

WFDSS steps for fires that require a decision

For fires that escape initial attack and fires that will be managed long term.



This document is a guide for the steps required to complete a decision NOT a comprehensive how-to.

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Identifies elements that are required before a decision can be submitted for review/approval:

- ★ Planning area
- ★ Relative risk assessment
- ★ Decision approver
- ★ Strategic objective
- ★ One action item listed in course of action
- ★ Estimated cost
- ★ Validate the proposed course of action
- ★ Add content to the ‘Rationale’ section of the decision

Author/Owner/Editor Role

Incidents tab

1. Navigate to incident: the list defaults to incidents started in the last 30 days.
 - i. Enter the incident name in the box at the top right. Be aware that this will return all the incidents in the country with that name.
 - ii. You can sort the list by incident name, owner name, geographic area, jurisdiction, size, discovery date, or status by clicking on the column name. You can also define filters to speed up finding your incident.

The Incident List filter was successfully saved.

Incident List Filter

Filters: TIDC Incidents [Edit Filter](#) [Manage Filters](#) Incident Name: Incident Year: 2014

Incident List

[View Summaries](#) [Show Intelligence Map](#) [Download Perimeters](#) [Create New Incident](#) [Set Incident List Preferences](#) [Generate KMZ](#)

Incident Name	Unique Fire Identifier	Owner Name	Geographic Area	Jurisdictions	Size	Discovery	Status
Straight Creek	2013-WYBTF-000055	Hutta, Paul	Eastern Great Basin	USFS	0.1	10/27/2013	Out 10/27/13




iii. Create a filter

- a. Click [Manage Filters](#)
- b. Click **Create New Filter** (below the table, on the left)
- c. Click blue arrows to expand filter categories
- d. Set filter parameters
- e. Date filters: start, contain, control, out
- f. Other filters: incident privileges, unit ID, GACC, jurisdiction, decision status or national significance
- g. Incident authors
- h. Incident names
- i. Click **Save Filter**

2014

2. Click radio button to left of incident name
3. Click **View information**

Incident Information tab

-  1. Click **Accept ownership** button (top right hand side, above longitude). This is only necessary for incidents created by Dispatch.
2. Set **Incident Privileges** (left hand menu under **Information**)
 - i. Filter by name (last name works well), GACC and/or agency to select Incident Editors, Reviewers and Approvers
 -  ii. At least one Approver is required
 - iii. Check box under appropriate role
 - iv. Click **Save**
 - v. Click **Return** to get back to main Incident Information page
-  3. People who would like to see the planning area, incident objectives and requirements, and course of action while the decision is being created need to have **author user roles and be incident owners** (see **To create Group Ownership** below). Editor or reviewer incident privileges are not enough.

To create Group Ownership

1. Go to **My Home** tab
2. Click on **Address Book**
3. Check box next to users to whom you want to be able to transfer ownership
 - a. You can search for specific users by name in the **User Name** box
 - b. You can do multiple searches and WFDSS will save the users you have checked
4. When all are selected, click **Create Group**
5. Enter a name for the group (fire name and year is a good one) and click **Save Name**
6. Select **My address book** from address book drop down (top left corner of page)
7. New group should appear in list
 - a. Click on group name in User Name column to see group members
 - b. Click on group name in Email address column to send email to all members
8. Navigate back to **Incident Information**
9. Click **Transfer Ownership**
10. Select **My address book** from top Address Book drop-down list
11. Click radio button next to group name
12. Click **Transfer Ownership** (above and below list)
13. All members of the group will get an email letting them know that ownership of the incident has been transferred to them.

