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

# NFIRS Data Warehouse Reports Tool Local Fire Department User Quick Start Guide

Valid as of June 12, 2023



FEMA



## **Mission Statement**

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We support and strengthen fire and emergency medical services and stakeholders to prepare for, prevent, mitigate and respond to all hazards.

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

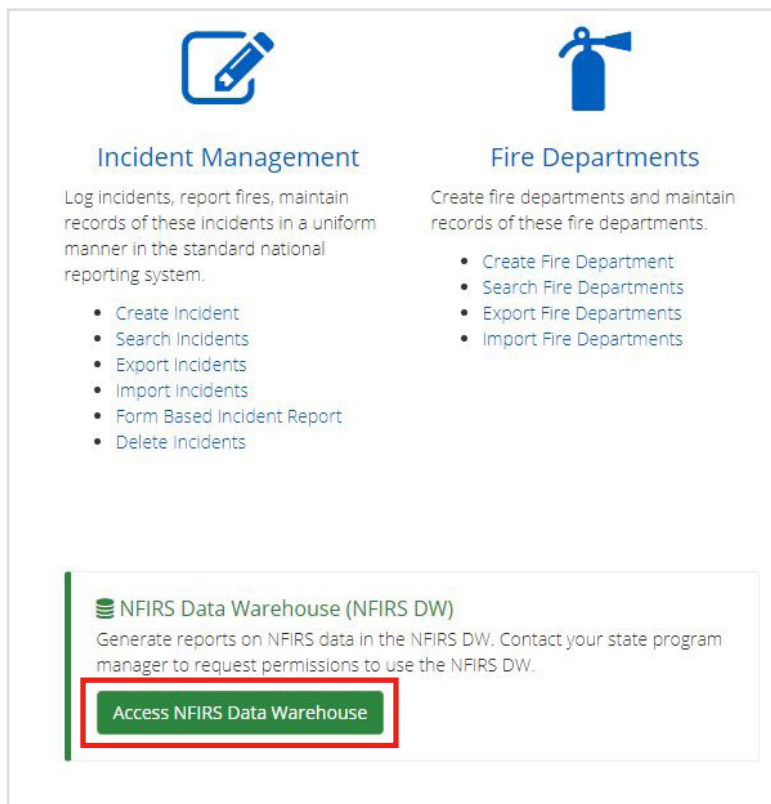


The National Fire Incident Reporting System (NFIRS) Data Warehouse (DW) is a free reports tool accessible with an active eNFIRS account with the appropriate permissions. It allows the user to create summary reports based on incident data entered in the NFIRS database, and users can look at all data from their own fire department and released data only from other departments from around the country. The reports offered in the DW include reports from the Summary Output Reports Tool that many users are familiar with and contain additional reports that can be used to better assist fire departments, from the areas of data quality and fire causes to summaries to analysis and more. Data in the NFIRS DW is refreshed nightly.

### Before you begin

- Use **Windows** as your operating system and **Microsoft Edge** as your browser.
- Ask your **NFIRS State Program Manager** to give you **EDW - Read Only** permissions in your NFIRS user account profile.
- If you need assistance, reach out to your **NFIRS State Program Manager**. You may find your NFIRS State Program Manager's contact information at <https://www.usfa.fema.gov/pocs/>.

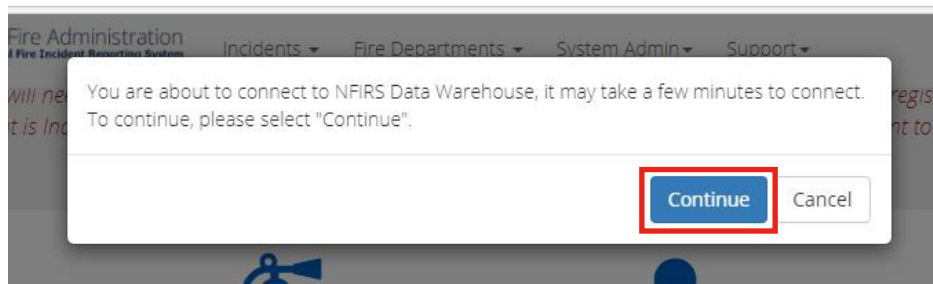
1. Log into **eNFIRS** at <https://www.nfirs.fema.gov>. Click the **Access NFIRS Data Warehouse** button at the bottom left of the page. If you do not see the DW button, your account does not have the correct permissions. Please contact your NFIRS State Program Manager for assistance.



