





WFDSS How to Guide for Long Duration Incidents

- 1) Log into WFDSS
- 2) **Set Ownership Groups.** (If you have already done this for your zone, you can skip this step.) Ownership Groups allow you to select multiple people that will need to access the incident.
 - a. Click on the “My Home” tab
 - b. Click on “Address Book” in the blue box to the left
 - c. In the “user name” box, type in the last name of the person you want to add to your group and click “Apply Filter”
 - d. Click the checkbox next to their name
 - e. Repeat 2c until all of the people (including yourself) that you want in the group have been checked. Only one person will show on the screen at a time, but they will remain checked. Include the duty officers of your zone along with **Fritz Cluff and Todd Baumer**. You do not have to create groups for every incident. Once you have this done the first time, they are good to go.
 - f. Click in the “group name” box and name your group (i.e.: South Zone Fire or whatever you want to name it) and click “Create Group”
 - g. The group is now created. Each user has to create their own groups which will save and not have to be created every incident.
- 3) **Go to the INCIDENTS tab**
- 4) **Set filters** (If you have already done this for your zone, you can skip this step.)
 - a. To make a Permanent Filter:
 - b. Click “Edit Filter”
 - i. Scroll to bottom and click “Create New Filter”
 - ii. Click the “CLEAR” button – this is a critical step
 - iii. Enter **IDSCF** (all caps) in the Filter Name box
 - iv. Scroll to the “other filters” section (blue headings)
 - v. Enter **IDSCF** (all caps) in the “unit ID” box
 - c. Click the “SAVE Filter” button. This will then show you a list of incidents that show IDSCF as a unit identifier.
 - d. To add our partner as filters (since you may have to work on one of these fires also) repeat the steps above using their Unit Identifier.
- 5) **To open the incident you want to work on:** click on the INCIDENTS tab and locate the incident by name.
- 6) Click the Radial Button to the left of the incident name.
- 7) Click the ACCEPT button to accept ownership of the incident.


- 8) Click “View Information” button to enter into the fire. This will give you two rows of tabs at the top of the screen
- 9) **Transfer Ownership to the group.**
 - a. Click “Transfer Ownership”
 - b. Click on the down arrow under Address Book, and select My Address Book. Your groups will populate
 - c. Click on the radial button next to the group you want to have access to the incident and click “Transfer Ownership” and click “yes” if you selected the correct group The program will take you back to the incident page
- 10) **Assign Incident Privileges-** This is where you can add individuals as editors who are not part of the group you transferred the incident to:
 - a. Click on the “Menu” tab on the left side of the screen.
 - b. Click “Incident Privileges” in the blue panel on the left.
 - c. Either enter a person’s last name into the username box or leave username blank to show all. Click “Apply Filter”.
 - d. Choose the editor privilege and hit “Save”.
 - i. Incident Privileges:
 1. Editor – same roles as author but only for this incident. This could be assigned to a specialist to allow them to have two or more people working on incident at same time.
- 11) **Review the data on the “Information” screen.**
- 12) **Assess the Situation: Click the “Situation” tab.** IMPORTANT: Wait for the map to fully load before clicking anything else.
- 13) Click the “+” button to the left of base layers (on the left hand side of the screen). Toggle between map products by clicking on the radial buttons for USGS Topos, USGS Imagery, USGS Topo Imagery, WFDSS Topo’s, Google Maps, Google Physical or US States. IMPORTANT: wait for the maps to load fully before clicking around.
- 14) **To draw a fire perimeter (optional for small monitor fires):**
 - a. Click the “+” to the left of “fire perimeter”, follow the same steps as before when creating the planning area. You will be asked for a name and effective date.
 - b. Click on the “Draw a polygon” button  located at the top of the map. Hint: you may want to zoom in or out on the map first to make the entire area visible. Start by clicking the mouse at the starting point (a red circle will appear) release the mouse and click on the next spot. Continue clicking until the red line makes a complete perimeter. Double click to complete the polygon. It will turn yellow after you double click.

