WFDSS: Spatial Fire Planning Guide

Contents

Overview

Each unit and agency has a set of Strategic Objectives and Management Requirements related to the landscape and its resources. These objectives and requirements guide decision-making for the unit, as well as incidents.

Pre-loading the Strategic Objectives and Management Requirements for an administrative unit into WFDSS helps to ensure that the incident managers are using this information as part of their incident decision-making process. Incident-level objectives and requirements should be based on these over-arching Strategic Objectives and Management Requirements.

Two types of planning processes are available for administrative units to use in WFDSS; Fire Management Unit (FMU) planning and Spatial Fire Planning (SFP). Depending on an administrative unit's agency affiliation, one may be preferred or mandated over another. The majority of administrative units currently use the FMU Planning Process. This guide is intended to help WFDSS users understand the Spatial Fire Planning process and how it can be implemented successfully for an administrative unit.

The concepts explained in this guide were derived from the WFDSS online help and contain only a portion of the help content available. WFDSS online help is updated regularly and frequently. Hyperlinks and references to the online help are located throughout this document and will help guide you to additional information about a particular topic. A complete set of Glossary Resources are also available on the WFDSS website.

What is Spatial Fire Planning?

Spatial Fire Planning (SFP) is an optional planning process available in WFDSS that can spatially describe an administrative unit's Strategic Objectives and Management Requirements. WFDSS users assigned the role of Data Manager manage SFP and associated tasks. Using this type of planning, units can visually display language from their Land, Resource, and Fire Management plans on a map display as shapes. The visual depiction of these data allow for greater data control because data managers can upload, manage, and associate shapes to represent their unit's planning direction, and make changes as needed throughout the year.

NOTE: SPATIAL FIRE PLANNING IS OPTIONAL. SFP is a tool to spatially depict National Environmental Policy Act (NEPA) approved guidance from an administrative unit's Land, Resource, and/or Fire Management Plans. Once the decision is made by an administrative unit to switch to SFP, Data Managers choose the SFP option from the Data Management tab. Selecting SFP requires a thorough understanding of the process and tasks required to successfully implement it. The help topic Preparing to Switch to Spatial Fire Planning Process provides more information and has been included in this guide.

Spatial Fire Planning is implemented using Strategic Objective shapes and Management Requirement shapes that best represent an administrative unit's planning direction. Strategic Objective shapes are managed nationally. Management Requirement shapes are uploaded by a WFDSS Data Manager at the administrative unit level, and are managed at the local unit level.

Administrative units moving to the SFP process can keep their current FMU shape layer when the shapes and codes are representative of the Strategic Objective shapes and codes the administrative unit wants to use for SFP. If FMU shapes or codes require edits before they can be used to represent Strategic Objectives, or a new Strategic Objective shape layer is warranted, Data Managers must develop and submit their new Strategic Objective shapefile (using the same geospatial data standards that were applicable to FMU

shapefile) to the [WFDSS Data Team Contact.](#) This individual reviews and submits the data to WFDSS for uploading. When a new shape layer is submitted for upload, it could take a couple of months for the new shape layer to be enabled in WFDSS, as new FMU or Strategic Objective shapefiles are uploaded to the National layer on a [quarterly schedule](#).

The administrative Unit Outline that's displayed in the Unit Fire Planning map layers is determined by the Strategic Objective shape(s) that are uploaded. When administrative units draw or upload a Management Requirement shape that does not fit the administrative unit boundary, WFDSS clips the shape to the unit boundary.

Spatial Fire Planning can be implemented in both WFDSS Training and Production using the same steps. Since the databases used by each application are independent of one another, choosing the SFP process in one application does not automatically choose it in the other. This makes WFDSS Training the ideal place for testing the Spatial Fire Planning process for an administrative unit.

Depending on the agency affiliation of an administrative unit, choosing SFP over the more traditional FMU fire planning is the decision to manage the unit's Fire Management Plan (FMP) spatially. As a result, a FMP becomes a spatial Fire Management Plan and less of a textual document.

> **WARNING**: You should test the SFP process in WFDSS Training before you use it in WFDSS Production. You can choose to switch back to the FMU planning process at any time. This is covered in greater depth on page 8.

This guide steps you through how to develop Strategic Objectives, Management Requirements, and Unit Shapes in WFDSS, and manage associated text and/or spatial data for use with Spatial Fire Planning.

How does Spatial Fire Planning Process differ from FMU Planning Process?

Spatial Fire Planning offers a cleaner and simpler way to manage incidents and decision-making in WFDSS. It provides a visual representation of planning concerns for line officers, fire managers, or resource specialists assisting with incident decision-making. Spatial Fire Planning requires spatial data. The FMU planning process, in contrast, does not require spatial data, even to represent FMUs. Strategic Objectives and Management Requirements from an administrative unit's planning documents are inherently spatial because they apply to an administrative unit or a part of it. When these spatial layers are loaded into WFDSS, fire managers can view guidance from the administrative unit's planning documents in a map display without relying on the use of FMUs as a middle man. FMUs are typically developed with regards to fire response, and may not directly tie to an administrative unit's planning documents.

Shifting to SFP provides greater control for fire managers, and eliminates particular challenges inherent to FMU planning. With FMU planning, an incident's planning area may have included a small part of a particular FMU, but all of the Strategic Objectives and Management Requirements for that FMU were included in the decision and required consideration as a result. SFP eliminates this problem, as the planning area drawn for an incident only includes the Strategic Objectives and Management Requirements that it overlaps because these are now represented as shapes.

Whichever planning process an administrative unit chooses, Data Managers should not get hung up on the terms Strategic Objectives and Management Requirements. What's most important is that an administrative unit utilizes shapes and text that make sense, and clearly communicate NEPA-approved planning direction for the unit.

The Data Management Perspective

WFDSS users assigned the role of Data Manager are responsible for managing the SFP process. The Data Management perspective in the WFDSS application (located by clicking the Data Management tab) allows Data Managers to manage the textual and spatial Land, Resource and Fire management plan-related data for their administrative unit that they have uploaded and/or created in WFDSS. The Data Management tab is also where a Data Manager can choose a Planning Process for their unit. WFDSS users with all other roles can use the Data Management tab to view similar content for any administrative unit.

The Data Management tab has four distinct sub-tabs. From these sub-tabs, Data Managers can manage and/or view:

- Fire Management Unit (FMU)/Strategic Objective (SO) Codes *(FMU/SO codes sub-tab)*,
- Strategic Objective and Management Requirement text from overarching Land, Resource, and Fire Management plans *(Objectives sub-tab),*
- Unit Shapes (on page 17) to include Strategic Objective shapes, Management Requirement shapes, and Other Unit Shapes that contain information about local values data *(Unit Shapes sub-tab),*
- Unit Shapes visually on the Unit Map *(Unit Map sub-tab),* and
- Unit Fire Planning Map Layers (available for viewing on all map displays in WFDSS) *(Unit Map sub-tab).*

A brief description of each follows, but all will be discussed in greater depth later in this guide.

FMU/SO codes

Each unit and agency has its own nomenclature for Fire Management Unit (FMU) or Strategic Objective (SO) codes. FMU or SO codes are identifiers in the attribute tables for Fire Management Units or Strategic Objective shape layers, and are used to link spatial data to the Strategic Objective and Management Requirement text entered by Data Managers in the Data Management perspective. FMU codes are used by the FMU planning process and SO codes are used in SFP.