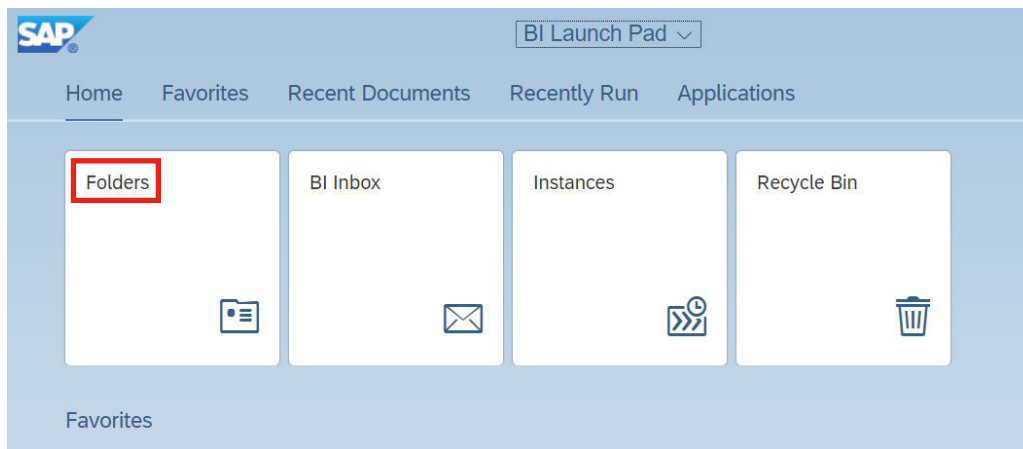
The screenshot displays the eNFIRS dashboard with three main sections:

- Incident Management**: Represented by a notepad icon. Description: "Log incidents, report fires, maintain records of these incidents in a uniform manner in the standard national reporting system." List of actions: Create Incident, Search Incidents, Export Incidents, Import Incidents, Form Based Incident Report, Delete Incidents.
- Fire Departments**: Represented by a fire hydrant icon. Description: "Create fire departments and maintain records of these fire departments." List of actions: Create Fire Department, Search Fire Departments, Export Fire Departments, Import Fire Departments.
- NFIRS Data Warehouse (NFIRS DW)**: Represented by a database icon. Description: "Generate reports on NFIRS data in the NFIRS DW. Contact your state program manager to request permissions to use the NFIRS DW." A green button labeled "Access NFIRS Data Warehouse" is highlighted with a red border.

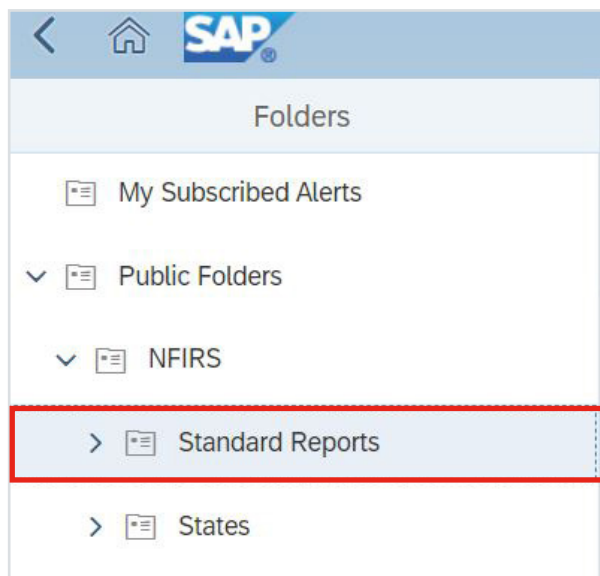
2. When prompted, click **Continue**.



