

Export Incidents as an Excel Export

1. Log into NFIRS
2. Click on the Green Button that says "Data Warehouse"
3. Near the top of the screen, click "Folders"



4. On the next screen, you will see on the left-hand side "Personal Folders" and "Public Folders". Click the arrow next to "Public Folders"
5. Click the arrow next to NFIRS. For the export reports, directions are different depending on what report you wish to run:

Excel Exports:

1. Click on the arrow next to "Standard Reports", then look for "Excel Export"
2. Click on "Excel Export"
3. You will see a list of excel exports based on the modules (i.e. Basic, Fire, Wildland Fire). Each excel export will have to run for each module. NOTE: EMS modules are not saved on eNFIRS from third parties, and will not be accessible via Data Warehouse.

Narrative Exports:

1. Click on arrow next to "States". Click on SC
2. The report name is called "Incident Narrative Export"

- In order to run both types of reports, click on the three dots on the far right of the table. On the pop-up that appears, click "Schedule"

Feb 2, 2024 8:24 PM	30	Apr 25, 2025 8:45 AM	⋮
Mar 26, 2025 2:23 PM	14	Apr 10, 2025 10:43 AM	⋮
Mar 26, 2025 2:23 PM	7	Apr 10, 2025 4:42 PM	⋮

8	Apr 1	View
6	Apr 9	Properties
2	Apr 9	Copy Opendoc Link
2	Apr 2	Schedule
5	Apr 9	Mobile Properties
1	Apr 7	History
3	Apr 9	Categories

- On the next page, click "Report Feature" tab.
- On the far right of the screen, click "Edit Prompt Values"

General Report Features

Formats

Web Intelligence

Prompts

Excel Export 2 - Fire Module

[Edit Prompt Values](#)

- A new window should pop up. The items for the prompt values that should be updated are: State, From Date, To Date, and Values for Fire Department ID.

Prompts

Search

Enter value(s) for NFIRS Group: (All values)

Enter value(s) for State: Please select at least one value

Enter From Date: Please select at least one value

Enter To Date: Please select at least one value

Enter value(s) for Incident Valid Status: (3) Invalid; Valid; No Activity

Enter value(s) for NFIRS Version: (2) 4.1; 5.0

Enter value(s) for Incident Release Status: (2) Released; Unreleased

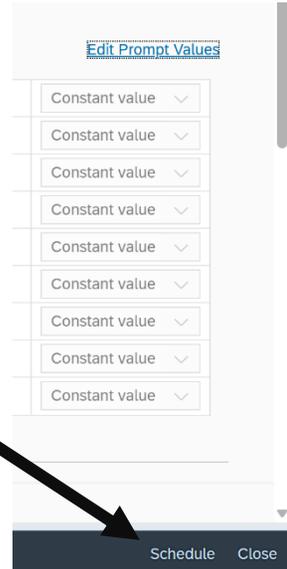
Enter value(s) for Fire Department ID: Please select at least one value

Enter value(s) for Fire Department Active Status: (2) Active; Inactive

Mandatory (8)

Apply Cancel

10. For “Enter From Date” and “Enter To Date”: a date/time calendar button on to the right of the search bar can be used to put the date in the correct format.
11. For Fire Department ID, click the  symbol (top right corner of the pop-up window) to reset the prompt before selecting the department(s) you want to add to the report. For the search, you can search by either FDID or by Department name. The results will show as the FDID_State Fire Department Name (i.e. 47002_SC Office of State Fire Marshal). Make sure “All Fire Departments” is not selected.
12. Once all required fields are filled out correctly, the “Apply” button should turn to a solid blue. Click on apply. This will close the pop-up window.
13. On the bottom right of the page (you may have to scroll down to the bottom)
14. A new page opens with the results. On the first column, you will see a blue circle. This indicates the report is processing. Once it is complete, you will see a green check mark. Click on the report. This opens up a new page.
15. On the top of the page, click on the  (or press Ctrl+E on Windows) to export. On the new pop-up window, click “Export”. Your file should now download.
16. Once downloaded, open your file. The excel format should look like the below example.