Situation tab

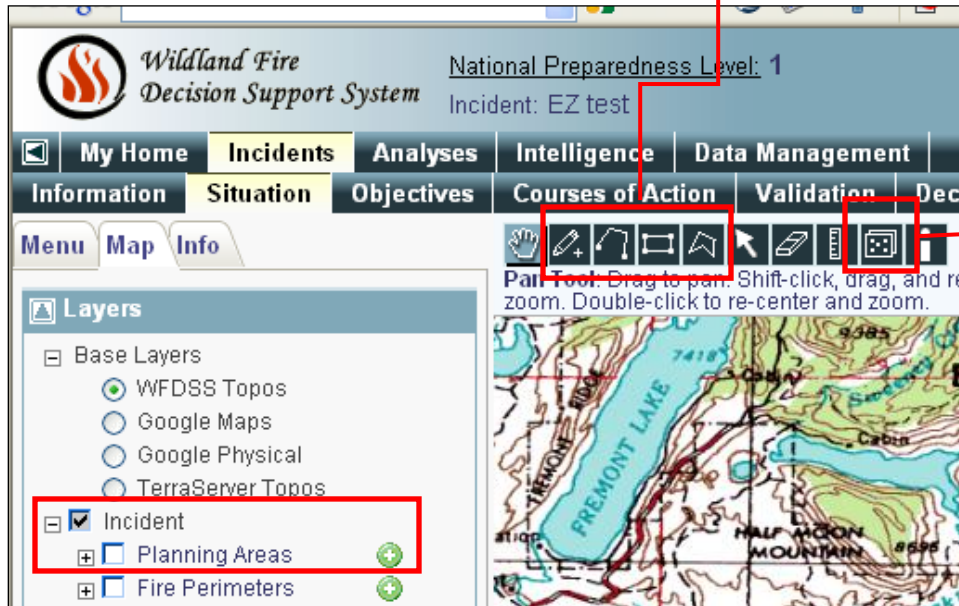


1. Create planning area polygon

- i. Expand "Incident" list under **Map** tab (left side of screen)
- ii. Click the green "Plus" sign next to "Planning Areas"
- iii. Select the rectangle or polygon tool
- iv. Draw a polygon for the planning area
- v. Click **Save**

Strategic direction and management requirements for the FMUs within the planning area will be brought in automatically

Drawing tools, from left to right: point, line, rectangle, polygon



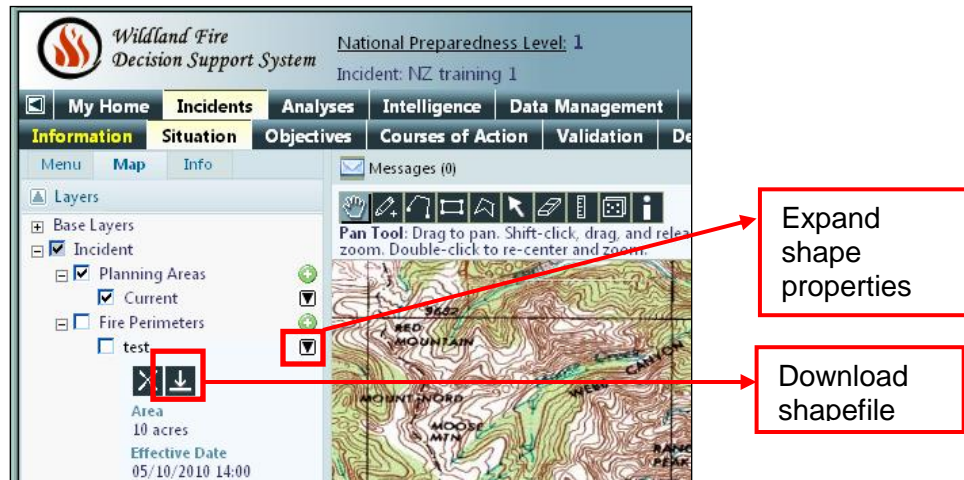
Extent tool



All jurisdictions included in the planning area need to approve the decisions. If an included jurisdiction does not want to be an approver for the decisions, they must document this, preferably in the Decisions tab!

