHER INTERNAL EDITING: Cannot equal another Multi-Agency Incident Number.

EXTERNAL SPECIFICATIONS: (other field vs this one)

Record Layout: Agency ID: Alpha-numeric, 3 ~~letters~~ digits, must be a valid O.E.S. designator code for the fire department owning the incident.Year: Numeric, 2 digits, must be the current incident year.Jurisdictional Number: Numeric, 8 digits, justify right, fill leading zeros.

ACTION: A: General and Casualty

LINE: 2

SLD NAME ON THE FORM: Multi-Agency Incident No. (Continued)

HER INTERNAL EDITING:

~~Auto/Mutual Aid Coded = 1, 2, 3~~
~~Jurisdictional Number must match reporting agency Incident Number.~~

EXTERNAL SPECIFICATIONS: (other field vs this one)

~~Auto/Mutual Aid Coded = 1, 2, 3~~
~~Jurisdictional Number must match reporting agency Incident Number.~~

SECTION: A; General and Casualty

LINE: 3

FIELD NAME ON THE FORM: Incident Date

MEANING OF NAME:

FIELD LENGTH: 6 NUMBER OF SETS: 1

REQUIRED: Always: YES Optional: NO Conditional: NO

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Month = 01 - 12; Day = 01 - 31; Year = Current Reporting Year.

THE DATA MUST CONTAIN: N

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specif)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Justify All Leading Trailing All Leading Trailing
Left Right Spaces Spaces Spaces Zeros Zeros Zeros
OK OK OK OK OK OK OK
NO NO NO NO NO NO NO NO

OTHER INTERNAL EDITING: Formats: On Screen/Form = MMDDYY
On Record Layout = YYMMDD

IF Exposure Number > 000 then Incident Date must = same Incident Date as Prim:
report.

IF Month = 1, 3, 5, 7, 8, 10, 12 then Date Range must = 01 - 31.
IF Month = 4, 6, 9, 11 then Date Range must = 01 - 30.
IF Month = 2 and NOT a Leap Year then Date Range must = 01 - 28.
IF Month = 2 and a Leap Year then Date Range must = 01 - 29.

(NOTE: No changes to "External Specifications" on Page 11)

SECTION: A; General and Casualty

LINE: 3

FIELD NAME ON THE FORM: Incident Date (Continue)

OTHER INTERNAL EDITING:

IF Incident Date > Current Date

Error "Incident Date can not be greater then the current date."

IF Incident Year NOT = Incident Number Year

Error "Incident Number Year not the same as the Incident Date Year."

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: A; General and Casualty

LINE:

FIELD NAME ON THE FORM: Incident Day of Week (NOT on Form, ONLY in Record)

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: YES Optional: NO Conditional: NO

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CHAPTER: CFIRS: No Other Code or Value: Yes

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 1 - 7 (i.e. 1=Sunday; 2=Monday; 3=Tuesday; 4=Wednesday; 5=Thursday; 6=Friday; 7=Saturday)

THE DATA MUST CONTAIN: M

Pick one of: (A) Alpha ONLY (N) Numeric ONLY (AN) Alpha & Numeric ONLY (O) Other (specif (ANS) Alpha Numeric & Special Chars (anything)

Justify Left Justify Right All Spaces OK Leading Spaces OK Trailing Spaces OK All Zeros OK Leading Zeros OK Trailing Zeros OK NO NO NO NO NO NO NO NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: A; General and Casualty

LINE: 3

FIELD NAME ON THE FORM: Dispatch Time

MEANING OF NAME:

FIELD LENGTH: 4 NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: Yes

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: IF Exposure Number > 000 then OPTIONAL field.

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Range = 0001 - 2400, or Blank.

THE DATA MUST CONTAIN: AN

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
No	Yes	Yes	No	No	No	Yes	No

OTHER INTERNAL EDITING:

Format: HHMM

IF Exposure Number > 000

Blank OK on Exposure Reports ONLY

Last two digits (MM) can not be > 59.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: A; General

LINE: 3

FIELD NAME ON THE FORM: Arrival Time

MEANING OF NAME:

FIELD LENGTH: 4

NUMBER OF SETS: 1

REQUIRED: Always: YES Optional: NO Conditional: YES

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: IF Exposure Number > 000 then OPTIONAL field.

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 0000 - 2400, or Blank

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars. (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
No	Yes	Yes	No	No	No <u>Yes</u>	Yes	No <u>Yes</u>

OTHER INTERNAL EDITING:

Format: HHMM

If Exposure Number > 000

Blank OK on Exposure Reports ONLY

Last two digits (MM) can not be > 59.

SECTION: A; General

LINE: 3

FIELD NAME ON THE FORM: Arrival Time (Continue)

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Arrival Time Early Than or the Same As Dispatch Time
Warning "Arrival Time is earlier than or the same as
Dispatch time, are you certain?"

SECTION: A; General

LINE: 3

FIELD NAME ON THE FORM: End Time

MEANING OF NAME:

FIELD LENGTH: 4

NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: Yes

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: IF Exposure Number > 000 then OPTIONAL field.

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CHAPTER: CFIRS: No Other Code or Value: Yes

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Range = 0000 - 2400, or Blank.

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY (AN) Alpha & Numeric ONLY (O) Other (specify) (ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All Spaces	Leading Spaces	Trailing Spaces	All Zeros	Leading Zeros	Trailing Zeros
<u>Left</u>	<u>Right</u>	OK	OK	OK	OK	OK	OK
No	Yes	Yes	No	No	No Yes	Yes	No Yes

OTHER INTERNAL EDITING:

Format: HHMM

If Exposure Number > 000 Blank OK on Exposure Reports ONLY.

Last two digits (MM) can not be > 59.

SECTION: A; General

LINE: 3

FIELD NAME ON THE FORM: End Time (Continue)

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF End Time Early Than Arrival Time

Warning "End Time is early than Arrival Time, are you certain?"

SECTION: A; General

LINE: 3

FIELD NAME ON THE FORM: Addl Days

MEANING OF NAME: Additional Days

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: NO Optional: NO Conditional: YES

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: Exposure = 000

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CHAPTER: CFIRS: No Other Code or Value: Yes

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 00-99

THE DATA MUST CONTAIN: N

Pick one of: (A) Alpha ONLY (N) Numeric ONLY (AN) Alpha & Numeric ONLY (O) Other (specify) (ANS) Alpha Numeric & Special Chars (anything)

Justify Left Justify Right All Spaces OK Leading Spaces OK Trailing Spaces OK All Zeros OK Leading Zeros OK Trailing Zeros OK NO YES NO NO YES YES YES NO

OTHER INTERNAL EDITING: IF Exposure Number > 000 then Additional Days = 00

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: A; General

LINE: 3

FIELD NAME ON THE FORM: First in Company

MEANING OF NAME:

FIELD LENGTH: 7

NUMBER OF SETS: 1

REQUIRED: Always: No

Optional: Yes, Local

Conditional: No

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: No
 CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

- Pick one of:
- (A) Alpha ONLY
 - (AN) Alpha & Numeric ONLY
 - (ANS) Alpha Numeric & Special Chars (anything)
 - (N) Numeric ONLY
 - (O) Other (specify)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
<u>YES</u>	NO	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
<u>YES</u>	NO	YES	NO	<u>YES</u>	<u>YES</u>	<u>YES</u>	<u>YES</u>

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: A; General

LINE: 3

FIELD NAME ON THE FORM: District

MEANING OF NAME:

FIELD LENGTH: 5

NUMBER OF SETS: 1

REQUIRED: Always: NoOptional: Yes, LocalConditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: No
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
<u>YES</u>	NO	OK	OK	OK	OK	OK	OK
<u>YES</u>	NO	YES	NO	YES	<u>YES</u>	<u>YES</u>	<u>YES</u>

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: A; General

LINE: 4

FIELD NAME ON THE FORM: Situation(s) Found

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 4

REQUIRED: Always: Yes #1 Optional: Yes (#2 - #4) Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NEPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: JCA

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha & Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify Left	Justify Right	All Spaces OK	Leading Spaces OK	Trailing Spaces OK	All Zeros OK	Leading Zeros OK	Trailing Zeros OK
NO	NO	NO #1 YES #2-#4	NO	NO	YES #1 NO #2-#4	NO	NO

OTHER INTERNAL EDITING:

Must be in sequence (No Gaps).
 No duplicate entries.

Codes 10-19 can appear ONLY once in each record.

Codes 70-79, 00 can ONLY appear as Situation Found (#1), Situation Found #2-#4 must be blank.

Codes 99 should appear as the last entry used.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: A; **General**

LINE: 4

FIELD NAME ON THE FORM: **Situation(s) Found (Continue)**

EXTERNAL SPECIFICATIONS: (other field vs this one)

ACTION: A; General

LINE: 4

OLD NAME ON THE FORM: Automatic or Mutual Aid

MEANING OF NAME:

FIELD LENGTH: 1 NUMBER OF SETS: 1

REQUIRED: Always: NO Optional: NO Conditional: YES

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS: Exposure = 000

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: JDD

NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range 0-9, or Blank

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Left Justify Right All Spaces OK Leading Spaces OK Trailing Spaces OK All Zeros OK Leading Zeros OK Trailing Zeros OK
NO NO YES NO NO YES NO NO

OTHER INTERNAL EDITING:

IF Exposure Number > 000
Blank OK on Exposure Reports ONLY

EXTERNAL SPECIFICATIONS: (other field vs this one)

Automatic/Mutual Aid = 1-6 and Multi-Agency Incident # = Blank
Warning "An Automatic/Mutual Aid has been given/received and NO Multi-Agency Incident Number."

SECTION: A; General

LINE: 4

FIELD NAME ON THE FORM: METHOD OF ALARM

MEANING OF NAME:

FIELD LENGTH: 1 NUMBER OF SETS: 1

REQUIRED: Always: NO Optional: NO Conditional: YES

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: Exposure > 000 and Auto/Mutual Aid NOT = 4, 5 or 6

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: JBA

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range 1-9, or Blank

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Table with 8 columns: Justify Left, Justify Right, All Spaces, Leading Spaces, Trailing Spaces, All Zeros, Leading Zeros, Trailing Zeros. Rows for OK status and YES/NO values.

OTHER INTERNAL EDITING:

IF Exposure Number > 000
Blank OK on Exposure Reports ONLY

IF Auto/Mutual Aid = 4, 5 or 6
Blank OK if Auto/Mutual Aid Provided to another department

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: A; General

LINE: 4

FIELD NAME ON THE FORM: Type of Weather

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: . Always: NO Optional: YES Conditional: NO

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NEPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: JIA

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range 1-9, or Blank

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		OK	OK	OK	OK	OK	OK
NO	NO	YES	NO	NO	NO	NO	NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: A; General

LINE: 4

FIELD NAME ON THE FORM: PROPERTY MANAGEMENT

MEANING OF NAME:

FIELD LENGTH: 1 NUMBER OF SETS: 1

REQUIRED: Always: YES NO Optional: NO Conditional: YES

WHEN SITUATION FOUND IS: NOT = 61, 62 OR 64 and
WHEN AUTO/MUTUAL AID IS: NOT = 4, 5 OR 6
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: DBC

NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range 1-9, or *Blank

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Table with 8 columns: Justify, All Spaces, Leading Spaces, Trailing Spaces, All Zeros, Leading Zeros, Trailing Zeros. Rows include OK/NO and YES/NO options.

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

Blank is only acceptable when Auto/Mutual Aid = 4, 5, or 6.

Blank is acceptable when Situation(s) Found = 61 (Incident Cleared Prior to Arrival), 62 (Wrong Location) & 64 (Vicinity Alarm).

SECTION: A; General and Casualty

LINE: 5

FIELD NAME ON THE FORM: Incident Address/Location

MEANING OF NAME:

FIELD LENGTH: 40

NUMBER OF SETS: 1

REQUIRED: Always: No Optional: Yes, Local Conditional: No

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CHAPTER: CFIRS: No Other Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: ANS

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Left Justify Right All Spaces OK Leading Spaces OK Trailing Spaces OK All Zeros OK Leading Zeros OK Trailing Zeros OK
YES NO YES NO YES NO YES NO

OTHER INTERNAL EDITING:

Record Format: Enter the Street address with a blank space separating the numbers from the name; followed by a COMMA, and then the name of the city.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: **A; General and Casualty**

LINE: **6**

FIELD NAME ON THE FORM: **Room/Apartment**

MEANING OF NAME: **Room Number or Apartment Number**

FIELD LENGTH: **5** NUMBER OF SETS: **1**

REQUIRED: Always: **No** Optional: **Yes, LOCAL** Conditional: **No**

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NEPA 901: **No** CFIRS: **No** Other Code or Value: **No**
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: **ANS**

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>eft</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
Yes	No	Yes	No	Yes	No	No	No

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: **A; General and Casualty**

LINE: **6**

FIELD NAME ON THE FORM: **Zip code**

MEANING OF NAME:

FIELD LENGTH: **5** NUMBER OF SETS: **1**

REQUIRED: Always: **No** Optional: **Yes, LOCAL** Conditional: **No**

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: **No** CFIRS: **No** Other Code or Value: **Yes**
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Valid U.S. Post Office Zip Code.

THE DATA MUST CONTAIN: **AN**

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
No	No	Yes	No	No	No	No	No

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: A; General

LINE: 6

FIELD NAME ON THE FORM: Census Tract

MEANING OF NAME:

FIELD LENGTH: 6; 2 decimal places

NUMBER OF SETS: 1

REQUIRED: Always: No Optional: Yes Conditional: No

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS: Not = 4, 5 or 6
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: No
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: AN

THE DATA MUST CONTAIN:

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Justify All Leading Trailing All Leading Trailing
Left Right Spaces Spaces Spaces Zeros Zeros Zeros
OK OK OK OK OK OK
No Yes Yes No No Yes Yes -No-
Yes

OTHER INTERNAL EDITING:

If Exposure Number > 000
Blank OK for Census Tract on Exposure Reports ONLY.

Enter 000000 if NO Census Tract assigned.

SECTION: A; General

FIELD NAME ON THE FORM: Census Tract (continued)

EXTERNAL SPECIFICATIONS: (other field vs this one)

~~Blank acceptable ONLY if Auto/Mutual Aid = 4, 5, 6~~

IF Census Tract = Blank and Exposure Number = 000 and Auto/Mutual Aid NOT = 4, 5 or 6

WARNING "Census Tract must be coded 000000 if NO Census Tract assigned for your area."

SECTION: A; General

Line: 6

FIELD NAME ON THE FORM: Fire Hazard Severity Zone

MEANING OF NAME:

FIELD LENGTH: 6; 1 Alpha Suffix NUMBER OF SETS: 1

REQUIRED: Always: NO Optional: NO Conditional: YES

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS: NOT = 4, 5, or 05 6 (OR)

WHEN OTHER CONDITION IS: Situation Found = 10-19

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (Field by itself)

Value Code: NFPA 901: CFIRS: Other Code or Value:
CHAPTER:

IF NOT VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Obtain FHSZ codes from local CDF Ranger Unit
Alpha Suffix Code = M, H, V, Z, or Blank.

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric and Special Characters (anything)

Justify <u>Left</u>	Justify <u>Right</u>	All Spaces <u>OK</u>	Leading Spaces <u>OK</u>	Trailing Spaces <u>OK</u>	All Zeros <u>OK</u>	Leading Zeros <u>OK</u>	Trailing Zeros <u>OK</u>
NO	YES	YES	NO	NO	NO	NO	NO

OTHER INTERNAL EDITING:

If Auto/Mutual Aid = 4, 5, or 6 then FHSZ must be BLANK.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: A; General

LINE: 6

FIELD NAME ON THE FORM: Fire Hazard Severity Zone (Continue)

EXTERNAL SPECIFICATIONS: (other field vs this one)

When Entry is made

IF first 2 digits of FDID portion of the Zone Code = Blank then
 First 2 digits of Fire Hazard Severity Zone must be Blank.

IF first 2 digits of FDID portion of the Zone Code = 38, 51 then
 Fire Hazard Severity Zone must be Blank.

ACTION: A: General

LINE: 7

FIELD NAME ON THE FORM: Total Fire Service Personnel Responded: Career

MEANING OF NAME:

FIELD LENGTH: 4 NUMBER OF SETS: 1

REQUIRED: Always: NO Optional: NO Conditional: YES

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS: Exposure = 000

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

NO VALID CODE OR OTHER CODE TABLE:
Acceptable Values: Range = 0000 to 9999

THE DATA MUST CONTAIN: N (NOTE: Do not leave blank. Must be Zero filled.)

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Table with 8 columns: Justify Left, Justify Right, All Spaces, Leading Spaces, Trailing Spaces, All Zeros, Leading Zeros, Trailing Zeros. Includes OK/NO/YES options for each.

OTHER INTERNAL EDITING:

INTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: A; General

LINE: 7

FIELD NAME ON THE FORM: Total Fire Services Personnel Responded: VOL

MEANING OF NAME: Total Fire Services Personnel Responded: Volunteers

FIELD LENGTH: 4 NUMBER OF SETS: 1

REQUIRED: Always: NO Optional: NO Conditional: YES

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS: Exposure = 000

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 0000 to 9999

THE DATA MUST CONTAIN: N (NOTE: Do not leave blank. Must be zero filled.)

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Left	Justify Right	All Spaces OK	Leading Spaces OK	Trailing Spaces OK	All Zeros OK	Leading Zeros OK	Trailing Zeros OK
NO	YES	NO	NO	NO	YES	YES	NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Auto/Mutual Aid NOT = 1, 2, 3 and Exposure Number = 000 then
IF Personnel Responded: Career + Vol = 0
Error "Total Personnel Responded must be > 0."

SECTION: A; General

LINE: 7

FIELD NAME ON THE FORM: Not on form

MEANING OF NAME: TOTAL PERSONNEL RESPONDED
(NOTE: Not on screen; System generated)

FIELD LENGTH: 4 NUMBER OF SETS: 1

REQUIRED: Always: NO Optional: NO Conditional: YES

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 0000 - 9999

THE DATA MUST CONTAIN: N

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
NO	YES	NO	NO	NO	NO	YES	NO

OTHER INTERNAL EDITING:

IF Exposure Number > 000
0000 OK on Exposure Reports ONLY

EXTERNAL SPECIFICATIONS: (other field vs this one)

Sum of Career Fire Service Personnel + Volunteer Fire Service Personnel

SECTION: A; General

LINE: 7

FIELD NAME ON THE FORM: No. Apparatus Responded: Engine

MEANING OF NAME: Number of Apparatus Responded: Engine

FIELD LENGTH: 3

NUMBER OF SETS: 1

REQUIRED: Always: NO Optional: NO Conditional: YES

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: Exposure = 000

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 000 to 999

THE DATA MUST CONTAIN: N

Pick one of: (A) Alpha ONLY (N) Numeric ONLY (AN) Alpha & Numeric ONLY (O) Other (specify) (ANS) Alpha Numeric & Special Chars (anything)

Justify Left Justify Right All Spaces OK Leading Spaces OK Trailing Spaces OK All Zeros OK Leading Zeros OK Trailing Zeros OK NO YES NO NO YES YES YES NO

OTHER INTERNAL EDITING:

IF Exposure Number > 000 000 OK on Exposure Reports ONLY

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: A; General

LINE: 7

FIELD NAME ON THE FORM: No. Apparatus Responded: Truck

MEANING OF NAME: Number of Apparatus Responded: Truck

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: NO Optional: NO Conditional: YES

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS: Exposure = 000

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NEPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 00 to 99

THE DATA MUST CONTAIN: N

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		OK	OK	OK	OK	OK	OK
NO	YES	NO	NO	NO	YES	YES	NO

OTHER INTERNAL EDITING:

IF Exposure Number > 000
00 OK on Exposure Reports ONLY

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: A; General

LINE: 7

FIELD NAME ON THE FORM: No. Apparatus Responded: Rescue Med.

MEANING OF NAME: Number of Apparatus Responded: Rescue Medical

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: NO Optional: NO Conditional: YES

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: Exposure = 000

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 00 to 99

THE DATA MUST CONTAIN: N

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		OK	OK	OK	OK	OK	OK
NO	YES	NO	NO	NO	YES	YES	NO

OTHER INTERNAL EDITING:

IF Exposure Number > 000
00 OK on Exposure Reports ONLY

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: A: General

LINE: 7

FIELD NAME ON THE FORM: No. Apparatus Responded: Other

MEANING OF NAME: Number of Apparatus Responded: Other

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: NO Optional: NO Conditional: Yes

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: Exposure = 000

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes Chapter:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 00 to 99

THE DATA MUST CONTAIN: N

Pick One of: (A) Alpha ONLY (N) Numeric ONLY (AN) Alpha & Numeric ONLY (O) Other (specify) (ANS) Alpha Numeric & Special Chars (Anything)

Justify Spaces All Leading Trailing All Leading Trailing Left Right Spaces Spaces Spaces Zeros Zeros Zeros Zeros Zeros OK OK OK OK OK OK OK OK NO YES NO NO YES YES YES NO

OTHER INTERNAL EDITING:

IF Exposure Number > 000 00 OK on Exposure Reports ONLY

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Auto/Mutual Aid NOT = 1, 2, 3, and Exposure Number = 000 then IF Number of Engines + Truck + Rescue Med. + Other = 0 Error "The Incident cannot have NO Apparatus Responding."

SECTION: **A;** **General**

LINE: 8 & 10

FIELD NAME ON THE FORM: **Code**MEANING OF NAME: **Involvement Code**FIELD LENGTH: **2** NUMBER OF SETS: **2**REQUIRED: Always: **No** Optional: **Yes, LOCAL** Conditional: **No**

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: **No** CFIRS: **Yes** Other Code or Value: **No**
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: **A**Pick One of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha and Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify <u>Left</u>	Justify <u>Right</u>	All Spaces <u>OK</u>	Leading Spaces <u>OK</u>	Trailing Spaces <u>OK</u>	All Zeros <u>OK</u>	Leading Zeros <u>OK</u>	Trailing Zeros <u>OK</u>
No	No	Yes	No	No	No	No	No

OTHER INTERNAL EDITING:

**IF Involvement Code #1 = Blank and Involvement Code #2 NOT = Blank
 Error "Involvement Code #1 must be filled out first before Involvement
 Code #2 can be used."**

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: **A; General**

LINE: 8 & 10

FIELD NAME ON THE FORM: **Name: Last, First, M.I.**

MEANING OF NAME:

FIELD LENGTH: **27**NUMBER OF SETS: **2**REQUIRED: Always: **No** Optional: **Yes, LOCAL** Conditional: **No**

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: **No** CFIRS: **No** Other Code or Value: **No**
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: **ANS**Pick One of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
Yes	No	Yes	Yes	No	No	No	No

OTHER INTERNAL EDITING:

Format: **Last Name (comma) First Name (space) Middle Initial.**

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Involvement Code NOT = Blank and Name = Blank
Error "Involvement Code has been entered and NO Name is provided."

SECTION: A; General

LINE: 8 & 10

FIELD NAME ON THE FORM: Telephone

MEANING OF NAME:

FIELD LENGTH: 10

NUMBER OF SETS: 2

REQUIRED: Always: No Optional: Yes, Local Conditional: No

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NEPA 901: No CFIRS: No Other Code or Value: No
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specifv)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
No	Yes	OK	OK	OK	OK	OK	OK
		Yes	No	No	No	Yes	No
							<u>Yes</u>

OTHER INTERNAL EDITING:

Format: Area Code - first 3 digits may be zeros, number - next 7 digits.

Note: Blank is only acceptable if Telephone Number is NOT known.

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Involvement Code NOT = Blank and Telephone = Blank
Warning "Involvement Code has been entered and NO Telephone Number is provided."

SECTION: A; General

LINE: 9 & 11

FIELD NAME ON THE FORM: Address/City

MEANING OF NAME: Home Address and City

FIELD LENGTH: 33

NUMBER OF SETS: 2

REQUIRED: Always: NoOptional: Yes, LocalConditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code:

NFPA 901: No
CHAPTER:CFIRS: NoOther Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: ANS

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha & Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
YES	NO	OK	OK	OK	OK	OK	OK
NO	YES	NO	NO	YES	NO	NO	NO

OTHER INTERNAL EDITING:

~~Enter the street address with a Blank space separating the numbers from the name followed by a COMMA, and the name of the city~~Free format (to accomodate those areas that do not have an address - this will allow a description).

SPECIFICATIONS: (other field vs this one)

IF Involvement Code NOT = Blank and Address/City = BlankWarning "Involvement Code has been entered and NO Address/City is provided."

SECTION: A; General

LINE: 9 & 11

FIELD NAME ON THE FORM: Zip

MEANING OF NAME: Zip Code

FIELD LENGTH: 5

NUMBER OF SETS: 2

REQUIRED: Always: NoOptional: Yes, LocalConditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Valid U.S. Post Office Zip Code.

THE DATA MUST CONTAIN: ANPick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
<u>Left</u>	<u>Right</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
NO	<u>YES</u>	YES	NO	NO	<u>YES</u>	<u>YES</u>	<u>YES</u>

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Involvement Code NOT = Blank and Zip = Blank
Warning "Involvement Code has been entered and NO Zip is provided."

SECTION: A; General

Line: 12

FIELD NAME ON THE FORM: General Property Use

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: NOOptional: NOConditional: YES

WHEN SITUATION FOUND IS: NOT = 61, 62 or 64 (OR)

WHEN AUTO/MUTUAL AID IS: NOT = 4, 5 or 6

WHEN OTHER CONDITION IS:

 IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (Field by itself)

Value Code: NFPA 901: Yes
CHAPTER: ACFIRS: NoOther Code or Value: No

IF NOT VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of:

(A) Alpha ONLY

(AN) Alpha and Numeric ONLY

(ANS) Alpha Numeric and Special Characters (anything)

(N) Numeric ONLY

(O) Other (specify)

Justify <u>Left</u>	Justify <u>Right</u>	All Spaces <u>OK</u>	Leading Spaces <u>OK</u>	Trailing Spaces <u>OK</u>	All Zeros <u>OK</u>	Leading Zeros <u>OK</u>	Trailing Zeros <u>OK</u>
NO	NO	YES	NO	NO	NO	NO	NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

Blank is acceptable when Auto/Mutual Aid = 4, 5, or 6

Blank is acceptable when Situation(s) Found = 61 (Incident Cleared Prior to Arrival), 62 (Wrong Location) or 64 (Vicinity Alarm).

SECTION: A; General

LINE: 12

FIELD NAME ON THE FORM: Specific Property Use

MEANING OF NAME:

FIELD LENGTH: 3

NUMBER OF SETS: 1

REQUIRED: Always: No Optional: No Conditional: Yes

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS: Not = 4, 5 or 6 and

WHEN OTHER CONDITION IS: Situation Found Codes 10-17, 19

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: B

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
NO	<u>YES</u>	YES	NO	NO	<u>YES</u>	<u>YES</u>	<u>YES</u>

OTHER INTERNAL EDITING:

SECTION: A; General

LINE: 12

FIELD NAME ON THE FORM: Specific Property Use (continued)

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF General Property Use = 41 (Residential dwelling), 47 (Mobile Home) and Specific Property Use NOT = 410-419, 490-492, 499, ~~881~~, 926, 933, 963

ERROR "General Property Classification is 1 and 2 Family Residential, but Specific Property Use is NOT 1 and 2 Family Residential, Other Residential Occupancies, Outdoor Sleeping Quarters, Residential Parking Garage, Outbuilding (excluding garage), Residential Yards, or Paved private street, way (included are paved driveways)."

IF General Property Use = 45 (Residential Board and Care Use) and Specific Use NOT = 450-459

ERROR "General Property Classification is Residential Board and Care Use, but Specific Property Use is NOT Residential Board and Care Use."

IF Situation Found = 15 (Trees, Brush, Grass, Standing Crops), 16 (Refuse Fire Outside) and General Property Use = 41 (1 and 2 Family Dwelling), 47 (Mobile Home) and Specific Property Use NOT = 933

ERROR "Situation(s) Found = 15, 16 and General Property Use is Residential and Specific Property Use NOT = 933 (Residential Yard)."

SECTION: A; General

LINE: 12

FIELD NAME ON THE FORM: Building Code Occupancy Type

MEANING OF NAME:

FIELD LENGTH: 3

NUMBER OF SETS: 1

REQUIRED: Always: NO

Optional: NO

Conditional: YES

WHEN SITUATION FOUND IS: 11, 12, or 13 (OR)

WHEN AUTO/MUTUAL AID IS: NOT = 4, 5 or 6

WHEN OTHER CONDITION IS: When Situation Found 41, 42, 43 and Structure involved.

~~NOTE: NOT FOR EMS SITUATIONS~~

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (Field by itself)

Value Code: NFPA 901:
CHAPTER:

CFIRS:

Other Code or Value:

IF NOT VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Uniform Building Codes

THE DATA MUST CONTAIN: AN

Pick one of:

(A) Alpha ONLY

(AN) Alpha and Numeric ONLY

(ANS) Alpha Numeric and Special Characters (anything)

(N) Numeric ONLY

(O) Other (specify)

Justify <u>LEFT</u>	Justify <u>RIGHT</u>	All Spaces <u>OK</u>	Leading Spaces <u>OK</u>	Trailing Spaces <u>OK</u>	All Zeros <u>OK</u>	Leading Zeros <u>OK</u>	Trailing Zeros <u>OK</u>
YES	NO	YES	NO	NO	NO	NO	YES

OTHER INTERNAL EDITING:

If only Situation Found = 31, 32, or 33, then Blank OK

SECTION: A; General

LINE: 12

FIELD NAME ON THE FORM: Building Code Occupancy Type (continued)

INTERNAL SPECIFICATIONS: (other field vs this one)

Specific Property Use = 410-419 and Building Code Occupancy Type NOT = R3
Error "Specific Property Use Classified as Dwelling or Lodging Houses and
Building Code Occupancy Type NOT 'R3'."

Situation Found = 11, 12, or 13 and Building Code Occupancy Type = Blank
Error "Building Code Occupancy Type CANNOT be Blank on a structure fire."

Situation Found = 41, 42 or 43 and Building Code Occupancy Type = Blank
Warning "Are you sure NO structure was involved?"

SECTION: A; General

LINE: 12

FIELD NAME ON THE FORM: Structure Type

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: NO

Optional: NO

Conditional: YES

WHEN SITUATION FOUND IS: 11, 12, or 13 (OR)

WHEN AUTO/MUTUAL AID IS: NOT = 4, 5, or 6

WHEN OTHER CONDITION IS: Two separate conditions: 1. When Building Code Occupancy Type NOT = Blank. 2. When Situation(s) Found = 41, 42, 43 and Structure involved.

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (Field by itself)

Value Code: NFPA 901: Yes

CFIRS: No

Other Code or Value: No

CHAPTER: DAG (Limited)

IF NOT VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 1-7, 9 or Blank

THE DATA MUST CONTAIN: AN

Pick one of:

(A) Alpha ONLY

(AN) Alpha and Numeric ONLY

(ANS) Alpha Numeric and Special Characters (anything)

(N) Numeric ONLY

(O) Other (specify)

Justify <u>Left</u>	Justify <u>Right</u>	All Spaces <u>OK</u>	Leading Spaces <u>OK</u>	Trailing Spaces <u>OK</u>	All Zeros <u>OK</u>	Leading Zeros <u>OK</u>	Trailing Zeros <u>OK</u>
YES	NO	YES	NO	NO	NO	NO	NO

OTHER INTERNAL EDITING:

SECTION: A; General

LINE: 12

FIELD NAME ON THE FORM: Structure Type (continued)

EXTERNAL SPECIFICATIONS: (other field vs this one)

: If there is an entry in Building Code Occupancy Type, this field must be coded.

IF Building Code Occupancy Type is Blank, this field must be Blank.

: If Situation Found = 11, 12 or 13 and Structure Type = Blank
ERROR "A structure fire 'Structure Type' CANNOT be Blank.: If Situation Found = 41, 42 or 43 and Structure Type = Blank
WARNING "Are you sure no structure was involved?"

SECTION: A; General

LINE: 12

FIELD NAME ON THE FORM: Structure Status

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: NO

Optional: NO

Conditional: YES

WHEN SITUATION FOUND IS: 11, 12, or 13 (OR)

WHEN AUTO/MUTUAL AID IS: NOT = 4, 5 or 6

WHEN OTHER CONDITION IS: Two separate conditions: 1. When Building Code Occupancy Type NOT = Blank. 2. When Situation Found 41, 42, 43 and Structure involved.

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (Field by itself)

Value Code: NFPA 901: Yes
CHAPTER: DAI

CFIRS: No

Other Code or Value: No

IF NOT VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range 1 - 7, 9 or Blank

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric and Special Characters (anything)

Justify <u>Left</u>	Justify <u>Right</u>	All Spaces <u>OK</u>	Leading Spaces <u>OK</u>	Trailing Spaces <u>OK</u>	All Zeros <u>OK</u>	Leading Zeros <u>OK</u>	Trailing Zeros <u>OK</u>
YES	NO	YES	NO	NO	NO	NO	NO

OTHER INTERNAL EDITING:

SECTION: A; General

LINE: 12

FIELD NAME ON THE FORM: Structure Status

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF there is an entry in Building Code Occupancy Type, this field must be coded.

IF Building Code Occupancy Type is Blank, then this field must be BLANK.

IF Situation Found NOT = 11, 12 or 13 and Structure Status = Blank
ERROR "Structure Status CANNOT be Blank on a structure fire."

IF Situation Found = 41, 42 or 43 and Structure Status = Blank
WARNING "Are you sure no structure was involved?"

SECTION: A; General

LINE: 12

FIELD NAME ON THE FORM: Occupied at time of incident

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: No Optional: No Conditional: Yes

WHEN SITUATION FOUND IS: 11, 12, 13, 14

WHEN AUTO/MUTUAL AID IS: NOT - 4, 5, or 6

WHEN OTHER CONDITION IS: ~~Three separate conditions: 1. When Situation(s) Found is 14 and Mutual Aid NOT 4, 5, or 6.~~

~~Two separate conditions:~~

- ~~1. When Building Code Occupancy Type is not - BLANK.~~
- ~~2. When Situation(s) Found is 41, 42, 43 and structure involved.~~

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: Yes Other Code or Value: CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range 1-3 (Note: Code 3 is only acceptable when Building Code Occupancy Type is not BLANK.)

1=YES; 2=NO; 3=Unit Unoccupied but structure occupi

THE DATA MUST CONTAIN: AN

- Pick one of:
- (A) Alpha ONLY
 - (AN) Alpha & Numeric ONLY
 - (ANS) Alpha Numeric & Special Chars (anything)
 - (N) Numeric ONLY
 - (O) Other (specify)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
No	No	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
		Yes	No	No	No	No	No

OTHER INTERNAL EDITING:

SECTION: A; General

LINE: 12

FIELD NAME ON THE FORM: Occupied at Time of Incident (continued)

EXTERNAL SPECIFICATIONS: (other field vs this one)

If there is an entry in Building Code Occupancy Type, this field must be coded.

If Building Code Occupancy Type is Blank and Situation(s) Found = 14 and Mutual Aid not Provided, then this field must be completed.

IF Situation(s) Found NOT = 11, 12, 13 or 14 and Situation(s) Found = 41, 42 or 43 and Occupied at Time of Incident = Blank

WARNING "Are you sure NO structure was involved?"

SECTION: A; General

LINE: 1

FIELD NAME ON THE FORM: For Mobile Property Involved: Type

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: NO Optional: NO Conditional: YES

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS: NOT = 4, 5, 6

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: C

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Table with 8 columns: Justify Left, Justify Right, All Spaces, Leading Spaces, Trailing Spaces, All Zeros, Leading Zeros, Trailing Zeros. Rows for OK and NO.

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Situation Found = 12, 13, 14 and Mobile Property Type = 98
Error "You had a fire in Mobile Property and Mobile Property Type is
"NO Mobile Property Involved."

SECTION: A; General

LINE: 13

OLD NAME ON THE FORM: For Mobile Property Involved: Vehicle License No.

MEANING OF NAME: For Mobile Property Involved: Vehicle License Number

FIELD LENGTH: 10

NUMBER OF SETS: 1

REQUIRED: Always: No Optional: No Conditional: Yes
Yes No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS: NOT = 4, 5, 6

WHEN OTHER CONDITION IS: Mobile Property Type NOT = 98, 00

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: No
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify All Leading Trailing All Leading Trailing
Left Right Spaces Spaces Spaces Zeros Zeros Zeros
OK OK OK OK OK OK
Yes No Yes No Yes No No No

OTHER INTERNAL EDITING:

Blank OK if Auto/Mutual Aid = 4, 5 or 6

Blank OK if Mobile Type = 98, 00

EXTERNAL SPECIFICATIONS: (other field vs this one)

If Vehicle License Number = Blank

Warning "An attempt should be made for Vehicle License Number."

SECTION: A/ General

LINE: 13

FIELD NAME ON THE FORM: For Mobile Property Involved: State

MEANING OF NAME: For Mobile Property Involved: Vehicle License Number State

FIELD LENGTH: 2

NUMBER OF SETS:

REQUIRED: Always: No Optional: ~~No~~ Yes Conditional: ~~Yes~~ No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS: ~~NOT = 4, 5, or 6~~

WHEN OTHER CONDITION IS: ~~Mobile Property Type NOT = 98, 00~~

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Valid U.S. Post Office Abbreviation.

THE DATA MUST CONTAIN: A

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (speci...)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
No	No	Yes	No	No	No	No	No

OTHER INTERNAL EDITING:

~~Blank OK if Auto/Mutual Aid = 4, 5 or 6~~

~~Blank OK if Mobile Property Type = 98, 00~~

EXTERNAL SPECIFICATIONS: (other field vs this one)

~~If Vehicle License Number State = Blank~~

~~Warning "An attempt should be made for Vehicle License Number State."~~

SECTION: A; General

LINE: 13

FIELD NAME ON THE FORM: For Mobile Property Involved: Year

MEANING OF NAME: For Mobile Property Involved: Year of Vehicle

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: No Optional: No Conditional: Yes
Yes No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS: NOT = 4, 5, or 6

WHEN OTHER CONDITION IS: Mobile Property Type NOT = 98, 00

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: No
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Justify All Leading Trailing All Leading Trailing
Left Right Spaces Spaces Spaces Zeros Zeros Zeros
OK OK OK OK OK OK OK
No Yes Yes No No Yes Yes Yes

OTHER INTERNAL EDITING:

Blank OK if Auto/Mutual Aid = 4, 5 or 6

Blank OK if Mobile Property Type = 98, 00

EXTERNAL SPECIFICATIONS: (other field vs this one)

If Year of Vehicle = Blank

Warning "An attempt should be made for Year of Vehicle."

SECTION: A; General

LINE: 13

FIELD NAME ON THE FORM: For Mobile Property Involved: Make

MEANING OF NAME: For Mobile Property Involved: Make of Vehicle

FIELD LENGTH: 15

NUMBER OF SETS: 1

REQUIRED: Always: No Optional: ~~No~~ Yes Conditional: ~~Yes~~ No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS: ~~NOT = 4, 5, 6~~

WHEN OTHER CONDITION IS: ~~Mobile Property Type NOT = 98, 00~~

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: No CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: A

Pick one of: (A) Alpha ONLY (N) Numeric ONLY (AN) Alpha & Numeric ONLY (O) Other (specify) (ANS) Alpha Numeric & Special Chars (anything)

Justify Left Justify Right All Spaces OK Leading Spaces OK Trailing Spaces OK All Zeros OK Leading Zeros OK Trailing Zeros OK Yes No Yes No Yes No No No

OTHER INTERNAL EDITING:

Blank OK if Auto/Mutual Aid = 4, 5 or 6

Blank OK if Mobile Property Type = 98, 00

EXTERNAL SPECIFICATIONS: (other field vs this one)

If Make of vehicle = Blank

Warning "An attempt should be made for Make of Vehicle."

SECTION: A; General

LINE: 13

FIELD NAME ON THE FORM: For Mobile Property Involved: Model

MEANING OF NAME: For Mobile Property Involved: Model of Vehicle

FIELD LENGTH: 25

NUMBER OF SETS: 1

REQUIRED: Always: No Optional: ~~No~~
Yes Conditional: ~~Yes~~
No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS: ~~NOT = 4, 5, 6~~WHEN OTHER CONDITION IS: ~~Mobile Property Type NOT = 98, 00~~

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: No
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
<u>Left</u>	<u>Right</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
Yes	No	Yes	No	Yes	No	No	No

OTHER INTERNAL EDITING:

Blank OK if Auto/Mutual Aid = 4, 5, or 6Blank OK if Mobile Property Type = 98, 00

EXTERNAL SPECIFICATIONS: (other field vs this one)

Model of Vehicle = BlankWarning "An attempt should be made for Model of vehicle."

SECTION: A: General

LINE: 13

FIELD NAME ON THE FORM: For Mobile Property Involved: I.C.C./D.O.T. Permit N

MEANING OF NAME: For Mobile Property Involved: I.C.C./D.O.T. Permit Number

FIELD LENGTH: 9

NUMBER OF SETS: 1

REQUIRED: Always: No

Optional: No
Yes

Conditional: Yes
No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS: NOT = 4, 5, 6

WHEN OTHER CONDITION IS: Mobile Property Type NOT = 98, 00

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: No
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
OK	OK	OK	OK	OK	OK	OK	OK
Yes	No	Yes	No	Yes	No	No	No

OTHER INTERNAL EDITING:

Blank OK if Auto/Mutual Aid = 4, 5, or 6

Blank OK if Property Type = 98, 00

EXTERNAL SPECIFICATIONS: (other field vs this one)

If I.C.C./D.O.T. Permit Number = Blank

Warning "An attempt should be made for I.C.C./D.O.T. Permit Number"

SECTION: A; General

LINE: 13

OLD NAME ON THE FORM: For Mobile Property Involved: Vehicle Identification No.

MEANING OF NAME: For Mobile Property Involved: Vehicle Identification Number

FIELD LENGTH: 25

NUMBER OF SETS: 1

REQUIRED: Always: No Optional: No Conditional: Yes
Yes No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS: NOT = 4, 5, 6

WHEN OTHER CONDITION IS: Mobile Property Type NOT = 98, 00

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NEPA 901: No CFIRS: No Other Code or Value: No
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Justify All Leading Trailing All Leading Trailing
Left Right Spaces Spaces Spaces Zeros Zeros Zeros
OK OK OK OK OK OK OK
Yes No Yes No Yes No No No

OTHER INTERNAL EDITING:

Blank OK if Auto/Mutual Aid = 4, 5, or 6

Blank OK if Mobile Property Type = 98, 00

EXTERNAL SPECIFICATIONS: (other field vs this one)

Vehicle Identification Number = Blank

Warning "An attempt should be made for Vehicle Identification Number."

SECTION: A; General

LINE: 13

FIELD NAME ON THE FORM: For Mobile Property Involved: Drivers License No.

MEANING OF NAME: For Mobile Property Involved: Drivers License Number

FIELD LENGTH: 10

NUMBER OF SETS: 1

REQUIRED: Always: NO

Optional: ~~NO~~ YES

Conditional: YES NO

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS: ~~NOT = 4, 5, 6~~

WHEN OTHER CONDITION IS: ~~Mobile Property Type NOT = 98, 99~~

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CHAPTER: CFIRS: No Other Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

- Pick one of: (A) Alpha ONLY (N) Numeric ONLY
- (AN) Alpha & Numeric ONLY (O) Other (specify)
- (ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		OK	OK	OK	OK	OK	OK
YES	NO	YES	NO	YES	NO	NO	NO

OTHER INTERNAL EDITING:

~~Blank OK if Auto/Mutual Aid = 4, 5, or 6~~

~~Blank OK if Mobile Property Type = 98, 99~~

EXTERNAL SPECIFICATIONS: (other field vs this one)

~~If Drivers License No. = Blank~~

~~Note: An attempt should be made for Drivers License No.~~

SECTION: A; General

LINE: 13

FIELD NAME ON THE FORM: For Mobile Property Involved: State

MEANING OF NAME: For Mobile Property Involved: Drivers License Number State

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: No Optional: ~~No~~ Yes Conditional: ~~Yes~~ No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS: ~~NOT = 4, 5, 6~~

WHEN OTHER CONDITION IS: ~~Mobile Property Type NOT = 98, 00~~

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes CHAPTER:

NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Valid U.S. Post Office Abbreviation.

THE DATA MUST CONTAIN: A

Pick one of: (A) Alpha ONLY (N) Numeric ONLY (AN) Alpha & Numeric ONLY (O) Other (specify) (ANS) Alpha Numeric & Special Chars (anything)

Justify Left Right All Spaces OK Leading Spaces OK Trailing Spaces OK All Zeros OK Leading Zeros OK Trailing Zeros OK No Yes No No No No No

OTHER INTERNAL EDITING:

Blank OK if Auto/Mutual Aid = 4, 5, or 6

Blank OK if Mobile Property Type = 98, 00

EXTERNAL SPECIFICATIONS: (other field vs this one)

If Drivers License Number State = Blank

Warning "An attempt should be made for Drivers License State."

SECTION: B; Complete for All Fires

LINE:

FIELD NAME ON THE FORM:

MEANING OF NAME:

FIELD LENGTH:

NUMBER OF SETS:

REQUIRED: Always:

Optional:

Conditional:

WHEN SITUATION FOUND IS:

~~4-19~~ 10-17, 19

WHEN AUTO/MUTUAL AID IS:

NOT = 4, 5, OR 6

WHEN OTHER CONDITION IS:

Applies to all fields in Section B

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code:

NFPA 901:
CHAPTER:

CFIRS:

Other Code or Value:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN:

- Pick one of:
- (A) Alpha ONLY
 - (AN) Alpha & Numeric ONLY
 - (ANS) Alpha Numeric & Special Chars (anything)
 - (N) Numeric ONLY
 - (O) Other (specify)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATION: (other field vs this one)

ACTION: B; All Fires

LINE: 1

FIELD NAME ON THE FORM: Type of Action(s) Taken

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 4

REQUIRED: Always: YES Optional: NO Conditional: NO

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
 CHAPTER: JDA (limited)

NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Acceptable NFPA 901 Codes: 11-17, 54-56, 61-64, 71-73, 81,82,91,99.

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha & Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
NO	NO	NO #1	NO	NO	NO	NO	NO
		YES #2-4					

OTHER INTERNAL EDITING:

Must be in sequence (No gaps).
 No duplicate entries.

Code 11-15 can ONLY have one entry per record.

Code 99 should appear as the last entry.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B; All Fires

LINE: 1

FIELD NAME ON THE FORM: FIRE ORIGIN: AREA

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: YES Optional: NO Conditional: NO

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CHAPTER: E CFIRS: No Other Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY (AN) Alpha & Numeric ONLY (O) Other (specify) (ANS) Alpha Numeric & Special Chars (anything)

Justify Left Justify Right All Spaces OK Leading Spaces OK Trailing Spaces OK All Zeros OK Leading Zeros OK Trailing Zeros OK

OTHER INTERNAL EDITING:

SITUATION: B; All Fires

FIELD NAME ON THE FORM: Fire Origin: Area

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Fire Origin: Area = 01-09, 20-39, 70-79 & Situation Found = 14, 15, 16 or 17
ERROR "Fire outside structure and Area of Origin structural."

IF Fire Origin: Area = 80-89 and Situation Found = 15, 16 or 17
ERROR "Fire Situation Found outside of structure, no mobile property involved
and Area of Origin vehicle."

SECTION: B; All Fires

LINE: 1

FIELD NAME ON THE FORM: Fire Origin: Level

MEANING OF NAME:

FIELD LENGTH: 3

NUMBER OF SETS: 1

REQUIRED: Always: Yes No Optional: No Conditional: No Yes

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: When Situation (s) Found = 11, 12, or 13

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: CFIRS: Other Code or Value:
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: First character must be 'A' or 'B'

Last two (2) characters must be 01 to 99.

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)-
(ANS) Alpha Numeric & Special Chars (anything)

		All	Leading	Trailing	All	Leading	Trailing
Justify	Justify	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
<u>Left</u>	<u>Right</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
No	No	Yes	No	No	No	No	No

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

If Fire Origin: Level > 5
Warning "Level Above/Below 5 floors or 50 feet, are you sure?"

If Fire Origin: Level > 50 and Situation Found = 11, 12, or 13
Warning "Level > 50 floors, are you sure?"

SECTION: B; All Fires

LINE: 1

FIELD NAME ON THE FORM: Fire Origin: Horizontal Distance From

MEANING OF NAME:

FIELD LENGTH: 2 NUMBER OF SETS: 1

REQUIRED: Always: No Optional: No Conditional: Yes

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: Fire Origin: Area = 91, 92

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Range = 00 to 99, or Blank.

THE DATA MUST CONTAIN: AN

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha and Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>eft</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
No	Yes	Yes	No	No	Yes	Yes	No

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B; All Fires

LINE: 1

FIELD NAME ON THE FORM: Form of Heat

MEANING OF NAME: Form of Heat of Ignition

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: YES Optional: NO Conditional: NO

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: G

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specif.
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		OK	OK	OK	OK	OK	OK
NO	NO	YES	NO	NO	NO	NO	NO

OTHER INTERNAL EDITING:

SECTION: B; All Fires

LINE: 1

FIELD NAME ON THE FORM: Form of Heat

INTERNAL SPECIFICATIONS: (other field vs this one)

Form of Heat = 80-89 and Exposure Number = 000

WARNING "Form of Ignition is a hostile fire and Exposure Number is 000."

Exposure Number > 000 and Form of Heat NOT = 80-89

ERROR "You are reporting an Exposure Fire and Form of Heat of Ignition is not a hostile fire."

SECTION: B; All Fires

LINE: 1

FIELD NAME ON THE FORM: Ignition Factor

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: YES Optional: NO Conditional: NO

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: I

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		OK	OK	OK	OK	OK	OK
NO	NO	YES	NO	NO	NO	NO	NO

OTHER INTERNAL EDITING:

SECTION: B; All Fires

LINE: 1

FIELD NAME ON THE FORM: Ignition Factor (continued)

EXTERNAL SPECIFICATIONS: (other field vs this one)

- F Form of Heat = 56, 97 and Ignition Factor NOT = 11, 12 or 14
ERROR "Form of Heat of Ignition is incendiary device or multiple form and Ignition Factor is not intentionally set."

- F Ignition Factor = 34 and Form of Heat NOT = 01-09
ERROR "Ignition Factor is inadequate control of open fire and Form of Heat of Ignition is not open fire."

- F Form of Heat = 73 and Ignition Factor NOT = 84
ERROR "Form of Heat of Ignition is Lightning and Ignition Factor is not lightning."

SECTION: B; All Fires

LINE: 2

FIELD NAME ON THE FORM: Sex

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 2

REQUIRED: Always: NO Optional: YES Conditional: NO

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NEPA 901: Yes CHAPTER: LB CFIRS: No Other Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: M = Male; F = Female; U = Undetermined or Unknown

THE DATA MUST CONTAIN: A

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify <u>Left</u>	Justify <u>Right</u>	All Spaces <u>OK</u>	Leading Spaces <u>OK</u>	Trailing Spaces <u>OK</u>	All Zeros <u>OK</u>	Leading Zeros <u>OK</u>	Trailing- Zeros <u>OK</u>
NO	NO	YES	NO	NO	NO	NO	NO

OTHER INTERNAL EDITING:

IF Sex #1 and Age #1 = Blank
Error "Sex #1 must be coded before Sex #2 can be coded."

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B; All Fires

LINE: 2

FIELD NAME ON THE FORM: Age

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 2

REQUIRED: Always: No Optional: Yes Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Range = 01 to 99 or Blank.

THE DATA MUST CONTAIN: AN

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
No	Yes	Yes	No	No	No	Yes	No
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>

OTHER INTERNAL EDITING:

IF Sex #1 and Age #1 = Blank

Error "Age #1 must be coded before Age #2 can be coded."

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B; All Fires

LINE: 2

FIELD NAME ON THE FORM: Material First Ignited: Type

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: YES

Optional: NO

Conditional: NO

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes
CHAPTER: HB

CFIRS: No

Other Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

- Pick one of:
- (A) Alpha ONLY
 - (AN) Alpha & Numeric ONLY
 - (ANS) Alpha Numeric & Special Chars (anything)
 - (N) Numeric ONLY
 - (O) Other (specify)

Justify Left	Justify Right	All Spaces OK	Leading Spaces OK	Trailing Spaces OK	All Zeros OK	Leading Zeros OK	Trailing Zeros OK
NO	<u>YES</u>	YES	NO	NO	<u>YES</u>	<u>YES</u>	<u>YES</u>

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Material First Ignited: Type = 97 and Ignition Factor NOT = 11, 12 or 14
ERROR "Type of Material Ignited in is multiple ignitions and Ignition Factor is not incendiary origin."

SECTION: B; All Fires

LINE: 2

FIELD NAME ON THE FORM: Material First Ignited: Form

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: YES Optional: NO Conditional: NO

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NEPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: HA

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	<u>Spaces</u>	<u>Spaces</u>	<u>Spaces</u>	<u>Zeros</u>	<u>Zeros</u>	<u>Zeros</u>
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
NO	NO	YES	NO	NO	NO	NO	NO

OTHER INTERNAL EDITING:

SECTION: B; All Fires

FIELD NAME ON THE FORM: Material First Ignited: Form (continued)

IF Material First Ignited: Form = 97 and Ignition Factor NOT = 11, 12 or 14
ERROR "Form of Material Ignited is multiple ignitions and Ignition Factor
is not of incendiary origin."

IF Material First Ignited: Type = 10-19 and Material First Ignited: Form NOT =
65, 86, 99 or 00
ERROR "Type of Material Ignited is gas and Form of Material Ignited is not a
fuel or gas related product."

IF, Material First Ignited: Type = 20-29 and Material First Ignited: Form NOT =
58, 59, ~~50~~ 60, 62, 65, 71, 73, 83, 86, 97, 99 or 00
ERROR "Type Material Ignited is a flammable liquid and Form of Material
Ignited is not a flammable liquid."

SECTION: B; All Fires

LINE: 2

FIELD NAME ON THE FORM: Contributing Factor(s)

MEANING OF NAME:

FIELD LENGTH: 3 NUMBER OF SETS: 2

REQUIRED: Always: No Optional: Yes Conditional: Yes

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: Form of Heat = 54, 55

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: JEF

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha and Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>eft</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
No	No	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
No	No	Yes	No	No	No	No	No

OTHER INTERNAL EDITING:

IF Contributing Factor #1 = Blank and Contributing Factor #2 NOT = Blank
 Error "Contributing Factor #1 must be coded before Contributing Factor #2 can be coded."

IF Contributing Factor #1 = Contributing Factor #2
 Error "Contributing Factor #2 can not be the same as Contributing Factor #1."

SECTION: B; All Fires

LINE: 2

FIELD NAME ON THE FORM: Contributing Factor(s) (Continue)

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Form of Heat = 54, 55 and Contributing Factor #1 = Blank
Error "Please identify the type of firework device or rocket."

IF Form of Heat = 54 and Contributing Factor #1 NOT = 800 - 859, 870 - 899
Error "Form of Heat of Ignition is Fireworks and Contributing Factor
does not identify a specific firework device"

IF Form of Heat = 55 and Contributing Factor #1 NOT = 860 - 869
Error "Form of Heat of Ignition is model/amateur rocket and Contributing
Factor does not identify a specific rocket."

SECTION: B; All Fires

LINE: 2

FIELD NAME ON THE FORM: Method of Extinguishment

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: YES Optional: NO Conditional: NO

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: NO Other Code or Value: No
CHAPTER: JDB

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 1-9

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha & Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
NO	NO	YES	NO	NO	NO	NO	NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

ERROR "Type of Action Taken = 11, 12, 13 or 15 and Method of Extinguishment = 1
 Method of Extinguishment is self-extinguished."

SECTION: B; All Fires

LINE: 3

FIELD NAME ON THE FORM: Estimated Property Loss

MEANING OF NAME:

FIELD LENGTH: 9 NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NEPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Range = 00000000 to 999999999

THE DATA MUST CONTAIN: N

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
<u>Left</u>	<u>Right</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
No	Yes	No	No	No	Yes	Yes	No

OTHER INTERNAL EDITING:

SECTION B: All Fires

LINE: 3

FIELD NAME ON THE FORM: Estimated Property Loss (continued)

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Situation Found = 11 (Structure), 15 and (Estimated Property Loss > 400,000
Warning "Are you sure the Property Loss is greater than \$400,000?"

IF Situation Found = 12 (Mobile Used As a Structure) and Estimated Property Loss > 100,000
Warning "Are you sure the Property Loss is greater than \$100,000?"

IF Situation Found = 13 (Mobile Inside a Structure), 14 (Vehicle), 17 and Estimated Property
Loss > 50,000
Warning "Are you sure the Property Loss is greater than \$50,000?"

IF SITUATION FOUND = 15 (BRUSH/GRASS) AND ESTIMATED PROPERTY LOSS > \$100
WARNING "ARE YOU SURE THE PROPERTY LOSS IS GREATER THAN \$100?"

IF Situation Found = 16 (Refuse Fire Outside) and Estimated Property Loss > 100
Warning "Are you sure the Property Loss is greater than \$100."

IF Situation Found = 17 (Other Outside Fire) and Estimated Property Loss > \$5,000
Warning "Are you sure the Property Loss is greater than \$5,000?"

IF Situation Found = 10 (Fire/Insufficient Information) or 19 (Fire/Not Classified) and a dollar
loss reported
Warning "If there's a dollar loss, then fire should be reported as a Situation Found 11, 12,
13, 14, 15, 16 or 17."

SECTION: **B; All Fires**

LINE: 3

FIELD NAME ON THE FORM: **Estimated Contents Loss**

MEANING OF NAME:

FIELD LENGTH: **9** NUMBER OF SETS: **1**

REQUIRED: Always: **Yes** Optional: **No** Conditional: **No**

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: **No** CFIRS: **No** Other Code or Value: **Yes**
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Range = 000000000 to 999999999

THE DATA MUST CONTAIN: **N**

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha and Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
No	Yes	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
		No	No	No	Yes	Yes	No

OTHER INTERNAL EDITING:

SECTION B: All Fires

LINE: 3

FIELD NAME ON THE FORM: Estimated Contents Loss (Continued)

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Situation Found = 11 (Structure) and Estimated Contents Loss > \$150,000
WARNING "Are you sure Content Loss was greater than \$150,000?"

IF Situation Found = 12 (Mobile property used as a structure) and Estimated Content Loss > \$75,000
WARNING "Are you sure Content Loss was greater than \$75,000?"

IF Situation Found = 13 (Mobile/Inside a structure) and 14 (Vehicle fire) and Estimated Content Loss > \$5,000
WARNING "Are you sure Content Loss was greater than \$5,000?"

IF Situation Found = 15 (Brush/Grass), 16 (Refuse Fire/Outside) 17 (Other outside fire) and Estimated Contents Loss > 0
ERROR WARNING "No Contents Loss is reportable on an outside fire; report under Property Loss."

IF Situation Found = 10 (Fire/Insufficient Information) and 19 (Fire/Not Classified) and Estimated Content Loss > 0
WARNING "If content loss then fire must be classified as a Situation Found 11, 12, 13 or 14."

SECTION: B; All Fires

LINE:

FIELD NAME ON THE FORM:

MEANING OF NAME: Total Estimated Loss

FIELD LENGTH: 10

NUMBER OF SETS: 1

REQUIRED: Always: Yes

Optional: No

Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 0000000000 to 9999999999.

THE DATA MUST CONTAIN: N (NOTE: Do not leave Blank. Must be zero filled.)

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
NO	YES	NO	NO	NO	YES	YES	YES

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

Sum of Estimated Property Loss + Estimated Contents loss.

SECTION: B; All Fires

LINE: 3

FIELD NAME ON THE FORM: Fuel Model

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: NO Optional: NO Conditional: YES

WHEN SITUATION FOUND IS: 15
WHEN AUTO/MUTUAL AID IS: NOT = 4, 5 OR 6
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: JEE (Expanded)

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Change NFPA 901 numeric codes to alpha letters

For example: 1 = "A" to 22 = "Z", or Blank

NOTE: NO "M", "V", "W", "X" -- SEE CFIRS MANUAL FOR CORRECT CODES

THE DATA MUST CONTAIN: A

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Table with 8 columns: Justify Left, Justify Right, All Spaces, Leading Spaces, Trailing Spaces, All Zeros, Leading Zeros, Trailing Zeros. Values include OK, NO, YES.

OTHER INTERNAL EDITING:

INTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B; All Fires

LINE: 3

FIELD NAME ON THE FORM: Acres Burned

MEANING OF NAME:

FIELD LENGTH: 7

NUMBER OF SETS: 1

Note: Implied decimal point between 6th & 7th position

REQUIRED: Always: NO Optional: NO Conditional: YES

WHEN SITUATION FOUND IS: 15

WHEN AUTO/MUTUAL AID IS: NOT = 4, 5 OR 6

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: JEE (Expanded)

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 0000001 to 9999999, or Blank.

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Justify All Leading Trailing All Leading Trailing
Left Right Spaces Spaces Spaces Zeros Zeros Zeros
OK OK OK OK OK OK OK
NO YES YES NO NO NO YES NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B; All Fires

LINE: 4

FIELD NAME ON THE FORM: IF EQUIPMENT INVOLVED IN IGNITION: TYPE

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: YES

Optional: NO

Conditional: NO

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code:

NFPA 901: Yes

CFIRS: No

Other Code or Value: No

CHAPTER: F

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of:

(A) Alpha ONLY

(N) Numeric ONLY

(AN) Alpha & Numeric ONLY

(O) Other (specify)

(ANS) Alpha Numeric & Special Chars (anything)

Justify Left	Justify Right	All Spaces OK	Leading Spaces OK	Trailing Spaces OK	All Zeros OK	Leading Zeros OK	Trailing Zeros OK
NO	NO YES	YES	NO	NO	YES	YES	NO

OTHER INTERNAL EDITING:

INTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B; All Fires

Line: 2

FIELD NAME ON THE FORM: If Equipment Involved in Ignition: Type (Continued)

IF Form of Heat = 11-39, 46, 47, 68 and Equipment Involved: Type = 98

ERROR "Form of Heat of Ignition is equipment and Equipment Involved is NO Equipment involved."

IF Form of Heat = 11, 12, 13, 42 (~~Molten hot material including brake shoe~~) and Equipment Involved: Type NOT = 87 (Torch/Welder), or 01-09 (Vehicle)

ERROR "Form of Heat of Ignition is a torch and Equipment Involved in Ignition is NOT a torch."

IF Form of Heat NOT = 11, 12, 13, 42 and Equipment Involved: Type = 87

ERROR "Equipment Involved in Ignition is a torch and Form of Heat of Ignition is NOT a torch."

SECTION: B; All Fires

LINE: 4

FIELD NAME ON THE FORM: If Equipment Involved in Ignition: Model

MEANING OF NAME:

FIELD LENGTH: 25 NUMBER OF SETS: 1

REQUIRED: Always: No Optional: No Conditional: Yes

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: Equipment Involved: Type NOT = 98, 00

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: No
 CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha and Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>eft</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
Yes	No	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
Yes	No	Yes	No	Yes	No	No	No

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B; All Fires

LINE: 4

FIELD NAME ON THE FORM: If Equipment Involved in Ignition: Year

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: No Optional: ~~No~~ Yes Conditional: ~~Yes~~ No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: ~~Equipment Involved: Type NOT = 98, 00~~

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: No
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
No	No	Yes	No	No	Yes	Yes	Yes

OTHER INTERNAL EDITING:

~~Blank OK if Equipment Involved: Type = 98, 00~~

EXTERNAL SPECIFICATIONS: (other field vs this one)

~~If Year = Blank~~

~~Warning "An attempt should be made for year."~~

SECTION: B; All Fires

LINE: 4

FIELD NAME ON THE FORM: If Equipment Involved in Ignition: Make

MEANING OF NAME:

FIELD LENGTH: 15 NUMBER OF SETS: 1

REQUIRED: Always: No Optional: No Conditional: Yes

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: Equipment Involved: Type NOT = 98, 00

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: No
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha and Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>eft</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
Yes	No	Yes	No	Yes	No	No	No

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: **B; All Fires**

LINE: 4

FIELD NAME ON THE FORM: **If Equipment Involved in Ignition: Serial No.**

MEANING OF NAME: **If Equipment Involved in Ignition: Serial Number**

FIELD LENGTH: **25** NUMBER OF SETS: **1**

REQUIRED: Always: **No** Optional: **No** Conditional: **Yes**

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: **Equipment Involved: Type NOT = 98, 00**

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: **No** CFIRS: **No** Other Code or Value: **Yes**
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: **AN**

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha and Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
Yes	No	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
Yes	No	Yes	No	Yes	No	No	No

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: C; Complete for Structure Fire

LINE:

FIELD NAME ON THE FORM:

MEANING OF NAME:

FIELD LENGTH:

NUMBER OF SETS:

REQUIRED: Always:

Optional:

Conditional:

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

11, 12, 13
NOT = 4, 5, OR 6



Applies to all Fields in Section C

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code:

NFPA 901:
CHAPTER:

CFIRS:

Other Code or Value:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN:

- Tick one of: (A) Alpha ONLY (N) Numeric ONLY
- (AN) Alpha & Numeric ONLY (O) Other (specify)
- (ANS) Alpha Numeric & Special Chars (anything)

Justify <u>Left</u>	Justify <u>Right</u>	All Spaces <u>OK</u>	Leading Spaces <u>OK</u>	Trailing Spaces <u>OK</u>	All Zeros <u>OK</u>	Leading Zeros <u>OK</u>	Trailing Zeros <u>OK</u>
------------------------	-------------------------	----------------------------	--------------------------------	---------------------------------	---------------------------	-------------------------------	--------------------------------

OTHER INTERNAL EDITING:

INTERNAL SPECIFICATION: (other field vs this one)

SECTION: C; Complete for Structure Fire

LINE: 1

FIELD NAME ON THE FORM: Construction Type

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: YES Optional: NO Conditional: NO

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CHAPTER: DAA CFIRS: No Other Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 0-5,9

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY (AN) Alpha & Numeric ONLY (O) Other (specif... (ANS) Alpha Numeric & Special Chars (anything)

Justify Left Justify Right All Spaces OK Leading Spaces OK Trailing Spaces OK All Zeros OK Leading Zeros OK Trailing Zeros OK NO NO YES NO NO YES NO NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Situation Found #1-#4 is coded 11, 12, 13 then Construction Type cannot be Blank.

SECTION: C; Structure

LINE: 1

FIELD NAME ON THE FORM: Roof Covering

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: YES Optional: NO Conditional: NO

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CHAPTER: CFIRS: Yes Other Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 0-4, 6-9

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Left	Justify Right	All Spaces OK	Leading Spaces OK	Trailing Spaces OK	All Zeros OK	Leading Zeros OK	Trailing Zeros OK
NO	NO	YES	NO	NO	NO	NO	NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Situation Found #1-4 is coded 11-13, then Roof Covering cannot be Blank.

SECTION: C; Structure Fire

LINE: 1

FIELD NAME ON THE FORM: Number of Stories

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: YES Optional: NO Conditional: NO

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 00 to 99

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Left	Justify Right	All Spaces OK	Leading Spaces OK	Trailing Spaces OK	All Zeros OK	Leading Zeros OK	Trailing Zeros OK
NO	YES	YES	NO	NO	YES	YES	NO

OTHER INTERNAL EDITING:

SECTION: C; Structure Fire

FIELD NAME ON THE FORM: Number of Stories (continue)

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Level of Fire Origin > Number of Stories

Warning "Level of Fire Origin is higher than Number of Stories."

IF Number of Stories = 00 and Level of Fire Origin NOT = B01 - B99

Warning "Building is completely below ground and Level of Fire Origin is NOT below ground."

IF Specific Property Use = 410-419 and Number of Stories > 03

Warning "You are reporting a 1 or 2 Family Dwelling (Structure) over 3 stories, are you sure?"

IF Situation Found #1-4 is coded 11-13, then Number of Stories cannot be Blank.

SECTION: C; Structure Fire

LINE: 1

FIELD NAME ON THE FORM: Extent of Damage: Flame

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: YES Optional: NO Conditional: NO

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CHAPTER: KB CFIRS: No Other Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 0-7

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY (AN) Alpha & Numeric ONLY (O) Other (specif.. (ANS) Alpha Numeric & Special Chars (anything)

Justify Left Justify Right All Spaces OK Leading Spaces OK Trailing Spaces OK All Zeros OK Leading Zeros OK Trailing Zeros OK NO NO YES NO NO YES YES NO NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Situation Found #1-4 is coded 11-13, then Extent of Damage: Flame cannot Blank.

SECTION: C; Structure Fire

LINE: 1

FIELD NAME ON THE FORM: Extent of Damage: Smoke

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: YES Optional: NO Conditional: NO

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CHAPTER: KCA CFIRS: No Other Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 0-8

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
NO	NO	YES	NO	NO	NO	NO	NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Situation Found #1-4 is coded 11-13, then Extent of Damage: Smoke cannot be Blank.

SECTION: C; Structure Fire

LINE: 2

FIELD NAME ON THE FORM: MATERIAL GENERATING MOST SMOKE: TYPE

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: NO

Optional: NO YES

Conditional: YES NO

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: ~~if Extent of Smoke Damage = 4-7~~

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code:

NFPA 901: Yes
CHAPTER: HB

CFIRS: No

Other Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of:

(A) Alpha ONLY

(N) Numeric ONLY

(AN) Alpha & Numeric ONLY

(O) Other (specify)

(ANS) Alpha Numeric & Special Chars (anything)

Justify
Left

Justify
Right

All
Spaces
OK

Leading
Spaces
OK

Trailing
Spaces
OK

All
Zeros
OK

Leading
Zeros
OK

Trailing
Zeros
OK

NO

NO
 YES

YES

NO

NO

YES

NO

NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SITUATION: C; Structure Fire

LINE: 2

FIELD NAME ON THE FORM: Material Generating Most Smoke: Form

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: NO

Optional: ~~NO~~
Yes

Conditional: ~~YES~~
NO

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: ~~If Extent of Smoke Damage = 4-7~~

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Code: NFPA 901: YES CHAPTER: HA

CFIRS: NO

Other Code or Value: NO

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Left	Justify Right	All Spaces OK	Leading Spaces OK	Trailing Spaces OK	All Zeros OK	Leading Zeros OK	Trailing Zeros OK
NO	NO	YES	NO	NO	YES	YES	NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: C; Structure Fire

LINE: 2

FIELD NAME ON THE FORM: Material Generating Most Smoke: Form

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Material Generating Most Smoke: Type = 10-19 and Material Generating Most Smoke: Form NOT = 65, 86, 99, 00

ERROR "Type of Material Generating Most Smoke is gas and Form of Material Generating Most Smoke is not a fuel or gas related product."

IF Material Generating Most Smoke: Type = 20-29 and Material Generating Most Smoke: Form NOT = 58, 59, 60, 62, 65, 71, 73, 83, 86, 97, 99, 00

ERROR "Type of Material Generating Most Smoke is flammable liquid and Form of Material Generating most Smoke is not a flammable liquid."

SECTION: C; Structure Fire

LINE: 2

FIELD NAME ON THE FORM: AVENUE OF SMOKE TRAVEL

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: NO Optional: NO YES Conditional: YES NO

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS: If Extent of Smoke Damage = 4-7

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: JFB (Expanded)

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 0-7, 9

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Justify All Leading Trailing All Leading Trailing
Left Right Spaces Spaces Spaces Zeros Zeros Zeros
OK OK OK OK OK OK OK
NO YES YES YES YES YES YES YES
NO NO NO NO NO NO NO NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: C; Structure Fire

LINE: 2

FIELD NAME ON THE FORM: DETECTION SYSTEM: TYPE

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: YES

Optional: NO

Conditional: NO

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code:

NFPA 901: Yes
CHAPTER: JHA

CFIRS: No

Other Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 0-9

THE DATA MUST CONTAIN: AN

- Pick one of:
- (A) Alpha ONLY
 - (AN) Alpha & Numeric ONLY
 - (ANS) Alpha Numeric & Special Chars (anything)
 - (N) Numeric ONLY
 - (O) Other (specify)

Justify <u>Left</u>	Justify <u>Right</u>	All Spaces <u>OK</u>	Leading Spaces <u>OK</u>	Trailing Spaces <u>OK</u>	All Zeros <u>OK</u>	Leading Zeros <u>OK</u>	Trailing Zeros <u>OK</u>
NO	NO	YES	NO	NO	YES	NO	NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

CONDITION: C; Structure Fire

LINE: 2

FIELD NAME ON THE FORM: DETECTION SYSTEM: POWER SUPPLY

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: NO

Optional: NO

Conditional: YES

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: If Detection System: Type NOT = 8 OR 9

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code:

NFPA 901: Yes

CFIRS: No

Other Code or Value: No

CHAPTER: JHB

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 0-7, 9

1. DATA MUST CONTAIN: AN

Pick one of:

(A) Alpha ONLY

(N) Numeric ONLY

(AN) Alpha & Numeric ONLY

(O) Other (specify)

(ANS) Alpha Numeric & Special Chars (anything)

Justify Left	Justify Right	All Spaces	Leading Spaces	Trailing Spaces	All Zeros	Leading Zeros	Trailing Zeros
<input type="checkbox"/>							
NO	YES NO	YES	YES NO	YES NO	YES	YES NO	YES NO

OTHER INTERNAL EDITING:

SECTION: C; Structure Fire

LINE: 2

FIELD NAME ON THE FORM: DETECTION SYSTEM: POWER SUPPLY (continued)

EXTERNAL SPECIFICATIONS: (other field vs this one)

Detection System: Type NOT = 8 or 9 and Detection System: Power Supply = BLANK
ERROR "Type of Detection is present and Detection Power Supply is BLANK."

SITUATION: C; Structure Fire

LINE: 2

FIELD NAME ON THE FORM: DETECTION SYSTEM: PERFORMANCE

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: NO Optional: NO Conditional: YES

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: If Detection System: Type NOT = 8 or 9

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: JHC

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: 0-7, 9

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Table with 8 columns: Justify Left, Justify Right, All Spaces, Leading Spaces, Trailing Spaces, All Zeros, Leading Zeros, Trailing Zeros. Each cell contains YES/NO options.

OTHER INTERNAL EDITING:

SECTION: C; Structure Fire

LINE: 2

FIELD NAME ON THE FORM: DETECTION SYSTEM: PERFORMANCE (continued)

EXTERNAL SPECIFICATIONS: (other field vs this one)

If Detection System: Type NOT = 8 or 9 and Detection System: Performance = BLANK
ERROR "Type of Detection is present and Detection Performance is BLANK."

SITUATION: C; Structure Fire

LINE: 2

FIELD NAME ON THE FORM: DETECTION SYSTEM: REASON FOR FAILURE

MEANING OF NAME:

FIELD LENGTH: 1 NUMBER OF SETS: 1

REQUIRED: Always: NO Optional: NO Conditional: YES

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS: Detection System: Type NOT = 8 or 9

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Code: NFPA 901: Yes CHAPTER: JHH
CFIRS: No
Other Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range 0-4, 7, 9

DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Table with 8 columns: Justify Left, Justify Right, All Spaces, Leading Spaces, Trailing Spaces, All Zeros, Leading Zeros, Trailing Zeros. Each cell contains YES/NO options.

OTHER INTERNAL EDITING:

SECTION: C; Structure Fire

LINE: 2

FIELD NAME ON THE FORM: DETECTION SYSTEM: REASON FOR FAILURE (continued)

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Detection System: Type NOT = 8 or 9 and Detection System: Reason for Failure = BLANK

ERROR "Type of Detection is present and Detection System: Reason for Failure BLANK."

SECTION: C; Structure Fire

LINE: 3

FIELD NAME ON THE FORM: EXTINGUISHING SYSTEM: TYPE

MEANING OF NAME:

FIELD LENGTH: 2 NUMBER OF SETS: 1

REQUIRED: Always: YES Optional: NO Conditional: NO

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: DIA

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

T. DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Left Justify Right All Spaces OK Leading Spaces OK Trailing Spaces OK All Zeros OK NO Leading Zeros OK NO Trailing Zeros OK NO

OTHER INTERNAL EDITING:

SECTION: C; Structure Fire

LINE: 3

FIELD NAME ON THE FORM: EXTINGUISHING SYSTEM: TYPE (continued)

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: C; Structure Fire

LINE: 3

FIELD NAME ON THE FORM: EXTINGUISHING SYSTEM: PERFORMANCE

MEANING OF NAME:

FIELD LENGTH: 1 NUMBER OF SETS: 1

REQUIRED: Always: NO Optional: NO Conditional: YES

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS: Extinguishing System: Type NOT = 98 ex-99

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: JHD

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range 0-4, 9

WHAT DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify All Leading Trailing All Leading Trailing
Left Right Spaces Spaces Spaces Zeros Zeros Zeros
left Right OK OK OK OK OK OK
NO NO YES NO NO YES NO NO

OTHER INTERNAL EDITING:

SECTION: C; Structure Fire

LINE: 3

FIELD NAME ON THE FORM: EXTINGUISHING SYSTEM: PERFORMANCE (continued)

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Extinguishing System: Type = 98 and Extinguishing System: Performance NOT = BLANK

ERROR "Type of Extinguishing System is no extinguishing system and Extinguishing System: Performance is not BLANK."

IF Extinguishing System: Type NOT = 98 and Extinguishing System: Performance = BLANK

ERROR "Type of Extinguishing System is present and Extinguishing System Performance is BLANK."

SECTION: C; Structure Fire

LINE: 3

FIELD NAME ON THE FORM: EXTINGUISHING SYSTEM: REASON FOR FAILURE

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: NO Optional: NO Conditional: YES

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: Extinguishing System: Type NOT = 98, 99

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: JHD

NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range 0-5, 7, 9

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha & Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify Left	Justify Right	All Spaces OK	Leading Spaces OK	Trailing Spaces OK	All Zeros OK	Leading Zeros OK	Trailing Zeros OK
NO	YES NO	YES NO	YES	YES NO	YES	YES NO	YES NO

OTHER INTERNAL EDITING:

SECTION: C; Structure Fire

LINE: 3

FIELD NAME ON THE FORM: EXTINGUISHING SYSTEM: REASON FOR FAILURE (Continued)

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Extinguishing System Type = 98 and Extinguishing System: Reason for Failure NOT = BLANK

ERROR "Type of Extinguishing System is no extinguishing system and Extinguishing System Reason for Failure is not BLANK."

IF Extinguishing System: Performance = 1, 4 and Extinguishing System; Reason for Failure NOT = 7

ERROR "Extinguishing System Performance worked properly but Extinguishing System Failure is NOT No Failure."

IF Extinguishing System: Type NOT = 98 and Extinguishing System: Reason for Failure = BLANK

ERROR "Type of Extinguishing System is present and Extinguishing System Reason for Failure is Blank."

SECTION: C; Structure Fire

LINE: 3

FIELD NAME ON THE FORM: Sprinkler Head(s): Type

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: NO Optional: NO Conditional: YES

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: Extinguishing System: Type = 11-17, 21-26

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CHAPTER: CFIRS: Yes Other Code or Value: No

NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY (AN) Alpha & Numeric ONLY (O) Other (specify) (ANS) Alpha Numeric & Special Chars (anything)

Justify Left Justify Right All Spaces OK Leading Spaces OK Trailing Spaces OK All Zeros OK Leading Zeros OK Trailing Zeros OK NO NO YES NO NO NO NO NO

OTHER INTERNAL EDITING:

SECTION: C; Structure Fire

LINE: 3

FIELD NAME ON THE FORM: Sprinkler Head(s): Type (continued)

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Extinguishing System: Type NOT = 11-17, 21-26
Blank OK for Sprinkler Head(s): Type.

IF Sprinkler Head(s): Type = Blank then
Extinguishing System: Type must NOT equal 11-17, 21-26.

IF Extinguishing System: Type = 98 and Sprinkler Head(s): Type NOT = Blank
Error "Type of Extinguishing System is none present and Type of Sprinkler
Head(s) is not Blank."

IF Extinguishing System: Type > 26 and Sprinkler Head(s): Type NOT = Blank
Error "Type of Extinguishing System is NOT a sprinkler system or NO
sprinklers are present and you are reporting a Type of Sprinkler Head."

SECTION: C; Structure Fire

LINE: 3

FIELD NAME ON THE FORM: SPRINKLER HEAD(S): NUMBER ACTIVATED

MEANING OF NAME:

FIELD LENGTH: 3 NUMBER OF SETS: 1

REQUIRED: Always: NO Optional: NO Conditional: YES

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS: Extinguishing System: Type = 11-17, 21-26

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 000-999, or Blank

DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Table with 8 columns: Justify (left/right), All Spaces, Leading Spaces, Trailing Spaces, All Zeros, Leading Zeros, Trailing Zeros. Rows for YES/NO and OK.

OTHER INTERNAL EDITING:

SECTION: C; Structure Fire

LINE: 3

FIELD NAME ON THE FORM: SPRINKLER HEAD(S): NUMBER ACTIVATED (continued)

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Sprinkler Head(s): Type = Blank and Sprinkler Head(s): Number Activated NOT = Blank

ERROR "Type of Sprinkler Head(s) is none present and Number of Sprinkler Head(s) Activated is not Blank."

IF Sprinkler Head(s): Type NOT = Blank and Sprinkler Head(s): Number Activated = Blank

ERROR "Type of Sprinkler Head(s) are identified but Number of Sprinkler Head(s) Activated is Blank."

IF Extinguishing System: Performance = 1, 2 and Sprinkler Head(s): Number Activated = 000

ERROR "Extinguishing System Performance indicated sprinklers operated and you are reporting 'NO sprinklers activated'."

IF Sprinkler Head(s): Number Activated > 10

Warning "Are you sure more than 10 Sprinkler Head(s) were Activated?"

(Note: No change. Moved from Page 28, Other Internal Editing.)

SECTION: D; Complete for Fire Service Casualty

LINE:

FIELD NAME ON THE FORM:

MEANING OF NAME:

FIELD LENGTH:

NUMBER OF SETS:

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: CHAPTER: CFIRS: Other Code or Value:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN:

- Pick One of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify eft Justify Right All Spaces OK Leading Spaces OK Trailing Spaces OK All Zeros OK Leading Zeros OK Trailing Zeros OK

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION D: Casualty Section

LINE: 1

FIELD NAME ON THE FORM: Fire Service Casualty: Injuries

MEANING OF NAME:

FIELD LENGTH: 3

NUMBER OF SETS: 1

REQUIRED: Always: Yes

Optional: No

Conditional: No

WHEN SITUATION FOUND IS:
 WHEN AUTO/MUTUAL AID IS:
 WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (Field by itself)

Value Code: NFPA 901: No
CHAPTER:

CFIRS: No

Other Code or Value: Yes

IF NOT VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 000 to 999

THE DATA MUST CONTAIN: N

Pick one of:

(A) Alpha ONLY

(AN) Alpha and Numeric ONLY

(ANS) Alpha Numeric and Special Characters (anything)

(N) Numeric ONLY

(O) Other (specify)

Justify <u>Left</u>	Justify <u>Right</u>	All Spaces <u>OK</u>	Leading Spaces <u>OK</u>	Trailing Spaces <u>OK</u>	All Zeros <u>OK</u>	Leading Zeros <u>OK</u>	Trailing Zeros <u>OK</u>
NO	YES	NO	NO	NO	YES	YES	YES

OTHER INTERNAL EDITING:

Must have a matching Fire Service Casualty form for each reported injury.

EXTERNAL SPECIFICATIONS:

IF Fire Service injurys are > 2

WARNING "Are you sure there's 2 or more Fire Service injurys?"

SECTION D: Casualty Section

LINE: 1

FIELD NAME ON THE FORM: Fire Service Casualty: Fatalities

MEANING OF NAME:

FIELD LENGTH: 3

NUMBER OF SETS: 1

REQUIRED: Always: YES

Optional: NO

Conditional: NO

WHEN SITUATION FOUND IS:
 WHEN AUTO/MUTUAL AID IS:
 WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (Field by itself)

Value Code: NFPA 901: No
CHAPTER:

CFIRS: No

Other Code or Value: Yes

IF NOT VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 000 to 999

THE DATA MUST CONTAIN: N

Pick one of: (A) Alpha ONLY
 (AN) Alpha and Numeric ONLY
 (ANS) Alpha Numeric and Special Characters (anything)

(N) Numeric ONLY
 (O) Other (specify)

Justify <u>Left</u>	Justify <u>Right</u>	All Spaces <u>OK</u>	Leading Spaces <u>OK</u>	Trailing Spaces <u>OK</u>	All Zeros <u>OK</u>	Leading Zeros <u>OK</u>	Trailing Zeros <u>OK</u>
NO	YES	NO	NO	YES	YES	YES	YES

OTHER INTERNAL EDITING:

Must have a matching Fire Service Casualty form for each reported fatality.

EXTERNAL SPECIFICATIONS:

IF Fire Service Fatality > 0

WARNING "Are you sure there's Fire Service fatality(s)?"

SECTION: D; Complete for Non-Fire Service Fire Casualty LINE:

FIELD NAME ON THE FORM:

MEANING OF NAME:

FIELD LENGTH:

NUMBER OF SETS:

REQUIRED: Always: No Optional: No Conditional: Yes

WHEN SITUATION FOUND IS: 10 - 19

WHEN AUTO/MUTUAL AID IS: NOT = 4, 5, 6

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: CHAPTER: CFIRS: Other Code or Value:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN:

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION D: Casualty Section

LINE: 1

FIELD NAME ON THE FORM: Non-Fire Service Fire Casualty: Injuries

MEANING OF NAME:

FIELD LENGTH: 3

NUMBER OF SETS: 1

REQUIRED: Always: NO

Optional: NO

Conditional: YES

WHEN SITUATION FOUND IS: 10-17, 19

WHEN AUTO/MUTUAL AID IS: NOT = 4, 5, 6

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (Field by itself)

Value Code: NFPA 901: No
CHAPTER:

CFIRS: No

Other Code or Value: Yes

IF NOT VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 000 to 999

THE DATA MUST CONTAIN: N

Pick one of:

(A) Alpha ONLY

(AN) Alpha and Numeric ONLY

(ANS) Alpha Numeric and Special Characters (anything)

(N) Numeric ONLY

(O) Other (specify)

Justify <u>Left</u>	Justify <u>Right</u>	All Spaces <u>OK</u>	Leading Spaces <u>OK</u>	Trailing Spaces <u>OK</u>	All Zeros <u>OK</u>	Leading Zeros <u>OK</u>	Trailing Zeros <u>OK</u>
NO	YES	NO	NO	NO	YES	YES	<u>NO</u> YES

OTHER INTERNAL EDITING:

Must have a matching Non-Fire Service Fire Casualty report for each reported injury.

EXTERNAL SPECIFICATIONS:

IF Non-Fire Service injurys > 2

WARNING: Are you sure there's 2 or more Non-Fire Service injurys?

SECTION D: Casualty Section

LINE: 1

FIELD NAME ON THE FORM: Non-Fire Service Fire Casualty: Fatalities

MEANING OF NAME:

FIELD LENGTH: 3

NUMBER OF SETS: 1

REQUIRED: Always: NO

Optional: NO

Conditional: YES

WHEN SITUATION FOUND IS: 10-17, 19

WHEN AUTO/MUTUAL AID IS: NOT = 4, 5, 6

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (Field by itself)

Value Code: NFPA 901: No

CFIRS: No

Other Code or Value: Yes

CHAPTER:

IF NOT VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 000 to 999

THE DATA MUST CONTAIN: N

Pick one of:

(A) Alpha ONLY

(AN) Alpha and Numeric ONLY

(ANS) Alpha Numeric and Special Characters (anything)

(N) Numeric ONLY

(O) Other (specify)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
<u>Left</u>	<u>Right</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
NO	YES	NO	NO	NO	YES	NO	NO
						YES	YES

OTHER INTERNAL EDITING:

Must have a matching Non-Fire Service Fire Casualty report for each reported fatality.

EXTERNAL SPECIFICATIONS:

IF Non-Fire Service Fire fatality > 0

WARNING: Are you sure there's 1 or more Non-Fire Service fatality(s)?

ACTION: E; Complete for E.M.S.

LINE:

FIELD NAME ON THE FORM: Applies to entire section

MEANING OF NAME:

FIELD LENGTH:

NUMBER OF SETS:

REQUIRED:

Always:

Optional:

Conditional:

WHEN SITUATION FOUND IS: 30-39

WHEN AUTO/MUTUAL AID IS: NOT = 4, 5 or 6

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code:

NFPA 901:
CHAPTER:

CFIRS:

Other Code or Value:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN:

- Pick one of: (A) Alpha ONLY (N) Numeric ONLY
- (AN) Alpha & Numeric ONLY (O) Other (specify)
- (ANS) Alpha Numeric & Special Chars. (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>

OTHER INTERNAL EDITING:

INTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: E; E.M.S. Section

LINE: 1

FIELD NAME ON THE FORM: Number of Patients

MEANING OF NAME:

FIELD LENGTH: 3 NUMBER OF SETS: 1

REQUIRED: Always: YES Optional: NO Conditional: NO

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 000 to 999

THE DATA MUST CONTAIN: N (NOTE: Do not leave Blank. Must be zero filled.)

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Left	Justify Right	All Spaces	Leading Spaces	Trailing Spaces	All Zeros	Leading Zeros	Trailing Zeros
		OK	OK	OK	OK	OK	OK
NO	YES	NO	NO	NO	YES	YES	NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: E; E.M.S. Section

LINE: 1

FIELD NAME ON THE FORM: Highest Level of Care Capable of Being Provided on Scene: Fire

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: NO

Optional: NO

Conditional: YES

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: If Number of Patients NOT = 000

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No CHAPTER: NB (Limited)

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range 2-3, 5-9 or Blank

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY (AN) Alpha & Numeric ONLY (O) Other (specify) (ANS) Alpha Numeric & Special Chars (anything)

Justify Left Justify Right All Spaces OK Leading Spaces OK Trailing Spaces OK All Zeros OK Leading Zeros OK Trailing Zeros OK NO NO YES NO NO NO NO NO

OTHER INTERNAL EDITING:

NFPA 901 Code 0 and 1 NOT valid.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: E; E.M.S. Section

LINE: 1

PRINTED NAME ON THE FORM: Highest Level of Care Provided on Scene: Fire

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: NO Optional: NO Conditional: YES

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: If Number of Patients NOT = 000

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: NB (Limited)

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 1-3, 5-9

THE DATA MUST CONTAIN: AN

- Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Table with 8 columns: Justify Left, Justify Right, All Spaces, Leading Spaces, Trailing Spaces, All Zeros, Leading Zeros, Trailing Zeros. Rows for OK and NO.

OTHER INTERNAL EDITING:

NFPA 901 Code 0 NOT valid

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Number of Patients = 000 then Highest Level of Care Provided on Scene: Fire should be Blank.

Highest Level of Care Provided on Scene: Fire > Highest Level of Care Capable Being Provided on Scene: Fire
ERROR "The Highest Level of Care Provided on Scene: Fire is greater than Highest Level of Care Capable of being Provided on Scene: Fire

SECTION: E; E.M.S. Section

LINE: 1

FIELD NAME ON THE FORM: Highest Level of Care Provided on Scene: Other

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: NO Optional: YES Conditional: NO

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: NB

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 1-3, 5-9 or Blank

THE DATA MUST CONTAIN:

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
NO	NO	YES	NO	NO	NO	NO	NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Number of Patients = 000 then Highest Level of Care Provided on Scene: Other should be Blank.

IF Highest Level of Care Provided on Scene: Other > Highest Level of Care Capable of Being Provided on Scene: Other

ERROR: "The Highest Level of Care Provided on Scene: Other is greater than Highest Level of Care Capable of being Provided on Scene: Other"

SECTION: E; E.M.S. Section

LINE: 2

IF NAME ON THE FORM: E.M.S. Type of Situation Found

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 4

REQUIRED: Always: YES Optional: NO Conditional: NO

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: MA

NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha & Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
		<u>YES</u>	<u>NO</u>	<u>NO</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
		#1-4					

OTHER INTERNAL EDITING:

Must be in sequence (NO GAPS)
 No duplicate entries.

Code 99 should appear as the last entry used.

INTERNAL SPECIFICATIONS: (other field vs this one)

Number of Patients = 000 then E.M.S. Type of Situation(s) Found should be Blank.

SECTION: E; E.M.S. Section

LINE: 2

FIELD NAME ON THE FORM: No. of Patients Transported by: Fire Dept.

MEANING OF NAME: Number of Patients Transported by: Fire Department Vehicles

FIELD LENGTH: 3 NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:
 WHEN AUTO/MUTUAL AID IS:
 WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Range = 000 to 999

THE DATA MUST CONTAIN: N

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha and Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify Left	Justify Right	All Spaces	Leading Spaces	Trailing Spaces	All Zeros	Leading Zeros	Trailing Zeros
<u>Left</u>	<u>Right</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
No	Yes	No	No	No	Yes	Yes	No

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

This number cannot exceed total number of patients
 Error "You have more patients being transported than you have patients."

SECTION: E; E.M.S. Section

LINE: 2

FIELD NAME ON THE FORM: No. of Patients Transported by: Non-Fire Ambulance

MEANING OF NAME: Number of Patients Transported by: Non-Fire Ambulance Vehicles

FIELD LENGTH:

NUMBER OF SETS:

REQUIRED:

Always: YESOptional: NOConditional: NO

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code:

NEPA 901: NoCFIRS: NoOther Code or Value: YesCHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 000-999

THE DATA MUST CONTAIN: N

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha & Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify Left	Justify Right	All Spaces OK	Leading Spaces OK	Trailing Spaces OK	All Zeros OK	Leading Zeros OK	Trailing Zeros OK
NO	YES	NO	NO	NO	YES	YES	NO

OTHER INTERNAL EDITING:

INTERNAL SPECIFICATIONS: (other field vs this one)

This number cannot exceed total number of patients.

Error "You have more patients being transported than you have patients."

SECTION: **E; E.M.S. Section**

LINE: **2**

FIELD NAME ON THE FORM: **No. of Patients Transported by: Coroner**

MEANING OF NAME: **Number of Patients Transported by: Coroner Vehicles**

FIELD LENGTH: **3** NUMBER OF SETS: **1**

REQUIRED: Always: **Yes** Optional: **No** Conditional: **No**

WHEN SITUATION FOUND IS:
 WHEN AUTO/MUTUAL AID IS:
 WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: **No** CFIRS: **No** Other Code or Value: **Yes**
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Range = **000 to 999**

THE DATA MUST CONTAIN: **N**

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha and Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
No	Yes	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
		No	No	No	Yes	Yes	No

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

This number cannot exceed total number of patients.
Error "You have more patients being transported than you have patients."

SECTION: E; E.M.S. Section

LINE: 2

FIELD NAME ON THE FORM: Number of Patients Transported by: Other

MEANING OF NAME: Number of Patients Transported by: Other Vehicles

FIELD LENGTH: 3

NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 000 to 999

THE DATA MUST CONTAIN: N

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		OK	OK	OK	OK	OK	OK
No	Yes	No	No	No	Yes	Yes	No

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Patients Transported by Fire + Ambulance + Coroner + Other > Number of Patients.

ERROR "You have more patients being transported than you have patients."

SECTION: F; Complete for Haz Mat

LINE:

FIELD NAME ON THE FORM:

MEANING OF NAME:

FIELD LENGTH:

NUMBER OF SETS:

REQUIRED: Always: Optional: Conditional: Yes

WHEN SITUATION FOUND IS: 41, 42, 43

WHEN AUTO/MUTUAL AID IS: NOT = 4, 5, 6

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: CHAPTER: CFIRS: Other Code or Value:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN:

- Pick One of: (A) Alpha ONLY (N) Numeric ONLY (AN) Alpha and Numeric ONLY (O) Other (specify) (ANS) Alpha Numeric & Special Chars (anything)

Justify Left Right All Spaces OK Leading Spaces OK Trailing Spaces OK All Zeros OK Leading Zeros OK Trailing Zeros OK

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: F; Haz Mat Section

LINE: 1

FIELD NAME ON THE FORM: OES Ctrl Number

MEANING OF NAME: Office of Emergency Service Control Number

FIELD LENGTH: 7

NUMBER OF SETS: 1

REQUIRED: Always: No Optional: Yes Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Any Number Provided by O.E.S.

DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Left	Justify Right	All Spaces OK	Leading Spaces OK	Trailing Spaces OK	All Zeros OK	Leading Zeros OK	Trailing Zeros OK
No	Yes	Yes	No	No	No	Yes	No
							Yes

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: F; Haz Mat Section

LINE: 1

FIELD NAME ON THE FORM: Haz Mat Release: Area

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: E

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: See CFIRS code manual.

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		OK	OK	OK	OK	OK	OK
No	No	Yes	No	No	Yes	Yes	No
							Yes

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: F; Haz Mat Section

LINE: 1

FIELD NAME ON THE FORM: Haz Mat Release: Level

MEANING OF NAME:

FIELD LENGTH: 3

NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
 CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

First Character must be 'A' or 'B'.
 Last two (2) Characters must be 01 to 99.

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha & Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify <u>Left</u>	Justify <u>Right</u>	All Spaces <u>OK</u>	Leading Spaces <u>OK</u>	Trailing Spaces <u>OK</u>	All Zeros <u>OK</u>	Leading Zeros <u>OK</u>	Trailing Zeros <u>OK</u>
No	No	Yes	No	No	No	No	No

OTHER INTERNAL EDITING:

IF Haz Mat Release: Level > 5
 Warning "Level Above/Below 5 floors or 50 feet, are you sure?"

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: F; Haz Mat Section LINE: 1
 FIELD NAME ON THE FORM: Release Factors
 MEANING OF NAME:
 FIELD LENGTH: 2 NUMBER OF SETS: 4
 REQUIRED: Always: Yes Optional: No Conditional: No
 WHEN SITUATION FOUND IS:
 WHEN AUTO/MUTUAL AID IS:
 WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: PCA

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: See CFIRS code manual.

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha & Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
No	No	Yes	No	No	No	No	No
		#1-4					<u>Yes</u>

OTHER INTERNAL EDITING:

Must be in sequence (NO GAPS).
 NO duplicate entries.

Code 99 should appear as the last entry used.

Code 98 can ONLY appear in Release Factor #1. Release Factor #2, #3, and #4 must be Blank.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SITUATION: F; Haz Mat Section

LINE: 1

FIELD NAME ON THE FORM: Contributing Factor(s)

MEANING OF NAME:

FIELD LENGTH: 3

NUMBER OF SETS: 2

REQUIRED: Always: No Optional: Yes Conditional: No

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: JEF

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: See CFIRS code manual.

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Justify All Leading Trailing All Leading Trailing
Left Right Spaces Spaces Spaces Zeros Zeros Zeros
OK OK OK OK OK OK OK
No No Yes No No No No No No Yes

OTHER INTERNAL EDITING:

IF Contributing Factor #2 is NOT = Blank and Contributing Factor #1 = Blank
ERROR "Contributing Factor #1 must be filled in before Contributing Factor
#2 can be used."

IF Contributing Factor #1 = Contributing Factor #2
ERROR "Contributing Factor #2 cannot be the same as Contributing Factor #1."

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: F; Haz Mat Section

LINE: 2

FIELD NAME ON THE FORM: Est. No. Chemicals Released

MEANING OF NAME: Estimated Number of Chemicals Released

FIELD LENGTH: 3

NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: Yes

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: Release Factor #1 NOT = 98

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NEPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Range = 001 to 999, or Blank.

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
No	Yes	Yes	No	No	No	Yes	No
							<u>Yes</u>

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Number of Chemicals Released NOT = Blank then
Number cannot be less than number of chemicals listed on the form.

SECTION: F; Haz Mat Section

LINE: 2

FIELD NAME ON THE FORM: Type of Equipment Involved in Release

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: F

NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
No	No	Yes	No	No	Yes	Yes	No
							<u>Yes</u>

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

Mobile Property Type = 98, 00 and Equipment Involved in Release = 01-09,
ERROR "Mobile Property Type is No Mobile Property or undetermined or not
reported but Equipment Involved in Release is a vehicle."

SECTION: F; Haz Mat Section

Line: 2

FIELD NAME ON THE FORM: Haz Mat Action(s) Taken

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 4

REQUIRED: Always: Yes

Optional: No

Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code:

NFPA 901: Yes CFIRS: No
CHAPTER: JDA (Limited)

Other Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Acceptable NFPA 901 Codes = 16, 31-37, 41-47, 51-57
61-64, 71-73, 81-82, 91-92, 97-99, 00

THE DATA MUST CONTAIN: AN

Pick one of:

- (A) Alpha ONLY
- (AN) Alpha & Numeric ONLY
- (ANS) Alpha Numeric & Special Chars (anything)
- (N) Numeric ONLY
- (O) Other (specify)

Justify Left	Justify Right	All Spaces OK	Leading Spaces OK	Trailing Spaces OK	All Zeros OK	Leading Zeros OK	Trailing Zeros OK
No	Yes	No #1 Yes #2-4	No	No	Yes	Yes	No Yes

OTHER INTERNAL EDITING:

Must be in sequence (NO GAPS).
No duplicate entries.

Code 99 should appear as the last entry used.
Code 98 can ONLY appear in Haz Mat Action(s) Taken #1. Haz Mat Actions(s)
Taken #2-4 must be Blank.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: F; Haz Mat Section

LINE: 2

FIELD NAME ON THE FORM: Disposition of Incident

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: YES Optional: NO Conditional: NO

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: PCD

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 0-9

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify <u>Left</u>	Justify <u>Right</u>	All Spaces <u>OK</u>	Leading Spaces <u>OK</u>	Trailing Spaces <u>OK</u>	All Zeros <u>OK</u>	Leading Zeros <u>OK</u>	Trailing Zeros <u>OK</u>
NO	NO	YES	NO	NO	YES	NO	NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: F; Haz Mat Section

LINE: 3

FIELD NAME ON THE FORM: Haz Mat I.D. Sources: Personnel

MEANING OF NAME: Haz Mat Identification Sources: Personnel

FIELD LENGTH: 2

NUMBER OF SETS: 2

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: PBC

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
No	No	Yes	No	No	No	No	No
		#1-2			<u>Yes</u>	<u>Yes</u>	<u>Yes</u>

OTHER INTERNAL EDITING:

Must be in sequence (No Gaps).
No Duplicate Entries.

