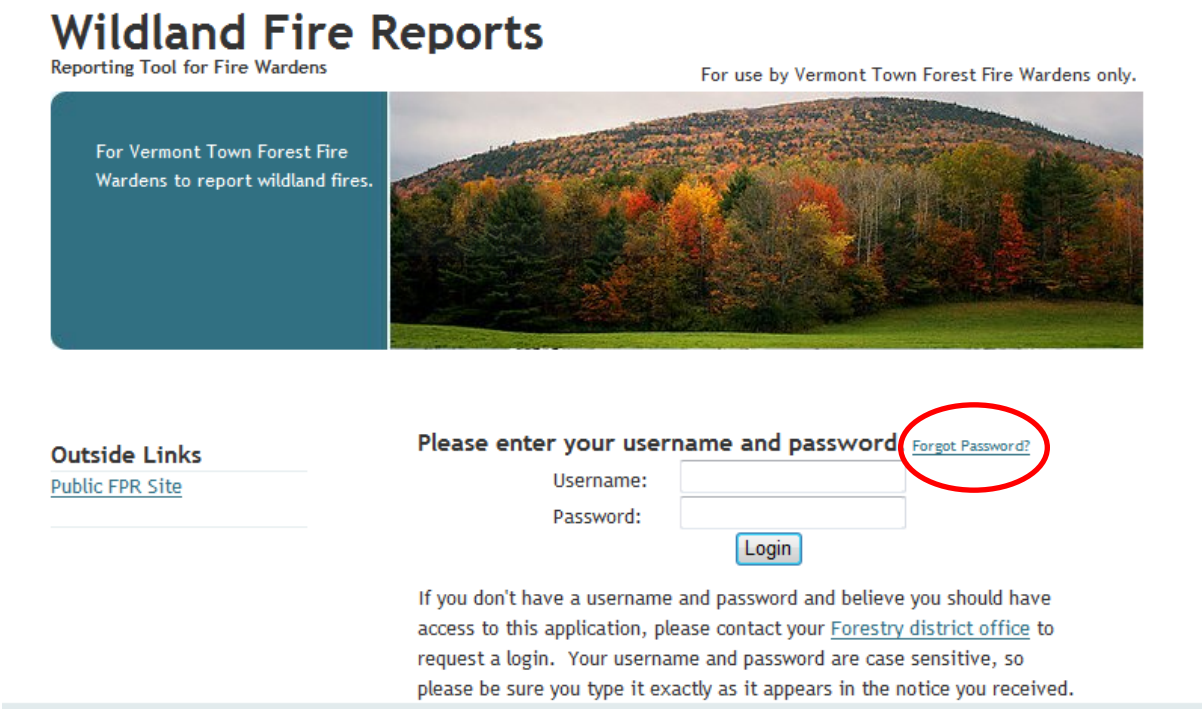
Fire Wardens User's Guide

The Vermont Online Wildland Fire Reporting System has been updated. This Fire Wardens User's Guide describes the new look and features. **The web address has changed.** Be sure to update Bookmarks to the new version of the Online Reporting System. To access Online Reporting, go to: Web address: https://anrweb.vt.gov/FPR/WildlandFires/login.aspx

This address brings you to this **Log-On** screen. Enter your user name and password.

If you have forgotten your password, you can click on the Forgot Password link and your password will be emailed to you.



When you click the Login button, you'll come to the main page.

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***Note**: I have greyed out sections of the **Menu** and **Log Out** items from this screen shot of the main page. These are items for the Administration of this site that you do not have. This is my Admin welcome page and so displays these extra options. (tg)*

Changes to the Wildland Fire Reports Online Reporting System:

1) Log in remains the same but if you have forgotten your user name and password, click on the link, supply your email address and your user name/password will be emailed to you

2) New look – the form to submit a fire report looks more like the card version of the fire report

3) Fire date – click on the little calendar and select the date of the fire, able to scroll through the months in the upper left/right corners

4) When you select the town from the drop down list, the county is automatically generated

5) Coordinates – click on the little green icon to get a Google Earth map, zoom into the location where the fire occurred, click on that spot and the lat/long field is complete!

