

## How to “Export” your data out of NFIRS

Please see the steps below to begin exporting your data for your new incident reporting system. Please contact the following people if you have any issues, thank you.



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Step 1: Go to the following link:

<https://nfirs.fema.gov/NFIRSWeb/login>

**FEMA**U.S. Fire Administration  
National Fire Incident Reporting System

usfa.fema.gov

### National Fire Incident Reporting System (NFIRS) User Login

To access the U.S. Fire Administration's (USFA) NFIRS 5.0 software and tools, you first need to register for an account. Your state's NFIRS program manager will notify you when your account is active. If you registered for the National Fire Incident Reporting System (NFIRS) but were not notified that your account is active, [contact your state's NFIRS program manager](#).

Members of the NFIRS user community who use the Data Warehouse (DW) or need to obtain a Forms Based Incident Report (FBIR), the paper format of an incident, must login below to access those tools. Contact your state's NFIRS program manager to request the specific permissions to access these tools.

#### NFIRS State & Local Users and Vendor Login

*ALL fields are required. Not yet registered? [Register as a State & Local User](#) OR if you are a vendor, please contact [NFIRS Support Center](#).*

**\*NFIRS Username**

[Forgot Username?](#)

**\*NFIRS Password**

[Forgot Password?](#)


Login with Username & Password

#### FEMA PIV Card Single Sign-on

FEMA-issued PIV Card holders must employ FEMA single sign-on to access NFIRS accounts associated with enterprise IDs. If you hold a FEMA-issued PIV Card then do not fill out the section to the left. Instead, please log into the FEMA network using your card and then sign in using the button below.

Not yet registered? [Register as a PIV User](#).

United States Government



USA

Login with FEMA PIV Card

Step 2: Log in if you have an already existing account or sign up using the [“Register as a State & Local User”](#)

## New User Registration

*User Email	<input type="text"/> <small>Email Address e.g., john.doe@gmail.com</small>
*First Name	<input type="text"/> <small>User First Name</small>
Middle Initial	<input type="text"/> <small>Middle Initial</small>
*Last Name	<input type="text"/> <small>User Last Name</small>
*State	<input type="text"/> <small>-- Select --</small>
*Phone Number	<input type="text"/> <small>Phone Number e.g., (888) 382-3827 or 8883823827</small>
*Username	<input type="text"/> <small>User Name</small>
*Password	<input type="password"/> <small>Password</small>
*Confirm Password	<input type="password"/> <small>Confirm Password</small>

Step 3: When logged in, click “Export Incidents” under the Incident Management” tab



## Incident Management

Log incidents, report fires, maintain records of these incidents in a uniform manner in the standard national reporting system.

- [Create Incident](#)
- [Search Incidents](#)
- [Export Incidents](#)
- [Import Incidents](#)
- [Form Based Incident Report](#)

#### Step 4:

- When choosing your incidents to export select your department under “User Group / Fire Department ID”
- Select your year or specific date range
- You can only pick date ranges for 1 full year at a time to export
- Click “search” and wait for your results (please note it may say (500 incidents but it will export all incidents if you exceed 500 for the year)
- Click “export all”

#### Bulk Export Incidents

Export Utility   Recent Exports **100**

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**Bulk Export Utility**  
The Bulk Export Utility enables users to export data from NFIRS 5.0 National Database according to state, group or FDID to which they are assigned. Registered, Active status users must have the Bulk Export permission assigned to their NFIRS account by their State Program Manager or System Administrator. The files created in the Bulk Export process comply with the NFIRS Flat File Specification [link to design doc on USFA site]. Bulk Export requests are queued for processing in a first-come-first-served manner. The user will submit a request for data, exit the Bulk Export web page area, and will be notified by email when the export is complete (Please verify that the email address in your NFIRS user profile is correct before submitting an export request.) The user may then login to the Bulk Export web page area to download the file to the PC. Since the Bulk Export Utility enables users to request a large amount of data to be exported, the user may have to download more than one file. The download performance will depend on the user's Internet connection and network traffic at the time of the download.

Users may export incidents according to Incident Date range, Incident Number, Validation Status (valid, invalid, No Activity), Incident Type, or Property Use.

The file is written in the NFIRS 5.0 Specification flat file format.

**Please Note:** Export files are deleted 30 days after the completed date. However, Export queries (not data files) are saved on the server indefinitely after the original request. The user may submit a subsequent request for all incidents that are new or that have been modified since the date and time of the original export request.

**Important:** Incident export requests are limited to one request at a time. When submitting multiple requests, please wait until one export request completes, before submitting another request. Incident search with export requests is limited to a one (1) year date range. For multiple year exports, please submit a separate export request for each year.

Please enter any of the following export criteria. Select "Search" to review the results prior to export; otherwise select "Export All" to initiate the export without reviewing results.

**\*Fire Department State**  
PA

**\*User Group / Fire Department ID**  
User Group or Fire Department ID

Year: Select   Quarter: Select   — OR —   Incident From Date: mm/dd/yyyy   Incident To Date: mm/dd/yyyy

➤ Incident Specifics

Search   Export All   Clear

#### Step 5: Name your export and click “Submit”

**FEMA** National Fire Incident Reporting System

Incidents   Fire Departments   System Admin   Support

**\*Fire Department State**  
PA

Year: 2025   Quarter: Select

➤ Incident Specifics

Search   Export All   Clear

**Export**

The red asterisk (\*) denotes a required field.

You can provide a name for this export task to help you better differentiate it from other export tasks that you have submitted. Please enter the export task's name below and press "Submit".

**\*Export Request Name**   Example 2025

Submit   Cancel

**Matching Incidents**

To select one or more incidents check the corresponding checkboxes and select the "Export Selected" button. To export ALL incidents select the "Export All" button will be returned if there are more than 500 records.

10 entries per page

<input type="checkbox"/>	FDID	State	Date	Incident #	Exposure
<input type="checkbox"/>	01001	PA	01/01/2025	0001	0

Step 5: Goto “Recent exports” on the “Export Incidents” tab previously used. Find your export and click on the “Export Files” highlighted link in that column. Once you click that it should download, and you can file it accordingly.

## Bulk Export Incidents

Export Utility

Recent Exports **18**

### Recent Export Requests

Below is the list of last 100 export requests. To see details about a request, select the Export Request Name link. To download the results of a completed request, select the File(s) link. Note: The data file(s) are no longer available if the export requested date is older than 30 days.

10

▼

entries per page

Search:

Export Request Name	Request DateTime (GMT)	Incident Count	Export Files	Actions
<a href="#">Example 2025</a>	06/23/2025 12:45:25	6378	<a href="#">BEU_Example 2025.zip</a>	<a href="#">Export Modified</a>

#### Tips:

- The system will not do more than 1 year of reports at a time for exports
- The system will only process 1 export at time, you must wait for the email confirming the report is available to run a new one
- Save the files by year on multiple devices once completed so you have them backed up
- The system will only export .TXT files, most incident reporting systems will take these files
- You will only get the fire NFIRS based data out of an export, no paid modules from your previous reporting systems
- Please Note: Due to technical errors with software, you may not receive every incident from your requested years from NFIRS