WildCAD-E

User Guide

for Dispatchers

WildCAD-E
WILDLAND COMPUTER-AIDED DISPATCH ENTERPRISE

Version 3.2

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Introduction

Welcome to *WildCAD-E,* the web-based Computer-Aided Dispatch (CAD) system developed by Bighorn Information Systems for wildland fire agencies and targeted for Emergency Communications Centers of all sizes.

The purpose of the *WildCAD-E* User Guide for Dispatchers is to lead a Dispatcher through a typical duty day.

Format of the User Guide for Dispatchers

The *WildCAD-E* User Guide for Dispatchers is set up in multiple parts, with various associated sections described to lead the user through each part.

User's Environment

Considerations to Ensure Continuity in the Use of *WildCAD-E* and Workspace Suggestions for the User

- Dispatchers need a computer with either a Google Chrome or Microsoft Edge browser. Make sure the browser used is current.
- Field employees doing rostering can use a computer, tablet or phone.
- Two computer monitors available to *WildCAD-E* allow the dispatcher to drag items to a separate monitor.
- A cell-based hotspot is recommended for backup in the event the user loses internet connectivity.
- A fast internet is essential. Test your internet speed at https://www.speedtest.net.
- The session timeout of 8 hours has been removed and is being updated to the time the user logged out of *WildCAD*-E after 8 hours of inactivity in the application.

iNAP FAM Profile Management Access

iNAP Org Unit Managers use their iNAP FAM Profile Management screen to:

- Complete steps the Org Unit Managers must take through iNAP to assign centers and roles.
- Approve or deny user request and to grant access, even when a user has not previously requested it.
- Approve access requests submitted by users and grant access to their dispatch center for users who have not requested access.

Alternate Authentication (FamAuth is unavailable)

Alternate Authentication (See Part XI) feature to allow users to log into *WildCAD-E* using an alternate secure method, if FamAuth is experiencing an outage and is unavailable.

WildCAD-E Roles

- **Center Administrator** provides access to the Center Admin menu.
- **Dispatcher** allows access to all dispatcher-related screens.
- **Roster** provides access to just rostering capabilities in *WildCAD-E*.

A dispatcher who will also roster will need both the Dispatcher role and the Roster role.

HelpDesk Contact Information

If a user needs technical support from *WildCAD-E*, go to the *WildCAD-E* Support site at: http://www.wildcadsupport.net/login.asp; enter user's name and password; and complete the online form. Support personnel will respond as soon as the form is received.

Part I: Home Page

The **Home page** is divided into three major sections: 1) the ribbon across the top, 2) the Icons, and 3) the pull-down menu or the "Hamburger" menu (≡), which displays the pull-down menu.

Figure 1- Home Page Ribbon shows System, Status of CAD, About, User and Dispatch Center (L-R)

Figure 2 - The Icons are located below the Ribbon.

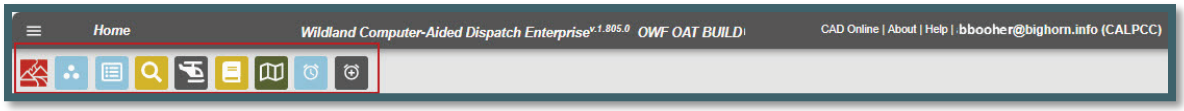
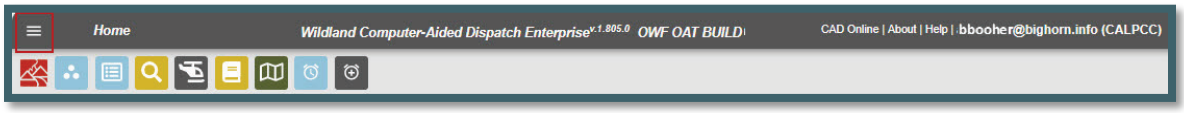


Figure 3 - The "Hamburger" is located above and to the left of the Icons.



Section 1: The Ribbon

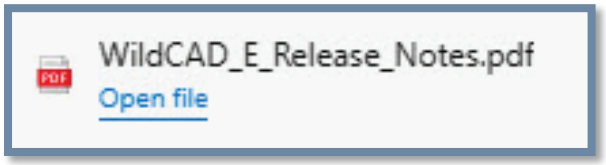
The **Ribbon** includes:

- **System** – Indicates current operating environment and version.
- **CAD Status** – On or offline.

- **About** – By clicking on "About," a pop-up window will open. Closing the pop-up will return the user to Home Page. Users can view the current version and system being used. (See Figure 4) Click on "*WildCAD-E* Release Notes" button to retrieve all the release notes. (See Figure 5)
- **Help –** Clicking on "Help" will take the user to *WildCAD-E* training.
- **Username and Center ID –** Indicates user, the current dispatch center, and where you can find the profile information for the current user. You can do this by clicking on the name (see Figure 6).

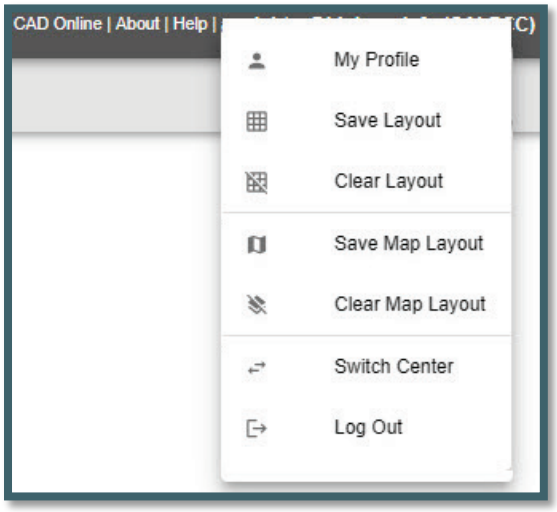
Figure 4 - Further defines what is available under "About."

Figure 5 - Release Notes



Username and Center ID

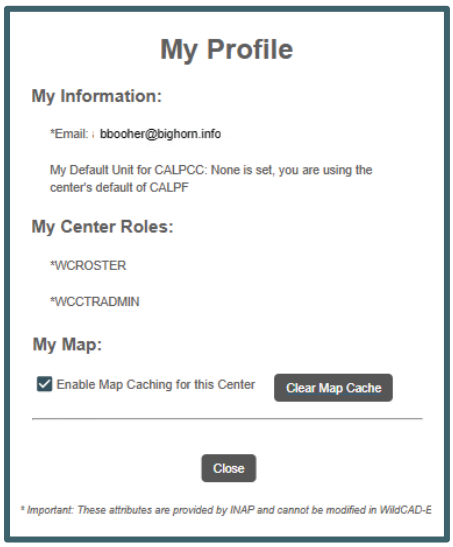
Figure 6 - Further defines the information available under "Username and Center ID."



My Profile

Click on ***"My Profile"*** to display the following:

Figure 7 - My Profile provides information about the User.



Displays the attributes provided from iNAP and cannot be modified in *WildCAD-E*. Any changes will need to be made through the Center's iNAP Org Unit Managers.

- **My Information** – Displays the user's Email, Current Dispatch Center, and Current Unit that the user set as the Default.
- **My Center Roles** – This is a listing of what roles the user has, such as Center Administrator, Dispatcher and or Roster.
- **Manage Map** – By checking the box next to "Enable Map Caching for this Center" the shapefiles can be cached to improve map load time. If, however, you experience problems loading the map after turning this on, uncheck it and click "Clear Map Cache." This feature only applies to the users only for the center to which they are logged in.

Save Layout

Use this menu item to save the current layout of user screens – which windows are open and where they are located – so that the same layout will appear at startup the next time the user launches *WildCAD-E*.

Clear Layout

To remove the saved screen layout, use this menu item.

Save Map Layout

Use this menu item to save the current map layout including zoom level, map center, and active layers. The save layer applies to both map panel and map in a separate tab – so that the same layout will appear at startup the next time the user launches Map.

Clear Map Layout

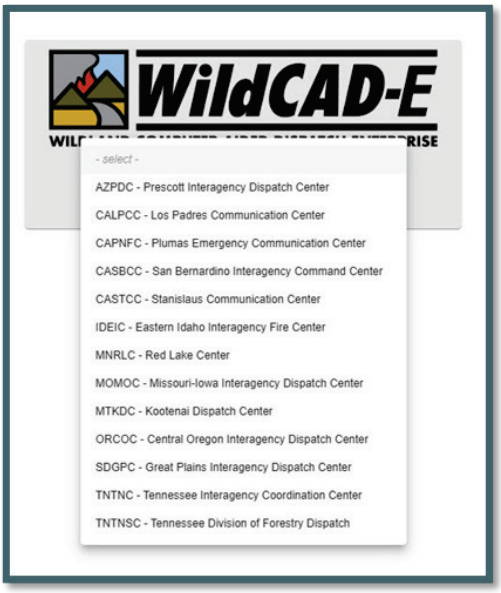
To remove the saved map layout, use this menu item.

Switch Centers

- Under "Switch Center," use the dropdown menu to locate the appropriate dispatch center (Figure 8).
- Select the correct center from the list to change centers (Figure 9).

Figure 8 - Switch Dispatch Centers

Figure 9 - Select the new dispatch center from the dropdown menu.



Log Off

- The action of logging off will require the user to log in as before.

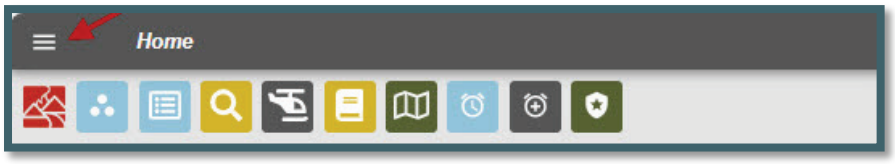
Section 2: Icons and Function Keys

Icons and Function Keys make up the second area of the Home Page and are reviewed in Appendix I – Icons and Function Keys. When a function key is available, users can either use the icon or function keys to access those panels within *WildCAD-E*.

Section 3: Hamburger (Pull-down Menu)

Click the **"Hamburger"** symbol (≡) on the Ribbon, and the pull-down menu in Figure 10 will appear.

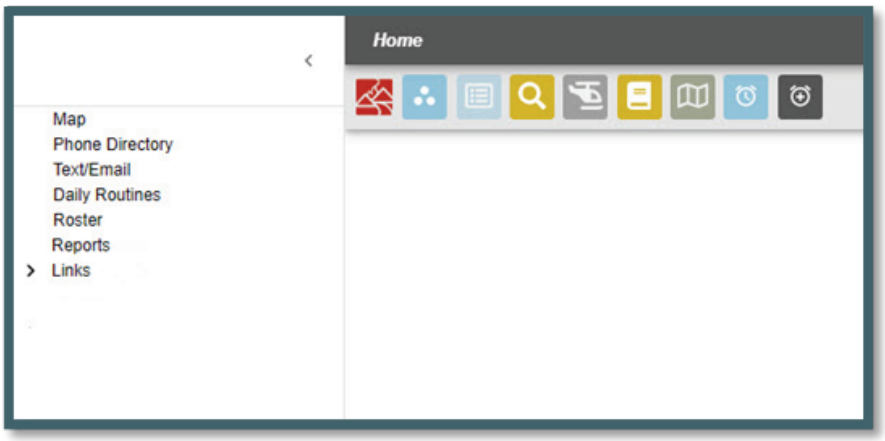
Figure 10 – Click on the ≡ (Hamburger) to access the pull-down menu.



Click on the appropriate topic in the pull-down menu (Figure 11), which will then allow the user access to each one of the menu items. Each menu item will open in its own "Tab," except Links:

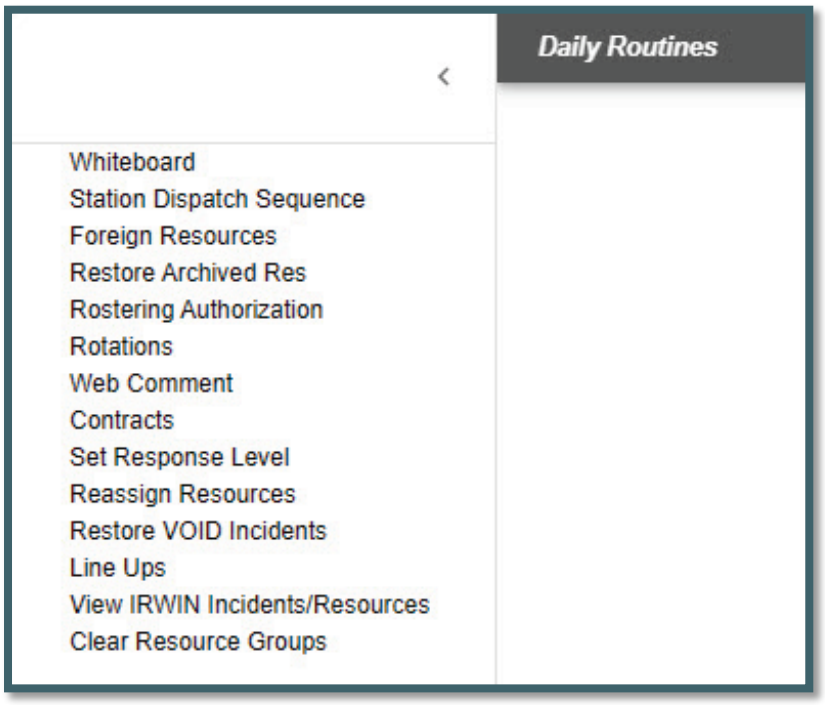
- Maps
- Phone Directory
- Text/Email
- Daily Routines
- Roster
- Reports
- Links

Figure 11 - Hamburger Pull-Down Menu



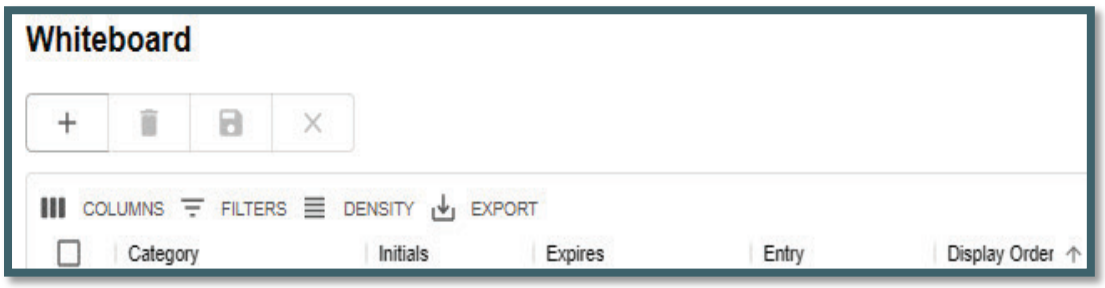
Part II: Daily Routines

Figure 12 - Daily Routines open into a separate map.



