

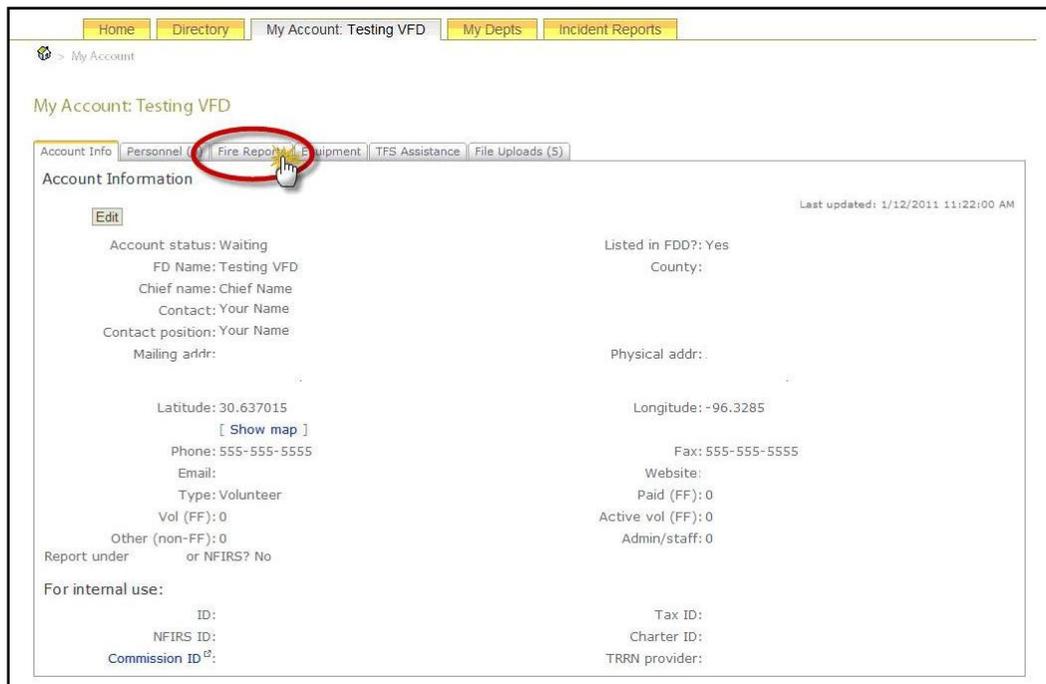


Submitting a Fire Report

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.



Fire Department Directory STATE OF OKLAHOMA



4. In order to add a fire, select **Add fire report +**.

My Account: Testing VFD

Account Info Personnel (0) **Fire Reports** Equipment TFS Assistance File Uploads (5)

Most Recent Fire Reports

FIRE NAME	START DATE	RESPONSE TYPE	ACRES
Fire-1	6/29/2010	Wildfire	25.00
Testing	1/1/2010	Wildfire	10.00
			35.00

[Add fire report +](#)

Fire Reports Statistics

	Jan <input type="button" value="v"/>	2011 <input type="button" value="v"/>
	For Month	For Year
Wildland Calls:	0	0
Acres:	0	0
Vehicle Calls:	0	0
HazMat Calls:	0	0
Structure Fires Calls:	0	0
EMS Calls:	0	0
Search /Rescue Calls:	0	0
Other Calls:	0	0
TOTAL CALLS:	0	0

5. From the new screen, select **Start>**.

Fire Department Directory
STATE OF OKLAHOMA

LOGOUT
Welcome, brian.hall

Home Directory My Account: **Brian.Hall** My Depts Incident Reports Admin

> My Account > Manage Fire Report

Submit Incident Report:

[Instructions](#) [General Info](#) [Wildland Fire Info](#) [Cost Info](#) [Review](#) [Complete](#)

Instructions:
This form is used to add or edit an incident report. It is divided into a series of "steps" which contain form fields for you to fill out. In order to submit the incident report and save it in the database the "Submit" button must be pressed at the bottom of the 'Review' step.
You may navigate to each step by using the buttons above or by pressing the submit buttons below (e.g., "Start", "Next" or "Previous").