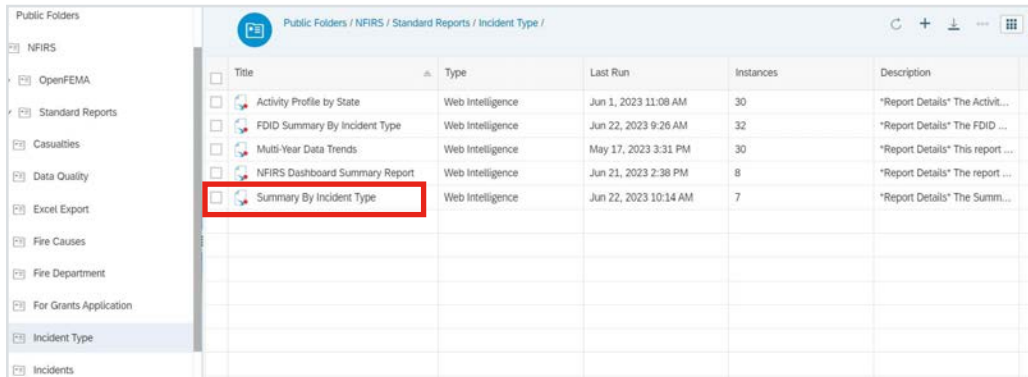
3. A new tab in your browser will open and you will land on the **BI Launch Pad**. Click the **Folders** tile.



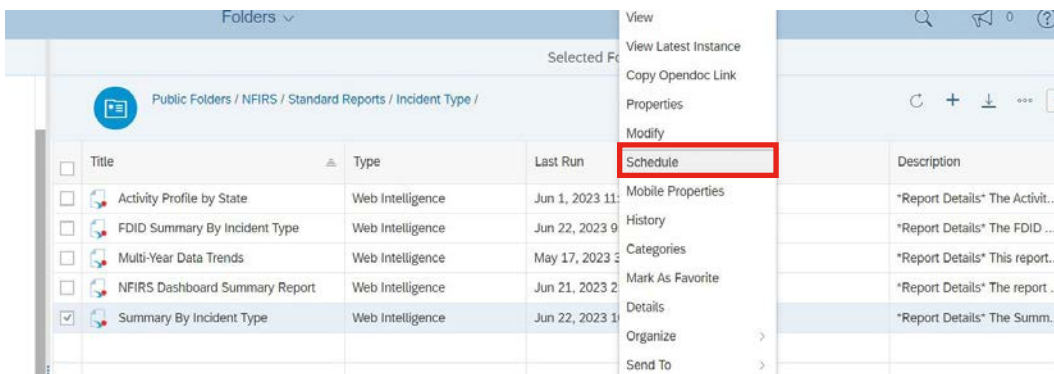
4. On the left-hand menu, click the arrows to expand the folders in the following order: **Public Folders** > **NFIRS** > **Standard Reports**.



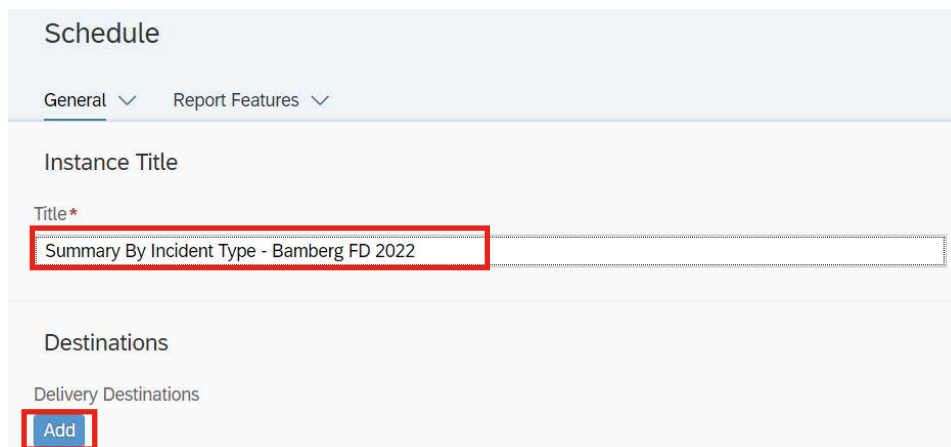
- In this example, we are going to run the **Summary By Incident Type** report for a fire department. Locate and click on the folder **Incident Type**. Then find the report, **Summary By Incident Type**, in the main section pane.



