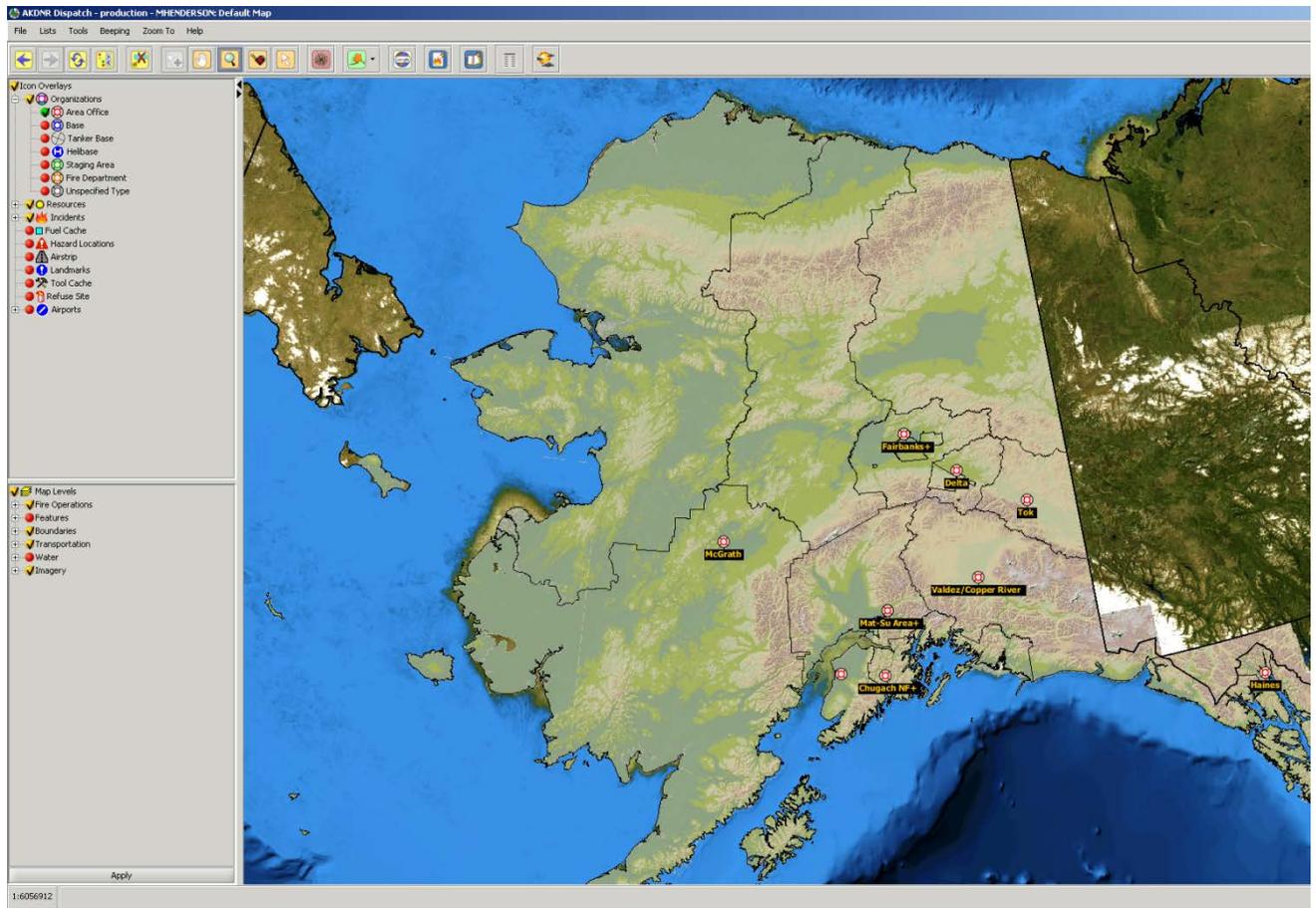


Integrated Fire Management Managers' Guide



IFM – 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 repositioning of resources. This application is web-based and therefore can be used from any computer with internet access.

Access

To request access, send an email to DNR.IFM.Support@alaska.gov to request a user name and password. The requesting email should contain the requestor’s name, email address, phone number and agency affiliation. The email reply will contain the URL for the system, the user name and password. Use the following instructions to create a shortcut on your computer desktop:

Copy link to address bar.

If asks whether you want to keep the file or save the file, click *Keep* or *Save*.

Right click anywhere on the desktop

Select *New -> Shortcut*

Browse to where you saved the .jnlp file

Rename the shortcut

Or

Click *Show In Folder* or navigate to where the file downloads on your computer (often defaults to My Documents/Downloads).

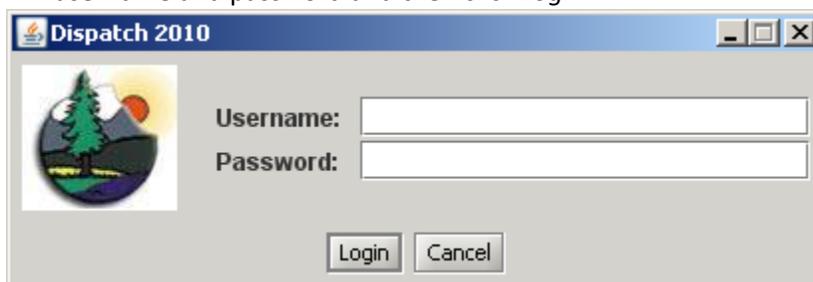
Right click the .jnlp file and select *Create Shortcut*.