Data Managers for each administrative unit are responsible for ensuring that the current FMU or SO spatial data for their unit is provided to the WFDSS Data Team Contact. Unlike FMU planning where spatial data is optional, SFP requires the use of spatial data and each SO code must be associated with a shape. FMU codes can be entered manually or submitted with a FMU spatial data layer. SO codes are automatically activated when the Strategic Objective spatial data layer is loaded into WFDSS and cannot be manually entered. This is also the only way SO codes can be activated. Once activated, Data Managers can modify the text associated with codes or delete codes. SO Codes themselves cannot be edited. The online help contains a variety of information to help you better understand FMU or SO Codes, or to learn how to filter, set up, activate, deactivate or delete FMU and SO codes. WFDSS Geospatial Data Standards also contain valuable information about developing the FMU or SO shape layer for a unit and its corresponding codes.

Strategic Objectives and Management Requirements

Each administrative unit and agency has a set of Strategic Objectives and Management Requirements related to the landscape and its resources. These objectives and requirements guide decision-making for the unit, including fire decisions.

Data Managers pre-load the Strategic Objectives and Management Requirements for their administrative unit to ensure that incident managers are using this information as part of their incident decision-making process. Incident-level objectives and requirements developed for an incident should be based on these Strategic Objectives and Management Requirements. Strategic Objectives and Management Requirements and the role each plays in SFP will be discussed in greater depth on pages 10 and 15, respectively.

Unit Shapes

Unit Shapes refer to the broad range of shapes that are uploaded for an administrative unit and include Strategic Objective shapes, Management Requirement shapes, and Other Unit Shapes that contain information about local values data. Unit Shapes apply to the administrative unit and are different from incident shapes (perimeters, M.A.P.s, etc.) and analysis shapes (ignitions, barriers, etc.). While Strategic Objective shapes are submitted to a WFDSS contact for submission to WFDSS, Management Requirements and Other Unit Shapes are managed locally at the administrative unit level. Unit Shapes can be points, lines or polygons and with the exception of Strategic Objective shapes, can be uploaded as a zipped shapefile by a Data Manager. Data Managers can view uploaded shapes on the Unit Map, and draw new shapes there as well. Data Managers can use the Unit Shapes feature to pre-load shapefiles and create a shapefile library for decision-making on their unit. Unit Shapes will be discussed in greater depth on page 22.

Unit Map

The Unit Map allows users to quickly view a selected administrative unit's outline, associated FMUs, Strategic Objectives, Management Requirements, and Other Unit Shapes. The Unit Map is especially helpful for Data Managers, as it allows drawing of Unit Shapes and immediate viewing of Unit Shapes recently uploaded (eliminating the need for users to navigate away from the Data Management tab to a different map display).

The Intelligence, Incident, and Analysis map layers are not available for viewing from the Unit Map, because the purpose of the Unit Map is to assist with data management. As a result, incident and analysis shapes cannot be created, copied, or managed from the Unit Map. All other map layers are available for viewing.

Unit Fire Planning Map Layers

Unit Fire Planning Layers, available on all WFDSS map displays, contain data layers pertinent to fire planning. The administrative units included within the immediate map display dictate which administrative unit's planning shapes are listed in the LayerSwitcher and available for viewing in the map display. The layers for each administrative unit include:

▶ Administrative Unit Outline
▶ Shapes specific to the planning process chosen for an administrative unit (Fire Management Units or Strategic Objective shapes).
▶ Management Requirement shapes. and
▶ Other Unit Shapes.

These data layers spatially depict the planning intent from the overarching administrative unit's Land, Resource, and Fire Management Plans.

Using Filters in Data Management

The WFDSS application allows Data Managers to set up filters to help you view Strategic Objectives and Management Requirements by Active Status, Type, Activation date, or by shape (FMU/SO code).

If no Strategic Objectives or Management Requirements appear in the list when you apply the filter, make sure that you've selected the correct GA, Agency, and Unit. Not all Units have populated their Strategic Objectives and Management Requirements in Training.

To filter Strategic Objectives and Management Requirements:

1) Choose DATA MANAGEMENT TAB > OBJECTIVES TAB. The Strategic Objectives and Management Requirements page appears.

2) Select the Geographic Area, Agency, and Unit that you want to filter Strategic Objectives and/or Management Requirements for.

3) Select the **Active Status** (All, Currently Active, Never Active, or specify an Activation Date) for the Strategic Objectives and/or Management Requirements you want to query.

4) Determine if you want to filter for Strategic Objectives, Management Requirements or both, and then mark the appropriate checkbox beside each (if you leave both boxes unselected, WFDSS automatically filters for both).

5) If you want to filter by SO shape, select the SO shape from the **Strategic Objective Code – Description** drop-down list.

6) Click **Apply Filter**. The list of Strategic Objectives and/or Management Requirements for the selected unit refreshes to display the items that meet your filter criteria.

What needs to be done before Switching to Spatial Fire Planning?

Prior to switching to Spatial Fire Planning, Data Managers must collect a variety of information to determine which data should be loaded into WFDSS as Strategic Objectives, Management Requirements and Other Unit Shapes. The Data Manager must also determine how these data can be best represented spatially. Depending on an administrative unit's agency affiliation, the uploaded data may serve as the unit's spatial Fire Management Plan and this requires consideration. Data uploaded into WFDSS is viewed by other WFDSS users, as well as by incident management teams assigned to manage incidents in the area.

Before starting the upload process, you need the following information:

▸ FMU or SO codes for your administrative unit and agency (FMU or SO codes must match the FMU or SO codes in the attributes of the spatial data layer; FMU codes can still be used if there is not a spatial FMU layer)

▸ General Management Plans

▸ Land Management Plans

▸ Resource Management Plans

▸ Fire Management Plans

▸ Local shapefiles frequently used in wildfire decisions

It is important to include this information so that fire managers have access to it as part of their decision-making process, and to ensure this information is included correctly in the system of record for an incident.

WFDSS contains a wealth of spatial data to support administrative unit and associated planning documents, and can help fire managers identify resource values and concerns. You can review the data layer reference information for each of the available data layers to determine where the data came from and when. Data layers and associated reference information are updated frequently and represent the best available data.

What Happens When I Select the SFP Process option on the Data Management Tab?

When you select the SFP option on the Data Management tab, the following actions occur in the WFDSS application:

- FMU level Management Requirements are immediately disabled and can NEVER be re-enabled (they can be recreated but not re-enabled).
- All existing FMU shapes become Strategic Objective Shapes.
- All Existing FMU codes become Strategic Objective codes.
- All Strategic Objective codes associated with existing shapes are activated while all other codes are deactivated. Note that active Strategic Objective text associated with deactivated Strategic Objective codes is deactivated.
- Administrative unit-wide Strategic Objectives and Management Requirements are unaffected.
- You can draw and upload Management Requirement shapes. (Strategic Objective shapes are managed nationally and will need to be submitted to a WFDSS Data Contact for upload.)

Is my Administrative Unit ready to switch to Spatial Fire Planning?

