Summary Output Reports Tool (SORT)
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- NFIRS 5.0 Web-based Summary Output Reports Tool
- Run summary and statistical calculations on the data saved to the national NFIRS database.
- Data submitted to TEXFIRS is included in the NFIRS.

www.nfirs.fema.gov
1. Login to: [www.nfirs.fema.gov](http://www.nfirs.fema.gov)
2. Select “Software”
3. Select “Summary Output Reports Tool (SORT)"
### Available Report Types

In order to view sample reports in PDF form you must first have a PDF viewer installed. Such a viewer is available from Adobe.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report Description</th>
<th>Report Category</th>
<th>Sample Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civilian Casualties</td>
<td>The Civilian Casualties report summarizes the user’s choice of either injuries or fatalities involving civilians. The report breaks down the numbers into five graphs: by property type, by incident type, total injuries, fire incidents, and non-fire incidents. The last three groups are broken down by incident type. The graphs include the count of injuries and fatalities, and the total hours of the day, day of the week, day of the month, and month of the year.</td>
<td>Casualty Reports</td>
<td></td>
</tr>
<tr>
<td>Data Inventory by FDID</td>
<td>The Data Inventory by FDID report summarizes incident data within a given state and a given calendar year. The report presents the data in a table format for each selected fire department that provides counts of various incident types broken down by incident type, incident category, and incident severity.</td>
<td>Management Reports</td>
<td></td>
</tr>
<tr>
<td>Data Quality</td>
<td>The Data Quality report quantifies the quality of reported incidents as a total number and percentage of the presence of key fields on various modules such as the Basic Module, Fire Module, and Apparatus Module.</td>
<td>Management Reports</td>
<td></td>
</tr>
<tr>
<td>Detailed Selected Statistics</td>
<td>The Detailed Selected Statistics report summarizes incidents by the presence and frequency of a particular coded field as chosen by the user (such as the Cause of Ignition field on the Fire Module). Additionally, the user may add additional filters to further narrow the incidents included. The results include the frequency, percentage of incidents, number of exposures, average number of EMS and suppression personnel and apparatus, average man hours, total man hours, and average response time.</td>
<td>Management Reports</td>
<td></td>
</tr>
<tr>
<td>FDID Incident Type Summary</td>
<td>The FDID Incident Type Summary report summarizes counts of incidents by incident type (incident type in the 1000-2000, 3000-4999, and U [Undetermined - 41 conversion], or none) and total incidents for each FDID chosen by the user. A total for all FDIDs included is given at the end of the report.</td>
<td>Incident by FDID Reports</td>
<td></td>
</tr>
<tr>
<td>Fire Department Information</td>
<td>The Fire Department Information report provides counts of fire service personnel, incidents, and exposures at each fire department level. The report additionally quantifies the number of matching fire departments that have and have not reported incidents within the specified period.</td>
<td>Incident by FDID Reports</td>
<td></td>
</tr>
<tr>
<td>Fire Report by FDID</td>
<td>The Fire Report by FDID report creates a summary of fire activity for each FDID selected by the user. The summary is presented as one page per FDID and includes a table by four major fire incident types (structure fires, vehicle fires, outside fires and other) and a pie chart indicating the top five fire types for that FDID. The table includes the counts and percentages for both that FDID and the FDID within the group of FDIDs begin reported upon.</td>
<td>Fire Reports</td>
<td></td>
</tr>
</tbody>
</table>
Summary by Incident Type Report

NFIRS Users
- Provides a listing of NFIRS 5.0 user account information.

NFIRS Vendors
- The Vendor Report generates a list of Vendors, their NFIRS Vendor IDs, and contact information.

Residential Structure Fire Causes
- The Residential Structure Fire Incidents by Fire Cause Category report summarizes fire incidents in residential structures. The rows of the report are broken down by computed cause code/categories. The information summarized includes the count and percentage frequency of each cause code, the count and percentage of both civilian and fire fighter injuries and casualties, and the count and percentage of property, contents, and total loss. The computed cause codes include such categories as smoking, heating, and cooking.

Structure Fire Causes
- The Structure Fire Causes report summarizes structure fires by cause. The cause code may be either fire cause or priority cause category. Optionally, the results can be summarized by a coded field within the cause code.

Structure Fires by Property Use
- The Structure Fires by Property Use report summarizes structure fires by several property use categories. The categories are residential property uses, public property uses and other property uses, which are displayed graphically using bar charts. The report ends with a numerical summary of the same categories further broken down by counts of fires, fire fighter deaths & injuries, civilian deaths & injuries, and property loss amounts.

Summary by Incident Type
- The Summary by Incident Type report is a table of incidents categorized by frequency, percentage of total incidents, mutual aid statistics and exposures broken down by fires, EMS, and other incident types. The report also includes a summary of dollar loss and casualties.

Tally
- The Tally report lists several counts and percentages for a selected set of incidents that includes the frequency of occurrence, civilian and fire service injuries and deaths, and property, contents, and total loss. These are organized by one of a number of coded fields chosen by the user. Among these choices are incident type, property use, cause of ignition, and Hazmat disposition.

Unresolved Fire Incidents Report
- The Unresolved Fire Incidents report contains a list of all fire incidents with a fire cause of "Undetermined" or "Investigating" with an incident date that occurred on or before a date given by the user. The report includes the FID, the fire department name, the incident date, the incident number, the incident type, and the cause (which will be either Undetermined or Investigating). The report can be sorted either by FID or fire dept. name and includes a sub-total of incidents for each one.
The report provides a summary of NFIRS incidents categorized by:

- Frequency
- Percentage of total incidents
- Mutual aid statistics and exposures broken down by
  - Fires
  - EMS
  - Other incident types

The report provides summary information on casualties, and the total dollar loss for fire incidents.

