Integrated Fire Management
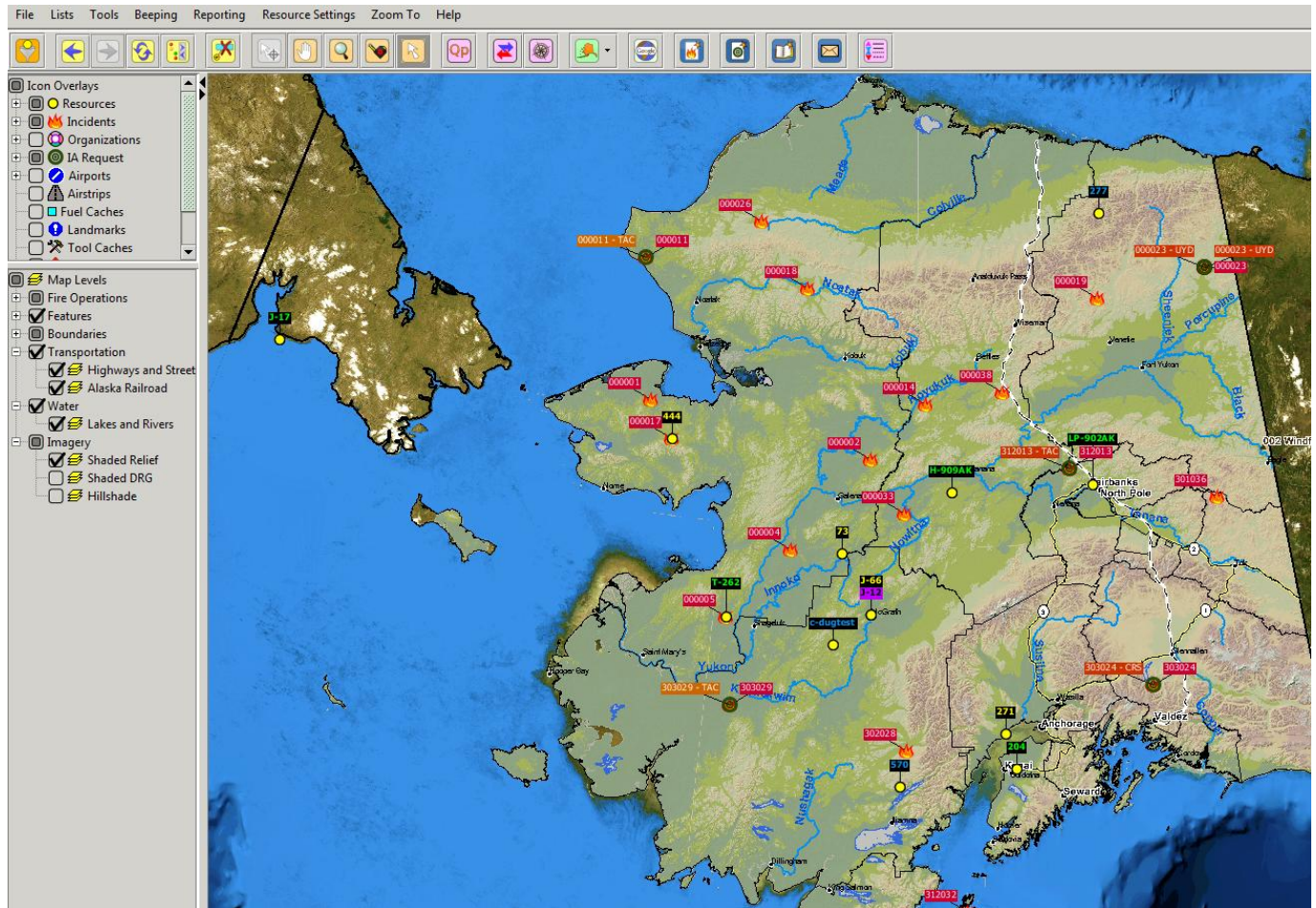
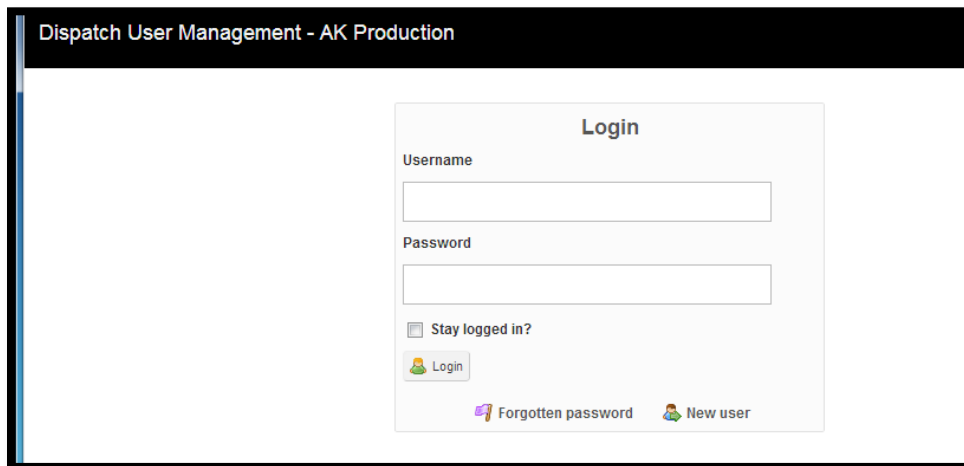# Managers' Guide

Introduction

This guide is intended to assist managers in the use of the Integrated Fire Management (IFM) system. This system has been developed to provide managers with real-time information on new and on-going incidents and firefighting resource status, and to provide a common operating picture. It is intended, through the use of the capabilities described in this guide, that managers will be better informed to make strategic decisions on individual fires and statewide response and prepositioning of resources. This application is web-based and therefore can be used from any computer with internet access.

Access

Create An Account

For first time users of the live, production version of IFM, go to the User Management webpage at
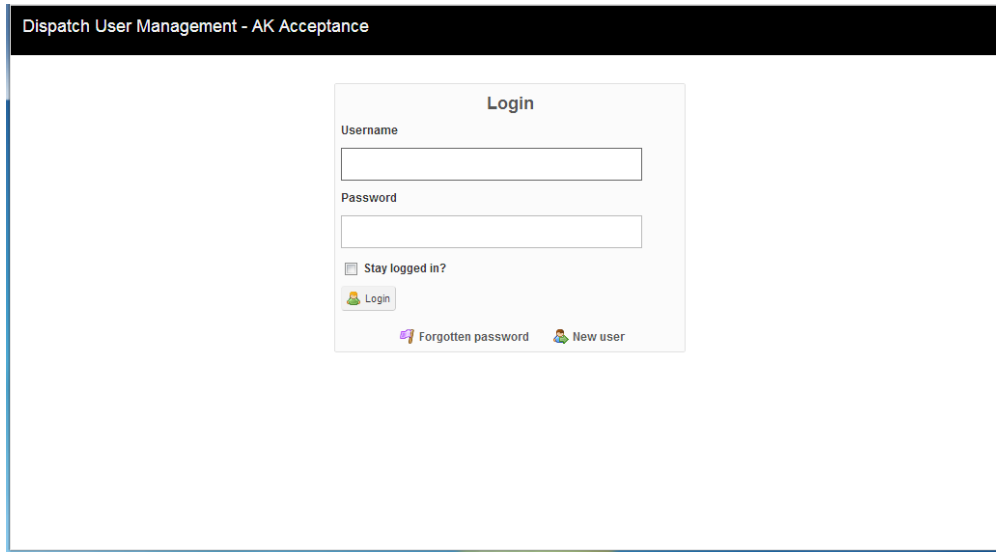
http://dnratw-fordisp1.dnr.state.ak.us/akprod-user-provisioning/

For first time users of the training version of IFM, go to the Training User Management webpage at
http://dnratw-fordisp1.dnr.state.ak.us:8080/akacpt-user-provisioning/

Click on the **New user** button on the lower right corner. Complete the information requested and click **Register account**.

