

# **Fire and Emergency Services Newfoundland and Labrador**

## **Online Incident Reporting System**



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## Fire Department

1. To access the online incident reporting system type the following in your internet browser  
<https://apps.gov.nl.ca/fes/>
2. To create a shortcut to your desktop go to File – Send – Shortcut to Desktop. This will then be on your desktop for future use.
3. Select your agency type.
4. Click Fire Department Icon.
5. You must then select the Type of Incident. For a **Fire Incident** click the Fire Incident Icon.
6. Submitter Details. If you are adding a mutual aid incident please enter it in non-fire incident screen unless you are filing on behalf of the primary responding department.
7. Fire Department - Select your fire department from the fire department dropdown list.
8. Access Code – Enter your fire department access code. Please call Fire and Emergency Services to acquire your fire department access code.
9. Incident Subtype. Select appropriate Incident Subtype from the dropdown list.
10. Departmental File Number. This field is optional. Some fire departments have their own incident file numbers and may want to keep a record. If so, enter that number in this field.
11. Click Next.
12. This will bring you to Incident Details. If this is a mutual aid incident please enter it in the non-fire incident screen.
13. Incident Date. Click the calendar icon to the right and this will bring in the calendar and select appropriate date and time. The time icon is the little clock at the bottom of the calendar.
14. Incident Location. Enter the community from the dropdown list.  
Note: If incident location is unknown choose nearest community and describe in the property address field.
15. Property Location. Enter the street address, if known.
16. Property Classification. Enter the property classification from the dropdown list.
17. Property Owner Surname. Enter the owner's last name of the property.
18. Property Owner Given Name(s). Enter the owner's first name of the property.

19. Police Responded. Select appropriate answer from the dropdown list.
20. Insurance Carried. Select appropriate answer from the dropdown list.
21. Click Next.
22. This will bring you to Casualties. This is where you would enter any fatalities or injuries, age, gender and whether the injury or fatality was either a civilian or firefighter.
23. If Casualty under Severity click the dropdown and choose either Injury or Fatality.
24. Under Age type in the age of the person.
25. Under Gender click the dropdown and choose either Female or Male.
26. Firefighter – If the Injury or Fatality was a Firefighter check the box under Firefighter.
27. Click Next to bring you to the Statistics Screen.
28. Major Source of Ignition – Choose appropriate answer from the dropdown list.
29. Major Material First Ignited – Choose appropriate answer from the dropdown list.
30. Major Area of Fire Origin - Choose appropriate answer from the dropdown list.
31. Smoke Alarm(s) Installed - Choose appropriate number from the dropdown list.
32. Smoke Alarm(s) Activated – Choose appropriate answer from the dropdown list.
33. Smoke Alarm(s) Assistance to Occupants – Choose appropriate answer from the dropdown list.
34. If you are finished with your entries click Submit. Once you submit you cannot go back. You can then either print your incident report or save it.

For a **Non-Fire Incident** click the Non-Fire Incident Icon.

1. This will bring to Submitter Details.
2. Fire Department – Choose your fire department name from the dropdown list.
3. Access Code – Enter your fire department access code.
4. Incident Subtype – Choose appropriate answer from the dropdown list.
5. Click Next – this will bring your to the Incident Details.

6. Incident Date – Click the calendar icon to the right and this will bring in the calendar and select appropriate date and time. The time icon is the little clock at the bottom of the calendar.
7. Incident Location – Enter the community from the dropdown list. If incident location unknown, pick nearest community and describe in Property Address field.
8. Property Address – Enter the address of the property.
9. If you are finished with your entries click Submit. Once you submit you cannot go back. You can then print your incident report and save it to your computer. If you are entering more than one incident click Create New.

### **Police Agency**

1. Select your agency type.
2. Click Police Agency Icon.
3. Submitter Details – Select your police detachment from the dropdown list.
4. Access Code – Enter your police agency access code. Please call Fire and Emergency Services to acquire your police agency access code.
5. Click Next.
6. This will bring you to Incident Details.
7. Incident Date. Click the calendar icon to the right and this will bring in the calendar and select appropriate date and time. The time icon is the little clock at the bottom of the calendar.
8. Incident Location. Enter the community from the dropdown list.
9. Property Location. Enter the street address, if known.
10. Property Classification – Enter the property classification from the dropdown list.
11. Property Owner Surname – Enter the property owner's surname of the property.
12. Property Owner Given Name(s) – Enter the property owner's given name(s).
13. Police File # - Enter your detachment file number.
14. Fire Responded – Select appropriate answer from the dropdown list.
15. Click Next.

16. This will bring you to Casualties.
17. Severity – Click the dropdown list and choose either Injury or Fatality.
18. Age – Type in the age of the person.
19. Gender – Click the dropdown and choose either Female or Male.
20. Firefighter – If the Injury or Fatality was a Firefighter check the box under Firefighter.
21. Click Next.
22. This will bring you to Financial Loss.
23. Insurance Carried – Click appropriate answer from the dropdown list.
24. Insurance Carrier Name – Enter the insurance carrier name.
25. Insurance Policy No. – Enter the insurance policy number.
26. Property Loss Estimate – Enter the dollar value of the property loss estimate.
27. Content Loss Estimate – Enter the dollar value of the contents loss estimate.
28. Other (Vehicle/Boat/Auto) Loss Estimate – Enter the dollar value of the vehicle/boat/auto loss estimate.
29. Click Next.
30. This will bring you to Statistics.
31. Major Source of Ignition – Choose appropriate answer from the dropdown list.
32. Major Material First Ignited – Choose appropriate answer from the dropdown list.
33. Major Known Cause – Choose appropriate answer from the dropdown list.
34. Major Act of Omission – Choose appropriate answer from the dropdown list.
35. Major Area of Origin – Choose appropriate answer from the dropdown list.
36. Smoke Alarm(s) Installed – Choose appropriate answer from the dropdown list.
37. Smoke Alarm(s) Activated – Choose appropriate answer from the dropdown list.
38. Smoke Alarm(s) Assistance to Occupants – Choose appropriate answer from the dropdown list.

39. Click Next.
40. This will bring you to Equipment.
41. Complete the fields provided and if you require additional equipment types click the green plus sign to add more.
42. Submit. Once you submit your report you can then print your report and you can save to your computer.

### **Insurance Agency**

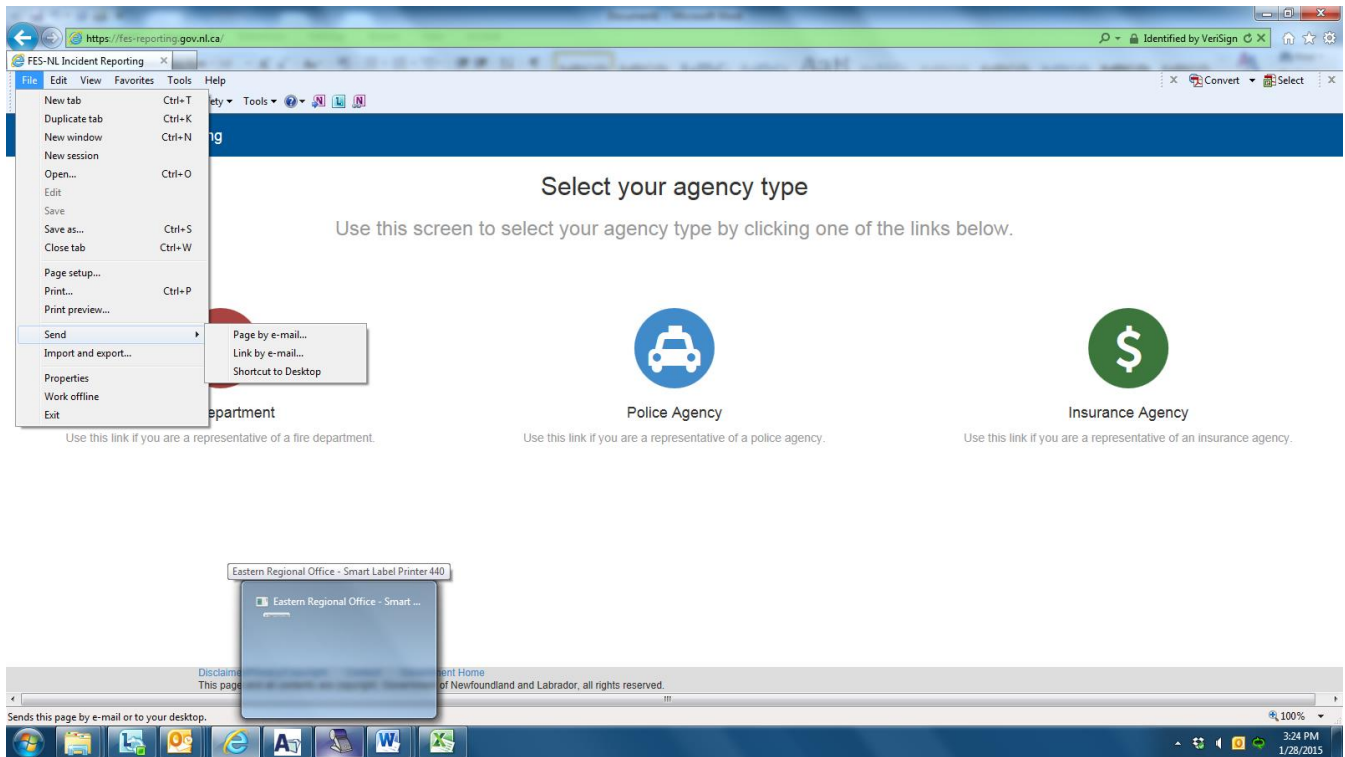
1. Select your agency type.
2. Click Insurance Agency Icon.
3. Submitter Details – Select your insurance agency from the dropdown list.
4. Access Code – Enter your insurance agency access code. Please call Fire and Emergency Services to acquire your police agency access code.
5. Click Next.
6. This will bring you to Incident Details.
7. Incident Date. Click the calendar icon to the right and this will bring in the calendar and select appropriate date and time. The time icon is the little clock at the bottom of the calendar.
8. Incident Location. Enter the community from the dropdown list.
9. Property Address. Enter the street address, if known.
10. Property Owner Surname – Enter the property owner's surname of the property.
11. Property Owner Given Name(s) – Enter the property owner's given name(s).
12. Property Classification – Choose appropriate answer from the dropdown list.
13. Police Responded – Choose appropriate answer from the dropdown list.
14. Fire Responded – Choose appropriate answer from the dropdown list.
15. Click Next.
16. This will bring you to Financial Loss.

17. Adjuster's File Number – Enter the adjuster's file number.
18. Insurance Carrier Name – Enter the insurance carrier's name.
19. Insurance Policy No. – Enter the insurance policy number.
20. Amount Paid for Property – Enter the dollar value of amount paid for property loss.
21. Amount Paid for Contents – Enter the dollar value of amount paid for content loss.
22. Amount Paid for Other (Vehicle/Boat/Auto) – Enter the dollar value of amount paid for vehicle/boat/auto loss.
23. Submit. Once you submit your report you can then print your report and you can save to your computer.

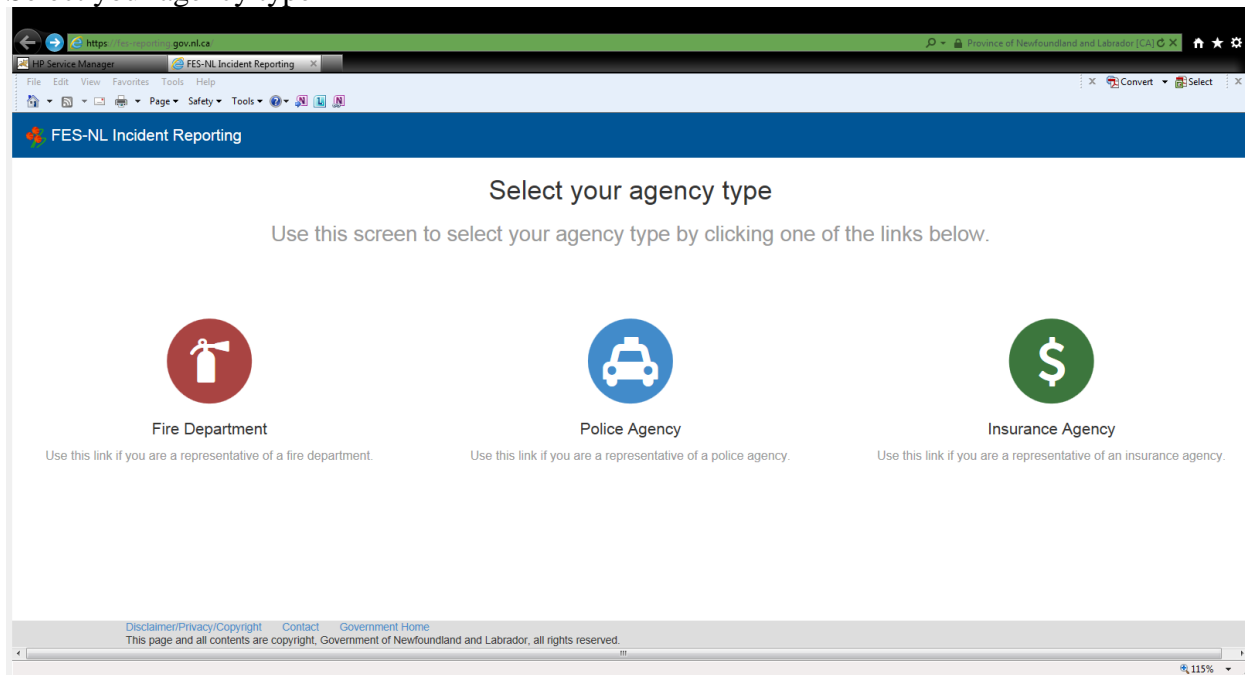


To access the online incident reporting system type the following in your internet browser - <https://apps.gov.nl.ca/fes/>

To create a shortcut to your desktop go to File – Send – Shortcut to Desktop. This will then be on your desktop for future use.



