



**CRITICAL INFORMATION
DISPATCH SYSTEM (CIDS)**

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4.0 INTRODUCTION

The CIDS program utilizes the teleprinter or MDT dispatch message to provide critical information about specific buildings to responding units. The information provided by CIDS alerts units to dangerous, hazardous or unusual conditions which are not necessarily apparent from the front of the building. It also provides accurate and consistent information for required fire, emergency and radio progress reports.

Units are responsible for identifying buildings in their administrative districts which qualify for the program. CIDS messages will be entered using the FDNY Electronic Critical Information Dispatch System (eCIDS).

4.1 CIDS PROGRAM CONCEPT

4.1.1 CIDS information is available to responding units via the teleprinter or MDT dispatch message. The CIDS information received will enhance operational efficiency by alerting responding units to dangerous, hazardous, or unusual conditions. The CIDS program is also designed to work in conjunction with the Departments Pre-incident Guideline (PG) program. Chief Officers receiving CIDS messages beginning with the FD designation **PG** shall refer to such guidelines as necessary while responding to and managing incidents at these locations.

4.2 SPECIFICS OF THE CIDS PROGRAM

4.2.1 The address and/or Special Name/Place of the building is the key to the CIDS program. If the address is known and the building has been entered into the Starfire as a CIDS building, the CIDS information will be automatically included on the teleprinter message.

4.2.2 When the dispatcher types in the address and/or Special Name/Place of a reported building fire or emergency, Starfire scans its memory file. If the building is a CIDS building, Starfire will automatically include CIDS information on the teleprinter or MDT message. The dispatcher will announce "CIDS information is available on request" for units directed to respond when out of quarters.

4.2.3 CIDS data can only be provided if the address and/or Special Name/Place of the building is known. Therefore, it is incumbent upon the first arriving officer to give the address and/or Special Name/Place of the building as soon as possible if it has not been identified previously or if the address differs from the original address given on the teleprinter or MDT message. If the building is a CIDS building, the information will then be announced over the Department radio and transmitted via teleprinter or MDT to responding units.

- 4.2.4 If the address of the fire or emergency is not a CIDS building but is on the same side of the street and is within three house numbers of a CIDS building, the computer will identify the CIDS building(s) to the borough dispatcher. The dispatcher will notify the Incident Commander (IC) of this fact via radio if Preliminary or Progress Reports indicate that exposures are a consideration. The IC must be aware of these provisions and always verify that the CIDS information relates to the building at which operations are being conducted.

4.3 IDENTIFICATION OF CIDS BUILDINGS

- 4.3.1 Company Officers must consider all buildings in their administrative area as potential CIDS buildings. In considering a building they must look for conditions that would not be immediately apparent to arriving units.

It is mandatory that every building that is designated as a Bowstring Truss (**BWSTRG**), CFR Hold (**CFRH**), Major Alteration (**MJALT**), Pre-Incident Guideline (**PG**), or Rehabilitated (**REHAB**), be included in the CIDS program.

- 4.3.2 Examples of conditions that should be considered for inclusion in the CIDS program are:
- A. Hazardous chemicals, liquids and substances. Always indicate floor and location.
 - B. High voltage equipment. Transformers containing PCBs. Always indicate floor and location of such equipment.
 - C. Interconnected, odd or unusually shaped buildings. Indicate which floors are interconnected.
 - D. Buildings with structural hazards or heavy fire loading.
 - E. Renovated buildings with hidden voids, or duplex apartments. Indicate which floors give access and direction of travel to duplex apartments.
 - F. Truss buildings (describe type of truss).
Note: The FD designation (**BWSTRG**) shall be utilized for Bowstring Trusses.
 - G. Metal bar joist, Q-deck roofs or floors, steel plated buildings.
 - H. Handicapped, bedridden, or incapacitated individuals. Where possible, specify the location.
 - I. Schools with handicapped students.
 - J. Special extinguishing systems, and the location of related controls.
 - K. Siamese locations, if not in a normal location or readily visible.
 - L. Location of OS&Y valves or alarm panels, if not located in an easily found location.
 - M. Sub-cellar levels and access locations.
 - N. Location of guard dogs.