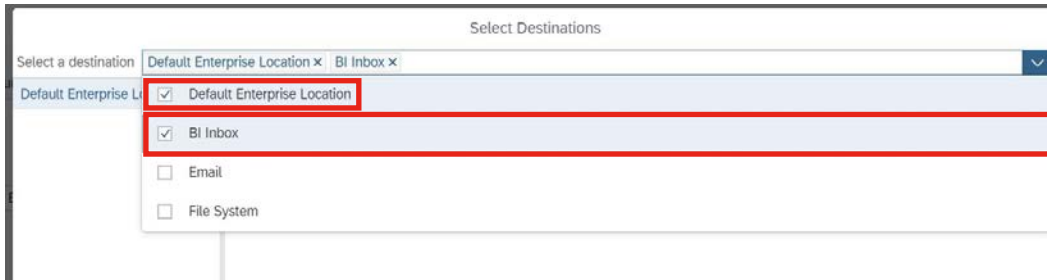
- Right-click the report name. Then click **Schedule** in the drop-down menu.



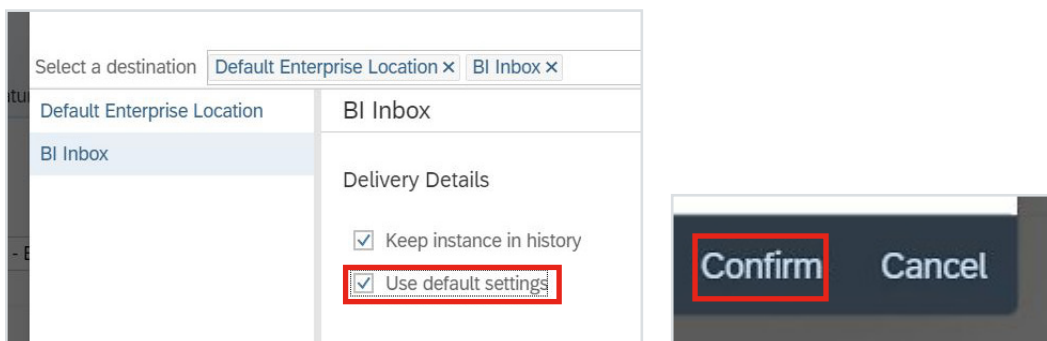
- Under the **General** tab, rename the **Title** to easily find the report later. In this example, we will title it "**Summary By Incident Type - Bamberg FD 2022.**"
- Under the **General** tab, click **Add** under the subheading **Delivery Destinations**.



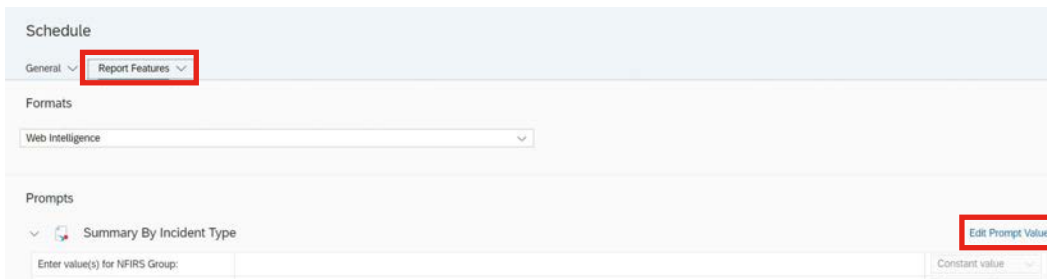
9. In the pop-up window, uncheck **Default Enterprise Location** and select **BI Inbox** as the destination. When the report is done processing, retrieve it on the DW homepage under **BI Inbox**.