Select your agency type

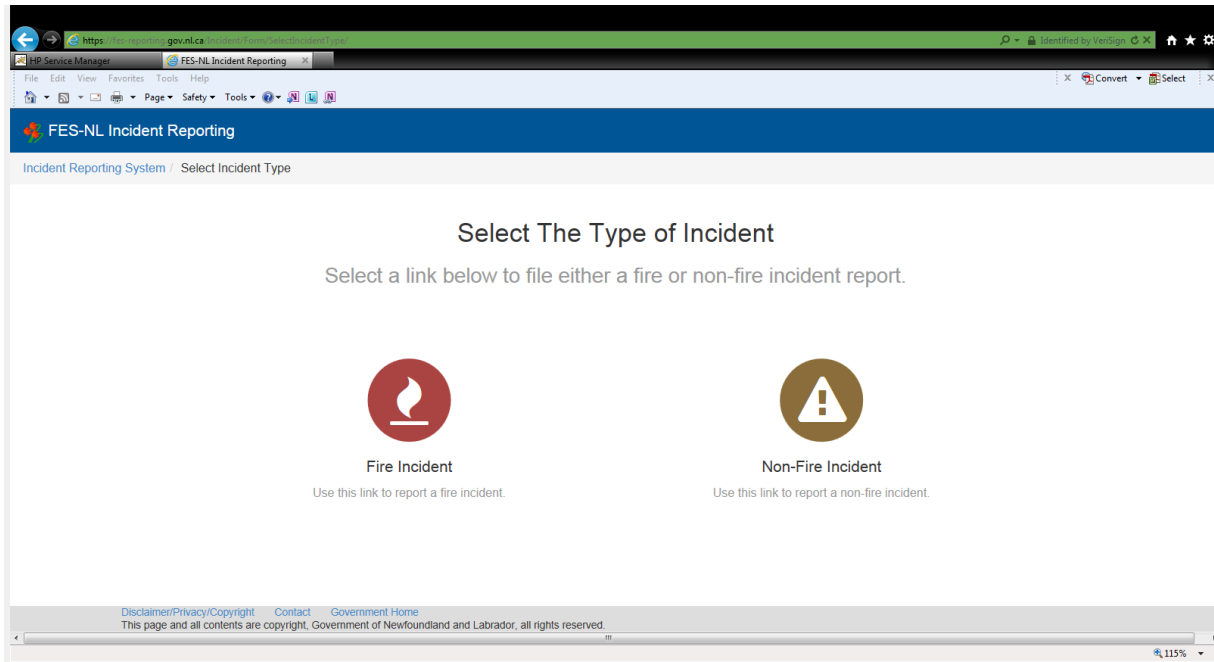


## 1. Click Fire Department Icon



Fire Department

This will bring you to the screen shot below.



## 2. You must then select the Type of Incident. For a **Fire Incident** click the Fire Incident Icon.



Fire Incident

### 3. Submitter Details

The screenshot shows the 'FES-NL Incident Reporting' web application. The breadcrumb trail is 'Incident Reporting System / Select Incident Type / Form - Fire Department (Fire)'. On the left is a sidebar with links: 'Submitter Details', 'Incident Details', 'Casualties', 'Financial Loss', and 'Statistics'. The main content area is titled 'Submitter Details' and contains a light blue informational box: 'If you are adding a mutual aid incident please enter it in non-fire incident screen unless you are filing on behalf of the primary responding department.' Below this are four input fields: 'Fire Department' (a dropdown menu), 'Access Code' (a text box), 'Incident Subtype' (a dropdown menu), and 'Departmental File Number' (a text box). A 'Next' button with a right-pointing arrow is located at the bottom right of the form fields. The footer contains a disclaimer: 'Disclaimer/Privacy/Copyright Contact Government Home This page and all contents are copyright, Government of Newfoundland and Labrador, all rights reserved.'

4. Fire Department – Select your fire department from the fire department dropdown list.

5. Access Code – Enter your fire department access code. Please call Fire and Emergency Services to acquire your fire department access code.

6. Incident Subtype – Select appropriate Incident Subtype from the dropdown list.

This screenshot is similar to the previous one, but the 'Incident Subtype' dropdown menu is open, displaying a list of options: Aircraft, Brush, Woods, Grass, Chimney Fire, Dump, Dumpster, Debris, Flammable Combustible Liquid, Motor Vehicle Accident, Pole, Line, Transformer, Recreational Vehicle - ATV, Skidoo, Trailer, etc., Ship, Boat Fire, Structure Fire, and Vehicle Fire. The rest of the form and the sidebar remain the same as in the previous screenshot.



7. Departmental File Number – This field is optional. Some fire departments have their own incident file numbers and may want to keep a record. If so, enter that number in this field.

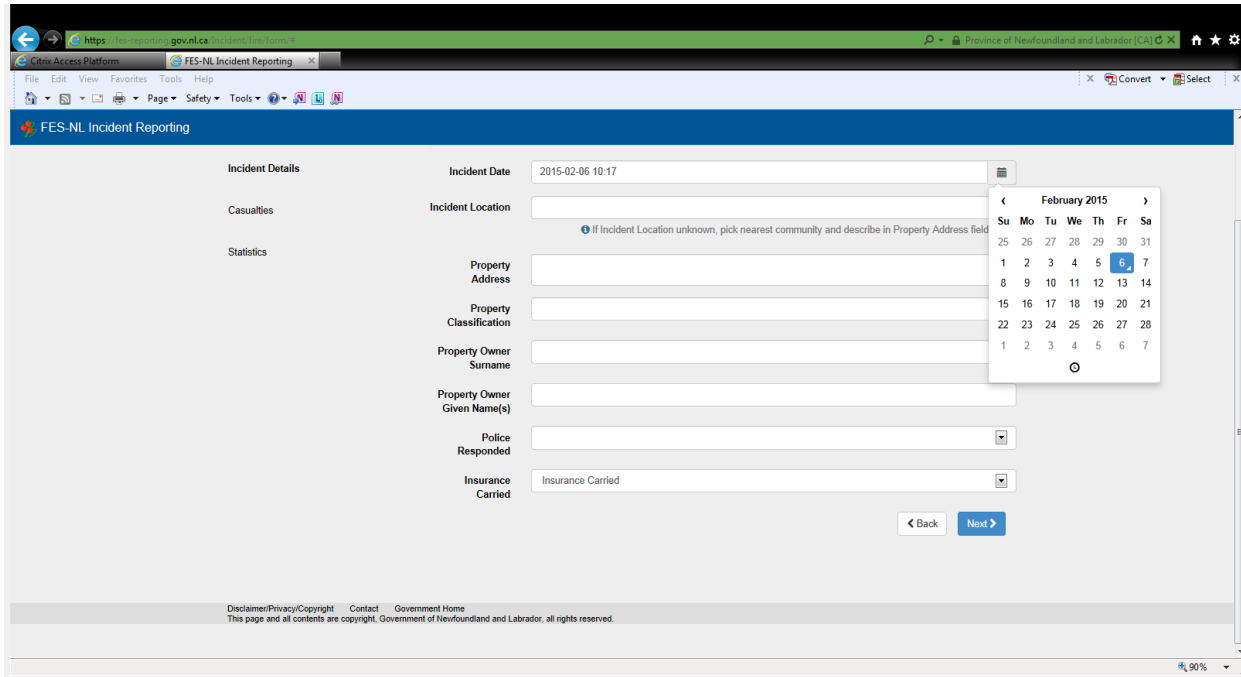
The screenshot shows a web browser window with the URL <https://gov.nl.ca>. The page title is "FES-NL Incident Reporting". The breadcrumb trail is "Incident Reporting System / Select Incident Type / Form - Fire Department (Fire)". On the left, there is a sidebar with links: "Submitter Details", "Incident Details", "Casualties", "Financial Loss", and "Statistics". The main content area is titled "Submitter Details" and contains a blue informational box: "If you are adding a mutual aid incident please enter it in non-fire incident screen unless you are filing on behalf of the primary responding department." Below this, there are four input fields: "Fire Department" (a dropdown menu), "Access Code" (a text field), "Incident Subtype" (a dropdown menu), and "Departmental File Number" (a text field). A "Next" button with a right arrow is located at the bottom right of the form. At the bottom of the page, there is a footer with links: "Disclaimer/Privacy/Copyright", "Contact", and "Government Home", followed by the text "This page and all contents are copyright, Government of Newfoundland and Labrador, all rights reserved." The browser's zoom level is set to 115%.

8. Click Next

9. This will bring you to Incident Details. If this is a mutual aid incident please enter it in the non-fire incident screen.

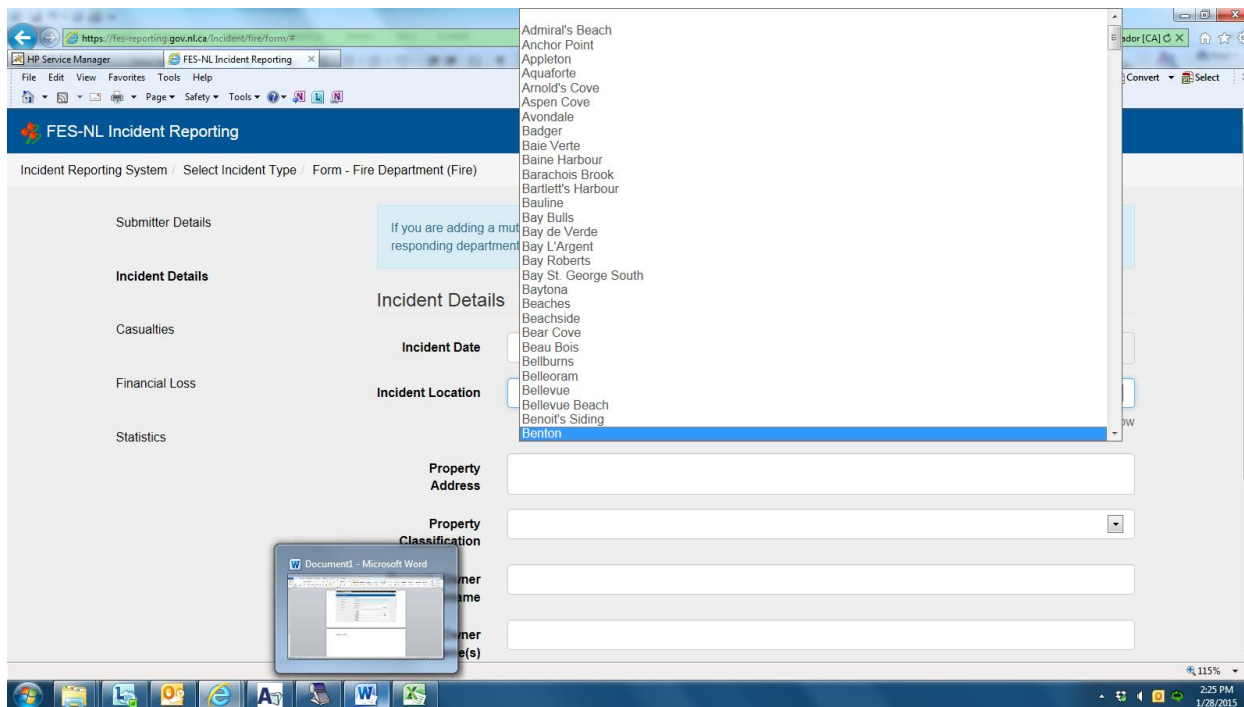
The screenshot shows the "Incident Details" screen of the FES-NL Incident Reporting system. The sidebar on the left now highlights "Incident Details". The main content area is titled "Incident Details" and contains a blue informational box: "If you are adding a mutual aid incident please enter it in non-fire incident screen unless you are filing on behalf of the primary responding department." Below this, there are several input fields: "Incident Date" (a date picker), "Incident Location" (a dropdown menu), "Property Address" (a text field), "Property Classification" (a dropdown menu), "Property Owner Surname" (a text field), "Property Owner Given Name(s)" (a text field), "Police Responded" (a dropdown menu), and "Insurance Carried" (a dropdown menu). A note below the "Incident Location" field states: "If Incident Location unknown, pick nearest community and describe in Property Address field below". At the bottom right of the form, there are "Back" and "Next" buttons. The browser's zoom level is set to 90%.