- 2. Other geographic features you can draw in on the **Situation** tab:** All are drawn and saved the same way as planning areas.
- i. Fire perimeter
 - ii. Fire barrier
 - iii. Landscape mask (will change fuel model within mask area)
 - iv. Points of interest
 - v. Management action point

- vi. You can download these shapefiles by clicking the black arrow to the right of the shape name to show the shape properties. Once the shape properties are visible, click the arrow pointing down.

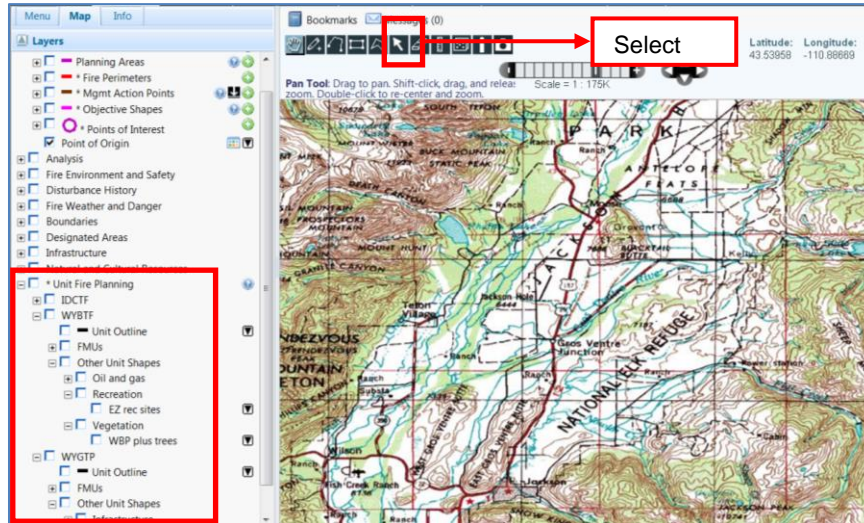


You can upload shapefiles for the fire perimeter, analysis ignition, barriers, landscape mask, and management action points under the Shape Upload section of the main menu. **All shapefiles must be polygons and have a projection.** Create a zip file for the four shapefile parts (.shp, .dbf, .prj, .shx) to load into WFDSS.

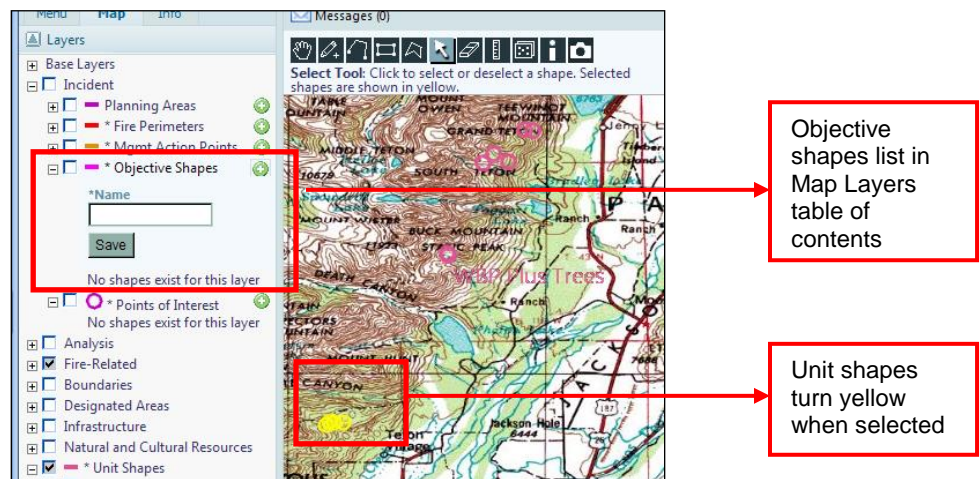
To convert a Unit Shape to an Objective Shape

From the Situation page:

1. Expand “Unit Fire Planning” in the Map Layers table of contents, then expand “Other unit shapes” and click the check box next to the ones you want to display. All Unit Shapes are symbolized in pink.
2. Click on the “Select” tool



3. On the map, click on the unit shape you want to convert to an objective. It will turn yellow when selected.
4. You can also use the drawing tools to create objective shapes. Create the shape then go to Step 5.
5. Expand “Incident” in the Map Layers table of contents.
6. Click the green ‘plus’ sign to the right of “Objective Shapes”
7. Type in the name for the objective shape and click ‘Save.’