6) Cost to extinguish table – has the look and feel of the card version but will calculate the cost and total cost fields for you. If for some reason the costs don't add across (or data is missing), you can manually enter in the cost/total cost.

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7) Date/Time reported/arrived/controlled/extinguished – click on the box beside each field to get a calendar and time slider tool to set the hour/minute/second

8) Unofficial report – **Only for FPR staff** – default is official – if the report is unofficial, click on this box

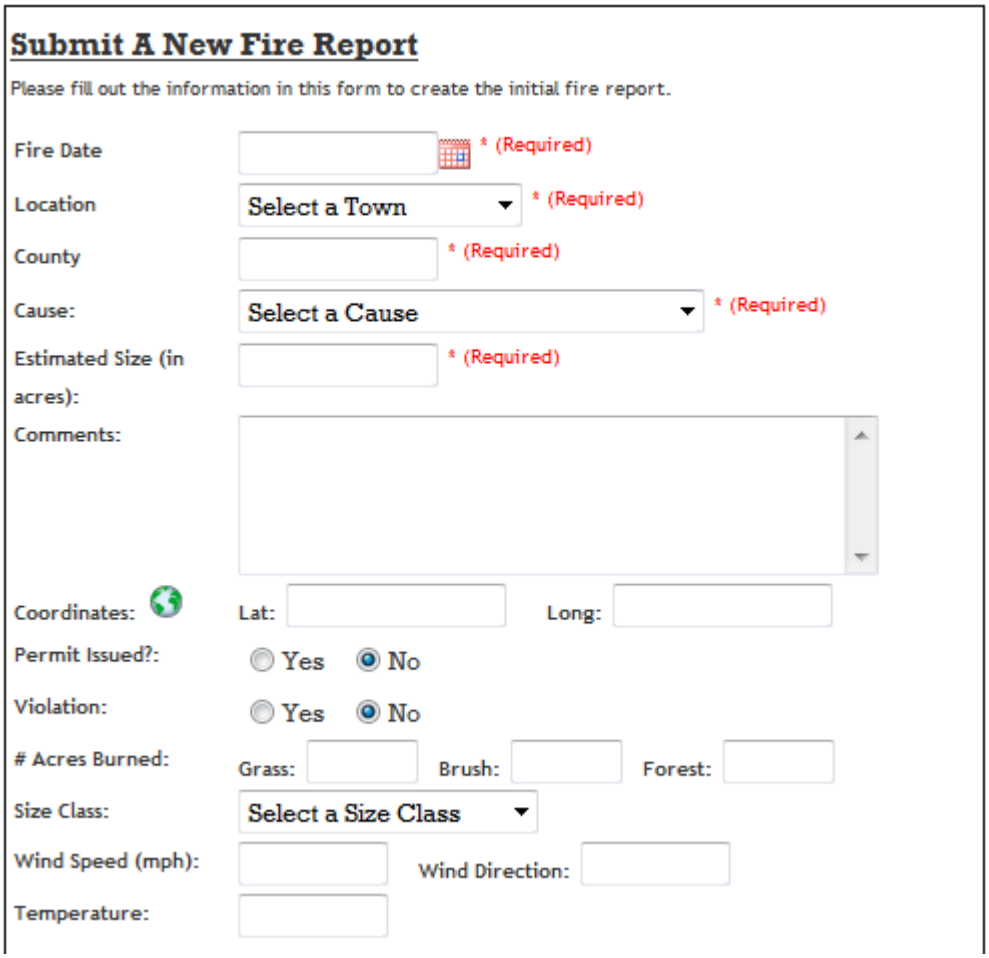
9) If you want to edit a report, select "view existing reports" from the list of options in the left navigation panel – the edit button is at the bottom of the report

Adding a New Fire Report - From the Menu, click on **New Fire Report**.

This screen shot is the top section of the **Submit a New Fire Report** page. The fire report page looks similar to the old card form.

Required fields need to be complete for the fire report to be submitted.

The optional fields should be completed if you have this information.



Most fields are quick and easy to complete but don't hold up a report if you don't have all the optional information. You can always go back and edit the report at a later date.

