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. Christine Ludes: Phone: 717-651-2202 Email: cludes@pa.gov Joseph Bynum: Phone: 717-346-3146 Email: jbynum@pa.gov Kyle DiPilla: Phone: 717-651-2708 Email: kdipilla@pa.gov

Step 1: Go to the following link: https://nfirs.fema.gov/NFIRSWeb/login



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.

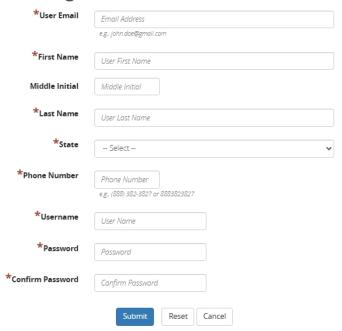
Members of the NFIRS user community who use the Data Warehouse (DW) or need to obtain a Forms Based Incident Report (FBIR), the paper format of an incident, must login below to access those tools. Contact your state's NFIRS program manager to request the specific permissions to access these tools.





Step 2: Log in if you have an already existing account or sign up using the "<u>Register as a State & Local User</u>"

New User Registration



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



Incident Management

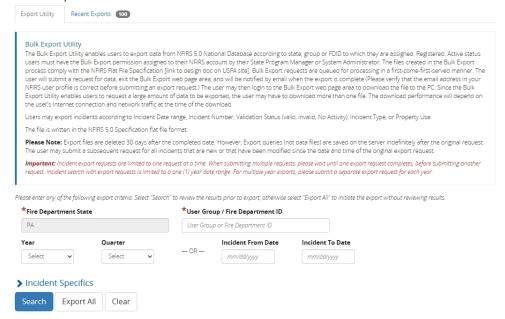
Log incidents, report fires, maintain records of these incidents in a uniform manner in the standard national reporting system.

- Create Incident
- Search Incidents
- Export Incidents
- Import Incidents
- · Form Based Incident Report

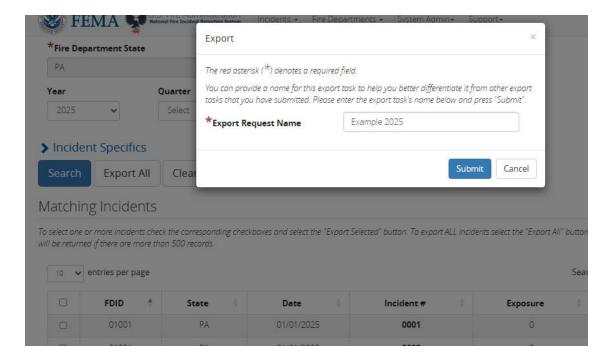
Step 4:

- 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

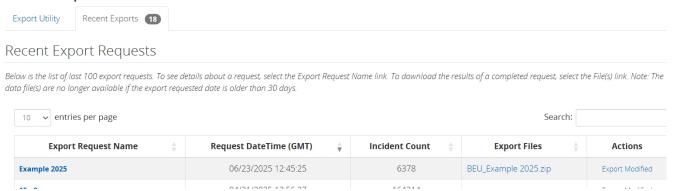


Step 5: Name your export and click "Submit"



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



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