U.S. Fire Administration
Working for a fire-safe America

National Fire Incident Reporting Systems (NFIRS)

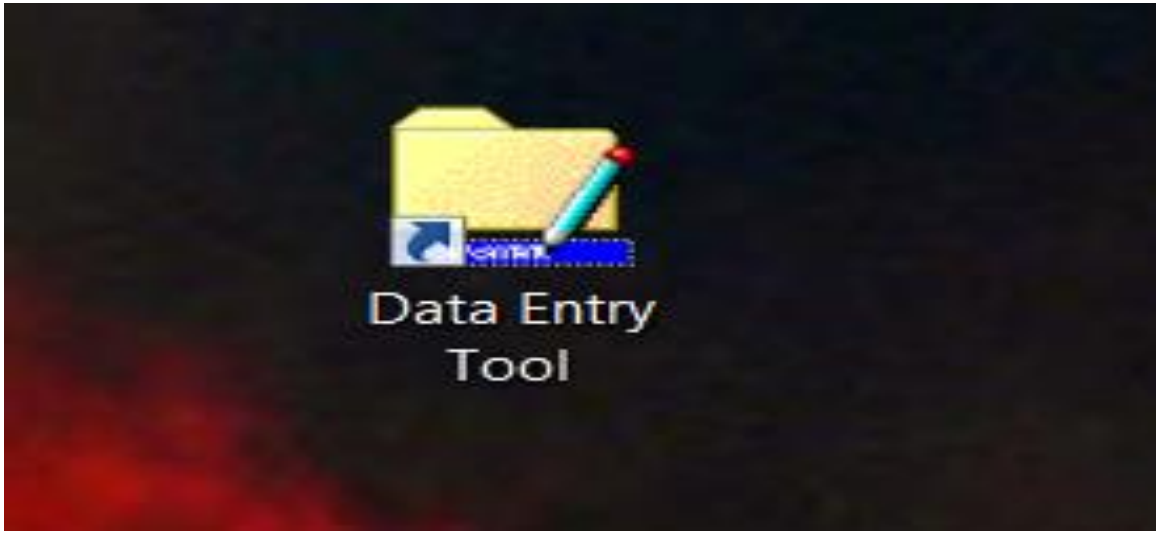
Invalid Incidents

An ***Invalid Incident*** is one that cannot be released to the national database for inclusion in national and state statistics. An incident is invalid because it has not met the NFIRS validation rules (i.e. missing required fields or required modules, incorrect codes, or inconsistent dates/times).

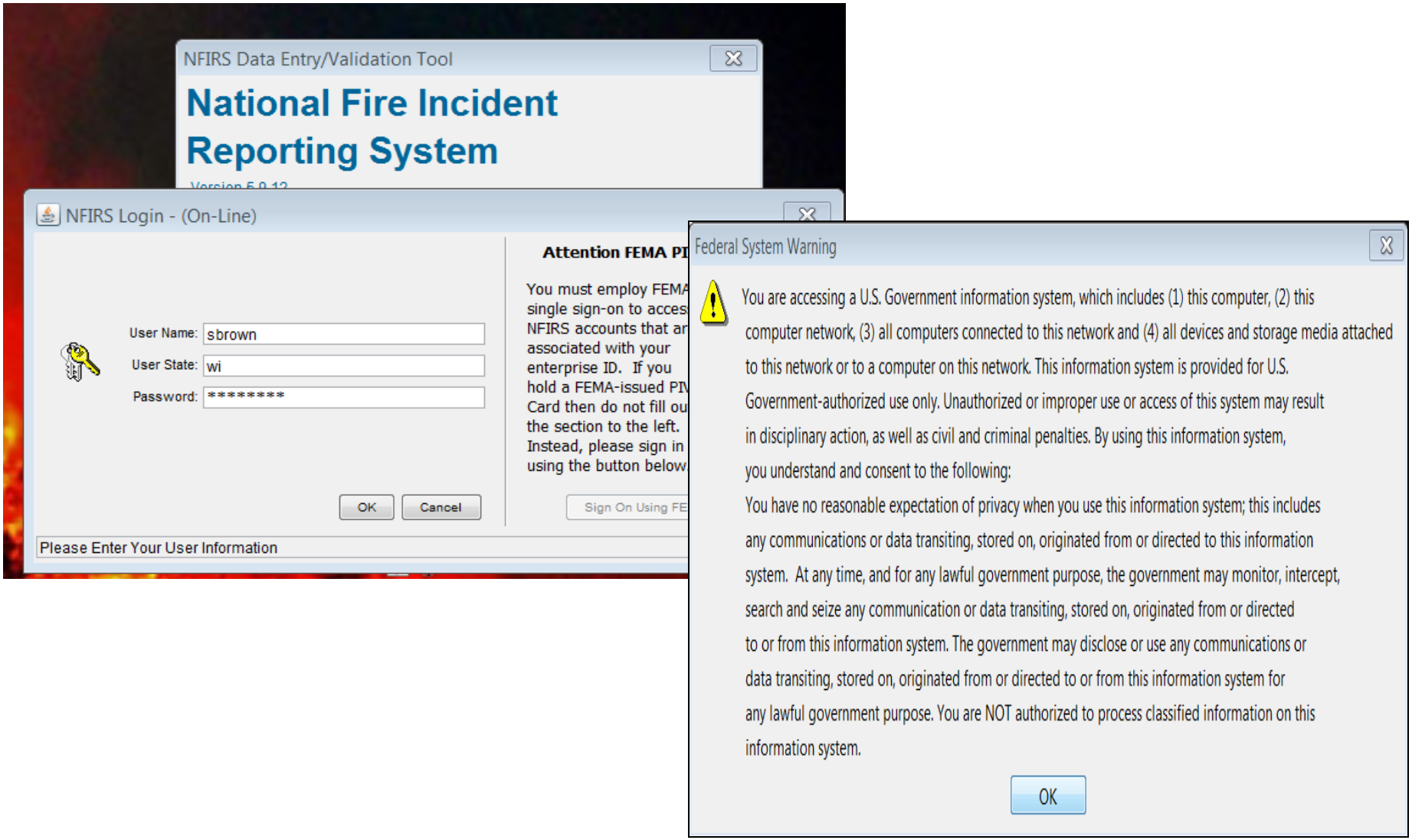
- There are several ways to find invalid incidents. A search can be preformed within either the ***Data Entry Tool (DET)*** or the ***Data Entry Interface Browser (DEBI)***, or you may utilize the ***Incident Listing report within the Summary Output Reports Tool (SORT)*** reports. In each option, after selecting a date range, the Validity field is selected as ***Invalid***.

