

TO: All Fire Departments in South Carolina
FROM: Samantha Quizon, South Carolina State Program Manager
DATE: July 20, 2016
SUBJECT: Regarding Account Access for South Carolina State NFIRS

In order to protect the data entered into the NFIRS system, access to the NFIRS system is limited to certain individuals. When deciding who can obtain an NFIRS account, these considerations are made:

- The account holder is a member of an NFIRS-participating fire department in South Carolina;
- The account holder has permission from his/her chief or his/her designee to have an account; and
- The account holder will use NFIRS or the data within for appropriate purposes.

The fire chief, his/her designee, or the department's administrator should decide what permissions and level of access each account holder should have. By default, the permissions given to account holders are entering and accessing reports, bulk export and import, the use of the SORT tool, accessing the website, and the ability to download the latest software versions.

A NFIRS account may be disabled at any time at the discretion of the State Program Manager or by permission of the fire chief, his designee, or the department's administrator.

Third-party software access at the local level should be monitored by the fire chief, his designee, or the department's administrator.

If you have any questions about this topic or anything related to South Carolina's State NFIRS Program, please contact the State NFIRS Program Manager at (803) 896-1250.