You will receive an email shortly that allows you to activate your account. This activation will confirm your email address and prompt an email to be sent to the Administrative Manager of the system. Once the Administrative Manager has provided you access to the system, you will receive an email that includes a link to the IFM system.
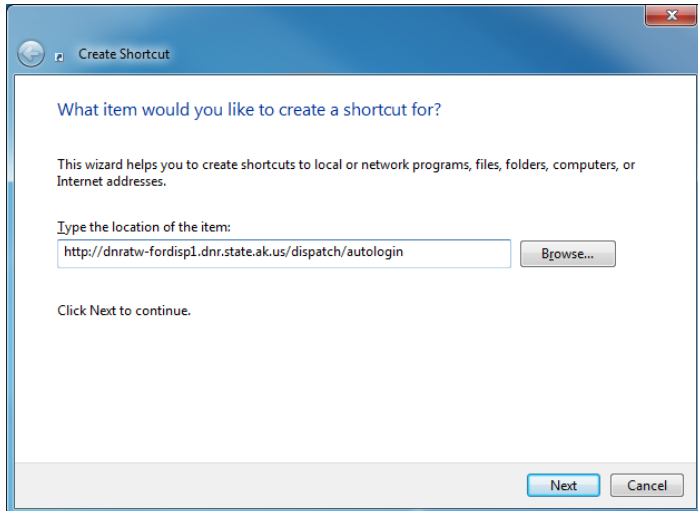
Change or Reset Password

If you have forgotten your password, use the **Forgotten password** button at the User Management webpages for either the Production version or Training version of IFM. Enter the email address you used to set up your account and a click **Reset password.** You will receive an email with your new password.

If you wish to change your password (there are no system requirements to do so), log in to the User Management webpage and select the **Change Password** button.

Create Shortcut on Desktop

Right click the mouse on the computer desktop. Select **New** and then select **Create Shortcut.** Paste the URL received in the email activating your account into the box.

For the Production version: http://dnratw-fordisp1.dnr.state.ak.us/dispatch/autologin
For the Training version: http://dnratw-fordisp1.dnr.state.ak.us:8080/dispatch/autologin
 Click **Next**. Type a name for the shortcut.

From inside the state network, you will find a shortcut on the Division of Forestry's Internal Communications website.

Once the application has been launched, you will enter your username and password. The username will default to your computer's username and may be different than your IFM username. Type in your IFM username and password and then click **Login**.
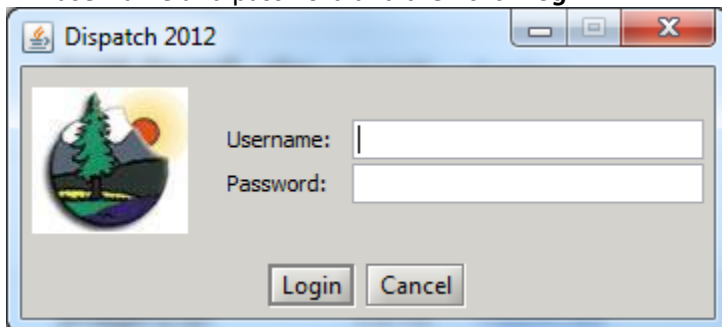