Invalid Reports using DET

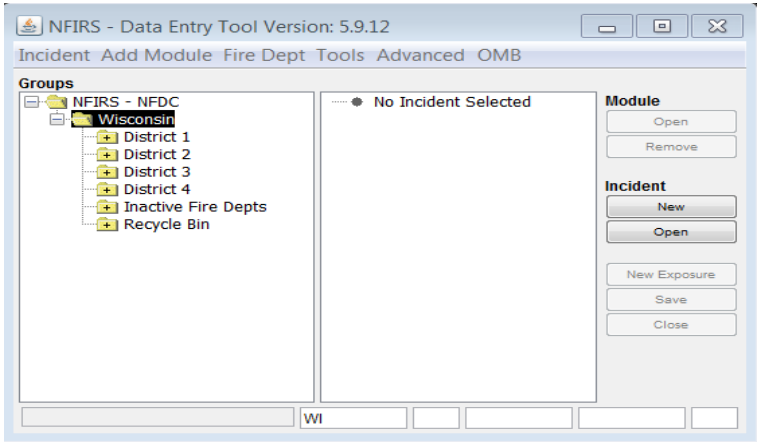
1. Open the Data Entry Tool (DET)

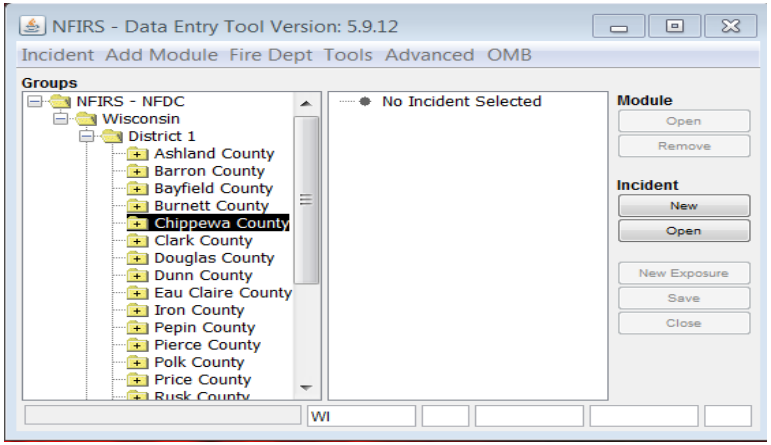


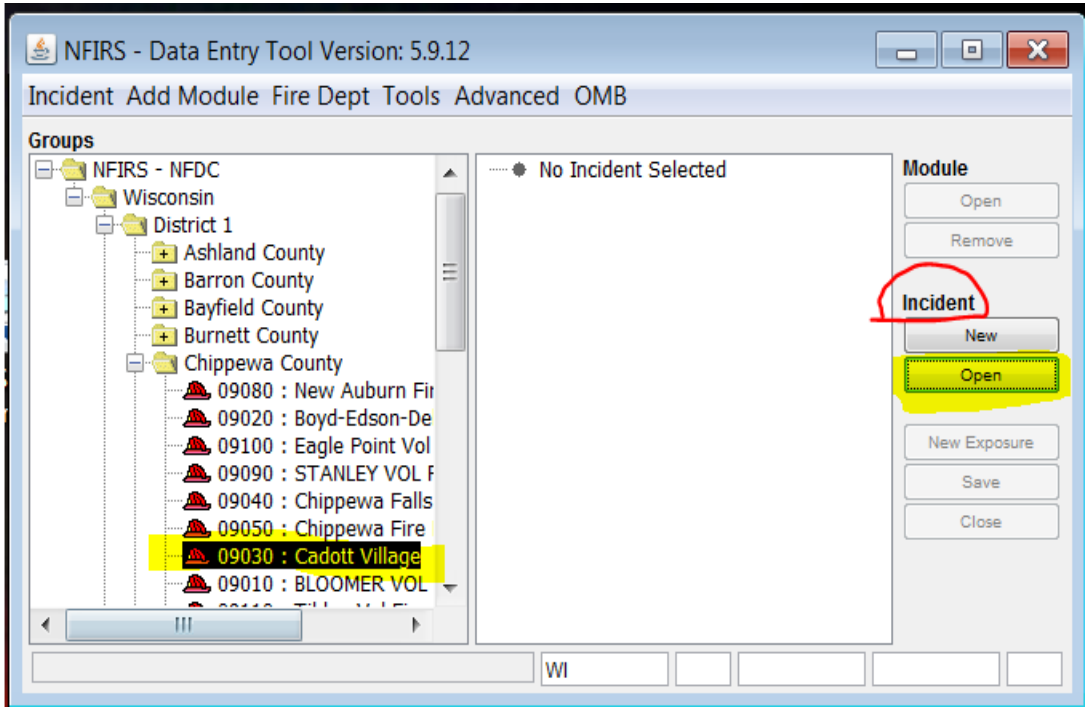
2. Login in using your ***NFIRS username and password*** and clicking ***OK*** to the Federal System Warning.



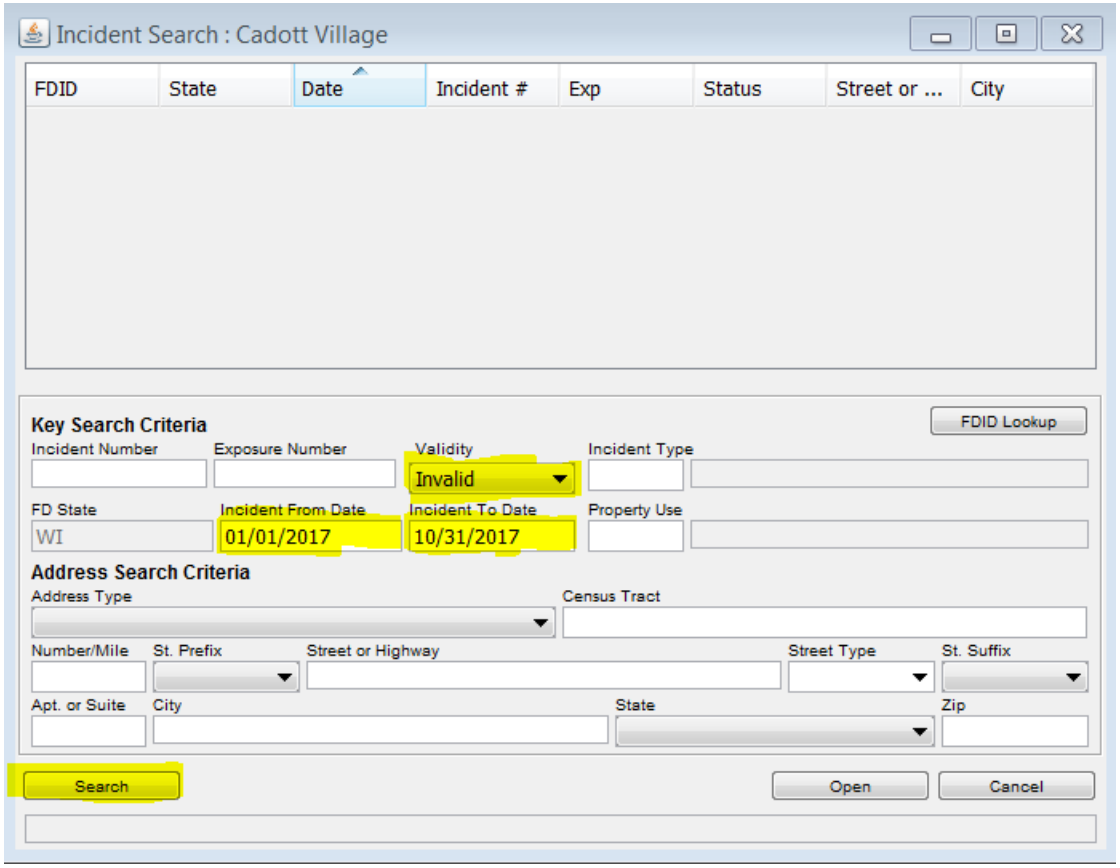
3. Select your ***FDID*** and then clicking on ***Open*** under Incident.