Data Managers need to decide if the currently loaded FMU shapes (if they exist) and codes are sufficient for use with SFP, or develop and submit new Strategic Objective shapes and codes. New Strategic Objective shapes may be based on management areas or management prescription categories that are outlined in NEPA-approved Land, Resource, and/or Fire Management Plans. The workflow for transitioning to SFP is determined by the administrative unit. If new Strategic Objective shapes and codes are submitted for uploading, a Data Manager can switch planning processes and begin work on the following tasks:

- Draw and upload Management Requirement shapes.
- Enter Management Requirement text, and associate text with the proper Management Requirement shape(s).
- View, upload or draw Unit Shapes (to include Management Requirement and Other Unit Shapes) on the Unit Map from the Data Management tab.

These tasks and directions for how to complete each are all covered in this guide, as well as other tasks not listed here.

WARNING: When you select the SFP process option, FMU-level Management Requirements are immediately disabled and can NOT be re-enabled. If you save this data in Excel before switching to SFP, you can recreate this data in WFDSS if you choose to return to the FMU Planning process at a later date. To export the FMU Planning entries, click on the Excel icon at the top of the list on the Objectives page before selecting the Spatial Fire Planning option.

Can I switch back to the FMU planning process if I choose?

A Data Manager can switch back to the FMU planning process if:

- Their agency allows FMU planning and has not chosen SFP for exclusive use by each administrative unit within the agency, and
- The administrative unit and its leadership support the switch.

Since switching to SFP deactivates Management Requirement text associated with the FMU planning process, this content will have to be re-uploaded to WFDSS if an administrative unit chooses to switch back. This process can be much quicker if a Data Manager exported Management Requirements to an Excel spreadsheet prior to switching to SFP.

Preparing to Switch to the Spatial Fire Planning Process

Data Managers should carefully consider these points before switching from FMU Planning to Spatial Fire Planning (SFP):

- WFDSS allows for the use of FMU Planning or Spatial Fire Planning (SFP), not both.
- Prior to selecting the radial button for SFP, Data Managers should export the FMU Planning entries to Excel and save them to a safe storage area. You use these entries to recreate the FMU planning entries if for some reason you opt to revert back to the FMU planning process. To export the FMU Planning entries, click on the Excel icon at the top of the list on the Objectives page before selecting Spatial Fire Planning.
- Data Managers must understand what happens when they select the SFP option on the Data Management tab, and be prepared for the changes that will occur in WFDSS as a result. This was covered on page 7 of this guide.
- If a new or updated spatial layer needs to be submitted to WFDSS for use with SFP, the overall transition process from FMU planning to spatial fire planning could take a few months, as new spatial data is enabled in the National data layer on a quarterly schedule. As a result, switching to a different planning process should be done during the off-season to minimize potential incident documentation conflicts for fire managers.

Developing a Transition Strategy for an Administrative Unit:

The Data Manager needs to develop a transition strategy for their administrative unit that may include the following tasks:

- Gain approval from leadership to change an administrative unit's planning process from FMU to SFP.
- Choose to keep current FMU shapes or develop new SO shapes.
  - If you choose to keep your old FMU shape layer, the old FMU codes become SO codes and can't be edited. To update the codes, the shape layer needs to be submitted to the WFDSS Data Team Contact and reloaded into WFDSS with new/updated SO codes in its attribute table.
  - If new Strategic Objective shapes are required, prepare the Strategic Objective shape layer and associated codes and then provide the spatial data to the WFDSS Data Team Contact for your agency. This individual ensures the spatial data is enabled in WFDSS.
- Download the excel spreadsheet of Management Requirements from the Data Management tab and save to a safe storage area.
- Change your administrative unit's selection from FMU to SFP planning process on the Data Management tab.
- Modify existing Strategic Objective text or create new Strategic Objectives and associate each with the proper SO code.
- Develop Management Requirements text and associated shapes.
- Learn about Other Unit Shapes and why they are useful for displaying content that an administrative unit may not want populated in a decision automatically.

The remainder of this guide focuses on helping you gain a better understanding of the role Strategic Objectives, Management Requirements and Unit Shapes play in SFP.

The Role Strategic Objectives Play in SFP

Strategic Objectives and Shapes

Strategic Objectives are broad statements from Land, Resource and/or Fire Management Plans that identify changes in water, soil, air, or vegetation from the present to proposed conditions, but can also describe an existing resource condition that should be maintained. Strategic Objectives deal with large areas (the spatial component) over long time periods and project intended outcomes of management activities that contribute to the maintenance or achievement of desired conditions.

Spatial Fire Planning requires both the textual and spatial components of Strategic Objectives. Users assigned the role of Data Manager are responsible for locating this information in NEPA-approved planning documents and entering it correctly into WFDSS. The textual and spatial content loaded into WFDSS must accurately represent planning direction for an administrative unit and is used to support incident decision-making.

The intent of the Strategic Objective shape layer is to allow users to utilize shapes other than FMUs to visually depict an administrative unit's fire management direction. Although these shapes are called "Strategic Objectives", they can represent one or many of the following terms:

- Administrative Unit boundary
- FMUs
- Fire Workload Areas
- Management Areas
- Management Prescription Categories
- Newly derived Strategic Objective Shapes

Data Managers manage Strategic Objective shapes just like they have managed FMU shapes in the past. Data Managers submit their administrative unit's spatial data to their WFDSS Data Team Contact. The WFDSS Data Team Contact ensures the spatial data is enabled in WFDSS. The Strategic Objective shapes are then used to build a unit outline shape for each administrative unit.

Strategic Objective Examples

Language from each administrative unit's Land, Resource, and/or Fire Management Plans will vary. Most administrative units find that the direction from their Plans likely fits into one or more of these categories:

- Suppress fires at smallest size

- Suppress fires considering cost and or values at risk
- Manage fires for resource benefit
- Preplanned decision to monitor all fires for protection or restoration.

For the examples above, each line would apply to an area on the landscape that would be represented in the spatial data. These are examples only; administrative units that choose to use the new SFP process can use their own exact language for their Strategic Objectives. The following additional examples illustrate that administrative units will likely have several categories of Strategic Objectives within their Land, Resource, and/or Fire Management Plans:

- Manage 60% of natural starts for resource benefits.
- Contain 90% of all unwanted wildland fires at less than 10 acres in size within 2 operational periods.
- Manage fires for resource benefits when conditions and fire start location warrant.

Working with Strategic Objective Shapes

Strategic Objective shapes are not managed locally, but on a national basis. Data Managers submit spatial data to their agency's WFDSS Data Team Contact, who then ensures the data is enabled in WFDSS. The spatial data is added to the collective National FMU layer, which contains all the FMU and Strategic Objective shapes submitted by agencies to guide incident management and decision-making. The WFDSS Data Team Contact adds spatial data to the National FMU layer on a quarterly schedule, or more often if needed (uploads are done in batches). As a result, it could take a couple of months for Strategic Objectives to be enabled in WFDSS. During this time, Data Managers can add Strategic Objective text, or edit text for Strategic Objectives that have not been activated.

FMU planning does not require spatial data, but with SFP, the Strategic Objective shape layer is required and its coverage determines an administrative unit's boundary. Subsequent shape uploads, such as Management Requirements or Other Unit Shapes, are clipped to it to eliminate overlapping edges and incidents where the shapes fall outside the administrative unit boundary.

