

Wildland Fire Decision Support System (WFDSS) - Publishing a Decision

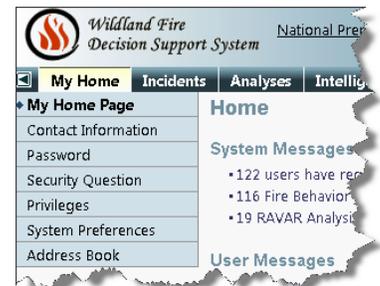
This document helps Incident Owners and Editors publish WFDSS Decisions.

- **Bold** and **CAPITALIZED** text depicts the tabs within WFDSS.
- **Bold** and **regular case** text represents portions of the Decision Document.
- Users can maneuver from tab to tab in any order.

Navigating WFDSS

MY HOME – Manage your WFDSS account.

- User roles –
 - Do you need to create an incident and author a decision? If so, you need to be an Author and an owner of the incident.
 - Do you only need to create an incident and use situation assessment tools? If so, you need to be a Dispatcher and you will not own an incident.
- Creating/editing groups in your address book
 - Use multiple owners for the incident to allow numerous users to create and maintain the decision documents.



INTELLIGENCE - Create an incident in WFDSS.



- As a Dispatcher, you do not own an incident. You can maintain incident information.
- As an Author, you can own an incident and can create/maintain the decision document.

INCIDENT – Navigate to your incident.

- Use the filters to find your incident.
- Click “CLEAR” before using filters to clear dates and previous filters; unless you are further refining your current list.
- Create a permanent filter for your home unit.



Assessing and Documenting Incident Decision

INFORMATION – Review Information and update as needed.

- Review information prior to publishing a decision document.
- Record controlled/out date.
- Decisions cannot be published once an incident is declared out.
- Loaded fire perimeters will automatically populate the acreage although you can continue to edit the field.



SITUATION - Gather situational assessment and awareness.



- View Values layers in WFDSS. Do you need more layers? Your local Data Manager can load Unit Shapes for your unit to re-use on every incident.
- Run Automated Basic and Automated Short Term Fire Behavior with minimal inputs.
- Review Fire Danger ERC Graph or Smoke Dispersion for the area.
- View the Strategic Objectives at Origin of incident.
- View the current fire weather forecast for the area.
- Review landscape and feature data.
- Access the values spatial data to determine what might be affected by the fire.
- Consider running additional analyst assisted fire behavior models.
- If you know you are well beyond your Pre-Planned initial response, **consider immediately going through the decision process** listed below. Reject the pre-planned response/current course of action in the Validation tab, and create a decision in the Decision tab.

RELATIVE RISK (located in left-hand menu) Document your risk analysis here.

- Hazards
 - Departure from Historic Conditions
 - Fire Behavior
 - Potential Fire Size
 - Notes – Information you provide in the notes section auto populates in the Decision. Document why you chose the Hazards inputs that you did and what your considerations were.



- Values
 - Natural/Cultural Resource and Infrastructure Values
 - Location of Fire to Values
 - Social/Political Concerns
 - Notes- Information you provide in the notes section auto populates in the Decision. Document why you chose the Values inputs that you did and what your considerations were.
- Probability
 - Current Time of Season
 - Barriers to Fire Spread
 - Seasonal Severity
 - Notes- Information you provide in the notes section auto populates in the Decision. Document why you chose the Probability inputs that you did and what your considerations were.
- Potential Fire Duration – Short, Medium or Long – Based on your expected duration of the fire.
- Relative Risk Advice- Recommendations for your consideration in WFDSS will be provided by the system, based on your Relative Risk Assessment.
 - Rationale for why you should complete the recommendation.
 - Inconsistencies in Relative Risk inputs identified.

OBJECTIVES - Develop incident level objectives.

- Draw the planning area in the **SITUATION** tab.
- Review Values Inventory.
- Determine the affected FMUs .
- Examine Strategic Objectives and Management Requirements specific to the affected FMUs.
- Develop incident Objectives and Requirements that tier from the Strategic Objectives/Management Requirements.
- Consider all information obtained during the Situation Assessment – Values, Relative Risk, FMU, boundaries, etc.
- If you are going beyond the information populated by the system and developing objectives, you have started a decision. You must create the decision using the Decision tab to save this information.





COURSES of ACTION - Develop Action Items and cost.



- Create Action Items that satisfy the Strategic Objectives/Management Requirements and the Incident Objectives/Incident Requirements.
- Action Items can be strategic and/or define actions to be taken.
- Develop Management Action Points (M.A.P.s) if necessary.
- Develop costs and record method used.

VALIDATION – Reject the Pre-Planned Initial Response or Validate the current Courses of Action (COA) you just developed.



