



# How to enter a Wildland Fire incident and the Wildland Module – *(Direct Entry into Image Trend)*

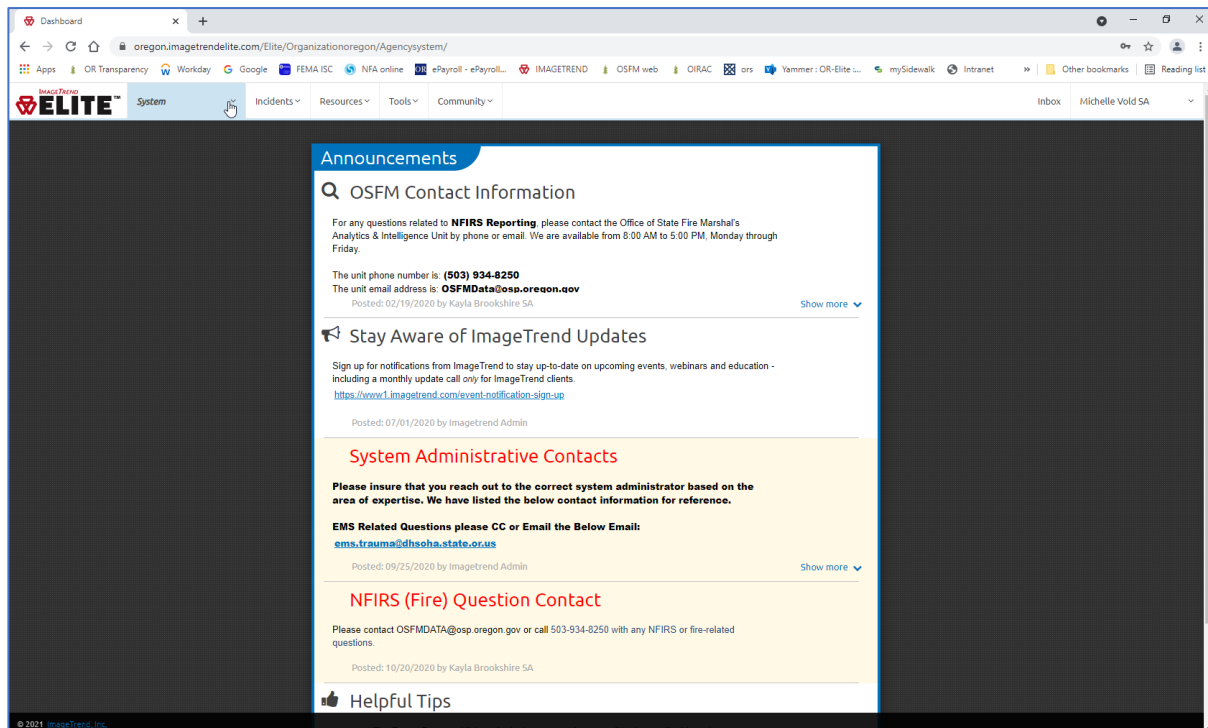
The NFIRS Complete Reference Guide (version 5.0) defines Wildland Fires as: Any fire involving vegetative fuels, other than a prescribed fire, that occurs in the wildland. A wildland fire may expose and possibly consume structures.

Wildland is defined as: An area where development is essentially nonexistent, except for roads, railroads, power lines, and similar facilities.

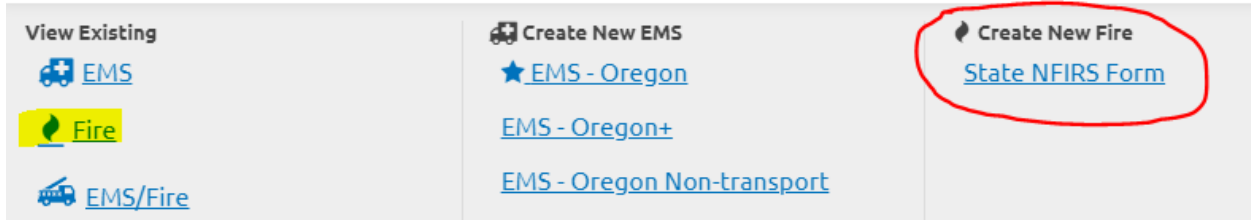
The Wildland Fire Module permits wildland fires to be profiled in detail for resource allocation, incident management, and fire impact analysis.