- O. Telephone numbers of knowledgeable persons, such as the owner, building engineer or superintendent.
- P. Occupied Housing Preservation and Development (HPD) buildings that have had vacant apartments sealed. (Warehoused apartments)
- Q. High-Rise MDs where a three length stretch would not be sufficient.
- R. High-Rise MDs with communication systems.
- S. High-Rise MDs with sprinklers in areas other than below grade.
- T. Non-standpipe low-rise fireproof MDs where 1¾" hose may be used.
- U. Medical facilities that do not warrant a CFR-D response. (CFRH)

Note: This list is not intended to be all-inclusive. Officers are encouraged to include other items if they feel that the condition or hazard should be identified.

4.3.3 Immediate Entry (Imminently Hazardous Condition)

Immediate entry of an imminently hazardous condition can be accomplished with the approval of the administrative Deputy Chief.

The administrative unit Officer shall:

- Use the **eCIDS application** to enter the proposed immediate CIDS. **Faxed paper copies of the CD-201 are no longer accepted.**
- Change the "CIDS type" dropdown from "Original" or "Revised" to "Immediate".
- After submitting the CIDS entry, notify the administrative BC by phone to inform the Chief of the pending immediate CIDS.
- Upon notification, the administrative BC shall enter the **eCIDS application** to view the pending immediate CIDS. If approved, the BC shall notify the administrative DC by phone to inform the Chief of the pending immediate CIDS.
- Upon notification, the administrative DC shall enter the **eCIDS application** to view the pending immediate CIDS. If approved, the DC shall notify FDOC by phone (718-999-7900).

Note: An immediate CIDS entry will always appear at the top of a units pending list and be in **bold** print.

- Upon notification, FDOC shall enter the "Immediate CIDS" into Starfire.

Note: Submission of an immediate CIDS will generate automatic email notifications to the next level of necessary approval up to and including the FDOC.

4.4 GENERAL GUIDELINES

4.4.1 CIDS Message Content

- A. The teleprinter dispatch message has space for four lines of CIDS information. Each line has room for 40 characters. A character can be a letter, space, dash or punctuation mark. Therefore, each teleprinter message can contain up to 160 characters. Messages entered into the computer must maximize the use of this 160 character space. Data should be relevant and should primarily alert companies to any dangerous, hazardous or unusual conditions which are not necessarily apparent from the front of the building.
- B. A CIDS entry shall be completed electronically using the eCIDS application whenever an Officer feels that a structure should be included in the CIDS Program. See addendum 2 of this document for detailed instructions concerning the eCIDS application.
- C. Common or universal abbreviations shall be used when necessary. (See Appendix A.)
- D. Message should be clear enough so that members unfamiliar with the building or area will understand it.
- E. Grammatically complete sentences are not required. Use dashes to separate information or thoughts. There is no need to skip a space if you use a dash.
- F. To ensure clarity and readability of the message, do not split a word at the end of a line.

4.4.2 Specific Instructions

The following procedure shall be used for completing a CIDS Entry:

Unit officers shall utilize onsite inspections in conjunction with other resources (FDNY BIS, FDNY Map Application, DOB Information Search, Structural Integrity Reports, etc.) for necessary research prior to submitting or revising a CIDS.

Many buildings throughout the city have multiple official street addresses or address ranges associated with them. The intent of the CIDS program is to only have CIDS entries for the address or addresses that that would be used when a caller or associated alarm company reports a fire/emergency at that location. Most often, the only applicable address(es) will be the address(es) posted on the building and/or its individual occupancies. It is **NOT** the intent of this program to create multiple duplicate CIDS entries for additional **unused** addresses associated with a building.