Drag the shortcut to your desktop.

Right click the new icon and rename it to whatever you want.

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

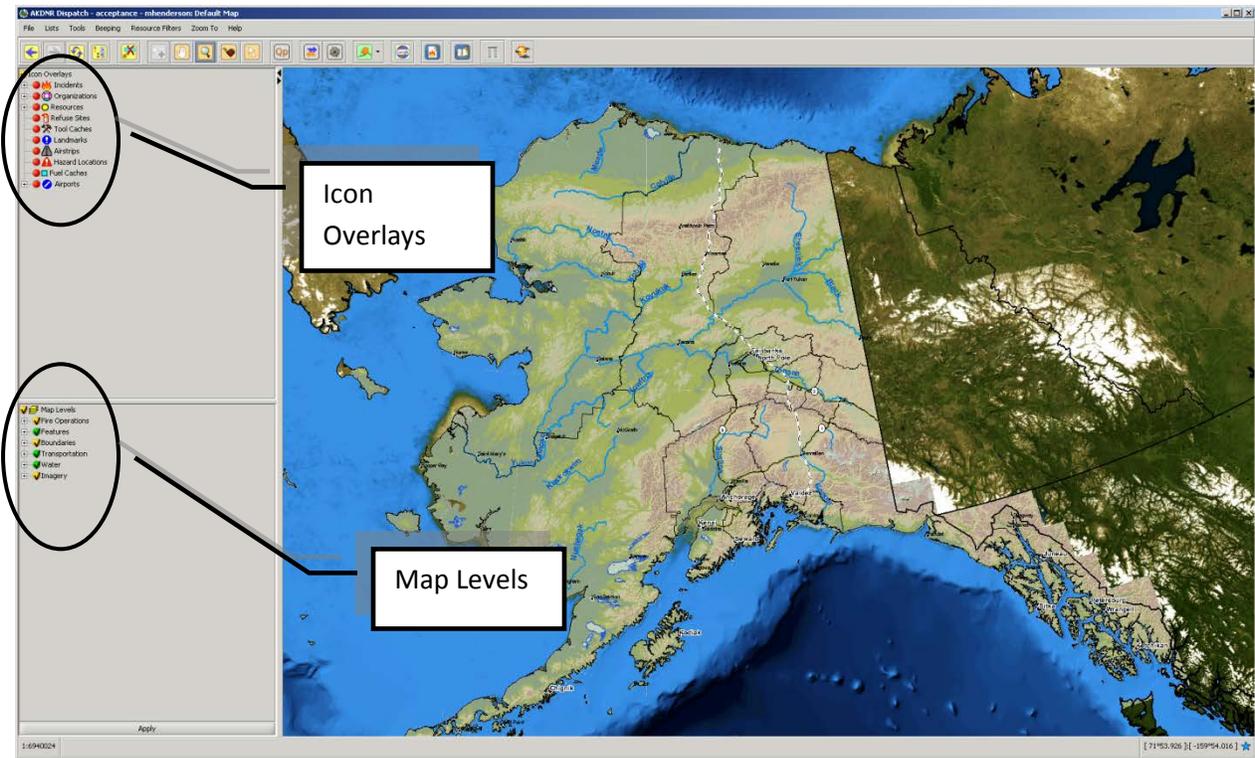
Once the application has been launched, you will enter your username and password. The username will default to your computer’s username and may be different than your IFM username. Type in your IFM username and password and then click *Login*.



