



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

**National Fire Incident Reporting
System (NFIRS)
Data Entry Browser Interface
(DEBI)**

Overview

*You have taken the first step on the road to updating your reporting by choosing to use the new **Data Entry Browser Interface (DEBI)**.*

*If you have been a user of the **NFIRS Data Entry Tool, (DET)** you will find many similarities between the software set-up and the new internet screens.*

As you begin to use DEBI, you will notice its user friendly features:

- Items marked with an asterisk (*) within a **module** must be filled-in
- While in a field, a code look-up will automatically open
- After you complete a module and choose **SAVE**, click on **Add Module**. Any modules with **(R)** following the name of the module are required. These modules will be based on the incident type that was entered in the **Basic Module**.
- A large area for remarks (narrative), **Section L – Basic Module**, which can be used to write in your own words what happened at the scene.
- Check off boxes to enter repetitive data, such as address for occupant and owner will help speed up data entry between blocks of information.
- **Errors** are noted as you enter information and available to view in a separate window. **Critical errors need to be corrected**. If the error exists because information isn't available, make note in the **Remarks section** and **Save** the incident.

Items to watch for:

- Since DEBI is internet based, please remember to **SAVE OFTEN**. When moving to a new module, you should choose **SAVE** prior to selecting a module from the **Add Module** drop down on the left.
- All incidents **Require** the **Basic Module**, all fires extending beyond a container will require the **Fire Module**, and the **Structure Fire Module** is used for all fires involving buildings.
- Enter the incident type based on what you **found when you arrived** on the scene, **Not what you were paged out for**.
- **Mutual Aid: Only fire departments can give or receive aid.**
 - Since only fire departments report to NFIRS, incidents are not being captured if aid is given to a non-reporting agency such as the Department of Natural Resources (DNR); thus, all fire departments must complete an incident for all assists to non-reporting agencies.

Items to watch for cont.....

- Departments receiving aid should form the habit of informing all departments who give aid of the incident number assigned so that the giving department can include the incident number in their report.
- Other department's FDID numbers are given on our Website
<http://dsps.wi.gov/Home>
- If there is a casualty related to your fire incident, you must fill out the appropriate **Casualty Module**.
 - This takes the place of the old yellow and blue casualty forms.
- The **Casualty Module** is for use only with fire incidents, please use the **EMS Module** if you want to record casualties related to any other type of incident. Only fire department personnel should be recorded on the **Fire Casualty Module**. All others should be reported using the **Civilian Casualty Module** (Civilians include private citizens, non-fire department EMS responders, and police.)

Items to watch for cont.....

- Structure Fires **require** dollar loss (Basic Module Section G2) and Structure Size.
 - This information can be obtained from the insurance company or estimated from several websites (example - Electronic files of the latest Building Valuation Data can be downloaded from the Code Council website at (<http://www.iccsafe.org/cs/Pages/BVD.aspx>))
- **State law requires** all structure fire reports to include an estimated age of the building. There isn't a specific spot for Age within any of the Modules, so please enter this information along with your **Narrative on tab L-M of the Basic Module.**
- Within the **Basic Module**, we ask that you also complete tabs **K1-M** (entity involved, owner, authorization, and remarks)
- If you have entered **"Unknown"** or **"Under Investigation"** for any of the fields and saved the incident, please remember to go back to the incident and update all necessary fields when the investigation is complete.

How to Enter a New Incident in (Data Entry Browser Interface) (DEBI)

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

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.

Build Date: 01/20/2017 11:45 AM

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U.S. Fire Administration, 16825 S. Seton Ave., Emmitsburg, MD 21727
NFIRS Support Center: (888) 382-3827

2. Click on *Report Incidents (DEBI)*

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

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3. Log in using your *NFIRS username and password.*



National Fire Incident Reporting System

NFIRS State and Local Users Login


* User State:

* Username:

* Password:

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.



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

***Note** if you do not know your username and password please contact Sarah Brown at 715-634-4013 or Sarah2.Brown@Wisconsin.gov

4. Click **OK** to the U.S. Government information system.

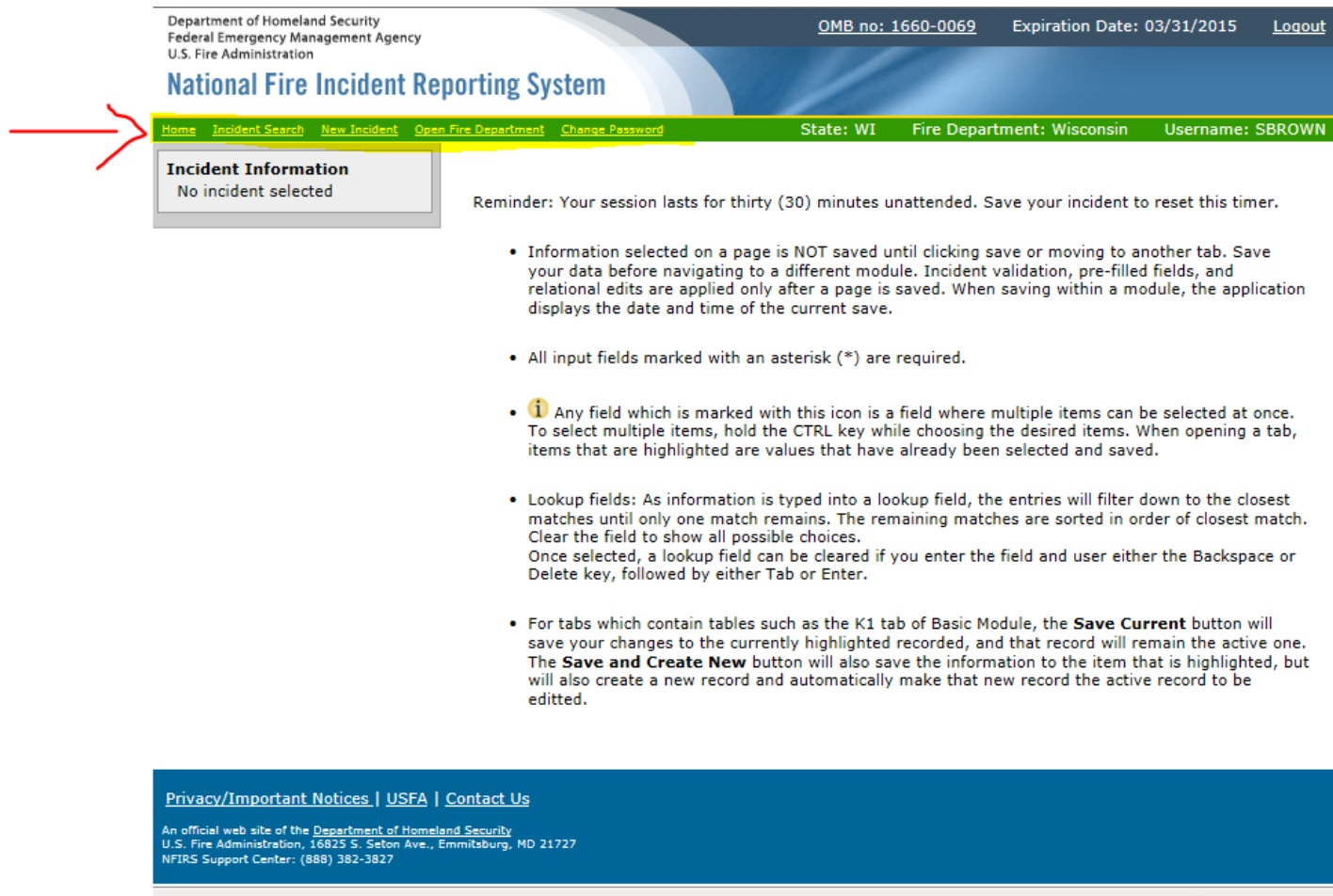


You are about to access a U.S. Government information system. Access to this system is restricted to authorized users only. Anyone who accesses this system without authorization or exceeds authorized access could be subjected to a fine or imprisonment, or both, under Public Law 98-473. By accessing the 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

5. This is where you are going to decide what you are going to do in DEBI... ***Incident Search, report a New Incident, Open Fire Dept. or Change Password***



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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6. We are going to enter a new incident, so 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.
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7. Incident Key Information screen:

Fill out anything that is highlighted in Yellow and click **SAVE**.

***NOTE:** If this is a “No Activity” report see next screen.

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

National Fire Incident Reporting System

[Home](#) | [Incident Search](#) | [New Incident](#) | [Open Fire Department](#) | [Change Password](#)

Incident Information
State: WI
FDID: 0
Incident Date: 10/31/2017
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:** test001
*** 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

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“No Activity” report

If you are reporting a No Activity for any month put a check mark in the No Activity box fill out the highlighted boxes, **Incident Date** will be the last day of the month, **Incident Number** will be 9999999, **Exposure** will be 000, **FDID** will be your FDID # for your dept. and click **SAVE** and you are done for that month.

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

National Fire Incident Reporting System

Home Incident Search New Incident Open Fire Department Change Password

Incident Information
State: WI
FDID: 0
Incident Date: 10/31/2017
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: 00030 - 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

***Note** you can only report a **No Activity** if you had NO incidents in the month. If you forget to check the box for No Activity you will need to call Sarah Brown or your Fire Coordinator to Delete that incident.

8. After clicking **SAVE**, you will notice at the top of the page
*Incident saved at 14:54:54 GMT this means that your incident
was saved. *Note If not you may have an error and that will need to be fixed
before you can proceed.

Next click on the **Basic Module** on the left side.

The screenshot displays the NFIRS web application interface. At the top, it identifies the Department of Homeland Security, Federal Emergency Management Agency, and U.S. Fire Administration. The main title is "National Fire Incident Reporting System". A navigation bar includes links for Home, Incident Search, New Incident, Open Fire Department, and Change Password.

The "Incident Information" section on the left shows the following details:
State: WI
FDID: 09030
Incident Date: 10/31/2017
Incident Number: test001
Exposure: 0
Below this, there are links for "Create New Exposure", "Public This Incident", "Close This Incident", and "Download to Print This Incident". A red arrow points to the "Basic" module under the "Existing Modules" section.

A red circle highlights the message "Incident saved at 14:54:54 GMT" in the top right area of the page.

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

The "Incident Key Information" section is expanded, showing "Section A - Key Information" with the following fields:
- No Activity (checkbox)
- Incident Date: 10/31/2017
- Incident Number: test001
- Exposure: 000
- FDID: 09030 - Cadott Village
- FD State: WI
- Station: (empty field)
- Last Exported Date: <no value>
- Incident Last Updated: 10/31/2017 14:54:54
- Last Saved By: Sarah Brown
- Original Save Date: 10/31/2017 14:54:54
- Originally Saved By: Sarah Brown
A "Save" button is located at the bottom right of this section.

At the bottom of the page, there is a footer with links for "Privacy/Important Notices | USFA | Contact Us" and contact information for the NFIRS Support Center: (800) 352-3627.

9. The **Basic Module** will open to the **B-E tab**, fill out all of the highlighted boxes . ***Note** After you enter your information you must **SAVE** before moving on to the next tab. The **SAVE** button is located in the upper left corner or lower right corner.

