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

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

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.
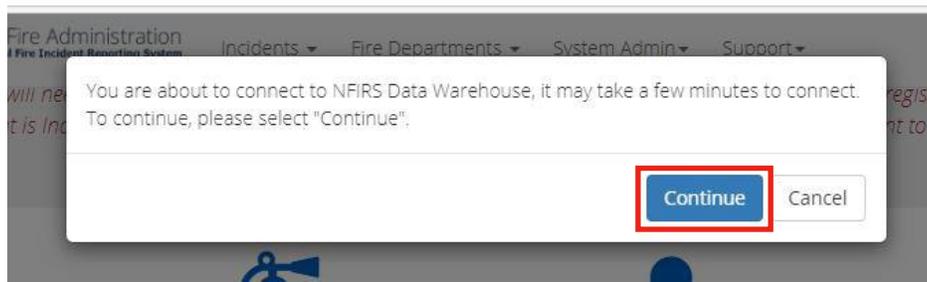
Before you begin

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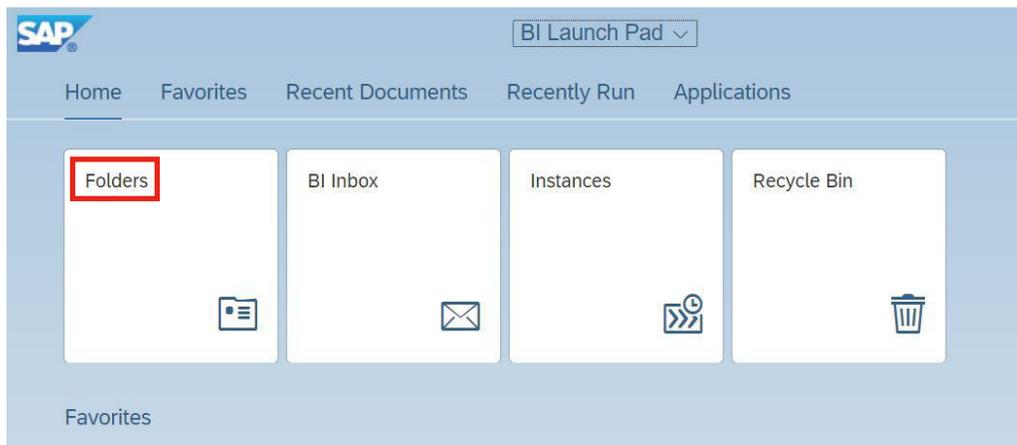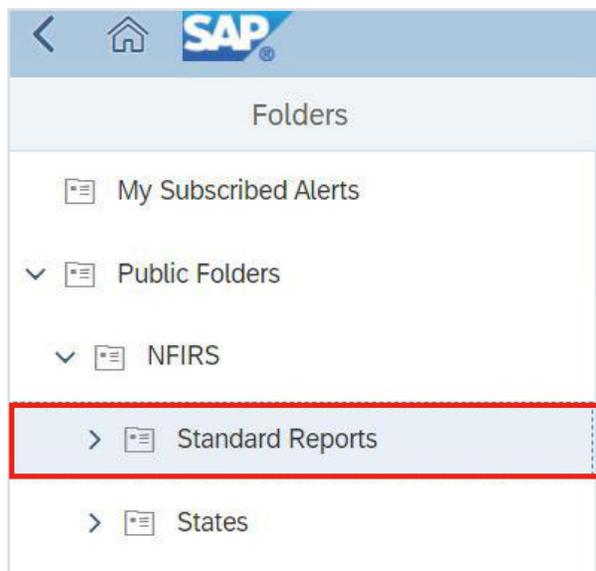
2. When prompted, click **Continue**.

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**.