IFM – Managers' Guide

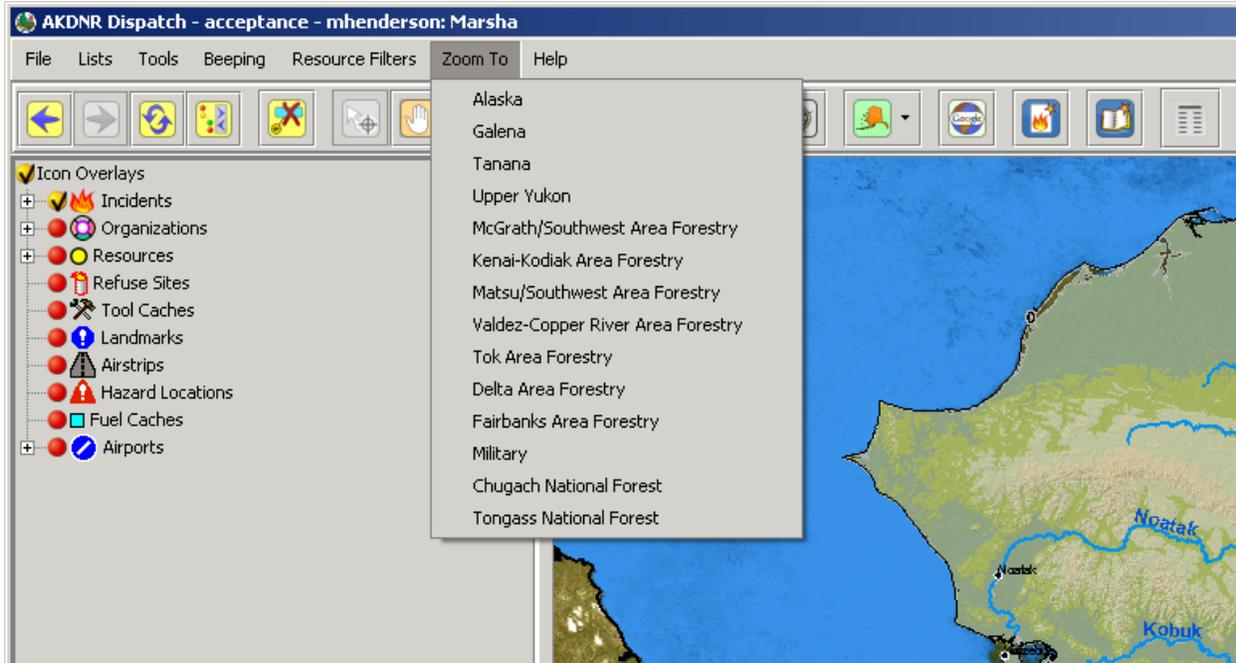
Set Up Maps

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.

IFM – Managers’ Guide



From the list of Icon Overlays and Map Levels, select what you want displayed on your map by clicking on the ball next to the item. The ball will turn from red to green.

Icon Overlays

Fires:

The screenshot shows the 'Icon Overlays' tree in the IFM software. The tree is organized as follows:

- Incidents
 - Fire
 - Reported
 - Uncontained
 - Contained
 - Controlled
 - Out
 - Finalized
 - RX
 - VFD
 - Reported
 - Uncontained
 - Contained
 - Controlled
 - Out
 - Finalized
 - Natout
 - F/A
 - SR
 - Reported
 - Out
 - Finalized
- Organizations
- Resources
- Refuse Sites
- Tool Caches
- Landmarks
- Airstrips
- Hazard Locations
- Fuel Caches
- Airports

Callout boxes provide definitions for the following categories:

- 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.
- VFD:** All wildland fires that only fire department or other local resources attack, suppress, or monitor.
- 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.

IFM – Managers' Guide

Resources:

The screenshot shows the 'AKDNR Dispatch - acceptance - mhenderson: Default Map' window. The interface includes a menu bar (File, Lists, Tools, Beeping, Resource Filters, Zoom To, Help) and a toolbar with various navigation and tool icons. The main area displays a tree view of resources under 'Icon Overlays'. The tree is organized as follows:

- Incidents (Red ball)
- Organizations (Red ball)
- Resources (Yellow ball)
 - Alaska (Yellow ball)
 - Aircraft (Yellow ball)
 - FWB (Red ball)
 - FWT (Red ball)
 - Fixed Wing (Red ball)
 - Rotary Wing (Yellow ball)
 - Heavy (Yellow ball)
 - Medium (Green ball)
 - Intermediate (Yellow ball)
 - Light (Yellow ball)
 - RapAttack (Yellow ball)
 - Crew (Red ball)
 - Other (Red ball)
 - Vehicle (Yellow ball)
 - Crew Truck (Red ball)
 - Engine (Yellow ball)
 - Type 3 (Yellow ball)
 - Type 5 (Green ball)
 - Type 6 (Green ball)
 - Type 7 (Yellow ball)
 - OTH (Red ball)
 - Prevention (Red ball)
 - Stewardship (Red ball)
 - Support (Yellow ball)
 - Timber (Yellow ball)
 - Transport (Red ball)
 - Alberta (Red ball)
 - British Columbia (Red ball)
 - NWT (Red ball)
 - Saskatchewan (Red ball)
 - Yukon (Red ball)
 - Refuse Sites (Red ball)
 - Tool Caches (Red ball)
 - Landmarks (Blue ball)
 - Airstrips (Red ball)
 - Hazard Locations (Red ball)
 - Fuel Caches (Blue ball)
 - Airports (Blue ball)

Three callout boxes provide the following information:

- Red ball:** All icons are turned off in the set.
- Yellow ball:** Some icons within a set are turned on.
- Green ball:** All the icons in the set are turned on.

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).

Map Levels

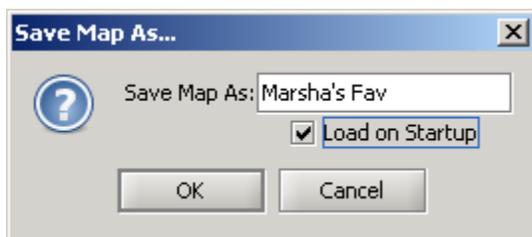
Click on the + sign to expand lists.

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:

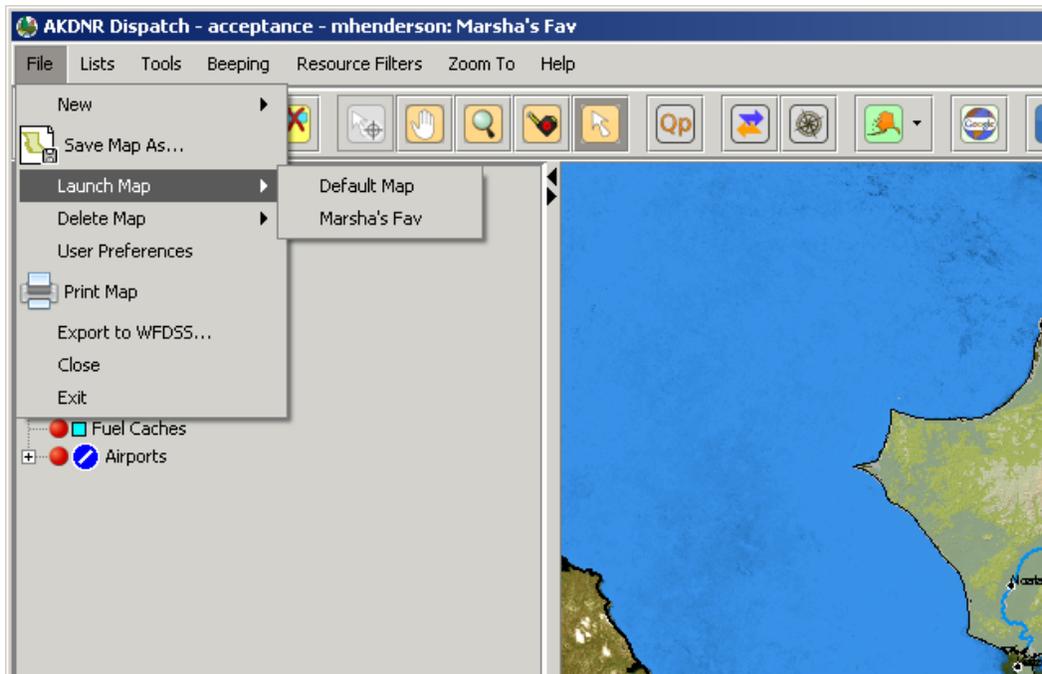
1. Click on File → Save Map As



IFM – Managers' Guide

2. Name your map. Click Load on Startup
3. Click OK

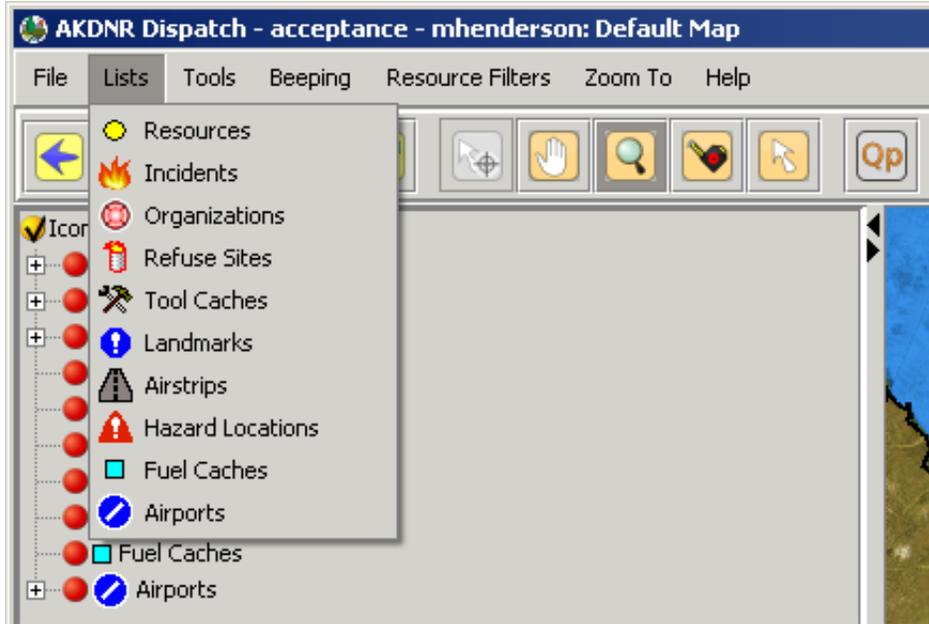
You can save various maps with specific views (different areas of the state, different resources turned on, different map layers turned on or a combination). Just name them each differently and only click *Load on Startup* for the map you would always like to open on startup in the application. Then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