- Document in the comment field why you will be creating a decision document.
 - Use paragraph form or a simple statement based on user preference and the incident.
 - Detailed validation specifics can be added during the decision documentation editing.
- Consider transferring ownership (if necessary).
- Consider running fire behavior models.
- Are there adequate resources to achieve your COA?
- Has the cost been developed to achieve the COA?
- Does the current fire behavior and weather assessment support the COA?
- Have you completed the Relative Risk Assessment and assessed the value inventory?
- Have you checked your Relative Risk Advice considerations?

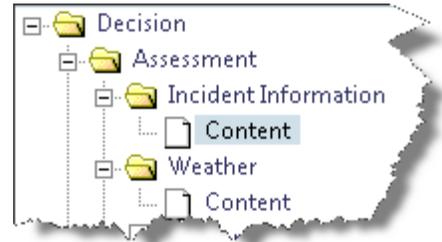
DECISIONS - Use the content of the decision editor to document your decision



- Create a pending Decision Document.
 - Click “Create” to create a pending decision document.
 - You can begin editing the decision document at anytime while you are completing tasks on the **OBJECTIVES** and **COURSES of ACTION** tab.
 - If an approved decision is current and the incident is perceived to be long term, users can create a new decision and begin working on it ahead of time.

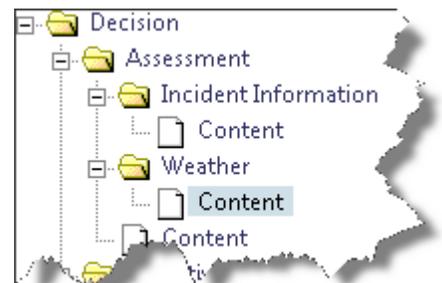
- Review your pre-loaded content in the decision editor.

- **Assessment – Incident Information** – Do you need to add anything to support your decision? This information is auto-populated by the WFDSS system but information can be added.



- **Assessment – Weather** – Insert weather information.

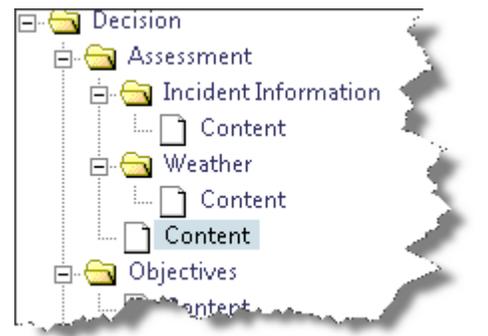
- Today’s forecast will populate. Note that the current forecast will populate when the decision is published. If you need to archive weather, you must do so manually, or you will just have the latest forecast in your decision.



- Do you need long-term forecast information, drought information, predictive services information?

- **Assessment** – Insert extra content used to develop incident assessment and situation awareness.

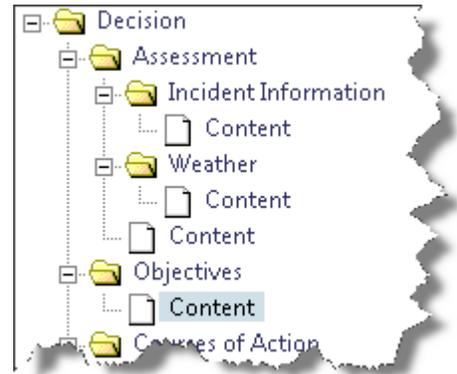
- You are provided with a values inventory based on the Planning Analysis Area that you drew.
- Does it represent the values you are concerned about?
- Do you need to add more values information?
- Do you need to add any long term assessment information from your local experts or fire behavior personnel?





- **Objectives** – Strategic Objectives from our Fire Management Plans and Land Plans tiered down to incident specific objectives

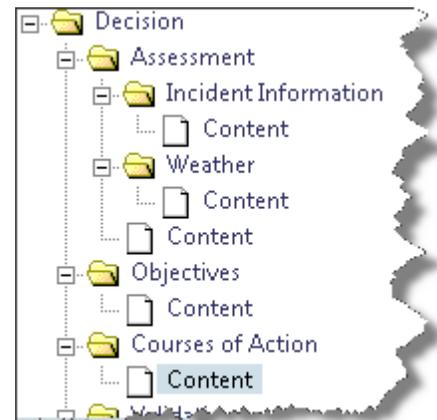
- Review your FMU list, Incident Objectives, Incident Requirements, Strategic Objectives and Management Requirements. Ensure that they included/excluded appropriately. If you need to work with them more, return to the Objectives Tab.



- Did you document all of your objectives?
- Are they achievable? If not, add content on this page to document your issues/concerns/mediation.
- Are your Incident specific inputs tiered from your over arching Strategic Objectives?
- Document here which are priorities, especially if some Strategic Objectives or Management Requirements are not relevant to the current fire situation.