National Fire Incident Reporting System

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

Incident Information
State: WI
FDID: 09030
Incident Date: 03/28/2017
Incident Number: 2017007
Exposure: 0
[Create New Exposure](#)
[Delete This Incident](#)
[Class This Incident](#)
[Download To Print This Incident](#)

Existing Modules
[Key Information](#)
[Basic](#)
[Fire](#)

Add Module
Select a module

Reminder: Your session lasts for thirty (30) minutes unattended. Save your incident to reset this timer.
Basic Module - Sections B through E

B-E | F-J | K1 | K2 | L-M | Special Study

Section B - Location Type

Address Provided on Wildland Form
OR

* Incident Address Type:
1 * Street address:
1 Number or Milepost: **1** Street Prefix: * Street or Highway Name: **1** Street Type:
1 Street Suffix:
1 Apartment: * City: * State: * Zip:
1 Cross Street, Directions, or National Grid, as Applicable:

Section C - Incident Type

* Incident Type:

Section D - Aid Given or Received

* Aid Given or Received:

Given to FDID: **1** Given to FDID State: **1** Given to Incident Number:

Section E1 - Dates and Times

* Alarm Date: * Alarm Time:
 Date Same As Alarm **1** * Arrival Date: * Arrival Time:
 Date Same As Alarm **1** Controlled Date: **1** Controlled Time:
 Date Same As Alarm **1** * Last Unit Cleared Date: * Last Unit Cleared Time:

Section E2 - Shifts and Alarms

1 Fire Department Shift: **1** Number of Alarms For Incident: **1** Incident District:

10. Do the same for **F-J, K1, K2, L-M & Special Study tabs.**

Reminder: Your session lasts for thirty (30) minutes unattended. Save your incident to reset this timer.
Basic Module - Sections B through E

B-E | F-J | K1 | K2 | L-M | Special Study

Save | Next Tab

Section B - Location Type

Address Provided on Wildland Form
OR

* Incident Address Type: * Census Tract:

* Number or Milepost: * Street Prefix: * Street or Highway Name: * Street Type:

Street Suffix:

* Apartment: * City: * State: * Zip:

* Cross Street, Directions, or National Grid, as Applicable:

Section C - Incident Type

* Incident Type:

Section D - Aid Given or Received

* Aid Given or Received:

Given to FDID: * Given to FDID State: * Given to Incident Number:

Section E1 - Dates and Times

* Alarm Date: * Alarm Time:

Date Same As Alarm * Arrival Date: * Arrival Time:

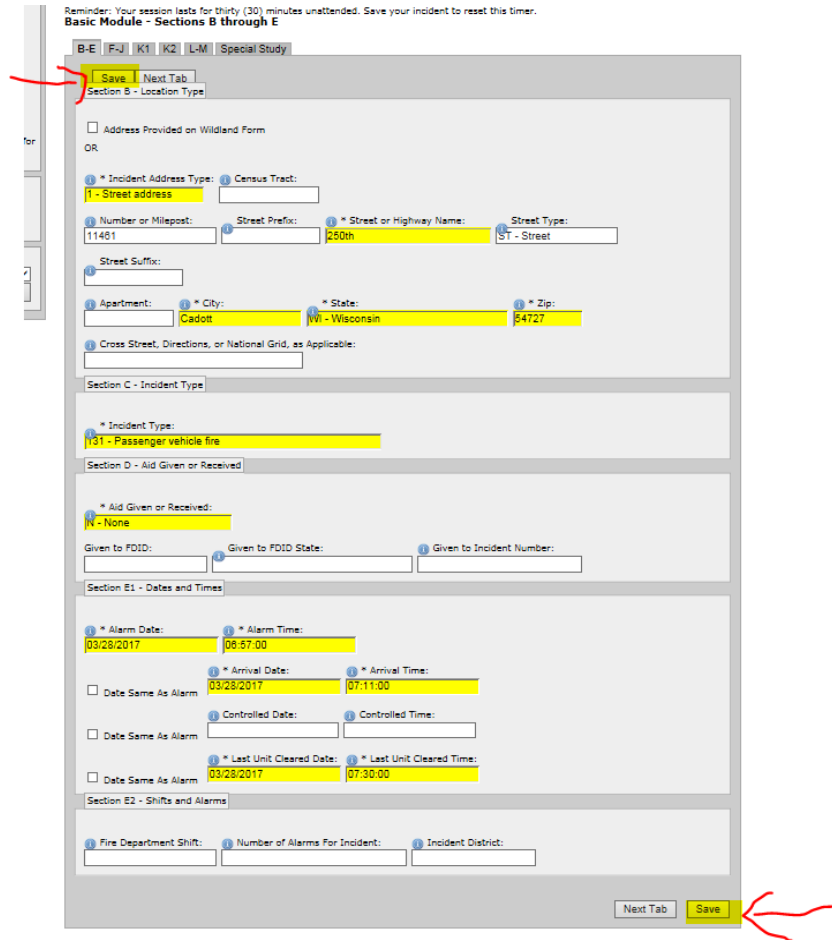
Date Same As Alarm * Controlled Date: * Controlled Time:

Date Same As Alarm * Last Unit Cleared Date: * Last Unit Cleared Time:

Section E2 - Shifts and Alarms

* Fire Department Shift: * Number of Alarms For Incident: * Incident District:

Next Tab Save



11. Now we want to check to see if we are need to add any modules. Do this by clicking on the drop down arrow (on the left) so that all of the modules are showing. If you see a **(R)** next to one of them then that is a **required module** and must be added. Highlight the required module and click **Add**. Do this for all modules with **(R)** behind it.

National Fire Incident Reporting System

Home Incident Search New Incident Open Fire Department Change Password

Incident Information
State: WI
FDID: 09030
Incident Date: 03/28/2017
Incident Number: 2017007
Exposure: 0
[State New Reports](#)
[Print This Incident](#)
[Clear This Incident](#)
[Download to Print This Incident](#)

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

Existing Modules
[Key Information](#)
[Basic](#)

Add Module
Select a module
Add

No module was selected to add. Returning to Key Information page.

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

Incident Key Information

Section A - Key Information

No Activity

* Incident Date: 03/28/2017 * Incident Number: 2017007

* Exposure: 000

* FDID: 09030 - Cadott Village

FD State: WI Station:

Last Exported Date: <no value>

Incident Last Updated: 04/21/2017 16:22:11

Last Saved By: Sarah Brown

Original Save Date: 04/21/2017 15:59:57

Originally Saved By: Jason Fastbender

Save

Home Incident Search New Incident Open Fire Department Change Password

Incident Information
State: WI
FDID: 09030
Incident Date: 03/28/2017
Incident Number: 2017007
Exposure: 0
[Create New Reports](#)
[Print This Incident](#)
[Clear This Incident](#)
[Download to Print This Incident](#)

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

Existing Modules
[Key Information](#)
[Basic](#)

Add Module
Fire (R)
Add

No module was selected to add. Returning to Key Information page.

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

Incident Key Information

Section A - Key Information

No Activity

* Incident Date: 03/28/2017 * Incident Number: 2017007

* Exposure: 000

* FDID: 09030 - Cadott Village

FD State: WI Station:

Last Exported Date: <no value>

12. Open the 1st required module, **Fire** in this case and fill in the highlighted areas

U.S. Fire Administration
National Fire Incident Reporting System

Home Incident Search New Incident Open Fire Department Change Password Sta

Incident Information
State: WI
FDID: 09030
Incident Date: 03/28/2017
Incident Number: 2017007
Exposure: 0
[Create New Exposure](#)
[Delete This Incident](#)
[Class This Incident](#)
[Download to Print This Incident](#)

Existing Modules
[Key Information](#)
[Basic](#)
Fire

Add Module
Select a module
Add

Reminder: Your session lasts for thirty (30) minutes unattended. Save your incident to reset this timer.
Basic Module - Sections B through E

B-E F-J K1 K2 L-M Special Study

Save Next Tab
Section B - Location Type

Address Provided on Wildland Form
OR

* Incident Address Type: Census Tract:
1 - Street address

Number or Milepost: Street Prefix: * Street or Highway Name: Street Type:
11461 260th ST - Street

Street Suffix:

Apartment: * City: * State: * Zip:
Cadott WI - Wisconsin 54727

Cross Street, Directions, or National Grid, as Applicable:

***Note** Be sure to **Save** between tabs. Then do this for any remaining **required modules** that you have added.

13. Next you will want to see if you have any ***Critical errors and Warnings*** in your report.

National Fire Incident Reporting System

Home Incident Search New Incident Open Fire Department Change Password

Incident Information
State: WI
FDID: 09030
Incident Date: 03/28/2017
Incident Number: 2017007
Exposure: 0
[Create New Exposure](#)
[Refile This Incident](#)
[Close This Incident](#)
[Download as PDF \(New Users Only\)](#)

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

Existing Modules
[Key Information](#)
[Basic](#)
[Fire](#)

Add Module
Select a module

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: 03/28/2017 * Incident Number: 2017007

* Exposure: 000

* FDID: 09030 - Cadott Village

FD State: WI Station:

Last Exported Date: <no value>

Incident Last Updated: 04/21/2017 16:22:11

Last Saved By: Sarah Brown

Original Save Date: 04/21/2017 15:59:57

Originally Saved By: Jason Fasbender

14. Notice we have some ***Critical errors and warnings***. Click on ***"To view the error list"***, on the left side to view those errors.

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

OMB

National Fire Incident Reporting System

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

Incident Information
State: WI
FDID: 09030
Incident Date: 03/28/2017
Incident Number: 2017007
Exposure: 0
[Create New Exposure](#)
[Delete This Incident](#)
[Clear This Incident](#)
[Download to Print This Incident](#)
ⓘ Critical errors and warnings exist for this incident. [View the error list](#) for more details.

Existing Modules
[Key Information](#)
[Basic](#)

Add Module
Select a module
Add

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: 03/28/2017 * Incident Number: 2017007
* Exposure: 000
* FDID: 09030 - Cadott Village
FD State: WI Station:
Last Exported Date: <no value>
Incident Last Updated: 04/21/2017 16:22:11
Last Saved By: Jason Fasbender
Original Save Date: 04/21/2017 15:59:57
Originally Saved By: Jason Fasbender
Save

17. A new window will open, this will give you a list of errors they are sorted by the **Module, Attribute, Error & the Severity**. Close or minimize this window and go back to the module that you want to fix.

[Critical errors only](#) [Export to excel-separated value file](#)

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

Module	Attribute	Error	Severity
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
Fire Module	Area of Origin	Required Data	Critical
Fire Module	Heat Source	Required Data	Critical
Fire Module	Item First Ignited	Required Data	Critical
Fire Module	Cause of Ignition	Required Data	Critical
Fire Module	Mobile Property Involved	Required Data	Critical
Fire Module	Human Factors	Required Data	Critical
Fire Module	Fire Contributing Factors	Required Data	Critical



[Critical errors only](#) [Export to excel-separated value file](#)

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

Module	Attribute	Error	Severity
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
Fire Module	Area of Origin	Required Data	Critical
Fire Module	Heat Source	Required Data	Critical
Fire Module	Item First Ignited	Required Data	Critical
Fire Module	Cause of Ignition	Required Data	Critical
Fire Module	Mobile Property Involved	Required Data	Critical
Fire Module	Human Factors	Required Data	Critical
Fire Module	Fire Contributing Factors	Required Data	Critical

This example still needs to be *fixed*.

National Fire Incident Reporting System

Home Incident Search New Incident Open Fire Department Change Password

Incident Information
State: WI
FDID: 09030
Incident Date: 03/28/2017
Incident Number: 2017007
Exposure: 0
[Create New Exposure](#)
[Refile This Incident](#)
[Close This Incident](#)
[Download as PDF \(New User Only\)](#)

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

Existing Modules
[Key Information](#)
[Basic](#)
[Fire](#) ❌

Add Module
Select a module
Add

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: 03/28/2017 * Incident Number: 2017007

* Exposure: 000

* FDID: 09030 - Cadott Village

FD State: WI Station:

Last Exported Date: <no value>

Incident Last Updated: 04/21/2017 16:22:11

Last Saved By: Sarah Brown

Original Save Date: 04/21/2017 15:59:57

Originally Saved By: Jason Fasbender

Save

This example has ***No Errors.***

National Fire Incident Reporting System

Home Incident Search New Incident Open My Department Change Password

Incident Information
State: WI
FDID: 09030
Incident Date: 09/19/2017
Incident Number: 000test
Exposure: 0
[Create New Exposure](#)
[Relate This Incident](#)
[Close This Incident](#)
[Download to Print This Incident](#)

Existing Modules
[Key Information](#)
[Basic](#)

Add Module
Select a module

Reminder: Your session lasts for thirty (30) minutes unattended. Save your **Incident Key Information**

Section A - Key Information

No Activity

* Incident Date: 09/19/2017 * Incident Number: 000test

* Exposure: 000

* FDID: 09030 - Cadott Village

FD State: WI Station:

Last Exported Date: <no value>

Incident Last Updated: 09/19/2017 16:40:38

This example shows that there are still **Warnings** on the incident but a warning will not make the incident invalid and is releasable to the USFA, so if you have the information to make it valid please make the changes, otherwise just leave it and explain in your **Narrative or Section L-Remarks**.

The screenshot displays the National Fire Incident Reporting System (NFIRS) interface. The top navigation bar includes links for Home, Incident Search, New Incident, Open Fire Department, and Change Password. The main content area is divided into several sections:

- Incident Information:** Displays State: WI, FDID: 09030, Incident Date: 09/19/2017, Incident Number: 000test, and Exposure: 0. It includes links for Create New Exposure, Delete This Incident, Duplicate Incident, and Reassign Incident.
- Warnings:** A red circle highlights a warning message: "Warnings exist for this incident. View the error list for more details."
- Existing Modules:** Lists Key Information and Basic.
- Add Module:** A dropdown menu for selecting a module and an Add button.
- Incident Key Information:** A reminder that the session lasts for thirty (30) minutes unattended. Below this is the Section A - Key Information form, which includes fields for Incident Date (09/19/2017), Incident Number (000test), Exposure (000), and FDID (09030 - Cadott Village). It also has fields for FD State (WI) and Station.
- Metadata:** Last Exported Date: <no value>, Incident Last Updated: 10/24/2017 19:11:07, Last Saved By: Sarah Brown, Original Save Date: 09/19/2017 16:37:00, and Originally Saved By: Richard Sommerfeld.
- Save Button:** A Save button is located at the bottom right of the form.