Code 99 should appear as the last entry used.

Code 00 can ONLY appear in Haz Mat I.D. Source: Personnel #1. Haz Mat I.D. Source: Personnel #2 must be BLANK.

(NOTE: No changes to the "External Specifications" on Page 12)

SECTION: F; Haz Mat Section

LINE: 3

FIELD NAME ON THE FORM: Haz Mat I.D. Sources: Personnel (Continue)

OTHER INTERNAL EDITING:

IF Haz Mat I.D. Source: Personnel #1 = Personnel #2
Error "Personnel Haz Mat I.D. Source #1 cannot equal Personnel Source #2."

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: F; Haz Mat Section

LINE: 3

FIELD NAME ON THE FORM: Haz Mat I.D. Sources: Reference Material

MEANING OF NAME: Haz Mat Identification Source: Reference Material

FIELD LENGTH: 2

NUMBER OF SETS: 2

REQUIRED: Always: Yes

Optional: No

Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: PBD

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Justify All Leading Trailing All Leading Trailing
Left Right Spaces Spaces Spaces Zeros Zeros Zeros
OK OK OK OK OK OK
No No Yes #1-2 NO No No No Yes Yes Yes

OTHER INTERNAL EDITING:

Must be in sequence (No Gaps).
No Duplicate Entries.

Code 99 should appear as the last entry used.

Code 00 can ONLY appear in Haz Mat I.D. Source: Reference Material #1.
Haz Mat I.D. Source: Reference Material #2 must be Blank.

(Note: No changes to the "External Specifications" on Page 14)

CTION: F; Haz Mat Section

LINE: 3

FIELD NAME ON THE FORM: Haz Mat I.D. Sources: Reference Material (Continue)

OTHER INTERNAL EDITING:

IF Haz Mat I.D. Source: Reference Material #1 = Reference Material #2
Error "Reference Material Haz Mat I.D. Source #1 cannot equal Reference
Material Source #2."

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: F; Haz Mat Section

LINE: 3

FIELD NAME ON THE FORM: Fire Service Haz Mat Casualty: Injuries

MEANING OF NAME:

FIELD LENGTH: 3

NUMBER OF SETS: 1

REQUIRED: Always: Yes

Optional: No

Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No
CHAPTER:

CFIRS: No

Other Code or Value: Yes

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 000 to 999.

THE DATA MUST CONTAIN: N

- Pick one of:
- (A) Alpha ONLY
 - (AN) Alpha & Numeric ONLY
 - (ANS) Alpha Numeric & Special Chars (anything)
 - (N) Numeric ONLY
 - (O) Other (specify, . . .)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		OK	OK	OK	OK	OK	OK
NO	YES	NO	NO	NO	YES	YES	<u>YES</u>

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Fire Service Haz Mat Casualty: Injuries > Fire Service Casualty: Injuries
ERROR: "Fire Service Haz Mat Injuries cannot be greater than the number of
Fire Service Injuries in Section B."

SECTION: F; Haz Mat Section

LINE: 3

ELD NAME ON THE FORM: Fire Service Haz Mat Casualty: Fatalities

MEANING OF NAME:

ELD LENGTH: 3

NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 000 to 999.

THE DATA MUST CONTAIN: N

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Left	Justify Right	All Spaces OK	Leading Spaces OK	Trailing Spaces OK	All Zeros OK	Leading Zeros OK	Trailing Zeros OK
NO	YES	NO	NO	NO	YES	YES	YES

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

Fire Service Haz Mat Casualty: Fatalities > Fire Service Casualty: Fatalities
ERROR "Fire Service Haz Mat Fatalities cannot be greater than the number of
Fire Service Fatalities in Section D."

SECTION: F; Haz Mat Section LINE: 3

FIELD NAME ON THE FORM: Non-Fire Service Haz Mat Casualty: Injuries

MEANING OF NAME:

FIELD LENGTH: 3 NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CEIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Range = 000 to 999.

THE DATA MUST CONTAIN: N

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
<u>Left</u>	<u>Right</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
No	Yes	No	No	No	Yes	Yes	No
							<u>Yes</u>

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: **F; Haz Mat Section**

LINE: 3

OLD NAME ON THE FORM: **Non-Fire Service Haz Mat Casualty: Fatalities**

MEANING OF NAME:

FIELD LENGTH: **3** NUMBER OF SETS: **1**

REQUIRED: Always: **Yes** Optional: **No** Conditional: **No**

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: **No** CFIRS: **No** Other Code or Value: **Yes**
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Range = 000 to 999.

THE DATA MUST CONTAIN: **N**

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify <u>eft</u>	Justify <u>Right</u>	All Spaces <u>OK</u>	Leading Spaces <u>OK</u>	Trailing Spaces <u>OK</u>	All Zeros <u>OK</u>	Leading Zeros <u>OK</u>	Trailing Zeros <u>OK</u>
No	Yes	No	No	No	Yes	Yes	No

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: F; Haz Mat Section

LINE: 4

FIELD NAME ON THE FORM: Chemical or Trade Name

MEANING OF NAME:

FIELD LENGTH: 30

NUMBER OF SETS: 3 (Minimum)

REQUIRED: Always: YES Optional: NO Conditional: NO

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CHAPTER: CFIRS: No Other Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY (AN) Alpha & Numeric ONLY (O) Other (specify) (ANS) Alpha Numeric & Special Chars (anything)

Justify Left YES Justify Right NO All Spaces OK YES #1-3 Leading Spaces OK NO Trailing Spaces OK YES All Zeros OK NO Leading Zeros OK NO Trailing Zeros OK NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: F; Haz Mat Section

LINE: 4

FIELD NAME ON THE FORM: DOT I.D. No.

MEANING OF NAME: Department of Transportation Identification Number

FIELD LENGTH: 4

NUMBER OF SETS: 3

REQUIRED: Always: No Optional: Yes Conditional: No

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: No
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
No	Yes	OK	OK	OK	OK	OK	OK
		Yes	No	No	No	Yes	No
							<u>Yes</u>

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: F; Haz Mat Section

LINE: 4

FIELD NAME ON THE FORM: DOT Hazard Class

MEANING OF NAME: Department of Transportation Hazard Class

FIELD LENGTH: 1 NUMBER OF SETS: 3

REQUIRED: Always: YES Optional: NO Conditional: NO

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CHAPTER: PBB CFIRS: No Other Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 0-9

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		OK	OK	OK	OK	OK	OK
NO	NO	YES #1-3	NO	NO	YES	NO	NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION : F; Haz Mat Section

LINE: 4

FIELD NAME ON THE FORM: CAS No.

MEANING OF NAME: Chemical Abstracts Service Number

FIELD LENGTH: 9

NUMBER OF SETS: 3

REQUIRED: Always: NO

Optional: YES

Conditional: NO

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (Field by itself)

Value Code: NFPA 901: No

CFIRS: No

Other Code or Value: No

CHAPTER:

IF NOT VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN ANS

Pick one of:

(A) Alpha ONLY

(AN) Alpha and Numeric ONLY

(ANS) Alpha Numeric and Special Characters (anything)

(N) Numeric ONLY

(O) Other (specify)

Justify <u>Left</u>	Justify <u>Right</u>	All Spaces <u>OK</u>	Leading Spaces <u>OK</u>	Trailing Spaces <u>OK</u>	All Zeros <u>OK</u>	Leading Zeros <u>OK</u>	Trailing Zeros <u>OK</u>
YES	NO	YES	NO	NO	NO	NO	YES

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS:

SECTION: F; Haz Mat Section

LINE: 5

FIELD NAME ON THE FORM: Physical State: Stored

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 3

REQUIRED:

Always: YES

Optional: NO

Conditional: NO

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code:

NFPA 901:
CHAPTER:

CFIRS:

Other Code or Value:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range= 0-3

THE DATA MUST CONTAIN: AN

Pick one of:

(A) Alpha ONLY

(N) Numeric ONLY

(AN) Alpha & Numeric ONLY

(O) Other (specify,

(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
NO	NO	OK	OK	OK	OK	OK	OK
		YES #1-3	NO	NO	YES	NO	NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: F; Haz Mat Section

LINE: 5

OLD NAME ON THE FORM: Physical State: Released

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 3

REQUIRED: Always: No Optional: Yes #2-3 Conditional: Yes #1

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: Release Factor #1 NOT = 98

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: PBA

NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 0-3

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Justify All Leading Trailing All Leading Trailing
Left Right Spaces Spaces Spaces Zeros Zeros Zeros
OK OK OK OK OK OK
No No Yes No No No No No
#1-3 Yes

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Release Factor #1 = 98 then
Blank OK for Physical State: Released.

Release Factor #1 = 98 and Physical State: Release NOT = Blank
Error "You reported No Release, therefore, Physical State Released must be
Blank."

SECTION F; Haz Mat Section

Line: 5

FIELD NAME ON THE FORM: Quantity Released

MEANING OF NAME:

FIELD LENGTH: 5 NUMBER OF SETS: 3

REQUIRED: Always: NO Optional: YES #2-#3 Conditional: YES #1

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: Release Factor #1 NOT = 98

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (Field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NOT VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 00000 ~~00001~~ to 99999, or Blank

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha and Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric and Special Characters (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
<u>NO</u>	<u>YES</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
NO	YES	YES #1-3	NO	NO	YES NO	YES	YES

OTHER INTERNAL EDITING:

IF Release Factor #1 = 98 then
 Quantity Release must be Blank.

IF Quantity Release = Blank then
 Release Factor #1 must be coded "98".

EXTERNAL SPECIFICATIONS:

ACTION: F; Haz Mat Section

LINE: 5

FIELD NAME ON THE FORM: Unit of Measure

MEANING OF NAME: Unit of Measure for Quantity Released

FIELD LENGTH: 2

NUMBER OF SETS: 3

REQUIRED: Always: YES #1 Optional: YES #2-3 Conditional: YES

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: Quantity Release NOT = 00000 or Blank

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CHAPTER: PAE CFIRS: No Other Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha & Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify Left	Justify Right	All Spaces OK	Leading Spaces OK	Trailing Spaces OK	All Zeros OK	Leading Zeros OK	Trailing Zeros OK
NO	NO	YES #1-3	NO	NO	NO	NO	NO

OTHER INTERNAL EDITING:

SECTION: F; Haz Mat Section

LINE: 5

FIELD NAME ON THE FORM: Unit of Measure (Continued)

EXTERNAL SPECIFICATIONS: (other field vs this one)

**IF Physical State: Released = 1 and Unit of Measure NOT = 21-24
Error "Physical State Released is Solid and the Quantity Release Unit of
Measure is not a Solid measurement."**

**IF Physical State: Released = 2, 3 and Unit of Measure NOT = 11-16
Error "Physical State Release is a Liquid or a Gas and the Quantity
Release Unit of Measure is not a Liquid or a Gas measurement."**

**IF Quantity Released = 0000 or Blank and Unit of Measure is NOT Blank
Error "No Quantity Released but Unit of Measure is NOT 'No Release'."**

SECTION: F; Haz Mat Section

LINE: 5

FIELD NAME ON THE FORM: EXTENT OF RELEASE

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 3

REQUIRED: Always: NO

Optional: YES #2-#3

Conditional: YES #1

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: Release Factor #1 NOT = 98

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code:

NFPA 901: Yes
CHAPTER: PCB

CFIRS: No

Other Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 0-9

THE DATA MUST CONTAIN: AN

Pick one of:

- (A) Alpha ONLY
- (AN) Alpha & Numeric ONLY
- (ANS) Alpha Numeric & Special Chars (anything)
- (N) Numeric ONLY
- (O) Other (specify)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
NO	NO	YES	NO	NO	YES	NO	NO
		#1-#3					

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Release Factor #1 = 98 and Extent of Release ~~NOT~~ = Blank
 ERROR "You reported No Release, therefore, Extent of Release must be Blank."

SECTION: F; Haz Mat Section

LINE: 5

FIELD NAME ON THE FORM: Suspected Environmental Contamination

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 3

REQUIRED: Always: YES Optional: NO Conditional: NO

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: PCC

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 0-9

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify,
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		OK	OK	OK	OK	OK	OK
NO	NO	YES #1-3	NO	NO	YES	NO	NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Release Factor #1 = 98 and Suspected Environmental Contamination is NOT Error "Release Factor #1 is 'No Release' but Suspected Environmental Contamination is Not 'No Environmental Contamination'."

SITUATION: F; Haz Mat Section

LINE: 6

FIELD NAME ON THE FORM: Container: Type

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 3

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
 CHAPTER: PAD

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: AN

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha & Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
No	No	Yes #1-3	No	No	<u>Ne</u> <u>Yes</u>	<u>Ne</u> <u>Yes</u>	<u>Ne</u> <u>Yes</u>

OTHER INTERNAL EDITING:

INTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: F; Haz Mat Section

LINE: 6

FIELD NAME ON THE FORM: CONTAINER: MATERIAL

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 3

REQUIRED: Always: NO

Optional: YES
#2-3Conditional: YES
#1

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: Container: Type NOT = 98

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: PAC

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 0-9

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify,
(ANS) Alpha Numeric & Special Chars (anything)

Justify Left	Justify Right	All Spaces OK	Leading Spaces OK	Trailing Spaces OK	All Zeros OK	Leading Zeros OK	Trailing Zeros OK
NO	NO	YES #1-3	NO	NO	YES	NO	NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

~~IF Container: Type = 98 then
Container: Material must be BLANK.~~Container: Type = 98 and Container: Material is NOT = 8 or Blank
ERROR " You reported 'No Container present' but you are attempting to report
a Container Material".

SECTION: F; Haz Mat Section

LINE: 6

FIELD NAME ON THE FORM: Container: Description Use

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 3

REQUIRED: Always: No Optional: Yes #2-3 Conditional: Yes #1

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: Container: Type NOT = 98

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NEPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: PAA

NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 0-3, 9

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Left	Justify Right	All Spaces OK	Leading Spaces OK	Trailing Spaces OK	All Zeros OK	Leading Zeros OK	Trailing Zeros OK
No	No	No #1 Yes #2-3	No	No	No <u>Yes</u>	No	No

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Container: Type = 98 then

Container: Description Use must be Blank.

IF Container: Type = 98 and Container: Description Use NOT = Blank

ERROR "Container Type is 'No Container' and Container Description Use is NOT Blank.

SECTION: F; Haz Mat Section

LINE: 6

FIELD NAME ON THE FORM: Container: Description Features

MEANING OF NAME:

FIELD LENGTH: 1 NUMBER OF SETS: 1

REQUIRED: Always: No Optional: Yes #2-3 Conditional: Yes #1

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS: Container: Type NOT = 98

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: PAB

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 0-9

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify
(ANS) Alpha Numeric & Special Chars (anything)

Justify Justify All Leading Trailing All Leading Trailing
Left Right Spaces Spaces Spaces Zeros Zeros Zeros
NO NO YES NO NO YES NO NO
#1-3

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Container: Type = 98 then Container: Description Features must be Blank.

Container: Type = 98 and Container: Description Features is NOT = Blank
ERROR "Container Type is 'No Container' and Container Description Features is
NOT Blank."

SITUATION: F; Haz Mat Section

LINE: 5

FIELD NAME ON THE FORM: Container: Capacity

MEANING OF NAME:

FIELD LENGTH: 5

NUMBER OF SETS: 3

REQUIRED: Always: Yes #1 Optional: Yes #2-3 Conditional: Yes

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: Container: Type NOT = 98

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: NO CFIRS: No Other Code or Value: Yes CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 00001 to 99999, or Blank.

THE DATA MUST CONTAIN: AN

- Pick one of: (A) Alpha ONLY (N) Numeric ONLY (AN) Alpha & Numeric ONLY (O) Other (specify) (ANS) Alpha Numeric & Special Chars (anything)

Table with 8 columns: Justify Left, Justify Right, All Spaces, Leading Spaces, Trailing Spaces, All Zeros, Leading Zeros, Trailing Zeros. Rows show YES/NO options for each.

OTHER INTERNAL EDITING:

SECTION: F; Haz Mat Section

Line: 5

FIELD NAME ON THE FORM: Container: Capacity (continued)

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Container: Type = 98 then Container: Capacity must be Blank.

IF Container: Type = 98 and Container: Capacity is NOT = Blank
ERROR "Container Type is 'No Container' and Container Capacity is NOT Blank."~~IF Container: Type NOT = 98 and Container: Capacity is NOT = 00000
Error "Container is present and Container has No capacity."~~

SITUATION: F; Haz Mat Section

LINE: 5

FIELD NAME ON THE FORM: Unit of Measure

DEFINING OF NAME: Unit of Measure for Container Capacity

FIELD LENGTH: 2 NUMBER OF SETS: 3

REQUIRED: Always: No Optional: No Conditional: Yes

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS: Container Capacity NOT = Blank

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CHAPTER: PAE
CFIRS: No
Other Code or Value: No

NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Table with 8 columns: Justify Left, Justify Right, All Spaces, Leading Spaces, Trailing Spaces, All Zeros, Leading Zeros, Trailing Zeros. Rows show OK/NO status for various options.

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: F; Haz Mat Section

LINE: 5

FIELD NAME ON THE FORM: Unit of Measure (Continue)

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Container: Type = 98 then
Container: Capacity Unit of Measure must be Blank.

IF Container: Type = 98 and Container: Capacity Unit of Measure is NOT =
Blank
Error "Container Type is 'No Container' and Container Capacity Unit of
Measure is Not Blank."

SECTION G; Other Action Taken

Line: 1

FIELD NAME ON THE FORM: Type of Action(s) Taken

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 4

REQUIRED: Always: NO

Optional: YES #1-4

Conditional: YES #1

WHEN SITUATION FOUND IS: Primary Situation(s) Found = 10-19, 41-43 and Auto/Mutual Aid = 4, 5, 6 (Mutual Aid Provided) (Optional)

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: Situation(s) Found = 20-40, 44-99, 00

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (Field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: JDA

IF NOT VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY
 (AN) Alpha and Numeric ONLY
 (ANS) Alpha Numeric and Special Characters (anything)

(N) Numeric ONLY
 (O) Other (specify)

Justify <u>Left</u>	Justify <u>Right</u>	All Spaces <u>OK</u>	Leading Spaces <u>OK</u>	Trailing Spaces <u>OK</u>	All Zeros <u>OK</u>	Leading Zeros <u>OK</u>	Trailing Zeros <u>OK</u>
NO	NO	YES #1-4	NO	NO	NO <u>YES</u>	NO <u>YES</u>	NO <u>YES</u>

OTHER INTERNAL EDITING:

Must be in sequence (No gaps).

No duplicate entries

ONLY one entry from codes 11-15 can be used.

SECTION: G; Other Action Taken

LINE: 1

FIELD NAME ON THE FORM: Type of Action(s) Taken (Continue)

OTHER INTERNAL EDITING:

Code 99 should appear as the last entry used.

Code 98 can ONLY appear in Action Taken #1. Action Taken #2 - #4 must be blank.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION G; Special Studies

Line: 1

FIELD NAME ON THE FORM: Special Studies: Local & Statewide

MEANING OF NAME:

FIELD LENGTH: 4 NUMBER OF SETS: 6

REQUIRED: Always: NO Optional: YES Conditional: NO

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: NOTE: The first four sets are for LOCAL USE ONLY, the last two sets are used for STATE USE ONLY.

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (Field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: No
CHAPTER:

IF NOT VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric and Special Characters (anything)

Justify <u>Left</u>	Justify <u>Right</u>	All Spaces <u>OK</u>	Leading Spaces <u>OK</u>	Trailing Spaces <u>OK</u>	All Zeros <u>OK</u>	Leading Zeros <u>OK</u>	Trailing Zeros <u>OK</u>
NO	YES NO	YES	YES	NO YES	NO YES	NO YES	NO YES

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS:

ACTION: A; Fire Service & Non-Fire Service Casualty

LINE: 1

FIELD NAME ON THE FORM: Exp. No.

MEANING OF NAME: Exposure Number

FIELD LENGTH: 3

NUMBER OF SETS: 1

REQUIRED:

Always: YESOptional: NOConditional: NO

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code:

NFPA 901: NoCFIRS: NoOther Code or Value: NoCHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: 000

THE DATA MUST CONTAIN: N

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha & Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify Left	Justify Right	All Spaces OK	Leading Spaces OK	Trailing Spaces OK	All Zeros OK	Leading Zeros OK	Trailing Zeros OK
NO	YES	NO	NO	NO	YES	YES	NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B; Fire Service & Non-Fire Service Casualty

LINE: 1

FIELD NAME ON THE FORM: Sex

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: YES Optional: NO Conditional: NO

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NEPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: LB

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: M=Male; F=Female; U=Undetermined or Unknown

THE DATA MUST CONTAIN: A

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Left	Justify Right	All Spaces OK	Leading Spaces OK	Trailing Spaces OK	All Zeros OK	Leading Zeros OK	Trailing Zeros OK
NO	NO	NO	NO	NO	NO	NO	NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: Last Line in Main Report

LINE: Last

FIELD NAME ON THE FORM: Member Making Report

MEANING OF NAME:

FIELD LENGTH: 20

NUMBER OF SETS: 1

REQUIRED: Always: No Optional: Yes, LOCAL Conditional: No

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: No
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
OK	OK	OK	OK	OK	OK	OK	OK
Yes	No	Yes	No	Yes	No	No	No

OTHER INTERNAL EDITING:

P.C. ONLY, Local Use

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: Last Line in Main Report

LINE: Last

FIELD NAME ON THE FORM: Date

MEANING OF NAME: Date Making Report

FIELD LENGTH: 6 NUMBER OF SETS: 1

REQUIRED: Always: No Optional: Yes, LOCAL Conditional: No

WHEN SITUATION FOUND IS:
 WHEN AUTO/MUTUAL AID IS:
 WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Month = 01 - 12, Day = 01 - 31, Year = Current Reporting Year.

THE DATA MUST CONTAIN: AN

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha and Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

		All	Leading	Trailing	All	Leading	Trailing
Justify	Justify	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
<u>Left</u>	<u>Right</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
Yes	No	Yes	No	Yes	No	No	No

OTHER INTERNAL EDITING:

Format on Screen/Form: MMDDYY; in Record: YYMMDD.

IF Month = 1, 3, 5, 7, 8, 10, 12 then Date Range must = 01 - 31.
 IF Month = 4, 6, 9, 11 then Date Range must = 01 - 30.
 IF Month = 2 and NOT a Leap Year then Date Range must = 01 - 28.
 IF Month = 2 and a Leap Year then Date Range must = 01 - 29.

P.C. ONLY, Local Use

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: Last Line in Main Report

LINE: Last

OLD NAME ON THE FORM: Reviewed By

MEANING OF NAME:

FIELD LENGTH: 20

NUMBER OF SETS: 1

REQUIRED: Always: No

Optional: Yes, LOCAL

Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No
CHAPTER:

CFIRS: No

Other Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>eft</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
Yes	No	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
Yes	No	Yes	No	Yes	No	No	No

OTHER INTERNAL EDITING:

P.C. ONLY, Local Use

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: **Casualty Section: Fire Service & Non-Fire Service** LINE:

FIELD NAME ON THE FORM:

MEANING OF NAME:

FIELD LENGTH:

NUMBER OF SETS:

REQUIRED:

Always:Optional:Conditional: **Yes**

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: **Fire Service Casualty Total Number > 0.**
Non-Fire Service Casualty Total Number > 0.

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code:

NFPA 901:
CHAPTER:CFIRS:Other Code or Value:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN:

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: A; Fire Service Casualty

LINE: 4

FIELD NAME ON THE FORM: County If Different

MEANING OF NAME:

FIELD LENGTH: 2 NUMBER OF SETS: 1

REQUIRED: Always: No Optional: Yes Conditional: No

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: Yes Other Code or Value: No
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Table with 8 columns: Justify left, Justify Right, All Spaces, Leading Spaces, Trailing Spaces, All Zeros, Leading Zeros, Trailing Zeros. Rows include OK/No/Yes/No/Yes/No/Yes/No for each category.

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

Can not = first 2 digits of FDID.

SECTION: B; Fire Service & Non-Fire Service Casualty LINE: 1

FIELD NAME ON THE FORM: Casualty Number

MEANING OF NAME:

FIELD LENGTH: 6 NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Range = 000001 to 999999.

THE DATA MUST CONTAIN: N

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Left	Justify Right	All Spaces OK	Leading Spaces OK	Trailing Spaces OK	All Zeros OK	Leading Zeros OK	Trailing Zeros OK
No	Yes	No	No	No	No	Yes	No

OTHER INTERNAL EDITING:

Must be a Unique number with other Casualty Numbers with the same Incident Key:

EXTERNAL SPECIFICATIONS: (other field vs this one)

Value must be from 1 to Total Number of Injuries + Total Number of Fatalities on Section D, Line 1 of the Field Incident Report.

SECTION: B; Fire Service & Non-Fire Service Casualty

LINE: 1

FIELD NAME ON THE FORM: Sex

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: LB

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = F (female), M (male), U (Unknown)

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
NO	<u>YES</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
		NO	NO	NO	NO	NO	NO

OTHER INTERNAL EDITING:

INTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B; Fire Service and Non-Fire Service Casualty LINE: 1

FIELD NAME ON THE FORM: Date of Birth

MEANING OF NAME:

FIELD LENGTH: 6 NUMBER OF SETS: 1

REQUIRED: Always: No Optional: Yes Conditional: NoWHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Month = 01 to 12, Day = 01 to 31, Year = 00 to 99 or Blank.

THE DATA MUST CONTAIN: AN

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
No	No	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
		Yes	No	No	No	No	No

OTHER INTERNAL EDITING:

Format: On Screen/Form = MMDDYY
Record Layout = YYMMDD.IF Month = 1, 3, 5, 7, 8, 10, 12 then Date Range must = 01 to 31.
IF Month = 4, 6, 9, 11 then Date Range must = 01 to 30.
IF Month = 2 and NOT a Leap Year then Date Range must = 01 to 28.
IF Month = 2 and a Leap Year then Date Range must = 01 to 29.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B; Fire Service and Non-Fire Service Casualty

LINE: 1

FIELD NAME ON THE FORM: AGE

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: YES

Optional: NO

Conditional: NO

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code:

NFPA 901: No

CFIRS: No

Other Code or Value: Yes

CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 01 to 99.

THE DATA MUST CONTAIN: N

Pick one of:

(A) Alpha ONLY

(N) Numeric ONLY

(AN) Alpha & Numeric ONLY

(O) Other (specify)

(ANS) Alpha Numeric & Special Chars (anything)

Justify Left	Justify Right	All Spaces OK	Leading Spaces OK	Trailing Spaces OK	All Zeros OK	Leading Zeros OK	Trailing Zeros OK
NO	YES	NO	NO	NO	NO	YES	YES

OTHER INTERNAL EDITING:

Affiliation = 1 then Age NOT < 18.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B; Fire Service and Non-Fire Service Casualty LINE: 1

FIELD NAME ON THE FORM: Age (Continue)

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Fire Service Casualty then

IF Age < 18

Error "Fire Service Casualty with age less than 18."

IF Fire Service Casualty then

IF Age > 60

Warning "Fire Service Casualty with age greater than 60, are you sure?"

SECTION: B; Fire Service Casualty

LINE: 1

FIELD NAME ON THE FORM: Service Date

MEANING OF NAME:

FIELD LENGTH: 6

NUMBER OF SETS: 1

REQUIRED: Always: YesOptional: NoConditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

-IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Month = 01-12, Day = 01-31, Year = 00-99

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha & Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>

NO NO YES NO NO NO YES YES

If Affiliation
NOT = 1

OTHER INTERNAL EDITING:

Format: On Screen/Form = MMDDYY
 Record Layout = YYMMDD

IF Month = 1, 3, 5, 7, 8, 10, 12 then Date Range must be = 01-31.

IF Month = 4, 6, 9, 11 then Date Range must = 01-30.

IF Month = 2 and NOT a Leap Year then Date Range must = 01-28.

IF Month = 2 and a Leap Year then Date Range must = 01-29.

IF Affiliation NOT = 1 then Service Date must be Blank.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B; Non-Fire Service Casualty

LINE: 2

FIELD NAME ON THE FORM: Code

MEANING OF NAME: Involvement Code

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: Yes

Optional: No

Conditional: No

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: Yes Other Code or Value: No
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: A

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
NO	NO	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
		<u>YES</u>	NO	NO	NO	NO	NO
		<u>If Affiliation = 1</u>					

OTHER INTERNAL EDITING:

IF Affiliation = 1 then Involvement Code must be Blank.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B; Fire Service and Non-Fire Service Casualty LINE: 2

FIELD NAME ON THE FORM: Name: Last, First, M.I.

MEANING OF NAME:

FIELD LENGTH: 27 NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: NoWHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: No
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: ANS

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>eft</u>	<u>Right</u>	<u>Spaces</u>	<u>Spaces</u>	<u>Spaces</u>	<u>Zeros</u>	<u>Zeros</u>	<u>Zeros</u>
Yes	No	No	No	Yes	No	No	No

OTHER INTERNAL EDITING:

Format: Last Name (coma) First Name (space) Middle Initial.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B; Fire Service and Non-Fire Service Casualty LINE: 2

FIELD NAME ON THE FORM: Telephone

MEANING OF NAME:

FIELD LENGTH: 10 NUMBER OF SETS: 1

REQUIRED: Always: No Optional: Yes, LOCAL Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: No
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Left	Justify Right	All Spaces OK	Leading Spaces OK	Trailing Spaces OK	All Zeros OK	Leading Zeros OK	Trailing Zeros OK
No	Yes	Yes	No	No	No	Yes	No

OTHER INTERNAL EDITING:

Layout: Area Code - First 3 digits may be zeros, Number - next 7 digits.

NOTE: Blank is only ACCEPTABLE if Telephone number is not known.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B; Fire Service and Non-Fire Service Casualty

LINE: 3

FIELD NAME ON THE FORM: Address/City

MEANING OF NAME: Home Address and City

FIELD LENGTH: 33

NUMBER OF SETS: 1

REQUIRED: Always: NO Optional: YES (Local) Conditional: NO

WHEN SITUATION FOUND IS:
 WHEN AUTO/MUTUAL AID IS:
 WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NEPA 901: No CFIRS: No Other Code or Value: No
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: ANS

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha & Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
YES	NO	YES	NO	YES	NO	NO	NO

OTHER INTERNAL EDITING:

Enter the street address with a space separating the number from the name followed by a comma, and the name of the city.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B; Fire Service Casualty

LINE: 4

FIELD NAME ON THE FORM: Social Security Number

MEANING OF NAME:

FIELD LENGTH: 9

NUMBER OF SETS: 1

REQUIRED: Always: No Optional: Yes, LOCAL Conditional: No

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: No
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Table with 8 columns: Justify Left, Justify Right, All Spaces, Leading Spaces, Trailing Spaces, All Zeros, Leading Zeros, Trailing Zeros. Each cell contains 'OK' or 'No'.

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B: Fire Service Casualty

LINE: 4

FIELD NAME ON THE FORM: Employee: Status

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NEPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: OAA

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 1-9

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Justify All Leading Trailing All Leading Trailing
Left Right Spaces Spaces Spaces Zeros Zeros Zeros
OK OK OK OK OK OK OK
NO NO YES NO NO NO NO NO
If Affiliation
NOT = 1

OTHER INTERNAL EDITING:

IF Affiliation NOT = 1 then Employee: Status must be Blank.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SITUATION: B; Fire Service Casualty

LINE: 4

FIELD NAME ON THE FORM: Employee: Assignment

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CHAPTER: OA CFIRS: Yes Other Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range 1-7, 9

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify Left Justify Right All Spaces OK Leading Spaces OK Trailing Spaces OK All Zeros OK Leading Zeros OK Trailing Zeros OK
NO NO YES IF Affiliation NOT = 1 NO NO NO NO NO

OTHER INTERNAL EDITING:

IF Affiliation NOT = 1 then Employee: Assignment must be Blank.

INTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B; Fire Service & Non-Fire Service Casualty

LINE: 5 & 4

FIELD NAME ON THE FORM: Casualty Date

MEANING OF NAME:

FIELD LENGTH: 6 NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:
 WHEN AUTO/MUTUAL AID IS:
 WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NEPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Month = 01 to 12, Day = 01 to 31, Year = 00 to 99.

THE DATA MUST CONTAIN: N

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha and Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
No	No	No	No	No	No	No	No

OTHER INTERNAL EDITING:

Format: On Screen/Form = MMDDYY
 Record Layout = YYMMDD

IF Month = 1, 3, 5, 7, 8, 10, 12 then Date Range must = 01 to 31.
 IF Month = 4, 6, 9, 11 then Date range must = 01 to 30.
 IF Month = 2 and NOT a Leap Year then Date Range must = 01 to 28.
 IF Month = 2 and a Leap Year then Date Range must = 01 to 29.

SECTION: B; Fire Service & Non-Fire Service Casualty

LINE: 5 & 4

FIELD NAME ON THE FORM: Casualty Date (Continue)

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Casualty Date < Incident Date

Error "Casualty Date can not be less than the Incident Date."

SECTION: B; Fire Service & Non-Fire Service Casualty

LINE: 5 & 4

FIELD NAME ON THE FORM: Casualty Time

MEANING OF NAME:

FIELD LENGTH: 4 NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: No CFIRS: No Other Code or Value: Yes
CHAPTER:

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

Range: 0001 to 2400.

THE DATA MUST CONTAIN: N

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
No	Yes	No	No	No	No	Yes	No

OTHER INTERNAL EDITING:

Format: HHMM.

Last 2 digits (MM) can not be > 59.

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Casualty Date = Incident Date then

IF Casualty Time < Dispatch Time

Error "Casualty Time cannot be less than Dispatch Time."

SITUATION: B; Fire Service & Non-Fire Service Casualty

LINE: 5 & 4

FIELD NAME ON THE FORM: Severity

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: YesOptional: NoConditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code:

NFPA 901: Yes
CHAPTER: MBCFIRS: NoOther Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 1-6 (Non-Fire Service)
Range = 1-7 (Fire Service)

THE DATA MUST CONTAIN: N

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		OK	OK	OK	OK	OK	OK
NO	NO	NO	NO	NO	NO	NO	NO

OTHER INTERNAL EDITING:

INTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B; Fire Service & Non-Fire Service Casualty

LINE: 4 & 5

FIELD NAME ON THE FORM: Severity (continued)

The total number of individual Fire Service Injuries reported must equal the total number of Fire Service Injuries reported on the main incident form (CFIRS-1).

The total number of individual Fire Service Fatalities reported must equal the total number of Fire Service Fatalities reported on the main incident form (CFIRS-1).

The total number of individual Non-Fire Service Injuries reported must equal the total number of Non-Fire Service Injuries reported on the main incident form (CFIRS-1).

The total number of individual Non-Fire Service Fatalities reported must equal the total number of Non-Fire Service Fatalities reported on the main incident form (CFIRS-1).

Total number of Severity coded 5, 6 or 7 must equal the total number of Fatalities in Section D of the main incident form (CFIRS-1).

Total number of Severity coded 1-4 must equal the total number of injuries in Section D of the main incident form (CFIRS-1).

SECTION: B; Fire Service & Non-Fire Service Casualty LINE: 5 & 7

FIELD NAME ON THE FORM: Fire Service: Primary Symptom; Non-Fire Service: Apparent Symptom

MEANING OF NAME:

FIELD LENGTH: 2 NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: MC

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: N

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha and Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
No	No	No	No	No	No	No	No

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B: Fire Service Casualty LINE: 5

FIELD NAME ON THE FORM: Secondary Symptom

MEANING OF NAME:

FIELD LENGTH: 2 NUMBER OF SETS: 1

REQUIRED: Always: No Optional: Yes Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: MC

IF NO VALID CODE OR OTHER CODE TABLE:

-Acceptable Values:

THE DATA MUST CONTAIN: ANPick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
NO	NO	YES	NO	NO	NO	NO	NO

OTHER INTERNAL EDITING:

Secondary symptom must be BLANK when Affiliation is not = 1

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Primary Symptom = Blank and Secondary Symptom NOT = Blank
ERROR "Primary Symptom must be used First before Secondary Symptom."IF Primary Symptom NOT = Blank and Secondary Symptom NOT = Blank then
IF Primary Symptom = Secondary Symptom
ERROR "Secondary Symptom cannot be the same as Primary Symptom."

SECTION: B; Fire Service and Non-Fire Service Casualty

LINE: 4

FIELD NAME ON THE FORM: Affiliation (Key for Casualty Record)

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: Yes

Optional: No

Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code:

NFPA 901: Yes
CHAPTER: LD

CFIRS: No

Other Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 2-6, 9 (For Non-Fire Service)
Range = 1 (For Fire Service)

THE DATA MUST CONTAIN: N

Pick one of:

- (A) Alpha ONLY
- (AN) Alpha & Numeric ONLY
- (ANS) Alpha Numeric & Special Chars (anything)
- (N) Numeric ONLY
- (O) Other (specify)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
NO	NO	NO	NO	NO	NO	NO	NO

OTHER INTERNAL EDITING:

IF Non-Fire Service Casualty
NFPA 901 Code 1 (Fire Service) not applicable.

IF Fire Service Casualty
NFPA 901 Code 1 (Fire Service) must be entered.

NOTE: Affiliation field not used in screen or Form for Fire Service Casualty.
This is a key element for the Casualty Record.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B; Fire Service & Non-Fire Service Casualty

LINE: 6 & 7

FIELD NAME ON THE FORM: Part(s) of Body Affected

MEANING OF NAME:

FIELD LENGTH: 2 NUMBER OF SETS: 4

REQUIRED: Always: Yes (#1) Optional: Yes (#2 - #4) Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NEPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: MD

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick One of: (A) Alpha ONLY (N) Numeric ONLY
 (AN) Alpha and Numeric ONLY (O) Other (specify)
 (ANS) Alpha Numeric & Special Chars (anything)

Justify <u>Left</u>	Justify <u>Right</u>	All Spaces <u>OK</u>	Leading Spaces <u>OK</u>	Trailing Spaces <u>OK</u>	All Zeros <u>OK</u>	Leading Zeros <u>OK</u>	Trailing Zeros <u>OK</u>
No	No	No #1 Yes #2-4	No	No	No	No	No

OTHER INTERNAL EDITING:

Must be in sequence (No Gaps).

No Duplicate Entries.

Code 99 should appear as the last entry used.

Code 98 can ONLY appear in Part(s) of Body Affected #1. Part(s) of Body Affected #2 - #4 must be Blank.

SECTION: B; Fire Service & Non-Fire Service Casualty

LINE: 6 & 7

FIELD NAME ON THE FORM: Part(s) of Body Affected (Continue)

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Symptom (Primary/Apparent) = 03 and Part of Body Not = 50 - 59
Error "Primary/Apparent Symptom is asphyxia and Part of Body Injured is
not internal."

SECTION: B; Fire Service Casualty

LINE: 6

FIELD NAME ON THE FORM: Activity at Time of Casualty

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: OH

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		OK	OK	OK	OK	OK	OK
NO	NO	NO	NO	NO	NO	NO	NO
		<u>YES</u>					
		<u>If Affiliation</u>					
		<u>NOT = 1</u>					

OTHER INTERNAL EDITING:

IF Affiliation NOT = 1 then Activity at Time of Casualty must be Blank.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SITUATION: B; Fire Service Casualty

LINE: 6

FIELD NAME ON THE FORM: Where Casualty Occurred

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 1

REQUIRED: Always: Yes

Optional: No

Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes
CHAPTER: OI

CFIRS: No

Other Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

- Pick one of:
- (A) Alpha ONLY
 - (AN) Alpha & Numeric ONLY
 - (ANS) Alpha Numeric & Special Chars (anything)
 - (N) Numeric ONLY
 - (O) Other (specify)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
NO	NO	NO	NO	NO	NO	NO	NO
		<u>YES</u>					
		<u>If Affiliation</u>					
		<u>NOT = 1</u>					

OTHER INTERNAL EDITING:

If Affiliation NOT = 1 then Where Casualty Occurred must be Blank.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B; Fire Service Casualty

LINE: 7

FIELD NAME ON THE FORM: Cause of Casualty

MEANING OF NAME:

FIELD LENGTH: 3

NUMBER OF SETS: 1

REQUIRED: Always: Yes

Optional: No

Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NEPA 901: Yes
CHAPTER: OJ

CFIRS: No

Other Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
NO	NO	NO	NO	NO	NO	NO	NO
		<u>YES</u>					
		<u>If Affiliation</u>					
		<u>NOT = 1</u>					

OTHER INTERNAL EDITING:

IF Affiliation NOT = 1 then Cause of Casualty must be Blank.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SITUATION: B; Fire Service Casualty

LINE: 7

FIELD NAME ON THE FORM: Medical Care Provided

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: Yes

Optional: No

Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code:

NFPA 901: Yes
CHAPTER: OSA

CFIRS: No

Other Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 1-9

THE DATA MUST CONTAIN: AN

Pick one of:

(A) Alpha ONLY

(N) Numeric ONLY

(AN) Alpha & Numeric ONLY

(O) Other (specify)

(ANS) Alpha Numeric & Special Chars (anything)

Justify
Left

Justify
Right

All
Spaces
OK

Leading
Spaces
OK

Trailing
Spaces
OK

All
Zeros
OK

Leading
Zeros
OK

Trailing
Zeros
OK

NO

NO

NO

NO

NO

NO

NO

NO

YES

If Affiliation

NOT = 1

OTHER INTERNAL EDITING:

IF Affiliation NOT = 1 then Medical Care Provided must be Blank.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B; Fire Service and Non-Fire Service Casualty

LINE: 7

FIELD NAME ON THE FORM: Disposition of Casualty

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: MH

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 1-6, 8-9 (Non-Fire Service)
Range = 1-9 (Fire Service)

THE DATA MUST CONTAIN: N

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
NO	NO	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
NO	NO	NO	NO	NO	NO	NO	NO

OTHER INTERNAL EDITING:

EXTERNAL SPECIFICATIONS: (other field vs this one)

Disposition of Casualty = 5 and Severity NOT = 5, 6 or 7
ERROR "Disposition of Casualty is death and Severity is NOT death."

SECTION: B; Fire Service Casualty

LINE: 8, 9, 10

FIELD NAME ON THE FORM: CONTRIBUTING EQUIPMENT: STATUS

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 3

REQUIRED: Always: NO

Optional: NO

Conditional: YES

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: Contributing Equipment: Used NOT = 98 or Blank

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: OKB

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
NO	NO	YES	NO	NO	NO	NO	NO

OTHER INTERNAL EDITING:

Must be in sequence (NO GAPS).

~~Contributing Equipment: Status #1, 2, 3 must be Blank when Affiliation is NOT =1~~

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B; Fire Service Casualty

LINE: 8, 9, 10

FIELD NAME ON THE FORM: CONTRIBUTING EQUIPMENT: PERFORMANCE

MEANING OF NAME:

FIELD LENGTH: 2

NUMBER OF SETS: 3

REQUIRED: Always: NO

Optional: NO

Conditional: YES

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS: Contributing Equipment: Used NOT = 98 or Blank

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code:

NFPA 901: Yes
CHAPTER: OKC

CFIRS: No

Other Code or Value: No

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values:

THE DATA MUST CONTAIN: AN

Pick one of:

(A) Alpha ONLY

(N) Numeric ONLY

(AN) Alpha & Numeric ONLY

(O) Other (specify)

(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
<u>OK</u>							
NO	NO	YES	NO	NO	NO	NO	NO

OTHER INTERNAL EDITING:

Must be in sequence (NO GAPS).

~~Contributing Equipment: Performance #1, 2, 3 must be BLANK when Affiliation is NOT = 1~~

SECTION: B: Non-Fire Service Casualty

LINE: 5

FIELD NAME ON THE FORM: Familiarity with Structure

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: YesOptional: NoConditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: LH

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 0-8

THE DATA MUST CONTAIN: ANPick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
NO	NO	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
		NO	NO	NO	YES	NO	NO
		<u>YES (if Affiliation = 1)</u>					

OTHER INTERNAL EDITING:

Familiarity with Structure must be Blank when Affiliation = 1

EXTERNAL SPECIFICATIONS: (other field vs this one)

IF Familiarity with Structure = 0-7 and Situation Found NOT = 11-13
ERROR "Familiarity with Structure identifies a structure and Situation Found is not a Structure Fire."

SECTION: B; Non-Fire Service Casualty

LINE: 5

FIELD NAME ON THE FORM: Location of Casualty at Time of Ignition

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS:

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: LI (Modified)

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range 0-7, 9

Note: Change the word "Person" to "Fire Casualty" in the description of each code.

THE DATA MUST CONTAIN: ANPick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
Left	Right	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		OK	OK	OK	OK	OK	OK
NO	<u>YES</u>	NO	NO	NO	YES	NO	NO

YES
If Affiliation = 1

OTHER INTERNAL EDITING:

Location of Casualty at Time of Ignition must be Blank if Affiliation = 1.

INTERNAL SPECIFICATIONS: (other field vs this one)

Location of Casualty = 4, 5 and Situation Found NOT = 11-13

ERROR "Location of Casualty is a Structure But Situation Found is not a Structure Fire."

SECTION: B; Non-Fire Service Casualty

LINE: 5

FIELD NAME ON THE FORM: Condition Before Casualty

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: YesOptional: NoConditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NFPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: LE

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 0-9

THE DATA MUST CONTAIN: ANPick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
		<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>
NO	NO	NO	NO	NO	YES	NO	NO
		<u>YES</u>					
		<u>(If Affiliation = 1)</u>					

OTHER INTERNAL EDITING:

Condition Before Casualty must be Blank if Affiliation = 1.

EXTERNAL SPECIFICATIONS: (other field vs this one)

SECTION: B; Non-Fire Service Casualty

LINE: 6

FIELD NAME ON THE FORM: Condition Preventing Escape

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: YesOptional: NoConditional: No

WHEN SITUATION FOUND IS:

WHEN AUTO/MUTUAL AID IS:

WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code:

NFPA 901: YesCFIRS: NoOther Code or Value: NoCHAPTER: LJ

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 0-9

DATA MUST CONTAIN: AN

Pick one of:

(A) Alpha ONLY

(N) Numeric ONLY

(AN) Alpha & Numeric ONLY

(O) Other (specify)

(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
NO	NO	OK	OK	OK	OK	OK	OK
		NO	NO	NO	YES	NO	NO

Yes if
Affiliation = 1

OTHER INTERNAL EDITING:

INTERNAL SPECIFICATIONS: (other field vs this one)

IF Condition Preventing Escape = 5 and Apparent Symptom NOT = 3, 7

ERROR "Condition Preventing Escape is clothing burning and Apparent Symptom is not burns."

SECTION: B; Non-Fire Service Casualty

LINE: 6

FIELD NAME ON THE FORM: Activity at Time of Casualty

MEANING OF NAME:

FIELD LENGTH: 1

NUMBER OF SETS: 1

REQUIRED: Always: Yes Optional: No Conditional: No

WHEN SITUATION FOUND IS:
WHEN AUTO/MUTUAL AID IS:
WHEN OTHER CONDITION IS:

IF DATA IS PRESENT

INTERNAL SPECIFICATIONS: (field by itself)

Value Code: NEPA 901: Yes CFIRS: No Other Code or Value: No
CHAPTER: MG

IF NO VALID CODE OR OTHER CODE TABLE:

Acceptable Values: Range = 0-9

THE DATA MUST CONTAIN: AN

Pick one of: (A) Alpha ONLY (N) Numeric ONLY
(AN) Alpha & Numeric ONLY (O) Other (specify)
(ANS) Alpha Numeric & Special Chars (anything)

Justify	Justify	All	Leading	Trailing	All	Leading	Trailing
<u>Left</u>	<u>Right</u>	Spaces	Spaces	Spaces	Zeros	Zeros	Zeros
NO	NO	OK	OK	OK	OK	OK	OK
		NO	NO	NO	YES	NO	NO

YES
If Affiliation = 1

OTHER INTERNAL EDITING:

Activity at Time of Casualty must be Blank if Affiliation = 1.

EXTERNAL SPECIFICATIONS: (other field vs this one)

Activity = 6 and Condition Before Casualty NOT = 1
ERROR "Activity is sleeping and Condition Before Injury is not asleep."

January 14, 1974

Chief Ray E. Eller
Fullerton Fire Department
312 East Commonwealth Avenue
Fullerton, California 92632

Enclosed is the first draft of an incident report form and a set of instructions that will be added to the CFIRS instruction book.

We have attempted to incorporate all company reports (fire, rescue and service) onto this one incident report form. At the end of each month we will send to the State Fire Marshal a computer print out of blocks A through J.

We intend to experiment with this form for about six months before having a final draft and will then submit it to the I.S.O. for evaluation.

If you have any questions, or we may be of further assistance, please call 673-1315.

J.M. Reed, Executive Officer

Enclosure

STATE FIRE MARSHAL
71 Bowling Drive, Suite 800
Sacramento, CA 95823



CFIRS BULLETIN #4

September 1, 1974

CFIRS has progressed considerably since its inception, due primarily to the efforts of the participating fire departments. A sampling of the reports shows there are some areas that need more attention. Erroneous or invalid information has entered our history files. These areas will be discussed in this bulletin.

SECTION B - LINE 1

One problem area to CFIRS is Code -

“19”

for line 1 of Section "B". This code reflects a Type of Fire Incident "other" than listed on page 19 of the manual. The "Fire Incident" code is not intended to be used for reporting the object involved, but only the type of incident in which the object was involved. Note the following examples:

Fires involving a chair, clothes dryer, bed, couch, air conditioner, TV set, etc., all within or upon a building, are classified as a Building Type of Fire Incident, Code 11, (not Code 19).

Fires involving a chair, clothes dryer, bed, couch, air conditioner, TV set, etc., being transported in a moving van would be classified as a Vehicle Type of Fire Incident, Code 13, (not Code 19).

Fires involving a chair, clothes dryer, bed, couch, air conditioner, TV set, etc., located in or upon a Mobile Home would be classified as a Mobile Home Type of Fire Incident, Code 18, (not Code 19).

Fires involving a chair, clothes dryer, bed, couch, air conditioner, TV set, etc., when located within a building and then removed to the outside before the arrival of fire fighting equipment would still be coded as a Building Type of Fire Incident, Code 11, (not Code 19). This is true for occurrences in Vehicles or Mobile Home Type of Fire Incidents.

Fires involving a chair, clothes dryer, bed, couch, air conditioner, TV set, etc., that were discarded as refuse and involved in fire in the outdoor areas would be classified as a Refuse Type of Fire Incident, Code 14, (not Code 19).

Fires involving a chair, clothes dryer, bed, couch, air conditioner, TV set, etc., that are not discarded but were located in the outdoor areas when involved by fire could be considered as "other" Type of Fire Incident, Code 19.

TREES, GRASS OR BRUSH FIRES

Code 12 - Applies to fires involving trees, grass or brush fires occurring outdoors. However, if the fires involving trees, grass or brush occurred in or on buildings, the incident would be a Building Type of Fire Incident, Code 11, (not Code 12).

Code 13 - If the fires involving trees, grass or brush occurred in or on vehicles the incident would be a Vehicle Type of Fire Incident, Code 13, (not Code 12).

Code 18 - If the fires involving trees, grass or brush occurred in or on a Mobile Home, the incident would be a Mobile Home Type of Fire Incident, Code 18, (not Code 12).

VEHICLE FIRES

Code 13 - Applies to vehicle fires and to any item involved on or in the vehicle. However, if the vehicle is in a building when involved in a fire, the incident would be a Building Type of Fire Incident, Code 11, (not Code 13). (See page 6 of the CFIRS Manual).

REFUSE FIRES

Code 14 - Applies to discarded or refuse type material in the open, in or out of a container, dumpster, bin, etc. However, if the refuse fire, in or out of a container, dumpster, bin, etc., occurs in or on a building, the incident would be considered a Building Type of Fire Incident, Code 11, (not Code 14).

If the refuse fire, in or out of a container, occurs in or on a vehicle, the incident would be considered a Vehicle Type of Fire Incident, Code 13, (not Code 14).

If the refuse fire, in or out of a container, occurs in or on a Mobile Home, the incident would be considered a Mobile Home Type of Fire Incident, Code 18, (not Code 14).

Code 19 - Should only be used when the incident is specific and not included in the coded types, i.e.:

1. A person or animal on fire in the open area.
2. Furniture or equipment normally located in a building, vehicle or Mobile Home, not discarded as refuse, but occurring in an outside area when it became ignited.
3. Bales of hay, hay stack, crops, outside storage, etc.

SECTION B - LINE 3

The three digit code on this line identifies the individual property use involved with or related to the Type of Fire Incidence.

EXAMPLE #1

Situation: Couch fire in a one-family dwelling.

Section "B" - Line 1 - Code 11, Building Type of Fire Incidence.

Section "B" - Line 3 - Code 411, a Single Family Residence. (This is use of the property where the incidence occurred).

(NOT Code 531, 532, 537, etc.; these are furniture store, repair or sales use of property. NOT Code 753, 754, 852, etc.; these are furniture manufacturing or storage use of property).

EXAMPLE #2

Situation: Wood fence fire around trash enclosure behind department store in a shopping center.

Section "B" - Line 1 - Code 15, Outside Structure Type of Fire Incident.

Section "B" - Line 2 - Code 58, Shopping Center Complex.

Section "B" - Line 3 - Code 581, Department Store.

(NOT Code 751, fencing sawn mfg., wood. This would place the fire in a manufacturing plant for wood fences).

The fact that a fence was involved would be identified in Section "F", Line 3, by Code 72, fence or pole.

EXAMPLE #3

Situation: An auto seat fire in a pick-up truck parked in a parking lot of an airport.

Section "B" - Line 1 - Code 13, Vehicle Type of Fire Incident.

Section "B" - Line 3 - Code 022, pick-up truck.

(NOT Code 965, uncovered parking area). Vehicles are classified as individual property classifications and are not defined as to their locations.

REMEMBER, a vehicle on fire in a building is considered as contents and is not a Vehicle Type of Fire Incidence.

EXAMPLE #4

Situation: Trash on fire in a dumpster located in the trash collection area of a high school.

Section "B" - Line 1 - Code 14, Refuse Type of Fire Incident.

Section "B" - Line 2 - Code 20, Educational Complex.

Section "B" - Line 3 - Code 215, High School.

(NOT Code 773, container Mfg., metal. This denotes a manufacturing plant for metal container, NOT Code 932, Dump. This defines an actual refuse area, such as city, county or private dump grounds).

EXAMPLE #5

Situation: Grass fire on a vacant lot.

Section "B" - Line 1 - Code 12, Trees, Brush, Grass Fire Type of Incidents.

Section "B" - Line 3 - Code 915, Vacant lot.

(NOT Code 931, Open land or Field). If grass fire is on single family dwelling property, use code 411; if on high school property, use 215; if on country club property, use 142, etc.

Hopefully the above items and examples will clarify some of the discrepancies that are occurring. If there are any questions call John Tessore, CFIRS Project Officer, Area Code 916-322-2370, or send in a question form.

For your general information the CFIRS computer reports a total of 28,606 fire incidents are on record thru the month of June.

There are 1,242 fire departments on record, including state and federal agencies.

These reports were submitted by 587 departments. 655 departments show no activity at this time, however some of these departments will be or

plan to be reporting on an annual basis by computer tape. A good portion of the departments will have reports submitted by the California Division of Forestry computer tapes.

A true picture of non-reporting departments will not be available until the entire year's activity has been processed.

Another copy of the CFIRS Check List is enclosed with this bulletin. Help us reduce the rejection rates by frequent referral to it. Some of the required entries are still missing.

ALBERT E. HOLE
State Fire Marshal

JOHN J. TESSORE
CFIRS Project
Officer

ENCLOSURE

SECTION C

STATE FIRE MARSHAL

3171 Bowling Drive, Suite 800
Sacramento, California 95823



October 28, 1974

NEWPORT BEACH CHARTERED CITY FIRE DEPT #30-055
475 32nd Street
Newport Beach, CA 92660

SUBJECT: Submission of Magnetic Tapes

Dear Chief:

There is a need for updated fire incident information. The CFIRS Program cannot produce such information with the present system of collecting a magnetic tape from the fire protection agencies on an annual basis (semi-annually where fiscal reporting is an issue).

We are considering requesting submission of quarterly magnetic tapes based on quarter to quarter information. Would there be any problems for your department to provide us with quarterly tapes?

We would appreciate your comments by November 15, so that we may plan for the coming year.

Sincerely,

ALBERT E. HOLE
State Fire Marshal


JOHN J. TESSORE
CFIRS Project Officer

JJT:lg

October 31, 1974

State Fire Marshall
7171 Bowling Drive, Suite 800
Sacramento, California 95823

Attn: John J. Tessore
CFIRS Project Officer

Re: Submission of Magnetic Tapes

Gentlemen:

Your letter of October 28, 1974, in which you inquired about quarterly magnetic tape reports for the CFIRS Program has been referred to this department for a reply.

Submission of Magnetic tapes based on quarter to quarter information would present no problem to our data processing department. We would be able to submit the information to you on an annual or quarterly basis, whichever is most convenient to you.

Very truly yours,

T. C. Kramp
Data Processing Manager

TCK/b

✓ cc: Leo H. Love
Fire Chief

STATE FIRE MARSHAL

BOWLING DRIVE, SUITE 800
SACRAMENTO, CALIFORNIA 95823

April 24, 1975

CAPCO ADJUSTERS, INC.
7120 Hayvenhurst Avenue, Room #206
Van Nuys, CA 91406

Attention: NANCY GORMAN

Subject: Claim Number 9740-01768

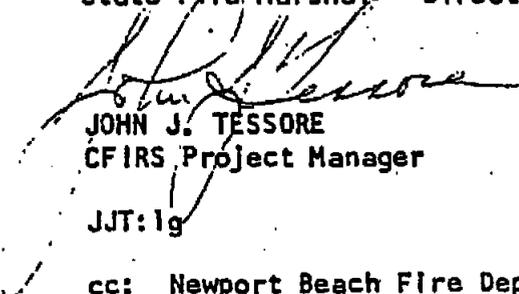
Dear Ms. Gorman:

All information submitted to the California Fire Incident Reporting System (CFIRS) is treated as confidential information and can be released only to the department involved. Any information you are seeking regarding fire incidence information must come from the fire department.

The users and code manual for the interpretation of the CFIRS codes was produced only for fire department use and is not available nor designed for general use.

The report you seek is still with the fire department.

Sincerely,

ALBERT E. HOLE
State Fire Marshal - Director
JOHN J. TESSORE
CFIRS Project Manager

JJT:lg

cc: Newport Beach Fire Department #30-055

STATE FIRE MARSHAL

1 BOWLING DRIVE, SUITE 800
SACRAMENTO, CALIFORNIA 95823

July 1, 1975

TO: California Fire Service

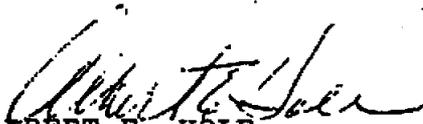
RE: Catalytic Converter - Equipped Vehicles

A Task Force has been organized by the Governor's Office to study vehicles equipped with catalytic converter emission control devices.

The State Fire Marshal is involved in obtaining this information because of the widespread fire oriented interest.

We plan to handle this study through CFIRS and the computer system. To implement this study we will use the existing CFIRS Code and make certain additions. We will use subsection (e) "HEAT FROM HOT OBJECT" on page 56 of the CFIRS Code. We will add, "CONVENTIONAL EXHAUST SYSTEM," under Code Number 52. At the present, there is no Code Number 58. We will add code #58 to subsection (e) and use this code number exclusively for "Catalytic Converter Exhaust System." With these two separate code entries we will be able to make a good comparison.

We realize that this is an extra effort that everyone will expend, but we know that the end results will be beneficial to the entire fire service.



ALBERT E. HOLE
State Fire Marshal

AEH/led

STATE FIRE MARSHAL

1 BOWLING DRIVE, SUITE 800
SACRAMENTO, CALIFORNIA 95823



July 8, 1975

Leo H. Love, Chief
Newport Beach Fire Department
475 - 32nd Street
Newport Beach, California 92660

Dear Chief Love:

A Task Force has been organized by the Governor's Office to study vehicles equipped with catalytic converter emission control devices. I have been asked to serve as Chairman of this Task Force because of concern that these devices may be causing fire hazards greater than vehicles equipped with conventional exhaust systems.

We plan to handle part of this study through the California Fire Incident Reporting System (CFIRS) and our computer system; however, since your department is reporting fire data by tape on an annual basis, we are asking for some special help from you.

During July, August, and September, we are interested in all automobile fires and all fires caused by automobiles. We would, therefore, like to have copies from your department of all fire reports in these two categories on a monthly basis.

I realize this will cause some extra workload on the part of your department, but I believe the information that will be generated will be of value to the California Fire Service and will prove to be a worthwhile effort.

Your support will be very much appreciated.

Sincerely,

ALBERT E. HOLE
State Fire Marshal

STATE FIRE MARSHAL

171 BOWLING DRIVE, SUITE 800
SACRAMENTO, CALIFORNIA 95823IMPORTANTChanges To The CFIRS Manual Effective Immediately

There is a necessity to recover specific information relating to fire incidence resulting from various types of fireworks. It is also necessary to recover information of non-fire related fireworks activities resulting in injuries and/or casualties.

The present CFIRS program is not adequate to report this data to the degree necessary for meaningful results.

Attached are 7 sheets of altered pages for the CFIRS Manual, designed basically to expand fireworks information. At the same time, other changes, corrections or additions (not necessarily fireworks related) have also been included. The following directions for the replacement of pages in the CFIRS Manual will explain the changes and additions.

Replace existing page 9 with new page 9.

The definition of "Fireworks" has been added.

Replace existing page 19 with new page 19.

Note the additional wording (FIRE RELATED) in the heading.

Code 17 has been added, entitled "Crops, orchards, outside storage".

A new heading, "CODE TYPE (NOT FIRE RELATED)", has been added with a new incident code number 38. Code 38, refers only to injuries or casualties related to fireworks without a fire incidence. DO NOT report any other type of non-fire related incident.

Replace existing page 21 with new page 21.

Correction of appendix reference and deletion of last sentence of instructions.

Replace existing page 55 with new page 55.

The reverse side, page 56, has the addition of "control burn" to Code 47. "Conventional exhaust system" has been added to Code 52 and a new Code 58 has been added to define the category of "Catalytic Converter Exhaust System".

Replace page 57 with new page 57.

Note the deletion of the fireworks reference in the (f) category, 60 Code series. A new category (i), "Heat From Fireworks", has been added, using the 90 Code series.

STATE FIRE MARSHAL

71 BOWLING DRIVE, SUITE 800
SACRAMENTO, CALIFORNIA 95823



CFIRS BULLETIN #5

November 15, 1975

The number of fire reports submitted for the first nine months of this year indicate a slight increase in program participation from that experienced in 1974. This increase should ultimately result in a greater degree of accuracy as to the actual number of incidents to be recorded in yearly reports.

It has been noted, however, that the manner of reporting certain aspects of each fire has been misinterpreted and is contrary to the design of our program for computer input. Unless corrected, this condition will result in errors in the statistical data for future years.

This bulletin is intended to identify the areas of concern and to delineate the proper utilization of the coded system. The following areas are the issues involved and can be found on our standard report form GO-60. For your convenience, attached is a copy of that form.

1. "Section D" - Line 4 Estimated Loss

The accuracy of the estimated loss for both property and contents as reported for 1974 was highly suspect. A study conducted during the current year disclosed that amounts have occasionally been reported showing a decimal figure, such as \$2,000.00. Since the program for computer input is not designed to receive data beyond total dollar figures, the above figure would be recorded as a two-hundred thousand dollar loss. A \$15,000.00 mobile home loss would be recorded as \$1,500,000 etc. Please report only full dollar loss figures and do not use a decimal or show the cents value.

2. "Section F" - Line 4 Spread of Smoke

Many reports are indicating Code "09" when in actuality there was no spread of smoke. Code "09" is to be used only when

4. General

(a) There have been a number of questions regarding the "NOTE" which appears beneath many displayed sections in the CFIRS Manual. This Note reads:

NOTE: Entries in this Section are required. If not applicable, leave blank.

This does not mean the line should be left blank if the date is unknown or undetermined. There are codes to reflect these conditions.

The following conditions indicate the intent of this Note and are only examples of any number of possibilities.

1. Enter the Construction Date if available for every mobile home fire. If not available or if the fire was some other type of incident, leave the space blank.
2. Enter the Number of Stories for every building fire. It is not applicable to other types of fires and should therefore be left blank in such cases.
3. The Level of Origin is applicable only to a building or structure fire. It is not applicable to other types of incidence and should, once again, be left blank.

The enclosed sample report form has been adjusted to show which items must be reported for proper recording and which are optional. The clear areas require entry at all times. Shaded areas require entry only if applicable. Cross-hatched areas indicate areas for use by the fire department and are totally optional on the part of the reporting unit. (The enclosed sample form is only for review purposes and should not be duplicated for use in reporting any fire incident).

(b) Unknown or Undetermined. The number of recorded "unknown" factors appears to be excessively large, especially in Sections "E" and "F". It appears possible that "unknown" is being used in instances where a more definitive code such as "insufficient information given to classify further" may be more appropriate. For example:

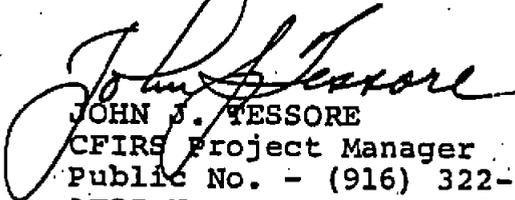
1. Source of Heat Causing Ignition. Code "00" (unknown) is often used when a better entry might have been:

It is gratifying to note that the reject factor has dropped to less than 5%. This is an excellent record when we started less than two years ago with a factor of approximately 80%.

Please remember - use the Question Form and "get it off your chest". We will all benefit.

Sincerely,

PHILIP C. FAVRO
State Fire Marshal


JOHN J. TESSORE
CFIRS Project Manager
Public No. - (916) 322-2370
ATSS No. - 492-2370

JJT:lg

Attachments

California Fire Chiefs Association

P.O. BOX 28147, SACRAMENTO, CALIFORNIA 95828



October 15, 1977

Dear Chief:

Each of the Fire Departments in the State, using the State Fire Marshal's CFIRS code numbers, has been contacted by Mission Research Corporation in September regarding a Training Needs Assessment survey. This is a vital ingredient to the statewide fire training program and each department is strongly encouraged to complete and return the instrument to MRC. There will be those of us who will question: 1) why does this have to be done; 2) do I have to complete the whole thing; 3) what's in it for me; and 4) who cares about all this garbage!

It is difficult to answer any of these questions in a short letter. You can be assured, however, that your input is necessary to future planning in both the narrow spectrum of fire service training and the broad implications of either the lack of or a limited approach to the subject.

This survey may be the greatest instrument yet devised to prove that we in the Fire Service are not tunnel-visioned and only interested in our own departments. All of the information requested will play an important part in the development of training and educational programs that will be available to you and your personnel. Because of the information obtained, we may be able to reduce some of the costs of training and increase the quality so we can do a better job of protecting our environment.

A statewide steering committee has been established and each of you can expect a personal call in relation to the survey to encourage you to see that the job is not only completed, but also reasonably accurate. Future programs will be developed based upon the response generated by the survey. These programs will relate directly to the needs of your department and your people.

Now that Governor Brown has signed SB 456 - with some major modifications - your participation in this needs assessment survey is all the more important. We must prove, through this instrument, that the Fire Service does in fact need the assistance of a full and complete State Fire Training program to assure the development and/or continuance of high quality fire protection services to all of California.

It is a huge undertaking - but an extremely worthwhile one. Let's again demonstrate that the Fire Service can pull together and accomplish this project for the good of the Fire Service and the people of California.

Very truly yours,

JAMES BLACK, PRESIDENT
California Fire Chiefs' Association
Redondo Beach Fire Department



CHECK LIST

FOR COMPLETION OF SFM FORM GO-60

The underlined areas are the sections that must be completed on all reports. For the other required entries if the information is not available or is unknown, indicate by use of the proper code. An example is 10 or 19 for B-1 (Section B-line 1) 100 or 109, 200 or 209, 490 or 491, 010 - 019 for B-3. (See Appendix "A" in manual) etc. Remember "0" does not mean unknown in every category. The remaining information on this "Check List" is to be applied as deemed applicable.

Report only fire incidence (see Reportable Fire, page 6) Do not report illegal control burning, rescue, resuscitator calls, false alarms, etc.

Section A The fire department I.D., Incident number and the time, date and day code sections must be completed at all times.

Section A The exposure number should be indicated only when a fire occurs as a direct consequence of the original incident.

Section A The County of Fire should be indicated only where the reported fire occurs in a County different from the County indicated by the first two digits of the reporting fire department I.D. number.

Section B Line 1 and 3 of this section must be completed at all times.

Section B Line 1 - Every fire incident must be identified as a specific type. (page 19)

Example: Any fire occurring upon or within a building involving structural components, contents, equipment, etc., will be a building fire, Code 11.

Note - The construction date information applies only to Mobile Homes, Code 18.

Section B Line 3 - Every fire incident must be identified with the individual property use.

Example: A trash fire in a dumpster (Refuse fire, Code 14 on line 1) located on a parking lot or yard area of a paint store would have the Code 535 for line 3, B section. If no building or specific property use available, use 931 or 932, page A-12.

Note - See pages 39 and A-14 for mobile property.

Section C Line 1 and 2 of this section requires completion at all times.

INCIDENT REPORT INFORMATION

General Heading

Incident number	Number given by dispatcher to identify incident.
Company ID	Identifies the company. Engine (0), truck (2) or medic (8) Station number (1-6) Shift (1-3)
1st In report	A. '1' is used to indicate the city company to arrive on the scene first.
Date	Self explanatory
Day code	Identifies the day of the week. Sunday (1) through Saturday (7)
Time out	Time dispatched to the call
Time in	Time when company has returned to station (10-7) or is available for another call (956)
Action taken	Taken from the code book.
# Units responding	The number of units dispatched to the call, including the BC, excluding Fire Prevention and county units.
Personnel ID	ID card number and last name of personnel in company.
Reporting officer	ID card number and last name of person in charge during incident.
Location/address: business name	Where incident occurred.
RD#	The district where incident occurred.
Property ID	For businesses only, from fire prevention inspection files in station.
Occupant/Owner	Self explanatory. If both names are available list owner's name in the remarks.
Date recorded	The date the report is called in to the tape machine.

Fire Incident Report

Exposure number	Used when fire spreads to other buildings, vehicles, etc. When an exposure fire occurs an additional fire report must be filled out.
-----------------	--

Incident type 904 (for R/A) or 904 suffixed by a letter code denoting type of incident - see code book

FPB Called Indicates if FPB investigator was called to the scene (use a '1')

Fire control 2-digit code denoting means used to extinguish the fire - see code book

Vehicle Make and year of car (involved in car fire) Also license # and state

When the incident involves a fire of any nature the following items must be filled out:

Section B. Property Classification Type of Incident
Property Classification (Individual)

Section C. Property Type Property Management
Structure, Building or Vehicle - Property Type

Section D. Extent of Damage Extent of Damage - Fire
Estimated Loss - Property
Estimated Loss - Contents

Section E. Location and Cause Level of Origin (should be filled out for all building fires)
Source of Heat Causing Ignition
Form of Heat Causing Ignition
Act or Omission Causing Ignition

Section F. Area, Materials & Smoke Spread Area of Origin
Type of Material First Ignited
Form of Material First Ignited

Service Incident Report

Exposure number Indicates that service was needed by more than one location; when the incident spreads to more than the original location.

Incident type Always a 940

Vehicle Make, year, license # and state of car (involved in incident)

Type Incident Use codes from code book describing situation.

Property complex Used for businesses selected from CFIRS list.

Property Classification Individual Selected from CFIRS list.

INCIDENT REPORT INSTRUCTIONS

There are three (3) incident forms.

- 1 F - Fire (yellow)
- 1 M - Medical Aid (pink)
- 1 S - Service (blue)

An incident report is required from each Company responding to an incident. First in Company Officer will complete entire report; all others will fill in Block 1. Remarks are to be given for Company operations on the back. (see Remarks) Paramedics will fill in complete medical incident report as well as first in officer.

When reports are completed, phone them in to recorder phone no. 649. This should be done as soon after the incident as possible. If written on the NCR report form, use the red ink pen.

BEFORE BEGINNING REPORT, STATE TYPE OF REPORT BEING GIVEN.

Choose appropriate codes from listings for each category as required for the incident.

MEDICAL AID INCIDENT REPORT

GENERAL HEADING

Incident Number

Number given by dispatcher to identify incident.

Company ID

Identifies the company.
Engine (0), truck (2), medic (8)
Station number (1-6)
Shift (1-3)

Exposure Number

Used to indicate additional pages for incidents with more than four patients. Place incident number for that call on heading of each additional page, and exposure number starting with 001.

First In Report

A "1" is used to indicate first Newport Beach company to arrive on the scene.

Date
Day code

Enter the month, day, year, and day of the week code when the incident occurred. Use the two-digit numerical equivalent for month (February = 02). Use a numerical count for day, and use the last two digits of the year for year (1973 = 73).

GENERAL HEADING Cont.

Date
Day code (cont)

Use a numerical code for day-of-the-week beginning with one (1) for Sunday. For example: May 1, 1973 (Tuesday) becomes:

MO	DAY	YEAR	DAY CODE
05	01	73	3

Time

Enter the time when the incident occurred. Use the 24 hour clock for time (2400 = 12:00 p.m.).

Time Out

Time dispatched to the call.

Time Arrived

10-97 time or if cancelled time cancelled.

Time Left Scene

902H time, or time available or cancelled.

Time In

Time available for next call whether en-route, at incident or at hospital.

NOTE: Fill in all time slots on base station hospital contact calls.

Incident Type

Will always be 906.

Situation

Indicates what type of situation - taken from the code book.

NOTE: Situation type must correspond to Injury/Illness classification.

Action Taken

Taken from the code book.

No. of Units Responding

Units responding should include all emergency fire units responding to the incident, including the B/C and out of city units, excluding Fire Prevention. When out of city, indicate only Newport Beach units.

Personnel ID

ID card number and last name of personnel in company. Begin at first block and work across. Enter person doing report in reporting officer block.

Location/Address: Business Name

Where incident occurred.

RD#

Enter using three digit code i.e.; Dist. 27 is 270, 35A, 52B, etc. To designate out of jurisdiction, use 990 - Orange Co., 99C - Costa Mesa, 99I - Irvine, 99H - Huntington Beach, 99S - Santa Ana and 999 - Other.

Property ID

Should be used for all possible incident reports first in only, and taken from Fire Prevention inspection listings.

PATIENT INFO

Patient Name	Name of person being treated.
Address	Address of patient
Telephone	Telephone number of patient.
Age	Patient's age (infants under 1 yr. should be listed as zero). If the age is not known, try to estimate.
Sex	Male (1) or female (2)
Disposition	What was done with patient - see code book.
Ambulance	Means of transportation to hospital.
Base Hospital	Indicates whether or not the base hospital was contacted. (1)-contacted, no entry-not contacted.
Physician at Scene	Indicates whether there was a physician at the scene. (1) yes (list name of physician), no entry - no physician at scene.
Injury/Illness	The first digit indicates general classification of Injury/Illness - see code book. For overdoses and intoxication use code '5' (poisoning). The second and third digits indicate the specific type Injury/Illness - see code book. Room for a secondary Injury/Illness is provided. Classification must be the same for both entries. The Injury/Illness listed on the report should be the primary one (s) the patient was treated for. Additional Injuries/Illnesses should be reported in narrative in remarks.
Treatment	Taken from the code book. Choose from the <u>underlined</u> treatments first.

7

REMARKS

Remarks are required on reports where the following situations exist:

City liability

Civil liability

Crime

Death

Suicide

Animal bite

Industrial injury requiring hospitalization

Describe all operations performed during the entire time of the incident in chronological order as they were performed and the equipment used.

Unusual circumstances, causing a rapid or delayed response time, eg; on inspections with a delay in summoning personnel, in immediate area when notified, accident during response, return or at incident, are to be entered.

During an incident, should something occur, eg; jewelry or money found, belligerent persons, animal bite, or whatever, are to be included.

NEWPORT BEACH FIRE DEPARTMENT

NO: Special Order 79-10

DATE July 18, 1979

TO: ALL PERSONNEL

FROM: Chief's Office

SUBJECT: Out of Jurisdiction Calls

Due to the increased responses of our units into other jurisdictions, the reporting system has been changed to specifically designate these areas.

The following code designators should be used for Reporting Districts outside the City.

99 O - Orange County

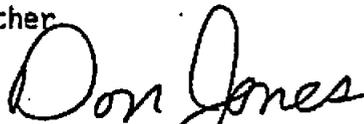
99 C - Costa Mesa

99 I - Irvine

99 H - Huntington Beach

99 S - Santa Ana

999 - Other



DON JONES
Executive Officer

DJ:rw

File in Permanent Notebook under STATION LOG AND REPORTS

TYPE OF INCIDENT

<u>CODE</u>	<u>SERVICE</u>
010	Flooding
020	Leaking gas pipe
030	Leaking water pipe
040	Broken windows
050	Leaking roof
060	Shorted wiring
070	Downed wiring
080	Vehicle accident
090	Gasoline spill
110	Stuck elevator
120	Locked in building
130	Locked out of building
140	Locked out of auto
150	Sewage in building
160	Miscellaneous
170	Needless
180	Odor in building
000	Other
190	Leaking Appliance
200	Hazardous Materials Toxic Waste

FIRE CONTROL

01 Extinguished by civilian

02 Portable extinguisher (F.D.)

03 Booster line

04 Pre-connected 1½"

05 Lrg. line 3"

06 Lrg. line w/appliance

07 Automatic sprinklers

08 Hood & duct system

09 Halon system

00 Other factor-specify

ACTIONS TAKEN

- 01 Turned water off
- 02 Turned gas off
- 03 Turned electricity off
- 04 Removed water
- 05 Covered opening
- 06 Washed down area
- 07 Opened door
- 08 Opened window
- 09 Removed sewage
- 10 Ventilated building
- 11 Stood by at scene
- 12 No action taken
- 13 Unable to locate
- 14 Delayed enroute
- 15 Dispatched to another call enroute
- 16 Salvage & overhaul
- 17 Out on arrival/REPORT ONLY
- 18 Extinguishment
- 19 Turned back enroute
- 20 Medical Aid
- 21 Rescue
- 22 Check building/area
- 23 Check building and reset alarm
- 24 Assist incapacitated person
- 25 Hazardous Materials/Toxic Waste (See Remarks)
- 00 Other

ACTIONS TAKEN

- 11 Stood by at scene
- 12 No action taken. Use if cancelled after arrival at scene.
- 13 Unable to locate
- 15 Dispatched to another call enroute
- 19 Turned back enroute
- 20 Medical Aid - If a patient is evaluated, list as medical aid whether or not treatment given by paramedic.
- 21 Rescue - Removal of person from hazardous situation, for patient care use 20 Medical Aid.
- 24 Assist (incapacitated persons)
- 00 Other action

ACTIONS TAKEN

- 01 Turned water off
- 02 Turned gas off
- 03 Turned electricity off
- 04 Removed water
- 05 Covered opening
- 06 Washed down area
- 07 Opened door
- 08 Opened window
- 09 Removed sewage
- 10 Ventilated building
- 11 Stood by at scene
- 12 No action taken
- 13 Unable to locate
- 14 Delayed enroute
- 15 Dispatched to another call enroute
- 16 Salvage & overhaul
- 17 Out on arrival/Report only
- 18 Extinguishment
- 19 Turned back enroute
- 20 Medical Aid
- 21 Rescue
- 22 Check building/area
- 23 Check building and reset alarm
- 24 ASSIST (INCA INCARCATED PERSONS)
- 00 Other action - specify

SITUATION

- | | | | |
|----|----------------------------------|----|--|
| 01 | Trapped in vehicle | 29 | Illness at commercial occupancy |
| 02 | Trapped in elevator | 30 | Illness on public property |
| 03 | Trapped in machinery | 00 | Other - Needless
Invalid
Cancelled, etc. |
| 04 | Trapped in building | | |
| 05 | Trapped in cave in | | |
| 06 | Trapped in fire | | |
| 07 | Trapped on cliff | | |
| 08 | Vehicle accident | | |
| 09 | Boat accident | | |
| 10 | Swimming accident | | |
| 11 | Recreation accident | | |
| 12 | Home accident | | |
| 13 | Accident at work | | <i>Industrial Accident</i> |
| 14 | Accident on public property | | |
| 15 | Accident on public property | | |
| 16 | School accident | | |
| 17 | Illness at work | | |
| 18 | Illness at home | | |
| 19 | Illness at school | | |
| 20 | Illness in vehicle | | |
| 22 | Injury/possible suicide | | |
| 23 | Injury/shooting | | |
| 24 | Injury/knifing | | |
| 25 | Injury/beating | | |
| 26 | Injury/fire | | |
| 27 | Injury/explosion | | |
| 28 | Accident at commercial occupancy | | |

DISPOSITION

- 01 Refused assistance - Release signed
- 02 Refused assistance - No release signed
- 03 Left with Police
- 04 Left with Doctor
- 05 Left with Coroner
- 06 Left with responsible party - Release signed
- 07 Left with responsible party - No release signed
- 08 Left to self - Release signed
- 09 Left to self - No release signed
- 10 Transported prior to arrival
- 11 Transported to Hoag
- 12 Transported to Costa Mesa
- 13 Transported to U.C.I. Medical Center (OCMC)
- 14 Taken home
- 15 Transported to other facility - Specify
- 16 Transported to Mercy General
- 17 Transported to Tustin Community
- 18 Transported to Pacifica
- 19 Transported to HIH
- 20 Transported to Children's Hospital, Orange Co.
- 21 Fountain Valley

NOTE: If patient is not transported by ambulance, fire or police vehicle, or private auto with fire personnel escort, only entries 01 to 09 are to be used.

AMBULANCE

- 01 Paramedic Unit
- 02 Paramedic Unit, Ambulance cancelled
- 03 Police Unit
- 04 Police Unit, Ambulance cancelled
- 05 Police Unit w/Paramedic
- 06 Seal's
- 07 Seal's w/Paramedic
- 08 Schaefers
- 09 Schaefers w/Paramedic
- 10 Morgan
- 11 Morgan w/Paramedic
- 12 Other Ambulance
- 13 Other Ambulance w/Paramedic
- 14 Helicopter
- 15 Helicopter w/Paramedic
- 16 Private Vehicle
- 17 Private Vehicle w/Paramedic
- 18 Ambulance cancelled
- 19 Fire Vehicle
- 20 Fire Vehicle, Ambulance cancelled
- 21 Fire Vehicle w/Paramedic
- 00 Other - Specify

NOTE: Dispositions 01 through 09 do not require an entry in this information block.

INJURY/ILLNESS

CLASSIFICATIONTYPE

	A
1 - Vehicle injuries	01 Abdominal pains
	02 Abrasions
2 - Other injuries	03 Animal bite
	04 Asthmatic
	05 Anaphylactic shock
3 - Cardiac	06 Airway obstruction
	07 Asphyxia
	B
4 - Non Cardiac	08 Back injury
	09 Bleeding
5 - Poisoning	10 Bruises
	11 Burns - chemical
6 - Assistance	12 Burns - thermal
	C
7 - Pregnancy	13 Cardiac arrest
	14 Chest pains
8 -	15 Child birth
	16 Choking/coughing
9 - Needless	17 Contagious disease
	18 Convulsions
0 - Other	19 Crushing injury
	D
	20 Diabetic
	21 Difficult breathing
	22 Disabled
	23 Dislocation
	24 Dismemberment
	25 DOA
	26 Drug reaction, possible
	27 Drowning
	28 DOA at hospital
	29 Died after hospitalization
	81 Disoriented
	82 Dizzy
	E
	30 Electric shock
	31 Emotional problem
	32 Epileptic seizure
	33 Emphysema

INJURY/ILLNESS

CLASSIFICATION

TYPE

1 - Vehicle injuries

F

2 - Other injuries

34 Fainting
35 Fractured bones
36 Fever

3 - Cardiac

G

4 - Non Cardiac

H

5 - Poisoning

6 - Assistance

37 Head injury
38 Heart symptoms
39 Hemorrhage
40 Hyperventilation
41 Hypertension
42 Human bite

7 - Pregnancy

8 -

I

9 - Needless

0 - Other

43 Illness, long-term
44 Incision
45 Incoherent
46 Inhaled foreign material
47 Inhaled toxic material
48 Injuries, internal
49 Injuries, multiple
50 Insulin reaction
51 Intoxication, possible
52 Invalid
53 Internal bleeding
54 Ingested foreign material

K

L

55 Labor pains
56 Lacerations

M

57 Miscarriage

INJURY/ILLNESS

CLASSIFICATION

TYPE

- 1 - Vehicle injuries
 - 2 - Other injuries
 - 3 - Cardiac
 - 4 - Non Cardiac
 - 5 - Poisoning
 - 6 - Assistance
 - 7 - Pregnancy
 - 8 -
 - 9 - Needless
 - 0 - Other
- N
 - 58 Nausea
 - 59 Neck Injury
 - 59 Not breathing
 - 60 No illness or injury
 - 61 Not classified - specify
 - 62 No life signs
 - 0
 - 63 Object stuck on person
 - 64 Overdose, possible
 - P
 - 65 Poison ingestion
 - 66 Puncture wound
 - 67 Pregnancy complication
 - 83 Pulse, rapid
 - 84 Pulse, slow
 - R
 - 68 Respiratory arrest
 - 69 Respiratory illness
 - S
 - 71 Seizure
 - 72 Semi-conscious
 - 73 Shock
 - 74 Smoke inhalation
 - 75 Sprain/Strain
 - 76 Strangulation
 - 77 Stroke
 - 78 Suffocation
 - T
 - 79 Terminal illness
 - U

NOTE: Underlined treatments are to be used for paramedic reports.
Choose from the underlined treatments first.

TREATMENT

A

- 02 Assist child birth
- 03 Assist disabled
- 04 Assist/comfort patient
- 05 Assist transfer of patient
- 29 Airway other means

B

- 06 Bandaging
- 51 Blood sample drawn
- 08 Burn treated - chemical
- 09 Burn treated - thermal
- 10 Bagging for hyperventilation
- 44 Bleeding controlled/stopped

C

- 11 Cardio-pulmonary (CPR)
- 12 Cooled down
- 13 Cleaned wound
- 14 Cleared airway

D

- 15 Defibrillation
- 16 Drugs administered

E

- 17 Examined patient
- 18 Extrication
- 19 Esophageal airway
- 49 Endotracheal Intubation
- 50 ECG Monitoring

G

I

- 22 Induced vomiting
- 23 Irrigated
- 24 Ice pack
- 25 I.V. Fluids

M

- 26 Mouth to mouth resuscitation

N

- 27 Neurological check
- 28 No treatment given

O

- 21 Oxygen administered

R

- 30 Recovered body
- 31 Refused assistance
- 32 Removed object from patient
- 33 Removed patient/victim from object
- 34 Rescue trapped victim/lock-in

S

- * 01 Suctioning

- 37 Splinting/immobilized
- 38 Stand-by DOA
- 39 Stand-by for ambulance
- 40 Stand-by for coroner
- 41 Stand-by for doctor
- 42 Stand-by for police
- 43 Stand-by (No service required)

T

- 99 Treatment, unclassified

- 46 Tourniquet applied

V

- 47 Vital signs only

PERSONEL I. D. NUMBERS

<u>I. D. NUMBER</u>	<u>EMPLOYEE NAME</u>	<u>I. D. NUMBER</u>	<u>EMPLOYEE NAME</u>
006	Thomas, B.H.	071	Wright, T.D.
008	Bardsley, L.	077	Waite, N.
011	Brannon, J.	079	Green, D.
019	Reed, J.	080	Mattson, J.
021	Wright, R.F.	082	Harlan, T.
026	Dafley, T.	084	Straughan, J.
027	Dunlap, R.	085	Muat, D.
028	Kelly, R.	087	Pasternak, J.H.
030	Green, E.	088	Pasternak, J.E.
031	Morton, A.	089	Dobbie, R.
033	Pendleton, R.	090	Engelstad, D.
035	Strom, J.	092	Gray, D.
037	Topping, J.	094	Bennett, B.
038	Van Horn, W.	095	Hamilton, J.
039	Wells, J.	096	Hammel, A.
041	Anderson, T.	098	Allan, S.
043	Brown, M.	101	Marcella, M.
044	Chantry, J.	102	Webber, R.
045	Dart, R.	103	Lewis, T.
046	DeSadeleer, N.	106	Flessel, K.
047	Ferguson, W.	107	Hadley, P.
048	Garvey, J.	109	Parrish, L.
049	Haskell, A.	111	Guckes, T.
052	Jones, D.	112	Rengel, R.
053	Knowlton, P.	114	Pearce, G.
056	Murphy, M.	115	Roche, B.
057	Neece, W.	116	Hegle, K.
063	Thomsen, G.	117	Arnold, T.
064	Thornton, J.	118	Schmehl, A.
065	Toggweiler, R.	119	Bradbury, D.
066	Upton, J.	120	Smith, R.
068	Wagner, A.	121	Tegel, L.

PERSONNEL I.D. NUMBERS

<u>I.D. NUMBERS</u>	<u>EMPLOYEE NAME</u>	<u>I.D. NUMBERS</u>	<u>EMPLOYEE NAME</u>
122	Walker, M.	167	Gundersen, G.
123	Slater, B.	169	Wall, L.
124	Pingle, R.	170	Cheek, R.
126	Schneider, P.	172	Beuch, R.
127	Philbin, J.	173	Macey, M.
128	Scheerer, R.	174	King, D.
130	Maggard, N.	175	Watts, D.
133	Bowman, D.	176	Larson, R.
134	Mackey, D.	177	Zaccaro, R.
136	Miller, M.	178	Matheis, P.
137	Trinkl, W.	179	Zell, G.
138	Newberry, M.	180	Lazar, J.
139	Doru		
140	Jacqubt, T.	181	Miller, E.
141	DeTevis, T.	182	Geddis,
142	Sutherland, R.	183	Johnson,
143	Thomas, R.	184	Teale, T.
144	Edgar, J.	185	Lloy, T.
145	Zanelli, A.	186	Carter, S.
146	Mais, D.		
147	Chastain, C.		
148	Bryg, B.		
149	Beeler, G.		
150	Rupsa, J.		
151	Summers, (Chaplain)		
152	Meehan, M.		
153	Hofland, T.		
155	McNichols, S.		
157	Morrison, C.		
158	Novak, M.		
159	Williams, Rosemary		
162	Bunting, S.		
163	Remmele, J.		
165	Chidley, S.		

PERSONNEL I. D. NUMBERS

<u>EMPLOYEE NAME</u>	<u>I. D. NUMBER</u>	<u>EMPLOYEE NAME</u>	<u>I. D. NUMBER</u>
Pasternak, J.H.	087	Wall, L.	169
Pearce, G.	114	Watts, D.	175
Pendleton, R.	033	Webber, R.	102
Philbin, J.	127	Wells, J.	039
Pingle, R.	124	Williams, Rosemary	159
Reed, J.	019	Wright, R. F.	021
Remmele, J.	163	Wright, T.D.	071
Rengel, R.	112	Zaccaro, R.	177
Roche, B.	115	Zanelli, A.	145
Rupsa, J.	150	Zell, G.	179
Scheerer, R.	128	9127	990
Schmehl, A.	118		
Schneider, P.	126		
Scott, Jackie	161		
Slater, B.	123		
Smith, R.	120		
Straughan, J.	084		
Strom, J.	035		
Summers, (Chaplain)	151		
Sutherland, R.	142		
Teale	181		
Tegel, L.	121		
Thomas, B.H.	006	R. THOMAS 143	
Thomsen, G.	063		
Thornton, J.	064		
Toggweiler, R.	065		
Topping, J.	037		
Trinkl, W.	137		
Upton, J.	066		
Van Horn, W.	038		
Wagner, A.	068		
Waite, N.	077		
Walker, M.	122		

PERSONNEL I. D. NUMBERS

<u>EMPLOYEE NAME</u>	<u>I. D. NUMBER</u>	<u>EMPLOYEE NAME</u>	<u>I. D. NUMBER</u>
Allan, S.	093	Hadley, P.	107
Anderson, T.	041	Hamilton, J.	095
Arnold, T.	117	Hammel, A.	096
Bardsley, L.	008	Harlan, T.	082
Beeler, G.	149	Haskell, A.	049
Bennett, W.	094	Hegle, K.	116
Betts, T.	171	Hoiland, T.	153
Bouch, R.	172	Jacquot, T.	140
Bowman, D.	133	JOHNSON	123
Bradbury, D.	119	Jones, D.	052
Brannon, J.	011	Kelly, R.	028
Brown, H.	043	King, D.	174
Bryg, R.	148	Knowlton, P.	053
Bunting, S.	162	Larson, R.	176
Carter	186	Lazar, J.	180
Chantry, J.	044	Lewis, T.	103
Chastain, C.	147	LLOY	185
Chek, R.	170	Macey, M.	173
Chidley, S.	165	Mackey, D.	134
Dailey, T.	026	Maggard, N.	130
Dart, R.	045	Mais, D.	146
DeSadeleer, N.	046	Marcella, M.	101
DeTevis, T.	141	Matheis, P.	178
Dobbie, R.	089	Mattson, J.	080
Dory, W.	139	McNichols, S.	155
Dunlap, R.	027	Meehan, M.	152
Edgar, J.	144	Miller, E.	181
Engelstad, D.	090	Miller, M.	136
Ferguson, W.	047	Morrison, C.	157
Flessel, K.	106	Morton, A.	031
Garvey, J.	048	Muat, D.	085
Gray, D.	092	Murphy, M.	056
GOODS	132	Neece, W.	057
Green, D.	079	Newberry, M.	138
Green, E.	030	Novak, M.	158
Guckes, T.	111	Parrish, L.	109
Gundersen, G.	167	Pasternak, J.E.	088

SECTION B

COMPANY I.D.

COMPANY

CODE

Eng	1	A	011
Eng	1	B	012
Eng	1	C	013
Eng	2	A	021
Eng	2	B	022
Eng	2	C	023
Eng	3	A	031
Eng	3	B	032
Eng	3	C	033
Eng	4	A	041
Eng	4	B	042
Eng	4	C	043
Eng	5	A	051
Eng	5	B	052
Eng	5	C	053
Eng	6	A	061
Eng	6	B	062
Eng	6	C	063
Trk	2	A	221
Trk	2	B	222
Trk	2	C	223
Trk	3	A	231
Trk	3	B	232
Trk	3	C	233
B/C		A	531
B/C		B	532
B/C		C	533
Med	2	A	821
Med	2	B	822
Med	2	C	823
Med	3	A	831
Med	3	B	832
Med	3	C	833
Squad Unit		A	311
Squad Unit		B	312
Squad Unit		C	313
Other			000
Fire Prevention Bureau			FPB
9127		A	271
9127		B	272
9127		C	273

COMMISSION ON STATE MANDATES

1414 K Street, Suite 315
SACRAMENTO, CA 95814
(916) 323-3582



December 6, 1996

Mr. Glen Everroad
Revenue Manager
City of Newport Beach
3300 Newport Boulevard
Newport Beach, California 92663

Mr. James M. Apps
Department of Finance
915 L Street, 8th Floor
Sacramento, California 95814

And Other Interested Parties (see attached list)

RE: Test Claim: CSM-4419 - New CFIRS Manual

The draft staff analysis of the test claim entitled CSM-4419 - New CFIRS Manual has been completed and is enclosed for your review and comment. The hearing on the test claim is set for February 27, 1997, 10:00 AM, at the State Capitol in Sacramento (room to be announced).

Written Comments

Any party or interested person may file written comments on the draft staff analysis until January 1, 1997. You are advised that the Commission's regulations require comments filed with the Commission to be simultaneously served on other interested parties (on the mailing list), and to be accompanied by a proof of service on those parties.

Written comments received by January 1, will be reviewed by staff and may be incorporated into the final staff analysis. A copy of the final staff analysis will be sent to you before the hearing on February 27.

Prehearing Conference

A pre-hearing conference has not been scheduled on this test claim. However, if you believe that one should be scheduled, please mail or fax your request to the Commission and the interested parties mailing list. A proof of service must accompany your request.

FILE COPY

Mr. Glen Everroad
Mr. James Apps
December 6, 1996
Page 2

Disputed Test Claim

On August 29, 1996, the Commission found this test claim to be disputed for purposes of the began operating under the provisions of Chapter 945, Statutes of 1995 (SB 11). Once a test claim is deemed *disputed* by the Commission, the Commission will have 18 months from July 1, 1996, to adopt a statewide cost estimate, exclusive of extensions or postponements of time by the claimant, or delays caused by the claimant's submission of incomplete information. (Gov. Code, § 17553.)

Hearing and Postponements

We would appreciate knowing in advance if you or a representative of your agency will testify at the hearing, and if other witnesses will also appear. Please see section 1183.01 of the regulations concerning timelines and requesting postponements of hearings.

Thank you for your patience regarding the preparation of this draft staff analysis and the scheduling of this test claim for hearing.

Should you have questions or need additional information, please contact Mr. Steve Zimmerman, (916) 323-3562, the Program Analyst assigned this test claim.

Sincerely,



KIRK STEWART
Executive Director

Encl. All: Draft Staff Analysis of CSM-4419
Mr. Everroad only: Regulations adopted 6/27/96

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Hearing Date: February 27, 1997
File Number: CSM-4419A
Staff: Steve Zimmerman
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DRAFT STAFF ANALYSIS OF TEST CLAIM

California Fire Incident Reporting System

as promulgated by the State Fire Marshal in the
July 1990 California Fire Incident Reporting System Manual
New CFIRS Manual

Executive Summary

The City of Newport Beach alleges that the California Fire Incident Reporting System, as redesigned and described in the July 1990 California Fire Incident Reporting System Manual, imposes a new program or a higher level of service in an existing program on local fire agencies within the meaning of article XIII B, section 6 of the California Constitution and Government Code section 17514.

The Department of Finance notes that the 1990 California Fire Incident Reporting System (CFIRS) Manual may constitute a limited state-mandated local program, citing the provision requiring that data be provided on diskette or magnetic tape as a new requirement which have resulted in some fire protection agencies having to acquire computer capability by lease or purchase. The Department of Finance also notes that the Commission has heard and denied a test claim based on a very similar factual situation involving the California School Accounting Manual. The Department of Finance observes that, in that decision, the Commission found that, since school districts had been required since at least 1964 to comply with the California School Accounting Manual, subsequent changes did not constitute a reimbursable mandate because it did not alter the underlying requirement to provide the data prescribed in the California School Accounting Manual. The Department of Finance contends that the same rationale would apply to the 1990 revision to the California Fire Incident Reporting System.

The State Fire Marshal notes that the requirement to submit data in electronic form may constitute a very narrow and limited higher level of service in an existing local program for those agencies without any access to a personal computer. The State Fire Marshal also contends that the type and net amount of data to be reported for fire incidents is essentially the same as under the former CFIRS Manual.

Staff recommends that the Commission find that the portions of the new CFIRS Manual pertaining to emergency medical and hazardous materials incidents are an executive order

which establishes a new program, as defined in section 6, article XIII B of the California Constitution and Government Code section 17514.

Staff recommends that the Commission find that the change in the injury reporting threshold from "injury requiring hospitalization" to an "injury requiring 1) treatment; 2) consultation with a doctor; or 3) (for fire service personnel only) at least one day of restricted activity following the incident" constitutes a higher level of service in an existing program, as defined in section 6, article XIII B of the California Constitution and Government Code section 17514.

Staff recommends that the Commission find that the new data elements added by the new CFIRS Manual pertaining to fire incidents may constitute a higher level of service in an existing program, as defined in section 6, article XIII B of the California Constitution and Government Code section 17514, but that the Commission take testimony to determine the extent to which the level of service caused by these new data elements must be offset by reductions to the level of service resulting from data elements which have been deleted from the new CFIRS Manual, but which were required under the old CFIRS Manual.

Staff recommends that the Commission find that, because of the extensive changes which have been made in the data coding system, legally necessary one-time costs for providing changeover training to fire agency staff in the new system are costs mandated by the state.

Staff recommends that the Commission find that the change from paper-based to diskette submission of reports constitutes a state mandated program and that the legally necessary one time costs for implementation of this change are costs mandated by the state.

Staff recommends that the Commission take testimony to determine whether the new CFIRS Manual may provide for cost savings to local agencies, by reducing the number of report filing periods over the course of a year from twelve to four and by changing that reporting to a paperless format.

Staff recommends that the Commission find that all other increased costs alleged by claimant do not constitute a reimbursable state mandate, in accordance with the principles set forth decision in *County of Los Angeles v. State of California*, (1987) 43 Cal.3d 46, in which the California Supreme Court determined that increased costs are not tantamount to an increased level of service in an existing program, as defined in section 6, Article XIII B of the California Constitution and Government Code section 17514.

Claimant: City of Newport Beach (replaced San Ramon Valley Fire Protection District as claimant)

Chronology

12-31-91 Test Claim received by Commission on State Mandates
 1-15-92 Test Claim hearing date of August 27, 1992 set

- 7-01-92 Continuance requested by State Fire Marshal
- 9-24-92 Response received from State Fire Marshal (Attachment C)
- 9-28-92 Response received from Department of Finance (Attachment B)
- 10-28-92 Continuance requested by San Ramon Valley Fire Protection District
- 4-05-93 Letter sent by Commission to claimant requesting time frame for claimant's response so that a new hearing date can be set
- 6-13-96 City of Newport Beach replaces San Ramon Fire Protection District as claimant (Attachment A)

Claimant's Allegations

The City of Newport Beach (Claimant) alleges that the new California Fire Incident Reporting System (CFIRS) Manual has expanded the 10 reporting categories to approximately 100 categories. Some of these categories are optional, and claimant states that these optional categories are not included in the test claim.

Claimant further alleges that the new CFIRS Manual has expanded the one page reporting form to three pages. Two sections were added to the original form, each of which requires a separate page to complete. These two new sections are for fire service casualties, and non-fire service (civilian) casualties.

Claimant notes that both the reporting frequency and method have changed. Under the old CFIRS Manual, reports were filed monthly, and could be filed either as paper forms or by magnetic tape. Under the new CFIRS Manual, quarterly reports are required, and must be filed electronically, on either diskette or magnetic tape.