*There are many data fields available to fully describe the fire incident. However, in this guide, we will only refer to mandatory data field entries.*

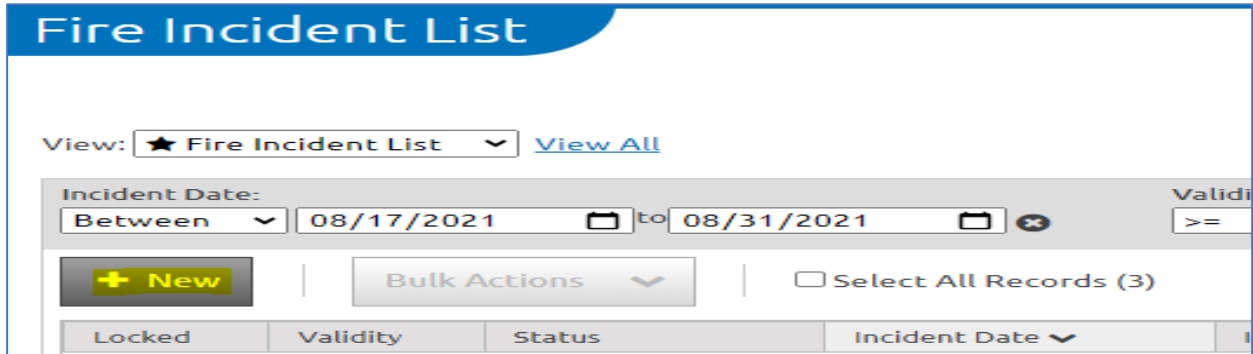
1. Log into Image Trend using your assigned user credentials.
2. In the tool bar at the top of the screen, use the drop down to locate your agency (if not already visible).
  - a. If you have multiple agencies assigned to your user credentials, you can utilize the View Agency List button to search for assigned agencies.



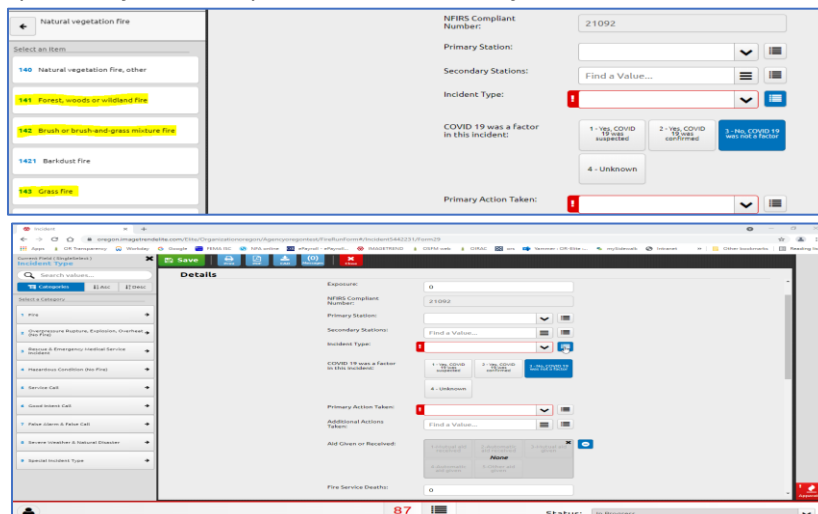
- Using the **Incidents** drop down menu, found in upper tool bar, either select navigate to the **Fire Type Incident** list option and click on the Fire icon, or select **State NFIRS Form** under the Create New Fire.



- From the Fire Incident List menu opens, select **New**.
  - Note: To search for an incident, you will follow the same path, then search using the filter options found above new.



- The incident will open in the Basic Module (required for every type of fire incident). All required fields will highlight in red.
  - Based upon the various incident-related information entered, conditional fields and modules may become mandatory (highlighted in red) along the way.
- Enter **Incident Date**.
  - When you click into the Incident Date box or the clock icon, a calendar or clock selector tool will open in the left navigation.
- Enter **Incident Number** – This is an agency-specific number created at the agency level.
- Enter **Incident Type** - Using the drop-down arrow, or the Incident Type list icon to the right of the Incident Type box, select the appropriate incident type. **For Wildland Fire Incidents select 141, 142, or 143.**
  - Selecting 141, 142, or 143 will remove the standard Fire Module and add the Wildland Fire Module for completion after the required Basic Module information has been entered.