Congratulations!!!

You have now completed **How to Enter a New Incident in Data Entry Browser Interface**

(DEBI)

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

How to Do an Incident Search in Data Entry Browser Interface (DEBI)

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

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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.

Build Date: 01/20/2017 11:45 AM

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2. Click on *Report Incidents (DEBI)*

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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

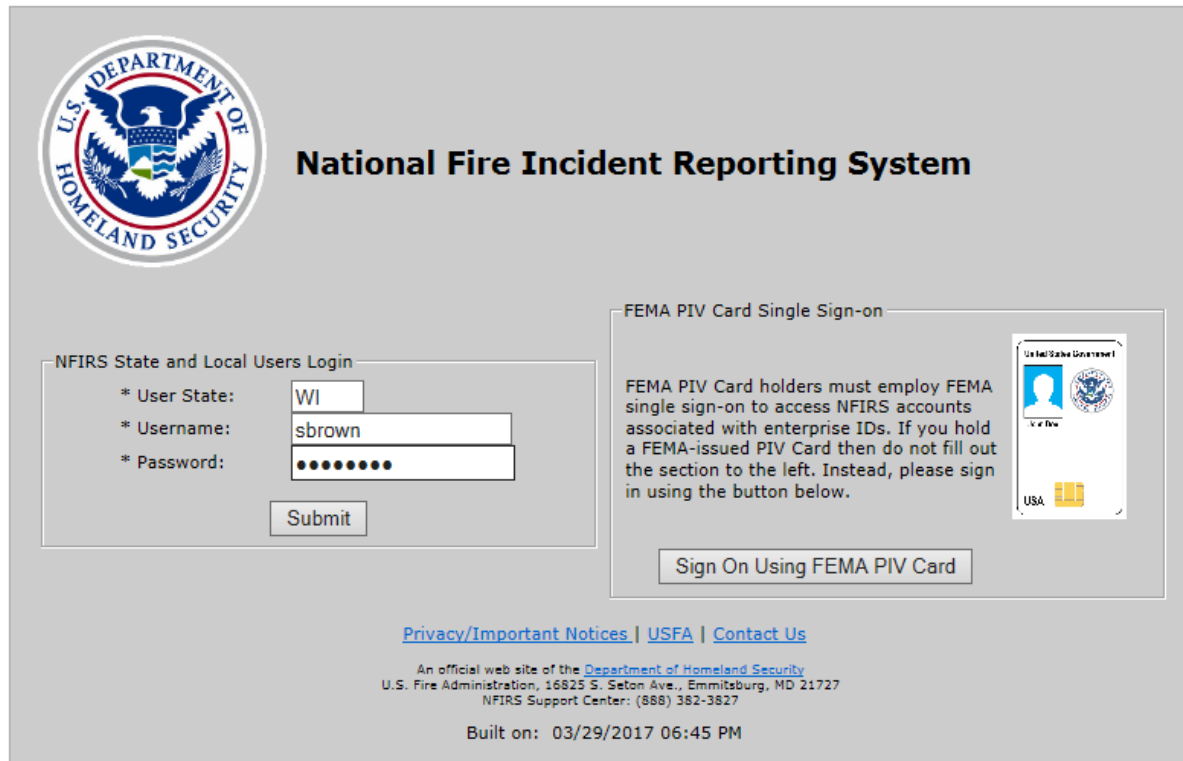
Web-based tools which provide reporting and data transmission capabilities through the use of standard Internet technology are now being offered to State Program Managers participating in the USFA NFIRS 5.0. Following the test period of each tool, a phased approach for its release and implementation 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.

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3. Log in using your *NFIRS username and password.*



The image shows a screenshot of the National Fire Incident Reporting System (NFIRS) login page. At the top left is the U.S. Department of Homeland Security logo. To its right is the title "National Fire Incident Reporting System". Below the logo is a login section titled "NFIRS State and Local Users Login" with three input fields: "User State:" containing "WI", "Username:" containing "sbrown", and "Password:" with masked characters. A "Submit" button is below these fields. To the right is a section titled "FEMA PIV Card Single Sign-on" with a text block explaining that FEMA PIV Card holders must use single sign-on and a button labeled "Sign On Using FEMA PIV Card". An image of a FEMA PIV Card is also shown. At the bottom are links for "Privacy/Important Notices", "USFA", and "Contact Us", followed by the official website information and the build date "03/29/2017 06:45 PM".

U.S. DEPARTMENT OF HOMELAND SECURITY

National Fire Incident Reporting System

NFIRS State and Local Users Login

* User State:

* Username:

* Password:

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.

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

*Note if you do not know your username and password please contact Sarah Brown at 715-634-4013 or Sarah2.Brown@Wisconsin.gov

4. Click **OK** to the U.S. Government information system.

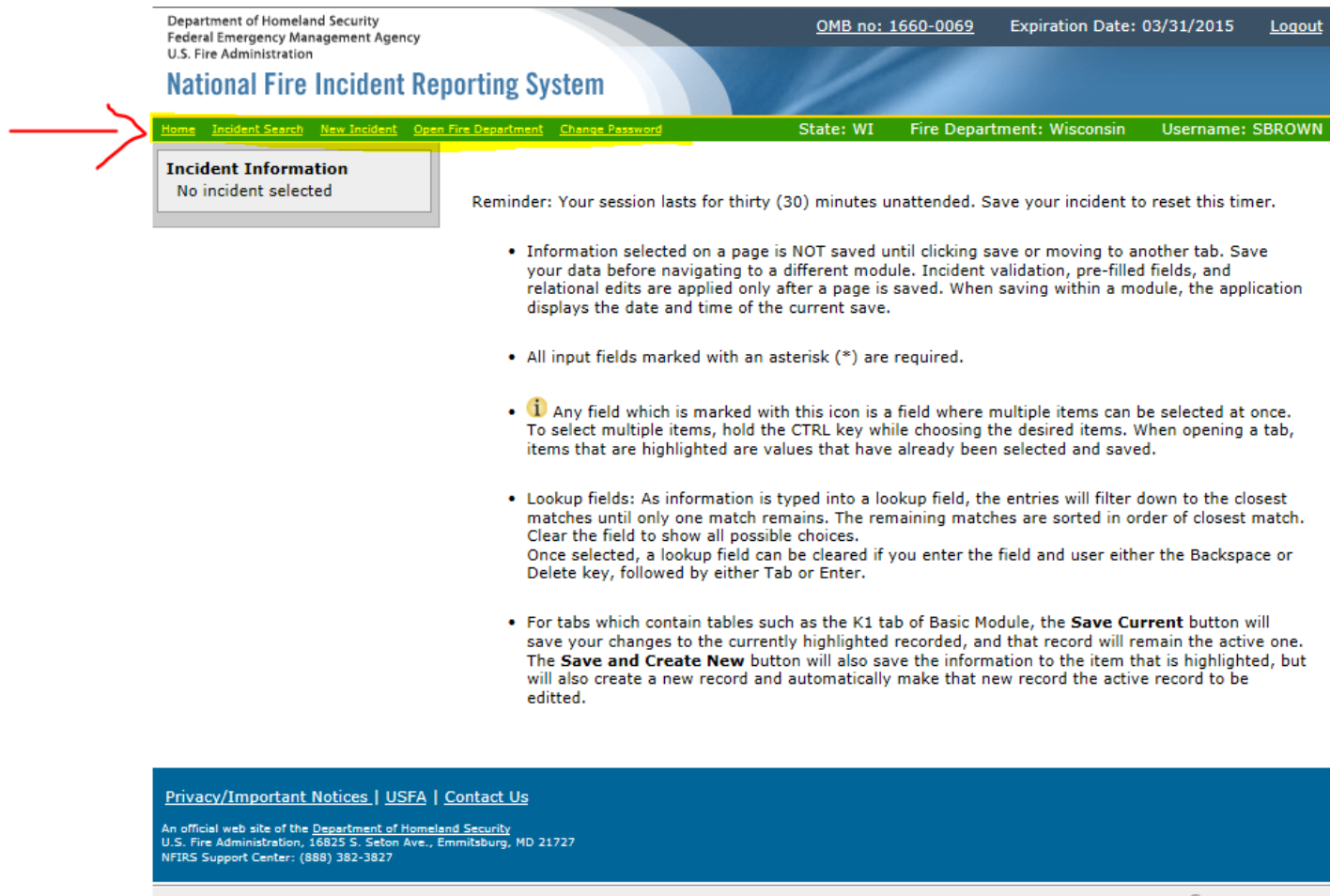


You are about to access a U.S. Government information system. Access to this system is restricted to authorized users only. Anyone who accesses this system without authorization or exceeds authorized access could be subjected to a fine or imprisonment, or both, under Public Law 98-473. By accessing the 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

5. This is where you are going to decide what you are going to do in DEBI... ***Incident Search, report a New Incident, Open Fire Dept. or Change Password***



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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

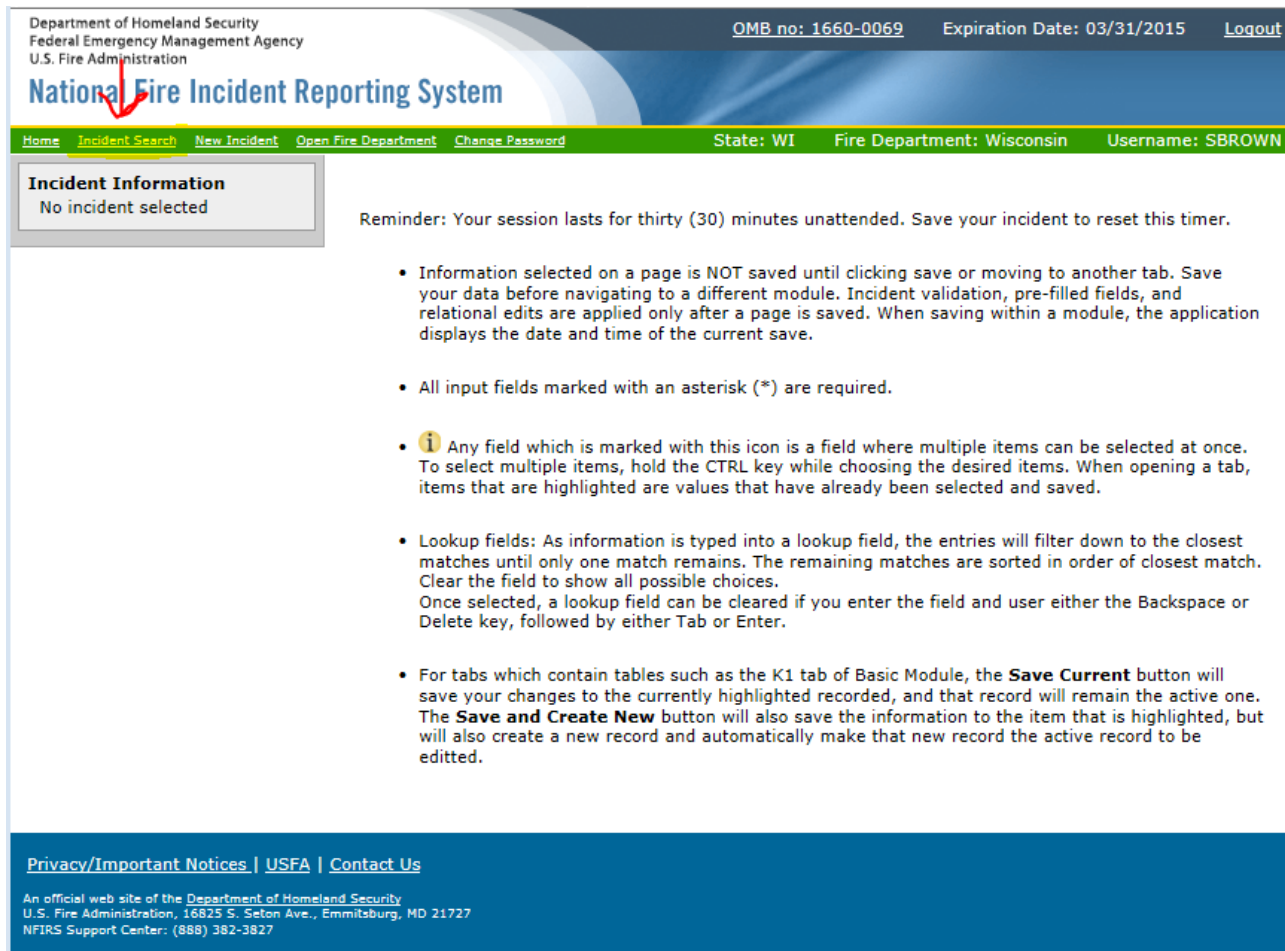
Reminder: Your session lasts for thirty (30) minutes unattended. Save your incident to reset this timer.