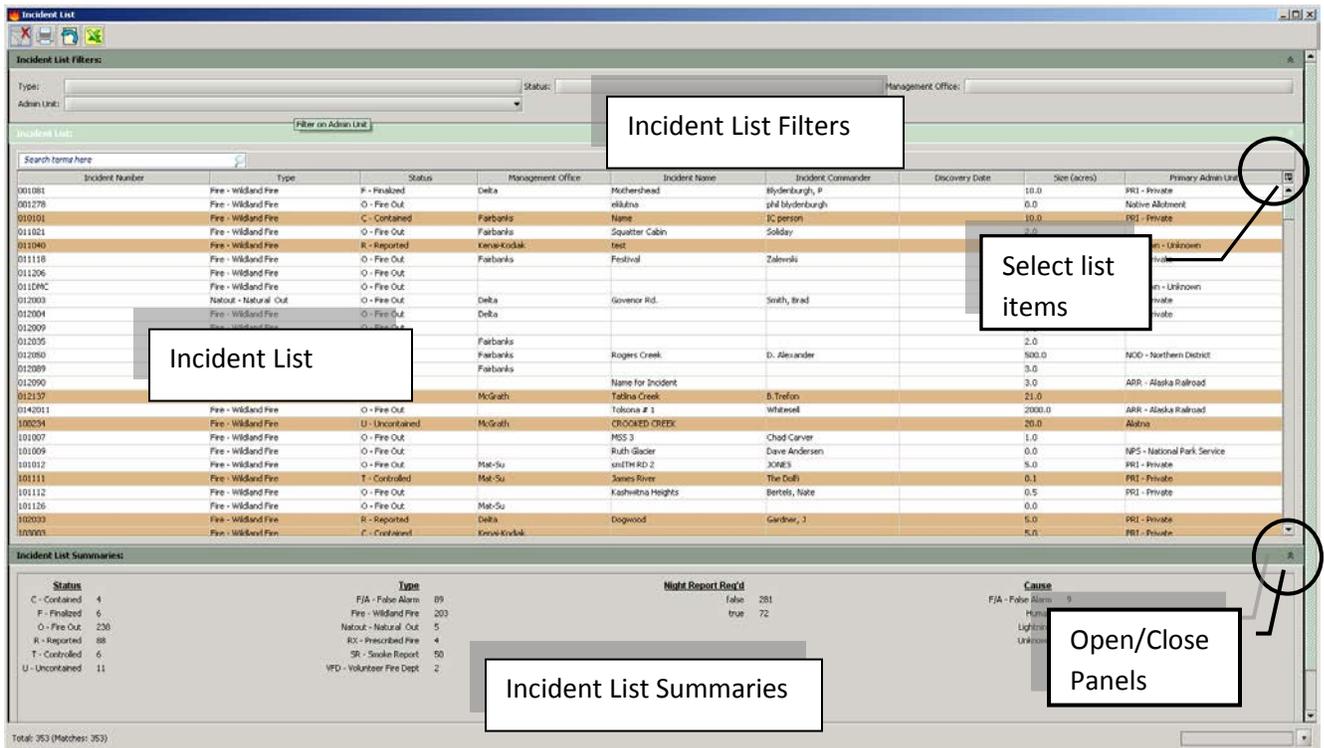
Set Up Lists

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.

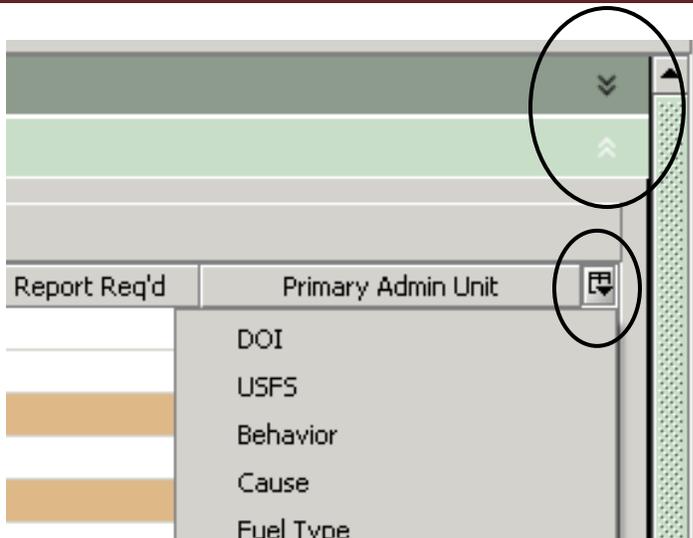
IFM – Managers’ Guide



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.



IFM – Managers' Guide



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

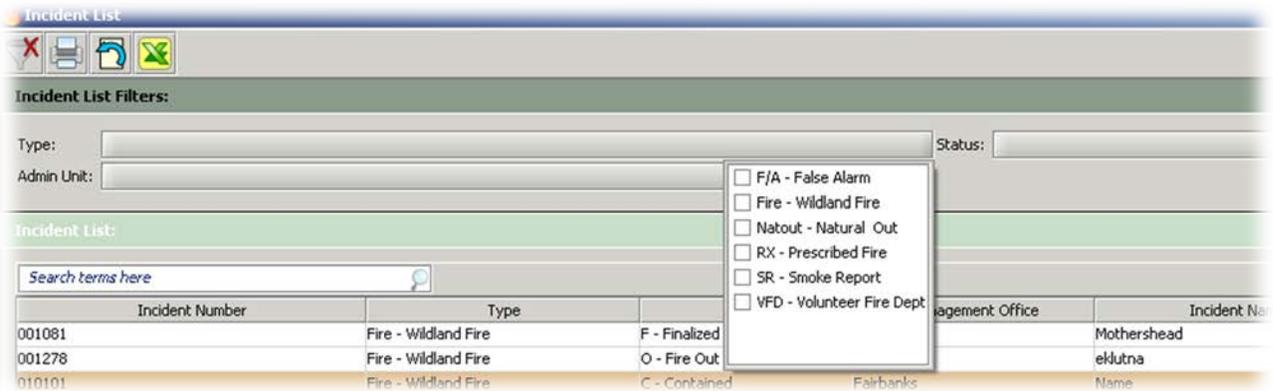
Use Select List Items to select what fields will appear in the list. You can also change the size and/or order of the items in the list by clicking on the title in the list and dragging.

Incident Filter Lists

Use the Incident List Filters to set filters. You can select multiple items from each of the lists by clicking multiple boxes in the dropdown list.

Types

The types are the same as listed in the Icon Overlays on the map (see above section for definitions). If you would like to see a combination of fire types, select the boxes next to all the types by which you wish to filter.