9. Enter **Primary Action Taken**.

10. Under **Aid Given or Received**, select the appropriate option. If no aid was given or received, select the small minus icon to access the “None” option.

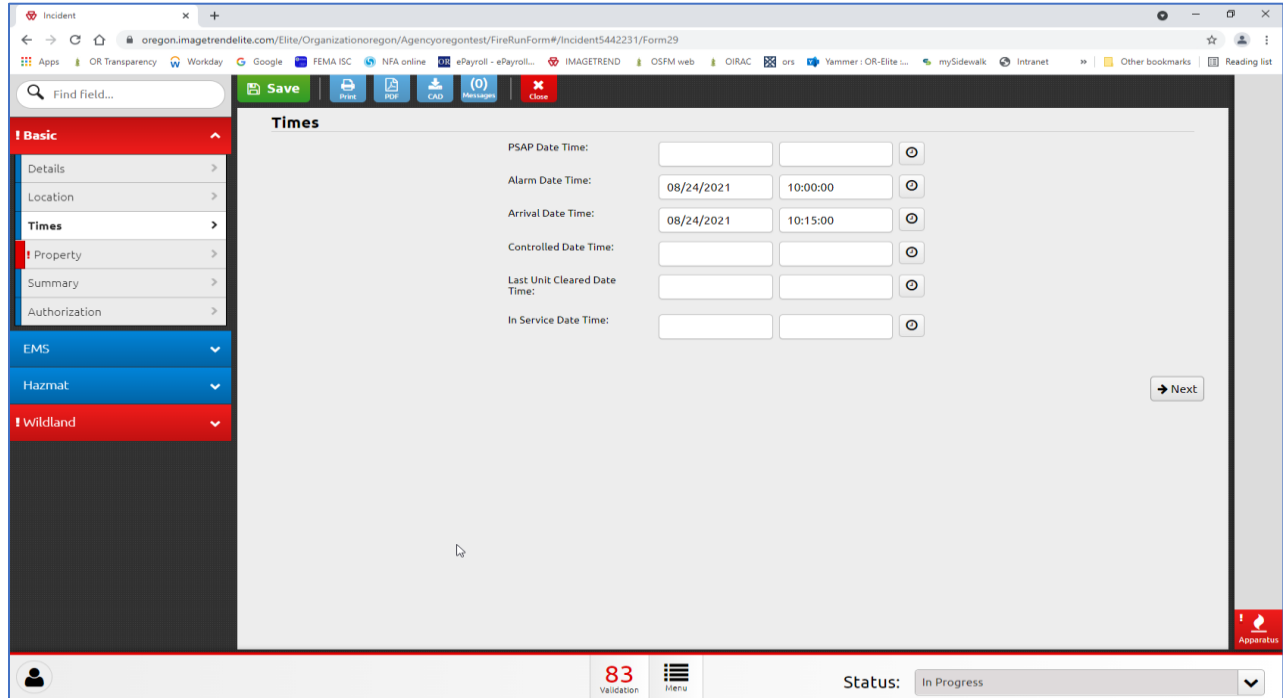
a. *If your agency gave aid, then only the Basic Module information is required for entry.*