- 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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6. We are going to do an *Incident Search* so click on *Incident Search*



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Federal Emergency Management Agency
U.S. Fire Administration

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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.
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7. To do a simple incident search you just need the basic information **FDID** (this will auto populate for you when you click the down arrow and highlight your dept) and **Incident From and To Date**, but you can fill in as many of these filters as you want if you are looking for a specific incident you can enter the incident # or if you are looking for only your invalids you can change that filter to invalid.. etc. and then click **Search** at the bottom.

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U.S. Fire Administration

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National Fire Incident Reporting System

Home Incident Search New Incident Data File 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.

Incident Search

Key Search Criteria

FDID: 09030 - Cadott Village Incident Number:

Exposure Number: Validity:

Incident Type:

FD State: WI Incident From Date: 01/01/2017 Incident To Date: 10/24/2017

Property Use:

Address Search Criteria

Address Type: Census Tract:

Number/ Mile: Street Prefix: Street or Highway:

Street Type: Street Suffix: Apt. or Suite:

City: State:

Zip:

Clear Search

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8. This will pull all of the incidents that were set by your parameters.

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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.

Incident Search

Search Results: 21 incidents found. [Modify search criteria](#) Delete Selected

Open Incident	FDID	State	Date	Incident Number	Exposure	Validity	Street or Highway	City	Select
Open	09030	WI	01/02/2017	2017001	0	V	State Highway 29	Cadott	<input type="checkbox"/>
Open	09030	WI	02/17/2017	2017002	0	V	South HWY 27	Cadott	<input type="checkbox"/>
Open	09030	WI	02/21/2017	2017003	0	V	HWY 27	Cadott	<input type="checkbox"/>
Open	09030	WI	03/11/2017	2017005	0	V	325th st	Boyd	<input type="checkbox"/>
Open	09030	WI	03/28/2017	2017007	0	I	250th	Cadott	<input type="checkbox"/>
Open	09030	WI	03/28/2017	2017009	0	V	Elm #4	Cadott	<input type="checkbox"/>
Open	09030	WI	04/04/2017	2017012	0	V	Main	Cadott	<input type="checkbox"/>
Open	09030	WI	04/14/2017	2017014	0	V	County Road XX	Cadott	<input type="checkbox"/>
Open	09030	WI	04/16/2017	2017016	0	V	CTY Tk D	Boyd	<input type="checkbox"/>
Open	09030	WI	05/07/2017	2017018	0	I	250th Street	Cadott	<input type="checkbox"/>
Open	09030	WI	05/15/2017	2017021	0	V	174th	Chippewa Falls	<input type="checkbox"/>
Open	09030	WI	05/19/2017	2017023	0	I	Main	Cadott	<input type="checkbox"/>
Open	09030	WI	06/06/2017	2017025	0	V	Hillside Drive	Cadott	<input type="checkbox"/>
Open	09030	WI	06/10/2017	2017027	0	I	C.T.H. S	Cadott	<input type="checkbox"/>
Open	09030	WI	06/20/2017	2017029	0	V	Main	Cadott	<input type="checkbox"/>
Open	09030	WI	06/27/2017	2017031	0	V	Hwy X	Cadott	<input type="checkbox"/>
Open	09030	WI	07/06/2017	2017033	0	V	Main	Cadott	<input type="checkbox"/>
Open	09030	WI	07/10/2017	2017035	0	I	30th	Cadott	<input type="checkbox"/>
Open	09030	WI	07/14/2017	2017037	0	V	Cty Hwy S	Cadott	<input type="checkbox"/>
Open	09030	WI	07/15/2017	2017039	0	V	67th	Cadott	<input type="checkbox"/>
Open	09030	WI	09/19/2017	000test	0	V	Main St	cadott	<input type="checkbox"/>

[Modify search criteria](#) Delete Selected

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NFIRS Support Center: (800) 362-3627

9. This screen will also show how many incidents you have reported to NFIRS

Department of Homeland Security
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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
No incident selected

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

Incident Search

Search Results: 21 incidents found. [Modify search criteria](#)

[Delete Selected](#)

Open Incident	FDID	State	Date	Incident Number	Exposure	Validity	Street or Highway	City	Select
Open	09030	WI	01/02/2017	2017001	0	V	State Highway 29	Cadott	<input type="checkbox"/>
Open	09030	WI	02/17/2017	2017002	0	V	South HWY 27	Cadott	<input type="checkbox"/>
Open	09030	WI	02/21/2017	2017003	0	V	HWY 27	Cadott	<input type="checkbox"/>
Open	09030	WI	03/11/2017	2017005	0	V	325th st	Boyd	<input type="checkbox"/>
Open	09030	WI	03/28/2017	2017007	0	I	250th	Cadott	<input type="checkbox"/>

10. I have highlighted the top row of the columns these list
 Where to **Open** your incident, **FDID**, **State**, **Incident Date**,
Incident Number, **Exposures** (if any), **Validity**, **Incident Street or
 Highway & City**

Department of Homeland Security
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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.

Incident Search

Search Results: 21 incidents found. [Modify search criteria](#)

[Delete Selected](#)

Open Incident	FDID	State	Date	Incident Number	Exposure	Validity	Street or Highway	City	Select
Open	09030	WI	01/02/2017	2017001	0	V	State Highway 29	Cadott	<input type="checkbox"/>
Open	09030	WI	02/17/2017	2017002	0	V	South HWY 27	Cadott	<input type="checkbox"/>
Open	09030	WI	02/21/2017	2017003	0	V	HWY 27	Cadott	<input type="checkbox"/>
Open	09030	WI	03/11/2017	2017005	0	V	325th st	Boyd	<input type="checkbox"/>
Open	09030	WI	03/28/2017	2017007	0	I	250th	Cadott	<input type="checkbox"/>
Open	09030	WI	03/28/2017	2017009	0	V	Elm #4	Cadott	<input type="checkbox"/>
Open	09030	WI	04/04/2017	2017012	0	V	Main	Cadott	<input type="checkbox"/>
Open	09030	WI	04/14/2017	2017014	0	V	County Road XX	Cadott	<input type="checkbox"/>
Open	09030	WI	04/16/2017	2017016	0	V	CTY Tk D	Boyd	<input type="checkbox"/>
Open	09030	WI	05/07/2017	2017018	0	I	250th Street	Cadott	<input type="checkbox"/>
Open	09030	WI	05/15/2017	2017021	0	V	174th	Chippewa Falls	<input type="checkbox"/>
Open	09030	WI	05/19/2017	2017023	0	I	Main	Cadott	<input type="checkbox"/>
Open	09030	WI	06/06/2017	2017025	0	V	Hillside Drive	Cadott	<input type="checkbox"/>
Open	09030	WI	06/10/2017	2017027	0	I	C.T.H. S	Cadott	<input type="checkbox"/>
Open	09030	WI	06/20/2017	2017029	0	V	Main	Cadott	<input type="checkbox"/>
Open	09030	WI	06/27/2017	2017031	0	V	Hwy X	Cadott	<input type="checkbox"/>
Open	09030	WI	07/06/2017	2017033	0	V	Main	Cadott	<input type="checkbox"/>
Open	09030	WI	07/10/2017	2017035	0	I	30th	Cadott	<input type="checkbox"/>
Open	09030	WI	07/14/2017	2017037	0	V	Cty Hwy S	Cadott	<input type="checkbox"/>
Open	09030	WI	07/15/2017	2017039	0	V	67th	Cadott	<input type="checkbox"/>
Open	09030	WI	09/19/2017	000test	0	V	Main St	cadott	<input type="checkbox"/>

[Modify search criteria](#)

[Delete Selected](#)

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11. The first thing you want to check is to make sure that you have all of the months accounted for. You will see Cadott is not missing any months (Jan-Sept). If you are missing a month check your records for a possible **No Activity** for that month.

Incident Search

Search Results: 21 incidents found. [Modify search criteria](#) Delete Selected

Open Incident	FDID	State	Date	Incident Number	Exposure	Validity	Street or Highway	City	Select
Open	09030	WI	01/02/2017	2017001	0	V	State Highway 29	Cadott	<input type="checkbox"/>
Open	09030	WI	02/17/2017	2017002	0	V	South HWY 27	Cadott	<input type="checkbox"/>
Open	09030	WI	02/21/2017	2017003	0	V	HWY 27	Cadott	<input type="checkbox"/>
Open	09030	WI	03/11/2017	2017005	0	V	325th st	Boyd	<input type="checkbox"/>
Open	09030	WI	03/28/2017	2017007	0	I	250th	Cadott	<input type="checkbox"/>
Open	09030	WI	03/28/2017	2017009	0	V	Elm #4	Cadott	<input type="checkbox"/>
Open	09030	WI	04/04/2017	2017012	0	V	Main	Cadott	<input type="checkbox"/>
Open	09030	WI	04/14/2017	2017014	0	V	County Road XX	Cadott	<input type="checkbox"/>
Open	09030	WI	04/16/2017	2017016	0	V	CTY Tk D	Boyd	<input type="checkbox"/>
Open	09030	WI	05/07/2017	2017018	0	I	250th Street	Cadott	<input type="checkbox"/>
Open	09030	WI	05/15/2017	2017021	0	V	174th	Chippewa Falls	<input type="checkbox"/>
Open	09030	WI	05/19/2017	2017023	0	I	Main	Cadott	<input type="checkbox"/>
Open	09030	WI	06/06/2017	2017025	0	V	Hillside Drive	Cadott	<input type="checkbox"/>
Open	09030	WI	06/10/2017	2017027	0	I	C.T.H. S	Cadott	<input type="checkbox"/>
Open	09030	WI	06/20/2017	2017029	0	V	Main	Cadott	<input type="checkbox"/>
Open	09030	WI	06/27/2017	2017031	0	V	Hwy X	Cadott	<input type="checkbox"/>
Open	09030	WI	07/06/2017	2017033	0	V	Main	Cadott	<input type="checkbox"/>
Open	09030	WI	07/10/2017	2017035	0	I	30th	Cadott	<input type="checkbox"/>
Open	09030	WI	07/14/2017	2017037	0	V	Cty Hwy S	Cadott	<input type="checkbox"/>
Open	09030	WI	07/15/2017	2017039	0	V	67th	Cadott	<input type="checkbox"/>
Open	09030	WI	09/19/2017	000test	0	V	Main St	cadott	<input type="checkbox"/>

[Modify search criteria](#)

12. Next you will be checking for the **Validity**. You want to see “V” or “N” in this column not “I” V-Valid, N-No Activity & I-Invalid

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

Search Results: 21 incidents found. [Modify search criteria](#)

Delete Selected

Open Incident	FDID	State	Date	Incident Number	Exposure	Validity	Street or Highway	City	Select
Open	09030	WI	01/02/2017	2017001	0	V	State Highway 29	Cadott	<input type="checkbox"/>
Open	09030	WI	02/17/2017	2017002	0	V	South HWY 27	Cadott	<input type="checkbox"/>
Open	09030	WI	02/21/2017	2017003	0	V	HWY 27	Cadott	<input type="checkbox"/>
Open	09030	WI	03/11/2017	2017005	0	V	325th st	Boyd	<input type="checkbox"/>
Open	09030	WI	03/28/2017	2017007	0	I	250th	Cadott	<input type="checkbox"/>
Open	09030	WI	03/28/2017	2017009	0	V	Elm #4	Cadott	<input type="checkbox"/>
Open	09030	WI	04/04/2017	2017012	0	V	Main	Cadott	<input type="checkbox"/>
Open	09030	WI	04/14/2017	2017014	0	V	County Road XX	Cadott	<input type="checkbox"/>
Open	09030	WI	04/16/2017	2017016	0	V	CTY Tk D	Boyd	<input type="checkbox"/>
Open	09030	WI	05/07/2017	2017018	0	I	250th Street	Cadott	<input type="checkbox"/>
Open	09030	WI	05/15/2017	2017021	0	V	174th	Chippewa Falls	<input type="checkbox"/>
Open	09030	WI	05/19/2017	2017023	0	I	Main	Cadott	<input type="checkbox"/>
Open	09030	WI	06/06/2017	2017025	0	V	Hillside Drive	Cadott	<input type="checkbox"/>
Open	09030	WI	06/10/2017	2017027	0	I	C.T.H. S	Cadott	<input type="checkbox"/>
Open	09030	WI	06/20/2017	2017029	0	V	Main	Cadott	<input type="checkbox"/>
Open	09030	WI	06/27/2017	2017031	0	V	Hwy X	Cadott	<input type="checkbox"/>
Open	09030	WI	07/06/2017	2017033	0	V	Main	Cadott	<input type="checkbox"/>
Open	09030	WI	07/10/2017	2017035	0	I	30th	Cadott	<input type="checkbox"/>
Open	09030	WI	07/14/2017	2017037	0	V	Cty Hwy S	Cadott	<input type="checkbox"/>
Open	09030	WI	07/15/2017	2017039	0	V	67th	Cadott	<input type="checkbox"/>
Open	09030	WI	09/19/2017	000test	0	V	Main St	cadott	<input type="checkbox"/>

[Modify search criteria](#)

13. If it's a "V" no need for a change, you can only have an "N" in a month with **No Activity** reports (so please double check) & the reports we want to open are the "I" incidents and find out why they are invalid and to then fix them so they become a **Valid** incident.