Set Up Maps

The map is one way to gain situational awareness using IFM. You can select what you want to see on your map. This can include fires that are in a variety of statuses (contained, controlled, etc), resources (aircraft, crews, and engines), Organizations (Area offices, National Forest offices), or other dispatcher controlled icons (tool caches, hazard locations, etc). You can also use the map to show much of the same information seen on the AICC mapping website. This includes some general spatial information (rivers, roads, towns, fire management options, general land status) and also fire specific information (perimeters, lightning, MODIS, and AFS fires).
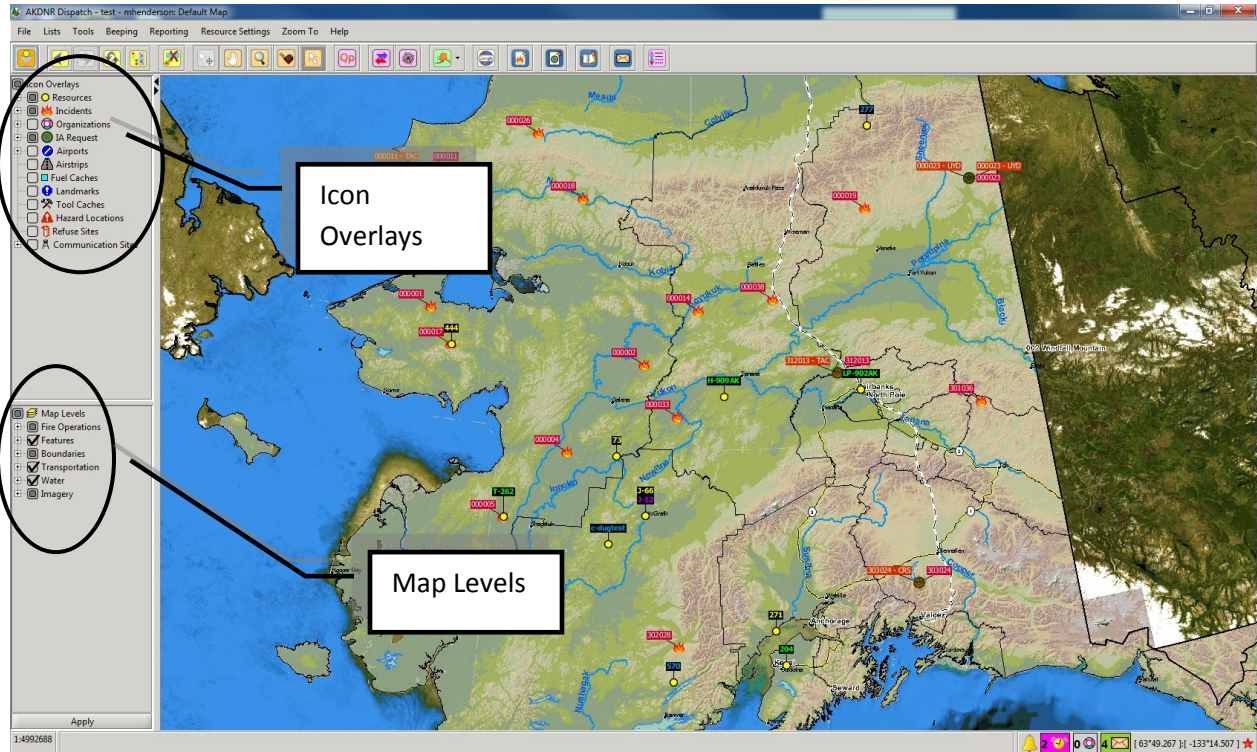
The first time the application is used, a default map of Alaska with no icons or overlays will appear. In order to set up your map, turn on the Icon Overlays and Map Levels that you want your map to default to. You can also use the *Zoom To* feature on the main menu to zoom into established locations on the map.
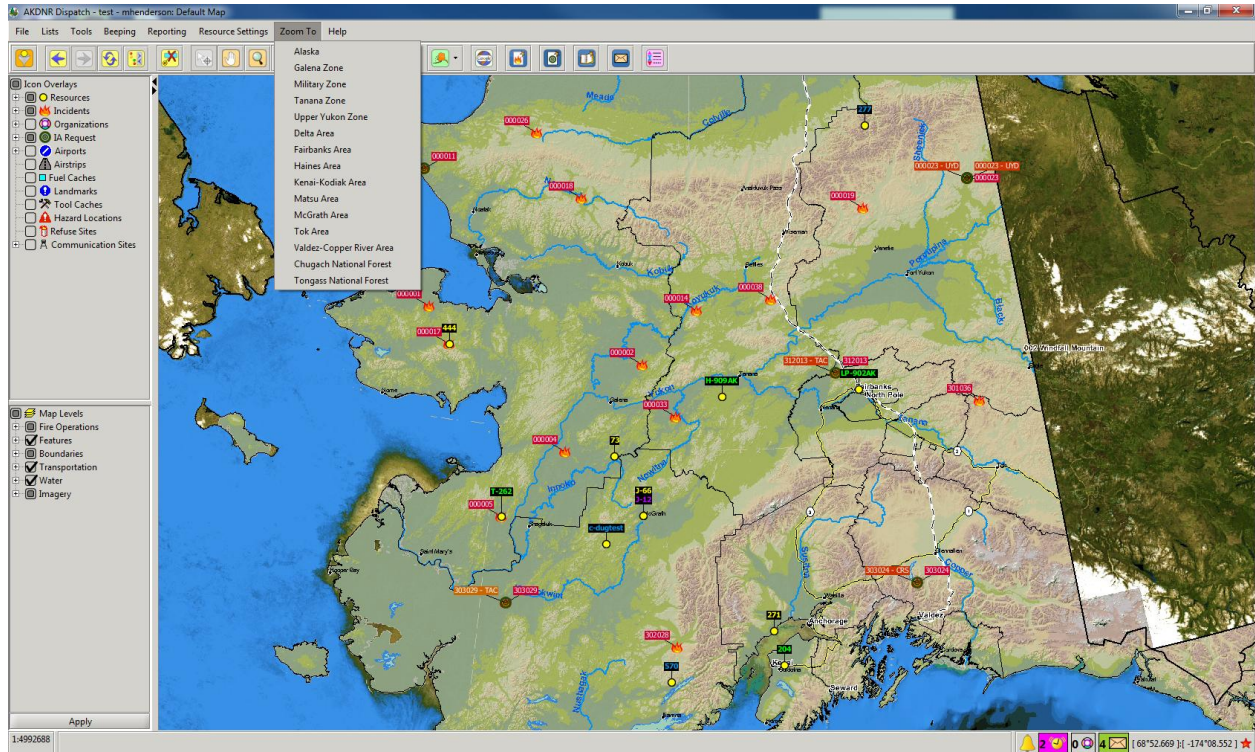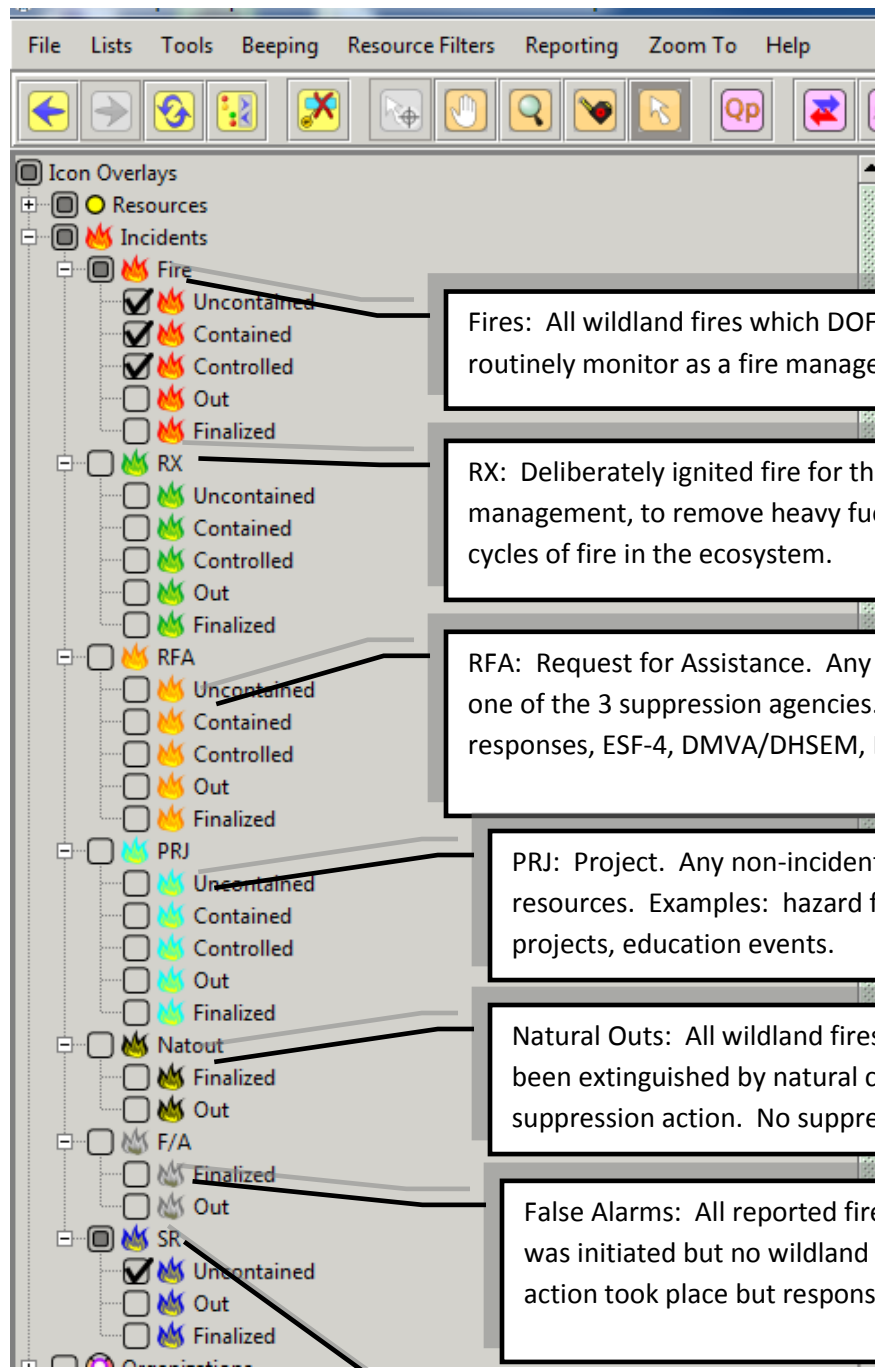
From the list of Icon Overlays and Map Levels, select what you want displayed on your map by clicking on the box next to the item. A check mark will appear in the box once it's selected.

Icon Overlays

Fires:

Fires: All wildland fires which DOF resources attack, suppress, or routinely monitor as a fire management action.

