WFDSS Steps for Incidents Meeting Preplanned Response

Dispatcher Roles
1. Incident tab
   a. Click "Create Incident" Under Incident List
      i. Incident Name
      ii. Lat/Long in decimal degrees
   b. Continue
   c. Fire Number – Enter the Unique Fire Identifier, example: IDSCF-123456
   d. Fire Code (P-code)
   e. Incident Type- Wildfire, Prescribed or Other
   f. Incident Size in tenths only
   g. Incident Cause
   h. Check Unit Name (should read "Salmon-Challis National Forest")
   i. Under the "Landscape Data Source Box", if not already selected click the radio button for "LANDFIRE 2010 1.2.0"
   j. Click the "Create" button at bottom of page to create and save incident.

Duty Officer/Author/Owner Roles
1. **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.

2. Courses of Action tab
   a. Estimate Cost
   b. Save Cost
   c. Ensure "Follow preplanned response is active", you may need to add this.

3. Validation tab
   a. Click Yes and comment, DONE

4. Fire Information tab
   a. Enter contain/control/out times
   b. Update acreage as needed (in tenths only)