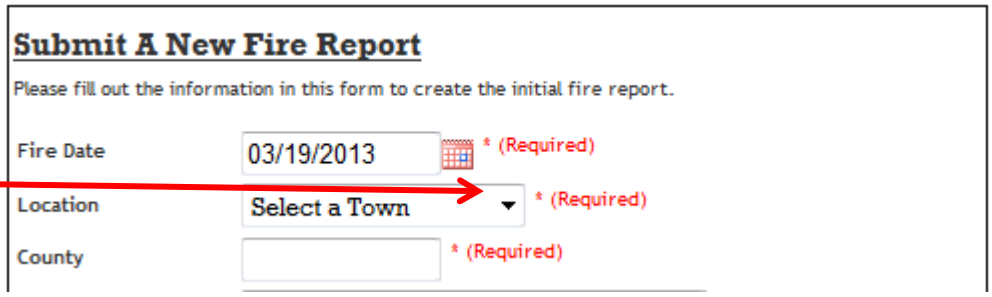
The following instructions describe all the fields and how to complete them.

Fire Date (required):

Enter the date of the fire or **Click** on the calendar icon and a calendar pops up. Click on the date and it adds it to the **Fire Date** field. To change month, click on arrows at the top of the calendar.

Location (required):

To complete the **Location** field, click on the down arrow and choose the town where the fire occurred from the drop down list. When you select a town, the **County** field is automatically filled in.



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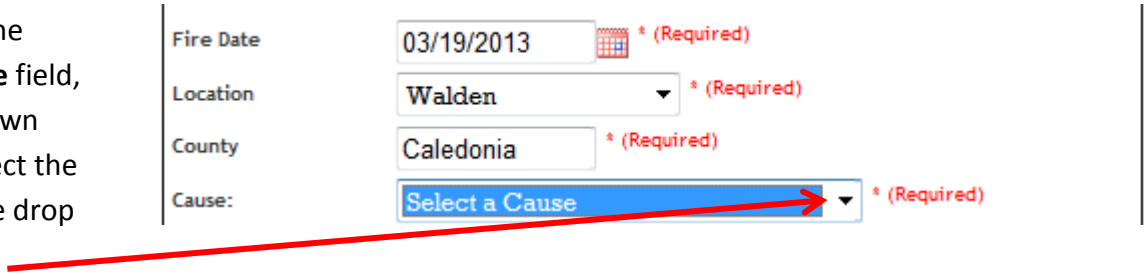
Cause (required):

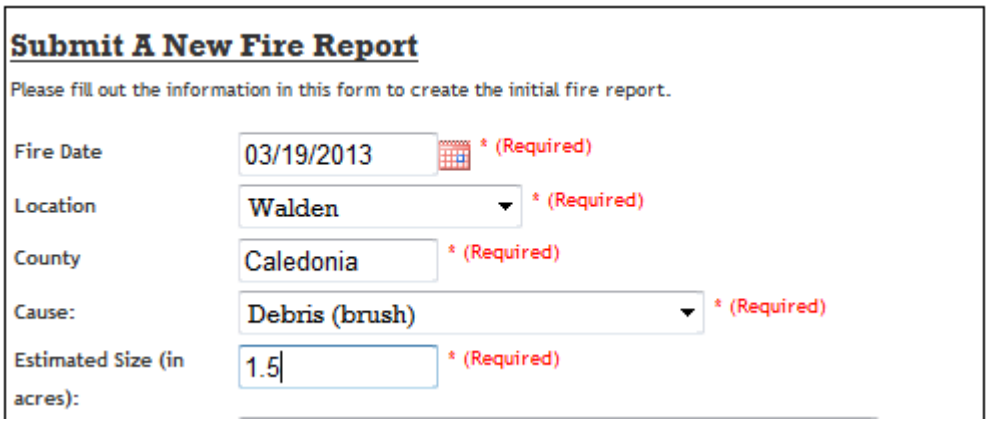
To complete the required **Cause** field, click on the down arrow and select the cause from the drop down list.