RX: Deliberately ignited fire for the purpose for forest management, to remove heavy fuel buildup or simulate natural cycles of fire in the ecosystem.

RFA: Request for Assistance. Any incident not a fire managed by one of the 3 suppression agencies. Include: VFD fires, lower 48 responses, ESF-4, DMVA/DHSEM, Northwest Compact.

PRJ: Project. Any non-incident that requires the assignment of resources. Examples: hazard fuels projects, timber cruising projects, education events.

Natural Outs: All wildland fires which were discovered but have been extinguished by natural causes prior to initiation of suppression action. No suppression or monitoring has occurred.

False Alarms: All reported fires on which some type of response was initiated but no wildland fire was found and no suppression action took place but response costs were incurred.

Smoke Reports: All reported fires on which some type of response was initiated but no wildland fire was found and no suppression action took place and no costs were incurred.
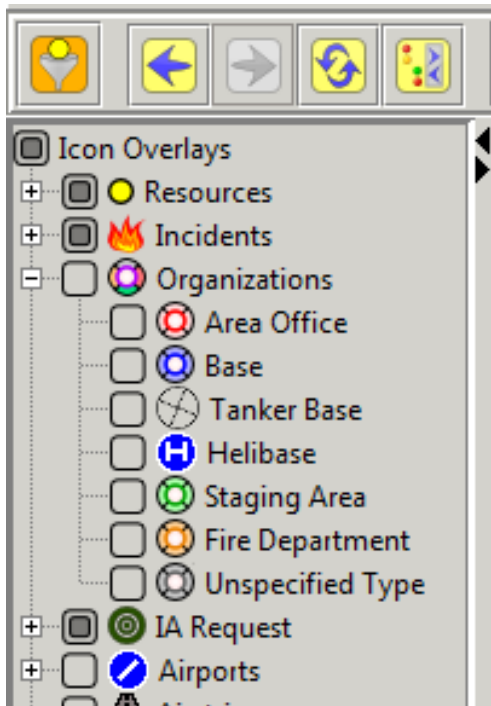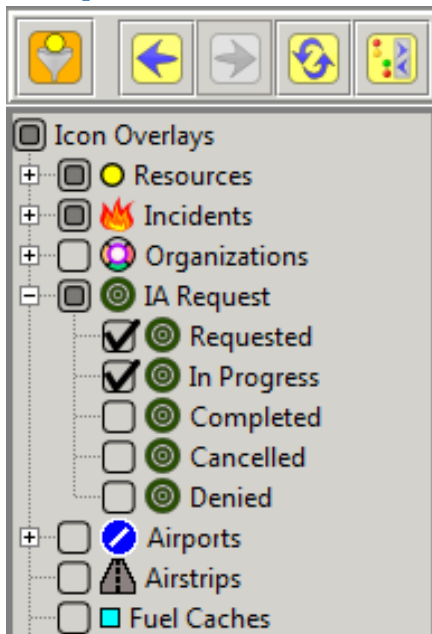
Resources:

Icon Overlays tree with callout boxes:

- **Shaded box:** Some of the icons within a set are turned on.
- **Check Mark:** All the icons within a set are turned on.
- **Blank Box:** None of the icons in the set are turned on.

Tree contents:

- Icon Overlays
  - Resources
    - Alaska
      - Aircraft
        - Fixed Wing
          - Birddog
          - Jumpship
          - Lead Plane
          - Logistics
          - Tanker
        - Rotary Wing
          - Heavy
          - Medium
          - Light
          - RapAttack
      - Crew
        - Hot Shot Crew
        - Type 2
        - Type 2 IA Crew
      - Equipment
        - Dozer
        - Excavator
        - Feller Buncher
        - Other
        - Water Tender
      - Other
        - HeartBeat
      - Overhead
        - Smokejumper
      - Vehicle
        - Crew Truck
        - Engine
          - Type 1
          - Type 2
          - Type 3
          - Type 6
          - Type 7
        - Prevention
        - Stewardship
        - Support
        - Timber

To turn all the icons within a set off or on – hold down shift key and select the ball. The resources are symbolized on the map for easy identification of resource status (See quick reference at end of this document).
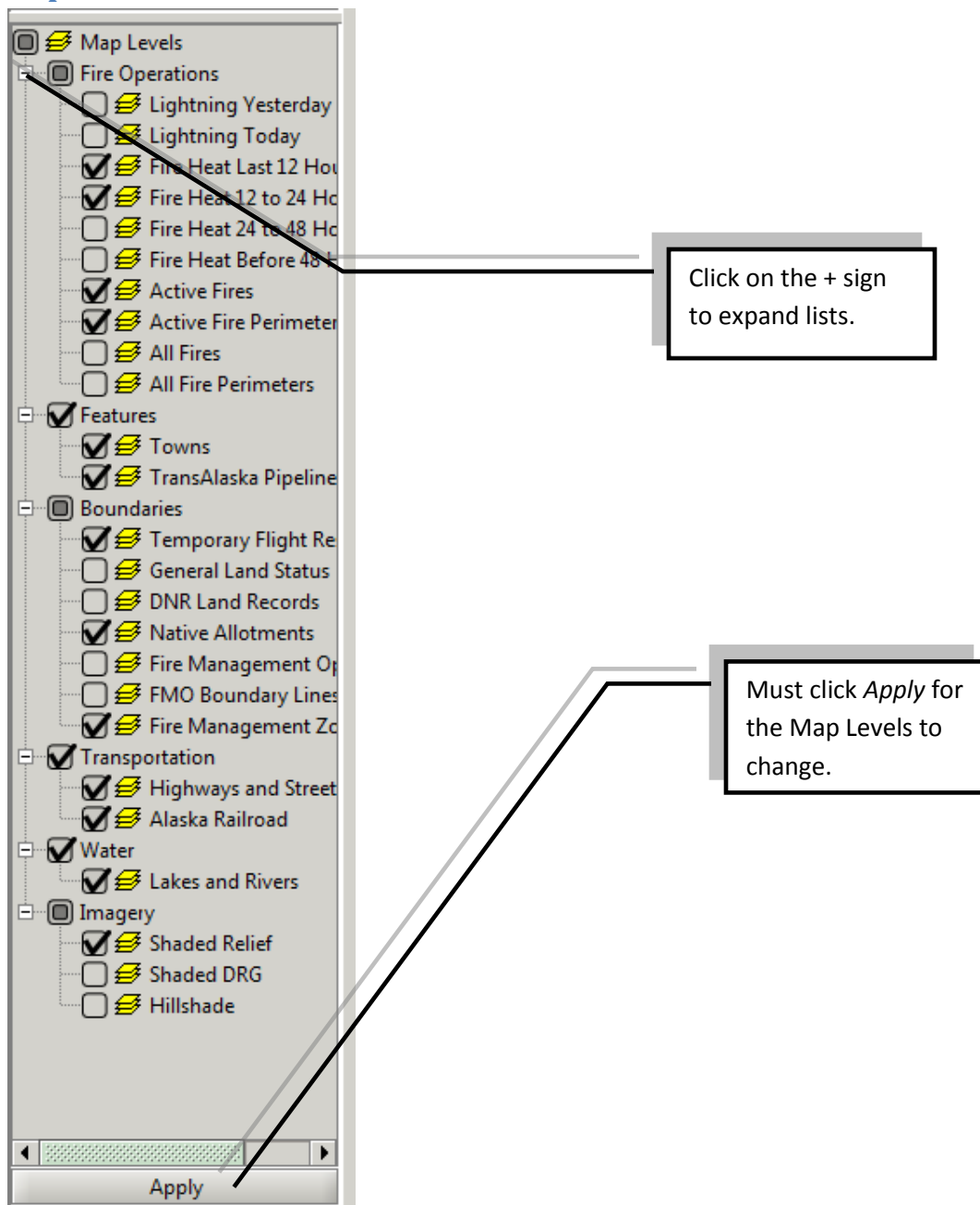
Organizations:

Organizations are stationary locations where resources can be assigned.