10. Incident Date – Click the calendar icon  to the right and this will bring in the calendar and select appropriate date and time. The time icon is the little clock  at the bottom of the calendar.



The screenshot shows the 'FES-NL Incident Reporting' form. The 'Incident Date' field is set to '2015-02-06 10:17'. A calendar pop-up is visible, showing February 2015. The calendar has a grid with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (1-28). The date '6' is highlighted. Below the calendar is a clock icon. The form also includes fields for 'Incident Location', 'Property Address', 'Property Classification', 'Property Owner Surname', 'Property Owner Given Name(s)', 'Police Responded', and 'Insurance Carried'. There are 'Back' and 'Next' buttons at the bottom right.

11. Incident Location – Enter the community from the dropdown list.



The screenshot shows the 'FES-NL Incident Reporting' form with the 'Incident Location' dropdown menu open. The dropdown list contains a long list of communities, including Admiral's Beach, Anchor Point, Appleton, Aquaforte, Arnold's Cove, Aspen Cove, Avondale, Badger, Baie Verte, Baine Harbour, Barachois Brook, Bartlett's Harbour, Bauline, Bay Bulls, Bay de Verde, Bay L'Argent, Bay Roberts, Bay St. George South, Baytona, Beaches, Beachside, Bear Cove, Beau Bois, Bellburns, Belleoram, Bellevue, Bellevue Beach, Benoit's Siding, and Benton. The 'Benton' option is currently selected. A text box above the dropdown says 'If you are adding a mutual responding department'. The form also includes fields for 'Incident Date', 'Property Address', 'Property Classification', 'Property Owner Surname', 'Property Owner Given Name(s)', and 'Insurance Carried'. There are 'Back' and 'Next' buttons at the bottom right.

Note: If incident location is unknown choose nearest community and describe in the property address field below.

**Incident Location**

ⓘ If Incident Location unknown, pick nearest community and describe in Property Address field below

12. Property Location – enter the street address, if known.

13. Property Classification – enter the property classification from the dropdown list.

Incident Details Incident Date 2015-02-06 10:17

Casualties Incident Location

Statistics Property Address

Property Classification

Property Owner Surname

Property Owner Given Name(s)

Police Responded

Insurance Carried

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14. Property Owner Surname – enter the owner’s last name of the property.

15. Property Owner Given Name(s) – enter the owner’s first name of the property.

16. Police Responded – Select appropriate answer from the dropdown list.

**Police Responded**

Yes  
No  
Unknown

17. Insurance Carried – Select appropriate answer from the dropdown list.

**Insurance Carried**

Insurance Carried  
Insurance Not Carried  
Unknown

18. Click Next

19. This will bring you to the Casualties screen. This is where you would enter any fatalities or injuries, age, gender and whether the injury or fatality was either a civilian or firefighter.

HP Service Manager | FES-NL Incident Reporting

Incident Reporting System / Select Incident Type / Form - Fire Department (Fire)

Submitter Details

Incident Details

**Casualties**

Financial Loss

Statistics

If you are adding a mutual aid incident please enter it in non-fire incident screen unless you are filing on behalf of the primary responding department.

Severity	Age	Gender	Firefighter
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

< Back   Next >

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20. If Casualties

Severity - Click the dropdown and choose either Injury or Fatality

Age- Type in the age of the person.

Gender – Click the drop down and choose either Female or Male

Firefighter – If the Injury or Fatality was a Firefighter check the box under Firefighter.

Severity	Age	Gender	Firefighter
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

21. Click Next.

22. Statistics

The screenshot shows the 'Statistics' section of the 'FES-NL Incident Reporting' form. The form is titled 'Incident Reporting System - Select Incident Type - Form - Fire Department (Fire)'. A blue informational box at the top states: 'If you are adding a mutual aid incident please enter it in non-fire incident screen unless you are filing on behalf of the primary responding department.' The 'Statistics' section contains the following fields:

- Major Source of Ignition (dropdown menu)
- Major Material First Ignited (dropdown menu)
- Major Area of Fire Origin (dropdown menu)
- Smoke Alarm(s) Installed (dropdown menu)
- Smoke Alarm(s) Activated (dropdown menu)
- Smoke Alarm(s) Assistance to Occupants (dropdown menu)

At the bottom right of the form are 'Back' and 'Submit' buttons. The footer includes 'Disclaimer/Privacy/Copyright', 'Contact', and 'Government Home'.

23. Major Source of Ignition – Choose appropriate answer from the dropdown list.

This screenshot shows the 'Major Source of Ignition' dropdown menu open, displaying a list of potential causes. The list includes:

- Air Conditioner - Window/Room
- Blow Torch/Bunsen Burner
- Candle
- Central Heating/Cooling Unit
- Chemical Processing Equipment
- Chemical Reaction/Spontaneous
- Chimney - Factory Built
- Chimney - Masonry
- Christmas/Decorative Lights
- Circuit Wiring - Aluminum
- Circuit Wiring - Copper
- Clothes Dryer
- Cord/Cable for Appliances
- Cutting/Welding Equipment
- Deep Fat Fryer
- Distribution Equipment/Panels
- Electric Blanket, Freezer, etc.
- Explosives
- Exposure Fire
- Extension Cord/Temp Wiring
- Fireplace - Factory Built
- Fireplace - Masonry
- Fireplace Insert
- Fireworks
- Flue Pipe
- Fluorescent Lamp - Inc Ballast
- Heat Treatment Equipment/Kiln
- Hot Ashes/Embers/Spark
- Incandescent Lamp/Bulb/Spotlight



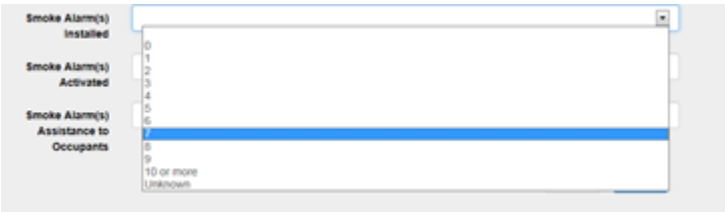
24. Major Material First Ignited – Choose appropriate answer from the dropdown list.

The screenshot shows the 'FES-NL Incident Reporting' web application. The 'Statistics' section is active, and the 'Major Material First Ignited' dropdown menu is open, displaying a list of potential ignition sources. The list includes: Agric Prod./Grown Straw/Leaves, Agric Product/Other Pesticide, Alcohol (Methanol), Asphalt Tar Product, Bedding, Books, Magazines, Newspapers, Bush, Grass, Tree, Leaves, Cabinetry, Christmas Tree, Cleaning Supplies, Cooking Oil/Grease, Creosote (Chimney, Flue Pipe), Curtain, Drapery, Diesel Fuel/Fuel Oil, Electrical Wiring Insulation, Exterior Cladding, Exterior Roof Covering, Fabric-Natural Cotton/Wool/etc., Fabric-Synthetic/Combination, Floor, Gasoline, Hydrogen, Insulation, Interior Wall/Ceiling, Linen other than Bedding, Mattress, Pillow, Multiple Objects/Materials, Natural Gas, and Nest. The form also includes fields for 'Major Area of Fire Origin', 'Smoke Alarm(s) Installed', 'Smoke Alarm(s) Activated', and 'Smoke Alarm(s) Assistance to Occupants'. The 'Back' and 'Submit' buttons are at the bottom right.

25. Major Area of Fire Origin - Choose appropriate answer from the dropdown list.

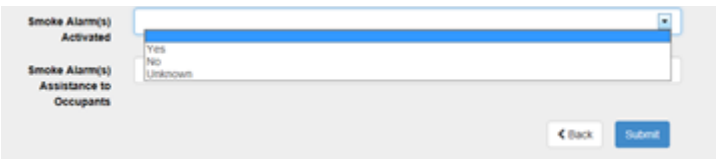
The screenshot shows the 'FES-NL Incident Reporting' web application. The 'Statistics' section is active, and the 'Major Area of Fire Origin' dropdown menu is open, displaying a list of potential fire origin areas. The list includes: Assembly Area (School Room, etc), Attic Area, Awning or Canopy, Chimney, Fluepipe, Closet (e.g. Clothes, Broom, etc), Concealed Ceiling Area, Concealed Floor Area, Concealed Wall Area, Conveyor Shaft or Chute, Cooking Area or Kitchen, Court, Patio, Terrace, Crawl Space/Sub Structure, Dining or Beverage Area, Ducting - Exhaust (Cooking, Fumes), Ducting - Heating/Air Conditioning, Electrical Systems, Electronic Equipment, Elevator (include shaft), Engine Area, Exterior Wall, Fuel System/Tank, Garage, Hallway, Corridor, Mail, Heating or Cooling Equipment Area, Incinerator Room, Laboratory, Laundry Area, Living Area/Rec/Family/TV Room, and Lobby, Entranceway. The form also includes fields for 'Major Source of Ignition', 'Major Material First Ignited', 'Smoke Alarm(s) Installed', 'Smoke Alarm(s) Activated', and 'Smoke Alarm(s) Assistance to Occupants'. The 'Back' and 'Submit' buttons are at the bottom right.

26. Smoke Alarm(s) Installed - Choose appropriate number from the dropdown list.



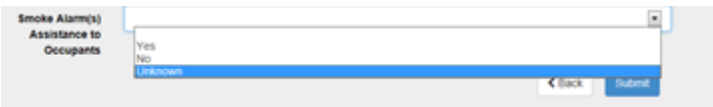
A screenshot of a web form showing a dropdown menu for 'Smoke Alarm(s) Installed'. The dropdown is open, displaying a list of options: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 or more, and Unknown. The option '7' is currently selected and highlighted in blue.

27. Smoke Alarm(s) Activated – Choose appropriate answer from the dropdown list.




A screenshot of a web form showing a dropdown menu for 'Smoke Alarm(s) Activated'. The dropdown is open, displaying a list of options: Yes, No, and Unknown. The option 'Yes' is currently selected and highlighted in blue. Below the dropdown, there are 'Back' and 'Submit' buttons.

28. Smoke Alarm(s) Assistance to Occupants – Choose appropriate answer from the dropdown list.



A screenshot of a web form showing a dropdown menu for 'Smoke Alarm(s) Assistance to Occupants'. The dropdown is open, displaying a list of options: Yes, No, and Unknown. The option 'Unknown' is currently selected and highlighted in blue. Below the dropdown, there are 'Back' and 'Submit' buttons.

29. If you are finished with your entries click Submit. Once you submit you cannot go back. You can then either print your incident report or save it.