Section 1: Whiteboard

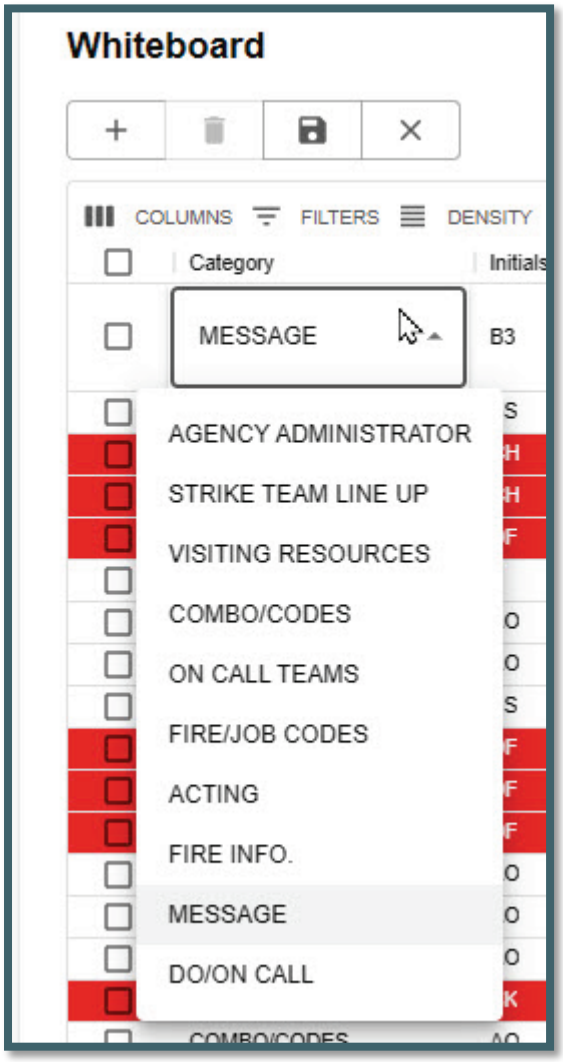
Figure 13 – To add an entry click on the plus sign and put the entry in a category.



The whiteboard is intended as a place to temporarily maintain information (for a day or two), it is NOT for long-term storage of information or a place to maintain a long history of any action or incident.

To Add an Entry:

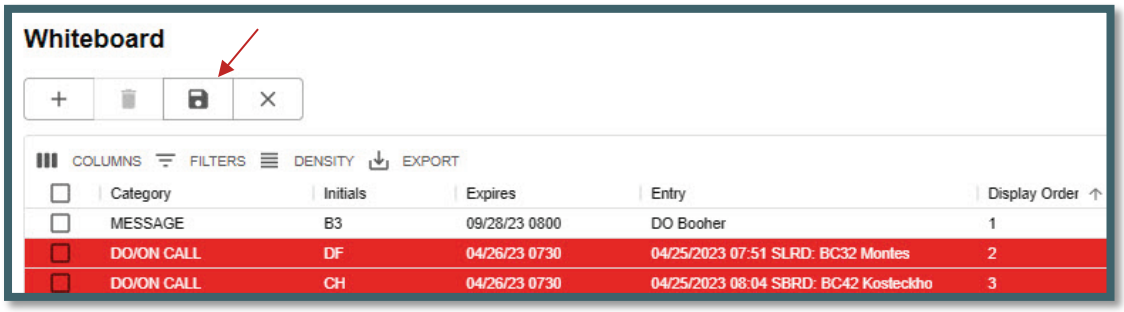
Figure 14 - Whiteboard Dropdown Menu.



To add a row, click the plus sign and enter the following:

- **Category** – use the Dropdown to select the category (See Figure 14)
- Initials – enter the dispatchers initials.
- **Expires** – enter the date and time this whiteboard entry will expire. Note; when whiteboard entries reach the expiration date, they will turn red.
- **Entry** – enter the message text.
- **Display** – the number entered will determine the message display order with the smallest number being displayed first.
- Click the **"Save"** icon.

Figure 15 – Click the "Save" Icon

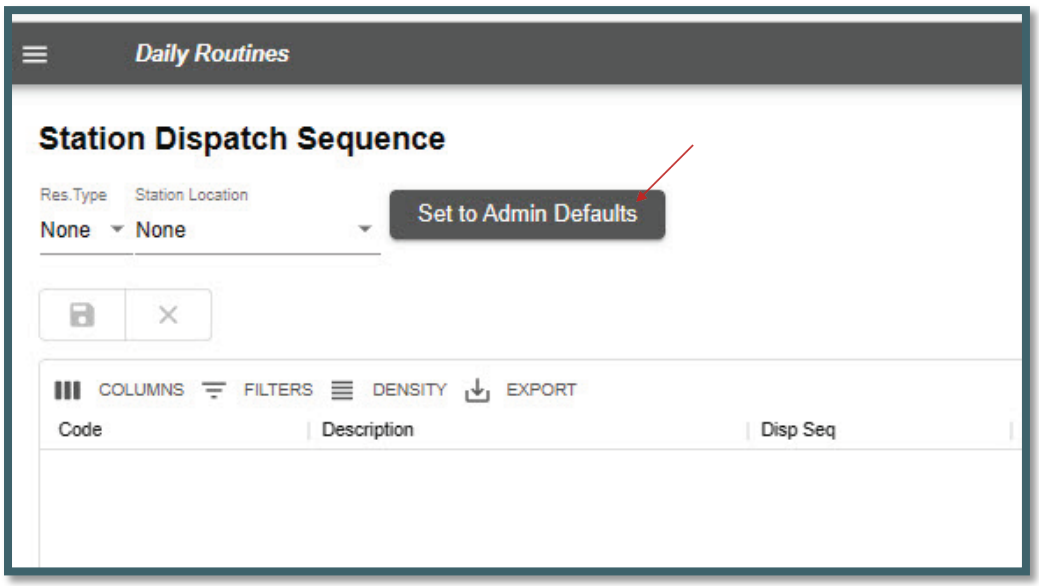


To Delete an Entry:

- Check the box for the entry to be deleted.
- Use the trash can to delete the entry selected.

Section 2: Station Dispatch Sequence

Figure 16 - Station Dispatch Sequence is set by the Center Admin allowing resources to be dispatched in a preferred order.



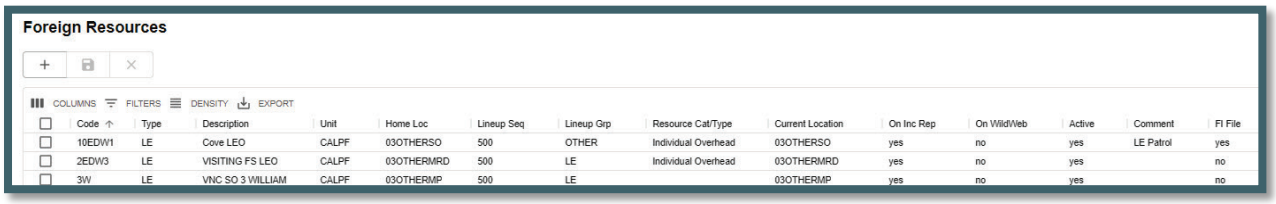
Center Admin sets the Admin Defaults for the station dispatch sequence and does so for each resource type, allowing those resources to be dispatched in preferred order. Although the sequence is set, there may be times where resources are not dispatched according to the admin defaults.

Example of Re-sorting Station Dispatch Sequence. An example would be if Engine 311 is sequenced to go out before Engine 1R; but for that day, Engine 1R needs to go out before 311. To make that happen, assign a high number to Engine 311 and save it. The system will automatically re-sort the priority, so if only one engine is required for the day, Engine 1R will be dispatched first.

- Use Station Dispatch Sequence to set or reorder resource dispatch order by assigning the appropriate number in the sequence to the "Disp Seq" column.
- Identify the resource that should be top priority for the day.
- Assign a higher number to the current priority resource.
- The system will automatically re-sort the priority for that resource.
- To revert to the admin defaults, click the "Set to Admin Defaults" button.

Section 3: Foreign Resources

Figure 17 - Foreign Resources are those resources temporarily assigned to the user's assigned Dispatch area.



In *WildCAD-E*, the term **"Foreign Resource"** means resources that are temporarily assigned to the users assigned Dispatch area. Although only the *WildCAD-E* Center Admin can add or edit the users own Resources, all dispatchers may add/edit/Set Active (Yes/No) Foreign Resources as they come and go from the users assigned Dispatch area.

- To add a Foreign Resource, enter or select all required information, and click **Save**.
- Make any necessary edits and click "Save."
- **Code:** Keep this as short as possible, since it will be displayed on numerous reports and lists. For example, use E31, not ENG31SQF.
- **Type:** Select from the dropdown the resource type (engines, dozers, etc.).
- **Description Type**: The description of the resource.
- **Unit and Home Loc** (Home Location) are all dropdown lists that the user created earlier.
- **Lineup Seq** (Line Up Sequence) controls the order in which Resources are listed on the morning Lineup Panel. This has nothing to do with the order in which they are dispatched - merely the appearance on the screen.
- **Lineup Grp** (Lineup Groups) are all dropdown lists that the user created earlier.
- **Resource Cat/Type** (Categories and Type) are all dropdown lists that the user created earlier.
- **Current Location** are all dropdown lists that the user created earlier.
- **On Inc Rep Yes or No** if the user wants this Resource listed on the printed Incident Reports.
- **On WildWeb**: Unless this is "Yes," this Resource will not show on the internet reports from *WildCAD-E* called WildWeb.

- **Active**: Select "Yes" is the Foreign Resource still available. You cannot inactivate "No" resources while on an incident. Once a resource is inactivated, the resource will show the list of "Restore Archived Resources."
- **Comments**: Enter text as it relates to this resource.
- **F1 File**: Select "No" is the Foreign Resource not authorized for law enforcement activities.

Section 4: Restore Archived Resources

Figure 18 -Restore Archived Resources

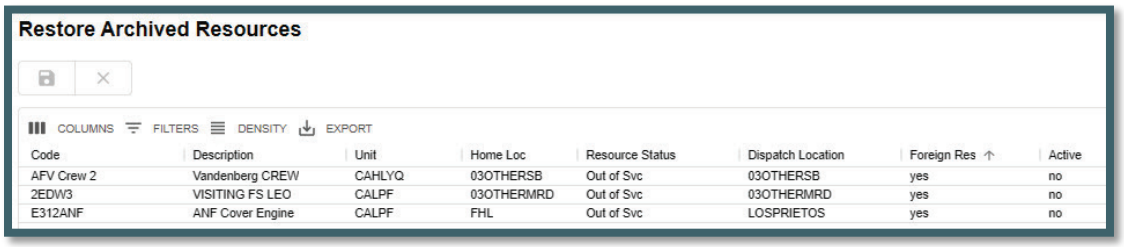
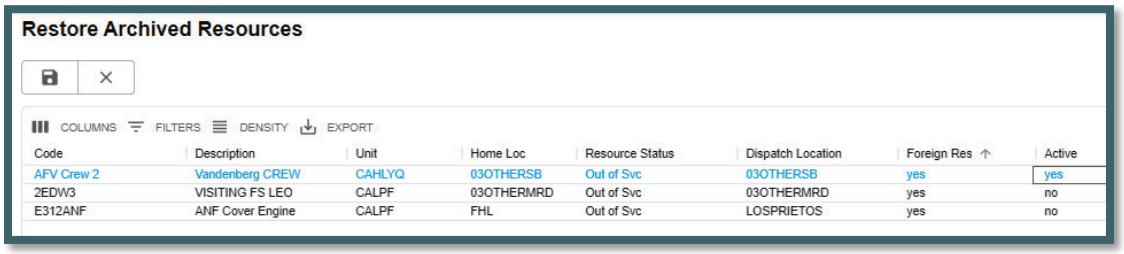


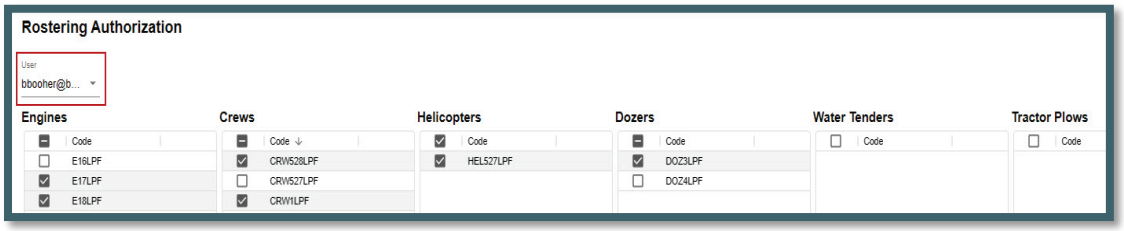
Figure 19 - Restore resource by changing the "Active" column from no to yes.



- To restore an archived resource, go to the **"Restore Archived Resources"** screen, and change the "Active" status from no to yes.

Section 5: Rostering Authorization

Figure 20 - Rostering Authorization



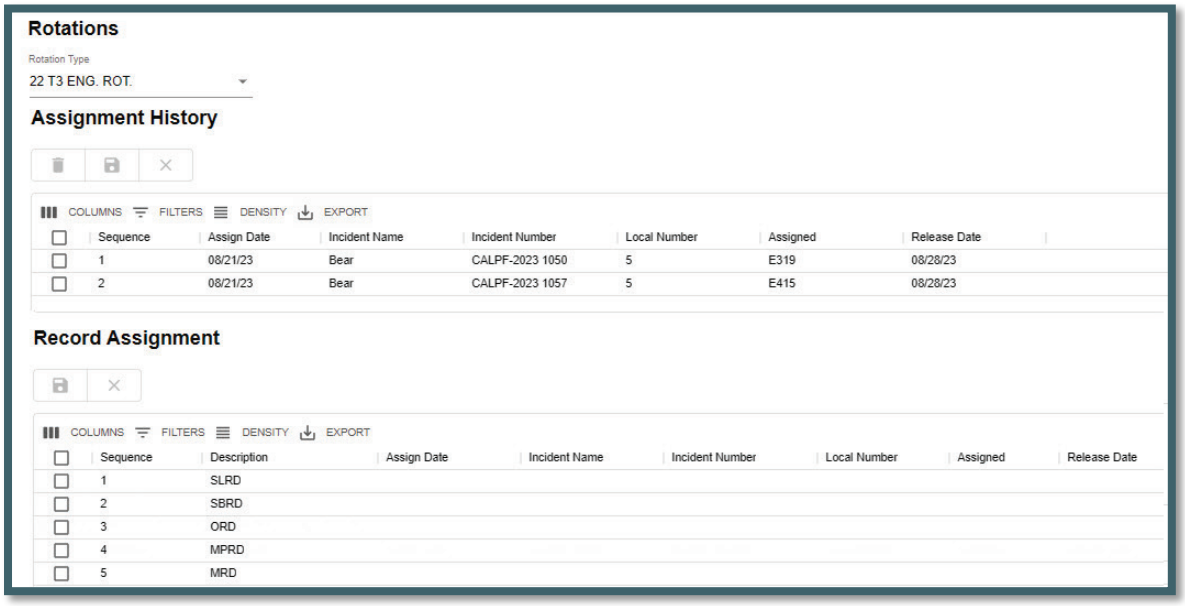
Rostering Authorization opens in its own Tab. Dispatchers can only authorize those personnel who have the Roster Role in *WildCAD-E*. If a Dispatcher is also going to do the actual rostering, the Dispatcher should have been assigned both the **Dispatcher Role** AND the **Roster Role.**

- Select the person's name the user wants to have rostering authorization.
- Click the check boxes of which specific resources they will be authorized.