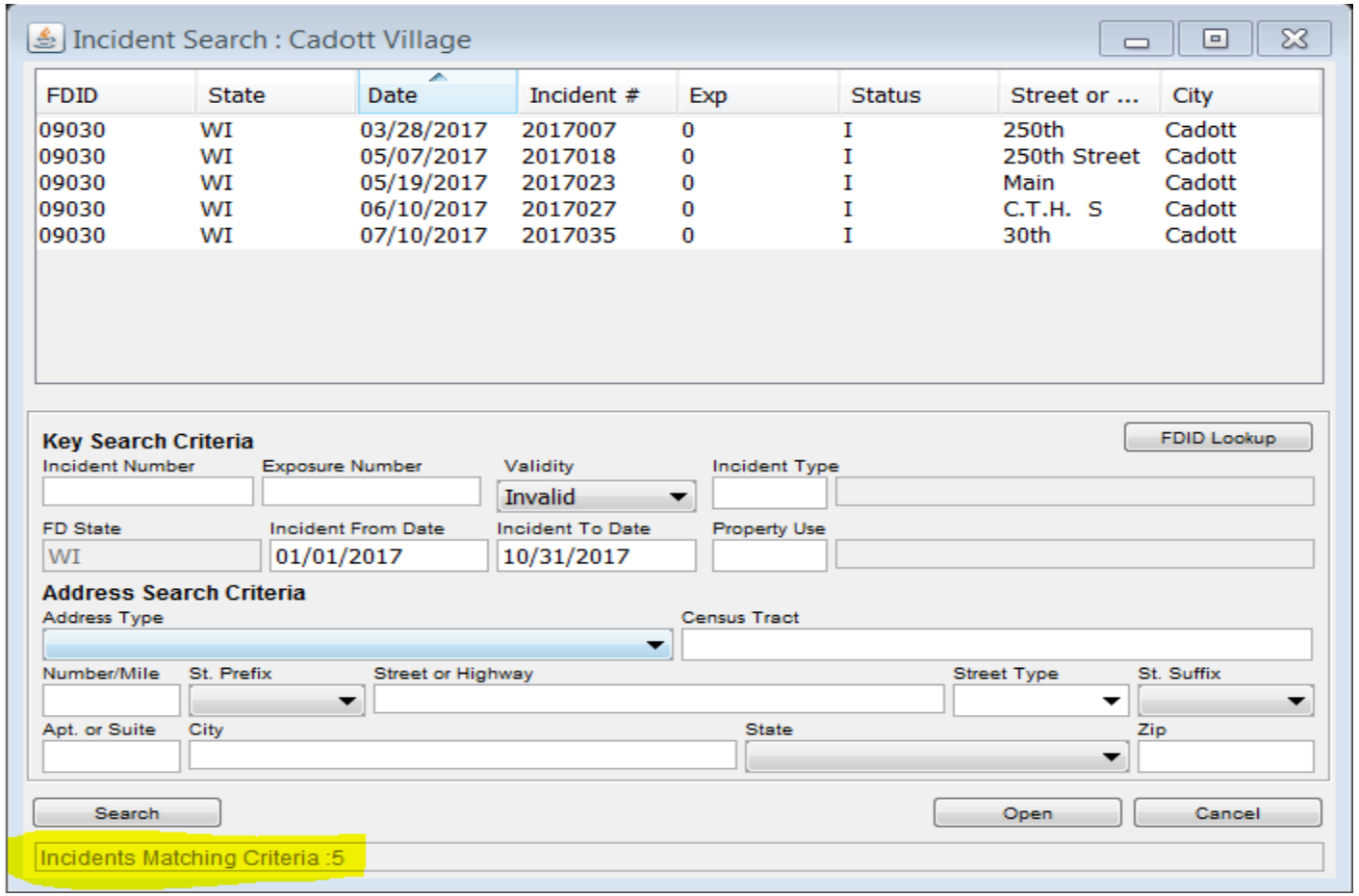


4. Change the Validity to ***Invalid*** and selecting the ***Date Range*** that you looking to review. Click ***Search***.

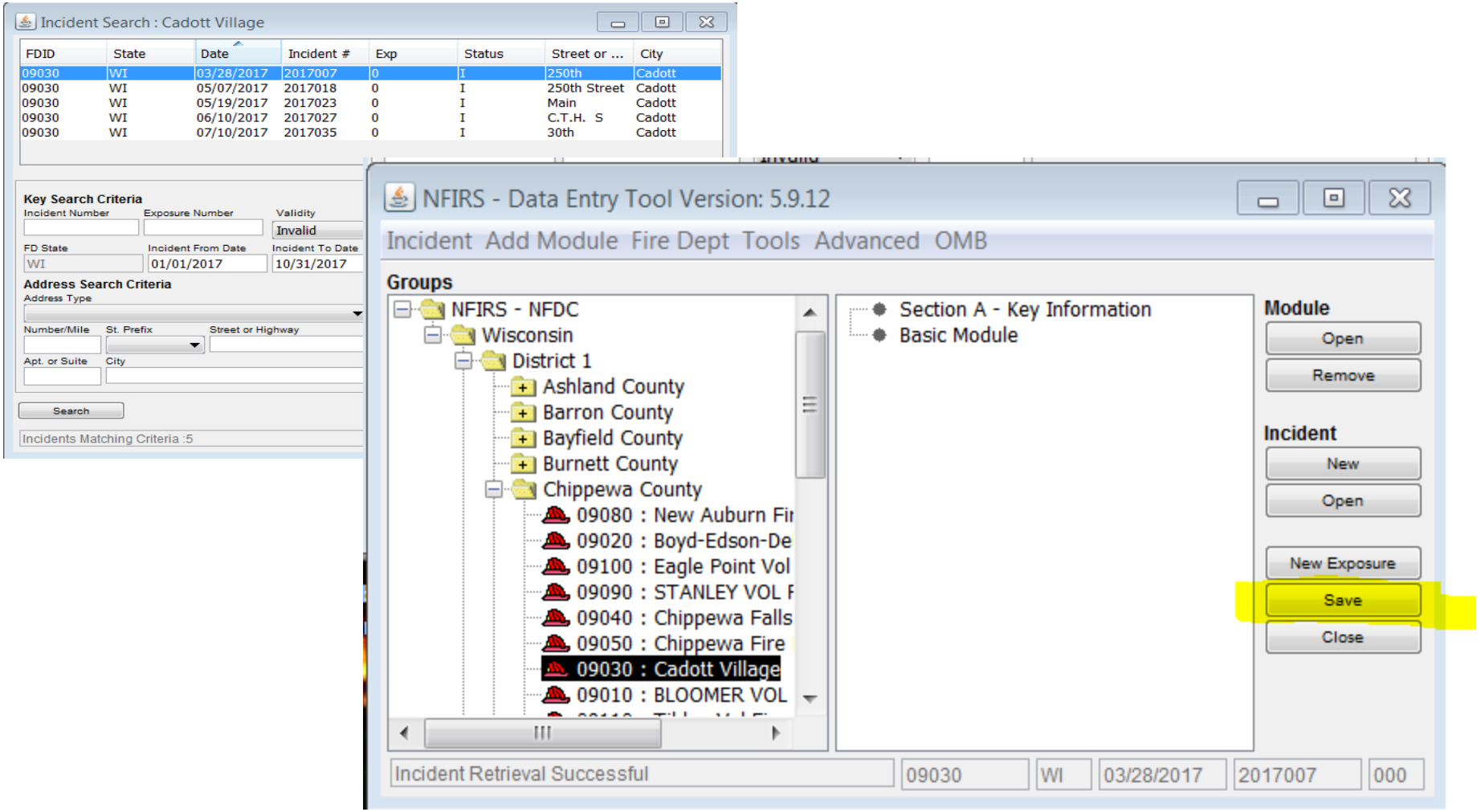


***NOTE….** Remember when working with date ranges, you can select up to the current date but cannot go into the future.

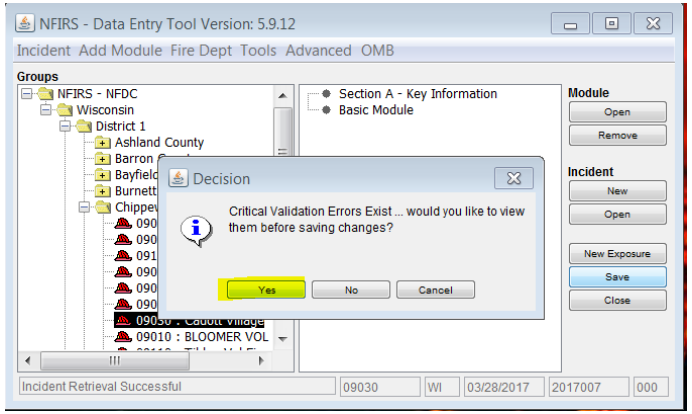
5. The results returned will be all ***Invalid Incidents*** for the date range specified.