- **Courses of Action (COA)** – Strategic Direction to achieve objectives

- Review your content under Course of Action and Management Action Point (M.A.P.s) List Report. Ensure that they included/excluded appropriately. If you need to work with them more, return to the COA Tab or M.A.P. tab in the left menu.

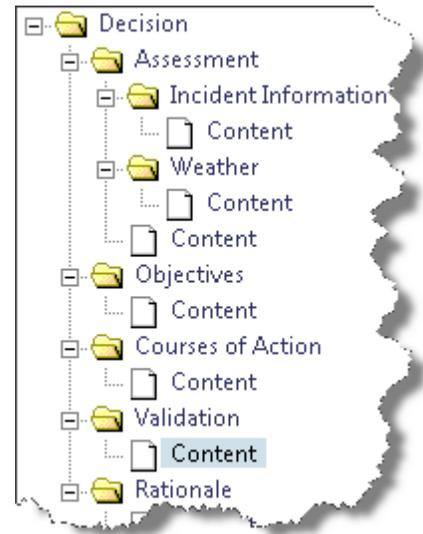


- Does your Strategic Direction in the COA achieve your objectives?
- Do you need to add content to this page to clarify M.A.P.s or Strategic Direction?
- Do you need to insert M.A.P. images or pictures?



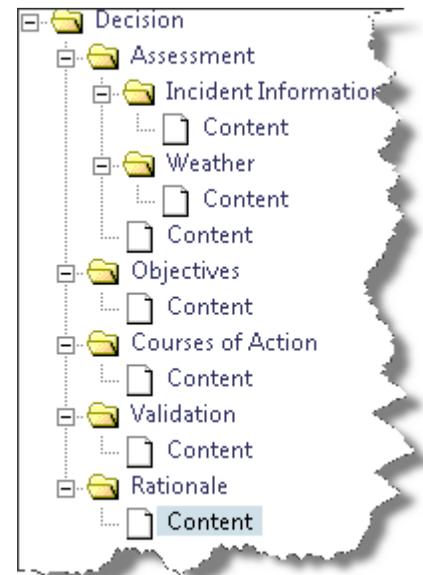
○ **Validation** – Validate that the Courses of Action is achievable and will meet the objectives

- Documentation can be in paragraph form or a simple statement. It is user preference and incident dependent.
- Detailed validation specifics can be added during the decision documentation editing.
- Is your Validation history complete?
- Will your Course of Action achieve your objectives?
- Do you need to add content regarding resource availability, fire behavior analysis, values, cost?
- Do you need to include supporting information from your local experts regarding your Relative Risk inputs?
- Do you need to insert M.A.P. images or pictures to support your validation?



○ **Rationale** – Document why you made the decision

- What caused you to make this decision?
- What caused you to choose the strategic direction?
- What are the causes and influences to the incident?
- What are the social and political concerns/pressures?
- What does the relative risk tell you?
- Are there smoke concerns?
- What Fire Behavior models informed your decision?
- Did you document your qualitative and quantitative decision support elsewhere in the document? If so where?



- Add content to the Incident files
 - Create images of fire behavior analysis results and save them
 - Upload and attach supporting documents, forecasts or photos
- Attach content to the Decision document
 - Do you need Long Term Fire Behavior Assessment information?



- Do you need extra values information?
- Do you need any supporting M.A.P. images of local information?
- Do you need supporting photos?
- Do you need supporting information from local experts?

DECISIONS – Begin/Review approval process.



- Assign incident privileges to individuals within the group
 - If multiple Approvers, ALL APPROVERS NEED TO “APPROVE” BEFORE DECISION CAN BE PUBLISHED
 - Approver chooses the length between Periodic Assessments
- Submit for approval
 - Review
 - Reviewers can be set up to review the Decision Document
 - **Approver can approve Decision Document without a review or if a reviewer has not completed a review**
 - Approve
 - Approver reviews content of the Decision Document
 - Approver chooses the length between Periodic Assessments
 - Publish – Approve and Publish the Decision Document

PERIODIC ASSESSMENT – Agency Administrator completes as scheduled



- Schedule – 1-14 days based on incident activity and complexity.
- Importance of Completing on time
 - If the Periodic Assessment is not completed on time, the decision is not valid and out of compliance.



INFORMATION - Close out of incident.

- Record final acres
- Record controlled/out date
- Final Fire Perimeter



Ongoing WFDSS Maintenance

As your incident continues ongoing maintenance of information is important.

- Update acreages by uploading fire perimeters or manually.
- Upload fire perimeters.
- Ensure the periodic assessments are completed on time and information regarding the fire is documented with that periodic assessment.