Claimant observes that, in order to provide the necessary information for local agencies to comply with the new CFIRS Manual, the manual or code book as been increased from approximately 100 pages to over 500 pages.

Claimant alleges both implementation costs and ongoing reporting and operational costs of over \$200 as a result of the implementation and conversion of CFIRS from the old manual system to the new computerized system.

Test Claim Background: New California Fire Incident Reporting System Manual

Chapter 768, Statutes of 1972 amended section 13110.5 of the Health and Safety Code to require the State Fire Marshal (SFM) to gather and report on information concerning each fire incident in the state. This chapter also authorized the SFM to adopt regulations prescribing the scope of the information to be reported, the manner of reporting such information, forms to be used, the time such information shall be reported, and such other requirements and regulations as he or she deems necessary. Chapter 345, Statutes of 1987, further amended this section as shown below.

Health and Safety Code section 13110.5 as last amended by Chapter 345, Statutes of 1987, reads:

"The State Fire Marshal shall gather statistical information on all fires, *medical aid incidents, and hazardous materials incidents* occurring within this state. The chief fire official of each fire department operated by the state, a city, city and county, fire protection district, organized fire company, or other public or private entity which provides fire protection, shall furnish information and data to the State Fire Marshal relating to each fire which occurs within his or her area of jurisdiction. *The chief fire official of each fire department operated by the state shall, and the chief fire official of each fire department operated by a city, city and county, fire protection district, organized fire company, or other public or private entity which provides fire protection may, also furnish information and data to the State Fire Marshal relating to medical aid incidents and hazardous materials incidents which occur within their area of jurisdiction.* The State Fire Marshal shall adopt regulations prescribing the scope of the information to be reported, the manner of reporting the information, the forms to be used, the time the information shall be reported, and other requirements and regulations as *the State Fire Marshal determines necessary.*

"The State Fire Marshal shall annually analyze the information and data reported, compile a report, and disseminate a copy of the report, together with his or her analysis, to each chief fire official in the state. The State Fire Marshal shall also furnish a copy of his or her report and analysis to *the State Emergency Medical Services Authority and any other interested person upon request.*"

(Additions made by Chapter 345/87 in italics.)

Staff has reviewed the regulations promulgated by the SFM in Title 19 of the California Code of Regulations, and was unable to locate any regulations (other than the CFIRS Manual itself, which was acknowledged to be an executive order by the SFM) which prescribe the scope of the information to be reported, the manner of reporting the information, the forms to be used, the time the information shall be reported, and other requirements and regulations deemed necessary by the SFM, as required by Health and Safety Code section 13110.5. Staff concludes that the CFIRS Manual constitutes the statement of these reporting requirements promulgated by the SFM pursuant to Health and Safety Code section 13110.5.

In 1974, the SFM implemented a fire reporting system, called the California Fire Incident Reporting System (CFIRS). The first CFIRS manual, issued in January 1974, required fire agencies to submit monthly reports, beginning in January 1974, using either paper forms or on computer magnetic tape. Reports on magnetic tape were to be submitted not later than the last day of the month, while reports submitted on the paper forms were to be submitted not later than the 15th day of the following month.

In July 1990, following several years of work, the SFM issued the version 1.0 of the new CFIRS Manual, to take effect by January 1, 1992. This version of the manual made the following changes in the CFIRS system:

- Reports are to be submitted quarterly (rather than monthly), no later than the 15th of the following month.
- Reports must be submitted on diskette or magnetic tape. Diskettes may be in Macintosh format, or IBM compatible, and the SFM will attempt to facilitate those departments having equipment other than PC or Macintosh, and will work with them on a one to one basis. The magnetic tape reporting option is substantially unchanged.
- New forms, designated as CFIRS-1, CFIRS-2, and CFIRS-3, replace the former SFM form GO-60 and SFM GO-1. Unlike the SFM forms GO-60 and GO-1, however, these forms are not used to transmit information from the local fire department to the SFM. They are provided as a *guide* to the data to be collected, and *may* be used at the scene of a fire incident for data collection purposes, and taken to a central data entry location for keying.

Response from the Department of Finance

The Department of Finance (DOF) notes that the 1990 CFIRS may constitute a limited state-mandated local program. DOF states, "Specifically, the provision requiring that data be provided only on diskette or magnetic tape was a new requirement and may have resulted in some fire protection agencies having to acquire computer capability by lease or purchase."

DOF observes, "The SFM advises that the quantity of data to be reported in the new format has not increased and will provide evidence to substantiate that point in both their written recommendation and in their oral testimony before the Commission"

DOF also notes that the Commission has heard and denied a test claim (CSM-4356) [Attachment D] based on a very similar factual situation involving the California School Accounting Manual (CSAM). DOF observes that, in that decision, the Commission found that, since school districts had been required since at least 1964 to comply with CSAM, subsequent changes in CSAM did not constitute a reimbursable mandate because it did not alter the underlying requirement to provide the data prescribed in CSAM. DOF contends that the same rationale would apply to the 1990 revision to CFIRS.

Response from the State Fire Marshal

The SFM acknowledged that the requirement to submit data in electronic form may constitute a very narrow and limited higher level of service in an existing local program for those agencies without any access to a personal computer. The SFM also contends that the type and net amount of data to be reported for fire incidents is essentially the same. The SFM states, "... the updated system provides the fire department the optional capability to capture information on all emergency incidents; however, the mandated reporting applies only to fires, which is unchanged from the original requirement which has been in place for 18 years."

With respect to the allegation that the reporting system was expanded from 10 to 100 items, the SFM notes that some of the titles of data fields were changed to be consistent with the national standard, however, the data being collected did not change - only the field titles are different. The SFM states, "When comparing the required data elements between the original and

updated versions, the number is substantially the same. This takes into account: (1) the fields that are identical; (2) those fields called by a different name; (3) multiple fields combined into a single field; (4) the optional fields; (5) the fields that are for local use only; and (6) the net difference between the added fields versus the deleted ones."

The SFM further states, "An important factor to be considered is that all the entries are not required all the time - it depends on the scenario. For instance, the added field 'Detection System Reason for Failure' would only be required for an incident where: (1) the fire was in a building; (2) the building had a detection system; and (3) the detection system failed. This holds true for a major portion of the entries."

The SFM reports that the CFIRS Advisory Committee performed a side-by-side analysis of the original and updated versions of CFIRS, and concluded there is no substantial difference in the level of service required to complete the reports. The SFM has also reviewed the reporting requirements, and concluded that they are fundamentally the same, that only the prescribed format has changed.

The SFM notes that the purpose of CFIRS is to collect and share information for mutual benefit at the local and state level, with the ultimate beneficiaries being the citizens of California. SFM states, "In light of this long standing local-state partnership, the CSFM has never attempted to enforce the mandatory provisions of the program, nor is it our intention to do so in the future."

Staff Analysis

Issue

Do the requirements promulgated in the July 1990 CFIRS Manual impose a new program or a higher level of service in an existing program upon local agencies within the meaning of article XIII B, section 6 of the California Constitution and Government Code section 17514?

The activities required of local agencies under the 1990 CFIRS Manual fall into two discrete categories - implementation activities and ongoing reporting activities. Staff will examine each of the claimant's allegations for each type of activity.

Submission on Diskette

Both the original CFIRS Manual and the 1990 CFIRS Manual provide two filing options, but selection of one option or the other is required. One of these options - reporting on computer tape - still exists. The other option, however, has changed from a paper-based data submission option to a personal computer based diskette submission option. Entities which have heretofore sent in their CFIRS reports on paper may experience one-time implementation costs for the acquisition of computer hardware, software, and training, or for (for example) contracting with another entity which has the capability to produce the data on diskette or tape for submission.

The required change from a paper-based data submission option to a diskette based submission option meets the definition set forth by the Supreme Court in *County of Los Angeles v. State of California*, (1987) 43 Cal.3d 46, at 56, in which the term 'program' is defined to include "... or laws which, to implement a state policy, impose unique requirements on local governments and do not apply generally to all residents and entities in the state."

The Court, in *County of Los Angeles*, determined that increased costs, in and of themselves, are not tantamount to an increased level of service in an existing program. In view of the Court's definition of 'program' (above), however, staff finds that the change from the paper-based reporting option to the diskette based reporting option is a unique requirement imposed on fire agencies which does not apply generally to all entities in the state. Staff therefore concludes that the legally necessary one-time costs for implementation of the diskette based reporting system by entities which had, in the past, submitted their reports on paper do constitute a reimbursable state mandate, in accordance with the principles set forth in *County of Los Angeles*.

Staff observes, however, that the requirement to submit information in electronic form does not *require* the reporting agency to acquire a computer and software. An alternative would be to contract with another agency which already possesses the computer hardware and software. Staff notes that the SFM mentions in their response that roughly 111 small volunteer fire departments report on computer tape through the California Department of Forestry and Fire Protection. Staff also notes that the SFM mentions in their response that approximately 55 fire departments have submitted about 60 percent of the total statewide fire incidents via computer tape annually, and that this method of reporting has always been an option under CFIRS. Thus, the elimination of the paper-based reporting option would have had no impact on those entities which had used the computer tape reporting option.

Expansion of Reporting Categories

With respect to the allegation that the new CFIRS manual has expanded ten reporting categories to approximately 100 categories, staff notes that claimant, on page 2 of the test claim, lists a number of reporting categories which are alleged to be new required reporting categories. These are:

- Dispatch time, Arrival Time, End Time, Additional days, First In Company
- Total Fire Service Personnel Responded - career and volunteer
- Number of Apparatus Responded - engine, truck, medical rescue and other
- Information for Mobile Property Involved
- Type of Action Taken - contributing factors, method of extinguishment
- Equipment Involved in Ignition - type, model, serial number, etc.
- For Structure Fires - roof covering, number of stores, etc.
- Other Actions Taken and Special Studies

The *Data Element Comparison Between the Original and the Updated CFIRS Report*, provided by the SFM as a part of their response [Attachment C], reveals the following:

- 12 data elements were shown as added by the new CFIRS Manual;
- 9 data elements were shown as deleted by the new CFIRS Manual;
- 13 data elements were shown as the same by the new CFIRS Manual;
- 27 optional data elements were added by the new CFIRS Manual; and
- 25 groups of data elements were identified as 'same-as'; that is, renamed or consolidated, but containing the same or similar information.

With respect to these 'same-as' data elements, staff observes that the SFM states that 41 data elements in the old report became 28 data elements in the new CFIRS manual - a consolidation which resulted in a reduction of 13 data elements.

Please refer to:

Exhibit 1 for samples of the old CFIRS Forms

Exhibit 2 for samples of the new CFIRS Forms

Exhibit 3 for Commission Staff's analysis of CFIRS report form requirements

A review of the CFIRS-1 Incident Report form by Commission staff shows that sections A, B, and C of the new form cover the same fire-related data as was formerly reported in sections A through I of the SFM GO-60. Section D of the CFIRS-1 reports the same data as section J of the SFM GO-60, and Sections E, F, and G of the CFIRS-1 form are new. Staff finds that sections A through J of the SFM GO-60 are the "ten reporting categories" alleged by the claimant, and that these correspond with sections A through D of the CFIRS-1 form. Thus, the former "ten reporting categories" have actually become 4 reporting categories on the new form, and that 3 new sections (E, F, and G) have been added. In terms of the data contained in the "ten reporting categories," however, the SFM GO-60 form contained 59 data elements in sections A through J. The CFIRS-1 form contains 79 data elements in sections A through D, of which 5 are optional and 74 are required. Staff finds that this represents an increase of 15 required data elements, or roughly a 25 percent increase in the number of data elements contained in the "ten reporting categories."

Staff finds that the new data elements added by the new CFIRS Manual pertaining to fire incidents may constitute a higher level of service in an existing program, but notes that any additions to the level of service caused by these new data elements must be offset by reductions to the level of service resulting from data elements which have been deleted from the new CFIRS Manual but which were required under the old CFIRS Manual. Staff concludes that a determination of the facts on this issue of offsetting savings must be made by testimony at a public hearing, pursuant to section 17556 of the Government Code.

The new sections of the CFIRS-1 form deal with emergency medical incidents and hazardous materials incidents. Staff notes that, while the explicit language of Health and Safety Code section 13110.5 makes these reports optional with respect to local agencies ("...the chief fire official of each fire department operated by a city, city and county, fire protection district, organized fire company, or other public or private entity which provides fire protection may, also furnish information and data to the State Fire Marshal relating to medical aid incidents and

hazardous materials incidents which occur within their area of jurisdiction.”), the SFM has acknowledged that the new CFIRS Manual is an executive order, and the sections of the manual which deal with these sections of the report characterize these data elements as required rather than optional. Staff finds that the requirements to complete sections E, F, and G of the report do constitute a new program, as defined in section 6, Article XIII B of the California Constitution and Government Code section 17514.

Staff concludes that the expansion of categories from ten to over 100 as alleged by the claimant has not taken place, in light of the data element changes detailed above. Staff further concludes that, because of the extensive changes which have been made in the data coding system, legally necessary one-time costs for providing changeover training to fire agency staff in the new system will be incurred, and these costs are costs mandated by the state. Staff also concludes that the addition of emergency medical and hazardous materials incidents to the CFIRS reporting system do constitute a new program, as defined in section 6, Article XIII B of the California Constitution and Government Code section 17514.

Expansion of Form from One to Three Pages

With respect to the allegation that a single-page form has been expanded to three pages, staff observes that the old CFIRS manual contained two forms rather than one. The first form was the SFM GO-60 incident report, and the second was the SFM GO-1 casualty report. Thus, claimant's allegation that a single form has become three forms is incorrect on its face. Staff finds that the old incident report form, SFM GO-60, has become CFIRS-1, and that the old casualty report form SFM GO-1, has become CFIRS-2 and CFIRS-3.

Staff notes that the SFM, in its response, states that there has always been a requirement to submit a casualty report, but that the previous form (SFM GO-1), which was used for either a civilian or a firefighter casualty, has been replaced with separate forms for civilian and firefighter casualties, due to the different types of information needed on the civilian and the firefighter casualties. The SFM states, “The requirement to submit a casualty report is unchanged. The fire department merely uses the report [form] appropriate for the circumstances.”

In reviewing the old and new forms, staff notes that a number of data elements on the old form are used on only one of the new forms. For example, the data elements titled “Familiarity with Structure”, “Location of Victim at Time of Ignition”, and “Condition Preventing Victim's Escape” (Items C, D and F on the old form) appear only on the new Non-Fire Service Casualty Report. However, there is nothing in the old manual or on the old form to indicate that these data elements were needed only for non-fire-service casualties. The separation of the old SFM GO-1 form into the CFIRS-2 and CFIRS-3 forms has clarified which data elements apply to which type of casualty. Moreover, on the CFIRS-2 and CFIRS-3 forms, the “comments” field is optional, where the former “Summary” field was required, and required the submitting agency to “describe how the casualty occurred” – a requirement which encompasses the information in every new field contained in the CFIRS-2 and -3 forms. Staff finds that information required to complete either the CFIRS-2 or the CFIRS-3 is substantially the same as was required to complete the SFM GO-1, and that no additional activities on the part of the fire department are required to complete the new casualty reports.

Staff notes, however, that the old CFIRS manual required the submittal of a SFM GO-1 form for each death or injury requiring hospitalization. While a CFIRS-2 or -3 form is still required for each death, the submittal requirement for injuries has changed from "injury requiring hospitalization" to an injury requiring 1) treatment; 2) consultation with a doctor; or 3) (for fire service personnel only) at least one day of restricted activity following the incident.

Staff concludes that the expansion from a one page form to a three page form as alleged by the claimant has not taken place. Staff further concludes that the change in the threshold for injury reporting from "injury requiring hospitalization" to an injury requiring 1) treatment; 2) consultation with a doctor; or 3) (for fire service personnel only) at least one day of restricted activity following the incident does constitute an increased level of service as defined in section 6, Article XIII B of the California Constitution and Government Code section 17514.

Increased Size of Manual

Claimants also allege that the size of the CFIRS manual has increased from approximately 100 pages to over 500 pages. While this is true, it is not relevant to the existence of a reimbursable state mandated local program. The existence of a reimbursable state mandated local program can be determined only by the requirements imposed by the manual, not by its size. The SFM states:

"It is erroneous to make a direct comparison between the sizes of the two manuals because:

- "the new manual contains the instructions for using all the optional (non-fire) components of the reporting system;
- "the format of the new manual has been expanded to include additional explanatory information to enhance its understanding and user-friendliness;
- "the print style and page layout of the new manual is designed with more open space for easier reading, and to make it convenient to add user notes, resulting in more pages;
- "the tables of codes have been updated for the first time in 18 years, and are reproduced in the manual for convenient reference. The number of codes are significantly larger so as to provide a more accurate and definitive selection for the user."

A staff comparison of the new manual and the old manual reveals:

- Two sections have been added which deal with activities which were added to Health & Safety Code § 13110.5 by Chapter 345/87 - emergency medical calls and hazardous materials incidents. These sections are twelve pages long and 76 pages long, for a total of 88 new pages dealing with these programs. These 88 pages did not exist in the old manual.
- The section in the old manual dealing with casualty reports, which was one page long, has become two sections, dealing with fire service casualty reports and non-fire-service (civilian) casualty reports. These sections are 60 pages and 49 pages long, respectively, for a total of 108 new pages dealing with casualties. These 108 pages provide information on completing the casualty reports which was not provided in the old manual.

- The Individual Fixed Property Use codes, which take up 17 pages in the old manual, are called Specific Property Use codes in the new manual, and take up 54 pages. In addition, an alphabetic list of the Specific Property Use codes (which is actually the format used for the Individual Fixed Property Codes in the old manual), contained in Appendix E-1, takes up another 47 pages, for a total of 84 new pages dealing with property use codes. These 84 pages are made up of 54 pages which provide information on the codes which was not provided in the old manual, and a 30 page net increase in the size of the alphabetic listing of the codes (17 pages in the old manual, 47 pages in the new manual due to type size and layout changes).
- Many of the tables in the old manual are printed in six or eight point type. The listings in the new manual are printed in larger type, making them easier to read, but taking up more space.
- Each data element in the new manual contains a definition of the data element, a statement of the purpose for which the data is being collected, instructions on data entry, and examples of specific cases, showing how the data was coded and entered. Moreover, each data element starts on its own page in the manual; therefore, each one takes up at least one page, even if the page is not completely full. In contrast, the old manual does not have definitions or purpose statements, and often covers more than one data element on a single page.

Staff submits that, if only the additional pages noted above are subtracted from the totals, the alleged 400 page increase in the size of the manual is reduced by the 280 new pages, becoming a 120 page increase in the material dealing with fire incidents. Staff further submits that most, if not all, of the remaining 120 page increase in size can be accounted for by the increase in type size and one data element per page layout noted above.

Staff concludes that, while the new CFIRS manual is indeed larger than the old CFIRS manual, that change itself does not constitute an increase in the level of service required to be provided by the manual. Rather, it is the requirement to carry out new programs or to provide a higher level of service in an existing program which would be germane, and these requirements cannot be discerned merely by looking at the size of the manual.

Level of Service and Possible Cost Savings

Should the Commission find a new program or higher level of service in an existing program resulting from the promulgation of the new CFIRS Manual, an additional task would be to verify the reimbursability of such a new program or higher level of service.

The Commission cannot find costs mandated by the state, as defined in Section 17514, in any claim submitted by a local agency, "... if, after a hearing, the commission finds that: ...The statute or executive order provides for offsetting savings to local agencies or school districts which result in no net costs to the local agencies or school districts...." (Gov. Code, § 17556 (e).)

Staff notes that furnishing CFIRS information in diskette form is a new option (submission on computer tape was previously the other option, and remains so) which replaces the option of

furnishing this information on paper forms.¹ Staff submits that both the replacement of the manual, paper-based CFIRS reporting system option with the current option which provides for the submission of CFIRS information in diskette form, and the change from monthly to quarterly submission of reports, could result in ongoing cost savings for local agencies. Staff finds that some areas in which cost savings may occur include (but are not limited to):

- Postage and handling costs for sending the diskette or tape to SFM quarterly rather than monthly - the fire department does four mailings rather than twelve, saving the costs of eight mailings.
- Postage and handling cost savings for mailing a computer diskette, rather than a stack of paper forms. (Applies only to fire departments not reporting on computer tape.)
- EDP costs savings from creating only 4 tapes per year, rather than 12. (Applies only to fire departments reporting on computer tape.)

Staff further submits that the ongoing activity of providing CFIRS information quarterly in diskette or computer tape form rather than monthly in either paper or computer tape form, is arguably a lower level of service than the old manual's required monthly submission.

Conclusion

Claimant has alleged: "The new CFIRS system clearly represents a major increase in the level of service required to be provide by local agencies to the state. The staff time, materials, and equipment necessary for fire service agencies to comply with the expanded requirements has resulted in increased costs to the City of Newport Beach and to all other local fire agencies that are or will be complying with the new mandate." However, the SFM has stated that there has been no change in the underlying services and functions provided by California fire departments in preparing these reports, that only the prescribed format of the reports has changed.

Nonetheless, staff's independent analysis has revealed several new programs and potential increases in levels or service which are required by the new CFIRS Manual:

Staff concludes that the portions of the new CFIRS Manual pertaining to emergency medical and hazardous materials incidents are an executive order which establishes a new program, as defined in section 6, Article XIII B of the California Constitution and Government Code section 17514.

Staff concludes that the new data elements added by the new CFIRS Manual pertaining to fire incidents may constitute a higher level of service in an existing program, but that any additions to the level of service caused by these new data elements must be offset by reductions to the level of service resulting from data elements which have been deleted from the new CFIRS Manual but which were required under the old CFIRS Manual. Staff concludes that a determination of the facts on this issue must be made by testimony at a public hearing.

¹ While two reporting medium options exist, the use of one option or the other is required.

Staff concludes that, because of the extensive changes which have been made in the data coding system, legally necessary one-time costs for providing changeover training to fire agency staff in the new system are costs mandated by the state.

Staff concludes that the change in the injury reporting threshold from "injury requiring hospitalization" to an "injury requiring 1) treatment; 2) consultation with a doctor; or 3) (for fire service personnel only) at least one day of restricted activity following the incident" constitutes a higher level of service in an existing program, as defined in section 6, Article XIII B of the California Constitution and Government Code section 17514.

Staff concludes that the change from paper-based to diskette submission of reports meets the second definition of 'program' set forth in *County of Los Angeles v. State of California*, (1987) 43 Cal.3d 46, at 56, and that the legally necessary one time costs for implementation of this change are costs mandated by the state.

Staff concludes that the balance of the new CFIRS Manual does not constitute a higher level of service in an existing program because:

- The increased size of the manual it is not relevant to the existence of a reimbursable state mandated local program;
- The expansion of the form from one page to three pages as alleged by the claimant did not take place.

Staff concludes that the change from monthly to quarterly submission of reports may result in cost savings to local agencies, and that the amount of such cost savings should be determined by testimony at a public hearing before the Commission.

Staff Recommendation

Staff recommends that the Commission find that the portions of the new CFIRS Manual pertaining to emergency medical and hazardous materials incidents are an executive order which establishes a new program, as defined in section 6, article XIII B of the California Constitution and Government Code section 17514.

Staff recommends that the Commission find that the change in the injury reporting threshold from "injury requiring hospitalization" to an "injury requiring 1) treatment; 2) consultation with a doctor; or 3) (for fire service personnel only) at least one day of restricted activity following the incident" constitutes a higher level of service in an existing program, as defined in section 6, article XIII B of the California Constitution and Government Code section 17514.

Staff recommends that the Commission find that the new data elements added by the new CFIRS Manual pertaining to fire incidents may constitute a higher level of service in an existing program, as defined in section 6, article XIII B of the California Constitution and Government Code section 17514, but that the Commission take testimony to determine the extent to which the level of service caused by these new data elements must be offset by reductions to the level of service resulting from data elements which have been deleted from the new CFIRS Manual but which were required under the old CFIRS Manual.

Staff recommends that the Commission find that, because of the extensive changes which have been made in the data coding system, legally necessary one-time costs for providing changeover training to fire agency staff in the new system are costs mandated by the state.

Staff recommends that the Commission find that the change from paper-based to diskette submission of reports constitutes a state mandated program and that the legally necessary one-time costs for implementation of this change are costs mandated by the state.

Staff recommends that the Commission take testimony to determine whether the new CFIRS Manual may provide for cost savings to local agencies, by reducing the number of report filing periods from twelve to four in a paperless format.

Staff recommends that the Commission find that all other increased costs alleged by claimant do not constitute a reimbursable state mandate, in accordance with the principles set forth decision in *County of Los Angeles v. State of California*, (1987) 43 Cal.3d 46, in which the California Supreme Court determined that increased costs are not tantamount to an increased level of service in an existing program, as defined in section 6, article XIII B of the California Constitution and Government Code section 17514.

EXHIBIT 1

OLD CFIRS REPORT FORMS

FORM GO-60

FORM GO-1

Errors contained in this report are intended for the sole use of the State Fire Marshal. Estimations and evaluations made herein represent "most likely" and "most probable" cause and effect. Any representation as to the validity or accuracy of reported conditions outside the State Fire Marshal's office, is neither intended nor implied.

STATE OF CALIFORNIA
OFFICE OF THE STATE FIRE MARSHAL
FIRE INCIDENT REPORT

INCIDENT NO. _____

DEL CORR

FIRE DEPARTMENT

(DEPARTMENTAL USE)

1	UPANT NAME	RELATIONSHIP	ALARM SOURCE	TEL. BOX	PFAS	RADIO
2	ADDRESS	ROOM / APT. NO.	CITY	ZIP	TELEPHONE NO. (CALL BACK)	
3	OWNER NAME	ADDRESS	CITY	ZIP	CENSUS / PARCEL NO.	
4	MANAGER NAME	ADDRESS	CITY	ZIP	TELEPHONE NO.	

A. INFORMATION (PAGE 17)

FIRE DEPT. ID	INCIDENT NO.	EXPOSURE NO.	TIME	MONTH	DAY	YEAR	DAY CODE	COUNTY OF FIRE	DIST. CITY	OUT OF JURISDICTION
										CHECK IF YES <input type="checkbox"/>

B. PROPERTY CLASSIFICATION (PAGE 19)

CODE	"TYPE OF INCIDENT"	CONSTR. DATE PRE 72 POST 71
1		1 <input type="checkbox"/> 2 <input type="checkbox"/>
2	PROPERTY CLASSIFICATION (COMPLEX)	
3	PROPERTY CLASSIFICATION (INDIVIDUAL)	

C. PROPERTY TYPE (PAGE 41)

PROPERTY MANAGEMENT	PVT.	FED	STATE	COUNTY	CITY	DISTRICT	FOREIGN	OTHER
1	2	3	4	5	6	7	8	9
CODE	STRUCTURE, BUILDING OR VEHICLE - PROPERTY TYPE							
	BUILDING NO. STORIES							
STRUCTURE, BUILDING	- CONSTRUCTION TYPE							
EST. WALL	INT. WALL	FLOOR - ROOF	FIRE RATED					NO
N/A	CONC	N/A	CONC	N/A	CONC	7	8	9

D. EXTENT OF DAMAGE (PAGE 45)

CODE	EXTENT OF DAMAGE - FIRE	
2	EXTENT OF DAMAGE - SMOKE	
3	EXTENT OF DAMAGE - WATER	
4	ESTIMATED LOSS - PROPERTY	ESTIMATED LOSS - CONTENTS

E. LOCATION & CAUSE (PAGE 49)

CODE	LEVEL OF ORIGIN
2	SOURCE OF HEAT CAUSING IGNITION
3	FORM OF HEAT CAUSING IGNITION
4	ACT OR OMISSION CAUSING IGNITION

F. AREA, MATERIALS & SMOKE SPREAD (PAGE 63)

CODE	AREA OF ORIGIN
2	TYPE OF MATERIAL FIRST IGNITED
3	FORM OF MATERIAL FIRST IGNITED
4	MAIN AVENUES SMOKE SPREAD

G. SPREAD OF FIRE (PAGE 77)

CODE	MAIN AVENUES FIRE SPREAD
2	TYPE MATERIAL CAUSING SPREAD
3	FORM MATERIAL CAUSING SPREAD
4	ACT OR OMISSION CAUSING SPREAD

H. PROTECTION FACILITIES (PAGE 91)

CODE	SPRINKLERS - TYPE
2	SPRINKLERS - EFFECTIVENESS
3	STANDPIPES - TYPE
4	STANDPIPES - EFFECTIVENESS
5	PORTABLE EXTINGUISHERS - TYPE
6	PORTABLE EXTINGUISHERS - EFFECTIVENESS

I. PROTECTION FACILITIES (PAGE 97)

CODE	PRIVATE BRIGADE - TYPE		
2	PRIVATE BRIGADE - EFFECTIVENESS		
3	SPECIAL HAZARD PROTECTION - TYPE		
4	SPECIAL HAZARD PROTECTION - EFFECTIVENESS		
5	SIGNAL OR WARNING SYSTEM TYPE	CODE	EFFECTIVENESS
6	SIGNAL WARNING SYSTEM - MEANS OF ACTIVATION		
7	SIGNAL WARNING SYSTEM - TYPE DETECTORS		
8	WATCHMAN EFFECTIVENESS	CODE	OTHER FACILITIES EFFECTIVENESS

J. MISCELLANEOUS (PAGE 109)

FIREFIGHTER		CIVILIANS	
NO. INJURED	NO. OF DEATHS	NO. INJURED	NO. OF DEATHS
1			
SFM FORM 60-1 SUBMITTED FOR EACH DEATH (CHECK BOX IF YES) <input type="checkbox"/>			

CFIRS CODE BOOK



FIRE CASUALTY REPORT

INJURY
(only those requiring hospital treatment)
OR DEATH



00-1 (1/79)

FIRE DEPARTMENT

A. - IDENTIFICATION																																									
FIRE DEPT. ID	INCIDENT NO.	REPORT NUMBER	TIME	MONTH	DAY	YEAR	DAY CODE	COUNTY	VICTIM NUMBER	BTL	BORN																														
B. - CASUALTY TYPE																																									
CASUALTY LAST NAME				FIRST NAME				MI		AGE		TYPE OF INJURY																													
CITY OR TOWN OF RESIDENCE				STATE				TELEPHONE																																	
<table border="0" style="width:100%;"> <tr> <td style="width: 25%;">SEX</td> <td style="width: 25%;">RACE</td> <td style="width: 25%;">CASUALTY TYPE</td> <td style="width: 25%;">SEVERITY</td> <td colspan="2">APPLICATION</td> <td colspan="2">CONTINUOUS</td> <td colspan="2">REASONS</td> </tr> <tr> <td>1 <input type="checkbox"/> MALE</td> <td>1 <input type="checkbox"/> WHITE</td> <td>1 <input type="checkbox"/> FIRE CASUALTY</td> <td>1 <input type="checkbox"/> INJURY</td> <td>1 <input type="checkbox"/> FIRE SERVICE</td> <td>1 <input type="checkbox"/> CIVILIAN</td> <td>1 <input type="checkbox"/> COLLISION</td> <td>1 <input type="checkbox"/> SUICIDE</td> <td colspan="2"> </td> </tr> <tr> <td>2 <input type="checkbox"/> FEMALE</td> <td>2 <input type="checkbox"/> NON-WHITE</td> <td>2 <input type="checkbox"/> ACTION CASUALTY</td> <td>2 <input type="checkbox"/> DEATH</td> <td>1 <input type="checkbox"/> OTHER EMERGENCY PERSONNEL</td> <td>2 <input type="checkbox"/> HOMICIDE</td> <td colspan="4"> </td> </tr> </table>												SEX	RACE	CASUALTY TYPE	SEVERITY	APPLICATION		CONTINUOUS		REASONS		1 <input type="checkbox"/> MALE	1 <input type="checkbox"/> WHITE	1 <input type="checkbox"/> FIRE CASUALTY	1 <input type="checkbox"/> INJURY	1 <input type="checkbox"/> FIRE SERVICE	1 <input type="checkbox"/> CIVILIAN	1 <input type="checkbox"/> COLLISION	1 <input type="checkbox"/> SUICIDE			2 <input type="checkbox"/> FEMALE	2 <input type="checkbox"/> NON-WHITE	2 <input type="checkbox"/> ACTION CASUALTY	2 <input type="checkbox"/> DEATH	1 <input type="checkbox"/> OTHER EMERGENCY PERSONNEL	2 <input type="checkbox"/> HOMICIDE				
SEX	RACE	CASUALTY TYPE	SEVERITY	APPLICATION		CONTINUOUS		REASONS																																	
1 <input type="checkbox"/> MALE	1 <input type="checkbox"/> WHITE	1 <input type="checkbox"/> FIRE CASUALTY	1 <input type="checkbox"/> INJURY	1 <input type="checkbox"/> FIRE SERVICE	1 <input type="checkbox"/> CIVILIAN	1 <input type="checkbox"/> COLLISION	1 <input type="checkbox"/> SUICIDE																																		
2 <input type="checkbox"/> FEMALE	2 <input type="checkbox"/> NON-WHITE	2 <input type="checkbox"/> ACTION CASUALTY	2 <input type="checkbox"/> DEATH	1 <input type="checkbox"/> OTHER EMERGENCY PERSONNEL	2 <input type="checkbox"/> HOMICIDE																																				
C. - FAMILIARITY OF VICTIM WITH STRUCTURE						D. - LOCATION OF VICTIM AT TIME OF IGNITION																																			
1 <input type="checkbox"/> Less than 1 day 2 <input type="checkbox"/> 1 to 7 days 3 <input type="checkbox"/> 8 to 30 days 4 <input type="checkbox"/> 1 to 2 months 5 <input type="checkbox"/> 3 to 6 months 6 <input type="checkbox"/> 7 to 12 months 7 <input type="checkbox"/> Over 1 year 8 <input type="checkbox"/> Not a structure. 9 <input type="checkbox"/> Undetermined or not reported.*						1 <input type="checkbox"/> Fire casualty intimately involved with ignition. Included are ignition of clothing on a person and ignition of bedding or furniture on which a person is sitting or lying. 2 <input type="checkbox"/> Fire casualty in the room or space of fire origin. Includes vehicle compartments, porches, tents, and play-house 3 <input type="checkbox"/> Fire casualty on same floor as origin of fire. 4 <input type="checkbox"/> Fire casualty in same building as origin of fire. 5 <input type="checkbox"/> Fire casualty outside of building of fire origin but on property. 6 <input type="checkbox"/> Fire casualty off property of fire origin at time of ignition. 7 <input type="checkbox"/> Not a fire casualty. 8 <input type="checkbox"/> Not classified above* 9 <input type="checkbox"/> Undetermined or not reported*																																			
E. - CAUSE OF CASUALTY						F. - CONDITION PREVENTING VICTIM'S ESCAPE																																			
1 <input type="checkbox"/> Trapped by (1) what _____ 2 <input type="checkbox"/> Exposed to fire products. Include flame, heat, smoke, and gas. 3 <input type="checkbox"/> Exposed to chemicals, radiation. Excluded are fire products reported in 2. 4 <input type="checkbox"/> Fell or stepped on, over, into (1) what _____ 5 <input type="checkbox"/> Overexertion. 6 <input type="checkbox"/> Rubbed by, contact with (1) what _____ 7 <input type="checkbox"/> Struck by (1) what _____ 8 <input type="checkbox"/> Not applicable. 9 <input type="checkbox"/> Not classified above.* 0 <input type="checkbox"/> Undetermined or not reported.*						1 <input type="checkbox"/> No time to escape; explosion or fire progressed too rapidly. 2 <input type="checkbox"/> Fire between casualty and exit. 3 <input type="checkbox"/> Locked door. 4 <input type="checkbox"/> Illegal gates, locks. 5 <input type="checkbox"/> Clothing on casualty burning. 6 <input type="checkbox"/> Moved too slowly. Included are failures to follow correct (available) escape procedures. 7 <input type="checkbox"/> Victim incapacitated prior to ignition. 8 <input type="checkbox"/> No conditions prevented escape or not a factor. 9 <input type="checkbox"/> Not classified above.* 0 <input type="checkbox"/> Undetermined or not reported.*																																			
G. - CONDITION BEFORE INJURY						H. - NATURE OF CASUALTY																																			
1 <input type="checkbox"/> Asleep. 2 <input type="checkbox"/> Bedridden, or physical handicap. 3 <input type="checkbox"/> Impaired by drugs, alcohol. 4 <input type="checkbox"/> Under restraint. 5 <input type="checkbox"/> Too young to act. 6 <input type="checkbox"/> Too old to act. 7 <input type="checkbox"/> Mentally handicapped, senile. 8 <input type="checkbox"/> Awake, unimpaired. 9 <input type="checkbox"/> Not classified above.* 0 <input type="checkbox"/> Undetermined or not reported.*						1 <input type="checkbox"/> Burns and asphyxia/smoke. 2 <input type="checkbox"/> Burns only. 3 <input type="checkbox"/> Asphyxia/smoke only. 4 <input type="checkbox"/> Wound, cut, bleeding. 5 <input type="checkbox"/> Dislocation, fracture. 6 <input type="checkbox"/> Complaint of pain. Included are heart attacks and strokes. 7 <input type="checkbox"/> Shock. 8 <input type="checkbox"/> Strain, sprain. 9 <input type="checkbox"/> Not classified above.* 0 <input type="checkbox"/> Undetermined or not reported.*																																			
I. - ACTIVITY AT TIME OF CASUALTY			J. - PART OF BODY AFFECTED			K. - DISPOSITION OF VICTIM																																			
1 <input type="checkbox"/> Escaping. 2 <input type="checkbox"/> Rescue attempt. 3 <input type="checkbox"/> Fire control. 4 <input type="checkbox"/> Response/return. 5 <input type="checkbox"/> Cleanup, salvage, mop-up. 6 <input type="checkbox"/> Sleeping. 7 <input type="checkbox"/> Unable to act. 8 <input type="checkbox"/> Irrational action. 9 <input type="checkbox"/> Not classified above.* 0 <input type="checkbox"/> Undetermined or not reported.*			1 <input type="checkbox"/> Head, neck. 2 <input type="checkbox"/> Body, trunk, back. 3 <input type="checkbox"/> Arm. 4 <input type="checkbox"/> Leg. 5 <input type="checkbox"/> Hand. 6 <input type="checkbox"/> Foot. 7 <input type="checkbox"/> Internal. Included are respiratory system and heart. 8 <input type="checkbox"/> Multiple parts. 9 <input type="checkbox"/> Not classified above.* 0 <input type="checkbox"/> Undetermined or not reported.*			1 <input type="checkbox"/> Taken to hospital by fire department vehicle. 2 <input type="checkbox"/> Taken to hospital by nonfire department vehicle. 3 <input type="checkbox"/> Taken to other than hospital. 4 <input type="checkbox"/> Died. 5 <input type="checkbox"/> Not classified above.* 6 <input type="checkbox"/> Undetermined or not reported.*																																			
*Clarify. If more space is needed, use other side by reference to form section									L. - On reverse side DESCRIBE THE PERTINENT FACTS CAUSING THIS CASUALTY																																

EXHIBIT 2

NEW CFIRS REPORT FORMS

FORM CFIRS 1

FORM CFIRS 2

FORM CFIRS 3

SECTION A	CALIFORNIA FIRE INCIDENT REPORTING SYSTEM										CFIRS 1			
FDID	INCIDENT NUMBER										Year	Exp. No.		
CORRECTIONS Change <input type="checkbox"/> Delete <input type="checkbox"/>	Fire Department										MULTI-AGENCY INCIDENT NO.	Agency I.D.	Year	Incident No.
INCIDENT DATE	DISPATCH TIME		ARRIVAL TIME		END TIME		ADD'L DAYS		FIRST IN COMPANY		DISTRICT			
SITUATION(S) FOUND	#1	#2	#3	#4	AUTOMATIC OR MUTUAL AID		METHOD OF ALARM		TYPE WEATHER		AIR TEMPERATURE		PROPERTY MANAGEMENT	
INCIDENT ADDRESS / LOCATION														
ROOM / APARTMENT	ZIP CODE	CENSUS TRACT	FIRE HAZARD SEVERITY ZONE											
TOTAL FIRE SERVICE PERSONNEL RESPONDED	Career	Vol.	NO. APPARATUS RESPONDED	Engine	Truck	Rescue Med.	Other							
CODE	NAME: Last, First, M.I.	AREA										TELEPHONE		
ADDRESS / CITY	STATE	ZIP												
CODE	NAME: Last, First, M.I.	AREA										TELEPHONE		
ADDRESS / CITY	STATE	ZIP												
GENERAL PROPERTY USE	SPECIFIC PROPERTY USE	BUILDING CODE OCCUPANCY TYPE	STRUCTURE TYPE	STRUCTURE STATUS	OCCUPIED AT TIME OF INCIDENT									
FOR MOBILE PROPERTY INVOLVED	Type	Vehicle License No.	State	Year	Make	L.C.C./D.O.T. Permit No.								
Model	Vehicle Identification No.	Drivers' License No.	State											

SECTION B	COMPLETE FOR ALL FIRES											
TYPE OF ACTION(S) TAKEN	#1	#2	#3	#4	FIRE ORDN	Area	Level	Horizontal Distance From	FORM OF HEAT	IGNITION FACTOR		
SEX	AGE	SEX	AGE	MATERIAL FIRST IGNITED	Type	Form	CONTRIBUTING FACTOR(S)	#1	#2	METHOD OF EXTINGUISHMENT		
ESTIMATED PROPERTY LOSS	ESTIMATED CONTENTS LOSS	FUEL MODEL	ACRES BURNED									
IF EQUIPMENT INVOLVED IN IGNITION	Type	Model	Serial No.	Year								

SECTION C	COMPLETE FOR STRUCTURE FIRE											
CONSTRUCTION TYPE	ROOF COVERING	NUMBER OF STORES	EXTENT OF DAMAGE	Flame	Smoke							
MATERIAL GENERATING MOST SMOKE	Type	Form	AVENUE OF SMOKE TRAVEL	DETECTION SYSTEM	Type	Power Supply	Performance	Reason For Failure				
EXTINGUISHING SYSTEM	Type	Performance	Reason For Failure	SPRINKLER HEAD(S)	Type	Number Activated						

SECTION D	COMPLETE FOR FIRE SERVICE CASUALTY AND NON-FIRE SERVICE FIRE CASUALTY											
FIRE SERVICE CASUALTY	Injuries	Fatalities	NON-FIRE SERVICE FIRE CASUALTY	Injuries	Fatalities							

SECTION E	COMPLETE FOR E.M.S.											
NUMBER OF PATIENTS	HIGHEST LEVEL OF CARE CAPABLE OF BEING PROVIDED ON SCENE	Fire	Other	HIGHEST LEVEL OF CARE PROVIDED ON SCENE	Fire	Other						
E.M.S. TYPE OF SITUATIONS FOUND	#1	#2	#3	#4	NO. OF PATIENTS TRANSPORTED BY	Fire Dept.	Pvt. Amb.	Coroner	Other			

SECTION F	COMPLETE FOR HAZ MAT											
OES CTRL NUMBER	HAZ MAT RELEASE	Area	Level	RELEASE FACTORS	#1	#2	#3	#4	CONTRIBUTING FACTOR(S)	#1	#2	
EST. NO. CHEMICALS RELEASED	TYPE OF EQUIPMENT INVOLVED IN RELEASE	HAZ MAT ACTION(S) TAKEN	#1	#2	#3	#4	DISPOSITION OF INCIDENT					
HAZ MAT LD. SOURCES	Personnel	Reference Material	#1	#2	FIRE SERVICE HAZ MAT CASUALTY	Injuries	Fatalities	NON-FIRE SERVICE HAZ MAT CASUALTY	Injuries	Fatalities		
CHEMICAL OR TRADE NAME	DOT LD. NO.	DOT HAZARD CLASS	CAS NO.									
PHYSICAL STATE	Stored	Released	QUANTITY RELEASED	UNIT OF MEASURE	EXTENT OF RELEASE	SUSPECTED ENVIRONMENTAL CONTAMINATION						
CONTAINER	Type	Material	Description Use	Feature	Capacity	UNIT OF MEASURE	ADDITIONAL HAZARDOUS MATERIAL (COM BACK)					

SECTION G	OTHER ACTION(S) TAKEN				SPECIAL STUDIES: Local								Statewide															
TYPE OF ACTION(S) TAKEN	#1	#2	#3	#4	1a	b	c	d	2a	b	c	d	3a	b	c	d	4a	b	c	d	5a	b	c	d	6a	b	c	d

SECTION E. Continued

CHEMICAL OR TRADE NAME				DOT I.D. NO.	DOT HAZARD CLASS	CAS NO.	
PHYSICAL STATE	Stored	Released	QUANTITY RELEASED	UNIT OF MEASURE	EXTENT OF RELEASE	SUSPECTED ENVIRONMENTAL CONTAMINATION	
CONTAINER			Type	Material	Description Use	Feature	Capacity
CONTAINER OR TRADE NAME				DOT I.D. NO.	DOT HAZARD CLASS	CAS NO.	
PHYSICAL STATE	Stored	Released	QUANTITY RELEASED	UNIT OF MEASURE	EXTENT OF RELEASE	SUSPECTED ENVIRONMENTAL CONTAMINATION	
CONTAINER			Type	Material	Description Use	Feature	Capacity

COMMENTS

EXHIBIT 3

**COMMISSION STAFF'S
SIDE-BY-SIDE ANALYSIS**

OLD AND NEW CFIRS REPORT FORM REQUIREMENTS

Hearing Date: February 27, 1997
 File Number: CSM-4419A
 Staff: Steve Zimmerman
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The following table summarizes the data on each of the reporting categories contained in the new CFIRS Manual, shown in the order in which they appear on the CFIRS-1 Incident Report form.

New CFIRS Field Name	Old CFIRS Field Name	SFM Comparison Table (new v. old) shows:	New CFIRS Manual shows new field to be:
Section A			
Fire Dept. ID Number	Fire Dept. ID Number	Same	Same
Incident Number	Incident Number	Same	Same; formerly chronological, now chronological by year.
Exposure Number	Exposure Number	Same	Same. [An exposure fire is defined as a fire in a building, structure or vehicle which results from a fire outside that building, structure or vehicle.]
Correction: Change Delete	Del & Corr	Same	Formerly standalone check boxes; now a single field.
Multi-Agency Incident Number	[none]	Added	Used only for mutual aid type incidents.
Incident Date	Month-Day-Year	Same as	Same data.
Dispatch Time	Time	Same as	Same data. The time when the incident 'occurred' was replaced with the dispatch time.
Arrival Time	[none]	Added, Optional (local use)	Required.
End Time	[none]	Added, Optional (local use)	Required.
Additional Days	[none]	Added	Used only if the fire lasts more than one calendar day.

First In Company	[none]	Added, Optional (local use)	Local option.
District	District/City	Same as, Optional (local use)	Local option.
Situations Found (up to 4)	Type of Incident	Same as	Same data; however, the number of possible situations (together with the codes for them) has expanded.
Automatic or Mutual Aid	Out of Jurisdiction	Same as	Formerly optional. Now, used to record whether mutual aid was given or received.
Method of Alarm	Alarm Source	Same as	Formerly an optional, check-box entry. Now entered with a code.
Type of Weather	[none]	Added, Optional (local use)	Required except when giving mutual aid.
Air Temperature	[none]	Added, Optional (local use)	Required except when giving mutual aid.
Property Management	Property Management	Same	Same; formerly check box, now code entry.
Incident Address / Location; Room / Apartment; ZIP Code	Incident Address	Same, Optional (local use)	Local option.
Census Tract	Census / Parcel Number	Same as	Formerly optional. Not required when giving mutual aid to another department.
Fire Hazard Severity Zone	[none]	Added, Optional	Required except when giving mutual aid.
Total Fire Service Personnel responded - career	[none]	Added, Optional (local use)	Leave blank for exposure reports.

Total Fire Service Personnel responded - volunteer.	[none]	Added, Optional (local use)	Leave blank for exposure reports.
Number of Apparatus Responded - Engine	[none]	Added, Optional (local use)	Leave blank for exposure reports.
Number of Apparatus Responded - Truck	[none]	Added, Optional (local use)	Leave blank for exposure reports.
Number of Apparatus Responded - Rescue Med.	[none]	Added, Optional (local use)	Leave blank for exposure reports.
Number of Apparatus Responded - Other	[none]	Added, Optional (local use)	Leave blank for exposure reports.
Involvement Code; Name; Area; Telephone; Address/City; State; ZIP	Occupant Name; Relationship; Address; Room/Apt. No.; City; ZIP; Telephone No. (Callback)	Same as, Optional (local use)	Local option.
Involvement Code; Name; Area; Telephone; Address/City; State; ZIP	Owner Name; Address; City; ZIP	Same as, Optional (local use)	Local option.
[none]	Manager Name; Address; City; ZIP; Telephone No.	Deleted	Was optional.
[none]	Day Code	Deleted	Deleted

[none]	County of Fire	Deleted	Deleted
General Property Use	Property Class - Complex	Same as	Same data. The number of codes has increased.
Specific Property Use	Property Class - Individual	Same as	Same data.
Building Code Occupancy Type	[none]	Added	Used only if a building is involved in the fire. Not required when giving mutual aid.
Structure Type	Property Type	Same as	Same data.
Structure Status	[none]	Added	Used only if a building is involved in the fire. Not required when giving mutual aid.
Occupied at Time of Incident	[none]	Added	Used only if a building or vehicle is involved in the fire. Not required when giving mutual aid.
Mobile Property Type	Vehicle Property Type	Same as	Formerly coded in two fields - Vehicle Property Type and Individual Mobile Property Use Classification.
Mobile Property - Vehicle License Number & State, Year, Make, Model	[none]	Added, Optional. These are identified in the SFM response as optional for CFIRS but required on the Office of Emergency Services hazardous materials incident report.	Required (if applicable) when mobile property is involved in an incident. Not required when giving mutual aid to another department.

Mobile Property - ICC/DOT Permit Number, Vehicle ID Number, Driver's License Number & State	[none]	Added, Optional. These are identified in the SFM response as optional for CFIRS but required on the Office of Emergency Services hazardous materials incident report.	Required (if applicable) when mobile property is involved in an incident. Not required when giving mutual aid to another department.
[none]	Construction Date (Mobile Home)	Deleted	Required except when giving mutual aid. Field is "Year" in Section B.
Section B			
Type of Actions Taken (up to 4)	[none]	Added	This field contains up to 4 two-digit codes which describe the actions taken by the fire department to put out the fire or deal with the incident. Applies only to fires - not haz mat or other incident. Data for haz mat goes in Section F, and for non-fire and non-haz mat in Section G.
Fire Origin - Area	Area of Origin	Same as	Same data.
Fire Origin - Level	Level of Origin	Same	Same
Fire Origin Horizontal Distance From	[none]	Added, Optional	Required <u>only</u> if Area of Origin is coded 91 or 92, otherwise leave blank.
Form of Heat of Ignition	Form of Heat of Ignition	Same	Same
Ignition Factor	Act or Omission Causing Ignition Act or Omission Causing Spread	Same as	Two data elements became one. Reduction: one data element.

Sex/Age of Person Involved in ignition (2 each)	[none]	Added, Optional	Required only if a person is involved in the ignition, otherwise leave blank.
Material Ignited First - Type	Material Ignited First - Type	Same	Same
Material Ignited First - Form	Material Ignited First - Form	Same	Same
Contributing Factors	Main Avenue Fire Spread Material Causing Spread - Type Material Causing Spread - Form	Same as	Three data elements became one. Reduction: two data elements.
Method of Extinguishment	[none]	Added	Required.
Estimate Property Loss	Estimate Loss - Property	Same	Same, but need for update reports is stressed.
Estimated Contents Loss	Estimated Loss - Contents	Same	Same, but need for update reports is stressed.
Fuel Model	[none]	Added, Optional	Required for vegetation fires only.
Acres Burned	[none]	Added	Applies only to vegetation fires.
Equipment Involved in Ignition - Type	Source of Heat Causing Ignition	Same as	Same data.
Equipment Involved in Ignition - Make	[none]	Added, Optional	Required (if applicable) except when giving mutual aid.
Equipment Involved in Ignition - Model	[none]	Added, Optional	Required (if applicable) except when giving mutual aid.

Equipment Involved in Ignition - Year	[none]	Added, Optional	Required (if applicable) except when giving mutual aid.
Equipment Involved in Ignition - Serial Number	[none]	Added, Optional	Required (if applicable) except when giving mutual aid.
Section C			
Construction Type Roof Covering	Construction Type - Exterior Wall Interior Wall Floor/Roof Fire Rated	Same as	Four data elements became two. Reduction: two data elements.
Number of Stories	Number of Stories	Same	Same, for structure fires only.
Extent of Damage - Flame	Extent of Damage - Fire	Same as	Same data.
Extent of Damage - Smoke	Extent of Damage - Smoke	Same	Same
[none]	Extent of Damage - Water	Deleted	Deleted
Material Generating Most Smoke - Type	[none]	Added, Optional	Required for structure fires only.
Material Generating Most Smoke - Form	[none]	Added, Optional	Required for structure fires only.
Main Avenue of Smoke Travel	Main Avenue of Smoke Spread	Same as	Same data.

Detection System Type	Signal or Warning System - Type Means of Activation Type Detectors	Same as	Three data elements became one. Reduction: two data elements.
Detection System Power Supply	[none]	Added	Overlaps former field "Signal or Warning System Type". If no detection system present, leave blank.
Detection System Performance	Signal or Warning System Effectiveness	Same as	Same data.
Detection System Reason for Failure	[none]	Added	Overlaps former field "Signal or Warning System Effectiveness". Applies only if a detection system is present and fails to operate. If no detection system present, leave blank.
Extinguishing System Type	Sprinklers - Type Standpipes - Type Special Hazard Protection - Type	Same as	Three data elements became one. Reduction: two data elements.

Extinguishing System Performance	Sprinklers Effectiveness Standpipes Effectiveness Portable Extinguishers Effectiveness Special Hazard Protection Effectiveness	Same as	Four data elements became one. Reduction: three data elements.
Extinguishing System Reason for Failure	[none]	Added	Overlaps former fields on effectiveness of sprinklers, standpipes, and special hazard protection. If no extinguishing system present, leave blank.
Sprinkler Heads - Type	[none]	Added	Overlaps former field "Sprinklers - Type". If no sprinkler system present, leave blank.
Sprinkler Heads - Number Activated	[none]	Added	Overlaps former field "Sprinklers - Effectiveness". If no sprinkler system present, leave blank. If system was present but no heads activated, enter 000.
[none]	Portable Extinguishers - Type	Deleted	Deleted
[none]	Private Brigade - Type	Deleted	Deleted
[none]	Private Brigade - Effectiveness	Deleted	Deleted
[none]	Watchman Effectiveness	Deleted	Deleted
[none]	Other Facilities Effectiveness	Deleted	Can be reported as "Undetermined" sprinkler system "Performance".

Section D			
Fire Service Casualty - Injuries	Firefighter - Number Injured	Same as	Same data.
Fire Service Casualty - Fatalities	Firefighter - Number of Deaths	Same as	Same data.
Non-Fire Service Casualty - Injuries	Civilians - Number Injured	Same as	Same data.
Non-Fire Service Casualty - Fatalities	Civilians - Number of Deaths	Same as	Same data.
Section E: Emergency Medical Service Incidents			[Optional per H & S Code § 13110.5, as amended by Ch. 345/87] Required for each incident in which the Situation Found is coded 31-32 and 35-39. Record "Type of Action Taken" in Section G. Not required when giving Mutual Aid to another department.
Number of Patients	[none]	[Not in SFM Table]	
Highest Level of Care Capable of Being Provided - Fire	[none]	[Not in SFM Table]	
Highest Level of Care Capable of Being Provided - Other	[none]	[Not in SFM Table]	
Highest Level of Care Being Provided - Fire	[none]	[Not in SFM Table]	

Highest Level of Care Being Provided - Other	[none]	[Not in SFM Table]	
EMS Situations Found (up to 4)	[none]	[Not in SFM Table]	
Number of Patients Transported by Fire Dept.	[none]	[Not in SFM Table]	
Number of Patients Transported by Pvt. Amb.	[none]	[Not in SFM Table]	
Number of Patients Transported by Coroner	[none]	[Not in SFM Table]	
Number of Patients Transported by Other	[none]	[Not in SFM Table]	
Section F: Hazardous Materials Incidents			[Optional per H & S Code § 13110.5, as amended by Ch. 345/87] Required for each incident in which the Situation Found is coded 41 to 43. Not required when giving Mutual Aid. Enter "Type of Actions Taken" in Section G.
OES Control Number	[none]	[Not in SFM Table]	
Haz Mat Release - Area	[none]	[Not in SFM Table]	
Haz Mat Release - Level	[none]	[Not in SFM Table]	
Release Factors (up to 4)	[none]	[Not in SFM Table]	

Contributing Factors (up to 2)	[none]	[Not in SFM Table]	
Estimated Number of Chemicals Released	[none]	[Not in SFM Table]	
Type of Equipment Involved in Release	[none]	[Not in SFM Table]	
Haz Mat Actions Taken (up to 4)	[none]	[Not in SFM Table]	
Disposition of Incident	[none]	[Not in SFM Table]	
Haz Mat ID Sources - Personnel	[none]	[Not in SFM Table]	
Haz Mat ID Sources - Reference Material	[none]	[Not in SFM Table]	
Fire Service Haz Mat Casualty - Injuries	[none]	[Not in SFM Table]	
Fire Service Haz Mat Casualty - Fatalities	[none]	[Not in SFM Table]	
Non-Fire Service Haz Mat Casualty - Injuries	[none]	[Not in SFM Table]	
Non-Fire Service Haz Mat Casualty - Fatalities	[none]	[Not in SFM Table]	
Chemical or Trade Name	[none]	[Not in SFM Table]	

DOT ID Number	[none]	[Not in SFM Table]	
DOT Hazard Class	[none]	[Not in SFM Table]	
CAS Number	[none]	[Not in SFM Table]	
Physical State - Stored	[none]	[Not in SFM Table]	
Physical State - Released	[none]	[Not in SFM Table]	
Quantity Released	[none]	[Not in SFM Table]	
Unit of Measure	[none]	[Not in SFM Table]	
Extent of Release	[none]	[Not in SFM Table]	
Suspected Environmental Contamination	[none]	[Not in SFM Table]	
Container - Type	[none]	[Not in SFM Table]	
Container - Material	[none]	[Not in SFM Table]	
Container - Description use	[none]	[Not in SFM Table]	
Container - Feature	[none]	[Not in SFM Table]	
Container - Capacity	[none]	[Not in SFM Table]	
Unit of Measure	[none]	[Not in SFM Table]	
Section G:			
Other Actions Taken	[none]	[Not in SFM Table]	This field contains up to 4 two-digit codes which describe the actions taken by the fire department to put out the fire or deal with the incident. Also used when giving Mutual Aid.

Special Studies - local	[none]	[Not in SFM Table]	The local special studies field is used to code information for local special studies, if any are being done. The use of this field is a local option.
Special Studies - Statewide	[none]	[Not in SFM Table]	The statewide special studies field is used to code information for statewide special studies. Staff notes that no statewide special studies are alleged by claimant at this time.

The following table summarizes the data on each of the reporting categories contained in the new CFIRS Manual, shown in the order in which they appear on the CFIRS-2 Fire Service Casualty Report form.

New CFIRS Field Name	Old CFIRS Field Name	SFM Comparison Table (new v. old) shows:	New CFIRS Manual shows new field to be:
Section A			
Fire Dept. ID Number	Fire Dept. ID Number	[Not in SFM Table]	Same as CFIRS-1 for this incident.
Incident Number	Incident Number	[Not in SFM Table]	Same as CFIRS-1 for this incident.
Correction: Change Delete	Del & Corr	[Not in SFM Table]	Same as CFIRS-1 for this incident.
Multi-Agency Incident Number	[none]	[Not in SFM Table]	Same as CFIRS-1 for this incident. Used only for mutual aid type incidents.

Incident Address / Location; Room / Apartment; ZIP Code	Incident Address	[Not in SFM Table]	Same as CFIRS-1 for this incident. Not optional on the casualty report. Note that a fire service injury which happens en route to a fire should be reported as occurring at the actual location rather than the fire incident location.
County if different	[none]	[Not in SFM Table]	Used if the casualty occurs outside the county in which the employee usually works.
Incident Date	Month-Day-Year	[Not in SFM Table]	Same as CFIRS-1 for this incident.
Dispatch Time	Time of Injury	[Not in SFM Table]	Same as CFIRS-1 for this incident.
Section B			
Casualty Number	Victim Number	[Not in SFM Table]	Same
Sex	Sex	[Not in SFM Table]	Same
Date of Birth	[none]	[Not in SFM Table]	Required
Age	Age	[Not in SFM Table]	Same
Service Date	[none]	[Not in SFM Table]	Required. (From personnel records.)
Name (Last, First, MI)	Name (Last, First, MI)	[Not in SFM Table]	Same
Area; Telephone	Telephone	[Not in SFM Table]	Local option.
Address/City; State; ZIP	City or Town of Residence	[Not in SFM Table]	Local option.
Social Security Number	[none]	[Not in SFM Table]	Local option.
Employee Status	Affiliation	[Not in SFM Table]	Same
Employee Assignment	[none]	[Not in SFM Table]	Required

Casualty Date	[none]	[Not in SFM Table]	May differ from the incident date.
Casualty Time	[none]	[Not in SFM Table]	Will differ from dispatch time.
Severity	Severity	[Not in SFM Table]	Was formerly a check box for injury or death.
Primary Symptom	Nature of Casualty	[Not in SFM Table]	Same
Secondary Symptom	Nature of Casualty	[Not in SFM Table]	Same
Parts of Body Affected (up to 4)	Part of Body Affected	[Not in SFM Table]	Same
Activity at Time of Casualty	Activity at Time of Casualty	[Not in SFM Table]	Same
Where Casualty Occurred	[none]	[Not in SFM Table]	Required; to differentiate en-route casualties from fire scene casualties.
Cause of Casualty	Cause of Casualty	[Not in SFM Table]	Same
Medical Care Provided	[none]	[Not in SFM Table]	Required
Disposition of Casualty	Disposition of Victim	[Not in SFM Table]	Same
Contributing Equipment: Used (up to 3)	[none]	[Not in SFM Table]	Required
Contributing Equipment: Status (up to 3)	[none]	[Not in SFM Table]	Required
Contributing Equipment: Performance (up to 3)	[none]	[Not in SFM Table]	Required

Comments	Summary	[Not in SFM Table]	Local option. (Formerly, departments were required to "Describe How Casualty Occurred".)
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The following table summarizes the data on each of the reporting categories contained in the new CFIRS Manual, shown in the order in which they appear on the CFIRS-3 Non-Fire Service Casualty Report form.

New CFIRS Field Name	Old CFIRS Field Name	SFM Comparison Table (new v. old) shows:	New CFIRS Manual shows new field to be:
Section A			
Fire Dept. ID Number	Fire Dept. ID Number	[Not in SFM Table]	Same as CFIRS-1 for this incident.
Incident Number	Incident Number	[Not in SFM Table]	Same as CFIRS-1 for this incident.
Correction: Change Delete	Del & Corr	[Not in SFM Table]	Same as CFIRS-1 for this incident.
Multi-Agency Incident Number	[none]	[Not in SFM Table]	Same as CFIRS-1 for this incident. Used only for mutual aid type incidents.
Incident Address / Location; Room / Apartment; ZIP Code	Incident Address	[Not in SFM Table]	Same as CFIRS-1 for this incident. Not optional on the casualty report.
Incident Date	Month-Day-Year	[Not in SFM Table]	Same as CFIRS-1 for this incident.
Dispatch Time	Time	[Not in SFM Table]	Same as CFIRS-1 for this incident.
Section B			
Casualty Number	Victim Number	[Not in SFM Table]	Same
Sex	Sex	[Not in SFM Table]	Same
Date of Birth	[none]	[Not in SFM Table]	Required

Age	Age	[Not in SFM Table]	Same
Involvement Code	[none]	[Not in SFM Table]	Local option.
Name (Last, First, MI)	Name (Last, First, MI)	[Not in SFM Table]	Same
Area; Telephone	Telephone	[Not in SFM Table]	Local option.
Address/City; State; ZIP	City or Town of Residence	[Not in SFM Table]	Local option.
Casualty Date	[none]	[Not in SFM Table]	May differ from the incident date.
Casualty Time	[none]	[Not in SFM Table]	Will differ from dispatch time.
Severity	[none]	[Not in SFM Table]	Required
Affiliation	Affiliation	[Not in SFM Table]	Same
Familiarity with Structure	Familiarity of Victim with Structure	[Not in SFM Table]	Same
Location of Casualty at Time of Ignition	Location of Victim at Time of Ignition	[Not in SFM Table]	Same
Condition Before Casualty	Condition Before Injury	[Not in SFM Table]	Same
Condition Preventing Escape	Condition Preventing Victim's Escape	[Not in SFM Table]	Same
Activity at Time of Casualty	Activity at Time of Casualty	[Not in SFM Table]	Same
Cause of Casualty	Cause of Casualty	[Not in SFM Table]	Same
Apparent Symptom	Nature of Casualty	[Not in SFM Table]	Same
Parts of Body Affected (up to 4)	Part of Body Affected	[Not in SFM Table]	Same
Disposition of Casualty	Disposition of Victim	[Not in SFM Table]	Same

Comments	Summary	[Not in SFM Table]	Local option. (Formerly, departments were required to "Describe How Casualty Occurred".)
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MAILING LIST

CSM-4419A

Claim of City of Newport Beach

Chapter 758, Statutes of 1972

Health & Safety Code 13110.5

California Fire Incidence Reporting System

New CFIRS Manual—Version 1.0 July, 1990

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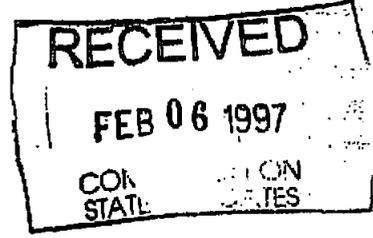
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DEPARTMENT OF FORESTRY AND FIRE PROTECTION

P. O. Box 944246
SACRAMENTO, CALIFORNIA 94244-2460

February 4, 1997



Kirk Stewart
Executive Director
Commission on State Mandates
1300 I Street, Suite 950
Sacramento, California 95814

Dear Mr. Stewart:

Test Claim: CSM-4419 - New CFIRS Manual

As a result of the pre-hearing conference conducted on January 31, 1997, we are providing the following materials to be entered into the record for the purpose of clarification:

1. Copy of the official letter (dated September, 1989) transmitting the updated California Fire Incident Reporting System (CFIRS) documentation to all California Fire Chiefs. (Please note the inclusion of the Q&A booklet.)
2. Copy of the original Q&A booklet which clearly defines the reporting of "Fires" as the only mandatory requirement, and Haz Mat, EMS and other incidents as optional (see page 5).
3. Copy of the official notice to all California Chief Fire Officials (dated June 30, 1992), explaining the allowance for reporting fires on paper forms. (Reporting by form is restricted to fires only because that is the only mandate.)
4. Copy of revised Q&A reference document incorporating the reporting-by-form option.

Collectively, these documents further confirm that the updated CFIRS merely continued the mandate for reporting fires - which has been in place for the past 25 years; and additionally, provided new options for reporting all types of other incidents at the discretion of the local agency.

I trust this information will be helpful to further clarify the issues under discussion.

Sincerely,

JAMES WAIT
Assistant State Fire Marshal
(916) 262-2006

cc: All Interested Parties
(See Attached "Proof of Service")

Enclosures

PROOF OF SERVICE

Test Claim Name: New CFIRS Manual
Test Claim Number: CSM-4419

I, the undersigned, declare as follows:

On February 5, 1997, I enclosed in a sealed envelope to be deposited in the United States Mail the attached documents from the California Department of Forestry and Fire Protection, Office of the State Fire Marshal, in said cause, to the Commission on State Mandates, and by placing a true copy thereof: (1) to claimants and nonstate agencies enclosed in a sealed envelope to be deposited in the United States Mail at Sacramento, California; and (2) to state agencies in the normal pickup location at 7171 Bowling Drive, Suite 700, Sacramento, California, for Interagency Mail Service, addressed as follows:

(Via United States Mail):

Kirk Stewart, Executive Director
Commission on State Mandates
1300 I Street, Suite 950
Sacramento, California 95814

SB90 Service
c/o David M. Griffiths & Associates
Attention: Allan Burdick
4320 Auburn Boulevard, Suite 200
Sacramento, California 95841

San Ramon Valley Fire Protection District
Attention: Fort Hartsfield
Battalion Chief/Fire Marshal
1500 Bollinger Canyon Road
San Ramon, California 94583

City of Newport Beach
Attention: Glen Everroad
Revenue Manager
3300 Newport Boulevard
Newport Beach, California 92663

(Via Interagency Mail Service:)

Legislative Analyst's Office
Attention: Marianne O'Malley
925 L Street, Suite 1000, IMS Code B-29
Sacramento, California 95814

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3301 C Street, Room 501, IMS Code B-8
Sacramento, California 95816

James Walt, Assistant State Fire Marshal
Office of the State Fire Marshal
Department of Forestry and Fire Protection
P. O. Box 944246, IMS Code A-45
Sacramento, California 94244-2460

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed on February 5, 1997, at Sacramento, California.


Marilyn P. Williams

STATE FIRE MARSHAL

OFFICE OF THE CHIEF
7171 BOWLING DRIVE, SUITE 600
SACRAMENTO, CA 95823

(916) 427-4161
ATSS 466-4161



TO ALL CALIFORNIA FIRE CHIEFS

I am very proud to provide you this package of materials which describes the format and specifications for the new CFIRS.

The new program differs from the existing CFIRS in four major areas:

- The "Fire" portion has been completely reworked to include the information needed to meet the challenge of contemporary fire prevention and control issues.
- It is an all-incident system capable of capturing vital information about any type of dispatch - Fire, EMS, Haz Mat or Public Assistance calls.
- It is based on the 1990 version of the NFPA Coding Standard which provides an expanded selection of codes and improved definitions.
- The fire fighter injury record enables all on-duty injuries to be recorded, whether connected to an incident or not.

Additional improvements are outlined in the enclosed list of objectives that guided the design of, and will be met by, the new CFIRS. The other materials in this package are:

- Copies of the three new forms. These provide a "blueprint" of the incident and casualty information contained in the program. It is very important you understand these forms cannot be used for reporting your incidents to the CSFM for the time being. Please refer to the Q&A booklet for further explanation.
- The record layout and specifications. These provide the molds into which all CFIRS records must fit. There can be no exceptions - every CFIRS record must meet this criteria.
- A Q&A booklet. This provides answers to the most frequently asked questions about the new CFIRS. If you do not find the answer there, it tells you who to contact for further assistance.
- A return notification form. This will let us know what your plans are for implementing the new CFIRS so we can prepare the needed support here, and also so we can provide you any other reference materials you may need.

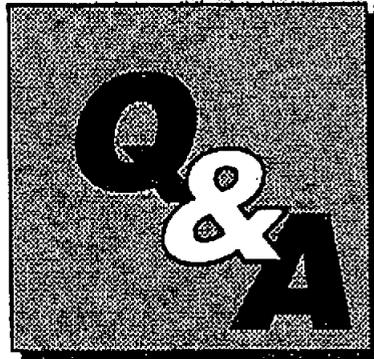
This is one of the most significant and ambitious statewide efforts undertaken since the advent of CFIRS in 1973. It is happening because of what is becoming the hallmark of the California Fire Service - "working together". It started with your input to our 5-year Master Plan. It was molded and nurtured by your representatives on the CFIRS Advisory Committee. And now we are at the threshold of pioneering a new era in incident information technology.

I share with you the pride in what has been accomplished, and look forward with you to the many benefits this joint effort will produce in the future.

Sincerely,


James F. McMullen, Chief
State Fire Marshal

September, 1989



QUESTIONS AND ANSWERS ABOUT THE NEW CFIRS



*James F. McMullen, Chief
California State Fire Marshal*

**Answers to common
questions about
implementing
the new California
Fire Incident
Reporting System**



**Prepared By The CFIRS Unit
Edward Selts, Program Manager
Alta Widener, CFIRS Coordinator**

**James F. McMullen, Chief
California State Fire Marshal**

**7171 Bowling Drive, Suite 600
Sacramento, CA 95823
(916) 427-4180**





What are my options for implementing the new CFIRS?

If you are currently reporting on the CFIRS form (hardcopy), your only option at this time is to use a microcomputer (PC).

(If you are reporting by computer tape, your options are discussed later.)

Does this mean I can't use the new CFIRS form to report to the CSFM?

That is correct. It would be impossible for us to handle the volume of the additional all-incident records manually, so if you cannot provide your records on a computer disk, you **MUST** continue to report your fires on the present CFIRS form.

How soon can I use the new format on my PC?

January 1, 1990 - **HOWEVER!** - you must first insure that the file your software will export to us meets the mandatory CSFM Standard Record Layout and Edit Specifications. (This includes using the 1990 version of the NFPA 901 Codes, along with the supplementary codes specified in the new CFIRS.)

How will I know if it does or not?

First, get a commitment in writing from whomever is supplying your software.

Private vendors are aware of the CSFM's requirements. They should give you a guarantee that their product meets the CSFM standard. In fact, you should also ask

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for a guarantee that they will update the software whenever the CSFM issues any changes in the future.

If you are writing your own software "in-house", then make sure your programmer has - and adheres to - the CSFM standard.

What if we want to add some other information for our own use that is not in the new CFIRS format?

Great, go for it! ... that's one of the major advantages of doing your reports on a PC. ... you can "customize" the record by **ADDING** other information - as long as the CFIRS data elements remain intact.

In fact, what your record looks like at your end is strictly up to you. The **CRITICAL** part is - when you create a file of reports to send to us, the computer **MUST** put the records in the **EXACT** format specified in the CSFM standard ... **NO EXCEPTIONS!**

Do I send my reports to the CSFM every month, like I do now?

No. You will only have to send them quarterly.

Since the records are already edited and in computer readable form, we do not have to spread the work out as we do now with hardcopy reports. So by switching to quarterly input, it makes it easier on everyone.

What size disks will the CSFM accept?

Either 5 1/4" or 3 1/2"

Do they have to be IBM compatible, or can I use my Macintosh for the new CFIRS?

MAC's are welcome, too.

Will you send me my disks back?

It's really not cost-effective for us to return the disks. Actually, you will probably use only 4 a year, which will be much cheaper than the cost of mailing paper forms as you're doing now.

What about sending the reports on the telephone, by modem?

That is certainly in our plans for the future, but we want to get the diskette processing smoothed-out before we take on the telecommunications phase. (There's a lot more to it than just having a number at this end that you can call.)

We'll let you know when we're equipped to handle your modem transmission.

If I'm not ready by January 1990, when can I go to the new CFIRS after that?

It's strictly up to you. You can implement the new format as soon as you have the capability to produce the CSFM standard record on a PC.



We do suggest, however, that you schedule the cut-over to occur at the beginning of a quarter (January, April, July or October).

Keep in mind that you will be creating a whole new database of information for your own use within your department. You'll want to start at a time that fits logically into your other record management functions.

Remember, the first quarterly file is not due until April of '90; so if you are ready by then, you could enter the first three months records, and then you could have the entire year in your new database.

Important: You must submit a CFIRS report for every fire that occurs in your jurisdiction. Until you convert to the new format, you must submit the present hardcopy form, or mainframe tape - whichever applies in your case.

How is the CSFM going to put the new records together with the old ones?

This is an area we had to compromise a bit in order to allow for a phase-in of the new format.

We will extract from the new record the data elements that are on the present CFIRS form, and then convert the new codes to the old codes. The converted records will then be merged into the statewide database.

This allows both the new and old formats to be used during the transition. This will end when the old format is discontinued, probably in 1992.



How does that affect the records in my department?

It doesn't! A major benefit in having your records in a PC (or a mainframe) is that you can produce your own output reports anytime you want. (That's another reason to convert by the end of the first quarter - so you'll have the whole year's data to work with.)

In other words, you can take full advantage of the new CFIRS for all your local information needs, regardless of the conversion process that will be in effect at the CSPM during the transition period.

Do I have to submit a new CFIRS report for every dispatch, regardless of what it is?

One "yes", a "maybe", and two "no's".

YES - if it's a FIRE ... NO exceptions - just like it's always been.

MAYBE - if it's a HAZ MAT. If you are the "Administering Agency" for your jurisdiction, you must submit a CHMIRS report to OES.

You have two choices: you can either send in a separate CHMIRS form; or you can simply enter the information on a CFIRS report and we will have our computer give it to OES's computer.

NO - if it's EMS.

NO - if it's any OTHER type of call (ie; public assist).



If only fire reports are mandatory (and maybe HAZ MAT), why should I make a CFIRS report out on every incident?

We could write a book about this one, but let's just take a quick look at a few things you should consider:

- **By having all your incidents in the same database, you can access any information you need - about any kind of incident - anytime you need it.**
- **If you only report fires, what happens when EMS and/or HazMat is also involved? Are you going to make out different reports? With the new CFIRS you can put the entire incident on the same record.**
- **By using the same report for every dispatch, you simplify life for everyone - and, you are going to get more consistent and accurate information because only one report format is used.**
- **And, the only way you can share and exchange information with your fellow departments is by using the same language - and that language is CFIRS.**



OK, so it makes sense from the department's standpoint, but why should I send anything but fires to the CSFM?

Again, we could go on for pages, but we'll just hit some of the high points.

First, there are several factors that overlay this whole issue: (1) most problems are common to all fire departments throughout the state; (2) combining and sharing information (experience) is essential to defining cause-and-effect, and to shaping solutions for the future; and (3) public safety is a "no boundaries" issue - and must be addressed by all levels of government; therefore, your data is equally valuable at the state and national level as well.

- Now, let's get Haz Mat out of the way. Assuming you are the Administering Agency for your jurisdiction (as most fire departments are), then you have to submit a CHMIRS report on every HM incident. Why make out a separate paper form, when all you need do is enter the incident on a CFIRS record in your PC (or mainframe)? AND, at the same time, you are making an important contribution to identifying the nature and scope of the HM problem in our state, as well as measuring the resources committed by the fire service in responding to HM emergencies.
- EMS is much the same thing. We know in a general way that EMS is now the principal workload in virtually every fire department. But the only way to measure the magnitude of this demand - and enable the sharing of experience (information) - is to assemble the data in a common statewide database.



- Other miscellaneous calls complete the picture of the services you provide ... and when added together with those from all other departments, they define the entire scope of services provided by the California Fire Service.

Especially for Mainframe'ers

What options do I have if my department submits CFIRS reports by computer tape?

Initially, if you want to continue to submit on tape, you don't have to do anything different than you are doing now - use the existing format. However, there is an option if you want to implement the new format in 1990.

You can convert to the CSFM Standard, hold your records until the end of the year, and then submit them on one tape.

There are three critical conditions that must be met:

- The new records must be submitted **exactly** as specified in the CSFM Standard.
- All required edits must be performed according to the specifications.
- You must submit a record for each fire that occurred (either in the old format, the new format; or divided between the two if you convert at some time other than January 1st.).



What about after 1990?

Beginning in 1991, you will submit your records quarterly, if you are using the new format.

You may continue to use the old format during '91 if additional time is needed to accomplish your conversion. Tapes in the old format will continue to be submitted monthly. (We need the data in smaller increments to enable us to handle the edit corrections. This will not be necessary with the new format because your computer will edit the records before they come to us.)

Are there any other options for tape departments?

Yes, you can collect your incident data on PC's. (There are some unique advantages to this approach that you may want to explore.)

What is the deadline for tape departments to be on the new system?

January, 1992. (You actually have an additional three months, because the first quarter's reports are not due until April.)

But the longer you wait, the longer it will be before you can benefit from the expanded all-incident format. And the sooner everyone is using the new CFIRS, the sooner we can begin to draw dividends from the new scope of information that will be available on a regional and statewide basis.



About Training

How can I get training on the new CFIRS?

Since you can only use the new format on a PC or mainframe computer, the training you'll need is going to be mostly on how to use the software that you install in your department.

This is another area you'll want to explore when you are considering which software package to use - does the vendor provide training?

Why doesn't the CSFM put on classes around the state?

Let's explain it this way.

First, the transition to the new format will be occurring over a two year period - with departments converting at various times whenever they're ready. This phase-in process makes it highly impractical to conduct training on a regional basis.

Another reason is everyone will not be using the same software. Your program may be handled very differently from your neighbor's. So, although you are collecting the same basic data, your procedures may not be the same.

Finally, we have designed the new CFIRS Manual to be as user-friendly as possible; and if it works like we think it will, you should have no trouble understanding the new format.



What if I just want to learn more about what the new CFIRS is like?

This answer comes in a variety of shapes.

One is the material included in the Announcement package that was sent to each department.

Another is the SFM Journal. We have published several articles already, and will continue to keep you updated on issues of interest.

We also plan to offer an "Overview of the New CFIRS" orientation program to be presented at regional or statewide meetings of fire service groups and organizations. We hope to have this available early next year.

Who can I talk to if I need more information?

If you need information or advice about technical matters, such as processing the data from your department to the CSFM, you can call Joe Kelly, our DP Unit Coordinator, at (916) 427-4269.

If you have questions about the new CFIRS in general, or any aspect not related to data processing, the CFIRS Unit staff is here to assist you. Just call Ed Seits at (916) 427-4462, or Alta Widener at 4180.

STATE FIRE MARSHAL

OFFICE OF THE CHIEF

BOWLING DRIVE, SUITE 600
SACRAMENTO, CA 95823-2000(916) 427-4161
ATSS 466-4161OFFICIAL NOTICE
TO ALL CALIFORNIA CHIEF FIRE OFFICIALS

June 30, 1992

The purpose of this letter is twofold: to advise you of an immediate change in the requirement for the method of submitting reports under the updated version of CFIRS; and to ask for your help to affirm CFIRS' role in the future of fire and life safety protection in California.

In the historical perspective, the development of CFIRS resulted directly from a legislative initiative by fire service leaders, and has been a collaborative effort ever since its inception in 1973. The California Fire Service can be justly proud of its past leadership in establishing a methodology for a statewide fire incident information system, which became a model for the nation.

In the ensuing 18 years, we have experienced unprecedented changes in our built-environment (building designs, construction methods and materials, etc.), as well as significant advancements in automatic detection and extinguishing systems technology. This experience brought to light the need to expand our knowledge - and therefore our understanding - of how these, and other emerging factors, influence contemporary fire and life safety protection and prevention issues.

Again, the fire service responded with a collaborative effort to "modernize" our incident data system to provide the information needed to make valid judgements and informed decisions in today's world. The result was the updated version of CFIRS.

An important component of the modernization strategy is to convert the records from a manual to an electronic format. This is reflected in the current policy that all reports for the updated version must be submitted on computer tape or diskette. This objective is intended to simplify and streamline report processing, and greatly improve data accessibility - at both the local and state level - and was never intended to create a state mandated cost to local government.

Recently, a Test Claim was submitted to the Commission on State Mandates - claiming the updated version of CFIRS constitutes a new state mandate. Pending the outcome of this case, I must take immediate action to avoid this potential liability; therefore ...

Effective immediately, the method for submitting reports for the updated version of CFIRS may be either by mainframe tape or PC/MAC diskette; OR by CSEFM hardcopy forms for fires only.

Your only obligation for compliance with Health & Safety Code Section 13110.5 is to report all fires in the prescribed updated format. Although CFIRS now provides you the opportunity to capture information on all incidents in a single uniform manner, this is at your option. (It is important to note that if you elect not to report Hazardous Materials incidents through CFIRS, you must submit a separate report to OES if you are the Administering Agency.)

Several years of work - spearheaded by the extraordinary efforts of the CFIRS Advisory Committee with the support of the State Board of Fire Services - have gone into positioning the California fire service's incident data resources to meet the challenges we face today and into the future. We again have the opportunity to resume our national leadership in the application of innovative and progressive incident information technology - with the ultimate beneficiaries being the citizens we protect.

I commend those of you who have already converted to the new format. There are now over 100,000 records in the statewide database, with about 20% being fires. As this base of information grows, so will our understanding of the factors which contribute to the causes and consequences of events which threaten lives, property and our natural resources. Equally important will be our increased ability to effectively target prevention efforts and measure their affects; as well as to quantify the fire service resources committed in the delivery of emergency services to the public.

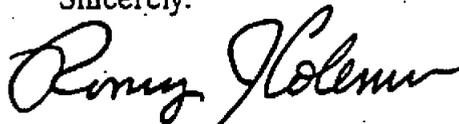
For those of you who have yet to take the plunge, I urge you to actively pursue and support your department's conversion to the updated CFIRS.

This brings me to the second purpose for this letter. During this transition from the old to the new format, we need to have some idea of where you are in the process. This is especially critical to planning for our support services at this end; and is also crucial to the analysis of data contained in the statewide database.

I ask you to simply fill-in the brief, self-mailer response form (attached), and return it to me as soon as possible. (You might want to do it right now while you are thinking about it.) If you would like to add additional comments, those would be welcome too.

Please accept my personal "Thanks!" for your attention to this very important matter.

Sincerely,



RONNY J. COLEMAN
State Fire Marshal

*California Department of Forestry
Office of the California State Fire Marshal*

*California Fire Incident Reporting System
(CFIRS Program)*

QUESTIONS AND ANSWERS
REGARDING THE NEW
CFIRS FORMAT



STATE OF CALIFORNIA
Pete Wilson, Governor

Department of Forestry and Fire Protection
Richard Wilson, Director

Ronny J. Coleman
California State Fire Marshal

CFIRS PROGRAM

California Fire Incident Reporting System

QUESTIONS AND ANSWERS

REGARDING THE NEW CFIRS FORMAT

STATE OF CALIFORNIA
Pete Wilson, Governor

Ronny J. Coleman
California State Fire Marshal

ANSWERS TO COMMON QUESTIONS

Q. Why didn't the State Fire Marshal's office provide the fire departments with a basic statewide CFIRS software package?

A. Believe me, life would have been a lot simpler if there had been only one software program!

The CSFM and the CFIRS Advisory Committee (CFAC) preferred to go that way, but unfortunately, it's not as easy as it sounds.

First and foremost, we did not have the staff to develop the software. This meant it would be necessary to contract for the work - which is a long and costly process. The state was experiencing severe budget cuts, so the prospect of obtaining additional funding was out of the question. (Sound familiar?!)

Another factor was that many departments already had - or were in the process of converting to - computer based record systems for other functions within their departments. It would have been next to impossible to create a single software package that could be integrated with all these different local systems.

Also considered was the fact that a variety of commercial software producers were already providing fire service records systems. Most were experienced in supporting fire incident reporting in the NFIRS format, so developing a CFIRS program could be accomplished in relatively short order. This also supported the concept of involving the private sector in serving the needs of government. Another benefit of this approach was to give fire departments a variety of software to choose from.

Along with this, the CSFM/CFAC encouraged vendors to produce "bare-bones" versions that could be purchased at a minimal cost by those departments that were only interested in automating the fire reporting function - which many of them did.

We hope this explanation gives you a better understanding of why we had to take the position we did at the time.

Q. What are my options for implementing the revised CFIRS?

A. Either by microcomputer (PC) for all-incident reporting, or hardcopy on the revised format form for fires only.

Q. When did the State Fire Marshal's Office start accepting data on the PC for the revised format?

A. January 1, 1990

(Note: Files submitted must meet the mandatory CSFM Standard Record Layout and Edit Specifications. This includes using the 1990 version of the NFPA 901 Codes, along with the supplementary codes specified in the revised CFIRS Specification Manual and user's guide.)

Q. How will I know if my software meets the CSFM standards?

A. First, get a commitment in writing from whomever is supplying your software.

Private vendors are aware of the CSFM's requirements. They should give you a guarantee that their product meets the CSFM standard. In fact, you should also ask for a guarantee that they will update the software whenever the CSFM issues any changes in the future. CSFM commitment is to update only once a year (if needed).

If you are writing you own software "in-house", then make sure your programmer has - and adheres to - the CSFM standards that are in the Specifications and the CFIRS code manual.

Q. What if we want to add some other information for our own use that is not in the new CFIRS format?

A. Great, go for it!... that's one of the major advantages of doing your reports on a PC...you can "customize" the record by ADDING other information - as long as the CFIRS data elements remain intact.

In fact, what your record looks like at your end is strictly up to you. The **CRITICAL** part is - when you create a file of reports to send to us, the computer **MUST** put the records in the **EXACT** format specified in the CSFM standard...**NO EXCEPTIONS!**

Q. Do I send my reports to the CSFM every month, like I do now?

**A. YES for hardcopy departments
NO for automated departments. You will only have to send them quarterly.**

Since the records are already edited and in computer readable form, we do not have to spread the work out as we do now with the hardcopy reports. So by switching to quarterly input, it makes it easier for everyone.

Q. What size disk will be accepted by the CSFM?

A. 5¼" and 3½" disks are both acceptable (See further instructions in the CFIRS Manual Introduction Section for submitting disks).

Q. Do the disks have to be IBM compatible, or can I use my Macintosh for the new CFIRS?

A. Yes, MAC's are welcome too.

Q. Will my disks be returned?

A. It's really not cost-effective for us to return the disks. Actually, you will probably use only 4 disks a year, which will be much cheaper than the cost of mailing paper forms.

Q. What about sending the reports over the telephone line by modem?

A. The capability is there now. Instructions are in the CFIRS Manual (Introduction Section). Before making a decision to up load by modem, be sure and consider the cost of the line transmission for submitting the file.

Q. Currently, I'm not ready to submit by disk. After I attain the capability, when is the best time to convert over to the revised CFIRS?

A. It is strictly up to you. You can implement the new format as soon as you have the capability to produce the CSFM standard record on a PC. We do suggest, however, that you schedule the cut-over to occur at the beginning of a quarter (January, April, July or October).

Remember, the first quarterly file is not due until April of each year; so if you are ready by then, you could enter the first three months records. Then you could have the entire year in your new database.

Q. Do I have to submit a new CFIRS report for every dispatch regardless of what it is?

A. One, "yes", a "maybe", and two "no's".

YES - if it's a FIRE...NO exceptions - just like its always been.

MAYBE - if it's a HAZ MAT. If you are the "Administering Agency" for your jurisdiction, you must submit a CHMIRS report to OES.

You have two choices:

- you can either send in a separate CHMIRS form or,
- you can simply enter the information on a CFIRS report and we will have our computer give it to OES's computer.

NO - if it's EMS.

NO - if it's any OTHER type of call (i.e.; public assist).

Q. If only fire reports are mandatory (maybe HAZ MAT), why should I make a CFIRS report out on every incident?

A. We could write a book about this one, but let's just take a quick look at a few things you should consider:

- By having all your incidents in the same database, you can access any information you need - about any kind of incident - anytime you need it.
- If you only report fires, what happens when EMS and/or HAZ MAT is also involved? Are you going to make out different reports? With the revised CFIRS you can put the entire incident on the same record.
- By using the same report for every dispatch, you simplify life for everyone - and, you are going to get more consistent and accurate information because only one report format is used.
- And, the only way you can share and exchange information with your fellow departments is by using the same language - and that language is CFIRS.

Q. Okay, so it makes sense from the department's standpoint, but why should I send anything but fires to the CSFM?

A. Again, we could go on for pages, but we'll just hit some of the high points.

First of all there are several factors that overlay this whole issue: (1) most problems are common to all fire departments throughout the state; (2) combining and sharing information (experience) is essential to defining cause-and-effect, and to shaping solutions for the future; and (3) public safety is a "no boundaries"

issue and must be addressed by all levels of government. Therefore, your data is equally valuable at the state and national level as well.

- Now, let's get Haz Mat out of the way. Assuming you are the Administering Agency for your jurisdiction (as most fire departments are), then you have to submit a CHMIRS report on every Haz Mat incident. Why make out a separate paper form when all you need to do is enter the incident on a CFIRS record in your PC or mainframe? AND, at the same time, you are making an important contribution to identifying the nature and scope of the Haz Mat problem in our state, as well as measuring the resources committed by the fire service in responding to Haz Mat emergencies.
- EMS is much the same thing. We know in a general way that EMS is now the principal workload in virtually every fire department. But the only way to measure the magnitude of this demand and enable the sharing of experience (information) - is to assemble the data in a common statewide database.
- Other miscellaneous calls complete the picture of the services you provide...and when added together with those from all other departments, they define the entire scope of services provided by the California Fire Service.

ESPECIALLY FOR MAINFRAME'ERS

Q. What options do I have if my department submits CFIRS reports by computer tape?

A. There are two critical conditions that must be met:

- The new records must be submitted exactly as specified in the CSFM standard.
- All required edits must be performed according to the specifications.

If these two conditions cannot be met at this time, in the interim, you might consider hardcopy reporting.

Q. Are there other options for tape departments?

A. Yes, you can collect your incident data on PC's. (There are some unique advantages to this approach that you may want to explore.)

INFORMATION ON SELECTING A SOFTWARE VENDOR

The State Fire Marshal's office does not certify software packages; however, we are happy to provide you with a list a vendors who have developed software for the revised CFIRS system.

Before selecting a vendor, you should be certain that:

1. The software being offered meets State specifications as described in the code manual, edit specifications and record layouts. (Note: These are minimum standards required by the state; you might have additional system requirements.)
2. The vendor will support all changes/revisions made to the system by the state. You should attempt to negotiate that this be done at no additional cost.
3. The vendor is reputable and will be available to resolve problems and to support future system changes/revisions.
4. Your departmental data, once entered into the vendor's program, will successfully pass the California State Fire Marshal's content/context edit checks.

Note: If you would like a copy of the list of vendors, please call (916) 262-1926.

QUESTIONS AND ANSWERS ON HARDCOPY REPORTING

FIRES ONLY (SITUATIONS FOUND #10-19)

Q. If we are reporting by hardcopy, can we report all our incidents (i.e. HazMat, EMS, etc.)?

A. No. Fires Only -- Situation(s) Found #1: using codes 10-17, & 19

Q. How do I know what fields are required for the CFIRS-1 (Rev. 2/93) form?

A. There must be an entry in every field with a black triangle in the upper right corner. If left blank, the report will be rejected because of a fatal error. Keep in mind that all fields are required if applicable to the incident. Also, if the field does not have a triangle it doesn't mean it's not required for certain types of fire. For example: Situation Found 15 (Grass/Brush fires), Fuel Model and Acres Burned ARE REQUIRED).

Note: For fields that are not applicable to the incident, please DO NOT enter zero(s), leave blank, otherwise the zeroes will cause a fatal error.

Q. Is there a "Quick Reference" or cheat sheet available?

A. Yes. See a copy of the "Quick Reference Guide" in the back of this booklet. Note: A "Quick Reference Guide" was mailed to all the fire departments. If you are not able to locate a copy, please call our office and we will be glad to send you one. Also, don't forget you will be referring to the CFIRS Manual (Sections A, B and C) for the proper codes, examples, definitions, etc.

Q. If my department provides or receives "mutual aid", do I need to have a Multi-Agency Incident number even though there is not a black triangle on the CFIRS-1 form?

A. YES! All "Mutual Aid" incidents must have a Multi-Agency Incident # or the incident will kick out as a fatal error.

Q. How often do we submit hardcopy reports?

A. Once-a-month (by the 15th of the following month).

Q. How long can my department report hardcopy?

A. This is an interim period to allow departments more time for obtaining hardware and/or software. Note: Software has come down in price, and some vendors offer a "Basic" package that's very affordable. You can call the CFIRS Project Coordinator, At (916) 262-1886 for further information.

Q. When do I need to code the "Fire Hazard Severity Zone"?

A. Whenever you respond to a fire on State responsibility area (SRA land).

Q. When do I need to code "Fuel Model" and "Acres Burned" (Section B)?

A. Again, whenever you respond to a brush/grass fire (Situation Found 15). If left blank, the report will be kicked out as a Fatal error.

Q. When do I need to code "Mobile Property Involve: Type" (Section A, line 13)?

A. ALWAYS! If no Mobile Property Involved in the fire, then code as 98 (Mobile Property Type Not Applicable).

Q. When do I need to code "If Equipment Involved in Ignition: Type" (Section B, line 4)?

A. ALWAYS! If no Equipment Involved, then code 98 (No Equipment Involved in Ignition).

Note: If you have any questions when filling out a fire report, please feel free to call the CFIRS program (916) 262-1926 or (916) 262-1886. We will be glad to help you.

CASUALTY HARDCOPY REPORTING

- Q. What form do I use for casualty reporting?
- A. CFIRS 2-3 (rev. 3/93) for reporting "Fire Service and Non-Fire Service" casualties. (See copy of reporting form in the back of this booklet.)
- Q. Is there a "Quick Reference" guide for casualty reporting?
- A. No. The CFIRS 2-3 form is simple and self-explanatory. Don't forget you will be referring to the CFIRS Manual (Section D) for proper codes, examples, definitions, etc.
- Q. When do I have to fill out a CFIRS 2-3 "Casualty Report"?
- A. For all "Fire Service" and "Non-Fire Service" fire related deaths and injuries - or - "Fire Service" deaths and injuries related to a "Haz Mat" incident.

OTHER MISCELLANEOUS QUESTIONS AND ANSWERS

- Q.** For "Situation(s) Found 57 (cover/standby/move-up), how do you code the "Incident Number", "Multi-Incident Number", "Auto/Mutual Aid" and "Action(s) Taken" (in Section G)?
- A.** When providing mutual aid to another department while they are handling another call, code as follows:
- Incident Number: Use Incident Number assigned by your department
 - Multi-Agency Incident Number: Use the jurisdictional department's Incident Number for the call that caused your department to be on standby/cover-up.
 - Auto/Mutual Aid: 4, 5, or 6 (whichever applies)
 - Action(s) Taken in Section G, Code 52 (fill in) (Note: you can record to four (4) Action(s) Taken).
- Q.** While on standby/cover-up, (Situation(s) Found 57) your department is dispatched to an incident. How is it reported?
- A.** This is treated the same way as providing mutual/auto aid to another department. Your department reports as giving auto/mutual aid, and the jurisdictional department reports the incident. (The information will be provided to them by your department.)
- Q.** When dispatched to an incident and enroute was ordered to turn back, what do you code for "Situation(s) Found"?
- Good Intent call, Code 61 (Incident cleared prior to arrival).
- Q.** For "Situation(s) Found 61 (Incident cleared prior to arrival), what time is entered for "Arrival" and "End" times?
- A.** For "Arrival Time", use time call was canceled. For "End Time", use time you arrived back at the station.
- Q.** If dispatched to an EMS call, and upon arrival there's no patient, (or) patient left scene (or) refused treatment, how do you code "Situation(s) Found"?

A. Code "Situation(s) Found" 66. (EMS call where injured parties have been transported or left scene prior to arrival. Note: If you use 31 or 32 it will put you in the EMS Section, which doesn't apply.)

Q. Where can my fire department get "Fire Hazard Severity Zone" number?

A. From the California Department of Forestry Ranger Unit in your county. If they are unable to assist you, call Bob Irby at CDF, Sacramento Headquarters, at (916) 653-4423 or Mike Barnes (916) 653-6198.

Q. Where can my fire department get "Census Tract" number?

A. From the Census Bureau in your county. If there is no Census Bureau in your county, call your local Building Department. (Note: Most jurisdictions have more than one Census Tract number.)

Q. If my department provides mutual aid in another jurisdiction, who is responsible for reporting the incident?

A. The assisting agency must provide information to the jurisdictional department regarding type of aid provided. It is the responsibility of the jurisdictional department to report the incident.

Q. Should any fire injuries and/or deaths be reported on the "Exposure" incident report?

A. NO. All injuries and/or deaths are to be reported on the main incident report.

Q. When there is more than one "Situation Found" on an incident, how should they be listed?

A. The most serious situation first, followed by the next serious situation, and so on.

Q. On the same incident report, can you have more than one fire listed in "Situation(s) Found"?

A. NO. The other fires must be reported as an Exposure

Q. On deaths and injuries due to a Haz Mat incident, does a Fire Casualty report need to be submitted to CFIRS?

A. A Fire-Service Casualty report is to be submitted on fire fighters. None on civilians (Non-Fire Service Casualty report).

Q. When a vehicle is parked inside a building, is the vehicle considered an "Exposure"?

A. NO. The vehicle is regarded as part of the building contents.

Q. When a vehicle is parked in the driveway and is damaged by a building fire (or any other type of separate property) , is the vehicle considered an "Exposure"?

A. YES. The vehicle is regarded as separate property and is considered an "Exposure".

ANNOUNCEMENTS

Attention CFIRS Users:

Revisions to the CFIRS Manual dated (Rev. 10/95) have been mailed to all fire departments. If you haven't received a revision to your Manual, please call Ce Ann Malkow at (916) 262-1926.

CFIRS Manual:

All fire departments were provided with one copy of the CFIRS Manual. Additional copies are \$30.00 and can be purchased through the SFM Bookstore.

CFIRS User's Workshop:

Do you have questions or concerns regarding the revised reporting system? The CSFM is offering half-day (9am to Noon), CFIRS User's Workshops. There is no cost for the workshop, but we do require a minimum of 20 participants. If your department would like to sponsor a workshop and invite other departments within your area, please call Alta Widener at (916) 262-1886.