Section 6: Rotations

The Center Admin sets up rotations at their respective center. Once rotations are set, they will appear here in *WildCAD-E*.

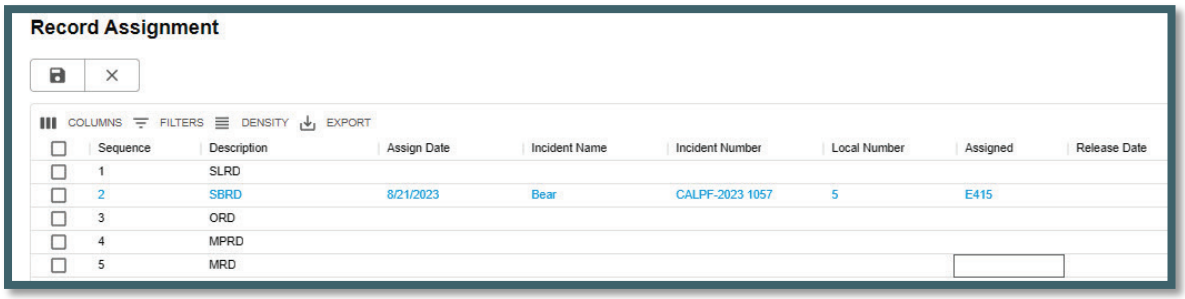
Figure 21 - Once rotations are set, they appear on the "Rotations" panel.



Record Assignment Grid

- Data is filtered by selected **Rotation Type**, set by dropdown at the top of the page.
- Enter "Assign Date," "Incident Number," "Local Number," "Assigned," and "Release Date." The columns are visualized to match rotation data.
- All columns are editable in the grid except for the "Sequence" and "Description" columns.
- Once a row has been edited, Click save, and the record will be added to rotation table.

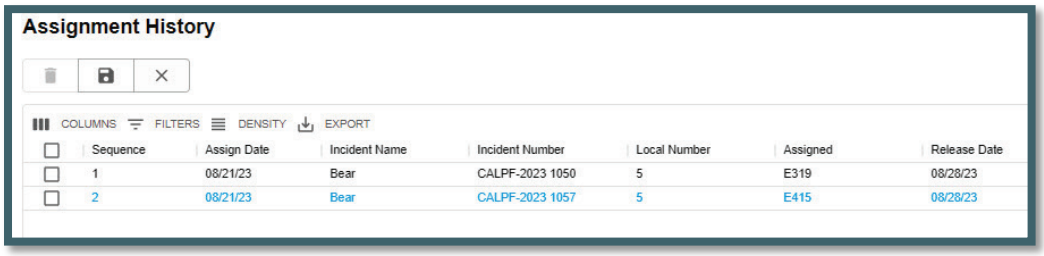
Figure 22 - Record Assignment



Assignment History Grid

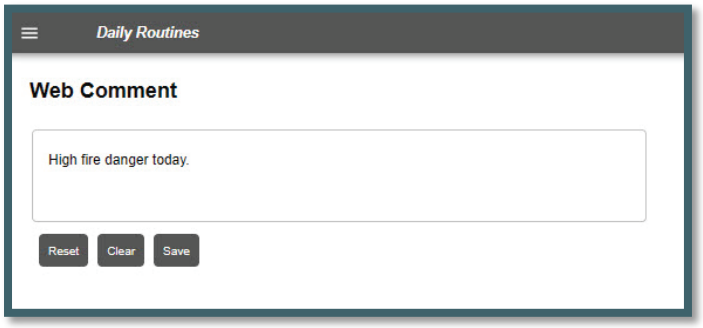
- On this grid, the only entry allowed is the **Release Date**.

Figure 23 - Assignment History



Section 7: Web Comments

Figure 24 - Web Comments are used to share any type of free text message.

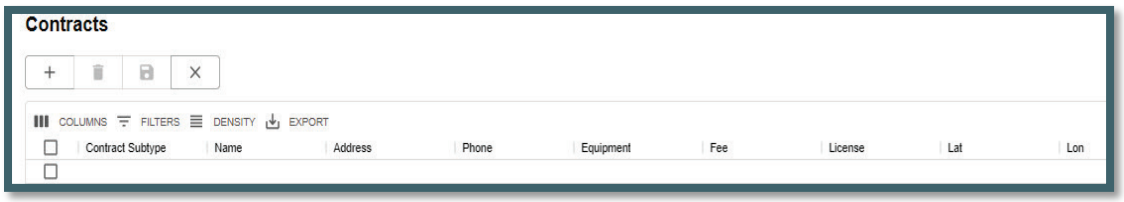


Web Comments is an option for use by a dispatch center to share any type of free text messaging.

- Use the **"**Reset" button to display the last saved comment.
- Use the "Clear" button to clear contents.
- Enter comments and then click the "Save" button.

Section 8: Contracts

Figure 25 - Contracts.



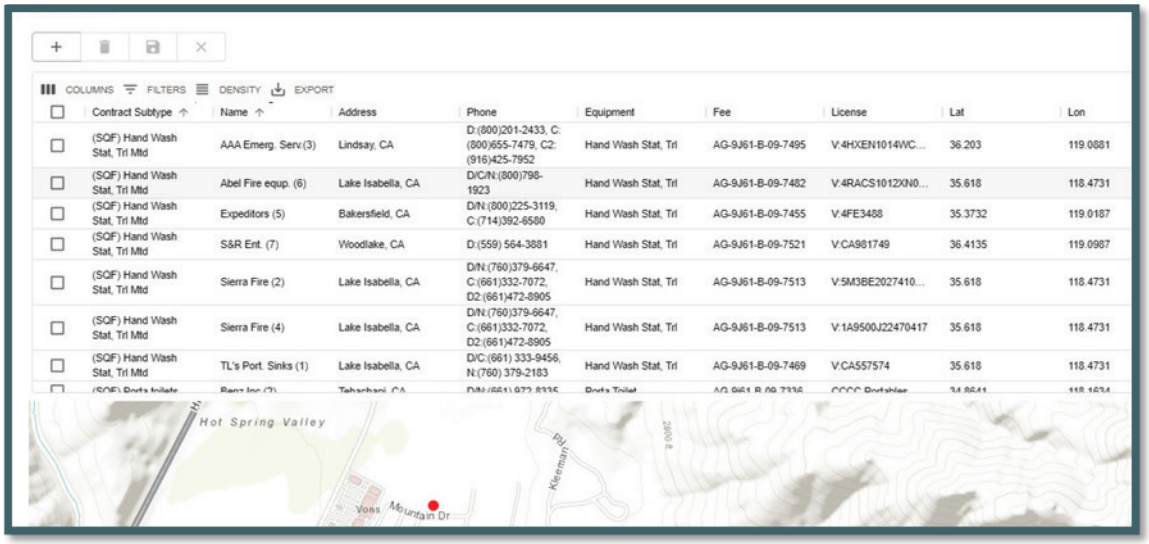
A dispatcher uses **"Contracts"** to manage the list of contractors for which the Center has agreements/ contracts for incident support. "Contracts" was developed before Viper, so many WildCAD centers now use Viper and no longer use the contracts concept in WildCAD. "Contracts" is where the dispatcher enters this information, so that the contracts will show up on the "Incident Contracts" tab. Dispatchers can add, edit and/or delete contract resource information here.

To add a contract resource:

- As with other grids, click the plus sign to add a new row.
- Use the dropdown to select the appropriate type of contract and any subtypes established by the users respective Center Admin.
- Complete the required information.
- Click the “Save” button.

NOTE: It is important to have the latitude and longitude for the incident because the LAT/LON will drive the proximity to the incident on the contracts tab.

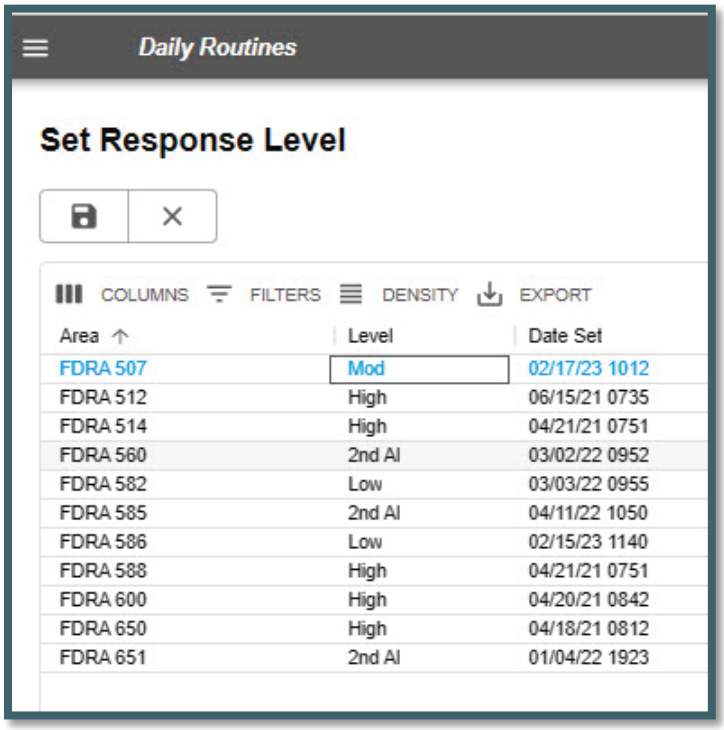
Figure 26 - Contract Map shows location of Resources.



- **No Action is required.** These are informational screens. These screens allow the user to search for a specific resource to determine incident / location.

Section 9: Set Response Level

Figure 27 -Set Response Level



- **"Set Response Level"** screen allows the user to set the daily response level for each resource by modifying the **"Level"** column.
- The date and time will automatically be modified to document the change.

Section 10: Reassign Resources

Figure 28 - Reassign Resources

<u>On the left side of the panel:</u>

- Select the **"Source Incident"** by either typing a few letters of the name or selecting from the dropdown list.
- Once the Incident is selected both the **"Resource Code"** (Name of Resource) and **"Resource Status"** will be populated.

On the right side of the panel:

- Select the **"Destination Incident;"** and confirm reassignment of all resources from the old incident to the new, by selecting "OK."
- Click **"Re-assign Resource from Source to Destination."**
- All resources listed will be reassigned to Destination Incident as "Committed."

Figure 29 - Confirmation of reassignment.

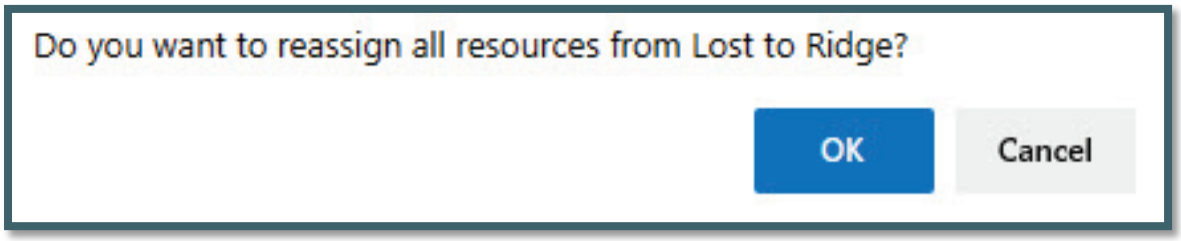
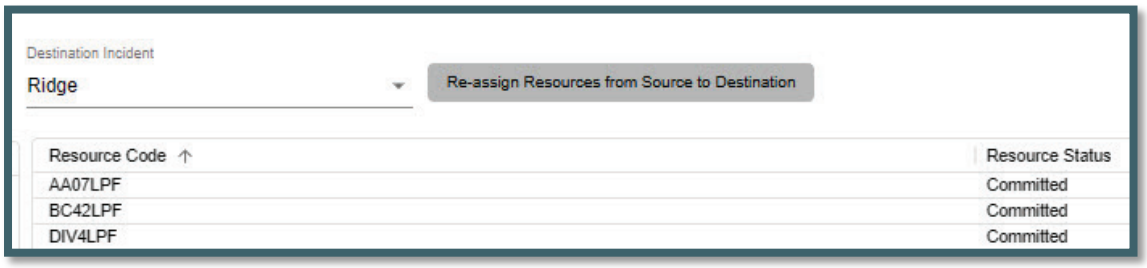


Figure 30 – Reassign resources from source to destination.



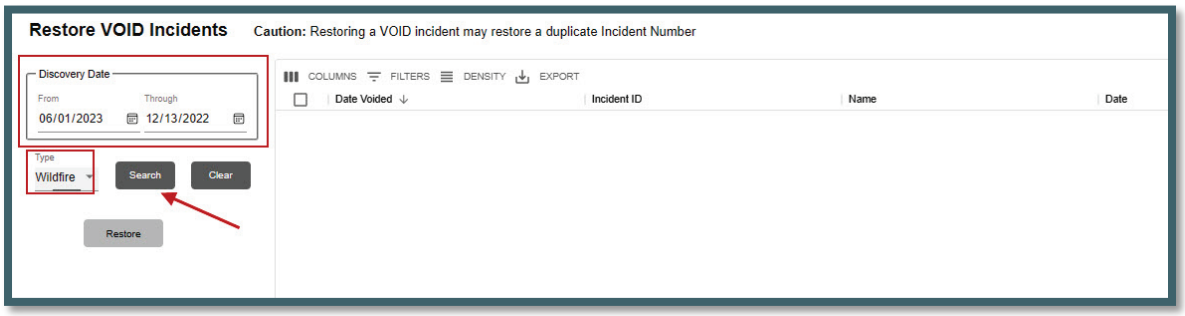
Section 11: Restore VOID Incidents

To restore a voided incident:

- Enter "Discovery Date" (From/To).
- Select the incident "Type" from the pull-down menu.
- Click "Search button or "Clear' button to start over.

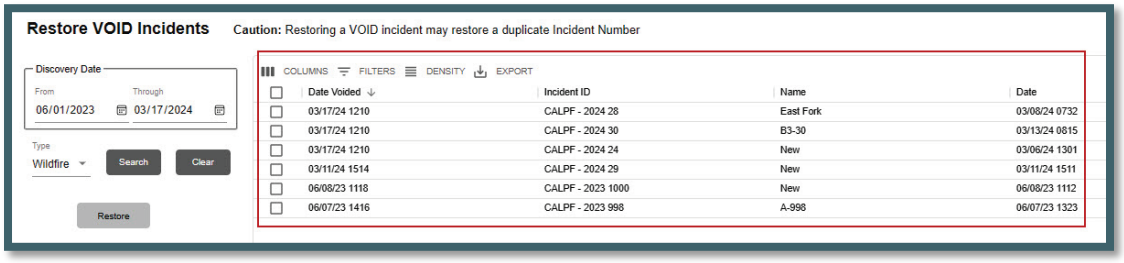
Search fields for date to and from and the incident type were added, as well as search and clear buttons. Since the page can only return up to 250 records, adding this feature will allow the user to search for any void incident no matter how old. If you exceed 250 records, an alert will appear.