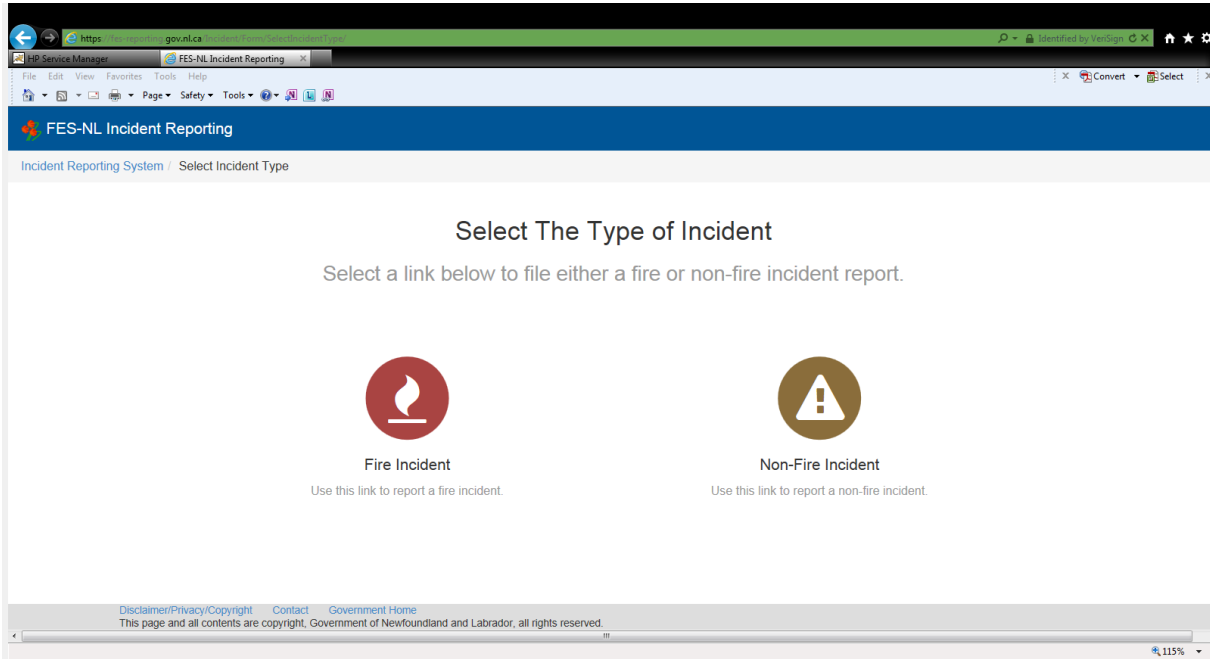


A screenshot showing two buttons: a 'Back' button with a left-pointing arrow and a 'Submit' button. The 'Submit' button is highlighted with a blue border and a blue background.

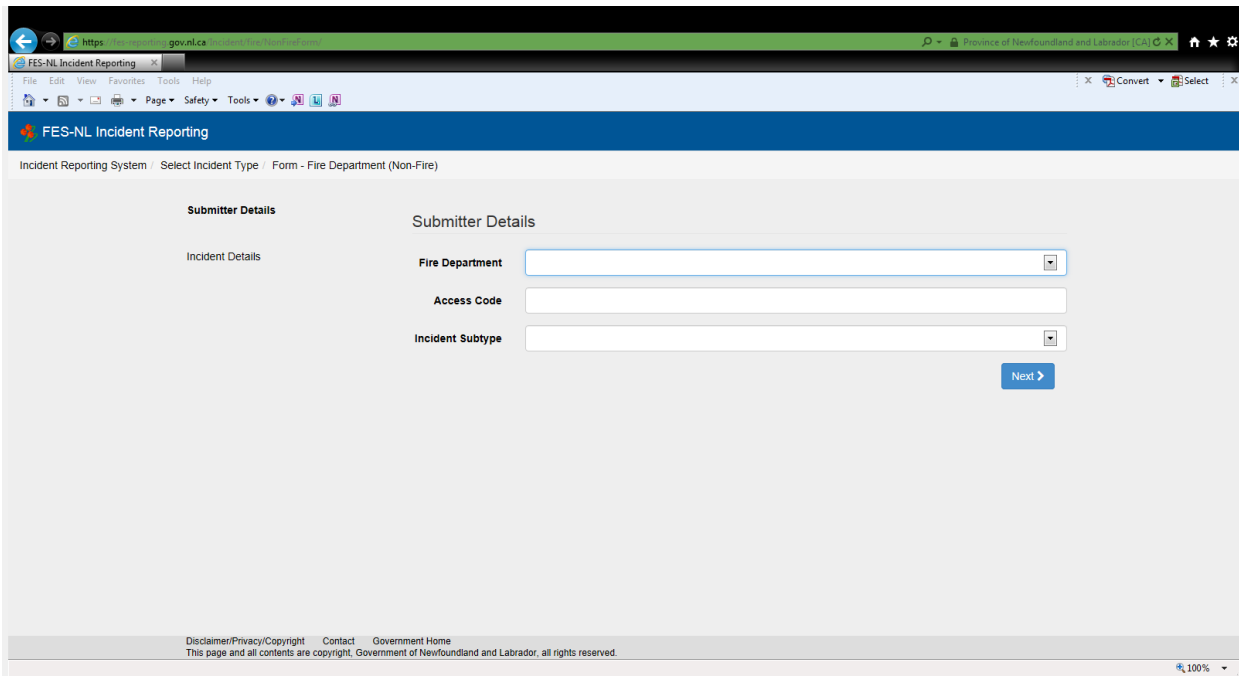
1. For a Non-Fire Incidents click the **Non-Fire Incident** Icon.



#### Non-Fire Incident

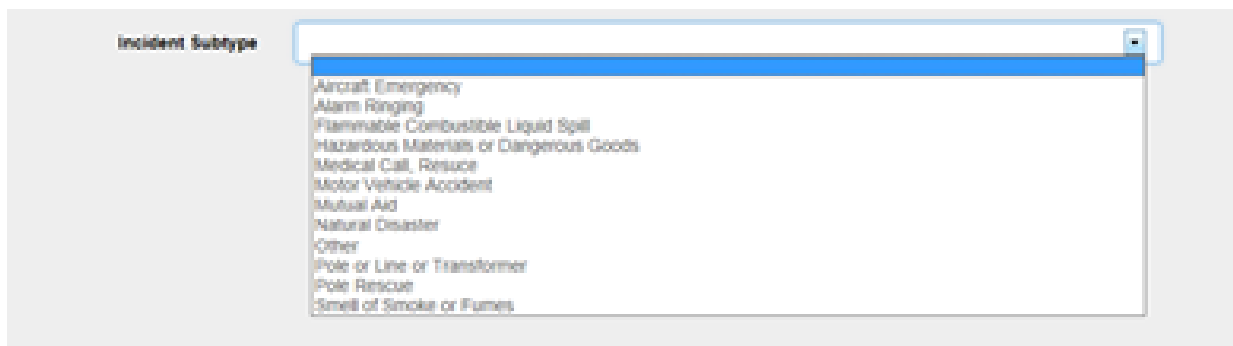


2. This will bring to Submitter Details.



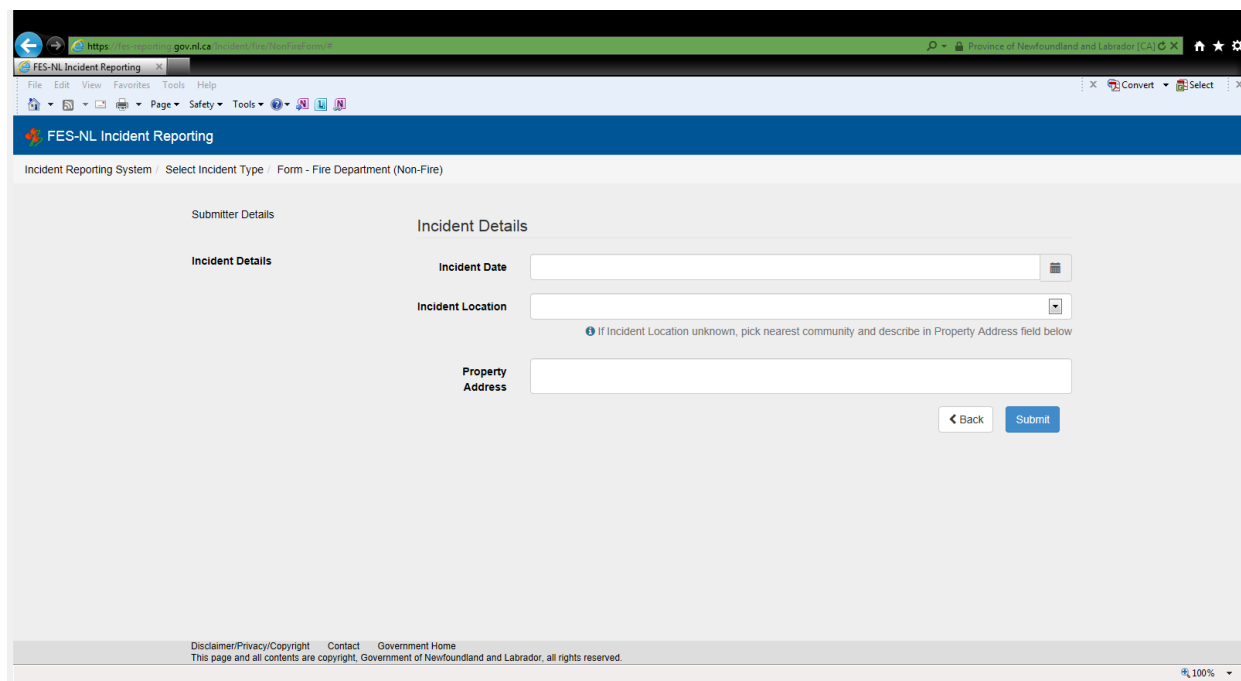
3. Fire Department – Choose your fire department name from the dropdown list.

4. Access Code – Enter your fire department access code.
5. Incident Subtype – Choose appropriate answer from the dropdown list.




The screenshot shows a web form with a label "Incident Subtype" and a dropdown menu. The dropdown menu is open, displaying a list of incident subtypes: Aircraft Emergency, Alarm Ringing, Flammable Combustible Liquid Spill, Hazardous Materials or Dangerous Goods, Medical Call, Rescue, Motor Vehicle Accident, Mutual Aid, Natural Disaster, Other, Pole or Line or Transformer, Pole Ransack, and Smell of Smoke or Fumes.

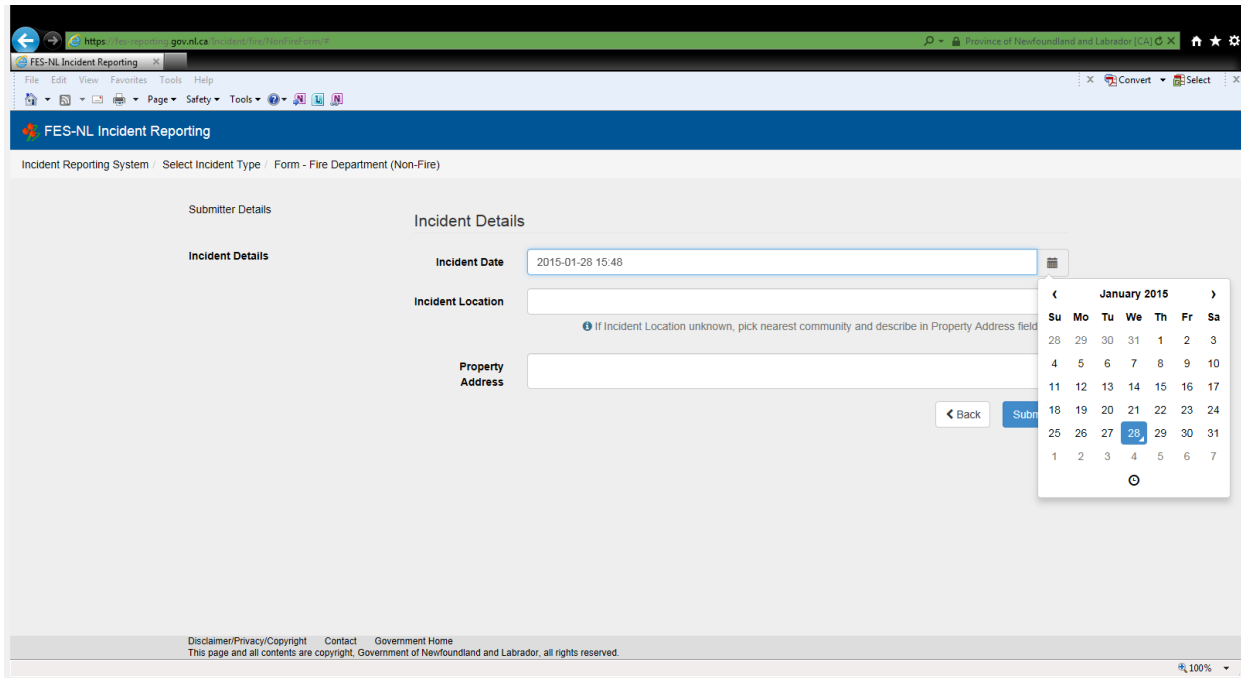
6. Click Next – this will bring your to the Incident Details page.