14. Click on the Open on the first “I”.

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

Search Results: 21 incidents found. [Modify search criteria](#)

Delete Selected

Open Incident	FDID	State	Date	Incident Number	Exposure	Validity	Street or Highway	City	Select
Open	09030	WI	01/02/2017	2017001	0	V	State Highway 29	Cadott	<input type="checkbox"/>
Open	09030	WI	02/17/2017	2017002	0	V	South HWY 27	Cadott	<input type="checkbox"/>
Open	09030	WI	02/21/2017	2017003	0	V	HWY 27	Cadott	<input type="checkbox"/>
Open	09030	WI	03/11/2017	2017005	0	V	325th st	Boyd	<input type="checkbox"/>
Open	09030	WI	03/28/2017	2017007	0	I	250th	Cadott	<input type="checkbox"/>
Open	09030	WI	03/28/2017	2017009	0	V	Elm #4	Cadott	<input type="checkbox"/>
Open	09030	WI	04/04/2017	2017012	0	V	Main	Cadott	<input type="checkbox"/>
Open	09030	WI	04/14/2017	2017014	0	V	County Road XX	Cadott	<input type="checkbox"/>
Open	09030	WI	04/16/2017	2017016	0	V	CTY Tk D	Boyd	<input type="checkbox"/>
Open	09030	WI	05/07/2017	2017018	0	I	250th Street	Cadott	<input type="checkbox"/>
Open	09030	WI	05/15/2017	2017021	0	V	174th	Chippewa Falls	<input type="checkbox"/>
Open	09030	WI	05/19/2017	2017023	0	I	Main	Cadott	<input type="checkbox"/>
Open	09030	WI	06/06/2017	2017025	0	V	Hillside Drive	Cadott	<input type="checkbox"/>
Open	09030	WI	06/10/2017	2017027	0	I	C.T.H. 5	Cadott	<input type="checkbox"/>
Open	09030	WI	06/20/2017	2017029	0	V	Main	Cadott	<input type="checkbox"/>
Open	09030	WI	06/27/2017	2017031	0	V	Hwy X	Cadott	<input type="checkbox"/>
Open	09030	WI	07/06/2017	2017033	0	V	Main	Cadott	<input type="checkbox"/>
Open	09030	WI	07/10/2017	2017035	0	I	30th	Cadott	<input type="checkbox"/>
Open	09030	WI	07/14/2017	2017037	0	V	Cty Hwy S	Cadott	<input type="checkbox"/>
Open	09030	WI	07/15/2017	2017039	0	V	67th	Cadott	<input type="checkbox"/>
Open	09030	WI	09/19/2017	000test	0	V	Main St	cadott	<input type="checkbox"/>

[Modify search criteria](#)

15. Here is your **Key information**, it will list **Incident date & number, exposure, FDID, State & Station** (when applicable)

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

National Fire Incident Reporting System

[Home](#) | [Incident Search](#) | [New Incident](#) | [Open Fire Department](#) | [Change Password](#)

Incident Information

State: WI
FDID: 09030
Incident Date: 03/28/2017
Incident Number: 2017007
Exposure: 0
[Create New Exposure](#)
[Delete This Incident](#)
[Clear This Incident](#)
[Download to Print This Incident](#)

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

Existing Modules

[Key Information](#)
[Basic](#)
[Fire](#) ❌

Add Module

Select a module

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: 03/28/2017 * Incident Number: 2017007

* Exposure: 000

* FDID: 09030 - Cadott Village

FD State: WI * Station:

Last Exported Date: <no value>

Incident Last Updated: 04/21/2017 16:22:11

Last Saved By: Jason Fasbender

Original Save Date: 04/21/2017 15:59:57

Originally Saved By: Jason Fasbender

[Privacy/Important Notices](#) | [USFA](#) | [Contact Us](#)

16. Notice we have some ***Critical errors and warnings***. Click on ***"To view the error list"***, on the left side to view those errors.

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

OMB

National Fire Incident Reporting System

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

Incident Information
State: WI
FDID: 09030
Incident Date: 03/28/2017
Incident Number: 2017007
Exposure: 0
[Create New Exposure](#)
[Delete This Incident](#)
[Clear This Incident](#)
[Download to Print This Incident](#)
ⓘ Critical errors and warnings exist for this incident. [View the error list](#) for more details.

Existing Modules
[Key Information](#)
[Basic](#)

Add Module
Select a module
Add

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: 03/28/2017 * Incident Number: 2017007
* Exposure: 000
* FDID: 09030 - Cadott Village
FD State: WI Station:
Last Exported Date: <no value>
Incident Last Updated: 04/21/2017 16:22:11
Last Saved By: Jason Fasbender
Original Save Date: 04/21/2017 15:59:57
Originally Saved By: Jason Fasbender
Save

17. A new window will open, this will give you a list of the **Module, Attribute, Error & the Severity**. Close or minimize this window and go back to the Incident Key Information screen.

[Critical errors only](#) [Export to excel-separated value file](#)

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

Module	Attribute	Error	Severity
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
Fire Module	Area of Origin	Required Data	Critical
Fire Module	Heat Source	Required Data	Critical
Fire Module	Item First Ignited	Required Data	Critical
Fire Module	Cause of Ignition	Required Data	Critical
Fire Module	Mobile Property Involved	Required Data	Critical
Fire Module	Human Factors	Required Data	Critical
Fire Module	Fire Contributing Factors	Required Data	Critical



[Critical errors only](#) [Export to excel-separated value file](#)

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

Module	Attribute	Error	Severity
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
Fire Module	Area of Origin	Required Data	Critical
Fire Module	Heat Source	Required Data	Critical
Fire Module	Item First Ignited	Required Data	Critical
Fire Module	Cause of Ignition	Required Data	Critical
Fire Module	Mobile Property Involved	Required Data	Critical
Fire Module	Human Factors	Required Data	Critical
Fire Module	Fire Contributing Factors	Required Data	Critical

18. Click on the **Basic Module** on the left side.

National Fire Incident Reporting System

Home | Incident Search | New Incident | Open Fire Department | Change Password

Incident Information
State: WI
FDID: 09030
Incident Date: 03/28/2017
Incident Number: 2017007
Exposure: 0
[Create New Exposure](#)
[Delete This Incident](#)
[Clear This Incident](#)
[Download to Print This Incident](#)

Existing Modules
[Key Information](#)
[Basic](#)

Add Module
Select a module

Reminder: Your session lasts for thirty (30) minutes unattended. Save your incident to reset this t
Incident Key Information

Section A - Key Information

No Activity

* Incident Date: 03/28/2017 * Incident Number: 2017007

* Exposure: 000

* FDID: 09030 - Cadott Village

FD State: WI Station:

Last Exported Date: <no value>

Incident Last Updated: 04/21/2017 16:22:11

Last Saved By: Jason Fasbender

Original Save Date: 04/21/2017 15:59:57

Originally Saved By: Jason Fasbender

19. The **Basic Module** will open to the **B-E tab**, check to see that all of the yellow areas have been completed.

National Fire Incident Reporting System

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

Incident Information
State: WI
FDID: 09030
Incident Date: 03/28/2017
Incident Number: 2017007
Exposure: 0
[Create New Exposure](#)
[Delete This Incident](#)
[View This Incident](#)
[Revised to Print This Incident](#)

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

Existing Modules
[View Information](#)
Basic
Fire

Add Module
Select a module
Add

Reminder: Your session lasts for thirty (30) minutes unattended. Save your incident to reset this timer.
Basic Module - Sections B through E

B-E | F-J | K1 | K2 | L-M | Special Study

Save | Next Tab

Section B - Location Type

Address Provided on Wildland Form
OR

* Incident Address Type: Census Tract:
- Street address

Number or Milepost: Street Prefix: * Street or Highway Name: Street Type:
1481 250th ST - Street

Street Suffix:

Apartment: * City: * State: * Zip:
Cadott WI - Wisconsin 54727

Cross Street, Directions, or National Grid, as Applicable:

Section C - Incident Type

* Incident Type:
131 - Passenger vehicle fire

Section D - Aid Given or Received

* Aid Given or Received:
N - None

Given to FDID: Given to FDID State: Given to Incident Number:

Section E1 - Dates and Times

* Alarm Date: * Alarm Time:
03/28/2017 06:57:00

Date Same As Alarm * Arrival Date: * Arrival Time:
03/28/2017 07:11:00

Date Same As Alarm Controlled Date: Controlled Time:

Date Same As Alarm * Last Unit Cleared Date: * Last Unit Cleared Time:
03/28/2017 07:30:00

Section E2 - Shifts and Alarms

Fire Department Shift: Number of Alarms For Incident: Incident District:

20. Do the same for **F-J, K1, K2 L-M & Special Study tabs**. *Note if you make any changes you must **Save** between each tab.

Reminder: Your session lasts for thirty (30) minutes unattended. Save your incident to reset this timer.
Basic Module - Sections B through E

B-E | F-J | K1 | K2 | L-M | Special Study

Save | Next Tab

Section B - Location Type

Address Provided on Wildland Form
OR

* Incident Address Type: Census Tract:
1 - Street address

Number or Milepost: Street Prefix: * Street or Highway Name: 250th Street Type: ST - Street

Street Suffix:

Apartment: * City: Cadott * State: WI - Wisconsin * Zip: 54727

Cross Street, Directions, or National Grid, as Applicable:

Section C - Incident Type

* Incident Type:
101 - Passenger vehicle fire

Section D - Aid Given or Received

* Aid Given or Received:
N - None

Given to FDID: Given to FDID State: Given to Incident Number:

Section E1 - Dates and Times

* Alarm Date: 03/28/2017 * Alarm Time: 08:57:00

* Arrival Date: 03/28/2017 * Arrival Time: 07:11:00

Date Same As Alarm

* Controlled Date: * Controlled Time:

Date Same As Alarm

* Last Unit Cleared Date: 03/28/2017 * Last Unit Cleared Time: 07:30:00

Date Same As Alarm

Section E2 - Shifts and Alarms

Fire Department Shift: Number of Alarms For Incident: Incident District:

Next Tab Save

21. Now we want to check to see if we are missing any modules that should have been filled out when the original report was filed. Do this by clicking on the drop down arrow (on the left) so that all of the modules are showing. If you see a **(R)** next to one of them then that is a **required module** and must be added. Highlight the required module and click **Add**. Do this for all modules with **(R)** behind it.

National Fire Incident Reporting System

Home Incident Search New Incident Open Fire Department Change Password

Incident Information
State: WI
FDID: 09030
Incident Date: 03/28/2017
Incident Number: 2017007
Exposure: 0
[State New Reports](#)
[Print This Incident](#)
[Clear This Incident](#)
[Download to Print This Incident](#)

• No module was selected to add. Returning to Key Information page.

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

Incident Key Information

Section A - Key Information

No Activity

* Incident Date: 03/28/2017 * Incident Number: 2017007

* Exposure: 000

* FDID: 09030 - Cadott Village

FD State: WI Station:

Last Exported Date: <no value>

Incident Last Updated: 04/21/2017 16:22:11

Last Saved By: Sarah Brown

Original Save Date: 04/21/2017 15:59:57

Originally Saved By: Jason Fastbender

Save

Existing Modules
[Key Information](#)
[Basic](#)

Add Module
Select a module
Add

Home Incident Search New Incident Open Fire Department Change Password

Incident Information
State: WI
FDID: 09030
Incident Date: 03/28/2017
Incident Number: 2017007
Exposure: 0
[Create New Reports](#)
[Print This Incident](#)
[Clear This Incident](#)
[Download to Print This Incident](#)

• No module was selected to add. Returning to Key Information page.