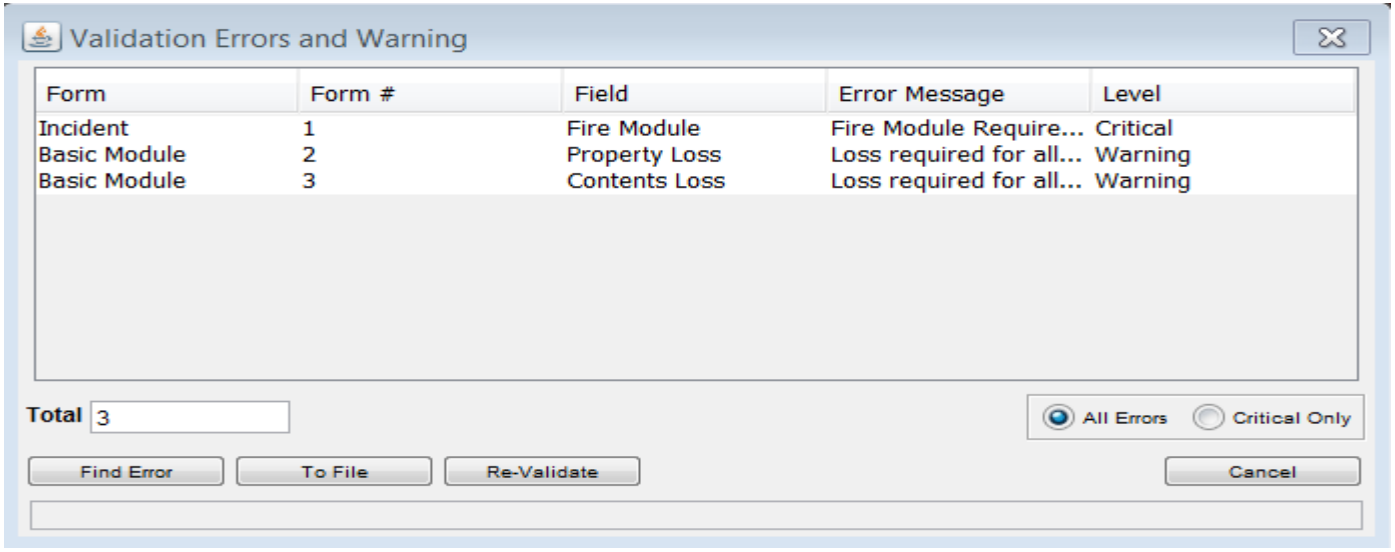
6. To discover the reasons an incident is invalid, ***Highlight*** the incident, click ***Open*** and then a new window will open choose ***Save***.



The system will automatically display an error message allowing you to choose ***"YES"*** to view the errors. The next screen will display the Validation Errors and Warnings. Critical Errors must be fixed for the incident to be valid. Warnings are just to bring a missing data field to your attention that provides better information but does not result in a invalid incident.

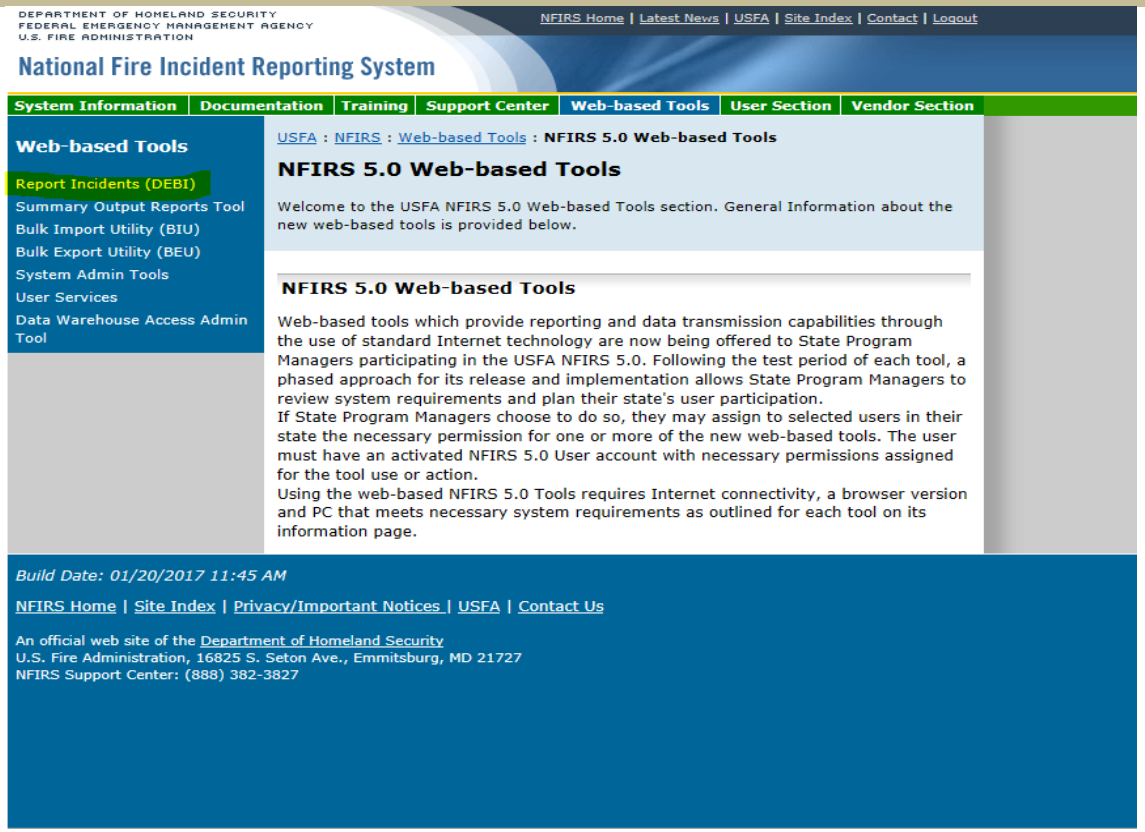


***Note.. Please keep in mind that in the State of Wisconsin, Dollar Loss and Narratives are statutorily required fields. Unfortunately, only dollar loss will produce a warning as the Remarks section (narrative) is not currently a required field at the national level.**