It is the responsibility of the unit officer submitting or revising the CIDS entry to determine which additional listed addresses or AKA's, if any, require CIDS. If applicable, the Officer shall submit additional CIDS entries for those additional addresses. When space permits, the other known applicable addresses should be included in "Transmitted Data" portion of each CIDS entry. When encountering buildings with multiple addresses, address ranges posted on the building, and interconnected buildings, follow instructions in section 4.4.2 B.

- A. Complete the CIDS entry utilizing the eCIDS application on the FDNY Intranet. See addendum 2 of this bulletin for detailed instructions concerning the eCIDS application.
- B. House Number: Use only one house number per CIDS entry. Starfire can only search for one address or Special Name/Place at a time.

Individual address marking situations are described below:

Single Building - Single Address Posted - One Address Found During Research - When a single building regardless of size has a single address prepare one CIDS entry. This provision applies even if the building fronts on more than one street.

Single Building - Single Address Posted - Multiple Addresses and/or Address Range(s) Found During Research— When a single building has multiple addresses listed in the FDNY BIS or FDNY Map Application, but only has a single address number posted on the building, prepare a CIDS entry for the posted address. The unit officer shall determine if additional CIDS entries are required for any other applicable addresses or AKA's associated with the building. See the 2nd & 3rd paragraphs of section 4.4.2.

Single Building - Multi-Number Address Range Posted - Multiple Addresses and/or Address Range(s) Found During Research- When a single building has an address range **posted on the building**, Example "100-112 Williams Ave.", the unit officer must enter a CIDS message for the first and last posted address numbers of such range. The combined number 100-112 should also be included in the "Transmitted Data" portion of each CIDS entry (Example- "AKA 100-112 Williams Ave."). The unit officer shall determine if additional CIDS entries are required for any other applicable addresses or AKA's associated with the building. See the 2nd & 3rd paragraphs of section 4.4.2.

Note: The above example only applies when an address range is posted on the building.

Interconnected/Attached Buildings & Building Complexes - Separate Addresses Posted on Buildings -

When interconnected/attached buildings and building complexes have a separate house number posted on each building, a separate CIDS entry must be entered for each address. Example: Complex identified during research as 20-40 Pitkin Ave. but is 3 separate buildings each with a separate address number posted (20,30,40 Pitkin Ave.), a separate CIDS entry is required for 20, 30, and 40 with the "Transmitted Data" portion of each CIDS entry indicating the number of buildings in the complex. For example: "3 Bldg Complex" or "3 Interconnected Bldgs".

C. Special Name/Place File:

1. If a building or facility has a unique and distinctly recognizable name, a separate CIDS entry shall be entered for its Special Name/Place in addition to its address or addresses. (See addendum 2 of this document for detailed instructions referring to Special Name/Places). This requirement is necessary to ensure that CIDS information will be forthcoming even if only the name of the building is given by a person reporting a fire or emergency.

EXAMPLE: Madison Square Garden
420 8th Avenue

Note: Special Name/Place file entries are intended for unique and distinctly recognizable locations and **not** intended for multi-location type occupancies or other common tenant names.

EXAMPLES: McDonalds
Joes Pizza

2. If the building or facility does not have an associated house number and street name enter its Special Name/Place only.

EXAMPLES: Statue of Liberty
Lincoln Tunnel

Note: CIDS information can only be entered or revised for a building or facility listed in the current Starfire Special Name/Place File. A link to the current Special Name/Place file (with and without CIDS entries) has been provided on the FDNY Intranet. Submitting officers shall reference this file prior to entering or revising the CIDS message for a current Special Name/Place, or submitting application for an addition to Special Name/Place file. Applications for new entries into the Special Name/Place file are accepted via the eCIDS application. Submitting officer will be prompted by eCIDS to enter required information online which will be electronically transmitted to the Street File Unit at the Bureau of Communications. If approved, necessary updates to the Special Name/Place File will be made by the Street File Unit at the Bureau of Communications.