Figure 31 - Restore VOID Incidents



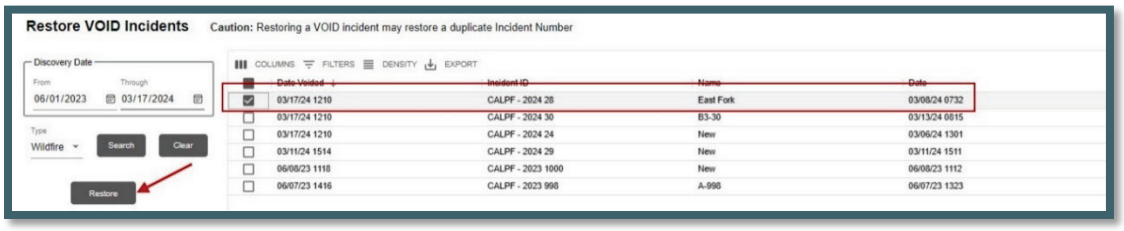
After clicking the search button the list of incidents will appear.

Figure 32 - List of VOID Incidents



Select the appropriate incident by checking the box next to the VOID incident and use the "Restore" button to restore the incident.

Figure 33 - Restore VOID Incidents



Section 12: Line Ups

To change a status on all resources:

- Select the Lineup Group from the Lineups dropdown list.
- Click on either the "Out of Svc" or "Available" button. The user will be asked for confirmation.

Figure 34 - Line Ups Panel - All Resources

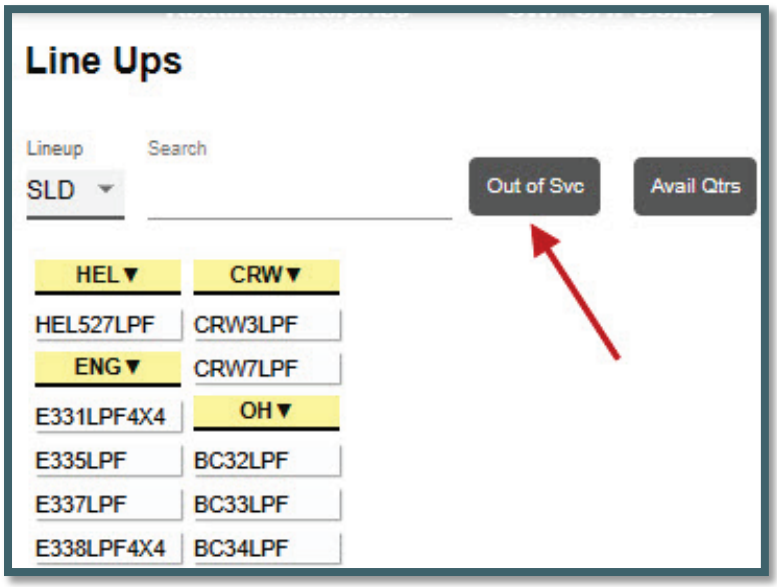


Figure 35 – Confirmation of Change to Out of Service

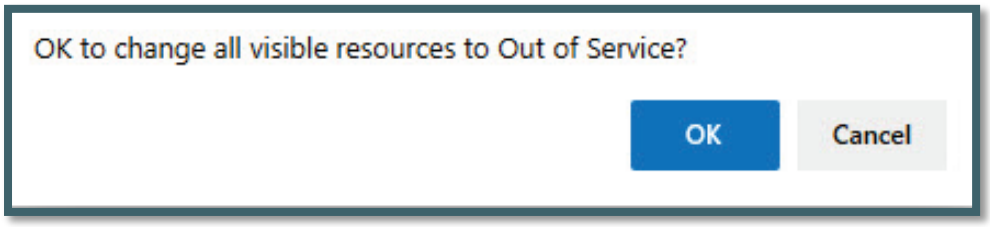
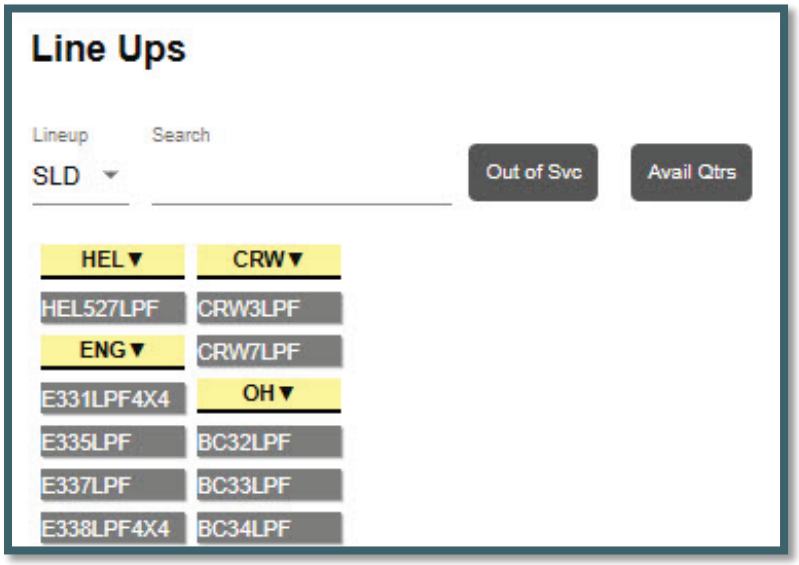


Figure 36 - Line Ups Panel - Out of Service



To change a status of one resource:

- Select the Lineup Group from the Lineups dropdown list.
- Select the resource by either typing a few letters of the name or by selecting from the list. The status and location of the resource will be displayed.
- Select the appropriate status from the Resource Status dropdown list.
- Use the Resource Status dropdown list to change the status.

Figure 37 - Select the Resource

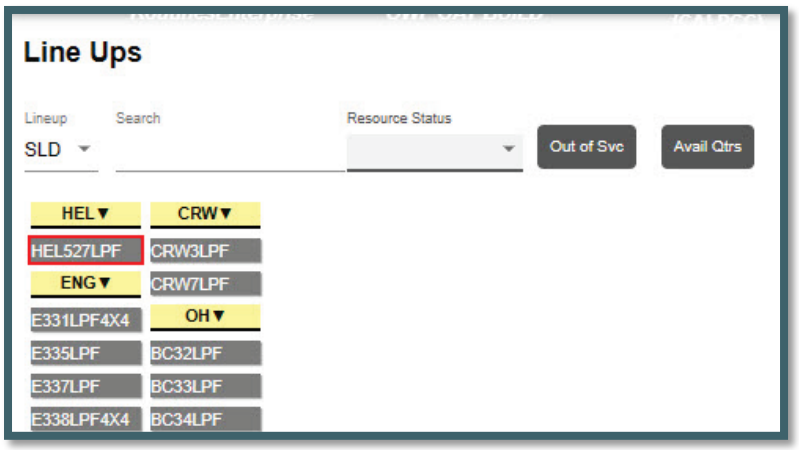
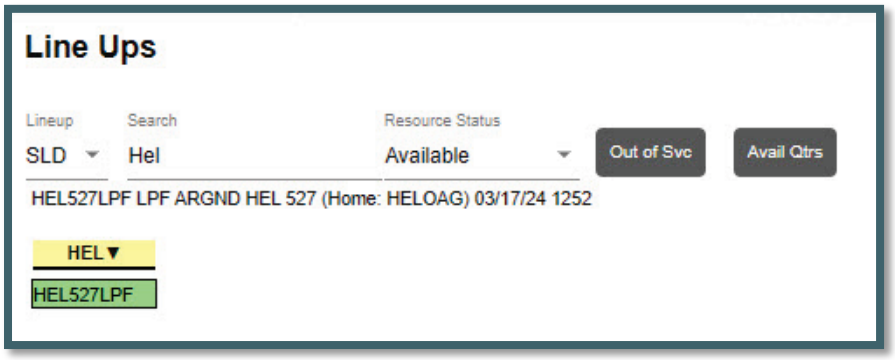


Figure 38 – Resource is Now Available



Multi-Select Resources

- Select the Lineup Group from the Lineups dropdown list.
- Ctrl + Click on multiple resources.
- A red box will be displayed on selected resources
- Select the appropriate status from the Resource Status dropdown list.

Figure 39 - Selecting multiple resources.

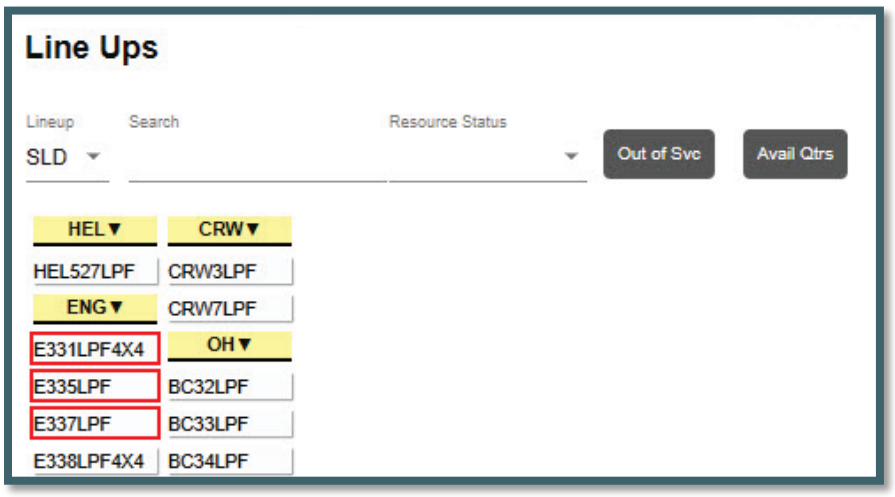
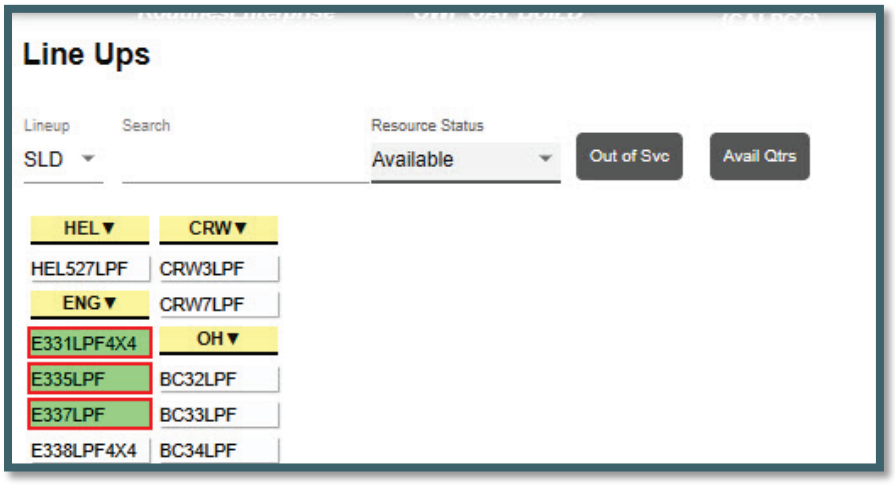


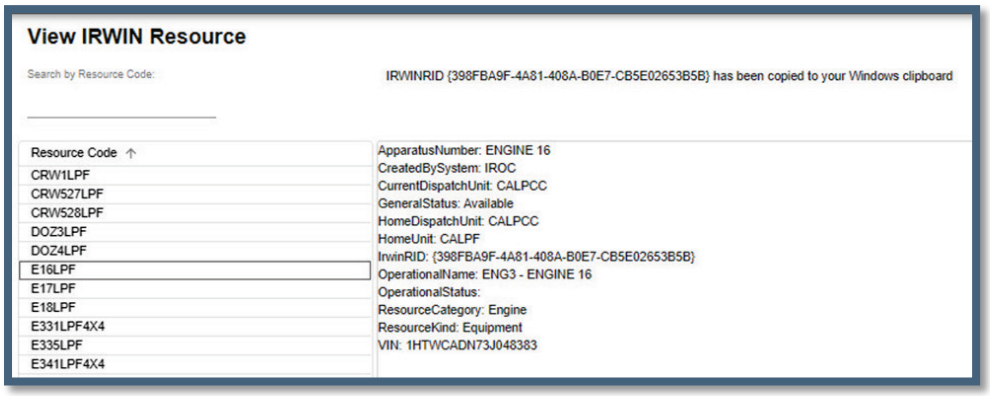
Figure 40 - Selecting Multiple Resources



Section 13: View IRWIN Incidents/Resources

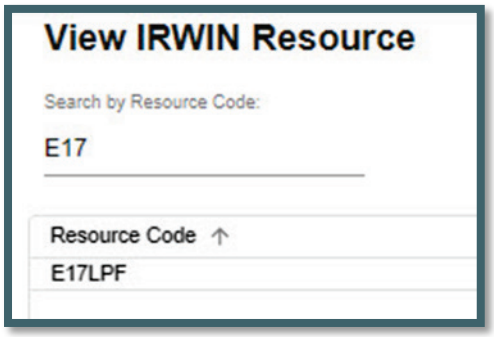
This panel allows the users to view the data associated with WildCAD resources that have been matched Resources in IRWIN. Select a resource in the **"Resource Code"** column and the "IRWINRID" and associated information will be displayed to the right.

Figure 41 - View IRWIN Resources



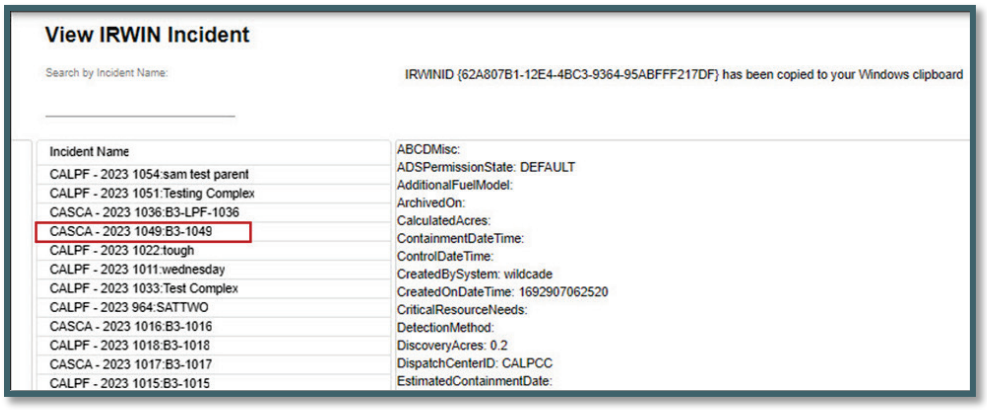
The user can search for specific resource by enter the **"Resource Code"** in line below "Search by Resource Code."