The screenshot shows the "FES-NL Incident Reporting" web application. The browser address bar shows "https://gov.nl.ca". The page title is "FES-NL Incident Reporting". The breadcrumb trail is "Incident Reporting System > Select Incident Type > Form - Fire Department (Non-Fire)". The form is divided into two main sections: "Submitter Details" and "Incident Details". The "Incident Details" section contains three input fields: "Incident Date" (with a calendar icon), "Incident Location" (with a dropdown icon), and "Property Address". A note below the "Incident Location" field states: "If Incident Location unknown, pick nearest community and describe in Property Address field below". At the bottom right of the form are two buttons: "< Back" and "Submit". The footer contains a disclaimer: "Disclaimer/Privacy/Copyright Contact Government Home This page and all contents are copyright, Government of Newfoundland and Labrador, all rights reserved." and a zoom level of "100%".

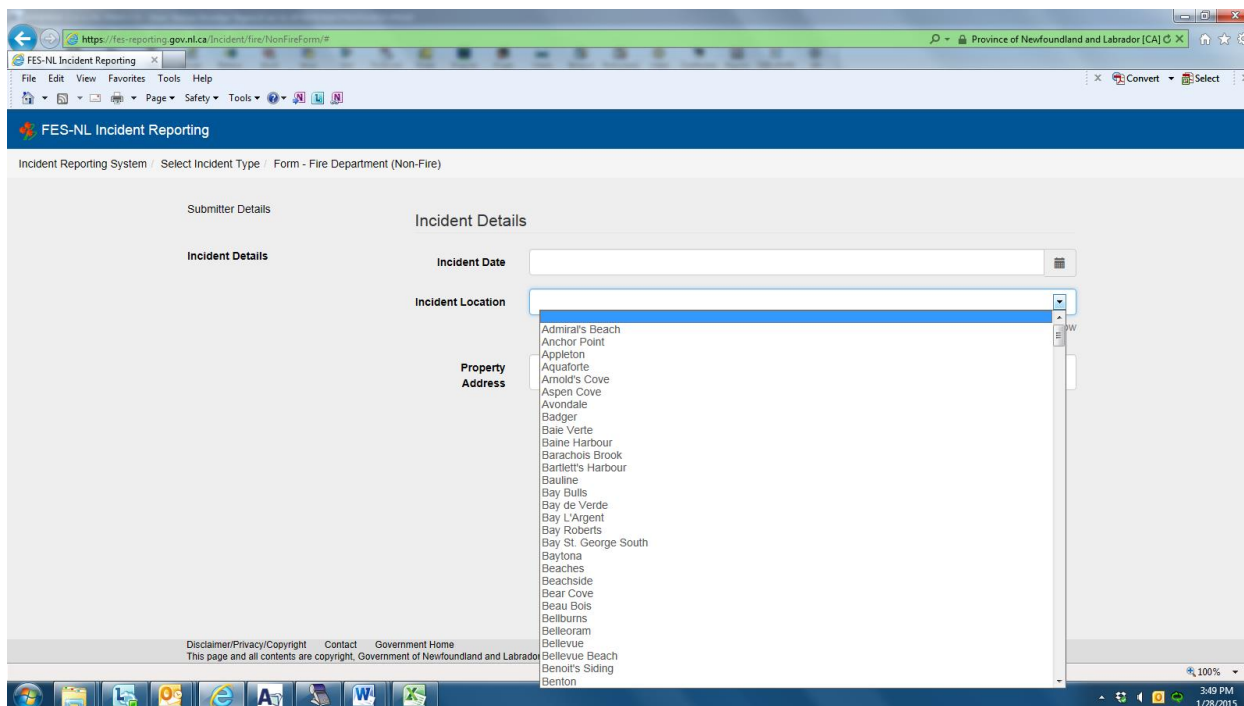


7. Incident Date – Click the calendar icon to the right and this will bring in the calendar and select appropriate date and time. The time icon is the little clock  at the bottom of the calendar.



The screenshot shows the 'FES-NL Incident Reporting' web application. The 'Incident Details' section is active, showing the 'Incident Date' field with the value '2015-01-28 15:48'. A calendar pop-up is displayed, showing January 2015. The date '28' is selected. The 'Incident Location' and 'Property Address' fields are empty. A 'Back' button and a 'Submit' button are visible at the bottom right of the form.


8. Incident Location – Enter the community from the dropdown list.



The screenshot shows the 'FES-NL Incident Reporting' web application. The 'Incident Details' section is active, showing the 'Incident Date' field with the value '2015-01-28 15:48'. The 'Incident Location' dropdown menu is open, displaying a list of communities. The 'Property Address' field is empty. A 'Back' button and a 'Submit' button are visible at the bottom right of the form.

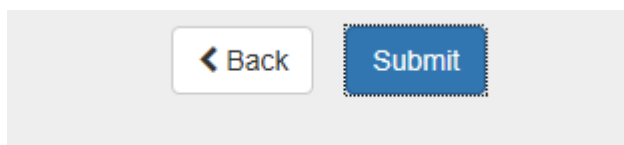
Community
Admiral's Beach
Anchor Point
Appleton
Aquaforte
Arnold's Cove
Aspen Cove
Avondale
Badger
Baie Verte
Baine Harbour
Barachois Brook
Bartlett's Harbour
Bauline
Bay Bulls
Bay de Verde
Bay L'Argent
Bay Roberts
Bay St. George South
Baytona
Beaches
Beachside
Bear Cove
Beau Bois
Beilburns
Belleoram
Bellevue
Bellevue Beach
Benoit's Siding
Benton

9. If incident location unknown, pick nearest community and describe in Property Address field.

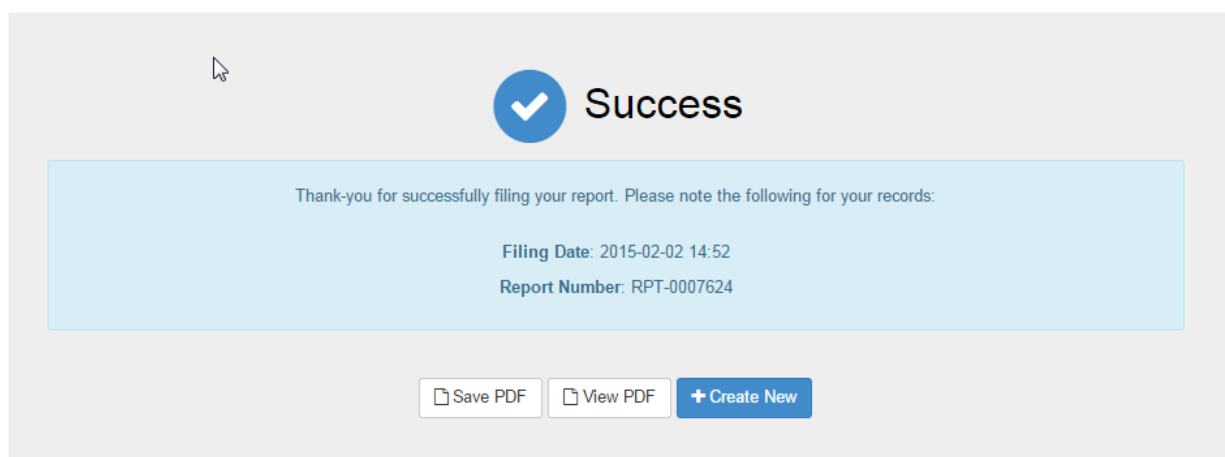
 If Incident Location unknown, pick nearest community and describe in Property Address field below

10. Property Address – Enter the address of the property.

11. If you are finished with your entries click Submit. Once you submit you cannot go back.



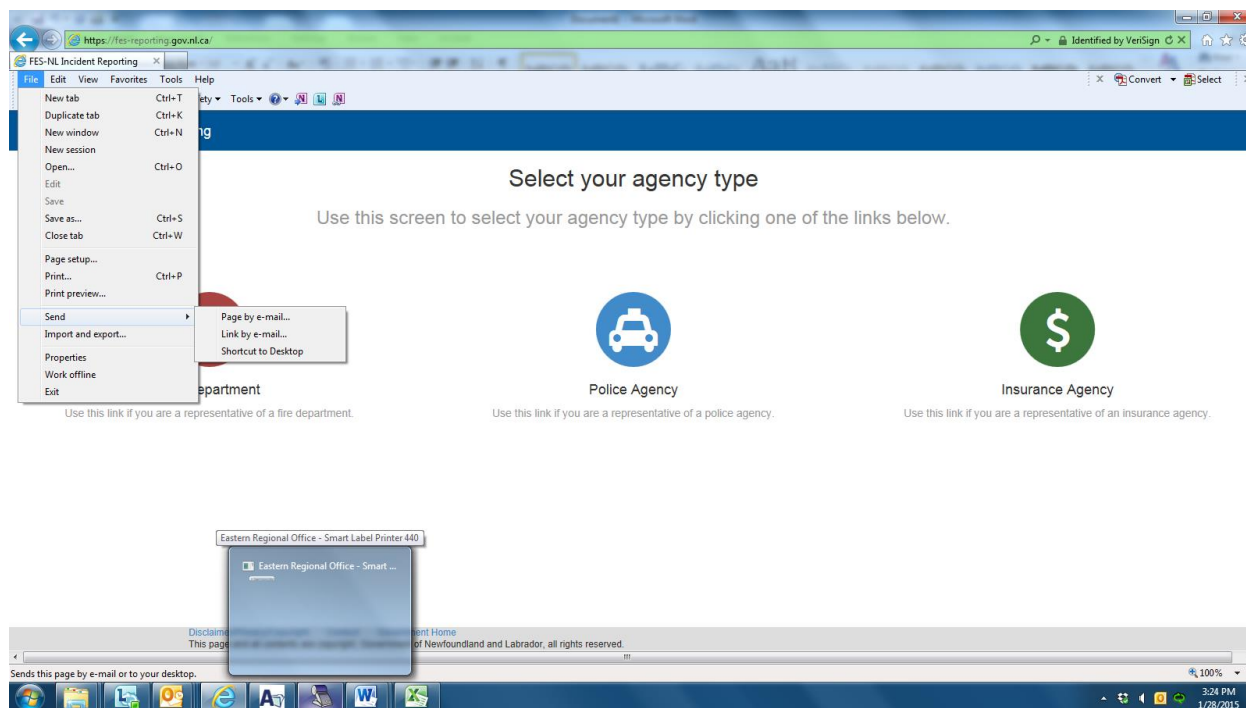
12. You can then print your incident report and save it to your computer.



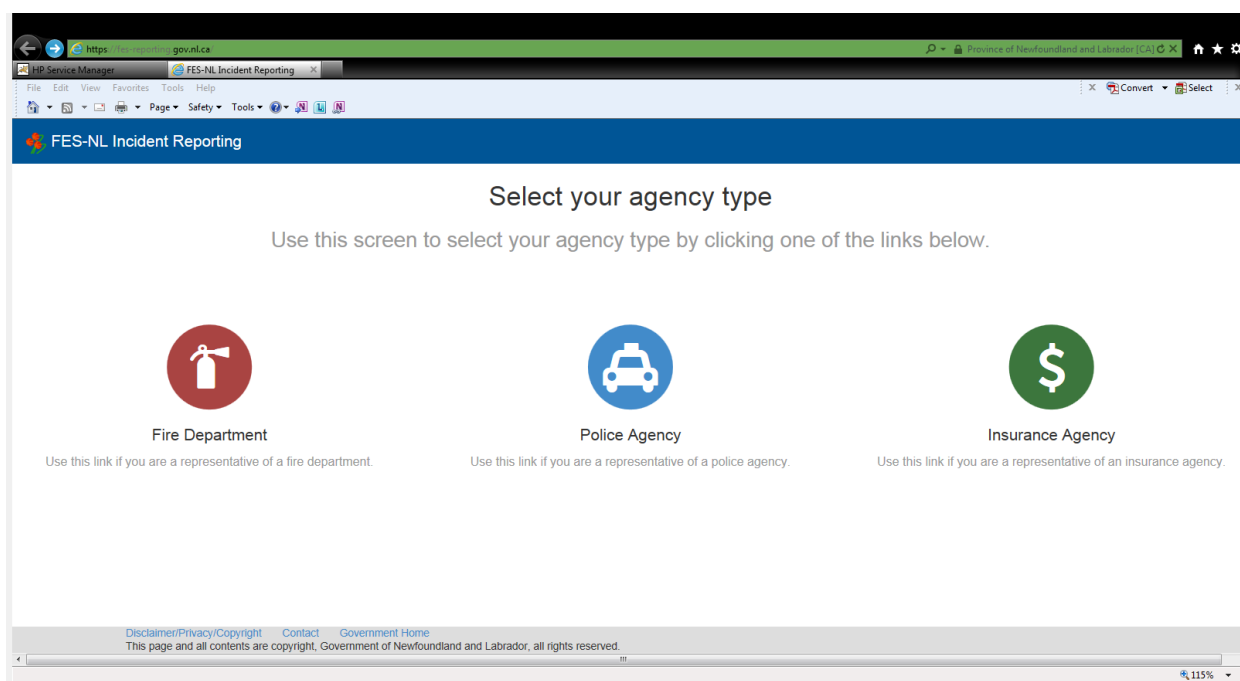
13. If you are entering more than one incident click Create New.