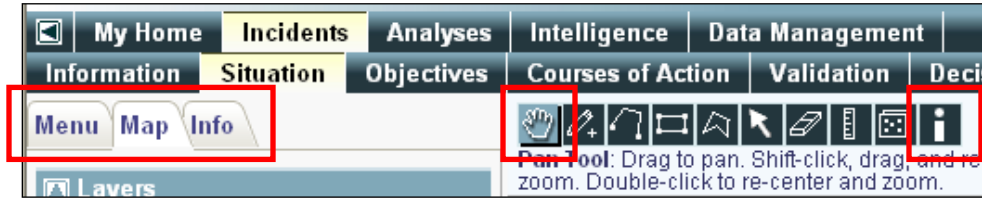


8. A new window will open and you will have the option to Create Incident Objective or Create Incident Requirement. Click on the one you want and a text box will open. Add text and click “Save.”

➡ This is a great place for cut-and-paste from the pick lists!

9. You may include several narrative objectives or requirements for one Objective Shape. Click “Return” when finished adding objectives.
10. Click “Save Shape Association(s).” The incident objectives and requirements just created will show up with the other ones on the “Objectives” tab.

3. Additional tips for the **Situation tab**:



i. **Zooming:**

Select the pan tool (looks like a hand), then hold the shift key while you draw a box around the area you want to zoom in on with your mouse.

ii. The **Identify tool** ('i' button on tool bar above map).

Clicking this button and then clicking on a position on the map will bring up the position's lat/long, LANDFIRE landscape characteristics and allow pulling the weather forecast, ERC-G chart and FMU strategic objectives for the point (all visible on **Info** tab)

iii. **Menu tab**

Shows the left-hand menu that accesses the FMU list, relative risk, shape and image upload, and incident privileges functions.

iv. **Map tab**

Clicking the "+" on the left side of the group layer names expands the options; clicking in the box next to the individual layer name turns the layer on.

v. **Info tab – Map image capture**

As long as the WFDSS or USGS base layers are selected on the **Map** tab, you can capture the map showing on the situation tab, including the short term or basic fire behavior analysis results. Google base layers cannot be captured.

a. Enter a name for the image and a description

b. Click **Capture Image**

c. Where does the image go??

i. Click **Reports** tab

ii. Click View Full Report

iii. Expand incident folder in table of contents on left, keep expanding folders until you get to **Images** and your map

iv. Click on the map name

To create Management Action Points:

From the Situation tab (easiest way for spatial M.A.P.s):

1. Expand “Incidents” list in table of contents
2. Draw point, line or polygon as you would for planning area
3. Click green plus sign next to Management Action Point in table of contents
4. Enter a name for the MAP and click **Save**
5. List of MAPs will open in a new window
6. Click **Create New M.A.P**
7. Text editor will open; fill in text boxes. “Condition” and “Action” are required, “Estimated Cost” and “Resources” are not
8. Note: the dropdown menu under “Associated Shape” should show the one you just created
9. Click **Save**

From the Menu:

1. Click **Mgmt Action Points**
2. Click Create Management Action Point
3. Text editor will open; fill in text boxes. “Condition” and “Action” are required, “Estimated Cost” and “Resources” are not
4. Note: the dropdown menu under “Associated Shape” will show “<None>”. Either select a shapefile you have already created or uploaded or you will be able to edit this later.
5. Click **Save**

Objectives tab

At least one FMU is required. FMUs will come in automatically when you draw the Planning Area.