Figure 42 - Search for a Resource



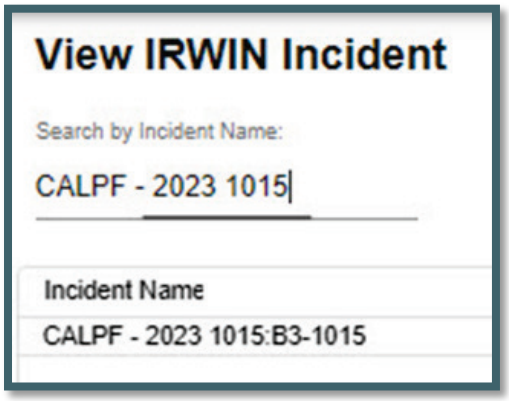
Select an incident in the **"Incident Name"** column and the "IRWINID" and associated information will be displayed to the right.

Figure 43 - View IRWIN Incidents



The user can search for specific incident by enter the "Incident Name" in line below "Search by Incident Name."

Figure 44 - Search for an IRWIN Incident by Incident Name



Section 14: Clear Resource Groups

Use this menu item to clear (delete) all Resource Groups.

Figure 45 - Clear all Resource Groups button.

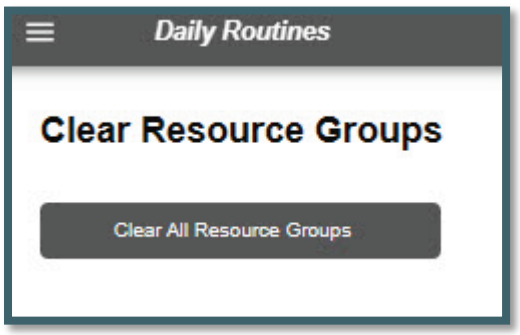
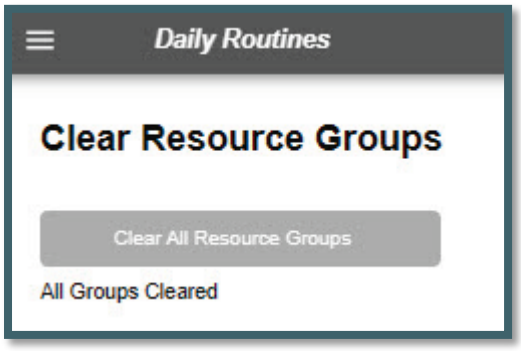


Figure 46 – "Clear All Resource Groups" button.



After using the "Clear All Resource Groups" button will indicate all groups have been cleared.

Part III: Opening Operations

Section 1: Map Icon (F5) / Map Tab

The Map can be opened in two ways:

1. By selecting from the menu, the map will open in its own "Tab."
2. By clicking on the Map Icon button, the map will open on the "Home Page" screen.

The full screen map page has all the functionality of the map panel. In addition, it will show updated (live) incident and resource locations every three seconds.

When first launching *WildCAD-E* or when first opening the map panel, the map will take a second to load all the layers before it recenters the map on the extent shape layer identified by the center.

When the response area layer is refreshed for a center, the user is now alerted that a new file is available, and the user is instructed to refresh their map to see the new file. When a user logs in, the Response Area cache is refreshed if a new layer has been uploaded.

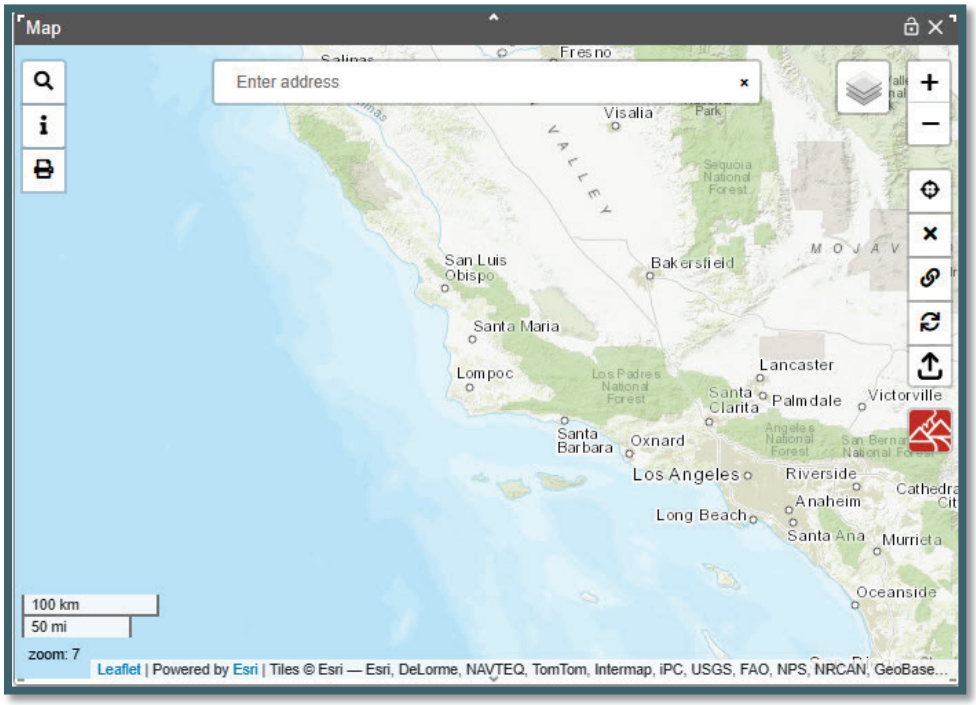
Function Key

Figure 47– Map Icon (F5)

The Map Menu (F5) allows the user to view and utilize various GIS layers, which were integrated with *WildCAD-E*.

Map Tab

Figure 48 - Map on Home page.



There are two (2) types of layers - Points and Polygons.

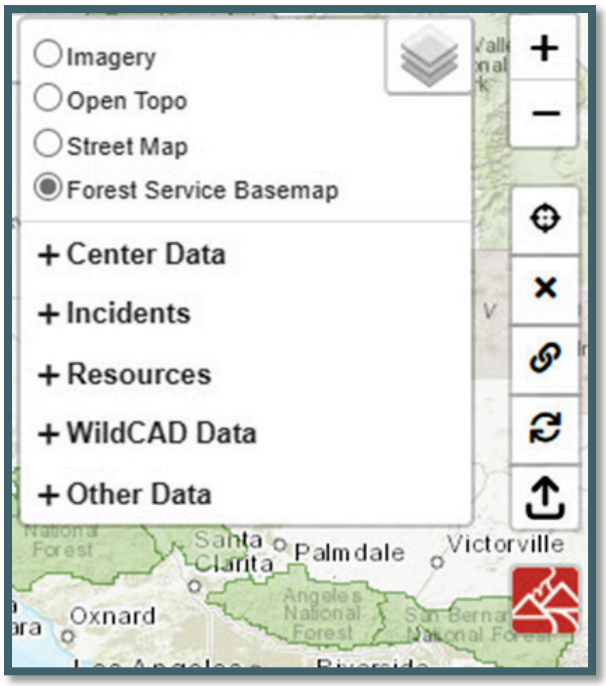
1. **Point data** are shown as clustered icons on the map with a number showing how many points are in the cluster. These clusters will "explode" into smaller groups as the user zooms in or clicks on the cluster. Hover over a single icon on the map to show the identifying popup.

2. **Polygon data** are displayed with different transparency and colors based on how the admin has set up the layer. Click inside the polygon to get information about it. It will either be displayed in the map footer, or the point info panel (described below).

Layers List

Figure 49 - Layers List Icon

Figure 50 – Layers List has two sections—the Base Map Layers and Group of Data Layers

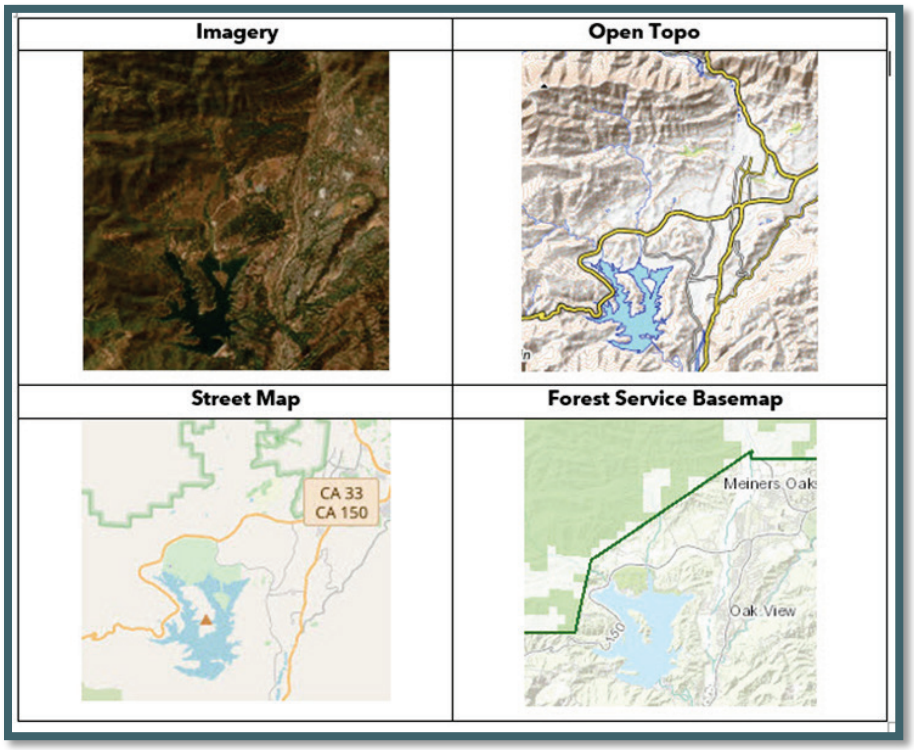


Clicking on the Layers Icon will display two sections.

1. Upper Section – **Base Map Layers**
2. Lower Section – Five groups of data from **Layers List**

The upper section allows the user to select one of the four map layers by selecting the radio button for which layer to be displayed. A horizontal scroll bars that is visible if the map panel size is smaller than the point info panel size.

Figure 51 - Base Map Layers



The lower section allows the user to select from five (5) groups of data in the layers list:

There are five (5) groups of data in the layers list:

1. **Center Data** - Points or polygon layers that the Center Admin has set up.
   - Point layer will display a popup label on map based on the "Display Field" defined for the custom layer (see Center Admin/Configure Map/Custom Layers)
2. **Incidents** - These are points for open incidents broken out by incident types.
3. **Resources** - These are points broken out by resource type.
   - Resources are displayed at the incident's location only when their status is Responding or On Scene or Available At Incident.
   - Resources with status "Out of Service", "Duty Officer Out Svc", "Unavailable for Assignment" and "Day Off" no longer display on the map.
   - Resources are displayed at their current dispatch location in all other cases.
   - Resource's home dispatch location and current dispatch location can be the same.
4. **WildCAD Data** – Examples of these layers are:
   - Dispatch Location
   - Response Areas
   - Hazards are points, shown on the map as a large circle representing the hazard radius. Turn on the layer and hover over the circle to show the hazard name and the alert miles.

5. **Other Data** - These are points and/or polygon data that have been added by the WildCAD Admin. Be advised if the EGP site is not available or there is a token issue. The map skips those layers and finishes loading rather than continually trying to load.

Select the Center Data

To view the data (points or polygons) click on the "Plus" sign next to **Center Data**, then select from the layers group checkboxes.

Figure 52 - Lower Section - Five groups of data from Layers list.

The Center Data layers that are shapefiles are downloaded once they are added to the map, instead of when the map is opened. This prevents a delay in the map being functional when it is first opened.

In addition, on the Map Footer there is a checkbox **"Identify Custom Layers?"** When this checkbox is selected, information from the Center Data will be displayed, even if the Center Data layers are not checked.

The Center Data Layers:

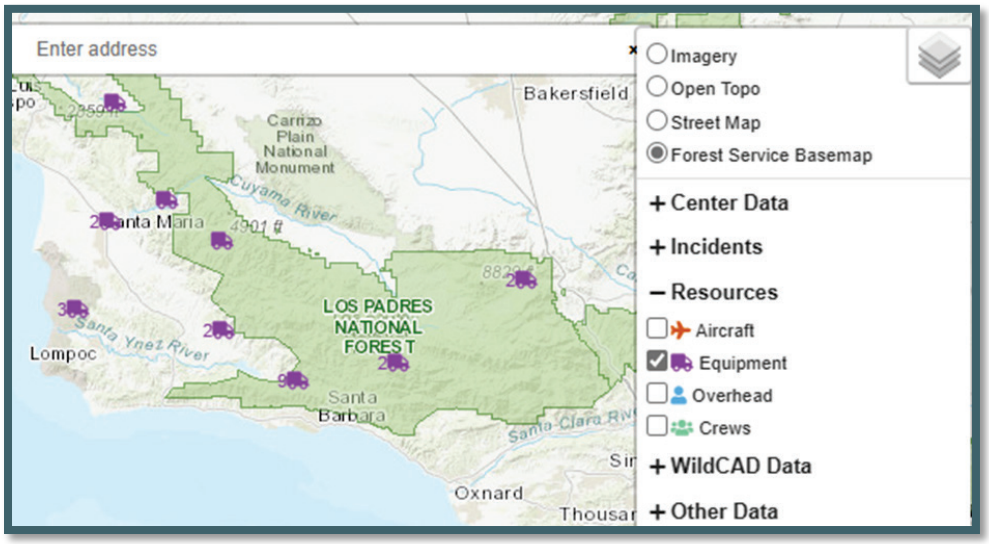
- Have a "display field." This is set up by the Center Admin.
- Are listed in the layers list under "Center Data."
- May or may not be displayed on the map.

When the user checks the "Identify Custom Layers" box, a message "Data Loading," will appear. This message should eliminate any confusion on whether the checkbox is working.

Select from either Incidents, Resource, WildCAD Data or Other Data

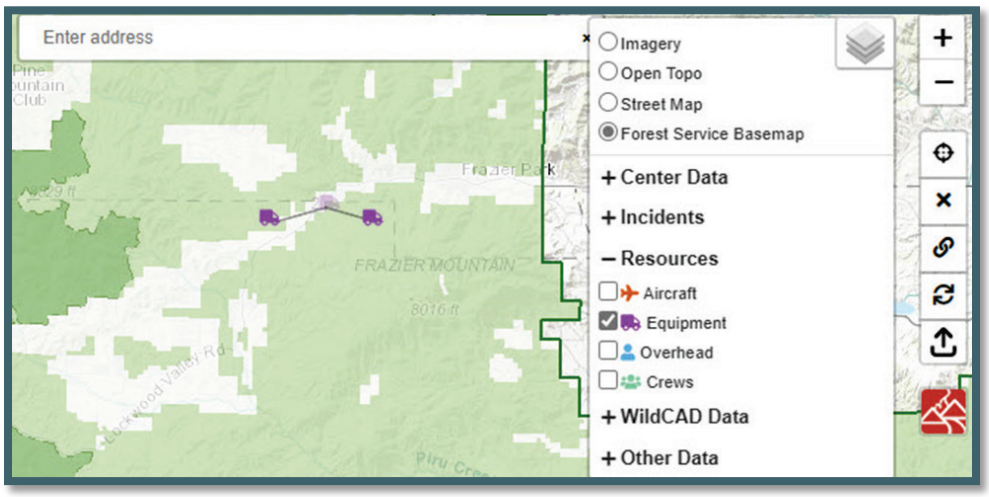
The workflow is the same as Center Data. Below is an example using the **Resources** data:

Figure 53 - Map Feature Resource Locations assist the user in locating resource types.