5.   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.
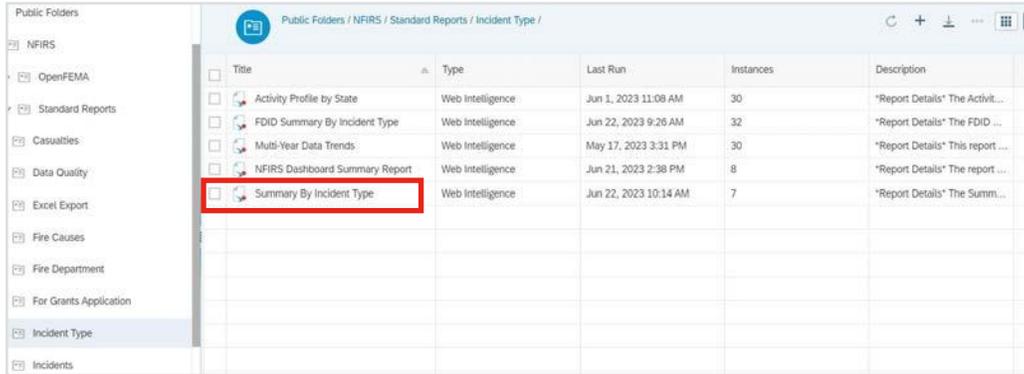

6.   Right-click the report name. Then click **Schedule** in the drop-down menu.

7.   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**."

8.   Under the **General** tab, click **Add** under the subheading **Delivery Destinations**.
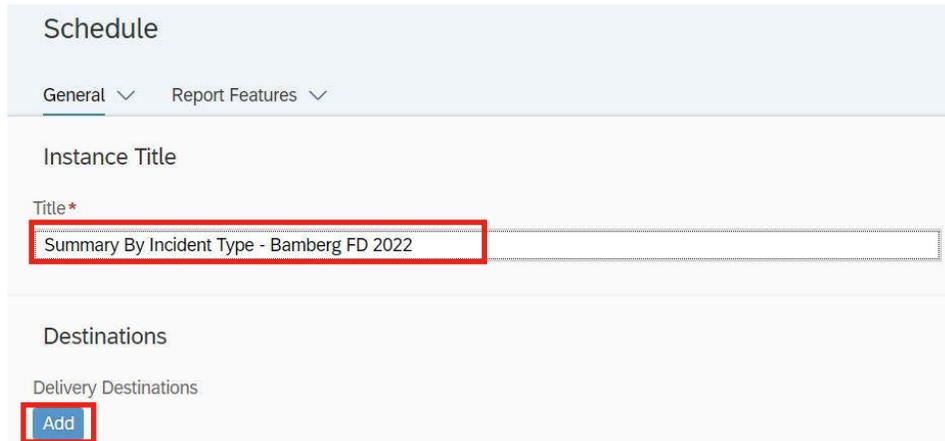
9. In the pop-up window, uncheck **Default Enterprise Location** and select **BI Inbox** as the destination. When the report is done processing, retrieve it on the DW homepage under **BI Inbox**.
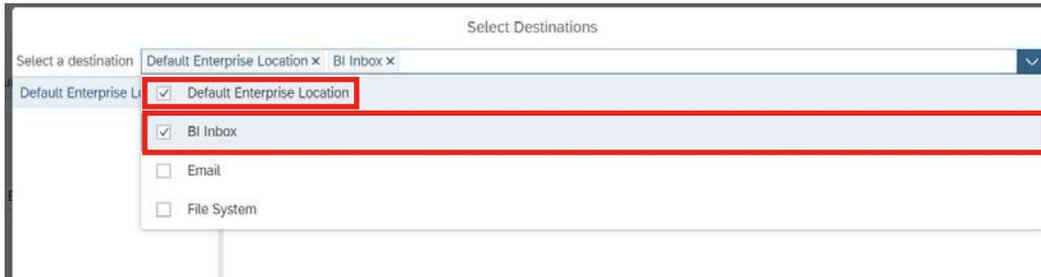