CFIRS Program:

Alta Widener, CFIRS Program Coordinator, (916) 262-1886
Ce Ann Malkow, Program Assistant, (916) 262-1926

SECTION A
CALIFORNIA FIRE INCIDENT REPORTING SYSTEM
INCIDENT REPORT (Manual Reporting)

FDID	INCIDENT NUMBER		Year	Exp. No.
CORRECTIONS Change <input type="checkbox"/> Delete <input type="checkbox"/>	Fire Department		MULTI-AGENCY INCIDENT NO.	Agency I.D. Year Incident No.
DISPATCH TIME	ARRIVAL TIME	END TIME	ADOL DAYS	FIRST IN COMPANY
SITUATION(S) FOUND #1		AUTOMATIC OR MUTUAL AID	METHOD OF ALARM	TYPE WEATHER
INCIDENT ADDRESS / LOCATION				
ROOM / APARTMENT	ZIP CODE	CENSUS TRACT	FIRE HAZARD SEVERITY ZONE	
TOTAL FIRE SERVICE PERSONNEL RESPONDED Career	Vol.	NO. APPARATUS RESPONDED	Engine	Truck
CODE	NAME: Last, First, M.I.	AREA	TELEPHONE	
ADDRESS / CITY				STATE ZIP
CODE	NAME: Last, First, M.I.	AREA	TELEPHONE	
ADDRESS / CITY				STATE ZIP
GENERAL PROPERTY USE	SPECIFIC PROPERTY USE	BUILDING CODE OCCUPANCY TYPE	STRUCTURE TYPE	STRUCTURE STATUS
MOBILE PROPERTY INVOLVED		Vehicle License No.	State Year Make	L.C.C./D.O.T. Permt No.
Model		Vehicle Identification No.	Drivers' License No.	State

SECTION B COMPLETE FOR ALL FIRES

TYPE OF ACTION(S) TAKEN #1 #2 #3 #4	FIRE ORIGIN Area	Level	Horizontal Distance From	FORM OF HEAT	IGNITION FACTOR
AGE SEX AGE	MATERIAL FIRST IGNITED	Type	Form	CONTRIBUTING FACTOR(S) #1 #2	METHOD OF EXTINGUISHMENT
ESTIMATED PROPERTY LOSS	ESTIMATED CONTENTS LOSS	FUEL MODEL	ACRES BURNED		
EQUIPMENT INVOLVED IN IGNITION	Type	Model	Year		
Make	Serial No.				

SECTION C COMPLETE FOR STRUCTURE FIRE

CONSTRUCTION	ROOF COVERING	NUMBER OF STORIES	EXTENT OF DAMAGE	Flame	Smoke
MATERIAL GENERATING MOST SMOKE	Type	Form	AVENUE OF SMOKE TRAVEL	DETECTION SYSTEM Type	Power Supply
EXTINGUISHING SYSTEM	Type	Performance	Reason For Failure	'SPRINKLER HEAD(S) Type	Number Activated
Reason For Failure			Performance	Reason For Failure	

SECTION D COMPLETE FOR FIRE SERVICE CASUALTY AND NON-FIRE SERVICE FIRE CASUALTY

FIRE SERVICE CASUALTY	Injuries	Fatalities	NON-FIRE SERVICE FIRE CASUALTY	Injuries	Fatalities
-----------------------	----------	------------	--------------------------------	----------	------------

comments on back

_____ member making report _____ date _____ reviewed by _____

SECTION A		CALIFORNIA FIRE INCIDENT REPORTING SYSTEM				CFIRS 2	
FDID		FIRE SERVICE CASUALTY REPORT (Manual Reporting)				INCIDENT NUMBER Year	
CORRECTIONS Change <input type="checkbox"/> Delete <input type="checkbox"/>		Fire Department				MULTI-AGENCY: Agency I. D. Year Incident No. INCIDENT NO.	
INCIDENT ADDRESS / LOCATION							
ROOM / APARTMENT		ZIP CODE	COUNTY IF DIFFERENT		INCIDENT DATE	DISPATCH TIME	

SECTION B							
CASUALTY NUMBER		SEX	DATE OF BIRTH		AGE	SERVICE DATE	
NAME: Last, First, M.I.					AREA	TELEPHONE	
ADDRESS / CITY						STATE	ZIP
SOCIAL SECURITY NUMBER					EMPLOYEE	Status	Assignment
CASUALTY DATE		CASUALTY TIME	BEVERITY	AFFILIATION	PRIMARY SYMPTOM	SECONDARY SYMPTOM	
PART(S) OF BODY AFFECTED			ACTIVITY AT TIME OF CASUALTY			WHERE CASUALTY OCCURRED	
CAUSE OF CASUALTY			MEDICAL CARE PROVIDED			DISPOSITION OF CASUALTY	
CONTRIBUTING EQUIPMENT	Used No. 1		Status No. 1		Performance No. 1		
CONTRIBUTING EQUIPMENT	Used No. 2		Status No. 2		Performance No. 2		
CONTRIBUTING EQUIPMENT	Used No. 3		Status No. 3		Performance No. 3		

CFIRS 2 (REV. 3/93)

SECTION A		CALIFORNIA FIRE INCIDENT REPORTING SYSTEM				CFIRS 3	
FDID		NON-FIRE SERVICE CASUALTY REPORT (Manual Reporting)				INCIDENT NUMBER Year	
CORRECTIONS Change <input type="checkbox"/> Delete <input type="checkbox"/>		Fire Department				MULTI-AGENCY: Agency I. D. Year Incident No. INCIDENT NO.	
INCIDENT ADDRESS / LOCATION							
ROOM / APARTMENT		ZIP CODE	INCIDENT DATE		DISPATCH TIME		

SECTION B							
CASUALTY NUMBER		SEX	DATE OF BIRTH		AGE		
CODE	NAME: Last, First, M.I.					AREA	TELEPHONE
ADDRESS / CITY						STATE	ZIP
CASUALTY DATE		CASUALTY TIME	BEVERITY		AFFILIATION		
FAMILIARITY WITH STRUCTURE		LOCATION OF CASUALTY AT TIME OF IGNITION		CONDITION BEFORE CASUALTY			
CONDITION PREVENTING ESCAPE		ACTIVITY AT TIME OF CASUALTY		CAUSE OF CASUALTY			
APPARENT SYMPTOM		PART(S) OF BODY AFFECTED	DISPOSITION OF CASUALTY				

CFIRS 3 (REV. 3/93)

COMMENTS ON BACK

MEMBER MAKING REPORT

DATE

REVIEWED BY

DEPARTMENT OF FINANCE

EXHIBIT J

916 L STREET
SACRAMENTO, CA 95814-3708

February 7, 1997

Mr. Kirk G. Stewart
Executive Director
Commission on State Mandates
1300 I Street, Suite 950
Sacramento, California 95814

Dear Mr. Stewart:

As we committed in our letter of December 30, 1996, the Department of Finance has reviewed the draft staff analysis of the test claim submitted by the City of Newport Beach (claimant). That claim asked the Commission on State Mandates (Commission) to determine whether certain costs incurred under the new "California Fire Incident Reporting System" (CFIRS) Manual are reimbursable state mandated costs imposed on local governments (Claim-No. CSM-4419, "New CFIRS Manual").

After reviewing the analysis and subsequent information submitted by the Department of Forestry and Fire Protection's Office of State Fire Marshal, we have concluded the following:

1. Any requirement to submit documentation only on disk or computer tape was removed in June 30, 1992, with a letter from the State Fire Marshal to all California Fire Chiefs. However, according to the Question and Answer Booklet sent to all California Fire Chiefs in September 1989 the "old format" was going to be accepted until 1992. Therefore, the computerization requirement was never implemented.
2. Any requirement to submit information on incidents involving hazardous materials is optional. The requirement already existed to report such information to the Office of Emergency Services (OES). Hazardous material information submitted to CFIRS could be transmitted to OES on behalf of the submitting fire agency.
3. It appears that submitting information on medical incidents was always optional as noted in the Question and Answer Booklet that was sent to all California Fire Chiefs in September 1989.
4. Finally, in reference to the change in the manual that the staff analysis address, we still believe that there is no reimbursable mandate associated with that change. This determination is consistent with the Commission's decision on a similar ~~case submitted~~

RECEIVED

FEB 11 1997

Mr. Kirk G. Stewart

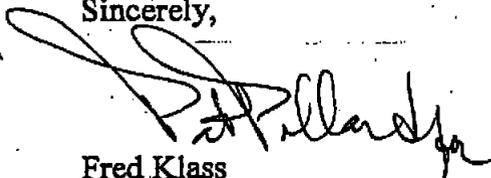
February 7, 1997

Page 2

on the California School Accounting Manual. In that decision, the Commission determined that since school districts had been required, since at least 1964, to comply with the California School Accounting Manual, subsequent changes did not constitute a reimbursable state mandate. That rationale should still apply to the 1990 revision of CFIRS.

If you have any questions regarding this letter, please contact Carol Baker, Principal Program Budget Analyst, at 324-0043 or James Apps, state mandates claims coordinator for the Department of Finance, at 445-8913.

Sincerely,

A handwritten signature in cursive script, appearing to read "Fred Klass", written over a horizontal line.

Fred Klass
Program Budget Manager

Attachment

PROOF OF SERVICE

Test Claim Name: New CFIRS Manual

Test Claim Number: CSM-4419

I, the undersigned, declare as follows:

I am employed in the County of Sacramento, State of California, I am 18 years of age or older and not a party to the within entitled cause; my business address is 915 L Street, 9th Floor, Sacramento, CA 95814.

On February 7, 1997, I served the attached recommendation of the Department of Finance in said cause, by facsimile to the Commission on State Mandates and by placing a true copy thereof: (1) to claimants and nonstate agencies enclosed in a sealed envelope with postage thereon fully prepaid in the United States Mail at Sacramento, California; and (2) to state agencies in the normal pickup location at 915 L Street, 9th Floor, for Interagency Mail Service, addressed as follows:

A-16
Kirk Stewart, Executive Director
Commission on State Mandates
1300 I Street
Sacramento, CA 95814
Facsimile No. 445-0278

City of Newport Beach
Attention: Mr. Glen Everroad
Revenue Manager
3300 Newport Boulevard
Newport Beach, CA 92663

B-8
State Controller's Office
Division of Accounting & Reporting
Attention: William Ashby
3301 C Street, Room 500
Sacramento, CA 95816

B-29
Legislative Analyst's Office
Attention: Marianne O'Malley
925 L Street, Suite 1000
Sacramento, CA 95814

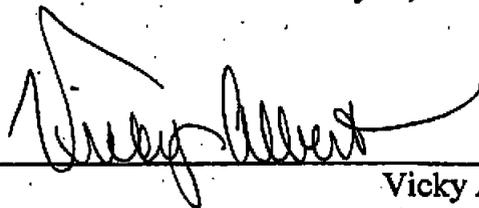
SB 90 Service
C/O David M. Griffiths & Associates
Attention: Allan Burdick
4320 Auburn Boulevard, Suite 200
Sacramento, CA 95841

San Ramon Valley Fire Protection District
Attention: Fort Hartsfield
Battalion Chief/Fire Marshal
1500 Bollinger Canyon Road
San Ramon, CA 94583

A-45

Department of Forestry & Fire Protection
Office of the State Fire Marshal
Attention: James Wait
Assistant State Fire Marshal
7171 Bowling Drive
P.O. Box 944246
Sacramento, CA 94244-2460

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed on February 7, 1997, at Sacramento, California.



Vicky Albert

COMMISSION ON STATE MANDATES

1300 I STREET, SUITE 950
SACRAMENTO, CA 95814
(916) 323-3562



April 18, 1997

Mr. Glen Everroad
Revenue Manager
City of Newport Beach
3300 Newport Boulevard
Newport Beach, CA 92663

Re: Test Claim from the City of Newport Beach (CSM-4419)
California Fire Incident Reporting System
as promulgated by the State Fire Marshal in the
July 1990 Fire Incident Reporting System Manual
New CFIRS Manual

Dear Mr. Everroad:

Following the January 31, 1997 prehearing conference, the State Fire Marshal submitted additional documents to the Commission. These documents include letters and question and answer booklets sent out to all fire agencies in California, and a copy of the CFIRS-1 Manual Reporting form. The Manual Reporting Form contains marks which indicate required fields (a black triangle in the upper right hand corner of the field), and the other documents indicate that only fields which are so marked are now required.

Staff Review of Additional Documentation

A review of the CFIRS-1 incident report form and the Manual Reporting Form by Commission staff shows that:

- Sections A, B, and C of both new forms cover the same fire-related data as was formerly reported in sections A through I of the prior incident report form.
- Section D of the new incident report forms reports the same data as section J of the prior incident report form.
- Sections E, F, and G are new on the CFIRS-1 incident report form, and do not appear on the Manual Reporting Form.

Staff determined that sections A through J of the prior incident report form correspond to the "ten reporting categories" alleged by the claimant, and that these in turn correspond with sections A through D of the new incident report form. The former "ten reporting categories" have thus become 4 reporting categories on the new form.

FILE COPY

Mr. Glen Everroad
April 18, 1997
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In terms of the data contained in the "ten reporting categories":

- The old incident report form contained 65 data elements in sections A through J.
- The new CFIRS-1 incident report form contains 79 data elements in sections A through D, of which 5 are optional and 74 are required (according to the CFIRS Manual). This represents an increase of 9 required data elements, or roughly a 14 percent increase in the number of required data elements.
- The new CFIRS-1 Manual Reporting form also contains the same 79 data elements in sections A through D, of which 35 are optional and 44 are required (that is, marked with the black triangle). This represents a decrease of 21 required data elements relative to the old incident report form, or roughly a 32 percent decrease in the number of required data elements.

Since we cannot assume that all data elements require the same effort to complete, we need programmatic information to bridge the analytic gap between the increase or decrease in the number of data elements and the existence of reimbursable state-mandated activities *or* the existence of cost savings to local agencies.

Government Code section 17556 (e) provides that the Commission shall not find costs mandated by the state if, after a hearing, the commission finds that:

"(e) The statute or executive order provides for offsetting savings to local agencies or school districts"

Therefore, while the *addition* of new data elements pertaining to fire incidents by the new CFIRS Manual *may* constitute a higher level of service in an existing program, any additions to the level of service caused by these new data elements *must be offset* by reductions to the level of service resulting from data elements which have been deleted from the new CFIRS Manual or made optional on the Manual Reporting form, but which were required under the old CFIRS Manual.

Request for Additional Information

In view of the foregoing, Commission staff requests that the City supplement its test claim by providing the following information to the Commission by May 16, 1997.

1. For each data element which has been added, please explain the underlying program activities which cause a higher level of service to result from completing the data element as added by the new CFIRS Manual (pertaining to fire incidents).
2. For each data element which has been deleted in the new CFIRS Manual or made optional on the CFIRS-1 Manual Reporting form (but was required under the old CFIRS Manual), please explain:

Mr. Glen Everroad
April 18, 1997
Page Three

- the underlying program activities which are no longer required to be done, and
 - the extent to which such deletions cause a level of service reduction which results in an offset to any higher level of service found in item 1.
3. The new CFIRS Manual provides the option of changing fire incident reporting to a paperless format and reducing the number of report filing periods over the course of a year from twelve to four. Do these options provide cost savings to local agencies? If so, please quantify the cost savings.

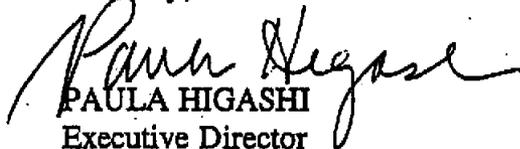
Please note that your written response must support any assertions and representations of fact with appropriate personal affidavits or declarations under penalty of perjury. A copy of all referenced/cited legal authorities must be included with the submission, except court decisions that specifically discuss and decide matters associated with article XIII B, section 6, of the California Constitution. Also, a copy of any filed written response with the Commission must be simultaneously served on all the parties identified on the enclosed mailing list.

If all of the following tentative dates are met, the test claim will be heard on July 31, 1997, 10:00 a.m., State Capitol, Sacramento, California.

May 16, 1997	Claimant and interested parties file supplemental information with the Commission, as requested in this letter.
June 5, 1997	A revised draft of the staff analysis will be prepared and sent to all parties.
June 26, 1997	All parties will be given a minimum of three weeks to review and submit any written comments on the draft staff analysis.
July 16, 1997	Final staff analysis will be released.
July 31, 1997	The test claim will be heard by the Commission at 10:00 a.m., State Capitol, Room 437, Sacramento, California

If you have any questions on this matter, please contact Steve Zimmerman, the program analyst assigned to this test claim.

Sincerely,


PAULA HIGASHI
Executive Director

Enclosures: Data element list, mailing list
f:\mandates\sfz\4419\ragultr.doc

Table Creation Date: April 7, 1997
 File Number: CSM-4419
 Staff: Steve Zimmerman
 f:\mandates\sfz\4419\cfirstb3.doc

The following table lists each of the data elements found on the old and new CFIRS incident report forms, and shows whether each field is required, optional, or added or deleted, on each report form.¹

Old CFIRS Field Name	Required in Original Incident Report?	New CFIRS Field Name	Required in Automated CFIRS-1 Report?	Required in Manual CFIRS -1 Report?	Level of Service Increase or Decrease?
		Section A			
Fire Dept. ID Number	Required	Fire Dept. ID Number	Required	Required	
Incident Number	Required	Incident Number	Required	Required	
Exposure Number	Required	Exposure Number	Required	Optional	
Del & Corr	Required	Correction: Change Delete	Required	Optional	
[added]	No	Multi-Agency Incident Number	Required	Optional	
Month-Day-Year	Required	Incident Date	Required	Required	
Time	Required	Dispatch Time	Required	Required	
[added]	No	Arrival Time	Required	Required	
[added]	No	End Time	Required	Required	
[added]	No	Additional Days	Required	Optional	
[added]	No	First In Company	Optional	Optional	
District/City	Optional	District	Optional	Optional	

¹ Data elements in the automated CFIRS-1 report are considered to be required if they are not explicitly marked as optional in the new CFIRS Manual. Data elements on the Manual CFIRS-1 Report are required if the field is marked with a black triangle and optional if the field is not so marked.

Type of Incident	Required	Situations Found (up to 4)	Required - up to 4 entries	Required - but only one entry	
Out of Jurisdiction	Optional	Automatic or Mutual Aid	Required	Optional	
Alarm Source	Optional	Method of Alarm	Required	Optional	
[added]	No	Type of Weather	Required	Optional	
[added]	No	Air Temperature	Required	Optional	
Property Management	Required	Property Management	Required	Required	
Incident Address	Optional	Incident Address / Location; Room / Apartment; ZIP Code	Optional	Optional	
Census / Parcel Number	Optional	Census Tract	Required	Optional	
[added]	No	Fire Hazard Severity Zone	Required	Optional	
[added]	No	Total Fire Service Personnel responded - career	Required	Optional	
[added]	No	Total Fire Service Personnel responded - volunteer	Required	Optional	
[added]	No	Number of Apparatus Responded - Engine	Required	Optional	

[added]	No	Number of Apparatus Responded - Truck	Required	Optional	
[added]	No	Number of Apparatus Responded - Rescue Med.	Required	Optional	
[added]	No	Number of Apparatus Responded - Other	Required	Optional	
Occupant Name; Relationship; Address; Room/Apt. No.; City; ZIP; Telephone No. (Callback)	Optional	Involvement Code; Name; Area; Telephone; Address/City; State; ZIP	Optional	Optional	
Owner Name; Address; City; ZIP	Optional	Involvement Code; Name; Area; Telephone; Address/City; State; ZIP	Optional	Optional	
Manager Name; Address; City; ZIP; Telephone No.	Optional	[deleted]	No	No	
Day Code	Optional	[deleted]	No	No	
County of Fire	Optional	[deleted]	No	No	
Property Class - Complex	Required	General Property Use	Required	Required	
Property Class - Individual	Required	Specific Property Use	Required	Required	
[added]	No	Building Code Occupancy Type	Required	Required	

Property Type	Required	Structure Type	Required	Required	
[added]	No	Structure Status	Required	Required	
[added]	No	Occupied at Time of Incident	Required	Required	
Vehicle Property Type	Required	Mobile Property Type	Required	Required	
[added]	No	Mobile Property - Vehicle License Number & State, Year, Make, Model	Required	Optional	
[added]	No	Mobile Property - ICC/DOT Permit Number, Vehicle ID Number, Driver's License Number & State	Required	Optional	
Construction Date (Mobile Home)	Required	[deleted]	No	No	
		Section B			
[added]	No	Type of Actions Taken (up to 4)	Required - up to 4 entries	Required - but only one entry	
Area of Origin	Required	Fire Origin - Area	Required	Required	
Level of Origin	Required	Fire Origin - Level	Required	Required	
[added]	No	Fire Origin Horizontal Distance From	Required	Optional	

Form of Heat of Ignition	Required	Form of Heat of Ignition	Required	Required	
Act or Omission Causing Ignition	Required	Ignition Factor	Required	Required	
Act or Omission Causing Spread	Required	[deleted]	No	No	
[added]	No	Sex/Age of Person Involved in ignition (2 each)	Required	Optional	
Material Ignited First - Type	Required	Material Ignited First - Type	Required	Required	
Material Ignited First - Form	Required	Material Ignited First - Form	Required	Required	
Main Avenue Fire Spread	Required	Contributing Factors	Required - up to 4 entries	Required - but only one entry	
Material Causing Spread - Type	Required	[deleted]	No	No	
Material Causing Spread - Form	Required	[deleted]	No	No	
[added]	No	Method of Extinguishment	Required.	Required	
Estimate Loss - Property	Required	Estimate Property Loss	Required	Required	
Estimated Loss - Contents	Required	Estimated Contents Loss	Required	Required	
[added]	No	Fuel Model	Required	Optional	
[added]	No	Acres Burned	Required	Optional	
Source of Heat Causing Ignition	Required	Equipment Involved in Ignition - Type	Required	Required	
[added]	No	Equipment Involved in Ignition - Make	Required	Optional	

[added]	No	Equipment Involved in Ignition - Model	Required	Optional	
[added]	No	Equipment Involved in Ignition - Year	Required	Optional	
[added]	No	Equipment Involved in Ignition - Serial Number	Required	Optional	
		Section C			
Construction Type - Exterior Wall	Required	Construction Type	Required	Required	
Construction Type - Interior Wall	Required	[deleted]	No	No	
Construction Type - Floor/Roof	Required	Roof Covering	Required	Required	
Construction Type - Fire Rated	Required	[deleted]	No	No	
Number of Stories	Required	Number of Stories	Required	Required	
Extent of Damage - Fire	Required	Extent of Damage - Flame	Required	Required	
Extent of Damage - Smoke	Required	Extent of Damage - Smoke	Required	Optional	
Extent of Damage - Water	Required	[deleted]	No	No	
[added]	No	Material Generating Most Smoke - Type	Required	Optional	

[added]	No	Material Generating Most Smoke - Form	Required	Optional	
Main Avenue of Smoke Spread	Required	Main Avenue of Smoke Travel	Required	Optional	
Signal or Warning System - Type	Required	Detection System Type	Required	Required	
Signal or Warning System - Means of Activation	Required	[deleted]	No	No	
Signal or Warning System - Type Detectors	Required	[deleted]	No	No	
[added]	No	Detection System Power Supply	Required	Required	
Signal or Warning System Effectiveness	Required	Detection System Performance	Required	Required	
[added]	No	Detection System Reason for Failure	Required	Required	
Sprinklers - Type	Required	Extinguishing System Type	Required	Required	
Standpipes - Type	Required	[deleted]	No	No	
Special Hazard Protection - Type	Required	[deleted]	No	No	
Sprinklers Effectiveness	Required	Extinguishing System Performance	Required	Required	
Standpipes Effectiveness	Required	[deleted]	No	No	

Portable Extinguishers Effectiveness	Required	[deleted]	No	No	
Special Hazard Protection Effectiveness	Required	[deleted]	No	No	
[added]	No	Extinguishing System Reason for Failure	Required	Required	
[added]	No	Sprinkler Heads - Type	Required	Required	
[added]	No	Sprinkler Heads - Number Activated	Required	Required	
Portable Extinguishers - Type	Required	[deleted]	No	No	
Private Brigade - Type	Required	[deleted]	No	No	
Private Brigade - Effectiveness	Required	[deleted]	No	No	
Watchman Effectiveness	Required	[deleted]	No	No	
Other Facilities Effectiveness	Required	[deleted]	No	No	
Section D					
Firefighter - Number Injured	Required	Fire Service Casualty - Injuries	Required	Required	
Firefighter - Number of Deaths	Required	Fire Service Casualty - Fatalities	Required	Required	
Civilians - Number Injured	Required	Non-Fire Service Casualty - Injuries	Required	Required	

Civilians - Number of Deaths	Required	Non-Fire Service Casualty - Fatalities	Required	Required	
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MAILING LIST

CSM-4419A

Claim of City of Newport Beach

Chapter 758, Statutes of 1972

Health & Safety Code 13110.5

California Fire Incidence Reporting System

New CFIRS Manual—Version 1.0 July, 1990

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State of California
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STATE MANDATES

Claim No. CSM-4419

TEST CLAIM FORM

Local Agency or School District Submitting Claim

City of Newport Beach

Contact Person

Allan Burdick / Pamela A. Stone

Telephone No.

(916) 485-8102

Fax (916) 485-0111

Address

4320 Auburn Blvd., Suite 2000
Sacramento, CA 95841

Representative Organization to be Notified

League of California Cities

This test claim alleges the existence of a reimbursable state mandated program within the meaning of section 17514 of the Government Code and section 6, article XIII B of the California Constitution. This test claim is filed pursuant to section 17551(a) of the Government Code.

Identify specific section(s) of the chaptered bill or executive order alleged to contain a mandate, including the particular statutory code section(s) within the chaptered bill, if applicable.

New CFIRS Manual – Version 1.0, July 1990; Chapter 345, Statutes of 1987 (Health & Safety Code, Section 13110.5)

IMPORTANT: PLEASE SEE INSTRUCTIONS AND FILING REQUIREMENTS FOR COMPLETING A TEST CLAIM ON THE REVERSE SIDE.

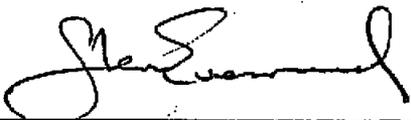
Name and Title of Authorized Representative

Glen Everroad, Revenue Manager

Telephone No.

(949) 644-3141

Signature of Authorized Representative



Date

14 July 00

AMENDMENT TO TEST CLAIM

CSM-4419

California Fire Incident Reporting System
July 1990 Fire Incident Reporting System Manual
Chapter 345, Statutes of 1987

The original test claim filed by the San Ramon Valley Fire Protection District as well as the test claim filed by the City of Newport Beach, refers to the authorizing legislation as Chapter 758, Statutes of 1972, which added Health and Safety Code, Section 13110.5. Both test claim filings inadvertently omitted the amendment to Health and Safety Code, Section 13110.5 by Chapter 345, Statutes of 1987, which made a significant amendment to the aforementioned code section. By this amendment, the City of Newport Beach respectfully requests that Chapter 345, Statutes of 1987 be included in the test claim.

As amended, Section 13110.5 reads as follows:

“The State Fire Marshal shall gather statistical information on all fires, medical aid incidents, and hazardous materials incidents occurring within this state. The chief fire official of each fire department operated by the state, a city, city and county, fire protection district, organized fire company, or other public or private entity which provides fire protection, shall furnish information and data to the State Fire Marshal relating to each fire which occurs within his or her area of jurisdiction. The chief fire official of each fire department operated by the state shall, and the chief fire official of fire departments operated by a city, city and county, fire protection district, organized fire company, or other public or private entity which provides fire protection may, also furnish information and data to the State Fire Marshal relating to medical aid incidents and hazardous materials incidents which occur within their area of jurisdiction. The State Fire Marshal shall adopt regulations prescribing the scope of the information to be reported, the manner of reporting the information, the forms to be used, the time the information shall be reported, and other requirements and regulations as the State Fire Marshal determines necessary.

“The State Fire Marshal shall annually analyze the information and data reported, compile a report, and disseminate a copy of the report, together with his or her analysis, to each chief fire official in the state. The State

Fire Marshal shall also furnish a copy of his or her report and analysis to the State Emergency Medical Services Authority and any other interested person upon request."

In order for the State Fire Marshal to discharge his mandatory duty to report all fires, medical aid incidents and hazardous materials incidents, he instituted the new *California Fire Incident Report System*, which is the subject of the within test claim. Although the statute speaks in terms of it being discretionary to local fire departments to provide information on medical aid incidents and hazardous materials incidents, with the implementation of *CFIRS* the State Fire Marshal instituted a mandatory method of computerized reporting, which included those medical aid incidents and hazardous materials incidents occurring within the local jurisdiction. In no other method could the State Fire Marshal obtain the requisite information to achieve its mandatory obligation to gather information on all fires, medical aid incidents and hazardous materials incidents.

Additionally, although prior to the institution of *CFIRS*, the annual report concerning such fire incidents was provided to local jurisdictions free of cost. The State Fire Marshal now charges for copies of its annual report concerning all incidents.

Attached hereto as Exhibit 1 is a true and correct copy of Chapter 345, Statutes of 1987.

The City of Newport Beach respectfully requests that this document serve as an amendment to its test claim filed on *CFIRS*, to include the amendments to Health and Safety Code, Section 13110.5 by Chapter 345, Statutes of 1987.

DECLARATION OF GLEN EVERROAD

I, Glen Everroad, make the following declaration under oath:

I am the Revenue Manager for the City of Newport Beach, and as part of my duties, I am also the SB 90 Coordinator for the City. As part of my duties, I am responsible for the complete and timely recovery of costs mandated by the State.

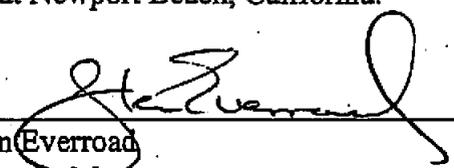
I declare that I have examined the City's State mandated duties and resulting costs, in implementing the subject law, and find that such costs are, in my opinion, "costs mandated by the State", as defined in Government Code, Section 17514:

"Costs mandated by the State' means any increased costs which a local agency or school district is required to incur after July 1, 1980, as a result of any statute enacted on or after January 1, 1975, or any executive order implementing any statute enacted on or after January 1, 1975, which mandates a new program or higher level of service of an existing program within the meaning of Section 6 of Article XIII B of the California Constitution."

I am personally conversant with the foregoing facts, and if so required, I could and would testify to the statements made herein.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct of my own knowledge, except as to the matters which are stated upon information or belief, and as to those matters, I believe them to be true.

Executed this 14 day of July, 2000 at Newport Beach, California.



Glen Everroad
Revenue Manager

CHAPTER 345

An act to amend Section 13110.5 of the Health and Safety Code, relating to public safety, and making an appropriation therefor.

[Approved by Governor August 28, 1987. Filed with Secretary of State August 28, 1987.]

The people of the State of California do enact as follows:

SECTION 1. Section 13110.5 of the Health and Safety Code is amended to read:

13110.5. The State Fire Marshal shall gather statistical information on all fires, medical aid incidents, and hazardous materials incidents occurring within this state. The chief fire official of each fire department operated by the state, a city, city and county, fire protection district, organized fire company, or other public or private entity which provides fire protection, shall furnish information and data to the State Fire Marshal relating to each fire which occurs within his or her area of jurisdiction. The chief fire official of each fire department operated by the state shall, and the chief fire official of fire departments operated by a city, city and county, fire protection district, organized fire company, or other public or private entity which provides fire protection may, also furnish information and data to the State Fire Marshal relating to medical aid incidents and hazardous materials incidents which occur within their area of jurisdiction. The State Fire Marshal shall adopt regulations prescribing the scope of the information to be reported, the manner of reporting the information, the forms to be used, the time the information shall be reported, and other requirements and regulations as the State Fire Marshal determines necessary.

The State Fire Marshal shall annually analyze the information and data reported, compile a report, and disseminate a copy of the report, together with his or her analysis, to each chief fire official in the state. The State Fire Marshal shall also furnish a copy of his or her report and analysis to the State Emergency Medical Services Authority and any other interested person upon request.

SEC. 2. The sum of one hundred thousand dollars (\$100,000) is hereby appropriated from the General Fund to the State Fire Marshal for purposes of Section 13110.5 of the Health and Safety Code.

PROOF OF SERVICE BY MAIL

I, the undersigned, declare as follows:

I am a resident of the County of Sacramento, and I am over the age of 18 years and not a party to the within action. My place of employment is 4320 Auburn Blvd., Suite 2000, Sacramento, CA 95841.

On July 17, 2000, I served the Amendment to Test Claim, CSM-4419, *California Fire Incident Reporting System*, July 1990 Fire Incident Reporting System Manual, Chapter 345, Statutes of 1987, by placing a true copy thereof in an envelope addressed to each of the persons listed on the mailing list, and by sealing and depositing said envelope in the United State mail at Sacramento, California, with postage thereon fully prepaid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed this 17th day of July, 2000 at Sacramento, California.

A handwritten signature in cursive script, appearing to read "Robert A. Perry", is written over a solid horizontal line. The signature is centered on the page.

MAILING LIST

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Sacramento, CA 94244-2460

**RESPONSE TO COMMISSION ON STATE MANDATE'S
STAFF'S REQUEST FOR ADDITIONAL INFORMATION**

Test Claim of City of Newport Beach, CSM-4419

California Fire Incident Reporting System

As Promulgated by the State Fire Marshal in the
July 1990 Fire Incident Reporting System Manual

New CFIRS Manual

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This response is in answer to Commission Staff's request of April 18, 1997 for additional information to analyze the underlying test claim, by letter from Ms. Paula Higashi, Executive Director.

To begin with, the analysis must start with the original legislation which founded the mandate upon the State Fire Marshal to collect incident reports on all fires within the State of California. Adopted in 1972, every fire agency was mandated to report all fires within their jurisdiction to the State Fire Marshal, so that the Fire Marshal could complete his mandated report to the Legislature. In 1987, as noted in the amendment to the within test claim, the legislation was changed. As amended, the legislation required the State Fire Marshal to "gather statistical information on all fires, medical aid incidents, and hazardous materials incidents occurring within this state." Local fire agencies were mandated to furnish information pertaining to all fires within their jurisdiction. As amended, the legislation also permitted local fire agencies to provide medical aid incidents and hazardous materials incidents information to the Fire Marshal. The legislation also mandated that the State Fire Marshal "adopt regulations prescribing the scope of the information to be reported, the manner of reporting the information, the forms to be used, the times the information shall be reported, and other requirements and regulations as the State Fire Marshal determines necessary."

In order to implement the expanded mandate upon the State Fire Marshal to collect and present the requisite information to the legislature, the State Fire Marshal implemented the new CFIRS (California Fire Incident Report System) manual. This manual required that all fire agencies implement a computerized reporting system that not only mandated the reporting of fires, but also medical aid incidents and hazardous materials incidents. Although the reporting requirement mandated on local fire agencies by statute was for fires only, this new CFIRS system required local fire agencies to report all fires, as well as all medical aid incidents and hazardous materials incidents. Although the State Fire Marshal has claimed during these filings that the requirements to report medical aid incidents and hazardous materials incidents to it were voluntary, the State Fire Marshal did not communicate this to local fire agencies during the implementation of the new CFIRS manual. Rather, all communications required that the computer program as well as the reporting include all medical incidents and hazardous materials incidents. Only in this fashion can the State Fire Marshal discharge his mandatory obligation to report all such matters to the Legislature. There is no other means by which the State Fire

Marshal can obtain information pertaining to all medical aid incidents and hazardous materials incidents within the State of California.

First of all, the State Fire Marshal has claimed that all input regarding emergency medical calls and hazardous materials incidents are totally optional: the only information required to be responded to by local fire departments concerns issues of fires. The Commission's initial analysis of the differences between the 1974 manual and the 1990 manual accepts this position. However, same is not the situation in reality.

First of all, although the statute speaks in terms of the only mandatory requirement upon fire departments being the provision of fire incident information, the statute requires the State Fire Marshal to obtain and report to the legislature all information pertaining to emergency medical calls and hazardous materials incidents. There is no other method for the State Fire Marshal to obtain this information except through the data collection as a result of the new CFIRS manual.

Although the State Fire Marshal could have required the information to be provided in any form, the State Fire Marshal chose to have the information submitted via the new CFIRS report. For example, in the introduction to the CFIRS manual, the State Fire Marshal states: "Although you may not alter any of the basic 'fields' required by the CSFM, you may decide to incorporate additional information."¹ There is no provision in the CFIRS manual that states that reporting emergency medical information or hazardous materials incidents is optional. Rather, there are but a few fields that the State Fire Marshal concedes is optional in the event those incidents occur.

As will be shown below, there is a substantial difference between the reporting requirements of the prior manual, and those from the new manual.

I. ANALYSIS OF REPORTING REQUIREMENTS BETWEEN OLD AND NEW MANUALS

What first must be noted, is that the definition of "incident" has been expanded between the first CFIRS manual, and the second CFIRS manual. The change in the definition of "incident" is what drives much of the additional reporting requirements.

A. Increase in Reportable Incidents

First of all, in the former CFIRS manual, only fires had to be reported. "Reportable Fire" was defined in the former CFIRS manual as "A Reportable Fire is any fire occurring within the jurisdiction of a fire agency. Any fire occurring outside a fire agency's jurisdiction shall be reported by that agency if it is the only responding department. Included are fires or explosions that may be discovered in progress,

¹ CFIRS manual, "The CFIRS Reports", page 1-3.

discovered following extinguishments, or detected weeks later during an inspection. A fire report is to be filed on any reportable fire."

From filing reports on "reportable fires", the new CFIRS manual changes the requirements. Now, reports are required "[e]ach time a fire service unit moves in response to an alarm, an incident report (CFIRS-1) is completed."²

The foregoing change may not be significant to those who are not intimately involved in fire service. However, to those who are involved in fire service, the change results in a substantial increase in reporting requirements. Under the old manual, only fires had to be reported. Now, if there is a false alarm, a medical aid incident, a hazardous materials incident, a "move up"³, mutual aid, and other miscellaneous incidents. Thus, every time a fire service vehicle is called to leave the department, a report must be filed. This has increased the reporting requirements substantially. It is this initial change in definition which has resulted in a substantial increase in reporting requirements, and has been totally overlooked to date by the State Fire Marshal as well as the previous analysis of the two manuals by staff of the Commission on State Mandates.

This requirement for submission for each occasion that a fire department unit is dispatched is reiterated by the State Fire Marshal on page 4-1, which states that:

"SECTION A, GENERAL INFORMATION, is completed each time a fire department unit is dispatched.

If the alarm in [sic] not a fire, or EMS or Haz Mat incident, you only have to complete this section, and Section G. This also applies when you provide Automatic or Mutual Aid to another fire department."

Thus, if there is any examination of the two manuals, it first must be noted that the total universe of incidents that must now be reported has increased exponentially by virtue of the incidents required to be reported in the new CFIRS manual.

B. Mandatory Reporting of All Emergency Medical Services Incidents

The second significant increase in required reporting is the requirement in the new CFIRS manual to report all EMS matters. Although the State Fire Marshal claims that this is optional, no where in the manual are local fire departments informed that the provision of this information is optional. Rather, they are informed that the required information must be completed.

For example, the new CFIRS manual instructs that Section E, pertaining to E.M.S. incidents must be completed, and states as follows: "This section must be completed for

² New CFIRS manual, page 1-4.

³ This is a situation where a fire vehicle moves from one station to another to provide back up support while another vehicle is responding to an incident.

each incident in which the Situation Found is coded 31-32 and 35-39 (Rescue, Emergency Medical Call). Important: The "Type of Action(s) Taken" is recorded in Section G.⁴ This provision clearly runs contrary to the assertion that the requirements to provide information on E.M.S. incidents is optional.

In complying with the requirements on each E.M.S. incident, there are a number of fields which must be completed. The categories of fields which must be reported include: number of patients, highest level of care capable of being provided on scene, highest level of care provided on scene, E.M.S. type of situation(s) found, and number of patients transported by. As will be seen later, when the State Fire Marshal has found that a field should be optional for reporting purposes, the heading in the manual states "(Local Option)". It should be noted that no E.M.S. fields are denoted "Local Option".

Since the first time any local government was informed that the State Fire Marshal believed that E.M.S. incidents were local option was in response to the within test claim filing, the mandatory requirement of the State Fire Marshal to provide the information in the reports as set forth in the manual should override the later self-serving statements. Thus, the claim that this information is optional should be disregarded, and its mandatory nature be recognized.

C. Hazardous Materials Incidents

This is the second section which the State Fire Marshal has claimed is optional. Again, the only time that the State Fire Marshal has claimed that reporting on these incidents is optional is in its response to the test claim on file herein.

First of all, the fact that such reporting is mandatory comes from the terminology of the manual itself. On page 9-1 of the new CFIRS manual, the State Fire Marshal has written:

"This section is to be completed for each incident in which the Type of Situation Found is coded 41 to 43 (Hazardous Condition).

Note: You do not have to complete this section when you provide mutual or automatic aid to another department; however, you must enter the Type of Action(s) you took in Section G."

There are a substantial number of fields which must be completed in order to fully respond to the required information. These fields are: O.E.S. control number, area of release, level of release, release factor(s)⁵, contributing factor(s)⁶, estimated number of

⁴ See new CFIRS manual, page 8-1 (Rev: 04/90).

⁵ Note that this field allows up to four entries, and states as follows: "This field allows up to four entries. Enter the most significant factor, in your judgment, as entry#1. Look at it this way: if you could record only one factor, what would it be? Put THAT ONE in #1! Enter up to three other pertinent factors you feel

chemicals released, type of equipment involved in release, hazardous material action(s) taken, disposition of incident, haz mat identification sources used, number of fire service haz mat casualty: injuries and fatalities, non-fire service haz mat casualty: injuries and fatalities, chemical or trade name, department of transportation (D.O.T.) I.D. number, DOT hazard class, chemical abstracts service number (C.A.S.), physical state stored, physical state released, quantity released, unit of measure, extent of release, suspected environmental contamination, container type, container material, container use, container feature, container capacity, and unit of measure.

What is most interesting is that for all of the categories above, which must be completed for this section on hazardous materials, there are no categories denoted in the manual as "Local Option". Thus, the only conclusion one may reach is that every one of the categories under Hazardous Materials must be completed, by virtue of the terms of the manual itself.

Thus, in conclusion, it is important to note that the scope of the new manual is substantially different from that of the prior manual. Every time a unit responds, whether it is to a fire or not, a report must be completed. This is a substantially higher level of service when compared with the prior manual, which only required a report when there was a response to a fire. This additional reporting requirement includes all incidents noted above, including mutual and automatic aid, "move up's", false alarms, medical aid emergencies, and hazardous materials incidents.

II. ANALYSIS OF FIELDS CLAIMED OPTIONAL BY STATE FIRE MARSHAL

In his response to the test claim filed herein, the State Fire Marshal acknowledges that fire responses are required, but then stresses that many of the data elements in the new CFIRS report are optional, and not required to be reported. However, as will be seen herein, such information was never disseminated to local fire departments. Rather, the only fields that are optional are those fields which are inapplicable to a given incident, except for certain minor exceptions. It should be further noted that except for the few fields that are noted as "Local Option" in the manual, the only time that the State Fire Marshal has claimed that the other entries are optional is in response to this test claim filing.

Arrival Time – the State Fire Marshal has claimed that this is a new matter which was added with the new manual, and that it is optional for local use. However, the manual states that this is the time at which the first unit arrived on the scene. This is not to be confused with "Dispatch Time", which is the time of dispatch, not the

contributed to the release. Place them in their relative order of importance, as you see it." (Page 9-13, (Rev: 04/90)).

⁶Note that this entry allows for the insertion of two contributing factors. See Page 9-19, (Rev: 04/90).

elapsed time.⁷ There is no indication in the CFIRS manual that this is optional, for the use of local agencies only.

End Time – the State Fire Marshal has claimed that this is a new item which is optional, for the use of the local agency only. However, the manual does not so denote.⁸ It does define this as the moment when the equipment is back in service and ready to respond to another incident. The stated purpose is for calculation of the total time spent on the incident.

First-in Company – The manual indicates that this field is a local option, to designate the first company to arrive at the incident. It is important to note, however, that the form does not designate this field as optional.

District – The manual also indicates that this field is a local option, but again there is nothing on the form to so indicate.

Type Weather – Although the State Fire Marshal has claimed in his response that this is an optional field, there is nothing in the manual to so indicate. In fact, the only place where this is noted to be optional is in the response of the State Fire Marshal. The purpose of this entry is to provide a “comparative analysis of similar incidents under varying weather conditions”, and also allows for analysis of how weather impacts an incident. Accordingly, it is submitted that this field is truly not optional.

Air Temperature – Similarly this field has been designated as optional by the State Fire Marshal in his response to the test claim herein. However, the manual does not denote this field as optional, and the purpose is to “further define the environmental conditions associated with the incident.” Again, it appears as though this field is not truly optional as claimed.

Incident Address/Location – It is interesting to note that the State Fire Marshal claims that this is optional, both in its response and in the manual. However, the manual states that “Incident address information is required at the local government level for establishing a legal report reference. . . .” Thus, this entry is not truly a local option if the State Fire Marshal claims that this information must be maintained at the local level.

Fire Hazard Severity Zone – In the Fire Marshal’s response, he claims this is an optional entry. However, there is no notation in the manual that this is optional. Furthermore, it should be noted that by virtue of preexisting law, this provision

⁷ It is assumed that the purpose for having both dispatch time and arrival time is so that the State Fire Marshal can determine the length of time it took for the first responders to arrive after having left the station.

⁸ Additionally, this page was not included in the manual which is part of the Commission’s official record. It is page 4-14 (Rev: 04/90) in the manual.

will only apply to those areas which have been denoted by the State Fire Marshal as a Very High Fire Hazard Severity Zone.

Total Fire Service Personnel Responded: Career – The State Fire Marshal claims that this provision, which was added, is optional. However, same is not denoted in the manual. Rather, the Fire Marshal's stated purpose is to "determine actual personnel requirements for different types of incidents and for different levels of incident severity. . . ." It is respectfully submitted that the claim that this provision is optional is in error.

Total Fire Service Personnel Responded: Volunteer – This is another new category required in the new CFIRS manual. Again, there has been no notation anywhere that this category is a local option except in the State Fire Marshal's response to the within test claim.

Number of Apparatus Responded – There are four total subfields, including engine, truck, rescue med and other. In a general category, the State Fire Marshal claims that these fields are optional. However, the manual does not note that they are optional, and again, there is no notation anywhere except in the State Fire Marshal's response that these items are, in fact, optional. The stated purpose is to "measure the resources committed to an incident; and to evaluate the number and type of apparatus required to handle different types of emergency situations." Again, it is submitted that this field is not optional.

Involvement Code – This field is stated as optional; however, if a name is given in the subsequent fields, there is no other way of knowing how the person so named is related to the incident.

Name – The manual notes that the name in this block is to be a local option. However, the stated purpose of this field is "[t]o identify persons or entities with or involved in the incident. This data can also be searched to identify persons/entities that have been involved in more than one incident." Since the purpose of CFIRS is for the State Fire Marshal to have state-wide data, it is respectfully submitted that only if there is a state-wide database and this information is completed can there be a cross-jurisdictional determination if a person or entity is involved in incidents. Thus, it is submitted that this field should not be optional.

For Mobile Property Involved – This category has a number of subfields, including type of mobile property, vehicle license number and state, year, make and model, vehicle identification number, driver's license number and state. In his response, the State Fire Marshal claims that these data elements are optional; however, there is no indication whatsoever in the manual that these data elements are optional. Rather, again, the first time there is any notation that these elements are optional is in the response to the test claim. In fact, under the type of mobile property, the State Fire Marshal has written: When mobile property is involved, it

is important that you complete as much of other identifying information as possible." This directly contradicts the position of the State Fire Marshal that these data elements are optional. Additionally, regarding identification of the vehicle involved, the Fire Marshal has stated: "These data elements are essential to identifying particular brands or models that are more often a problem than others. . . . The make, model, year, and other information are useful in determining the level of compliance of mobile properties involved in fires and hazardous materials incidents; and for analyzing the effectiveness of these codes, standards and regulations. The data is used to assess if more regulation is needed, and to alert the public to potential hazards associated with particular kinds or makes of vehicles or other mobile property." Thus, these fields, contrary to the assertion of the State Fire Marshal, are not optional.

Fire Origin: Horizontal Distance From – As the State Fire Marshal has noted, this is another new field. However, rather than being optional, there is no denotation in the manual that same is optional. Again, the first mention that this matter is optional is in the response of the State Fire Marshal to the test claim herein.

Sex and Age – This is another new category in the new CFIRS manual. This requires the sex and age of the person(s) involved in the ignition. The State Fire Marshal has claimed that this is an optional field, but the manual does not so state. Rather, the statements as to the purpose for this information belies the assertion in the response to the test claim: "If prevention efforts are to be successful, they must be directed to the appropriate audience. In other words, if you want to solve a problem, you have to reach the people that are causing that problem. This data combination draws the picture of the segment of the population that is most often involved in the particular problem you are addressing. . . . The value of this data is further magnified at the state level, where patterns and trends can be proved – or disproved – by the accumulated view from the statewide database. **NOTE:** This factor is essential to defining and documenting the juvenile arson and firesetter problem. It also provides unique insights to better our understanding of the fireworks problem, vehicle fires, kitchen fires – and just about any other fire problem related to human behavior." Thus, although the State Fire Marshal presently claims that this information is optional, the manual issued earlier to all fire departments indicates that this information is clearly of extreme importance to the State Fire Marshal and is not, in fact, optional.

If Equipment Involved in Ignition – This is another category with subfields including type, model, year, make, serial number. The State Fire Marshal claims that the subfields of make, model, year and serial number are all optional. However, same is not reflected in the manual. Rather, the manual states that these fields are "the only jeans for identifying specific products that are causing fires. The problem can be the result of a manufacturing defect that causes the item to be unsafe – or it can be the result of poor design that leads to unsafe use of the item. The only way these product related problems can be corrected, is to pinpoint the items that are at

fault. This data is the principal source of information for the Consumer Product Safety Commission's efforts to regulate product safety related to fire hazards." Accordingly, the State Fire Marshal's assertion that these items are optional must be disregarded. It is also interesting to note that the field "type" of equipment has not been asserted by the State Fire Marshal to be optional.

Material Generating Most Smoke: Type – The State Fire Marshal claims that this title is optional. However, the manual does not so state. In fact, again, there is no indication anywhere except in the State Fire Marshal's response to this test claim that the field is optional. Furthermore, the purpose stated for this entry demonstrates the fact that the State Fire Marshal believes this information to be important for its statewide database: "Because smoke is the major threat to life safety in most building fires, it is critical to identify those materials that cause more smoke than others. The identification of smoke-producing materials is used to evaluate structural design, construction methods, and mechanical air handling systems intended to limit the movement of smoke through buildings. This entry can be correlated with such factors as casualties, extent of damage, construction type, and detector performance, among others."

Material Generating Most Smoke: Form – Again, the State Fire Marshal claims that this is optional. Again, the manual does not so indicate. The purposes stated is "[t]o increase our understanding of how different materials contribute to the production of smoke in various environments." Accordingly, it is submitted that this particular entry is not optional.

Fuel Model – The State Fire Marshal claims that this particular entry is optional. However, that is not accurate. The entry for this particular field states: "Applies to vegetation fires only". Thus, this entry depends upon the type of fire. Accordingly, this entry is not optional. Rather, the entry can be inapplicable if the type of fire involved does not pertain to vegetation. It is respectfully submitted that the State Fire Marshal was in error when he stated that this entry is optional; rather, the entry is dependent upon the type of fire.

In summary, there are only four fields which the State Fire Marshal claims are optional and are stated in the manual as optional, being first-in company, district, involvement code and name. It is respectfully submitted that in order to comply with the purpose of the document, name should not be optional. The other three fields could clearly be optional. Thus, out of a total of approximately 20 categories (exclusive of subfields) which the State Fire Marshal claims are optional, only four in fact actually are so stated in the manual. Of the four fields stated as optional, only three should probably be optional.

Thus, in comparison with the total number of fields which are required to be completed in the form, the fields which are actually optional are *de minimus*, and of little consequence in considering the total time it takes to complete the form.

III. ANALYSIS OF THOSE FIELDS WHICH ARE CLAIMED TO BE THE SAME BY THE STATE FIRE MARSHAL

There are a substantial number of entries which the State Fire Marshal claims are essentially the same from the old manual to the new manual. As will be demonstrated herein, that assertion is inaccurate. What will be discerned is that the possible codes for any given event have so expanded that whereas the entry of the code may not have changed, the fact that there are so many more new choices considerably expands the time that it takes in order to complete the report.

Fire Department Identification – In the original CFIRS, there was no requirement to note which fire department within the state was involved. In the new CFIRS, the identification number is different, and the manual states: "This is a unique number assigned by the State Fire Marshal to identify a particular fire department in California." Accordingly, the department identification is a new field. There is room for a subsidiary number to identify the incident within the fire department. Thus, this is a different requirement from what was required before.

Incident Number – In the original manual, the number was to be given by the dispatcher of the local agency to identify the incident. In the new manual, it is a unique number. There are requirements that the first two digits of this number **must** be the year of the incident. Thus, this requirement is not the same as previously required.

Exposure Number – In the original manual, this entry was used to denote that when the fire had spread to additional buildings and vehicles, there must be an additional report completed. With the new manual, the requirements have been expanded. The incident number permits all property in a single fire incident to be linked together, but the exposure number identifies each separate property. The revised manual states that if there is such a spread, there must be a separate report prepared for each separate property, with the same incident number. If the fire spreads to another jurisdiction, each exposure fire is now required to be coded as a separate fire with all causal factors listed. This change now requires that instead of a supplemental report being filed, each separate property involved in the spread of the fire must have a separate report filed on that piece of property. This multiplies the requirements of completing the forms required for any fire where there is a spread of the fire.

Date – Although this item is self-explanatory in the old manual, and an entire page is devoted to it in the new manual, there is something worth noting, and will be discussed later: although the program was instituted in 1990 for full implementation by 1992, it was then set up to fail to comply with Y2K, as the date was to be indicated by two digits, rather than four. This is a flaw with the entire program, which presently causes problems as often times reports cannot be

generated by the system presently in use, although devised to comply with the requirements of the State Fire Marshal.

Time Out – This is the term used in the old manual; the new term is Dispatch Time. These entries are the same.

Dist/City – In the old manual, this is known as District/City, the purpose of which is to give a number to a given area for use of the local jurisdictions, using numbers 01-99. In the new manual this is also labeled as optional, but the options include an alphanumeric coding.

Out of Jurisdiction - Automatic/Mutual Aid – In the old manual, this entry was optional, and was to be checked in the fire incident occurred out of the area of jurisdiction. However, what is most important to note is that the only agency which had to report a mutual aid call was the fire agency which had jurisdiction. With the new manual, the entry is now called Automatic/Mutual Aid and is specifically not optional. The main difference is that if you are the agency providing support via mutual aid, you must now also complete a CFIRS report, which would not have had to be done under the original manual. Thus, a report must now be completed each and every time the claimant goes to assist another department under a mutual aid situation. Thus, not only are the classifications not the same, but the corresponding amount of work required by the new manual has increased substantially.

Type of Incident – Situation(s) Found – In the old manual, there were essentially 20 different types of incidents. In the new manual, this requirement has been expanded exponentially. Rather than just one number for one of twenty types of incidents that could be encountered, there is now a multi-part number. First of all, the form provides for up to four different situations found, although the instructions state that the most serious one is to be entered first. The level of detail and sophistication has increased dramatically. In the new book, for example, if there were a vehicle accident with 2 injured victims and fuel leaking, there would be three numbers entered: one for the accident, another for the victims injured and trapped, and another one for fuel leaking in the engine area. In the old form, there would just be one number, for a vehicle accident. Thus, although theoretically the same information is being sought, the quality and sophistication of the required response under the new manual has expanded substantially. In addition to expanding to four categories in which situations may be found, the total choices include eight types of major headings, with subfields. For example, the first major choice is fire or explosion. Instead of the one heading, which is what would occur under the old manual, there are now 10 fields. So, not only do you have to report a fire, but must determine which choice under fire must be entered. Under Overpressure, Rupture, Explosion Overheat (not ensuing fire), there are an additional 7 subcategories. The same is true for

each of the remaining major fields. Thus, the level of detail required to complete the new report has grown exponentially.

Alarm Source – Method of Alarm – Although the information requested is similar, the form and detail required in comparing the old and new manuals is not. Under the old form, there were six boxes, and the reporting party could merely check the box. This did not require checking in the manual each time to determine the proper alarm code. Now, the new manual requires that the method of alarm be a code, and there are 9 different types of methods which can be coded. This requires that the code book be checked, rather than merely checking a box.

Property Management – In the old manual, there was merely a field to insert the name, address and telephone number of the property manager. This did not require looking up codes. In the present manual, there is now a new, separate category for the owner or occupant who controls the property involved in the incident. This field is no longer denoted as optional. The new mandate requires a selection from among nine codes which are provided.

Census Parcel No. – Census Tract – In the old form, there was merely a block to be filled in. In the new form, there is a place for subdivisions of census tracts, indicated by a decimal point. The new information required a higher level of detail. Additionally, as noted above, under the old manual, no report was required to be given if there you were merely rendering mutual aid. The new manual further highlights the fact that you were required to fill the form out if giving mutual aid, because it specifies that this block does not have to be completed if you are the secondary jurisdiction providing mutual aid. This further bolsters claimant's contention that the number of total incidents which have to be reported has increased dramatically.

Property Classification (Complex) – General Property Use – The purpose of these two categories is similar: to determine the overall use of the property in the specific incident. In the old book, there were 23 classifications and codes for different types of property in alphabetical order. In the new manual, there are different types of property, and the properties are listed by type of property, rather than alphabetical order. General property use now has 42 different categories. The level of detail to properly code in the new system has increased

Individual Fixed Property Use Classifications – Specific Property Type – Under general property use are categories for which property can be used. A sample includes air force office, aluminum casting, bathhouse, etc., all listed in alphabetical order. However, in the new manual, "Specific Property Use", has nine major divisions. The categories within general divisions have been broken down substantially, such that if you are dealing with a day care facility, there is a different code if you have less than 7 clients, 7 to 12 clients, or more than 12 clients, plus a catch all of it does not fit in the three above categories. There is a separate category if you are

dealing with a hemodialysis unit. There are separate categories for missile and space vehicle launch sites, tobacco curing sheds, chemical, fertilizer and mineral mines including guano gathering operations. Thus, the level of response required has increased exponentially by virtue of the sophistication of the new manual.

Property Type – Structure Type – The State Fire Marshal claims that these two categories are the same. This is not true. The original manual has ten classifications which relate to the type of building involved. The new manual has nine categories, but they are different, including open structure, building with two or more specific property uses, and underground structure. Thus, although similar in purpose, the classifications are not the same.

Construction Type – Construction Type/Roof Covering – The State Fire Marshal asserts that the former entry for construction type is the same as the now two categories for construction type and roof covering. Although the form is geared towards obtaining the same information, the level of information required in the two forms is substantially different. On the old form, there were a series of boxes to be checked, being exterior walls, and under that boxes for combustible and non-combustible; interior walls, and under that boxes for combustible and non-combustible; floor-roof, and under that boxes for combustible and non-combustible; and a box to indicate whether or not it was fire rated. Thus, the reporter merely had to check boxes to give the State Fire Marshal the requested information. In the new manual, there are two separate sections. The first section is construction type. The purpose of this data is to “determine what effect the type of construction has on fire development, fire spread, and resulting damage. This is a critical detail in the inventory of the fire defense existing in a structure or building before the ignition occurred.” No longer can the reporter merely check boxes. Rather, the reporter must go and select between seven codes to see what type of structural composition must be coded. The second code is for roof covering, the purpose of which is “to evaluate different types of roof covering as they relate to ignition from various sources, as well as to determine their contribution to fire spread and overall damage. Again, the reporter must look and see which of the nine codes is applicable in a given situation. Thus, from a simple check the box, the reporter must now look twice at his codes in order to make sure that the appropriate numbers are inserted in the form.

Vehicle – Mobile Property Type – Previously, if a vehicle was involved, on the old form, you merely inserted the number “6” in Structure Type, and give the make and year of car, license number and state if the vehicle was involved in a car fire. The situation substantially changed with the new manual. Now, it doesn't matter if there was a car fire or not. Nor does it matter the purpose to which the vehicle was used, because the purpose is captured under “Specific Property Use”. Now there are eight major categories of mobile property, consisting of passenger road transport vehicles, freight road transport vehicles, rail transport vehicles, water transport vehicles, air transport vehicles, heavy industrial and agricultural

equipment, special mobile property and military vehicles, and other mobile property type. Under each type of property, there are subfields, and it is those subfields which must be listed. Thus, instead of focusing on automobiles, the focus is now on any type of mobile property, including vessels without their own motive power including towed petroleum balloons, barges and other towed or towable vehicles. Again, something that was simple to complete, in an attempt to make it more descriptive, has been made much more complex.

Level of Origin – Fire Origin – Area – In the previous form, the reporter was required to code at which level the fire started, and the coding was geared so that by examining the numbers, the total feet above ground or below ground could be discerned. In the new form, there is an entry for Fire Origin – Area, which requires substantially more detail than previously requested. No longer is there an issue as to level. Now, it relates to the functional areas. The purpose for this entry is to “identify the specific room or space where the fire started. . . This factor is absolutely essential to effective fire-cause analysis.” There are now nine major categories of areas, including: means of egress, assembly, sales areas; function areas; storage areas; service areas; service, equipment areas; structural areas; transportation, vehicle areas; and other areas of origin. Under each major heading there are a number of subfields, including such subfields as: swimming pool; printing or photographic room or area; display window; switchgear area, transformer vault; exterior exposed surface of transportation equipment, etc. Thus, the level of information now required is substantial.

Source of Heat Causing Ignition – Ignition Factor – The old manual had several categories for source of heat causing ignition. These were subdivided into major categories with subfields therein. There are still major categories with subfields in the new manual, but the categories have been expanded, as have been the subfields. In the old manual, the main categories were heating categories; cooking equipment; air conditioning, refrigeration equipment; electrical distribution equipment; appliances and equipment; special equipment; processing equipment; service and maintenance equipment; and other object, exposure fire. The new main categories include incendiary; reckless; misuse of heat of ignition; misuse of material ignited; mechanical failure, malfunction; design, construction, installation deficiency; operational deficiency; natural condition and other ignition factor. Thus, the entire emphasis for ignition has been shifted from the physical object which caused the ignition to the reason for ignition. Thus, although the purpose is similar, it is definitely not the same as represented by the State Fire Marshal.

Type of Material First Ignited – Material First Ignited: Type – It is the assertion of the State Fire Marshal that these two categories are the same. Although they ask for the same information, there have been expanded categories added in the new CFIRS manual. First of all, the new manual breaks out wood and cellulose into two categories, from the one category in the previous manual. The two categories

are now naturally occurring and processed. Plastics have been taken from the category in the old manual entitled "Chemical, Metal, Plastic and Applied Paint", and given its own category with seven subdivisions. Additionally, the other type of material category has been expanded in the new manual. Thus, although the two forms request the same type of information, the new manual expands the categories and subfields in order to obtain more detailed information.

Form of Material First Ignited – Material First Ignited: Form – This is another category which the State Fire Marshal claims is the same in both editions. While the information requested is the same, and many of the categories and subfields are the same, there has been expansion of the subfields in the new manual in order to obtain additional detailed information. For example, furniture has been expanded from six subfields to eight subfields. General form has also been expanded from six fields to eight, special form has been expanded from seven fields to eight, and other form of material has been expanded from two fields to five. Additionally, many of the subfields have been further defined and refined. Thus, although there is substantial similarity between the two forms for this category, the new manual requires additional information and thus the two categories are not the same.

Main Avenue Fire Spread, Material Causing Spread-Type, Material Causing Spread-Form – Contributing Factors – The State Fire Marshal has claimed that the first three categories in the old manual are the same as the one new category in the revised CFIRS manual. This is not accurate. In the old manual, main avenue fire spread was used to show how the fire spread from one area to another, via ceiling or attic spaces, ducts, stairways and elevator shafts, etc. The second category, Type of material causing spread is to identify the type of material which ignited during the spread of the fire. The third category, being form of material causing spread is the primary use of the material which caused the spread. This is substantially different than contributing factors in the new manual. In the new manual, the purpose for this category is to be able to indicate the additional factors that had an influence on the cause or outcome of the incident. The purpose is stated as enabling one to "paint a more complete picture of what occurred by capturing important details that are above and beyond what is recorded in other parts of the report." In this section, there are eight major headings which are: building construction or design factors, acts or omissions, building contents, delays, protective equipment, equipment electrical or mechanical, natural conditions and fireworks. The new manual goes into much more of the reasons for what transpired at the incident; the old manual is more concerned with the physical factors. Thus, the two manuals are not the same in this respect.

Source of Heat Causing Ignition – Equipment Involved in Ignition-Type – These are two categories which the State Fire Marshal claims are the same. In the original form, the instructions was that this entry "identifies the piece of equipment or object which provides the heat that caused the ignition. . . ." In the new manual, the focus has changed somewhat, and is stated as: "The frequency of fires associated

with particular products tells us where we need to focus corrective action – whether it be a product recall for an inherent defect, or public education to correct improper use. Note: This entry is not just for equipment that failed or malfunctioned. It is just as important to know when equipment operated properly, but was misused. Classic examples are fireplaces and kitchen stoves.” In the new manual, an entire new category with nine subfields has been added, namely vehicles. Additionally, the nine subfields in the last category, of “other” has been completely rewritten to provide for other types of ignition. Thus, while there is substantial similarity between the two fields, there has been a rewriting of this section to make same more detailed and specific in the new manual.

Estimate Loss-Property – Estimate Property Loss; Estimated Loss-Contents – Estimated Contents Loss – These are two separate fields which the State Fire Marshal claims are identical on both forms, and they are, in fact, identical.

Extent of Damage-Fire – Extent of Damage-Flame – These are the categories in the two manuals that the State Fire Marshal claims are the same. Although the original manual had seven fields, the new manual has eight. The fields have also been modified to give more detail in the new manual. Thus, although there is substantial similarity between the two categories, they are not the same in the two manuals.

Extent of Damage-Smoke – Extent of Damage-Smoke -- These are another two categories which the State Fire Marshal claims are the same in both manuals. They are remarkably similar, but not the same. The original manual has seven fields, while the new manual has nine such fields. There is also refinement in the categories between the first and second manuals. Thus, although there is substantial similarity, the two categories are not the same.

Main Avenues Smoke Spread – Avenue of Smoke Travel – These are two categories which the State Fire Marshal claims are the same in both manuals. Whereas there are nine fields in each category in each manual, the new manual has revised and changed the fields. Thus, although there is substantial similarity between the two manuals, the two categories are not identical in the manuals.

Signal or Warning System-Type-Means of Activation-Type Detectors – Detection System Type – The State Fire Marshal contends that the previous three codes are the same as the one new category in the revised CFIRS manual. It is respectfully submitted that the new category is similar to, but not the same as, the three prior categories. In the old manual, when it came to type of warning system, there are seven types listed, being unknown, local, auxiliary, remote station, proprietary and central station. The type of system had to be coded. Means of activation included four codes for unknown, automatic detectors only, automatic detectors and manual sending stations, and manual sending stations only. The third category, being type of automatic detectors included unknown, heat, smoke, combination of

heat/smoke, invisible product of combustion, and other. The new category for detection system type has ten categories: smoke detector, ionization principle; smoke detector, photoelectric principle; smoke detector, undetermined or combined principles; heat detector, rate of rise; heat detector, fixed temperature; heat detector, undetermined or combined principles; combination of detection principles present in 1 or more devices; no detector present; no detector present; other type detector present; type of detector system undetermined or not reported. Thus while the information requested in the three prior entries is similar to the information requested in the new manual, it is not the same.

Signal or Warning Systems – Effectiveness – Detection System: Performance – This is another category where the State Fire Marshal claims the old manual and new manual requirements are the same. In the old manual, there are only six possible entries, being unknown, no alarm, delayed alarm, satisfactory, unsatisfactory, and other. With the new manual, the choices have been increased to ten categories which elicit more information, such as: “detector(s) in the room or space of fire origin, and it alerted the occupants”, and “detector(s) operated but the occupants failed to respond to detector notification.” Thus, although the information desired is similar, the new manual is much more sophisticated in eliciting necessary information in order to satisfy the purpose of this section: “To provide information about the use, reliability, and effectiveness of automatic detection equipment. This is critical to determining the role of detection equipment in fire control and life safety.”

Sprinklers-Type, Standpipes-Type, Special Hazard Protection-Type -- Extinguishing System Type – The State Fire Marshal claims that the three previous codes are the same as the new code, Extinguishing System Type. In the old manual, under sprinklers-type, there are seven categories listed, being unknown, wet pipe, regular dry pipe, pre-action, deluge, combination dry pipe and pre-action and other. Under standpipes-type, the following are listed: unknown, wet, automatic water admitting, manual water admitting, dry without permanent water supply, combination wet and dry, and other. Regarding special hazard protection type, the following is listed: carbon dioxide system, dry chemical system, foam system, water spray system, explosion prevention or suppression system, static electricity control system, lightning protection system, other special hazard system, and unknown. However, with the new manual, there are different categories under extinguishing system type. There are now sixteen categories of systems, with definitions as to each. Thus, whereas there is substantial similarity, the two manuals are not the same in this regard.

Sprinklers Effectiveness, Standpipes Effectiveness, Portable Extinguishers Effectiveness, Special Hazard Protection Effectiveness – Extinguishing System Performance – The State Fire Marshal claims that the four categories in the earlier manual are the same as the one category in the new manual. Although there is substantial similarity, the categories are not equivalent. Under the old manual, sprinklers

effectiveness, standpipes effectiveness and portable extinguishers effectiveness each had the same categories to complete, namely: unknown, not a factor in outcome, helped control fire, controlled fire, extinguished fire, operated but not effective, and other. The last category, special hazard protection effectiveness had similar, although not identical categories, namely: unknown, not a factor in outcome, helped control fire, extinguished, not effective and other. In the new manual, there are only six categories, being: equipment operated and was effective in controlling or extinguishing the fire; equipment operated and was not effective in controlling or extinguishing the fire; equipment should have operated but did not; equipment present but fire too small to require operation; extinguishing system: performance, not classified above. . . ; and extinguishing system: performance, undetermined or not reported. Thus, while there are substantial similarities, the categories are not equivalent.

Firefighter-Numbered Injured, Firefighter-Number of Deaths – Fire Service Casualty-Injuries, Fire Service Casualty-Fatalities – As claimed by the State Fire Marshal, the two categories in the old manual are essentially the same as they are in the new manual.

Civilians-Number Injured, Civilians-Number of Deaths – Non-Fire Service Fire Casualty-Injuries, Non-Fire Service Fire Casualty-Fatalities – As claimed by the State Fire Marshal, the two categories in the old manual are essentially the same as the two categories in the new manual.

As can be seen from the foregoing, there are only a few instances where the new fire entries are the same, or substantially similar, in the new manual. Rather, there are four categories that are substantially the same in both manuals, and there are two categories which are substantially similar in both manuals. Thus, from a claim that there are approximately 32 entries, only six categories are substantially similar. Thus, the assertion by the State Fire Marshal that the two manuals are almost the same and thus there is no higher level of service is erroneous.

IV. INCREASED LEVEL OF SERVICE

Commission staff has previously requested that claimant analyze the additional time in completing the various new data elements in order to demonstrate the increased level of service. Rather, it is believed that it is easier to demonstrate the increased level of service by an analysis of the total time that it takes to complete the report.

As demonstrated by the declarations filed contemporaneously herewith, the prior manual required about 20 minutes to properly fill out a report. After awhile, the codes were easier to remember, and it was not always necessary to look up a code in order to complete the form. Also, only fires needed to be reported, which eliminated most of the reports which are now completed.

It is much more time consuming to prepare the present CFIRS reports. On average, it takes at least 45 minutes to properly complete a CFIRS report, unless it is a simple "move up".

Under the prior system, it was possible to call in to the station and dictate the numbers over the telephone to a clerk, who would complete the forms. Under the new system, as we do not have the resources to have personal computers with every unit, the form must be completed by hand. It is then transmitted to the administrative department, where the data is manually inputted into the CFIRS system. Thus, not only has the firemen's time increased, but also the need for increased data transcribers as well.

Additionally, the new CFIRS reports have caused much difficulty to firemen when called upon to testify in civil and criminal actions. As shown from the attached declaration, the best description of what has transpired at an incident is from the written narrative. Now, with the advent of the new CFIRS manual, even though there are an increased number of categories to use in order to describe an incident, there is nothing as descriptive as the narrative of the firemen involved. A substantial amount of time is often spent in court trying to explain "discrepancies" between the new CFIRS coding and the narrative of the incident. This is because no matter how detailed coding may be, it will never be as completely descriptive of a scene as the narrative of the firemen will be.

There is another requirement, which substantially increased the level of service mandated by this program. This requirement was the preparation of a computer system capable of providing the data to the State Fire Marshal. There are three major areas of increased costs associated with the manner in which this requirement was mandated.

The additional cost arose because there was no prepackaged software sponsored by the State Fire Marshal. This necessitated that the claimant write the software itself. The second area of increased cost occurred because the specifications, as originally required, were found to contain errors. As a result, the State Fire Marshal sent out new requirements, which substantially changed the manner in which the claimant's program was written, and thus had to be rewritten on a number of occasions.

The third, and most important glitch, causing still more mandated local costs, was that the program was not Y2K compliant. As noted throughout the program specifications, the year was to be denoted by two digits, namely the last two digits of the year.⁹ This has meant that in this calendar year, 2000, it has been next to impossible to respond as requested by the State Fire Marshal, as the system has had difficulties given the manner in which local fire departments were required to implement the system.

Thus, even though this program was mandated in 1990 to be effective by 1992, it was already programmed for disaster by not being Y2K compliant.

⁹ See, for example, CFIRS edit specifications, page 2 (6/89); CFIRS edit specifications, page 11 (6/89), etc.

V. SUMMARY

In summary, it is fallacious to attempt to calculate the increased level of service by determining how many new data fields are in the new CFIRS form, and comparing same with the number of data fields in the old form.

With the old form, only a discrete proportion of responses needed to be reflected by a CFIRS report: namely, reportable fires. With the new form, every time a unit is moved, except for fire inspections, a CFIRS report form must be completed. This has expanded the total number of responses by 400%.

When the choice of responses is to check a box, it takes only seconds to respond. When the required response is to use a code, it takes longer to check the book for the appropriate code to be inserted.

Additionally, when the number of choices for a response is increased, the amount of time that it takes in order to make the appropriate choice and insert the code number goes up exponentially. It takes only a few seconds, after the appropriate page is found, to make a choice of codes if there are only six possible responses. However, as the number of possible responses increases, the time that it takes to review the possible codes and insert the one thought to be the most descriptive increases substantially.

Also, when there are but a few responses that require a code, after a substantial period of using the form, the more common codes are readily remembered, and the code book does not have to be utilized to obtain the appropriate number. However, when the total number of fields increases substantially, as do the choices within the fields, it becomes next to impossible to remember codes, thus requiring that the fireman examine the code book in order to obtain the appropriate code.

Thus, a mere comparison of the number of data elements required to be completed for each form does not begin to describe the true differences in the two manuals. Rather, the universe of what must be completed, as well as the changes and total number of choices must be examined.

DECLARATION OF GLEN EVERROAD

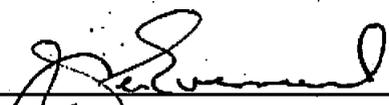
I, Glen Everroad, make the following declaration under oath:

I am the Revenue Manager for the City of Newport Beach, and as part of my duties, I am also the SB 90 Coordinator for the City. As part of my duties, I am responsible for the complete and timely recovery of costs mandated by the State.

I have reviewed the Response To Commission On State Mandate's Staff's Request For Additional Information, Test Claim of City of Newport Beach, CSM-4419. I am personally conversant with the foregoing facts, and if so required, I could and would testify to the statements made herein.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct of my own knowledge, except as to the matters which are stated upon information or belief, and as to those matters, I believe them to be true.

Executed this 29 day of November, 2000 at Newport Beach, California.



Glen Everroad
Revenue Manager

**DECLARATION OF NICK WAITE IN
RESPONSE TO COMMISSION ON STATE MANDATE'S
STAFF'S REQUEST FOR ADDITIONAL INFORMATION**

Test Claim of City of Newport Beach, CSM-4419

California Fire Incident Reporting System

As Promulgated by the State Fire Marshal in the

July 1990 Fire Incident Reporting System Manual

New CFIRS Manual

I, Nick Waite, state:

I am a Battalion Chief with the Newport Beach Fire Department, for the City of Newport Beach. I commenced my employment with the Newport Beach Fire Department in February, 1971, quit for a period of time, and rejoined again in 1972. I have been with the Newport Beach Fire Department since that time.

I have personal knowledge of the facts stated herein, and if called upon to testify, I could do so competently.

I have personal knowledge of the changes in CFIRS, as I was the person designated by our then fire Chief to develop the software to implement CFIRS.

Originally, CFIRS reports were done on fires only, and the State Fire Marshall sent out guidelines as to what needed to be completed. There was a manual, a copy of which I believe is part of this administrative record, which specified the codes and what forms had to be filled out. The coding was simpler. After a fire, it would be possible to call in and dictate the codes to a secretary, for her to complete the CFIRS coding. Some of the codes were so simple, that they were easy to memorize, and thus the manual did not have to be examined each time a report was completed.

With the new CFIRS manual, there was a substantial change on the quality and quantity of information to be reported. No longer did a report need to be filed only if there was a fire; the new manual redefined the incidents which necessitate a report being filed. With the new CFIRS manual, whenever a wheel was turned on equipment, a report had to be filed. In essence, every action except a fire inspection necessitates a CFIRS report. Thus, medical aid, hazardous materials, structure fires, vehicle fires, heavy rescues and "move ups" all require a report.

A "move up" is a situation where, because of a large fire a fire station does not have equipment. Thus, other equipment is sent in to the fire station in the event another incident is called in. For example, if the City of Costa Mesa has a large structure fire, all of its engines may be deployed. If we move one of our engines to sit in their fire station in the event of another call, that now has to be reported on the new CFIRS form. This would not have to be reported under the prior system.

Thus, with the new forms, went far beyond structure fires. You are now required to look at data element requirements for all kinds of different calls. If you look at the list, some of the fields have 800 choices. This makes completing the form far more complex, and eliminates the ability to memorize the responses that was common on the old form.

With the original CFIRS report, we would supply the data to the State Fire Marshall, and they would provide us with a printed report. It would tell us how things were in our area, and compared calls, for example, with neighboring cities. With the new report and the requirement for the provision of so much data, the State Fire Marshall started charging for the report. Because it was so expensive in light of the real information provided, we stopped getting the report.

The concept that was explained to us in meetings while we were devising the software, was for the State Fire Marshall to have all of the information they needed to provide to the Legislature. It would also theoretically provide such information as a particular brand of toasters was catching on fire. Prior to that time, the only way you would know that a particular appliance was causing fires was through attorneys pursuing the issue. Theoretically, there would be early discovery on defective cars, appliances, etc. In reality, because so much of the information generated has little to no practical application in our Fire Department, we do not obtain the reports.

At this point in time, approximately 75-80% of our emergency calls are medical aid calls. This did not have to be reported on the previous form, and now must be reported. This means that the number of total reports completed has expanded significantly. Whereas with the old form we were reporting structure fires only, those structure fires now only comprise about 20% of the total reports presently submitted. Under the old form, all we had to report on were fires, such as vehicle fires, trash fires, structure fires, etc. Thus, in the old days, 100% of the reporting was done on 20% of the calls. Now, we have to report 100% of the calls. Thus, our total reporting has increased by a factor of 5.

Newport Beach has a population of approximately 70,000 people, and we have approximately 5,000 calls per year.

In order to comply with the new CFIRS requirements, we had to go through a number of computer systems. I worked on writing one of the systems. The State Fire Marshall would make changes to the system, which would necessitate rewriting the system. With the advent of medical aid, it was necessary to tie the system in to a billing system for the actual aid provided, so this necessitated a different computer system.

Another problem with the new report is that in the old form, the data element requirements were things like addresses, time of call, and those elements which by and large, were easily available. With the new form, not only do we have to report events we never would have had to report previously, but we also have to go through and figure out what the right code to enter is. Although one field may have been added, there are now hundreds of choices. This means that every time you fill out a report, you have to refer back to the manual in order to make sure that the data element field is correctly

completed. Additionally, the State Fire Marshall kept changing the manner in which incidents would have to be reported. The State Fire Marshall would send out addendum sheets on errors because of problems they found in their original program description. It felt like every time you turned around, there would be some kind of code change or fix. Additionally, if the State Fire Marshall found errors in your report, they would send them back out and they would have to be rekeyed.

We had to write the software because there was nothing on the market. A vendor came up with a product and we bought it, but it was totally inadequate, so we had to write our own software program again. This is as a result of the complexities and changes in this report.

In reviewing the report, it seems as though there was a brainstorming session by those responsible for the coding, who tried to envision any possible type of incident occurring. For example, if you have a fire in some sort of building, you need to define the type of building. For example, number 543 is a drug store with a pharmacist on duty, not to be confused with number 582 or 583. It becomes much more difficult to complete.

The problem with the form is that it forces you to pigeon hole what actually transpired on a scene. Now you have all of these data elements. However, when you are called upon to testify, still rely upon the narrative, because the coding is usually not as accurate as the narrative. This causes problems when called upon to testify, as there will be differences between the coding and the narrative.

As stated previously, in the old days, could call in the data elements to a secretary, who would fill out the piece of paper. Now, you gather data at the scene, and return to the fire station. Then, you have to log in to the computer system and fill out the form. If there are multiple units involved in an incident, the first person fills out the report and says how many personnel, how many units, and that starts many of the data elements. One unit on a fire will go through and complete the detailed information. However, that doesn't tell the story of the incident. You need to do the narrative, which describes what the scene looked like upon arrival, and what transpired after arrival. The narrative is what is relied upon in the event of litigation as the coding is not sufficiently descriptive nor accurate.

Another issue that is important to note is that with the coding for CFIRS, the data elements as required by the State Fire Marshall set up a program which was not Y2K compliant. What this means is that for calendar year 2000, we have been unable to provide data to the State Fire Marshall, because the system does not work. This makes the situation extremely frustrating, because by the time the program was up and working properly, it became obsolete because of the codes and fields required to be used by the State Fire Marshall.

With the old form, it only took approximately 10-15 minutes to complete the codes. With the present form, it takes much longer to complete, because of the fields, and can take between 25 and 45 minutes to complete each form accurately. If the form is not

properly filed out, the State Fire Marshall will return the data and it will have to be examined and reentered, and again, transmitted to them.

I declare under penalty of perjury that the foregoing is true and correct, and that this declaration is executed this 29th day of November, 2000 at Newport Beach, California.



Nick Waite
Nick Waite

PROOF OF SERVICE BY MAIL

I, the undersigned, declare as follows:

I am a resident of the County of Sacramento, and I am over the age of 18 years and not a party to the within action. My place of employment is 4320 Auburn Blvd., Suite 2000, Sacramento, CA 95841.

On November 30, 2000, I served the Response to Commission on State Mandate's Staff's Request for Additional Information, and Declaration of Nick Waite in Response to Commission on State Mandate's Staff's Request for Additional Information, CSM-4419, *California Fire Incident Reporting System*, July 1990 Fire Incident Reporting System Manual, Chapter 345, Statutes of 1987, by placing a true copy thereof in an envelope addressed to each of the persons listed on the mailing list, and by sealing and depositing said envelope in the United State mail at Sacramento, California, with postage thereon fully prepaid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed this 30th day of November, 2000 at Sacramento, California.



A handwritten signature in cursive script, appearing to read "Robert M. Perry", is written over a horizontal line. The signature is fluid and somewhat stylized, with a large initial "R" and "P".

MAILING LIST

James Lombard, Principal Analyst (A-15)
Department of Finance
915 L Street, Room 8020
Sacramento, CA 95814

Mr. Fort Hartsfield, Batallian Chief/Fire Marshal
San Ramon Valley Fire Protection District
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Mr. Paige Vorhies (B-8), Bureau Chief
State Controller's Office
Division of Accounting & Reporting
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Sacramento, CA 95816

Mr. James Wait, Assistant State Fire Marshal
Office of State Fire marshal
P. O. Box 944246
Sacramento, CA 94244-2460

CLAIMANT'S SUPPLEMENTAL
FILING

CSM-4419

California Fire Incident Reporting System
July 1990 Fire Incident Reporting System Manual
Chapter 345, Statutes of 1987

RECEIVED

MAR 15 2002

COMMISSION ON
STATE MANDATES

In review of the administrative record on file herein, there are some documents issued by the State of California which have not been included in it. By this filing, we are requesting that the Commission on State Mandates add these documents to the administrative record.

The first document, attached hereto as Exhibit "1", and incorporated herein by reference, is a document prepared by the California State Fire Marshal, entitled: *Q & A, Answers to common questions about implementing the new California Fire Incident Reporting System*. In this document, the State Fire Marshal is clear that the only option for reporting is by microcomputer.

On page 5, the State Fire Marshal clearly states that a new CFIRS report must be submitted for every fire. If it is a hazardous materials call, it must be reported to the OES (Office of Emergency Services). The State Fire Marshal said that there are two options for reporting - one the CHMIRS report to OES, or including it on the CFIRS form, and then the State Fire Marshal will provide the information to OES.

Although EMS (Emergency Medical System) is not required to be reported on CFIRS, the State Fire Marshal stresses that this information if recorded, will be available to all other departments because of the universality of the CFIRS report.

On page 9, the State Fire Marshal is clear that fire departments will have up to and including the year 1991 to convert to the new CFIRS. However, as of January 1, 1992, all fire departments are to be converted to the new CFIRS form and diskette submittal.

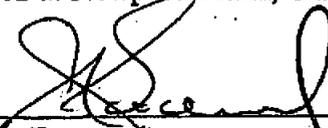
The second document, attached hereto as Exhibit "2", and incorporated herein by reference, is a pamphlet published by the California Department of Forestry and the Office of the State Fire Marshal, entitled *Questions and Answers Regarding the New CFIRS Format (rev. 3/96)*. There are some differences between this edition and the one attached in Exhibit "1". As you will note on page 3, information is now transmittable via modem.

It should be noted that in this version, as in the prior, there is much stress on the fact that the software utilized must meet all state specifications.¹ This document also refers to the fact that in February 1993, the CFIRS-1 form was revised. It should also be noted that starting on page 11, there are additional questions and answers as to how particular incidents should be reported. There is also reference on page 14 to the fact that there has been a revision to the CFIRS manual dated October, 1995. It is also noted on that page that due to the questions regarding the revised reporting system, CFIRS would conduct a training, provided that there were 20 participants in attendance.

The third document, attached hereto as Exhibit "3" and incorporated herein by reference, is a reprint of an article written by Ronny J. Coleman, then Chief Deputy Director, State Fire Marshal, from *The California Fire Service*, entitled "For Want of a Nail" (May 1996). The purpose of the article is to extol the virtues of CFIRS and to obtain better compliance by city fire agencies. Mr. Coleman does admit that there were problems with software development by the private sector for this program.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct of my own knowledge, except as to the matters which are stated upon information or belief, and as to those matters, I believe them to be true.

Executed this 6 day of March, 2002 at Newport Beach, California.

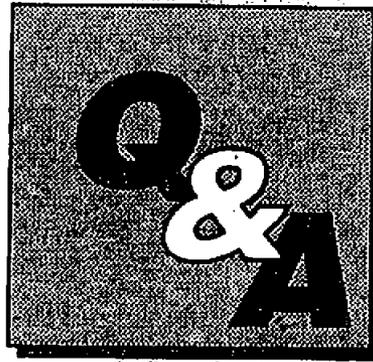


Glen Everroad
Revenue Manager

¹ As noted on page 19, and elsewhere in the Claimant's filing entitled "Response to Commission on State Mandate's Staff's Request for Additional Information, CFIRS was not Y2K compliant, even when the Q & A document was printed in 1996.

Exhibit 1

**Answers to common
questions about
implementing
the new California
Fire Incident
Reporting System**



**Prepared By The CFIRS Unit
Edward Seits, Program Manager
Alta Widener, CFIRS Coordinator**

**James F. McMullen, Chief
California State Fire Marshal**

**7171 Bowling Drive, Suite 600
Sacramento, CA 95823
(916) 427-4180**





What are my options for implementing the new CFIRS?

If you are currently reporting on the CFIRS form (hardcopy), your only option at this time is to use a microcomputer (PC).

(If you are reporting by computer tape, your options are discussed later.)

Does this mean I can't use the new CFIRS form to report to the CSFM?

That is correct. It would be impossible for us to handle the volume of the additional all-incident records manually; so if you cannot provide your records on a computer disk, you MUST continue to report your fires on the present CFIRS form.

How soon can I use the new format on my PC?

January 1, 1990 - HOWEVER! - you must first insure that the file your software will export to us meets the mandatory CSFM Standard Record Layout and Edit Specifications. (This includes using the 1990 version of the NFPA 901 Codes, along with the supplementary codes specified in the new CFIRS.)

How will I know if it does or not?

First, get a commitment in writing from whomever is supplying your software.

Private vendors are aware of the CSFM's requirements. They should give you a guarantee that their product meets the CSFM standard. In fact, you should also ask



for a guarantee that they will update the software whenever the CSFM issues any changes in the future.

If you are writing your own software "in-house", then make sure your programmer has - and adheres to - the CSFM standard.

What if we want to add some other information for our own use that is not in the new CFIRS format?

Great, go for it! ... that's one of the major advantages of doing your reports on a PC. ... you can "customize" the record by **ADDING** other information - as long as the CFIRS data elements remain intact.

In fact, what your record looks like at your end is strictly up to you. The **CRITICAL** part is - when you create a file of reports to send to us, the computer **MUST** put the records in the **EXACT** format specified in the CSFM standard ... **NO EXCEPTIONS!**

Do I send my reports to the CSFM every month, like I do now?

No. You will only have to send them quarterly.

Since the records are already edited and in computer readable form, we do not have to spread the work out as we do now with hardcopy reports. So by switching to quarterly input, it makes it easier on everyone.

What size disks will the CSFM accept?

Either 5 1/4" or 3 1/2"

Do they have to be IBM compatible, or can I use my Macintosh for the new CFIRS?

MAC's are welcome, too.

Will you send me my disks back?

It's really not cost-effective for us to return the disks. Actually, you will probably use only 4 a year, which will be much cheaper than the cost of mailing paper forms as you're doing now.

What about sending the reports on the telephone, by modem?

That is certainly in our plans for the future, but we want to get the diskette processing smoothed-out before we take on the telecommunications phase. (There's a lot more to it than just having a number at this end that you can call.)

We'll let you know when we're equipped to handle your modem transmission.

If I'm not ready by January 1990, when can I go to the new CFIRS after that?

It's strictly up to you: You can implement the new format as soon as you have the capability to produce the CSFM standard record on a PC.



We do suggest, however, that you schedule the cut-over to occur at the beginning of a quarter (January, April, July or October).

Keep in mind that you will be creating a whole new database of information for your own use within your department. You'll want to start at a time that fits logically into your other record management functions.

Remember, the first quarterly file is not due until April of '90; so if you are ready by then, you could enter the first three months records, and then you could have the entire year in your new database.

Important: You must submit a CFIRS report for every fire that occurs in your jurisdiction. Until you convert to the new format, you must submit the present hardcopy form, or mainframe tape - whichever applies in your case.

How is the CSFM going to put the new records together with the old ones?

This is an area we had to compromise a bit in order to allow for a phase-in of the new format.

We will extract from the new record the data elements that are on the present CFIRS form, and then convert the new codes to the old codes. The converted records will then be merged into the statewide database.

This allows both the new and old formats to be used during the transition. This will end when the old format is discontinued, probably in 1992.



How does that affect the records in my department?

It doesn't! A major benefit in having your records in a PC (or a mainframe) is that you can produce your own output reports anytime you want. (That's another reason to convert by the end of the first quarter - so you'll have the whole year's data to work with.)

In other words, you can take full advantage of the new CFIRS for all your local information needs, regardless of the conversion process that will be in effect at the CSPM during the transition period.

Do I have to submit a new CFIRS report for every dispatch, regardless of what it is?

One "yes", a "maybe", and two "no's".

YES - if it's a FIRE ... **NO** exceptions - just like it's always been.

MAYBE - if it's a HAZ MAT. If you are the "Administering Agency" for your jurisdiction, you must submit a CHMIRS report to OES.

You have two choices: you can either send in a separate CHMIRS form; or you can simply enter the information on a CFIRS report and we will have our computer give it to OES's computer.

NO - if it's EMS.

NO - if it's any **OTHER** type of call (ie; public assist).



If only fire reports are mandatory (and maybe HAZ MAT), why should I make a CFIRS report out on every incident?

We could write a book about this one, but let's just take a quick look at a few things you should consider:

- By having all your incidents in the same database, you can access any information you need - about any kind of incident - anytime you need it.
- If you only report fires, what happens when EMS and/or HazMat is also involved? Are you going to make out different reports? With the new CFIRS you can put the entire incident on the same record.
- By using the same report for every dispatch, you simplify life for everyone - and, you are going to get more consistent and accurate information because only one report format is used.
- And, the only way you can share and exchange information with your fellow departments is by using the same language - and that language is CFIRS.



OK, so it makes sense from the department's standpoint, but why should I send anything but fires to the CSPM?

Again, we could go on for pages, but we'll just hit some of the high points.

First, there are several factors that overlay this whole issue: (1) most problems are common to all fire departments throughout the state; (2) combining and sharing information (experience) is essential to defining cause-and-effect, and to shaping solutions for the future; and (3) public safety is a "no boundaries" issue - and must be addressed by all levels of government; therefore, your data is equally valuable at the state and national level as well.

- Now, let's get Haz Mat out of the way. Assuming you are the Administering Agency for your jurisdiction (as most fire departments are), then you have to submit a CHMIRS report on every HM incident. Why make out a separate paper form, when all you need do is enter the incident on a CFIRS record in your PC (or mainframe)? AND, at the same time, you are making an important contribution to identifying the nature and scope of the HM problem in our state, as well as measuring the resources committed by the fire service in responding to HM emergencies.
- EMS is much the same thing. We know in a general way that EMS is now the principal workload in virtually every fire department. But the only way to measure the magnitude of this demand - and enable the sharing of experience (information) - is to assemble the data in a common statewide database.



- Other miscellaneous calls complete the picture of the services you provide ... and when added together with those from all other departments, they define the entire scope of services provided by the California Fire Service.

Especially for Mainframe'ers

What options do I have if my department submits CFIRS reports by computer tape?

Initially, if you want to continue to submit on tape, you don't have to do anything different than you are doing now - use the existing format. However, there is an option if you want to implement the new format in 1990.

You can convert to the **CSFM Standard**, hold your records until the end of the year, and then submit them on one tape.

There are three critical conditions that must be met:

- The new records must be submitted **exactly** as specified in the **CSFM Standard**.
- All required edits must be performed according to the specifications.
- You must submit a record for each fire that occurred (either in the old format, the new format; or divided between the two if you convert at some time other than January 1st.).



What about after 1990?



Beginning in 1991, you will submit your records quarterly, if you are using the new format.

You may continue to use the old format during '91 if additional time is needed to accomplish your conversion. Tapes in the old format will continue to be submitted monthly. (We need the data in smaller increments to enable us to handle the edit corrections. This will not be necessary with the new format because your computer will edit the records before they come to us.)

Are there any other options for tape departments?

Yes, you can collect your incident data on PC's. (There are some unique advantages to this approach that you may want to explore.)

What is the deadline for tape departments to be on the new system?

January, 1992. (You actually have an additional three months, because the first quarter's reports are not due until April.)

But the longer you wait, the longer it will be before you can benefit from the expanded all-incident format. And the sooner everyone is using the new CFIRS, the sooner we can begin to draw dividends from the new scope of information that will be available on a regional and statewide basis.



About Training

How can I get training on the new CFIRS?

Since you can only use the new format on a PC or mainframe computer, the training you'll need is going to be mostly on how to use the software that you install in your department.

This is another area you'll want to explore when you are considering which software package to use - does the vendor provide training?

Why doesn't the CSFM put on classes around the state?

Let's explain it this way.

First, the transition to the new format will be occurring over a two year period - with departments converting at various times whenever they're ready. This phase-in process makes it highly impractical to conduct training on a regional basis.

Another reason is everyone will not be using the same software. Your program may be handled very differently from your neighbor's. So, although you are collecting the same basic data, your procedures may not be the same.

Finally, we have designed the new CFIRS Manual to be as user-friendly as possible; and if it works like we think it will, you should have no trouble understanding the new format.



What if I just want to learn more about what the new CFIRS is like?

This answer comes in a variety of shapes.

One is the material included in the Announcement package that was sent to each department.

Another is the SFM Journal. We have published several articles already, and will continue to keep you updated on issues of interest.

We also plan to offer an "Overview of the New CFIRS" orientation program to be presented at regional or statewide meetings of fire service groups and organizations. We hope to have this available early next year.

Who can I talk to if I need more information?

If you need information or advice about technical matters, such as processing the data from your department to the CSFM, you can call Joe Kelly, our DP Unit Coordinator, at (916) 427-4269.

If you have questions about the new CFIRS in general, or any aspect not related to data processing, the CFIRS Unit staff is here to assist you. Just call Ed Seits at (916) 427-4462, or Alta Widener at 4180.

Exhibit 2

*California Department of Forestry
Office of the California State Fire Marshal*

*California Fire Incident Reporting System
(CFIRS Program)*

QUESTIONS AND ANSWERS

REGARDING THE NEW

CFIRS FORMAT



**STATE OF CALIFORNIA
Pete Wilson, Governor**

**Department of Forestry and Fire Protection
Richard Wilson, Director**

**Ronny J. Coleman
California State Fire Marshal**

CFIRS PROGRAM

California Fire Incident Reporting System

QUESTIONS AND ANSWERS

REGARDING THE NEW CFIRS FORMAT

STATE OF CALIFORNIA
Pete Wilson, Governor

Ronny J. Coleman
California State Fire Marshal

ANSWERS TO COMMON QUESTIONS

Q. Why didn't the State Fire Marshal's office provide the fire departments with a basic statewide CFIRS software package?

A. Believe me, life would have been a lot simpler if there had been only one software program!

The CSFM and the CFIRS Advisory Committee (CFAC) preferred to go that way, but unfortunately, it's not as easy as it sounds.

First and foremost, we did not have the staff to develop the software. This meant it would be necessary to contract for the work - which is a long and costly process. The state was experiencing severe budget cuts, so the prospect of obtaining additional funding was out of the question. (Sound familiar?!)

Another factor was that many departments already had - or were in the process of converting to - computer based record systems for other functions within their departments. It would have been next to impossible to create a single software package that could be integrated with all these different local systems.

Also considered was the fact that a variety of commercial software producers were already providing fire service records systems. Most were experienced in supporting fire incident reporting in the NFIRS format, so developing a CFIRS program could be accomplished in relatively short order. This also supported the concept of involving the private sector in serving the needs of government. Another benefit of this approach was to give fire departments a variety of software to choose from.

Along with this, the CSFM/CFAC encouraged vendors to produce "bare-bones" versions that could be purchased at a minimal cost by those departments that were only interested in automating the fire reporting function - which many of them did.

We hope this explanation gives you a better understanding of why we had to take the position we did at the time.

Q. What are my options for implementing the revised CFIRS?

A: Either by microcomputer (PC) for all-incident reporting, or hardcopy on the revised format form for fires only.

Q. When did the State Fire Marshal's Office start accepting data on the PC for the revised format?

A. January 1, 1990

(Note: Files submitted must meet the mandatory CSFM Standard Record Layout and Edit Specifications. This includes using the 1990 version of the NFPA 901 Codes, along with the supplementary codes specified in the revised CFIRS Specification Manual and user's guide.)

Q. How will I know if my software meets the CSFM standards?

A. First, get a commitment in writing from whomever is supplying your software.

Private vendors are aware of the CSFM's requirements. They should give you a guarantee that their product meets the CSFM standard. In fact, you should also ask for a guarantee that they will update the software whenever the CSFM issues any changes in the future. CSFM commitment is to update only once a year (if needed).

If you are writing you own software "in-house", then make sure your programmer has - and adheres to - the CSFM standards that are in the Specifications and the CFIRS code manual.

Q. What if we want to add some other information for our own use that is not in the new CFIRS format?

A. Great, go for it!... that's one of the major advantages of doing your reports on a PC...you can "customize" the record by ADDING other information - as long as the CFIRS data elements remain intact.

In fact, what your record looks like at your end is strictly up to you. The **CRITICAL** part is - when you create a file of reports to send to us, the computer **MUST** put the records in the **EXACT** format specified in the CSFM standard...**NO EXCEPTIONS!**

Q. Do I send my reports to the CSFM every month, like I do now?

A. YES for hardcopy departments
NO for automated departments. You will only have to send them quarterly.

Since the records are already edited and in computer readable form, we do not have to spread the work out as we do now with the hardcopy reports. So by switching to quarterly input, it makes it easier for everyone.

- Q. What size disk will be accepted by the CSFM?
- A. 5¼" and 3½" disks are both acceptable (See further instructions in the CFIRS Manual Introduction Section for submitting disks).
- Q. Do the disks have to be IBM compatible, or can I use my Macintosh for the new CFIRS?
- A. Yes, MAC's are welcome too.
- Q. Will my disks be returned?
- A. It's really not cost-effective for us to return the disks. Actually, you will probably use only 4 disks a year, which will be much cheaper than the cost of mailing paper forms.
- Q. What about sending the reports over the telephone line by modem?
- A. The capability is there now. Instructions are in the CFIRS Manual (Introduction Section). Before making a decision to up load by modem, be sure and consider the cost of the line transmission for submitting the file.
- Q. Currently, I'm not ready to submit by disk. After I attain the capability, when is the best time to convert over to the revised CFIRS?
- A. It is strictly up to you. You can implement the new format as soon as you have the capability to produce the CSFM standard record on a PC. We do suggest, however, that you schedule the cut-over to occur at the beginning of a quarter (January, April, July or October).

Remember, the first quarterly file is not due until April of each year; so if you are ready by then, you could enter the first three months records. Then you could have the entire year in your new database.

- Q. Do I have to submit a new CFIRS report for every dispatch regardless of what it is?
- A. One, "yes", a "maybe", and two "no's".

YES - if it's a FIRE...NO exceptions - just like its always been.

MAYBE - if it's a HAZ MAT. If you are the "Administering Agency" for your jurisdiction, you must submit a CHMIRS report to OES.

You have two choices:

- you can either send in a separate CHMIRS form or,
- you can simply enter the information on a CFIRS report and we will have our computer give it to OES's computer.

NO - if it's EMS.

NO - if it's any OTHER type of call (i.e.; public assist).

Q. If only fire reports are mandatory (maybe HAZ MAT), why should I make a CFIRS report out on every incident?

A. We could write a book about this one, but let's just take a quick look at a few things you should consider:

- By having all your incidents in the same database, you can access any information you need - about any kind of incident - anytime you need it.
- If you only report fires, what happens when EMS and/or HAZ MAT is also involved? Are you going to make out different reports? With the revised CFIRS you can put the entire incident on the same record.
- By using the same report for every dispatch, you simplify life for everyone - and, you are going to get more consistent and accurate information because only one report format is used.
- And, the only way you can share and exchange information with your fellow departments is by using the same language - and that language is CFIRS.