By checking the boxes, this will display the resource types and their locations on the map; and if the user hovers over them, it will display the actual resource names. The number next to the resource indicates how many resources are at the location.

Figure 54 – Map displays location of resources.



Plus, and Minus sign Icons (Upper Right Corner of the Map)

The "+ "and "- "sign icons are used for zooming map in or out. The mouse scroll wheel can also be used for zooming the map in or out.

Recent Map

Figure 55 - This icon is to zoom the map back to starting position.

This will zoom the map back to the starting position, which is the extent of the dispatch center's response areas.

Clear Point

Figure 56 - Use of the "x" icon clears the dropped point from the map.

This clears the dropped point from the map, which was created when clicking the map. This also closes the map footer and the point info panel and clears the fields in the search panel.

Dropped Point

Figure 57 - This is the dropped point icon.

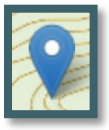
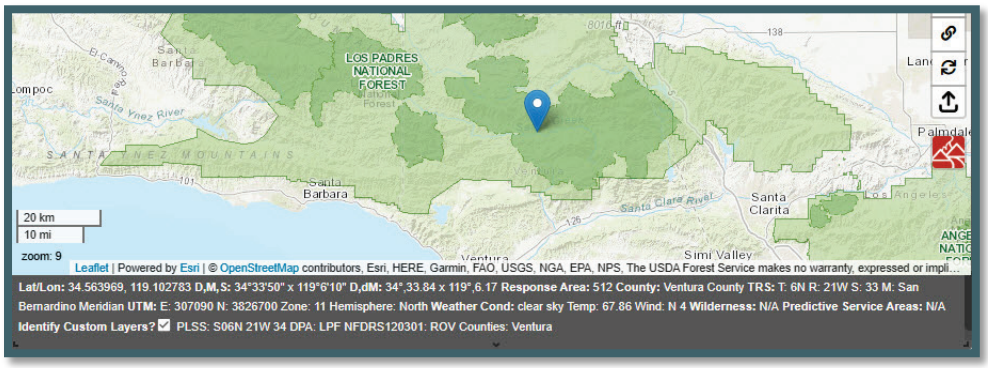


Figure 58 - A point can be added to a map in several ways.



A point can be added to the map in several ways:

- Click anywhere on the map.
- Use the **Search Bar** (Enter Address, Place or Lat/Long)
- Use the **Search Panel** (Various search options such as, Lat/Long, TRS, Response Areas, Place Names, etc.)

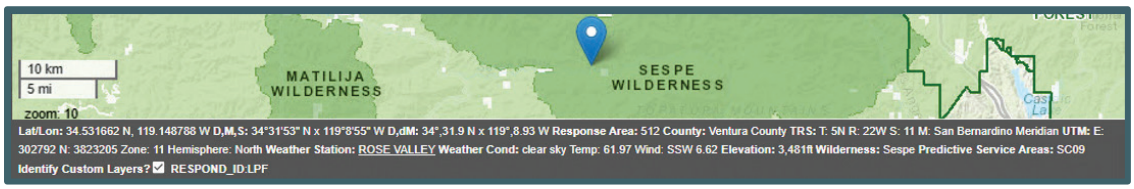
The map footer will show information about the point. The point can be dragged to a new location and the map footer info will update.

Map Footer

Anytime the user turns on the layer and hovers over a single icon or polygon on the map to show the description of that layer and some of which will be shown on map footer.

Single clicking anywhere in the map will "drop a point." This action will open the "Map Footer," which contains information about where the point is located.

Figure 59 - Map shows footer information.



The information fields are:

- Lat/Lon
- Response Area
- County
- TRS (township/range/section)
- Meridian
- UTM Zone (eastings, northings, zone, hemisphere)
- The Current Weather Conditions includes a general description of the weather, the temperature in degrees Fahrenheit, and wind speed (mph) and direction (cardinal direction). This information is from a MesoWest Weather Station link for the closest RAWS station at the dropped point.
- Elevation.
- The Wilderness Names.
- The Predictive Service Area.

In addition, on the Map Footer there is a checkbox "Identify Custom Layers?" When selected, information from the Center Data will be displayed. The Center Data Layers:

- Have a "display field." This is set up by the Center Admin.
- Are listed in the layers list under "Center Data."

- May or may not be displayed on the map.

Figure 60 - Zoom Level

Zoom Level

Zoom level value is now displayed in the bottom left portion of the maps so the user can easily see the zoom level of the map.

- The plus ("+") and negative ("-") sign icons are used for zooming the map in and/or out.
- At zoom level zero (0), the base map will display the entire globe.
- Each click of the plus ("+") sign will increase the zoom level by one (1) zoom level, and one click of the negative ("-") sign will decrease the zoom level by one.

When first opening the map, the zoom level will be automatically set to your predetermined extend zoom, usually the response area.

In the Maps – Other Data the zoom levels are predetermined and cannot be changed. In Appendix V will display the Other Data zoom level and other information.

Add layer from a linked Uniform Resource Location (URL)

Figure 61 - URL icon.

Dispatchers can add URL data to their map from various sources such as map services hosted by ESRI. This data will not persist when the page is refreshed and is not visible on anyone else's WildCAD map.

Enter the map URL and a name to display in the user's layers list.

Figure 62 - Box used to enter Map URL and Map name to display in the User's Layer.

If the URL is invalid the following will be displayed

Figure 63 – Invalid URL

The user will also see the file added to the layers list under a new heading "Your Data."

Figure 63 - Your Data

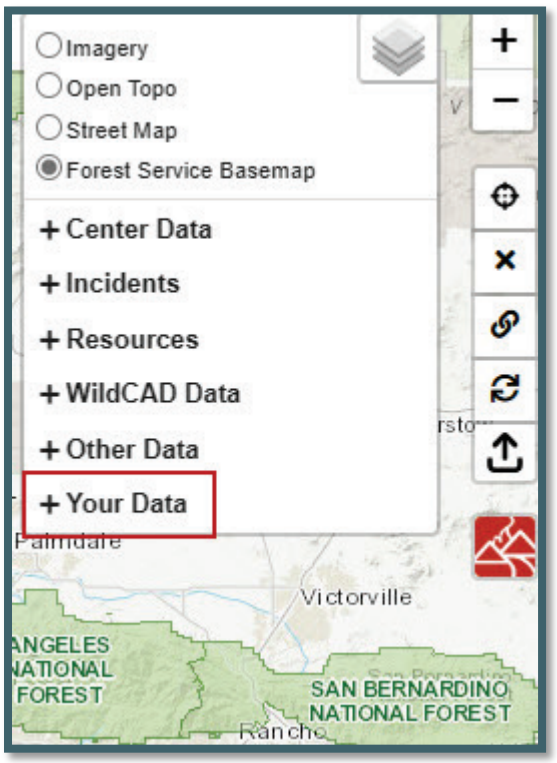
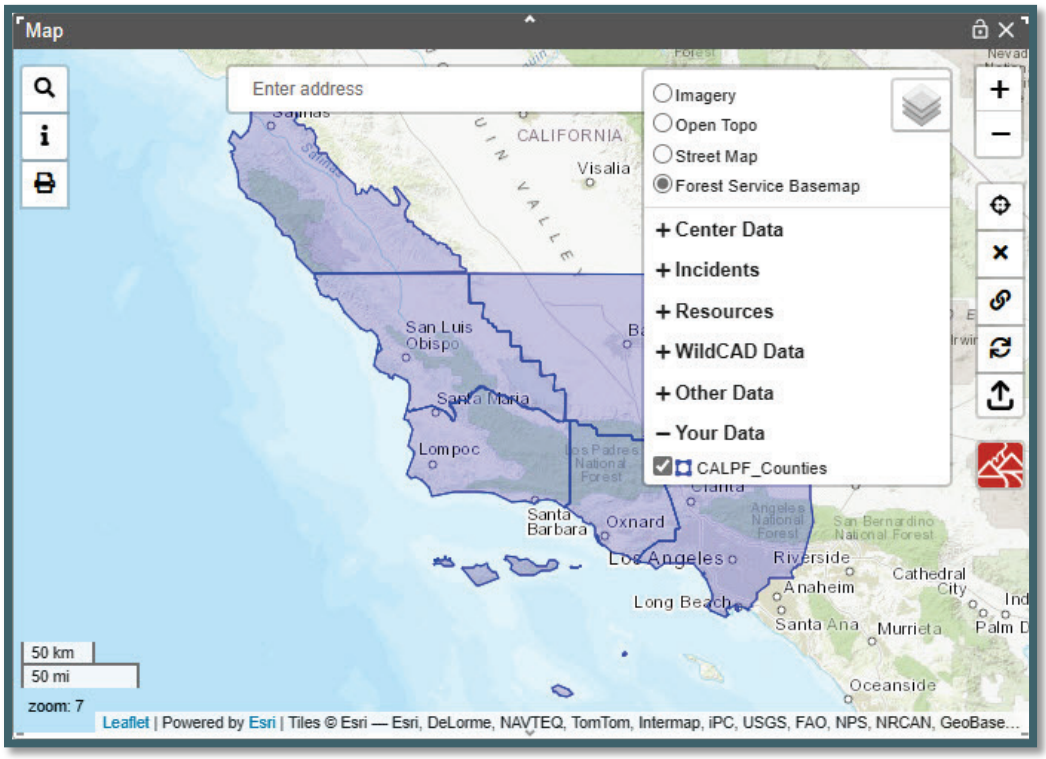


Figure 64 - File will be added to the layers list.



Refresh Resources Layer

Figure 65 - Refresh Resource Layer Icon

The "Refresh Resources" button will update the current location of the resources, which can be seen when the Resource Layers are turned on in the map. This avoids the need to refresh the entire home page or map page to get the latest location of resources.

Add Layer from a Zipped Shapefile

Figure 66 - Uploading Icon

Figure 67- Dispatchers can add data by uploading a zipped shape file from their computer.

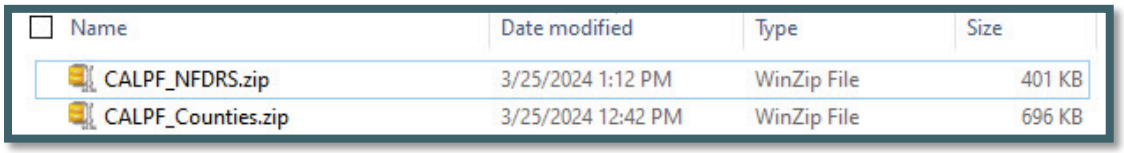


Figure 68 - The zipped file must have four file extensions included: .shp, .shx, .dbf, and prj.

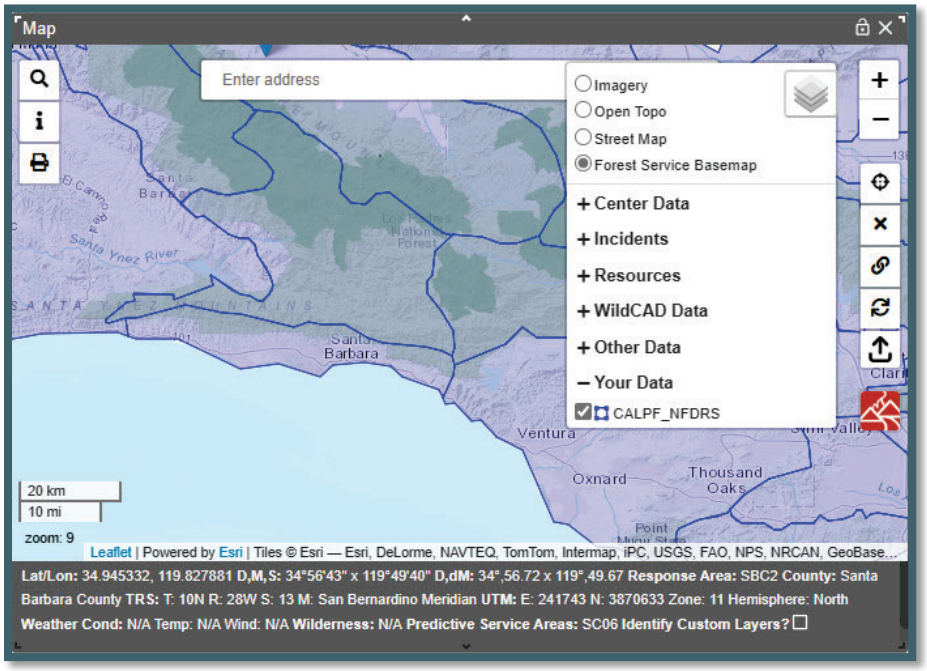
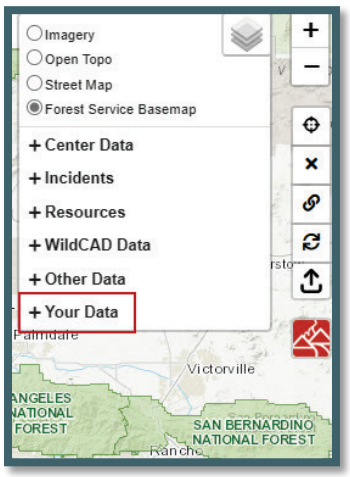


Figure 69 - Once completed, the user will see the filed added to the map layers under "Your Data."



Dispatchers can add data to their map by uploading a zipped shapefile from their computer. This data will not persist when the page is refreshed and is not visible on anyone else's WildCAD map.

Click the upload icon. A file browser will open. Locate the zipped shapefile, it must have at least these four (4) files extensions .shp, .shx, .dbf, and prj.

After selecting the file, it will be added to the user's map, and the map will zoom to the file's extent. The user will also see the file added to the layers list under a new heading "Your Data."

Create Incident

Figure 70 - Create a new incident icon from the map.

Incidents can be created directly from the map. After dropping a point on the map, click the new incident button. If using the map panel, this will open a new incident panel with the location information pre-populated.

