Submitting a Fire Report

1. Log into Fire Department Directory using your **Username** and **Password**.

2. Once logged in, select the **My Account: Department’s Name** tab.

3. Once you have selected **My Account: Department’s Name** tab, click on the **Fire Reports** tab.
4. In order to add a fire, select **Add fire report +**.

5. From the new screen, select **Start >**.
6. In **General Info** screen, you will type the information requested including Contact Information, Response Type, and Incident Information. Be sure to fill in all of the yellow highlighted areas, before continuing on. Areas highlighted in green are automatically entered with department information, but can be edited manually if needed. Note: start date is today’s date; when entering in past reports the date can be manually entered in or by clicking the calendar button on the right. If a street address is unavailable it can be left blank.

For the Incident location lat/long, you can either click on **Find lat/lon using above address** by clicking on the blue link or by clicking on **Select coordinates from map** (see below). If needed location can also be entered manually in decimal degree format (lon will be a negative value). Once you have completed the General Info, click on the **Next** button.
When you click on the Select coordinates from map…, a map will appear. In the map area, you can use your mouse by clicking and holding to drag to a certain area, and also the mouse’s scroll wheel can be used to zoom in and out. You can also use the Toggle buttons on the upper left-hand corner of the map to navigate in the map area. Once you find the location of the fire on the map, left click once on the location with the mouse. This will insert the lat/lon into the fire report and the map will automatically close.
7. For, when submitting a response type of a wildfire/grassfire. In the Wildland Fire Info tab, you will enter the wildland fire information including acres, cause (choose one), subcause (select from drop-down), homes saved and lost, others structures saved and lost, near misses, injuries, entrapments, fatalities, and ownership (check all applicable). Once the information has been completed, you will select Next.
8. In the **Cost Info** tab, you will enter cost information for type of truck responding, firefighters, and other costs: description. (See next page for more information.) Total cost is automatically calculated as costs per line are entered. Once all information is completed, click on **Next**.

![Image of Cost Info tab with sample data entered and calculations shown]

**Comments/Cost Justification (optional):**

![Image of FEMA table]

- 40 ft. Truck Mounted Aerial Lift (2 hours)  ***Cost: $13.50***
- 5 Gallons Class A Foam  ***Cost: $0***
• **Type of Truck Responding**
  ♦ Fire engine less than 1,250 gallons per minute
  ♦ Fire engine equal to or more than 1,250 gallons per minute
  ♦ Equipment van / Command Vehicle
    ➢ Number of fire trucks
    ➢ Total Equipment Hours for ALL units
      ▪ Example (See Below): 2 engines total respond to the same incident. One works for 4 hours and the other for just 2 hours equals 6 Total Equipment Hours entered for the report.
    ➢ Cost section is automatically from using FEMA Schedule of Equipment Rates. (These rates are considered “wet rates” that include fuel in the per hour cost.)

<table>
<thead>
<tr>
<th>TYPE OF TRUCK RESPONDING</th>
<th>SIZE CLASS</th>
<th># FIRE TRUCKS</th>
<th>TOTAL EQ HRS (ALL UNITS)</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire engine</td>
<td>&lt; 1250 GPM</td>
<td>2</td>
<td>6</td>
<td>450.00</td>
</tr>
<tr>
<td>Fire engine</td>
<td>&gt;= 1250 GPM</td>
<td>1</td>
<td>1</td>
<td>75.00</td>
</tr>
<tr>
<td>Equipment van/Command vehicle</td>
<td>NA</td>
<td>1</td>
<td>1</td>
<td>19.00</td>
</tr>
</tbody>
</table>

• **Firefighters**
  ♦ Volunteers and Paid
    ➢ Number of firefighters
    ➢ Total hours for ALL firefighters
      ▪ Example (See Below): 5 volunteer firefighters total respond to the same incident. 2 work for 2 hours each and 3 for 1 hour each. The total hours for this report will be 7 total hours.
    ➢ Cost section is cost of paid firefighters
      ▪ Cost total is determined by fire department’s firefighters paid rate
      ▪ Example (See Below): 2 paid firefighters total respond to the same incident. Both work for 2 hours each. One firefighter is paid $15 an hour and the other is paid $16 an hour. The cost here is $30 for firefighter one and $32 for the other firefighter, this makes the cost total $62 for the report.
    ➢ Note – there is no cost for volunteer firefighters
## Other Costs Description

- **Type in other equipment or supplies used**
  - **FEMA Cost Code** (Insert FEMA code from FEMA Schedule of Equipment Rates table which can be accessed by click on CODES link. Look up the type of equipment you used in the table and insert code.)
  - Cost for equipment should be calculated using the rates given in the FEMA Schedule of Equipment Rates table available by clicking on the CODES link.
    - **Example (See Below):** A Chain Saw with a bar length of 16 inches was used for a total of two hours. The Cost Code for this piece of equipment is 8190 and the rate per hour is $1.75. The cost for using this equipment would be $3.50 which you insert into the Cost section.

- **Comments / Cost Justification**
  - Insert any comments regarding equipment used or details regarding response.
9. In the **Review** tab, review all the information to make sure it is correct. If everything is correct, then click on **FINISH** to proceed and submit report. If not, click on the **PREV** button to return to Cost Info tab and so on to go back to Woodland Fire Info and General Info to correct any information.
10. Next, you can print the incident report. To print the report, click on the Print this incident report link. This will open an Adobe Acrobat PDF file. You can either save or print the file in Acrobat Adobe Viewer. You can also Add new incident report or Return to My Account menu by clicking the links.

Submit Incident Report:

Instructions General Info Wildland Fire Info Cost Info Review Complete

Thank you. The incident report was submitted successfully.

Print this incident report
Add new incident report
Return to My Account