Q. Okay, so it makes sense from the department's standpoint, but why should I send anything but fires to the CSFM?

A. Again, we could go on for pages, but we'll just hit some of the high points.

First of all there are several factors that overlay this whole issue: (1) most problems are common to all fire departments throughout the state; (2) combining and sharing information (experience) is essential to defining cause-and-effect, and to shaping solutions for the future; and (3) public safety is a "no boundaries".

issue and must be addressed by all levels of government. Therefore, your data is equally valuable at the state and national level as well.

- Now, let's get Haz Mat out of the way. Assuming you are the Administering Agency for your jurisdiction (as most fire departments are), then you have to submit a CHMIRS report on every Haz Mat incident. Why make out a separate paper form when all you need to do is enter the incident on a CFIRS record in your PC or mainframe? AND, at the same time, you are making an important contribution to identifying the nature and scope of the Haz Mat problem in our state, as well as measuring the resources committed by the fire service in responding to Haz Mat emergencies.
- EMS is much the same thing. We know in a general way that EMS is now the principal workload in virtually every fire department. But the only way to measure the magnitude of this demand and enable the sharing of experience (information) - is to assemble the data in a common statewide database.
- Other miscellaneous calls complete the picture of the services you provide...and when added together with those from all other departments, they define the entire scope of services provided by the California Fire Service.

ESPECIALLY FOR MAINFRAME'ERS

Q. What options do I have if my department submits CFIRS reports by computer tape?

A. There are two critical conditions that must be met:

- The new records must be submitted exactly as specified in the CSFM standard.
- All required edits must be performed according to the specifications.

If these two conditions cannot be met at this time, in the interim, you might consider hardcopy reporting.

Q. Are there other options for tape departments?

A. Yes, you can collect your incident data on PC's. (There are some unique advantages to this approach that you may want to explore.)

INFORMATION ON SELECTING A SOFTWARE VENDOR

The State Fire Marshal's office does not certify software packages; however, we are happy to provide you with a list a vendors who have developed software for the revised CFIRS system.

Before selecting a vendor, you should be certain that:

1. The software being offered meets State specifications as described in the code manual, edit specifications and record layouts. (Note: These are minimum standards required by the state; you might have additional system requirements.)
2. The vendor will support all changes/revisions made to the system by the state. You should attempt to negotiate that this be done at no additional cost.
3. The vendor is reputable and will be available to resolve problems and to support future system changes/revisions.
4. Your departmental data, once entered into the vendor's program, will successfully pass the California State Fire Marshal's content/context edit checks.

Note: If you would like a copy of the list of vendors, please call (916) 262-1926.

QUESTIONS AND ANSWERS ON HARDCOPY REPORTING

FIRES ONLY SITUATIONS FOUND #10-19

Q. If we are reporting by hardcopy, can we report all our incidents (i.e. HazMat, EMS, etc.)?

A. No. Fires Only -- Situation(s) Found #1: using codes 10-17, & 19

Q. How do I know what fields are required for the CFIRS-1 (Rev. 2/93) form?

A. There must be an entry in every field with a black triangle in the upper right corner. If left blank, the report will be rejected because of a fatal error. Keep in mind that all fields are required if applicable to the incident. Also, if the field does not have a triangle it doesn't mean it's not required for certain types of fire. For example: Situation Found 15 (Grass/Brush fires), Fuel Model and Acres Burned ARE REQUIRED).

Note: For fields that are not applicable to the incident, please DO NOT enter zero(s), leave blank, otherwise the zeroes will cause a fatal error.

Q. Is there a "Quick Reference" or cheat sheet available?

A. Yes. See a copy of the "Quick Reference Guide" in the back of this booklet. Note: A "Quick Reference Guide" was mailed to all the fire departments. If you are not able to locate a copy, please call our office and we will be glad to send you one. Also, don't forget you will be referring to the CFIRS Manual (Sections A, B and C) for the proper codes, examples, definitions, etc.

Q. If my department provides or receives "mutual aid", do I need to have a Multi-Agency Incident number even though there is not a black triangle on the CFIRS-1 form?

A. YES! All "Mutual Aid" incidents must have a Multi-Agency Incident # or the incident will kick out as a fatal error.

Q. How often do we submit hardcopy reports?

A. Once-a-month (by the 15th of the following month).

Q. How long can my department report hardcopy?

A. This is an interim period to allow departments more time for obtaining hardware and/or software. Note: Software has come down in price, and some vendors offer a "Basic" package that's very affordable. You can call the CFIRS Project Coordinator, At (916) 262-1886 for further information.

Q. When do I need to code the "Fire Hazard Severity Zone"?

A. Whenever you respond to a fire on State responsibility area (SRA land).

Q. When do I need to code "Fuel Model" and "Acres Burned" (Section B)?

A. Again, whenever you respond to a brush/grass fire (Situation Found 15). If left blank, the report will be kicked out as a Fatal error.

Q. When do I need to code "Mobile Property Involve: Type" (Section A, line 13)?

A. ALWAYS! If no Mobile Property Involved in the fire, then code as 98 (Mobile Property Type Not Applicable).

Q. When do I need to code "If Equipment Involved in Ignition: Type" (Section B, line 4)?

A. ALWAYS! If no Equipment Involved, then code 98 (No Equipment Involved in Ignition).

Note: If you have any questions when filling out a fire report, please fill free to call the CFIRS program (916) 262-1926 or (916) 262-1886. We will be glad to help you.

CASUALTY HARDCOPY REPORTING

- Q. What form do I use for casualty reporting?
- A. CFIRS 2-3 (rev. 3/93) for reporting "Fire Service and Non-Fire Service" casualties. (See copy of reporting form in the back of this booklet.)
- Q. Is there a "Quick Reference" guide for casualty reporting?
- A. No. The CFIRS 2-3 form is simple and self-explanatory. Don't forget you will be referring to the CFIRS Manual (Section D) for proper codes, examples, definitions, etc.
- Q. When do I have to fill out a CFIRS 2-3 "Casualty Report"?
- A. For all "Fire Service" and "Non-Fire Service" fire related deaths and injuries - or - "Fire Service" deaths and injuries related to a "Haz Mat" incident.

OTHER MISCELLANEOUS QUESTIONS AND ANSWERS

- Q.** For "Situation(s) Found 57 (cover/standby/move-up), how do you code the "Incident Number", "Multi-Incident Number", "Auto/Mutual Aid" and "Action(s) Taken" (In Section G)?
- A.** When providing mutual aid to another department while they are handling another call, code as follows:
- Incident Number: Use Incident Number assigned by your department
 - Multi-Agency Incident Number: Use the jurisdictional department's Incident Number for the call that caused your department to be on standby/cover-up.
 - Auto/Mutual Aid: 4, 5, or 6 (whichever applies)
 - Action(s) Taken in Section G, Code 52 (fill in) (Note: you can record to four (4) Action(s) Taken).
- Q.** While on standby/cover-up, (Situation(s) Found 57) your department is dispatched to an incident. How is it reported?
- A.** This is treated the same way as providing mutual/auto aid to another department. Your department reports as giving auto/mutual aid, and the jurisdictional department reports the incident. (The information will be provided to them by your department.)
- Q.** When dispatched to an incident and enroute was ordered to turn back, what do you code for "Situation(s) Found"?
- Good Intent call, Code 61 (Incident cleared prior to arrival).
- Q.** For "Situation(s) Found 61 (Incident cleared prior to arrival), what time is entered for "Arrival" and "End" times?
- A.** For "Arrival Time", use time call was canceled. For "End Time", use time you arrived back at the station.
- Q.** If dispatched to an EMS call, and upon arrival there's no patient, (or) patient left scene (or) refused treatment, how do you code "Situation(s) Found"?

A. Code "Situation(s) Found" 66. (EMS call where injured parties have been transported or left scene prior to arrival. Note: If you use 31 or 32 it will put you in the EMS Section, which doesn't apply.)

Q. Where can my fire department get "Fire Hazard Severity Zone" number?

A. From the California Department of Forestry Ranger Unit in your county. If they are unable to assist you, call Bob Irby at CDF, Sacramento Headquarters, at (916) 653-4423 or Mike Barnes (916) 653-6198.

Q. Where can my fire department get "Census Tract" number?

A. From the Census Bureau in your county. If there is no Census Bureau in your county, call your local Building Department. (Note: Most jurisdictions have more than one Census Tract number.)

Q. If my department provides mutual aid in another jurisdiction, who is responsible for reporting the incident?

A. The assisting agency must provide information to the jurisdictional department regarding type of aid provided. It is the responsibility of the jurisdictional department to report the incident.

Q. Should any fire injuries and/or deaths be reported on the "Exposure" incident report?

A. NO. All injuries and/or deaths are to be reported on the main incident report.

Q. When there is more than one "Situation Found" on an incident, how should they be listed?

A. The most serious situation first, followed by the next serious situation, and so on.

Q. On the same incident report, can you have more than one fire listed in "Situation(s) Found"?

A. NO. The other fires must be reported as an Exposure

Q. On deaths and injuries due to a Haz Mat incident, does a Fire Casualty report needed to be submitted to CFIRS?

A. A Fire-Service Casualty report is to be submitted on fire fighters. None on civilians (Non-Fire Service Casualty report).

Q. When a vehicle is parked inside a building, is the vehicle considered an "Exposure"?

A. NO. The vehicle is regarded as part of the building contents.

Q. When a vehicle is parked in the driveway and is damaged by a building fire (or any other type of separate property) , is the vehicle considered an "Exposure"?

A. YES. The vehicle is regarded as separate property and is considered an "Exposure".

ANNOUNCEMENTS

Attention CFIRS Users:

Revisions to the CFIRS Manual dated (Rev. 10/95) have been mailed to all fire departments. If you haven't received a revision to your Manual, please call Ce Ann Malkow at (916) 262-1926.

CFIRS Manual:

All fire departments were provided with one copy of the CFIRS Manual. Additional copies are \$30.00 and can be purchased through the SFM Bookstore.

CFIRS User's Workshop:

Do you have questions or concerns regarding the revised reporting system? The CSFM is offering half-day (9am to Noon), CFIRS User's Workshops. There is no cost for the workshop, but we do require a minimum of 20 participants. If your department would like to sponsor a workshop and invite other departments within your area, please call Alta Widener at (916) 262-1886.

CFIRS Program:

Alta Widener, CFIRS Program Coordinator, (916) 262-1886
Ce Ann Malkow, Program Assistant, (916) 262-1926

Exhibit 3

For want of a nail

MS 13110.5

BY RONNY J. COLEMAN
CHIEF DEPUTY DIRECTOR, STATE FIRE MARSHAL
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

Somewhere buried in the pages of literature was a quote of a man who lost a battle. The statement goes something like this:

"For the want of a nail, a shoe was lost,
For the want of a shoe, a horse was lost;
For the want of a horse, a kingdom was lost;
My kingdom for a horse!"

The case in point was an individual who was attempting to lead his troops in battle and lost his mount at a critical period of time and subsequently lost the battle and his position as king. The moral of the story is that sometimes very small details have serious consequences. It is, really, far deeper in the detail. It is common for us to consider the enormity of catastrophic events, but seldom do we take the time to realize that a very small factor often led to that event. Another classic case in point that will live in most of our memories, is that of the explosion of the *Challenger*. The failure of a simple O-ring was a major setback of the space industry in this country.

By now you are asking yourself a question: What does this have to do with fire protection? The answer is simple. It relates to the fact that the California Fire Incident Reporting System is on the verge of catastrophic failure. And, the reason for that catastrophic failure is that many members of the fire service have opted to no longer participate in it, and have not submitted their data for analysis at the state level.

According to information provided to me by staff, only 12 percent of the firefighting agencies in California reported all their CFIRS data in 1994. On one level, people might ask whether or not this really makes any difference. The fact of the matter is, most firefighters really hate doing paperwork, and the idea of sending in reports in the state has some kind of a connotation of being "big brotherish." In both cases, the perspective is relatively narrow.

Let me give you another example. What do you think would happen to the law enforcement community if the crime statistics at the state suddenly plummeted to only 12 percent of the data existing today? Do you think that the police chiefs, and for that matter, the criminal justice system and the judicial system

would rest comfortably knowing that crime statistics are literally going uncollected and uncalculated? I don't think so. Yet, we in the fire service seem to be relatively complacent about the fact that our statistical base is eroding at an extremely rapid rate. In my opinion, it couldn't happen at a worse time.

Before I give my explanation of why I think it's bad timing, let me just discuss a couple of

Another point of view that is expressed to me is that this is just another mandate imposed on local government. That's not true in the sense that CFIRS was something created by the fire service for the fire service. The mandate was self-imposed. CFIRS was spawned by pressure generated by the California Fire Chiefs Association, as well as other fire-related organizations, to develop a common da-

only 12 percent of the firefighting agencies in California reported all their CFIRS data in 1994. Do you think that the police chiefs, and for that matter, the criminal justice system and the judicial system would rest comfortably knowing that crime statistics are literally going uncollected and uncalculated? I don't think so. Yet, we in the fire service seem to be relatively complacent about the fact that our statistical base is eroding at an extremely rapid rate. In my opinion, it couldn't happen at a worse time.

points of view that have been expressed to me previously. In the first place, I have had chiefs tell me they think that fire incident reporting is a big waste of time. They believe that keeping track of incidents is nothing more than "busy work" and that nobody ever uses that data. Well, my response is relatively simple to that too.

The California Fire Incident Reporting System has been used over the last 10 or 15 years to make major advances in the field of fire protection. Studies performed in the context of CFIRS have been used to deal with everything from flammable children's sleepwear through Christmas trees, combustible furniture and a host of other areas. Granted, it is highly unlikely that any one city's individual statistics form a trend or pattern that makes for a good public policy. Yet, when all these statistics are collected at the state level, it often points to the existence of a problem that would be transparent and looked at myopically

tabase to define state-wide fire problems and their implications.

To the contrary, every time the CFIRS has been upgraded, it has been in response to a proposal or resolution from a fire organization to fill a need. Several years back, it became obvious that the number of fires was on the decrease, yet the amount of workload on the fire service was increasing. Therefore, the CFIRS was modified to incorporate information regarding medical aids and hazardous materials incidents. This was not imposed by the state. It was in reaction to a request by fire officials and firefighters such as yourselves.

Another common criticism I hear of the CFIRS program is that it is pushing people into using computers when they would prefer to stick with paper forms. I really don't know how to respond effectively to this concern, because, computers are every bit as much a part of society today as the typewriter was 25 years ago. Granted, we've had some problems with

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● **CONTINUED FROM PREVIOUS PAGE**

developing software using the private sector. However, it was felt from day one that it's important to allow a certain degree of flexibility in the creation of a computer-based system in order to respond to the varying levels of operational and economic need by departments.

So here we are in 1996. We have very limited information from 1994 -- and the jury is still out on 1995. We are surrounded by a host of controversies associated with fire service providers. Among the first, of course, is the status of our role in the emergency medical services arena. There are parallel discussions and debates going on in the field of hazardous materials. Where is our incident information database?

One of the most fundamental reasons for having a statewide fire incident reporting system is to have some kind of a base line that we can use to compare apples with apples. And as many of you know, two years ago we conducted the California Fire Service Census, which was intended to give us information on the demographics of the fire service. It was a companion to the CFIIRS, in that it reflected the types and distribution of resources arrayed against our various problems. If you remove the ability to compare the resources against the problem, it doesn't take very long for people to question

whether there is any cost or benefit to be derived from increasing the resources.

Moreover, individual departments may have a very difficult time trying to use one year's incident reporting to adequately address the seriousness of their problems. Probably the best example I can give is catastrophic events that have affected communities such as Laguna Beach and other cities impacted in the 1995 firestorm. These are what we would call statistical anomalies. They are not events that occur every year. What is important is for us to be able to have a track record of seven-to-ten years worth of normal workload distribution in order for us to make sound public policy decisions.

There are those in State and Federal Government that are questioning the validity of continuing to place more money into the budgets of fire protection agencies. If you do not believe that, then you are not reading the tea leaves correctly. Can you imagine a business that manufactures a product; then fails to keep track of customer sales facts? If the business then turned around and said they were going to double the price next year, what reaction do you think they would receive from their customers? It is not good business to produce a product or service, and then not keep track of its contribution. This theory is well understood in the private sector because it has to do with a concept of profit.

Those in governmental service seem to believe that budgets are based upon an expression of past practice. At one time, I might have even agreed with that contention. I too have gone through budget hearings in which the only discussion was: what should you spend your increased revenue on, rather than, do you deserve the increased revenue. Those days are long past.

The reason for writing this article is to ask for the support of the fire service to get our statistical database back on line. The California State Fire Marshal's Office does not intend to force anyone to participate in CFIIRS. However, I fully expect to face questions from the Legislature and even from the Administrative Branch in the future that can only be answered with a comprehensive and accurate representation of the California fire experience.

What I am proposing is that we reevaluate the priorities we place upon the collection and contribution of fire data. It is not something that the majority of the fire service really gets excited about. Perhaps this is a liability. There are probably a lot of other things out there that we are spending our time on that are a lot more fun, and for that matter, maybe even getting a certain degree of public recognition for. In the long run, if we fail to restore the fire incident reporting system to a reasonable degree of credibility, then we will all, individually, as departments and then as fire professionals, suffer the consequences.

The king who was dismantled because his horse threw a shoe would probably have given a fortune to the blacksmith to make sure that the shoe was properly affixed. That's ancient history. I am hoping that at some time in the future, when people look back on the turn of the century for the California fire service, it will not be regarded as the time in which a small detail, such as the failing to fill out incident reports, was the nail that caused us to lose our shoe.

IEC

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(emergency management plans, assessment courses and testing, consultation studies, regulatory classes, etc.)

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Fire Officers Certification	Jan. thru Dec. in SF Bay Area

ALL ABOVE CLASSES DELIVERED ON SITE AT HOST FIRE DEPT. CALL IEC OFFICE IF INTERESTED.

INDUSTRIAL EMERGENCY COUNCIL (IEC)
 P.O. BOX 686 SAN CARLOS, CA 94070
 (415) 508-9008 FAX (415) 508-9091

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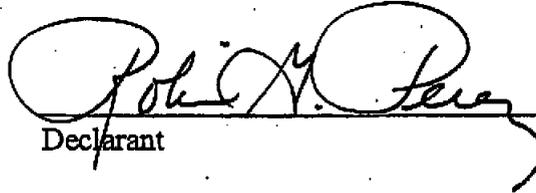
PROOF OF SERVICE BY MAIL

I, the undersigned, declare as follows:

I am a resident of the County of Sacramento, and I am over the age of 18 years and not a party to the within action. My place of employment is 4320 Auburn Blvd., Suite 2000, Sacramento, CA 95841.

On March 15, 2002, I served the Claimant's Supplemental Filing, CSM-4419, *California Fire Incident Reporting System*, July 1990 Fire Incident Reporting System Manual, Chapter 345, Statutes of 1987, by placing a true copy thereof in an envelope addressed to each of the persons listed on the mailing list, and by sealing and depositing said envelope in the United State mail at Sacramento, California, with postage thereon fully prepaid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed this 15th day of March, 2002 at Sacramento, California.


Declarant

MAILING LIST

James Lombard, Principal Analyst (A-15)
Department of Finance
915 L Street, Room 8020
Sacramento, CA 95814

Mr. Fort Hartsfield, Batallian Chief/Fire Marshal
San Ramon Valley Fire Protection District
1500 Bollinger Canyon Road
San Ramon, CA 94583

Ms. Ginny Brummels
State Controller's Office
Division of Accounting & Reporting
3301 C Street, Suite 500
Sacramento, CA 95816

Ms. Peggy Wolfe, Assistant State Fire Marshal
Office of State Fire marshal
P. O. Box 944246
Sacramento, CA 94244-2460

COMMISSION ON STATE MANDATES

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October 16, 2006

Mr. Allan Burdick
MAXIMUS
4320 Auburn Blvd., Suite 2000
Sacramento, CA 95841

And Interested Parties and Affected State Agencies (See Enclosed Mailing List)

RE: Draft Staff Analysis and Hearing Date
California Fire Incident Reporting System Manual (CSM-4419/00-TC-02)
San Ramon Valley Fire Protection District & City of Newport Beach, Claimants
July 1990 California Fire Incident Reporting System Manual; Health and Safety
Code Section 13110.5 as Amended by Statutes 1987, Chapter 345

Dear Mr. Burdick:

The draft staff analysis for this test claim is enclosed for your review and comment. A link to the draft staff analysis and the exhibits is available on the Commission's website, in the "For Public Comment" section (<http://www.csm.ca.gov/pubcom.html>).

Written Comments

Any party or interested person may file written comments on the draft staff analysis by Tuesday, November 7, 2006. You are advised that comments filed with the Commission are required to be simultaneously served on the other interested parties on the mailing list, and to be accompanied by a proof of service. (Cal. Code Regs., tit. 2, § 1181.2.) If you would like to request an extension of time to file comments, please refer to section 1183.01, subdivision (c)(1), of the Commission's regulations.

Hearing

This test claim is set for hearing on Monday, December 4, 2006. We will notify you of the location of the hearing when a hearing room has been confirmed. The final staff analysis will be issued on or about November 22, 2006. Please let us know in advance if you or a representative of your agency will testify at the hearing, and if other witnesses will appear. If you would like to request postponement of the hearing, please refer to section 1183.01, subdivision (c)(2), of the Commission's regulations.

Please contact Katherine Tokarski at (916) 445-9429 with any questions regarding this matter.

Sincerely,

Handwritten signature of Paula Higashi in cursive script.
PAULA HIGASHI
Executive Director

MAILED: _____
DATE: 10/16/07
INITIAL: LB
FAXED: _____
CHRON: _____
FILE: _____
WORKING BINDER: _____

8814

ITEM _____

**TEST CLAIM
DRAFT STAFF ANALYSIS**

Health and Safety Code Section 13110.5

Statutes 1987, Chapter 345 (SB 2187)

The New California Fire Incident Reporting System Manual – Version 1.0/July 1990

California Fire Incident Reporting System Manual
(CSM-4419, 00-TC-02)

San Ramon Valley Fire Protection District and City of Newport Beach, Claimants

EXECUTIVE SUMMARY

Background

All fire protection agencies in California have had a duty since January 1, 1974, to report "information and data to the State Fire Marshal relating to each fire" in their jurisdiction pursuant to Health and Safety Code section 13110.5. The State Fire Marshal issued a manual and reporting forms in 1974 entitled the "California Fire Incident Reporting System" (CFIRS). This test claim, as amended, alleges that a 1987 amendment to the Health and Safety Code, and the 1990 edition of the CFIRS manual, imposed a reimbursable state-mandated program.

The original test claim filing (CSM-4419) by San Ramon Valley Fire Protection District (San Ramon) was received on December 31, 1991. When the test claim was filed, Government Code section 17757 stated that "[a] test claim shall be submitted on or before December 31 following a fiscal year in order to establish eligibility for reimbursement for that fiscal year." Therefore, potential reimbursement goes back to July 1, 1990.

San Ramon appeared to drop out of the test claim process after asking for a postponement of the test claim hearing set for November 19, 1992, "to allow for the development of a response to the State Fire Marshals report on this issue." The postponement was granted, but San Ramon never responded in writing to requests for updates so that the hearing could be rescheduled.

On June 13, 1996, the Commission received a "duplicate" test claim from City of Newport Beach (Newport Beach) which was given the same test claim number as the San Ramon filing.¹ On December 6, 1996, Commission staff issued a draft staff analysis, and the hearing was set for February 27, 1997. Newport Beach requested a prehearing, which was held on January 31, 1997.

¹ There is no evidence in the record that San Ramon withdrew or Newport Beach took over by substitution of the parties. The Commission sent a letter on March 29, 2004, requesting clarification of San Ramon's status. On April 7, 2004, San Ramon responded that they intend to remain a co-claimant.

Following this prehearing, the Executive Director requested additional information in writing from Newport Beach. This request was repeated in March 2000, including a note that the claim was being set for dismissal if the response was not received. On April 25, 2000, Newport Beach requested that the claim be removed from inactive status and asked for a 90-day extension of time to obtain the information. On July 17, 2000, Newport Beach filed a test claim amendment (00-TC-02) which alleges a reimbursable state-mandated program was imposed by the amendments to Health and Safety Code section 13110.5 by Statutes 1987, chapter 345.

Discussion

The claimants allege that the "New CFIRS Manual - Version 1.0, July 1990," imposed a reimbursable state mandate by expanding the reporting categories from 10 to over 100; requiring quarterly reports on diskette or magnetic tape; expanding the one page form to three pages; and increasing the CFIRS manual from 100 to over 500 pages to describe the reporting requirements.

Staff finds that requiring the local implementation of a computerized version of CFIRS, with submission of forms by diskette or magnetic tape, mandated a new program or higher level of service on local fire agencies. This was a significant, substantive change to the CFIRS program compared to what was required pre-1975. Claimants who incurred actual costs for implementing the new computerized CFIRS format may be eligible for one-time costs for acquiring and implementing any necessary hardware and software. However, this activity is only reimbursable from July 1, 1990, the beginning of the reimbursement period based on the filing date of San Ramon's test claim, until June 30, 1992, the date a letter was issued from the State Fire Marshal stating that fire incident reports may be submitted by hardcopy rather than diskette or tape.

Other than the time-limited higher level of service for implementing a computerized version of CFIRS, the claimants have failed to demonstrate how the 1990 CFIRS manual creates a new program or higher level of service for filing incident reports beyond the broad pre-1975 requirement that the chief fire official of each fire department in the state, "shall furnish information and data to the State Fire Marshal relating to each fire which occurs within his area of jurisdiction," in the form, time and manner prescribed by the State Fire Marshal.

Conclusion

Staff concludes that the New California Fire Incident Reporting System Manual (Version 1.0, July 1990), mandated a new program or higher level of service on local agencies within the meaning of article XIII B, section 6 of the California Constitution, and imposed costs mandated by the state pursuant to Government Code section 17514, for requiring the local implementation of a computerized version of CFIRS, with submission of forms by diskette or magnetic tape.

Claimants who incurred actual costs for implementing the new computerized CFIRS format from July 1, 1990 (the beginning of the reimbursement period), to June 30, 1992 (the date of the letter from the State Fire Marshal stating that computerized filing was no longer required), may be eligible for one-time costs for acquiring and implementing any necessary hardware and software.

Staff concludes that Health and Safety Code section 13110.5, as amended by Statutes 1987, chapter 345, does not impose a new program or higher level of service within the meaning of article XIII B, section 6 of the California Constitution.

Staff Recommendation

Staff recommends the Commission adopt this staff analysis to partially approve this test claim.

*Test Claim 4419/00-TC-02
Draft Staff Analysis*

STAFF ANALYSIS

Claimants

San Ramon Valley Fire Protection District (San Ramon) and
City of Newport Beach (Newport Beach)

Chronology

- 12/31/91 Claimant, San Ramon, files test claim (CSM-4419) with the Commission on State Mandates (Commission) on the July 1990 California Fire Incident Reporting System (CFIRS) manual
- 01/15/92 Commission staff issues completeness letter, sets hearing for August 27, 1992, and requests comments from state agencies
- 07/01/92 State Fire Marshal requests additional time for filing comments and continuance of the hearing
- 07/02/92 Department of Finance (DOF) sends letter "defer[ing] our recommendation until action on" the request from the State Fire Marshal is taken
- 07/10/92 Commission staff grants continuance of the hearing to October 22, 1992, and extension of time for comments to August 27, 1992
- 09/03/92 Commission reschedules October hearing to November 19, 1992
- 09/24/92 State Fire Marshal files comments on the test claim
- 09/28/92 DOF files comments on the test claim
- 11/03/92 San Ramon requests a continuance of the November 19, 1992 Commission hearing "to allow for the development of a response to the State Fire Marshals report on this issue."
- 11/03/92 Commission staff grants request for continuance, requests San Ramon provide information as soon as possible on when to reschedule the claim for hearing
- 04/05/93 Commission staff requests an update from San Ramon on their pending response to the State Fire Marshal's comments, and rescheduling the claim for hearing
- 06/13/96 Claimant, Newport Beach, files a test claim on the same manual (retained test claim number CSM-4419)
- 07/18/96 Commission staff sets informal conference for July 26, 1996
- 09/19/96 Commission staff issues a letter tentatively setting the hearing for December 19, 1996
- 12/06/96 Commission staff issues draft staff analysis; hearing set for February 27, 1997
- 12/30/96 DOF requests extension of time for comments on the draft staff analysis to February 7, 1997
- 01/13/97 Newport Beach submits letter agreeing to DOF's request for an extension of time to file comments on the draft staff analysis; also requests a prehearing conference for January 31, 1997
- 01/31/97 Commission staff convenes a prehearing conference

*Test Claim 4419/00-TC-02
Draft Staff Analysis*

- 02/06/97 State Fire Marshall submits additional documentation for the record following discussions at the prehearing
- 02/11/97 DOF files comments on the draft staff analysis
- 04/18/97 Commission staff requests claimant submit additional information by May 16, 1997
- 05/16/97 Newport Beach submits letter responding to Commission's April 18, 1997 letter; requests extension of May 16, 1997 deadline
- 03/17/00 Commission staff requests that claimant submit additional information within 30 days, as previously requested, or inactive test claim will be scheduled for dismissal
- 04/25/00 Newport Beach requests claim be removed from inactive status; requests a 90-day extension of time to obtain the requested information
- 07/17/00 Newport Beach files a test claim amendment (00-TC-02), adding Health and Safety Code section 13110.5, as amended by Statues 1987, chapter 345
- 10/13/00 Newport Beach representative submits letter confirming that response requested by Commission staff in April 1997, and again in March 2000, will be filed on or before November 30, 2000
- 12/01/00 Newport Beach files "Response to Commission on State Mandate's Staff's Request for Additional Information"
- 07/05/01 Commission staff requests state agency responses on claimant's supplemental filing and issues a copy of the record on the claim to claimant and state agencies
- 08/31/01 State Fire Marshal submits letter declining to file comments regarding Newport Beach's additional information
- 03/15/02 Newport Beach submits letter and supplemental exhibits
- 03/29/04 Commission staff requests that San Ramon clarify its claimant status
- 04/07/04 San Ramon submits letter stating its intent to remain a claimant on CSM-4419
- 08/29/06 Commission staff notifies mailing list that the test claim is set for hearing in December 2006
- 10/16/06 Commission staff issues draft staff analysis on CSM-4419, as amended by 00-TC-02

Background

All fire protection agencies in California have had a duty since January 1, 1974 to report "information and data to the State Fire Marshal relating to each fire" in their jurisdiction pursuant to Health and Safety Code section 13110.5. The State Fire Marshal issued a manual and reporting forms in 1974 entitled the "California Fire Incident Reporting System." This test claim, as amended, alleges that a 1987 amendment to the Health and Safety Code, and the 1990 edition of the CFIRS manual, imposed a reimbursable state-mandated program.

Prior law as enacted by Statutes 1972, chapter 758, follows:

Health and Safety Code Section 13110.5.

The State Fire Marshal shall gather statistical information on all fires occurring within this state. Beginning January 1, 1974, the chief fire official of each fire department operated by the state, a city, city and county, fire protection district, organized fire company, or other public or private entity which provides fire protection, shall furnish information and data to the State Fire Marshal relating to each fire which occurs within his area of jurisdiction. The State Fire Marshal shall adopt regulations prescribing the scope of the information to be reported, the manner of reporting such information, forms to be used, the time such information shall be reported and other requirements and regulations as he determines necessary.

The State Fire Marshal shall annually analyze the information and data reported, compile a report, and disseminate a copy of such report together with his analysis to each chief fire official in the state. The State Fire Marshal shall also furnish a copy of his report and analysis to any other interested person upon request.

Claimants' Positions

Test Claim: December 31, 1991 Original Filing² and June 13, 1996 Duplicate Filing

Claimant, San Ramon, asserts that to comply with Statutes 1972, chapter 758, amending Health and Safety Code section 13110.5, the State Fire Marshal "instituted a fire incident reporting procedure known as the California Fire Incident Reporting System (CFIRS)." San Ramon argues that "[t]he implementation and conversion of CFIRS from the old manual system to the new computerized system results in a wide range of new state mandated activities." When the test claim was re-filed by Newport Beach in 1996, similar activity and cost allegations were made. Newport Beach asserts that "the reporting system was expanded from 10 items to 100 items with some of the additional items designated optional. The additional optional items are not included in this test claim."³

Newport Beach also alleges that there are two new sections on the report, Fire Service Casualty, and Non-Fire Service Casualty, "each requiring a separate page to complete."

² When the test claim was filed, Government Code section 17757 stated that "[a] test claim shall be submitted on or before December 31 following a fiscal year in order to establish eligibility for reimbursement for that fiscal year." Therefore, potential reimbursement goes back to July 1, 1990.

³ Newport Beach Test Claim Filing, June 13, 1996, page 1.

Following is a chart summarizing the allegations of the two claimants on implementation and ongoing reimbursable activities imposed by the 1990 CFIRS manual:

<i>Alleged New Activity – One-time</i>	<i>San Ramon Estimated Cost⁴</i>	<i>Newport Beach Estimated Cost⁵</i>
Development, implementation and conversion plans	\$2,080	No estimate provided
Design new system, obtain new software, install and test system	\$800 software; \$416 install and test; hardware costs unknown	\$41,250 programming costs; \$3,395 software
Develop and provide training	\$11,248	\$3,415 in staff time
<i>Alleged New Activity - Ongoing</i>	<i>San Ramon Estimated Cost</i>	<i>Newport Beach Estimated Cost</i>
Collection and recording of incident data at scene	\$3,083	No estimate provided
Complete, review, verify, correct data and enter into computer	\$6,246	\$21,630
Prepare and submit quarterly reports	"To be determined"	\$1,000

Test Claim Amendment: July 17, 2000

Newport Beach filed a test claim amendment on July 17, 2000, adding Health and Safety Code section 13110.5, as amended by Statutes 1987, chapter 345 to the test claim allegations. Specifically, Newport Beach asserts that both the San Ramon and Newport Beach test claim filings "inadvertently omitted the amendment." Newport Beach states:

Although the statute speaks in terms of it being discretionary to local fire departments to provide information on medical aid incidents and hazardous materials incidents, with the implementation of *CFIRS* the State Fire Marshal instituted a mandatory method of computerized reporting, which included those medical aid incidents occurring within the local jurisdiction. In no other method could the State Fire Marshal obtain the requisite information to achieve its mandatory obligation to gather information on all fires, medical aid incidents and hazardous materials incidents.

⁴ San Ramon Test Claim Filing, December 31, 1991, pages 5-6.

⁵ Newport Beach Test Claim Filing, June 13, 1996, pages 2-3.

December 1, 2000 Response

Following a prehearing on January 31, 1997, the Commission requested that the claimant, Newport Beach, provide additional information in writing to support its test claim allegations. In the response received December 1, 2000, Newport Beach argues that the State Fire Marshal never informed the claimants that filing medical aid incident and hazardous material incident reports through CFIRS was optional until after the test claim was filed. They also argue that the new forms require more codes, which are difficult to remember, and therefore take additional time to look up. These allegations are further discussed in the analysis below.

Department of Finance Position

September 21, 1992 Comments

Initial comments from DOF on the original test claim filing, dated September 21, 1992, conclude "that the 1990 CFIRS revisions do constitute a limited state-mandated local program" for providing the data on magnetic tape or diskette, which "was a new requirement and may have resulted in some fire protection agencies having to acquire computer capability by lease or purchase."

DOF argues "that the quantity of data to be reported in the new format has not increased," and:

In addition, we would note that the Commission has heard and denied a test claim (No. CSM-4356) based on a very similar factual situation involving the California School Accounting Manual (CSAM). ... To summarize that decision, the Commission found that, since school districts had been required since at least 1964 to comply with CSAM, subsequent changes in CSAM did not constitute a reimbursable state mandate because it did not alter the underlying requirement to provide the data prescribed in CSAM. We would contend that the same rationale would apply to the 1990 revisions to CFIRS.

February 7, 1997 Comments

A draft staff analysis was issued December 6, 1996. In response, DOF filed comments stating:

Any requirement to submit documentation only on disk or computer tape was removed in June 30, 1992, with a letter from the State Fire Marshal to all California Fire Chiefs. However, according to the Question and Answer booklet sent to all California Fire Chiefs in September 1989 the "old format" was going to be accepted until 1992. Therefore, the computerization requirement was never implemented.

DOF also notes that hazardous materials and medical incident reports remain optional, and they reiterate the argument that changes to the CFIRS manual does not impose a reimbursable state mandate, consistent with the Commission's earlier decision regarding changes to the school accounting manual.

State Fire Marshal Position

September 22, 1992 Comments

Initial comments from the California State Fire Marshal dated September 22, 1992, on the San Ramon test claim filing, assert that the CFIRS manual was issued in 1974, and the claim is based on the changes adopted in 1990. The State Fire Marshal "conclude[s] that the requirement to submit data in electronic form may constitute a very narrow and limited higher level of service in an existing local program for those agencies without any access to a personal computer. It is our contention, however, that the type and net amount of data to be reported for fire incidents is essentially the same." The State Fire Marshal also asserts that the agency "has never attempted to enforce the mandatory provision of the program, nor is it our intention to do so in the future."⁶

Responding to the test claim specifics, the State Fire Marshal argues that "there has been no change to the underlying services and functions provided by California fire departments. The reporting requirements are fundamentally the same, only the prescribed format has changed."

Regarding San Ramon's statement that the CFIRS reports were "expanded from 10 to 100 items," the State Fire Marshal responds that "[i]n response to user input, the updated system provides the fire department the optional capability to capture information on all emergency incidents; however, the mandated reporting applies only to fires, which is unchanged from the original requirement which has been in place for 18 years."

Regarding the test claimant's assertion that the "code book has been increased from approximately 100 pages to well over 500 pages," the State Fire Marshal's office responds:

It is erroneous to make a direct comparison between the sizes of the two manuals because:

- the new manual contains the instructions for using all the options (non-fire) components of the reporting system;
- the format of the new manual has been expanded to include additional explanatory information to enhance its understanding and user-friendliness;
- the print style and page layout of the new manual is designed with more open space for easier reading, and to make it convenient to add user notes, resulting in more pages;
- the tables of codes are significantly larger so as to provide a more accurate and definitive selection for the use.

It is the [California State Fire Marshal's] position that the extent of the requirements imposed by both manuals - regarding fires - are essentially the same.

Regarding San Ramon's assertion that the "new CFIRS added two sections, each requiring a separate page," the State Fire Marshal's office responds:

The sections in question refer to supplemental information required when a casualty occurs in a fire.

⁶ Cover letter, signed by Ronny J. Coleman, State Fire Marshal.

There has always been a requirement to submit a separate casualty report. The old form (SFM GO-1) was used for both a civilian and a fire fighter casualty. Because of the vastly different types of information needed ... the single form was divided into two forms – one for each category.

The requirement to submit a casualty report is unchanged. The fire department merely uses the report appropriate for the circumstances.

The State Fire Marshal also questions San Ramon's implementation costs, including the estimate based on 1,000 fires per year, noting that past reporting of fires from that department were an average of 200 per year. They also note that the fire department "already ha[s] two existing computers in their Fire Prevention Bureau, and others in Administration."

February 4, 1997 Comments

Following the Newport Beach test claim filing and the January 31, 1997 pre-hearing, the State Fire Marshal submitted four additional documents, and stated in the cover letter, "[c]ollectively, these documents further confirm that the updated CFIRS merely continued the mandate for reporting fires – which has been in place for the past 25 years; and additionally, provided new options for reporting all types of other incidents at the discretion of the local agency."

One of the documents is an official notice "To All California Chief Fire Officials," dated June 30, 1992, from the State Fire Marshal, stating: "Effective immediately, the method for submitting reports for the updated version of CFIRS may be either by mainframe tape or PC/MAC diskette; OR by CSFM hardcopy forms for fires only." The document continues: "Your only obligation for compliance with Health & Safety Code Section 13110.5 is to report all fires in the prescribed updated format. Although CFIRS now provides you the opportunity to capture information on all incidents in a single uniform manner, this is at your option."

Discussion

The courts have found that article XIII B, section 6, of the California Constitution⁷ recognizes the state constitutional restrictions on the powers of local government to tax and spend.⁸ "Its purpose is to preclude the state from shifting financial responsibility for carrying out governmental functions to local agencies, which are 'ill equipped' to assume increased financial responsibilities because of the taxing and spending limitations that articles XIII A and XIII B impose."⁹ A test claim statute or executive order may impose a reimbursable state-mandated

⁷ Article XIII B, section 6, subdivision (a), provides: (a) Whenever the Legislature or any state agency mandates a new program or higher level of service on any local government, the state shall provide a subvention of funds to reimburse that local government for the costs of the program or increased level of service, except that the Legislature may, but need not, provide a subvention of funds for the following mandates: (1) Legislative mandates requested by the local agency affected. (2) Legislation defining a new crime or changing an existing definition of a crime. (3) Legislative mandates enacted prior to January 1, 1975, or executive orders or regulations initially implementing legislation enacted prior to January 1, 1975.

⁸ *Department of Finance v. Commission on State Mandates (Kern High School Dist.)* (2003) 30 Cal.4th 727, 735.

⁹ *County of San Diego v. State of California* (1997) 15 Cal.4th 68, 81.

program if it orders or commands a local agency or school district to engage in an activity or task.¹⁰ In addition, the required activity or task must be new, constituting a "new program," or it must create a "higher level of service" over the previously required level of service.¹¹

The courts have defined a "program" subject to article XIII B, section 6, of the California Constitution, as one that carries out the governmental function of providing public services, or a law that imposes unique requirements on local agencies or school districts to implement a state policy, but does not apply generally to all residents and entities in the state.¹² To determine if the program is new or imposes a higher level of service, the test claim legislation must be compared with the legal requirements in effect immediately before the enactment of the test claim legislation.¹³ A "higher level of service" occurs when the new "requirements were intended to provide an enhanced service to the public."¹⁴

Finally, the newly required activity or increased level of service must impose costs mandated by the state.¹⁵

The Commission is vested with exclusive authority to adjudicate disputes over the existence of state-mandated programs within the meaning of article XIII B, section 6.¹⁶ In making its decisions, the Commission must strictly construe article XIII B, section 6, and not apply it as an "equitable remedy to cure the perceived unfairness resulting from political decisions on funding priorities."¹⁷

¹⁰ *Long Beach Unified School Dist. v. State of California* (1990) 225 Cal.App.3d 155, 174.

¹¹ *San Diego Unified School Dist. v. Commission on State Mandates* (2004) 33 Cal.4th 859, 878, (*San Diego Unified School Dist.*); *Lucia Mar Unified School Dist. v. Honig* (1988) 44 Cal.3d 830, 835 (*Lucia Mar*).

¹² *San Diego Unified School Dist.*, *supra*, 33 Cal.4th 859, 874-875 (reaffirming the test set out in *County of Los Angeles v. State of California* (1987) 43 Cal.3d 46, 56; see also *Lucia Mar*, *supra*, 44 Cal.3d 830, 835.)

¹³ *San Diego Unified School Dist.*, *supra*, 33 Cal.4th 859, 878; *Lucia Mar*, *supra*, 44 Cal.3d 830, 835.

¹⁴ *San Diego Unified School Dist.*, *supra*, 33 Cal.4th 859, 878.

¹⁵ *County of Fresno v. State of California* (1991) 53 Cal.3d 482, 487; *County of Sonoma v. Commission on State Mandates* (2000) 84 Cal.App.4th 1265, 1284 (*County of Sonoma*); Government Code sections 17514 and 17556.

¹⁶ *Kinlaw v. State of California* (1991) 54 Cal.3d 326, 331-334; Government Code sections 17551 and 17552.

¹⁷ *County of Sonoma*, *supra*, 84 Cal.App.4th 1265, 1280, citing *City of San Jose v. State of California* (1996) 45 Cal.App.4th 1802, 1817.

Issue 1: Is the test claim statute or executive order subject to article XIII B, section 6 of the California Constitution?

In order for a test claim statute or executive order to be subject to article XIII B, section 6 of the California Constitution, it must constitute a "program." In *County of Los Angeles v. State of California*, the California Supreme Court defined the word "program" within the meaning of article XIII B, section 6 as one that carries out the governmental function of providing a service to the public, or laws which, to implement a state policy, impose unique requirements on local governments and do not apply generally to all residents and entities in the state.¹⁸ The court has held that only one of these findings is necessary.¹⁹

Although the statute and executive order claimed also apply equally to state and private fire agencies, the court in *Carmel Valley Fire Protection Dist.* found that "fire protection is a peculiarly governmental function," and that "[p]olice and fire protection are two of the most essential and basic functions of local government. [Citations omitted.] This classification is not weakened by State's assertion that there are private sector fire fighters who are also subject to the executive orders."²⁰

Staff finds that fire incident reporting imposes a program within the meaning of article XIII B, section 6 of the California Constitution. In particular, the reporting carries out the governmental function of providing a service to the public because, according to the Office of the State Fire Marshal, "the information is used to help fire departments target their resources and education programs, as well as develop and support fire safety legislation."²¹

However, much of the statutory scheme on fire incident reporting was in place prior to 1975, as was a CFIRS manual and forms, so the analysis must continue to determine if the statute or executive order alleged mandates a new program or higher level of service upon eligible claimants within the meaning of the California Constitution, article XIII B, section 6.

Issue 2: Does the test claim statute or executive order mandate a new program or higher level of service on local agencies within the meaning of article XIII B, section 6 of the California Constitution?

The test claim, as amended in a July 17, 2000 filing from Newport Beach, alleges a reimbursable state-mandated program was imposed by amendments to Health and Safety Code section 13110.5 by Statutes 1987, chapter 345. The underlined material was added:

Health and Safety Code Section 13110.5:

The State Fire Marshal shall gather statistical information on all fires, medical aid incidents, and hazardous materials incidents occurring within this state. The chief fire official of each fire department operated by the state, a city, city and county, fire protection district, organized fire company, or other public or private entity which provides fire protection, shall furnish information and data to the State Fire

¹⁸ *County of Los Angeles, supra*, 43 Cal.3d at page 56.

¹⁹ *Carmel Valley Fire Protection Dist. v. State of California* (1987) 190 Cal.App.3d 521, 537.

²⁰ *Ibid.*

²¹ <<http://osfm.fire.ca.gov/cfirs.html>>, as of October 12, 2006.

Marshal relating to each fire which occurs within his or her area of jurisdiction. The chief fire official of each fire department operated by the state shall, and the chief fire official of fire departments operated by a city, city and county, fire protection district, organized fire company, or other public or private entity which provides fire protection may, also furnish information and data to the State Fire Marshal relating to medical aid incidents and hazardous materials incidents which occur within their area of jurisdiction. The State Fire Marshal shall adopt regulations prescribing the scope of the information to be reported, the manner of reporting the information, the forms to be used, the time the information shall be reported, and other requirements and regulations as the State Fire Marshal determines necessary.

The State Fire Marshal shall annually analyze the information and data reported, compile a report, and disseminate a copy of the report, together with his or her analysis, to each chief fire official in the state. The State Fire Marshal shall also furnish a copy of his or her report and analysis to the State Emergency Medical Services Authority and any other interested person upon request.

This is the only amendment to Health and Safety Code section 13110.5 since its enactment in 1972.

Specifically, Newport Beach asserts:

Although the statute speaks in terms of it being discretionary to local fire departments to provide information on medical aid incidents and hazardous materials incidents, with the implementation of *CFIRS* the State Fire Marshal instituted a mandatory method of computerized reporting, which included those medical aid incidents occurring within the local jurisdiction. In no other method could the State Fire Marshal obtain the requisite information to achieve its mandatory obligation to gather information on all fires, medical aid incidents and hazardous materials incidents.

Newport Beach states that the requirements were to be implemented by January 1, 1992. The claimant states that the "optional" reporting provisions of *CFIRS* are "not included in this test claim."

Staff finds that the amended statutory language only specifies that local fire departments "may, also furnish information and data to the State Fire Marshal relating to medical aid incidents and hazardous materials incidents which occur within their area of jurisdiction." All other amendments to the code section are directives to the State Fire Marshal, or fire departments operated by the State. In the *City of San Jose v. State of California*, the court clearly found that "[w]e cannot, however, read a mandate into language which is clearly discretionary."²² The court concluded "there is no basis for applying section 6 as an equitable remedy to cure the perceived unfairness resulting from political decisions on funding priorities."²³ Therefore, based

²² *City of San Jose v. State of California* (1996) 45 Cal.App.4th 1802, 1816.

²³ *Id.* at page 1817.

on the plain language of the statute,²⁴ staff finds that Health and Safety Code section 13110.5, as amended by Statutes 1987, chapter 345, does not mandate a new program or higher level of service.

New CFIRS Manual - Version 1.0, July 1990:

The claimants allege that the "New CFIRS Manual - Version 1.0, July 1990," imposed a reimbursable state mandate by:

- expanding the reporting categories from 10 to over 100,
- requiring quarterly reports on diskette or magnetic tape,
- expanding the one page reporting form to 3 pages, and
- increasing the CFIRS manual from 100 to over 500 pages to describe the reporting requirements.

Under Government Code section 17516, an "executive order" may include "any order, plan, requirement, rule, or regulation issued by . . . any agency, department, board, or commission of state government." Health and Safety Code section 13110.5, as enacted in 1972, directs the State Fire Marshal to "adopt regulations prescribing the scope of the information to be reported, the manner of reporting such information, forms to be used, the time such information shall be reported and other requirements and regulations" regarding fire incident reporting. The State Fire Marshal developed the 1974 CFIRS manual as the method of implementation of Health and Safety Code section 13110.5. Thus, pursuant to Government Code section 17516, the CFIRS manual issued by the State Fire Marshal, which details how to complete mandatory fire incident reporting, is included in the definition of an executive order. However, the Commission must still determine if the 1990 version mandates a new program or higher level of service, and costs mandated by the state.

A test claim statute or executive order mandates a new program or higher level of service within an existing program when it compels a local agency or school district to perform activities not previously required.²⁵ The courts have defined a "higher level of service" in conjunction with the phrase "new program" to give the subvention requirement of article XIII B, section 6 meaning. Accordingly, "it is apparent that the subvention requirement for increased or higher level of service is directed to state-mandated increases in the services provided by local agencies in existing programs."²⁶ A statute or executive order mandates a reimbursable "higher level of service" when, as compared to the legal requirements in effect immediately before the enactment,

²⁴ "If the terms of the statute are unambiguous, the court presumes the lawmakers meant what they said, and the plain meaning of the language governs." (*Estate of Griswold* (2001) 25 Cal.4th 904, 911.)

²⁵ *Lucia Mar Unified School Dist.*, *supra*, 44 Cal.3d 830, 836.

²⁶ *County of Los Angeles*, *supra*, 43 Cal.3d 46, 56; *San Diego Unified School District*, *supra*, 33 Cal.4th 859, 874.

of the test claim legislation, it increases the actual level of governmental service to the public provided in the existing program.²⁷

The claimant alleges a new program or higher level of service because the 1990 CFIRS manual requires quarterly reports on diskette or magnetic tape. In their initial comments on the test claim filing, both the State Fire Marshal and DOF conceded that requiring the provision of CFIRS data on magnetic tape or diskette "was a new requirement and may have resulted in some fire protection agencies having to acquire computer capability by lease or purchase."

In September 1989, the State Fire Marshal issued a package to all California fire chiefs, with a cover letter, printouts of new CFIRS forms, a "record layout and specifications" document,²⁸ and a small booklet entitled "Questions and Answers About the New CFIRS." In the cover letter, the reference to the record layout and specifications document, describing how to develop CFIRS software, states: "These provide the molds into which all CFIRS records must fit. There can be no exceptions -- every CFIRS record must meet this criteria."

The 1989 "Questions and Answers" booklet discusses the new CFIRS and states that the first time fire departments can use the new quarterly CFIRS format is January 1, 1990.²⁹ Until then, the old format -- monthly paper forms or mainframe tape -- was required. The Questions and Answers booklet continues:

If I'm not ready by January 1990, when can I go to the new CFIRS after that?

It's strictly up to you. You can implement the new format as soon as you have the capability to produce the CSFM standard record on a PC. [Emphasis added.]

[...]

Important: You must submit a CFIRS report for every fire that occurs in your jurisdiction. Until you convert to the new format, you must submit the present hardcopy form or mainframe tape -- whichever applies in your case.

How is the CSFM going to put the new records together with the old ones?

[Discussion of phase-in procedures.] This allows both the new and old formats to be used during the transition. This will end when the old format is discontinued, probably in 1992.

According to the State Fire Marshal, some departments were already sending computerized reports in by mainframe tape. The Questions and Answers booklet addresses those departments, stating they may continue to send in tapes in the old format monthly, or begin sending the tapes in the new format quarterly, beginning in 1991, but at page 9, the booklet states: "You may continue to use the old format during '91 if additional time is needed to accomplish your conversion." Regarding a "deadline for tape departments to" switch to the new system, the document gives a date of "January, 1992." Staff notes that for those departments that were

²⁷ *San Diego Unified School Dist.*, *supra*, 33 Cal.4th 859, 878; *Lucia Mar*, *supra*, 44 Cal.3d 830, 835.

²⁸ See Exhibit F, "Specifications for Writing CFIRS Software."

²⁹ Exhibit I, page 1361.

already using mainframe tape to complete CFIRS reporting before the 1990 manual was issued, Government Code section 17565 provides that when a local agency incurs costs at its option that are later state-mandated, reimbursement is still required "for those costs incurred after the operative date of the mandate."

However, on June 30, 1992, an official notice "To All California Chief Fire Officials," was issued by the State Fire Marshal, stating: "Effective immediately, the method for submitting reports for the updated version of CFIRS may be either by mainframe tape or PC/MAC diskette; OR by CSFM hardcopy forms for fires only." The document continues: "Your only obligation for compliance with Health & Safety Code Section 13110.5 is to report all fires in the prescribed updated format. Although CFIRS now provides you the opportunity to capture information on all incidents in a single uniform manner, this is at your option." Thus, any mandate for fire agencies to convert to a computerized system was eliminated on June 30, 1992. After that date, all computerized reporting was completed at the discretion of the local agency.

Staff finds that requiring the local implementation of a computerized version of CFIRS, with submission of forms by diskette or magnetic tape, mandated a new program or higher level of service on local fire agencies. This was a significant, substantive change to the CFIRS program compared to what was required pre-1975. Claimants who incurred actual costs for implementing the new computerized CFIRS format from July 1, 1990, the beginning of the reimbursement period; to June 30, 1992, the date of the letter from the State Fire Marshal, may be eligible for one-time costs for acquiring and implementing any necessary hardware and software.

The claimants also seek ongoing reimbursement for additional time necessary to complete CFIRS reports. The allegations conclude that the new CFIRS is three pages, while the original CFIRS was on a one-page form, therefore there is a higher level of service. Even if a form taking up more pages was proof of a higher level of service, this is not the case here -- both versions require either one page, or multiple pages, depending on how many casualties may have occurred at the incident. On the Fire Incident Report form included in the 1974 CFIRS manual, there is a reference under section J to the "SFM Form GO-1," the Fire Casualty Report. At page 109 of the original CFIRS manual it states that the State Fire Marshal requires this additional form for each fire-incident related death, or injury requiring hospitalization. The only change to the new version of CFIRS is that a separate form is used depending on whether the victim is a member of the fire service, or considered a civilian.

The older casualty report form requires identifying information for the incident and for the casualty victim, familiarity of the victim with the structure, location of the victim at the time the fire was ignited, cause of the casualty, condition preventing victim's escape, condition before injury, nature of casualty, activity at the time of the casualty, parts of the body affected and disposition of the victim; and then space for a detailed narrative is given on the back of the form.

The modern version of the casualty part of the fire incident report separates out the items that were applicable only to fire service personnel, versus those pieces of information that would only be collected for non-firefighters. For example, only the civilian-section of the report now asks for the familiarity of the victim with the structure, or the condition preventing escape -- presumably because these items are not significant for fire personnel. Staff finds that the new version of a CFIRS report does not require a longer form than the old version.

In a related argument, Newport Beach asserts that the number of coded choices to fill in on the form have increased dramatically, requiring more time "to check the book for the appropriate code to be inserted," than "to check a box."³⁰

CFIRS has always been a code-driven system and required the use of a manual to properly fill in a fire incident report. The January 1974 CFIRS manual describes the purpose of the document:

In keeping with the forgoing statutory provisions [Health & Saf. Code, § 13110.5], the State Fire Marshal has instituted a fire incident reporting procedure known as the California Fire Incident Reporting System, which shall be referred to hereafter as CFIRS.

Fundamentally, this document is a code book, containing an established series of numbers within specified categories which define and represent predetermined fire incident conditions. Through the use of these code numbers, it is possible to provide input into the computers for ultimate feedback of statewide fire incident statistics.

The introduction continues to explain that the codes in the manual are largely drawn from the National Fire Prevention Association Coding System for Fire Reporting, and the Uniform Fire Incident Reporting System. The 1990 CFIRS is also based on the national coding systems.

The claimants also allege that a reimbursable state-mandated program was imposed by the 1990 CFIRS manual because the reporting categories have expanded from 10 to over 100, and the manual has increased from 100 to over 500 pages to describe the reporting requirements. The fact that the new CFIRS manual is considerably bulkier than the old version is not relevant to a mandates analysis. Regarding the test claimant's assertion that the "code book has been increased from approximately 100 pages to well over 500 pages," the State Fire Marshal's office responds:

It is erroneous to make a direct comparison between the sizes of the two manuals because:

- the new manual contains the instructions for using all the options (non-fire) components of the reporting system;
- the format of the new manual has been expanded to include additional explanatory information to enhance its understanding and user-friendliness;
- the print style and page layout of the new manual is designed with more open space for easier reading, and to make it convenient to add user notes, resulting in more pages;
- the tables of codes are significantly larger so as to provide a more accurate and definitive selection for the use.

It is the [California State Fire Marshal's] position that the extent of the requirements imposed by both manuals - regarding fires - are essentially the same.

³⁰ Response from Newport Beach, received December 1, 2000, page 20.

Staff agrees with the State Fire Marshal, and finds that the increase in the number of pages of an instructional manual does not allow for the automatic conclusion that a higher level of service has been mandated. This is particularly true when much of the reporting is not required. The 1989 State Fire Marshal's Questions and Answers booklet, described at page 12 above, addresses which part of the CFIRS reporting was mandatory:

Do I have to submit a new CFIRS report for every dispatch, regardless of what it is?

One "yes", a "maybe", and two "no's".

Yes – if it's a FIRE ... NO exceptions – just like it's always been.

MAYBE – if it's a HAZ MAT. If you are the "Administering Agency" for your jurisdiction, you must submit a CHMIRS report to OES.³¹

You have two choices: you can either send in a separate CHMIRS form; or you can simply enter the information on a CFIRS report and we will have our computer give it to OES's computer.

NO – if it's EMS.

NO – if it's any OTHER type of call (ie; public assist).

In its December 1, 2000 supplemental filing, Newport Beach argues that:

Although the reporting requirement mandated on local fire agencies by statute was for fires only, this new CFIRS system required local fire agencies to report all fires, as well as all medical aid incidents and hazardous materials incidents.

Although the State Fire Marshal has claimed during these filings that the requirements to report medical aid incidents and hazardous materials incidents to it were voluntary, the State Fire Marshal did not communicate this to local fire agencies during the implementation of the new CFIRS manual.

The claimant's assertion is contradicted by evidence in the record showing that the Questions and Answers document quoted above was transmitted to all California fire officials in September 1989, prior to issuing the new CFIRS manual. Staff finds that even though the new CFIRS form includes fields for reporting fire, hazardous materials, emergency medical service, and other calls, the Questions and Answers booklet explicitly states that a CFIRS report is only required for fire incidents, which is consistent with the pre-1975 requirements of Health and Safety Code section 13110.5.

The original CFIRS form and manual required detailed, coded fire incident reporting on the following:

- identifying information;
- property classification;
- property type;
- extent of damage;

³¹ Any hazardous materials reporting that may be required for the Office of Emergency Services is *not* required by the subject test claim statute or the 1990 CFIRS manual.

- location and cause;
- area, materials, and smoke spread;
- spread of fire;
- protection facilities (sprinklers/extinguishers);
- protection facilities (alarm systems); and
- miscellaneous (casualties; checking "yes" required the filing of an additional "Fire Casualty Report" as discussed above).

The 1990 CFIRS form requires the same basic categories of information, and includes blocks for emergency medical service (medical aid), hazardous materials, or other, miscellaneous incidents. As made clear by Health and Safety Code section 13110.5, and the State Fire Marshal's Questions and Answers booklet—only fire incidents were ever required to be reported through CFIRS. To the extent that the State Fire Marshal has a duty from Statutes 1987, chapter 345 to gather this additional incident report information, they are able to collect it from state agencies, and *request* it of local agencies, but in no way was this additional reporting ever mandated of local agencies.

Other than the time-limited higher level of service for implementing a computerized version of CFIRS, the claimants have failed to demonstrate how the 1990 CFIRS manual creates a new program or higher level of service for filing incident reports beyond the broad pre-1975 requirement that the chief fire official of each fire department in the state, "shall furnish information and data to the State Fire Marshal relating to each fire which occurs within his area of jurisdiction," in the form, time and manner prescribed by the State Fire Marshal.

Staff finds that once any requirement to submit fire incident reports in a computerized format was eliminated by the State Fire Marshal's June 30, 1992 letter, use of the 1990 CFIRS' manual and related forms require the same duties and activities as pre-1975 law: completing a one-page form with the coded details of a fire incident call, and completing a separate form, as needed, to report a related casualty (injury or death) for either fire service personnel or civilians. Therefore, staff finds that the 1990 CFIRS manual and related reporting forms do not mandate a new program or higher level of service for reporting fire or other incidents, other than as described in the conclusion below.

Issue 3: Does the executive order impose costs mandated by the state pursuant to Government Code section 17514?

Reimbursement under article XIII B, section 6 is required only if any new program or higher level of service is also found to impose "costs mandated by the state." Government Code section 17514 defines "costs mandated by the state" as any *increased* cost a local agency is required to incur as a result of a statute or executive order that mandates a new program or higher level of service. Both of the claimants estimated mandated costs in excess of \$200, which was the statutory threshold at the time the test claim was filed.

The claimants also stated that none of the Government Code section 17556 exceptions apply. For the activities listed in the conclusion below, staff agrees and finds accordingly that the new program or higher level of service also imposes costs mandated by the state within the meaning of Government Code section 17514.

CONCLUSION

Staff concludes that the New California Fire Incident Reporting System Manual (Version 1.0, July 1990), mandated a new program or higher level of service on local agencies within the meaning of article XIII B, section 6 of the California Constitution, and imposed costs mandated by the state pursuant to Government Code section 17514, for requiring the local implementation of a computerized version of CFIRS, with submission of forms by diskette or magnetic tape.

Claimants who incurred actual costs for implementing the new computerized CFIRS format from July 1, 1990 (the beginning of the reimbursement period), to June 30, 1992 (the date of the letter from the State Fire Marshal stating that computerized filing was no longer required), may be eligible for one-time costs for acquiring and implementing any necessary hardware and software.

Staff concludes that Health and Safety Code section 13110.5, as amended by Statutes 1987, chapter 345, does not impose a new program or higher level of service within the meaning of article XIII B, section 6 of the California Constitution.

Staff Recommendation

Staff recommends the Commission adopt this staff analysis to partially approve this test claim.

Commission on State Mandates

Original List Date: 1/31/1997
Last Updated: 8/24/2008
List Print Date: 10/13/2008
Claim Number: 4419
Issue: CFIRS Manual

Mailing Information: Draft Staff Analysis

Mailing List

Related Matter(s)

00-TC-02 California Fire Incident Reporting System (First Amendment)

TO ALL PARTIES AND INTERESTED PARTIES:

Each commission mailing list is continuously updated as requests are received to include or remove any party or person on the mailing list. A current mailing list is provided with commission correspondence, and a copy of the current mailing list is available upon request at any time. Except as provided otherwise by commission rule, when a party or interested party files any written material with the commission concerning a claim, it shall simultaneously serve a copy of the written material on the parties and interested parties to the claim identified on the mailing list provided by the commission. (Cal. Code Regs., tit. 2, § 1181.2.)

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1510



**DEPARTMENT OF
FINANCE**
OFFICE OF THE DIRECTOR

EXHIBIT P

ARNOLD SCHWARZENEGGER, GOVERNOR

STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.DOF.CA.GOV

November 9, 2006



Ms. Paula Higashi
Executive Director
Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814

Dear Ms. Higashi:

As requested in your letter of October 16, 2006, the Department of Finance has reviewed the draft staff analysis of Claim No. CSM-00-TC-02 "California Fire Incident Reporting System Manual" submitted by the San Ramon Valley Fire Protection District & City of Newport Beach (claimant). The claimant alleges that specified costs were incurred under the July 1990 California Fire Incident Reporting System Manual and Health and Safety Code Section 13110.5 as amended by Chapter 345, Statutes of 1987.

As the result of our review, and consistent with our September 21, 1992 comments, we concur with the draft staff analysis that the revisions to the manual resulted in a limited state-mandated local program by requiring that data be provided on magnetic tape or diskette from July 1, 1990 to June 30, 1992. If the Commission reaches the same conclusion at its scheduled December 4, 2006, hearing on the matter, the nature and extent of the specific activities required can be addressed in the parameters and guidelines that will then be developed for the program.

As required by the Commission's regulations, we are including a "Proof of Service" indicating that the parties included on the mailing list that accompanied your October 16, 2006 letter have been provided with copies of this letter via either United States Mail or, in the case of other state agencies, Interagency Mail Service.

If you have any questions regarding this letter, please contact Carla Castañeda, Principal Program Budget Analyst at (916) 445-3274.

Sincerely,

ψ Thomas E. Dithridge
Program Budget Manager

Attachments

Attachment A

DECLARATION OF CARLA CASTAÑEDA
DEPARTMENT OF FINANCE
CLAIM NO. CSM-00-TC-02

1. I am currently employed by the State of California, Department of Finance (Finance), am familiar with the duties of Finance, and am authorized to make this declaration on behalf of Finance.
2. We concur that the July 1990 California Fire Incident Reporting System Manual sections relevant to this claim are accurately quoted in the test claim submitted by claimants and, therefore, we do not restate them in this declaration.

I certify under penalty of perjury that the facts set forth in the foregoing are true and correct of my own knowledge except as to the matters therein stated as information or belief and, as to those matters, I believe them to be true.

11/09/04

at Sacramento, CA

Carla Castañeda

Carla Castañeda

PROOF OF SERVICE

Test Claim Name: California Fire Incident Reporting System Manual
Test Claim Number: CSM-00-TC-02

I, Antonio Lockett the undersigned, declare as follows:
I am employed in the County of Sacramento, State of California, I am 18 years of age or older and not a party to the within entitled cause; my business address is 915 L Street, 12th Floor, Sacramento, CA 95814.

On November 9, 2006, I served the attached recommendation of the Department of Finance in said cause, by facsimile to the Commission on State Mandates and by placing a true copy thereof: (1) to claimants and nonstate agencies enclosed in a sealed envelope with postage thereon fully prepaid in the United States Mail at Sacramento, California; and (2) to state agencies in the normal pickup location at 915 L Street, 12th Floor, for Interagency Mail Service, addressed as follows:

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Commission on State Mandates
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Facsimile No. 445-0278

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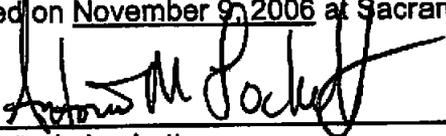
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Sacramento, CA 95842

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed on November 9, 2006 at Sacramento, California.


Antonio Lockett

ICC: DITHRIDGE, LYNN, FEREBEE, GEANACOU, CASTAÑEDA, MCGINN, FILE
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ADMINISTRATIVE SERVICES
Revenue Division

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STATE MANDATES

RESPONSE TO DRAFT STAFF ANALYSIS

Chapter 345, Statutes of 1987; Chapter 1214, Statutes of 1994; Chapter 91, Statutes of 1995; Chapter 155, Statutes of 1995; Chapter 605, Statutes of 1996; July 1990 Fire Incident Reporting System Manual

Claim no. CSM-4419

California Fire Incident Reporting System

INTRODUCTION:

Test co-claimant City of Newport Beach (hereinafter "City") submits the following in response to the Draft Staff Analysis issued by Commission staff on October 16, 2006. Since the Draft Staff Analysis concludes that part of the program is reimbursable and part is not, the debate centers around a single issue.

Does the test claim statute or executive order mandate a new program or higher level of service on local agencies within the meaning of article XIII B, section 6 of the California Constitution?

Staff answers the above question partially in the negative concluding that for on-going costs there is no reimbursable state mandate. Staff relies too heavily on the State Fire Marshall's interpretation of the 1990 CFIRS manual and ignores the City's evidence and the prior work of Commission Staff.

Background

This test claim, as filed originally by San Ramon Valley Fire Protection District and later joined by the City of Newport Beach, addresses the mandate imposed through the California Fire Incident Reporting System (CFIRS); specifically that of the 1990 CFIRS manual in comparison to an earlier version. The matter has been pending before the Commission for several years and had, in 1997, wound its way to the brink of a hearing. At that time, a pre-hearing was held with an opportunity to provide additional data. (AR¹

¹ AR denotes Administrative Record.

at 1399) A draft staff analysis was also issued which provided a detailed comparison chart to specifically identify the issues. (AR at 1334) Through supplemental pleadings, additional evidence, analysis and argument presented by both the State Fire Marshall and the City of Newport Beach. (AR at 1355 and 1421) The City presented specifically detailed information to the Commission. (AR at 1425-1438) Although the current draft staff analysis makes use of the materials presented by the State Fire Marshall, the analysis presented by the City and Staff's own prior analysis was ignored. For less complex mandates, conclusory draft staff analyses may not be a problem. In this case, however, the detail of the issues, the protracted nature of the test claim process and the administrative record nearing 1500 pages have combined to create a test claim so complex that review of the relevant materials is in order. The Commission should have an opportunity to view all the evidence in a concise manner so as to make an fully informed decision. The City takes this opportunity to provide a more balanced picture.

Analysis

1. Staff's Reliance Solely on State Fire Marshall Comments is Misplaced.

In its initial response, the State Fire Marshall stated that "[o]ne of the principal objectives of the updated CFIRS is to improve the efficiency of the fire information system at both the local and state level." (AR at 1005) This efficiency, however, was for their own purposes, that is, the gathering and compiling of data. But the issue remains: For those who needed to comply with the requirements of the 1990 CFIRS manual filling out the forms takes more time to complete.

A. The 1990 CFIRS Expands the Definition of "Incident" Necessitating Increased Reporting.

The State Fire Marshall maintains in both its September 22, 1992, and its February 4, 1997, filings that there has been no real change in the requirements of CFIRS over the years. The State Fire Marshall explains that the alleged increase in the CFIRS manual is due to font and format changes and that there are no additional reporting requirements; only additional optional data fields. (AR at 1000-1001) Even if this were true — which it is not — this explanation fails to address the fact that the complexity of the items themselves has changed. Case in point: The definition of "incident" has been expanded between the first CFIRS manual and the 1990 CFIRS manual. The change in the definition of "incident" results in much of the additional reporting requirements.

In the former CFIRS manual, "Reportable Fire" was defined as:

A Reportable Fire is any fire occurring within the jurisdiction of a fire agency. Any fire occurring outside a fire agency's jurisdiction shall be reported by that agency if it is the only responding department. Included are fires or explosions that may be discovered in progress, discovered following extinguishments, or detected

weeks later during an inspection. A fire report is to be filed on any reportable fire. (AR at 126)

The new CFIRS manual changes the requirements by and states that "[e]ach time a fire service unit moves in response to an alarm, an incident report (CFIRS-1) is completed." (AR at 285) This requirement for submission for each occasion that a fire department unit is dispatched is reiterated by the State Fire Marshall which states that:

SECTION A, GENERAL INFORMATION, is completed each time a fire department unit is dispatched. If the alarm is [sic] not a fire, or EMS or Haz Mat incident, you only have to complete this section, and Section G. This also applies when you provide Automatic or Mutual Aid to another fire department. (AR at 303)

This change may seem small but to those who are involved in fire service, the change results in a substantial increase in reporting requirements. Under the old manual, only fires had to be reported. Now, if there is a false alarm, a medical aid incident, a hazardous materials incident, a "move up"², mutual aid, and other miscellaneous incidents, a report must be filed. Thus, every time a fire service vehicle is called to leave the department, a report must be filed. This is a major change that significantly increases the number of incidents that must now be reported.

B. The 1990 CFIRS Increases Completion Time by Replacing Single Codes With Multiple Codes.

CFIRS requires the use of codes to input various types of information. The Commission Staff, as cited above, provided a chart comparing the different types of information that needs to be addressed under both the old CFIRS and the 1990 version. Although, at first blush, the information seems comparable and, even in some cases, routine, the issue is the volume of possible codes a firefighter needs to wade through to find the appropriate ones for the report.

Reporting, once based on straightforward use of the codes, is now predicated on the use of multiple codes. Case in point: Reporting under Type of Incident - Situation(s) Found. In the old manual, there were essentially 20 different types of incidents. In the 1990 manual, there is now a multi-part number. For example: a vehicle accident with 2 injured victims and fuel leaking. Under the old CFIRS, there would just be one number for a vehicle accident. Under the 1990 version, there would be three numbers entered: one for the accident, another for the victims injured and trapped, and another one for fuel leaking in the engine area. In addition, the total choices include eight types of major headings, with subfields. For example, the first major choice is fire or explosion. Instead of the one heading, which is what would occur under the old manual, there are now 10 fields. So, before the data element can be completed, a determination must be made as to which

² This is a situation where a fire vehicle moves from one station to another to provide back up support while another vehicle is responding to an incident.

choice under the heading should be entered. As a further example: Overpressure, Rupture, Explosion Overheat (not ensuing fire) has an additional seven subcategories. The same is true for each of the remaining major fields. Thus, **although theoretically the same information is being sought, the detail of the required response has increased substantially** providing additional information supporting the allegations of the test claim and the sworn declaration attesting to the increase in time experienced by fire departments using the 1990 version of CFIRS.

C. The 1990 CFIRS Fails to Specifically Label Data Entries as Optional.

The State Fire Marshall deflected arguments of increased time to complete the reports by explaining that many of the data elements in the new CFIRS report are optional and not required to be reported. (AR at 1000) The 1990 manual, however, is silent as to many of these "optional" data elements. Indeed, out of over 20 fields (exclusive of subfields) which the State Fire Marshall claims are optional, **only five³ are listed as optional in the manual.**⁴

Without a clear designation that a data element is optional, the fire departments will complete the section and should be fully reimbursed for the costs unless and until they are so notified by the State Fire Marshall that that portion of the report is optional. This is the position currently held by Commission Staff with regard to submission of the CFIRS reports in a computerized format, finding that the use of the designated format was mandated until made optional by the State Fire Marshall's June 30, 1992, letter. (AR at 15 and 18) There is no reason why this doctrine should be consistently applied by this Commission throughout this test claim.

D. The Prior Decisions of This Commission Have No Bearing on This Test Claim.

Finance points to, what was at the time, a recent decision by the Commission in the California School Accounting Requirements test claim (CSM-4354, decided in 1991) to support its position that the Commission should take a similar stand with CFIRS and deny it on the ground that the fire districts had a pre-existing duty to report fires. (AR at 1396) The Commission has, in its prior decisions, held fast to the position that the California Supreme Court's holding in *Weiss v. State Board of Equalization*⁵ (1953) is

³ The optional data elements as stated in the manual are: first-in company, district, incident address/location, involvement code and name.

⁴ For a full analysis see Administrative Record at pages 1421 through 1440. The data elements that are not labeled as optional but which the State Fire Marshall claimed are optional are: arrival time, end time, type weather, air temperature, fire hazard severity zone, total fire service personnel responded: career and volunteer, number of apparatus responded, for mobile property involved, fire origin: horizontal distance from, sex and age, if equipment involved in ignition, material generating most smoke: type and form, fuel model.

⁵ (1953) 40 Cal.2d 772.

binding on the decisions of the Commission. That case held that the failure of a quasijudicial agency to consider prior decisions on the same subject is not a violation of due process and does not constitute an arbitrary action by the agency. Moreover, in 1989, the Office of the State Attorney General issued an opinion, citing the *Weiss* case favorably and confirming that test claims previously approved by the Commission have no precedential value.⁶

CONCLUSION:

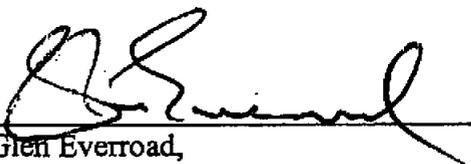
Based on the preceding arguments, City of Newport Beach urges the Commission to find that the CFIRS program, as a whole, is a reimbursable state mandate under Article XIII B, section 6 of the California Constitution.

⁶ 72 Opinions of the California Attorney General 173, 178, fn.2 (1989).

CERTIFICATION

I declare under penalty of perjury under the laws of the State of California that the statements made in this document are true and correct, except as to those matters stated upon information and belief and as to those matters, I believe them to be true.

Executed this 15th day of November, 2006, at Newport Beach, California, by:



Glen Everroad,
Revenue Manager
City of Newport Beach

PROOF OF SERVICE BY MAIL

I, the undersigned, declare as follows:

I am a resident of the County of Sacramento, and I am over the age of 18 years and not a party to the within action. My place of employment is 4320 Auburn Blvd., Suite 2000, Sacramento, CA 95841.

On November 13, 2006, I served:

RESPONSE TO DRAFT STAFF ANALYSIS

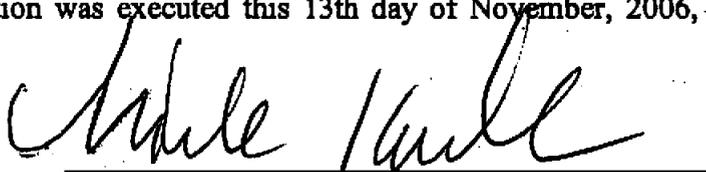
Chapter 345, Statutes of 1987; Chapter 1214, Statutes of 1994; Chapter 91, Statutes of 1995; Chapter 155, Statutes of 1995; Chapter 605, Statutes of 1996; July 1990 Fire Incident Reporting System Manual

Claim no. CSM-4419

California Fire Incident Reporting System

by placing a true copy thereof in an envelope addressed to each of the persons listed on the mailing list, and by sealing and depositing said envelope in the United State mail at Sacramento, California, with postage thereon fully prepaid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed this 13th day of November, 2006, at Sacramento, California.



Declarant

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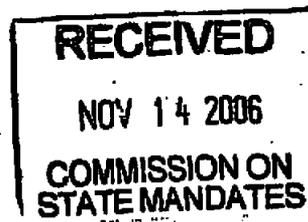
EXHIBIT R

Palo Alto Office:

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Palo Alto, California 94306
Telephone: (650) 843-8080
Facsimile: (650) 843-8084

File No: 45/3

November 13, 2006



VIA ELECTRONIC TRANSMISSION & FACSIMILE & U. S. MAIL

camino@esm.ca.gov & (916) 445-0278

Ms. Paula Higashi, Executive Director
Commission on State Mandates
980 9th Street, Suite 300
Sacramento, CA 95814

Re: Comments of the San Ramon Valley Fire Protection District On Draft Staff Analysis For California Fire Incident Reporting System Manual (CSM-4419/00-TC-02) San Ramon Valley Fire Protection District & City of Newport Beach, Claimants, July 1990 California Fire Incident Report System Manual Health and Safety Code Section 13110.5 As Amended By Statutes 1987, Chapter 345

Dear Ms. Higashi:

This communication sets forth the comments of the San Ramon Valley Fire Protection District ("District") to the Draft Staff Analysis ("Staff Analysis") of the above-referenced Test Claim dated October 16, 2006.

I.
SUMMARY OF DISTRICT COMMENT

The District maintains that the Staff Analysis of the Test Claim should be supplemented to include an analysis examining the constitutional requirements for reimbursement for local agencies as set forth in Article XIII.B., Section 6 of the State

Ms. Paula Higashi, Executive Director
Commission on State Mandates
November 13, 2006
Page 2

Constitution¹ in the context of its implementation of Article XIII.A. implementing the intent of the electorate which indicated that the passage of Article XIII.A. would have no impact on police and fire services.

The District maintains that if the expanded constitutional analysis described is included in the Staff Analysis, then the recommended finding of a reimbursable State mandate would *not* be limited to the:

... costs for implementing the new computerized CFIRS format
... for a one time cost for acquiring and implementing any
necessary hardware and software² ...

and the subsequent conclusion that:

... this activity is only reimbursable from July 1, 1990, the beginning of the reimbursement period based on the filing of San Ramon's test claim, until June 30, 1992, the date a letter was issued from the State Fire Marshal stating that fire incident reports may be submitted by hard copy rather than diskette or tape³ ...

is incorrect and is neither legally adequate nor supported by substantial evidence in the record.

II. ANALYSIS

The District submits that the Staff Analysis beginning on page 9 with reference to Article XIII.B., section 6 is incomplete and needs to be supplemented.

It is well established that constitutional provisions are subject to the same rules of construction and interpretation that are applicable to statutes in interpreting constitutional

¹ All Article references will be to the State Constitution.

² Staff Analysis, pp. 2, 15, 19.

³ *Ibid.*

Ms. Paula Higashi, Executive Director
Commission on State Mandates
November 13, 2006
Page 3

provisions. *Armstrong v. County of San Mateo* (1983) 146 Cal. App. 3d 597, 608. The analysis and interpretation of Article XIII.B., Section 6 presented should be construed with the provisions of Article XIII.A., as sections of the law dealing with the same matter are to be construed together. See, *Medical Bd. v. Superior Court* (2001) 88 Cal. App. 4th 1001, 1016. Consistent with this rule of construction, it has long been held that Article XIII.B. was intended both to carry out the intent and extend the scope of Article XIII.A. See, *County of Placer v. Corin* (1980) 113 Cal. App. 3d 443, 449.

Additionally, in construing constitutional provisions enacted by initiative, it is important to implement the intent of those who voted for the measure [*County of Fresno v. State of California* (1991) 53 Cal. 3d 482, 486] which can be drawn from the ballot arguments in favor of the given initiative. See, *Voters for Responsible Retirement v. Bd. of Supervisors* (1994) 8 Cal. 4th 765, 772.

The ballot arguments in support of Article XIII.A. indicated clearly that police and fire services were to be unaffected by its passage. *County of Fresno v. Malmstrom* (1979) 94 Cal. App. 3d 974-981.

Stated quite plainly, the District will be "affected" if a reimbursable State mandate is not found consistent with the basis advanced by the Staff Analysis *discounting* the claim for its limited time application. The Test Claim should be declared to be a reimbursable State Mandate with no limitations to the present.

The Staff Analysis of the February 7, 1997 Comments of the Department of Finance (DOF) followed by that of the State Fire Marshall claiming the availability of an alternative method of reporting should be discounted on the basis that claimant fire agencies such as the District were entitled to rely on the State Fire Marshall's representation in the issuance of the changed Manual constituted the basis for the increased level of service notwithstanding the presentation of the so-called alternative of presenting the information in hard copy is a position from which the State Fire Marshall is estopped from taking. And stated plainly, the District and similarly situated local agencies were entitled to rely on the representation of the State Fire Marshall that the electronic means of reporting was in fact required to their detriment. See, *City of Long Beach v. Mansell* (1970) 3 Cal.3d. 462. The District believes the application of a more complete constitutional analysis leads to the conclusion of a finding of a reimbursable State mandate with no time limitations as suggested by the present Staff Analysis.

Ms. Paula Higashi, Executive Director
Commission on State Mandates
November 13, 2006
Page 4

The position of the increased CFIRS reporting requirement constituting a reimbursable State mandate does not result from any unfairness from a political decision on funding priorities. Rather, it addresses directly a factual situation emanating from the coordinated construction of the constitutional intent of Articles XIII.A. & B. Section 6. Questions of political unfairness in funding are clearly different than the legal principle of equitable estoppel, which constitutes an independent basis for the finding of an on-going reimbursable State mandate.

Moreover, the position of the "alternative" as the June 30, 1992 communication to all California Fire Chief Officials by the State Marshal indicating hard form copies could be used to comply with the reporting requirements is contrary to the declared legislative intent to implement electronic record keeping. See, *California Civil Code § 1633.1 et seq., the Uniform Electronic Transaction Act.*

III. CONCLUSION

Keeping in mind in a joint construction of Article XIII.A and Article XIII.B the intent of the electorate that fire agencies not be affected by the passage of the property tax limitation provisions of the first initiative measure and the monetary impact of the transfer of program responsibility or new services to local government by the second initiative, the simple fact is that acquisition of the computerized system of reporting constitutes a reimbursable State mandate. The fact that an alternative was subsequently provided by the State Fire Marshal should not stop State reimbursement, especially when local agencies, such as the District justifiably relied on the representations of the rule-making official – the State Fire Marshall – in acquiring a specific computerized and electronic reporting system to furnish CFIRS reports. This especially true when construed with the State declared policy of transforming record keeping to electronic means.

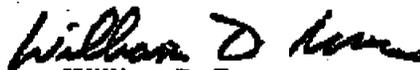
It is hard to imagine how an intent of the electorate could be construed to justify a one-time finding of reimbursement, notwithstanding the principles of equitable estoppel for what is now the accepted mode in government of reporting and recording factual and legal obligations of which the increased requirement unique to fire agencies of the CFIRS report manifested. Such a finding would lead to an absurd result under all rules of constitutional statutory and regulatory construction – an essential government agency authorized and required to provide services that save lives and property and report those actions is not required to do so in an electronic means which would facilitate increased efficiency in performing those very functions. Instead, the involved fire agency utilizes far greater local

Ms. Paula Higashi, Executive Director
Commission on State Mandates
November 13, 2006
Page 5

government resources in terms of staff time and equipment to comply with the CFIRS reporting standards.

The District reserves the right to respond to any subsequent claims of limitation of the mandate by the DOF or any other State Agency.

Very truly yours,


William D. Ross

WDR:lla

cc: Craig Bowen
District Chief

See attached Service List

To the extent that this communication sets forth factual assertions, I have been authorized by the District to reflect such facts or they are contained in the Test Claim record before the Commission and I declare under penalty of perjury that those representations are true and correct.

Executed this 13th day of November, 2006 at Los Angeles, California.


William D. Ross

PROOF OF SERVICE

STATE OF CALIFORNIA)
)
COUNTY OF LOS ANGELES)

ss.

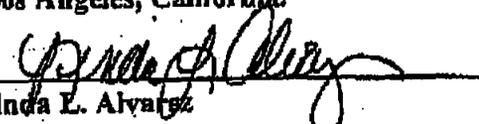
I am employed in the County of Los Angeles, State of California. I am over the age of 18 and not a party to the within action; my business address is 520 South Grand Avenue, Suite 300, Los Angeles, California 90071.

On November 13, 2006, I served the foregoing document described as: **Comments of the San Ramon Valley Fire Protection District On Draft Staff Analysis For California Fire Incident Reporting System Manual (CSM-4419/00-TC-02) San Ramon Valley Fire Protection District & City of Newport Beach, Claimants July 1990 California Fire Incident Report System Manual Health and Safety Code Section 13110.5 As Amended By Statute 1987, Chapter 345** on the interested parties in this action by placing a true copy the original thereof enclosed in a sealed envelope and addressed as follows:

SEE THE ATTACHED PROOF OF SERVICE MAILING LIST

- (FIRST CLASS MAIL) I am "readily familiar" with the practice of collection and processing correspondence for mailing. Under the practice it would be deposited with the U.S. postal service on the same day with postage thereof fully prepared at Los Angeles, California in the ordinary course of business. I am aware that on motion of the party served, service is presumed invalid if postage cancellation date or postage date is more than one day after date of deposit for mailing in affidavit. I deposited such envelope in the mail at Los Angeles, California. The envelope was mailed with postage thereon fully prepaid.
- (OVERNIGHT MAIL) I deposited such in a box or other facility regularly maintained by Federal Express, an express service carrier, or delivered to a courier or driver authorized by said express service carrier to receive documents in an envelope designated by the said express service carrier, with delivery fees paid or provided for in accordance with the ordinary business practices of Law Offices of William D. Ross.
- (BY FAX) by facsimile transmission at the facsimile machine telephone number(s) listed on the Service List, and that transmission was reported as complete and without error as shown on the attached facsimile transmission report. Local Rule 2008(e); Code of Civil Procedure section 1013(e)(f).
- (State) I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

Executed on November 13, 2006, at Los Angeles, California.


Linda L. Alvarez

PROOF OF SERVICE MAILING LIST

Comments of the San Ramon Valley Fire Protection District On Draft Staff Analysis For California Fire Incident Reporting System Manual (CSM-4419/00-TC-02) San Ramon Valley Fire Protection District & City of Newport Beach, Claimants July 1990 California Fire Incident Report System Manual Health and Safety Code Section 13110.5 As Amended By Statute 1987, Chapter 345

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File No: 45/3

TELECOPY COVER LETTER

If you do not receive all pages or have any problems with the transmittal, please contact Linda Alvarez at (213) 892-1592.

Please deliver the following 9 pages, including this cover page.

TO: Ms. Paula Higashi, Executive Director
Commission on State Mandates

FAX NO.: (916) 445-0278

FROM: William D. Ross, Esq.

DATE: November 13, 2006

COMMENTS: Please see the attached communication.

THIS MESSAGE IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHICH IT IS ADDRESSED, AND MAY CONTAIN INFORMATION THAT IS PRIVILEGED, CONFIDENTIAL AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW. IF THE READER OF THIS MESSAGE IS NOT THE INTENDED RECIPIENT, OR THE EMPLOYEE OR AGENT RESPONSIBLE FOR DELIVERING THE MESSAGE TO THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISSEMINATION, DISTRIBUTION OR COPYING OF THIS COMMUNICATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE NOTIFY US IMMEDIATELY BY TELEPHONE, AND RETURN THE ORIGINAL MESSAGE TO US AT THE ABOVE ADDRESS VIA THE U.S. POSTAL SERVICE. THANK YOU.

G:\45.003\FAX\Higashi Fax 11.13.06 .wpd

C

Armstrong v. San Mateo
 County Cal.App.1.Dist.FRED W. ARMSTRONG,
 Plaintiff and Respondent,
 v.
 COUNTY OF SAN MATEO et al., Defendants and
 Appellants.
 ROBERT E. BARRETT et al., Plaintiffs and
 Respondents,
 v.
 COUNTY OF SANTA CLARA et al., Defendants
 and Appellants.
 No. AO15543.

Court of Appeal, First District, Division 2, California.
 Aug 26, 1983.

SUMMARY

Plaintiff taxpayers brought separate but consolidated actions for property tax refunds and other relief, alleging that the legislative and administrative interpretation of the two percent inflation factor provision of Cal. Const., art. XIII A, § 2, subd. (b) (Prop. 13), embodied in Rev. & Tax. Code, § § 110.1, subd. (f), and 51, and Cal. Admin. Code, tit. 18, § 460, was invalid. The constitutional provision limited annual increases in the full cash value of property, as shown on the 1975-76 tax bill, to 2 percent, but did not state whether application of the annual inflation factor was to commence in 1975 or when Prop. 13 took effect in 1978. The statutes and regulation at issue authorized 1978-79 property assessments to reflect the full cash value of property as it appeared on the 1975 roll, as increased by 2 percent per year compounded for each of the three years between 1975 and 1978. The trial court declared that the legislative and administrative interpretation of § 2, subd. (b), permitting adjustment for the three tax years immediately preceding the effective date of Prop. 13, was contrary to its plain meaning and represented an invalid attempt to amend a constitutional provision. Accordingly, it entered judgment for plaintiffs. (Superior Court of San Mateo County, No. 233408; Superior Court of Santa Clara County, No. 428754; Melvin E. Cohn, Judge.)

The Court of Appeal reversed. The court first held that the constitutional provisions at issue were intrinsically ambiguous and uncertain with respect to

when application of the inflation factor could commence, and that the effects of the legislative interpretation were not manifestly inimical to the constitutional design. The court further held that the uncertain language of the constitutional provisions was not clarified by extrinsic evidence of the intent of the voters, and that, under such circumstances, applicable canons of construction compelled deference to the legislative interpretation. Thus, the court held that the statutes and regulation at issue were not opposed to the Prop. 13 inflation factor provision and represented a valid exercise of legislative power. (Opinion by Kline, P. J., with Miller, J., concurring. Separate dissenting opinion by Smith, J.)

HEADNOTES

Classified to California Digest of Official Reports

(1) Property Taxes § 7--Constitutional Provisions; Statutes and Ordinances--Proposition 13.

The major conceptual change effectuated by Cal. Const., art. XIII A (Prop. 13), is the assessment and taxation of all real property, except that acquired prior to 1975, at its value at the date of acquisition, rather than at current value, subject to the 2 percent maximum annual inflationary increase provided for in § 2, subd. (b).

(2) Property Taxes § 7--Constitutional Provisions; Statutes and Ordinances--Proposition 13.

Cal. Const., art. XIII A (Prop. 13), alters the basic system of ad valorem property taxation in two main respects. Sec. 1, subd. (a), restricts the amount of ad valorem taxes to 1 percent of the full cash value of property, thus limiting the ability of local governments to tax full cash value. Sec. 2, subd. (b), restricts increases in the full cash value base to an inflation factor not to exceed 2 percent per year and allows reductions in full cash value if the property has been damaged or destroyed or has otherwise declined in value, thus limiting the growth in full cash value.

(3) Constitutional Law § 10--Operation, Effect, and Construction-- Construction of Constitutions-- Applicability of Rules Governing Statutory

Construction.

Ordinarily, rules of construction and interpretation that are applicable when considering statutes are equally applicable in interpreting constitutional provisions. However, this does not mean that all rules of statutory construction apply under all circumstances to the interpretation of constitutional provisions or that competing rules of construction are accorded equal weight.

(4) Constitutional Law § 10--Construction of Constitutions--Applicability of Rules Governing Statutory Construction--Questions of Law.

The rule of construction that the interpretation of a statute is a question of law and that a reviewing court is not bound by evidence presented on the question in the trial court is applicable to the interpretation of a constitutional amendment. *599

(5) Constitutional Law § 7--Operation and Effect--Mandatory, Directory, and Self-executing Provisions--Legislative Interpretation.

A self-executing constitutional provision, which is one that requires no implementing legislation, is nevertheless subject to reasonable interpretation and clarification. Thus, the Legislature may enact legislation to aid in the implementation of a self-executing constitutional provision or to facilitate the exercise of powers directly granted by the Constitution.

(6) Property Taxes § 7--Constitutional Provisions; Statutes and Ordinances--Proposition 13--Inflation Factor--Legislative and Administrative Interpretation. Cal. Const., art. XIII A, § 2, subd. (b) (2 percent inflation factor provision), is subject to legislative and administrative interpretation, assuming it is ambiguous, notwithstanding the fact that it is a self-executing provision.

(7a, 7b, 7c) Property Taxes § 7--Constitutional Provisions; Statutes and Ordinances--Proposition 13--Inflation Factor--Ambiguity.

Cal. Const., art. XIII A, § 2 (Prop. 13), while providing that the full cash value base of property, as shown on the 1975-76 tax bill, may be increased annually up to 2 percent to reflect inflation, does not explicitly identify whether the inflation adjustment commences after establishment of the full cash value base in 1975 or after the 1978 effective date of Prop. 13, and the text of the article, both literally and structurally, could support either interpretation. Thus, the article was intrinsically ambiguous and uncertain insofar as it related to when application of the inflation factor could commence, and it was for the

courts to determine whether a legislative and administrative interpretation calling for adjustment of the cash value base for the three intervening tax years between 1975 and 1978 was in harmony with the central purposes of the article.

(8) Statutes § 19--Construction--When Language Is Plain.

When language of an enactment is plain and admits of no more than one meaning, the duty of interpretation does not arise and the rules which are to aid doubtful meanings need no discussion.

(9) Constitutional Law § 10--Construction of Constitutions--Giving Effect to Scheme as a Whole.

The words and phrases of Cal. Const., art. XIII A (Prop. 13), are not to be viewed in isolation, since the article was enacted as a whole and not in parts or sections. Instead, each provision is to be read in the context of other constitutional provisions bearing on the same subject. The goal is to harmonize all related provisions if it is reasonably possible to do so without distorting *600 their apparent meaning, and in so doing to give effect to the scheme as a whole.

(10a, 10b) Property Taxes § 7--Constitutional Provisions; Statutes and Ordinances--Proposition 13--Inflation Factor.

Application of the Prop. 13 provision under which the 1975-76 full cash value of property may be increased annually up to 2 percent to reflect the inflationary rate (Cal. Const., art. XIII A, § 2, subd. (b)) prior to the article's 1978 effective date, did not amount to retroactive and double taxation, since it did not give the 1975-76 full cash value assessment or pre-1978 adjustments thereof an effect different from that which they had under previously existing law. Rather, application of the inflation factor in such manner merely utilized facts existing prior to enactment of the article to determine tax rates to be applied prospectively from the effective date.

(11) Statutes § 5--Operation and Effect--Retroactivity.

A retroactive statute is one that operates on matters that occurred, or on rights, obligations, and conditions that existed before the time of its enactment, giving them an effect different from that which they had under previously existing law. However, a statute does not operate retroactively merely because some of the facts or conditions upon which its application depends came into existence before the enactment.

(12) Statutes § 22--Construction--Reasonableness.

Unreasonableness of the result produced by one among alternative possible interpretations of a statute is reason for rejecting that interpretation in favor of another which would produce a reasonable result.

(13a, 13b) Property Taxes § 7--Constitutional Provisions; Statutes and Ordinances--Proposition 13--Inflation Factor--Legislative and Administrative Interpretation.

Rev. & Tax. Code, §§ 110.1, subd. (f), and 51, and Cal. Admin. Code, tit. 18, § 460, which interpret the inflation factor provisions of Cal. Const., art. XIII A, § 2, subd. (b) (Prop. 13), so as to require adjustment of 1975-76 base values for the three tax years between establishment of the full cash value base in 1975 and the 1978 effective date of Prop. 13, taken as a whole, did not produce absurd consequences and were not so manifestly inconsonant with the purposes of Prop. 13, which include tax reform as well as tax limitation, that they were required to be stricken for this reason.

(14) Property Taxes § 7--Constitutional Provisions; Statutes and Ordinances--Proposition 13--Inflation Factor--Legislative and Administrative Interpretation--Substantive Due Process.

*601Rev. & Tax. Code, §§ 110.1, subd. (f), and 51, and Cal. Admin. Code, tit. 18, § 460, which interpret the inflation factor provisions of Cal. Const., art. XIII A, § 2, subd. (b) (Prop. 13), so as to require adjustment of 1975-76 base values for the three tax years between establishment of the full cash value base in 1975 and the 1978 effective date of Prop. 13, did not result in a deprivation of substantive due process of law (Cal. Const., art. I, § 15), since they were not unreasonable, arbitrary, or capricious, and since they had a real and substantial relation to the object sought to be obtained by Prop. 13.

(15) Constitutional Law § 112--Substantive Due Process--Protection From Arbitrary Government Action.

Substantive due process (Cal. Const., art. I, § 15) essentially requires protection from arbitrary legislative action. Under this principle, a deprivation of property is justified only if the conduct from which the deprivation flows is prescribed by reasonable legislation reasonably applied. In other words, the law must not be unreasonable, arbitrary, or capricious, but must have a real and substantial relation to the object sought to be obtained.

(16) Constitutional Law § 104--Due Process--Operation and Scope--State and Federal Provisions. Cal. Const., art. I, § 15, and its predecessor

provisions, providing that no person shall be deprived of property without due process of law, are identical in scope and purpose with the federal due process clause.

(17) Constitutional Law § 10--Construction of Constitutions--Amendments--Intent of Voters.

The main object of the interpretation of any legal document is to ascertain the intent of the parties who made the instrument and to give that intent the fullest effect possible consistent with the language of the provisions and the related body of law. With respect to a constitutional amendment, it must be interpreted by the courts to give effect to the intent of the voters adopting it.

(18a, 18b) Constitutional Law § 10--Construction of Constitutions--Amendments--Intent of Drafters.

While the intent of the drafters of a constitutional amendment may be considered in certain circumstances in construing an ambiguous provision, it does not govern a reviewing court's determination of how the ambiguous provision was understood by the voters. Moreover, as in the case of unexpressed opinions of statutory intent by legislators, unexpressed after-the-fact declarations of intent by the drafters of constitutional amendments are unpersuasive, and must be disregarded, when there is no assurance that the personal views of the drafters were shared by anyone else and when the unexpressed opinions may never have been exposed to public *602 view so that those with differing opinions had an opportunity to present their views.

(19) Statutes § 21--Construction--Legislative Intent--Declarations of Individual Legislators.

In construing a statute, the motives or understandings of individual legislators who voted for it are not to be considered. A legislator's statement is entitled to consideration, however, when it is a reiteration of legislative discussion and events leading to adoption of proposed amendments rather than merely an expression of personal opinion.

(20a, 20b, 20c, 20d) Property Taxes § 7--Constitutional Provisions; Statutes and Ordinances--Proposition 13--Inflation Factor--Legislative and Administrative Interpretation.

Rev. & Tax. Code, §§ 110.1, subd. (f), and 51, and Cal. Admin. Code, tit. 18, § 460, which interpret the inflation factor provisions of Cal. Const., art. XIII A, § 2, subd. (b) (Prop. 13), so as to require adjustment of 1975-76 base values for the three tax years between establishment of the full cash value base in 1975 and the 1978 effective date of Prop. 13, were

not opposed to the constitutional provisions, which were ambiguous as to when application of the inflation factor was to commence, and represented a valid exercise of legislative power. The framers of art. XIII A failed to expressly prohibit application of the inflation factor immediately after the 1975 base year, and such application did not defeat the purpose of the article and reasonably resulted in the elimination of disparities in tax treatment and other inequities that would otherwise be created. In addition, extrinsic evidence, such as the voters pamphlet analysis of Prop. 13, failed to establish that the voters intended the article to have a different meaning.