IA Requests:

IA requests indicate where statewide tactical resources (air tankers, ASM, smokejumpers) have been requested.
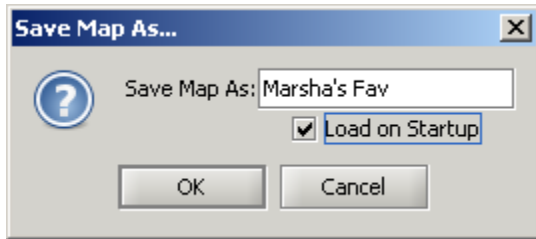
Map Levels

Click on the + sign to expand lists.

Must click *Apply* for the Map Levels to change.

Set Up Default Map

Once you have determined what you would like your default map to look like, follow the following steps:

1. Click on File → Save Map As

2. Name your map. Click Load on Startup

3. Click OK

You can save various maps with specific views (different areas of the state, different resources turned on, different map layers turned on or a combination). Just name them each differently and only click **Load on Startup** for the map you would always like to open on startup in the application. Then you can launch your other maps from **File→Launch Map**.
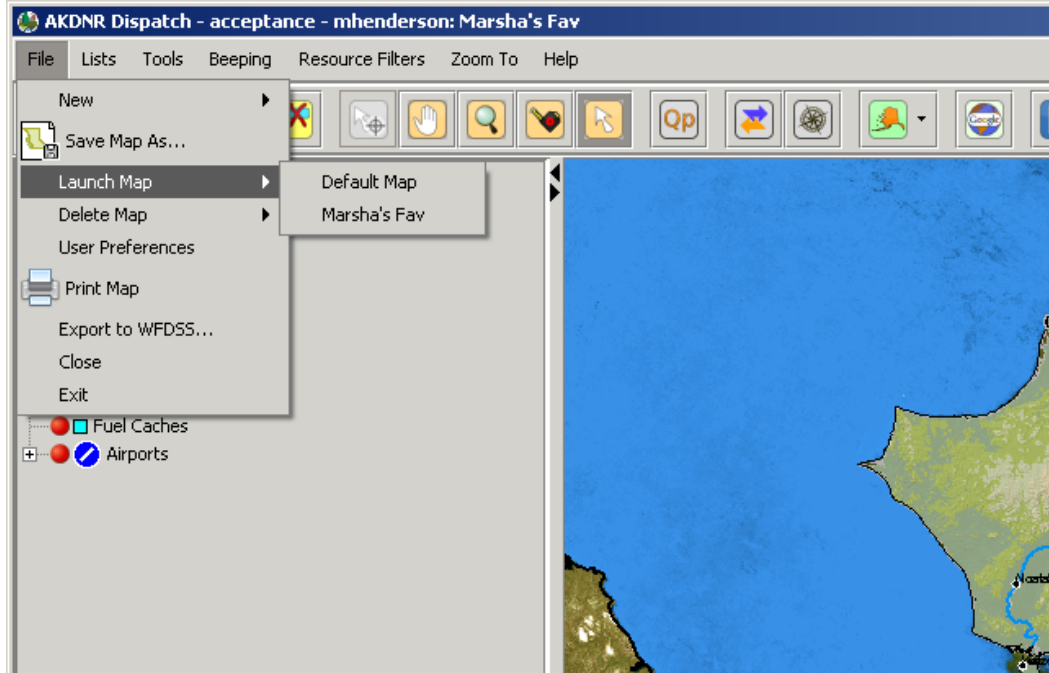
Lists

Lists are a way for you to see information on all the Icon Overlays in a list format. This can be useful to you to filter what you want to see (i.e. new fires on your lands, resources in your area, etc). Select which list you would like to view by going to **Lists** on the main menu and selecting from the dropdown list.
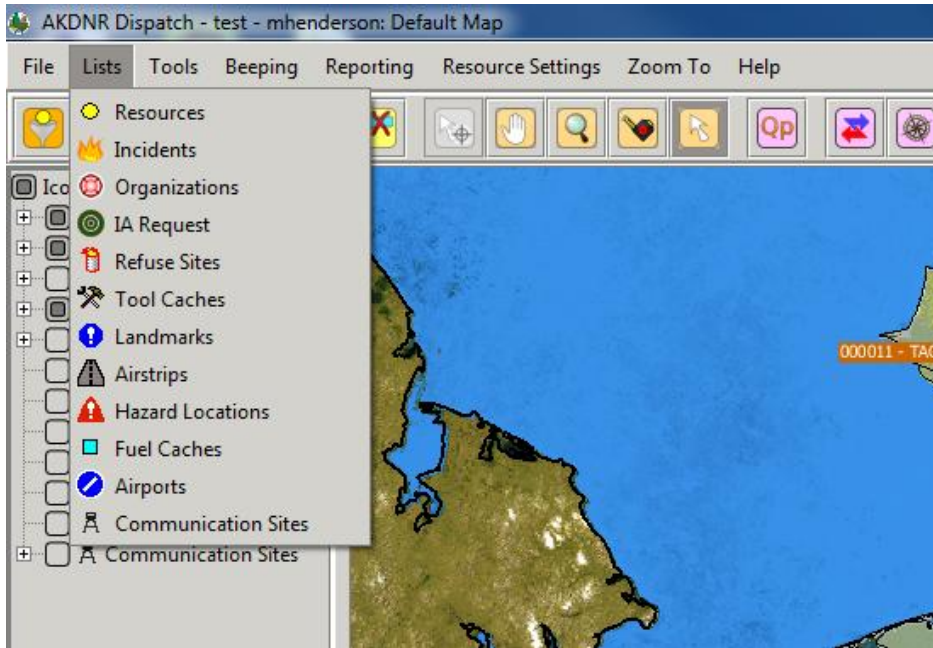
All lists are set up the same way so although the Incident List is used as an example below, each list will have the same features.

Use the Open/Close Panel arrows to open or close the Incident List Filters, Incident List, or Incident List Summaries.

Use Select List Items to select what fields will appear in the list. You can also change the size and/or order of the items in the list by clicking on the title in the list and dragging.

Incident Filter Lists
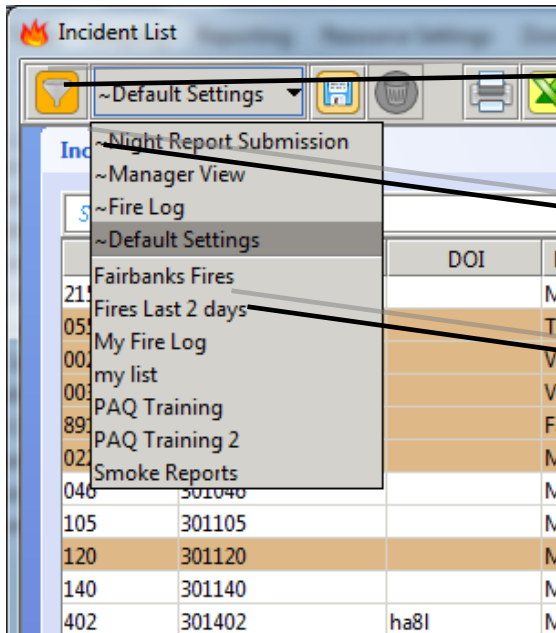
Click the filter button to create new filters.