Entering Strategic Objective Text

Data Managers create Strategic Objectives in WFDSS for their administrative units. Strategic Objectives text can be edited if the objective is not activated. Once created, Strategic Objective text can be associated with appropriate SO codes if the Strategic Objective spatial data and codes have been enabled in WFDSS. Use the following guidelines to create effective Strategic Objectives (also applies to Management Requirements covered in the next section):

- Be consistent with language in the approved Land, Resource and/or Fire Management Plans.
- Make sure you understand the difference between Strategic Objectives and Management Requirements. Both are explained in this document and are described in detail in the WFDSS Online help and glossary.
- If an administrative unit switched to SFP and Strategic Objective text carried over from FMU planning, then review the list and carried over content to avoid duplication when entering new content.
- Use active verbs and directive language (e.g., Ensure, Identify, Contain, Apply, etc.)
- Be specific about conditions that the requirement applies to (e.g., Allow Wildland Fire Use only when Beaverhead RAWS, 7-day average ERC-K is below the 95th percentile.)
- Be concise.
- Be consistent in the way you enter the objectives and requirements for your administrative unit. For example, if you use the table format to describe your objective or requirement, use the same format for all of them. (Doing so will help maintain a consistent format to the decision and incident reports.)
- Where applicable, associate the Strategic Objective or Management Requirement to the appropriate unit shape.

Caution: Once a Strategic Objective is activated, its text can no longer be edited or deleted. Be sure the objective is worded exactly the way you want it before activating it.

To enter Strategic Objective text for SFP:

1) From the Incident List, choose DATA MANAGEMENT > OBJECTIVES. The Strategic Objectives and Management Requirements page appears.
2) Select the Geographic Area, Agency, and Unit you want to enter Strategic Objective text for. If Strategic Objectives already exist for the unit selected, they appear in the list at the bottom of the page.
3) Click **Create Strategic Objective**. The Create Strategic Objective page appears.
4) Select the Strategic Objective (SO) Code you want to enter strategic objectives for.

    Note: SO Codes that appear in the list represent the spatial Strategic Objectives shapes that Data Managers submitted to the agency WFDSS Data Contact for uploading. If the SO Code/shape you want to develop Strategic Objective text for does not appear in the list, the Strategic Objective shapefile for that administrative unit may not have been uploaded to WFDSS yet (shapefiles are uploaded to WFDSS on a quarterly schedule). If this occurs, you can continue to create Strategic Objective text and associate a SO code/shape at a later date.

5) Select a **Standard Objective** from the drop-down list provided, or enter a Strategic Objective in the Description field. You can use the toolbar to format the text however you need to, and you can copy/paste from MS Word.
6) Click **Save**. A message appears saying that the Strategic Objective has been successfully created.
7) Click **Return**. The Strategic Objectives page re-appears with your newly entered Strategic Objectives displayed in the list, sorted by shape/SO code.

    Note: Although you are developing Strategic Objective shapes for SFP, the list of Strategic Objectives and Management Requirements on the Data Management tab is sorted by Shape/FMU. This may seem counter-intuitive, but the National FMU data layer contains both types of spatial data, FMU and Strategic Objective shapes. The data layer maintains the same data standards as it did prior to availability of the SFP option in WFDSS, thus the reference to FMU.

Activating and Deactivating Strategic Objectives

Activating Strategic Objectives makes them available to support decision-making for an incident. If spatial data for an activated Strategic Objective is included in a planning area, then the activated Strategic Objective must be considered when developing incident-level objectives. Once activated, the text for a Strategic Objective cannot be edited. If edits are required, the Strategic Objective can be deactivated, and a new Strategic Objective created with corrections. This new Strategic Objective then has to be activated to replace the original. Once a Strategic Objective has been activated it can only be deactivated, not deleted. Once a Strategic Objective has been deactivated, it cannot be used for incident decision-making.

Caution: Once you have deactivated a Strategic Objective, it stays in the system for historical purposes, but *cannot* be reactivated, edited, or utilized for decision-making purposes. Instead, you need to create a new Strategic Objective with appropriate edits.

To activate Strategic Objectives:

1) From the Incident List, choose DATA MANAGEMENT > OBJECTIVES. The Strategic Objectives and Management Requirements page appears.
2) Select the Geographic Area, Agency, and Unit you want to activate Strategic Objectives for.
3) Select the Strategic Objective you want to activate. The buttons at the bottom of the list become active.
4) Click **Activate**. A message appears reminding you that you can't edit or delete the item once it's activated.
5) Click **OK**. The page refreshes and displays the Strategic Objective /Management Requirement list with an Activated date recorded beside the new Strategic Objective.

To deactivate Strategic Objectives:

1) From the Incident List, choose DATA MANAGEMENT > OBJECTIVES. The Strategic Objectives and Management Requirements page appears.
2) Select the Geographic Area, Agency, and Unit you want to deactivate Strategic Objectives for.
3) Select the Strategic Objective you want to activate. The buttons at the bottom of the list become active.
4) Click **Deactivate**. A message appears asking if you are sure.
5) Click **OK**. The page refreshes and displays the Strategic Objective /Management Requirement list with a Deactivated date recorded beside the outdated/incorrect Strategic Objective.

Editing Strategic Objectives

From the Data Management tab, a user assigned the Data Manager role can only edit Strategic Objectives that have never been activated. As a result, it's important for Data Managers to verify that Strategic Objectives are entered correctly and accurately before activation. Once activated, an incorrect Strategic Objective must be deactivated and recreated to include corrections.

To edit Strategic Objectives:

1) From the Incident List, choose DATA MANAGEMENT > OBJECTIVES. The Strategic Objectives and Management Requirements page appears.
2) Select the Geographic Area, Agency, and Unit you want to edit Strategic Objectives for.

3) Use the filter, if needed, to sort by Active Status – Never Active. This limits the selection to Strategic Objectives that have never been activated. You cannot edit Strategic Objectives that have been activated.

4) Select the Strategic Objective you want to edit. The buttons at the bottom of the list become active.

5) Click **Edit**. The Edit Strategic Objective page appears.

6) Make necessary changes.

7) Click **Save** (you could also choose *Activate Now* if you are ready to activate the Strategic Objective). The Objectives/Requirements List reappears.

Deleting Strategic Objectives

You can only delete Strategic Objective text that has never been activated.

To delete objectives:

1) From the Incident List, choose DATA MANAGEMENT > OBJECTIVES. The Strategic Objectives page appears.

2) Select the Geographic Area, Agency, and Unit you want to edit Strategic Objectives for.

3) Select the Strategic Objective you want to delete. The buttons at the bottom of the list become active.

Note: If the **Delete** button is not active after you select the Strategic Objective, then that item has been previously activated and can no longer be deleted. If a Strategic Objective has been activated, it will show an activation date in the Activated column.

4) Click **Delete**. A message appears asking if you are sure you want to delete the item.

5) Click **OK**. The Objectives/Requirements List reappears and the item is removed from the list.

Viewing Strategic Objectives

Any WFDSS user can view Strategic Objectives in two ways:

- For a selected location on a map display, or

- For a particular administrative unit from the Data Management perspective.