10. Select the checkbox for **Use default settings**. Click **Confirm** at the bottom right of the window.



11. Click the **Report Features** tab. Click **Edit Prompt Values** on the right-hand side of the screen.







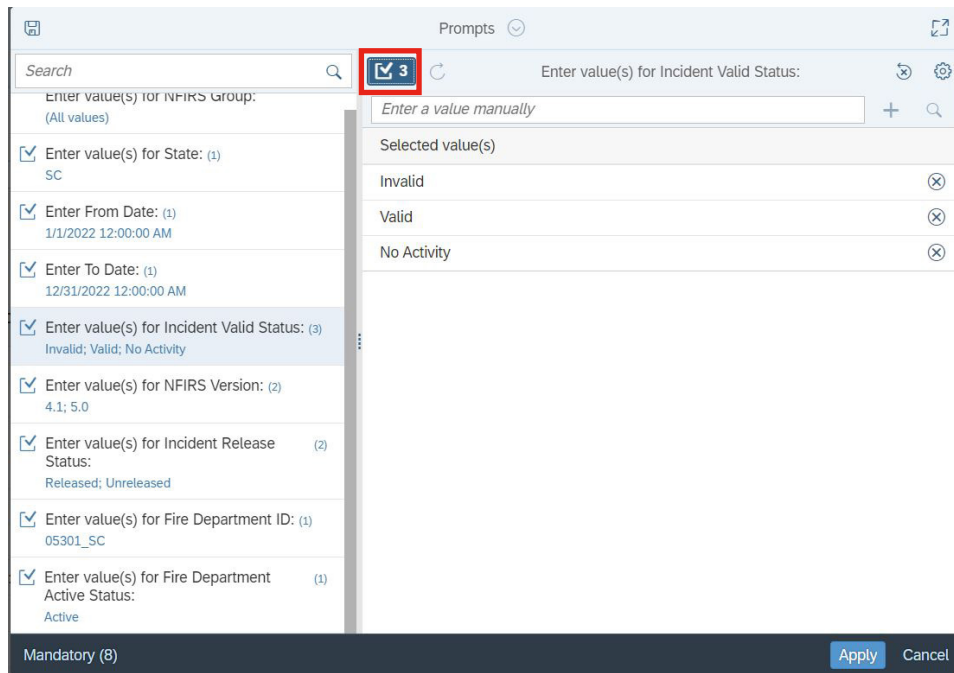
14. Repeat Step 13 for **Enter To Date** but change the date to **12/31/2022**. To see each year individually, you must run separate reports for each year, **otherwise, you will get the total for all the years in the timespan for which the report is retrieving data.**

The screenshot shows a configuration window with a left sidebar and a main right pane. The sidebar contains several filter categories, each with a checkbox and a list of values. The 'Enter To Date' category is highlighted with a red box and contains the text 'Please select at least one value'. The main pane has a search bar at the top with '12/31/2022' entered and highlighted in red. Below the search bar, a dropdown menu shows search results for '12/31/2022', including '(search)' and '(manual entry)' options. Below the dropdown, there are several radio button options for dates in 2023, such as '6/21/2023 12:00:00 AM'.

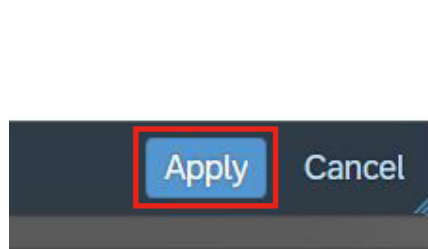
15. Select **Enter value(s) for Fire Department ID**. Use the **Search** to find your fire department ID (FDID) or Fire Department name. To search for your FDID, enter your FDID in the search window, then underscore and your state abbreviation (e.g., **05301\_SC**), or you can search by name.

The screenshot shows the same configuration window as in step 14, but now the 'Enter value(s) for Fire Department ID' field is highlighted in red and contains '05301\_SC'. The sidebar has updated to show the 'Enter value(s) for Fire Department ID' category with '05301\_SC' listed. The main pane shows a search bar with '05301\_SC' entered and highlighted in red. Below the search bar, a dropdown menu shows search results for '05301\_SC', including 'Fire Department FDID and State' and 'Fire Department Name' columns. Below the dropdown, there is a table with one row: '05301\_SC' and 'Bamberg City FD'. At the bottom of the window, there are 'Apply' and 'Cancel' buttons.

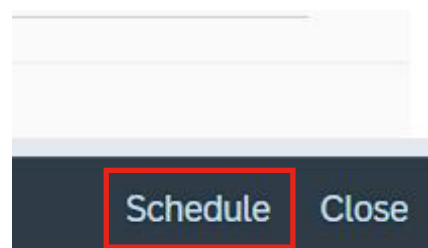
16. All prompts should be reviewed and updated as needed. To edit prompts and remove selected values, select the prompt, click the checkbox icon and click the X's for values that you want to remove from the selected prompts.