[START >](#)

Home | About | Contact Us | Resources © Oklahoma Forestry Services. All Rights Reserved.

Oklahoma Forestry Services Division
Oklahoma Department of Agriculture, Food and Forestry
2800 N Lincoln Blvd.
Oklahoma City, OK 73105
Phone: (405) 522-6158 | Fax: (405) 522-4583
<http://www.forestry.ok.gov/>



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. 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.

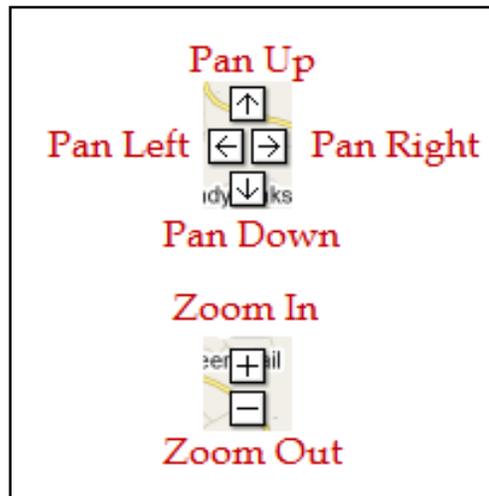
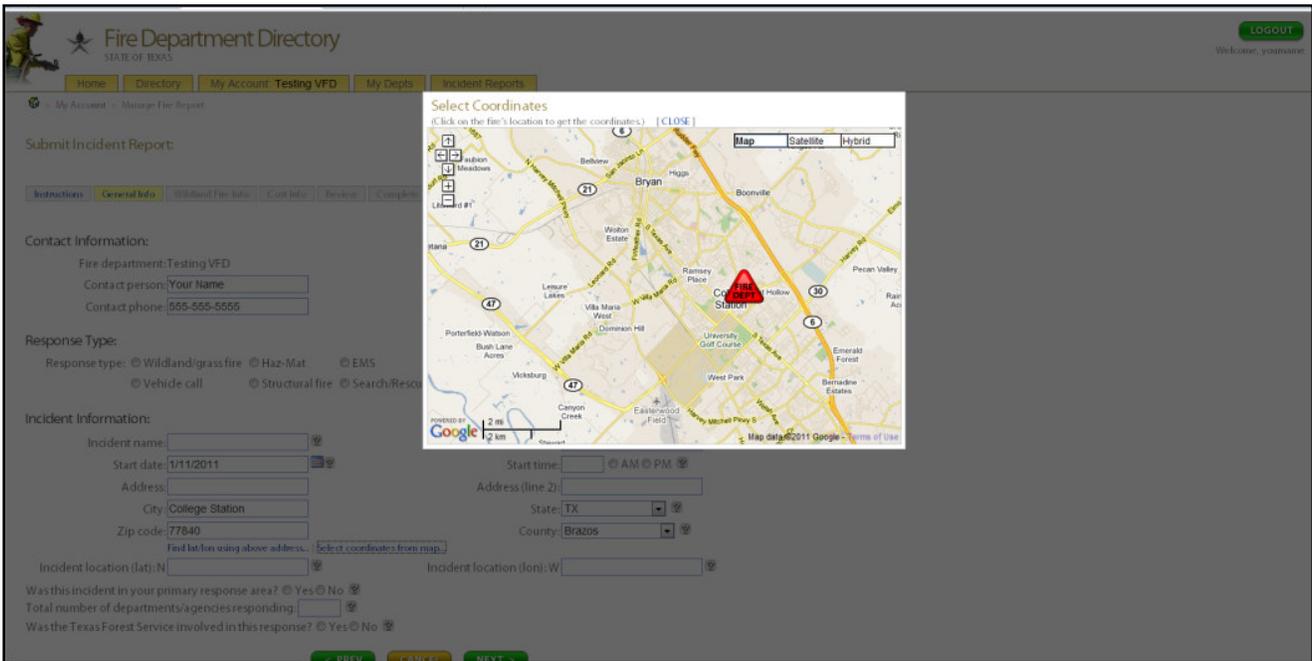
For the Incident location lat/long, you can click on Find lat/lon using above address either by clicking on the blue link or by clicking on **Select coordinates from map** (see below). If needed location can also be entered manually in decimal degree format (lon will be a negative value). Once you have completed the General Info, click on the **Next** button.