IFM – Managers' Guide

Status

| Status | Management Office | Incident Name | Discoverer |
|-----------|-------------------|----------------|------------------|
| Finalized | Delta | Mothershead | Blydenburgh |
| Fire Out | | eklutna | phil blydenburgh |
| Contained | Fairbanks | Name | IC person |
| Fire Out | Fairbanks | Squatter Cabin | Soliday |
| Reported | Kenai-Kodiak | test | |

Management Office

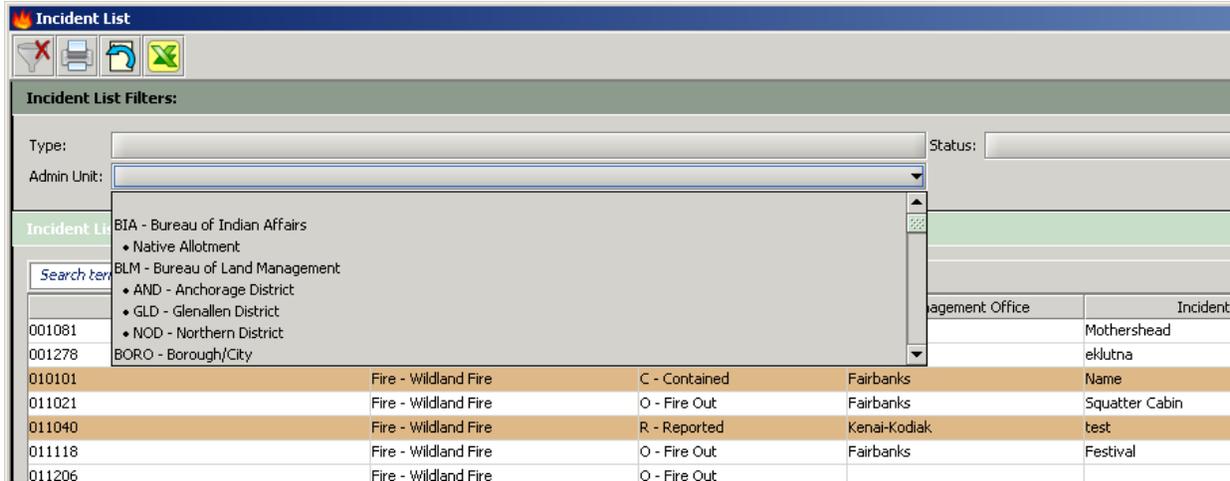
Management Office is the Area office that provides protection services. There are others listed (tanker bases, Canadian provinces, etc) but only select the Area or National Forest office.

| Incident Commander | Discovery Date | Size (acres) | PRI |
|--------------------|----------------|--------------|---------------|
| Blydenburgh, P | | 10.0 | PRI - Private |
| Blydenburgh | | 0.0 | Native A |
| son | | 10.0 | PRI - Private |
| y | | 2.0 | |

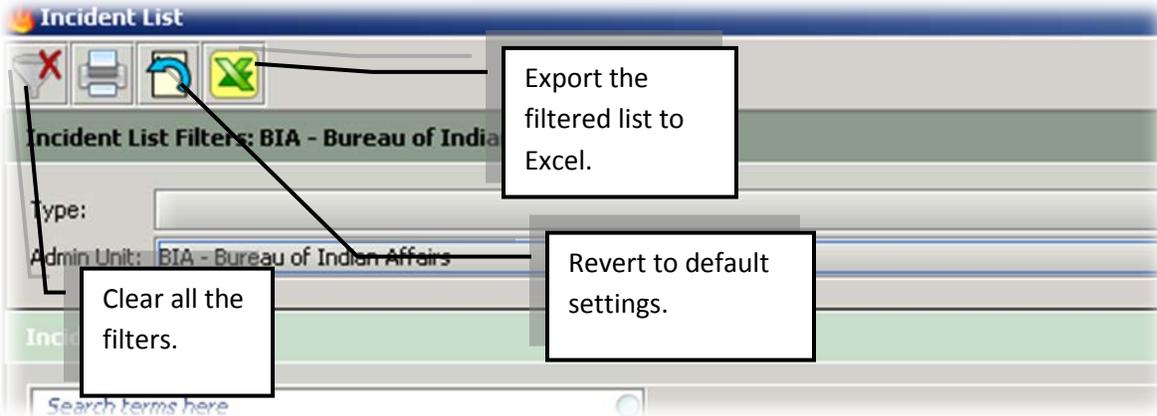
Admin Unit

The Admin Unit is the Jurisdictional Agency. Again, select multiple agencies as needed. The list only shows the Primary Jurisdictional Agency (where the fire started) but the filter will also list incidents where the Jurisdictional Agency is not the primary agency. In other words, if the fire has burned onto a Jurisdictional Agency's land, that fire will show in the list when filtered by that Jurisdictional Agency.

IFM – Managers’ Guide



Incident List Filters Menu



When the application is closed, all the filters are saved. When you open the application again, the lists will be set with the same filters as the last time you logged in. The application will also remember where you placed your list on your monitor and how it was sized.