[See Cal.Jur.3d, Property Taxes, § 43 et seq.; Am.Jur.2d, State and Local Taxation, § 141 et seq.]

(21) Constitutional Law § 10--Construction of Constitutions--Amendments-- Intent of Voters--Extrinsic Aids.

The voters pamphlet analysis of an amendment to the Constitution is a proper extrinsic aid in discerning voter intent.

(22) Statutes § 19--Construction--Tax Statutes--Strict Construction in Favor of Taxpayer--Applicability of Rule to Uncertain Constitutional Provisions.

The general rule that an ambiguous tax statute must be construed strictly in favor of the taxpayer applies to administrative interpretations of ambiguous tax statutes, and, in certain circumstances, to uncertain tax provisions of the Constitution. However, *603 such rule does not take precedence over other fundamental rules of statutory construction.

(23) Constitutional Law § 26--Constitutionality of Legislation--Rules of Interpretation--Construction in Favor of Constitutionality.

When a constitutional provision may have either of two meanings, it is a fundamental rule of construction that, if the Legislature has by statute adopted one, its action in this respect is well-nigh, if not completely, controlling. Thus, the courts should not annul a statute as contrary to the Constitution unless it is positively and certainly opposed to the Constitution.

(24) Constitutional Law § 39--Distribution of Governmental Powers--Between Branches of Government--Legislative Power and Its Limits--Distinction Between State and Federal Constitutions. Unlike the federal Constitution, which is a grant of power to Congress, the California Constitution is a limitation or restriction on the powers of the Legislature. Thus, the entire lawmaking authority of the state, except for the people's right of initiative and

referendum, is vested in the Legislature, which may exercise any and all legislative powers which are not expressly or by negative implication denied to it by the Constitution. In addition, all intendments favor the exercise of the Legislature's plenary authority. Accordingly, if there is any doubt as to the Legislature's power to act in any given case, the doubt should be resolved in favor of the Legislature's action.

(25) Constitutional Law § 39--Distribution of Governmental Powers--Between Branches of Government--Legislative Power and Its Limits--Taxation.

The provisions on taxation in the state Constitution are a limitation on the power of the Legislature rather than a grant to it. Its power in the field of taxation is limited only by constitutional restriction. In other words, the Legislature's authority to impose taxes and regulate the collection thereof exists unless it has been expressly eliminated by the Constitution.

(26) Constitutional Law § 25--Constitutionality of Legislation--Rules of Interpretation--Presumption of Constitutionality.

There exists a powerful presumption that a legislative interpretation of a constitutional provision of doubtful meaning is valid. Significantly, the legislative interpretation may prevail regardless of whether it can be shown that it is more probably than not the meaning intended by those who framed or adopted the proposal. The Legislature's interpretation cannot be declared void unless there is a plain and unmistakable conflict between the statute and the Constitution. *604

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KLINE, P. J.

This is a taxpayer challenge to the legislative and administrative interpretation of the 2 percent inflation factor provision of article XIII A, section 2, subdivision (b), of the California Constitution, which

may be applied each year to increase the taxable value of real property in California.

Article XIII A, which is set forth in the appendix hereto, was enacted as a property tax reform and limitation initiative, commonly known as Proposition 13, that was adopted by the voters on June 6, 1978, and became effective on July 1, 1978. ^{FN1} The taxable value of real property is referred to in the article as "full cash value," which is defined in section 2, subdivision (a), as "the county assessor's valuation of real property as shown on the 1975-76 tax bill under 'full cash value' or, thereafter, the appraised value of real property when purchased, newly constructed, or a change in ownership has occurred after the 1975 assessment." Section 2, subdivision (b), limits annual increases in the full cash value by providing that "[t]he full cash value base may reflect from year to year the inflationary rate not to exceed 2 percent for any given year ..." (hereinafter sometimes referred to as the inflation factor).

FN1 Section 5 provides that, "This article shall take effect for the tax year beginning on July 1 following the passage of the Amendment, except Section 3 which shall become effective upon the passage of this article."

The State Board of Equalization (Board) and thereafter the Legislature each independently interpreted section 2, subdivision (b), to permit the 1978-1979 tax year assessment of property that had not been newly constructed *605 or experienced a change of ownership since 1975 by taking the full cash value of property as it appeared on the 1975 roll as increased by 2 percent per year compounded for each of the three years between 1975 and 1978. In other words, the Legislature and the Board authorized the 1978-1979 assessment of property at a figure 6.12 percent higher than the full cash value designated in the 1975-1976 tax bill. Respondent taxpayers challenged this interpretation in separate but consolidated actions seeking tax refunds and other relief. The trial court declared that the legislative and administrative interpretation of section 2, subdivision (b), permitting adjustment for the three tax years immediately preceding the effective date of the article, is contrary to its plain meaning and thus represents an invalid attempt to amend a constitutional provision. For the reasons hereafter set forth, we find, *first*, that the constitutional provisions are intrinsically ambiguous as to when application of

the inflation factor commences; *second*, that the effects of the legislative interpretation are not manifestly inimical to the constitutional design; *third*, that the uncertain language of the constitution is not clarified by extrinsic evidence of the intent of the voters; and, *fourth*, that in these circumstances the applicable canons of construction compel us to defer to the legislative interpretation. Accordingly, we reverse.

I.

(1) The major conceptual change effectuated by article XIII A, which results from section 2, subdivision (a), is that "except for property acquired prior to 1975, henceforth all real property will be assessed and taxed at its value *at date of acquisition* rather than at current value (subject, of course, to the 2 percent maximum annual inflationary increase provided for in subdivision (b))." (*Amador Valley Joint Union High Sch. Dist. v. State Bd. of Equalization* (1978) 22 Cal.3d 208, 235 [149 Cal.Rptr. 239, 583 P.2d 1281]). (2) Additionally, the article alters the basic system of ad valorem property taxation in two main respects. The first section restricts the amount of ad valorem taxes to one percent of the full cash value of property. ^{FN2} The second section restricts increases in the full cash value base to an inflation factor not to exceed 2 percent per year and allows reductions in full cash value if the property has been damaged or destroyed or has otherwise declined in value. ^{FN3} In other words, the first section limits the ability of local *606 governments to tax full cash value while the second section, which is at issue here, limits the growth in full cash value.

FN2 Section 1, subdivision (a), provides in part that "The maximum amount of any ad valorem tax on real property shall not exceed one percent (1%) of the full cash value of such property."

FN3 Section 2, subdivision (b), was amended by the voters by the passage of Proposition 8 on the November 7, 1978, ballot, which amendment has been held retroactive to the effective date of article XIII A. (*State Bd. of Equalization v. Board of Supervisors* (1980) 105 Cal.App.3d 813, 825 [164 Cal.Rptr. 739].) As so amended, section 2, subdivision (b) now provides that "The full cash value base may reflect from

year to year the inflationary rate not to exceed 2 percent for any given year or reduction as shown in the consumer price index or comparable data for the area under taxing jurisdiction, or may be reduced to reflect substantial damage, destruction or other factors causing a decline in value." Also, "full cash value base" was substituted for "fair market value base" and the provision allowing reduction in full cash value was added.

On June 8, 1978, two days after the election, the Board issued an analysis of Proposition 13 to county assessors in order to clarify ambiguous portions of the initiative. The Board advised assessors that "[w]hen preparing the 1978-79 assessment, the assessor will add 2 percent to the 1975-76 value base for each of the lien dates 1976, 1977, and 1978." (Italics in original.)

On June 14, 1978, the Board instructed county tax assessors that the 1975-1976 full cash value base should be adjusted by 2 percent per year for each of the lien dates subsequent to 1975 in order to determine 1978 values. Rule 460 of the Board's rules (Cal. Admin. Code, tit. 18, § 460) embodies that concept.^{FN4}

FN4 Rule 460, subdivision (a), states that: "Sections 1 and 2 of article XIII A of the Constitution provide for a limitation on property taxes and a procedure for establishing the current taxable value of locally assessed real property by reference to a base year full cash value which is then modified annually to reflect the inflation rate not to exceed two percent per year or declines in value from whatever cause."

Rule 460, subdivision (B)(5) provides, "For each lien date after the lien date in which the base year full value is determined, the full value of real property shall be modified to reflect the percentage change in cost of living, as defined in Section 2212 of the Revenue and Taxation Code; provided that such value shall not reflect an increase in excess of 2 percent of the taxable value of the preceding lien date."

On June 15, 1978, the Board instructed county assessors that "[t]he 1975-76 base values are to be adjusted by 2 percent compounded for each of the three subsequent lien dates (1976, 1977, 1978) to determine 1978 values. This factor is 1.0612

[(1.02)]."^{FN5} *607

FN5 The Board issued this directive in the discharge of duties mandated by Government Code section 15606, which provides in material part as follows:

"The State Board of Equalization shall:

"

.....

"(c) Prescribe rules and regulations to govern local ... assessors when assessing

"(d) Prescribe and enforce the use of all forms for the assessment of property for taxation ...

"(e) Prepare and issue instructions to assessors designed to promote uniformity throughout the state and its local taxing jurisdictions in the assessment of property for the purposes of taxation ...

"

.....

"(h) Bring an action in a court of competent jurisdiction to compel an assessor ... to comply with any provision of law, or any rule or regulation of the board adopted in accordance with subdivision (c) of this section, governing the assessment or taxation of property

"The provisions of this section are mandatory."

As stated in subdivision (c) the rules and regulations of the Board "govern" the actions of local assessors. However, pursuant to Revenue and Taxation Code section 538, a local assessor who believes that a provision of the California Constitution, a California tax statute, or a rule or regulation of the Board is unconstitutional or invalid, "and as a result thereof concludes that property should be assessed in a manner contrary to such provision," shall bring an action for declaratory relief against the Board under section 1060 of the Code of Civil Procedure. No such action has been commenced by any local assessor with respect to the rule of the Board here challenged.

On June 24, 1978, the Governor signed urgency legislation that went into immediate effect as Revenue and Taxation Code section 110.1, Section 110.1, subdivision (f), provides that: "*For each lien date after the lien date in which the full cash value is determined* pursuant to this section, the full cash value of real property, including possessory interests in real property, shall reflect the percentage change in cost of living, as defined in section 2212; provided, that such value shall not reflect an increase in excess of 2 percent of the full cash value of the preceding lien date." (Italics added.)

On July 10, 1979, the Governor signed another

immediately effective urgency measure enacting Revenue and Taxation Code section 51.^{FN6} This statute provides in pertinent part that: "For purposes of subdivision (b), of Section 2 of article XIII A of the California Constitution, for each lien date after the lien date in which the base year value is determined pursuant to section 110.1, the taxable value of real property shall be lesser of: [¶] (a) Its base year value, compounded annually since the base year by an inflation factor, which shall be the percentage change in the cost of living, as defined in Section 2212; provided, that any percentage increase shall not exceed 2 percent of the prior year's value; ..." (Italics added.)

FN6 Section 51 originated with the Task Force on Property Tax Administration formed by the Chairman of the Assembly Committee on Revenue and Taxation for the purpose of studying existing property tax statutes in light of Proposition 13 and to make recommendations as to appropriate changes. This Task Force, which described itself as "a group of knowledgeable individuals from a wide variety of interests and organizations" issued its final report in January, 1979 (*Report of the Task Force on Property Tax Administration to the Assembly Committee on Revenue and Taxation* (Jan. 22, 1979).) Revenue and Taxation Code section 51, subdivision (a), as signed into law by the Governor on July 10, 1979, is identical to the recommended statute set forth in this report. (*Id.*, p. 32.)

Respondent taxpayers, asserting that the Board's rule and the two statutes just described are inconsistent with article XIII A, section 2, subdivision (b), filed suit against the Board and local taxing authorities seeking a refund of taxes, an injunction or writ of mandate directing the taxing authorities to utilize the unadjusted 1975-1976 full cash value base as the 1978-1979 full cash value and a declaration that the inflation factor shall only commence application thereafter.

The principal witnesses at trial were Howard Jarvis and Paul Gann, the drafters and principal proponents of Proposition 13. The essence of their testimony was that although the commencement date of the inflation factor *608 was never discussed by them or to their knowledge by anyone else during the election campaign, each contemplated that application of the inflation factor would not commence prior to the

effective date of the amendment. As stated by Mr. Gann, "it just seemed natural to myself and to those that I worked with that it would become law and operative on July the 1st, 1978."

The trial court ruled in favor of respondents, finding that although the evidence produced by the parties provided little guidance, the language of the provision was clear that the inflation factor was not to be applied until after the effective date of article XIII A. Accordingly, the court declared the legislative and administrative application of section 2, subdivision (b), unconstitutional, and granted related relief.^{FN7}

FN7 Due to the result we reach, it is unnecessary to address the question whether the nature of the relief accorded exceeded the jurisdictional power of the trial court. Nor is it necessary for us to determine whether it was error for the trial court to declare in its judgment that respondents are entitled to an award of attorneys fees pursuant to Code of Civil Procedure section 1021.5 upon a proper posttrial motion.

(3) Ordinarily, "[r]ules of construction and interpretation that are applicable when considering statutes are equally applicable in interpreting constitutional provisions."^{FN8} (*County of Fresno v. Malmstrom* (1979) 94 Cal.App.3d 974, 979 [156 Cal.Rptr. 777].) (4) "The interpretation of a statute ... is a question of law and we are not bound by evidence presented on the question in the trial court." (*California Teachers Assn. v. San Diego Community College Dist.* (1981) 28 Cal.3d 692, 699 [170 Cal.Rptr. 817, 621 P.2d 856].) Since this rule applies to interpretation of a constitutional amendment we thus proceed to analyze article XIII A, section 2, subdivision (b), as a matter of first impression, not bound by the trial court's interpretation.

FN8 This does not mean, of course, that all rules of statutory construction apply *under all circumstances* to the interpretation of constitutional provisions, or that competing rules of construction are accorded equal weight. (See discussion, *infra*, at pp. 622-624.)

II.

(5) Respondents preliminarily maintain that article XIII A is self-executing with respect to the inflation

factor and therefore neither requires implementing legislation nor admits to any legislative interpretation. This argument is, however, premised on the false assumption that self-executing constitutional provisions are never subject to reasonable interpretation or clarification.

In *Chesney v. Byram* (1940) 15 Cal.2d 460, 462-463 [101 P.2d 1106], it was stated that a constitutional provision is self-executing "if it supplies a *609 sufficient rule by means of which the right given may be enjoyed and protected, or the duty imposed may be enforced." [Citations.] After holding that the constitutional provision involved in that case was self-executing; that is, that it required no legislative enactment to put it into effect, the court went on to point out that "it does not follow ... that the legislature did not have the power to enact legislation providing reasonable regulation for the exercise of the right" (*Id.*, at p. 463.)^{FN9}

FN9 A "self-executing constitutional provision" is defined in Black's Law Dictionary (5th ed. 1979) at page 1220, as "provisions which are immediately effective without the necessity of ancillary legislation. Constitutional provision is 'self-executing' if it supplies sufficient rule by which right given may be enjoyed or duty imposed enforced; constitutional provision is not 'self-executing' when it merely indicates principles without laying down rules giving them force of law."

Respondents' reliance on *Winchester v. Howard* (1902) 136 Cal. 432 [64 P. 692, 69 P. 77], and *Flood v. Riggs* (1978) 80 Cal.App.3d 138 [145 Cal.Rptr. 573], for the proposition that the Legislature may not interpret or implement a self-executing constitutional provision is misplaced. Those cases presented the question whether legislation was needed to effectuate the constitutional provisions in issue. In both cases it was held that such legislation was not required. (*Winchester, supra.*, 136 Cal. at pp. 437, 441; *Flood, supra.*, 80 Cal.App.3d at pp. 154-155.) However, this issue is distinct from the question presented here, which is whether legislation may be enacted to aid in the implementation of a constitutional provision. As stated in *Flood v. Riggs*, "[a]lthough a constitutional provision may be self-executing the Legislature may enact legislation to facilitate the exercise of the powers directly granted by the Constitution." (*Id.*, at p. 154.)

(6) Appellants concede that article XIII A, section 2, subdivision (b), is self-executing, but contend it is ambiguous and thus amenable to and indeed in need of definitive legislative and administrative interpretation. In making this contention, appellants correctly point out that in upholding the validity of article XIII A as a whole, our Supreme Court recognized "that the article 'in a number of particulars is imprecise and ambiguous' and described it as 'a constitutional provision of a kind, similar to many others, which necessarily and over a period of time will require judicial, legislative, and administrative construction.'" (*Amador Valley Joint Union High Sch. Dist. v. State Bd. of Equalization* (1978) 22 Cal.3d 208, 244-245) (*County of Fresno v. Malmstrom, supra.*, 94 Cal.App.3d at p. 978.) The court in *Amador Valley* also recognized that "apparent ambiguities frequently may be resolved by the contemporaneous construction of the Legislature or of the administrative agencies charged with implementing the new enactment. [Citations.]" (*Amador Valley Joint Union High Sch. Dist. v. State Bd. of Equalization, supra.*, at p. 245.) *610

In short, the validity of the challenged legislation and administrative rule depends not on whether article XIII A is self-executing, as it is, but on whether the legislation and the administrative rule are consistent with the constitutional provision they purport to implement.

III.

(7a) The important threshold question is whether the meaning of the constitutional language in question is clear and plain or is ambiguous and uncertain.

For the most part, the parties address this question only indirectly. With a great deal of verbal table thumping they chiefly address their attention to the tax consequences of the competing interpretations, arguing that the results of the interpretation they respectively advance are more reasonable than those of the competing interpretation. These arguments rely heavily on extrinsic evidence and various rules of construction. We defer analysis of these contentions because they focus upon the interpretation rather than its subject and are therefore not germane to the limited preliminary question of ambiguity. The indicia of intent and rules of construction the parties variously rely upon are relevant, if at all, only after it is first determined that the meaning of the constitutional language that is the subject of interpretation is unclear. If the language is clear and

its plain meaning discernible article XIII A must be held to mean what it clearly expresses, and it would then be relatively simple to determine which of the conflicting interpretations is in harmony and which is at war with the constitutional design. The extrinsic aids that the parties most heavily rely upon are ordinarily used to resolve ambiguity, not to determine whether it exists in the first place.

For this reason, and in order to clarify analysis, it is appropriate for us to emphasize that the clarity or ambiguity of section 2 of article XIII A is to be first determined by whether the meaning of any pertinent provision therein is contradicted by other language in the article or is otherwise unclear. The evidence that bears most forcefully upon this determination is, of course, the language in which the article is framed. (8) "Where the language is plain and admits of no more than one meaning the duty of interpretation does not arise and the rules which are to aid doubtful meanings need no discussion." (*Caminetti v. United States* (1917) 242 U.S. 470, 485 [61 L.Ed. 442, 453, 37 S.Ct. 192]; see also the opinion of Chief Justice Marshall in *Sturges v. Crowninshield* (1819) 17 U.S. (4 Wheat.) 122, 202 [4 L.Ed. 529, 550].)

(9) In analyzing the text of article XIII A, we must keep in mind that it was enacted as a whole and not in parts or sections. Accordingly, the words *611 and phrases of the article are not to be viewed in isolation; "instead, each is to be read in the context of the other provisions of the Constitution bearing on the same subject. [Citation.] The goal, of course, is to harmonize all related provisions if it is reasonably possible to do so without distorting their apparent meaning, and in so doing to give effect to the scheme as a whole. [Citations.]" (*Kehrlein v. City of Oakland* (1981) 116 Cal.App.3d 332, 337 [172 Cal.Rptr. 111], quoting *Fields v. Eu* (1976) 18 Cal.3d 322, 328 [134 Cal.Rptr. 367, 556 P.2d 729].)

(7b) The provisions of article XIII A that most obviously bear upon the time at which application of the inflation factor may commence are section 2, subdivision (a), which defines "full cash value" as the full valuation of real property as shown on the 1975-1976 tax bill; section 2, subdivision (b), which provides that "[t]he full cash value base may reflect from year to year the inflationary rate not to exceed 2 percent for any given year"; and section 5 which, as pertinent, provides that the effective date of article XIII A is July 1, 1978.

By providing that full cash value may be altered to "reflect from year to year the inflationary rate, not to

exceed two percent for any given year," there is no question that the section contemplates a limited annual adjustment of the full cash value base. It is similarly certain that the annual adjustment must commence with reference to some specific point in time. In relation to property acquired prior to 1975 that has not since been newly constructed nor changed hands, there are indisputably only two mutually exclusive possibilities: application may only commence *either* after establishment of the full cash value base in 1975 *or* after the 1978 effective date. Just as indisputably, however, the section does not explicitly identify which of the two possibilities is the correct reference point. Respondent taxpayers maintain that, although it may not have been made explicit, the necessary implication of the words used is that the adjustment commences in 1978 with the unadjusted full cash value specified in the 1975-1976 tax bill. Appellants, on the other hand, maintain that the words are at least equally susceptible to the inference that the adjustment may commence immediately after 1975; or, stated differently, that the full cash value base for the first lien date after the July 1, 1978, effective date is calculated by adjusting the 1975-1976 cash value base for each of the three intervening tax years.

In support of their position, respondents assert that sections 1 and 2 of article XIII A provide that the maximum amount of ad valorem tax on real property shall not exceed one percent of the full cash value as specified on the 1975-1976 tax bill. By adjusting the 1975-1976 full cash value for each of the next three tax years and compounding these adjustments, respondents charge that the Legislature and the Board created a commencement value of *612 real property (i.e., the taxable value of such property in 1978) which is 6.12 percent greater than the full cash value defined in section 2, subdivision (a). According to respondents, the Board achieved this result by acting upon the false assumption, embodied in rule 460, that "Sections 1 and 2 of article XIII A ... provide ... a procedure for establishing the current [i.e., 1978] taxable value of locally assessed real property by reference to a base year full cash value which is then modified annually to reflect the inflation rate not to exceed two percent per year." (Cal. Admin. Code, tit. 18, § 460, subd. (a).) Respondents insist that "Article XIII A contains limitations, definitions and commencement date. Article XIII A does not contain procedures."

Appellants just as vigorously assert the very opposite. The procedure they find in article XIII A is the provision in section 2, subdivision (b), that the "full

cash value base may reflect *from year to year* the inflationary rate" (appellant's italics). Appellants emphasize that neither subdivision (b) nor any other provision of article XIII A identifies the referent of the first "year" of the authorized "year to year" adjustment of "the full cash value base." Nor does any provision of the article expressly delimit the scope of the phrase "for *any* given year" (italics added), which modifies the 2 percent limitation on the inflation factor and refers back to the "year to year" adjustment. For these reasons, among others, appellants find authority to conclude that application of the inflation factor may begin immediately after "the full cash value base" is established, which is in 1975.

The conflicting positions of the opposing parties also result from the different manner in which they connect the first two subdivisions of section 2 to section 1. Insofar as determining the commencement value of property is concerned, respondents read section 1 only in connection with section 2, subdivision (a). In this manner respondents find support for the inference that the maximum amount of ad valorem tax that may first be imposed is 1 percent of the amount shown on the 1975-1976 tax bill. Appellants, of course, take a more expansive view, reading section 1 in connection not only with subdivision (a) of section 2 but as well with subdivision (b) of that section. In this fashion they find a textual basis to conclude that the maximum tax that may first be imposed is 1 percent of the amount shown on the 1975-1976 tax bill adjusted for the three years intervening between the base year and the first tax year in the manner described in subdivision (b).

The structure of sections 1 and 2 and the first two subdivisions of the latter section does not clarify the definitional relationships that may exist between and among these various provisions with respect to the value of real property initially subject to tax under article XIII A. That is, there is *613 nothing in the structure of the provisions that either compels or prohibits the conclusion that subdivisions (a) and (b) of section 2 may both relate to the determination of full cash value in 1978. In light of the principle that the words of an instrument are to be applied to the subjects to which they appear by context most properly to relate and to which they are therefore really more applicable (see Sargent v. Shumaker (1924) 193 Cal. 122, 127 [223 P. 464]), respondents could more persuasively maintain that subdivision (b) of section 2 is not as definitionally relevant to the determination of commencement value as subdivision

(a) if the latter provision had been incorporated into section 1 instead of section 2. But this is not the case. The location of both subdivisions in section 2, giving them equal sectional propinquity to section 1, while not conclusive, provides no warrant to assume that, for the purpose of determining the commencement value of property, one of said subdivisions has a definitional relationship to a phrase in section 1, while the other does not. By the same token, it would be easier for appellants to maintain that subdivisions (a) and (b) of section 2 apply equally to the initial determination of full cash value if the provisions separately set forth in each had been merged in a single subdivision. But this too is not the case.

Section 5 of article XIII A also does not shed much light on the proper reading of sections 1 and 2 with respect to determining the commencement value of property. As earlier noted, section 5 provides that, except for section 3, which is not here at issue, ^{FN10} the article "shall take effect for the tax year beginning on July 1 following the passage of this amendment [i.e., July 1, 1978]." (10a) Respondents maintain that application of the inflation factor prior to the 1978 effective date amounts to retroactive and double taxation. This contention is, however, clearly wrong. (11) "A ... retroactive statute is one that operates on matters that occurred, or on rights, obligations, and conditions that existed, before the time of its enactment, giving them an effect different from that which they had under previously existing law." (58 Cal.Jur.3d, Statutes, § 23, p. 335; see also 2 Sutherland Statutory Construction (4th ed.) § 41.02, pp. 247-249.) It is well settled that "[a] statute does not operate retroactively merely because some of the facts or conditions upon which its application depends came into existence before the enactment." (Coast Bank v. Holmes (1971) 19 Cal.App.3d 581, 593 [97 Cal.Rptr. 301].) (10b) Application of the inflation factor prior to the effective date of article XIII A does not give the *614 1975-1976 full cash value assessment or the pre-1978 adjustments thereof "an effect different from that which they had under previously existing law," such as, for example, by retroactively increasing taxes due in 1975-1976 or any other tax year prior to the effective date of the article. Rather, it merely utilizes facts existing prior to enactment of the article to determine tax rates to be applied *prospectively* from the effective date. ^{FN11} While such a provision is not commonly encountered in federal and state tax laws, neither is it unprecedented, as valid tax statutes do exist that determine a tax due for a current year by reference to events or conditions in previous years, including those prior to the year in which the statute was

enacted or prior to the year in which the taxpayer became subject to tax.^{FN12}

FN10 Section 3 provides that: "From and after the effective date of this article, any changes in State taxes enacted for the purpose of increasing revenues collected pursuant thereto whether by increased rates or changes in methods of computation must be imposed by an Act passed by not less than two-thirds of all members elected to each of the two houses of the Legislature, except that no new ad valorem taxes on real property, or sales or transaction taxes on the sales of real property may be imposed."

FN11 Indeed, if we were to adopt respondents' erroneous theory of retroactivity we would be compelled to strike not only the statutes and administrative rule of which they complain, but as well one of the key provisions of article XIII A itself. For the requirement of section 2, subdivision (a), that tax rates subsequent to July 1, 1978, be determined (under certain circumstances) with reference to the full cash value determined in the 1975-1976 tax year is predicated upon a fact extant prior to the effective date of the article.

FN12 Consider, for example, a provision of the revenue act of 1950 carried forward to the Internal Revenue Code of 1954 governing adjustments of the basis or tax cost of property to reflect depreciation, amortization, and depletion to the extent "allowed" or "allowable" (whichever is greater) as deductions in computing taxable income in a current tax year. Section 1016(a)(3)(B) provides that "Proper adjustment ... shall ... be made ... in respect of any period ... since February 28, 1913 [the date of enactment of the first revenue act after ratification of the 16th Amendment], during which such property was held by a person or an organization not subject to income taxation under this chapter or prior income tax laws." (26 U.S.C. § 1016(a)(3)(B).) This section, which applies to property owned by tax-exempt organizations and nonresident aliens and foreign entities during periods when they were not subject to United States taxation,

will in a variety of situations require that a current tax be determined by reference to events occurring or conditions existing at times prior to enactment of the statute and prior to the time a taxpayer became subject to tax. Thus if X, an Italian, bought property in Rome in 1935 and in 1945 gave it to his son Y, also an Italian, who in 1982 took up residence in the United States and begins paying United States income tax, Y must report the rental income from the Italian property and may claim the operating expenses thereof, including depreciation. The basis on which such depreciation can be claimed is (1) the amount paid by X for the building in 1935 (the general rule under section 1015(a) is that the basis of property in the hands of a donee is the basis of the donor, adjusted as provided in section 1016 for periods prior to the gift); (2) less the depreciation on the building X could have claimed as deductions from 1935 until his gift to Y in 1945 had X then been a United States taxpayer; and (3) less the depreciation on the building Y could have claimed as deductions between 1945 and 1982 had he been a United States taxpayer during that period. (For other examples of conceptually similar federal tax provisions see Internal Revenue Code, § 316(a)(1) and 1015(c), 26 U.S.C. §§ 316(a)(1) and 1015(c).)

(7c) Our analysis of the words and structure of the text of article XIII A, insofar as said text relates to establishment of the commencement value of property, persuades us that the article is ambiguous and uncertain. The ambiguity results, first, from the absence of the referent of critical words in section 2, subdivision (b). But it is equally the result of the uncertainty whether subdivisions (a) and (b) of section 2 both define the meaning of *615 "full cash value" in the first tax year under article XIII A. While the language of the article does not expressly authorize the legislative and administrative interpretation that both subdivisions relate to this initial determination, neither does the language expressly prohibit such an interpretation.

In light of our conclusion that, literally and structurally, the text of the article can support both of the conflicting interpretations urged by the parties, we must next attempt to determine whether the interpretation adopted by the Legislature and the Board is in harmony with the central purpose of article XIII A.

unreasonable and fatally so.

IV.

(12) "It has been called a golden rule of statutory interpretation that unreasonableness of the result produced by one among alternative possible interpretations of a statute is reason for rejecting that interpretation in favor of another which would produce a reasonable result" (2A Sutherland Statutory Construction (4th ed.) § 45.12, p. 37, citing, *inter alia*, People ex rel. S.F. Bay etc. Com. v. Town of Emeryville (1968) 69 Cal.2d 533, 543-544 [72 Cal.Rptr. 790, 446 P.2d 790]; People v. One 1962 Chevrolet Bel Air (1967) 248 Cal.App.2d 725, 728 [56 Cal.Rptr. 878]; Mooser v. County of San Diego (1964) 227 Cal.App.2d 563, 564-565 [38 Cal.Rptr. 813]; Harris v. Alcoholic Bev. etc. Appeals Bd. (1963) 223 Cal.App.2d 563, 569 [35 Cal.Rptr. 865]; and Samarkand of Santa Barbara, Inc. v. County of Santa Barbara (1963) 216 Cal.App.2d 341, 362 [31 Cal.Rptr. 151].)

(13a) Respondents contend that the interpretation of article XIII A adopted by the Legislature and the Board is unreasonable because a central purpose of the article is to limit taxes and the effect of the challenged statutes and administrative rule is to increase them.

This characterization of the statutes and rule is misleading; it is more accurate to say that they operate to diminish the extent of the tax decrease that otherwise would be enjoyed by some (but not all) taxpayers. For example, in the case of respondent Armstrong application of the inflation factor in 1976, 1977 and 1978 resulted in a 1978 tax that was \$50.52 (or 6.12 percent) higher than it would have been if the inflation factor were not applied prior to 1978. However, though the figures are not contained in the record before us, there can be no doubt that respondents' 1978 property tax, like that of all California property taxpayers, was substantially lower than it would have been without the benefit of article XIII A.^{FN13} *616

FN13 If the full cash value base were determined by reference to a prior tax year materially earlier than 1975-1976, so that the result of applying the inflation factor prior to 1978 would be a commencement tax close to or greater than the tax that would have been due if article XIII A had not been enacted, then such result would certainly be

Whether imposition of a commencement tax 6.12 percent higher than it would otherwise have been is reasonable in light of the purpose of article XIII A must be measured together with other results that concomitantly flow from application of the inflation factor prior to 1978. Such other results can be illustrated in several ways. One such illustration involves a comparison of property acquired in 1980 with that acquired in 1975. The property acquired in 1980 would be valued for 1982-1983 taxes by applying the inflation factor for each tax year since its 1980 acquisition. However, if the inflation factor were not applied until after 1978 the property acquired in 1975, like that acquired in 1976 or 1977, would be valued for 1982-1983 as if it only commenced inflating in 1978. Appellants claim that such disparate treatment would be unreasonable and unfair and "possibly unconstitutional." Although in Amador Valley Joint Union High Sch. Dist. v. State Bd. of Equalization, *supra*, 22 Cal.3d at pages 232-236, the Supreme Court rejected a claim that article XIII A will result in invidious discrimination between owners of similarly situated properties, the comparison in Amador Valley was only between those who acquired property before and after 1975, that cutoff year being conceived of as serving the purpose of a grandfather clause. (*Id.*, at p. 235.) The disparate tax treatment resulting from respondent's interpretation of section 2, which unlike that dealt with in Amador Valley is not essential to the operation of the article, would exist even between property owners who, as in the above example, both acquired property on or after 1975. This post-1975 disparity was avoided by the Legislature and by the Board, which did so entirely within the conceptual framework provided by article XIII A.

A further pertinent consequence of the legislative and administrative interpretation of article XIII A pertains to those property owners whose property *declined* in value between 1975 and 1978. If, as respondents maintain, the inflation factor provision of section 2, subdivision (b), may not be applied until after 1978, it would then seem necessary to similarly defer application of the provision in the same subdivision authorizing a reduction in the full cash value base "to reflect substantial damage, destruction or other factors causing a decline in value." Thus, a 1975 purchaser whose property was substantially damaged by fire in 1977 would have his or her 1978-1979 taxes assessed on the basis of the unadjusted full cash value of the property in 1975-1976, without regard to the decline in value caused by the fire.

In short, the interpretation of article XIII A urged by respondents, which ignores decreases as well as increases in acquisition value during the three-year period between 1975 and 1978, would create disparities in tax treatment and other inequities that faithful adherence to the basic precepts of the article does not require. However, such disparities and inequities cannot be entirely eliminated without at the same time imposing a restriction upon the *617 full extent of the property tax decrease that article XIII A would otherwise provide for many taxpayers.

We are left with a legislative and administrative interpretation that has mixed results, as perhaps any interpretation, and certainly respondents', must also produce. Whether the burden of the interpretation adopted by the Legislature and the Board outweighs its benefits is a debatable issue on which reasonable minds can differ. (14-16)(See fn. 14), (13b) What does seem to us clear, however, is that, taken as a whole, the results of the legislative and administrative interpretation are not productive of absurd consequences (see Warner v. Kenny (1946) 27 Cal.2d 627, 629 [165 P.2d 889], and State Bd. of Equalization v. Board of Supervisors, *supra.*, 105 Cal.App.3d at p. 824) or so manifestly inconsonant with the purposes of article XIII A-which include tax reform as well as tax limitation-that the statutes and rule must be stricken for this reason.^{FN14} In this case, as in others (see, e.g., Metro Realty v. County of El Dorado (1963) 222 Cal.App.2d 508, 516 [35 Cal.Rptr. 480]), reasonableness is a matter of degree. Whether the practical consequences of the statute and rule are on balance sufficiently reasonable to survive the instant challenge will have to be determined by measuring the legislative and administrative interpretation against the intent of the voters or, if such intent cannot be discerned, by such presumptions or other guidelines as may be provided by the applicable rules of construction.

FN14 Accordingly, we reject respondents' contention that the statutes and administrative rule deprive them of substantive due process of law. Substantive due process essentially requires protection from arbitrary legislative action. Under this principle, a deprivation of property is justified "only if the conduct from which the deprivation flows is prescribed by reasonable legislation reasonably applied, i.e., the law must not be unreasonable, arbitrary or capricious but must have a real

and substantial relation to the object sought to be obtained." (Gray v. Whitmore (1971) 17 Cal.App.3d 1, 21 [94 Cal.Rptr. 904].) In our view, the challenged statutes and administrative rule meet this test. Article I, section 15, of the California Constitution and predecessor provisions, providing that no person shall be deprived of property without due process of law, have been held to be identical in scope and purpose with the due process clause of the federal Constitution. (Gray v. Whitmore, *supra.*, at p. 20.) On the application of the federal due process clause to tax statutes generally, see 1 Bittker, Federal Taxation of Income, Estates and Gifts, § 1.2.5, p. 1-26.)

In light of this conclusion and our earlier determination that the text of article XIII A is intrinsically ambiguous, we next look to extrinsic evidence to determine, if we can, whether the legislative and administrative interpretation of article XIII A is consistent with the intent of the People by whose vote it was adopted.

V.

(17)"A fundamental rule of construction of any legal document is that the main object of the interpretation is to ascertain the intent of the parties *618 who made the instrument and to give that intent the fullest effect possible consistent with the language of the provisions and the related body of law.... '[T]he courts must interpret a constitutional amendment to give effect to the intent of the voters adopting it' (In re Quinn (1973) 35 Cal.App.3d 473, 483 [110 Cal.Rptr. 881]; Kaiser v. Hopkins (1936) 6 Cal.2d 537, 538 [58 P.2d 1278])." (State Bd. of Equalization v. Board of Supervisors, *supra.*, 105 Cal.App.3d at p. 821.)

(18a)It is appropriate to emphasize at this juncture that, as stated by the Supreme Court in a recent case interpreting other ambiguous provisions of article XIII A, "an after-the-fact declaration of intent by a drafter of Proposition 13 [Howard Jarvis] ... may deserve some consideration (see Stanton v. Panish (1980) 28 Cal.3d 107, 114 [167 Cal.Rptr. 584, 615 P.2d 1372]); but by no means does it govern our determination how the voters understood the ambiguous provisions." (Carman v. Alvord (1982) 31 Cal.3d 318, at p. 331, fn. 10 [182 Cal.Rptr. 506, 644 P.2d 192], italics added.)

As the Supreme Court noted in California Teachers Assn. v. San Diego Community College Dist. (1981) 28 Cal.3d 692 [170 Cal.Rptr. 817, 621 P.2d 856], a declaration by the author of legislation sent to the Governor, which outlined the intent of the Legislature and urged the Governor to sign it, was "not a proper subject for consideration in determining the Legislature's intent" (*Id.*, at p. 701.) The court held that the statement revealed only the author's personal opinion and understanding of the legislation. (*Ibid.*)

(19) "In construing a statute we do not consider the motives or understandings of individual legislators who cast their votes in favor of it. [Citations.] Nor do we carve an exception to this principle simply because the legislator whose motives are proffered actually authored the bill in controversy [citation]; no guarantee can issue that those who supported his proposal shared his view of its compass." (*In re Marriage of Bouquet* (1976) 16 Cal.3d 583, 589-590 [128 Cal.Rptr. 427, 546 P.2d 1371].) A legislator's statement is entitled to consideration, however, when it is a reiteration of legislative discussion and events leading to adoption of proposed amendments rather than merely an expression of personal opinion. (...; see also Stanton v. Panish (1980) 28 Cal.3d 107, 114 ... [declaration of chairman of Cal. Const. Revision Com. considered insofar as it chronicled events leading to proposed amendment].)" (California Teachers Assn., supra., 28 Cal.3d at pp. 699-700.) (18b) The Supreme Court's distinction of Stanton on the ground stated in California Teachers Assn., rather than on the basis that Stanton involved a constitutional amendment, indicates that statutes *619 and constitutional provisions are given similar treatment with regard to unexpressed declarations of intent by drafters.

The Supreme Court's reasons for finding unexpressed opinions of statutory intent unpersuasive are equally applicable to constitutional amendments such as the one before us. First, there is no assurance that the personal views of the drafters were shared by anyone else. Second, as was also the case here, unexpressed opinions "may never have been exposed to public view so that those with differing opinions as to the bill's meaning and scope had an opportunity to present their views also." (California Teachers Assn., supra., 28 Cal.3d at p. 701.) Thus, general statements in Stanton v. Panish (1980) 28 Cal.3d 107, 114 [167 Cal.Rptr. 584, 615 P.2d 1372], and Mosk v. Superior Court (1979) 25 Cal.3d 474, 495 [159 Cal.Rptr. 494, 601 P.2d 1030], that in certain circumstances the intent of the drafters of

constitutional amendments may be considered, must be read in light of the limitations set forth in California Teachers Assn.

(20a) Disregarding, as we must, the postelection declarations of the drafters, ^{FN15} we are left with precious little extrinsic evidence of the intent of the voters with respect to the particular provision in question. (21) Although the voters pamphlet analysis of Proposition 13 is a proper extrinsic aid in discerning voter intent (City and County of San Francisco v. Farrell (1982) 32 Cal.3d 47, 52 [184 Cal.Rptr. 713, 648 P.2d 935]; Amador Valley Joint Union High Sch. Dist. v. State Bd. of Equalization, supra., 22 Cal.3d at pp. 245-246), it is not very illuminating on the issue before us. (20b) With respect to Proposition 13, the voters pamphlet consisted of a summary of the initiative prepared by the Attorney General (Cal. Voters Pamp., Primary Elec. (June 6, 1978) p. 56), an analysis by the Legislative Analyst (*id.*, pp. 56, 57, 60) and arguments for and against (*id.*, pp. 58-59), together with text of the initiative itself.

FN15 Though it is not the reason we disregard such declarations, it is nonetheless noteworthy that the postelection statements of the two drafters were contradictory in regard to precisely when the inflation factor was properly to be first applied. Mr. Jarvis indicated in his trial testimony that the inflation factor could be applied to raise the 1975 base year value as of July 1, 1978. Mr. Gann, on the other hand, testified that the 1975 values should be used without adjustment for 1978. Furthermore, there is some evidence in the record that in pleadings filed in other litigation involving article XIII A (of which the court below took judicial notice) Mr. Gann made prior inconsistent statements to the effect that the inflation factor was properly applied prior to the July 1, 1978, effective date of article XIII A. In any event, for the reasons set forth in the text, the trial court's reliance on the intent of Messrs. Jarvis and Gann testified to by them at trial was error.

The only arguably relevant information in the pamphlet is contained in the Legislative Analyst's analysis, which contained the following statement: "Restrictions on the growth in assessed values. Initially this measure would *620 roll back the current assessed values of real property to the values

shown on the 1975-76 assessment roll.... The adjusted values could *then* be increased by no more than 2 percent per year as long as the same taxpayer continued to own the property." (Cal. Voters Pamp., *supra*, at p. 57, italics added.) Though perhaps the exegetical efforts of a determined talmudic scholar might produce a different conclusion, we do not believe the quoted passage or any other portion of the analysis indicates whether the referent of the word "then" as used by the Legislative Analyst is the first lien date after establishment of the base year value or the first or some other lien date after the effective date of the article. The words tell us nothing more than that the values shown on the 1975-1976 assessment roll can at some point be increased; but they do not tell us when.

Elsewhere in the Legislative Analyst's analysis it is estimated that if Proposition 13 were enacted, "[l]ocal governments would lose about \$7 billion in property tax revenues during the 1978-79 fiscal year." (Cal. Voters Pamp., *supra*, at p. 60.) Although the Legislative Analyst did not in the voters pamphlet disclose the basis for this estimate, it was established at trial that its source was a report published by the Legislative Analyst in May 1978 (Cal. Legislative Analyst, An Analysis of Proposition 13-The Jarvis-Gann Property Tax Initiative (May 1978).) The report estimated that property tax revenues for 1978-1979 would be \$12.448 billion, if the limitations of Proposition 13 were not enacted and \$5.404 billion if they were. (*Id.*, at p. 48.) The difference between the two figures is \$7.044 billion, the approximate figure which in the voters pamphlet the Legislative Analyst estimated would be lost to local governments if the property tax limitations were enacted.

The May 1978 report reveals that the Legislative Analyst's calculations, and the \$7 billion tax revenue loss estimate, were based on the assumption, among numerous others, that "[t]he 'equalized' 1975-76 assessed value of existing real property that did not change hands, increased by the maximum annual reassessment permitted-2 percentm-in each of the subsequent three years." (*Id.*, at p. 50, italics added.)^{FN16} In other words, the projections of the Legislative Analyst set forth in the voters pamphlet were based upon the same interpretation of section 2, subdivision (b), that is reflected in the legislation and administrative regulation here in question.

FN16 It appears that the Legislative Analyst adopted this assumption on the basis of legal advice, as a preliminary section of the study

states: "Where provisions of the proposition are unclear or ambiguous, we have based our interpretation on opinions of the Legislative Counsel as to the probable court interpretation." (An Analysis of Proposition 13, *supra*, at pp. 32-33.)

Respondents claim that proponents of Proposition 13 were never provided the May 1978 report and thus had no opportunity to challenge its assertedly *621 erroneous assumption as to when application of the inflation factor commences. In support of their position that the Legislative Analyst's preelection analysis is entitled to no weight in our determination of the intent of the voters on this issue, respondents rely on California Comp. & Fire Co. v. State Bd. of Equalization (1982) 132 Cal.App.3d 25 [182 Cal.Rptr. 745]. It was held in that case that a constitutional amendment repealing a real property tax deduction for insurance companies was effective January 1977, as provided by statute, rather than January 1976, as assumed by the Legislative Analyst in his voters pamphlet analysis estimating the revenue impact of the repeal. On balance, the court rejected the argument for retroactivity of the repeal based on the Legislative Analyst's conjecture because this theory was "totally unpersuasive" and because no other explanation or authority for retroactive application was available. (*Id.*, at pp. 29-30.) The court found that legislative intent was controlling because the Legislature's power to provide tax deductions continued unimpaired following repeal of the constitutional provision. (*Id.*, at p. 31.) However, while the court was not persuaded by the argument based on the Legislative Analyst's analysis, it did not hold that analysis inadmissible and did consider it.

California Comp. is factually distinguishable from the present case because the legislative and administrative interpretation here in issue is not in conflict but is consistent with the Legislative Analyst's assumption. Despite this factual distinction, however, the reasoning of *California Comp.* is nonetheless applicable to our analysis. The respondent in that case contended that the source of the Legislative Analyst's estimate was a figure contained in the budget for fiscal year 1976-1977 which the Governor presented to the Legislature in January 1976. The respondent argued "that the Governor's budget is not confidential and is available to any person who seeks a copy thereof from the Office of the Legislative Analyst. Therefore, [the respondent] reasoned, the voting public must have understood that 'the first year' referred to 1976, and consequently must have intended retroactive

application of the amendment." (*California Comp. & Fire Co. v. State Bd. of Equalization*, *supra*, 132 Cal.App.3d at p. 29.) The court, aware that the Governor's budget was certainly not considered by most voters, observed that this argument "is noteworthy only for its creativity." (*Ibid.*)

Similarly, in the present case it is impossible to imagine that any but an insignificant number of voters were alert to the connection between the billion-dollar tax revenue estimates set forth in the Legislative Analyst's voter pamphlet analysis and the commencement date of the inflation factor provision of section 2, subdivision (b). Furthermore, while this connection might have been discerned from a single sentence of a 247-page report that theoretically could have been obtained by an interested voter one month prior to the election, it is doubtful in the extreme that this ponderous document, *622 and the recondite sentence upon which appellants rely, received any attention outside very narrow governmental circles.^{FN17} For these reasons, we agree with respondents that the Legislative Analyst's tax revenue estimates set forth in the voter pamphlet and the report that discloses the assumptions used in calculating those estimates have no probative value regarding the intent of the voters with respect to the commencement date of the inflation factor.

FN17 The inside cover of the Legislative Analyst's May 1978 report contained the statement that: "Printing of this report has been limited primarily to anticipated legislative needs. Permission is granted to reproduce it for other purposes as desired." There is no indication in the record before us whether the report was reproduced and if so by whom and for what purposes.

No manifestation of the intent of the voters other than those just discounted having been offered or known to us, we are compelled to conclude that extrinsic evidence provides no clue as to when the voters contemplated that the inflation factor would be applied. Indeed, it seems rather evident that the voters never considered the matter at all.

Since the intrinsic ambiguity of article XIII A cannot be resolved by resort to extrinsic evidence of the intent of the voters, we are compelled to determine the validity of the legislative and administrative interpretation by recourse to the applicable rules of constitutional and statutory construction.

VI.

(22) Respondents contend that if the language of section 2, subdivision (b), is deemed ambiguous, any doubt about its meaning must be resolved in their favor due to the principle that, as stated in *Pioneer Express Co. v. Riley* (1930) 208 Cal. 677 [284 P. 663]: "In every case involving the interpretation of statutes levying taxes it is the established rule not to extend their provisions, by implication, beyond the clear import of the language used, or to enlarge their operations so as to embrace matters not specifically pointed out. In case of doubt they are construed most strongly against the government, and in favor of the citizen." (*Id.*, at p. 687, quoting *Gould v. Gould* (1917) 245 U.S. 151, 153 [62 L.Ed. 211, 213, 38 S.Ct. 53]; see also *Edison California Stores v. McColgan* (1947) 30 Cal.2d 472, 476 [183 P.2d 16]; *Estate of Potter* (1922) 188 Cal. 55, 64-65 [204 P. 826]; *Wells Fargo Bank v. Cory* (1980) 110 Cal.App.3d 242, 250 [167 Cal.Rptr. 778]; and *Market St. Ry. Co. v. Cal. St. Bd. Equal.* (1955) 137 Cal.App.2d 87, 93 [290 P.2d 20].)

The rule articulated in *Pioneer Express*, which is by no means hard and fast (see, e.g., *City of Los Angeles v. Belridge Oil Co.* (1954) 42 Cal.2d 823, 831 *623 [271 P.2d 5]; *Estate of Giolitti* (1972) 26 Cal.App.3d 327, 331 [103 Cal.Rptr. 38, 56 A.L.R.3d 1307]; and *Hospital Service of California v. City of Oakland* (1972) 25 Cal.App.3d 402, 405 [101 Cal.Rptr. 800]), has been applied only to the interpretation by administrative agencies of certain types of tax statutes, as the cases that turn upon this rule involve a taxpayer challenge to an allegedly unjustified administrative interpretation of an ambiguous statute levying taxes. But that is not the situation that confronts us here. The statutes and administrative rule at issue in this case are not at all ambiguous and their meaning is not in issue. Rather, the question here is whether the statutes and the administrative rule are compatible with the constitutional provision they construe. The ambiguity is not in the statutes and rule, but in the Constitution. Moreover, the critical factor that most distinguishes this case is that the ambiguous constitutional language in issue has been construed not merely by an administrative agency, but as well by the Legislature.

Given the constitutional dimension of the issue and the enactment of a legislative interpretation of the disputed constitutional provision, the applicable rules of construction are quite different from the one upon which respondents rely.^{FN18} (23) For it is well

established that "where a constitutional provision may well have either of two meanings; it is a fundamental rule of constitutional construction that, if the Legislature has by statute adopted one, its action in this respect is well nigh, if not completely, controlling.... It is no small matter for one branch of the government to annul the formal exercise by another and coordinate branch of power committed to the latter, and the courts should not and must not annul, as contrary to the constitution, a statute passed by the Legislature, unless it can be said of the statute that it positively and certainly is opposed to the constitution." (Methodist Hosp. of Sacramento v. Saylor (1971) 5 Cal.3d 685, 692 [97 Cal.Rptr. 1, 488 P.2d 161] quoting San Francisco v. Industrial Acc. Com. (1920) 183 Cal. 273, 279 [191 P. 26].)

FN18 Notwithstanding the view of our dissenting colleague, we do not mean to suggest that the general rule that an ambiguous taxing statute must be construed strictly in favor of the taxpayer applies only to administrative interpretations of ambiguous tax statutes. We agree that in certain circumstances the rule may apply to an uncertain tax provision of the Constitution. (See County of Fresno v. Malmstrom, supra., 94 Cal.App.3d at p. 979.) However, mindful "that such a rule does not take precedence over other fundamental rules of statutory construction" (City of Los Angeles v. Belridge Oil Co., supra., 42 Cal.2d at p. 827), we believe that in this case it must give way to a canon of construction that is rooted in the basic structure of our form of constitutional government, as we explain presently. For this reason, the trial court's reliance on the general rule favoring the taxpayer was error.

(24) It is important to understand, in this connection, that "[u]nlike the federal Constitution, which is a grant of power to Congress, the California Constitution is a limitation or restriction on the powers of the Legislature. *624 [Citations.] Two important consequences flow from this fact. First, the entire law-making authority of the state, except the people's right of initiative and referendum, is vested in the Legislature, and that body may exercise any and all legislative powers which are not expressly or by negative implication denied to it by the Constitution. [Citations.] ... [¶] Secondly, all intendments favor the exercise of the Legislature's plenary authority: 'If there is any doubt as to the

Legislature's power to act in any given case, the doubt should be resolved in favor of the Legislature's action.... [Citations.]" (Methodist Hosp. of Sacramento v. Saylor, supra., 5 Cal.3d at p. 691.)

(25) This principle is of particular importance in the field of taxation, in which the Legislature is generally supreme. As the Supreme Court has declared, "the provisions on taxation in the state Constitution are a limitation on the power of the Legislature rather than a grant to it. [Citations.] Its power in the field of taxation is limited only by constitutional restrictions." (Delaney v. Lowery (1944) 25 Cal.2d 561, 568 [154 P.2d 674].) In other words, the Legislature's authority to impose taxes and regulate the collection thereof exists unless it has been expressly eliminated by the Constitution. (California Comp. & Fire Co., supra., 132 Cal.App.3d at p. 31.)

(20c) With these principles in mind it becomes clear that the absence in article XIII A of express authority for the legislative interpretation is less significant than the absence in the article of any express or necessarily implied prohibition against such interpretation. For, as stated by our Supreme Court on several occasions, "we do not look to the constitution to determine whether the Legislature is authorized to do an act, but only to see if it is prohibited." (Fitts v. Superior Court (1936) 6 Cal.2d 230, 234 [57 P.2d 510], quoted with approval in Methodist Hosp. of Sacramento v. Saylor, supra., 5 Cal.3d at p. 691 and Collins v. Riley (1944) 24 Cal.2d 912, 916 [152 P.2d 169]; see also Hetzel v. Franchise Tax Board (1958) 161 Cal.App.2d 224, 228 [326 P.2d 611] and Roth Drug, Inc. v. Johnson (1936) 13 Cal.App.2d 720, 740 [57 P.2d 1022].)

(26) The canons of construction just described collectively create a powerful presumption that a legislative interpretation of a constitutional provision of doubtful meaning is valid. Significantly, the legislative interpretation may prevail regardless whether it can be shown that it is "more probably than not" the meaning intended by those who framed or adopted the proposal." (Methodist Hosp. of Sacramento v. Saylor, supra., 5 Cal.3d at p. 693.) The Legislature's interpretation cannot be declared void "unless there is a plain and unmistakable conflict between the statute and the constitution." (*Ibid.*, italics added.) *625

(20d) The failure of the framers of article XIII A to expressly prohibit application of the inflation factor immediately after the 1975 base year, the fact that such application does not defeat the purpose of the

article and reasonably results in the elimination of disparities in tax treatment and other inequities that the article would otherwise create, and the absence of extrinsic evidence that the voters intended the article to have a different meaning, considered together, compel us to conclude that the legislative interpretation is not opposed, and clearly not "positively and certainly" opposed, to the constitution and that the challenged statutes represent a valid exercise of legislative power.^{FN19}

FN19 Since the Board's interpretation of section 2, subdivision (b), is identical to the legislative interpretation reflected in Revenue and Taxation Code sections 51 and 110.1, it is, for that reason, equally valid.

Accordingly, the judgment is reversed.

Miller, J., concurred.
SMITH, J.

I respectfully dissent. The question before this court is whether article XIII A, particularly section 2, of the California Constitution is ambiguous and therefore in need of interpretation. According to the majority's reading of section 2, subdivision (b), it is uncertain whether the inflationary factor is to be applied "from year to year" commencing in 1978-1979 or 1975-1976. The majority concludes that because the Board of Equalization, followed by the Legislature, chose the latter date, such action is due great deference and should be followed.

In my opinion article XII A is clear on its face. When a constitutional provision is clear and unambiguous, there is no need of construction. (Board of Supervisors v. Lonergan (1980) 27 Cal.3d 855, 866 [167 Cal.Rptr. 820, 616 P.2d 802].)

Article XIII A provides the following statutory formula for taxation of real property:

- (1) The maximum amount of any ad valorem tax on real property shall not exceed one percent (1 percent) of the full cash value of such property. (§ 1, subd. (a).)
- (2) The full cash value means the county assessor's valuation of real property as shown on the 1975-1976 tax bill. (§ 2, subd. (a).)
- (3) The full cash value base (amount on 1975-1976 tax bill) may reflect from year to year the inflationary rate not to exceed 2 percent for any given year or

reduction as shown in the consumer price index. (§ 2, subd. (b).) *626

(4) This article shall take effect for the tax year beginning on July 1 following the passage of this amendment (July 1, 1978). (§ 5.)

A constitutional amendment should be given a practical common sense construction in accordance with the natural and ordinary meaning of its words. (In re Quinn (1973) 35 Cal.App.3d 473, 482-483 [110 Cal.Rptr. 881].) Article XIII A, save one particular and not here relevant provision, was to "take effect for the tax year beginning July 1 [1978]." The ordinary and common sense meaning of these words of commencement is that any provisions of article XIII A, for example the inflation factor, obviously could not have been applied prior to that date.

Yet the majority, at page 611, suggests that one of the reasonable and consistent explanations of article XIII A is that the inflation "adjustment may commence immediately after 1975; or ... that the full cash value base for the first lien date after the July 1, 1978, effective date is *calculated* by adjusting the 1975-76 cash value base for each of the three intervening tax years." Concluding that there is nothing in the language of article XIII A to "expressly prohibit application of the inflation factor immediately after the 1975-76 base year," the majority thereby sanctions an inflationary increase for each of the three tax years immediately thereafter.

This majority holding begs the question: At what point in time would such "calculation," "adjustment," or "application" be made and take effect? The inflation could only have been "calculated," or inflation "adjustment" or "application" made, *after* the effective date of the article, that is, after July 1, 1978. The majority view results in a "catch-up" inflation amount of 6.12 percent added to the value of the taxpayers' property which is in excess of the "not to exceed 2 percent for any given year" inflation limitation of article XIII A, section 2, subdivision (b).

The majority mistakenly views the base year value, 1975-1976, as a point in time rather than merely an arbitrary base number to be used as part of the article XIII A property tax limitation formula. Logically there can be no retroactive application of an inflation factor-such application must take place in time and therefore in a particular tax year. Once reference is made to any particular tax year, in this case 1978-1979, the 2 percent limit is applicable. The anomalous result here indorsed by the majority had

the following impact during 1978-1979: to roll back taxes to the level three years previous, and, at the same time, to raise taxes by an inflation factor that exceeded the annual inflation allowable. I suspect it will come as a great surprise to California voters to find that this "now you see it, now you don't" tortured tax calculation was what they intended in approving Proposition 13 (art. XIII A). *627

The majority essentially holds that section 2, subdivision (b) is ambiguous because it is capable of two supportable, yet conflicting interpretations, and that neither the language of the section nor extrinsic evidence aids in arriving at the appropriate meaning of section 2, subdivision (b). The majority notes that linguistic distinctions in this case might be too much for even a Talmudic scholar, yet my brethren seem to make a Kierkegaardian "leap into faith" in their reliance upon an administrative/legislative interpretation. I respectfully suggest that neither technique is necessary. Section 2, subdivision (b) cannot be read without reference to section 5. Section 5 commands that "[t]his article shall take effect for the tax year beginning on July 1 [1978]...." Section 2, subdivision (b) provides that increases in the full cash value are "not to exceed 2 percent." There simply is no ambiguity here—"take effect beginning July 1 [1978]" means "take effect beginning July 1 [1978]." Even the majority admits that the aging of the full cash value by this "catch-up" inflation factor takes place in 1978-1979. How then can one escape the 2 percent restriction? One cannot.

The majority dismisses as of no real assistance the Legislative Analyst's analysis in the voters' pamphlet from the June 6, 1978, primary election. The text of that analysis, available to voters at the election adopting Proposition 13 (art. XIII A), was: "*Restrictions on Growth In Assessed Values*: Initially this measure would roll back the current assessed values of real property to the values shown on the 1975-76 assessment roll The adjusted values could then be increased by no more than 2 percent per year as long as the same taxpayer continued to own the property."

The voters' pamphlet phrase, "Initially this measure would roll back" must be speaking of a time after July 1, 1978, because prior to that date there was no "measure" in existence capable of a "roll back." Next, the phrase "roll back the current assessed values of real property to the values shown on the 1975-76 assessment roll ..." means that after July 1, 1978, current property values are to be reduced to the 1975-1976 levels for those who owned their property

prior to the 1975 assessment. This language cannot suggest a magical return in time, rather, it must merely explain the use of a valuation year, 1975-1976, as a base year to incorporate into the article XIII A formula. Finally, the sentence, "The adjusted values *could then* be increased by no more than 2 percent ...," (italics added) indicates by its future conditional tense that action is to follow after the "roll back" which logically must take place after the effective date of the article. Because an inflationary increase may not exceed 2 percent per year, the 6.12 percent increase taken in 1978-1979 was therefore in violation of the state Constitution.

For reasons expressed above, I find section 2, subdivision (b) to be clear and unambiguous on its face and therefore in need of no construction or *628 interpretation. But even assuming arguendo that the amendment's language when taken alone is, as the majority concludes, ambiguous by its silence, I believe the majority has abandoned the spirit of the amendment in its rush to embrace a rule of judicial deference to legislative interpretation. In so doing, the majority overlooks our primary duty to give appropriate deference to the voters' exercise of legislative power through the initiative process. Such deference, I believe, requires resolving any initial doubt as to article XIII A's meaning in favor of the people whose exercise of constitutional power created the amendment; and that resolution of initial doubt must be made in the analysis *before* reaching the question of the Legislature's power to interpret constitutional provisions.

We are here concerned with the meaning of a constitutional provision created by voter initiative rather than with the meaning of a statute passed by the Legislature. I would, therefore, examine more closely the principles recognized by the majority as applicable to the interpretation of a constitutional amendment by initiative: "[t]he intent prevails over the letter, and the *letter will*, if possible, be so read to conform to the *spirit* of the act." [Citation.] "[T]he courts *must* interpret a constitutional amendment to give effect to the intent of the voters adopting it [citations]." (*State Bd. of Equalization v. Board of Supervisors* (1980) 105 Cal.App.3d 813, 821 [164 Cal.Rptr. 739]; italics added.) To say that it is uncertain whether the voters literally meant to roll back taxes for the 1978-1979 year to 1975-1976 levels, or, whether they really meant, in one tax year, and by a distorted and less than obvious tax calculation, to soften the impact on local government by partially erasing the roll back, ignores the obvious spirit and intent of the amendment.

The voters' constitutionally rooted legislative powers deserve judicial respect and deference on a parity with that afforded the Legislature in its respective domain. Article IV of the state Constitution vests the legislative power of this state in the California Legislature, "but the people reserve to themselves the powers of initiative and referendum." (§ 1.) The Legislature and the people thus have clearly demarked legislative powers. In the 1911 election, which adopted the progressive reforms that established the style of California's state government, the following argument was listed in the voter pamphlet: "The initiative will reserve to the people the power to propose and to enact laws which the legislature may have refused or neglected to enact, and to themselves propose constitutional amendments for adoption." The voters were also told that the initiative "will give the people power to control legislation of the state." "This reservation of power [the initiative] by the People is, in the sense that it gives them the final legislative word, a limitation upon the power of the Legislature." (Carlson v. Cory (1983) 139 Cal.App.3d 724, 728 [189 Cal.Rptr. 185].) *629

There is, therefore, no reason to be solicitous of the Legislature's perception of ambiguity. Indeed, "it is the duty of the courts to jealously guard this right of the people and to prevent any action which would improperly annul that right." (Martin v. Smith (1959) 176 Cal.App.2d 115, 117 [1 Cal.Rptr. 307], commenting on the referendum power.) "Initiatives by their very nature are direct votes of the people and should be given great deference by our courts." (Amador Valley Joint Union High Sch. Dist. v. State Bd. of Equalization (1978) 22 Cal.3d 208, 248 [149 Cal.Rptr. 239, 583 P.2d 1281], conc. and dis. opn. of Bird, C. J.)

This court's duty to guard the people's initiative power against intrusion by the Legislature finds specific support in the Constitution: "The Legislature ... may amend or repeal an initiative statute by another statute that becomes effective only when approved by the electors unless the initiative statute permits amendment or repeal without their approval." (Art. II, § 10, subd. (c).) That provision applicable to initiative statutes, should apply with even greater force where a constitutional amendment is accomplished by initiative. (Cal. Const., art. XVIII, § 3.) One is left with the conclusion that to extend article XIII A, section 2, to allow a "catch-up" application of the 2 percent inflation factor amounts to improper amendment of the section.

Countering the appellants' ambiguity argument, respondents press for the rule of Pioneer Express Co. v. Riley which is: "In every case involving the interpretation of statutes levying taxes it is the established rule not to extend their provisions, by implication, beyond the clear import of the language used, or to enlarge their operations so as to embrace matters not specifically pointed out. In case of doubt they are construed most strongly against the government, and in favor of the citizen." (Pioneer Express Co. v. Riley (1930) 208 Cal. 677, 687 [284 P. 663], quoting from Gould v. Gould (1917) 245 U.S. 151, 153 [62 L.Ed. 211, 213, 38 S.Ct. 53].)

However, the majority suggests, at page 623, that the Pioneer rule applies only to "administrative interpretation of an ambiguous statute levying taxes," and continues: "The ambiguity is not in the statutes and rule, but in the Constitution."

Then, to solve this ambiguity, which the majority characterizes as a choice between two "supportable" interpretations, my colleagues rely upon the following rule: "[W]here a constitutional provision may well have either of two meanings, it is a fundamental rule of constitutional construction that, if the Legislature has by statute adopted one, its action in this respect is well nigh, if not completely, controlling." (Methodist Hosp. of Sacramento v. Saylor (1971) 5 Cal.3d 685, 692 [*63097 Cal.Rptr. 1, 488 P.2d 161], quoting from San Francisco v. Industrial Acc. Com. (1920) 183 Cal. 273, 279 [191 P. 26].)

I am puzzled by the majority's rejection of the Pioneer Express rule of taxpayer preference in tax disputes in favor of the Methodist Hospital holding of legislative deference. The majority perceives a hierarchy of rules in which the rule of deference to the Legislature is supreme, and it bolsters this view by observing that cases applying the taxpayer preference rule have, to date, been cases involving administrative interpretation of ambiguous tax statutes, rather than legislative interpretations of ambiguous constitutional provisions. It is not surprising that the taxpayer preference rule has not been applied in the context presented by this case—this context is new, the voters having never before passed so comprehensive a tax limitation initiative, and hence the courts have not yet been called upon to resolve a dispute of this kind between the government and its taxpayers where the provision to be interpreted originated with the taxpayers themselves. With regard to the rule that taxpayer

preference must fall to a conflicting rule of legislative deference, I believe the majority states this rule too broadly. The majority relies upon *City of Glendale v. Crescenta etc. Water Co.* (1955) 135 Cal.App.2d 784, at page 801 [288 P.2d 105], in which the court noted, "While the general rule is that a taxing statute must be construed strictly in favor of the taxpayer [citations], 'it must also be remembered that such a rule does not take precedence over other fundamental rules of statutory construction. It is fundamental that "judicial construction should be in keeping with the natural and probable legislative purpose, and avoid conflict, and harmonize all the applicable provisions of the law on the subject if possible." (McQuillin, *Municipal Corporations*, 3d ed., vol. 16, Taxation, § 44.12.) Also where the problem involves the construction of a particular section of a taxing ordinance, the ordinance should be looked to in its entirety and its provisions construed together.' (*City of Los Angeles v. Belridge Oil Co.* [1954] 42 Cal.2d 823, 827....)" (Italics added.) Thus *City of Glendale* merely stands for the proposition that preference will not be accorded to taxpayers where to do so would do violence to the evident purpose of the enactment being construed; it does not establish that taxpayer preference should fall to contrary legislative interpretation. In the instant case, following the taxpayer preference rule as to application of the 2 percent maximum inflation factor does violence only to the postinitiative "clarifying" enactments, not to the language or spirit of the initiative itself. After all, the spirit of the article was to substantially reduce the property tax burden, not to have a "sleight of hand" tax computation lower taxes and raise them again in the same year. I would apply the taxpayer preference rule if necessary to resolve ambiguity.

However, I see no ambiguity in article XIII A, section 2, subdivision (b), and find the language clearly states that the inflation factor was not to be *631 applied until after the effective date. If ambiguity exists, it was created by postpassage acts of the Board of Equalization and the Legislature. The majority travels in circles, permitting the legislation which created their perceived ambiguity to also resolve it.

I would affirm the trial court.

A petition for a rehearing was denied September 23, 1983. Smith, J., was of the opinion that the petition should be granted. Respondents' petition for a hearing by the Supreme Court was denied November 10, 1983. Grodin, J., did not participate therein. Bird, C. J., and Broussard, J., were of the opinion that the

petition should be granted.

ARTICLE XIII A.

Sec.

1. Ad valorem tax on real property; maximum amount.
2. Full cash value; full cash value base; exclusion of any active solar energy system.
3. Changes in state taxes; enactments to increase revenues; imposition.
4. Special taxes; imposition.
5. Effective date of article.
6. Severability.

§ 1. Ad valorem tax on real property; maximum amount

Section 1. (a) The maximum amount of any ad valorem tax on real property shall not exceed one percent (1%) of the full cash value of such property. The one percent (1%) tax to be collected by the counties and apportioned according to law to the districts within the counties.

(b) The limitation provided for in subdivision (a) shall not apply to ad valorem taxes or special assessments to pay the interest and redemption charges on any indebtedness approved by the voters prior to the time this section becomes effective.

§ 2. Full cash value; full cash value base; exclusion of any active solar energy system

Sec. 2. (a) The full cash value means the county assessor's valuation of real property as shown on the 1975-76 tax bill under "full cash value" or, thereafter, the appraised value of real property when purchased, newly constructed, or a change in ownership has occurred after the 1975 assessment. All real property not already assessed up to the 1975-76 full cash value may be reassessed to reflect that valuation. For

purposes of this section, the term "newly constructed" shall not include real property which is reconstructed after a disaster, as declared by the Governor, where the fair market value of such real property, as reconstructed, is comparable to its fair market value prior to the disaster.

(b) The full cash value base may reflect from year to year the inflationary rate not to exceed 2 percent for any given year or reduction as shown in the consumer price index or comparable data for the area under taxing jurisdiction, or may be reduced to reflect substantial damage, destruction or other factors causing a decline in value.

(c) For purposes of subdivision (a), the Legislature may provide that the term "newly constructed" shall not include the construction or addition of any active solar energy system.

(d) For purposes of this section, the term "change in ownership" shall not include the acquisition of real property as a replacement for comparable property if the person acquiring the real property has been displaced from the property replaced by eminent domain proceedings, by acquisition by a public entity, or governmental action which has resulted in a judgment of inverse condemnation. The real property acquired shall be deemed comparable to the property replaced if it is similar in size, utility, and function, or if it conforms to state regulations defined by the Legislature governing the relocation of persons displaced by governmental actions. The provisions of this subdivision shall be applied to any property *632 acquired after March 1, 1975, but shall affect only those assessments of that property which occur after the provisions of this subdivision take effect.

§ 3. Changes in state taxes; enactment to increase revenues; Imposition

Sec. 3. From and after the effective date of this article, any changes in State taxes enacted for the purpose of increasing revenues collected pursuant thereto whether by increased rates or changes in methods of computation must be imposed by an Act passed by not less than two-thirds of all members elected to each of the two houses of the Legislature, except that no new ad valorem taxes on real property, or sales or transaction taxes on the sales of real property may be imposed.

§ 4. Special taxes; Imposition

Sec. 4. Cities, counties and special districts, by a two-thirds vote of the qualified electors of such district, may impose special taxes on such district, except ad valorem taxes on real property or a transaction tax or sales tax on the sale of property within such City, County or special district.

§ 5. Effective date of article

Sec. 5. This article shall take effect for the tax year beginning on July 1 following passage of this Amendment, except Section 3 which shall become effective upon the passage of this article.

§ 6. Severability

Sec. 6. If any section, part, clause, or phrase hereof is for any reason held to be invalid or unconstitutional, the remaining sections shall not be affected but will remain in full force and effect. *633

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Armstrong v. County of San Mateo
146 Cal.App.3d 597, 194 Cal.Rptr. 294

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▷
 City of Long Beach v. Mansell
 Cal. CITY OF LONG
 BEACH, Petitioner,
 v.
 JOHN R. MANSELL, as City Manager, etc., et al.,
 Respondents; THE STATE OF CALIFORNIA et al.,
 Real Parties in Interest.
 L.A. No. 29700.

Supreme Court of California
 Nov. 9, 1970.

SUMMARY

Legislation was enacted disclaiming state and other public interest in certain described lands in the City of Long Beach and in certain other such lands to be designated in the future, and authorizing the settlement of certain boundary questions. Thereafter, two agreements were completed purporting to carry out the purposes of the legislation, but the city manager and city clerk refused to perform ministerial duties necessary to carrying out the agreements on the ground that the agreements and the legislation authorizing them were in violation of constitutional and common law prohibitions against the alienation of state-owned tidelands and submerged lands.

The Supreme Court, in an original proceeding instituted by the city, issued a peremptory writ of mandate commanding the city manager and city clerk to execute the agreements and put them into effect. The court held that the constitutional prohibition against alienation had no application to certain of the lands as to which there were true boundary disputes which the parties had genuinely attempted to solve by the agreements. A proposed exchange of a small area of reclaimed tideland for private land was approved on the principle that as a part of a public program of harbor development and through proper legislative action the public lands involved had ceased to be tidelands within the meaning of the constitutional provision and were subject to alienation into absolute private ownership. The doctrine of equitable estoppel was invoked to permit consummation of the remaining portions of the agreements. Initially the court pointed out that arguments of estoppel could not ordinarily be raised except in a trial of title and even in such a proceeding could be properly advanced only by a party who would be injured if the

city's paramount title were established. Consideration was given to application of the doctrine however in view of the massive undertaking involved in bringing quiet title actions under the circumstances and in view of the purpose of the enabling legislation to provide a solution to the city's problem other than such massive litigation. The court took the view that the particular facts involved justified application of the doctrine as against the city and that upholding an estoppel would not have a significant deleterious effect on the public policy reflected by the constitutional prohibition against alienation of tidelands. (Opinion by Sullivan, J., expressing the unanimous view of the court.)

HEADNOTES

Classified to California Digest of Official Reports

(1a, 1b, 1c) Waters § 455--Lands Under Tidewaters--Alienation--Tidelands in or Near Municipalities.

Cal. Const., art. XV, § 3, proscribing grant or sale of tidelands in or near municipalities to private entities, was not violated by a legislative act disclaiming state and other public interest in tidelands in an incorporated city or by two proposed agreements prepared in furtherance thereof, insofar as the agreements involved lands as to which there was a true boundary dispute and represented genuine efforts on the part of the parties to locate the boundaries of a Spanish land grant and of state patents in their true positions.

(2) Waters § 455--Lands Under Tidewaters--Alienation--Tidelands in or Near Municipalities.

The word "tidelands" as used in Cal. Const., art. XV, § 3, proscribing grant or sale to private entities of tidelands within two miles of a municipality, denotes lands which were seaward of the mean high tide line in 1879 when the provision was adopted, rather than lands so located at the time of an intended conveyance or transfer.

[See Cal. Jur. 2d, Waters, § 805.]

(3) Waters § 455--Lands Under Tidewaters--Alienation--Tidelands in or Near Municipalities.

When the boundary between public trust tidelands and private uplands is uncertain, and the parties, wishing to fix the boundary in order to prevent future

3 Cal.3d 462, 476 P.2d 423, 91 Cal.Rptr. 23
(Cite as: 3 Cal.3d 462, 476 P.2d 423)

questions of ownership, undertake genuine efforts to determine the true boundary and thereafter agree to a line which fairly represents those efforts, a subsequent formal "conveyance" in the form of a quitclaim deed by the trustee in furtherance of the boundary agreement does not evidence a "grant or sale" of public tidelands within the proscription of Cal. Const., art. XV, § 3. *464

(4a, 4b) Waters § 455--Lands Under Tidewaters--Alienation--Tidelands in or Near Municipalities.

Cal. Const., art. XV, § 3, proscribing alienation of tidelands in or near municipalities was not violated by those portions of an agreement prepared in furtherance of a legislative enactment, which contemplated the exchange of certain reclaimed public tidelands for other lands owned by a private trust, where the public lands were reclaimed in the course of a public program of harbor development, where such lands were relatively minor in area and were declared by the legislative act to be no longer necessary or useful for commerce, fisheries, and navigation, and where the exchange itself was sought to be made in furtherance of the program of harbor development, but settled and subdivided lands in the same area which formed the subject matter of a similar agreement remained subject to the constitutional prohibition against alienation, where such lands were filled by private developers in a haphazard manner with little or no regard for boundaries, where the filling was not undertaken pursuant to a public program of harbor development, and where the contemplated disclaimer of public interest and quitclaim in favor of private parties was not related to the harbor development.

(5) Waters § 442(2)--Lands Under Tidewaters--Nature of Title--Title in Trust in State.

The state's "ownership" of public tidelands and submerged lands, which it assumed upon admission to the Union, is not of a proprietary nature; rather the state holds such lands in trust for public purposes, which have traditionally been delineated in terms of navigation, commerce, and fisheries, and the powers of the state as trustee are implied and include everything necessary to the proper administration of the trust in view of its purposes, with certain express reservations, such as that of Cal. Const., art. XV, § 3, relating to tidelands in or near municipalities.

(6) Waters § 451--Lands Under Tidewaters--Limitations on Alienation.

While the powers of the state as common law trustee of public tidelands and submerged lands include disposal of trust lands in such manner as the interests

of navigation, commerce, and fisheries require, tidelands subject to the trust may not be alienated into absolute private ownership, and attempted alienation of such tidelands passes only bare legal title, the lands remaining subject to the public easement, but the state, in its proper administration of the trust, may find it necessary or advisable to cut off certain tidelands from water access and render them useless for trust purposes, in which case it may, through the Legislature, find and determine that such lands are no longer useful *465 for trust purposes and free them from the trust, and tidelands so freed from the trust and not subject to the constitutional prohibition forbidding alienation, may be irrevocably conveyed into absolute private ownership.

(7) Waters § 455--Lands Under Tidewaters--Alienation--Tidelands in or Near Municipalities.

Lands otherwise subject to the proscription against alienation of tidelands of Cal. Const., art. XV, § 3, cease to be "tidelands" within the meaning of the provision and are subject to alienation into absolute private ownership if they have been found and determined by the Legislature to be valueless for trust purposes and are freed from the public trust; if they have been or are to be reclaimed pursuant to and in the course of a highly beneficial public program of harbor development; and if they constitute a relatively small parcel of the total acreage involved in the program.

(8a, 8b, 8c) Waters § 455--Lands Under Tidewaters--Alienation--Tidelands in or Near Municipalities:Estoppel and Waiver § 44--Against Public.

The doctrine of equitable estoppel was applicable to remove legal objections to portions of an agreement prepared pursuant to a legislative enactment which operated to relinquish all state and city claims to certain tidelands in a city which were otherwise subject to the proscription against alienation of Cal. Const., art. XV, § 3, where the state did have the power, albeit only in narrowly limited circumstances, to dispose of such lands, where the elements requisite to equitable estoppel against a private party were present, where, during the entire period of development of the area in which the lands were situated, the state and, after annexation, the city conducted themselves as though such lands were private property wholly free from trust claims, where, in reliance thereon, thousands of citizens settled on the lands with the same expectations as citizens settling on other lands within the city, where development of the area, haphazard as it was, resulted in providing an impressive array of public

facilities for navigation and recreation, and where the public policy expressed in the constitutional proscription would not be substantially eroded as a result of application of the doctrine.

(9) Estoppel and Waiver § 20--Equitable Estoppel. The principle of equitable estoppel, that he who by his language or conduct leads another to do what he would not otherwise have done shall not subject such person to loss or injury by disappointing the expectations upon which he acted, is long established in California judicial decisions and has been codified *466 since 1872 (former Code Civ. Proc., § 1962, subd. (3), Evid Code, § 623).

(10) Estoppel and Waiver § 24(0.5)--Equitable Estoppel--Elements.

The four elements which must be present in order to apply the doctrine of equitable estoppel are that the party to be estopped must be apprised of the facts; he must intend that his conduct shall be acted upon, or must so act that the party asserting the estoppel had a right to believe it was so intended; the other party must be ignorant of the true state of facts; and he must rely upon the conduct to his injury.

(11) Estoppel and Waiver § 25(0.5)--Equitable Estoppel--Elements of Estoppel in Relation to Titles. The doctrine of equitable estoppel as applied to questions of land title differs from that applied to questions involving other matters only in that the culpability of the party to be estopped must be of sufficient dimension that actual or constructive fraud would result if the estoppel were not raised.

(12) Estoppel and Waiver § 44--Against Public. The doctrine of equitable estoppel may be applied against the government where justice and right require it, but an estoppel will not be so applied if to do so would effectively nullify a strong rule of policy, adopted for the benefit of the public.

(13) Estoppel and Waiver § 44--Against Public. The government may be bound by an equitable estoppel in the same manner as a private party when the elements requisite to such an estoppel against a private party are present and, in the considered view of a court of equity, the injustice which would result from a failure to uphold an estoppel is of sufficient dimension to justify any effect upon public interest or policy which would result from the raising of an estoppel.

[See Cal.Jur.2d, Rev., Estoppel, § 6; Am.Jur.2d, Estoppel and Waiver, § 122 et seq.]

COUNSEL

Leonard Putnam, City Attorney, and Kenneth K. Williams, Deputy City Attorney, for Petitioner.
Keatinge & Sterling, Richard H. Keatinge, John R. McDonough and Richard N. Bates for Respondents.
*467

Thomas C. Lynch, Attorney General, Jay L. Shavelson, Assistant Attorney General, N. Gregory Taylor, Deputy Attorney General, John D. Maharg, County Counsel, Edward A. Nugent, Deputy County Counsel, O'Melveny & Myers, Pierce Works, Thomas J. Ready, Overton, Lyman & Prince, Edmond R. Davis, Ball, Hunt, Hart & Brown, Clark Heggeness and Joseph A. Ball for Real Parties in Interest.

SULLIVAN, J.

The City of Long Beach, invoking our original jurisdiction (Cal. Const., art. VI, § 10),^{FN1} seeks a peremptory writ of mandate commanding its city manager and city clerk to execute and put into effect certain agreements designed to resolve title and boundary problems in the Alamitos Bay area.

FN1 In making the alternative writ returnable before this court, we have necessarily determined that exercise of our original jurisdiction in this case is proper. (County of Sacramento v. Hickman (1967) 66 Cal.2d 841, 845 [59 Cal.Rptr. 609, 428 P.2d 593]; see Cal. Rules of Court, rule 56(a).)

Alamitos Bay is located immediately north of the point where the southerly boundary of Los Angeles County meets the Pacific Ocean; it forms the mouth of the San Gabriel River. The dry land presently fronting upon the bay lies within the city limits of Long Beach and has been highly developed over the years by both private parties and public agencies; the area now comprises one of the most attractive marina-complexes in the state. Unfortunately, a combination of factors, which we describe *infra*, has cast a cloud on the title to this land to such an extent that according to the parties hereto the normal procedure of removing such a cloud, by an action to quiet title, is of no practical value.

The alternate solution undertaken in this case was a legislative act disclaiming state and other public interest in certain described lands and in certain other lands to be designated in the future, and authorizing the settlement of certain boundary questions. After several years of arduous negotiating two agreements were completed which purport to carry out the

purposes of the legislation. However, the City Manager and City Clerk of Long Beach have refused to perform ministerial duties necessary to the carrying out of these agreements on the ground that they and the legislation authorizing them are in violation of constitutional and common law prohibitions against the alienation of state-owned tidelands and submerged lands. In the instant proceeding the city seeks a writ of mandate compelling the *468 indicated city officers to perform their ministerial duties in respect to the agreements.^{FN2}

FN2. A fuller explanation of the events which operated to precipitate this proceeding is set forth in part IV, *infra*.

The parties^{FN3} have entered into an agreed statement of facts which incorporates a volume of maps and photographs as exhibits. All parties have filed briefs in this court.

FN3 Real parties in interest are (1) the State of California, acting through the State Lands Commission; (2) the Los Angeles County Flood Control District; (3) the TI Corporation, a title insurance company which insures land titles in the Alamitos Bay area; (4) Security Pacific National Bank, as trustee of a testamentary trust holding substantial private lands in the area; and (5) Macco Realty Company, a corporation holding a surface lease on the lands held by the aforementioned testamentary trust.

I. Historical Summary

A short historical survey is necessary to an understanding of the issue in this case. The following represents a summary of material contained in the agreed statement of facts.

A. Rancho Los Alamitos Title and Boundary Problems

Rancho Los Alamitos, which included the whole area here in question, was created by grant of the Spanish governor in 1784 which was confirmed by decree of the Mexican government in 1833. A claim to the rancho filed with the United States Board of Land Commissioners was confirmed by that body and by the United States District Court for the Southern

District of California in 1857. Following the 1857 confirmation a government survey of the claim was made and the description emanating therefrom attempted, by reference to natural objects, to accurately delineate the bay and ocean boundaries along the then existing high tide line. However, the United States Surveyor General considered that this detailed description involved too many courses; the survey as finally approved in 1861 and 1874 reduced the number of courses and operated to exclude from the claim certain portions above the then high water mark.

Prior to the turn of the century the rancho lands bordering the bay were conveyed to members of the Bixby family and split up into various parcels which were held by members of the family and by family-owned companies. When one of these companies began to dispose of its lands it became apparent that the boundaries between private lands and public tidelands and submerged lands were by no means clear. An action to perpetuate testimony was commenced in 1903 and evidence there taken showed (1) that five portions of upland which were a part of the original rancho had been omitted from the government survey because of the reduction of the *469 number of courses; and (2) that, as a result of gradual alluvial action the mouth of the bay had moved southward during the years since the original grant.

Although the proceedings to perpetuate testimony did not result in a decree quieting title, a few months after their conclusion a tract map was filed and approved covering the long peninsula north of the mouth of the bay. That map contemplated improvements on the whole of the peninsula, although apparently a portion of the peninsula was not within the rancho grant as reflected in the government survey, and another portion of the peninsula was that allegedly added by alluvial change. The peninsula was privately improved in accordance with the map.

As a result of the reduction of the number of courses in the final survey and plat of Rancho Los Alamitos, the migration southward of the mouth of Alamitos Bay and uncertainty as to the causes of such migration,^{FN4} and other changes in the configuration of the bay which have occurred over the years, there is no agreement today among interested parties as to the original or present boundaries of the rancho and, therefore, as to the present boundaries of parcels of land whose title derives from the rancho grant.

FN4 Generally speaking, the augmentation of existing upland by gradual natural accretion alters the boundary of that upland accordingly. When such augmentation occurs as a result of sudden avulsion or by accretion caused by the works of man, however, the boundary is not altered. (See Civ. Code, § 1014; City of Los Angeles v. Anderson (1929) 206 Cal. 662, 666-667 [275 P. 789]; City of Newport Beach v. Fager (1940) 39 Cal.App.2d 23, 31 [102 P.2d 438]; Carpenter v. City of Santa Monica (1944) 63 Cal.App.2d 772, 789-794 [147 P.2d 964]; 4 Tiffany, Real Property (3d ed. 1939) § § 1219-1229, pp. 613-637.)

B. Tidelands Patents Title and Boundary Problems

In 1886 two members of the Bixby family received state patents to 900 acres of tidelands within the bay. Although there is no question as to the validity of the patents,^{FN5} their original and present boundaries are uncertain for several reasons. First, the exact locations of the two monuments used in the original 1886 patent survey are in doubt. Second, it is not now known whether the 1886 survey contemplated fast (fixed) boundary lines or meander boundary lines (i.e., lines following the ordinary high and low water marks.) Third, if meander lines were intended and the boundaries were therefore subject to alteration by accretion-it is not known whether and to what extent changes in the channels which govern low water marks have resulted from accretion rather than avulsion or the works of man. (See fn. 4, *ante.*) *470

FN5 The constitutional provision whose interpretation is central to the instant case (art. XV, § 3), which forbids the alienation of tidelands within two miles of an incorporated city, was in effect in 1886, but the tidelands in question were then more than two miles from an incorporated city. Section 7991 of the Public Resources Code, which presently forbids sale of tidelands, was not enacted until 1909.

Substantial private and public development has taken place on filled areas purporting to lie within the 1886 tideland patents. However, the present uncertainty as to the true boundaries of those patents renders all titles in the general area of the patents subject to doubt.^{FN6}

FN6 The following excerpt from the agreed statement of facts indicates the practical dimensions of the problem: "Within the Alamitos Bay Area, a total of approximately 276 improved parcels (18.6 acres) of real property fall outside of the State's recent reconstruction of the survey lines recited in the Tidelands Patents. Many more parcels would be outside the Tideland Patents boundaries, if instead of regarding the survey lines as fast lines, the actual tide lines of the sloughs were used as boundaries. Claims made on various bases of the aforementioned groupings of parcels would be involved in any extensive litigation concerning the boundaries of the Tideland Patents. For example, if the slough boundary lines were taken to be as shown on [one of the maps before us as an exhibit], an additional 226 parcels (21.3 acres) fall outside the Tideland Patents and thus within the City Trust Grant, making a total of 502 parcels (39.9 acres) in all. The market value of these 502 parcels as presently improved is approximately \$19,199,632.00. If other lines, as shown on [the map] were taken as the boundaries of the Tideland Patents, an even larger number of additional parcels would fall outside the Tideland Patents and the total number of parcels would exceed 502 substantially. But this is only a part of the picture. Arguments over location adjustments to said surveys and relating to the precise location of former slough areas within the Tideland Patents areas, as well as problems concerning lands included within the Rancho, could affect virtually all of the Alamitos Bay Area having a population of 19,000."

C. The Contribution of the San Gabriel River to Title and Boundary Problems

Of the many natural factors which over the years have brought about changes in the configuration of Alamitos Bay, the most significant is the San Gabriel River. Enormous quantities of sand, silt, and debris have been deposited in the bay by the river and these materials have been responsible for massive natural alterations in the configuration of the upland and channel. Some of the changes wrought by the river have been gradual and accretive; others have been sudden and avulsive due to flooding in particular years.

Perhaps the most dramatic change of the latter variety occurred in 1867-1868. Prior to that time the river had emptied into the ocean, along with the Rio Hondo and Los Angeles Rivers, at the present location of Los Angeles Harbor. But in the winter of 1867-1868, in the course of a tremendous flood, the river cut a new channel and emptied through Alamitos Bay. It has remained in that general channel ever since, with periodic overflows into the former channel, but other floods have resulted in less significant avulsive alterations in the channel.

As will appear below, the vast quantities of sand, silt, and debris deposited by the river in the bay have been utilized through dredging and *471 filling for the creation of presently developed areas. However, even this process was insufficient to deal with constantly increasing deposits and it was not until 1954, when the Los Angeles County Flood Control District constructed jetties separating the river channel from the bay, that the problem of continued deposits was solved.

At the present time it is practically impossible to determine which of the physical changes in Alamitos Bay due to the action of the river have resulted from accretive deposits in time of normal rainfall and which have resulted from avulsive deposits made during flood periods. Moreover, it is not possible with respect to certain filled areas to determine the extent to which natural as opposed to artificial means are responsible for the fill. The parties have concluded that the resulting title and boundary problems are insoluble.

D. The Contribution of the Works of Man to Title and Boundary Problems

No attempt will be made here to offer a comprehensive discussion of the many and varied physical changes which the works of man, private and public, have wrought in the Alamitos Bay area.

As to private development, it suffices to say that very considerable dredging and filling activities over the years have operated to reclaim great areas of former tidelands, and a highly developed residential and recreational area has resulted. With one important exception, to be discussed in the next paragraph, substantially all of this activity was based upon titles purporting to derive from the 1886 Bixby tideland patents and took place within the approximate record boundaries of those patents.

The exception to which we have referred is an area known as Steamshovel Channel. In its natural state this "channel" was a narrow slough extending in a general northerly direction from the main part of Alamitos Bay, and it was specifically excluded from the 1886 Bixby tideland patents. However, in the early part of this century the upland and tidelands on the north side of the bay began to be developed, and in 1923-1924 a private developer- with all necessary government approval-filled Steamshovel Channel and the tidelands surrounding it. Nevertheless, when in 1924 the public tidelands in the area were conveyed to the city as a part of the state tidelands trust grant, ^{FN7} Steamshovel Channel was included in that grant. However, no *472 conflict was apparently perceived; the developer proceeded to sell lots on the filled area including Steamshovel Channel and residential development ensued.

FN7 The 1925 trust grant-which conveyed to the city all sovereign lands within the city limits in trust for purposes of commerce, navigation, fisheries, and related public purposes-contained no metes and bounds description of the lands conveyed. The operative language simply granted to the city, in trust, "... all of the right, title and interest of the State of California ... in and to all of the tidelands and submerged lands ... within the corporate limits of said city," (Stats. 1925, ch. 102.)

The trust uses authorized under the 1925 grant and prior trust grant (Stats. 1911, ch. 676) were somewhat expanded by a subsequent statute. (Stats. 1935, ch. 158.)

Neither the city nor the state has at any time protested against the present residential use and occupation of the 8.7 acres of land filled over what was once Steamshovel Channel. The present residents of the area acquired their lands in good faith and have paid taxes on them for many years. The precise location of Steamshovel Channel before filling is now unknown and, according to the agreed statements of facts, "any claims that might be made by the State or City to parcels in the Steamshovel Channel area on the ground that they are City Trust Grant lands would be stoutly resisted and would encounter conflicting factual contentions resulting in protracted and expensive litigation involving thousands of property owners."

As in the case of private development, public

improvements were constructed over the years without any resolution of title and boundary problems—despite an awareness on the part of some officials that such problems might well exist. Although most of the private filling of what are today the settled and subdivided portions of the area was completed at the time of annexation to the city (1923), the completion and continuance of such development was encouraged by the city after annexation while the city concurrently continued its plans for development of the bay. In 1925 work commenced on Marine Stadium, an area on the eastern side of the bay designed for various aquatic competitions, and that facility was completed in time for the 1932 Olympic Games. The construction of Marine Stadium and other related facilities involved substantial dredging and filling operations.

In the late 1920's oil was discovered in an area north of Marine Stadium, and the question of ownership claims in that area arose. The city council requested the city attorney to investigate the status of titles in this area, but the matter was dropped when the city attorney rendered a report which represented that the investigation had given rise to considerable uneasiness among property owners in the subject area and sales of property had been affected; that a quiet title action to determine the boundaries of the Bixby patents in the area would call into question many titles within and without the area under investigation; and that the city had little to gain from such a proceeding. *473

Since the date of annexation the city has engaged in dredging to maintain existing channels in the bay. Dredged materials have been used by the city to create and maintain public beaches as well as to construct and maintain various bulkheads around the bay. Beginning in 1954 the city commenced an extensive program of improvement which has resulted in vast marina and boating facilities and has involved the expenditure of more than ten million dollars in tideland oil funds.

II. Legislative Action

In 1957 the Legislature, being apprised of title and boundary problems in the Long Beach area, directed the State Lands Commission to survey, monument, and plat the boundaries of the tide and submerged lands granted to the city in trust (see fn. 7, *ante*), and to bring any actions necessary to determine such boundaries. (Stats. 1957, ch. 2000.) The Attorney General, acting on behalf of the State Lands

Commission, immediately commenced an action to determine such boundaries within the area of Long Beach Harbor—which lies north of the Alamitos Bay area. (People v. City of Long Beach et al., Los Angeles Superior Court Civil No. 747562.) After seven years of litigation the affected boundary was settled as between the city and the state by legislation. (Stats. 1964, First Ex. Sess., ch. 138, § 7.)

In 1965, after settlement of the Long Beach Harbor tideland boundary, the city and state commenced a joint boundary investigation in order to complete the work required by the 1957 legislation. This investigation disclosed the problems which we have reviewed in part I of this opinion; it was determined that these problems were not susceptible of practical solution by litigation and that some other means was required. The means selected was that of agreements which would (1) settle the boundaries of public trust lands, (2) quitclaim public claims in subdivided and settled areas, and (3) exchange certain trust lands for certain nearby private lands.

Because the city lacked the authority to enter into such agreements and the State Lands Commission lacked the power to approve them, legislative assistance was necessary to the consummation of the plan. Such assistance was sought, and in 1965 the Legislature enacted chapter 1688 (Stats. 1965, ch. 1688) which is set forth in Appendix A attached to this opinion.

In section 2(a) of the act the Legislature found and determined that certain described lands within the Alamitos Bay area ^{FN8} "lie above the line of mean high tide, are no longer necessary or useful for commerce, fisheries *474 and navigation and are hereby freed from the public use and trust for commerce, fisheries and navigation to the extent such may have existed as to any of said lands." Generally speaking, the described lands are the settled and subdivided portions of the Alamitos Bay area.

FN8 Section 1 of the act described the "Alamitos Bay area" by metes and bounds. The area thus described comprises some 2.6 square miles and has a population of approximately 19,000 persons.

In section 2(b) of the act it was found and determined that portions of the Alamitos Bay area other than and in addition to those described in section 2(a) "have been heretofore improved in connection with the

development of the Alamitos Bay area, and in the process of said development have been filled and reclaimed, are no longer submerged or below the line of mean high tide and are no longer necessary or useful for commerce, fisheries or navigation." The section went on to direct the State Lands Commission to determine the location of such lands and record a description thereof together with a certificate declaring such lands to be no longer necessary or useful for commerce, fisheries, or navigation—whereupon such lands were to be freed from the public trust for these purposes.

In section 3(a) the city was authorized to convey, release, or quitclaim its interest in section 2(a) lands to (1) persons holding such lands under a record claim of title of 30 years or more or (2) persons who, although not holding under a 30-year claim of title, had paid taxes for more than 30 years on the property. In section 3(b) the city was authorized to convey, release or quitclaim any portion of section 2(b) lands as to which a certificate of nonutility for trust purposes had been filed by the State Lands Commission to persons designated by preference in the section. In section 3(c) the city was authorized, with the approval of the State Lands Commission, to settle by agreement, exchange, or quitclaim any dispute as to whether particular lands were proprietary lands or public tidelands held in trust by the city.

In section 4 of the act it was provided that consideration to be paid for any conveyance, release, quitclaim, or settlement was to be determined by the city with the approval of the State Lands Commission.

Section 5 provided that any tidelands conveyed under the terms of the act should pass free of the tidelands trust; that no lands below the mean high tide line should be conveyed; that the certificate of the State Lands Commission as to nonutility for trust purposes should be conclusive; and that mineral rights should be reserved in all but section 2(a) lands.

Section 6 provided for the execution of relevant documents.

Section 7 provided that all consideration received for conveyances should be held as a part of the city's tideland trust.

Section 8 provided in general that the provisions of the act were not the *475 exclusive means of settlement of title and boundaries and that other (i.e.,

judicial) means remained available.

Section 9 was a severability clause.

III. The Agreements

Following the enactment of chapter 1688 the parties to this proceeding, as well as other parties affected, commenced negotiations which continued for more than three years and which resulted in the two subject agreements, whose general object is to provide a means for settling the title and boundary problems in the area without requiring judicial resolution of the myriad factual issues involved.^{FN9}

FN9 Each of the two agreements originally provided that unless it became effective on or before December 31, 1969, it would be of no further force or effect. The instant proceeding was initiated on November 30, 1969, and on or about July 13, 1970, all petitioners amended the agreements to substitute December 31, 1972, as the termination date. The record has been augmented to reflect these amendments, and all parties have stipulated that the matter shall be decided as if the agreements "had provided originally, as they now do after amendment, for a termination date of December 31, 1972."

A. The Belmont Shore-Naples Boundary Settlement (Belmont Agreement)

The primary purpose of this agreement is to settle, or provide a means for settling, the title problems affecting the thousands of persons who live in the settled and subdivided portions of the Alamitos Bay area which were described in section 2(a) of chapter 1688. The source of these problems is the fact that the city has a substantial claim, based upon the 1925 trust grant (see fn. 7, *ante*), of paramount legal title to all or part of at least 502 parcels in the section 2(a) area. The claims of the homeowners on the other hand—with the important exception of Steamshovel Channel—are based upon the original Rancho Los Alamitos grant and the 1886 Bixby tideland patents. As indicated above, the settlement of these conflicting claims through litigation would—it is alleged—be practically impossible.

A second but related major purpose of the Belmont agreement is to effect the settlement of various

boundaries in the section 2(a) area between public tidelands and private tidelands or former tidelands. This aspect of the agreement, which will be explained in greater detail below, has importance relative to private properties which lie at or near the border of tidelands which are to remain public according to the agreement.

In general the Belmont agreement provides that the city and state, in exchange for a contribution of \$783,500 to be paid into the city's tideland *476 trust fund by the TI Corporation (a real party in interest), will execute a series of conveyances, disclaimers of interest, and boundary agreements- the net effect of which (assuming execution of boundary agreements by other interested parties) will be to settle and fix titles and boundaries in the section 2(a) area in conformity with the claims of present record owners.

As to the settled and subdivided portions of section 2(a) lands the Belmont agreement will have two effects. *First*, the city and state will relinquish, with a few exceptions, all claims that they or either of them might assert on the basis that such lands are public tidelands or submerged lands by virtue of the 1925 trust grant.^{FN10} This aspect of the agreement will solve title and boundary problems relating to all properties within the section 2(a) area *except* those properties which lie at or near the border of the section 2(a) area.

FN10 This will be accompanied by means of two quitclaim documents, one by the city and one by the state, in favor of those persons, specified in section 3(a) of chapter 1688, whose respective claims are based upon a record claim of title, or the payment of taxes, or both, for more than 30 years.

The *second* effect of the agreement will relate to certain of these border properties. The city and state will execute four boundary agreements which would fix the boundary between certain border and public lands at the limit of the section 2(a) area. These supplementary boundary agreements, of course, would not become effective until executed by the respective border owners. Thus, a border owner who was satisfied with the section 2(a) line as his boundary would execute the agreement and thereby fix the boundary; a border owner who was not so satisfied could refuse to execute the agreement and seek to determine the true boundary by other means. This arrangement is consistent with the provisions of section 8 of chapter 1688.