**Note:** No Activity incidents (N status) are not included in any frequency count.
Summary By Incident Type Report
Choosing Report Parameters

Choose Dates Carefully!

Incident Status – Valid or All
Version - All
Release Status - All
Choose Your Fire Department

Check the box for your Fire Department

Texas Guest account users – departments listed under County
### Generate Report

#### Summary by Incident Type

**Parameters**
- From Date: 01/01/2013
- To Date: 12/31/2013
- Incident Status: Valid
- Version: All
- Release Status: All
- Include Individual FDID Reports

#### Ad hoc Filters

**FDID Selection**
- Selected state: TX
- Include Deactivated Fire Depts
  - NFIRS - NFDC
  - Texas
    - Anderson Co. (AA001)
    - AA310: 79 East VFD
    - AA311: 84 East VFD
    - AA312: Bolivar Ctyg PA
    - AA307: Bradford VFD
    - AA301: Elkton FD
    - AA305: Elmwood VFD
    - AA402: Franklin PA
    - AA308: Long Pond VFD

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Select “Generate Report”
Select “My Recent Reports”
Open/Save Completed Report

Select the report as PDF, Excel, Word, or HTML.

Select to “Open” or “Save” the report.
### Summary By Incident Type

**Report Period:** From 01/01/2014 to 01/31/2014

#### Calls By Incident Type

<table>
<thead>
<tr>
<th>Calls By Incident Type</th>
<th>Frequency</th>
<th>Percent Of Total Calls</th>
<th>Mutual Aid None</th>
<th>Mutual Aid Given</th>
<th>Mutual Aid Received</th>
<th>Other Aid Given</th>
<th>Invalid Aid Flag</th>
<th>Exposures</th>
<th>Total Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structure Fires (110-119, 120-122)</td>
<td>1</td>
<td>10.00 %</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Vehicle Fires (130-138)</td>
<td>0</td>
<td>0.00 %</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Fires (140-141, 143-147)</td>
<td>1</td>
<td>10.00 %</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Fires</strong></td>
<td>2</td>
<td>20.00 %</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td><strong>PRESSURE RUPTURE, EXPLOSION, OVERHEAT (290-295)</strong></td>
<td>4</td>
<td>40.00 %</td>
<td>3</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td><strong>RESCUE CALLS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Medical Treatment (300-323)</td>
<td>4</td>
<td>40.00 %</td>
<td>3</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>All Others (331-381)</td>
<td>0</td>
<td>0.00 %</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Rescue Calls</strong></td>
<td>4</td>
<td>40.00 %</td>
<td>3</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td><strong>Hazardous Condition Calls (400-482)</strong></td>
<td>0</td>
<td>0.00 %</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Service Calls (500-571)</td>
<td>3</td>
<td>30.00 %</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Good Intend Calls (600-671)</td>
<td>1</td>
<td>10.00 %</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Severe Weather or Natural Disaster Calls (800-815)</td>
<td>0</td>
<td>0.00 %</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Special Incident Calls (900-911)</td>
<td>0</td>
<td>0.00 %</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Unknown Incident Type (999)</td>
<td>0</td>
<td>0.00 %</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>FALSE CALLS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Malicious Calls (710-715, 751)</td>
<td>0</td>
<td>0.00 %</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other False Calls (700-721-746)</td>
<td>0</td>
<td>0.00 %</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total False Calls</strong></td>
<td>0</td>
<td>0.00 %</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL CALLS</strong></td>
<td>10</td>
<td>100.00 %</td>
<td>6</td>
<td>3</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>13</td>
</tr>
</tbody>
</table>

#### Total Incidents

- Total Incidents With Exposure Fires: 0
- Total Fire Dollar Loss: $0.00
- Total Exposure Fires: 0
- Total Dollar Loss: $0.00

#### Casualty Summary

<table>
<thead>
<tr>
<th>Casualty Summary</th>
<th>Civilian</th>
<th>Fire Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Related Injuries</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-Fire Injuries</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fire Related Deaths</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-Fire Deaths</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

---

**Example of an Incident Report**
1. Refine Reports Using Coded Fields

2. Ad Hoc Reports Using Additional Filter Parameters
The Coded Field will be used to group the output of the report (Incidents will be summarized at the level of the selected Coded Field).

A pair of drop-down list boxes provide the user with the capability to select a Coded Field for the report.

- The first list box contains the various NFIRS 5.0 modules.
- A selection of a module from this list box will re-populate the list box on the right with the Coded Fields available for the selected NFIRS 5.0 Module.
Select Coded Field

Choose a Module
Select Coded Field

Choose a Field

Select “Generate Report”
Ad hoc Filters

Enable the user to create additional filter parameters that will further limit the incidents that are retrieved for the report.

• The user may select from a list of available coded fields for filtering the incident content of the report.
• Incidents that match each filter’s range will be included in the calculations for the report.
• May be available in combination with the Select Code Field option or may be a choice by itself, depends on the report.

For available codes:
see the NFIRS 5.0 Complete Reference Guide
In “Filter”, select the necessary section
Select Items for Group Filter

Select necessary "Items" then select "Add Group >>"
Create Group Conditions and Add Filter

Select the “Condition” in the drop-down menu. Then select, “Add Filter >>”
• Select Your FDID
• Select “Generate Report”
Under “Completed Reports” the report will be available for download.
Utilize the following “Available Reports” for reviewing data quality:

• Incident Counts
• Monthly Incident Counts
• Data Quality
• Data Inventory by FDID
• Detailed Selected Statistics
Generate Information Reports

Utilize the following “Available Reports” to generate information:

- Tally
- Summary by Incident Type
- Structure Fire Cause
- Residential Structure Fire Cause
- Fires Under Investigation