EMERGENCY REPORTING™
FIRE / EMS RECORDS MANAGEMENT

866.773.7678
Intl.360.647.6003
Fax.360.676.7128
www.emergencyreporting.com
851 Coho Way, Suite 307
Bellingham, WA 98225

GETTING INCIDENT DATA FROM EMERGENCY REPORTING TO NFIRS

In order to get Incident data out of your Emergency Reporting account and into FEMA's NFIRS system, you will need:

- Access to the Internet, using a standard computer and web browser
- A valid Emergency Reporting login ID, with Full access to the Administration module
- A valid e-mail address to receive the NFIRS export data and confirmation
- A valid NFIRS login ID provided by FEMA, or coordinated by your state or local Fire Marshal's office

EXPORTING YOUR INCIDENT DATA FROM EMERGENCY REPORTING

1. Log in to Emergency Reporting.
2. Click the **Administration** icon in the lower left corner of the system's *Welcome Page*.
3. Click the **NFIRS 5.1 Export** link in the *Exports* box, on the left side of the *Administration Page*.

> *If your agency uses multiple FDIDs in Emergency Reporting:*
>
> - *Select the appropriate **FDID** from the dropdown list in the upper left corner of the screen.*
> - *Select **NFIRS 5.1** from the* Export *dropdown.*
> - *Click the **Update** button.*

4. A **Create New Export** grid will appear, containing export status information for your agency's incidents.
5. Verify that there is a **0** (zero) in the **Not yet Reviewed** column for the month(s) you wish to export.

> *ALL calls for a month must be Reviewed in order to export ANY data for that month. Identify remaining* Not yet Reviewed *calls by running two* Advanced Searches *in the* Incidents *module, using these criteria:*
>
> - *Multi-Record Options = **Complete** for the first Search; **Incomplete** for the second*
> - *Date Range From Date = First day of the month you want to export*
> - *Date Range To Date = Last day of the month you want to export*
> - *FDID = **Correct FDID** (if your agency uses multiple FDIDs in Emergency Reporting)*
>
> *Review all calls that appear in the* Advanced Search *results.*

6. Verify that there is a valid email address displayed at the bottom of the page.

> *You may experience one or both of the following in regards to the export recipient email addresses:*
>
> - *The address is marked "Invalid" (the export works but nobody receives the data/notice)*
> - *There is no email address at all (the export function is not available)*
>
> *In either case, send an email to support@emergencyreporting.com with a subject line of **"NFIRS Export Recipient Change."** Identify your **Agency Name**, **FDID** number, and a **valid email address** to which the system should send exports, and ER will update your agency's account and clear the error messages.*

7. Click the **Export** button, and after a moment the system will display information about the completed export.
8. **Save the exported file to your local computer** using one of following methods (*do **not** open or rename the file)*:

- Follow the instructions on the export page that just finished processing, *OR*
- Navigate to *Administration > Exports > Export History* and click the appropriate **Download** link, *OR*
- Open the export notification email and save the file attachment that came with it

The file is now ready to be uploaded to FEMA's NFIRS website, or any other system that accepts NFIRS 5.1 format files.

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
U.S. FIRE ADMINISTRATION

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National Fire Incident Reporting System

| System Information | Documentation | Training | Support Center | Web-based Tools | User Section | Vendor Section |

Bulk Import Utility (BIU)

USFA : NFIRS : Web-based Tools : **Bulk Import Utility**

Bulk Import Utility

UPLOADING YOUR EXPORTS INTO FEMA'S NFIRS SYSTEM

The process is very similar to uploading an attachment in an online email system, or uploading a digital photo to the Internet:

1. Go to the NFIRS home page at http://www.nfirs.fema.gov in a web browser that is connected to the Internet.
2. Click the Web-based Tools link near the top of the NFIRS home page.
3. Click the Bulk Import Utility (BIU) link in the menu on the left side of the screen.
4. Click the Begin BIU Import link on the main BIU page.
5. Enter you NFIRS Username, your agency's State, and your Password on the first logon page.
6. Click Continue.

> *If you cannot access your NFIRS account, please contact the NFIRS Support Center at 888-382-3827.*
>
> *Note that you must log into the NFIRS system at least once every 30 days to keep your account active, and you must change your password every 90 days.*

7. Enter your correct email address if the default address is incorrect on the next logon page.
8. Select the following two options to allow the system to import all incidents in the file:

- Accept Invalid Incidents
- Overwrite Existing Incidents

9. Click the Browse button and locate the NFIRS data file(s) you previously exported from Emergency Reporting and downloaded to your computer.
10. Double-click on the appropriate file to select it.
11. Click the Upload button and wait for the upload to finish.

You will usually receive a confirmation email from NFIRSbulkimport@dhs.gov within 24 hours of a completed upload. If you want to verify immediately that your data uploaded successfully:

1. Return to the main Bulk Import Utility (BIU) web page from Step 4 above.
2. Click the BIU Admin Report link in the menu on the left side of the screen.
3. Enter the appropriate Date.
4. Click Run Report; the import results will be listed in order by FDID.
5. Scroll down to find your FDID and verify your information.

For some basic information regarding the BIU, please go to this link:

https://www.nfirs.fema.gov/webtools/biu/biuinfo.shtm