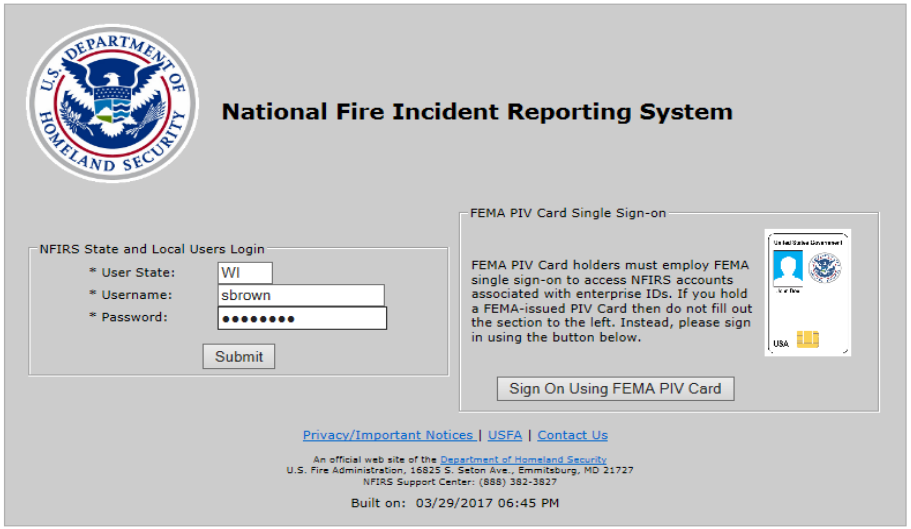


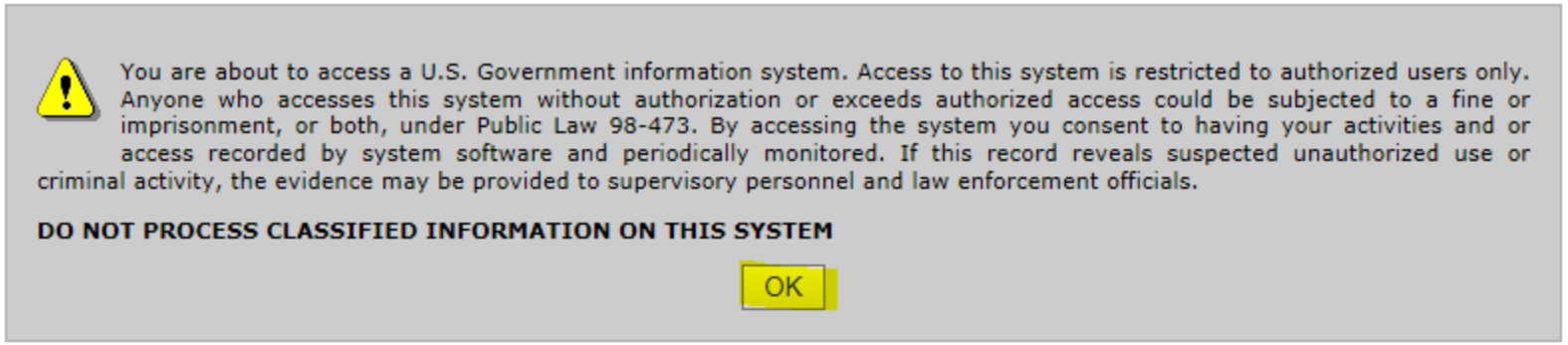
Invalid Reports using DEBI

1. https://www.nfirs.fema.gov/NFIRSWebTools/welcome.do and click on ***Report Incidents (DEBI)***



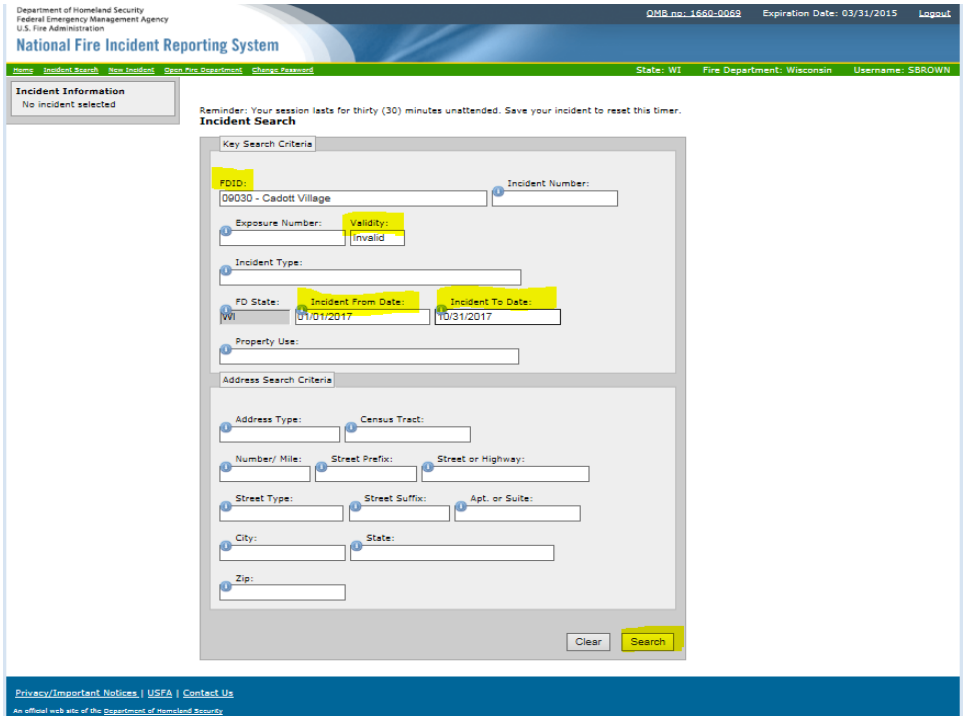
2. Login to using your ***NFIRS username and password*** and clicking ***OK*** to the U.S. Government warning.





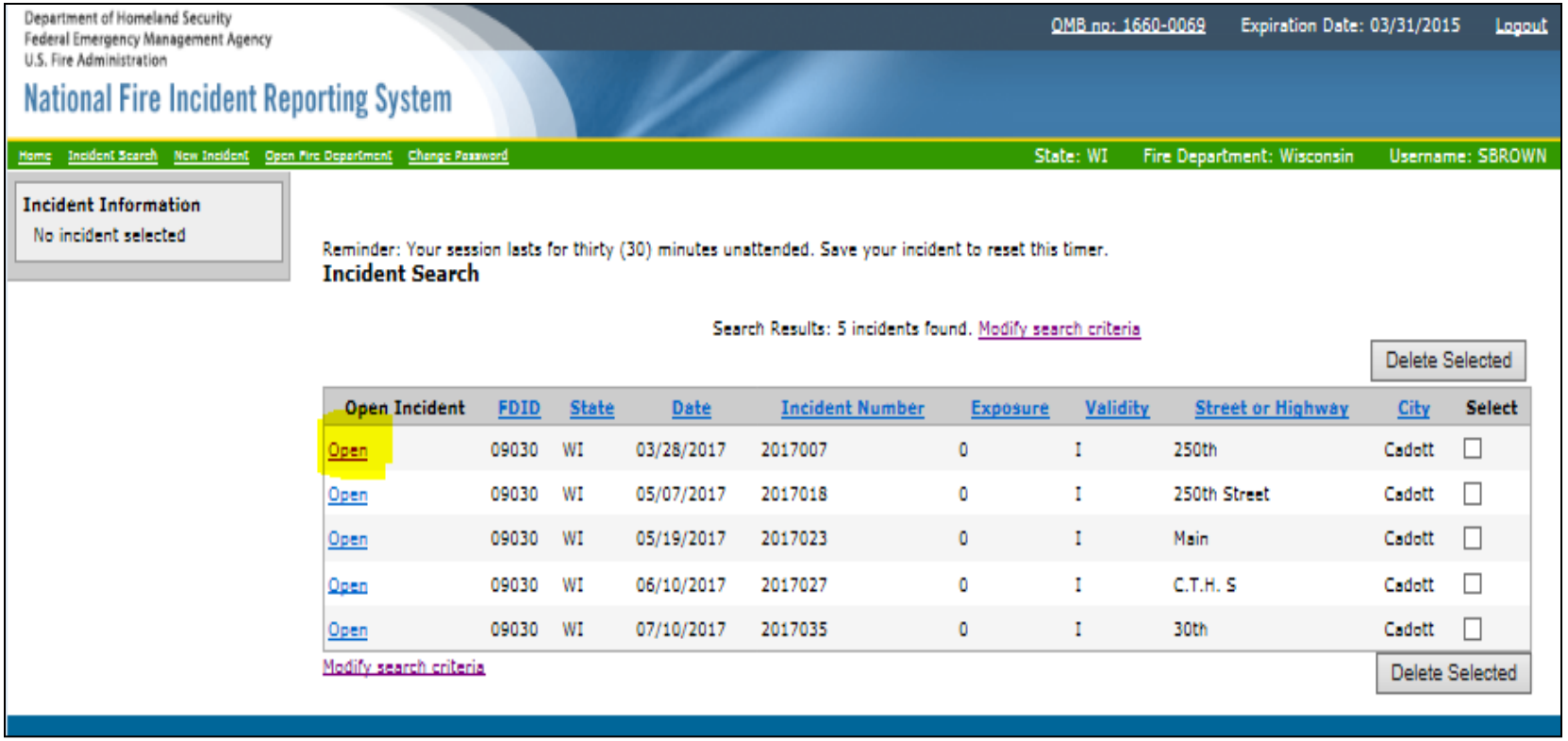
2. Invalids can be found by clicking on ***Incident Search*** from the ***Menu Bar*** (green ribbon) above the grayed ***Incident Information*** box.