10. Select the checkbox for **Use default settings**. Click **Confirm** at the bottom right of the window.
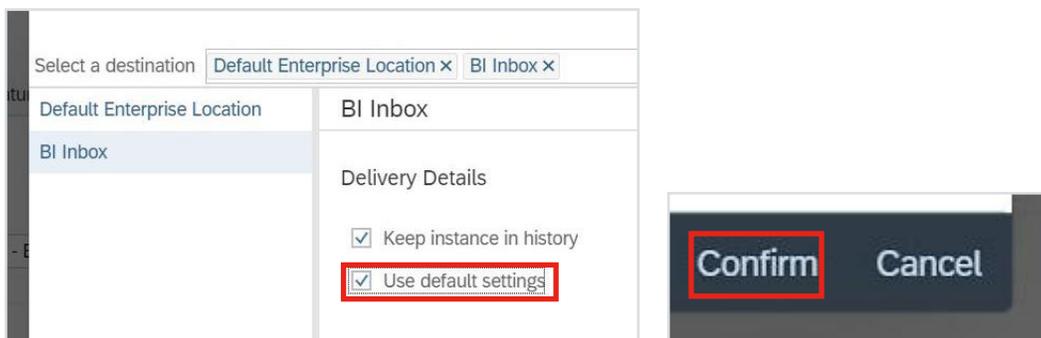

