

SCFIRS

South Carolina Fire Incident Reporting System

Would you like to be involved with the SCFIRS program but don't know where to start?

Steps to successful incident reporting using the National Fire Incident Reporting System (NFIRS) 5.0 standards:

1. Call Wanda Johnson, the SCFIRS Coordinator, at 803-896-1250. She will discuss how you would like to proceed in being a SCFIRS participant.
2. Choose a reporting software program that uses NFIRS 5.0 standards. You can choose to report using the free Federal Reporting Tool or a [Third-Party Vendor](#). If you choose to use the free Federal Reporting Tool, you will need to contact Wanda Johnson in order to get more information.
3. Once you have one full month of incident reports for your department, you are ready to begin submitting. We ask that incidents be submitted on a monthly basis to keep the most up-to-date information possible.
 - a. Export your incidents from your reporting software, if you are using the Federal Reporting Tool follow the instructions on page 32 in the [Data Entry Guide](#), if you are using a Third-Party Vendor refer to your user's manual or support team.
 - b. Send your incident reports to the state. You can submit your incident reports by email or disk. Attach the incident report to an email and send it

to Wanda Johnson at johnsonw@lfr.sc.gov. If you would prefer to send your incident reports by disk, mail them to:

Division of Fire & Life Safety

141 Monticello Trail
Columbia, SC 29203

Attn: Wanda Johnson

Once you have submitted your reports to the state, you are considered a participant in the SCFIRS program. These incident reports are also submitted to the Federal Emergency Management Agency (FEMA), making your department a participant of the National Fire Incident Reporting System (NFIRS).