

How to Generate an NFIRS Report to Find Invalid Incidents

This is how to get to the federal NFIRS report site and generate an invalid report for your fire department:

Go to this website <https://www.nfirs.fema.gov/NFIRSReportsSI/jsp/authentication/login.jsp> and log into the NFIRS system (on the **left** side of the box) with your username, state and password.

Click "OK" on the federal government warning. You should see a list of reports that are available for you to run. An example report in PDF format is located on the right side of the page for each report type: this allows you to "preview" what a report would look like. The first page of each report is always a summary page of what you chose to look for.

I would pick the report called "**Incident Listing**". To generate a report, click on the report title and it will bring you to the **Parameters** page (where you will fill in the report data parameters).

- Fill in the date fields for the time span you want to investigate
- For "Incident Status", you will want to pick **Invalid** from the dropdown list. You can keep "Version" as **All** and change the "Release Status" to **All**.
- You can ignore the "Ad Hoc Filters" section for this basic report
- Under the "FDID Selection", you will need to drill down to your department's FDID number. To do this, click on the **yellow** folder next to "NFIRS-NFDC": this will create another choice below it that has a **yellow** folder next to "Maine". Click on that **yellow** folder, and then click on the **yellow folder** next to the county your department is in (don't click on the box next to the county, or you will get data for all of the fire departments in the county).
- Then click the **box** next to your fire department. Scroll down to the bottom of the page and click "Generate Report". You will be taken to a page that is titled "**Requested Reports**". Just stay on this page for now.

** At this point, the system is pulling the data from the national database to create your report. Your report's name should be shown at the top of the list of requested reports. When the report has been completed, an email saying so will be sent to the email address that is associated with your department's NFIRS account. (Let me know if this email address needs to be changed).

Once the email comes through, look on the **top left** side of the "Requested Reports" page at the short menu that is there. Click on "**Completed Reports**", and your report should be at the top of the list. On the **right** side of the page, click on whatever file format you want to see the report in: they system will give you an option to save the report or open it. Check the first page of the report to make sure the parameters you used to make the report are correct.

The report won't be as detailed as the invalid list I send to people: my report shows each critical error in a report and this report simply shows **which reports are currently invalid** due to critical errors. But it will give you a heads-up as to which reports need to be looked at for errors.

Remember, once you are done with the Report site: **log out** of the system on the upper **right** side of the page at the top, so you won't tie up the system.

If you have questions, please contact me!

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