To access the online incident reporting system type the following in your internet browser - <https://apps.gov.nl.ca/fes/>

To create a shortcut to your desktop go to File – Send – Shortcut to Desktop. This will then be on your desktop for future use.



Select your agency type

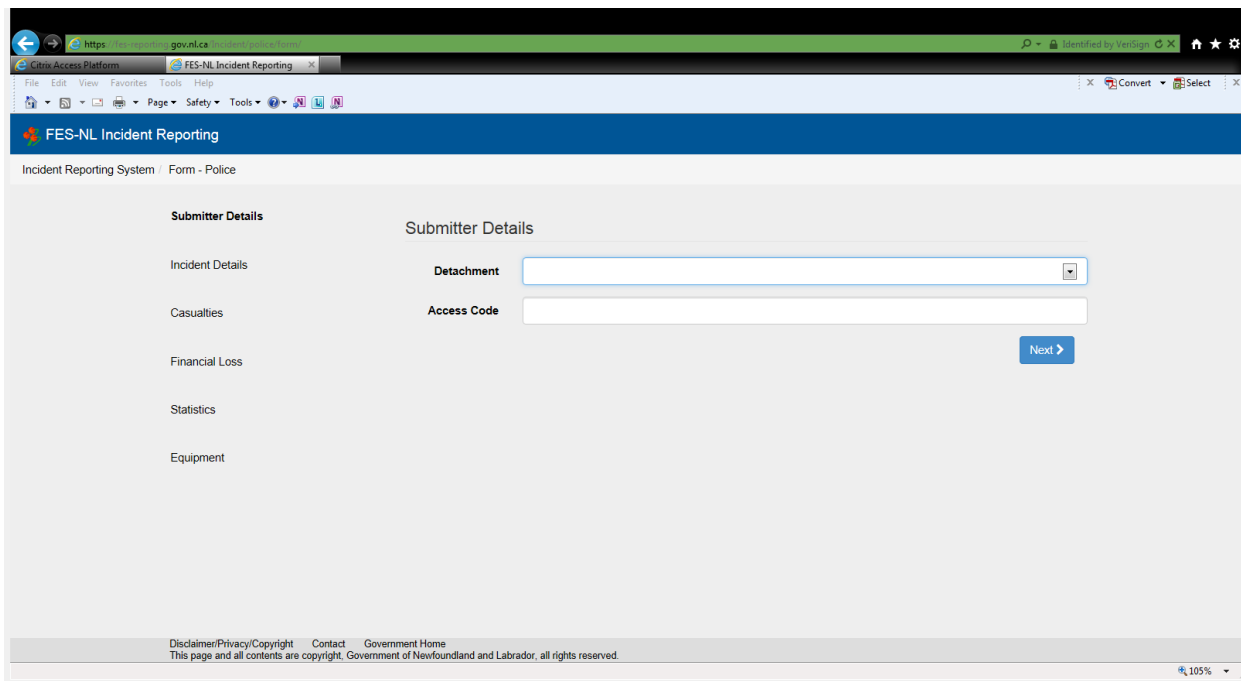


## 1. Click Policy Agency Icon



Police Agency

## 2. Submitter Details



## 3. Detachment - Choose Detachment from the dropdown list.

## 4. Access Code – Enter your detachment access code. Please call Fire and Emergency Services to acquire your detachment access code.

## 5. Click Next





6. Incident Details

The screenshot shows a web browser window with the URL <https://gov.nl.ca>. The page title is "FES-NL Incident Reporting". On the left, there is a sidebar menu with the following items: Incident Details, Casualties, Financial Loss, Statistics, and Equipment. The main content area is titled "Incident Details" and contains the following fields:

- Incident Date:
- Incident Location:
- Property Address:
- Property Classification:
- Property Owner Surname:
- Property Owner Given Name(s):
- Police File #:
- Fire Responded:

At the bottom right of the form, there are two buttons: "Back" and "Next".

7. Incident Date – Click the calendar icon  to the right and this will bring in the calendar and select appropriate date and time. The time icon is the little clock  at the bottom of the calendar.

The screenshot shows the same web browser window as before, but now the "Incident Date" field is populated with the text "2015-02-06 10:56". A calendar pop-up is visible over the form, showing the month of February 2015. The calendar has a grid with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (1 through 28). The date "6" is highlighted in blue. At the bottom of the calendar, there is a small clock icon.

8. Incident Location – Enter the community from the dropdown list.

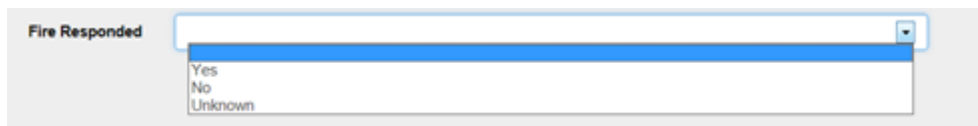
The screenshot shows the 'FES-NL Incident Reporting' web application. The 'Incident Details' section is active. The 'Incident Date' is set to '2015-02-06 10:56'. The 'Incident Location' dropdown menu is open, displaying a list of communities. 'Beaubeau' is selected and highlighted in blue. Other visible options include Admiral's Beach, Anchor Point, Appleton, Aqualite, Arnold's Cove, Aspen Cove, Avondale, Badger, Baie Verte, Baine Harbour, Barachois Brook, Bartlett's Harbour, Bauline, Bay Bulls, Bay de Verde, Bay L'Argent, Bay Roberts, Bay St. George South, Baytona, Beaches, Bear Cove, Beau Bois, Bellburns, Belleoram, Bellevue, Bellevue Beach, Benoit's Siding, and Benton.

9. Property Location – enter the street address, if known.

10. Property Classification – enter the property classification from the dropdown list.

The screenshot shows the 'FES-NL Incident Reporting' web application. The 'Incident Details' section is active. The 'Incident Date' is set to '2015-02-06 10:56'. The 'Incident Location' dropdown menu is open, displaying a list of property classifications. '143 - Railway Station' is selected and highlighted in blue. Other visible options include 101 - Theatre - Motion Picture, 102 - Theatre - Concert Hall, Live, 103 - Radio or TV Studio, 104 - Opera House, 111 - Museum, 112 - Art Gallery, 113 - Library, 114 - Auditorium, 115 - Lecture Hall, 121 - Bowling Alley, Billiard Centre, 122 - Dance Studio, 123 - Community/Exhibition/Dance Hall, 124 - Sport/Country/Social/Yacht Club, 125 - Gymnasium, 126 - Non Residential Club, 131 - School - Pre-Elementary, 132 - School - Elementary, 133 - School - Secondary - Junior High, 134 - School - Secondary - Senior High, 135 - School - Tech, Indus Trade, 136 - School - Business, Commercial, Secretarial, 137 - School - Post Secondary (College), 138 - School - Post Secondary (University), 141 - Airport, Heliport, 142 - Bus Terminal, 144 - Subway Station, 145 - Marine Terminal, and 151 - Restaurant 30+ Food & Drink. The 'Property Owner Surname', 'Property Owner Given Name(s)', 'Police File #', and 'Fire Responded' fields are empty.

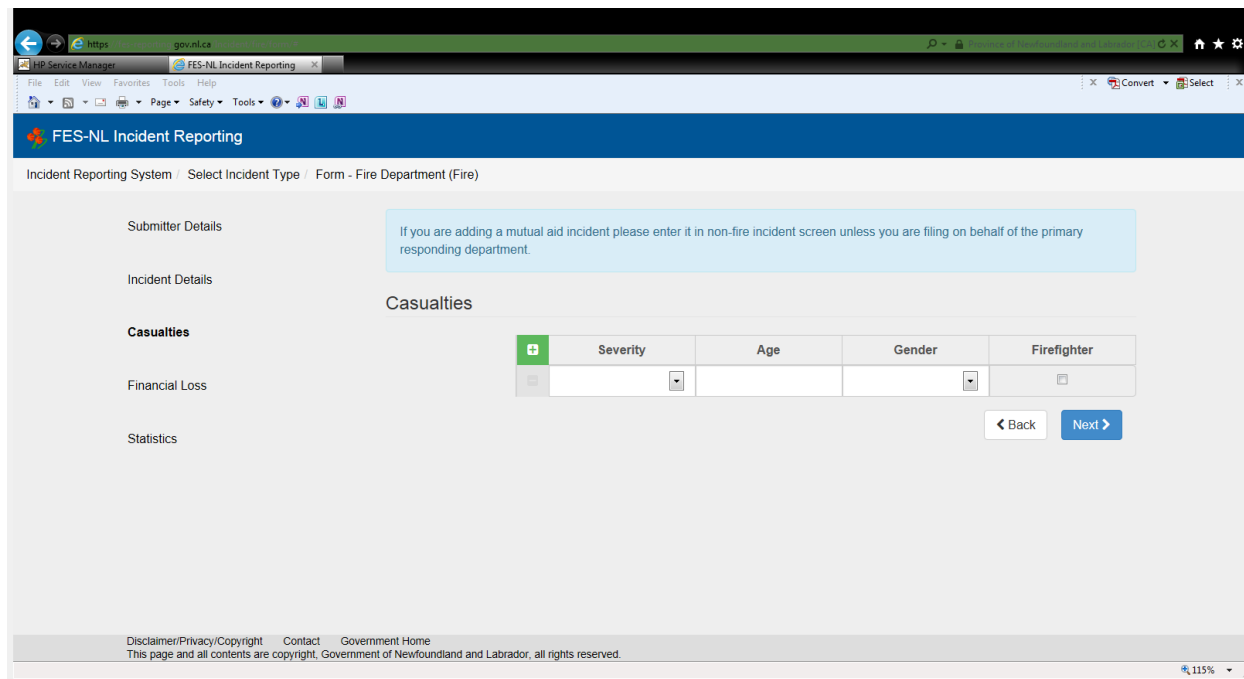
11. Property Owner Surname – enter the owner’s last name of the property.
12. Property Owner Given Name(s) – enter the owner’s first name of the property.
13. Police File # - enter your file number.
14. Fire Responded – Select appropriate answer from the dropdown list.



The image shows a web form with a label 'Fire Responded' next to a dropdown menu. The dropdown menu is open, displaying three options: 'Yes', 'No', and 'Unknown'.

15. Click Next

16. This will bring you to Casualties. This is where you would enter any fatalities or injuries, age, gender and whether the injury or fatality was either a civilian or firefighter.



The image is a screenshot of a web browser displaying the 'FES-NL Incident Reporting' application. The browser address bar shows 'https://gov.nl.ca'. The page title is 'FES-NL Incident Reporting'. Below the title, there is a breadcrumb trail: 'Incident Reporting System / Select Incident Type / Form - Fire Department (Fire)'. The main content area has a sidebar on the left with links: 'Submitter Details', 'Incident Details', 'Casualties', 'Financial Loss', and 'Statistics'. The 'Casualties' section is active, showing a table with columns: 'Severity', 'Age', 'Gender', and 'Firefighter'. There is a '+' icon in the first row of the table. A blue informational box above the table states: 'If you are adding a mutual aid incident please enter it in non-fire incident screen unless you are filing on behalf of the primary responding department.' At the bottom of the table, there are 'Back' and 'Next' buttons. The footer contains a disclaimer: 'Disclaimer/Privacy/Copyright Contact Government Home This page and all contents are copyright, Government of Newfoundland and Labrador, all rights reserved.'

17. If Casualties

Severity - Click the dropdown and choose either Injury or Fatality



The image is a close-up of the 'Severity' dropdown menu from the 'Casualties' table. The dropdown is open, showing two options: 'Fatality' and 'Injury'. The 'Injury' option is highlighted in blue. Below the table, the 'Back' and 'Next' buttons are visible.

Age- Type in the age of the person.