Filters with a ~are global and are available for all users.

Filters without a ~are created by a specific user and are available for only that user.

Incident List Filter

Nothing is currently filtered; please use add button to add filters
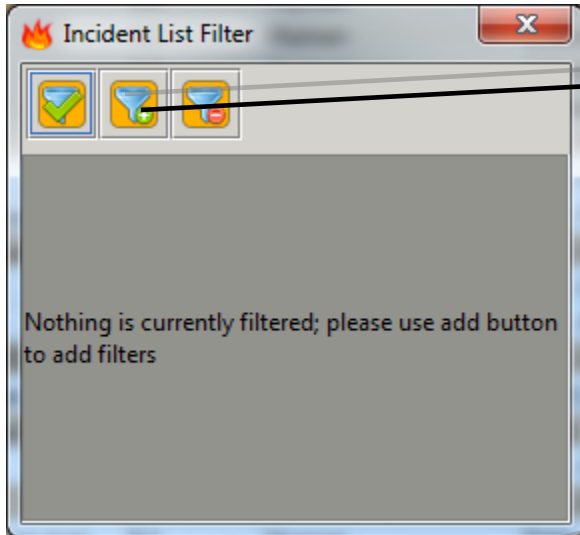
Click the Add a Filter button to add a new filter or additional filter.
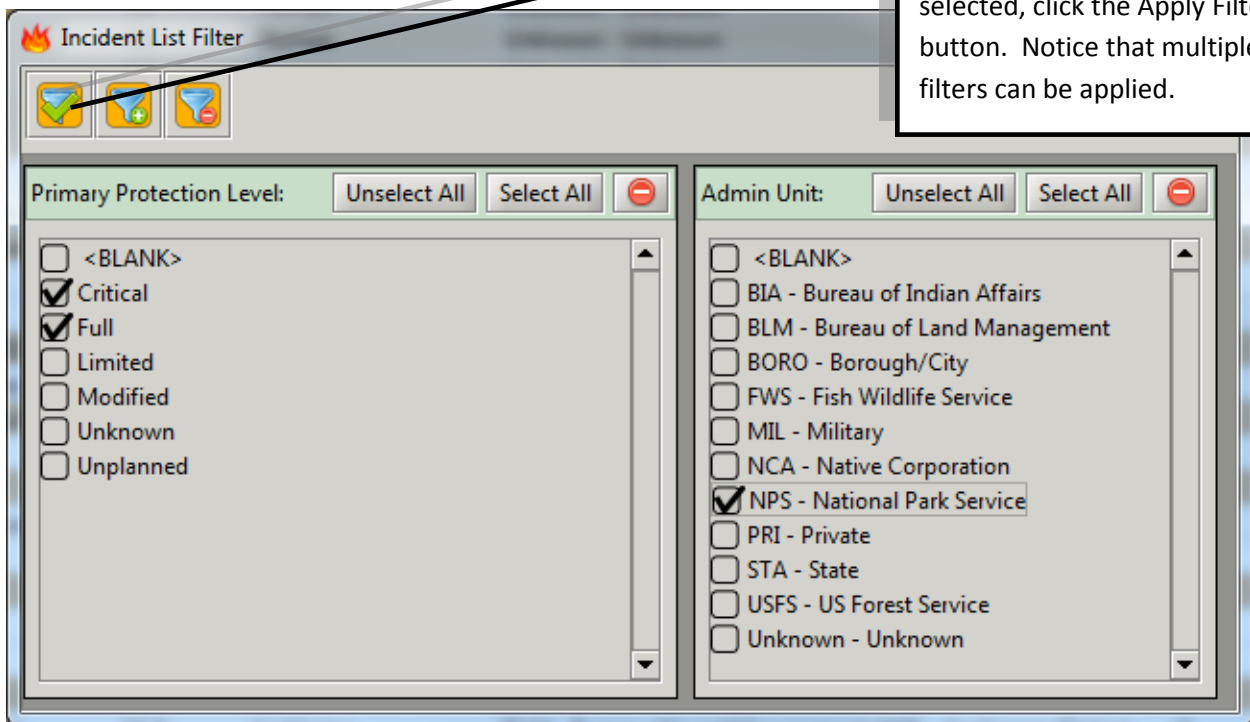
Once criteria for the filter is selected, click the Apply Filter button. Notice that multiple filters can be applied.

Incident List Filter

Primary Protection Level: Unselect All | Select All

- <BLANK>
- ☑ Critical
- ☑ Full
- Limited
- Modified
- Unknown
- Unplanned

Admin Unit: Unselect All | Select All

- <BLANK>
- BIA - Bureau of Indian Affairs
- BLM - Bureau of Land Management
- BORO - Borough/City
- FWS - Fish Wildlife Service
- MIL - Military
- NCA - Native Corporation
- ☑ NPS - National Park Service
- PRI - Private
- STA - State
- USFS - US Forest Service
- Unknown - Unknown

If you create a filter you would like to use again, save the filter by clicking the Save Filter button.

Save list setting as

Save list setting as:

Name your filter here

OK   Cancel
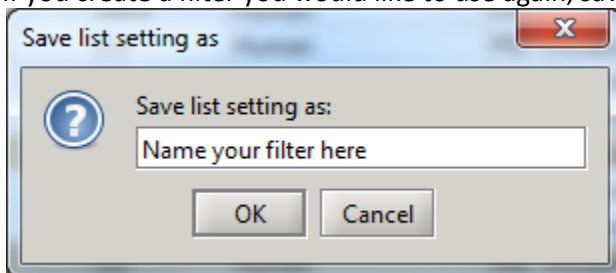
Then name your filter and click OK.

Incident List Summaries

Incident List Summaries:			
Status	**Type**	**Night Report Req'd**	**Cause**
C - Contained 4	F/A - False Alarm 89	false 281	F/A - False Alarm 9
F - Finalized 6	Fire - Wildland Fire 203	true 72	Human 56
O - Fire Out 238	Natout - Natural Out 5		Lightning 28
R - Reported 88	RX - Prescribed Fire 4		Unknown 260
T - Controlled 6	SR - Smoke Report 50		
U - Uncontained 11	VFD - Volunteer Fire Dept 2		

Total: 353 (Matches: 353)

All the Lists function in the same way. Select any of the Lists from the Menu.

View Fires

There are two different panels that contain incident information. One, the Incident Form, is where data from the Incident is input by the Dispatcher into a summary form. Two, the Radio Log, is where the activities that are occurring on the fire are input by Dispatchers.

Incident Form

Click the Open Log Entry Form button to open the radio log.

The View Change History button.

Open Panels

The Incident Form has 11 panels that can be opened for additional information. Open these panels using the arrows on the right side of the form. On the green banner above each panel is a summary of the information within the panel.

The Change History button can be used to look at when and by whom changes were made to the Incident Form. This Incident History has the same features as all the lists including Select Visible Columns, rearrange columns by clicking and dragging, and filters.