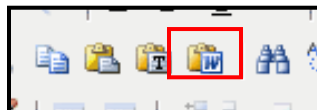
1. To add FMUs for units without FMU shapefiles loaded, units outside Planning Area or to add Park-wide (GTP) or Forest-wide or DFC direction (BTF):
 - i. Click **FMU/SO List** from the Menu on the left
 - ii. Select the Geographic Area, Agency and Unit so FMU list populates. You can pick FMUs for agencies in other GACCs.
 - iii. Select FMU (at least one required for all fires) and DFC (for resource benefit/multiple objective fires)
 - iv. Click **Add Code to List**
 - v. Click **Return**

2. Bring in strategic objectives, management requirements and create incident objectives and requirements.
 - i. Strategic objectives and management requirements will populate automatically based on FMUs in the planning area if the FMU shapefile was loaded (BTF and GTP FMUs are loaded) or if FMUs were selected from the FMU list
 - ii. Click Create Incident Objectives
 - iii. Type in objectives
 - iv. Click **Save**
 - v. Click **Return** when ready to go back to the main screen
 - vi. Click Create Incident Requirement
 - vii. Type in requirements
 - viii. Click **Save** then **Return**



To use pick list (under WFDSS/KDL link on TIDC website and on external hard drives):

- i. Open pick list and navigate to objective/requirement you want to include
- ii. Select text and copy (right click, copy or Ctrl + C)
- iii. In WFDSS, click Create Incident Objective or Create Incident Requirement
- iv. Click "Paste from Word" button:



- v. Click inside box that opens then paste (right click, paste or Ctrl +V)
- vi. Click **Save**
- vii. Click **Return** when you're done to go back to the list of objectives and requirements.

Courses of Action tab



1. Provide cost estimate

- i. Enter an estimated cost
- ii. Check box next to method used to estimate
- iii. Note: cost estimator spreadsheet is the same as the one from WFSA; "ICARS Projection" is the estimate coming from ISUITE.



The TIDC website has historic costs, local resource costs, and a link to the WFDSS cost estimator under the "WFDSS/KDL" tab

iv. Click **Save Cost**

2. Enter actions to be taken on the fire

- i. Create Action Item (directly below cost estimate box)
- ii. Type in action item(s).
- iii. Click **Save**. When finished adding action items, click **Return**.
- iv. As long as the decision isn't published, you can **Edit**, **Exclude**, or **Delete** action items



3. Complete relative risk assessment

- i. Click **Relative Risk** from left-hand menu

- ii. Expand blue down arrows left of Values, Hazard, and Probability
- iii. Click radio button next to appropriate rating and include a justification
- iv. Summary relative risk chart will show, check potential fire duration and adjust if necessary, click **Save**
- v. Click **Save** again

The **Course of Action** tab is the place to document:

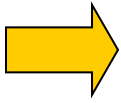
- What the actions on the fire will be
 - Monitor, patrol, suppress, herd, etc
- How cost was estimated
- If there are enough resources available for the course of action
- If a cost share agreement is necessary
- If unified command is necessary
- If any air quality-related notifications need to be made
- If any specific public information strategies need to be followed

4. Organization Assessment: Will pull in the relative risk and potential fire duration from the completed relative risk assessment.

- i. Click **Org Assessment** from left-hand menu
- ii. Expand blue down arrows left of Relative Risk, Implementation Difficulty, and Socio/Political Concerns