The Belmont agreement will also disclaim public interest relative to certain section 2(b) lands which were among those high and dry lands which were apparently inadvertently omitted from the official plat of the original rancho grant (1874).

B. The McGrath-Macco Boundary Settlement and Exchange (McGrath Agreement)

This agreement deals with undeveloped section 2(b) lands which lie immediately north of and abut upon Marine Stadium. The parcels were formed for the most part by filling which was the result of dredging Marine Stadium.

Major parties to the McGrath agreement, are, on the one hand, the city *477 and the state; and on the other hand, the McGrath Testamentary Trust (record owner of lands in the subject area), Macco Realty Company (lessee of McGrath lands) and Security Pacific National Bank (trustee of the McGrath trust).

There are four main aspects to the McGrath agreement. *First*, the boundaries between state lands and McGrath lands are to be settled and fixed according to a 1966 state survey. *Second*, certain state lands having an aggregate area of 5 acres are to be exchanged for certain McGrath lands having an aggregate area of 8.5 acres which abut either water or existing public trust facilities and are of such a configuration that they can be used more effectively by the city and state in furtherance of public trust purposes. *Third*, the expenditure of \$1,285,895 from the city's tideland trust fund is to be authorized to construct certain park and marina facilities. *Fourth*, a right of way is to be granted to the Los Angeles County Flood Control District.

IV. Operative Facts Leading to this Proceeding

By separate resolutions dated August 27, 1968 (corrected in certain details by an amending resolution dated October 29, 1968) the Long Beach City Council approved the two agreements, directed the city clerk to post the resolutions as required by the city charter, and directed the city manager to execute the agreements on behalf of the city.

On August 28, 1968, the State Lands Commission, acting on behalf of itself and the state and pursuant to chapter 1688 and its general powers under the Public Resources Code, executed the two agreements. On

September 9, 1968, the Governor executed the agreements.

On September 6, 1968, the city manager directed to the mayor and city council a letter in which he (1) stated his recognition that each of the two subject agreements would result in great benefit to the public and to the tideland trust, but (2) respectfully declined to execute the agreements on the following grounds: "I have been advised that there exist serious questions of law regarding the constitutionality of the statu[t]es authorizing the City to enter into these agreements, particularly Chapter 1688, Statutes of 1965, and additional serious questions regarding the legality of both agreements and of the form of quitclaim to be executed by the City pursuant to the Belmont Shore-Naples Boundary Settlement." On the same date the city clerk sent a similar letter respectfully declining to post the approving resolutions for the reasons expressed by the city manager. (See fn. 2, *ante*.)

In this proceeding the city seeks a peremptory writ of mandate to require the respondents city manager and city clerk to perform the ministerial duties *478 which they refuse to perform. ^{FN11} By granting the alternative writ we have determined the absence of an adequate remedy in the ordinary course of law. (*County of Sacramento v. Hickman, supra*, 66 Cal.2d 841, 845.)

FN11 "The writ of mandate lies to compel the performance of a clear, present, and ministerial duty 'which the law specifically enjoins.' (Code Civ. Proc., § 1085.)" (*County of Sacramento v. Hickman, supra*, 66 Cal.2d 841, 845.)

V. The Legal Problem: The Application of Muchenberger and Atwood

Article XV, section 3, of the California Constitution, which became effective in 1879, provides as here relevant: "All tidelands within two miles of any incorporated city, city and county, or town in this State, and fronting on the water of any harbor, estuary, bay, or inlet used for the purposes of navigation, shall be withheld from grant or sale to private persons, partnerships, or corporations;"

All of the lands involved in this proceeding lie within the city limits of Long Beach.

(1a)The central question in this case, simply stated, is

whether chapter 1688 and the two proposed agreements prepared in furtherance of it are in violation of article XV, section 3. ^{FN12}

FN12 In a later portion of this opinion we explain the relationship between this central question and related matters concerning the common law public trust to which all tidelands are subject.

(2)Crucial to the determination of this question is the meaning to be attached to the word "tidelands" in article XV, section 3. Petitioners contend that the word denotes lands which are in fact seaward of the line of mean high tide ^{FN13} at the time of the intended conveyance or transfer. Respondents contend that the word denotes lands which were seaward of the mean high tide line when the Alamos Bay last existed in a state of nature or, at least, when the 1879 Constitution was adopted.

FN13 Tidelands are properly those lands lying between the lines of mean high tide and mean low tide. Lands seaward of the line of mean low tide are properly submerged lands. (See generally 1 Shalowitz, Shore and Sea Boundaries (1962) Appendix A, pp. 316, 318.) For purposes of convenience, the parties have referred to both of these kinds of lands as "tidelands."

We are persuaded that the interpretation urged by respondents is the correct one. The spirited debates which preceded the adoption of article XV, section 3, by the Constitutional Convention manifest clearly that the matter at issue was whether tidelands then remaining in public ownership should suffer the undesirable consequences which had resulted from the prior practice of granting tidelands in a harbor into private, and often monopolistic, ownership. (Debates and Proceedings, California Constitutional Convention *479 1878-1879, pp. 1038-1039, 1478-1481.) ^{FN14} The provision adopted after these debates was clearly designed to insure that similar legislative grants would not occur in the future and that the then-existing public tidelands would remain in public ownership in order to better serve the public interest. It would be contrary to the spirit and purpose of article XV, section 3, to conclude that the word "tidelands" as used therein denotes only those public lands which retain the physical characteristics of tidelands at the time of proposed alienation, for such a construction would permit parties to remove public

tidelands from the reach of the constitutional provision by simply filling so that such lands were no longer covered and uncovered by the flow and ebb of the tide. It is clear that the framers did not intend to establish a prohibition which could be so easily avoided. We therefore conclude that the word "tidelands" as used in article XV, section 3, denotes lands which were seaward of the mean high tide line when the provision was adopted in 1879. ^{FN15} (b) It does not automatically follow, however, that because the lands here in question fall within the indicated category, chapter 1688 and the two agreements must fall. Several decisions of this court interpreting the constitutional provision remain to be considered.

FN14 Illustrative excerpts from these debates, showing the views of delegates on both sides of the issue, are set forth in Appendix B attached to this opinion.

FN15 The facts of this case do not require that we consider respondents' alternative contention that the word "tidelands" as used in article XV, section 3, denotes those lands which were subject to the ebb and flow of the tide "as they last existed in a state of nature."

In the case of *Muchenberger v. City of Santa Monica* (1929) 206 Cal. 635 [275 P. 803], the city, as trustee of state tidelands fronting upon its Pacific Ocean boundary, and the Santa Monica Land Company, which held private lands extending westerly to the mean high tide line, determined to fix the said mean high tide line in order to settle the boundary between their respective lands. "This line was arrived at by means of readings taken by the surveyor at stations located 500 feet apart, and checking with other surveys. It was based on the fixed datum plans established by the United States Coast and Geodetic Survey, and the line was made straight in an endeavor to attain the average of a mean high-tide line. While the line ... did not exactly coincide with the mean high-tide line as it varied from day to day, the trial court [found] that it [was] a fair average line ... and, as established, it [was] for the best interests of the city that the same 'be upheld and maintained.' The mean high-tide line thus located was accepted by the city and by the land company as fixing and making definite and certain the boundary line between the tidelands of the city and the property of the land company, and for the purpose of protecting the city against any claims which might thereafter be made, or which might otherwise *480 be made by the land

company or its successors, that it or they had acquired title by accretion to any land which might be subsequently built up...." (206 Cal. at p. 640.)

The city and the land company executed an agreement fixing this line and a joint quitclaim deed. Certain taxpayers in the city sought to enjoin this arrangement as violative of article XV, section 3, but this court held that there was no violation. "It was not the purpose of the city in this case to transfer any titles, but to mark the boundaries of littoral holdings in order to make them certain and permanent and to prevent questions arising in the future concerning the ownership of lands on either side of the line agreed upon. The purpose and scope of the quitclaim deed plainly appear from the recitals and terms of the instrument. Neither party purports to grant any property or interest to the other. The trial court found that, although an instrument in the form of a quitclaim deed was adopted by the parties, the substance of the transaction was merely an agreement upon an uncertain boundary, and that the deed was made only for the purpose 'of fixing and definitely establishing a boundary line which was theretofore uncertain and in doubt and that the said quitclaim deed did not convey any property whatever.' That being the fact, the transaction appears to fall within the language used in *Loustalot v. McKeel*, 157 Cal. 634, 643 ... where the court said: 'They [agreements of this character] do not operate as a conveyance so as to pass title from one to another, but they proceed upon the theory that the true line of separation is in dispute and to some extent unknown, and in such cases the agreement serves to fix the line to which the title of each extends.'" (206 Cal. at p. 645.)

(3) We reaffirm our holding in *Muchenberger*, which we summarize as follows: When the boundary between public trust tidelands and private uplands is uncertain, and the parties, wishing to fix the boundary in order to prevent future questions of ownership, undertake genuine efforts to determine the true boundary and thereafter agree to a line which fairly represents these efforts, then the subsequent formal "conveyance" in the form of a quitclaim deed by the trustee in furtherance of the boundary agreement does not evidence a "grant or sale" of public tidelands within the meaning of article XV, section 3, of the state Constitution. This principle is wholly consistent with the meaning and purpose of the constitutional provision, for it simply permits the state and its trustee to undertake genuine efforts to determine the extent and true boundaries of public tidelands and to settle such boundaries in fair accordance with the findings resulting from those

efforts. (See also City of Los Angeles v. Borax Consolidated Ltd. (9th Cir. 1939) 102 F.2d 52, 56-57.)

(1c) It is clear that the principle of *Muchenberger v. City of Santa Monica* operates to render certain portions of the two agreements free from objection on the constitutional ground in question. Thus, it appears that the rationale of *Muchenberger* is applicable to those portions of the Belmont and McGrath agreements which are true boundary settlements, i.e., which represent genuine efforts on the part of the parties to locate rancho and Bixby patent boundaries in their true positions. An example is that portion of the McGrath agreement which fixes the boundary between state and McGrath lands according to a 1966 state survey. (McGrath agreement, art. 4.) Another example is that portion of the Belmont agreement which disclaims public interest (and therefore in essence fixes a new boundary) with regard to certain section 2(b) lands which were apparently omitted due to inadvertence from the official plat of the original rancho grant. (See text preceding fn. 4.) (Belmont agreement, art. 8.)

(4a) Petitioners contend, however, that the principle of *Muchenberger* should be given a much broader application. Thus, they urge that that principle should operate to remove constitutional objections to the main portion of the Belmont agreement—which essentially quiets title in record owners of all improved lands within the area described in section 2(a) of chapter 1688. The city's quitclaim in this instance, they argue, should be viewed not as a "grant or sale" in violation of article XV, section 3, but rather as a mechanism by which existing private claims are recognized as valid.

It is clear, however, that the suggested application of the *Muchenberger* principle stretches the rationale of that case far beyond its intended scope and would have the practical effect of reading article XV, section 3, out of the Constitution. The indicated portion of the Belmont agreement certainly does not represent a bona fide effort to establish the true boundary between state and proprietary lands; rather it represents an arrangement whereby the boundary is drawn in such a way as to accommodate the homeowners in question *regardless* of where the true boundary line might be. It is therefore very difficult indeed to conclude that no "grant or sale" results as to the bulk of the section 2(a) lands. It is plainly impossible to so conclude as to the lands (8.7 acres) now covering what once was Steamshovel Channel,

for these lands are indisputedly public tidelands.

Petitioners also contend, on the basis of certain early decisions of this court, that the Legislature has the power to terminate the common law public trust as to tidelands which have ceased to be necessary or useful for purposes of navigation, commerce, and fisheries—and that tidelands so freed from the public trust may be alienated without violation of article XV, section 3. Apparently this argument accepts respondents' contention that "tidelands" within the meaning of article XV, section 3, are lands which were seaward of mean high tide in 1879 (see text preceding fn. 15, *ante*) *482 but urges that such lands can be removed from the crucial category by legislative declaration.

(5) An understanding of this argument requires a brief explanation of the common law trust^{FN16} as it relates to questions of alienation. The state's "ownership" of public tidelands and submerged lands (see Civ. Code, § 670), which it assumed upon admission to the Union, is not of a proprietary nature. Rather, the state holds such lands in trust for public purposes, which have traditionally been delineated in terms of navigation, commerce, and fisheries. The powers of the state as trustee are implied and include everything necessary to the proper administration of the trust in view of its purposes—with certain express reservations such as article XV, section 3.^{FN17}

FN16 A comprehensive explanation of the common law trust is to be found in People v. California Fish Co. (1913) 166 Cal. 576, 583-603 [138 P. 79], and need not be repeated here.

FN17 The administration of the trust by the state is committed to the Legislature, and a determination of that branch of government made within the scope of its powers is conclusive in the absence of clear evidence that its effect will be to impair the power of succeeding legislatures to administer the trust in a manner consistent with its broad purposes. (See Mallon v. City of Long Beach (1955) 44 Cal.2d 199, 207 [282 P.2d 481], and cases there cited.)

(6) Although these powers include disposal of trust lands in such manner as the interests of navigation, commerce, and fisheries require, tidelands subject to the trust may not be alienated into absolute private ownership; attempted alienation of such tidelands passes only bare legal title, the lands remaining

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(Cite as: 3 Cal.3d 462, 476 P.2d 423)

subject to the public easement.^{FN18} However, the state in its proper administration of the trust may find it necessary or advisable to cut off certain tidelands from water access and render them useless for trust purposes. In such a case the state through the Legislature may find and determine that such lands are no longer useful for trust purposes and free them from the trust. When tidelands have been so freed from the trust and if they are not subject to the constitutional prohibition forbidding alienation—they may be irrevocably conveyed into absolute private ownership.

FN18 Conveyances of this nature have been forbidden by statute since 1909 (Pub. Resources Code, § 7991) but were allowed prior to that time.

The common law public trust here described is to be distinguished from the constitutional prohibition set forth in article XV, section 3. The former does not of itself forbid the alienation of tidelands but merely insures that when such lands are subject to the trust (i.e., have not been removed therefrom by proper legislative determination), they remain so subject even after alienation. The constitutional provision, on the other hand, flatly forbids alienation of certain tidelands—i.e., tidelands within two miles of an incorporated city—*whether or not* they are trust lands at the time of alienation. *483

The cases upon which petitioners rely (Atwood v. Hammond (1935) 4 Cal.2d 31 [48 P.2d 20]; People v. Kerber (1908) 152 Cal. 731 [93 P. 878]; Boone v. Kingsbury (1928) 206 Cal. 148 [273 P.797]; see also City of Milwaukee v. State (1927) 193 Wis. 423 [214 N.W. 820, 54 A.L.R. 419]) indicate that this distinction can be made to yield in some circumstances. Thus, in Atwood v. Hammond, supra, 4 Cal.2d 31, the defendant city and county proposed to establish a civic center upon tidelands which had been conveyed to it for that purpose by the state. Plaintiff taxpayers contended that such a use was not permissible because the subject tract was part of a larger tract previously conveyed to the city subject to the public trust for navigation, commerce, and fisheries. This court held that the demurrer to the complaint was properly sustained without leave to amend.

We pointed out that a prior grant to the city for trust purposes was made upon condition that the city undertake harbor improvements on the granted property, and that in the course of making such

improvements dredging occurred and the subject tract was filled with the resulting sand and debris, and a bulkhead was erected. Subsequent grants made after the subject tract had been reclaimed (1) declared that the tract had ceased to be tidelands and was free from the trusts and restrictions imposed by the prior grant and (2) conveyed the reclaimed land to the city for municipal purposes including that of a civic center. We held that, whereas the reclamation itself “did not *ipso facto* terminate the public trust for navigation and commerce ...,” nevertheless “it was competent for the state by legislative action [i.e., the subsequent grant] to terminate the public trust as to the eighteen-acre parcel, which constitutes but a small part of the area granted to the city.” (4 Cal.2d at p. 41.)

After this conclusion that it was permissible for the state to terminate the common law trust as to the reclaimed parcel, we turned to a consideration of the effect of constitutional provisions. We first pointed out that “there has been no attempt to alienate the eighteen-acre parcel which is the subject of this action from public ownership, but, rather, an effort to require that it be used only for purposes not connected directly with navigation or commerce, that is, for county and municipal buildings.” (4 Cal.2d at p. 42.) This fact, however, did not render relevant constitutional provisions wholly unworthy of consideration. “[I]n view of the manifest purpose of sections 2^{FN19} and 3, article XV, the prohibition against alienation necessarily implies a prohibition against freeing such tidelands from the trust for navigation and *484 dedicating them to other uses while they remain tidelands. But said section cannot be interpreted to forbid the reclamation of lands which may be filled in as the result of a highly beneficial program of harbor development. It applies to tidelands, that is, to lands covered and uncovered by the flow and ebb of the tides, and, it has been held, to lands which are continuously submerged. It does not in terms apply to lands which, through reclamation, are no longer covered and uncovered by the tides, and have ceased to be tidelands. We are of the view that it was competent for the legislature upon finding that the eighteen-acre tract was ‘not longer required for navigation, commerce or fisheries,’ to free it from the public easement for those purposes.” (4 Cal.2d at pp. 42-43.)

FN19 Section 2 of article XV provides: “No individual, partnership, or corporation, claiming or possessing the frontage or tidal lands of a harbor, bay, inlet, estuary, or other navigable waters in this State, shall be

permitted to exclude the right of way to such water whenever it is required for any public purpose, nor to destroy or obstruct the free navigation of such water; and the Legislature shall enact such laws as will give the most liberal construction to this provision, so that access to the navigable waters of this State shall be always attainable for the people thereof."

Finally, we emphasized that only a small portion of the original trust grant was being freed from the public trust. "Plaintiff does not allege what proportion of the total area lying shoreward of the bulkhead line or seawall this eighteen-acre parcel constitutes. But the inference is that it is only a very small part of the total acreage.... We cannot interfere with the legislature's decision that the public easement may be abrogated as to this relatively small parcel." (4 Cal.2d at p. 43.)

The parties are in substantial dispute as to the meaning and application of this case. As indicated above, petitioners find support therein for their contention that the prohibition of article XV, section 3, is inapplicable to tidelands which have been reclaimed "as the result of a highly beneficial program of harbor development" (4 Cal.2d at p. 42) and have been declared by the Legislature to be no longer subject to the common law trust. Respondents, on the other hand, point out that the lands in *Atwood* were granted to a *public* rather than a *private* grantee so that, as the court recognized, the constitutional provisions were strictly inapplicable for that reason. Thus, respondents argue, any support to be found for petitioners' position in the court's language must rest upon mere dictum.

However the language in *Atwood* may be characterized in terms of its value as precedent, we think that it represents a clear statement of this court that article XV, section 3, does not forbid alienation of lands within two miles of an incorporated city which have been reclaimed "as the result of a highly beneficial program of harbor development," are relatively small in area, and have been freed of the public trust by legislative act. One persuasive reason for this conclusion is that the court in *Atwood*, prior to the language above quoted, discussed and cited a number of cases involving public harbor development which entailed the granting of lands reclaimed in *485 the course of development into private ownership.^{FN20} Although these cases do not concern themselves with the application of article XV, section 3-that provision not being in existence at

the time of the transfers there in question-the material which we have quoted proceeds in light of those cases and clearly indicates that article XV, section 3, would not have forbidden those transfers.

FN20 Among the cases cited is *Eldridge v. Cowell* (1854) 4 Cal. 80, which involved the development of the San Francisco waterfront. There, as the opinion related, the tidelands were filled out to deep water and the filled property (i.e., roughly speaking from Battery Street to the Embarcadero) was sold into private ownership with legislative authorization. (See also *Knudson v. Kearney* (1915) 171 Cal. 250, 252-253 [152 P. 541]; *Alameda Conservation Assn. v. City of Alameda* (1968) 264 Cal.App. 2d 284, 287 [70 Cal.Rptr. 264].)

Secondly, we consider that the principle of the *Atwood* case is wholly consistent with the purposes of the framers of the Constitution. The debates at the Constitutional Convention, to which we have adverted above, reveal a general intention to retain tidelands within two miles of incorporated cities in order that such tidelands might be utilized in the public interest for navigational and related purposes rather than in the interest of private persons to whom they might be granted. Surely if in the course of, and for the purpose of carrying out, a comprehensive public program of harbor development certain portions of tidelands are filled under circumstances clearly showing that, in the light of the relatively minor area involved and the manner of reclamation in relation to the program as a whole, such reclamation is merely a reasonably necessary incident of the program and of the promotion of its public objective, and if thereafter such filled areas are declared by the Legislature to be of no value for navigational and related purposes, then we think that a sale and transfer into private ownership of such filled-in areas might be found to be entirely consistent with the intention and objective of the framers of the Constitution. But we emphasize that the circumstances under which this may occur are of necessity unique, that the conditions sanctioning its approval must be scrupulously observed and satisfied, and that generally speaking the reclaimed area alleged to be free from both the public trust and the constitutional restriction against alienation into private ownership must be, as it were, a residual product of the larger program-a "relatively small parcel" to use the language of *Atwood* (4 Cal.2d at p. 43)-determined by the Legislature to have no further

value for the purposes of the public easement.

(7) To reiterate, we conclude that when lands within two miles of an incorporated city or town which were subject to the ebb and flow of the tide at the date of the adoption of the Constitution and which therefore are *486 "tidelands" within the meaning of article XV, section 3-(1) have been found and determined by the Legislature to be valueless for trust purposes and are freed from the public trust (see fn. 17, *ante*) and (2) have been or are to be reclaimed pursuant to and in the course of a highly beneficial public program of harbor development, such lands-if they constitute a relatively small parcel of the total acreage involved-thereupon cease to be tidelands" within the meaning of the constitutional provision and are subject to alienation into absolute private ownership.^{FN21}

FN21 That portion of *California Fish* which deals with the operation of article XV, section 3 (166 Cal. at p. 603 et seq.) is in no way inconsistent with this conclusion, for it merely demonstrates that absent the factors we have stated a patent to tidelands which lie within two miles of an incorporated city is void by virtue of article XV, section 3.

It remains that we determine the application of this principle to the case before us.

(4b) It is clear, we think, that those portions of the McGrath agreement which contemplate the exchange of certain reclaimed public tidelands for other lands owned by the McGrath trust are consistent with the principle we have enunciated. The public lands in question were reclaimed in the course of that public program of harbor development which resulted in the creation of Marine Stadium. Those lands are relatively minor in area (5 acres) and have been declared in chapter 1688 to be "no longer necessary or useful for commerce, fisheries and navigation." Moreover the exchange *itself* is sought to be made in furtherance of an existing and ongoing program of harbor development.

The situation is otherwise, however, with regard to the settled and subdivided lands described in section 2(a) of chapter 1688 which are the primary concern of the Belmont agreement. As we have indicated above, the filling of these lands by private developers began at about the turn of the century and was substantially completed when the Alamos Bay area was annexed to the city in 1923. This filling proceeded in a rather haphazard manner, without

significant regard for the uncertain boundaries in the area, and in one case-that of Steamshovel Channel (see text accompanying fn. 7, *ante*)-filling was undertaken upon lands whose public character was clear. It is manifest that the filling in question was not undertaken pursuant to and as an integral part of a public program of harbor development. Moreover, the contemplated disclaimer of public interest and quitclaim in favor of private parties is in no way related to the present public program of harbor development in the Alamos Bay area. For these reasons it is apparent that the principle we have distilled from *Atwood v. Hammond, supra*, 4 Cal.2d 31, and related cases is not applicable to the section 2(a) *487 lands dealt with in the Belmont agreement. It must therefore be concluded that those lands, to the extent they are in fact public "tidelands" within the meaning of article XV, section 3, of the California Constitution, have not been withdrawn from that category by proper legislative action and remain subject to the prohibition against alienation contained in that section.

VI. Estoppel

(8a) Petitioners' final argument as to the section 2(a) lands covered by the Belmont agreement is one of estoppel. It is pointed out that the subject lands were filled and improved with the knowledge and acquiescence of the state and city and that since annexation of the area in 1923 the city has exercised full municipal jurisdiction over it-granting building permits, approving subdivision maps, constructing and maintaining streets and city services, collecting taxes. To allow the state and city after having engaged in such a course of conduct to assert a claim of paramount title would, it is urged, result in a manifest injustice to persons whose title derives from those who reasonably relied upon such conduct and were induced to act in accordance therewith, and the doctrine of equitable estoppel should be applied to prevent them from doing so.

We must first observe the peculiar context in which this contention is sought to be raised. In essence it appears that the state and city are attempting to estop *themselves* from raising a matter which, strictly speaking, *is not relevant* to the instant proceeding. The issue in this case is whether respondents shall be required to execute documents purporting to convey whatever public interest there may be in the subject lands to record owners thereof. The issue is not whether there actually exists any public interest in the subject lands, and therefore the question of whether

the state and city should be prevented from asserting any such interest is not actually before us. Strictly speaking our only concern is whether, if the state and city have any interest in the subject lands, they may alienate that interest into private hands. The question of the actual existence and dimensions of such a public interest, and therefore the question of whether the state and city may be permitted to assert it, would properly arise only in a trial of title-and in such a proceeding arguments of estoppel would be properly advanced only by those who would be injured if paramount title were established.

In spite of these formal considerations, however, we believe that the circumstances of this case render appropriate a present consideration of the matter of estoppel. There is no doubt that a quiet title action of the scope necessary to determine the title questions pertaining to the section 2(a) lands dealt with in the Belmont agreement would be a massive undertaking. Clearly the interests of sound judicial administration suggest that *488 those who would be parties to such an action should be spared that undertaking if it appears, as a matter of law and on the basis of facts stipulated to by the parties who would there assert paramount title, that such assertion would be precluded by the doctrine of equitable estoppel. (See California Cigarette Concessions v. City of L. A. (1960) 53 Cal.2d 865, 868 [3 Cal. Rptr. 675, 350 P.2d 715]; Ware Supply Co. v. Sacramento Savings & L. Assn. (1966) 246 Cal.App.2d 398, 407-408 [54 Cal.Rptr. 674].) To hold otherwise and, on purely formalistic grounds, to perversely turn our backs on equitable considerations which we could not ignore had they been molded in the ordinary matrix of quiet title actions, would be to annihilate the basic concept of chapter 1688 that some solution other than massive litigation is required for the instant title problems. We therefore proceed to consider the application of that doctrine in the instant proceeding.

(9)The venerable doctrine of equitable estoppel or estoppel in pais, which rests firmly upon a foundation of conscience and fair dealing, ^{FN22} finds its classical statement in the words of Lord Denman: "[T]he rule of law is clear, that, where one by his words or conduct wilfully causes another to believe the existence of a certain state of things, and induces him to act on that belief, so as to alter his own previous position, the former is concluded from averring against the latter a different state of things as existing at the same time;" (Packard v. Sears & Barrett (K.B. 1837) 6 Ad. & Ell. 469, 474.) Long established in the judicial decisions of this state, the doctrine was perhaps most aptly expressed by this court in

Seymour v. Oelrichs (1909) 156 Cal. 782 [106 P. 88], where, quoting from an early decision of the United States Supreme Court, we stated: "The vital principle is that he who by his language or conduct leads another to do what he would not otherwise have done shall not subject such person to loss or injury by disappointing the expectations upon which he acted. Such a change of position is sternly forbidden. It involves fraud and falsehood, and the law abhors both." (156 Cal. at p. 795.)

FN22 Professor Pomeroy emphasizes the broad equitable concepts underlying the doctrine in the following terms: "Equitable estoppel in the modern sense arises from the conduct of a party, using that word in its broadest meaning as including his spoken or written words, his positive acts, and his silence or negative omission to do anything. Its foundation is justice and good conscience. Its object is to prevent the unconscientious and inequitable assertion or enforcement of claims or rights which might have existed or been enforceable by other rules of the law, unless prevented by the estoppel; and its practical effect is, from motives of equity and fair dealing, to create and vest opposing rights in the party who obtains the benefit of the estoppel." (3 Pomeroy, Equity Jurisprudence (5th ed. 1941) § 802, p. 180, fns. omitted.)

A similar statement of the doctrine has appeared in the statutes of California since 1872 (former Code Civ. Proc., § 1962, subd. 3), and section 623 of the Evidence Code now provides: "Whenever a party has, by his own *489 statement or conduct, intentionally and deliberately led another to believe a particular thing true and to act upon such belief, he is not, in any litigation arising out of such statement or conduct, permitted to contradict it."

(10)As we pointed out in the recent case of Driscoll v. City of Los Angeles (1967) 67 Cal.2d 297, at p. 305 [61 Cal.Rptr. 661, 431 P.2d 245], "Generally speaking, four elements must be present in order to apply the doctrine of equitable estoppel: (1) the party to be estopped must be apprised of the facts; (2) he must intend that his conduct shall be acted upon, or must so act that the party asserting the estoppel had a right to believe it was so intended; (3) the other party must be ignorant of the true state of facts; and (4) he must rely upon the conduct to his injury." Keeping in mind the admitted generality of this formulation and

the flexibility which is necessary to its proper concrete application within the broad equitable framework we have expressed, it may be said that the elements here stated are basic to the general doctrine of equitable estoppel as it exists in this and other jurisdictions. (See generally 3 Pomeroy, Equity Jurisprudence (5th ed. 1941) § 805, pp. 190-198; 28 Am.Jur.2d, Estoppel and Waiver § 35, pp. 640-642; 31 C.J.S., Estoppel § 67, pp. 402-415.)

Although generally speaking it is true that the application of the doctrine of equitable estoppel to controversies centered upon title to land involves the same basic factors of the doctrine as are brought into play in other areas of the law, the courts in California and other jurisdictions have proceeded with considerable caution and restraint when the effect of raising an estoppel would be to take the title to land from one person and vest it in another, for such a result would be essentially contrary to the intent and purpose, if not the letter, of the statute of frauds. (See Biddle Boggs v. Merced Mining Co. (1859) 14 Cal. 279, 367; Davis v. Davis (1864) 26 Cal. 23, 41, quoted in Code Commissioners' Notes (1872) to former Code Civ. Proc., § 1962, subd. 3; City of San Diego v. Cuyamaca Water Co. (1930) 209 Cal. 105, 142-143 [287 P. 475]; Taliaferro v. Colasso (1956) 139 Cal.App.2d 903, 907-908 [294 P.2d 774]; Marks v. Bunker (1958) 165 Cal.App.2d 695, 700 [332 P.2d 340]; 4 Witkin, Summary of Cal. Law (7th ed. 1960) Equity, § 95, pp. 2872-2873; 3 Pomeroy, Equity Jurisprudence (5th ed. 1941), § 807, 821, pp. 201-204, 258; 28 Am.Jur.2d, Estoppel and Waiver, § 81, pp. 723-726; 31 C.J.S., Estoppel, § 150, pp. 738-741.) Thus it has been held that the doctrine will not be applied to divest title to land in the absence of actual or constructive fraud on the part of the party to be estopped. (See authorities cited immediately, *supra*.)^{FN23} In California *490 this additional aspect is reflected in the often quoted language of Chief Justice Field in the leading case of Biddle Boggs v. Merced Mining Co., *supra*, 14 Cal. 279, at pages 367-368: "[T]o the application of this principle [of equitable estoppel] with respect to the title of property, it must appear, *first*, that the party making the admission by his declarations or conduct, was apprised of the true state of his own title; *second*, that he made the admission with the express intention to deceive, or with such careless and culpable negligence as to amount to constructive fraud; *third*, that the other party was not only destitute of all knowledge of the true state of the title, but of the means of acquiring such knowledge, and, *fourth*, that he relied directly upon such admission, and will be injured by allowing its truth to be disproved."

FN23 "While the owner of land may by his acts *in pais* preclude himself from asserting his legal title, 'it is obvious that the doctrine should be carefully and sparingly applied, and only on the disclosure of clear and satisfactory grounds of justice and equity. *It is opposed to the letter of the statute of frauds*, and it would greatly tend to the insecurity of titles if they were allowed to be affected by parol evidence of light or doubtful character.' The most important 'ground of justice and equity' admitted by courts of equity to uplift and displace the statute of frauds concerning legal titles to land, by fastening a liability upon the wrongdoer, is fraud. There are many instances in which equity thus compels the owner of land to forego the benefits of his legal title and to admit the equitable claims of another, in direct contravention of the literal requirements of the statute, but they all depend upon the same principle. " (3 Pomeroy, Equity Jurisprudence (5th ed. 1941) § 807, p. 203, fns. omitted.)

The central requirement of Biddle Boggs that there be conduct tantamount to actual or constructive fraud on the part of the party to be estopped before the doctrine of equitable estoppel will be applied in questions of land title^{FN24} has been consistently recognized and upheld in this state. (See, in addition to cases above cited, Eaton v. Wilkins (1912) 163 Cal. 742, 747 [127 P. 71].) Later cases have indicated, however, that certain more peripheral and essentially derivative portions of the Biddle Boggs formulation are to be viewed in the factual context of that case and are not to be taken as abstract statements of requirements more restrictive than those normally require to the application of equitable estoppel.

FN24 We have in fact indicated that some element of turpitude on the part of the party to be estopped is requisite even in cases not involving title to land. (See Crestline Mobile Homes Mfg. Co. v. Pacific Finance Corp. (1960) 54 Cal.2d 773, 778-779 [8 Cal.Rptr. 448, 356 P.2d 192].)

Thus in Davis v. Davis, *supra*, 26 Cal. 23, although we emphasized that the conduct of the party to be estopped must be either intended to deceive or so

grossly and culpably negligent as to be tantamount to fraud, we indicated that the third element of the *Biddle Boggs* formulation-to wit, that the party raising the estoppel "was not only destitute of all knowledge of the true state of the title, but of the means of acquiring such knowledge"-was not meant to be given a strict literal interpretation. "We are satisfied the learned Judge who pronounced this opinion [*Biddle Boggs*] did not intend by the language employed to hold that a person must be destitute of all possible means of acquiring knowledge of the true state of the title, but *491 rather of all convenient or ready means to such end;" (26 Cal. at p. 41.)^{FN25} This conclusion reflected our concern that the doctrine of equitable estoppel in California remain consistent with that doctrine as applied in other American jurisdictions and in England.^{FN26}

FN25 The quoted language was made a part of the Code Commissioners' Notes upon the adoption of section 1962 of the Code of Civil Procedure in 1872.

FN26 The general rule on this point is stated by Pomeroy: "If, at the time when he acted, [the party claiming the benefit of estoppel] had knowledge of the truth, or had the means by which with reasonable diligence he could acquire the knowledge so that it would be negligence on his part to remain ignorant by not using those means, he cannot claim to have been misled by relying upon the representation or concealment." (3 Pomeroy, Equity Jurisprudence (5th ed. 1941) § 810, p. 216, fn. omitted.)

Similarly, later cases have made manifest that the statement in *Biddle Boggs* apparently requiring that the party to be estopped "was apprised of the true state of his own title" was not intended to place a restriction upon the normal requirement that knowledge of the true facts *either* be possessed by the party to be estopped *or* be imputed to him in light of the circumstances.^{FN27} Especially in cases where the party to be estopped has made affirmative representations, as opposed to mere silence or acquiescence, knowledge of the true facts will be imputed to one who, in the circumstances of the case, ought to have such knowledge. (See *Grants Pass Land & Water Co. v. Brown* (1914) 168 Cal. 456, 462 [143 P. 754]; *Frericks v. Sorensen* (1952) 113 Cal.App.2d 759 [248 P.2d 949]; cf. *Staniford v. Trombly* (1919) 181 Cal. 372, 378 [186 P. 599].)^{FN28}

FN27 Pomeroy states the general rule as follows: "The truth concerning these material facts represented or concealed must be known to the party at the time when his conduct, which amounts to a representation or concealment, takes place; *or else the circumstances must be such that a knowledge of the truth is necessarily imputed to him.*" (3 Pomeroy, Equity Jurisprudence (5th ed. 1941) § 809, p. 216, original italics.)

FN28 "[The requirement of actual knowledge of the true facts on the part of the party to be estopped] applies in its full force only in cases where the conduct creating the estoppel consists of silence or acquiescence. It does not apply where the party, although ignorant or mistaken as to the real facts, was in such a position that he *ought* to have known them, so that knowledge will be imputed to him. In such a case, ignorance or mistake will not prevent an estoppel. Nor does the rule apply to a party who has not simply acquiesced, but who has actively interfered by acts or words, and whose affirmative conduct has thus misled another. Finally, the rule does not apply, even in cases of mere acquiescence, when the ignorance of the real facts was occasioned by culpable negligence." (3 Pomeroy, Equity Jurisprudence (5th ed. 1941) § 809, pp. 217-219, fns. omitted.)

(11)It thus appears that the doctrine of equitable estoppel applied to questions of land title in this jurisdiction differs from that applied to questions involving other matters only in that the culpability of the party to be estopped must be of sufficient dimension that actual or constructive fraud would result if the estoppel were not raised. (But see fn. 24, *ante.*) (See *492 generally 3 Pomeroy, Equity Jurisprudence (5th ed. 1941) § 803, pp. 184-188.) (8b)We proceed to assess the stipulated facts in this case in order to determine (1) whether the conduct of the state and city was sufficient to support an equitable estoppel against them, and (2) whether the other elements of such an estoppel are here present.

We conclude without hesitation that the activities, representations, and conduct of the state and its subtrustee the city during the period here in question rise to the level of culpability necessary to support an

equitable estoppel against them relative to the lands described in section 2(a) of chapter 1688. The stipulated facts clearly establish that from an early date the state and city have been aware of the serious and complex title problems in the Alamitos Bay area. More importantly, those public entities have been in a position to resolve such problems and to determine the true boundaries between public and private lands. This they have not done. Instead they have conducted themselves relative to settled and subdivided lands in the section 2(a) area as if no title problems existed and have misled thousands of homeowners in the process. Under these circumstances we think it clear that knowledge of the true boundaries between state and private lands in the section 2(a) area must be imputed to the public entities in question, and that their conduct in light of this imputed knowledge must be deemed so culpable that fraud would result if an estoppel were not raised.

Although it seems unnecessary to do so, we wish to make clear that the stipulated facts presented to us do not in any way indicate, nor do we in reaching our conclusion intimate, the occurrence of any acts of wilful or deliberate fraud on the part of any of the agents or representatives of the state or city. We merely say that the collective conduct of both governmental entities over the years reaches that degree of culpability interdicted by the doctrine of estoppel and that the principle of justice and fair dealing inherent in that doctrine dictates that we apply it in this case. Indeed, as we have said, it is to the credit of the state and the city that they themselves have invoked it.

Moreover, we have no difficulty concluding that the homeowners in the section 2(a) area were without any convenient or ready means for ascertaining that knowledge which the circumstances of this case require that we impute to the state and city-to wit, knowledge of the true boundaries between public and private lands in the area. We therefore hold that their reliance upon the conduct of the public entities was reasonable. Clearly this reliance induced a change of position on their parts which would result in substantial injury to themselves or their successors in interest if the state and city were now permitted to take a position contrary to the purport of their former conduct. *493

For these reasons we have concluded that the elements of an equitable estoppel against the state and city are here present. This determination, however, falls one step short of the mark. The state and city are not private parties but government

entities bound by constitutional and other restrictions. Although the elements of an equitable estoppel are established by the facts, it remains to determine whether that doctrine may be applied at all in a case such as that at bench to prevent the state and city from asserting paramount title to lands which they hold in trust for the people and which are subject to a constitutional provision forbidding alienation. The issue, stated bluntly, is this: When the state, acting both directly and through its subtrustee the city, conducts itself relative to public trust lands in a manner which would estop it from asserting paramount title if it were a private person, can it be bound by it similar estoppel-even when the effect thereof would be to quiet title to such trust lands in private persons in the face of an express constitutional provision forbidding the alienation of such lands?

(12) It is settled that "[t]he doctrine of equitable estoppel may be applied against the government where justice and right require it. (United States Fid. & Guar. Co. v. State Board of Equalization (1956) 47 Cal.2d 384, 388-389 [303 P.2d 1034] and cases there collected.)" (Driscoll v. City of Los Angeles, supra., 67 Cal.2d 297, 306.) (See generally 28 Am. Jur.2d, Estoppel and Waiver, § § 122-133, pp. 782-802; 31 C.J.S., Estoppel, § § 138-147, pp. 675-733.) Correlative to this general rule, however, is the well-established proposition that an estoppel will not be applied against the government if to do so would effectively nullify "a strong rule of policy, adopted for the benefit of the public," (County of San Diego v. Cal. Water etc. Co. (1947) 30 Cal.2d 817, 829-830 [186 P.2d 124, 175 A.L.R. 747], see also cases there cited.) The tension between these twin principles makes up the doctrinal context in which concrete cases are decided.

The leading case of County of San Diego v. Cal. Water etc. Co., supra., 30 Cal.2d 817, demonstrates the operation of this tension. There a highway maintained by the county lay in an area which was expected to be flooded upon construction of a proposed dam. Desiring to alter the curvature of the highway and to replace a bridge, the county applied to the defendant water company, which was to build the dam and owned the land through which the then highway passed, for a temporary right of way to be used until it became necessary upon actual construction of the dam to move the highway to higher ground. The company granted, the temporary right of way, providing in the deed that the right of way should revert to the company upon construction of the dam or completion of the permanent highway,

and that by acceptance of the easement the county waived any claim for damages that might arise in connection with the construction of the dam. The deed was accepted and recorded by the county and the road and bridge *494 were relocated. When several years later the company began its dam it offered a new easement above the contemplated water line but instituted no eminent domain proceedings to condemn the road. The county brought an action to enjoin construction of the dam unless adequate compensation were paid.

The trial court held that the county was entitled to relief, and we agreed. Holding first that the county's acceptance of the easement created no binding or valid *contractual* obligation to forego damages (because statutory requirements necessary to such an obligation had not been fulfilled), we went on to consider the company's argument of equitable estoppel, wherein it was contended "that the acceptance of the waiver clauses in the easements, although void as a contract may nevertheless be considered as a part of the course of conduct by which it is claimed that the county led the company to believe that the road would be relocated." (30 Cal.2d at p. 825.) We emphasized that the acceptance of the easement under the questioned deed provisions was the only conduct which might reasonably have induced the company to believe that the county intended to bear the expenses of relocation itself. Moreover, by distinguishing cases wherein the party seeking to raise an estoppel against the government had undertaken improvements in reliance upon government conduct or representations (e.g., *City of Los Angeles v. Cohn* (1894) 101 Cal. 373 [35 P. 1002]), we suggested that the injury suffered by the company as a result of its reliance was not extreme in character. On the other hand, we pointed out that the raising of an estoppel against the county would result in the frustration of a strong rule of public policy in that it would permit evasion of strict statutory procedures: "Here ... we are directly concerned with strong considerations of policy. The Legislature, for the protection of the public, has declared that a road may not be abandoned without notice, a hearing, and a finding that the road is unnecessary for present or prospective public use. Enforcement of a bare promise to abandon would not only mean a complete disregard of these salutary legislative requirements but would also be inconsistent with the additional policy against the making of contracts by a public body to exercise its discretionary governmental powers in a particular manner. By indirect enforcement of such a 'contract' the needs of persons using the highway might be ignored, and a method

would be afforded by which officials and persons dealing with the agency could evade the law.. (Cf. *Miller v. McKinnon*, 20 Cal.2d 83, 88-90 [124 P.2d 34, 140 A.L.R. 570].)" (30 Cal.2d at pp. 826-827.)
FN29 *495

FN29 In the *County of San Diego* case we distinguished the case of *Farrell v. County of Placer* (1944) 23 Cal.2d 624 [145 P.2d 570, 153 A.L.R. 323], wherein the county was estopped to raise plaintiff's failure to file a timely claim against it after a county agent, visiting plaintiff in the hospital after the accident but within the period for filing a claim, encouraged plaintiff not to obtain the services of an attorney and represented to her that she could wait to make a claim until she knew the extent of her injuries. In *Farrell* and the cases cited therein, we said in *County of San Diego*, "the facts clearly established that a grave injustice would be done if estoppel were not applied, and it did not appear that use of the doctrine would defeat any strong public policy or result in the indirect enforcement of an illegal contract." (30 Cal.2d at p. 826.)

In *City of Imperial Beach v. Algert* (1962) 200 Cal.App.2d 48 [19 Cal. Rptr. 144] (hearing denied), on the other hand, it was concluded in a similar case that the tension existing between the two stated principles should be resolved differently in light of the circumstances. There a certain portion of a street delineated on an approved county subdivision map was never opened for street purposes, and the subdivider placed a full concrete curb at the point where the subject portion was to meet a cross street. By formal order of the county board of supervisors the portion in question was closed to traffic, and thereafter taxes were levied against it as private property. When taxes became delinquent the property was sold to defendant at public auction, and when the city was later incorporated the official map did not show the parcel as a street. The parcel was later zoned residential by city ordinance. Some time after defendant received his deed the board of supervisors, without notice to defendant, purported to vacate its order (made some 10 years previously) closing the subject portion of street to traffic. A quiet title action ensued, and the trial court held the city estopped to assert that the parcel in question was a public street.

The Court of Appeal, after recognizing that a governmental entity cannot lose its right to a duly

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(Cite as: 3 Cal.3d 462, 476 P.2d 423)

dedicated public street by mere nonuser, adverse possession, or abandonment accomplished other than in a statutory manner, nevertheless agreed that the city was bound by an equitable estoppel. (*City of Imperial Beach v. Algert, supra*, 200 Cal.App.2d 48.) Stating in colorful terms the doctrinal tension to which we have adverted, ^{FN30} the court went on to point out that the case before it, unlike *County of San Diego* and related cases, involved an impressive combination of governmental acts encouraging reliance. ^{FN31} Viewing this combination as a whole, the court concluded: "We *496 are not prepared to say what portion of this total chain of events, if missing, would vitiate the use of equitable estoppel. What we do hold is that the sum total of all the facts actually here presented convinces us, as it did the trial judge, that this case presents one of those exceptional conditions in which estoppel against a governmental agency is justified and should be applied." (200 Cal.App.2d at p. 53.)

FN30 The court said: "The courts of this state have been careful to apply the rules of estoppel against a public agency only in those special cases where the interests of justice clearly require it. (*Sacramento v. Clunie*, 120 Cal. 29, 30 [1] [52 P. 44]; *County of San Diego v. California Water etc. Co.*, *supra*, pp. 825, 826 [4-6].) However, if such exceptional case does arise and if the ends of justice clearly demand it, estoppel can and will be applied even against a public agency. Of course, the facts upon which such an estoppel must rest go beyond the ordinary principles of estoppel and each case must be examined carefully and rigidly to be sure that a precedent is not established through which, by favoritism or otherwise, the public interest may be mulcted or public policy defeated." (200 Cal.App.2d at p. 52.)

FN31 The court stated: "What we ... have [in the case at bench] is a bare dedication by map, with every other act of county and city over a period of many years indicating a clear affirmative rejection of its acceptance as a street. The affirmative uncontradicted evidence shows that the parcel in question was never used at any time during the 12 years from the time of original map dedication to the time of trial, for any road or traffic purpose of any kind, either vehicular or pedestrian. No public money

was ever expended on it for road purposes up to the time of its sale to Algert nor at any other time. Every affirmative act of the county and city indicated an intention not to use it for street purposes. Permanent concrete curbs were installed by the subdivider, under county authority, to block it off physically from traffic use. The county levied ordinary taxes on it as a privately owned parcel. It retained at all times to the eye of any prospective purchaser all the appearance of a private residential lot. It was zoned by City for private residential purposes. The City's official map showed it as a residential lot. It was assessed for improvement district purposes by authority of the board of supervisors as a privately owned lot. Neither adjacent owners nor any other owners displayed any interest in having it opened as a street, nor in any possible reversionary interest. Indirectly all the owners within the improvement district received the benefit of Algert's purchase money. The county, through its official agent, the county treasurer, advertised it for sale at public auction as private property. No one ever suggested to the treasurer that he ought not to issue the deed. No one, even after the full facts were known to all, ever suggested, that a mistake had been made and that because thereof Algert's money should be refunded. Even the evidence of the City's present desire to use the property for street purposes presents some contradictions respecting connecting street widths at the point in question that have raised arguments as to the City's true intent." (200 Cal.App.2d at pp. 52-53.)

Implicit in this conclusion, of course, was the determination that the raising of an estoppel against the government in the circumstances at bench would not result in a significant frustration of public policy. (See fn. 30, *ante*.)

We have stated the *County of San Diego* and *Algert* cases in some detail because the contrast between them vividly demonstrates the tension which exists between the competing principles at work in the area of estoppel against the government—to wit, the principle favoring avoidance of manifest injustice, and that seeking to preserve the public interest. For this reason the same contrast provides an apt background against which to state a broad and comprehensive standard governing the mutual

accommodation of those principles in concrete cases. (13) After a thorough review of the many California decisions in this area, as well as a consideration of various out-of-state decisions, we have concluded that the proper rule governing equitable estoppel against the government is the following: The government may be bound by an equitable estoppel in the same manner as a private party when the elements requisite to such an estoppel against a private party are present and, in the considered view of a court of equity, the injustice which *497 would result from a failure to uphold an estoppel is of sufficient dimension to justify any effect upon public interest or policy which would result from the raising of an estoppel.

Certain arguments advanced by respondents have suggested that the cases do not support a standard of such broad simplicity. Thus, it is contended on the basis of the *County of San Diego* case and certain other decisions of this court (see, e.g., *Taylor v. Spear* (1925) 196 Cal. 709, 717 [238 P. 1038]; *Boren v. State Personnel Board* (1951) 37 Cal.2d 634, 643 [234 P.2d 981]; *McNeil v. Board of Retirement* (1958) 51 Cal.2d 278, 285-286 [332 P.2d 281]) that a fundamental distinction is to be recognized between those cases where the public entity to be estopped has the legal power to accomplish directly what the estoppel will accomplish indirectly, and, on the other hand, those cases where the public entity does not have such power. In the latter class of cases, it is urged, an estoppel may not be applied against the public entity because to do so would effectively enlarge the powers of the public entity involved. (8c) Applying this distinction to the instant case respondents contend that the state and city may not be estopped to assert paramount title to the section 2(a) lands in question because to permit such estoppel would result in the effective alienation of tidelands within two miles of the city—an act expressly placed beyond the powers of the state and city by article XV, section 3, of the California Constitution.

Although there is language in some decisions (including those cited above) which might be considered supportive of the distinction urged, we believe that a thoughtful consideration of their precise holdings reveals an underlying rationale similar to that which we have set forth above. The *County of San Diego* case again provides a ready example. There it was clear that the county was without the power to do what it had presumed to do—to wit, to abandon a public highway without complying with statutory requirements of notice and

hearing. This court, however, was not content to rest its decision on that fact. Rather, we went on to explain that to allow the county to do what it had presumed to do (and clearly lacked the power to do) would operate to frustrate the strong rule of public policy which the statutory requirements represented. "Enforcement of a bare promise to abandon would not only mean a complete disregard of these salutary legislative requirements but would also be inconsistent with the additional policy against the making of contracts by a public body to exercise its discretionary governmental powers in a particular manner. By indirect enforcement of such a contract' the needs of persons using the highway might be ignored, and a method would be afforded by which officials and persons dealing with the agency could evade the law." (Italics added.) (*49830 Cal.2d at pp. 826-827.) In essence we determined that the injustice to be suffered if an estoppel were not upheld was *not* of sufficient dimension to justify the extreme deleterious effect upon public policy which would result if the estoppel were raised.

In the *Algert* case, on the other hand, the act sought to be validated by estoppel was similarly beyond the power of the government agency, but the court determined on the one hand that an injustice of substantial dimension would ensue if estoppel were withheld and, inferentially, that no significant effect upon public policy would result if the estoppel were raised. In assessing the quantum of injustice the court properly took into account the continuing course of conduct by which the governmental agency had induced reliance. The nature of that course of conduct also was of extreme relevance in assessing the effect upon public policy which would result from the raising of an estoppel. While in *County of San Diego* the raising of an estoppel would have permitted county officials to avoid statutory abandonment requirements by little more than a "bare promise to abandon," in *Algert* the precedent set by allowing estoppel was much narrower in that it depended upon a considerable combination of governmental actions not likely to recur. ^{FN32}

FN32 Also of considerable relevance in the assessment of injustice vis-à-vis the effect upon public policy is the degree to which the party seeking to raise an estoppel against the government has changed his position in reasonable reliance on government representations or conduct and the extent to which he will be injured should the estoppel not be raised. (See *City of Los Angeles v.*

Cohn, supra., 101 Cal. 373.)

It may be objected that the distinction sought to be established by respondents is not properly considered in the context of *County of San Diego* and related cases because in those cases the governmental entity had the authority to accomplish by proper means what it purported to do by improper means (i.e., abandon dedicated streets)-whereas in a case such as that at bar the governmental entity lacks the power to accomplish by any means the alienation of the tidelands in question.^{FN33} We believe that such a contention would ignore the principles which we have explained above in connection with the cases of *Muchenberger v. City of Santa Monica, supra., 206 Cal. 635*, and *Atwood v. Hammond, supra., 4 Cal.2d 31*, respectively. If the perimeters of the lands described in section 2(a) of chapter 1688 had been established by a boundary agreement of the type described in *Muchenberger* there would be no constitutional objection to the formal "conveyance" of any state interest in such lands by quitclaim. (See also *City of Los Angeles v. Borax Consolidated Ltd., supra., 102 F.2d 52*.) Similarly, if the said lands had been freed from the public trust and reclaimed pursuant *499 to and in the course of a highly beneficial public program of harbor development, and if they were considered relatively small in area, they could be properly alienated into private hands. (*Atwood v. Hammond, supra.*) In view of these principles it would be unrealistic to assert that the state wholly lacks the power to dispose of lands within two miles of an incorporated city which might be adjudged to be public tidelands in a quiet title proceeding. Because the state does have such power, albeit only in narrowly limited circumstances, it is unnecessary for us to decide whether the standard which we have stated to govern the application of estoppel against governmental entities holds true in a case where the governmental entity in question utterly lacks the power to effect that which an estoppel against it would accomplish.

FN33 The contention is stated in the subjunctive because respondents rely heavily on *County of San Diego* to support the distinction urged by them.

It remains to apply the stated standard to the facts of this case. Because we have already determined that the elements requisite to equitable estoppel against a private party are here present, the precise question now before us is this: Is the injustice which would result from a failure to raise an equitable estoppel

against the city and state (preventing their assertion of paramount title to section 2(a) lands) of sufficient dimension to justify the effect upon public interest or policy which will result from the raising of such an estoppel?

As we have explained above, the peculiar context in which the argument of equitable estoppel arises in the instant case requires that we assume for these purposes that, if a quiet title action were brought relative to the lands described in section 2(a) of chapter 1688, and the state were permitted to assert paramount title to such lands, it would prevail as to some portion thereof. Assuming this, it is clear that the present holders of record title against whom such a claim of paramount title would prevail would suffer manifest injustice unless the state were estopped to assert such a claim. It is unnecessary that we again detail the sustained course of conduct by which the state and its subtrustee the city have induced reliance on the part of private persons holding record title in the section 2(a) area. It suffices to say that ever since the development of the area began shortly after the turn of the century the state and (after annexation in 1923) the city have conducted themselves relative to the section 2(a) lands as though the said lands were private property wholly free from trust claims. In reliance upon this conduct thousands of citizens have settled upon these lands with the same expectations as citizens settling on other lands within the city. It is superfluous to say that manifest injustice would result if the very governmental entities whose conduct has induced this reliance were permitted at this late date to assert a successful claim of paramount title and thereby wrest the subject property from the homeowners who have settled upon it. *500 (Cf. *Trustees of Internal Improvement Fund v. Claughton (Fla. 1956) 86 So.2d 775.*)

On the other hand we do not believe that the upholding of an estoppel in the instant case will have a significant deleterious effect upon the public policy reflected in article XV, section 3, of the Constitution. That policy, broadly speaking, seeks to insure that certain lands of unique value to the public for navigational and related purposes shall not, through alienation into private hands, be shorn of that public value. We must assume in this case that some of the lands described in section 2(a) of chapter 1688 are in fact lands subject to article XV, section 3, and that therefore the upholding of an estoppel (which in the circumstances would be tantamount to alienation) would be contrary to the public policy reflected in that section. We believe, however, that a realistic assessment of such an estoppel on the public policy

in question must, in the circumstances of this case, include within its purview an overall consideration of the whole process of development in the Alamitos Bay area. That process, however haphazard and reckless it may have been, has resulted in an area providing an impressive array of public facilities for navigation and recreation. ^{FN34} Surely this is not a case where "alienation" of public lands into private hands has resulted in an area withdrawn from the public.

FN34 The agreed statement of facts provides: "Today, Alamitos Bay has 13.1 miles of shore line of which 11 miles, or 83%, are open and accessible to the public. The public facilities in the bay area are used on a regional and statewide basis as is indicated from the fact that 70.5% of the 1,765 public boat slips are rented by persons living outside the City (28% by persons living outside Los Angeles County). Marine Stadium, located in the northwesterly corner of the Bay area, has hosted two Olympic boating competitions and numerous national and regional contests. It is open for daily use by the public as a water ski and power boat course. Open water areas of the Bay are used for sailing. The Bay's bathing areas are used on a regional basis, as indicated from the fact that 48.9% of the 14,900,000 persons using the City's beaches annually are from outside the City (15.1% are from outside the county). Sport fishermen and clammers also make extensive use of the Bay."

Even more significant, we think, from the standpoint of assessing the effect of estoppel upon the public policy in question, is the fact that the rare combination of government conduct and extensive reliance here involved will create an extremely narrow precedent for application in future cases. (See fn. 30 and text accompanying fn. 32.) We are here concerned with thousands of homeowners who, through the long continuing conduct of the government entities involved, have been led to believe and have acted upon the belief that the lands upon which they reside are their own private properties. Because similarly compelling circumstances will not often recur, the public policy expressed in article XV, section 3, of the Constitution will not suffer substantial erosion as a result of the decision we reach today. *501

For the foregoing reasons we have concluded that the great injustice which would result in this case from the failure to uphold an equitable estoppel against the state and city justifies the minimal effect upon public policy which would result from the raising of such an estoppel-and therefore that this is one of those "exceptional cases" where "justice and right require" that the government be bound by an equitable estoppel. (County of San Diego v. Cal. Water etc. Co., *supra.*, 30 Cal.2d 817, 825; Farrell v. County of Placer, *supra.*, 23 Cal.2d 624, 627-628.) Because such an estoppel would prevent the state and city from asserting paramount title to any of the section 2(a) lands in an action to quiet title and would determine title between the parties ^{FN35} (cf. Hudson v. West (1957) 47 Cal.2d 823, 830-831 [306 P.2d 807], and cases there cited), there remains no legal objection to those portions of the Belmont agreement which operate to relinquish all state and city claims to the section 2(a) lands. (Cf. Muchenberger v. City of Santa Monica, *supra.*, 206 Cal. 635, 645.)

FN35 That is, between the government on one side and a particular homeowner on the other.

For all of the reasons stated above, we have concluded that respondents' constitutional objections to chapter 1688 and the Belmont and McGrath agreements are without merit. The relief sought by petitioners must therefore be granted.

Let a peremptory writ of mandate issue as prayed.

McComb, Acting C. J., Peters, J., Tobriner, J., Burke, J., Mosk, J., and Files, J., ^{FN*} concurred.

FN* Assigned by the Acting Chairman of the Judicial Council.

Chapter 1688, Statutes of 1965

An act relating to tide and submerged lands in the Alamitos Bay area in the City of Long Beach, providing for the removal of the public trust for commerce, navigation and fishery from certain portions of land, providing for the removal of the trusts and restrictions imposed by Chapter 676, Statutes 1911, Chapter 102, Statutes 1925 and Chapter 158, Statutes 1935, as to certain portions of

lands, authorizing the sale, exchange, quitclaim or conveyance of certain portions of lands, providing for the settlement of boundary and title disputes as to said lands.

[Approved by Governor July 17, 1965, Filed with Secretary of State July 23, 1965.]

The people of the State of California do enact as follows:

Section 1. As used in this act:

(a) "Long Beach tidelands" means those certain tide and submerged lands, whether filled or unfilled, heretofore conveyed to the City of Long Beach upon certain trusts and conditions by Chapter 676, Statutes 1911, Chapter 102, Statutes of 1925 and Chapter 158, Statutes of 1935, all as amended and supplemented.
*502

(b) "Alamitos Bay area" means that area within the City of Long Beach, County of Los Angeles, State of California, enclosed by a line.... [Here is set forth a description by metes and bounds.]

Sec. 2.(a) It is found and determined that the following described lands within the Alamitos Bay area lie above the line of mean high tide are no longer necessary or useful for commerce, fisheries and navigation and are hereby freed from the public use and trust for commerce, fisheries and navigation to the extent such may have existed as to any of said lands.... [Here is set forth a description by metes and bounds.]

The State Lands Commission is authorized to survey, monument, plat or map the above-described boundaries of the lands described in this subdivision, and to file said plats or maps in the office of the County Recorder of the County of Los Angeles.

(b) It is found and determined that portions of land in the Alamitos Bay area in addition to those described in subdivision (a) of Section 2 of this act have been heretofore improved in connection with the development of the Alamitos Bay area, and in the process of said development have been filled and reclaimed, are no longer submerged or below the line of mean high tide and are no longer necessary or useful for commerce, fisheries or navigation. The State Lands Commission is hereby directed to determine the lands described in this subdivision and to execute and record in the office of the County Recorder of the County of Los Angeles appropriate

instruments describing said lands. Upon the recording of any such instrument or instruments, together with a certificate that the lands described therein are above the line of mean high tide and have been found to be no longer necessary or useful for commerce, fisheries or navigation, said described lands shall be thereupon freed of the public use and trust for commerce, fisheries and navigation. Such determinations shall be made from time to time by the State Lands Commission on its own initiative or shall be made on the application of the City of Long Beach or other affected party.

Sec. 3.(a) The City of Long Beach, by such document, quitclaim or conveyance, and upon the receipt of such considerations as are hereinafter authorized or described in this act, may convey, release or quitclaim its interest in property contained within the description of subdivision (a) of Section 2. Said document, quitclaim or conveyance may by its terms operate generally and by declaration and without specifying the name of any person and shall operate as to any parcel of land within the described area only in favor of such persons as have, at the time of said conveyance, release or quitclaim, a claim of ownership to said parcel based upon a record chain of title, which chain of title covers a period of 30 years or more immediately preceding the effective date of this act or in favor of such persons as have, at the time of said conveyance, release or quitclaim, a claim of ownership to said parcel, which claim is based upon a record chain of title of less than 30 years and upon the payment of taxes on said property by claimant or his predecessors in interest for a period of 30 years or more, which period of payment of taxes covers the period immediately preceding the effective date of this act.

(b) The City of Long Beach, by such document, quitclaim or conveyance, and upon the receipt of such considerations as are hereinafter authorized or described in this act, may convey, release or quitclaim any portions of Long Beach tidelands described in any instrument recorded pursuant to subdivision (b) of Section 2. There shall be an order of preference as to the persons in favor of which such document, quitclaim or conveyance may be executed. Said order shall be: First, to any person claiming present ownership of said property based upon a record chain of title, which chain of title covers a period of 30 years or more immediately preceding the effective date of this act. Second, to any person who, together with his claimed predecessors in interest, has paid taxes on said property to the County of Los Angeles for a period of 30 years or more immediately

preceding the effective date of this act. Third, to such abutting landowner as has the longest common boundary with the property to *503 be conveyed, released or quitclaimed. Fourth, to other parties as are approved by the State Lands Commission.

(c) The City of Long Beach, with the approval of the State Lands Commission, is hereby authorized to settle by agreement, exchange or quitclaim, any dispute concerning whether or not particular land within the Alamitos Bay area constitutes land in private or proprietary ownership by reason of title traceable to a state or federal patent or other valid source, or rather constitutes "Long Beach tidelands," title to which is vested in the city under the terms of Chapter 676, Statutes of 1911, Chapter 102, Statutes of 1925, or Chapter 158, Statutes of 1935. In settlement of such disputes the city, with the approval of said State Lands Commission, may, by such agreement, exchange or quitclaim, establish boundary or compromise boundary lines between the "Long Beach tidelands" and bordering private or proprietary lands.

Sec. 4. Any consideration as is paid in exchange for any conveyance, release, quitclaim, or settlement under this act shall be determined by the City of Long Beach with the approval of the State Lands Commission. In determining the adequacy of any such consideration, said city and commission shall give effect in their evaluation to all factors bearing upon the value, if any, of the public's interest being conveyed, released, quitclaimed or settled, and the rights, claims and equities of the person in whose favor the conveyance, release, quitclaim or settlement is being made and their predecessors in interest. In those cases where the land has been filled or reclaimed or improved or both without the expenditure of either state funds or of public moneys held in trust under the terms of Chapter 676, Statutes of 1911, Chapter 102, Statutes of 1925, Chapter 158, Statutes of 1935, Chapter 29, Statutes of 1956, or Chapter 138[,] Statutes of 1964, First Extraordinary Session, such lands may be valued by excluding the value of the fill or improvements or both. Consideration under this act may consist of lands, property, interest in property, easements, moneys or other things of value given by the grantee or any other person.

Sec. 5. Any portion of Long Beach tidelands which passes in title by reason of any conveyance, release, quitclaim or settlement made under the terms of this act shall thereupon be freed of the trusts and conditions imposed by Chapter 676, Statutes of 1911;

Chapter 102, Statutes of 1925; Chapter 158, Statutes of 1935, all as amended and supplemented.

No land which lies below the line of mean high tide may be conveyed, released or quitclaimed by the City of Long Beach under the terms of this act, nor shall any such land be freed by the terms of this act of the trusts and conditions imposed by Chapter 676, Statutes of 1911; Chapter 102, Statutes of 1925; Chapter 158, Statutes of 1935, all as amended or supplemented. Any certificate of the State Lands Commission concerning the character of the lands described in the instruments recorded under the provisions of subdivision (b) of Section 2 of this act shall be conclusive as to the character of lands declared therein to be above the line of mean high tide.

Except for those lands described in subdivision (a) of Section 2 of this act, any document, quitclaim or conveyance executed pursuant to the provisions of subdivision (b) of Section 3 of this act shall reserve to the City of Long Beach as trustee, or to the State of California if the lands fall within the provisions of Chapter 1579, Statutes 1961, all oil, gas, minerals, and other hydrocarbons in any lands found to be Long Beach tidelands. The reservation of said rights to minerals, oil, gas or other hydrocarbons shall not preclude the conveyance, release or quitclaim of the right of entry upon the surface of said lands for the purposes of drilling, mining or extraction of those reserved interests.

Sec. 6. Any conveyance, release, quitclaim or settlement made by the City of Long Beach pursuant to the provisions of this act shall be made by an appropriate document executed by the City of Long Beach and approved by the State Lands Commission.

Sec. 7. (a) All lands or interests in lands which lie below the line of mean high *504 tide and are received by the City of Long Beach as a result of sales or exchanges authorized by this act shall be deemed tidelands under the provisions of Chapter 676, Statutes 1911; Chapter 102, Statutes of 1925; and Chapter 158, Statutes of 1935, all as amended or supplemented.

(b) All lands or interests in lands which lie above the line of mean high tide and are received by the City of Long Beach as a result of sales or exchanges authorized by this act shall be deemed lands upward of the compromise line and acquired with tideland trust moneys, under and according to the provisions of Section 7 of Chapter 138, Statutes of 1964, First

Extraordinary Session.

(c) All moneys and other things of value, excluding land interests in lands, which are received by the City of Long Beach as a result of sales or exchanges authorized by this act shall be used only for those trust purposes defined in Chapter 676, Statutes of 1911; Chapter 102, Statutes of 1925; Chapter 158, Statutes of 1935, Chapter 29, Statutes of 1956; and Section 6 of Chapter 138, Statutes of 1964, First Extraordinary Session, all as amended and supplemented.

(d) All oil and dry gas revenues derived from any lands received by the City of Long Beach as a result of sales or exchanges authorized in the foregoing section of this act shall be subject to the terms and conditions of Chapter 138, Statutes of 1964, First Extraordinary Session.

Sec. 8. The provisions of this act shall not be deemed exclusive with respect to the settlement or litigation of titles and boundaries of lands within the Alamitos Bay area and this act shall not alter or impair the existing procedural or substantive rights or disabilities of any person or entity claiming title to or an interest in any lands in the Alamitos Bay area in the defense or prosecution of any proceeding now or hereafter instituted under the laws of this state, nor affect the applicability to said lands of any other provision of law.

Sec. 9. If any provision of this act or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the act which can be given effect without the invalid provision or application, and to this end the provisions of this act are severable.

APPENDIX B

EXCERPTS FROM DEBATES AND PROCEEDINGS,

CALIFORNIA CONSTITUTIONAL CONVENTION 1878-1879

(PP. 1038-1039; 1478-1481)

MR. LAINE: [In response to reading of proposed section.] Mr. Chairman: I move to strike that section

out. I am satisfied that it is dangerous, because there may be millions of acres of land that may be reserved. I move to strike it out.

MR. AYERS: [Principal proponent of Article XV.] I hope the motion will not prevail. The provision in the commencement of this section is one which now exists in the Code. It withdraws the marsh and tide lands from sale within two miles of any incorporated city or town in the State. The object of this section is to prevent parties from coming up to Sacramento and obtaining title to tide lands which are necessary for the purpose of ingress and egress to the people from various parts of the State- I was going to say surreptitiously getting control over them in fee from the State- and the people who are interested in having ingress and egress over these lands, or through these lands, know nothing about it....

.....

MR. HERRINGTON: Mr. Chairman: I am just as much in favor of preserving the rights of the people to frontages as anybody in the world; but it does strike me if this constitutional provision is adopted there will be no such thing as the reclamation of *505 these tide lands for the purpose of constructing towns. Now, we do not desire to tie ourselves up in such a way as to prevent the increase of population on the borders of our bay or ocean. The idea that the land shall be held in that way, so that it can be granted out to private parties under such circumstances, seems to me to be impolitic, to say the least of it; that land shall be reserved two miles back from the bay, simply because it is tide land. I am perfectly willing to place restrictions in every way to protect these frontages, but to say that all tide lands within two miles of any incorporated city or town in this State shall be withheld from grant or sale, it seems to me is not proper in a constitutional provision.

MR. WYATT: Mr. Chairman: I hope the section will not be stricken out. If there is any one abuse greater than another that I think the people of the State of California has suffered at the hands of their lawmaking power, it is the abuse that they have received in the granting out and disposition of the lands belonging to the State, and I hope the Convention will make such restrictions upon that subject as it can; at least to remedy the abuse in so far

as it can be remedied with reference to the little land yet left to the jurisdiction of the State....

.....

MR. McCALLUM: ... In a very populous county-if not now there likely will be some that I could name-there might be towns all along where these tide waters are, and it would certainly exclude the disposition of these lands along the whole line of tide water. The Legislature of course ought not to dispose of these lands without proper guards and conditions to prevent frauds, but to say that they shall not be disposed of at all is virtually to give them away; virtually to say that the State shall have no benefit, except with reference to these leases. I am not familiar with these tide lands, but I understand that some of these tide lands may be very valuable for certain agricultural purposes. I presume that the time may come when they may be disposed of at a considerable price per acre....

.....

MR. EDGERTON: ... Are these mud-banks to lay there forever? Whereas, if they could be sold and filled in they would be covered with buildings, wharves, and warehouses. The arguments that would apply to Oakland will apply to fifteen or twenty other places. These mud-flats ought to be reclaimed and applied to the uses of commerce and buildings, wharves and warehouses erected where seagoing vessels can load and unload. It seems to me very unwise to put such a restriction as this in the Constitution....

.....

MR. HAGER: Mr. President: This question of tide lands has been before the Legislature again and again. As we all know, a great many abuses have grown out of the management and sale of tide lands in this State.... Now, as I understand this section, it is

intended to prevent that sort of thing; to prevent the Legislature from violating the Act of Congress under which California was admitted into the Union. It is intended to comply with the Act of Congress upon which we were admitted into the Union-that these navigable waters should remain open and free. Now, we do not know that the filling up of the harbors, or any portion of them, may result in. Engineers have told us that the filling in of the Bay of San Francisco has endangered the harbor of San Francisco, by forming bars and by deposits. I do not see any objection to the section as it stands. On the contrary, I see a great deal in it that recommends it to the Convention. In regard to the amendment offered by the gentleman from Los Angeles, it excepts San Francisco, and the same devilry that has been going on in the past may go on in the future.

MR. ESTEE: Can the Legislature control it at all if that is adopted?

MR. HAGER: It does not say that the Legislature shall not authorize wharves to be *506 let for the purposes of commerce. The Legislature has the exclusive control, and there is nothing in this amendment to prevent it.

MR. EDGERTON: Does the gentleman not know that the filling up of these mud flats and the building of wharves and warehouses where ships may go to load and unload facilitates commerce?

MR. HAGER: The stealing of the mud flats in the City of Oakland was never done for the purpose of commerce at all. It was done for the personal gain of those individuals who have it now, who had it then, and will have it in all time, and as much more as they can possibly get to the exclusion of the general public.

MR. AYERS: Mr. President: This debate has taken a wide and curious range, one that I did not anticipate. Gentlemen have gone so far as even to say that this article, if engrafted upon the Constitution, will interfere with vested rights. How it can have any retroactive effect the gentlemen have not told us, and I cannot see. The gentleman from Marin said, with reference to his land bordering on the bay, that under this article if he had a wharf or bulkhead on his tide lands that he would be compelled to give it up or give free access to it to whoever should ask it. It is not so. The only way in which access can be had over his lands to navigable water, is in the usual way, and for a public use, and in no other way, and that is the principle which underlies this Act. No titles to these

lands can be interfered with at all. That rule is laid down in all of the cases, and I refer especially to the case decided by Judge Anderson, in the thirty-second California Reports.^{FN*} Whatever rights may have been acquired by the purchasers of these lands from the State, must have been subservient to the greater rights of the public. This is a matter which has been decided in this State. I will ask the gentleman whether the public policy which has prevailed in this State with reference to the public lands for the last twenty-five years, has been a good one? Whether it has not resulted, or nearly so, in the monopolizing of every frontage upon navigable waters in this State, on the rivers, on the ocean, on the harbors, on the inlets, and on the estuaries. Why, sir, there is hardly a point in this State where wagon, or rail, and ship can meet which is not successfully held and owned by private individuals, and from which the public is excluded. The higher interest of the public has been disregarded, and the lesser interest of individuals and corporations has had full sway. If that has been the case in the past policy of selling in fee these lands to private individuals and corporations, I say, is it not right, is it not wise, for us now to reverse that policy and to withhold these lands from sale? The State will have control of them. Whatever the interests of commerce may require, the State will be unable [*sic*] to give. I cannot see any force in the objections that have been made on this floor to the article, in whole or in part, and I think it would be a wise policy on the part of this Convention to adopt it with the amendment.

FN* *Sic*. The case referred to is Ward v. Mulford (1867) 32 Cal. 365, Justice Sanderson speaking for the court.*507

Cal.

City of Long Beach v. Mansell

3 Cal.3d 462, 476 P.2d 423, 91 Cal.Rptr. 23

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C
 Placer County v. CorinCal.App.3.Dist.COUNTY OF
 PLACER, Petitioner,
 v.
 F. EARL CORIN, as Treasurer, etc., Respondent.
 Civ. No. 19620.

HEADNOTES

Classified to California Digest of Official Reports

Court of Appeal, Third District, California.
 Dec 17, 1980.

SUMMARY

A county petitioned in the Court of Appeal for a writ of mandate to compel the county treasurer to serve notice of assessment on and to collect such assessments from real property owners in a sewer assessment district of the county for the purpose of financing the cost of acquisitions and construction of improvements in the district. The county's board of supervisors had adopted a resolution providing for the acquisition and construction of improvements, and the county had accepted a federal grant representing one-half the cost of the acquisitions and construction of improvements. The county treasurer contended that funds to be derived from the special assessments and from the federal grant proceeds were encompassed with "proceeds of taxes", and thus were required to be included in the county's "appropriations subject to limitation" (Cal. Const., art. XIII B, § 8, subd. (b)).

The Court of Appeal granted the petition. It held that the governmental spending restrictions imposed under Cal. Const., art XIII B, do not limit the ability to expend governmental funds collected from all sources. It further held that as to a local government, limits are placed only on the authorization to expend the proceeds of taxes levied by that entity and the proceeds of specified state subventions (Cal. Const., art. XIII B, § 8, subd. (c)), and no limitation is placed on the expenditure of those revenues that do not constitute "proceeds of taxes." It additionally held that Cal. Const., art. XIII B, does no more than place a ceiling on the expenditure of general state and local tax revenues and does not encompass special assessments and federal grants for the financing of the cost of acquisitions and construction of improvements in a sewer assessment district of a county. (Opinion by Carr, J., with Regan, Acting P. J., and Evans, J., concurring.)

(1a, 1b) Municipalities § 36--Fiscal Affairs--Constitutional Limitation on Expenditures--Appropriations Subject to Limitation--Proceeds From Special Assessments and Federal Grants.

The governmental spending restrictions imposed under Cal. Const., art. XIII B, do not limit the ability to expend governmental funds collected from all sources. Rather, the appropriations limit is based on "appropriations subject to limitation" consisting primarily of the authorization to expend during a fiscal year the "proceeds of taxes" (Cal. Const., art. XIII B, § 8, subd. (a)). As to a local government, limits are placed only on the authorization to expend the proceeds of taxes levied by that entity and the proceeds of specified state subventions (Cal. Const., art. XIII B, § 8, subd. (c)), and no limitation is placed on the expenditure of those revenues that do not constitute "proceeds of taxes." Cal. Const., art. XIII B, does no more than place a ceiling on the expenditure of general state and local tax revenues and does not encompass special assessments and federal grants for the financing of the cost of acquisitions and construction of improvements in a sewer assessment district of a county.

[See Cal.Jur.3d, Municipalities, § 361; Am.Jur.2d, Municipal Corporations, Counties, and Other Political Subdivisions, § 582.]

(2) Counties § 15--Fiscal Matters--Constitutional Limitation on Expenditures--Appropriations Subject to Limitation--Proceeds From Special Assessments and Federal Grants.

A county was entitled to a writ of mandate against its treasurer who had refused to serve notice of assessment on and to collect assessments from real property owners in a sewer assessment district of the county for the purpose of securing funds for the payment of acquisitions and construction of improvements in the district, the county's petition for a writ of mandate requiring him to do so, where the county board of supervisors had adopted a resolution providing for such acquisitions and construction of improvements and the county had accepted a federal grant of proceeds for one-half the cost of the

acquisitions and construction of improvements. It was not the intent of Cal. Const., art. XIII B, that proceeds from special assessments or a federal grant should be considered as "proceeds of taxes" or *445 within a county's appropriations subject to limitation under Cal. Const., art. XIII B, § 8, subd. (b).

COUNSEL

L. J. Dewald, County Counsel, Jones, Hall, Hill & White and Robert G. Aurbrey for Petitioner.
Orrick, Herrington, Rowley & Sutcliffe, John R. Myers and Carlo S. Fowler for Respondent.
CARR, J.

In this mandate proceeding, the issue is whether "proceeds of taxes" as used in article XIII B of the California Constitution includes (1) special assessments of an assessment district and/or (2) federal grants made directly to a local entity for improvements within the assessment district. Petitioner, the County of Placer, seeks to compel respondent, who is the Placer County Treasurer, to serve notice of assessment on and to collect such assessments from property owners in the Tierra Heights Sewer Assessment District A-79.

In April 1979 petitioner's board of supervisors, pursuant to provisions of the Municipal Improvement Act of 1913 and the Improvement Bond Act of 1915, adopted a resolution entitled: A RESOLUTION OF INTENTION TO MAKE ACQUISITIONS AND IMPROVEMENTS-TIERRA HEIGHTS SEWER ASSESSMENT DISTRICT A-79. Petitioner had previously accepted a federal grant in the sum of \$55,000 representing one-half the costs of making the required acquisitions and constructing improvements. On March 4, 1980, petitioner directed respondent to mail and serve appropriate notices to pay assessments to owners of real property within the sewer assessment district. Respondent has refused to serve and collect said assessments, asserting the proceeds thereof must be included within the appropriations limits set forth in article XIII B, section 1. We issued an alternative writ pursuant to our original authority, finding this question to be one of both first impression and substantial importance. (See *California Housing Finance Agency v. Elliott* (1976) 17 Cal.3d 575, 580 [131 Cal.Rptr. 361, 551 P.2d 1193]; *446 *California Educational Facilities Authority v. Priest* (1974) 12 Cal.3d 593, 598 [116 Cal.Rptr. 361, 526 P.2d 513]; Cal. Civil Writs (Cont.Ed.Bar. 1970) § 85, p. 154.) Respondent by way of return has generally demurred to the petition contending a writ of mandate will not lie to compel performance of an illegal or unconstitutional act.

In November 1979 article XIII B was added to the California Constitution through the adoption of Proposition 4, commonly referred to as the "Gann Initiative." Ballot arguments in support of Proposition 4 referred to it as providing "permanent protection for taxpayers from excessive taxation" and "a reasonable way to provide discipline in tax spending at state and local levels."

Article XIII B was adopted less than 18 months after the addition of article XIII A to the state Constitution, and was billed as "the next logical step to Proposition 13" [article XIII A]. While article XIII A was generally aimed at controlling ad valorem property taxes and the imposition of new "special taxes" (*Amador Valley Joint Union High Sch. Dist. v. State Bd. of Equalization* (1978) 22 Cal.3d 208, 231-232 [149 Cal.Rptr. 239, 583 P.2d 1281]; *County of Fresno v. Malmstrom* (1979) 94 Cal.App.3d 974, 980 [156 Cal.Rptr. 777], see article XIII A, § § (1), (4)), the thrust of article XIII B is toward placing certain limitations on the growth of appropriations at both the state and local government level; in particular, article XIII B places limits on the authorization to expend the "proceeds of taxes." (§ 8, subd. (c).)

Article XIII B provides that beginning with the 1980-1981 fiscal year, "an appropriations limit" will be established for each "local government." FN1 (§ 8, subd. (h).) No "appropriations subject to limitation" may be made in excess of this appropriations limit, and revenues received in excess of authorized appropriations must be returned to the taxpayers within the following two fiscal years. (§ 2.)

FN1 Article XIII B is applicable to both the State of California and local governments. (See § § 1, 8, subd. (a).) Since this action involves only a local government, i.e., the County of Placer, the operation of article XIII B as it relates to the state is not discussed.

The appropriations limit for the 1980-1981 fiscal year is equal to the total "appropriations subject to limitations" for that entity in the 1978-1979 fiscal year, with certain adjustments for changes in the cost of living, population and financial responsibility for providing services. *447 (§ § 3, 8, subd. (h); see Ops.Cal.Legis. Counsel, No. 15349 (Aug. 24, 1979) Gann Initiative, p. 4.) In succeeding years, the appropriations limit will be equal to the prior year's appropriations limit, subject to the specified

adjustments. Appropriations limits may be changed by the voters, but not to exceed a period longer than four years.

(1a) Billed as a flexible way to provide discipline in government spending, article XIII B does not limit the ability to expend government funds collected from all sources. Rather, the appropriations limit is based on "appropriations subject to limitation," which consists primarily of the authorization to expend during a fiscal year the "proceeds of taxes." (§ 8, subd. (a).) As to local governments, limits are placed only on the authorization to expend the proceeds of taxes levied by that entity, in addition to proceeds of state subventions (§ 8, subd. (c)); no limitation is placed on the expenditure of those revenues that do not constitute "proceeds of taxes." The intended scope of "proceeds of taxes," the source of a local government's "appropriations subject to limitations," is the pivotal issue herein.

(2) Respondent contends the funds derived from the exercise of the power of assessment and from federal grant proceeds used to pay the costs and expenses of acquisitions and improvements, are encompassed within "proceeds of taxes" and must be included in the county's appropriations subject to limitation; that exclusion thereof and the making of other appropriations to the extent of petitioner's appropriations limit without regard to the existence of the authorization to expend these proceeds threatens to impair the validity and enforceability of said assessments and assessment bonds. Petitioner contends the proceeds of the special assessments and the federal grant do not constitute "proceeds of taxes," and will not be included within its budgeted "appropriations subject to limitation" for fiscal year 1980-1981.

This issue is one of substantial importance, involving the continued viability of provisions for initiating and completing special improvements. (See Sts. & Hy. Code, § 5000 et seq., 10000 et seq.) "For over 60 years these laws have provided the most widely used procedure in California for the construction of a variety of public improvements including streets, sewers, sidewalks, water systems, lighting and public utility lines; property owners benefited by the improvements pay for these improvements either in cash or, at their option, by installments over a period of time." (County of Fresno v. Malmstrom, supra., 94 Cal.App.3d at p. 978.) If local entities are required to include special *448 assessment and federal grant proceeds within their "appropriations subject to limitation," such entities will have to decide whether

to limit or even discontinue the acquisition and improvement of local improvements or to finance such improvements from general tax revenues, i.e., at the expense of all taxpayers. In light of the enormous demands on reduced general tax revenues following adoption of article XIII A, the latter option appears fiscally unfeasible.

Section 8, subdivision (c) defines "proceeds of taxes" as follows: "Proceeds of taxes' shall include, but not be restricted to, all tax revenues and the proceeds to an entity of government, from (i) regulatory licenses, user charges, and user fees to the extent that such proceeds exceed the costs reasonably borne by such entity in providing the regulation, product, or service, and (ii) the investment of tax revenues. With respect to any local government, 'proceeds of taxes' shall include subventions received from the state, other than pursuant to Section 6 of this Article and, with respect to the state, proceeds of taxes shall exclude such subventions."

In summary, for local entities, "proceeds of taxes" includes, but is not restricted to: (1) all tax revenues; (2) excessive regulatory license fees and excessive user charges and fees; (3) the investment of tax revenues; and (4) subventions from the state.

Respondent asserts that special assessment and federal grants proceeds, though not included within any of the expressly enumerated categories in section 8, are similar in origin and character to user charges and user fees and are of the same general class; that federal grant proceeds are akin to state subventions; and under the doctrine of *ejusdem generis*,^{FN2} must be considered "proceeds of taxes," as the latter includes but is not restricted to tax revenues, certain regulatory and user fees and charges, and state subventions. *449

FN2 In its practical application, this rule simply means that "general and specific words which are capable of an analogous meaning, being associated together, take color from each other, so that the general words are restricted to a sense analogous to the less general." (3 Words and Phrases Judicially Defined, p. 2328.) ... [Thus,] 'where a statute or other document enumerates several classes of persons or things, and immediately following and classed with such enumeration the clause embraces "other" persons or things, the word "other" will generally be read as

"other such like," so that persons or things therein comprised may be read as *ejusdem generis* with, and not of a quality superior to or different from, those specifically enumerated." (*People v. Strickler* (1914) 25 Cal.App. 60, 64, 65 [142 P. 1121].) *Ejusdem generis* is a rule of construction used to carry out, not to defeat, the legislative intent.

Further, respondent notes that article XIII B was intended both to carry out the intent and to extend the scope of article XIII A. While article XIII A was aimed at controlling ad valorem property taxes and imposition of new special taxes (see *County of Fresno v. Malmstrom, supra.*, 94 Cal.App.3d at pp. 980-984.), article XIII B is directed at controlling government spending. (See § 1, 8, subd. (a), (b) (c).) The source of revenue to be spent is not limited to property taxes; "all tax revenues" are subject to the limitations of article XIII B, in addition to certain user and regulatory charges, state subventions, and the investment of tax revenues. (§ 8, subd. (c).) Respondent urges it is our duty to give article XIII B a broad, liberal interpretation in accordance with the will of the people (see *Amador Valley Joint Union High Sch. Dist. v. State Bd. of Equalization, supra.*, 22 Cal.3d at pp. 245).^{FN3} and this mandates a finding that special assessment and federal grant proceeds were intended to be included within the "not restricted to" provision of "proceeds of taxes."

FN3 "The generally accepted rules for construing constitutional provisions may be summarized as follows: (1) a liberal, practical and common-sense approach should be taken, (2) the natural and ordinary meaning of the words used should be followed, (3) the apparent intent of the framers should be fulfilled and absurd results avoided, and (4) interpretations by the Legislature and administrative agencies and the ballot summary, arguments and analysis should be considered in determining the probable meaning of uncertain language. [Citation.]" (62 Ops.Cal.Atty.Gen. 254, 256 (1979); see *Amador Valley Joint Union High Sch. Dist. v. State Bd. of Equalization, supra.*, 22 Cal.3d at pp. 245-246.)

Our analysis of article XIII B, section 8, subdivision (c), compels the conclusion that the framers of the initiative did not intend to include the proceeds derived from special assessments to be included

within the "not restricted to" language of "proceeds of taxes." While respondent correctly asserts that assessments are a function of the general power of taxation (*City of Baldwin Park v. Stoskus* (1972) 8 Cal.3d 563, 568 [105 Cal.Rptr. 325, 503 P.2d 1333]; see *Dawson v. Town of Los Altos Hills* (1976) 16 Cal.3d 676, 683 [129 Cal.Rptr. 97, 547 P.2d 1377]; *Los Angeles Co. F.C. Dist. v. Hamilton* (1917) 177 Cal. 119, 130 [169 P. 1028]) "there is a broad and well-recognized distinction between a tax levied for the general public good and without special regard to the benefit conferred upon the individual or property subject to the tax, and a special assessment levied to force the payment of a benefit, ..." (*City Street Imp. Co. v. Regents Etc.* (1908) 153 Cal. 776, 778 [96 P. 801]; see *Inglewood v. County of Los Angeles* (1929) 207 Cal. 697, 702 [280 P. 360].) *450

Taxes are levied by the Legislature, or by counties and municipalities under their delegated power, for the support of the state, county, or municipal government (*Taylor v. Palmer* (1866) 31 Cal. 240, 251-252; 51 Cal.Jur.3d, Public Improvements, § 2, p. 563; 70 Am.Jur.2d, Special or Local Assessments, § 1, pp. 842-843.) Special or local assessments, on the other hand, are imposed on property within a limited area for payment of a local improvement allegedly enhancing the value of the property taxed (*Northwestern Etc. Co. v. St. Bd. Equal.* (1946) 73 Cal.App.2d 548, 552 [166 P.2d 917]; see *City of Los Angeles v. Offner* (1961) 55 Cal.2d 103, 108 [10 Cal.Rptr. 470, 358 P.2d 926].) Special assessments can be levied only on the specific property benefited and not on all the property in the district. (*Anaheim Sugar Co. v. County of Orange* (1919) 181 Cal. 212, 216 [183 P. 809]; see *City of Baldwin Park v. Stoskus, supra.*, 8 Cal.3d at p. 568.)^{FN4}

FN4 Significant differences between a special assessment and a tax include the following: (1) a special assessment can be levied only on land; (2) a special assessment cannot ordinarily be made a personal liability of the person assessed; (3) a special assessment is ordinarily based wholly on benefits; and (4) a special assessment is exceptional both as to time and locality. (*Northwestern Etc. Co. v. St. Bd. of Equal., supra.*, 73 Cal.App.2d at pp. 551-552.)

In *County of Fresno v. Malmstrom, supra.*, 94 Cal.App.3d 974, the question presented was whether special assessments were "special taxes" within the provisions of article XIII A. While noting that the

terms "tax," "special tax," and "special assessment" have at times become hopelessly entangled in judicial opinions, legislative and legal treatises, the *Malmstrom* court recognized and followed the long standing precedent that strictly speaking, special assessments are not taxes at all. (*Id.* at pp. 982-983.; see also *Cedars of Lebanon Hosp. v. County of L.A.* (1950) 35 Cal.2d 729, 747 [221 P.2d 31, 15 A.L.R.2d 1045]; *Los Angeles Co. F.C. Dist. v. Hamilton*, *supra.*, 177 Cal. at p. 129; *County of Santa Barbara v. City of Santa Barbara* (1976) 59 Cal.App.3d 364, 379-380 [130 Cal.Rptr. 615]; *County of San Bernardino v. Flournoy* (1975) 45 Cal.App.3d 48, 51-52 [117 Cal.Rptr. 732].)^{FN5}

FN5 The *Malmstrom* court analogized assessments as being "more in the nature of loans to property owners for improvements benefiting their property, with bonds representing that loan and secured by the property itself." (94 Cal.App.3d at p. 980, *fn.* 2.)

In *Solvang Mun. Improvement Dist. v. Board of Supervisors* (1980) 112 Cal.App.3d 545 [169 Cal.Rptr. 391], the court adopted the reasoning *451 of the *Malmstrom* court in determining special assessments levied to benefit specific properties within a specified district were not includable in the 1 percent of assessed value limitation imposed on ad valorem taxes by article XIII A, section 1 of the California Constitution. The problem in *Solvang*, *supra.*, resulted from an incongruity in the language of subdivisions (a) and (b) of section 1. Subdivision (a) imposed the 1 percent limitation on ad valorem taxes. Subdivision (b) exempted from the 1 percent limitation ad valorem taxes or special assessments to pay interest and redemption charges on indebtedness approved by the voters prior to the effective date of article XIII A. At issue were nonvoted special assessments for a public parking district created pursuant to general and special statutory authority. Bonds were issued and special assessments to pay the principal and interest were levied annually by the board of supervisors against the benefited properties. The board interpreted article XIII A, section 1 to prohibit such assessment. The court first determined such an application of article XIII A would retroactively deprive the bondholders of their contractual right to repayment and such impairment of contract was constitutionally impermissible. Next, the court decided that special assessments designed to directly benefit the property assessed and make it more valuable were not within the 1 percent

limitation and the reference to "special assessments" in section 1, subdivision (b) was mere surplusage.

Under article XIII B, with the exception of state subventions, the items that make up the scope of "proceeds of taxes" concern charges levied to raise general revenues for the local entity. "Proceeds of taxes," in addition to "all tax revenues" includes "proceeds ... from ... regulatory licenses, user charges, and user fees [only] to the extent that such proceeds exceed the costs reasonably borne by such entity in providing the regulation, product or service...." (§ 8, subd. (c)) (Italics added.) Such "excess" regulatory or user fees are but taxes for the raising of general revenue for the entity. (*City of Madera v. Black* (1919) 181 Cal. 306, 313-314 [184 P. 397]; see *Mills v. County of Trinity* (1980) 108 Cal.App.3d 656, 661-663 [166 Cal.Rptr. 674]; *United Business Com. v. City of San Diego* (1979) 91 Cal.App.3d 156, 165 [154 Cal.Rptr. 263].) Moreover, to the extent that an assessment results in revenue above the cost of the improvement or is of general public benefit, it is no longer a special assessment but a tax. (*City of Los Angeles v. Offner*, *supra.*, 55 Cal.2d at pp. 108-109.) We conclude "proceeds of taxes" generally contemplates only those impositions which raise general tax revenues for the entity. *452

We find support for this position in the ballot arguments in favor of the initiative,^{FN6} which assert that: Proposition 4 will provide "permanent constitutional protection for taxpayers from excessive taxation;" "will refund or credit excess taxes received by the state to the taxpayer;" "will curb excessive user fees [which are akin to taxes] imposed by local government;" "will eliminate waste by forcing politicians to rethink priorities while spending our tax money." (Italics added.) Finally, the argument states "Your 'yes' vote will guarantee that excess state tax surpluses will be returned to the taxpayer...." and "[T]his amendment is a reasonable and flexible way to provide discipline in tax spending at the state and local levels...." (Italics added.) In both its supportive and interpretative language, the thrust of article XIII B is directed at limiting tax revenues and appropriations.

FN6 Ballot arguments and analyses presented to the electorate may be considered in determining the probable meaning of an initiative's uncertain language. (*Amador Valley Joint Union High Sch. Dist. v. State Bd. of Equalization*, *supra.*, 22 Cal.3d at pp. 245-246.)

Respondent's analysis of the similarities between taxes, user charges, and special assessments is not persuasive that special assessment proceeds were intended to be included within the "not restricted to" clause of "proceeds of taxes." Special assessments are *not* taxes, and are *not* levied for general revenue purposes. We are unable to find anything in article XIII B to indicate that "proceeds of taxes" were intended to include special assessment proceeds. The doctrine of *ejusdem generis* cannot be used to include within the category of "proceeds of taxes" something that is not a tax and which was clearly not intended to be included. ^{FN7} *453

FN7 Respondent's position appears to be that: (1) although *Malmstrom* found that the provisions of article XIII A were not applicable to special assessments, (2) since article XIII B was designed to carry at and broaden the scope of article XIII A, that (3) special assessment proceeds must have been intended to be included within the parameters of article XIII B.

It is true that article XIII B is broader and more encompassing than its predecessor. Unlike article XIII A, article XIII B is not limited to ad valorem taxes and the imposition of new special taxes; rather, article XIII B is addressed to "all tax revenues," including those derived from the imposition of "excess" regulatory and user charges. (Cf. art. XIII A, § 1, 4, with art. XIII B, § 8, subd. (c).) Article XIII A did not address the issue of either state subventions or proceeds derived from the investment of tax revenues. Nor did article XIII A place a ceiling on the expenditures of these tax proceeds or require that excess tax revenues be returned to the electorate. But the fact that article XIII B is a more encompassing plan to limit government spending does not compel the conclusion that "proceeds of taxes" was meant to include special assessment proceeds. Article XIII B is directed at limiting the appropriation of tax revenues; special assessments are not taxes, are not raised for the general public welfare, and do not provide general revenues for local entities.

In finding that proceeds derived from the power of assessment were not intended to be included within the provisions of article XIII A, the *Malmstrom* court made the following observation: "Respondent's construction would place local government entities in a rather precarious situation by forcing them into a Hobson's choice of spending general tax funds either

for expenditures to benefit the public at large or for projects to benefit certain individual property owners by funding improvements such as the construction of streets, sidewalks, gutters and sewers. *Inherent in the concept of special assessments is the fact that certain property owners receive special benefits.* [Citations.] *It would not be just to the general taxpayers of the political entity to use general funds to pay for such special benefits to a few property owners.* [Citation.]" (County of Fresno v. Malmstrom, *supra.*, 94 Cal.App.3d at p. 981; italics added.)

This analysis is consistent with our interpretation of the intended scope of article XIII B. With only a limited fund from which to spend for general public services and special benefit improvements, local entities would be forced into a "Hobson's choice" of limiting or discontinuing general improvements and services for the benefit of the many in order to provide a local area with special benefit improvements for the few. The alternative would be for local areas to do without essential services, such as sewers, water, etc., so that the local government could be assured of remaining within its appropriations limit.

Reference to the ballot arguments in favor of article XIII B demonstrates that no such "Hobson's choice" was intended. Said arguments assert "[t]his measure...Will Not prevent state and local governments from providing essential services... [¶] Will Not favor one group of taxpayers over another." (Emphasis in original.) Each of these arguments is valid only if we conclude that special assessment proceeds were not intended to and do not come within the parameters of "proceeds of taxes; otherwise, for practical purposes, local governments would be deprived of the ability to fund the construction of major improvements for a particular area within their jurisdiction. (County of Fresno v. Malmstrom, *supra.*, 94 Cal.App.3d at p. 981.) ^{FN8} *454

FN8 Moreover, "[w]here the Legislature has enacted a law in light of a particular constitutional provision, a settled rule of construction is that the Legislature's interpretation of uncertain constitutional terms is entitled to great deference by the courts." (Mills v. County of Trinity (1980) 108 Cal.App.3d 656, 662 [166 Cal.Rptr. 674].) Following the adoption of article XIII B, the Legislature enacted Senate Bill No. 1389, signed into law on July 16, 1980, as an urgency measure effective immediately.

(Gov. Code, § 53715, added by Stat. 1980, ch. 516, § 1.) Government Code section 53715, added by Senate Bill No. 1389, provides in part: "As used in Article XIII B of the California Constitution, the term 'proceeds of taxes' *does not include* the proceeds from the sale of bonds, notes, warrants or other obligations required for the purpose of financing or refinancing the acquisition, construction, or completion of public improvements or projects or any rents, charges, assessments, or levies, other than tax levies, made pursuant to law, the proceeds of which are required for the payment of principal and interest, or to otherwise secure such obligations, and to pay the costs and expenses associated therewith." (Italics added.)

Respondent's assertion that article XIII B was designed to close the loopholes created by article XIII A is without merit.

The use of the special assessment process to construct and improve needed services can hardly be considered a loophole to the provisions of article XIII A. (See 62 Ops.Cal.Atty.Gen. 663, 669 (1979).) Special assessments are one of the oldest used methods for the longterm financing of public improvements. (See County of Fresno v. Malmstrom, *supra*, 94 Cal.App.3d at p. 978; Hamilton, Guide To California Special Assessment Acts (1966), p. 1; Nichols, Comment: How Not to Contest Special Assessments in California (1965) 17 Stan.L.Rev. 247, 247-248.) Special assessments, being levied only for improvements that benefit particular parcels of land, and not to raise general revenues, are simply not the type of exaction that can be used as a mechanism for circumventing these tax relief provisions. (See 62 Ops.Cal.Atty.Gen. 663, 669 (1979).)^{FN9}

FN9 Neither is the addition of Articles XIII A and XIII B likely to cause a sudden shift to the use of special assessments *unless said improvements are both needed and desired by those property owners who will pay for such improvements*. Unlike other governmentally imposed burdens, taxes in particular, the various special assessment acts have traditionally and continue to require that one or more hearings by the legislative body be held prior to confirmation and levy of the assessment. (See e.g., Sts. & Hy. Code, § § 5130-5227,

5360-5375, 10300-10350.) Thus, special assessments are not the type of exaction that can be imposed without giving the affected property owners both notice and opportunity to be heard. In addition, most special assessment acts contain provisions for a "majority protest." (See e.g., Sts. & Hy. Code, 5220-5222, 10310-10312.) A majority protest exists if written protests are made by owners of more than one-half of the area of the property to be assessed. (See Sts. & Hy. Code, § 2930.) Such a protest compels abandonment of the proceedings and precludes similar proceedings for one year. (Sts. & Hy. Code, § 2930; but see Sts. & Hy. Code, § 2932.) While majority protests may be overruled in certain instances (e.g., Sts. & Hy. Code, § § 2932, 5222, 10311), it is unlikely that local governments will continue with assessment proceedings once a majority of property owners in the proposed district have voiced their disapproval.

Petitioner accepted a \$55,000 federal grant representing one-half of the cost of making acquisitions and constructing improvements in the *455 Tierra Heights Sewer Assessment District. Respondent argues since "proceeds of taxes" includes state subventions, and as federal grants are similar in nature to such subventions, the doctrine of *ejusdem generis* requires that federal grant proceeds be considered "proceeds of taxes." We disagree.