D. Transmitted Data: (See Appendix B for examples)

This is the portion of the CIDS entry that will appear with the teleprinter or MDT dispatch message.

Information in this section **must be** listed in the following priority order. The eCIDS application will assist user in placing the transmitted data information into proper order. See addendum 2 of this document for detailed instructions concerning the eCIDS application.

1. **FD DESIGNATION:** If applicable, one of the following designations may be used: **BWSTRG**, **CFRH** (revision of entries with current CFRH status only), **MJALT**, **PG**, or **REHAB**.

Note: Application for **new** CFRH status will be handled as per addendum 1 of this document.

2. **OCCUPANCY:** Choose from the provided dropdown list or enter your own.

3. **DESCRIPTION OF BUILDING:**

- Height in stories
- Dimensions of building
- Construction Class

1938 Building Code Construction Classifications

- Class 1:** Fireproof Structure
Class 2: Fire-Protected Structure
Class 3: Non-Fireproof Structure
Class 4: Wood Frame Structure
Class 5: Metal Structure
Class 6: Heavy Timber Structure

Many newly constructed or renovated buildings do not conform to the construction classifications of the 1938 building code and are constructed using Light-Weight Construction Materials.

To assist in identifying these structures, 3 additional construction classifications have been added for use as follows:

- A Fire-Protected structure constructed using metal “C” joist or steel bar joist would be classified as a **CL2LW**.
- A Non-Fireproof structure renovated or repaired using **any** type of structural Light-Weight materials would be classified as **CL3LW**.
- A Wood Frame structure constructed using **any** type of structural Light-Weight materials would be classified as **CL4LW**.

- A detailed description of the construction material or construction techniques used would be included in the transmitted data portion of the CIDS card.
- LW after the construction classification should prompt the reader to consult the “transmitted data” for specific information on the type of Light-Weight Construction Materials used.
- If submitting or approving officers deem necessary, and space allows, the date the building was constructed or altered can also be included within the “transmitted data” to provide insight into the construction techniques used.

EXAMPLE: PD 3 STY 25X60 CL4LW-L/W WOOD
JOIST TRUSS ON ROOF AND FLOORING
ALL FLRS-YEAR BUILT 2008

4. **DESCRIPTION OF THE DANGEROUS, HAZARDOUS OR UNUSUAL CONDITIONS:** Describe the condition(s) which are not necessarily apparent from the front of the building along with any other information that will assist operating units.

5. **MINRESP:** In situations where size, construction, layout, or operational requirements of a building warrant, an enhanced response **MINRESP** followed by a space and then a two digit number representing the number of engines and the number of ladders placed last in the “transmitted data” would trigger the predetermined response. When selected from the dropdown, the eCIDS application will prompt the user if the **MINRESP** is **not** in its required location at the end of the “transmitted data” section.

EXAMPLE: MD 6 STY 100X80 CL3-DUPLEX APTS ON
2 TO 3 FL-ENT TO APTS ON 3 FL-**MINRESP 32**

Note: All or part of the spaces on the four lines on the CIDS card can be utilized. Be as brief as possible. However, always include the area or location of pertinent information.

- E. **Action to be Taken:**
If additional action is required to be taken by the administrative unit, Battalion, or Division, it should be checked off. This section serves as a reminder that additional action may be necessary. It would also serve as identification for other command levels to identify action taken.
- F. **Revise/Revoke a CIDS Entry:**
If changes in CIDS entries are required, use the Revise/Revoke section of the eCIDS application. Submitting officer shall enter the reason why the CIDS entry is being revised or revoked.

4.5 ADMINISTRATIVE PROCESS

4.5.1 Administrative Unit Duties

Only the administrative unit shall submit or revise CIDS entries for buildings within their administrative district. Units discovering a potential CIDS entry for buildings not located within their administrative district shall immediately notify the administrative unit of the particulars. The administrative unit shall evaluate the building and submit a CIDS entry electronically using the eCIDS application if necessary.

