



## National Fire Incident Reporting System (NFIRS)

### Bulk Import Utility

The following will provide information regarding importing your incident reports into the NFIRS database. Many of our departments are still under the impression that they are reporting to NFIRS automatically when using vendor software such as Firehouse, FirePrograms, ImageTrend, LifeQuest, Emergency Reporting, or any of the other approved software options. Unfortunately, there is **no direct export allowed** from any of the approved vendor software to NFIRS in the state of Wisconsin because we do not operate an intermediary state database as many of our neighboring states do.

To export/import NFIRS data:

- Create an export file from your software's database (most programs offer a menu option for "Export NFIRS Data") by selecting a date range for the files to be included.
- Once the file is created, go to the NFIRS website (<https://www.nfirs.fema.gov/index.shtm>) and choose the Web-Based Tools tab.
- Select "Bulk Import Utility (BIU)" from the menu on the left side of the screen.
- Select "Begin BIU Import". You will be prompted to login. If you do not have a NFIRS login or if your login is inactive (all user accounts become inactive after 45 days of non-use), please contact Audrey Fries or one of the Fire Prevention Coordinators.
- Double-check the e-mail validity.
- Click the boxes to choose "Accept Invalid Incidents" and "Overwrite Existing Incidents".
- Browse for the files that you created during the Firehouse export – generally located in C:\Program Files\*Software Name*\NFIRS\; when you locate your files, double-click to enter the path into the NFIRS field.
- Click Upload Files.

Upon completion of the BIU steps, you will receive a confirmation e-mail from [NFIRSBulkimport@dhs.gov](mailto:NFIRSBulkimport@dhs.gov) generally within 24 hours.

Be sure to periodically create an export file in which you cover past incidents by selecting a date range that has been exported previously. This will ensure that any updates to your incidents are captured within the NFIRS database as well as within your software. For example: import your data once a month (which also allows your NFIRS login to remain active) and then at the end of the quarter, import for the entire previous quarter; at the end of the year, import the entire year's data (data may need to be split into multiple exports dependent on the number of incidents reported for a time period).

If you would like to check which reports are received by NFIRS, you can check by utilizing the reports available from the NFIRS website ([www.nfirs.fema.gov](http://www.nfirs.fema.gov)).

- Go to Web-based Tools (<http://www.nfirs.fema.gov/NFIRSWebTools/welcome.do;jsessionid=C05D2E6F6BAD77D65CD3307EEFF4F9EE.WorkerWebTools>) and choose Summary Output Reports Tool, the second option on the left hand menu.

- Login
- Proceed to the report titled Incident Listing. When completing the parameters, be sure to change the Incident Status and Release Status to All.
- Choose Generate Report.

An e-mail will be sent to let you know when the report is available, generally within 20 minutes unless it is for an extra large date range. Most NFIRS reports are now available in multiple formats: Word, Excel, pdf, and html. 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.