The screenshot shows the 'Edit Incident Report' form for 'Uncle Tom's Cabin (123456)'. The page header includes the 'Fire Department Directory' logo and navigation tabs for 'Home', 'Directory', 'My Account: Brian.Hall', 'My Depts', 'Incident Reports', and 'Admin'. A 'LOGOUT' button and 'Welcome, brian.hall' are in the top right. The form has tabs for 'Instructions', 'General Info' (highlighted in yellow), 'Wildland Fire Info', 'Cost Info', 'Review', and 'Complete'. It shows submission and modification dates as 2/17/2011 2:12:00 PM. The 'Contact Information' section includes fields for 'Fire department' (Cancelled), 'Contact person' (Big Bad George), 'Contact phone' (405-522-8889), and 'Contact email' (brian.hall@oda.state.ok.us). The 'Response Type' section has radio buttons for 'Wildland/grass fire', 'Haz-Mat', 'EMS', 'Other', 'Vehicle call', 'Structural fire', and 'Search/Rescue'. The 'Incident Information' section contains fields for 'Incident name' (Uncle Tom's Cabin), 'Incident number' (123456), 'Start date' (2/9/2011), 'Start time' (12:00 AM/PM), 'Address' (212 chatter creek), 'City' (Goldsby), 'Zip code' (73093), 'State' (OK), and 'County' (McClain). At the bottom, there are fields for 'Incident location (lat): N35.143494' and 'Incident location (lon): W-97.519112', with a link to 'Find lat/lon using above address...' and a button for 'Select coordinates from map...'. Each input field has a small red 'X' icon in its top right corner.

Fire Department Directory STATE OF OKLAHOMA



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**.

Submit Incident Report:

Instructions General Info **Wildland Fire Info** Cost Info Review Complete

Wildland Fire Information:

Acres: ?

Cause: Choose one... Debris burning Lightning Railroads
 Campfire Equipment use Miscellaneous Smoking
 Children Incendiary

Subcause: ▼

# Homes saved:	<input type="text" value="5"/>	# Homes lost:	<input type="text" value="2"/>
# Other saved:	<input type="text" value="6"/>	# Other lost:	<input type="text" value="2"/>
# Near misses:	<input type="text" value="3"/>	# Injuries:	<input type="text" value="0"/>
# Entrapments:	<input type="text" value="0"/>	# Fatalities:	<input type="text" value="0"/>

Ownership: Private Local government Federal government
 Timber company State government

? ?

< PREV CANCEL NEXT >

Fire Department Directory

STATE OF OKLAHOMA



Wildland Fire Information:

Acres:

Cause: Choose one... Debris burning Lightning Railroads
 Campfire Equipment use Miscellaneous Smoking
 Children Incendiary

Subcause:

Homes saved: 1

Other saved:

Near misses:

Entrapments:

Ownership:

 2

Fire Department Directory

STATE OF OKLAHOMA



- 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**.

Edit Incident Report: Fire-1 (1)

[Instructions](#)
[General Info](#)
[Wildland Fire Info](#)
[Cost Info](#)
[Review](#)
[Complete](#)

Cost Information:

TYPE OF TRUCK RESPONDING	SIZE CLASS	# FIRE TRUCKS	TOTAL EQ HRS (ALL UNITS)	COST
Fire engine	< 1250 GPM	2	2.00	150.00
Fire engine	>= 1250 GPM	1	0.50	37.50
Equipment van/Command vehicle	NA	1	1.00	19.00
FIREFIGHTERS		#	TOTAL HRS	COST
Volunteers		15	3.00	
Paid		2	2.00	100.00
OTHER COSTS: DESCRIPTION			FEMA (CODES)	COST
40 ft Truck Mounted Aerial Lift (2 hours)			8486	13.50
5 Gallons Class A Foam			0	150.00
<input type="text"/>			0	

Total cost: \$ 470.00

Comments/Cost justification (optional):

[< PREV](#)
[CANCEL](#)
[NEXT >](#)



Schedule of Equipment Rates

The rates on this Schedule of Equipment Rates are for applicant-owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incidental to operation. Standby equipment costs are not eligible.

Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible. LABOR COSTS OF OPERATOR ARE NOT INCLUDED in the rates and should be approved separately from equipment costs.

Information regarding the use of the Schedule is contained in 44 CFR § 206.229 Allowable Costs. Rates for equipment not listed will be furnished by FEMA upon request. Any appeals shall be in accordance with 44 CFR § 206.206 Appeals.

THESE RATES ARE APPLICABLE TO MAJOR DISASTERS AND EMERGENCIES DECLARED BY THE PRESIDENT ON OR AFTER SEPTEMBER 15, 2010.

COST CODE	EQUIPMENT	SPECS	SIZE	HP	NOTES	UNIT	RATE
8490	Aerial Lift, Self-Propelled	Max. Platform Height	37 ft.	to 15	Articulated, Telescoping, Scissor.	hour	\$8.25
8491	Aerial Lift, Self-Propelled	Max. Platform Height	60 ft.	to 30	Articulated, Telescoping, Scissor.	hour	\$12.25
8492	Aerial Lift, Self-Propelled	Max. Platform Height	70 ft.	to 50	Articulated, Telescoping, Scissor.	hour	\$21.00
8493	Aerial Lift, Self-Propelled	Max. Platform Height	125 ft.	to 85	Articulated and Telescoping.	hour	\$55.00
8494	Aerial Lift, Self-Propelled	Max. Platform Height	150 ft.	to 130	Articulated and Telescoping.	hour	\$67.00
8495	Aerial Lift, Truck Mntd	Max. Platform Height	40 ft.		Articulated and Telescoping Add to Truck rate for total rate.	hour	\$6.75
8487	Aerial Lift, Truck Mntd	Max. Platform Height	61 ft.		Articulated and Telescoping Add to Truck rate for total rate.	hour	\$12.25
8488	Aerial Lift, Truck Mntd	Max. Platform Height	80 ft.		Articulated and Telescoping Add to Truck rate for total rate.	hour	\$23.50
8489	Aerial Lift, Truck Mntd	Max. Platform Height	100 ft.		Articulated and Telescoping Add to Truck rate for total rate.	hour	\$34.00
8010	Air Compressor	Air Delivery	41 cfm	to 10	Hoses included.	hour	\$1.50

- 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.)

Fire Department Directory

STATE OF OKLAHOMA



Cost Information:

TYPE OF TRUCK RESPONDING	SIZE CLASS	# FIRE TRUCKS	TOTAL EQ HRS (ALL UNITS)	COST
Fire engine	< 1250 GPM	<input type="text" value="2"/>	<input type="text" value="6"/>	<input type="text" value="450.00"/>
Fire engine	>= 1250 GPM	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="75.00"/>
Equipment van/Command vehicle	NA	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="19.00"/>
FIREFIGHTERS		#	TOTAL HRS	COST
Volunteers		<input type="text"/>	<input type="text"/>	
Paid		<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
OTHER COSTS: DESCRIPTION <input type="checkbox"/>			FEMA (CODES)	COST
<input type="text"/>			<input type="text"/>	<input type="text" value="0.00"/>
<input type="text"/>			<input type="text"/>	<input type="text" value="0.00"/>
<input type="text"/>			<input type="text"/>	<input type="text" value="0.00"/>
Total cost: \$				<input type="text" value="544.00"/>

- 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

Fire Department Directory

STATE OF OKLAHOMA



Cost Information:

TYPE OF TRUCK RESPONDING	SIZE CLASS	NUMBER OF FIRE TRUCKS	TOTAL EQ HRS (ALL UNITS)	COST
Fire engine	< 1250 GPM	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
Fire engine	>= 1250 GPM	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
Equipment van/Command vehicle	NA	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
FIREFIGHTERS		#	TOTAL HRS	COST
Volunteers		<input type="text" value="5"/>	<input type="text" value="7"/>	
Paid		<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="62.00"/>
OTHER COSTS: DESCRIPTION <input type="checkbox"/>			FEMA (CODES)	COST
<input type="text"/>			<input type="text"/>	<input type="text" value="0.00"/>
<input type="text"/>			<input type="text"/>	<input type="text" value="0.00"/>
<input type="text"/>			<input type="text"/>	<input type="text" value="0.00"/>
Total cost: \$				<input type="text" value="62.00"/>

- 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.