- A. Information contained in the CIDS entry becomes part of the building profile and should be reviewed and verified each time the building is inspected or re-inspected. The RBIS Application contains a link to the eCIDS report. The report is a read-only document which should be printed and attached to the Building Profile report prior to conducting BISP. The eCIDS application must be accessed to record the review and verification of the CIDS or to make any necessary revisions.
- B. A master list of a units CIDS, currently in Starfire, can be accessed via the “Starfire Report” link located within the eCIDS application.

4.5.2 Administrative Battalion Duties

The administrative Battalion shall approve and endorse CIDS entries electronically using the eCIDS application. Endorsements should not be considered routine. The Battalion Chiefs approval will indicate that the information has been evaluated and that entries are in compliance with this chapter and addendum 2.

- A. eCIDS entries should be reviewed and approved, revised and approved, or disapproved and returned for correction electronically (stating reason).
- B. The endorsing Battalion Chief shall evaluate CIDS entries to ensure compliance with established instructions, and that any necessary additional action has been taken.
- C. Once approved, the eCIDS entry will be electronically forwarded to the Administrative Division for examination.

4.5.3 Administrative Division Duties

The administrative Division shall approve and endorse CIDS entries electronically using the eCIDS application. Endorsements should not be considered routine. The Deputy Chief's approval will indicate that the information has been evaluated and that entries are in compliance with this chapter and addendum 2.

- A. eCIDS entries should be reviewed and approved, revised and approved, or disapproved and returned to the administrative Battalion for correction electronically (stating reason).
- B. The endorsing Deputy Chief shall evaluate CIDS entries to ensure compliance with established instructions, and that any necessary additional action has been taken.

- C. Upon approval at the Division level, the eCIDS entry will be electronically entered into Starfire on the next scheduled weekly export.

Note: An Immediate CIDS entry is the exception to the above, see section 4.3.3 and addendum 2 of this chapter for further details.

4.5.4 CIDS Desk

- A. The CIDS Desk is located within the BISP Unit. The officers staffing the CIDS Desk will be available to assist field officers with general CIDS questions as well as procedural questions concerning the eCIDS application. The CIDS Desk will also work in conjunction with the Bureau of Communications Street File Unit to address street file and special name/place issues as they arise. Field officers can contact the CIDS Desk by phone at 718-281-3877 Monday to Friday 8am-8pm or by email at bispcids@fdny.nyc.gov.

Note: Questions related to logging into the eCIDS application as well as Single Sign-on issues shall NOT be directed to the CIDS Desk but shall be directed to the FDNY computer help desk at 718-999-2611.

4.6 CONCLUSION

- 4.6.1 In addition to BISP inspections, Officers of all ranks shall utilize every opportunity to identify buildings or facilities as potential candidates for the CIDS program.
- 4.6.2 The success of the CIDS program will be dependent on cooperation and input from all members. Remember that the information submitted could be a vital contribution that effects safety and enhances the operational efficiency of members at fires and emergencies.