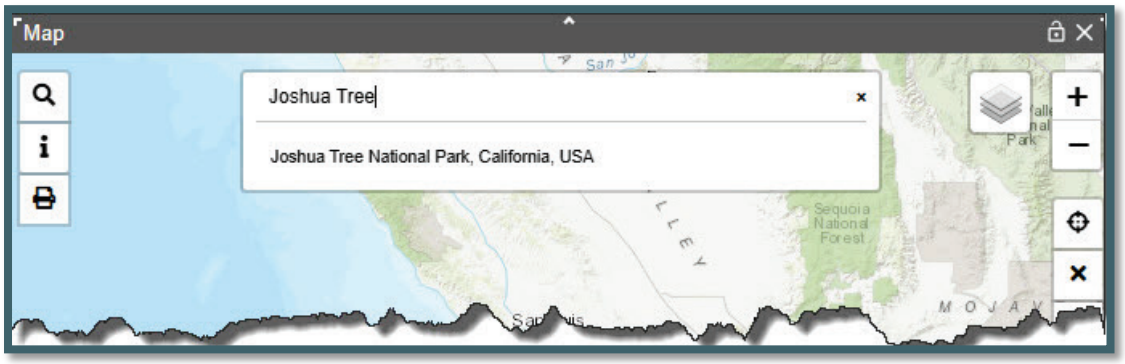
Section 2: Search Bar and Find Panel

Using the Search Bar

Figure 71 - Search Bar

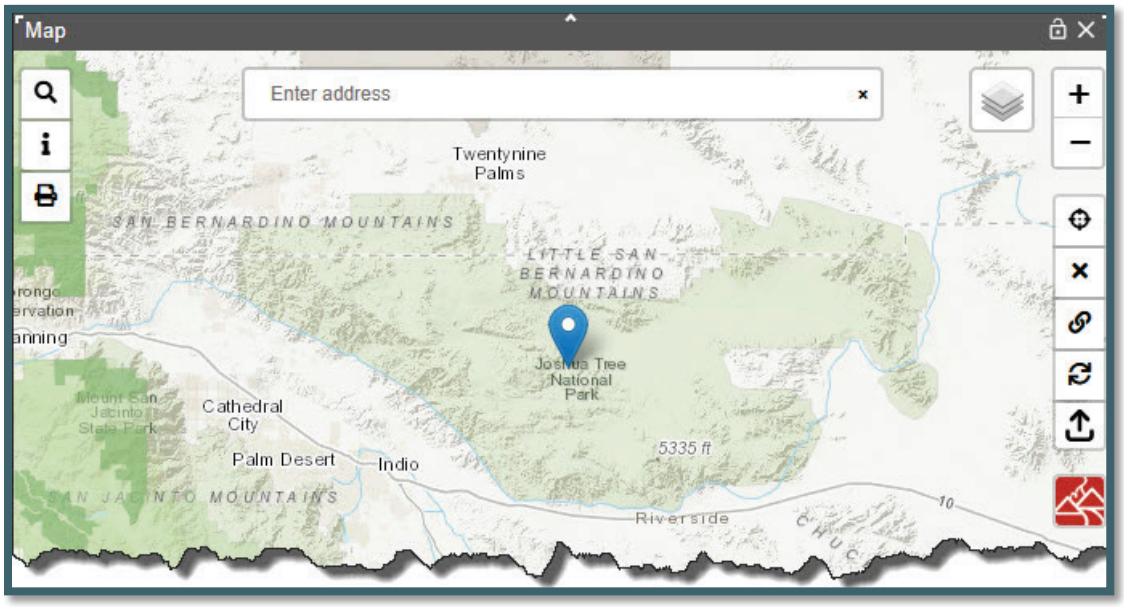
The **Search Bar** is a Google powered address locator. Search for addresses, place names or Latitude/Longitude. For example, type Joshua tree and the park will be located.

Figure 72 - Use the search bar to locate a specific area on the map.



Select the suggested search results. The address bar will reset, the map will zoom to that location, drop a point, and display information about the location in the map footer.

Figure 73 - Drop point is added to map for the location the user selects from the dropdown menu.



The user can also search by typing coordinates. For example: "35.122018, -119.549866."

Figure 74 - Option to use Lat/Lon in search bar.

Using the Find Panel

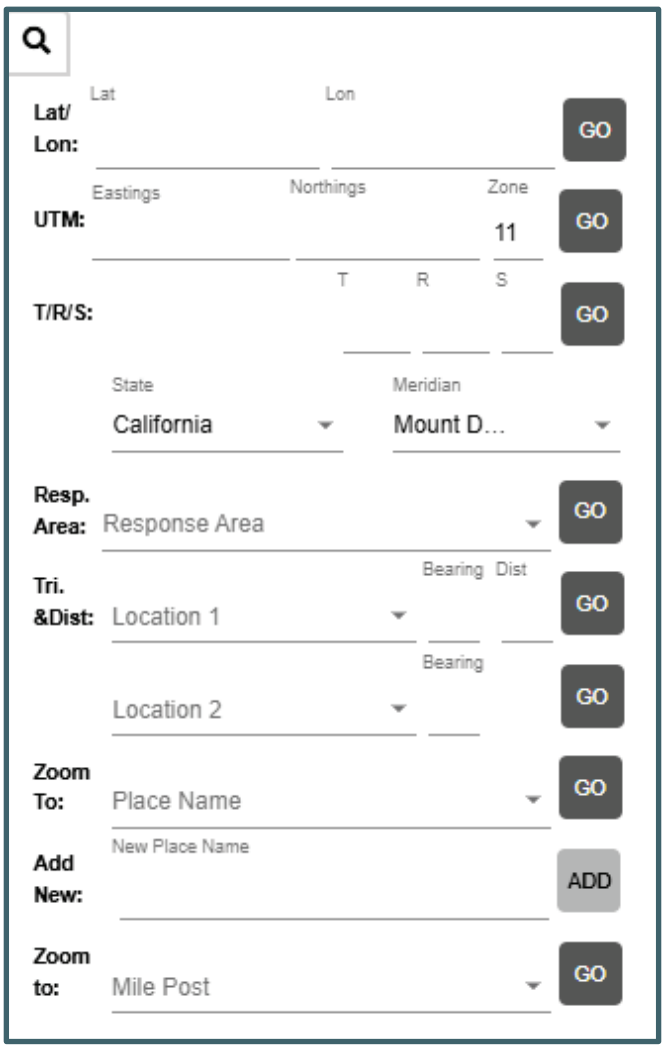
Figure 75 - Search icon.

The Find Panel has a vertical scroll bar that is visible if the map panel size is smaller than the find panel size. This allows the user to easily get to find panel functions without resizing the entire map panel.

When searching for response areas the code in the table will be matched to the code in the map regardless of if the case (upper/lower) is different between the 2 values.

UTM can use a default zone if set by the center administrator.

Figure 76 – If valid search, map will zoom to location and drop a point; the map footer will open and display relevant information.

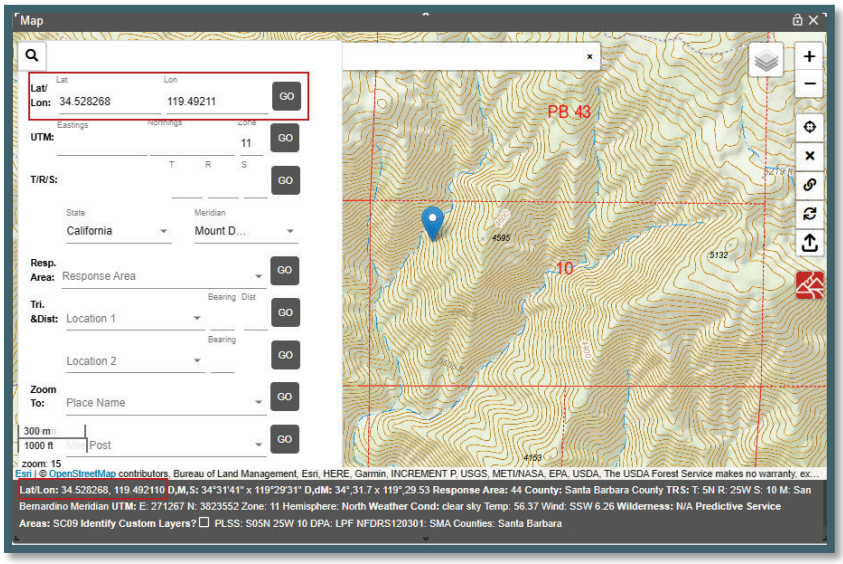


Upon entering data into a new search row, the previous search criteria will be cleared.

Lat/Lon:

- In the search panel, you can now enter Lat/Lon in D,M,S and D,dM format and tab over without it changing the format.
- In addition, the user can enter a space as well as a comma between degrees, minutes and seconds for latitude or longitude search.
- Then, click "Go," and you will be taken to that drop point on the map.

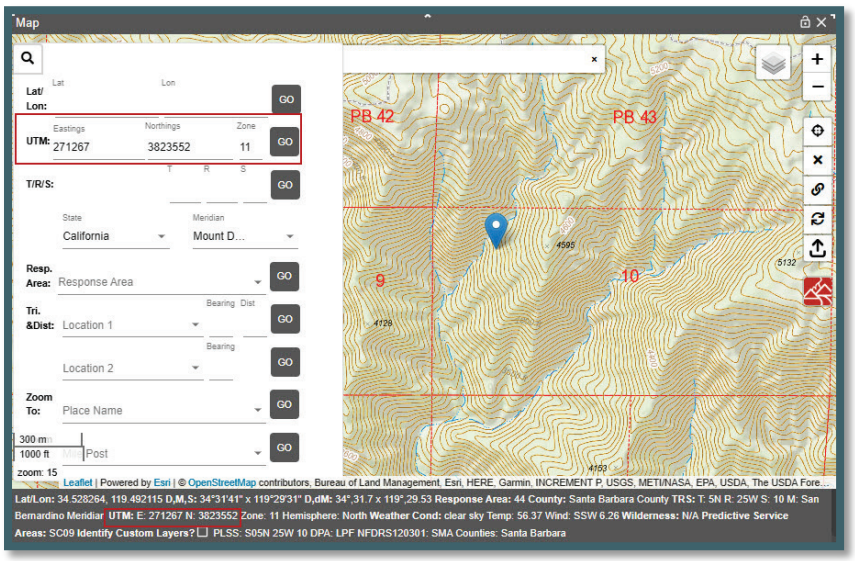
Figure 77 – Entering the latitude and longitude.



UTM

In the search panel, you can now enter Eastings, Northings and Zone. Then, click "Go," and you will be taken to that drop point on the map.

Figure 78 - Enter UTM

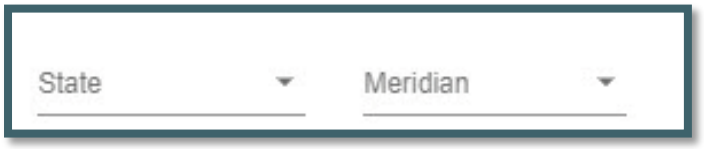


T/R/S

Enter the **Township (T), Range (R) and Section (S)** and then click "Go."

Make sure the correct state and meridian are selected from dropdown to the TRS search. State and meridian default values are set by Center Admin are used or the user can select a value.

Figure 79 - Correct State and Meridian



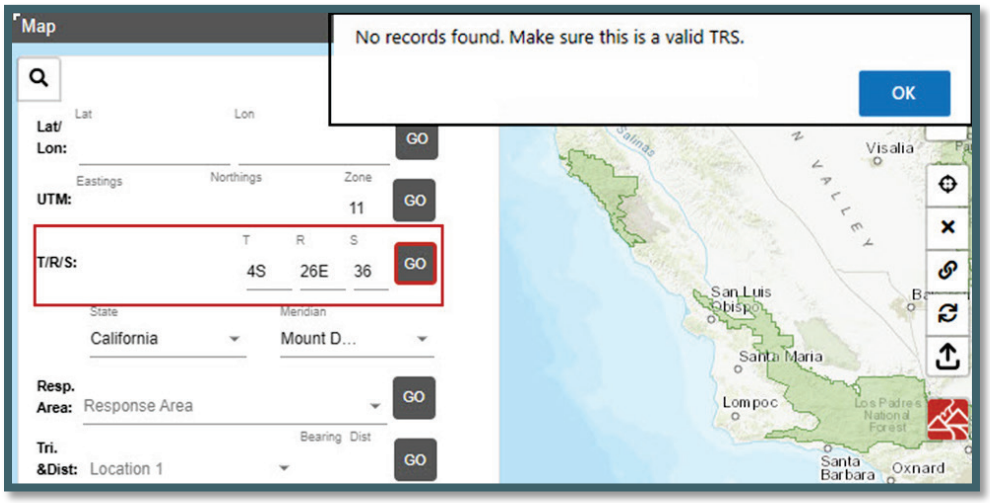
General consideration while searching for T/R/S:

- Half townships and ranges now return the correct T/R/S.
- Find function returns a T/R/S when searching outside of the dispatch center's associated state.
- That PB stands for **'Protracted Block,'** which is an unsurvey area of which parts of, but not the entire, boundary has been surveyed.
  - A protracted block is identified by its unique numbering system. The lowest protracted block number will be PB37.
  - Map users should be aware of this difference in Section numbering from the standard 1-36.
  - The old section number is no longer the official identification number for that piece of land until the section is completely surveyed and accepted by the BLM.

Searching for an old section number (T4S/R26E/S36) that is a Protracted Block, *WildCAD-E* will show "no record found".

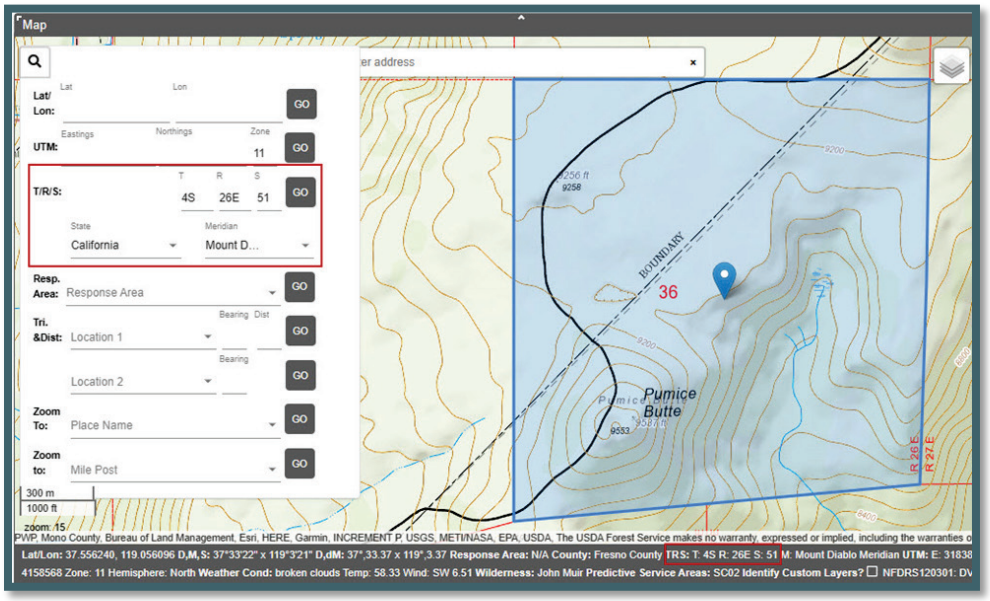
Searching for a section that does not have a matching section in the BLM service, now returns a dropped point at the approximate center of the requested section. In this case, there is no section polygon to display on the map, (example of issue is 31N 51W 15, Nebraska, 6th Meridian).

