# Preparing for NERIS Onboarding

## Essential Steps to Ensure Your Department Is Ready for NERIS

The purpose of this checklist is to help your department prepare for the NERIS onboarding process. There are important decisions to make and required information to assemble in advance. After these steps are completed, your department will be ready when it's their time, to proceed with NERIS onboarding.

### 1. Designate a Point of Contact

*Identify and authorize a member of your organization to serve as your department's lead on NERIS. Your NERIS lead will oversee NERIS onboarding and implementation for your department. This individual must have authority to act on behalf of the department to support the onboarding and implementation process. After this decision is made, gather the following information:*

- Name and title of designated NERIS point of contact.
- Authorization letter from the fire chief or equivalent.

### 2. Gather System Use and Reporting Requirements

*Confirm whether your department will integrate NERIS with a third-party application, such as a fire-based Records Management System (RMS) or data analytics platform. If your department does not use a third-party application, skip this section.*

- Third-party RMS integration details:
  - Application name, purpose, and vendor information
- Department contacts for system configuration and integration:
  - Designate a primary IT representative from your department to coordinate with the NERIS team.
  - Contact information for a vendor representative (if available) to support integration and troubleshooting.

### 3. Gather User Information

*Compile a list of all users in your department who will access NERIS.*

- If you plan to use the NERIS data collection application, be sure to include a list of all personnel who will need to submit and approve incident reports.

### 4. Gather Department Demographic Information

*Gather essential details about your department, including:*

- Core Department information:
  - Department phone number, headquarter address, population protected, shift information, staffing counts, PSAP information, AVL usage, and dispatch protocols.
- Geographic service boundaries:
  - City or district boundaries and other geospatial region sets such as first due boundaries.

- Station details for each location:
    - Station names and addresses.

## 5. Prepare a Unit and Apparatus Inventory

*Prepare an inventory of all units and apparatus, including each unit's designation, classification, and unique capabilities. Consider items such as:*

- Computer-Aided Dispatch (CAD) designations:
    - Examples: E1 for Engine 1, T2 for Truck 2.
- Unit types and classifications using NIMS Resource Typing definitions wherever possible:
    - Examples: Engine types (structural, wildland), ladder types (platform, quint, tiller), and specialized units (rescue, hazmat, ambulance).
    - For guidance on NIMS Resource Typing definitions, refer to the Resource Typing Library Tool.
    - For guidance, refer to the NERIS Data Dictionary.
- Auxiliary and support units:
    - Examples: Light towers, command trailers, support trucks, transport vehicles.
- Unit level staffing:
    - Base level staffing needed for unit to be dispatched.
    - Whether unit-level staffing is dedicated or shared.

## 6. Gather Department Services

*Gather details on the applicable services provided by your department to support fire, EMS, and investigative services.*

## 7. Gather Department Relationship Information

*Gather details on the relationships within and between departments.*

- Mutual and Automatic Aid agreements:
    - List and type of aid provided (mutual, automatic, contract)
- Membership relationships between departments:
    - Example: Department A is a member of Department B

## Notes