BY ORDER OF THE FIRE COMMISSIONER AND CHIEF OF DEPARTMENT

APPENDIX A

Recommended Abbreviations for CIDS Entries

A/C	Air Conditioner	MJALT	Major Alterations
ABR	Architectural Barrier Removal	MD	Multiple Dwelling
AIR	Artist in Residence	MEZZ	Mezzanine
ALT	Alteration	MFG	Manufacturing
AMT	Amount	MINRESP	Minimum Response
APT	Apartment	MKT	Market
ATTCH	Attached	MVRS	Motor Vehicle Repair Shop
BLDG	Building	N/E or N/W	Northeast, Northwest
BSMT	Basement	NLT	New Law Tenement
BWSTRG	Bowstring Truss	OLT	Old Law Tenement
CFRH	CFR Hold	PASSWAY	Passageway
CL	Class	PCB	Polychlorinated Biphenyls
CNTR	Center	PD	Private Dwelling
COMM	Commercial	PG	Pre-Incident Guideline
CONST	Construction	PH	Penthouse
CP	Command Post	PPM	Parts Per Million
CYL	Cylinder	PVC	Polyvinyl Chloride
EIFS	Exterior Insulation Finish System	REHAB	Rehabilitated
EEW	Energy Efficient Windows	RF	Roof
ELEV	Elevator	RM	Room
ENCLSD	Enclosed	S/E or S/W	Southeast, Southwest
ENT	Entrance	SIAM	Siamese
EQUIP	Equipment	SPKR	Sprinkler
EX	Former	SRO	Single Room Occupancy
EXP	Exposure	STDP	Standpipe
EXT	Extension	STOR	Storage
FE	Fire Escape	STOR GAR	Storage Garage
FL or FLS	Floor or Floors	STY	Story
FLAM	Flammable	SUBVD	Subdivided
HVY	Heavy	SUPMKT	Supermarket
HYD	Hydrant	SYS	System
HAZ MAT	Hazardous Material	THRUOUT	Throughout
INTERCONN	Interconnected	TL	Tower Ladder
IRREG	Irregular	TRANS	Transformer
LCP	Lobby Command Post	VAC	Vacant
LTD	Limited	VIO	Volatile Inflammable Oil
L/W	Light Weight	VLT	Vault
LIQ	Liquid	WHSE	Warehouse
LSR	Life Saving Rope	WNDWS	Windows
MER	Mechanical Equipment Room	WSD	Window Security Device

APPENDIX B

Examples of CIDS Entries

1. RETAIL STORE 2 STY 75X100 CL3
AKA 2830 CHURCH AVE-1 STY REAR EXT
STEEL PLATES ON ROOF OF REAR EXT
2. MD 6 STY 100X80 CL3 DUPLEX APTS ON
2 TO 3 FL-ENT TO APTS ON 3 FL
3. PD 3 STY 25X60 CL4LW-L/W WOOD JOIST
TRUSS ON ROOF AND FLOORING ALL FLRS
YEAR BUILT 2008
4. DEPT STORE 1 STY 1000X200 CL3
MVRS IN REAR ON EXP 4 SIDE-SPKR SHUT OFF
IN FRONT ON EXP 2 SIDE
5. PG OFFICE BLDG 23 STY 100X150 CL1
L SHAPE-CORE CONST-SIDE ENT 610 W 43 ST
PCB TRANS THRUOUT-LCP LISTS LOCATIONS
6. RETAIL STORE 1 STY 40X80 CL3
PART OF TAXPAYER WITH 10 STORES-COMMON
CELLAR & COCKLOFT-DRY PIPE SPKR CELLARS
7. FACTORY 6 STY 100X200 CL2 MFG PLASTIC
PRODUCTS-INTERCONN 173 JOHN ST ON
ALL FLS-SPKR SIAM IN REAR ON WHITE ST
8. CONGREGATE CARE 4 STY 20X60 CL3
BROWNSTONE-MENTALLY IMPAIRED &
HANDICAP PERSONS ON ALL FLS
9. APPLIANCE STORE 1 STY 200X150 CL3
SIDE ENT ON 15 ST SIDE-GUARD DOGS ON
ROOF & ENTIRE 1 FL WHEN STORE IS CLOSED
10. REHAB MD 4 STY 60X80 CL3 INTERCONN
182, 186 & 190 WEBSTER AVE-MAIN ENT IN
186 WEBSTER-NO STAIRWAYS IN 182 WEBSTER
11. CFRH HIP CENTER 3 STY 75X100 CL3
HOURS M-S 0800-2100-SUN CLOSED
12. BWSTRG-GARAGE 1 STY 100X150 CL3
CEILING COVERS WOOD TRUSSES
NO RF OPS-INTERIOR OPS AFTER IC EVAL
FOR ANY FIRE IN BLDG