- c. Click the “+” to the left of “fire perimeter”, follow the same steps as before when creating the planning area. You will be asked for a name and effective date.
- d. Enter a name for the perimeter, effective date and time on the left hand side of the screen and hit “save”. The new perimeter will appear in your list. You can toggle the various shape files on and off by checking/unchecking the box next to them after you have them saved.
- e. Use the green round “+” button to the right of the fire perimeter layer in the layers box to create a new shape. Click on the “Save” button in the left panel. The polygon will turn from yellow to purple.
- f. If you wish to start over choose the “Eraser”  button from the map tool bar and begin again
- g. Click the down arrow next to “Current” to see the perimeter acres

15) To draw the planning area:

- a. Click on the “+” to the left of “Incident”
- b. Click on the “Draw a polygon” button  located at the top of the map. Hint: you may want to zoom in or out on the map first to make the entire area visible. Start by clicking the mouse at the starting point (a red circle will appear) release the mouse and click on the next spot. Continue clicking until the red line makes a complete perimeter. Double click to complete the polygon. It will turn yellow after you double click.
- c. Use the green round “+” button to the right planning area layer in the layers box to create a new shape. Click on the “Save” button in the left panel. The polygon will turn from yellow to purple.
- d. If you wish to start over choose the “Eraser”  button from the map tool bar and begin again
- e. Once you are satisfied with your planning area hit “Save”.

16) To draw an extent: the extent is used to put boundaries on the basic and short term fire behavior predictions; you want to keep your extent as realistic as possible.

- a. This is needed for basic and short term analyses. Click on the button with multiple dots along the top of the map.  Draw a rectangle by starting at one corner and dragging to the opposite corner.

17) To run short term and basic fire behavior analyses:

- a. Click on the “plus” box to the left of analyses
- b. Click on the “green” plus to the right of basic analyses
- c. Enter a name of the analyses
- d. Enter a burn date
- e. Enter burn time
 - i. Remember to enter it as it is shown on the screen.
- f. Click the next button
- g. Review and/or adjust wind speed and direction
- h. Click on the RUN MODEL button

- i. Click on the green plus box next to the right of Short term analyses
- j. Enter a name of the analyses
- k. Enter a burn date
- l. Enter burn time
 - i. Remember to enter it as it is shown on the screen.
- m. Enter the Lat/Long of the fire
- n. Enter the burn period (the number of hours the fire will burn in a given day)
- o. Enter the number of burn periods
- p. Click on the NEXT button
- q. Review and validate the wind data
- r. Click the RUN MODEL button
 - i. *Allow the Analysis to process and move on to FMU information*

18) To request Analyst Assisted Fire Behavior Analyses: Near Term Fire Behavior Analysis and/or FSPro Analysis are available as Analyst Assisted only. Basic Fire Behavior and Short Term Fire Behavior may be request as Analyst Assisted or run by Author.

- a. Click on the “Information” tab.
- b. From the left menu, select Fire Behavior Request. The Fire Behavior Analysis Request page appears.
- c. Enter the desired date and time for the analysis.
- d. Select the type of fire behavior analysis you think you need (FSPro is a long-term analysis).
- e. Enter a rationale for the request, including any special concerns you have about the incident (e.g., nearby structures, current strong winds, etc.)
- f. Enter your contact information and contact information for team members, clicking “Add Contact to List” after entering each one. It’s best to have at least two people on the contact list.
- g. Click “Submit”. The Situation Map page reappears with a message saying that your request was created successfully.

19) Determine Relative Risk: Go to the INFORMATIONS tab on the left hand side of the screen (Go to the <http://gacc.nifc.gov/egbc/dispatch/id-cic/WFDSS.html> for information on filling the charts out.

- a. Click on Relative Risk
- b. Choose the appropriate radial button on the charts for Hazard, Values, and Probability – the top relative risk chart will calculate from these three.
- c. Add any notes as needed that are specific to this incident.
- d. Click continue
- e. Select the potential fire duration, make any notes as needed, and click Continue
- f. Review risk results, many any notes and click Save.

20) Go to the OBJECTIVES tab. All Strategic Objectives and Management Requirements that have been pre-loaded and associated with selected FMU’s.

a. Choose “Create Incident Objective”

NOTE: These objectives are specific to this incident (i.e. Coordinate with Custer County for structure protection and evacuations).