The screenshot shows the Wildland Fire Decision Support System interface. The top navigation bar includes 'My Home', 'Incidents', 'Incident Groups', 'Analyses', 'Intelligence', and 'Data Management'. The 'Incidents' tab is active, and the 'Course of Action' sub-tab is selected. The main content area is titled 'Organization Assessment (Incomplete)'. It features a 2D chart with 'Implementation Difficulty' on the vertical axis (High, Mod, Low, NA) and 'Socio/Political Concerns' on the horizontal axis (High, Mod, Low, NA). The chart is divided into five regions labeled Type 1 through Type 5. Type 1 is in the top-right (High Risk/High Concerns), Type 2 is in the top-left (High Risk/Low Concerns), Type 3 is in the middle-left (Mod Risk/Low Concerns), Type 4 is in the middle-right (Mod Risk/High Concerns), and Type 5 is in the bottom-left (Low Risk/Low Concerns). Below the chart, there is a text box: 'Select the appropriate radio buttons for Implementation Difficulty and Socio/Political Concerns to calculate the Organization Assessment.' and two buttons: 'Continue' and 'Return'. On the right side of the chart area, there is a summary box: 'Org Assessment Chart Saved By: [Name] Unit Recommended Org Assessment Completed'. At the bottom of the main content area, there are three expandable sections: 'Relative Risk', 'Implementation Difficulty', and 'Socio/Political Concerns', each with a blue arrow icon and a 'Continue'/'Return' button below it.

- iii. Click radio button next to appropriate rating and include a justification
- iv. Click **Continue** when completed.
- v. Click **Save**
- vi. **Three tips:**
 - i. Click on the question marks to the right of the blue arrows to open the help file. Help file explains the intent of the elements of the organization assessment.
 - ii. Be sure to document rationale for not managing fire at recommended level.
 - iii. The Organization Assessment is not required in order to publish a decision but is required for Intermountain Region Forest Service incidents. If you have a multi-jurisdictional fire, use the Red Book's Risk and Complexity Assessment to determine the need for a different incident management level.



Validation tab

1. In comment box include information on:

- i. OK to proceed with managing for resource objectives or suppressing a candidate lightning strike or modified suppression
- ii. Who gave preliminary OK to proceed with course of action and date
- iii. **GTP:** date that Fire Management Committee met and agreed to course of action
- iv. Short summary of relative risk assessment (ie low/moderate/high)
- v. Short summary of current and expected weather and fire behavior
- vi. Key safety concerns
- vii. Key resource concerns
- viii. Resource availability
- ix. Whether any jurisdictions in the planning area do not want to be decision approvers

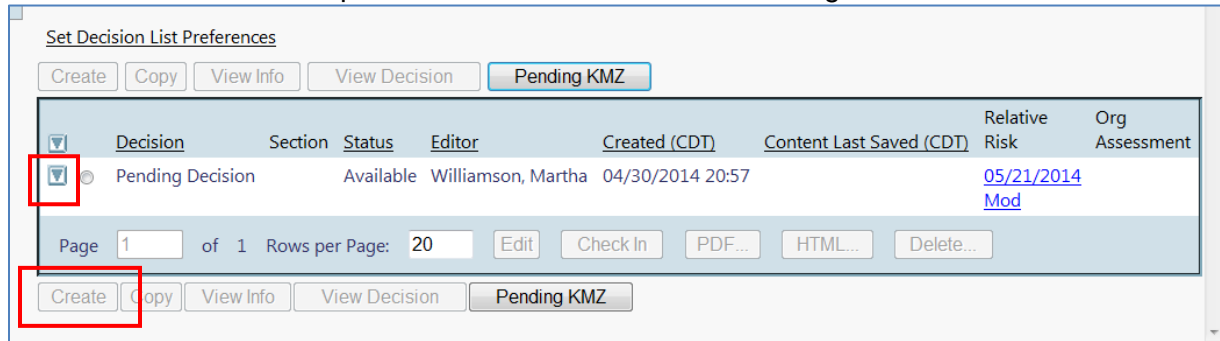


2. Click **Yes** or **No**

- i. Comment required if No – include information on resource availability, fire behavior, estimated costs
- ii. “No” will trigger need to make new decision.
- iii. You will have to click **Yes** one more time before requesting review/approval

