



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

***How to report a No Activity with the
National Fire Incident Reporting System
(NFIRS)***

1. Start by clicking on

<https://www.nfirs.fema.gov/NFIRSWebTools/welcome.do>

2. Login to **DEBI** using your **NFIRS username and password**. Click **Ok** on the Federal warning.

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

Web-based Tools

Report Incidents (DEBI)

- Summary Output Reports Tool
- Bulk Import Utility (BIU)
- Bulk Export Utility (BEU)
- System Admin Tools
- User Services
- Data Warehouse Access Admin Tool

USFA : NFIRS : [Web-based Tools](#) : NFIRS 5.0 Web-based Tools

NFIRS 5.0 Web-based Tools

Welcome to the USFA NFIRS 5.0 Web-based Tools section. General Information about the new web-based tools is provided below.

NFIRS 5.0 Web-based Tools

Web-based tools which provide reporting and data transmission capabilities through the use of standard Internet technology are now being offered to State Program Managers participating in the USFA NFIRS 5.0. Following the test period of each tool, a phased approach for its release and implementation allows State Program Managers to review system requirements and plan their state's user participation. If State Program Managers choose to do so, they may assign to selected users in their state the necessary permission for one or more of the new web-based tools. The user must have an activated NFIRS 5.0 User account with necessary permissions assigned for the tool use or action.

Using the web-based NFIRS 5.0 Tools requires Internet connectivity, a browser version and PC that meets necessary system requirements as outlined for each tool on its information page.

U.S. DEPARTMENT OF HOMELAND SECURITY

National Fire Incident Reporting System

NFIRS State and Local Users Login

- * User State: WI
- * Username: sbrown
- * Password: ●●●●●●

Submit

FEMA PIV Card Single Sign-on

FEMA PIV Card holders must employ FEMA single sign-on to access NFIRS accounts associated with enterprise IDs. If you hold a FEMA-issued PIV Card then do not fill out the section to the left. Instead, please sign in using the button below.

Sign On Using FEMA PIV Card

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NFIRS Support Center: (888) 382-3827

Built on: 03/29/2017 06:45 PM



You are about to access a U.S. Government information system. Access to this system is restricted to authorized users only. Anyone who accesses this system without authorization or exceeds authorized access could be subjected to a fine or imprisonment, or both, under Public Law 98-473. By accessing the system you consent to having your activities and or access recorded by system software and periodically monitored. If this record reveals suspected unauthorized use or criminal activity, the evidence may be provided to supervisory personnel and law enforcement officials.

DO NOT PROCESS CLASSIFIED INFORMATION ON THIS SYSTEM

OK

3. Click on *New Incident*.

Department of Homeland Security
Federal Emergency Management Agency
U.S. Fire Administration

OMB no: 1660-0069 Expiration Date: 03/31/2015 [Logout](#)

National Fire Incident Reporting System

[Home](#) [Incident Search](#) [New Incident](#) [Open Fire Department](#) [Change Password](#) State: WI Fire Department: Wisconsin Username: SBROWN

Incident Information
No incident selected

Reminder: Your session lasts for thirty (30) minutes unattended. Save your incident to reset this timer.

- Information selected on a page is NOT saved until clicking save or moving to another tab. Save your data before navigating to a different module. Incident validation, pre-filled fields, and relational edits are applied only after a page is saved. When saving within a module, the application displays the date and time of the current save.
- All input fields marked with an asterisk (*) are required.
- **i** Any field which is marked with this icon is a field where multiple items can be selected at once. To select multiple items, hold the CTRL key while choosing the desired items. When opening a tab, items that are highlighted are values that have already been selected and saved.
- Lookup fields: As information is typed into a lookup field, the entries will filter down to the closest matches until only one match remains. The remaining matches are sorted in order of closest match. Clear the field to show all possible choices. Once selected, a lookup field can be cleared if you enter the field and user either the Backspace or Delete key, followed by either Tab or Enter.
- For tabs which contain tables such as the K1 tab of Basic Module, the **Save Current** button will save your changes to the currently highlighted record, and that record will remain the active one. The **Save and Create New** button will also save the information to the item that is highlighted, but will also create a new record and automatically make that new record the active record to be edited.

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4. Put a **(v)** checkmark in the **No Activity box**, enter the date as the **last day of the month**, your Incident Number will be seven 9's (**9999999**), enter your **FDID** and Click **SAVE**.

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U.S. Fire Administration

OMB no: 1660-0069 Expiration Date: 03/31/2015 Logout

National Fire Incident Reporting System

Home Incident Search New Incident Open Fire Department Change Password State: WI Fire Department: Wisconsin Username: SBROWN

Incident Information

State: WI
FDID: 0
Incident Date: 11/09/2017
Incident Number:
Exposure: 0
[Close This Incident](#)

⚠ Critical errors exist for this incident. [View the error list](#) for more details.

Reminder: Your session lasts for thirty (30) minutes unattended. Save your incident to reset this timer.

Incident Key Information

Section A - Key Information

No Activity

*** Incident Date:** 10/31/2017 *** Incident Number:** 9999999

*** Exposure:** 000

*** FDID:** 09030 - Cadott Village

FD State: WI Station:

Last Exported Date: <no value>

Incident Last Updated: <no value>

Last Saved By: Sarah Brown

Original Save Date: <no value>

Originally Saved By: Sarah Brown

Save

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5. You will get a message that your *Incident saved*. You can now log out.

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OMB no: 1660-0069 Expiration Date: 03/31/2015 [Logout](#)

National Fire Incident Reporting System

[Home](#) [Incident Search](#) [New Incident](#) [Open Fire Department](#) [Change Password](#) State: WI Fire Department: Wisconsin Username: SBROW

Incident Information
State: WI
FDID: 09030
Incident Date: 10/31/2017
Incident Number: 9999999
Exposure: 0
[Delete This Incident](#)
[Close This Incident](#)

- Incident saved at 17:21:35 GMT

Reminder: Your session lasts for thirty (30) minutes unattended. Save your incident to reset this timer.

Incident Key Information

Section A - Key Information
 No Activity
* Incident Date: 10/31/2017 * Incident Number: 9999999
* Exposure: 000
* FDID: 09030 - Cadott Village
FD State: WI Station:
Last Exported Date: <no value>
Incident Last Updated: 11/09/2017 17:21:35
Last Saved By: Sarah Brown
Original Save Date: 11/09/2017 17:21:35
Originally Saved By: Sarah Brown

Save

Questions or Assistance???

Please call or email Sarah Brown @ 715-634-4013 or Sarah2.Brown@Wisconsin.gov