11. Scroll to bottom of page and select **Next** to proceed to the Location page of Basic Module information.

12. Under the **Wildland Location Used** Select the **Yes** toggle button.

13. Scroll to the bottom of the page and select **Next** to proceed to the Times page of the Basic Module.

14. Enter **Alarm Date Time**.



15. Enter **Arrival Date Time**.

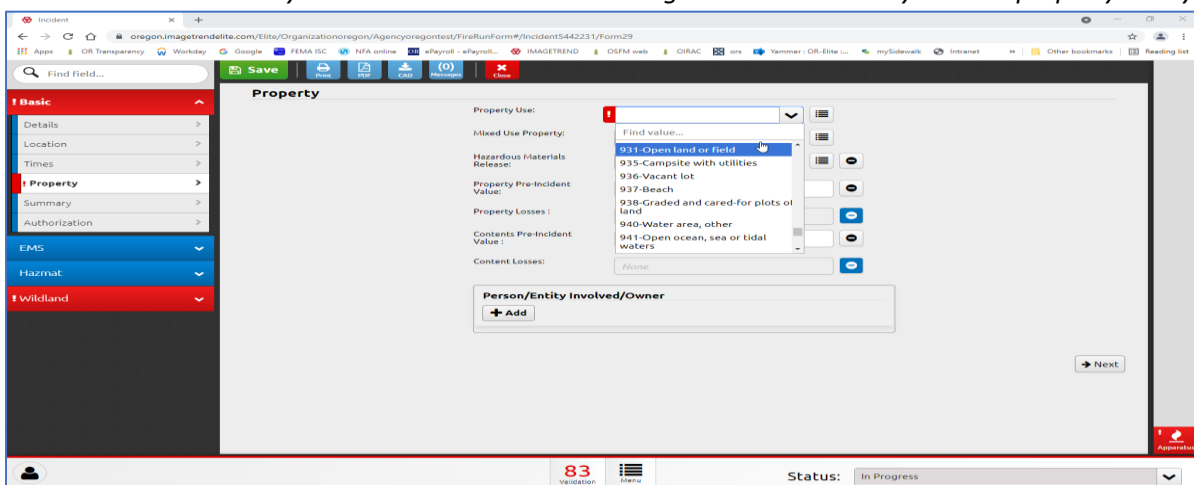
16. Enter **Controlled Date Time**.

a. *This area doesn't reflect as mandatory currently but is conditional. Therefore, after you enter data in the wildland module it will become required.*

17. Select **Next** to proceed to the Property page of the Basic Module.

18. Use the drop-down arrow or list icon to select **Property Use**.

a. *There can only be one code selected for this field. To maintain consistency for tracking purposes, this code is likely to be the most common amongst all the most likely worked property use types.*