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

Incident Key Information

Section A - Key Information

No Activity

* Incident Date: 03/28/2017 * Incident Number: 2017007

* Exposure: 000

* FDID: 09030 - Cadott Village

FD State: WI Station:

Last Exported Date: <no value>

Existing Modules
[Key Information](#)
[Basic](#)

Add Module
Fire (R)
Add

22. Open the 1st required module, **Fire Module**, in this case and fill in the highlighted areas Then do this for any remaining **required modules** that you have added.

*Note Be sure to **Save** between tabs.

U.S. Fire Administration
National Fire Incident Reporting System

Home Incident Search New Incident Open Fire Department Change Password Sta

Incident Information
State: WI
FDID: 09030
Incident Date: 03/28/2017
Incident Number: 2017007
Exposure: 0
[Create New Exposure](#)
[Delete This Incident](#)
[Clear This Incident](#)
[Download to Print This Incident](#)

Existing Modules
[Key Information](#)
[Basic](#)
Fire

Add Module
Select a module
Add

Reminder: Your session lasts for thirty (30) minutes unattended. Save your incident to reset this timer.
Basic Module - Sections B through E

B-E F-J K1 K2 L-M Special Study

Save Next Tab
Section B - Location Type

Address Provided on Wildland Form
OR

* Incident Address Type: Census Tract:
1 - Street address

Number or Milepost: Street Prefix: * Street or Highway Name: Street Type:
11481 250th ST - Street

Street Suffix:
1

Apartment: * City: * State: * Zip:
Cadott WI - Wisconsin 54727

Cross Street, Directions, or National Grid, as Applicable:

23. Next you will want to go back to the **Key Information** module and see that all of your **Critical errors and Warnings** are gone. If not go back in and **fix** and **SAVE** those. This example still needs to be **fixed**.

The screenshot displays the National Fire Incident Reporting System (NFIRS) interface. The top navigation bar includes links for Home, Incident Search, New Incident, Open My Department, and Change Password. The main content area is divided into several sections:

- Incident Information:** Displays details for State: WI, FDID: 09030, Incident Date: 03/28/2017, Incident Number: 2017007, and Exposure: 0. It includes links for Create New Exposure, Retire This Incident, Close This Incident, and Download My 2016 Data.
- Warning Message:** A red-bordered box contains the text: "Critical errors and warnings exist for this incident. View the error list for more details." This message is circled in red.
- Existing Modules:** Lists Key Information (selected), Basic, and Fire (with a red 'x' icon).
- Add Module:** A dropdown menu set to "Select a module" and an "Add" button.
- Section A - Key Information:** A form with the following fields:
 - No Activity
 - * Incident Date: 03/28/2017
 - * Incident Number: 2017007
 - * Exposure: 000
 - * FDID: 09030 - Cadott Village
 - FD State: WI
 - Station: [Empty]
 - Last Exported Date: <no value>
 - Incident Last Updated: 04/21/2017 16:22:11
 - Last Saved By: Sarah Brown
 - Original Save Date: 04/21/2017 15:59:57
 - Originally Saved By: Jason Fasbender
- Save Button:** Located at the bottom right of the form.

This example has ***No Errors.***

National Fire Incident Reporting System

Home | Incident Search | New Incident | Open My Department | Change Password

Incident Information
State: WI
FDID: 09030
Incident Date: 09/19/2017
Incident Number: 000test
Exposure: 0
[Create New Exposure](#)
[Relate This Incident](#)
[Close This Incident](#)
[Download to Print This Incident](#)

Existing Modules
[Key Information](#)
[Basic](#)

Add Module
Select a module

Reminder: Your session lasts for thirty (30) minutes unattended. Save your **Incident Key Information**

Section A - Key Information

No Activity

* Incident Date: 09/19/2017 * Incident Number: 000test

* Exposure: 000

* FDID: 09030 - Cadott Village

FD State: WI * Station:

Last Exported Date: <no value>

Incident Last Updated: 09/19/2017 16:40:38

This example shows that there are still **Warnings** on the incident but a warning will not make the incident invalid and is releasable to the USFA, so if you have the information to make it valid please make the changes, otherwise just leave it and explain in your **Narrative or Section L-Remarks**.

The screenshot displays the National Fire Incident Reporting System (NFIRS) interface. The top navigation bar includes links for Home, Incident Search, New Incident, Open Fire Department, and Change Password. The main content area is divided into several sections:

- Incident Information:** State: WI, FDID: 09030, Incident Date: 09/19/2017, Incident Number: 000test, Exposure: 0. Below this are links for "Create New Exposure", "Delete This Incident", "Duplicate Incident", and "Reassign Incident".
- Warnings:** A red circle highlights a warning message: "Warnings exist for this incident. View the error list for more details."
- Existing Modules:** Links for "Key Information" and "Basic".
- Add Module:** A dropdown menu labeled "Select a module" and an "Add" button.
- Section A - Key Information:** A reminder: "Your session lasts for thirty (30) minutes unattended. Save your incident to reset this timer." Below this are fields for "Incident Date" (09/19/2017), "Incident Number" (000test), "Exposure" (000), and "FDID" (09030 - Cadott Village). There are also fields for "FD State" (WI) and "Station".
- Metadata:** Last Exported Date: <no value>, Incident Last Updated: 10/24/2017 19:11:07, Last Saved By: Sarah Brown, Original Save Date: 09/19/2017 16:37:00, Originally Saved By: Richard Sommerfeld.
- Save:** A "Save" button is located at the bottom right of the form.

Congratulations!!!

You have now completed **How to Do an Incident Search in Data Entry Browser Interface**

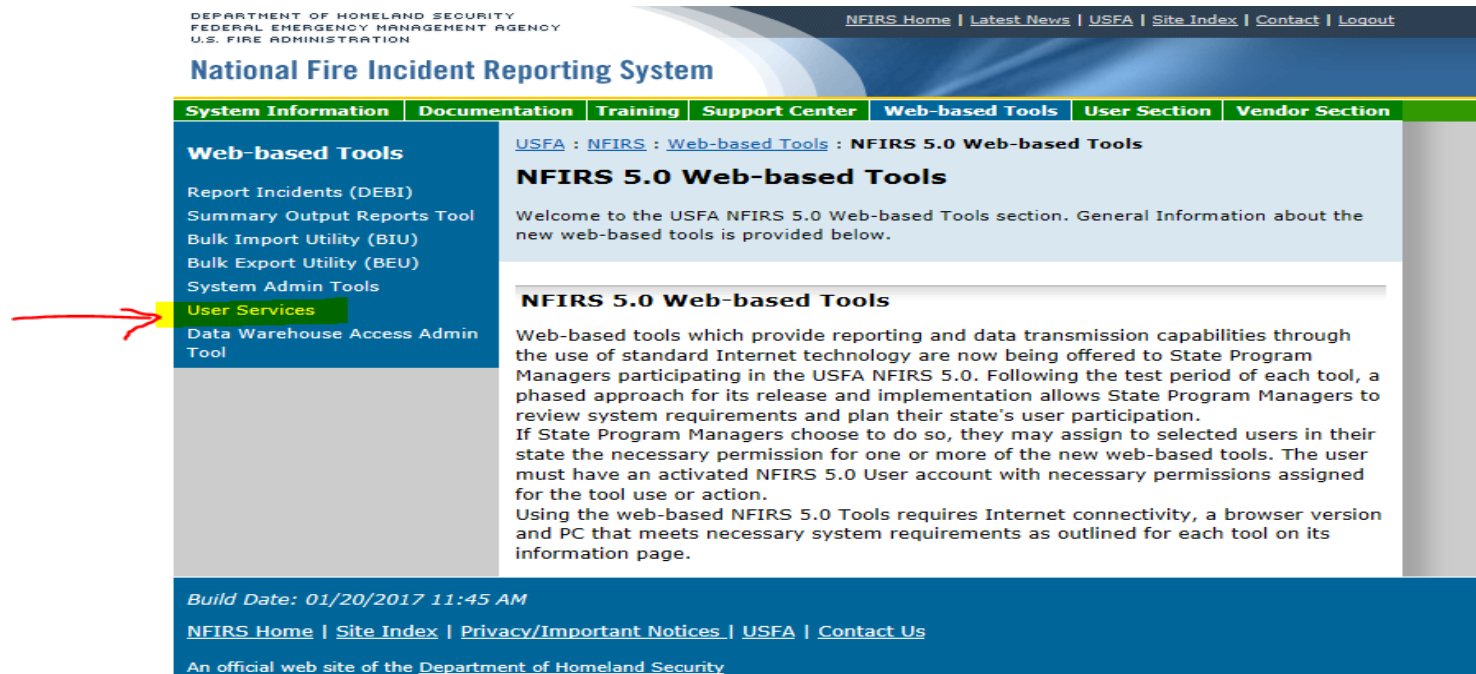
(DEBI)

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

How to Print an Incident Report from NFIRS Database.

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

Click on User Services



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

NFIRS Home | Latest News | USFA | Site Index | Contact | Logout

National Fire Incident Reporting System

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

Build Date: 01/20/2017 11:45 AM

[NFIRS Home](#) | [Site Index](#) | [Privacy/Important Notices](#) | [USFA](#) | [Contact Us](#)

An official web site of the [Department of Homeland Security](#)

2. Click on ***Proceed to Web-based FBIR Login*** under the ***Form Based Incident Report (FBIR)*** heading.

National Fire Incident Reporting System

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

User Section

- News Items Archive
- User Home
- User Registration
- Tutorial
- Users' FAQs

[USFA](#) : [NFIRS](#) : [User Section](#) : [User Home](#)

User Home Page

The NFIRS User Services allow users to perform maintenance on their accounts.

Change Password Utility

Members of the NFIRS community who do not use the USFA Client Software may use the web-based Change Password Utility to change the password associated with their NFIRS User account. Users who access exclusively the Bulk Import Utility, Bulk Export Utility, and Summary Output Reports Tool are encouraged to use this utility regularly to establish a login to the NFIRS 5.0 On-line system and change their password.

FEMA/DHS guidelines for security require user accounts that have been inactive for 60 days to be automatically deactivated. Using this Change Password Utility will establish a login to the NFIRS 5.0 On-line system.

- [Change Password](#)

Forms Based Incident Report (FBIR)

An incident FBIR is the equivalent of the paper forms of the modules. Members of the NFIRS community who do not use the USFA Client Software may use the web-based FBIR to generate an incident report for a single incident or multiple incidents saved in the NFIRS National Database. An FBIR may be generated only for incidents at or below the user's group assignment.

- [Proceed to Web-based FBIR Login](#)

3. Login with your *NFIRS username and password* and click *Continue* on the Federal System Warning.

National Fire Incident Reporting System

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

FBIR Generation Utility

USFA : NFIRS : [Web-based Tools](#) : Form Based Incident Report Generation (FBIR) Utility

Create FBIR Generation Request

FBIR Generation Information

Download Generated FBIR Files

Form Based Incident Report Generation (FBIR) Utility

The FBIR Utility is protected by both a user name & password and by the user having the proper permissions to use this utility. Contact your [State NFIRS Program Manager](#) for permission.

FBIR Generation Utility Logon

NFIRS State and Local Users Login

You must log on to continue. Please provide your username, state, and password and then press continue.

BOLD items are required.


Username

State

Password

FEMA PIV Card Single Sign-on

FEMA-issued 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 log into the FEMA network using your card and then sign in using the button below.



National Fire Incident Reporting System

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

FBIR Generation Utility

USFA : NFIRS : [Web-based Tools](#) : Form Based Incident Report Generation (FBIR) Utility

Create FBIR Generation Request

FBIR Generation Information

Download Generated FBIR Files

Form Based Incident Report Generation (FBIR) Utility

The FBIR Utility is protected by both a user name & password and by the user having the proper permissions to use this utility. Contact your [State NFIRS Program Manager](#) for permission.

Federal System Warning:

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.

4. Choose your FD by clicking in the **User Group/Fire Dept**, then choose which method you want to use to find the report you want printed. You can filter by the **Year or Quarter, Incident from and to Date, Validity, Data Version, Incident Number, Exposure Number** or a combination of them. The simplest way is by the **Incident Number** and most FD's will do it that way.

