National Fire Incident Reporting System (NFIRS)

Summary Output Reports Tool (SORT)

The following will provide information regarding using the Summary Output Reports Tool (SORT) to create usable reports based on your reported incidents. These reports provide a professional view of what is occurring within your fire department. There are currently 23 available reports from which to choose with many of the reports providing the option to choose additional filters to further customize the results. Each report includes a description and a sample of what the completed report will look like. Most NFIRS reports are now available in multiple formats: Word, Excel, pdf, and html.

To utilize NFIRS data in a report:

- From the NFIRS website (https://www.nfirs.fema.gov/index.shtm), choose the Web-Based Tools tab.
- Select "Summary Output Reports Tool (SORT)" from the menu on the left side of the screen – second option (http://www.nfirs.fema.gov/NFIRSWebTools/welcome.do).
- Login
- Choose a report from the "Available Reports" menu.
- When completing the parameters, be sure to change the *Incident Status* and *Release Status* to ***All***.
- Choose "Generate Report".
- An e-mail will be sent to let you know when the report is available, generally within 20 minutes unless it is for an extra large date range.
- Requested Reports will list the status of all reports requested.
- Completed reports will be found under Completed Reports and Requested Reports.
- Once completed, a report can be viewed or saved

There is a Summary Output Reports Tool Users Guide available on the NFIRS website. From the Documentation tab (http://www.nfirs.fema.gov/documentation/), choose USFA Web Tools User Guides, the first item under Related Documentation NFIRS 5.0 Users on the left-hand menu (http://www.nfirs.fema.gov/webtools/webreports/webdocs.shtm). The users' guide is available as a zipped pdf document which can be downloaded and saved if you choose.