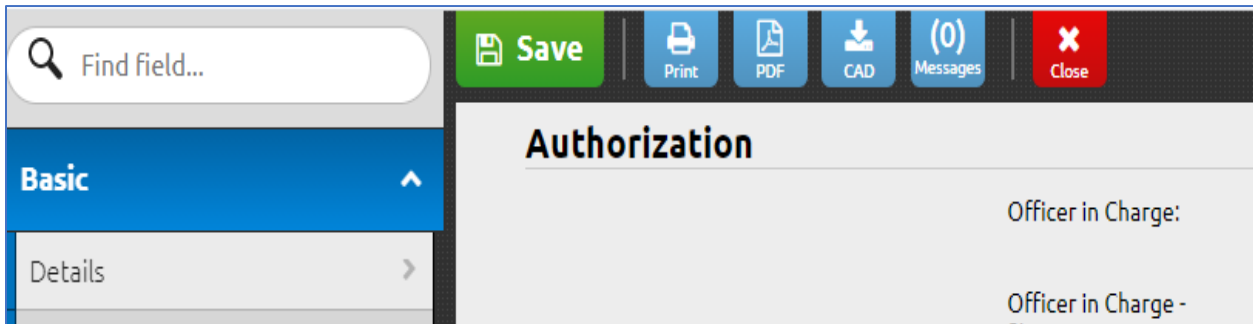


19. Select **Next** to proceed to the Summary page of the Basic Module.

20. Enter **Primary Narrative**.

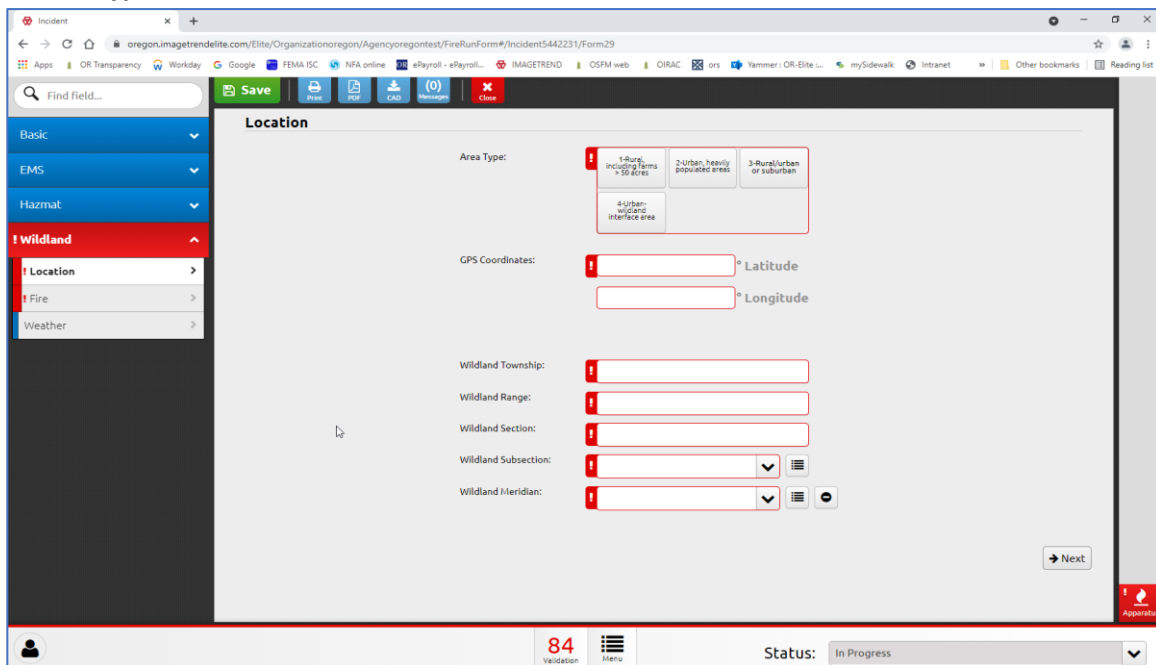
21. Select **Next** to proceed to the Authorization page of the Basic Module.

22. Select **Save** at the top of the incident.



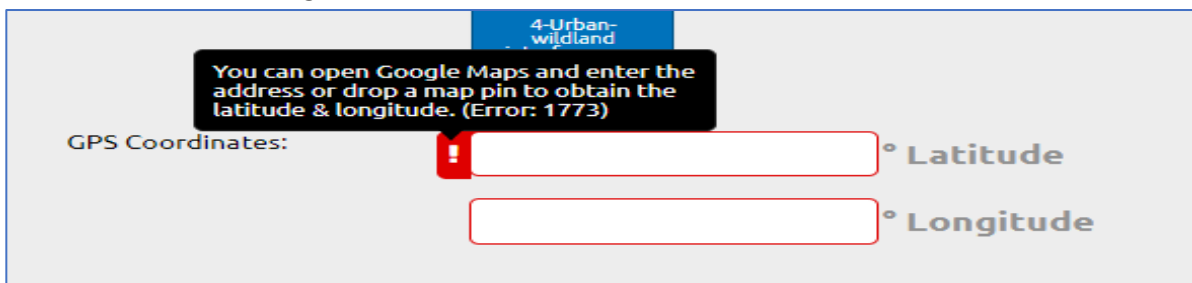
23. At this point, if EMS and Hazmat information is applicable to the incident, you can select **Next** to proceed to and through the EMS module, select **Next** to proceed to and through the Hazmat Module, and make a third selection of **Next** to enter the Wildland Module, or if EMS and Hazmat information isn't applicable to the incident, merely click the Wildland Module tab in the left navigation to access it directly.

24. Select **Area Type**.



25. Enter latitude and longitude under **GPS Coordinates**.

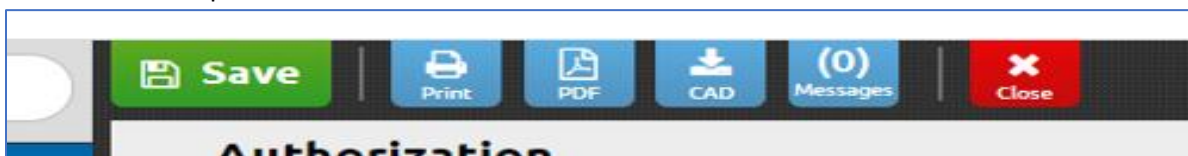
- a. *Helpful hint - You can open Google Maps and enter the address or drop a map pin to obtain the latitude and longitude*



26. Select **Next** to proceed to the Fire tab of the Wildland Module.
27. Use the drop-down arrow or list icon to select **Fire Cause**.
  - a. Utilize the Minus icon to select Undetermined.
28. Use the drop-down arrow or list icon to select **Human Factors Contributing to Ignition**.
  - a. Utilize the Minus icon to select None
29. Use the drop-down arrow or list icon to select **Human Factors Contributing to Ignition**.
  - a. Utilize the Minus icon to select None or Undetermined.
30. Use the drop-down arrow or list icon to select **Heat Source**.
  - a. Utilize the Minus icon to select Undetermined.
31. Use the drop-down arrow or list icon to select **Equipment Involved in Ignition**.
32. Click into the **Number of Buildings Ignited** box to activate the keypad in the left navigation.
  - a. Select the number of ignited buildings.
33. Click into the **Number of Buildings Threatened** box to activate the keypad in the left navigation. Select the number of buildings threatened.
34. Click into the **Total Acres Burned** box to activate the keypad in the left navigation. Enter the number of total acres burned.