- i. Several examples are posted at <http://gacc.nifc.gov/egbc/dispatch/id-cic/WFDSS.html>.
 - ii. When cutting and pasting information from a word document
 1. Copy text in normal manor
 2. When inserting text click on the “paste from word” icon in the text box
 3. You will get an additional window that pops up, use the CTRL V key to insert the text
 4. Click the insert button
 5. Click Save Button. HINT: It will be easier in the long run to insert Objectives individually rather than a block because as the incident grows and changes you will be able to activate or deactivate the different objectives.
 6. Click “Save”. HINT: Several examples from past incidents are posted on the Payette NF WFDSS page on the intranet in 3b. You can cut and paste any that apply into WFDSS. Open up a new internet explorer window so you don’t lose your WFDSS screen.
- b. Either click on the “objectives” tab again or use the “return” button to go back to the main objectives screen
- c. Choose “Create Incident Requirement”. NOTE: These requirements are specific to just this incident (i.e. Before using Dozers, contact District Ranger @ 208-XXX-XXXX).
- i. Several examples are posted at <http://gacc.nifc.gov/egbc/dispatch/id-cic/WFDSS.html>.
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 2. When inserting text click on the paste from word icon in the text box
 3. You will get an additional window that pops up, use the CTRL V key to insert the text
 4. Click the insert button
 5. Click “Save” Button HINT: It will be easier in the long run to insert Requirements individually rather than a block because as the incident grows and changes you will be able to activate or deactivate the different objectives.
 6. Click “Save”. HINT: Several examples are posted at <http://gacc.nifc.gov/egbc/dispatch/id-cic/WFDSS.html>. You can cut and paste any that apply into WFDSS. Open up a new internet explorer window so you don’t lose your WFDSS screen.
 - iii. **IMPORTANT:** After you have created all the incident objectives and incident requirements, click on the “Objectives” tab and




review your entries. If they are acceptable, individually select them and click the “Include” button. If you forget this step, these items will not be in your final document. HINT: To view only what you have just entered, use the filter at the top of the screen and check the Incident Objectives and Incident Requirements boxes then hit the “apply filter” button.

21) Go to the COURSE OF ACTION tab.

- a. Click on “Create Action Item”. Type in your chosen course of action (i.e. Full suppression on state and private lands). Click “Save”.
- b. You can put in more than one. NOTE: Examples are posted on: <http://gacc.nifc.gov/egbc/dispatch/id-cic/WFDSS.html> . It is best to enter each one separately so you can later choose to exclude one if you need to make another decision and it no longer applies.
 - i. When cutting and pasting information from a word document
 1. Copy text in normal manor
 2. When inserting text click on the paste from word icon in the text box
 3. You will get an additional window that pops up, use the CTRL V key to insert the text
 4. Click the “insert” button
 5. Click “Save” Button. HINT: It will be easier in the long run to insert Strategic Directions individually rather than a block because as the incident grows and changes you will be able to activate or deactivate the different objectives.
 6. Click on the “Courses of Action” tab again to reset the screen. You should see all of your entries and the standard choices of (follow the pre-planned response, and monitor incident). You must select and “include” anything that you want in your final document.

22) Click on the “Situation” tab.

23) To Create Management Action Points: MAP’s can be drawn as points, lines, or polygons. On small monitor fires an MAP should be created to describe events/changes/occurrences that will require a more detailed WFDSS decision to be published.

- a. Click on the point , line  or polygon  button for the shape of your MAP and draw it on the map
- b. In the Incident Layer, click on the green plus button next to “Mgmt. Action Points” and name your MAP (ex: “MAP 1”)
- c. A pop-up box will open, so you’ll need to allow pop-ups from this site
- d. In the new window, click “Create New M.A.P”
- e. Enter the estimated cost of the MAP if you know it. This cost does not relate back to the estimated cost of the incident within the WFDSS program.

- f. Enter condition (ex: Implement when fire reaches FS road XXX)
 - i. When cutting and pasting information from a word document
 - 1. Copy text in normal manor
 - 2. When inserting text click on the “paste from word” icon in the text box
 - 3. You will get an additional window that pops up, use the CTRL V key to insert the text
 - 4. Click the insert button
- g. Enter Action (ex: prep and burn out along Salmon River Rd)
 - i. When cutting and pasting information from a word document
 - 1. Copy text in normal manor
 - 2. When inserting text click on the “paste from word” icon in the text box
 - 3. You will get an additional window that pops up, use the CTRL V key to insert the text
 - 4. Click the insert button
- h. Enter Resources (ex: 1 T6 engine, 2 IHC’s and 1 helo for the day)
- i. Click Save
- j. On the map there is now a box for the MAP that can be clicked on to view the information submitted.

24) Complete the Organization Assessment

- a. On the INFORMATIONS tab found on the left side of your screen, click on Org Assessment.
- b. Choose the appropriate radial button on the charts for Implementation Difficulty and Socio/Political Concerns – the Organizational Needs chart will calculate from these two in addition to the already calculated Relative Risk Chart.
- c. Add any notes as needed that are specific to this incident.
- d. Click continue
- e. Review results, make any notes and click Save.