17. Click **Apply**.



18. Click **Schedule** on the bottom right of the window.




19. The next screen that loads is the **History** page, which includes a list of scheduled report instances. While the report is running, a blue half-circle icon will appear. When the report is complete, a green check mark will appear next to the name of the report and the status will show **Success**. To view the report later, you can find a copy in the **BI Inbox** tile on the **Data Warehouse's Launch Pad**. View the **History** page anytime by going back to the report in the **Standard Reports** folders, then right-clicking on the report and selecting **History**.

<input type="checkbox"/>	Title	Status
<input type="checkbox"/>	 Summary By Incident Type - Bamberg FD 2022	Running

20. After the green check mark appears, click the report to open. You can also click the **3 dots** to the right of the title and select **View**.

<input type="checkbox"/>	Title	Status
<input checked="" type="checkbox"/>	Summary By Incident Type - Bamberg FD 2022	Success

2/31/2010 12:00:00 AM;Invalid;Valid;4.1;5 

**View**

Copy Opendoc Link

21. You will see your report with multiple tabs. The first tab, in this example, is **Report**, which contains the summary report. The second tab, **Parameters**, contains the parameters used to run the query. While not all standard reports have multiple tabs, they will have at least 2: the main report and the parameters.

File Query Analyze Display

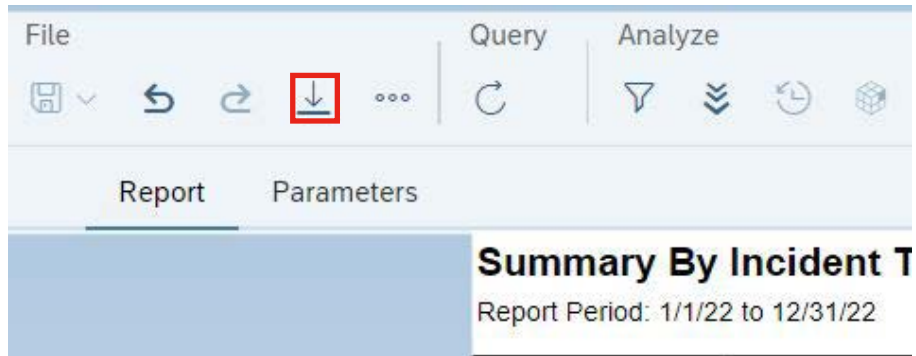
**Report** **Parameters**

**Summary By Incident Type - Bamberg FD 2022**  
Report Period: 1/1/22 to 12/31/22

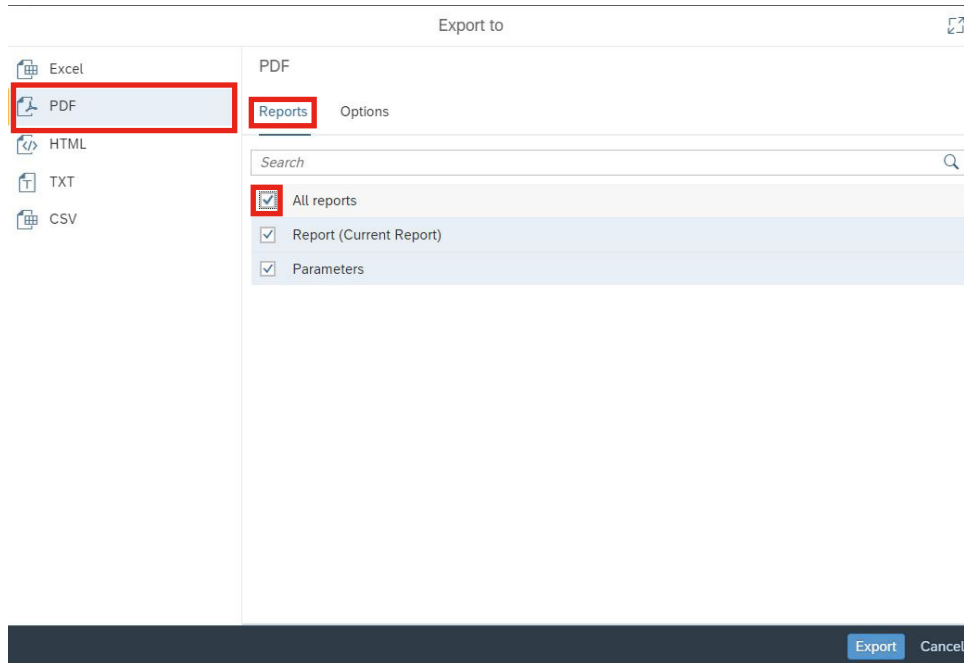
Call By Incident Type	Frequency	Percent of Total Calls	Mutual Aid None	Mutual Aid Given	Mutual Aid Received	Other Aid Given	Invalid Aid Flag	Exposures	Total Incidents
<b>FIRES</b>									
Building Fires (110-118, 120-123)	11	3.55%	10	10	1	0	0	0	21
Vehicle Fires (130-138)	7	2.26%	7	0	0	0	0	0	7
Other Fires (100, 140-173)	7	2.26%	5	2	2	0	0	0	9
<b>Total Fires</b>	<b>25</b>	<b>8.06%</b>	<b>22</b>	<b>12</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37</b>
Pressure Ruptures, Explosion, Overheat (200-251)	1	0.32%	1	0	0	0	0	0	1
<b>RESCUE CALLS</b>									
Emergency Medical Treatment (300-324)	174	56.13%	172	1	2	0	0	0	175
All Others (331-381)	1	0.32%	1	0	0	0	0	0	1
<b>Total Rescue Calls</b>	<b>175</b>	<b>56.45%</b>	<b>173</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>176</b>