Radio Log

The Radio Log can be opened for all resources and incidents by using the dropdown list and selecting the resource/incident of interest.

There are four different ways to open the Incident Form for an incident:

1. **From the Incident List**: Double click on the incident from the Incident List or click once and type "o".

2. **From the Map**: Double click on the fire icon on the map or click the tag for the incident.

3. **From the Quick Picks**: See the description below for setting up Quick Picks.

4. **From the Radio Log**: Click the folder on the toolbar.

There are three different ways to open the Radio Log for an incident or resource:

1. **From the main toolbar**: Click the logbook icon.
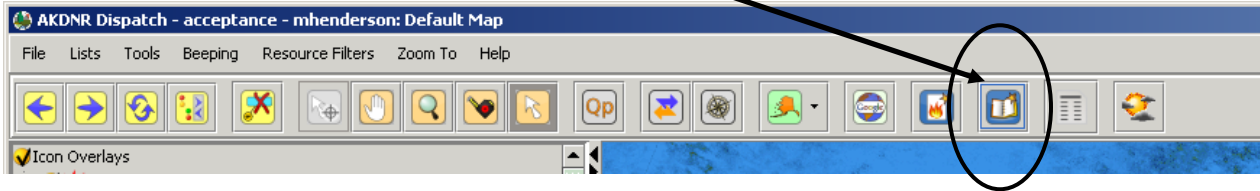
2. **From the Incident or Resource List**: Click on the incident or Resource then type "l".

3. **From the Incident Form**: Click the logbook icon from the toolbar.

View Reports

There are currently seven reports available. The report button is found on the main toolbar, the Incident Form toolbar, and the Radio Log toolbar. Different reports are available from each of these buttons, click the down arrow on the button to see a list of all reports available from individual buttons. All the reports are displayed as .pdfs.

Incident Form Reports:

1. Incident Report – this is the final fire report. As data is input into the fields of the Incident Form this report will be populated. The Fire Status will be set to Finalized once all data and approvals have been completed.

2. Incident Status Summary – this report provides a summary of the contained, controlled, and out dates and times.

3. Historical Daily Total Costs – This report summarizes the daily estimated costs of the fire split by state costs, reimbursable costs, and other.

Radio Log Reports:

1. Log History Report – This report is a list of all the inputs into the radio log. This can be requested by incident or by resource. If you want to see the radio log for an engine open the Radio Log for that engine, select the Log History Report and identify the time period you wish the report for.

2. Active Duration Report – this report summarizes the length of time engines, aircraft, and crews have been assigned to an incident. It also summarizes the cost of those resources for that duration. If you want to know what incidents an engine has been assigned to, open the Radio Log for that engine, select the Log History Report and identify the time period you wish the report for.

Active Duration Report: TQH

04/03/2013 00:00 - 04/05/2013 23:59

Incident/Area Office	Start Time	Events	Duration (h)	Rate	Cost
000019	04.05.2013 13:14	EN ROUTE -> AT BASE	0.7	$1,600.00	$1,120.00
000017	04.05.2013 12:53	Tracking Started -> Reassigned	0.3	$1,600.00	$480.00
000017	04.05.2013 12:16	Tracking Started -> Tracking Stopped	0.3	$1,600.00	$480.00
Delta	04.05.2013 10:01	Tracking Started -> Tracking Stopped	1.4	$0.00	$0.00

3. Active Duration Summary – this report summarizes by resource per incident or by incident per resource. Duration and cost are both summarized.

Main Toolbar Reports:

1. Incident Status List – this report summarizes by Area/Forest for new fires, active fires, and out fires. This is a quick report to see what's new or out by Area. A better way to see this may be through filtering incident lists.

Quick Picks

Using the Quick Picks tool is an easy way to access specific incidents or resources that you want to keep track of. The Quick Picks tool is found on the main toolbar, the Incident Form toolbar, and the Radio Log toolbar.

The Quick Picks tool will stay on top of anything you may have open on your computer and will allow you access to the incidents, resources, and Area offices that you want instant access to. All the forms (Incident Form, Radio Log) have Quick Pick buttons in their menus. If you have an Incident Form open for a fire you're interested in and would like to add it to your Quick Picks, just click the QP button and that fire will be added. The same is true for resources or incidents you have open in the Radio Log, click the QP button and that incident or resource will be added to your Quick Picks. They will remain there and be available to you if you log off and log back in. The only way to remove them from your Quick Picks is to click on it and then hit delete. This only deletes it from your list, not the system.

Quick Picks

Incident	Status
Belly Up	U - Uncontained
AK-0051	U - Uncontained
AK-0050	R - Reported
AK-0027	U - Uncontained
104123	C - Contained
010101	C - Contained

Callsign	Status
D-61	ON SCENE
F-66	ON SCENE
F-69	ON SCENE
H-398EH	ON SCENE
H-59633	ON SCENE
H-909AK	EN ROUTE
N-57954	ON SCENE
T-238	EN ROUTE
T-455	EN ROUTE

Organization Code	Organization Name
TAS	Tok Area

Saved 1 resources.

Drop down list of Resources/Incident/Offices or start typing the Incident Number, Call Sign, or office name.

List of selected Incidents. To open the Incident Form, select and hit "o". To open the Radio Log, select and hit "l" or double click on the item.

List of selected Resources. To open the Incident Form, select and click "o". To open the Radio Log, select and hit "l" or double click on the item.

List of selected Offices. To open the Incident Form, select and click "o". To open the Radio Log, select and hit "l" or double click on the item.

Quick Reference for Resource Status Colors

The status of a resource can be determined by the resource flag and font color. These icons can be updated through Automated Flight Following devices feeding point locations to satellites/ cell towers or they can be user-edited. The flag color is based on In Service vs. Out of Service, Assigned vs. Unassigned and Tracking vs. Not Tracking.

There are seven different flag colors that define resource statuses:

- **Yellow flag/ black text**: signifies Assigned and had a recent position update (tracking)
- **Black flag/ yellow text:** signifies an Assigned and non-tracking resource
- **Green flag/ black text**: signifies Available and had a recent position update (tracking)
- **Black flag/ green text:** signifies an Available and non-tracking resource
- **Blue flag/ black text:** signifies Out of Service and had a recent position update (tracking)
- **Black flag/ blue text:** signifies an Out of Service and non-tracking resource
- **Red flag/ black text:** signifies a resource previously yellow, that has lost tracking for a period longer than 10 minutes
- **Purple flag/ black text:** signifies a resource is overdue for a check-in. See Log Entry for details*.*

Mobile IFM

Incident updates in IFM can be viewed on a smart phone or tablet (touch screen). Click on the link below and enter your regular IFM account details.

http://dnratw-fordisp1.dnr.state.ak.us/dispatch/m/

You can search for a specific incident name/ number or filter the incidents by time range (Last 24 hour or 7 days) or Land Status Type.