To view strategic objectives from a map display:

1) From a WFDSS map display, use the Information icon to select a location on the map.

2) **On the** INFO sub-tab, choose a radius of 25 miles or less. The radius determines how large of an area will be queried and which administrative units and their associated Strategic Objectives will be included in the query.

3) Click **Strategic Objectives**. Wait a few moments, and the list of Strategic Objectives appears for the area selected.

To view strategic objectives from the Data Management tab:

1) Click the DATA MANAGEMENT tab.

2) From the OBJECTIVES sub-tab, select the Geographic Area > Agency > Unit that you would like to view Strategic Objectives for. Once selected, the unit's name is highlighted blue.

3) The Strategic Objectives for the selected unit will display in a list at the bottom of the page.

Note: The Strategic Objectives for an administrative unit must be loaded into WFDSS Training and Production separately. A unit that has its data uploaded into Production may not have uploaded it into

Training (future WFDSS development plans are to enable Strategic Objectives from Production into Training).

The Role Management Requirements Play in SFP

Management Requirements and Shapes

Management Requirements are derived from Land, Resource, and/or Fire Management Plan standards and guidelines information. Management Requirements represent the recommended technical and scientific specifications for management activities and/or potential actions to help achieve objectives across broad areas in general terms. They provide the foundation, framework, and limitations/challenges for potential management activities. Management Requirements are not commitments or final implementation decisions.

Spatial Fire Planning requires both the textual and spatial components of Management Requirements. FMU planning, in contrast, only requires Management Requirement text. Users assigned the role of Data Manager are responsible for locating standards and guidelines in planning documents and ensuring that the text and associated shapes are entered correctly into WFDSS. The textual and/or spatial content loaded into WFDSS to represent Management Requirements must accurately represent planning direction for an administrative unit and are used to support incident decision-making.

Management Requirement shapes can overlap Strategic Objective shapes and/ or overlap other Management Requirement Shapes as shown in this simplified example.
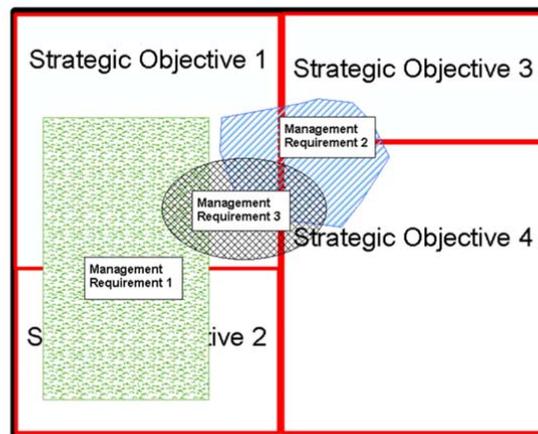
Administrative units control their own Management Requirement shapes. Data Managers can upload or draw shapes directly in WFDSS. Each Management Requirement shape has associated text that describes a specific standard or guideline applicable to that area. The process to add Management Requirements shapes and direction is similar to the current process used to create Other Unit Shapes. Because administrative units can manage their own Management Requirement shapes, these shapes can be used to represent temporal or condition based requirements. This allows a unit's direction to change throughout fire season as species of concern migrate, or drought conditions worsen or improve to name a few examples.

These shapes can be used to, but are not limited to the following:

- Consideration & Constraints
- Required actions in specific areas
- Equipment and retardant restrictions in specific areas
- Planned & implemented fuel treatments and details
- Desired future condition objective that affects a small area of the unit without conflicting with other strategic objectives they may overlap

Working with Management Requirement Shapes

Spatial Fire Planning requires that Management Requirement text is associated with a shape, and these Management Requirement shapes are uploaded and managed at the administrative unit level. Data Managers have a lot of flexibility with regards to managing Management Requirements, as both shapes and text can be edited, as needed, throughout the fire season to ensure the most current information is activated in WFDSS. These shapes should provide clear direction to the managers as to the requirements for the area defined by the shape. Because Management Requirement shapes are managed by the administrative unit, spatial Management Requirement data does not need to be submitted to a WFDSS Data Team Contact and is not added to the National FMU layer.

Management Requirement shapes must be located within an administrative unit's boundary, and the boundary is determined by the Strategic Objective shape coverage. WFDSS automatically clips uploaded and drawn Management Requirement and Other Unit Shapes to the administrative unit's boundary, to eliminate overlapping edges and incidents where the shapes fall outside the unit boundary.

Multiple sets of Management Requirement text can be associated with one shape. One Management Requirement can be associated with multiple shapes, however, those individual shapes must be merged into one shape and stored in one zipped shapefile. See the help topics Merging Shapes and Complex Shapes for assistance with managing shapes and troubleshooting.

Management Requirement Shape Considerations

Data Managers need to be aware of these considerations while working with Management Requirement shapes:

- A Management Requirement shape is not visible to users unless it is associated with an activated Management Requirement.
- WFDSS users can only view activated Management Requirements on map displays.
- You cannot edit an activated Management Requirement for use with a Management Requirement shape. If the requirement needs editing, you must deactivate the requirement and create a new requirement.
- Replacing a Management Requirement shape automatically deactivates any associated Management Requirements but immediately copies and activates these requirements with the new shape.
- You cannot delete Management Requirement shapes associated with an activated Management Requirement.
- Only National Editors and Data Managers can view non-activated Management Requirements.

Entering Management Requirement Text

Data Managers can create Management Requirement text before or after Management Requirement shapes are drawn or uploaded. Text and shapes are associated after the content for each is successfully entered into WFDSS.

Use the following guidelines to create effective Management Requirements:

▶ Be consistent with the approved Plans.
▶ Make sure you understand the difference between Strategic Objectives and Management Requirements.
▶ If an FMU already has Strategic Objectives and Management Requirements listed for it, review the list first to avoid duplication.
▶ Use active verbs and directive language (e.g., Ensure, Identify, Contain, Apply, etc.)
▶ Be specific about conditions that the requirement applies to (e.g., Allow Wildland Fire Use only when Beaverhead RAWS, 7-day average ERC-K is below the 95th percentile.)
▶ Be concise.
▶ Be consistent in the way you enter the objectives and requirements for your unit. For example, if you use the table format to describe your objective or requirement, use the same format for all of them. (Doing so will help maintain a consistent format to the decision and incident reports.)
▶ Where applicable, associate the Strategic Objective or Management Requirement to the appropriate unit shape.

Caution: Once a Strategic Objective or Management Requirement is activated, it can no longer be edited or deleted. Be sure that the objective or requirement is worded exactly the way you want it before activating it.

To enter Management Requirement text:

1) From the Incident List, choose DATA MANAGEMENT > OBJECTIVES. The Strategic Objectives and Management Requirement page appears.
2) Select the Geographic Area, Agency, and Unit you want to enter Management Requirements for. If Management Requirements already exist for the unit selected, they appear in the list at the bottom of the page.
3) Click **Create Management Requirement**. The Create Management Requirement page appears.
4) Select the Associated Shape from the dropdown list that you want to enter Management Requirement text for.

   Note: If the shape you want to associate text with does not appear in the list, it has not been drawn or uploaded into WFDSS. You can associate the text with the proper shape after it has been drawn or uploaded.