Hazardous Condition Calls (400-482)	21	6.77%	21	0	0	0	0	0	21
Service Calls (500-571)	19	6.13%	19	0	0	0	0	0	19
Good Intent Calls (600-671)	30	9.68%	30	0	0	0	0	0	30
Severe Weather or National Disaster Calls (800-815)	0	0.00%	0	0	0	0	0	0	0
Special Incident Calls (900-911)	0	0.00%	0	0	0	0	0	0	0
Unknown Incident Type (UUU)	0	0.00%	0	0	0	0	0	0	0
<b>FALSE CALLS</b>									
Malicious Calls (710-715, 751)	1	0.32%	1	0	0	0	0	0	1
Other False Calls (700, 721-746)	38	12.26%	38	0	0	0	0	0	38
<b>Total False Calls</b>	<b>39</b>	<b>12.58%</b>	<b>39</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39</b>
<b>TOTAL CALLS</b>	<b>310</b>	<b>100.00%</b>	<b>305</b>	<b>13</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>323</b>

Total Incidents With Exposure Fires	0	Total Exposure Fires	0
Total Fire Dollar Loss	\$267,520	Total Dollar Loss	\$273,520

22. To **export** your report, click the icon that looks like a down arrow over a horizontal line. A pop-up window appears (see Step 22 and Step 23).



23. You can **export** the report in PDF format with the same look as what is currently on the screen by clicking **PDF** and **Reports**. See the image below.





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## Helpful tips

- For best performance, do not attempt to run a large data set. You will run into errors and must start over! If you keep running into errors, close your browser and start a new DW session. If the errors continue, contact your **NFIRS State Program Manager**.
- Until you are comfortable using DW, we recommend against using the features not described in this Quick Guide. Keep practicing scheduling, viewing and downloading reports so you can learn the skills with scheduling a report.
- You can see your data whether it is released or unreleased. You can see data outside of your fire department or state **only** if the data is released. Released data, which includes valid and no activity data only, is typically ready by July 1 of the following calendar year.
- Reminder: Data in the NFIRS DW is refreshed nightly. Incidents entered or imported will not show up in the DW until the next day. Also, account information with new users with DW permissions is refreshed nightly. Please allow 1 day for new accounts to be refreshed in the DW.
- If you need assistance, reach out to your **NFIRS State Program Manager**. You may find your NFIRS State Program Manager's contact information at <https://www.usfa.fema.gov/pocs/>.



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