Cost Information:

TYPE OF TRUCK RESPONDING	SIZE CLASS	NUMBER OF FIRE TRUCKS	TOTAL EQ HRS (ALL UNITS)	COST
Fire engine	< 1250 GPM	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
Fire engine	>= 1250 GPM	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
Equipment van/Command vehicle	NA	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
FIREFIGHTERS		#	TOTAL HRS	COST
Volunteers		<input type="text" value="5"/>	<input type="text" value="7"/>	
Paid		<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="62.00"/>
OTHER COSTS: DESCRIPTION <input type="checkbox"/>			FEMA (CODES)	COST
chainsaw			<input type="text" value="8190"/>	<input type="text" value="3.50"/>
<input type="text"/>			<input type="text"/>	<input type="text" value="0.00"/>
<input type="text"/>			<input type="text"/>	<input type="text" value="0.00"/>
Total cost: \$				<input type="text" value="65.50"/>
Comments/Cost justification (optional):				
<input style="height: 40px;" type="text"/>				

Fire Department Directory

STATE OF OKLAHOMA



- 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.

Fire Department Directory
STATE OF OKLAHOMA

Logout
Warning

Public Home
Admin Home
Membership
Fire Calls
Incident Reports
EJ/IAH (Blogs)
Documentation

Home » Admin Home » Incident Reports » Manage Incident Report

Edit Incident Report: Swindale Fire (88)

Instructions
General Info
Wildland Fire Info
Cost Info
Review
Complete

Submitted: 4/12/2011 3:27:00 PM | Last modified: 4/12/2011 3:27:00 PM

Contact Information:

Fire department: Calera Fire-Rescue (83)
 Contact person: Brian Norton
 Contact phone: 580-434-2504

Contact email: bnorton@coeris.net

Incident Information:

Swindale Fire
 Lat: 33.9400397
 Lon: -96.5327999

Incident name: Swindale Fire
 Start date: 4/5/2011
 Address: 5970 Smizer RD
 City: Calera
 Zip code: 74730
 Incident loc (lat): W 33.9400397
 Response type: Wildfire

Incident number: 88
 Start time: 1:01 PM
 Address (line 2):
 State: OK
 County: Bryan
 Incident loc (lon): W -96.5327999

Was this incident in your primary response area? Yes
 Total number of departments/agencies responding: 1
 Was the Texas Forest Service involved in this response? No

Wildland Fire Information:

Acres: 1.00
 Cause: Debris burning
 Subcause: Brush pile burning

Homes saved: 1
 # Other saved: 0
 # Near misses: 0
 # Entrapments: 0
 Ownership: Private

Homes lost: 0
 # Other lost: 0
 # Injuries: 0
 # Fatalities: 0

Cost Information:

TYPE OF TRUCK RESPONSE	DISC CLASS	# FIRE TRUCKS	TOTAL SQ YRS (CALCULATED)	COST
Fire engine	< 1250 GPM	3	1.00	75.00
Fire engine	>= 1250 GPM	0	0.00	0.00
Equipment van/Command vehicle	N/A	0	0.00	0.00
PERSONNEL		#	TOTAL HRS	COST
Volunteers		7	1.00	
Patrol		0	0.00	0.00
OTHER COSTS (SUBTOTALS)		#HRS (TOTAL)		COST
		0		0.00
		0		0.00
		0		0.00
Total cost:				875.00

General Information:

Comments (Cost justification optional):

PREV
CANCEL
FINISH

Home | About | Contact Us | Resources

Oklahoma Forestry Services Division
 Oklahoma Department of Agriculture, Food and Forestry
 2022 N Lincoln Blvd
 Oklahoma City, OK 73103
 Phone: (405) 521-6155 | Fax: (405) 521-4552
 http://www.orestry.ok.gov/

© Oklahoma Forestry Services. All Rights Reserved.



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](#)