



Appendix 7
National Association of State Fire Marshals
Fire Research & Education Foundation
“Conquering the ‘Unknowns’” Data Project

Script for Interviews with Incident Data Collection System Administrators in Non-Fire Professions

Introduction:

The National Association of State Fire Marshals Foundation is conducting a research project to better understand the reasons behind undetermined and missing data in the causal factors sections of the National Fire Incident Reporting System (referred to as NFIRS). As part of that research, we are talking with administrators of incident data collection systems in non-fire professions to see what we can learn and possibly apply to improve the completeness and accuracy of NFIRS data. (Do you know about NFIRS?)

I would like to speak with the person in your organization who administers the _____ data collection system.

[Once you make sure you have the right person] Would you be willing to speak with me about the _____ data collection system? I have a few questions that should take about _____ minutes to run through the interview.

I will be recording this call for our records, to make sure that the responses are recorded accurately. Do I have your permission to record this call?

1. Can you describe what data your system is designed to collect?
 - a. *Note: Try to get at the level of complexity of the data; how long it takes to enter and the level of decision making/judgment required.*
2. How long has your system been in place?
3. How does reporting into your system work?
4. Is reporting into your system mandatory or voluntary?

5. If mandatory, what is the authority that mandates it?
6. If voluntary, what incentives do individuals/organizations have for reporting?
7. Who inputs the data at the point of the incident?
 - a. *Note: Information about whether those who input the data have that as one of their main job responsibilities would be useful for us to know. Are these professional data collectors?*
8. What kind of training is given to those who input the data? Who provides the training, and how often?
9. How many data fields are captured by the system?
10. Does your organization provide quality control for the data that are submitted to the system? If yes, how is that accomplished?
11. What types of difficulties have you encountered with incomplete or missing data?
12. How have you overcome those difficulties?
13. How is your data shared with those who report to the system?
14. How could your system be improved?
15. How do you market your system to the people who input the data?
16. Do you have any advice for us as we work to improve NFIRS reporting?