3. Next choose your Fire Dept. under the ***FDID***, change the Validity to ***Invalid***, and select the ***date range*** that you want to review. The results returned will be all ***invalid incidents*** for the date range specified. Click on ***Search*** at the bottom right of the Incident Search window.

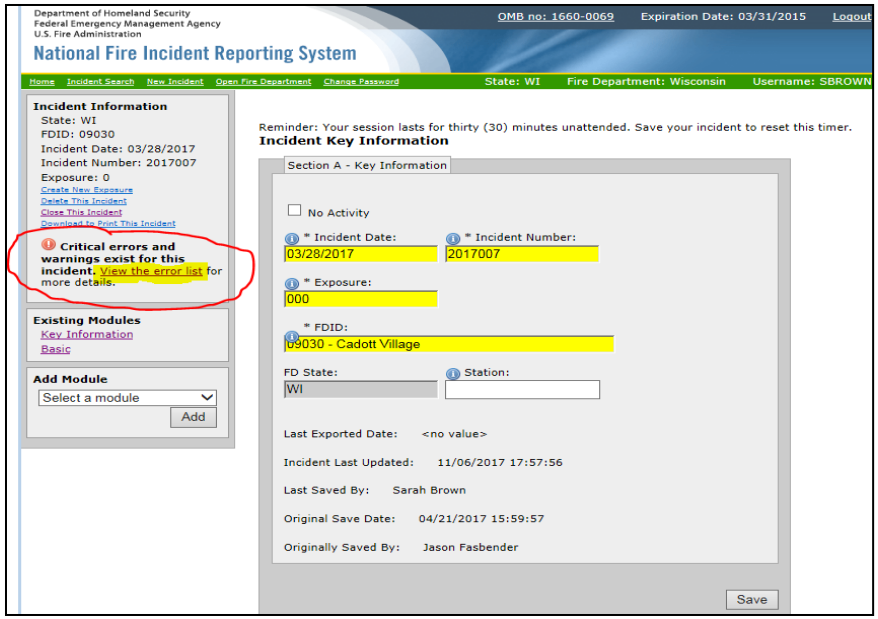


***NOTE…**Remember when working with date ranges, you can select up to the current date but not go into the future.

4. To discover the reasons an incident is invalid, you will first have to ***Open*** the incident .



5. DEBI provides an error list, upon clicking on ***"View the error list"*** from the left-hand menu following the Red Exclamation Point.



***NOTE…Critical Errors** must be fixed for the incidents to be valid. **Warnings** are just to bring a missing data field to your attention that provides better information but does not result in an invalid incident.*

The window which opens will display the Validation Errors and Warning.

Critical errors only | Export to carat-separated value file

State: WI, FDID: 09030, Incident Date: 03/28/2017, Incident Number: 2017007, Exposure: 0

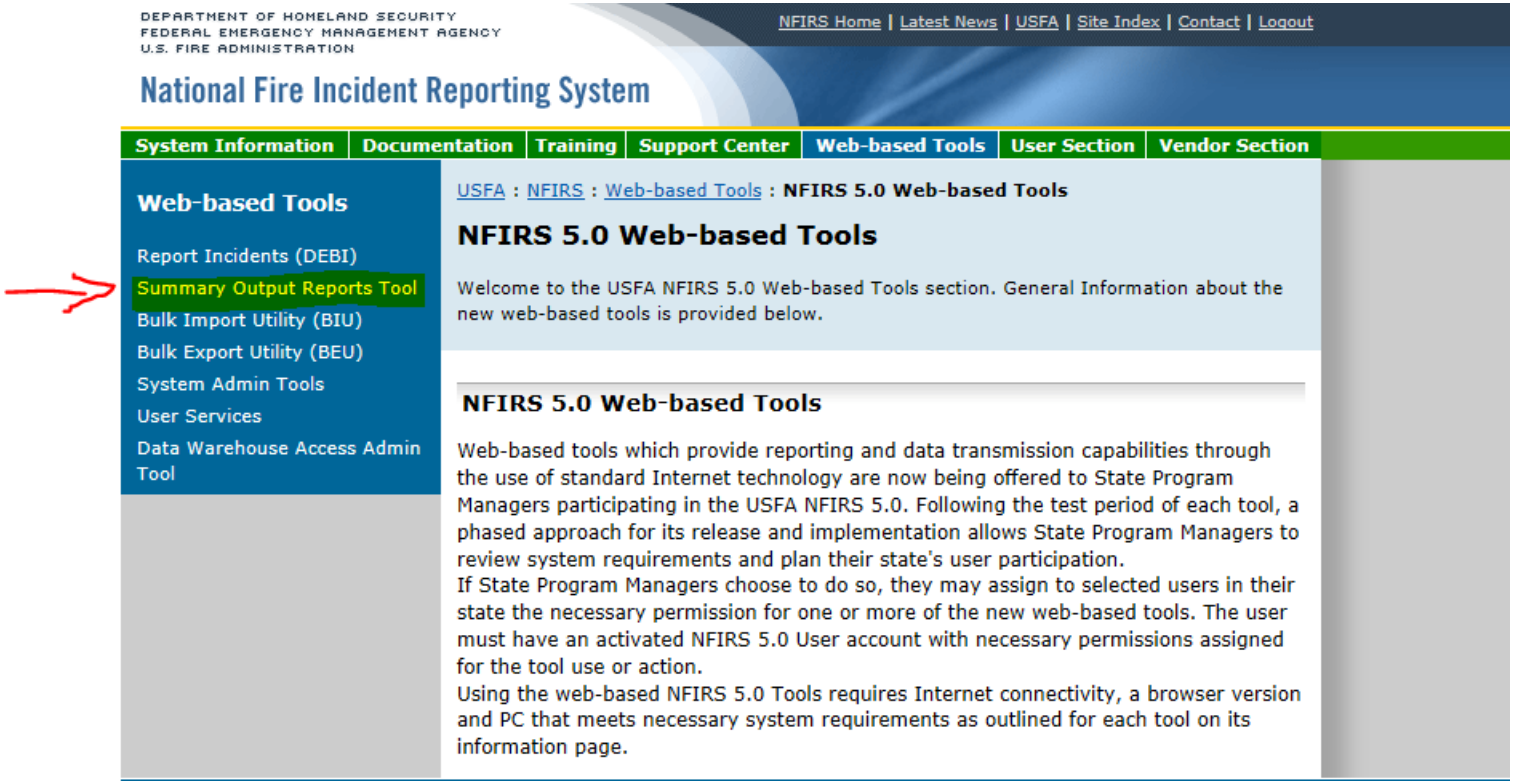
Module	Attribute	Error	Severity
Incident	Fire Module	Fire Module Required (given Incident Type)	Critical
Basic Module	Property Loss	Loss required for all fires. If no loss, enter zero. If the loss cannot be estimated, leave it blank	Warning
Basic Module	Contents Loss	Loss required for all fires. If no loss, enter zero. If the loss cannot be estimated, leave it blank	Warning