A screenshot of a web form titled 'FES-NL Incident Reporting'. The form has four main sections: 'Severity', 'Age', 'Gender', and 'Firefighter'. The 'Severity' dropdown menu is open, showing two options: 'Fatality' and 'Injury'. The 'Age' field is empty. The 'Gender' dropdown menu is closed. The 'Firefighter' checkbox is unchecked. There are 'Back' and 'Next' buttons at the bottom right.

Gender – Click the drop down and choose either Female or Male.

A screenshot of the same web form. The 'Gender' dropdown menu is now open, showing two options: 'Female' and 'Male'. The 'Severity' dropdown is closed. The 'Age' field is still empty. The 'Firefighter' checkbox is unchecked. There are 'Back' and 'Next' buttons at the bottom right.

Firefighter – If the Injury or Fatality was a Firefighter check the box under Firefighter.

A screenshot of the same web form. The 'Firefighter' checkbox is now checked. The 'Severity' dropdown is closed. The 'Age' field is still empty. The 'Gender' dropdown is closed. There are 'Back' and 'Next' buttons at the bottom right.

18. Click Next – Financial Loss


A screenshot of the 'FES-NL Incident Reporting' web application. The 'Financial Loss' section is active. It contains several fields: 'Insurance Carried' (a dropdown menu), 'Insurance Carrier Name' (a text field), 'Insurance Policy No' (a text field), 'Property Loss Estimate' (a text field), 'Contents Loss Estimate' (a text field), and 'Other (Vehicle/Boat/Auto) Loss Estimate' (a text field). There are 'Back' and 'Next' buttons at the bottom right. The browser address bar shows 'https://gov.nl.ca'.

19. Insurance Carried – Click appropriate answer from the dropdown list.

20. Insurance Carrier Name – Enter the insurance carrier name.
21. Insurance Policy No. – Enter the insurance policy number.
22. Property Loss Estimate – Enter the dollar value of the property loss estimate.
23. Contents Loss Estimate – Enter the dollar value of the contents loss estimate.
24. Other (Vehicle/Boat/Auto) Loss Estimate – Enter the dollar value of the vehicle/boat/auto loss estimate.
25. Click Next.
26. Statistics.

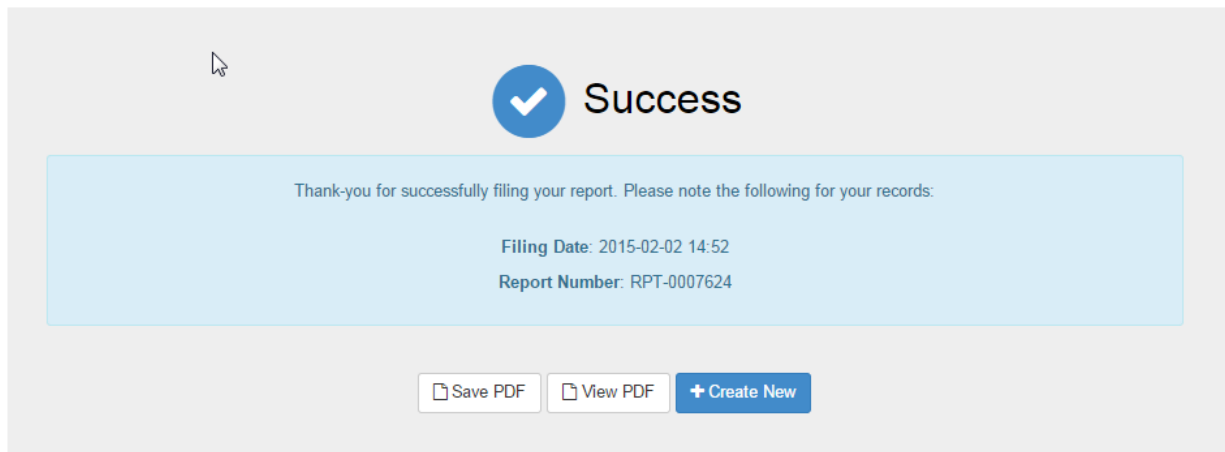
27. Major Source of Ignition – choose appropriate answer from the dropdown list.
28. Major Material First Ignited – choose appropriate answer from the dropdown list.
29. Major Known Cause – choose appropriate answer from the dropdown list.
30. Major Act of Omission – choose appropriate answer from the dropdown list.
31. Major Area of Origin - – choose appropriate answer from the dropdown list.
32. Smoke Alarm(s) Installed – choose appropriate answer from the dropdown list.
33. Smoke Alarm(s) Activated – choose appropriate answer from the dropdown list.

34. Smoke Alarm(s) Assistance to Occupants – choose appropriate answer from the dropdown list.
35. Click Next – Equipment

36. Complete the fields provided and if you need to add more Equipment Type click the green plus sign 

37. Submit.
38. If you are finished with your entries click Submit. Once you submit you cannot go back.

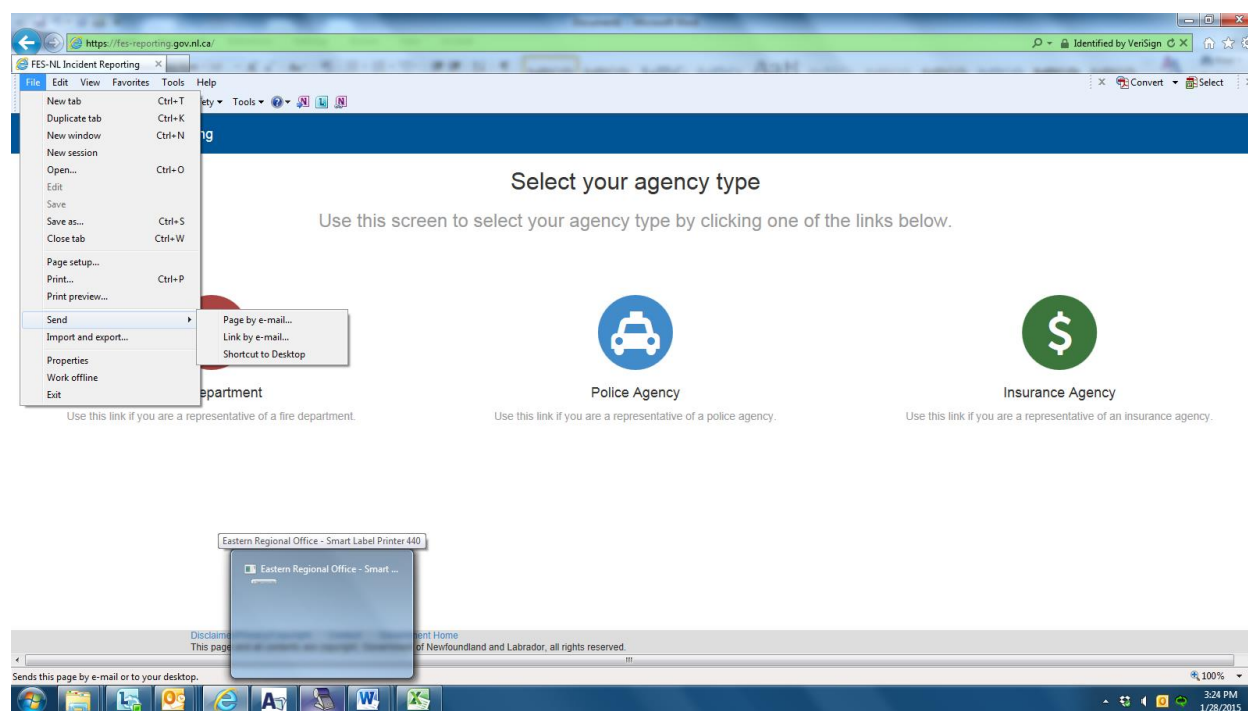
You can then print your incident report and save it to your computer.



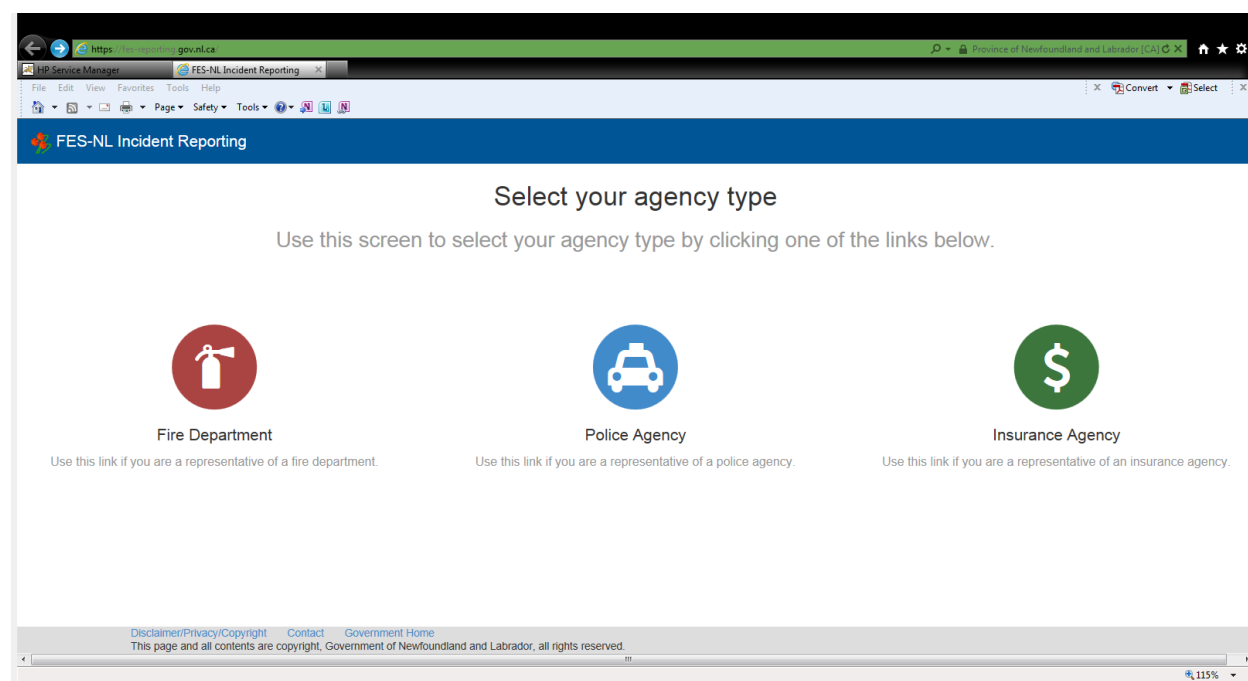
If you are entering more than one incident click Create New.

To access the online incident reporting system type the following in your internet browser - <https://apps.gov.nl.ca/fes/>

To create a shortcut to your desktop go to File – Send – Shortcut to Desktop. This will then be on your desktop for future use.



Select your agency type



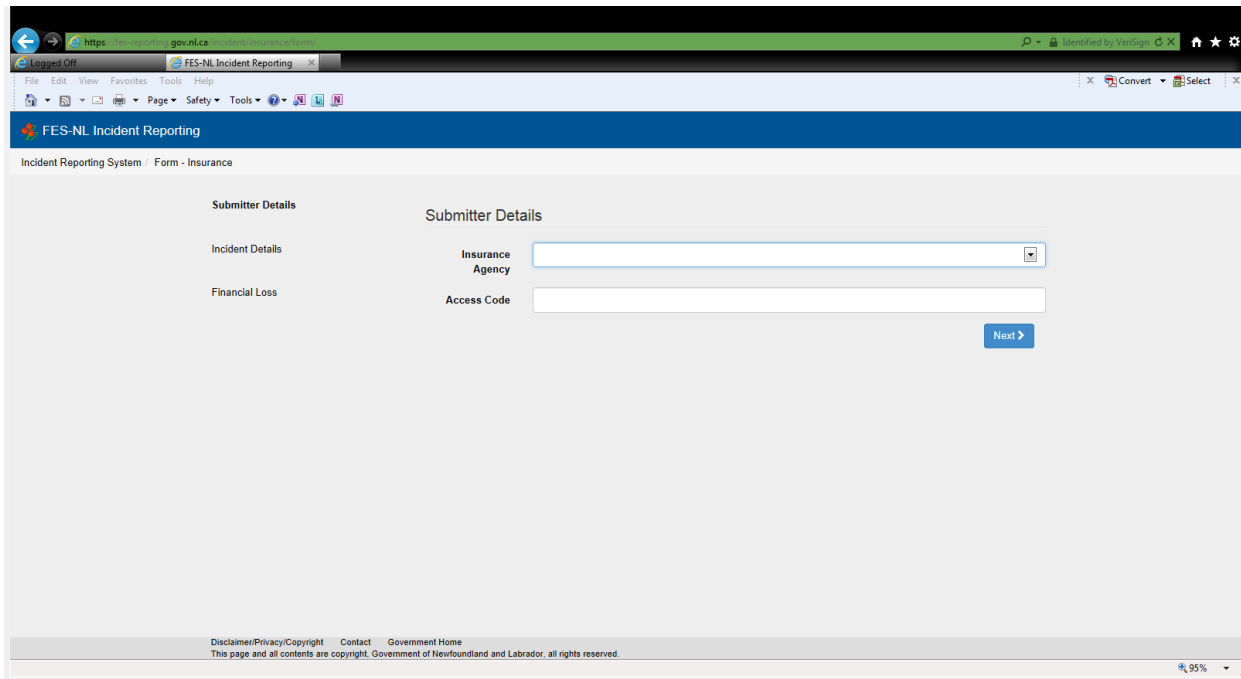


1. Click Insurance Agency Icon



Insurance Agency

2. This will bring you to Submitter Details.



3. Insurance Agency - choose from the dropdown list.

4. Access Code – Enter your agency access code. Please call Fire and Emergency Services to acquire your agency access code.