Decisions tab

1. Click **Create** - to open new decision document for editing.




2. Click radio button next to “Pending Decision”
3. Click **View Info** to see
 - Requirements that must be completed before a decision can be reviewed/approved
 - Decision information (status, creator, editor)
 - Decision reviewers and approvers
 - Decision history
 - Click **Return** to get back to main Decision screen
4. Click **Edit** to start editing information in decision document
 - i. If you only want to edit one part of the decision document at a time:
 - a. On the main **Decision** tab, click the blue arrow to the left of “Pending Decision”
 - b. Click the radio button next to the part of the decision you want to edit – assessment, objectives, course of action, validation, rationale
 - c. Click **Edit**
 - ii. Decision editor page opens
 - iii. In left-hand side table of contents, top part contains all the information that will show up in the approved (viewable by all) decision document and the bottom part is a ‘bin’ for all the information generated for the incident (ERC charts, saved map images or pictures, relative risk assessment charts etc)
 - iv. Information entered on other tabs in WFDSS gets pulled into the decision automatically
5. Tips for editing the decision document:

See page 19 for illustration of the Decision editor

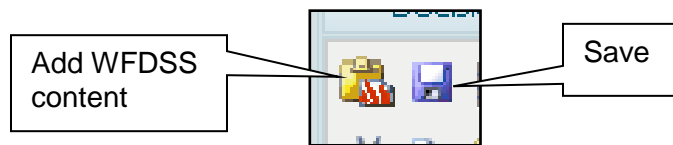
- i. To add information beyond what gets pulled in automatically:
 - a. Click on the topic you want to edit (Assessment, Incident Information, Weather etc) in the decision window (top table of contents)
 - b. Click inside the editor window (right hand side of the page)
 - c. Cursor will appear and you can type in what you want
 - d. Click the blue floppy disk button (top row, second from left) to **save**

- ii. To create a weather archive:

- 
 - a. Only the most recent weather forecast gets pulled into the decision document
 - b. To archive weather, start editing the decision document and click on **weather** in the Decision Content window.
 - c. Click floppy disk **Save** button

- iii. To add images or maps uploaded to WFDSS:

- a. Navigate to the decision document section you want to add the image or map to in top table of contents window
- b. Click on the topic you want to edit (Assessment, Incident Information, Weather etc) in the decision window (top table of contents)
- c. Click inside the editor window
- d. Navigate to the item you want to add in the bottom incident content window
- e. Click “Add WFDSS content” button
- f. Click the floppy disk **save** button



- iv. Decision Rationale:

- a. Document why making this decision
- b. Document any social or political concerns
- c. **BTF:** Include the response to the ten questions in the **Risk Decision Framework:**

Risk Assessment:

1. What are the critical values at risk?
2. What is the chance the critical values will be impacted, and if so what are the consequences?
3. What are the opportunities to manage fire to meet land management objectives?
4. What are the possible low probability/high consequence events?
5. Who are the stakeholders that should be consulted prior to making a decision?

Risk Decision:

1. What alternatives (objectives, strategies, and tactics) are being considered?
2. What is the exposure of responders for the alternatives being considered?
3. What is the relative probability of success associated with the alternatives being considered?
4. What alternative provides for the best balance between the desired outcome and exposure to responders?
5. What are the critical thresholds that will trigger reconsideration of the proposed alternative and how will they be monitored?