Estimated Size (in acres) **(required):**

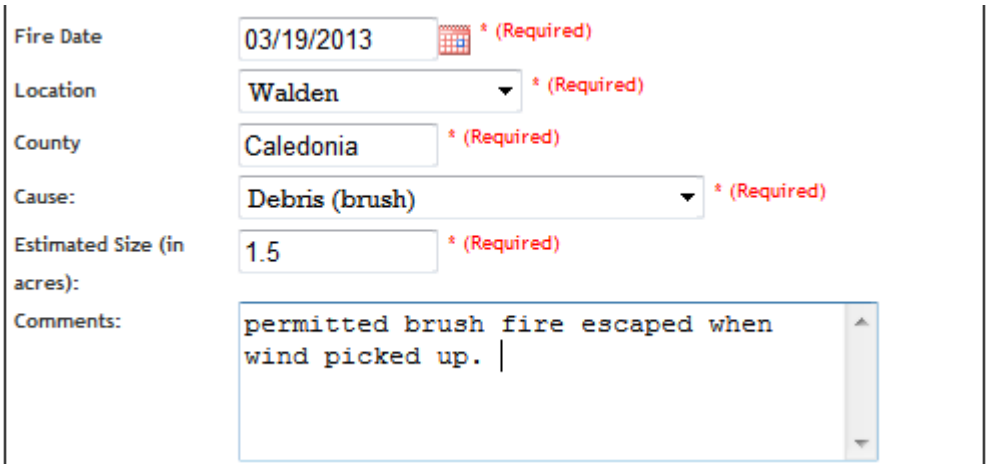
Enter the **Estimated Size** of the fire in this field. Use decimals for partial acres. Fractions will not work.

Example:
1.5 acres, not 1 ½ acres.



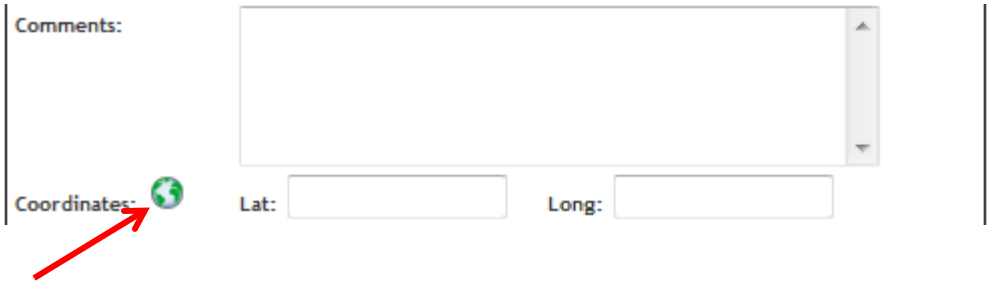
Comments:

Add comments to describe the fire, the location, the cause, weather, etc. Fill in as much detail as possible that would be located on the map of the old hard copy form.



Coordinates:

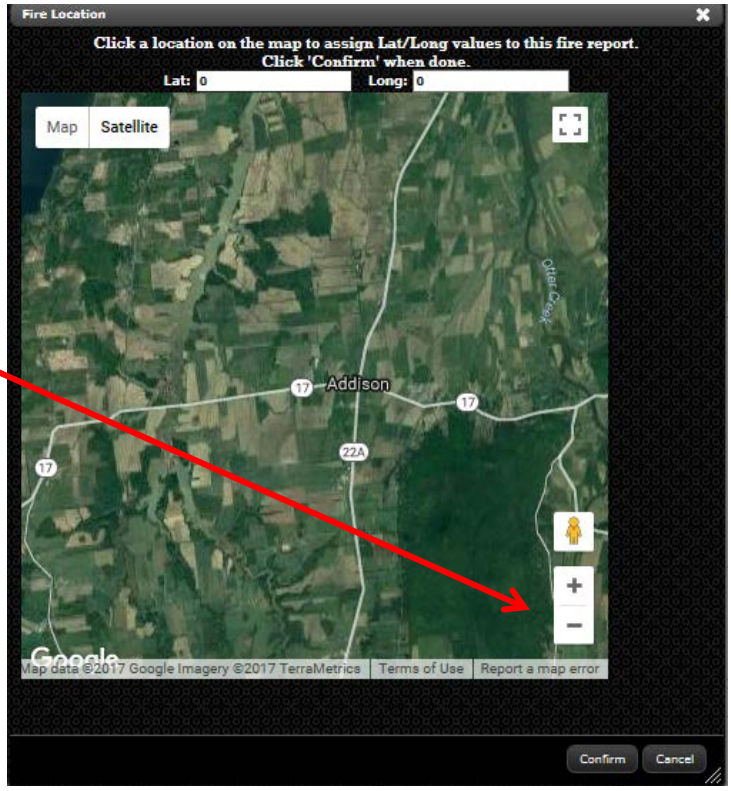
Adding the lat/long for the fire location is as easy as a couple of mouse clicks.