11. Click the **Report Features** tab. Click **Edit Prompt Values** on the right-hand side of the screen.
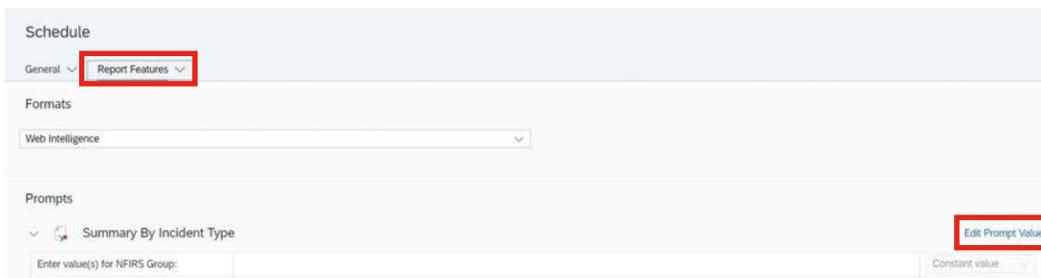
12. All the prompts with an icon to the left need to have at least 1 value selected. Click **Enter Value(s) for State**. You can view all possible fields by clicking the **clockwise arrow icon (Refresh)** and selecting the appropriate checkbox. Select only your state.
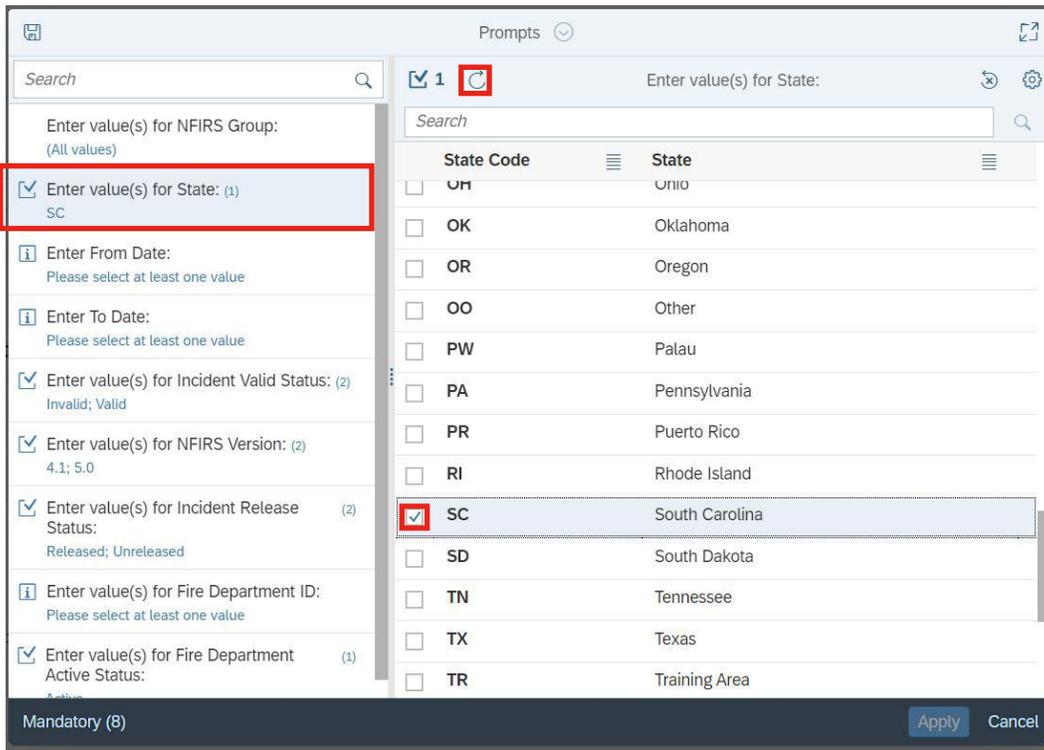
13. For the **Enter From Date** field, manually type the date in the lookup field and click **Search** or **Manual Entry** to select, or select the calendar icon near the top right of the window. The time portion is not used. Leave "12:00:00 AM" as the default time. To do the entire calendar year for 2022, select **1/1/2022** as the **From Date**.
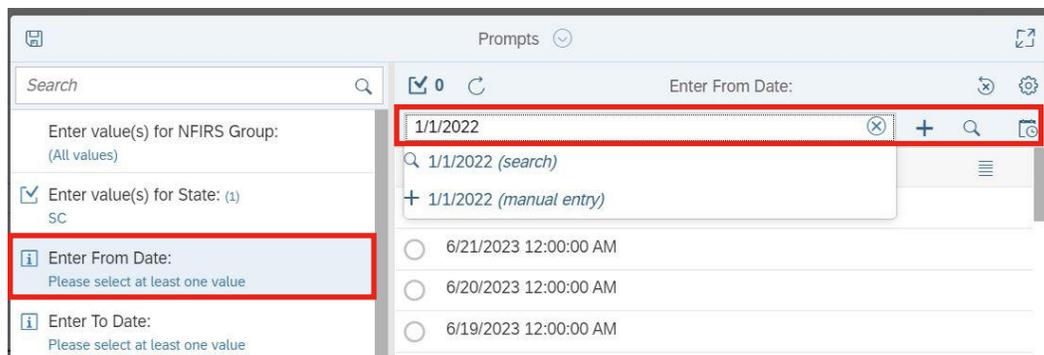
14. Repeat Step 13 for **Enter To Date** but change the date to **12/31/2022**. To see each year individually, you must run separate reports for each year, **otherwise, you will get the total for all the years in the timespan for which the report is retrieving data.**