Incident ID	State	Fire Department ID	Fire Department Name	Incident Date	Incident Number	Exposure	Station	Incident Valid Status	Incident Release Status	NFIRS Version	Incident Address Type Code	Incident Address Type Description
516200516	SC	47002	Office of State Fire Marshal	02/03/2023	0056465	0		Invalid	Unreleased	5.0	1	Street address
520739727	SC	47002	Office of State Fire Marshal	03/22/2023	0123456	0		Invalid	Unreleased	5.0	1	Street address
521588841	SC	47002	Office of State Fire Marshal	04/03/2023	0111111	0		Valid	Released	5.0	1	Street address
521904776	SC	47002	Office of State Fire Marshal	04/05/2023	0003333	0	1	Invalid	Unreleased	5.0	1	Street address
522375825	SC	47002	Office of State Fire Marshal	04/11/2023	1234567	0		Invalid	Unreleased	5.0	1	Street address
522538977	SC	47002	Office of State Fire Marshal	04/12/2023	0111111	0		Invalid	Unreleased	5.0	1	Street address
522860242	SC	47002	Office of State Fire Marshal	04/13/2023	0144455	0		Invalid	Unreleased	5.0	1	Street address
522702970	SC	47002	Office of State Fire Marshal	04/13/2023	0111111	0		Invalid	Unreleased	5.0	1	Street address
524028207	SC	47002	Office of State Fire Marshal	04/26/2023	0111111	0		Invalid	Unreleased	5.0	1	Street address
524061229	SC	47002	Office of State Fire Marshal	04/26/2023	0000026	0		Invalid	Unreleased	5.0	1	Street address
525094791	SC	47002	Office of State Fire Marshal	05/03/2023	0123456	0		Invalid	Unreleased	5.0	1	Street address
525894821	SC	47002	Office of State Fire Marshal	05/09/2023	0123456	0		Invalid	Unreleased	5.0	1	Street address
528538573	SC	47002	Office of State Fire Marshal	06/08/2023	0111111	0		Invalid	Unreleased	5.0	1	Street address
533121965	SC	47002	Office of State Fire Marshal	07/17/2023	0512854	0		Invalid	Unreleased	5.0	1	Street address
533320098	SC	47002	Office of State Fire Marshal	07/20/2023	0147474	0		Invalid	Unreleased	5.0	1	Street address
533752382	SC	47002	Office of State Fire Marshal	07/25/2023	0000001	0		Invalid	Unreleased	5.0	1	Street address
534997853	SC	47002	Office of State Fire Marshal	08/04/2023	0111111	0		Invalid	Unreleased	5.0	1	Street address
536122852	SC	47002	Office of State Fire Marshal	08/14/2023	0000001	0		Invalid	Unreleased	5.0	1	Street address
537605460	SC	47002	Office of State Fire Marshal	08/29/2023	1233445	0		Invalid	Unreleased	5.0	1	Street address
539242336	SC	47002	Office of State Fire Marshal	09/15/2023	0000124	0		Invalid	Unreleased	5.0	1	Street address
541031135	SC	47002	Office of State Fire Marshal	10/12/2023	0000008	0		Invalid	Unreleased	5.0	1	Street address
545798980	SC	47002	Office of State Fire Marshal	12/07/2023	0012723	0		Invalid	Unreleased	5.0	1	Street address
568201784	SC	47002	Office of State Fire Marshal	06/27/2024	0012724	0		Invalid	Unreleased	5.0	1	Street address
570763625	SC	47002	Office of State Fire Marshal	07/18/2024	3211111	0		Invalid	Unreleased	5.0	1	Street address
576787475	SC	47002	Office of State Fire Marshal	09/26/2024	0087865	0		Invalid	Unreleased	5.0	1	Street address
597349775	SC	47002	Office of State Fire Marshal	03/28/2025	5555555	0		Invalid	Unreleased	5.0	1	Street address
597352385	SC	47002	Office of State Fire Marshal	03/28/2025	5555555	1		Invalid	Unreleased	5.0		
597354007	SC	47002	Office of State Fire Marshal	03/28/2025	5555555	2		Invalid	Unreleased	5.0		
597354398	SC	47002	Office of State Fire Marshal	03/28/2025	5555555	3		Invalid	Unreleased	5.0		