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

Incident: AK-0050

General: Fire - Wildland Fire: R - Reported - Current Size: 0.0 - Behavior: Unknown

Type & Status: Fire - Wildland Fire, R - Reported

Incident Number: AK-0050

Incident Name & Incident Commander: <Incident Name>, <I.C. Name (last, first)>

Current Size (ac): 0.0

General & Specific Cause: Unknown, Unknown

Management Office & Oth. Agencies: Unknown

Dominant Fire Behavior & Fuel Type: Unknown, Unknown

Location Info: 62°00.030, -145°16.471

Location: 62°00.030, -145°16.471

Quad Map Name: <Quad Map Name>

Site Data at Fire Start: Topography: Unknown, Aspect: Unknown, Slope(°): Unknown, Elevation(ft): Unknown

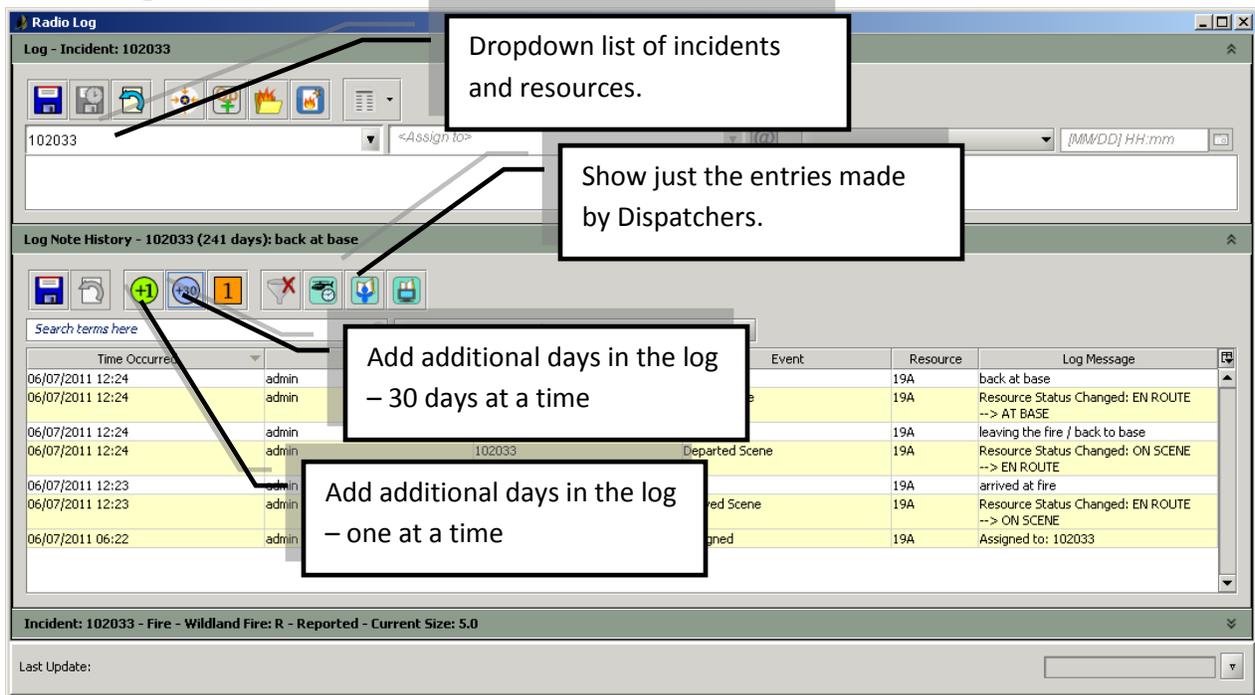
Values at Risk: Daily Threatened: 0 - Total Lost: 0

Incident Status Summary

Land Status: 1 entry - Primary Admin Unit: Unknown - Unknown - Prot. Lev.: - Size: 0.0 ac

The Incident Form has nine 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.

Radio Log



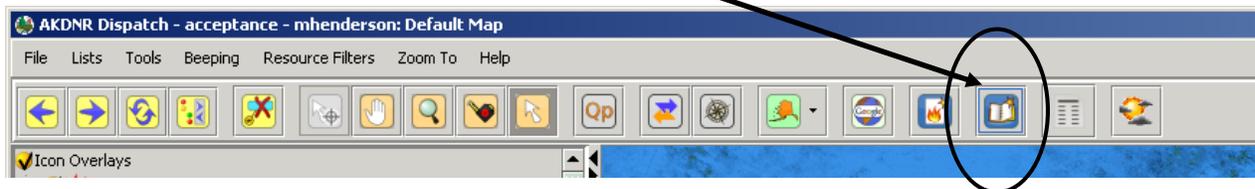
The Radio Log can be opened for all resources and incidents by using the dropdown list and selecting the resource/incident of interest.

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".

IFM – Managers’ Guide

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.

Mothershead  **Division of Forestry**
Alaska Department of Natural Resources

001081

Fire Status: F - Finalized
Incident Number: 001081
Incident Name: Mothershead
General Cause: Human
Latitude: 61° 33.010

DOI Fire Code:
Type: Fire - Wildland Fire
Specific Cause: Children
Longitude: -149° 03.300

USFS:
Management Office: Delta

Land Status:

| Land Status Type | Admin Unit | Protection Level | Size | Primary |
|------------------|------------|------------------|------|---------|
| PRI - Private | | Critical | 0.0 | X |

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

Incident Status Summary:  **Division of Forestry**
Alaska Department of Natural Resources

Example

104123

Suppression Data:

| Incident Status | Date | Size (ac) |
|-----------------|------------------|-----------|
| Reported | 01/18/2012 10:17 | 25.0 |
| Contained | 01/19/2012 10:43 | 50.0 |
| Controlled | | |
| Fire Out | | |

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:

IFM – Managers’ Guide

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.