First click on the little globe to bring up a Google Earth Map (need to have Java scrips enabled).

Clicking on the globe icon brings you to this Google Earth map of the center of the town selected in the location box above.

Zoom into the map using the + and – buttons and the hand to navigate to your location.



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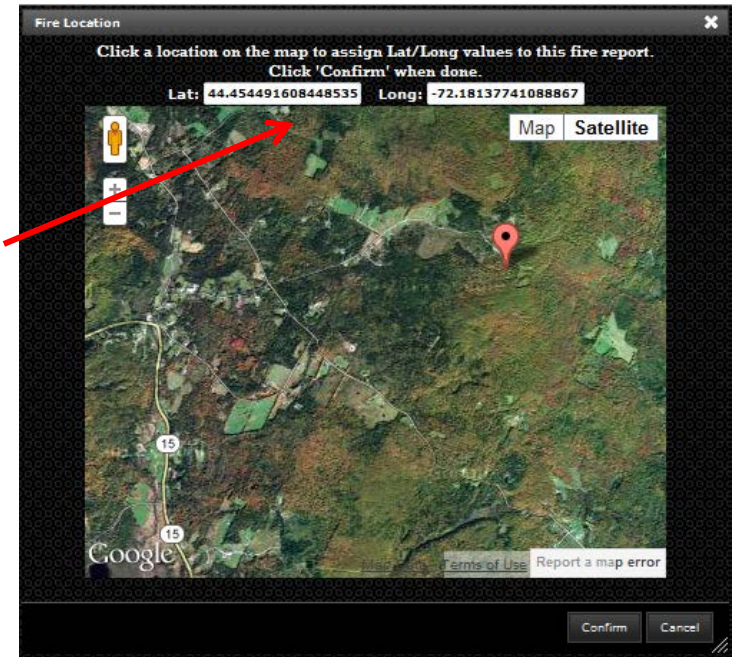
When you get to your location, click on the spot. A marker will appear and the lat/long fields are filled in.



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Permit Issued?

Click yes or no.

Violation:

Click yes or no.

Coordinates: Lat: 44.497484882007 Long: -72.222747802734
Permit Issued?: Yes No
Violation: Yes No
Acres Burned: Grass: 1 Brush: .5 Forest:
Size Class: Select a Size Class

 # Acres Burned: Fill in acres of grass, brush, and/or forest. Use decimals for partial acres. Fractions will not work. The total needs to equal the estimated size entered above. **Example: Grass: 1 Brush: .5 Forest:** leave blank if not applicable

Size Class: Click on the down arrow and select the size class from the drop down list.

Weather:

Weather info is not required but should be added if you have it.

Wind Speed (mph): 10 Wind Direction: south
Temperature: 51

Cost to Extinguish

Complete this section if you have the information available.

This section is very similar to the card version but will calculate the cost and total cost fields for you. If the costs don't add across (because data is missing like the equipment fields), you can manually enter in the cost. The total cost will calculate automatically or manually.

COST TO EXTINGUISH

	NO. of PERSONS	HRS PER PERSON	RATE/HR	COST
Forest Fire Warden	1	2	20	40.00
Hired Help	10	2	15	300.00
Mutual Aid Received				0.00
Other Expenses				
Equipment-Engines	2		50	100.00
Equipment-Tankers	2		50	100.00
Equipment-Other				
			Total Cost:	540.00

Tab from field to field to complete the form. Don't use the enter key.