5) In the **Description** field, enter the Management Requirement text. You can use the toolbar to format the text however you need to, and you can copy/paste from MS Word.
6) Click **Save**. A message appears saying that the requirement has been saved.
7) Click **Return**. The Strategic Objectives and Management Requirements page re-appears with your newly entered Management Requirement displayed in the list.

Drawing Management Requirement Shapes

WFDSS provides a robust set of tools that allow Data Managers to draw Management Requirement shapes on the Unit Map. Management Requirement shapes can be lines, rectangles or polygons and spatially represent associated Management Requirement text. The tools available to help Data Managers draw Management Requirement shapes on the Unit Map are the same tools used by fire managers and analysts to draw incident and analysis shapes on other map displays in WFDSS.

Data Managers can draw multi-part shapes to represent multiple areas that a set of Management Requirement text will apply to, or existing shapes can be merged to create a new shape. Polygons cannot be drawn with gaps in its interior (think of a donut), but users can upload this type of shape if needed.

To draw Management Requirement Shapes:

1) From the Incident List, choose DATA MANAGEMENT > OBJECTIVES TAB.

2) Select the Geographic Area, Agency, and Unit that you want to draw a Management Requirement shape for, and then select the **Unit Map** tab. The Unit Map appears.

3) Locate the area on the map where you want to draw a Management Requirement shape.

4) Select the map tool you want to use to create a shape on the map (point, line, rectangle, or polygon).

5) Place your cursor on the map where you want to start drawing.

6) Left click on the mouse and draw the shape, left-clicking as you go to create vertices for lines and polygons. For rectangles, you must click and drag. Double-click to release the tool. The shape turns yellow. (If you don't like the shape you drew, click the eraser tool to erase your sketch and draw it again.)

   If drawing a multi-part shape, place your cursor on the map where you want to start drawing the next shape. Draw the shape and double-click to release the tool when you are finished. Each shape you draw turns yellow upon completion (draw multi-part shapes carefully, as clicking the erase tool at this point will erase all shapes you have drawn).

7) Double-click when you are finished drawing the shape(s).

8) Click the green icon beside Mgmt Requirements in the Unit Fire Planning map layers.

9) Enter a Name and Description, and then click **Save**. The Name appears in the layer switcher on the map, so make sure that it accurately and simply reflects the shape's purpose or content. For example, "Spotted Owl" or "Kickapoo Campground".

10) A popup screen appears that allows you to associate your new Management Requirement shape with text. You have three options to choose from:

▶ If Management Requirement text appears, you can select the square(s) beside the appropriate text and click Save Shape Associations. You can associate more than one set of Management Requirement text to a shape.

▶ If no Management Requirement text exists to associate the shape with, you can:

   ▶ Click Create Management Requirement:

      1) In the **Description** field, enter the Management Requirement text. You can use the toolbar to format the text however you need to, and you can copy/paste from MS Word.

      2) Click **Save**. The new Management Requirement appears in the list.

      3) Select the small box beside the Management Requirement text you want to associate with the new shape (or update the associations if needed). In this step, you can also select the radio button to edit the Management Requirement text if needed.

      4) Click the radio button beside the Management Requirement to activate it or click the '**X**' in the upper right to close the screen. You can activate it at a later time.

      5) Click **Save**.

▸ Click the 'X' in the upper right and create text for the new Management Requirement shape at a later time.

Uploading Management Requirement Shapes

Data Managers can upload Management Requirement shapes for their administrative unit, and make changes as needed to the shapes and their associations throughout the year. Management Requirement shapes are uploaded from the Data Management perspective, unlike incident and analysis shapes that are loaded from the Incident and Analysis perspectives.

To upload a Management Requirement shape:

1) Choose DATA MANAGEMENT > UNIT SHAPES. The Unit Shapes page appears.

2) Select the Geographic Area, Agency, and Unit that you are uploading shapes for.

3) Locate the **Management Requirement Shapes for Unit** section. Within that section, enter a Label for your shape. This label appears in the layer switcher on the map, so make sure that it accurately and simply reflects the shape's purpose or content. For example, "Spotted Owl" or "Kickapoo Campground".

4) Enter a Category for the shape. This tells other users what the shape is used for. For example, "Barrier", "Habitat", or "Structures".

5) **Note:** It's a good idea for your unit to agree on consistent categories and naming conventions for these shapes.

6) Enter a Description that provides more details about the shape.

7) Click **Browse** to navigate to the shapefile you are uploading. The **Choose File to Upload** window appears.

8) Navigate to the shapefile you want to upload, and then click **Open**. The full path for your file appears in the **File to Upload** field.

9) Mark **Include in Values** checkbox if you want the shape to be included in the Values layer and Values Inventory. (You can change this at any time by choosing DATA MANAGEMENT > UNIT SHAPES > UNMARK THE CHECKBOX NEXT TO THE SELECTED SHAPE.)

10) Click **Upload**. The shapefile appears in the Shapes for Unit list.

Changing Associations for a Management Requirement Shape

Data Managers may need to change the set(s) of Management Requirement text that a Management Requirement shape is associated with. This task can be completed from the Unit Map. Management Requirement shapes can only be associated with Management Requirement text that has not yet been activated.

To change associations for a Management Requirement Shapes:

1) Choose DATA MANAGEMENT > UNIT SHAPES. The Unit Shapes page appears.

2) Select the Geographic Area, Agency, and administrative unit that you want to draw a management requirement shape for, and then select the **Unit Map** tab. The Unit Map appears.

3) Under **Unit Fire Planning** in the LayerSwitcher, locate and then expand the Management Requirements map layers.

4) Select the Management Requirement you want to replace the shape for, and click the black expansion arrow beside its name to the right.

5) The Management Requirement expands to reveal shapefile and viewing options. Click the underlined term **Mgmt Requirements**. The Shape Association page appears.

6) Select and/or deselect the appropriate Management Requirements to associate with the selected shape. From this page, you can also edit text for Management Requirements that are not activated as well as activate Management Requirements and their shape associations.

7) Click **Save Shape Associations**, and then the '**X**' to close the window.

Replacing a Management Requirement shape:

Data Managers may need to replace a Management Requirement shape with an updated shape, yet maintain the association with a particular set of Management Requirement text. This task can be done from the Unit Map.

To replace a Management Requirement shape by drawing:

1) Choose DATA MANAGEMENT > UNIT SHAPES. The Unit Shapes page appears.

2) Select the Geographic Area, Agency and Unit that you want to draw a Management Requirement shape for, and then select the **Unit Map** tab. The Unit Map appears.

3) Locate the **Unit Fire Planning** may layers in the LayerSwitcher, and then locate and expand the **Management Requirements** map layers.

4) Select the Management Requirement you want to replace the shape for, and click the black expansion arrow beside its name to the right.

5) Click the appropriate tool from the toolbar above the map display, and draw the new shape on the map. The new shape will display in yellow.

6) Click the pencil tool beneath the Management Requirement's name, and a popup window displays.

7) Edit the shape label or description information, if needed, and then click **Replace Shape**. You see a message atop the page that says the shape was successfully saved.

8) If the original Management Requirement was activated prior to editing its shape, it deactivates with the old shape and reactivate with the new shape.

9) If the original Management Requirement was not activated prior to editing, the shape associated with the original Management Requirement is replaced with the new shape and the old shape can be deleted, if needed.