***Note.. Please keep in mind that in the State of Wisconsin, Dollar Loss and Narratives are statutorily required fields. Unfortunately, only dollar loss will produce a warning as the Remarks section (narrative) is not currently a required field at the national level.**

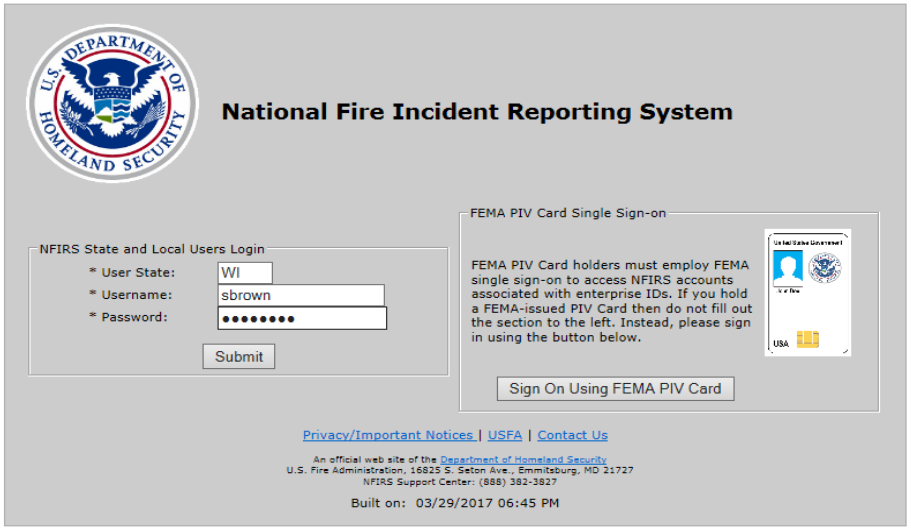
Invalid Reports using Summary Output Reports Tool (SORT)

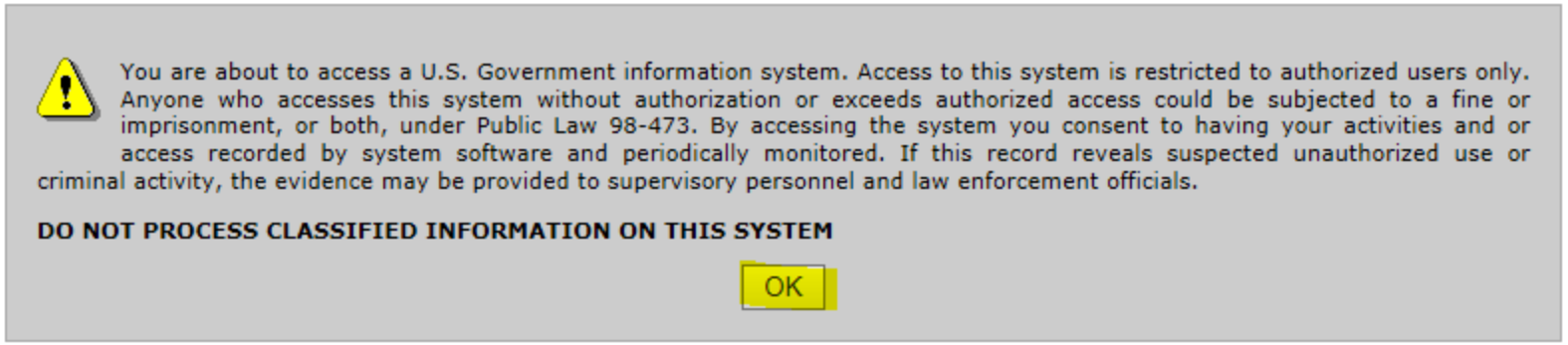
- Vendor Software users: Once the Bulk Import Utility, (BIU) is completed an your incidents have been accepted into the database a list of invalid incidents can be found by running the ***Incident Listing*** report from the ***Summary Output Reports Tool (SORT)*** and looking for the ***Validity*** status of **"I".**