National Fire Incident Reporting System

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

FBIR Generation Utility

Create FBIR Generation Request
FBIR Generation Information
Download Generated FBIR Files

USFA : NFIRS : [Web-based Tools](#) : **Form Based Incident Report Generation (FBIR) Utility**

Form Based Incident Report Generation (FBIR) Utility

These FBIR Generation Utility pages will let you choose a set of incidents from the NFIRS National Database for which FBIRs will be generated. You will later be able to download a set of FBIRs for the chosen incidents.

FBIR Generation Utility - Generate FBIRs for Incidents

Please identify the incidents you wish to generate FBIRs for using the selection criteria below.

User Group/Fire Dept.: 09030 : Cadott Village
Click in the above field to open a user group/fire department listing

Year and Quarter
[] and []

OR

Incident Occurred From/On Date: [] (MM/DD/YYYY)
Incident Occurred To Date: [] (MM/DD/YYYY)

Incident Validity: All []
Incident Data Version: All []
Incident Number: []
Incident Number must be exact (ex.: 0000001)

Exposure Number: []

Review Incidents to Generate FBIRs For
Generate FBIRs For Matching Incidents

5. Choose your *Fire Department*, enter your *incident number* and then click *Review Incidents to Generate FBIRs For*

National Fire Incident Reporting System

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FBIR Generation Utility
USFA : NFIRS : Web-based Tools : Form Based Incident Report Generation (FBIR) Utility

Create FBIR Generation Request
FBIR Generation Information
Download Generated FBIR Files

Form Based Incident Report Generation (FBIR) Utility

These FBIR Generation Utility pages will let you choose a set of incidents from the NFIRS National Database for which FBIRs will be generated. You will later be able to download a set of FBIRs for the chosen incidents.

FBIR Generation Utility - Generate FBIRs for Incidents

Please identify the incidents you wish to generate FBIRs for using the selection criteria below.

User Group/Fire Dept.: 09030 : Cadott Village
Click in the above field to open a user group/fire department listing

Year and Quarter
[v] [v]

OR

Incident Occurred From/On Date: [] (MM/DD/YYYY)
Incident Occurred To Date: [] (MM/DD/YYYY)

Incident Validity: All [v]
Incident Data Version: All [v]
Incident Number: []
Incident Number must be exact (ex.: 0000001)

Exposure Number: 2017001

Review Incidents to Generate FBIRs For
Generate FBIRs For Matching Incidents

6. Then you will get a review of the incidents to print. You can either choose to put a **check mark in the box next to the report** and click **Generate FBIRs for Selected Incidents** *NOTE This is more common way if you have multiple incidents to choose from. Or you can choose to **Generate FBIRs for All Matching Incidents**.

FBIR Generation Utility [USFA : NFIRS : Web-based Tools : Form Based Incident Report Generation \(FBIR\) Utility](#)

Create FBIR Generation Request
 FBIR Generation Information
 Download Generated FBIR Files

Form Based Incident Report Generation (FBIR) Utility

These FBIR Generation Utility pages will let you choose a set of incidents from the NFIRS National Database for which FBIRs will be generated. You will later be able to download a set of FBIRs for the chosen incidents.

FBIR Generation Utility - Generate FBIRs for Incidents

The criteria you specified matches with 1 incidents. The incidents that matched your search criteria (up to 300) are displayed in the table below. If you wish to generate FBIRs for a subset of the incidents displayed in the table then select those incidents by checking their checkboxes and then pressing the "Generate FBIRs For Selected Incidents" button below the table. Otherwise you can generate FBIRs for all incidents that matched your search criteria by pressing "Generate FBIRs For All Matching Incidents."

The criteria that you specified can be found below the matching incidents table. If you wish to reduce the number of incidents listed in the table you can change your criteria by pressing the "Change Search Criteria" button found below your criteria.

FDID	State	Date	Incident #	Exp
<input checked="" type="checkbox"/> 09030	WI	Jan 2, 2017	2017001	0

Generate FBIRs For Selected Incidents
 Generate FBIRs For All Matching Incidents

FBIR Generation Utility [USFA : NFIRS : Web-based Tools : Form Based Incident Report Generation \(FBIR\) Utility](#)

Create FBIR Generation Request
 FBIR Generation Information
 Download Generated FBIR Files

Form Based Incident Report Generation (FBIR) Utility

These FBIR Generation Utility pages will let you choose a set of incidents from the NFIRS National Database for which FBIRs will be generated. You will later be able to download a set of FBIRs for the chosen incidents.

FBIR Generation Utility - Generate FBIRs for Incidents

The criteria you specified matches with 1 incidents. The incidents that matched your search criteria (up to 500) are displayed in the table below. If you wish to generate FBIRs for a subset of the incidents displayed in the table then select those incidents by checking their checkboxes and then pressing the "Generate FBIRs For Selected Incidents" button below the table. Otherwise you can generate FBIRs for all incidents that matched your search criteria by pressing "Generate FBIRs For All Matching Incidents."

The criteria that you specified can be found below the matching incidents table. If you wish to reduce the number of incidents listed in the table you can change your criteria by pressing the "Change Search Criteria" button found below your criteria.

FDID	State	Date	Incident #	Exp
<input type="checkbox"/> 09030	WI	Jan 2, 2017	2017001	0

Generate FBIRs For Selected Incidents
 Generate FBIRs For All Matching Incidents

7. Then you will be asked to ***Name your Task*** and then click ***Submit FBIR Generation Task for Execution.***

DEPARTMENT OF HOMELAND SECURITY
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U.S. FIRE ADMINISTRATION

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FBIR Generation Utility

Create FBIR Generation Request
FBIR Generation Information
Download Generated FBIR Files

[USFA](#) : [NFIRS](#) : [Web-based Tools](#) : **Form Based Incident Report Generation (FBIR) Utility**

Form Based Incident Report Generation (FBIR) Utility

These FBIR Generation Utility pages will let you choose a set of incidents from the NFIRS National Database for which FBIRs will be generated. You will later be able to download a set of FBIRs for the chosen incidents.

FBIR Generation Utility - Generate FBIRs for Incidents

You can provide a name for this FBIR Generation task to help you better differentiate it from other FBIR Generation that you have submitted. Please enter the FBIR Generation task's name below and press "**Submit FBIR Generation Task for Execution**"

Generate FBIRs Task Name:

8. This message will generate and you will then be notified via email when your report has been completed.

The screenshot displays the National Fire Incident Reporting System (NFIRS) web interface. At the top, the title "National Fire Incident Reporting System" is visible. Below the title is a navigation menu with tabs for "System Information", "Documentation", "Training", "Support Center", "Web-based Tools", "User Section", and "Vendor Section". The "Web-based Tools" tab is selected, and the "Form Based Incident Report Generation (FBIR) Utility" page is displayed. The page has a blue sidebar on the left with the following links: "FBIR Generation Utility", "Create FBIR Generation Request", "FBIR Generation Information", and "Download Generated FBIR Files". The main content area has a light blue header with the text "USFA : NFIRS : Web-based Tools : Form Based Incident Report Generation (FBIR) Utility". Below this, the page title is "Form Based Incident Report Generation (FBIR) Utility". The main text explains that the page allows users to view the status of FBIR generation requests and provides instructions to use the browser's refresh button. A section titled "FBIR Generation Utility - Review FBIR Generation Status" shows that a request was submitted on 1 November 2017 at 3:36 PM and is currently in the "Submitted" state. Below this, the criteria for the request are listed: "User Group/Fire Dept. = Cadott Village", "Incident Number =", "Incident Validity = All", and "Incident Data Version = All". A notification email address, sarah2.brown@wisconsin.gov, is provided. At the bottom of the page, the build date is "01/20/2017 11:45 AM" and there are links for "NFIRS Home", "Site Index", "Privacy/Important Notices", "USFA", and "Contact Us".

USFA : NFIRS : Web-based Tools : Form Based Incident Report Generation (FBIR) Utility

Form Based Incident Report Generation (FBIR) Utility

This FBIR Generation Utility page will let you view the status of FBIR generation requests you made earlier. Use your browser's refresh button to update the status as the request progresses.

FBIR Generation Utility - Review FBIR Generation Status

You submitted this generate FBIR request on 1 November 2017 at 3:36 PM. Its current state is 'Submitted'.

You requested that FBIRs be generated for all incidents that meet the following criteria:

- User Group/Fire Dept. = Cadott Village
- Incident Number =
- Incident Validity = All
- Incident Data Version = All

Notification of when the FBIR generation completes will be sent to sarah2.brown@wisconsin.gov.

Build Date: 01/20/2017 11:45 AM

[NFIRS Home](#) | [Site Index](#) | [Privacy/Important Notices](#) | [USFA](#) | [Contact Us](#)

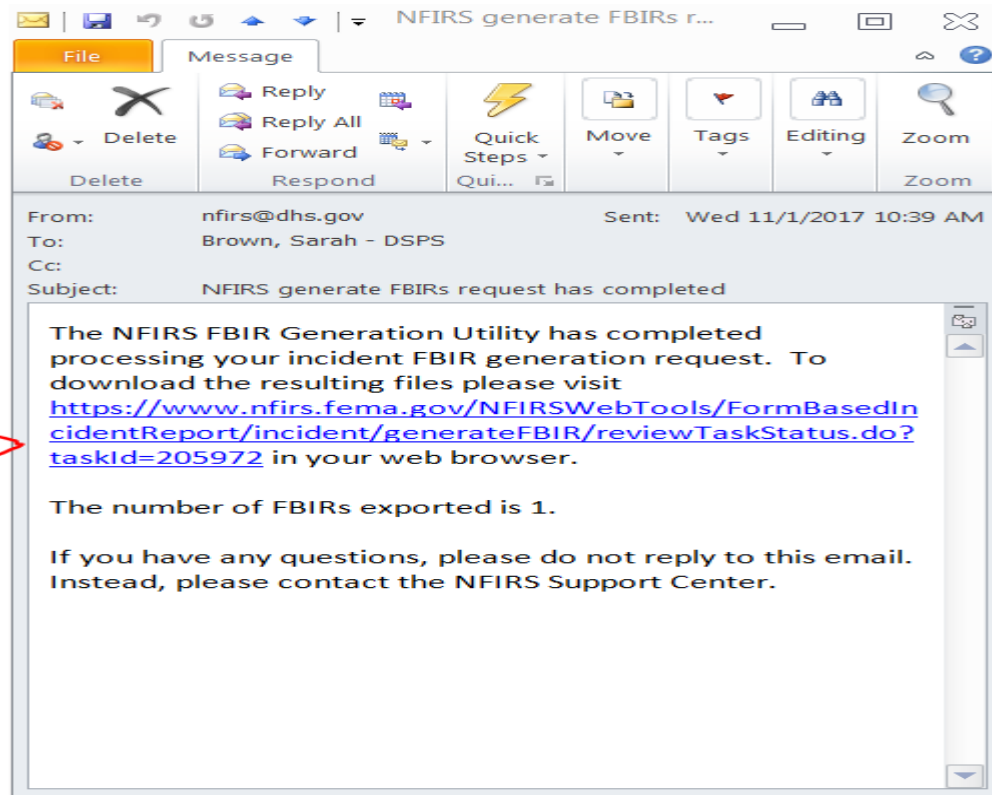
9. You can retrieve the completed reports **2 ways**.
The 1st is by waiting for an email to be sent and then
by clicking on the hyperlink.

Today

nfirs@dhs.gov

10:39 AM

NFIRS generate FBIRs request has completed



Or by clicking on **Download FBIR Files** (on the left) and then clicking on the **Task name** when the **Status** says it is **Complete**.

National Fire Incident Reporting System

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

FBIR Generation Utility

USFA : NFIRS : Web-based Tools : Form Based Incident Report Generation (FBIR) Utility

Form Based Incident Report Generation (FBIR) Utility

This FBIR Generation Utility page will let you view the status of FBIR generation requests you made earlier. Use your browser's refresh button to update the status as the request progresses.

FBIR Generation Utility - Review FBIR Generation Status

You submitted this generate FBIR request on 1 November 2017 at 3:36 PM. Its current state is 'Submitted'.

You requested that FBIRs be generated for all incidents that meet the following criteria:

- User Group/Fire Dept. = Cadott Village
- Incident Number =
- Incident Validity = All
- Incident Data Version = All

Notification of when the FBIR generation completes will be sent to sarah2.brown@wisconsin.gov.

National Fire Incident Reporting System

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

FBIR Generation Utility

USFA : NFIRS : Web-based Tools : Form Based Incident Report Generation (FBIR) Utility

Form Based Incident Report Generation (FBIR) Utility

View FBIR Generation requests and details about those requests.

FBIR Generation Utility - Recent FBIR Generation Requests

Below is a list of all FBIR generation requests that you have made in the last 60 days. To see details about a request or download the results of a completed request select the request's name.

