

NFIRS QUICK REFERENCE GUIDE



NFIRS Account Reset

NFIRS accounts go inactive every 45 days and users can get locked out if they mistype or forge their password. Also, users can get locked out of their account if they try to change their password to a password that is not acceptable to the NFIRS password requirements. If you need your account reset, please contact one of the Fire Service Support Bureau Coordinators listed in Appendix A.

NFIRS Password Requirements

NFIRS has released new password requirements. Passwords must now contain a special character. When you create your new password, the password needs to be 8 characters in length and also must contain letters, numbers and a special character. Please see the allowable special characters listed below.

- Be at least 8 characters in length
- Contain a combination of alphabetic, numeric and special characters
- Not be the same as the previous 8 passwords
- Should not contain any dictionary words or proper nouns
- Are case-sensitive
- May not begin with a number

Special characters allowed: ~! \$ % * () - _ = + [] ; : . < >

Special characters not allowed: @ # ^ & { } / | ?

Additional NFIRS Accounts

To add additional NFIRS user accounts in the system for members of your fire department, please email the following information for each member to one of the Fire Service Support Coordinators in Appendix A. Then they will setup the new accounts. Each member will be sent an email with their account information:

- FDID
- Fire Department
- Contact Name
- Contact Phone Number
- Username
- Contact e-mail

NFIRS Software Download Instructions

Note: if you are installing the software on a computer with Windows Vista, Windows 7, Windows 8 or Windows 10 there are some changes to your computer settings to make in order to get the program to run. See the Windows Fix instructions below.

1. To download the latest software, go to www.nfirs.fema.gov
 2. In the green bar at the top of the page, click on 'User Section'
 3. Then, on the left, click on 'User Home'
 4. You should then see a logon screen. Login using your NFIRS account information. When prompted that you are about to access a U. S. Government information system, click 'Continue'.
 5. Once you have logged in, on the left, click on 'Download Software'.
 6. Then, to download the software, click on the link.
 7. A new window should open with the title 'File Download Notice: Application Executable Fire'. Click on 'Download Now'.
 8. Or save the file, select 'Save' and change the 'Save In' location to your Desktop. Click 'Save'.
 9. When the download is complete, click 'Close'.
 10. Locate the executable file on your Desktop and double-click on the file to start the installation of the program. When prompted, accept all the defaults and keep clicking 'Next' until the program finishes.
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Windows Fix to Allow the NFIRS Program to Run (Windows Vista, Windows 7, Windows 8, Windows 10)

The NFIRS program installs folders on your computer with read only permissions, instead of full control permissions. See the instructions below for details with the steps to change these settings. You need to be logged in as an administrator to perform these steps. If you do not have administrator privileges on your machine, please contact your system administrator to perform these steps for you.

1. Navigate to the directory where the NFIRS client is installed. By default this is 'C:\Program Files (x86)\NFIRS client'. Click on your Start Menu and then click on 'Computer'. If you have Windows 8, open Fire Explorer on your computer. Double-Click on the Local Disk (C:) drive.
2. Locate and double-click on the 'Program Files(x86)' folder to open.
3. Locate the 'NFIRS client' folder. Click on the folder once to highlight. Right-click on the folder and select the 'Properties' option.
4. Click on the 'Security' tab.
5. Find the line that says 'User (Your Computer Name\Users) 'Group or user names'. Area and click on it to highlight it.
6. Click on the 'Edit' button.
7. On the 'Permissions' screen find the line that says 'Users (Your Computer Name\Users)' under the 'Group or user names.' Area and click on it to highlight it. (Please note that although the step is similar to one before, it is a different screen.)

8. In the 'Permissions' areas make sure that 'Full Control' is checked under the 'Allow' column.
9. Click on 'Apply' and make sure that the information is saved.
10. Click on 'OK' and close the windows.

Report Incidents Using NFIRS Systems

To report your incidents to NFIRS, you can use either the NFIRS Data Entry Tool (DET) Program or you can use the Data Entry Browser Interface (DEBI) on the NFIRS website. Both systems will save your reports into the national NFIRSs system. Here are the steps for accessing the program and the website.

- **NFIRS Data Entry Tool (DET) – Program**

1. Click on the Start Menu of your computer. Click on All Programs. Then, click on the NFIRS folder. Click on Data Entry Tool. If you have Windows 8, go to the Desktop and double-click on the Data Entry Tool icon.
2. You should then see a logon screen. Login using your NFIRS account information. When prompted that you are about to access a U.S. Government information system, click 'OK'.
3. Click on the 'Incident New' button to add an incident for your fire department or click on the 'Incident Open' button to search for current incidents in the system.