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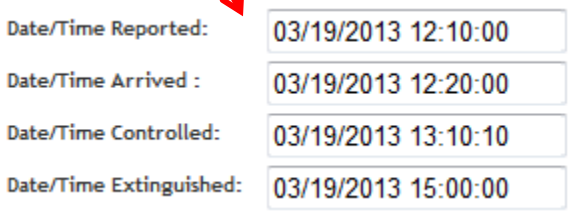
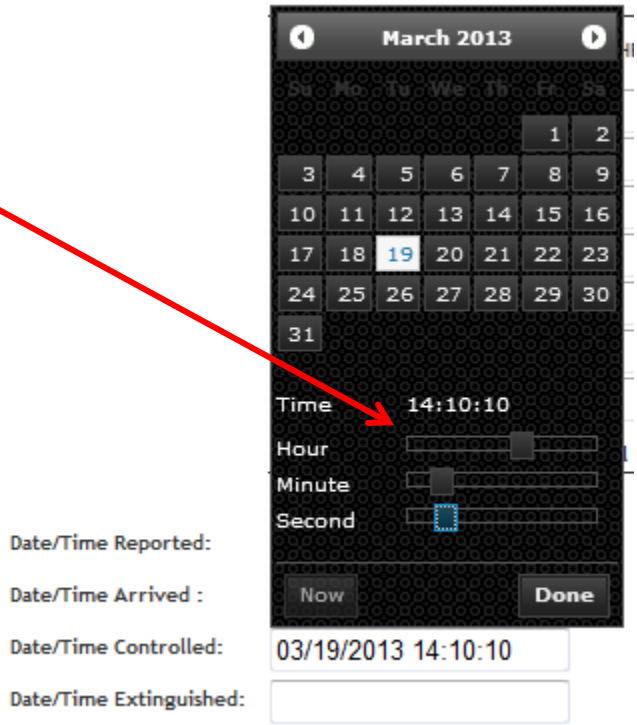
Date/Time Reported, Arrived, Controlled, and Extinguished:

When completing these fields, click in the box to bring up a calendar and time slider tool. Select the date, then slide the hour, minute, second to the correct time, click on done and the field(s) are filled in. Bring up calendar and time slider tool for each field.





Unofficial Report?:

This is **only for FPR staff** – the default is official so you should **leave this box unchecked**.

For FPR staff, click on this box if the report is unofficial.

Submit – click on the submit button at the bottom of the form to submit the report.

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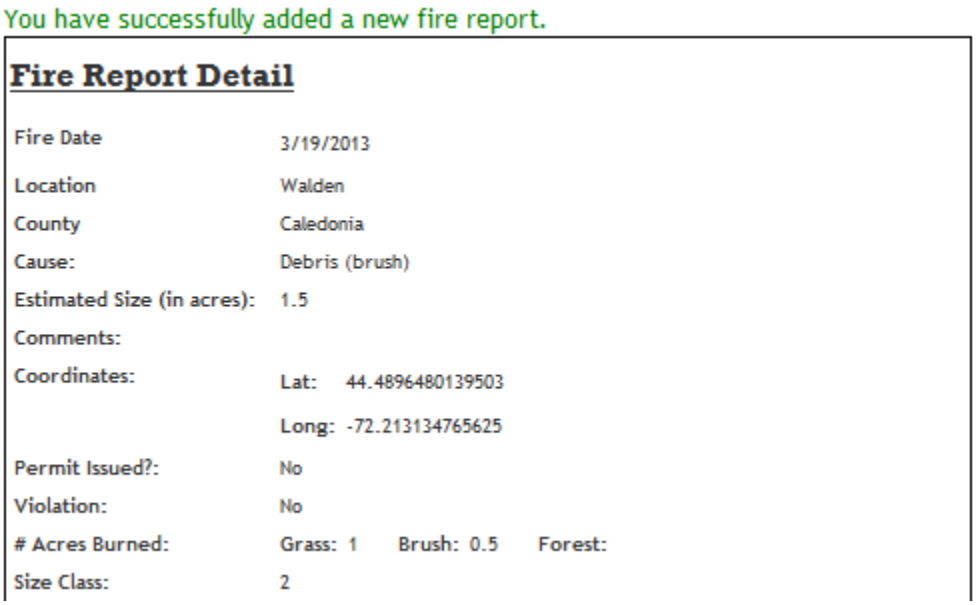
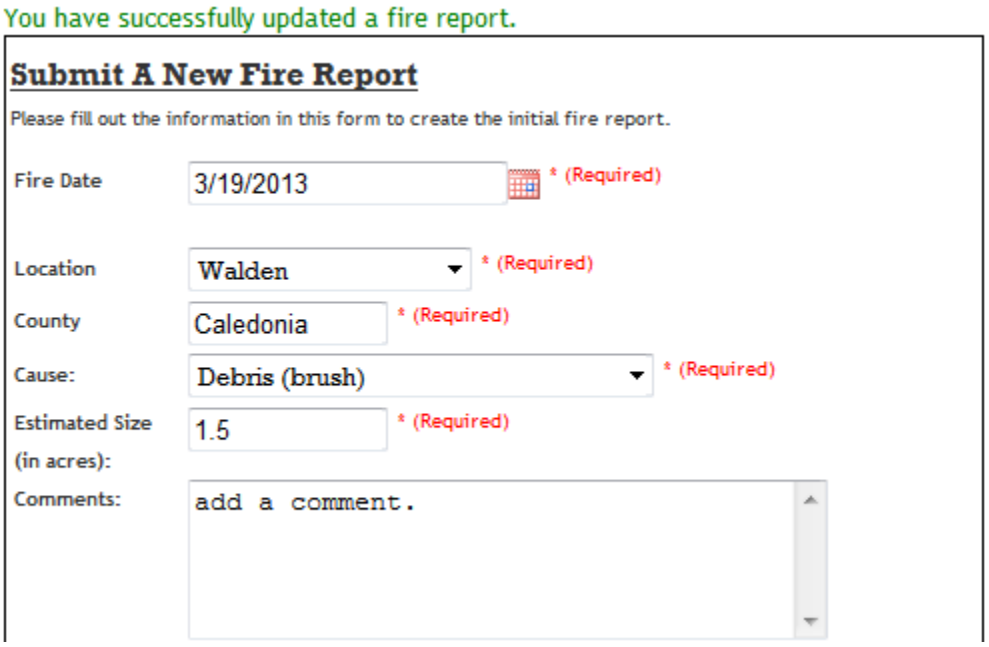
Once you hit the submit button you will see the Fire Report Detail and a note that says, **You have successfully added a new fire report.**

