

# Information Bulletin

## NFIRSGram: How to complete incident location/address fields

This NFIRSGram provides National Fire Incident Reporting System (NFIRS) users with the information needed to consistently enter properly formatted address information. By doing so, you ensure that the information you enter into the incident report will count, and help your fire department and state and national groups learn and benefit from your fire incident experience.



With the rapidly expanding use of location-based analysis, Geographic Information Systems (GIS) have proven very useful in developing new ways of analyzing fire incident data. In the future, the U.S. Fire Administration hopes to automatically generate location information for each reportable incident; however, currently the best way to enable GIS analysis is through geocoding incident address information.

### Completing incident location/address fields

When filling out an incident report, include consistent, formatted, error-free address information. This increases the usefulness of the entire report and is the most effective way to enable analysis at the station, department, city, county, state and even national level..

#### Key points for entering address information

- Ensure proper spelling of street and city.
- Verify accurate five-digit ZIP code.
- Check the “Address Type” field. The most common is “Street address,” but if you do not have a street number, something else might be better (e.g., “Intersection”).
- Include “MM” as part of the “Number/Mile” entry for highway locations based on mile markers or mileposts. For instance, a vehicle fire at Mile Marker 130 on North Bound I-95 in Florida would be:

B Location				
<input type="checkbox"/> Address Provided on Wildland Form				
Address Type		Census Tract		
Street address				
Number/Mile	St. Prefix	Street or Highway	Street Type	St. Suffix
MM 130	North	Interstate 95		
Apt. or Suite	City	State	Zip	
	Jacksonville	Florida	32099	
Cross Street, Directions, or National Grid, as Applicable				

**Note:** You should use “Street address” as the “Address Type” for this situation. If you use directions, you are forced to fill in the “Cross Street, Directions, or National Grid” field.

## Description of incident field locations

Key:  Critical  Important  Required

Incident field location	Importance
<b>Address Type:</b> Indicates whether it is a street address, directions from a recognized landmark, or an intersection of two roadways.	
<b>Census Tract:</b> The census tract number is a six-digit number assigned by the U.S. Census Bureau, sometimes presented with a decimal before the last two digits — do not include this decimal when entering into NFIRS. If the census tract is unknown, <a href="https://geomap.ffiec.gov/FFIECGeocMap/GeocodeMap1.aspx">this is a convenient lookup tool (https://geomap.ffiec.gov/FFIECGeocMap/GeocodeMap1.aspx)</a> — just enter the street address and ZIP code or city/state.	
<b>Number/Mile:</b> The number or milepost of the specific location where the incident occurred. For street addresses, enter only the street number; if entering a milepost or mile marker, include “MM” in the first two spaces of this field.	
<b>Street Prefix:</b> The directional descriptor appearing before a street or highway name. Your data entry tool should have predefined options for this field.	
<b>Street or Highway Name:</b> The street or highway name where the incident occurred.	
<b>Street Type:</b> The street type descriptor appearing after a street or highway name. Your data entry tool should have predefined options for this field.	
<b>Street Suffix:</b> The directional descriptor appearing after a street or highway name. Your data entry tool should have predefined options for this field.	
<b>Apartment, Suite or Room:</b> The number, suite or room where the incident occurred. Leave blank if not applicable.	
<b>City:</b> The city where the incident occurred. If the incident occurred in an unincorporated area, use the city found in the mailing address for the incident location. Proper spelling is crucial.	 
<b>State:</b> The state where the incident occurred — standard two letter abbreviation.	 
<b>ZIP code:</b> The numerical code assigned by the U.S. Postal Service to all U.S. jurisdictions. Five-digit ZIP code is critical for geocoding. While nine digits (ZIP+4) are nice to have, the accurate five-digit version is one of the crucial fields for geocoding.	 
<b>Cross Street, Directions or National Grid:</b> Use directions only if the location cannot otherwise be identified. Enter USNG coordinates if U.S. National Grid is selected for location type (e.g., 18SUJ00539637 is the grid coordinate for the National Fire Data Center).	



Need more help completing incident location/address fields? Please contact the NFIRS Support Center: Monday – Friday between 8 a.m. – 4:30 p.m. ET, at 888-382-3827 or by email at [fema-nfirshelp@fema.dhs.gov](mailto:fema-nfirshelp@fema.dhs.gov) (<mailto:fema-nfirshelp@fema.dhs.gov>).

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