Good places to put information in the decision document:

Assessment section

- Current and expected fire behavior
- Fire behavior modeling results (add WFDSS content)

Weather section

- Spot weather forecasts (copy and paste)

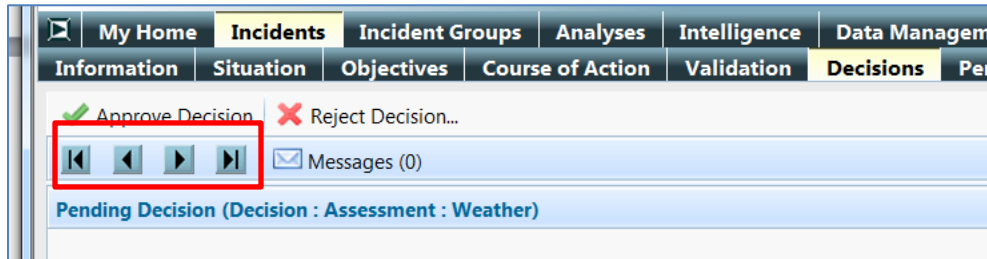
ii. How to upload images:

- a. Click **Menu** on left hand side or click **Information** tab to get Menu to show up
- b. Click **Image Upload**
- c. Enter name (label) and description

- d. Select image type from drop down (determines which folder in Incident Content bin image gets stored in)
 - e. Browse to image
 - f. Click **Upload**
-
6. When you are done editing, return to **Decision tab**
 7. Click **Check In**
 8. Click **View Info** to make sure all requirements are met then click **Return**
 9. Click **Begin Review/Approval Process**
 10. Click **Continue** to confirm. You will not be able to make any changes until decision is approved!

Decision approver role

1. Log in to WFDSS
2. Navigate to incident
3. Click **View Information**
4. Tab through and review Situation, Objectives, Course of Action, Validation, and Decision
5. On the **Decision** tab:
 - i. Click radio button next to “Pending decision”
 - ii. Click **Review/Approve Decision**
 - iii. The decision elements appear, approver can look through decision document by using the arrow buttons at the top



- iv. Click **Approve Decision** (or **Reject Decision**)
 - v. If approving decision set periodic assessment frequency, click **Publish Decision**
6. To print document once approved:
 - i. Click **PDF**
 - ii. Save pdf file
7. **Periodic Assessments:**
 - i. Update assessment frequency if needed
 - ii. Include rationale for continuing with current course of action or changing to a new one in the “Comment” box. Including a comment does not trigger need for a new decision
 - iii. Click **Yes** or **No** to either confirm or reject that the current course of action is meeting the specified objectives. Clicking **No** will trigger the need for a new decision
 - iv. Adjust relative risk rating if necessary. This does not trigger the need for a new decision

Decision Editor

The screenshot displays the Wildland Fire Decision Support System interface. At the top, the logo for Wildland Fire Decision Support System is visible, along with the text "National Preparedness Level: 2" and "Incident: test for hepworth". The user is identified as "Martha Williamson on Training" with a "Sign out" link. The main navigation bar includes tabs for "My Home", "Incidents", "Incident Groups", "Analyses", "Intelligence", and "Data Management". Below this, a secondary navigation bar lists "Information", "Situation", "Objectives", "Course of Action", "Validation", "Decisions", "Periodic Assessment", and "Reports". The "Decisions" tab is currently active. On the left side, there is a "Menu" section with a "Decision" sub-menu containing "Assessment", "Incident Information", "Weather", "Values", "Situation", "Objectives", "Course of Action", "Validation", and "Rationale". Below the menu, a table of contents for the current decision is shown, with a plus sign icon next to the entry "test for hepworth". The main workspace is titled "Decision Editor (Decision : Assessment : Incident Information)" and features a rich text editor toolbar with options for bold, italic, underline, text color, background color, font family, and font size. The editor content area shows sections for "Incident Information" and "Incident Map". At the bottom of the workspace, there is an "Incident Content" section with a plus sign icon. Callout boxes provide instructions: "Decision Content table of contents" points to the menu; "Incident Content table of contents" points to the table of contents; "Decision Content editor window" points to the rich text editor; "Click inside window to add additional information" points to the main editor area; "Incident Content viewer window- click '+' to expand and view content" points to the plus sign in the Incident Content section.

Decision Content table of contents

Incident Content table of contents

Decision Content editor window

Click inside window to add additional information

Incident Content viewer window- click '+' to expand and view content