"Subventions" as used in article XIII B is defined as a "subsidy" or "assistance or support" from the state to local government. (Ops.Cal. Legis. Counsel, No. 14076 (July 20, 1979) Gann Initiative, p. 2.) The federal grant at issue was made directly from the federal government to the County of Placer; we do not have state action or subvention in its usual form.

Nor can we conclude that federal grants proceeds were intended to be encompassed within "proceeds of taxes." Federal grants are not mentioned in either article XIII B or in the ballot arguments in support thereof.

Of greater significance, however, is that construing federal grants to be within the scope of "proceeds of taxes" would in no way further the spending and taxing limit objectives of article XIII B. Unlike state subventions, which if not taken and spent will result in a refund of taxes and thus an indirect tax reduction under article XIII B, federal grants not taken and

spent will not give rise to any tax refund; in fact, the opposite will occur. Federal grants return tax monies to California when such grants are accepted. It is unlikely that local governments would be able to accommodate both special assessment proceeds and matching federal funds within the entity's budgeted "appropriations subject to limitation," thereby forcing such entities to reject offers of federal funds. In turn, to refuse to accept such grants would require that area improvements be financed exclusively by local governments and would tend to increase taxes in the long range. This result is in no way consistent with the objectives of article XIII B.

(1b) We determine that article XIII B does no more than place a ceiling on the expenditure of general state and local tax revenues and does not encompass special assessments and federal grants of the kind before us in the case at bench.

Let a peremptory writ of mandate issue commanding respondent to mail appropriate notices of assessment on and collect such assessments *456 from the owners of real property in the Tierra Heights Sewer Assessment District A-79 as provided by law.

Regan, Acting P. J., and Evans, J., concurred.
Cal.App.3.Dist.
County of Placer v. Corin
113 Cal.App.3d 443, 170 Cal.Rptr. 232

END OF DOCUMENT

Fresno County v.
 Malmstrom Cal.App.5.Dist.COUNTY OF FRESNO,
 Petitioner,
 v.
 JAMES B. MALMSTROM, as County Tax
 Collector, etc., Respondent.
 Civ. No. 4719.

Court of Appeal, Fifth District, California.
 July 12, 1979.

SUMMARY

A county initiated assessment proceedings under Sts. & Hy. Code, § 10000 et seq., to construct certain improvements, with the intention of issuing assessment bonds pursuant to Sts. & Hy. Code, § 5000 et seq. to represent the assessments levied. The tax collector refused to serve a notice of assessment on the property owners involved or to collect the assessment, contending that the assessment would result in a levy of over 1 percent on the property in the district in contravention of Cal. Const., art. XIII A, § 1, subd. (a), and that is constituted a "special tax" not approved by a two-thirds vote of qualified electors of the district, as required by Cal. Const., art. XIII A, § 4.

The Court of Appeal issued a writ of mandate directing the tax collector to give notice of recording of assessments and to collect the assessments pursuant to Sts. & Hy. Code, § § 10404 and 10603, for those improvements duly authorized by the county in the special assessment district. The court held the 1 percent maximum tax limitation imposed by Cal. Const., art. XIII A on ad valorem taxes does not apply to special assessments levied pursuant to Sts. & Hy. Code, § § 5000 et seq. and 10000 et seq., the Improvement Act of 1911 and the Municipal Improvement Act of 1913. The court further held that because special assessments pursuant to such acts are not within the definition of "special taxes" in Cal. Const., art. XIII A, § 4, the Constitution does not require the issuance of bonds to be approved at an election by two-thirds of the qualified electors of the district. (Opinion by Zenovich, J., with Brown (G.A.), P. J., and Franson, J., concurring.)

HEADNOTES

Classified to California Digest of Official Reports

(1) Constitutional Law § 10--Operation, Effect, and Construction-- Construction of Constitutions--Rules. Rules of construction and interpretation that are applicable when considering statutes are equally applicable in interpreting constitutional provisions.

(2) Statutes § 25--Construction--Exceptions and Provisos.

What is excepted by a statute's proviso should, in the absence thereof, be considered as included in the general terms of the statute.

(3) Constitutional Law § 10--Operation, Effect, and Construction-- Construction of Statutes--Definitions. Terms used in a constitutional amendment are normally construed in light of existing statutory definitions.

(4) Highways, Streets, and Bridges § 40--Taxes and Assessments--Under Improvement Acts-- Constitutional Tax Limitation.

The 1 percent maximum tax limitation imposed by Cal. Const., art. XIII A, on ad valorem taxes does not apply to special assessments and bonds levied pursuant to the Improvement Act of 1911 (Sts. & Hy. Code, § 5000 et seq.) and the Municipal Improvement Act of 1913 (Sts. & Hy. Code, § § 10000 et seq.). Statutory or constitutional limitation on taxes have no logical application to special assessments to finance improvements benefiting special parcels of property within the taxing jurisdiction.

[See Cal.Jur.3d, Highways and Streets, § 102 et seq.; Am.Jur.2d, Special or Local Assessments, § 10.]

(5a, 5b) Highways, Streets, and Bridges § 46-- Bonds--Issuance, Sale, and Lien--Constitutional Tax Limitation--Special Taxes--Election.

Cal. Const., art. XIII A, § 4, imposing a limitation on property taxes are requiring "special taxes" to be approved by two-thirds vote of qualified electors of the district, does not require the issuance of bonds pursuant to the Improvement Act of 1911 (Sts. & Hy. Code, § 5000 et seq.), representing assessments levied for the construction of certain improvements,

to be approved by an election of two-thirds of the qualified electors of the district. Such special assessments are not within the definition of "special taxes" of the constitutional provision. The constitutional provision is aimed at limiting local governments' *976 ability to replace funds reduced by other sections of the article by shifting to other types of taxes, while special assessments are not general taxes but rather used to confer a special benefit on the parcels charged for the improvements.

(6) Highways, Streets, and Bridges § 39--Taxes and Assessments--Special Assessments.

The power to create special assessments to pay the costs of improvements to specific parcels of property is a peculiarly legislative process grounded in the taxing power of the sovereign.

(7) Highways, Streets, and Bridges § 2--Definitions and Distinctions-- Special Tax--Special Assessment.

While taxes are raised for the general revenue of the governmental entity to pay for a variety of public services, a "special tax" is a tax collected and earmarked for a special purpose; rather than being deposited in a general fund. A special assessment is charged to real property to pay for benefits that property has received from a local improvement and, strictly speaking, is not a tax at all.

(8) Property Taxes § 19--Exemptions--Special Assessments.

Exceptions of private property from taxation do not extend to special assessments levied on the basis of equivalent benefit, unless specifically so provided.

(9) Income Taxes § 5--Deductions--Assessments.

For purposes of the Personal Income Tax Law (Rev. & Tax. Code, § 17001 et seq.), property taxes, but not taxes assessed against local benefits of a kind tending to increase the value of the property assessed, are allowed as itemized deductions in computing taxable income.

(10) Highways, Streets, and Bridges § 2--Definitions and Distinctions-- Special Assessments--Special Tax.

A special assessment is distinguishable from a property-related special tax by the fact that a special assessment, being a charge for benefits conferred on the property, cannot exceed the benefits the assessed property receives from the improvement; a special tax on real property need not so specifically benefit the taxed property. *977

COUNSEL

Floyd B. Viau, County Counsel, Harold E. Rogers, Jr., and Earl S. Wolcott III, for Petitioner.

Burt Pines, City Attorney (Los Angeles), Claude E. Hilker and Norman L. Roberts, Assistant City Attorneys, as Amici Curiae on behalf of Petitioner.

Orrick, Herrington, Rowley & Sutcliffe, Carlo S. Fowler and John R. Myers for Respondent.

ZENOVICH, J.

Petitioner County of Fresno requests this court to invoke its original jurisdiction to issue a writ of mandate to compel respondent James B. Malmstrom, the Fresno County Treasurer and Tax Collector, to serve notice of assessment and collect such assessments from property owners in a special assessment district pursuant to Streets and Highways Code sections 10404 and 10603.

The City of Los Angeles joined in support of petitioner as amicus curiae.

The facts underlying this petition are not in dispute.

On December 19, 1978, petitioner (acting through the Fresno County Board of Supervisors) initiated assessment proceedings under Streets and Highways Code section 10000 et seq. (the Municipal Improvement Act of 1913) to construct certain improvements described as "Various Streets in Robinwood Subdivision, Fresno County Improvement District No. 205." Petitioner intended to issue assessment bonds pursuant to Streets and Highways Code section 5000 et seq. (the Improvement Act of 1911) to represent the assessments levied. The petition alleges that all the requirements of the Streets and Highways Code were followed in the assessment procedure; respondent does not make an assertion to the contrary.

However, respondent refused to serve the notice of assessment on the property owners involved or to collect the assessment, contending that the assessment in question would result in a levy of over 1 percent on the property in the district, in contravention of article XIII A, section 1, *978 subdivision (a) of the California Constitution and that it constitutes a "special tax" that has not been approved by a two-thirds vote of qualified electors of the district, as required by article XIII A, section 4.

Since the issues herein presented are of great public importance and should be resolved promptly, petitioner accordingly has properly invoked the exercise of our original jurisdiction. (California Housing Finance Agency v. Elliott (1976) 17 Cal.3d 575, 580 [131 Cal.Rptr. 361, 551 P.2d 1193];

California Educational Facilities Authority v. Priest (1974) 12 Cal.3d 593, 598 [116 Cal.Rptr. 361, 526 P.2d 513]; Cal. Civil Writs (Cont.Ed.Bar 1970) § 8.5, p. 154.)

Article XIII A of the California Constitution was adopted by the voters of this state in June 1978. The measure was designated on the ballot as Proposition 13 and commonly known as the Jarvis-Gann initiative. Our California Supreme Court, itself exercising its original jurisdiction to uphold the validity of article XIII A as a whole, stated that the article "in a number of particulars is imprecise and ambiguous" and described it as "a constitutional provision of a kind, similar to many others, which necessarily and over a period of time will require judicial, legislative, and administrative construction." (Amador Valley Joint Union High Sch. Dist. v. State Bd. of Equalization (1978) 22 Cal.3d 208, 244-245 [149 Cal.Rptr. 239, 583 P.2d 1281].)

The issues raised by petitioner involve the continued viability of the Improvement Act of 1911 (Sts. & Hy. Code, § 5000 et seq.) and the Municipal Improvement Act of 1913 (Sts. & Hy. Code, § 10000 et seq.). For over 60 years these laws have provided the most widely used procedure in California for the construction of a variety of public improvements including streets, sewers, sidewalks, water systems, lighting and public utility lines; property owners benefited by the improvements pay for these improvements either in cash or, at their option, by installments over a period of time. (See Nichols, Comment: How Not to Contest Special Assessments in California (1965) 17 Stan.L.Rev. 247, 247-248.) Amicus curiae City of Los Angeles states that within its jurisdiction alone almost \$15.5 million in streets, sewers, drains and incidental facilities were constructed in the three and one-half years ending December 31, 1978; almost half of the funding for these projects was paid by assessment procedures under these acts, with much of the remainder paid by federal grants as "matching funds." Los Angeles also states it has similar projects pending with estimated construction costs of over \$52 million. *979

Therefore, in light of the uncertainty article XIII A has cast over the continued viability of procedures so widely used for such a long period of time to construct needed public improvements, we examine petitioner's specific contentions.

I.

Article XIII A, section 1, subdivision (a), does not expressly limit special assessments, but is rather confined to "any ad valorem tax on real property." However, subdivision (b) exempts from subdivision (a) "ad valorem taxes or *special assessments*" (italics added) approved by the voters prior to the time article XIII A became effective.

(1) Rules of construction and interpretation that are applicable when considering statutes are equally applicable in interpreting constitutional provisions. (Winchester v. Mabury (1898) 122 Cal. 522, 527 [55 P. 393]; 45 Cal.Jur.2d (1958) Statutes, § 97, p. 612.) (2) What is excepted by a statute's proviso should, in the absence thereof, be considered as included in the general terms of the statute. (People ex rel. Happell v. Sischo (1943) 23 Cal.2d 478, 493 [144 P.2d 785, 150 A.L.R. 1431]; 73 Am.Jur.2d (1974) Statutes, § 316, p. 466.) (3) Moreover, terms used in a constitutional amendment are normally construed in light of existing statutory definitions. (County of Sacramento v. Hickman (1967) 66 Cal.2d 841, 850 [59 Cal.Rptr. 609, 428 P.2d 593]; Forster Shipbldg. Co. v. County of L. A. (1960) 54 Cal.2d 450, 455-456 [6 Cal.Rptr. 24, 353 P.2d 736].)

And, as the California Supreme Court summarized other rules of interpretation in Amador Valley Joint Union High Sch. Dist. v. State Bd. of Equalization, supra, 22 Cal.3d at pages 245-246:

"Acknowledging as we must that article XIII A in a number of particulars is imprecise and ambiguous, nonetheless we do not conclude that it is so vague as to be unenforceable. Rather, in the usual manner, the various uncertainties and ambiguities may be clarified or resolved in accordance with several other generally accepted rules of construction used in interpreting similar enactments. Thus, California courts have held that constitutional and other enactments must receive a liberal, practical common-sense construction which will meet changed conditions and the growing needs of the people. [Citations.] A constitutional amendment should be construed in accordance with the natural and ordinary meaning of its words. [Citation.] The literal language of enactments may *980 be disregarded to avoid absurd results and to fulfill the apparent intent of the framers. [Citations.]

"Most importantly, apparent ambiguities frequently may be resolved by the contemporaneous construction of the Legislature or of the administrative agencies charged with implementing the new enactment. [Citations.] In addition, when, as

here, the enactment follows voter approval, the ballot summary and arguments and analysis presented to the electorate in connection with a particular measure may be helpful in determining the probable meaning of uncertain language. [Citations.]”

Respondent contends that section 1, subdivision (b), when read in conjunction with section 1, subdivision (a), requires an inference that all special assessments come within subdivision (a)'s limitations. Petitioner agrees that rules of construction require special assessments to be impliedly included in subdivision (a), but only those special assessments levied on an ad valorem basis.^{FN1} Petitioner's position is based on a contention that the word “ad valorem” in section 1, subdivision (b), modifies both “taxes or special assessments.”

FN1 However, we note California Legislative Counsel opinion No. 16240, November 13, 1978, at pages 5 and 6, opines that the formula on which special assessments are made must be based on the special benefits received. A general benefit inuring to the public as a whole will not justify an assessment. (*Harrison v. Board of Supervisors* (1975) 44 Cal.App.3d 852, 856 [118 Cal.Rptr. 828].) He further opines that a levy on all property, both real and personal, without regard to special benefits is a tax; but a levy made only upon land on the basis of benefits received, whether designated “benefit assessment” or “ad valorem assessment,” is a special assessment and not a tax (citing *Trumbo v. Crestline Lake Arrowhead Water Agency* (1967) 250 Cal.App.2d 320, 322-323 [58 Cal.Rptr. 538]; *Jeffery v. City of Salinas* (1965) 232 Cal.App.2d 29, 45 [42 Cal.Rptr. 486], and listing the provisions of the Sts. & Hy. Code involved in the present case as examples of such special assessments).

First, we are of the opinion that a major thrust of article XIII A is aimed at controlling ad valorem property taxes. This concern was stimulated by a rapid increase in property values in California over recent years. Even assuming property tax rates had remained constant, this rapid increase in market value, when reflected in increased assessed value, resulted in large property tax increases which, for the most part, had not been offset by increased income of the property owners.^{FN2} Thus, section 1 *981 limits the ad valorem tax rate to a maximum of 1 percent of

market value; section 2 sets the 1975-1976 tax year as a “base” for assessed value and limits further increases to 2 percent per year; section 3 provides that the Legislature may not impose new ad valorem taxes on real property; and section 4 provides that cities, counties and special districts may not impose new ad valorem property taxes.

FN2 In contrast to such general ad valorem taxes, the assessments in this case are more in the nature of loans to property owners for improvements benefiting their property, with bonds representing that loan and secured by the property itself. The bond reflects a specific total sum assessed against the parcel. (Sts. & Hy. Code, § 6400.) Each payment on the bond reflects principal and interest. (§ § 6440-6441.) The governmental entity cannot pay the bonds or the interest on the bonds out of funds other than those collected from the property owners. (§ 6424.) The assessment reflected by the bond does not continue indefinitely, but rather is for a set term and is extinguished upon completion of payment of the principal. (§ § 6448, 6462.) In such a bond program, the property owners do not receive the benefit of public funds, but merely are able to obtain loans at a cost below that of the marketplace because of the tax-exempt nature of the bonds issued. (See *California Educational Facilities Authority v. Priest*, *supra.*, 12 Cal.3d at p. 605.)

Second, we are of the opinion that respondent's construction would result in an illogical conclusion. Such a construction is contrary to the rules of interpretation. (See, e.g., *Amador Valley Joint Union High Sch. Dist. v. State Bd. of Equalization*, *supra.*, 22 Cal.3d at p. 245; *Fireman's Fund Ins. Co. v. Security Pacific Nat. Bank* (1978) 85 Cal.App.3d 797, 815 [149 Cal.Rptr. 883].) Respondent's construction would place local government entities in a rather precarious situation by forcing them into a Hobson's choice of spending general tax funds either for expenditures to benefit the public at large or for projects to benefit certain individual property owners by funding improvements such as the construction of streets, sidewalks, gutters and sewers. Inherent in the concept of special assessments is the fact that certain property owners receive special benefits: (*Spring Street Co. v. City of Los Angeles* (1915) 170 Cal. 24, 30 [148 P. 217]; *Harrison v. Board of Supervisors*, *supra.*, 44 Cal.App.3d 852, 856; *Northwestern etc.*

Co. v. St. Bd. Equal. (1946) 73 Cal.App.2d 548, 551-553 [166 P.2d 917].) It would not be just to the general taxpayers of the political entity to use general funds to pay for such special benefits to a few property owners. (Roberts v. City of Los Angeles (1936) 7 Cal.2d 477, 491 [61 P.2d 323].) Thus, for practical purposes, a governmental entity would be deprived of the ability to fund the construction of major improvements for a particular area within its jurisdiction.

Third, we find that the ballot arguments in favor of article XIII A support a conclusion that the article is aimed at *general* taxes and governmental spending. The arguments claimed that more than 15 percent of all governmental spending was wasted and that the article's limitations would not affect property-related governmental *services* (as contrasted with property-related *improvements*) such as trash collection, police and fire protection and street light *maintenance* (as contrasted with *installation* in a limited area; cf. *982Roberts v. City of Los Angeles, supra., 7 Cal.2d 477). There is nothing in the ballot arguments favoring article XIII A to suggest it was intended to limit a governmental entity's ability to improve certain areas within its jurisdiction by special assessments of the property owners specially benefited.

While California has never been required to consider whether statutory or constitutional limitations on general tax assessments should apply to special assessments for improvements benefiting only specific parcels of property, the handful of sister states which have interpreted such statutory or constitutional provisions have concluded that special assessments do not fall within such limitations. (See, e.g., Graham v. City of Saginaw (1947) 317 Mich. 427 [27 N.W.2d 42, 44-45]; Hamilton v. Arch Hurley Conservancy Dist. (1938) 42 N.M. 86 [75 P.2d 707, 709-710]; Northern Pac. Ry. Co. v. John Day Irr. Dist. (1923) 106 Ore. 140 [211 P. 781, 789]; Wickliffe v. City of Greenville (1916) 170 Ky. 528 [186 S.W. 476, 478]; Fourmy v. Town of Franklin (1910) 126 La. 151 [52 So. 249, 250]; Mayor, etc., of Birmingham v. Klein (1890) 89 Ala. 461 [7 So. 386, 390]; and Dittoe v. City of Davenport (1888) 74 Iowa 66 [36 N.W. 895, 897].) While, of course, these decisions did not involve an interpretation of the specific provisions of article XIII A, they nevertheless support a conclusion that statutory or constitutional limitations on taxes have no logical application to special assessments to finance improvements benefiting special parcels of property within the taxing jurisdiction.

(4)Therefore, we conclude that the 1 percent maximum tax limitation imposed by article XIII A on ad valorem taxes does not apply to special assessments and bonds levied pursuant to Streets and Highways Code sections 5000 et seq. and 10000 et seq., the Improvement Act of 1911 and the Municipal Improvement Act of 1913.

II.

Respondent refused to collect the assessments in the present case in part because they had not been approved by two-thirds of the "qualified electors of the district," contending that California Constitution, article XIII A, section 4, applied to such an assessment. (5a)For the reasons that follow, we are of the opinion that a special assessment levied pursuant to Streets and Highways Code sections 5000 et seq. and 10000 et seq. is not a "special tax" within the meaning of that constitutional provision, and therefore no election was required. *983

As previously discussed, an examination of article XIII A itself and the ballot arguments favoring it support a conclusion that the initiative was aimed at cutting general governmental funds and expenditures. Section 4 of that constitutional provision is aimed at limiting local governments' ability to replace funds reduced by other sections of the article by shifting to other types of taxes. However, special assessments are not general taxes but rather used to confer special benefit upon the parcels charged for the improvements. FN3

FN3 We note the enactment of chapter 29 of the Statutes of 1979 (ch. 29, § 7) referred to as "Senate Bill 55" designed to enable redevelopment agencies severely impacted by Proposition 13 to prevent bond defaults by using a special assessment process requiring a finding of benefit to each parcel of property; Senate Bill No. 785 introduced March 23, 1979, as amended May 30, 1979, stating a special tax "shall not include any fee which does not exceed the reasonable cost of providing the service or regulatory activity for which the fee is charged and which is not levied for general revenue purposes." Assembly Bill No. 1757 introduced April 5, 1979, as amended June 14, 1979, designed, among other things, to authorize drainage districts, under the

Drainage District Act of 1903, to issue bonds to be paid from assessments spread upon the lands of the district in proportion to the benefits to be provided each parcel (but further note-by approval of a majority vote rather than a two-thirds majority vote of the qualified electors required by section 4 of article XIII A). California Legislative Counsel opinion No. 16240 issued November 13, 1978, discussing article XIII A and its applicability, among other things, to special assessments; 62 Ops. Cal. Atty. Gen. 254 (1979) defining a fee imposed under Government Code section 65974 as a "special tax" within the meaning of article XIII A, but not expressing any view on what assessments or taxes, if any, are "special taxes" within the meaning of said article.

(6) Respondent is correct in pointing out that the power to create special assessments to pay the costs of improvements to specific parcels of property is a "peculiarly legislative process grounded in the taxing power of the sovereign." (Dawson v. Town of Los Altos Hills (1976) 16 Cal.3d 676, 683 [129 Cal.Rptr. 97, 547 P.2d 1377].) This origin of the special assessment is perhaps one of the reasons the terms "tax," "special tax" and "special assessment" have become at times hopelessly entangled in judicial opinions, legislation and legal treatises. (See, e.g., County of San Bernardino v. Flournoy (1975) 45 Cal.App.3d 48, 52 [117 Cal.Rptr. 732]; 14 McQuillin, Municipal Corporations (1970 rev. ed.) Special Taxation and Local Assessments, § 38.01, p. 10.)

(7) Taxes are raised for the general revenue of the governmental entity to pay for a variety of public services. (46 Cal.Jur.2d (1959) Taxation, § 7, p. 488.) A "special tax" is a tax collected and earmarked for a special purpose, rather than being deposited in a general fund. (See City of Glendale v. Trondsen (1957) 48 Cal.2d 93, 99-100 [308 P.2d 1]; City of San Diego v. Atlas Hotels, Inc. (1967) 252 Cal.App.2d 591, 594-595 [60 Cal.Rptr. 644].) A special assessment is charged to real property to pay *984 for benefits that property has received from a local improvement and, strictly speaking, is not a tax at all. (Wells v. Union Oil Co. (1938) 25 Cal.App.2d 165, 166-167 [76 P.2d 696].)

(8) Supportive of the distinction between a tax and an assessment is the well-settled rule that exemptions of private property from taxation do not extend to special assessments levied upon the basis of

equivalent benefit, unless specifically so provided (Estate of Simpson (1954) 43 Cal.2d 594, 597-598 [275 P.2d 467, 47 A.L.R.2d 991]; Cedars of Lebanon Hosp. v. County of L.A. (1950) 35 Cal.2d 729, 747 [221 P.2d 31, 15 A.L.R.2d 1045]; County of Santa Barbara v. City of Santa Barbara (1976) 59 Cal.App.3d 364, 379, 380 [130 Cal.Rptr. 615]; Ops.Cal.Legis. Counsel, No. 16240 (Nov. 13, 1978) p. 4.)

(9) Likewise, for purposes of the Personal Income Tax Law (Rev. & Tax. Code, pt. 10 (commencing with § 17001), div. 2), real property taxes, but not taxes assessed against local benefits of a kind tending to increase the value of the property assessed, are allowed as itemized deductions in computing taxable income (Rev. & Tax. Code, § 17204, subd. (a)(1), subd. (c)(6); Northwestern etc. Co. v. St. Bd. Equal., supra., 73 Cal.App.2d at p. 553). Such is also the case under the Internal Revenue Code of 1954 (26 U.S.C.) for federal income tax purposes (26 U.S.C.A. § 164 (a)(1) and (c)(1); Denver & Rio Grande Western Railroad Co. v. C. I. R. (10th Cir. 1960) 279 F.2d 368, 370; Brecklein v. Bookwalter (W.D.Mo. 1970) 313 F.Supp. 550, 552; Ops.Cal.Legis. Counsel, No. 16240 (Nov. 13, 1978) p. 5).

(10) A special assessment is distinguishable from a property-related special tax by the fact that a special assessment, being a charge for benefits conferred upon the property, cannot exceed the benefits the assessed property receives from the improvement; a special tax on real property need not so specifically benefit the taxed property. (Spring Street Co. v. City of Los Angeles, supra., 170 Cal. at p. 30; City of Sterling v. Galt (Ill. 1886) 7 N.E. 471, 473.) The owner of bonds securing the debt incurred by the property owner pursuant to the Improvement Act of 1911 may not look to the general funds of the governmental entity for payment, but is limited to the funds created by the payments made by the property owner. (Sts. & Hy. Code, § 6424.) Upon default on the bonds by the property owner, the bond owner's only recourse is to foreclose upon the property securing the bond. (Sts. & Hy. Code, § 6500 et seq.)
FN4 *985

FN4 We note section 6460 of the Streets and Highways Code wherein the bond to be issued must contain substantially the following language: "This bond is payable exclusively from said fund, [fund created by the payments made by the property owner] and neither the (here insert city or county)

nor any officer thereof is to be holden for payment otherwise of its principal or interest." Therefore, it is apparent that a special assessment bond (if and when issued by the petitioner herein) would not constitute a debt of the County of Fresno, or any political subdivision thereof, or a pledge of the full faith and credit of the County of Fresno or any political subdivision thereof. Distinguish this provision from the so-called "Moral Obligation" concept enacted in other jurisdictions. In those jurisdictions, the bonds, when issued, do not constitute a debt of the political entity nor a pledge of its full faith and credit. However, the political entity, to assure the continued solvency of its bonds and prevent default, is authorized to appropriate annually and pay into a reserve fund "tax dollars" in an amount equal to the maximum amount of principal and interest becoming due in any succeeding calendar year. (See Massachusetts Hous. F. Ag. v. New England Mer. Nat. B. (1969) 356 Mass. 202 [249 N.E.2d 599]; New Jersey Mortgage Finance Agency v. McCrane (1970) 56 N.J. 414 [267 A.2d 24].)

Thus, we are of the opinion that the special assessment procedures of the Improvement Act of 1911 do not impose a "special tax." And, since the special assessment has no impact upon general governmental spending—the overriding concern of article XIII A—a very broad and liberal construction of the term "special taxes" to include such special assessments is not required to fulfill the purposes of this constitutional provision.

Moreover, the application of article XIII A, section 4, to special assessments under the Improvement Act of 1911 would present a myriad of practical problems. For example, the property to be improved may be entirely owned by one person; or resident property owners may outnumber nonresident property owners, or vice versa. These situations, and many others, could pose complex problems of defining the "qualified electors" of the district referred to in article XIII A, section 4, and provide more layers of governmental red tape and expense without practical benefit—the very such governmental waste article XIII A was designed to cut. However, the procedures set forth in the Municipal Improvement Act of 1913, used in this case, provided a method of notifying and accepting protests from all persons directly affected by the assessment—the property owners who would both be benefited by the improvements and charged

with the cost of those improvements. (See Sts. & Hy. Code, § 10300 et seq.)

(5b)Therefore, we conclude that article XIII A, section 4 of the California Constitution does not require the issuance of bonds pursuant to the Improvement Act of 1911 to be approved by an election of two-thirds of the "qualified electors of such district" because special assessments pursuant to the Municipal Improvement Act of 1913 and the *986 Improvement Act of 1911 are not within the definition of "special taxes" of that section.

Let a peremptory writ of mandate issue commanding respondent James B. Malmstrom, as County Treasurer and Tax Collector for the County of Fresno, to give notice of recording of assessments and collect said assessments pursuant to Streets and Highways Code sections 10404 and 10603 for those improvements duly authorized by the County of Fresno in the special assessment district designated "Various Streets in Robinwood Subdivision, Fresno County Improvement District No. 205."

Brown (G. A.), P. J., and Franson, J., concurred. Respondent's petition for a hearing by the Supreme Court was denied September 12, 1979. *987

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MEDICAL BOARD OF CALIFORNIA, Petitioner,
v. THE SUPERIOR COURT OF SACRAMENTO
COUNTY, Respondent; ANSELM ON-SANG LAM,
Real Party in Interest. Cal.App.3.Dist.MEDICAL
BOARD OF CALIFORNIA, Petitioner,

v.

THE SUPERIOR COURT OF SACRAMENTO
COUNTY, Respondent; ANSELM ON-SANG LAM,
Real Party in Interest.
No. C033351.

Court of Appeal, Third District, California.
Apr. 30, 2001.

SUMMARY

The trial court found that the Medical Board of California exceeded its jurisdiction in disciplining a doctor for an out-of-state matter pursuant to Bus. & Prof. Code, § 141, which permits state licensing boards to impose discipline based on a disciplinary action taken by another state. The court ruled that Bus. & Prof. Code, § 2305, a more specific statute, mandating disciplinary action against a medical licensee based on out-of-state discipline that would have been grounds for discipline in California, impliedly repealed Bus. & Prof. Code, § 141, a more general statute. The trial court concluded that the board could only impose discipline based on the Wisconsin action under Bus. & Prof. Code, § 2305. (Superior Court of Sacramento County, No. CS9900091, Talmadge R. Jones, Judge.)

The Court of Appeal ordered issuance of a writ of mandate commanding the trial court to set aside its judgment and remanding the matter for consideration of the doctor's contention that the board's discipline was improper. The court held the two statutes could be reconciled by treating Bus. & Prof. Code, § 2305, as an exception to, but not as a replacement of, Bus. & Prof. Code, § 141. Bus. & Prof. Code, § 2305, requires disciplinary action against a medical licensee based on discipline imposed by another jurisdiction, where the other jurisdiction's action would have been grounds for discipline in California, but does not limit discipline, e.g., under Bus. & Prof. Code, § 141, to that circumstance. (Opinion by Kolkey, J., with Sims, Acting P. J., and Raye, J., concurring.)

HEADNOTES

Classified to California Digest of Official Reports

(1a, 1b, 1c, 1d, 1e, 1f) Healing Arts and Institutions § 22--Medical Practitioners--Regulation--Disciplinary Proceedings--Out-of-state Violations--*1002 General and Special Statutes--Implied Repeal.

The trial court erred in finding that the Medical Board of California exceeded its jurisdiction in disciplining a doctor for an out-of-state matter pursuant to Bus. & Prof. Code, § 141, which permits state licensing boards to impose discipline based on a disciplinary action taken by another state. The court ruled that Bus. & Prof. Code, § 2305, a more specific statute, mandating disciplinary action against a medical licensee based on out-of-state discipline that would have been grounds for discipline in California, impliedly repealed Bus. & Prof. Code, § 141, a more general statute. Implied repeals may be found only where there is no rational basis for harmonizing the two potentially conflicting statutes, and the statutes are so inconsistent that the two cannot have concurrent operation. These two statutes could be reconciled by treating Bus. & Prof. Code, § 2305, as an exception to, but not as a replacement of, Bus. & Prof. Code, § 141. That Bus. & Prof. Code, § 141, was meant to coexist with specific statutes is demonstrated in part by its express acknowledgement that it does not preclude the administration of more specific statutes by specialized licensing boards. Bus. & Prof. Code, § 2305, in contrast, requires disciplinary action against a medical licensee based on discipline imposed by another jurisdiction, where the other jurisdiction's action would have been grounds for discipline in California, but does not limit discipline, e.g., under Bus. & Prof. Code, § 141, to that circumstance. Since it did not appear that the requirements of Bus. & Prof. Code, § 2305, were satisfied, the two statutes did not even conflict in this matter, and there was no reason why Bus. & Prof. Code, § 141, could not be applied.

[See 7 Witkin, Summary of Cal. Law (9th ed. 1988) Constitutional Law, § 94.]

(2) Administrative Law § 82--Judicial Review and Relief--Limitations--Mootness

Mootness has been described as the doctrine of standing set in a time frame. The requisite personal

interest that must exist at the commencement of the litigation (standing) must continue throughout its existence (mootness). However, Code Civ. Proc., § 1094.5, subd. (g), limits the invocation of mootness where the petitioner had standing at the time a petition for administrative mandate was filed.

(3) Statutes § 29--Construction--Language--Legislative Intent--Canons of Construction.

The fundamental task of statutory construction is to ascertain the intent of the lawmakers so as to effectuate the purpose of the law. In order to determine this intent, courts begin by *1003 examining the language of the statute, but may also look to the canons of statutory construction. These include the duty to harmonize statutes on the same subject if possible, the presumption against implied repeals, and the rule that a specific statute prevails over a general one. But canons of statutory construction are merely aids to ascertaining probable legislative intent. No single canon of statutory construction is an infallible guide to correct interpretation in all circumstances. The canons are tools to assist in interpretation, not the formula that always determines it.

(4a, 4b) Statutes § 17--Repeal--By Implication--General and Special Statutes.

In recognition of the courts' constitutional role to construe, not write, statutes, all presumptions are against a repeal of a statute by implication. It is the duty of the court to harmonize statutes on the same subject, giving effect to all parts of all statutes if possible. Courts will find an implied repeal only when there is no rational basis for harmonizing the two potentially conflicting statutes, and the statutes are irreconcilable, clearly repugnant, and so inconsistent that the two cannot have concurrent operation. Significantly, whether the canon invoked is that the specific statute prevails over the general or that the latest statutory expression prevails, such canons share the requirement that the enforcement of one duly enacted statute at the expense of another on the same subject only applies when the two statutes cannot be reconciled. Restraint of judicial trespass into the legislative province is the reason for the rule—a restraint that has constitutional underpinnings premised on the separation of powers.

(5) Statutes § 49--Construction--Reference to Other Laws--In Pari Materia.

Statutes in pari materia—that is, relating to the same subject matter—should be construed together. The rule of in pari materia is a corollary of the principle that the goal of statutory interpretation is to determine

legislative intent. Even when one statute merely deals generally with a particular subject while the other legislates specially upon the same subject with greater particularity, the two should be reconciled and construed so as to uphold both if it is reasonably possible to do so.

(6) Statutes § 52--Construction--Codes--General and Specific Provisions.

A special statutory provision should be treated as an exception to, but not as a replacement of, a general provision. This rule fosters healthy relations between the judiciary and the Legislature by minimizing implied repeals and the risk of judicial legislating. Moreover, both Code Civ. Proc., § 1859, and judicial precedent make clear that a *1004 specific statutory provision should prevail over the general provision only where the court must choose one over the other because the two cannot be reconciled.

COUNSEL

Bill Lockyer, Attorney General, Gail M. Heppell, Fred A. Slimp II and Robert C. Miller, Deputy Attorneys General, for Petitioner.

No appearance for Respondent.

Russell Iungerich for Real Party in Interest.

KOLKEY, J.

This appeal requires us to decide whether Business and Professions Code section 2305^{FN1}—a more specific statute—impliedly repeals section 141—a more general one that covers the same subject. Section 2305, the more specific statute, *mandates* disciplinary action against a medical licensee based on out-of-state discipline that “would have been grounds for discipline in California,” whereas section 141, the more general statute, *permits* state licensing boards to impose discipline based on “a disciplinary action taken by another state.”^{FN2}

FN1 Unless designated otherwise, all further statutory references are to the Business and Professions Code. The full text of section 2305 is set forth at page 1010, *post*.

FN2 The full text of section 141 is set forth on pages 1009-1010, *post*.

(1a) The trial court concluded that a physician can be disciplined *only* under the more specific statute, section 2305, relying on the principle that “‘a general provision is controlled by one that is special, the latter being treated as an exception to the former.’” (San Francisco Taxpayers Assn. v. Board of

Supervisors (1992) 2 Cal.4th 571, 577 [7 Cal.Rptr.2d 245, 828 P.2d 147]. It therefore ruled that the Medical Board of California (sometimes referred to as the Board) "exceeded its jurisdiction by imposing the suspension [of the license of a physician] ... on the basis of ... section 141."

We disagree. As we shall explain, while sections 141 and 2305 overlap, that does not necessarily mean that the more specific statute—*1005section 2305—replaces, that is, impliedly repeals, the general one. "[A]ll presumptions are against a repeal by implication. [Citations.]" ^{FN3} Implied repeals may be found only where "there is no rational basis for harmonizing the two potentially conflicting statutes [citation], and the statutes are "... so inconsistent that the two cannot have concurrent operation." ^{FN4} That is not the case here.

FN3 Garcia v. McCutchen (1997) 16 Cal.4th 469, 476 [66 Cal.Rptr.2d 319, 940 P.2d 906]; accord, Boyd v. Huntington (1932) 215 Cal. 473, 482 [11 P.2d 383].

FN4 Garcia v. McCutchen, supra, 16 Cal.4th at page 477.

Instead, the two statutes here can be reconciled by treating section 2305 as an exception to, but not as a replacement of, section 141. Section 141, subdivision (a), *permits* any licensing board under the jurisdiction of the State Department of Consumer Affairs to impose discipline based on a disciplinary action taken by another state, a federal agency, or another country. Its language and origins suggest that it was meant to act as a catchall statute, granting licensing boards broad authority to impose discipline. That it was meant to coexist with specific statutes, like section 2305, is demonstrated in part by section 141's express acknowledgement elsewhere ^{FN5} that it does not preclude the administration of more specific statutes by specialized licensing boards. Section 2305, in contrast, *requires* disciplinary action against a medical licensee based on discipline imposed by another jurisdiction, but only where the other jurisdiction's action would have been grounds for discipline in California. Since the record in this case does not show that the requirements of the more specific statute, section 2305, were satisfied, the two statutes do not even conflict in this matter, and there is no reason why section 141 cannot be applied.

FN5 Section 141, subdivision (b); see page

1010, *post*, for its text.

In fact, the very case cited by the trial court—San Francisco Taxpayers Assn. v. Board of Supervisors, supra, 2 Cal.4th at page 577—treats a special provision as an exception to, but not as a wholesale replacement of, a general provision. To do otherwise and treat the enactment of a specific statute as an implied repeal of a general one where the statutes are not so inconsistent that they cannot have concurrent operation, would condone a judicially inspired repeal of a statute without satisfying the stringent standards required for finding an implied repeal—standards designed to act as a legal bulwark against judicial trespass into the legislative province.

Our approach not only comports with settled principles of statutory construction, including the duties to avoid implied repeals and to reconcile two *1006 statutes dealing with the same subject, ^{FN6} but it recognizes this court's constitutional role of construing, not rewriting (or worse, writing out), duly enacted statutes.

FN6 See, e.g., Garcia v. McCutchen, supra, 16 Cal.4th at pages 476-478.

Accordingly, we shall issue a peremptory writ of mandate, directing the respondent superior court to set aside its judgment and remanding the matter for further consideration in light of this opinion.

Factual and Procedural Background

Since 1975, Dr. Anselm On-Sang Lam (Dr. Lam)—the real party in interest here—has been licensed and registered to practice medicine and surgery in the states of Wisconsin and California.

At some point, the Wisconsin Medical Examining Board initiated an investigation, following an allegation that "Dr. Lam was premature in his attempt to repair a rectovaginal fistula which developed following repair of a fourth degree tear which occurred at the time of a vaginal delivery."

This investigation was concluded, however, by a stipulation of the parties—without the need for an evidentiary hearing or any findings. Pursuant to the stipulation, Dr. Lam maintained that he had engaged in no wrongdoing, and the Wisconsin Medical Examining Board ordered that Dr. Lam "not repair or attempt to repair rectovaginal fistulas" and that he

refer patients who have such a condition to a gynecologist "for appropriate evaluation and treatment."

Thereafter, the Medical Board of California filed an administrative accusation against Dr. Lam pursuant to section 141, alleging that he had been disciplined by Wisconsin.

After an administrative hearing (at which Dr. Lam did not appear or introduce evidence), an administrative law judge recommended that Dr. Lam's California license be suspended for 90 days and that he pay \$683 in investigative and enforcement costs pursuant to section 125.3. The Board adopted the recommendation.

Dr. Lam then petitioned the superior court pursuant to Code of Civil Procedure section 1094.5 for a writ of administrative mandamus, directing the Board to set aside its disciplinary action. He argued in large part that the Board lacked jurisdiction to discipline him under section 141 because section 141, the sole basis for the Board's action, had been "supplanted by section 2305" a more specific statute. *1007

The trial court granted Dr. Lam's petition. In response to the Board's argument that Dr. Lam lacked standing because his suspension had expired, the court ruled that "this matter is not moot even though the term of the suspension expired during the pendency of these proceedings, since the petition was filed while the suspension was in effect." Addressing the merits, it concluded that the Board "exceeded its jurisdiction by imposing the suspension ... on the basis of ... section 141." It explained: "Section 2305 is a more specialized statute in that it applies specifically to medical licenses and requires a more specific finding than section 141. [¶] General principles of statutory interpretation hold that a specific statute relating to a particular subject will govern in respect to that subject as against a general provision, even though the general provision standing alone, would be broad enough to include the subject to which the more particular provision relates. See, *San Francisco Taxpayers Ass[n]. v. Board of Supervisors* [, *supra*.] 2 Cal.4th 571, 577. Accordingly, [the Board] could only impose discipline based on the Wisconsin action under section 2305, after making a finding that the Wisconsin action would be grounds for discipline in California.... The decision was based upon the wrong statute, and did not contain any findings that would support discipline under section 2305."

The Board then brought this petition for a writ of

mandate directing the trial court to set aside its judgment. ^{FN7}

FN7 Review of a superior court's decision reviewing the Board's revocation, suspension, or restriction of a physician's medical license is done by way of a petition for extraordinary writ. (§ 2337; *Zabetian v. Medical Board* (2000) 80 Cal.App.4th 462, 465, fn. 2 [94 Cal.Rptr.2d 917].)

Discussion

A. Standard of Review

Under Code of Civil Procedure section 1094.5, subdivision (b), the inquiry in an administrative mandamus proceeding is whether the agency "has proceeded ... in excess of jurisdiction; whether there was a fair trial; and whether there was any prejudicial abuse of discretion." ^{FN8}

FN8 *Usher v. County of Monterey* (1998) 65 Cal.App.4th 210, 215 [76 Cal.Rptr.2d 274].

Here, the trial court determined that the Board exceeded its jurisdiction because its decision was based on the "wrong" statute. *1008

"On review in this court, questions of statutory interpretation are questions of law warranting independent review." ^{FN9}

FN9 *Usher v. County of Monterey, supra*, 65 Cal.App.4th at page 216; accord, *O'Connor v. State Teachers' Retirement System* (1996) 43 Cal.App.4th 1610, 1620-1621 [51 Cal.Rptr.2d 540]; *Borden v. Division of Medical Quality* (1994) 30 Cal.App.4th 874, 879 [35 Cal.Rptr.2d 905].

B. Dr. Lam's Beneficial Interest

We address preliminarily the Board's assertion that Dr. Lam lacked standing to petition the trial court for writ relief because his suspension had expired during the pendency of the proceeding. This argument conflates standing and mootness.

Code of Civil Procedure section 1094.5, subdivision (g) provides, in relevant part, that "[w]here any final

administrative order or decision is the subject of proceedings under this section, if the petition shall have been filed while the penalty imposed is in full force and effect, the determination shall not be considered to have become moot in cases where the penalty imposed by the administrative agency has been completed or complied with during the pendency of the proceedings.”

The Board concedes that “[w]hen Lam’s writ was filed, [his] suspension was still in effect, thus bringing the ‘non-mootness’ provision of Code [of] Civ [il] Proc[edure] section 1094.5[, subdivision] (g) into effect.” But the Board argues that “although the controversy ... may not be moot ..., [Dr. Lam] nevertheless lacks a beneficial interest, for the court can do nothing for him; he is no longer aggrieved by [the Board]’s disciplinary order and can practice medicine in California without restriction or limitation of any kind.”

(2) We disagree. “Mootness has been described as ‘the doctrine of standing set in a time frame: The requisite personal interest that must exist at the commencement of the litigation (standing) must continue throughout its existence (mootness).’” [Citations.]”^{FN10} But Code of Civil Procedure section 1094.5, subdivision (g) restrains the invocation of mootness where the petitioner had standing at the time the petition was filed.

FN10 Arizonans for Official English v. Arizona (1997) 520 U.S. 43, 68, footnote 22 [117 S.Ct. 1055, 1069, 137 L.Ed.2d 170, 193], quoting United States Parole Comm’n v. Geraghty (1980) 445 U.S. 388, 397 [100 S.Ct. 1202, 1209, 63 L.Ed.2d 479, 491]; see Friends of Earth, Inc. v. Laidlaw Environmental Services (TOC), Inc. (2000) 528 U.S. 167, 189-193 [120 S.Ct. 693, 708-710, 145 L.Ed.2d 610, 632, 163 A.L.R. Fed. 749]; *id.* at pages 212-215 [120 S.Ct. at pp. 720-721, 145 L.Ed.2d at pp. 647-648] (dis. opn. of Scalia, J.).

And Dr. Lam had standing at the time he filed his petition, as the Board concedes. The standing requirement for a party petitioning for a writ of *1009 mandate is that the petitioner be “beneficially interested.”^{FN11} This means that he or she must have “some special interest to be served or some particular right to be preserved or protected over and above the interest held in common with the public at large.” [Citation.] This standard ... is equivalent to the

federal ‘injury in fact’ test, which requires a party to prove by a preponderance of the evidence that it has suffered ‘an invasion of a legally protected interest that is “(a) concrete and particularized, and (b) actual or imminent, not conjectural or hypothetical.”’ [Citation.]”^{FN12} The suspension of Dr. Lam’s medical license was an invasion of a legally protected interest.^{FN13}

FN11 See Code of Civil Procedure sections 1086 and 1069.

Code of Civil Procedure section 1086 states: “The writ must be issued, in all cases where there is not a plain, speedy, and adequate remedy, in the ordinary course of law. It must be issued upon the verified petition of the party beneficially interested.”

Code of Civil Procedure section 1069 provides: “The application must be made on the verified petition of the party beneficially interested”

FN12 Associated Builders & Contractors, Inc. v. San Francisco Airports Com. (1999) 21 Cal.4th 352, 362 [87 Cal.Rptr.2d 654, 981 P.2d 499]; see also Driving Sch. Assn. of Cal. v. San Mateo Union High Sch. Dist. (1992) 11 Cal.App.4th 1513, 1517 [14 Cal.Rptr.2d 908] (a petitioner must be able to plead and prove that he will be, or has been, aggrieved by the administrative order).

FN13 Marek v. Board of Podiatric Medicine (1993) 16 Cal.App.4th 1089, 1095 [20 Cal.Rptr.2d 474].

Accordingly, Dr. Lam had a beneficial interest, which existed at the commencement of the proceeding; the claimed loss of this legally beneficial interest during the course of the proceeding is an issue of mootness, which Code of Civil Procedure section 1094.5, subdivision (g), governs and deems not a basis for dismissal.^{FN14}

FN14 The trial court also ruled that the assessment of costs against Dr. Lam gave rise to a beneficial interest, and Dr. Lam’s interest in vacating the assessment of those costs continued after the expiration of his suspension. However, the Board argues that we cannot consider this because Dr. Lam “did not trouble to plead the costs awarded against him as a basis for a beneficial interest.” Since Dr. Lam does not specifically respond to this point, and we

have resolved this matter in accordance with Code of Civil Procedure section 1094.5, subdivision (g), we need not address the point here.

Accordingly, the Board's contention that Dr. Lam lacks standing is rejected.

C. The Interpretation of Sections 141 and 2305

(1b) The Board's principal argument is that the trial court erred in ruling that section 2305, as the "more specialized statute," governs over section 141, the more general statute.

1. The Statutes in Issue

Section 141 provides: *1010

"(a) For any licensee holding a license issued by a board under the jurisdiction of the department [of Consumer Affairs], a disciplinary action taken by another state, by any agency of the federal government, or by another country for any act substantially related to the practice regulated by the California license, may be a ground for disciplinary action by the respective state licensing board. A certified copy of the record of the disciplinary action taken against the licensee by another state, an agency of the federal government, or another country shall be conclusive evidence of the events related therein.

"(b) Nothing in this section shall preclude a board from applying a specific statutory provision in the licensing act administered by that board that provides for discipline based upon a disciplinary action taken against the licensee by another state, an agency of the federal government, or another country."

Section 2305 provides: "The revocation, suspension, or other discipline, restriction, or limitation imposed by another state upon a license or certificate to practice medicine issued by that state, or the revocation, suspension, or restriction of the authority to practice medicine by any agency of the federal government, that would have been grounds for discipline in California of a licensee under this chapter, shall constitute grounds for disciplinary action for unprofessional conduct against the licensee in this state."

Thus, both sections 141 and 2305 authorize the Board to initiate a disciplinary action against a California-

licensed physician based upon disciplinary action taken by another jurisdiction. However, section 2305 requires that the discipline, restriction, or limitation imposed by the other jurisdiction be "grounds for discipline in California," whereas there is no such limitation in section 141. On the other hand, section 141 is permissive, whereas section 2305 is mandatory: Section 141 provides that "a disciplinary action" taken by another jurisdiction "may" be a ground for disciplinary action by the Board; section 2305 states that the discipline, restriction, or limitation imposed by the other jurisdiction "shall" constitute grounds for discipline, where it is based on actions that "would have been grounds for discipline in California." ^{FN15} Finally, section 141 authorizes disciplinary action based on discipline taken by a foreign country, whereas section 2305 is silent on that point.

FN15 Section 19 specifies that "[s]hall' is mandatory and 'may' is permissive."

Accordingly, the more general statute-section 141-authorizes the Board to *consider* disciplinary action based on discipline taken by another state, a federal agency, or another country, whereas the more specific statute-*1011 section 2305-mandates disciplinary action for unprofessional conduct, but only where the discipline, restriction, or limitation imposed by the other jurisdiction would be grounds for discipline in California. Section 141 is broader in scope, but overlaps with section 2305 in any case where the disciplinary action taken by the other state or federal agency is based on actions that would have been grounds for discipline in California. ^{FN16}

FN16 Although section 2305 refers to the "revocation, suspension, or other discipline, restriction, or limitation" imposed by another state, that clause does not make it broader than section 141's reference to "disciplinary action taken by another state." By limiting the out-of-state actions to circumstances that would be "grounds for discipline in California," section 2305 limits the out-of-state "revocation, suspension, or other discipline, restriction, or limitation" to disciplinary actions.

However, as the trial court observed here, there was no finding in the record that Wisconsin's restriction on Dr. Lam's license was based on what would be a ground for discipline in California. Thus, the question

facing us is whether section 2305 should be construed to impliedly repeal section 141, where the record does not afford a basis for applying section 2305.

2. The Origins of Sections 141 and 2305

In considering whether section 2305 impliedly repeals section 141, we observe that section 141-the more general statute-was enacted *after* section 2305-the more specific statute.

Enacted in 1980, ^{FN17} section 2305 originally provided: "The revocation, suspension, or other discipline by another state of a license or certificate to practice medicine issued by the state to a licensee under this chapter shall constitute grounds for disciplinary action for unprofessional conduct against such licensee in this state."

FN17 Statutes 1980, chapter 1313, section 2, page 4481. We do not explore the more remote historical antecedents of section 2305. (See Historical Derivation, Deering's Ann. Bus. & Prof. Code (1998 ed.) foll. § 2305, p. 123.)

A. 1986 amendment added a clause that provided that "the revocation, suspension, or restriction of the authority to practice medicine by any agency of the federal government" would also constitute grounds for disciplinary action for unprofessional conduct.
FN18

FN18 Statutes 1986, chapter 220, section 9, page 1157; see *Marek v. Board of Podiatric Medicine*, *supra*, 16 Cal.App.4th at page 1093, footnote 1.

In 1994, the Legislature enacted section 141 in its present form. ^{FN19} At that time, aside from the fact that section 141 covered a broad array of licensees and section 2305 only dealt with medical licensees, the only material *1012 differences between sections 141 and 2305 were that section 141 was phrased permissively and section 2305 was phrased in mandatory terms, and that section 141 authorized disciplinary action on the basis of action by a foreign country, while section 2305 did not address that circumstance. Accordingly, as of January 1, 1995, when section 141 took effect, ^{FN20} both statutes, applied, for the most part, to the same set of

circumstances as far as medical licenses were concerned.

FN19 Statutes 1994, chapter 1275, section 2, page 8153.

FN20 See California Constitution, article IV, section 8, subdivision (c)(1).

In 1995, however, the Legislature amended section 2305 into its present form and restricted its reach. ^{FN21} The Legislature made two material modifications in addition to various technical changes: First, it added "restriction or limitation" to the list of actions ("revocation, suspension, or other discipline") that could be imposed on an out-of-state license upon which discipline in California could be based; second, it amended the statute to provide that discipline could be imposed in California only where the out-of-state conduct "would have been grounds for discipline in California" According to the report of the Senate Committee on Business and Professions, this phrase was added because the California Medical Association was concerned that the proposed amendment to the statute, adding, as grounds for discipline, any restriction or limitation imposed by another state, was "drafted so broadly as to make subject to discipline in California, restrictions that are not truly disciplinary in nature (e.g., a physician who because of physical handicap has been restricted from practicing in some settings)." ^{FN22}

FN21 Statutes 1995, chapter 708, section 9.

FN22 Senate Committee on Business and Professions, Report on Senate Bill No. 609 (1995-1996 Reg. Sess.) April 3, 1995, page 5.

In sum, section 141 was enacted *after* section 2305 in a form that largely overlapped with section 2305. But section 2305 was amended a year later in a way that restricted its reach. Now there was some, but not total, overlap between the statutes.

3. Applying the Rules of Statutory Construction

a. General Principles

We now turn to whether section 2305-which was

enacted before section 141 but restricted in scope a year after the latter's enactment-should be construed to impliedly repeal section 141. We again note that the record in this case does not suggest that both sections 141 and 2305 apply. In fact, the trial court specifically found that the Board's decision "did not contain any *1013 findings that would support discipline under section 2305." Accordingly, we need only decide whether section 141 should apply in the absence of findings that would support invocation of section 2305.

(3) "The fundamental task of statutory construction is to 'ascertain the intent of the lawmakers so as to effectuate the purpose of the law. [Citations.] In order to determine this intent, we begin by examining the language of the statute.'" ^{FN23}

^{FN23} People v. Cruz (1996) 13 Cal.4th 764, 774-775 [55 Cal.Rptr.2d 117, 919 P.2d 731].

We may also look to the canons of statutory construction to guide our quest for legislative intent. These include the duty to harmonize statutes on the same subject if possible, ^{FN24} the presumption against implied repeals, ^{FN25} and the rule that a specific statute prevails over a general one. ^{FN26}

^{FN24} E.g., Droeger v. Friedman, Sloan & Ross (1991) 54 Cal.3d 26, 50 [283 Cal.Rptr. 584, 812 P.2d 931].

^{FN25} E.g., Garcia v. McCutchen, *supra*, 16 Cal.4th at page 476.

^{FN26} Garcia v. McCutchen, *supra*, 16 Cal.4th at page 478.

But canons of statutory construction "are 'merely aids to ascertaining probable legislative intent.' [Citation.] No single canon of statutory construction is an infallible guide to correct interpretation in all circumstances." ^{FN27} "[The canons] are tools to assist in interpretation, not the formula that always determines it. A court must be careful lest invocation of a canon cause it to lose sight of its objective to ascertain the Legislature's intent." ^{FN28}

^{FN27} Droeger v. Friedman, Sloan & Ross, *supra*, 54 Cal.3d at page 50.

^{FN28} California Correctional Peace

Officers Assn. v. Department of Corrections (1999) 72 Cal.App.4th 1331, 1348 [85 Cal.Rptr.2d 797] (dis. opn. of Kolkey, J.); accord, Droeger v. Friedman, Sloan & Ross, *supra*, 54 Cal.3d at page 50.

(4a) In recognition of the courts' constitutional role to construe, not write, statutes, "[a]ll presumptions are against a repeal by implication." ^{FN29} "It is the duty of this court to harmonize statutes on the same subject [citations], giving effect to all parts of all statutes if possible [citation]." ^{FN30} "[W]e will find an implied repeal 'only when there is no rational basis for harmonizing the two potentially conflicting statutes [citation], and the statutes are 'irreconcilable, clearly repugnant, and so inconsistent that the two cannot have concurrent operation. "' ^{FN31} *1014

^{FN29} Garcia v. McCutchen, *supra*, 16 Cal.4th at page 476.

^{FN30} Droeger v. Friedman, Sloan & Ross, *supra*, 54 Cal.3d at page 52; accord, 2B Sutherland, Statutory Construction (6th ed. 2000) section 51.02, page 178.

^{FN31} Garcia v. McCutchen, *supra*, 16 Cal.4th at page 477.

Significantly, whether the canon invoked is that the specific statute prevails over the general ^{FN32} or that the latest statutory expression prevails, ^{FN33} such canons share the requirement that the enforcement of one duly enacted statute at the expense of another on the same subject only applies when the two statutes cannot be reconciled. ^{FN34} Restraint of judicial trespass into the legislative province is no doubt the reason for the rule that a judicially determined repeal requires a repugnancy between the two statutes that prevents their concurrent operation-a restraint that has constitutional underpinnings premised on the separation of powers. ^{FN35}

^{FN32} Garcia v. McCutchen, *supra*, 16 Cal.4th at page 478.

^{FN33} Donlon v. Jewett (1891) 88 Cal. 530 [26 P. 370].

^{FN34} Garcia v. McCutchen, *supra*, 16 Cal.4th at page 478; People v. Wheeler (1992) 4 Cal.4th 284, 293 [14 Cal.Rptr.2d 418, 841 P.2d 938]; Donlon v. Jewett, *supra*,

88 Cal. at page 535.

FN35 See Hamilton, *The Federalist Papers*, No. 78 (New Am. Libr. 1961) page 468 (the courts' power to give effect to one statute "in exclusion of the other" where two contradictory laws cannot be reconciled is "a matter of necessity").

With these principles in mind, we turn to the interpretation of the two statutes.

b. *The Statutory Language*

"[T]he statutory language ... is the best indicator of legislative intent." FN36 "Indeed, the most powerful safeguard for the courts' adherence to their constitutional role of construing, rather than writing, statutes is to rely on the statute's plain language." FN37

FN36 *Williams v. Superior Court* (1993) 5 Cal.4th 337, 350 [19 Cal.Rptr.2d 882, 852 P.2d 377], quoting *Adoption of Kelsey S.* (1992) 1 Cal.4th 816, 826 [4 Cal.Rptr.2d 615, 823 P.2d 1216]; accord, *Hsu v. Abbata* (1995) 9 Cal.4th 863, 870 [39 Cal.Rptr.2d 824, 891 P.2d 804].

FN37 *Khajavi v. Feather River Anesthesia Medical Group* (2000) 84 Cal.App.4th 32, 46 [100 Cal.Rptr.2d 627]; see *Seaboard Acceptance Corp. v. Shay* (1931) 214 Cal. 361, 365 [5 P.2d 882] ("This court has no power to rewrite the statute so as to make it conform to a presumed intention which is not expressed. This court is limited to interpreting the statute, and such interpretation must be based on the language used.").

(1c) The language of section 141 demonstrates that the Legislature did not overlook the existence of specific disciplinary statutes governing particular licensing boards, like section 2305, when it enacted section 141. Thus, it presumably did not intend to repeal them. Subdivision (b) of section 141 provides: "Nothing in this section shall preclude a board from applying a specific statutory provision in the licensing act administered by that board that provides for discipline based upon a disciplinary action taken against the licensee by another state, an agency of the federal government, or another country."

The permissive language of section 141, subdivision (a), its broad reach over all state licensing boards under the jurisdiction of the Department of *1015 Consumer Affairs, and the express acknowledgement in subdivision (b) that section 141 was not meant to preclude the application of specific statutory provisions, suggest that section 141 was meant as a "catchall" statute that grants disciplinary authority to all licensing boards under the jurisdiction of the Department of Consumer Affairs.

Yet, despite section 141's express acknowledgement in subdivision (b) of the existence of more specific statutes, the Legislature did not expressly bar section 141's operation where such a specific statute exists. In contrast, another statute enacted as part of the same statutory scheme bars the operation of the general statute when a specific statutory provision exists. Section 125.3, which is part of the same chapter as section 141, authorizes the assessment of investigation and enforcement costs upon the "resolution of a disciplinary proceeding before any board within the department [of Consumer Affairs]." FN38 But subdivision (j) of that statute states: "This section does not apply to any board if a specific statutory provision in that board's licensing act provides for recovery of costs in an administrative disciplinary proceeding."

FN38 Section 125.3, subdivision (a).

The absence of such language in section 141, enacted two years after section 125.3, suggests a different intention than that found in section 125.3: "Where a statute, with reference to one subject contains a given provision, the omission of such provision from a similar statute concerning a related subject ... is significant to show that a different intention existed." FN39 Accordingly, the plain language of section 141, particularly when compared with the language of other statutes in the same chapter, demonstrates that it was intended to coexist with more specific statutes administered by licensing boards, not displace them or be displaced by them.

FN39 *Western States Newspapers, Inc. v. Gehringer* (1962) 203 Cal.App.2d 793, 799 [22 Cal.Rptr. 144].

c. *Rule of Statutes in Pari Materia*

Application of the relevant canons of statutory

construction further bolster our conclusion that section 141 was meant to coexist with more specific statutes like section 2305. *1016

As mentioned, “[i]t is the duty of this court to harmonize statutes on the same subject [citations], giving effect to all parts of all statutes if possible [citation].” ^{FN40}

FN40 *Droeger v. Friedman, Sloan & Ross, supra*, 54 Cal.3d at page 52; accord, 2B Sutherland, Statutory Construction, *supra*, section 51.02, page 178.

(5) “One ‘elementary rule’ of statutory construction is that statutes in pari materia—that is, statutes relating to the same subject matter—should be construed together. [Citation.] ... The rule of in pari materia is a corollary of the principle that the goal of statutory interpretation is to determine legislative intent.” ^{FN41}

FN41 *Droeger v. Friedman, Sloan & Ross, supra*, 54 Cal.3d at pages 50-51; *City of Huntington Beach v. Board of Administration* (1992) 4 Cal.4th 462, 468 [14 Cal.Rptr.2d 514, 841 P.2d 1034].

This rule applies even when, as here, one statute deals generally with the subject and another deals with the subject with more specificity: “Even when one statute merely deals generally with a particular subject while the other legislates specially upon the same subject with greater detail and particularity, the two should be reconciled and construed so as to uphold both of them if it is reasonably possible to do so [citations].” ^{FN42}

FN42 *People v. Squier* (1993) 15 Cal.App.4th 235, 240-241 [18 Cal.Rptr.2d 536], quoting *Natural Resources Defense Council, Inc. v. Arcata Nat. Corp.* (1976) 59 Cal.App.3d 959, 965 [131 Cal.Rptr. 172]; *Pierce v. Riley* (1937) 21 Cal.App.2d 513, 518 [70 P.2d 206].

(1d) Sections 141 and 2305 can be harmonized so as to give effect to both. Read together, sections 141 and 2305 authorize discipline based upon disciplinary action taken by another jurisdiction, but section 2305 mandates disciplinary action for “unprofessional conduct” when the discipline taken by another state or federal agency “would have been grounds for

discipline in California.”

In short, section 2305 can be harmonized if it is considered an exception to, and not a replacement of, section 141: “Where the special statute is later it will be regarded as an exception to or qualification of the prior general one; and where the general act is later the special statute will be considered as remaining an exception to its terms unless it is repealed in general words or by necessary implication.” ^{FN43} As shown in the next section, this is the proper and restrained manner of applying the canon that the specific statute prevails over the general one. *1017

FN43 *People v. Breyer* (1934) 139 Cal.App. 547, 550 [34 P.2d 1065]; accord, *In re Williamson* (1954) 43 Cal.2d 651, 654 [276 P.2d 593]; 2B Sutherland Statutory Construction, *supra*, section 51.05 at page 259 and footnote 8.

d. *The Rule That the Specific Statute Prevails over the General*

The trial court ruled that section 2305, as the “more specialized” statute, *replaced section 141*, citing *San Francisco Taxpayers Assn. v. Board of Supervisors, supra*, 2 Cal.4th at page 577. But that case stated that “[i]t is well settled ... that a general provision is controlled by one that is special, the latter being treated as an exception to the former.” ^{FN44} Thus, that case did not rule that the more specific statute replaced the more general one; it ruled that the more specific statute simply served as an exception to the general one.

FN44 *San Francisco Taxpayers Assn. v. Board of Supervisors, supra*, 2 Cal.4th at page 577, quoting *Rose v. State of California* (1942) 19 Cal.2d 713, 723-724 [123 P.2d 505].

In *San Francisco Taxpayers Assn. v. Board of Supervisors, supra*, 2 Cal.4th 571, the California Supreme Court construed Proposition 4, which places a constitutional spending limit on appropriations by the state and local governments. The court sought to determine whether Proposition 4 limited a city's contributions to employee retirement funds that were established before the proposition took effect. Section 5 of the proposition places a spending limitation on appropriations to retirement funds, but section 9 provides that appropriations for debt service are not

limited. Relying on the principle that "a general provision is controlled by one that is special," the state high court concluded that "[r]ead according to its plain meaning, section 5 [subjecting retirement funds to a limit] creates an exception to section 9(a) [not limiting appropriations for debt service] rather than a conflict."^{FN45}

FN45 *San Francisco Taxpayers Assn. v. Board of Supervisors*, *supra*, 2 Cal.4th at page 577.

(6) Other cases likewise conclude that a special provision should be treated as an exception to, but not as a replacement of, a general provision.^{FN46} This rule fosters healthy relations between the judiciary and the legislature by minimizing implied repeals and the risk of judicial legislating.

FN46 E.g., *In re Williamson*, *supra*, 43 Cal.2d at page 654; *People v. Breyer*, *supra*, 139 Cal.App. at page 550; see *In re Rebecca H.* (1991) 227 Cal.App.3d 825, 835-836 [278 Cal.Rptr. 185]; 2B Sutherland Statutory Construction, *supra*, section 51.05, at page 259 and footnote 8.

Moreover, as both Code of Civil Procedure section 1859 and our state Supreme Court make clear, a specific statutory provision should prevail over the general provision only where the court must choose one over the other because the two cannot be reconciled.^{FN47}

FN47 *People v. Wheeler*, *supra*, 4 Cal.4th at page 293 ("The principle that a specific statute prevails over a general one applies only when the two sections cannot be reconciled"); *Garcia v. McCutchen*, *supra*, 16 Cal.4th at page 478; accord, *People v. Breyer*, *supra*, 139 Cal.App. at page 550; 2B Sutherland, Statutory Construction, *supra*, section 51.02, page 187.

(1e) In this case, sections 141 and 2305 do not conflict in those cases where the out-of-state discipline is not a ground for discipline in California, *1018 or where the disciplinary action has been taken by a foreign country. In those circumstances, there is no conflict that requires the specific statute to prevail over the general. And in other circumstances where they do conflict—where the out-of-state discipline is a

ground for discipline in California—section 2305 is best treated as a qualification (requiring discipline) to the general authorization granted under section 141.

Accordingly, properly applied, the canon that the specific statute prevails over the general requires that the former be treated as an exception to, not as a replacement for, the latter where both statutes are not so inconsistent that they cannot have concurrent operation. Otherwise, the canon would authorize an implied repeal of a general statute, without satisfying the stringent standards required for such drastic judicial action.

e. *The Presumption Against Implied Repeals*

The presumption against implied repeals completes our analysis that section 2305 should be construed as an exception to, or qualification of, section 141, but not as an implicit repeal of it.

(4b) The "law shuns repeals by implication"^{FN48} A repeal by implication "will occur only where the two acts are so inconsistent that there is no possibility of concurrent operation, or where the later provision gives undebatable evidence of an intent to supersede the earlier; the courts are bound to maintain the integrity of both statutes if they may stand together. [Citations.]"^{FN49}

FN48 *Board of Supervisors v. Lonergan* (1980) 27 Cal.3d 855, 868 [167 Cal.Rptr. 820, 616 P.2d 802], certiorari denied (1981) 450 U.S. 918 [101 S.Ct. 1362, 67 L.Ed.2d 344]; accord, *Garcia v. McCutchen*, *supra*, 16 Cal.4th at pages 476-477; *Boyd v. Huntington*, *supra*, 215 Cal. at page 482.

FN49 *Sacramento Newspaper Guild v. Sacramento County Bd. of Suprs.* (1968) 263 Cal.App.2d 41, 54 [69 Cal.Rptr. 480].

As the California Supreme Court put it in *Garcia v. McCutchen*,^{FN50} "Absent an express declaration of legislative intent, we will find an implied repeal 'only when there is no rational basis for harmonizing the two potentially conflicting statutes [citation], and the statutes are " irreconcilable, clearly repugnant, and so inconsistent that the two cannot have concurrent operation.'"

FN50 *Garcia v. McCutchen*, *supra*, 16

Cal.4th at page 477.

(1f) The statutory acts here are not so repugnant and inconsistent that there is no possibility of concurrent operation. As noted, section 141 addresses areas not covered by section 2305: It allows discipline to be based on *1019 disciplinary action taken by another country or by another state or federal agency in those cases where the disciplinary action is not a ground for discipline in California-or where the precise nature of the disciplinary action cannot be discerned. Nor does section 141 provide "undebatable evidence of an intent to supersede" section 2305.^{FN51} To the contrary, the statute's express language suggests an intent to permit coexistence.

FN51 *Sacramento Newspaper Guild v. Sacramento County Bd. of Suprs.*, *supra*, 263 Cal.App.2d at page 54.

f. *Dr. Lam's Argument*

Dr. Lam's principal argument to the contrary is that "[t]o hold that the ... Board may choose section 141 as an alternate path of discipline, would require this [c]ourt to read out of section 2305 the Legislature's clear intent that an out-of-state physician licensee can only be disciplined in California for an out-of-state disciplinary action that would have constituted 'grounds for disciplinary action for unprofessional conduct against the licensee in this state.'"

But section 2305 never states that out-of-state disciplinary action can *only* serve as a basis for discipline where the out-of-state action would have been grounds for discipline in California. Dr. Lam's contrary conclusion results from reviewing the language of section 2305 in isolation and by treating it as if it were the exclusive statute on the subject-in conflict with reality and in violation of the duty to reconcile statutes in *pari materia*. As we have shown, when we read sections 141 and 2305 together and in conjunction with the canons of statutory construction, we must conclude that the Legislature intended that the two statutes be construed to coexist to the extent possible. Admittedly, where the out-of-state discipline is grounds for disciplinary action in California, the plain language of section 2305 suggests that disciplinary action for "unprofessional conduct" is mandated. But that does not mean that the failure to satisfy the standards of section 2305 precludes any disciplinary action at all.

As the Board persuasively argues, Dr. Lam's

construction would render without consequence out-of-state discipline where the basis for that discipline cannot be determined with precision, because, for instance, it was resolved by stipulation, and no charging documents had been made part of the record, as here. As one court has opined, limiting California discipline to circumstances in which "licensees admit culpability or where misconduct is proven in the foreign jurisdiction would make California a safe haven for medical practitioners who, in the face of charges of unprofessional conduct enter into consent decrees in other jurisdictions without making any admissions, leave that other jurisdiction, establish medical practices in California *1020 and thus avoid review of their medical practices by any licensing agency."^{FN52} Nothing suggests the Legislature intended this result.

FN52 *Marek v. Board of Podiatric Medicine*, *supra*, 16 Cal.App.4th at page 1098 (construing a prior version of § 2305 when it did not require the out-of-state discipline to be a ground for discipline in California).

4. *Conclusion*

Section 2305 should not be construed to impliedly repeal the later-enacted section 141. A statute will not be construed to repeal acts on the same subject unless "there is no rational basis for harmonizing the two potentially conflicting statutes [citation], and the statutes are " irreconcilable, clearly repugnant, and so inconsistent that the two cannot have concurrent operation."^{FN53}

FN53 *Garcia v. McCutchen*, *supra*, 16 Cal.4th at page 477; accord, *Boyd v. Huntington*, *supra*, 215 Cal. at page 482.

The permissive language and broad scope of section 141 suggest that it was meant as a catchall statute that grants disciplinary authority to all licensing boards under the jurisdiction of the Department of Consumer Affairs. That it was meant to coexist with specific statutes is further demonstrated by the express acknowledgement in subdivision (b) that the statute does not preclude the application of specific statutes, and by the omission of any provision that would bar the operation of section 141 whenever a more specific statute exists. Of course, where the disciplinary action taken by another jurisdiction satisfies the additional requirement in section 2305

that the out-of-state discipline be "grounds for discipline in California," section 2035 mandates disciplinary action against the licensee for unprofessional conduct. But that only suggests that section 2305 prevails over section 141 when both apply. That prospect is not raised here because there were no findings in the record that the requirements of section 2305 were satisfied. The only issue here is whether section 141 applies when section 2305 does not. We conclude that it does, in light of the language of section 141, the duty to reconcile statutes in pari materia, and the presumption against implied repeals.

While we reverse the trial court's decision denying application of section 141, we remand so that the trial court can determine Dr. Lam's additional argument that the penalty imposed was improper, which he raised in the trial court but which it did not reach.

Disposition

Let the peremptory writ of mandate issue, commanding the trial court to set aside its judgment and remanding the matter for consideration, consistent *1021 with this opinion, of Dr. Lam's contention that the Board's discipline was improper. Having served its purpose, the alternative writ is discharged. The Board shall recover its costs in this proceeding.^{FN54}

FN54 California Rules of Court, rule 56.4.

Sims, Acting P. J., and Raye, J., concurred.

The petition of real party in interest for review by the Supreme Court was denied August 8, 2001. *1022

Cal.App.3.Dist.

Medical Bd. of California v. Superior Court

88 Cal.App.4th 1001, 106 Cal.Rptr.2d 381, 01 Cal.
Daily Op. Serv. 3438, 2001 Daily Journal D.A.R.
4221

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ONTARIO COMMUNITY FOUNDATION, INC., et
al., Plaintiffs and Respondents,

v.

STATE BOARD OF EQUALIZATION, Defendant
and Appellant
L.A. No. 31710.

Supreme Court of California

Apr 19, 1984.

SUMMARY

In an action for refunds of sales taxes, the trial court ordered the Board of Equalization to refund to two corporations which had sold their hospitals the sales taxes assessed as to hospital equipment used in rendering medical and nursing services, included in the sales, with interest. Although both hospitals had engaged in certain activities for which they were required to hold seller's permits, the equipment at issue was never used in the course of such activities. The board had relied on Cal. Admin. Code, tit. 18, reg. 1595, subd. (a)(3), which it had promulgated to enunciate the 'unitary business' concept to determine whether a sales is subject to sales tax. (Superior Court of Los Angeles County, Nos. C 334041, C 350447, Jerry Pacht, Judge.)

The Supreme Court affirmed. It held that the sales of the equipment were 'occasional sales' under Rev. & Tax. Code, § 6006.5, subd. (a), and were therefore exempt from sales tax pursuant to Rev. & Tax. Code, § 6367. It held that Rev. & Tax. Code, § 6006.5 was designed expressly to exempt from the sales tax a one-time sale of tangible personal property which is not held or used by a seller in the course of activities for which it is required to hold a seller's permit, and that the liquidation sale of each hospital was such a sale. Further, it held that the administrative regulation relied on by the board abridged the statutory right to a tax exemption for an 'occasional sale,' and was therefore invalid. (Opinion by Richardson, J., [FN*] expressing the unanimous view of the court.)

FN* Retired Associate Justice of the Supreme Court sitting under assignment by the Chairperson of the Judicial Council.

HEADNOTES

Classified to California Digest of Official Reports

(1a, 1b, 1c) Sales and Use Taxes § 16--Sales Tax--Transactions Subject to Tax--Exemptions and

Exclusions--Occasional and Liquidation *812 Sales--Sale of Hospital Equipment--Validity of 'Unitary Business' Concept Embodied in Regulation of State Board of Equalization.

The sales of hospital equipment used in rendering medical and nursing services, included in the sales of the entire assets of two hospitals, were 'occasional sales' under Rev. & Tax. Code, § 6006.5, subd. (a), and were therefore exempt from sales tax pursuant to Rev. & Tax. Code, § 6367. Although both hospitals had engaged in certain activities for which they were required to hold seller's permits (Rev. & Tax. Code, § 6066), the hospital equipment at issue was not used in the course of such activities. Nor was the single sale by each hospital of the equipment one of a series of sales which independently might require a permit. Cal. Admin. Code, tit. 18, reg. 1595, subd. (a)(3), which was promulgated by the Board of Equalization to enunciate the 'unitary business' concept in determining whether a sale is subject to sales tax, abridged the statutory right to a tax exemption for an 'occasional sale,' and was therefore invalid.

[See Cal.Jur.3d, Sales and Use Taxes, § 6; Am.Jur.2d, Sales and Use Taxes, §§ 122, 123.]

(2a, 2b) Sales and Use Taxes § 30--Collection and Enforcement of Sales and Use Taxes--Review of Board of Equalization--Administrative Regulation--Judicial Review.

In an action by taxpayers seeking a refund of a sales tax determined by the Board of Equalization to be due under a regulation promulgated by the board, the standard of review of the regulation was that so long as the board exercised its discretion within the scope of the statute pursuant to which it promulgated the regulation, the reviewing court would not disturb its administrative judgment.

(3) Sales and Use Taxes § 25--Collection and Enforcement of Sales and Use Taxes--Legislative Delegation of Enforcement Duty to Board of Equalization.

The legislative delegation to the Board of Equalization of the duty of enforcing the sales tax law and of the authority to prescribe and adopt rules and regulations (Rev. & Tax. Code, §§ 7051, 7052) was a proper delegation even though it conferred some degree of discretion on the board.

(4) Administrative Law § 115--Judicial Review--Scope and Extent--Presumptions; Regularity; Validity of Rules and Regulations.

In determining the proper interpretation of a statute and the validity of an administrative regulation, the

administrative agency's construction is entitled to great weight, and if there appears to be a reasonable basis *813 for it, a court will not substitute its judgment for that of the administrative body.

(5a, 5b) Administrative Law § 30--Administrative Actions--Legislation or Rulemaking--Effects and Validity of Rules and Regulations--Necessity for Compliance With Enabling Statute.

Where a statute empowers an administrative agency to adopt regulations, such regulations must be consistent, not in conflict with the statute, and reasonably necessary to effectuate its purpose. The task of a reviewing court in such a case is to decide whether the agency reasonably interpreted the legislative mandate. There is no agency discretion to promulgate a regulation which is inconsistent with the governing statute. It is the obligation of courts to strike down administrative regulations that alter or amend a statute or enlarge or impair its scope.

(6) Administrative Law § 114--Judicial Review--Scope and Extent--Limited Nature--Validity of Administrative Regulations.

In considering a challenge to the validity of administrative regulations, a reviewing court's function is to inquire into the legality of the regulations, not their wisdom.

(7) Sales and Use Taxes § 16--Sales Tax--Transactions Subject to Tax-- Exemptions and Exclusions--Occasional and Liquidation Sales.

Rev. & Tax. Code, § 6006.5, was designed expressly to exempt from the sales tax a one-time sale of tangible personal property which is not held or used by a seller in the course of activities for which it is required to hold a seller's permit.

COUNSEL

George Deukmejian and John K. Van de Kamp, Attorneys General, Edmond B. Mamer and Richard E. Nielsen, Deputy Attorneys General, for Defendant and Appellant.

Ervin, Cohen & Jessup and Horace N. Freedman for Plaintiffs and Respondents.

RICHARDSON, J. [FN*]

FN* Retired Associate Justice of the Supreme Court sitting under assignment by the Chairperson of the Judicial Council.

Defendant, State Board of Equalization (Board),

appeals from a judgment in a consolidated action in favor of plaintiffs, Ontario *814 Community Foundation, Inc. (Ontario) and National Medical Convalescent Hospital of San Diego, Inc. (NMCH). The judgment awards a refund of sales tax assessed on the transfer of hospital furnishings and equipment made as part of the sale of the total assets of hospitals operated by plaintiffs. We agree that such transfers were 'occasional sales' which were exempt from sales tax and affirm the judgment.

The facts are stipulated. Ontario and NMCH respectively operated 99-bed and 39-bed general hospitals in Ontario and Turlock, California. Each plaintiff had a seller's permit issued by the defendant and required by law (Rev. & Tax. Code, § 6066; all further statutory references are to this code) because it (a) operated a food service facility which sold meals to patients and nonpatients, such as hospital visitors and employees, (b) sold miscellaneous personal items from its supply unit, and (c) operated a pharmacy. The food service facility, supply department and pharmacy were all operated at the same location as the hospitals.

During the three years prior to the sale of the hospitals, annual retail sales attributable to the three above mentioned services averaged about 10 percent of the hospitals' annual gross receipts. Of these retail sales, however, the vast majority were pharmacy sales exempt from taxation. (See Cal. Admin. Code, tit. 18, reg. 1591, subd. (a)(1).) Taxable sales amounted to little over 1 percent of each hospital's gross receipts.

The entire assets of Ontario, including the real property on which the hospital was located and the furnishings, machinery and equipment of the hospital, were sold in 1977 for over \$1.7 million, of which \$292,051 was for tangible personal property. Of the latter amount, \$19,120 was allocable to kitchen and dietary equipment.

The sale of the tangible personal property was not reported as a taxable transaction. The Board, however, determined a sales and use tax deficiency of \$17,827 on the transaction. Ontario conceded the \$1,147 tax levied upon the kitchen and dietary equipment, but challenged the remaining \$16,680 by seeking a refund after paying the tax. (See §. 6933.) It later conceded another \$229.

NMCH sold the entire assets of its hospital in 1977 for over \$1.5 million, of which \$264,230 was for tangible personal property. Approximately \$4,405 of

that amount was for kitchen and dietary equipment. Like Ontario, NMCH did not report the sale as a taxable transaction, and the Board determined a \$15,854 tax deficiency. NMCH conceded a \$264 tax liability, *815 attributable to the kitchen and dietary equipment, but has challenged assessment of the balance of the tax.

In each instance the plaintiffs paid the taxes under protest and plaintiffs' actions to recover them were consolidated and heard by the court without a jury. The court found that the sales in question were exempt from tax as 'occasional sales' (see § § 6006.5, 6367), and entered judgment for plaintiffs for the disputed sums plus interest.

The California sales tax is imposed upon 'retailers' for the privilege of making 'retail sales,' and the tax is measured by the gross receipts from 'retail sales.' (§ 6051.) In 1947 the Legislature expressly exempted from such tax an 'occasional sale' (§ 6367), which it defined as including: 'A sale of property not held or used by a seller in the course of activities for which he is required to hold a seller's permit or permits ..., provided such sale is not one of a series of sales sufficient in number, scope and character to constitute an activity for which he is required to hold a seller's permit' (§ 6006.5, subd. (a).)

(1a)The hospital equipment and furnishings sold by plaintiff hospitals were used in rendering medical and nursing services. At no time was such personalty directly or indirectly used by the hospitals in the course of activities for which they were required to hold a seller's permit. Nor was the single sale by each hospital of its equipment and furnishings, in connection with the sale of its entire business and the real property upon which it was located, 'one of a series' of such sales which independently might require a permit under the statute. Accordingly, each hospital sale at issue here clearly would appear to fall within the statutory definition of a tax-exempt 'occasional sale.'

In arguing that the sales tax exemption is inapplicable, however, the Board relies upon its regulation withholding the exemption for an otherwise concededly tax-exempt 'occasional sale' if the seller is a 'unitary business' also engaged in other sales which are not tax-exempt. (See Cal. Admin. Code, tit. 18, reg. 1595, subd. (a)(3).) The Board seeks to apply the 'unitary business' concept to the hospitals here to tax their otherwise tax-exempt sales because such hospitals also were involved minimally in other activities requiring a seller's permit, namely,

cafeteria sales to nonpatients and a small, nonexempt portion of their pharmacy and hospital supply sales, representing in the aggregate a minute fraction of the gross income of each hospital. By reason of its regulation, the Board contends that the one-time sale by each institution of all of its hospital equipment and furnishings does not qualify for the statutory tax exemption applicable thereto. It would thus *816 read the regulation as being contrary to the apparent import of section 6006.5, thereby depriving each plaintiff of a sales tax exemption for an 'occasional sale,' to wit: a sale of personalty not held in the course of activities for which a seller's permit was required, and not one of a series of similar sales which independently might require such a permit.

(2a)The standard of our review of the Board's 'unitary business' regulation is clear. (3)The Legislature has delegated to the Board the duty of enforcing the sales tax law and the authority to prescribe and adopt rules and regulations. (*Action Trailer Sales, Inc. v. State Bd. of Equalization* (1975) 54 Cal.App.3d 125, 132 [126 Cal.Rptr. 339]; § § 7051, 7052.) This delegation is proper even though it confers some degree of discretion on the Board. (2b)So long as this discretion is exercised within the scope of the controlling statute, the administrative judgment will not be disturbed by the courts. (*Action Trailer Sales, supra*, 54 Cal.App.3d at p. 132.) (4)In determining the proper interpretation of a statute and the validity of an administrative regulation, the administrative agency's construction is entitled to great weight, and if there appears to be a reasonable basis for it, a court will not substitute its judgment for that of the administrative body. (*Id.*, at p. 133; see *Culligan Water Conditioning v. State Bd. of Equalization* (1976) 17 Cal.3d 86, 93 [130 Cal.Rptr. 321, 550 P.2d 593].)

(5a)On the other hand, we have said that 'Where a statute empowers an administrative agency to adopt regulations, such regulations 'must be consistent, not in conflict with the statute, and reasonably necessary to effectuate its purpose.' (*Mooney v. Pickett* (1971) 4 Cal.3d 669, 679 ...; Gov. Code, § 11342.2.) The task of the reviewing court in such a case "is to decide whether the [agency] reasonably interpreted the legislative mandate.' [Citation.]' (*Credit Ins. Gen. Agents Assn. v. Payne* (1976) 16 Cal.3d 651, 657 ...) Such a limited scope of review constitutes no judicial interference with the administrative discretion in that aspect of the rulemaking function which requires a high degree of technical skill and expertise. [Citation.] Correspondingly, *there is no agency discretion to promulgate a regulation which is*

inconsistent with the governing statute. [¶] We repeat our admonition expressed in Morris v. Williams (1967) 67 Cal.2d 733, 737 ...: (6) 'Our function is to inquire into the legality of the regulations, not their wisdom (5b) Administrative regulations that violate acts of the Legislature are void and no protestations that they are merely an exercise of administrative discretion can sanctify them.' Acknowledging that the interpretation of a statute by one charged with its administration was entitled to great weight, we nonetheless affirmed: 'Whatever the force of administrative construction ... final responsibility for the interpretation of the law rests with the courts.' [Citations.] *Administrative *817 regulations that alter or amend the statute or enlarge or impair its scope are void and courts not only may, but it is their obligation to [,] strike down such regulations.'* (*Id.*, at p. 748.) (Woods v. Superior Court (1981) 28 Cal.3d 668, 679 [170 Cal.Rptr. 484, 620 P.2d 1032], italics added.)

(1b) In defining a tax-exempt 'occasional sale,' section 6006.5 does not require that such a sale be made by a seller who otherwise never has made a taxable sale. The sole focus of the statute is on the nature of the sale under consideration for exemption; while it cannot be one of a series of similar sales, the nonexistence of other, unrelated taxable sales simply is not a condition of exemption from tax under this statute. Rather, the 'unitary business' concept of regulation 1595 - which purports to add this condition for tax exemption - is a creation of the Board, adopted almost 30 years after the enactment of the statutory occasional sale exemption and apparently inspired by an opinion of the Court of Appeal rendered shortly before promulgation of that regulation. (See Hotel Del Coronado Corp. v. State Board of Equalization (1971) 15 Cal.App.3d 612 [92 Cal.Rptr. 456].) As indicated hereafter (*post*, pp. 820-821), however, that opinion provides no substantial support for the regulation.

Most important, the regulatory restriction imposes upon the availability of a statutory tax exemption conditions which not only are omitted from, but also are at variance with, the statute. Such a regulation must be deemed to 'alter or amend the statute' and 'impair its scope' (see Woods, supra, 28 Cal.3d at p. 679), and is void.

Relying on judicial and administrative interpretation of the sales tax law, the Board purports to find consistency between the regulation and the statute. However, most of these interpretations preceded the Legislature's adoption of the statutory exemption and

are based on that factor, and none of them provides any reasonable support for the regulation.

Thus, in Bigsby v. Johnson (1941) 18 Cal.2d 860 [118 P.2d 289], we denied a sales tax exemption for an 'incidental and casual' sale by a printer of a piece of printing equipment. We noted that plaintiff was a retailer, that he held and sold the equipment as part of his business operations, and that the plain language of the taxing act made the transaction taxable, even though the sale of used printing equipment was not the 'kind' of sale ordinarily made by him. (*Id.*, at p. 863.) Most significantly, we observed: 'Our statute creates no exemption covering the situation, and however forceful may be plaintiff's contention that this type of sale should be exempted from the operation of the statute, such arguments must be directed to the legislature rather than to the courts.' (*Ibid.*, italics added.) Several *818 years later, sections 6006.5 and 6367 were adopted, providing the very statutory exemption lacking in Bigsby.

It appears obvious that a case denying a tax exemption because of a lack of statutory authority has little precedential value once the Legislature has explicitly provided such an exemption. Neither can Bigsby be used to legitimize the Board's still later adoption of a regulation which continues denial of the exemption.

N. W. Pac. R. R. v. St. Bd. of Equalization (Northwestern) (1943) 21 Cal.2d 524 [133 P.2d 400], also relied upon by the Board, is inapposite both for the same and for another reason. Relying on Bigsby there, we denied a railroad company an exemption from sales tax for its sale of rolling stock. We noted that the taxpayer sold tangible personal property at retail and had a permit therefor, and that there was no basis under the existing law for distinguishing the occasional sale of its equipment from its normal retail sales simply because the former sales were made through a separate department of the company. (*Id.*, at pp. 528-529.) In Northwestern, no statute exempted 'occasional sales' from the sales tax. Also relevant to our decision that the sales of rolling stock were taxable were the 'number, scope and character of the transfers' of such stock. There were at least five transfers. We observed: 'Such transfers, and others of a similar nature to follow, may not be regarded as casual or isolated sales.' (*Id.*, at p. 529.) In short, we denied a tax exemption in Northwestern primarily because the pertinent statutes provided none. That underlying fact is not obscured by the further circumstance that tax exemption also would have been denied there under the statute subsequently

enacted because of the *number* of such sales made by the taxpayer. The situation before us differs in both particulars. Here we have both a statutory exemption and a solitary sale. *Northwestern* provides no support for the claim that the Board's regulation - which purports to deny that statutory exemption for one-time sales - is somehow consistent with the statute.

Neither does *Market St. Ry. Co. v. Cal. St. Bd. Equal.* (1955) 137 Cal.App.2d 87 [290 P.2d 20], demonstrate the current validity of *Northwestern's* denial of tax exemption for 'occasional sales,' as argued by the Board here. The implication of that assertion is that because *Market St.* was decided *after* sections 6006.5 and 6367 were enacted in 1947, its denial of tax exemption to the sales involved there is somehow consistent with those statutes. Yet all 900 sales under consideration in *Market St.* occurred in 1944, *before* the enactment of the statutory exemptions. Not only did the *Market St.* court expressly find that the subsequent exemption statutes were *not* applicable to the sales in question (*id.*, at p. 98), but it also declared *819 that the statutory exemption represented a clear change in our sales tax law, thus implying that a different result would have obtained if the exemption had been in existence at the time of the sales there involved. (*Ibid.*)

Acknowledging that in the interpretation of the tax statutes 'all reasonable doubts must be resolved in favor of the taxpayer [citations],' the *Market St.* court nonetheless observed that 'there is no real doubt' about taxability of the transactions in question under the then applicable law. (137 Cal.App.2d at p. 92.) Commencing its analysis with the fundamental principle that 'Exemptions from taxation must be found in the statute,' the court noted that 'as it read in 1944' the taxing statute imposed a tax on all retailers for the privilege of selling tangible personal property at retail; that taxpayer was a 'retailer'; and that the ultimate, liquidation sale in September 1944 was a 'retail sale.' This being so, it follows with almost syllogistic infallibility that this sale was taxable.' (*Id.*, at pp. 96-97.) The court particularly noted that 'in 1944 the California act had no exemption of casual and occasional sales. In 1947 section 6367 was amended so as to exempt occasional sales of tangible personal property from the tax. Market contends that this was a mere codification of existing law. *This is not so.*' (*Id.*, at p. 98, italics added.)

We thus view *Market St.* as clearly acknowledging that the 1947 statute *changed* the law, creating an exemption where there was none before. The case provides no support for the notion that the Board can

adopt a regulation which contravenes the statutory change.

Nor is *Sutter Packing Co. v. State Bd. of Equal.* (1956) 139 Cal.App.2d 889 [294 P.2d 1083], more helpful to the Board's position. *Sutter* is the first case we discuss which actually *construed* section 6006.5 to reach its holding. There the taxpayer, a cannery, had a seller's permit for selling used equipment and supplies at retail prior to March 31, 1949. Preparatory to going out of business, the cannery cancelled its retailer's tax permit in April 1949. In June of that year it then sold all of its assets, including furniture, fixtures, machinery and other equipment. In finding the ultimate sale taxable, the *Sutter* court relied on *Market St.*: 'The Market Street Railway case declared that an exemption from taxation must be found in the statute itself, and that if the statute applies to all sales of tangible personal property by a retailer, the courts cannot say that 'the statute does not apply to this sale by a retailer because of some undisclosed general "intent."' (*Id.*, at p. 894.)

The taxability finding in *Sutter* was based on the status of the liquidation sale as "one of a series of sales sufficient in number, scope and character *820 to constitute an activity requiring the holding of a seller's permit." (139 Cal.App.2d at p. 895.) Indeed, the court observed that 'it may be said that *Sutter* was conducting a side line of selling used equipment and certain other supplies requiring such permit,' and the fact that the last of such sales eliminated the possibility of future similar sales did not change that fact. (*Ibid.*) Taxability of a sale in such a series is a foregone conclusion under section 6006.5. It is noteworthy that the *Sutter* court clearly implied that the sale *would have been* tax exempt under the first portion of section 6006.5, subdivision (a), because the personalty sold was not held in the course of activities requiring a seller's permit, if not disqualified under the 'one of a series' language. (*Ibid.*) *Sutter* provides no basis for the 'unitary business' concept of the Board's subsequent regulation which eliminates the exemption for sales which would qualify under *both* portions of the 'occasional sale' statute.

The Board's effort to construct from earlier cases a foundation for its adoption of the 'unitary business' concept in regulation 1595 culminates in its reliance upon *Hotel Del Coronado Corp. v. State Board of Equalization, supra*, 15 Cal.App.3d 612. There, taxpayer had acquired a hotel business in 1960 and, in connection with a major remodeling project, commenced a series of sales of fixtures, furniture and

equipment from a 'salvage department' which it had established for that purpose, first acquiring the necessary seller's permit. In 1963, taxpayer sold the entire business, including all the tangible personal property used therein. In contesting taxpayer's claim to an exemption from sales tax for the liquidation sale, the Board relied upon the clear language of section 6006.5 denying exempt status *both* to a sale of tangible personal property 'used in the course of an activity requiring the holding of a seller's permit' *and* to any sale which was 'one of a series of sales' independently requiring such a permit. (*Id.*, at p. 619.)

In denying the exemption the court concentrated on the latter ground. It first cited precedent holding: 'the fact alone that the last sale made was made in liquidation of a business is not such a distinction in the nature of the sale as to warrant an exemption if it would otherwise have been considered part of a series of sales sufficient in number, scope and character to constitute an activity requiring a seller's permit and subjecting it to the tax. [Citations.]' (*Ibid.*) Continuing to focus on the serial nature of the taxpayer's sales, the court also observed: 'It is not required that the principal business activity of the taxpayer shall involve making retail sales of tangible personal property, if, in fact, the retail sales of tangible personal property made by the taxpayer are sufficient in number, scope and character to make *821 the taxpayer a retailer under the provisions of the Revenue and Taxation Code. [Citations.]' (*Id.*, at pp. 619-620.)

The court concluded: 'In the case at bench, Hotel was engaged in the activity of making numerous sales at retail, and was, therefore, required to hold a retailer's permit. The property which was sold was held in an activity which required the holding of a seller's permit. Since section 6006.5 requires, in order to qualify for an exemption as an occasional sale, that the property sold not be held in an activity which required a seller's permit, the sale here under consideration was not exempt from taxation. Furthermore, the record discloses that the items of capital assets which were sold during the months prior to the sale here under consideration were of the same type of capital assets which were sold in the questioned sale. The prior sales exceeded two in number (§ 6019) which resulted in Hotel being deemed a retailer, thus requiring it to hold a seller's permit. The occasional [sale] exemption is not available if the sale in question was *one of a series of sales* sufficient in number (here, 12 salvage sales ...), scope and character to require the holding of a seller's

permit. Therefore, the occasional sale exemption was not available to Hotel, and the sale in question was properly taxed.' (*Id.*, at p. 620, italics added.)

While not without ambiguity, *Hotel Del Coronado* suggests that the operative fact which rendered the occasional sale tax exemption unavailable to the taxpayer there was the serial nature of the 12 salvage sales in which it had been engaged prior to the final liquidation sale. The court's analysis concentrated on that factor; indeed, its statement: - 'The property which was sold was held in an activity which required the holding of a seller's permit' (15 Cal.App.3d at p. 620) - may be interpreted as meaning only that engaging in the series of salvage sales itself, culminating in the liquidation sale, was the 'activity' which required the permit and rendered the last sale taxable. (See *id.*, at p. 618.) Interpreting that allusion instead as an attempt to tie the final liquidation sale to the taxpayer's unrelated but concededly taxable bar and restaurant sales - and thus to serve as support for the subsequently promulgated 'unitary business' concept as an alternative basis for justifying taxability - is unwarranted. The latter interpretation has no basis in the statutory tax exemption and would tend to undermine rather than implement its goal. In addition, of course, such supposed alternative ground was unnecessary to the court's finding of taxability in view of the number, scope and character of salvage sales of which the liquidation sale was the last.

As read by the Board, regulation 1595, subdivision (a)(3), clearly conflicts with section 6006.5, subdivision (a), because the former disqualifies *822 from tax exemption sales which would otherwise be exempt under the latter any time the seller is a so-called 'unitary business' also engaged in some nonexempt sales. For that reason alone, the regulation is invalid and cannot be used to deny plaintiffs their tax exemption.

In addition, however, we discern that a subsequent portion of the same regulation *also* would exempt the sales at issue from sales tax. For even if it is assumed, *arguendo*, that each hospital's sale here would properly be denied the exemption under subdivision (a)(3) of regulation 1595, it would also seem quite clear that subdivision (d) of the regulation *excepts* such sale from that denial. The latter provision declares, in relevant part: 'A person engaged in a service enterprise is not liable for sales tax measured by his receipts from a retail sale of equipment used in the conduct of the service enterprise' even if the sale follows a series of trade-ins, and provided the sale is

not preceded by two or more substantial similar sales within a one-year period. It is clear that each hospital here was 'engaged in a service enterprise' and that the equipment sold was 'used in the conduct of the service enterprise,' so that the sales are not taxable under the express exception language of subdivision (d). (See Cal. Admin. Code, tit. 18, regs. 1501, 1503, subd. (a)(1).) Thus, even if regulation 1595 is found to be consistent with section 6006.5 and therefore valid - contrary to our conclusion - plaintiffs' sales still would be tax-exempt under subdivision (d) of the regulation.

Equalization

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A consideration of but one of the consequences of the Board's interpretation of the sales tax laws in this context demonstrates the unsound and arbitrary nature of that interpretation. Apparently, under the Board's view, a hospital could sell all of its equipment and furnishings *without* incurring the sales tax imposed here if it simply eliminated the sale of cafeteria meals and of nonprescription medicines and supplies to *nonpatients*. (See Cal. Admin. Code, tit. 18, regs. 1503, subd. (a), 1591, subds. (a)(1), (a)(3), 1603, subd. (1).) Because, instead, the hospitals here accommodated nonpatients by making a small number of taxable sales to them, it is asserted that they must therefore pay not only the few hundred dollars sales tax attributable to the sale of equipment used in those sales - which hospitals concede - but also in excess of \$15,000 each in tax on the *otherwise exempt* hospital equipment. Such a statutory construction has the tail wagging the dog.

The Board's attempt to reconcile regulation 1595 with section 6006.5 is unpersuasive. (7)The statute was designed expressly to exempt from the sales tax a one-time sale of tangible personal property which is not held or used by a seller in the course of activities for which it is required to hold a *823 seller's permit. (1c)The liquidation sale of each hospital here was such a sale. Because it abridges the taxpayer's statutory right to a tax exemption for an 'occasional sale,' the regulation is invalid.

The judgment is affirmed.

Bird, C. J., Mosk, J., Kaus, J., Broussard, J., Reynoso, J., and Grodin, J., concurred.

Appellant's petition for a rehearing was denied June 13, 1984. *824

Cal., 1984.

Ontario Community Foundation, Inc. v. State Bd. of