- **NFIRS Data Entry Browser Interface (DEBI) – Website**

1. To report your incidents using the NFIRS website, go to www.nfirs.fema.gov
2. In the green bar at the top of the page click on 'Web-based Tools'.
3. Then, on the left, click on 'Report Incidents (DEBI)'.
4. You should then see a logon screen. Login using your NFIRS account information. When prompted that you are about to access a U.S. Government information system, click 'OK'.
5. Click on 'New Incident' to add an incident for your fire department or click on 'Incident Search' to search for current incidents in the system.

No Activity Reporting

When you have no incidents for a month, you will need to report to NFIRS. To report that you have no incidents, go into the NFIRS reporting system and start a new incident. For the incident date, enter the last day of the month for the month with no calls, ex. 1/31/2014, for Jan 2014. For the incident number, enter '0000000'. Then, check the box for no activity. Then, click on 'OK' and then click on 'Save' to save the incident.

- Incident date: 1/31/2014 (for ex. Jan 2014)
- Incident number: 000000
- Check box for No Activity

Running NFIRS Web-Based Reports

1. To access the web-based reports website, go to www.nfirs.fema.gov
2. In the green bar at the top of the page, click on 'Web-based Tools'.
3. Then, on the left, click on 'Summary Output Reports Tool'.
4. Login using your NFIRS account information. When prompted that you are about to access a U.S. Government information system, click 'OK'.
5. You should see a list of reports that you can run on the page. The 'Summary by Incident Type' report is a good report to run. It provides a breakout of calls by incident type, as well as, total fire dollar loss and the number of civilian and fire service casualties. The 'Residential Structure Fire Causes' report is another good report to run that shows fire cause information. Click on a report title to run a report.
6. Enter a date range for the report. Enter dates in the date range fields such as 01/01/2013 for the from date, and 12/31/2013 for the to date. There is a calendar dropdown menu that you can also use to select the dates.
7. For the dropdown boxes, select 'All' for incidents status, 'all' for version, and 'all' for release status. This ensures that you are getting all of your incidents in the report.
8. In the 'FDID Selection' window, click the folder next to NFIRS-NFDC, then the folder next to New Mexico, and then continue to expand out to your fire department. Click the box next to your fire department to select. You should see a check in the box.
9. Then click the 'Generate Report' button at the bottom of the page to submit the report to run on the server.
10. On the top left of the page, click on 'My Recent Reports'. Your report should be listed on the page. The status for the report will show 'In Progress'. Keep clicking on 'My Recent Reports' to refresh the page. Once your report is finished, the status will show 'Completed'. The time that it takes to run a report varies based on the total number of reports being requested.
11. To view and save your report, click on one for the available report formats; PDF, Excel, Word, or HTML to download. PDF is the best format to select.
12. When prompted 'Do you want to open or save this file?', select 'Save'. Change the 'Save In' location to your Desktop and enter a filename for the report. Then click 'Save'. When the download is complete, click 'Close'.
13. Locate the file on your Desktop to open. You now have a file that you can print and save for future reference. The first page is a cover page that shows the

criteria that you entered for the report. The second page shows the actual report. For the 'Summary by Incident Type' report, the frequency column shows the number of incidents. If you add the numbers for frequency, mutual aid given and exposures, you will get the grand total number of emergency responses handled by your department.

14. Click on 'Available Reports' at the top of the webpage to go back to the list of available report if you want to run another report.

Export / import NFIRS Data

1. Create an export file from your software's database (most programs offer a menu option for 'Export NFIRS Data') by selecting a date range for the files to be included.
2. Once the file is created, go to NFIRS website (<https://www.nfirs.fema.gov>) and choose the Web-based Tools tab.
3. Select the 'Bulk Import Utility (BIU)' from the menu on the left side of the screen.
4. Select "Begin BIU import". You will prompt to login. If you do not have a NFIRS login or if your login is inactive contact your Fire Service Support Bureau Coordinator in Appendix A.
5. Once login to NFIRS is complete click on tools and then click on export/import tool.
6. Ensure the import tool circle is check. Then select the import file and chose the file from your computer.
7. Once file is uploaded ensure you check the fire dept box.
8. Then select imports, once the import is finished ensure you scroll to the bottom to ensure the export took.

Frequently Asked Questions

What does NFIRS stand for?

