

Submitting a Wildland Fire Incident into the South Dakota Incident Report System

The SD Incident Report System can be found at:

<http://sdda.sd.gov/wildfire-suppression/vfd-online-fire-reporting/>

Submitting a Wildland Fire Incident – All items in **bold** are required for the form to be completed.

1. Enter your Departments FDID Number
 - a. If you do not know your Departments FDID number call the State Fire Marshall's Office at 605-773-3562.
2. Select "Basic Form" from the column on the left hand side.
3. On the "Basic Form" fill out all the required information on the form as shown in yellow. Be as thorough as possible.
4. Once completed select "Save & Continue". This will take you to the "Wildland Fire Form". The current version will take you to the "Fire Form" and you will have to select the "Wildland Fire Form". The newer version will automatically take you to the "Wildland Fire Form".
5. The information from this form is submitted to both the Fire Marshall's Office and SD Wildland Fire Division. This form needs to be filled out in order for an IQS Number to be assigned to the incident. Fill out all yellow fields. Listed below are instructions on fields needed to obtain an IQS number.
6. Starting at the top of the form:
 - a. Fire Name – enter in the name of the fire, if unsure during a mutual aid incident it can be left blank.
 - b. **County Name** – enter the name of the county the fire occurred in. If out of the State of SD please place the state identifier at the end of the county name – Carter, MT
 - c. **Location** – general description of where the fire occurred. This will populate from the "Basic Form" – please add or subtract information as needed. Example – 3 miles E of Quinn on Hwy 14, north side of the hwy
 - d. **Map** – use the map to locate the fire. The map starts at the city associated with your department. Move the cursor to the location of the fire, when located the latitude and longitude will populate in the blocks below. If you know the latitude and longitude of the fire type those in below and select the Map It button. This will move the cursor on the map to the fires location.
 - e. **Latitude** – can be manually entered or use the map tool
 - f. **Longitude** – can be manually entered or use the map tool

- g. **Township, Range & Section** – If you do not know the Township, Range, and Section for your fire select the XY Conversion link, which will link you to a website to make the conversion from GPS coordinates to Township, Range and Section. Enter the converted data into the form.
 - i. Township – 112N PLEASE DO NOT PUT THE TOWNSHIP NAME.
 - ii. Range – 46W
 - iii. Section – 15 enter only one section, the section the fire started in.
- h. ¼ Section – this field is not required but if known please put it in
- i. **Ownership Class** – select from the drop down menu the ownership for where the fire began. If Federal is chosen another drop down menu will appear to select the specific Federal agency.
- j. **Size (Total Acres Burned)** – enter the total size of the fire in acres
- k. **Size Class** – select from the drop down the size class associated with the size of the fire.
 - i. A 0 – 0.25 acres
 - ii. B 0.26 – 9 acres
 - iii. C 10 – 99 acres
 - iv. D 100 – 299 acres
 - v. E 300 – 999 acres
 - vi. F 1000 – 4999 acres
 - vii. G 5000 or Greater
- l. Mutual Aid Given – select this box if YOUR Department PROVIDED mutual aid to another Department or State or Federal Agency
- m. Department – if your Department PROVIDED mutual aid to another Department, State or Federal Agency put THEIR name in this block.
 - ❖ THESE TWO BLOCKS ARE IMPORTANT TO FILL OUT IF YOUR DEPARTMENT PROVIDED MUTUAL AID SO FIRES ARE NOT COUNTED MORE THAN ONCE!
- n. **Wildland Fire Cause** – select the cause of your fire from the drop down provided – DO NOT LEAVE THIS BLANK – ALL FIRES WILL FIT INTO ONE CATEGORY
 - i. Children – fireworks, matches, ect.
 - ii. Debris, Vegetation Burn – piles, burn barrels, rx burns, ect
 - iii. Equipment Use – vehicles, power tools, blowtorch, powerline, ect
 - iv. Incendiary / Arson
 - v. Misuse of Fire
 - vi. Natural Source / Lightning
 - vii. Open / Outdoor Campfire
 - viii. Other Cause / Misc. – please do not use unless it does not fall into another category

- ix. Railroad
- x. Smoking – cigarette butts
- xi. Structure (Exposure) – house or structure fire that went into the wildland
- xii. Undetermined – please do not use unless it does not fall into another category
- o. **Vegetation** – select the primary vegetation carrier of the fire from the drop down menu
- p. **Number of Buildings Ignited** – if none enter a zero
- q. **Number of Buildings Threatened** – if none enter a zero
- r. **Number of Homes Threatened** – if none enter a zero
- s. **Number of Homes Lost** – if none enter a zero
- t. IQS Number – this will be filled out by the Wildland Fire Division
- u. **Submitted By** – please enter the name of the individual entering the wildland fire
- v. Work Phone Number – please provide at least one phone number
- w. Home Phone Number – please provide at least one phone number
- x. Select Save & Continue

Once a wildland fire incident is entered into the system it can be viewed from the home page of the program. To see the IQS number assigned to the fire please go to <http://sdda.sd.gov/wildfire-suppression/incident-qualification-system-iqs/>. Select the year the fire occurred and they are listed by date.

If an incident is entered into the online reporting system a Post Card DOES NOT need to be mailed in. THIS WILL CREATE A DUPLICATE RECORD.

If you have any questions about entering wildland fire incidents or about IQS numbers please call Megan at 605-399-3160 or email her at majaros@fs.fed.us.