25) Estimate incident cost (what you expect the final cost to be) and enter it in the box. Remember to click the “SAVE” button. Hint: The cost of initial attack should be included in this figure. NOTE: <http://gacc.nifc.gov/egbc/dispatch/id-cic/WFDSS.html> . Keep in mind you will need to describe your method of cost estimating in the rationale section on the decisions tab later in this process.

26) Assign Review and Approver Privileges- This is where you identify the Line Officer that will be the decision maker by giving them the “approver” role.

- a. Click on the “Menu” tab on the left side of the screen.
- b. Click “Incident Privileges” in the blue panel on the left.
- c. Either enter a person’s last name into the username box or leave username blank to show all. Click “Apply Filter”.

- d. Choose the roles that you want this person to have and hit “Save”. You will want to do this for the approver, and for the editors you want to have access. There can only be one approver for each document.
 - i. Incident Privileges:
 - 1. Review – grant this privilege to anyone that needs to review the decision, such as a resource specialist that may have a particular resource concern that the fire may impact (for example: a T&E species, sensitive plant, etc.)
 - 2. Approve – Normally a district ranger or the Forest Supervisor depending on the cost of the incident. Giving an individual Approve privileges will also give Edit privileges.

27) To include images to be captured within the final decision

- a. On the Map tab (left panel of “Situation”) activate the layers within you want to display as part of the image. (To activate, click the checkboxes
- b. Select the info tab on the left panel.
- c. Under the Map Image box, name the image
- d. Give a short description of your image
- e. Click “Capture image”

28) Go to the DECISIONS tab

- a. Click the “CREATE” button
- b. Click the “Edit” button
 - i. Scroll down in the upper left panel to the “rationale” folder and click on “contents”
 - ii. Document responses to the 10 Relative Risk Framework questions. Also type in rationale regarding cost, complexity, and other relevant rationale that will need to be included in the decision.
 - iii. Click the “save” button (icon that looks like a disc in upper portion of text box)
 - iv. Click on the “Decisions” tab at the top of the screen again
 - v. Click on the “edit” button to make any changes.
 - vi. After reviewing information within the decision click on the “Check-In” button.
- c. Click on the “View Information/History” button.
- d. Click the down arrow for the “Requirements That Must Be Completed before an Incident Decision Can Be Reviewed” heading to see the messages. You will want to do this because if there are any error messages or entries that need to be completed, they will be listed here.
- e. Go back to the “decisions” tab by clicking on it again.
- f. Next click on the “Begin Review/Approve Decision” button.
- g. Click “continue” to confirm.
- h. The incident is now ready for the approver to publish the decision.

29) Go to the VALIDATION tab

- a. You may choose to enter a comment here or not. Select Yes or No. This comment should be documenting your information for the FSPRO runs, resource availability, and ability to manage the fire, etc...





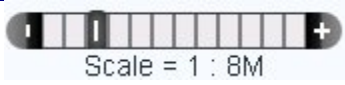





30) For the Approver






- a. Click the “my home” tab
- b. Click the “incidents” tab
 - i. Filter to the incident you are working on
 - ii. Click the “view information” button
- c. Click the “Decisions tab”
 - i. Click on the radial button next to the incident with the pending decision
 - ii. Click on the “Review/Approve Decision” button
 - iii. Review the decisions contents on the left panel
 - iv. Choose either “Approve” or “Reject Decision” buttons to publish the decision. NOTE: edits can take place up until the approver publishes the decision.
 - v. Specify the number of days in between reviews
 - vi. Choose whether or not you would like the email reminder in the checkbox
 - vii. Add a comment if you would like
 - viii. Click “publish decision”
- d. Click on the “Reports” tab
 - i. Click on the “Review Full Report” tab
 - ii. Review the final decision





31) To Print

- a. Click on the “Decision” tab
- b. Click on the “Download” button
- c. Click Open
- d. Double Click on the HTML document
- e. Click open – this document can be printed and the hyperlinks will take you to specific areas within this document. The images will have to be printed separately from the reports tab