Name	Request Date	Status
2017001Cadott	Nov 1, 2017	Complete
2017JanCadott	Oct 31, 2017	Complete
sup2339	Aug 28, 2017	Complete

Build Date: 01/20/2017 11:45 AM

10. Either method you will be instructed to *Login using your NFIRS username and password*

National Fire Incident Reporting System

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BIR Generation Utility

USFA : NFIRS : [Web-based Tools](#) : Form Based Incident Report Generation (FBIR) Utility

Form Based Incident Report Generation (FBIR) Utility

The FBIR Utility is protected by both a user name & password and by the user having the proper permissions to use this utility. Contact your [State NFIRS Program Manager](#) for permission.

FBIR Generation Utility Logon

NFIRS State and Local Users Login

You must log on to continue. Please provide your username, state, and password and then press continue.

BOLD items are required.


Username

State

Password

FEMA PIV Card Single Sign-on

FEMA-issued 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 log into the FEMA network using your card and then sign in using the button below.



National Fire Incident Reporting System

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

BIR Generation Utility

USFA : NFIRS : [Web-based Tools](#) : Form Based Incident Report Generation (FBIR) Utility

Form Based Incident Report Generation (FBIR) Utility

The FBIR Utility is protected by both a user name & password and by the user having the proper permissions to use this utility. Contact your [State NFIRS Program Manager](#) for permission.

Federal System Warning:

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DO NOT PROCESS CLASSIFIED INFORMATION ON THIS SYSTEM.

11. Then *Open or Save* the PDF to your computer for printing.

National Fire Incident Reporting System

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

FBIR Generation Utility

USFA : NFIRS : Web-based Tools : Form Based Incident Report Generation (FBIR) Utility

Form Based Incident Report Generation (FBIR) Utility

This FBIR Generation Utility page will let you view the status of FBIR generation requests you made earlier. Use your browser's refresh button to update the status as the request progresses.

FBIR Generation Utility - Review FBIR Generation Status

You submitted this generate FBIR request on 1 November 2017 at 3:36 PM. Its current state is ' **Complete** '.

You requested that FBIRs be generated for all incidents that meet the following criteria:

- User Group/Fire Dept. = Cadott Village
- Incident Number =
- Incident Validity = All
- Incident Data Version = All

Notification of when the FBIR generation completed was sent to sarah2.brown@wisconsin.gov.

The FBIRs you requested to be generated have finished. A total of **1** incident matched the request.

If incidents were found by your search criteria, the generated FBIRs were saved to the following files...

- **fbir205972-01.zip**

You can have the Generate FBIRs Utility re-run this task and have it generate FBIRs for only those incidents that have changed since this task was run (Nov 1, 2017) by selecting the link below:

[Generate FBIRs for modified incidents](#)

2017 11:45 AM

fbir205972-01.zip (41.8 KB) nfirs.fema.gov

Open Save ▾ Cancel

Congratulations!!!

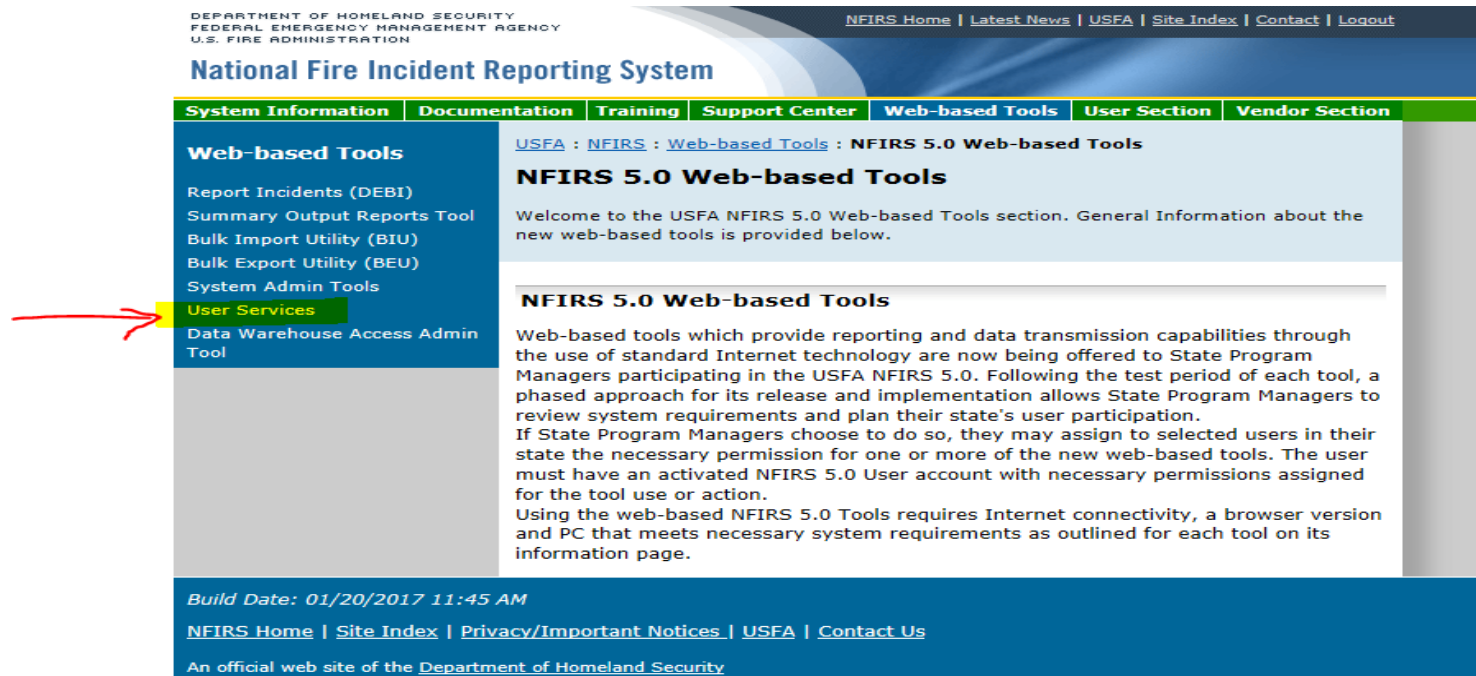
You have now completed ***How to Print an Incident Report from NFIRS Database.***

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

How to Change your NFIRS Password

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

Click on User Services



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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.

Build Date: 01/20/2017 11:45 AM

[NFIRS Home](#) | [Site Index](#) | [Privacy/Important Notices](#) | [USFA](#) | [Contact Us](#)

An official web site of the [Department of Homeland Security](#)

2. Under the **“Change Password Utility”** click **Change Password**.

DEPARTMENT OF HOVELAND SECURITY
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National Fire Incident Reporting System

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User Section

- News Items Archive
- User Home
- User Registration
- Tutorial
- Users' FAQs

[USFA](#) : [NFIRS](#) : [User Section](#) : [User Home](#)

User Home Page

The NFIRS User Services allow users to perform maintenance on their accounts.

Change Password Utility

Members of the NFIRS community who do not use the USFA Client Software may use the web-based Change Password Utility to change the password associated with their NFIRS User account. Users who access exclusively the Bulk Import Utility, Bulk Export Utility, and Summary Output Reports Tool are encouraged to use this utility regularly to establish a login to the NFIRS 5.0 On-line system and change their password.

FEMA/DHS guidelines for security require user accounts that have been inactive for 60 days to be automatically deactivated. Using this Change Password Utility will establish a login to the NFIRS 5.0 On-line system.

- [Change Password](#)

Forms Based Incident Report (FBIR)

An incident FBIR is the equivalent of the paper forms of the modules. Members of the NFIRS community who do not use the USFA Client Software may use the web-based FBIR to generate an incident report for a single incident or multiple incidents saved in the NFIRS National Database. An FBIR may be generated only for incidents at or below the user's group assignment.

- [Proceed to Web-based FBIR Login](#)

Build Date: 01/20/2017 11:45 AM

3. A new window will open click **OK**

The screenshot shows the NFIRS website interface. At the top, it displays 'DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY U.S. FIRE ADMINISTRATION'. Navigation links include 'NFIRS Home', 'Latest News', 'USFA', 'Site Index', 'Contact', and 'Logout'. The main heading is 'National Fire Incident Reporting System'. A sidebar on the left contains 'System Information', 'Documentation', 'Training', and 'Support'. The main content area is titled 'User Services' and includes a 'Change Password' link. A 'Message from webpage' dialog box is overlaid in the center, featuring a yellow warning triangle icon. The dialog text reads: '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.' An 'OK' button is located at the bottom right of the dialog box. Below the dialog, the 'NFIRS User Password Change' form is partially visible, with a 'Username' input field at the bottom.

4. You will then need to *fill in the blanks* and click *Continue*.

***NOTE** Remember when changing your password that it **can not** be one of your previous 8 passwords.

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National Fire Incident Reporting System

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USFA : NFIRS : Web-based Tools : User Password Change

User Password Change

This page will allow users to change their password at any time. Users must change their password every 90 days.

NFIRS User Password Change

User Password Change

Enter your username, state, old password, and new password (twice to make sure there are no typing mistakes.)

Your new password must:

- Be at least 8 characters in length;
- Contain a combination of alphabetic, numeric, and special characters; and
- Not be the same as your last 8 passwords.

Your new password should also:

- Not contain any dictionary word in any language;
- Not contain any proper noun or name of any person, pet, child, or fictional character;
- Not contain any employee serial number, Social Security number, birth date, phone number, or any information that could be readily guessed about you;
- Not contain any simple pattern of numbers, such as "qwerty" or "xyz123"; and
- Not contain any word, noun, or name spelled backwards or appended with a single digit or a two-digit year string such as "98xyz123".

All items are required.

Username

State

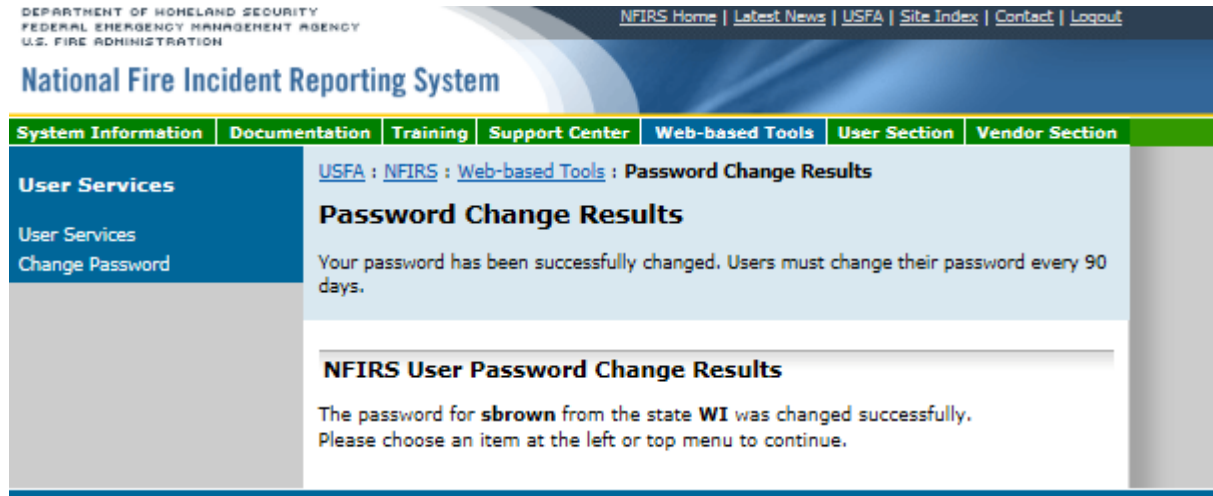
Old Password

New Password

Retype New Password

Congratulations!!!

You have now completed ***How to Change your NFIRS Password.***



The screenshot shows the NFIRS (National Fire Incident Reporting System) website. At the top, it displays the Department of Homeland Security, Federal Emergency Management Agency, and U.S. Fire Administration. The page title is "National Fire Incident Reporting System". A navigation bar includes links for "NFIRS Home", "Latest News", "USFA", "Site Index", "Contact", and "Logout". Below this is a green navigation menu with categories: "System Information", "Documentation", "Training", "Support Center", "Web-based Tools", "User Section", and "Vendor Section". The "User Services" section is active, showing "User Services" and "Change Password". The main content area displays "Password Change Results" with the message: "Your password has been successfully changed. Users must change their password every 90 days." Below this, a section titled "NFIRS User Password Change Results" states: "The password for **sbrown** from the state **WI** was changed successfully. Please choose an item at the left or top menu to continue."

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