

Exporting Fire Incidents from Firehouse to NFIRS

- Need a valid user registration with NFIRS
- Need an e-mail address to receive the NFIRS receipt confirmation

From within the Firehouse software, click on File on the top menu toolbar.

Click on NFIRS Incident Reports.

Click on Export NFIRS Transaction File

Follow the wizard steps to export your files – The first question relates to what information you want to export – recommend always checking the 2nd choice to include your transaction and fire department information. *Next.* Date Range – choose your date range and click the first four boxes, skip the state and local boxes; if you have a lot of transactions for a given period, you may want to break it down into smaller ranges. *Next.* File – remember the last 5 digits. *Next.* Recommend leaving reports on the hard drive – box 1. *Next.* Verify information. *Finish.* The next question, answer yes. It is not necessary to review.

From the NFIRS website (<http://www.nfirs.fema.gov/>), choose web-based tools. From the left hand menu selection, choose Bulk Import Utility (BIU). From the left hand menu selection, choose Begin BIU Import. You will be prompted to enter your user information. 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\Firehouse\NFIRS\; when you locate your files, double-click to enter the path into the NFIRS field. Click Upload Files.

Generally, within 24 hours you will receive a confirmation e-mail from NFIRSBulkimport@dhs.gov.