1. Start by
https://www.nfirs.fema.gov/NFIRSWebTools/welcome.do
and click on ***Summary Output Reports Tool***

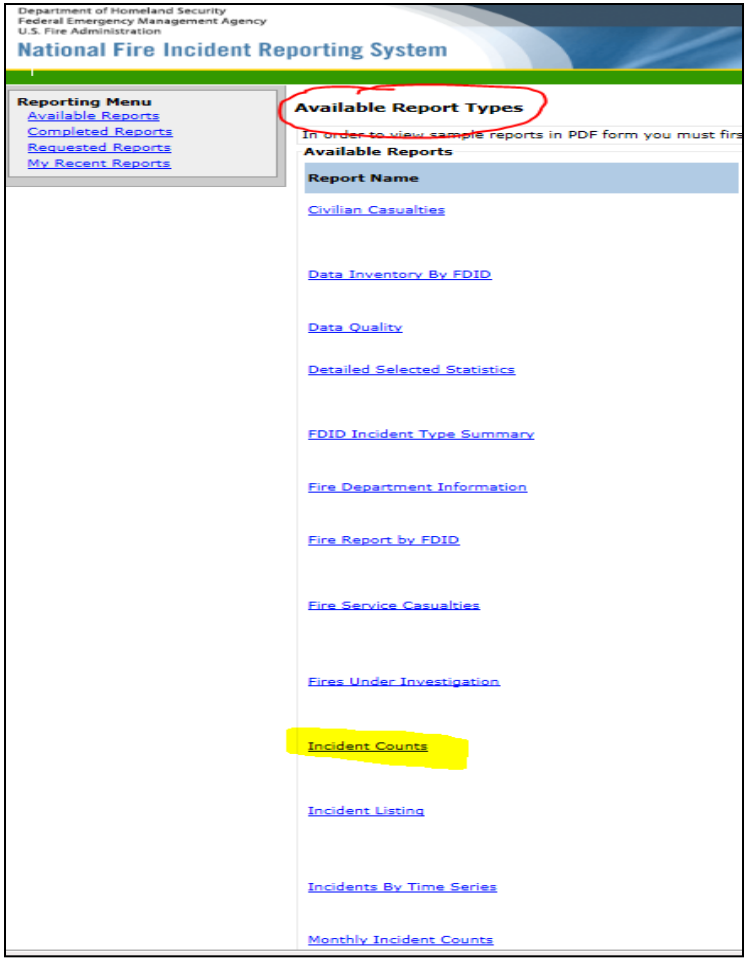


2. Login to using your ***NFIRS username and password*** and clicking ***OK*** to the U.S. Government warning.

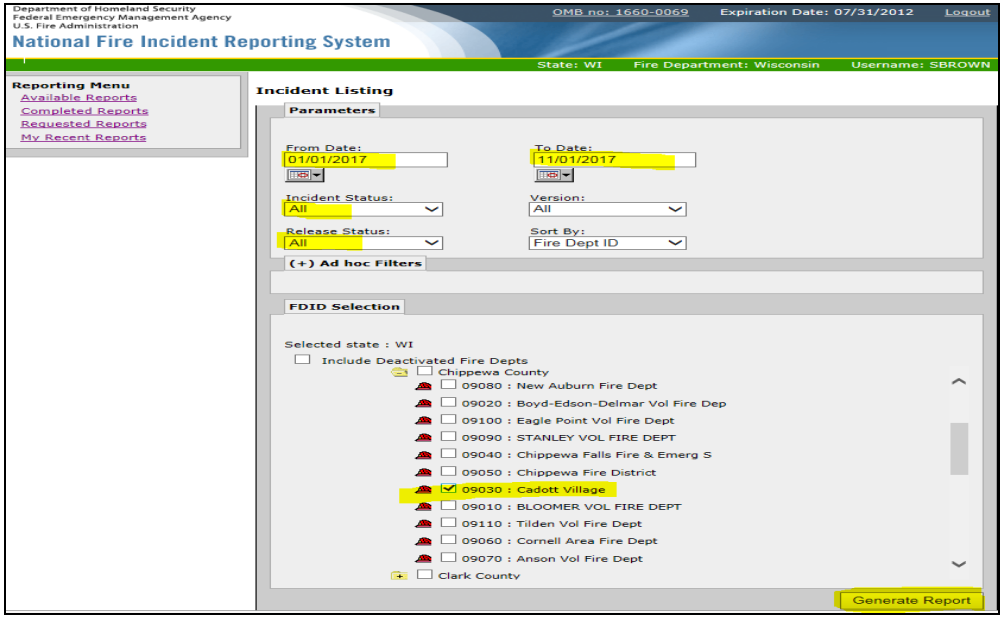




3. Next Choose the report titled ***Incident Listing*** from the List of ***Available Report Types***



4. Fill in the **Date parameters**, change **Incident Status** and ***Release Status*** to ***All***. Then use the drop down boxes to find your ***Fire Department*** and Click on ***Generate Report***



5. You will be able to access the report through ***My Recent Reports*** and/or

an ***email*** will be sent to let you know when the report is available, generally with in 20 minutes unless it is for a extra large date range and data.

NFIRS: Report Complete

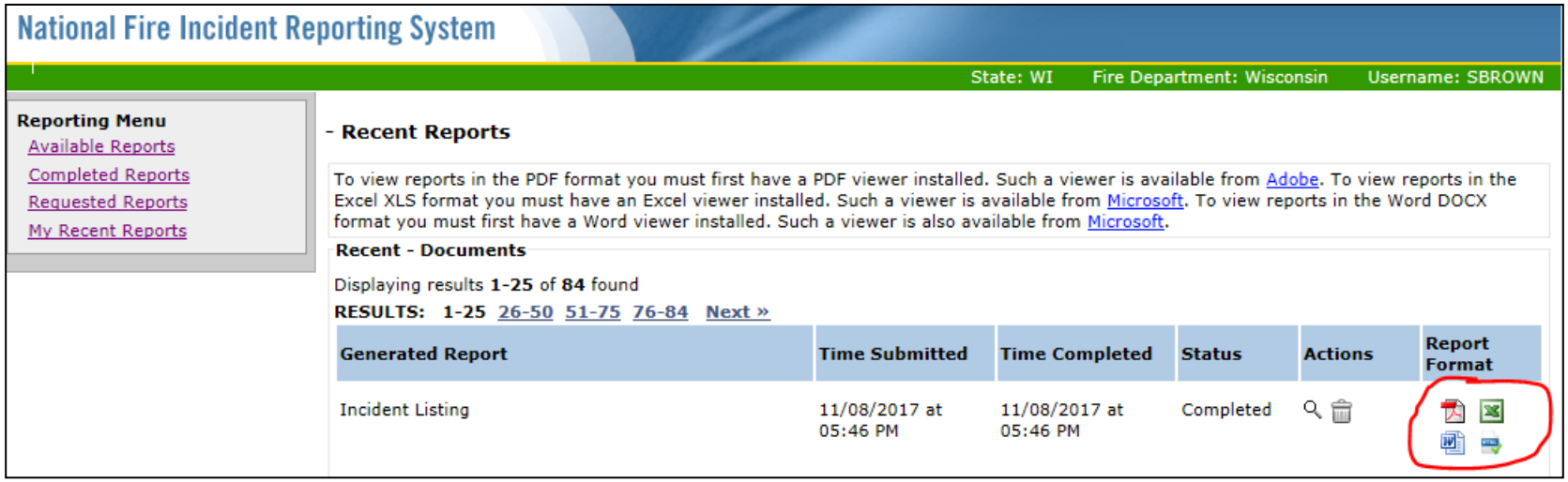
oracle@d2dzfiua01.fema.net

Sent: Wed 11/8/2017 11:47 AM

To: Brown, Sarah - DSPS

The Incident Listing report you requested on 11/08/2017 at 05:46 PM has completed. The report is now available at the NFIRS website at https://www.nfirs.fema.gov/NFIRSReportsSI/reporting/downloadReport.action?reportId=442309&reportName=Incident+Listing&format=PDF

6. Most NFIRS reports are now available in multiple formats: Word, Excel, PDF and html. Just click on which Format you would like to view.



NFIRS Incident Listing

Created by: Sarah Brown (WI)

Report Parameters:

Report Period: From 01/01/2017 to 11/01/2017

State: WI **Version:** All **Status:** All **Released:** All **Sort by:** Fire Dept ID

Report Filters:

NOTE: Report Filter Groups are applied to the report SQL as "AND" conditions (i.e. Group 1 AND Group2 and Group 3 etc...)

Report FDIDs*: 09030

NFIRS Incident Listing

Report Period: From 01/01/2017 to 11/01/2017

FDID	State	Incident Date	Incident #	Exp	Ver	Status	Rel	Station	Aid	Type	Last Updated	L
09030	WI	01/02/2017	2017001	0	5.0	V	U		N	324	03/27/2017	
09030	WI	02/17/2017	2017002	0	5.0	V	U		N	311	03/27/2017	
09030	WI	02/21/2017	2017003	0	5.0	V	U		N	311	04/21/2017	
09030	WI	03/11/2017	2017005	0	5.0	V	U		3	142	04/21/2017	
09030	WI	03/28/2017	2017007	0	5.0	I	U		N	131	11/06/2017	
09030	WI	03/28/2017	2017009	0	5.0	V	U		N	424	04/21/2017	
09030	WI	04/04/2017	2017012	0	5.0	V	U		N	311	06/01/2017	
09030	WI	04/14/2017	2017014	0	5.0	V	U		N	611	06/01/2017	
09030	WI	04/16/2017	2017016	0	5.0	V	U		3	611	06/01/2017	
09030	WI	05/07/2017	2017018	0	5.0	I	U		N	142	06/01/2017	
09030	WI	05/15/2017	2017021	0	5.0	V	U		3	111	07/11/2017	
09030	WI	05/19/2017	2017023	0	5.0	I	U		N	311	07/11/2017	
09030	WI	06/06/2017	2017025	0	5.0	V	U		N	445	07/11/2017	
09030	WI	06/10/2017	2017027	0	5.0	I	U		N	100	07/11/2017	
09030	WI	06/20/2017	2017029	0	5.0	V	U		N	311	07/11/2017	
09030	WI	06/27/2017	2017031	0	5.0	V	U		N	322	07/11/2017	
09030	WI	07/06/2017	2017033	0	5.0	V	U		N	311	08/21/2017	
09030	WI	07/10/2017	2017035	0	5.0	I	U		N	138	08/21/2017	
09030	WI	07/14/2017	2017037	0	5.0	V	U		N	553	08/21/2017	
09030	WI	07/15/2017	2017039	0	5.0	V	U		N	311	08/21/2017	
09030	WI	09/19/2017	000test	0	5.0	V	U		N	114	10/24/2017	

Total Incidents Retrieved: 21

- You can now compare the report to your incident listing within the software your department utilizes for reporting. All ***Invalid incidents*** are incidents that currently contain an error and need to be corrected. ***Corrections should*** be made within your software and then create a ***new export file*** that covers the date range of your updated incidents. When completing the import process from the NFIRS website, make sure to check both check boxes***, Overwrite and Accept Invalids***, above the ***Browse*** area.

Congratulations!!!

You have now completed ***National Fire Reporting Systems (NFIRS)***

Invalid Incidents

If you have any questions please contact me at Sarah2.Brown@Wisconsin.gov or call me at 715-634-4013.