10) Select the Management Requirement shape for viewing in the LayerSwitcher and ensure it displays the way you intended it to.

Activating and Deactivating Management Requirements

Activating management requirements makes them available to incident managers and the decision documentation process. Once a Management Requirement is activated, it appears in the Management Requirement section of a decision and requires consideration each time an incident's planning area is drawn to include or overlap the Management Requirement's shape. Once deactivated, the Management Requirement is no longer available for consideration, and is not included in a decision.

Caution: Once you have deactivated a Management Requirement, it stays in the system for historical purposes, but *cannot* be reactivated, edited, or used. Instead, you need to create a new Management Requirement.

You have opportunities to activate Management Requirements when you create text, shapes and make associations between the two. The instructions below are applicable to the Objectives tab only.

To activate Management Requirements:

1) From the Incident List, choose DATA MANAGEMENT > OBJECTIVES. The Strategic Objectives page appears.

2) Select the Geographic Area, Agency, and Unit you want to edit management requirements for.

3) Select the Management Requirement you want to activate. The buttons at the bottom of the list become active.

4) Click **Activate**. A message appears reminding you that you can't edit or delete the item once it's activated.

5) Click **OK**. The page refreshes and displays an Activated Date next to the item.

To deactivate Management Requirements:

1) From the Incident List, choose DATA MANAGEMENT > OBJECTIVES. The Strategic Objectives page appears.

2) Select the Geographic Area, Agency, and Unit you want to edit objectives or requirements for.

3) Select the Management Requirement you want to activate. The buttons at the bottom of the list become active.

4) Click **Deactivate**. A message appears asking if you are sure.

5) Click **OK**. The page refreshes and displays a Deactivated Date next to the item.

Editing Management Requirements

From the Data Management tab, a user assigned the Data Manager role can only edit Management Requirements that have never been activated, so verify that the Management Requirement text and shapes appear exactly the way you want them before *activating* (see "***Activating and Deactivating Objectives and Requirements***" on page 19). Otherwise, you must deactivate a Management Requirement and create it again with corrections.

To edit Management Requirements:

1) From the Incident List, choose DATA MANAGEMENT > OBJECTIVES. The Strategic Objective and Management Requirement page appears.

2) Select the Geographic Area, Agency, and Unit you want to edit Management Requirements for.

3) Select the Management Requirement you want to edit. The buttons at the bottom of the list become active.

4) Click **Edit**. The appropriate edit page appears.

5) Make any changes necessary.

6) Click **Save**. The Strategic Objective/ Management Requirement List reappears with the edited item in the list.

Deleting Management Requirements

You can only delete Management Requirements that have never been activated. Once a Management Requirement has been activated, your only option is to edit it or deactivate it.

To delete Management Requirements:

1) From the Incident List, choose DATA MANAGEMENT > OBJECTIVES. The Strategic Objectives and Management Requirement page appears.

2) Select the Geographic Area, Agency, and Unit you want to edit Management Requirements for.

3) Select the Management Requirement you want to delete. The buttons at the bottom of the list become active.

Note: If the **Delete** button is not active after you select the Management Requirement, then that item has been previously activated and can no longer be deleted.
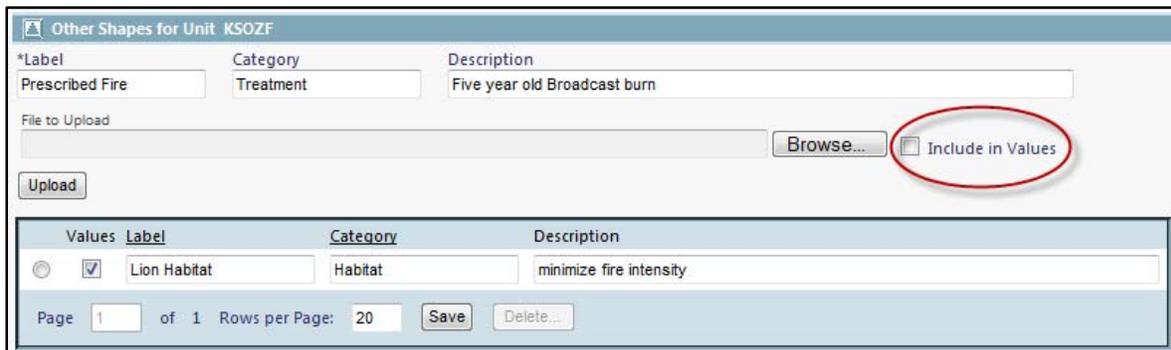
4) Click **Delete**. A message appears asking if you are sure you want to delete the item.

5) Click **OK**. The Strategic Objectives/ Management Requirement List reappears and the item is no longer in the list.

The Role Unit Shapes Play in SFP

Unit shapes are points, lines, or polygons that a Data Manager can upload as zipped shapefiles and contain information about local values data. Unit Shapes represent the broad category of shapes that are necessary for managing both the FMU and SFP planning processes and include FMU, Strategic Objective, Management Requirement, and other Unit Shapes. This section specifically addresses shapes that fall into the Other Unit Shape category.

What's unique about a shape of this type is that a Data Manager can choose to include the value a shape represents in the list of values for an administrative unit. If the Data Manager chooses to include the shape in the list of values, then the value must be addressed in an incident's decision content if the shape intersects the incident's planning area.

Data Managers can use the Unit Shapes feature to pre-load shapefiles and create a shapefile library of local values data for decision making on their unit. The shape library can save time when managing an incident by pre-loading shapes that relate to local conditions and the unit's fire planning process. The shapefile library ensures that relevant Unit Shapes are available and considered in the decision-making process.

Data Managers can draw Other Unit Shapes on the Unit Map or upload Other Unit Shapes on the Unit Shapes sub tab. Other Unit shapes are not activated like Management Requirement shapes, and Data Managers have the flexibility to manage these types of shapes dynamically, and throughout the year.

Examples of values that may fall into the Other Unit Shape category include, but are not limited to:

- ▸ Values layers specific to local fire decisions
- ▸ Threatened and endangered species
- ▸ Prescribed burn and fuels treatment areas
- ▸ Barriers
- ▸ Management Action Points
- ▸ Structures
- ▸ Campgrounds
- ▸ Trails
- ▸ Mine shafts and other hazards
- ▸ Private property

Before uploading Other Unit Shapes for a unit, your unit's FMUs or Strategic Objective shapes must be included in the national FMU layer. Contact the WFDSS GIS Team for assistance.

WARNING: The maximum shape size is 100 points or 50000 vertices for lines and polygons.

Drawing Other Unit Shapes

WFDSS provides a robust set of tools that allow Data Managers to draw Other Unit shapes on the Unit Map. Since FMU and Strategic Objective shapes cannot be drawn (theses are submitted to a WFDSS Data Contact for enabling), only Management Requirements and Other Unit Shapes can be drawn on the Unit Map.

Shapes that fall into the Other Unit shapes category can be lines, rectangles or polygons and spatially represents information about local values data. The tools available to help Data Managers draw Other Unit Shapes on the Unit Map are the same tools used by fire managers and analysts to draw incident and analysis shapes on other map displays in WFDSS.