| Resource Log History: | | H-398EH | |  Division of Forestry <small>Alaska Department of Natural Resources</small> | |
|-----------------------------------|------------|-------------|---------------|--|--|
| Type: Aircraft:Rotary Wing:Medium | | Date Range: | | 08/01/2011 11:19 AKDT - 01/19/2012 11:19 AKST | |
| Make/Model: BELL-212 | | | | | |
| Time Occurred | User | Deployment | Event | Log Message | |
| 01/19/2012 10:33 | mhenderson | AK-0055 | Arrived Scene | Resource Status Changed: EN ROUTE --> ON SCENE | |
| 01/18/2012 10:20 | mhenderson | AK-0055 | Rerouted | Rerouted to: AK-0055 | |
| 01/18/2012 10:20 | mhenderson | AK-0055 | Assigned | Assigned to: AK-0055 | |
| 09/27/2011 15:51 | BlueSkyAK | Mat-Su | Departed Base | Based on location, H-398EH Departed Delta | |
| 09/27/2011 15:30 | BlueSkyAK | Mat-Su | Arrived Base | Based on location, H-398EH is At Base Delta | |
| 08/03/2011 09:33 | BlueSkyAK | Mat-Su | Departed Base | Based on location, H-398EH Departed Station D5 | |
| 08/03/2011 09:31 | BlueSkyAK | Mat-Su | Arrived Base | Based on location, H-398EH is At Base Station D5 | |
| 08/03/2011 09:31 | BlueSkyAK | Mat-Su | Departed Base | Based on location, H-398EH Departed Delta | |

2. Event 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.

| T-455 | |  Division of Forestry <small>Alaska Department of Natural Resources</small> | | | |
|-------------------------------------|------------------|---|--------------|--------|--------|
| 06/01/2011 12:46 - 01/23/2012 12:46 | | | | | |
| Incident/Area Office | Start Time | Events | Duration (h) | Rate | Cost |
| 104123 | 01.19.2012 12:10 | Rerouted -> In Progress | 96.6+ | \$0.00 | \$0.00 |
| Valdez/Copper River | 01.19.2012 12:02 | Rerouted -> Reassigned | 0.1 | \$0.00 | \$0.00 |
| 104123 | 01.19.2012 11:31 | Rerouted -> Unassigned | 0.5 | \$0.00 | \$0.00 |
| Valdez/Copper River | 08.01.2011 06:05 | Departed Base -> Reassigned | 4110.4 | \$0.00 | \$0.00 |
| Valdez/Copper River | 08.01.2011 06:05 | Departed Base -> Arrived Base | 0.0 | \$0.00 | \$0.00 |

3. Grouped Event Duration Report – 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.

IFM – Managers' Guide

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.

IFM – Managers' Guide

| 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 click "o". To open the Radio Log, select and click "l".

List of selected Resources. To open the Incident Form, select and click "o". To open the Radio Log, select and click "l".

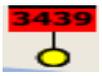
List of selected Offices. To open the Incident Form, select and click "o". To open the Radio Log, select and click "l".

Quick Reference for Resource Status Colors

The resource status of a resource can be determined by the resource flag and font color. The flag color is based on In Service vs. Out of Service, Assigned vs. Unassigned and Tracking vs. Not Tracking.

| |
|---|
| Blue Flag with Black Text= Out of Service and Tracking |
| Black Flag and Blue Text = Out of Service and Not Tracking |
| Yellow Flag and Black Text = Assigned and Tracking |
| Black Flag and Yellow Text = Assigned and Not Tracking |
| Green Flag and Black Text = Available and Tracking |
| Black Flag and Green Text = Available and Not Tracking |
| Red Flag and Black Text and Flashing = Lost Tracking or Overdue for a check in |

There are seven different flag colors that define resource statuses:

-  Blue Flag with Black Text: Signifies an Out of Service and Tracking resource
-  Black Flag with Blue Text: Signifies an Out of Service and Non-Tracking resource
-  Yellow Flag with Black Text: Signifies an Assigned and Tracking resource
-  Black Flag with Yellow Text: Signifies an Assigned and Non-Tracking Resource
-  Green Flag with Black Text: Signifies an Available and Tracking Resource
-  Black Flag with Green Text: Signifies an Available and Non-Tracking Resource
-  Flashing Red/Black Flag: signifies Resource has Lost Tracking or is Overdue for a Check in.

IFM – Managers’ Guide

| BUTTONS / ICONS | DESCRIPTION |
|---|--|
|  | Log Entry Form: a place to enter radio logs for Resources, Incidents or Area Offices |
|  | 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 |
|  | Location Conversion: Allows user to convert between various coordinate formats |
|  | 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 |
|  | Log Entry Form: a place to enter radio logs for Resources, Incidents or Area Offices |
|  | Incident Status Summary Report (New Fires, Active Fires, etc) |
|  | Toggle Map Legend |

IFM – Managers' Guide

| | |
|---|--|
|  | 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 |
|  | Reports: launches various reports from the incident or log entry form |
|  | Center Map: centers the map on the icon that is associated with the form that is currently open (note must enable icon type) |
|  | Copy to TTY: copies a few defined fields to the clipboard in order to paste them in the TTY |
|  | 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 |
|  | 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) |
|  | Set Lat Lon: fills in the coordinates based where you have clicked on the map |
|  | Lock Coords: the lat and long fields become uneditable on the incident form |
|  | Move resource: physically move the resource to the location outlined in the associated field (must save) |
|  | Retract all panels: quickly close all panels |
|  | Remove resource history trail from the map |