Incidents

search

Last

24 hours >

7 days >

Land Status Type

BORO - Borough/City >

BLM - Bureau of Land Management >

STA - State >

FWS - Fish Wildlife Service >

PRI - Private >

USFS - US Forest Service >
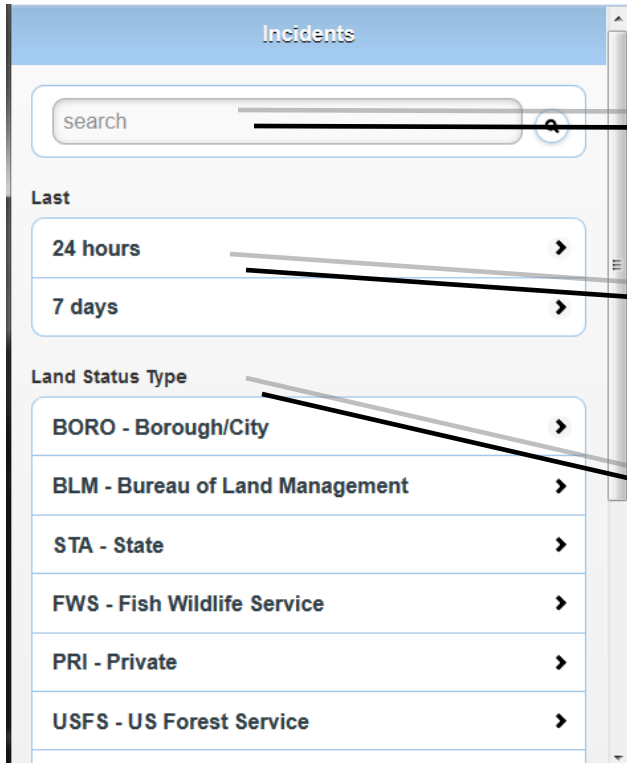
Search for incidents by Name or Number

Filter Incidents by time range

Filter incidents by Land Status type (the land where the incident started).

Filtered Incidents:

Last 24 hours

Protection Level

| Cr | Fu | Li | Mo | Uk | Up |

Cr 000050 - Uncontained
04/05/2013 14:46
Village of Allakaket
#050

Fu 000048 - Contained
04/05/2013 14:45
ARR - Alaska Railroad
#048

Mo 000049 - Uncontained
04/05/2013 14:44
LCP - Lake Clark
#049

Mo 000047 - Uncontained
04/05/2013 14:26
REFU - Refuge
#047

? Smoke Report - Uncontained
04/04/2013 16:03
Unknown - Unknown
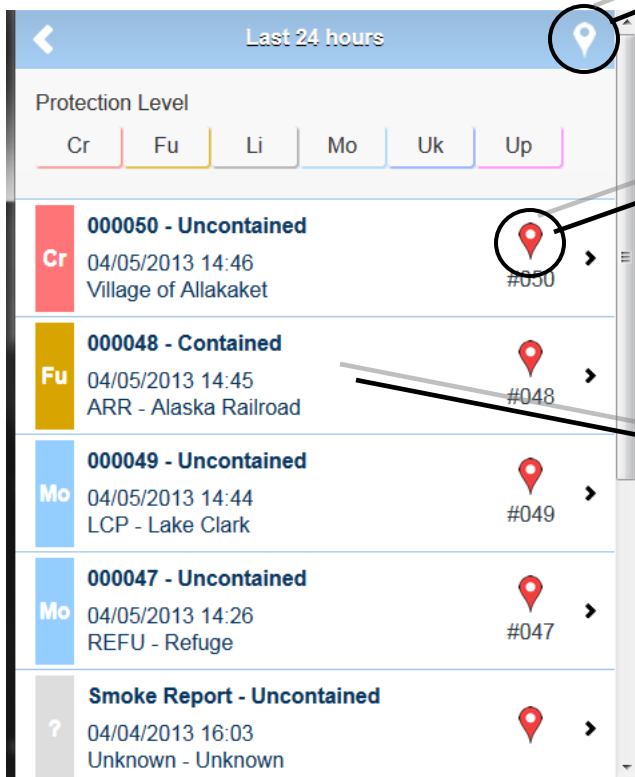
Select the map icon to open a map with all of the incidents listed below ('Last 24h' in this example)

Select the map icon to open a map of the single incident

Select any incident to view specific details about the incident

Detailed information is available for single incidents:

View log notes for this incident that have been entered via IFM

Land ownership for where the incident started

Mobile Map view.

Return to detailed incident information (link)

Google map tools for browsing the map

BUTTONS / ICONS	DESCRIPTION
	Back/ Forward: allows users to move through the map history
	Reset Map: resets map to last saved state
	Turn On/Off Legend: retracts or expands the Icon and Map overlay legends
	Turn On/Off Icon Flags: when the map gets cluttered with icons (turns off all flags except for resources)
	Pan: used for navigating around the map area at the same zoom level
	Magnify: alters the map scale by zooming in or out
	Measure: ability to measure lines, areas or curved lines (Alt S) on the map
	Select: used for opening up detailed information for icons displayed on the map
	Quick Picks: a pop-up that allows the user to have quick access to their Incidents, Resources and their Base logs and forms.
	Location conversion (LOCO): allows user to convert between various coordinate formats and perform a Google location search
	Bearing & Distance: used for determining the bearing and distance from a specified icon to a specified location on the map
	Modis map Engine: allows users to view potential fire detections
	AFS map Engine: various map overlays provided by AFS
	Selkirk map Engine: basic map overlays
	Google Earth: launches Google Earth in the web browser
	Create a new incident: opens empty incident form
	New IA Request: creates a new IA Request form
	Log Entry Form: a place to enter radio logs for Resources, Incidents or Area Offices
	Reports: launches various pdf reports from other forms (eg: incident)
	AFS map legend: a map legend based on what map layers are currently enabled
	Save with Check-in: saves changes and updates the check-in time (if there is a default set)
	Save without Check-in: saves changes without updating the check-in time (if there is a default set)
	Revert: reverts any unsaved changes
	Center Map: centers the map on the icon that is associated with the form that is currently open (note must enable icon type)
	Crosshairs: puts red crosshairs on the map to show the icon location
	Add to QP: this button adds the Incident/ Resource to the Quick Pick List from the form

		Move to: moves the Resource to the Incident or Base location (as listed in the field beside)
		Open Resource Form: opens the resource form for the resource currently selected in the log entry
		Open Incident Form: opens the incident form for the incident currently selected in the log entry
		Copy to TTY: copies a few defined fields to the clipboard in order to paste them in the TTY (Ctrl V)
		Opens an email pre-populated with incident form details
		Open incident History viewer: shows all changes for all fields on the form
		Add file/ Add Row: attach a file to the incident form (uploads to remote server) or Add a new row to a table
		Remove file/ Remove Row: removes an attachment from the incident form or a Row from a table
		Open file: downloads locally, prompts to save, then opens the file
		Deletes the Incident form (should only be used when incident is created by mistake)
		Filter: opens the List filter or
		Add filter: choose which filter options you would like to use
		Remove filter: remove certain selections from your current filter
		Apply filter: apply current filter selections to your list/ resource icon overlay
		Column selector: choose which columns to appear in a List/ Table
		Add Log History: add one day to the current history
		Add Log History: add one month
		Log History: show one day of log history (since midnight)
		Un-filter: removes any filters applied to the Log History
		Show Duration Events: filters the Log History to show resource statuses that trigger durations to start or stop
		User Entered Logs: filters the Log History to show only user-typed log notes
		System-generated Logs: filters the Log History to show only system-generated log notes
		Set Lat Lon: fills in the coordinates based where you have clicked on the map
		Lock Coords: the lat and long fields become un-editable on the incident form
		Retract all panels: quickly close all panels
		Unload History: Remove resource history trail from the map