Data Managers can draw multi-part shapes, or existing shapes can be merged to create a new shape. Polygons cannot be drawn with gaps in its interior (think of a donut), but users can upload this type of shape if needed.

To draw Other Unit Shapes:

1) From the Incident List, choose DATA MANAGEMENT > OBJECTIVES TAB.

2) Select the Geographic Area, Agency and Administrative Unit that you want to draw a Unit Shape for, and then select the **Unit Map** tab. The Unit Map appears.

3) Locate the area on the map where you want to draw a Unit Shape.

4) Select the map tool you want to use to create the shape on the map (point, line, rectangle, or polygon).

5) Place your cursor on the map where you want to start drawing.

6) Left click on the mouse and draw the shape, left-clicking as you go to create vertices for lines and polygons. For rectangles, you must click and drag. Double-click to release the tool. The shape turns

   yellow. (If you don't like the shape you drew, click the eraser tool to erase your sketch and draw it again.)

   If drawing a multi-part shape, place your cursor on the map where you want to start drawing the next shape. Draw the shape and double-click to release the tool when you are finished. Each shape you draw

will turn yellow upon completion (draw multi-part shapes carefully, as clicking the erase tool at this point will erase all shapes you have drawn).

7) Double-click when you are finished drawing the shape(s).

8) Click the green icon beside **Other Shapes for Unit XXX** in the Unit Fire Planning map layers.

9) Enter a **Name**, **Category** and **Description**, and then click **Save**. The Name will appear in the layer switcher on the map, so make sure that it accurately and simply reflects the shape's purpose or content. For example, "Spotted Owl" or "Kickapoo Campground".

10) Select the checkbox beside **Include in Values** if you want the value the shape represents to appear in the list of Values for the administrative unit. You can change your selection on the Unit Shapes sub tab at any time.

11) Click **Save**.

Uploading Other Unit Shapes

From the Data Management tab, Data Managers can upload Other Unit Shapes for their administrative units and quickly view each on the Unit Map to ensure the shapes display correctly. Other Unit shapes are uploaded from the Data Management perspective, unlike incident and analysis shapes that are loaded from the Incident and Analysis perspectives.

The options available on the Unit Shapes sub-tab will vary based on the planning process currently selected for an administrative unit.

▸ Data Managers using the SFP Planning Process can upload Management Requirement shapes and Other Unit Shapes from the Unit Shape sub-tab.

▸ Data Managers using the FMU Planning Process can only upload Other Unit Shapes from the Unit Shape sub-tab.

Before uploading a Unit Shape, verify the following:

▸ Your unit's FMUs or Strategic Objective shapes must be included in the national FMU layer.

▸ The files associated with the shape are current, correct, and belong with the administrative unit.

▸ The zipped file must contain only one shape, but it can be a multi-part shape.

▸ The shape ZIP file must contain files with the following file extensions:

  ▸ .DBF

  ▸ .PRJ

  ▸ .SBN (optional)

  ▸ .SBX (optional)

  ▸ .SHP

  ▸ .SHP.XML

  ▸ .SHX

▸ The files contained within the ZIP file are at the same directory level. (You can't have a folder inside the ZIP file or the shapes won't upload correctly.)

Note: Though WFDSS uses NAD83, it imports and converts shapefiles that were created in other common projections and datums. In addition, shapes are downloadable in a local Albers projection that is based on the location of the incident. The maximum Other Unit shape size is 100 points or 50000 vertices for lines and polygons. This applies to Other Unit shapes only.

To upload Other Unit Shapes:

1) Choose DATA MANAGEMENT > UNIT SHAPES. The Unit Shapes page appears.

2) Select the Geographic Area, Agency, and Unit that you are uploading shapes for.

3) Enter a Label for your shape. This label appears in the layer switcher on the map, so make sure that it accurately and simply reflects the shape's purpose or content. For example, "Spotted Owl" or "Kickapoo Campground".

4) Enter a Category for the shape. The Category appears in the layer switcher on the map and will help you locate the shape in the map layers.

> **Note:** It's a good idea for your unit to agree on consistent categories and naming conventions for Other Unit Shapes.

5) Enter a Description that provides more details about the shape. For example, "full-service campground with electrical and water".

6) Click **Browse** to navigate to the shapefile you are uploading. The Choose File to Upload window appears.

7) Navigate to the shapefile you want to upload, and then click **Open**. The full path for your file appears in the File to Upload field.

8) Mark **Include in Values** checkbox to include the shape in the Values layer and Values Inventory. (You can change this at any time by choosing DATA MANAGEMENT > UNIT SHAPES > UNMARK THE CHECKBOX NEXT TO THE SELECTED SHAPE.)

9) Click **Upload**. The shapefile appears in the **Other Shapes for Unit** list.

Viewing or Downloading Other Unit Shapes

Once the Data Manager has uploaded unit shapes, any WFDSS user can view or download the shapes from any map display in WFDSS.

To view or download Other Unit Shapes:

1) Navigate to a map display in WFDSS.

> ‣ From the Data Management tab > select the **Unit Map** sub-tab.
>
> ‣ From the Incident List > select the incident > click **Assess Situation**. The Situation Map appears.
>
> ‣ From the Analysis list > select a completed analysis > click **View Results**. The map for the selected analysis appears.
>
> ‣ Choose the INTELLIGENCE tab. A map of your assigned Geographic Area appears.

2) Choose the MAP sub-tab if it's not already selected. It is located to the left of the map display.

3) Locate and expand the **Unit Fire Planning** map layers.

4) Locate and expand the shape for the administrative unit you want to view Other Unit Shapes for. The administrative Unit Outline will display on the map.

5) Expand the **Other Unit Shapes** may layers, and then locate and expand the categories of shapes you are interested in.

6) Select the shape(s) you want to display. The map refreshes and displays the selected shape.

7) If the shape doesn't appear on your screen, do the following:

   a. Click the down arrow to the right of the shape. The shape tools appear.

   b. Select the Pan tool. The map shifts to the shape on the map.

c. Zoom out to see the analysis or incident in relationship to the selected shape.

8) Once you are zoomed in, select the tool, and then click inside the shape. The Info tab will replace the Map tab on the left side of the screen.

9) Select **Feature Information** and a window will appear that contains shape information. You can download the shape from this location as well.

Deleting Other Unit Shapes

Data Managers can delete shapes that fall into the Other Unit Shapes category when the shape is no longer needed, and no longer represents a value or concern for the administrative unit.

To delete Other Unit Shapes:

1) Choose DATA MANAGEMENT > UNIT SHAPES. The Unit Shapes page appears.

2) Select the Geographic Area, Agency, and Unit for the shape you want to delete.

3) Scroll down to the Other Shapes for Unit list and select the shape you want to delete.

4) Click **Delete**. A message appears asking if you are sure you want to delete.

5) Click **OK**. The shape is removed from the list.

Summary

The spatial fire planning process provides administrative units with a better visual depiction of their NEPA-approved planning direction and allows the administrative unit to have greater control over their data.

Units are encouraged to test the SFP process in the WFDSS Training environment before switching in the Production environment. If an administrative unit changes to the SFP process in Training, Production remains intact until the same process is completed in the production environment.

Administrative units and their Data Managers must determine which planning process works best for their particular unit and then choose a transition process and strategy that works for them.