5. Click Next.

6. Incident Details

The screenshot shows a web browser window with the URL <https://gov.nl.ca>. The page title is "FES-NL Incident Reporting". The breadcrumb trail is "Incident Reporting System / Form - Insurance". The form is divided into three main sections: "Submitter Details", "Incident Details", and "Financial Loss". The "Incident Details" section is active and contains the following fields:

- Incident Date: A text input field with a calendar icon to its right.
- Incident Location: A dropdown menu.
- Property Address: A text input field.
- Property Owner Surname: A text input field.
- Property Owner Given Name(s): A text input field.
- Property Classification: A dropdown menu.
- Police Responded: A dropdown menu.
- Fire Responded: A dropdown menu.

At the bottom of the "Incident Details" section, there are two buttons: "Back" and "Next".

7. Incident Date – Click the calendar icon  to the right and this will bring in the calendar and select appropriate date and time. The time icon is the little clock  at the bottom of the calendar.

This screenshot shows the same form as the previous one, but with the "Incident Date" field populated with "2015-02-06 11:51". A calendar pop-up is visible over the "Incident Date" field, showing the month of February 2015. The calendar has a grid of days from Sunday to Saturday. The date "6" is highlighted in blue. Below the calendar grid, there is a small clock icon. The "Incident Details" section is still active, and the other fields remain empty.

8. Incident Location – Enter the community from the dropdown list.

The screenshot shows the 'FES-NL Incident Reporting' form in a web browser. The 'Incident Details' section is active, and the 'Incident Location' dropdown menu is open, displaying a list of communities in Newfoundland and Labrador. The list includes: Admiral's Beach, Anchor Point, Appleton, Aquaforte, Arnold's Cove, Aspen Cove, Avondale, Badger, Bale Verte, Balne Harbour, Barachois Brook, Bartlett's Harbour, Bauline, Bay Bulls, Bay de Verde, Bay L'Argent, Bay Roberts, Bay St. George South, Baytona, Beaches, Beachside, Bear Cove, Beau Bois, Bellburns, Belleoram, Bellevue, Bellevue Beach, Benoit's Sliding, and Benton. The 'Incident Date' is set to 2015-02-06 11:51. Other fields like 'Property Address', 'Property Owner Surname', 'Property Owner Given Name(s)', 'Property Classification', 'Police Responded', and 'Fire Responded' are visible but not yet filled out.

9. Property Address – enter the street address, if known.

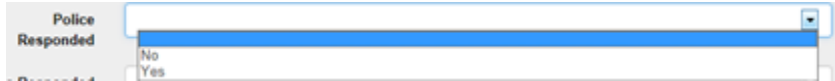
10. Property Owner Surname – enter the owner's last name of the property.

11. Property Owner Given Name(s) – enter the owner's first name of the property.

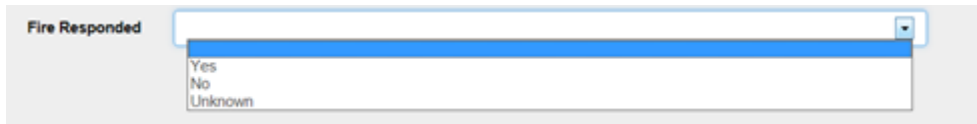
12. Property Classification – choose classification from the dropdown list.

The screenshot shows the 'FES-NL Incident Reporting' form in a web browser. The 'Incident Details' section is active, and the 'Property Classification' dropdown menu is open, displaying a list of classification codes and descriptions. The list includes: 101 - Theatre - Motion Picture, 102 - Theatre - Concert Hall, Live, 103 - Radio or TV Studio, 104 - Opera House, 111 - Museum, 112 - Art Gallery, 113 - Library, 114 - Auditorium, 115 - Lecture Hall, 121 - Bowling Alley, Billiard Centre, 122 - Dance Studio, 123 - Community/Exhibition/Dance Hall, 124 - Sport/Country/Social/Yacht Club, 125 - Gymnasium, 126 - Non Residential Club, 131 - School - Pre-Elementary, 132 - School - Elementary, 133 - School - Secondary - Junior High, 134 - School - Secondary - Senior High, 135 - School - Tech, Indus Trade, 136 - School - Business, Commercial, Secretarial, 137 - School - Post Secondary (College), 138 - School - Post Secondary (University), 141 - Airport, Heliport, 142 - Bus Terminal, 143 - Railway Station, 144 - Subway Station, 145 - Marine Terminal, and 151 - Restaurant 30+ Food & Drink. The 'Incident Date' is set to 2015-02-06 11:51. Other fields like 'Property Address', 'Property Owner Surname', 'Property Owner Given Name(s)', 'Police Responded', and 'Fire Responded' are visible but not yet filled out.

13. Police Responded – select appropriate answer from the dropdown list.

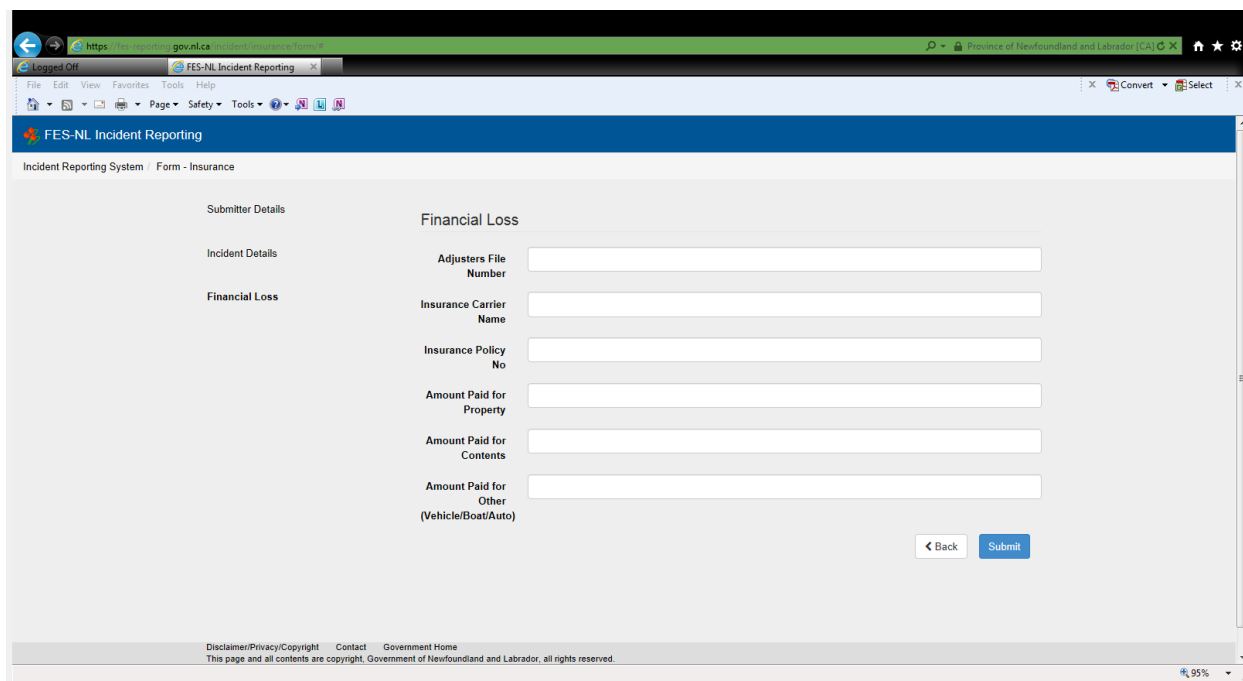
A screenshot of a web form showing a dropdown menu for 'Police Responded'. The dropdown is open, displaying two options: 'No' and 'Yes'. The 'No' option is currently selected and highlighted in blue.

14. Fire Responded – Select appropriate answer from the dropdown list.

A screenshot of a web form showing a dropdown menu for 'Fire Responded'. The dropdown is open, displaying three options: 'Yes', 'No', and 'Unknown'. The 'Yes' option is currently selected and highlighted in blue.

15. Click Next.

16. Financial Loss.

A screenshot of the 'FES-NL Incident Reporting' web application. The browser address bar shows 'gov.nl.ca'. The page title is 'FES-NL Incident Reporting'. The breadcrumb trail is 'Incident Reporting System / Form - Insurance'. The form is divided into two main sections: 'Submitter Details' and 'Financial Loss'. The 'Financial Loss' section is active and contains several input fields: 'Adjusters File Number', 'Insurance Carrier Name', 'Insurance Policy No', 'Amount Paid for Property', 'Amount Paid for Contents', and 'Amount Paid for Other (Vehicle/Boat/Auto)'. At the bottom right of the form are 'Back' and 'Submit' buttons. The footer contains a disclaimer: 'Disclaimer/Privacy/Copyright Contact Government Home This page and all contents are copyright, Government of Newfoundland and Labrador, all rights reserved.'

17. Adjuster's File Number – enter the adjuster's file number.

18. Insurance Carrier Name – enter the insurance carrier.

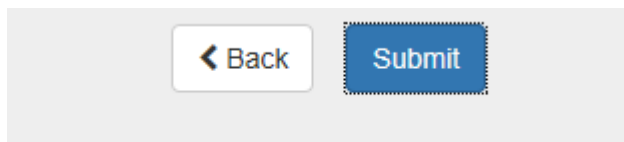
19. Insurance Policy No – enter the insurance policy number.

20. Amount Paid for Property – enter the dollar value here.

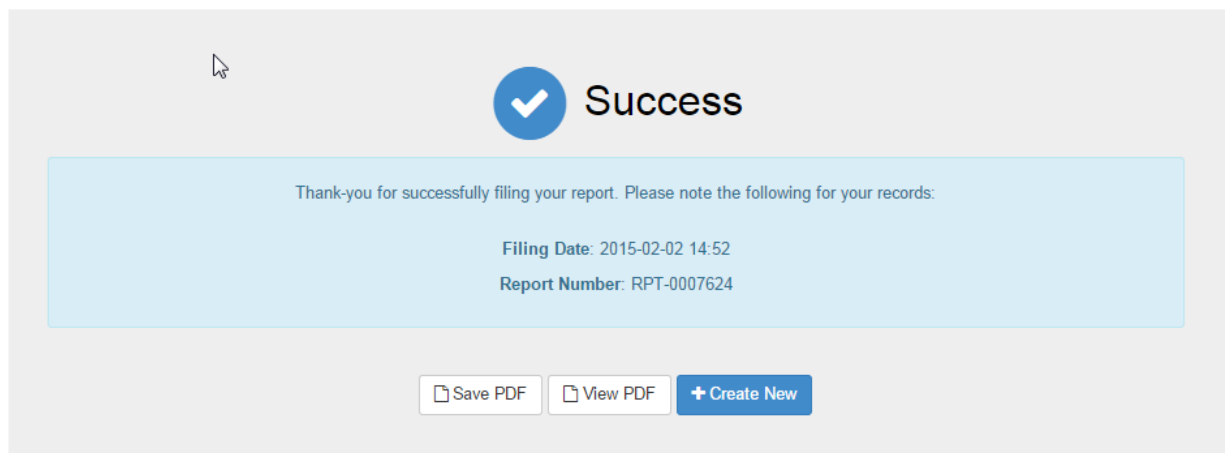
21. Amount Paid for Contents – enter the dollar value here.

22. Amount Paid for Other (Vehicle/Boat/Auto) – enter the dollar value here.

23. Submit - If you are finished with your entries click Submit. Once you submit you cannot go back.



You can then print your incident report and save it to your computer.



If you are entering more than one report click Create New.