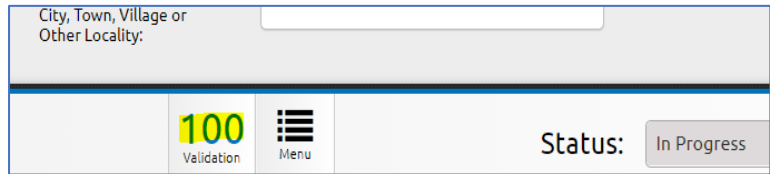
Fire Cause:	Undetermined	▼	☰	⊖
Human Factors Contributing to Ignition:	None	☰	☰	⊖
Factors Contributing to Ignition:	Undetermined	☰	☰	⊖
Fire Suppression Factors:	Find a Value...	☰	☰	⊖
Heat Source:	Undetermined	▼	☰	⊖
Mobile Property Type:		▼	☰	⊖
Equipment Involved in Ignition:	891-Clock	▼	☰	⊖
Number of Buildings Ignited:	0			⊖
Number of Buildings Threatened:	0			⊖
Total Acres Burned:	1			

35. Select **Save** at the top of the incident.



36. Review the **Validation Score** at the bottom of incident task bar.

- a. If the number is *less than 100*, there are data fields that need to be completed to attain 100% incident validation.



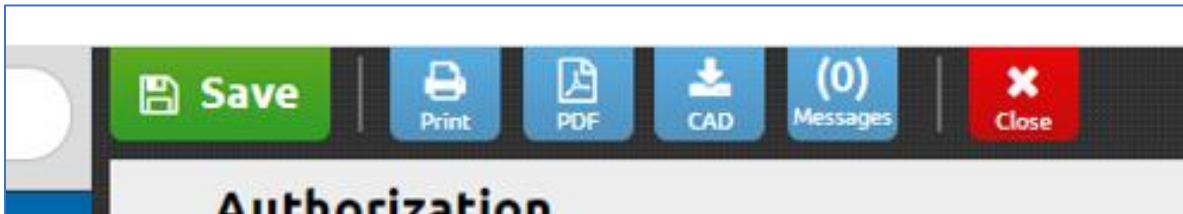
- b. Select the **Menu** list icon, next to

the validation score, to bring up a menu of items that require entry.

- i. *This also brings up a menu of options for adding attachments, messages, exposures, and the ability to Lock the incident.*

37. Select **Save** at the top of the incident.

38. Select **Close** to close the incident.



## Frequently Asked Questions related to direct entry of a Wildland Fire Incident into Image Trend

**When would I enter a wildland fire incident in the wildland module versus the fire module?** For wildland fire incident types **141-** Forest, Woods, or Wildland Fire, **142-** Brush or brush-and-grass mixture fire, and **143-** Grass Fire.

**Would I complete a wildland fire module when my agency provided aid to another fire agency?** If your agency provided aid to another fire agency, your agency only needs to enter the Basic Module information related to and indicating aid was given. Use of the Personnel/Apparatus Module is optional.

**Is this the same directions for Wildland Fire Incident entry if my agency uses another incident-based reporting program (such as Fire House, ERS, EOS, etc.)?** These directions are for fire agencies that enter fire incidents directly into the web-based Image Trend platform. A generic entry guide can be found on our [website](#). For vendor-specific program formatting and guidance, please contact your incident-based program vendor.

**Who do I contact if I have additional NFIRS reporting questions?** Please contact the [NFIRS Program Coordinator](#) at [503-934-8237](tel:503-934-8237), [1-877-588-8787](tel:1-877-588-8787), or via email at [osfmdata@osp.oregon.gov](mailto:osfmdata@osp.oregon.gov) .