“National Fire Incident Reporting System”, which has been designed as a tool for fire departments nationwide to report and maintain computerized records of fires and other fire department incidents in a uniform manner. NFIRS 5.0 was developed by the United States Fire Administration (www.nfirs.fema.gov) in partnership with the National Fire Information Council (<http://www.nfic.org>).

Why should we report NFIRS?

Title 10 Public Safety and Law Enforcement, Chapter 25, State Fire Marshal, Part 10 Fire Protection Fund.

(10.25.10.10) Each fire department shall complete a monthly fire report utilizing the National Fire Incident Reporting System. This report shall be filed with the State Fire Marshal's Division by the 10th day of each month following the month for which the report is prepared, (e.g., the report for January is due by February 10th). Each fire department shall identify and file with the Fire Marshal's Division, as a minimum, one representative responsible to comply with the reporting requirements. If you miss or forget to report monthly after 90 days your department may be placed on NFIRS probation.

Who do I contact for help?

Appendix A is a list of personnel you may contact within the Fire Service Support Bureau for assistance.

Where can I get a NFIRS handbook?

All documentation and guidelines (i.e., the USFA NFIRS 5.0 Complete Reference Guide, Data Entry Tool User Guide, System Administration Tool Guide and the Configuration Tool Guide) are available for download at:
www.nfirs.fema.gov/users/usersdocs.shtml.

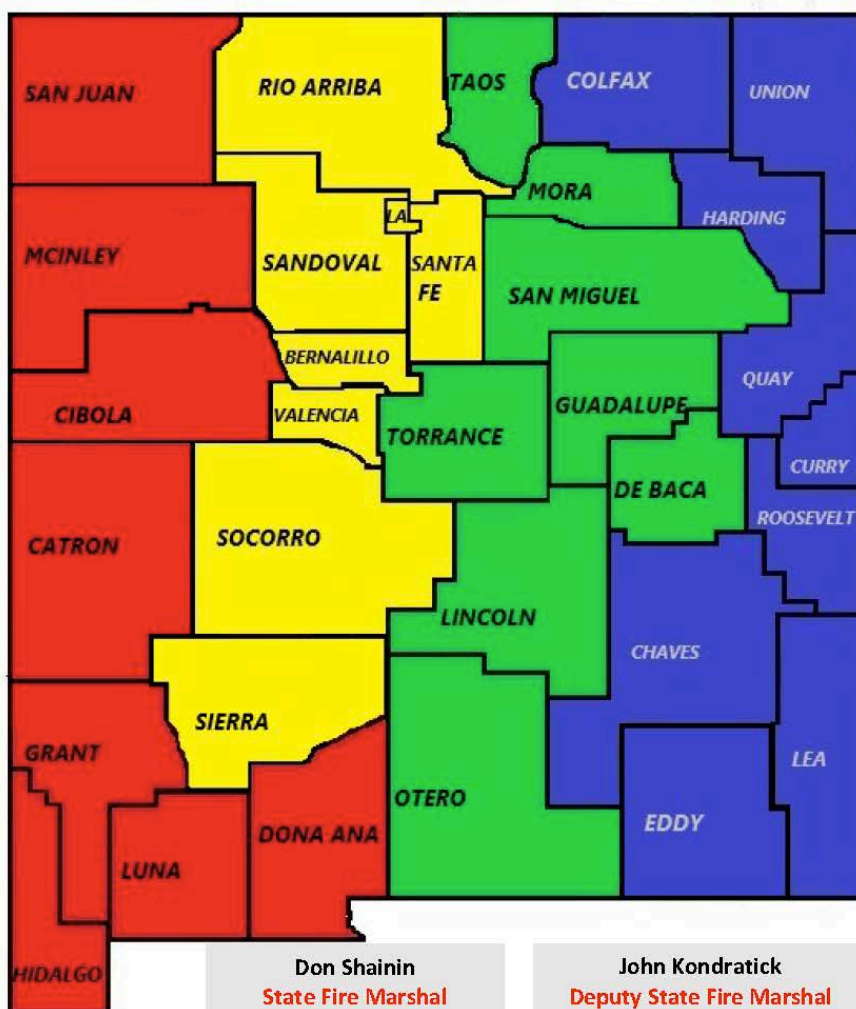
Who can give Bulk importing/exporting authority?

The State Program Manager is the only one that can give this permission. For the State of New Mexico this person is Georgia McGovern. She can be contacted at (505) 476-0174, or by email at georgia.mcgovern@state.nm.us

APPENDIX A



FIRE SERVICE SUPPORT BUREAU SERVICE AREA MAP



Don Shainin
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