WFDSS Reference Symbols

WFDSS Icon/Symbol	Name	Explanation
	Collapse Arrow	Appears in many of the blue heading bars in the application. Clicking the arrow changes it to a down arrow and hides the content below the heading.
	Expand Arrow	Appears in many of the blue heading bars in the application. Clicking the arrow changes it to an up arrow and shows the content below the heading.
	RAVAR Cost Symbol	Appears in the Analysis List when RAVAR analysis has been completed and associated with a particular FSPro analysis.
	Fire of National Significance	Appears in the Incident list next to fires that are designated as nationally significant.
	Map Scale	Appears on the Map View. Clicking the sections of the scale zooms the map view in and out. The legend below the scale indicates the scale the current view is set to.
	Directional Arrows	Appears on the Map View. Clicking the arrows moves the map according to the arrow clicked.
	Hand Icon	Appears on the Map View. Clicking the icon and then placing your cursor on the map, then clicking and holding the mouse button as you drag moves the map accordingly. (Same effect as clicking the directional arrows.)
	Add Point Icon	Appears on the Map View. Clicking the icon and then clicking on the map inserts a yellow dot on the map.
	Draw Line Icon	Appears on the Map View. Click the icon, then shift-click on the map where you want to start the line. Drag the cursor to where you want the next point and click once to continue drawing. Double-click to set the end point. The rectangle appears yellow when selected and red when not selected.
	Draw Rectangle Icon	Appears on the Map View. Click the icon, place the cursor on the map where you want to start the rectangle. Shift-click and hold the mouse button as you drag the cursor diagonally to where you want the end point. Unclick the mouse button to set the end point. The rectangle appears as a shaded yellow box when selected and as a red

		rectangle when not selected.
	Draw Polygon Icon	Appears on the Map View. Click the icon, place the cursor on the map where you want to start the polygon. Click the icon, then shift-click on the map where you want to start the polygon. Drag the cursor to where you want each point for the edge of the polygon, clicking once to set the interim points. Double-click to set the end point. The polygon appears as a shaded yellow shape when selected and as a red rectangle when not selected.
	Arrow Icon	Appears on the Map View. Clicking the icon changes your cursor to an arrow. Click the shape or point on the map that you want to select. Clicking again deselects the shape.
	Eraser Icon	Appears on the Map View. Clicking the icon removes all of the selected shapes from the map. There is no undo, so be sure that you have selected only those shapes you want to remove before clicking the icon.
	Ruler Icon	Appears on the Map View. Clicking the icon changes your cursor to an arrow with a dot on the end. Click the map where you want to start measuring and drag your cursor to the end point. Double-clicking sets the end point. The measured distance appears in the left pane.
	Landscape Extent Icon	Appears on the Map View. Click the icon, place the cursor on the map where you want to start the landscape extent. Shift-click and hold the mouse button as you drag the cursor diagonally to where you want the end point. Unclick the mouse button to set the end point. The boundary of the extent appears as a green line.

	Fire Icon	<p>Appears on the Map View. Clicking the icon changes your cursor to an arrow with a dot on the end. Click the map where the incident is located. The latitude and longitude appear in the left pane. If the incident is large, you can click and hold the mouse button while dragging the cursor across the map to create an incident shape. Double-clicking sets the end point and releases the cursor.</p>
	Information Icon	<p>Appears on the Map View. Clicking the icon changes your cursor to an arrow. Clicking the map view displays a yellow dot on the map, and the latitude/longitude for the dot appears in the left pane.</p>
	New Incident Marker	<p>Appears on the Map View. When you click the Fire Icon and then click the map, this yellow dot indicates where the incident is located. The latitude/longitude appear in the left pane of the map page. After an incident is created and saved, the marker changes to a red diamond.</p>
	Existing Incident Marker	<p>Appears on the Map View. Placing your cursor over the marker displays details about the incident. All incidents logged for a geographic area appear on your map view unless you filter them out. (see Setting Incident Preferences)</p>

DEFINITIONS:

Strategic Objectives

These are broad statements, specified in land and resource management and 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. Objectives deal with large areas over long time periods and project intended outcomes of management activities that contribute to the maintenance or achievement of desired conditions.

Management Requirements

Management Requirements are derived from land and resource management plan and fire management plan standards and guidelines information. They 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.

Incident Objectives

[Incident Objectives](#) are objectives specific to the particular incident. They are precise statements that reflect tactical accomplishment milestones to be accomplished on the incident. Incident Objectives deal with small, site-specific areas and may be limited to short time periods, such as a single operational period (< 24 hours), but can be extended for multiple operational periods. Incident Objectives can serve as a means for tracking incident accomplishments and workload demand thresholds.

Incident Requirements

[Incident Requirements](#) are developed by the local unit to provide management organizations direction in incident management. They are recommended technical and scientific specifications for management activities and/or potential actions to help achieve objectives for a site-specific area and defined time period. They provide the foundation, framework, and limitations/challenges for potential management activities.