At this point, you have the option of making edits to the report if needed. Just scroll to the bottom of the screen, click on the **Edit** button.



Make any corrections, changes, additions, etc. that you need to make and click on the **Update** button.

You'll receive a new message that says **You have successfully updated a fire report**.



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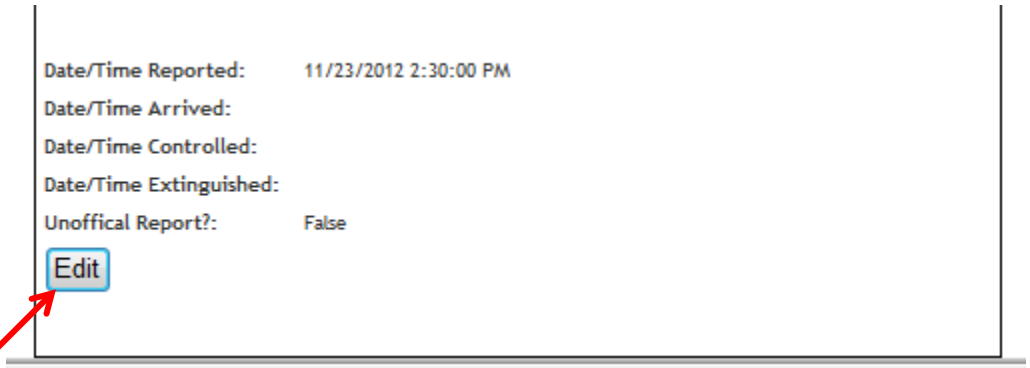
In addition to Submitting fire reports, you can also view any existing reports that you have entered. Click on the **View Existing Reports** link from the **Main page** to see your reports. Any reports you can view, you can also edit or update.



Click on the **Edit** button at the bottom of the screen to edit the report. After the Edit is complete, click on the **Update** button.

Submitting Wildland Fire Reports is fast and easy. If possible, complete the report as soon as possible after the fire.

If you have any questions or difficulties with the Online Reporting System, contact Tess Greaves at tess.greaves@vermont.gov or call 802-535-5727.