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.
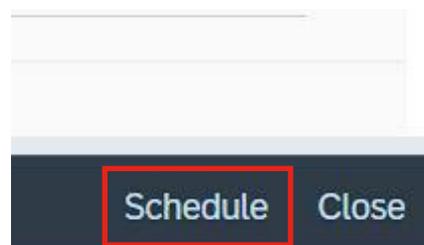
16. All prompts should be reviewed and updated as needed. To edit prompts and remove selected values, select the prompt, click the checkbox icon and click the X's for values that you want to remove from the selected prompts.
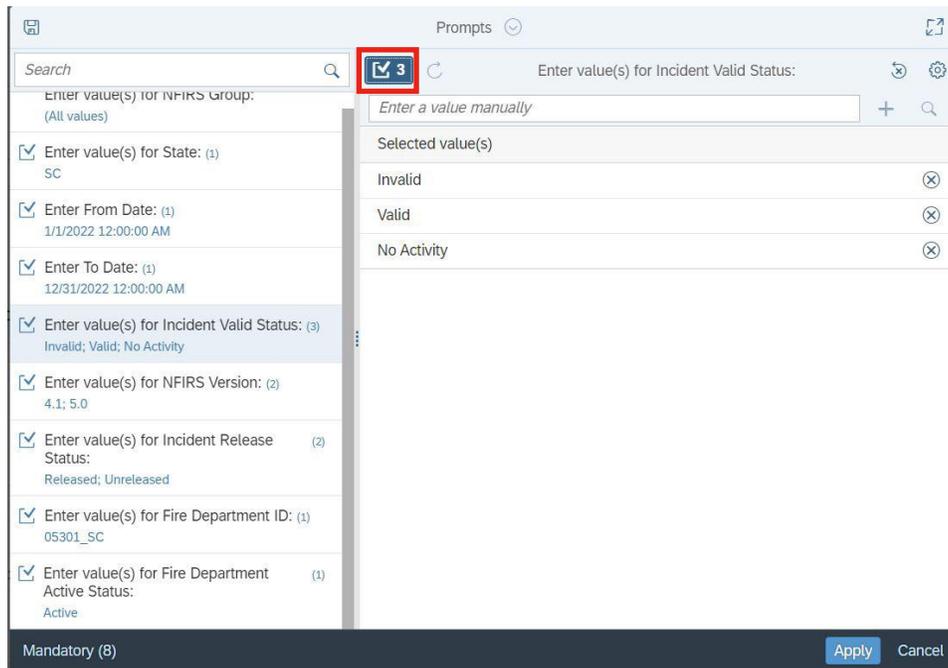
17. Click **Apply**.
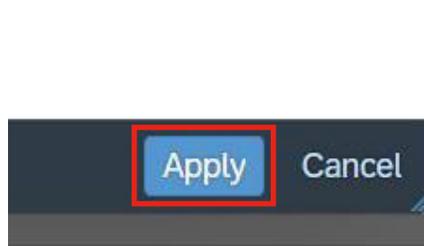
18. Click **Schedule** on the bottom right of the window.

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**.

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**.

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.

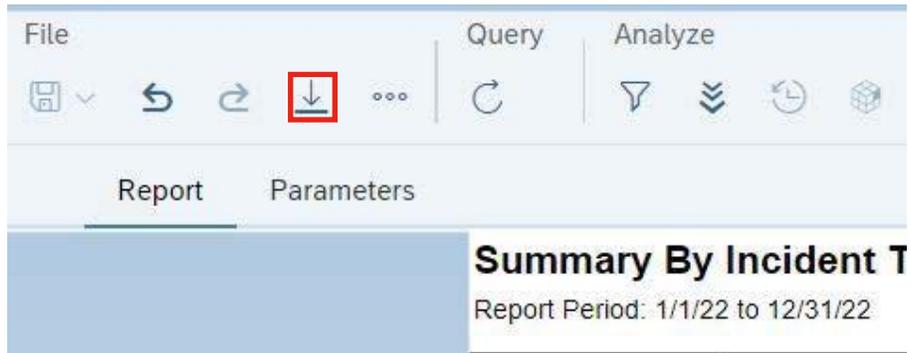22. To **export** your report, click the icon that looks like a down arrow over a horizontal line. A pop-up window appears (see Step 22 and Step 23).

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.

24. For situations when you would like the data in an easy-to-use Excel format, you can **export to Excel** by clicking on **Excel**, the radio button for **Reports** and then **All Reports**. See the image below.

25. To rerun a completed report with different prompts, go to the **History** page by going to the report in the **Standard Reports** folder, right-clicking the report name and selecting **History**. Then, right-click on a report instance and click **Reschedule**. Review and update the report options/prompts as needed and click **Schedule**.

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/.