Figure 80 - Searching for Section that is in Protracted Block.



Searching with a Protracted Block number (Section 51) and the same T/R, *WildCAD-E* will show "Old Section Number."

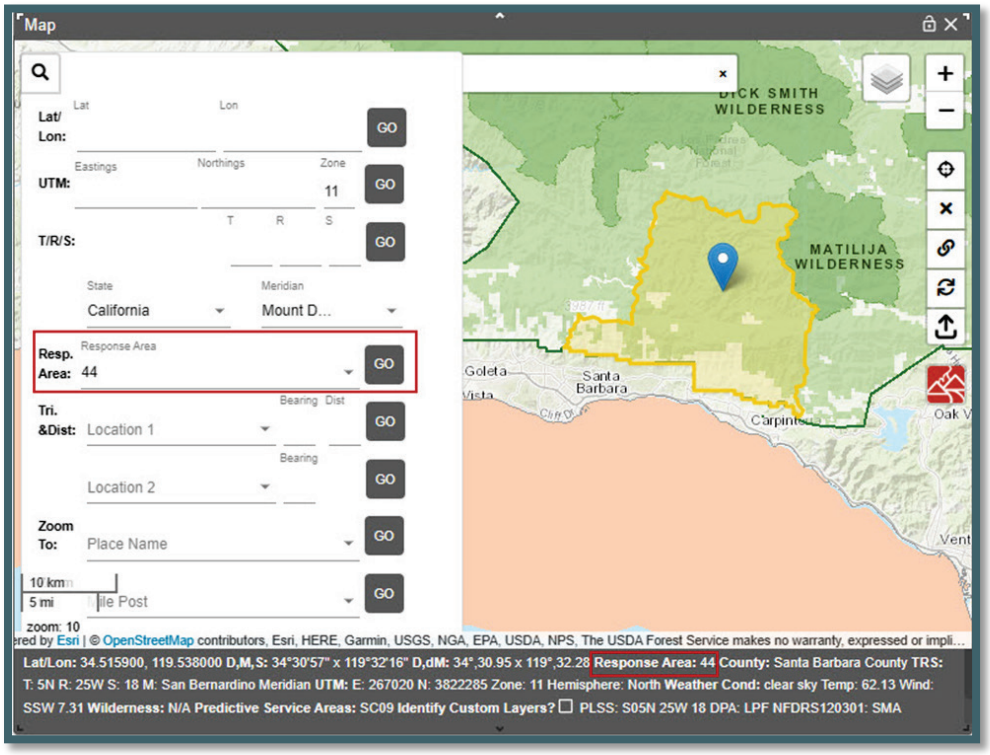
Figure 81 - Searching for Section that is in Protracted Block Section Number (51)



Response Area

Start typing the response area; and then, select from the dropdown or just click on the dropdown and select the response area. Then click “Go.”

Figure 82 – Searching for a Response Area



Finding a drop point using Bearing and Distance

- Start typing “Location 1” and then select from the dropdown or just click on the dropdown and select the known location.
- Enter the Bearing and Distance.
  - Bearing and Distance labels change to indicate calculation after the user selects a location.
  - IF the location selected is designated a "Lookout", the label for Bearing is "(true)" and Distance is "(mi)" indicating the calculation uses true north and statute miles.
  - If the location selected is NOT designated as a "Lookout", the label for Bearing is "(mag)" and Distance is "(nm)" indicating the calculation uses magnetic north and nautical miles.
  - Then click “Go.”

Figure 83 – Lookout Bearing and Distance

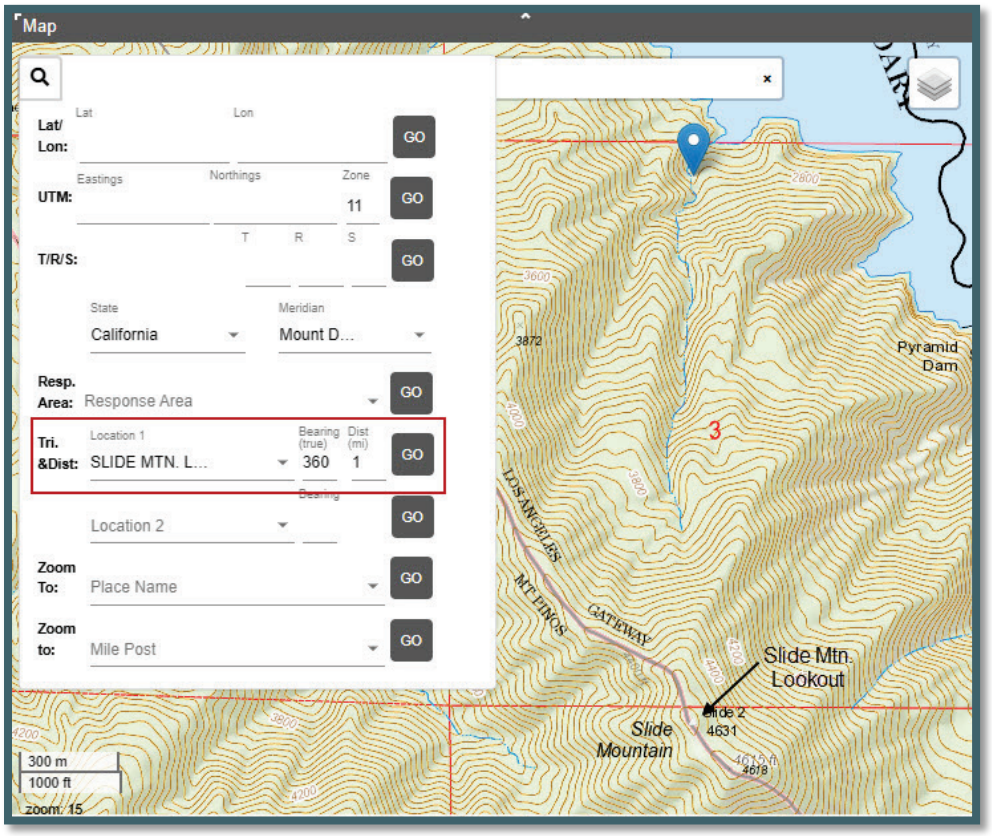
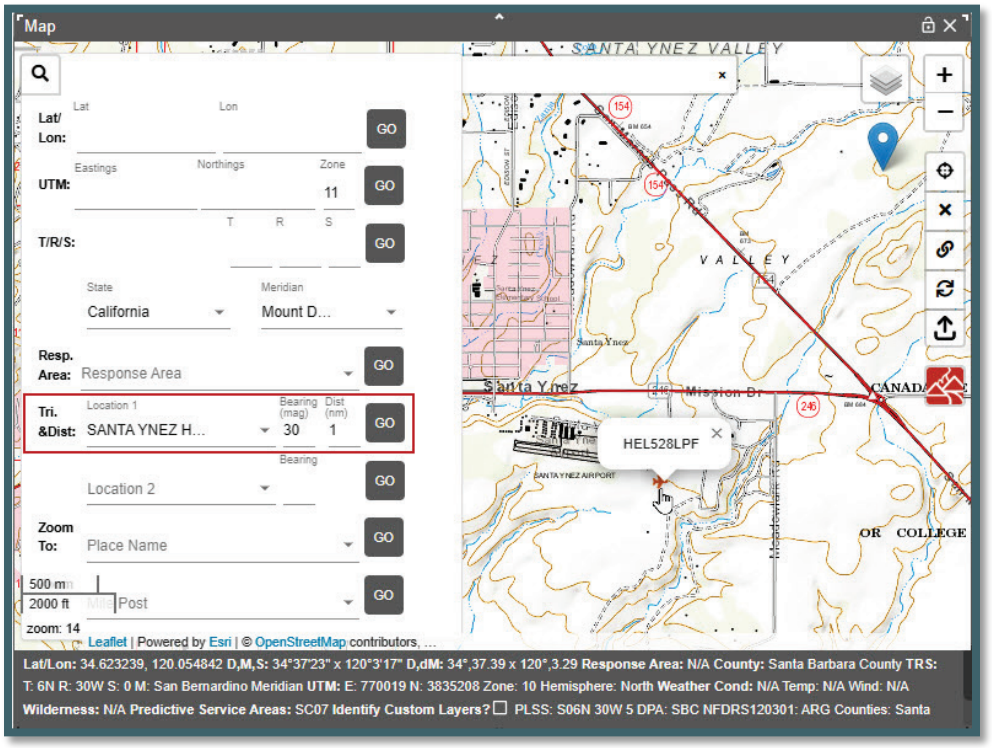


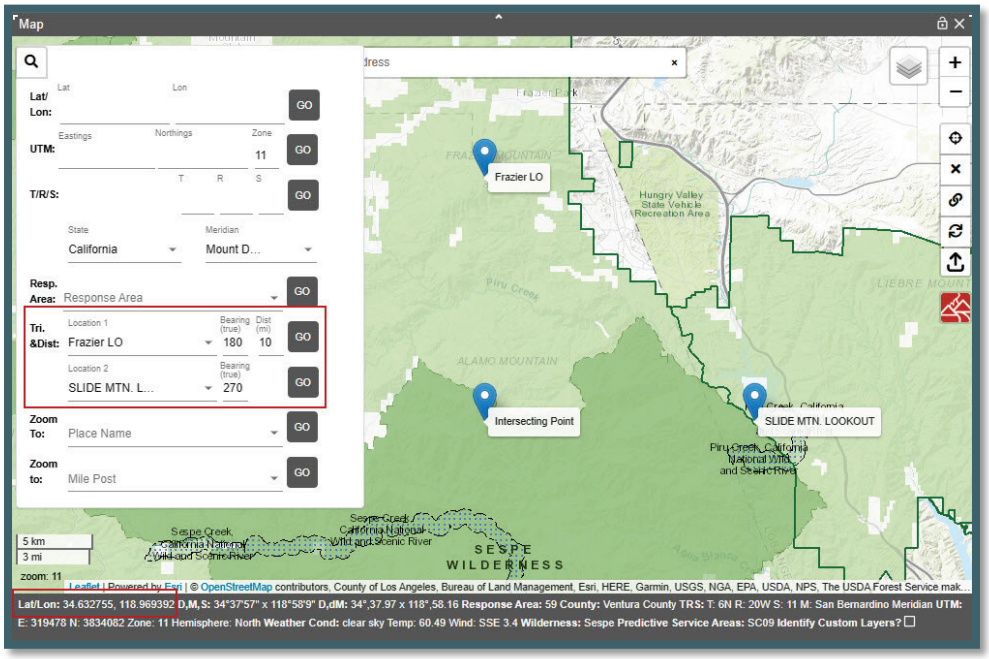
Figure 84 - Aircraft Bearing and Distance



Finding a drop point using Triangulation:

- Start typing “Location 1” and then select from the dropdown or just click on the dropdown, select the known location, and enter the Bearing and Distance.
- Start typing “Location 2” and then select from the dropdown or just click on the dropdown, select the known location, and enter the Bearing.
- Then at “Location 2” click “Go.”

Figure 85 - Triangulation.

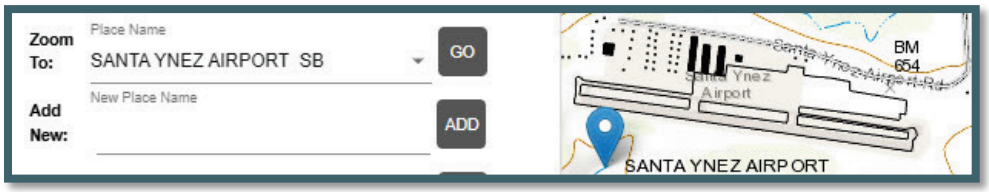


Place Name:

Searching for a Place Name

- Centers that have large lists of place names will now see their place names in the dropdown on the map search panel.
- Select the Place name click “Go" to zoom to the location.

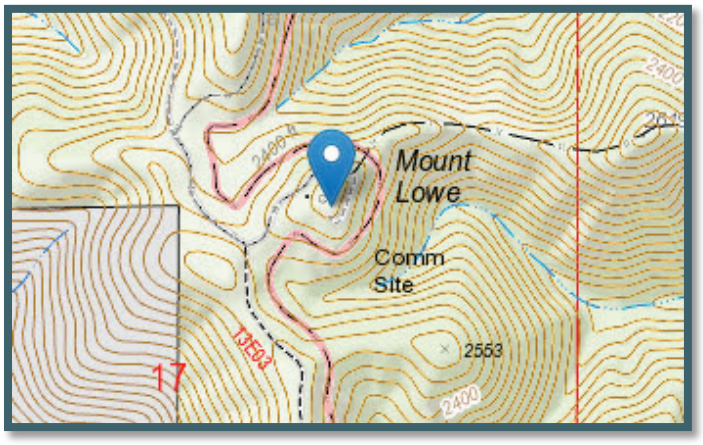
Figure 86 - Place Names



Adding New Place Name

- Click the location of the new place name on the map.

Figure 87 - Drop Point on the Map



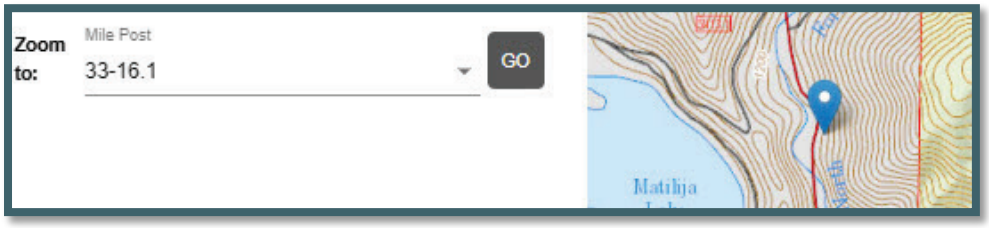
- Enter the name for the new place name and click the "ADD" button.

Figure 88 - Enter the name for this drop point.

Mile Post:

Centers that have **Mile Posts** will now see their mile post in the dropdown on the map search panel and can select & hit "Go" to zoom to the location.

Figure 89 - Mile Post



Section 3: Using the Display Information

Figure 90 - Display Information Icon

With the Center Data layer turned on, the point info panel will display the attribute information for each Center Data layer that the dropped point falls within. If an

additional layer is turned on which encompasses the point, their attribute information will be automatically displayed.

The layers listed:

- Are layers listed under “Center Data.”
- May or may not have a “display field.”
- Must be turned “On.”

As Example,

- The “Counties” layer under “Center Data” is turned on - Figure 91.
- A drop point falls within this layer - Figure 92.
- Click on the ‘I” Icon to display every attribute from this layer – Figure 93.

Turning off a layer will remove it from the point info panel. Clearing the point using the “X” button on the right will remove the data grids in the panel, close the map footer and remove the point.

Figure 91 – Center Data – Select a Layer

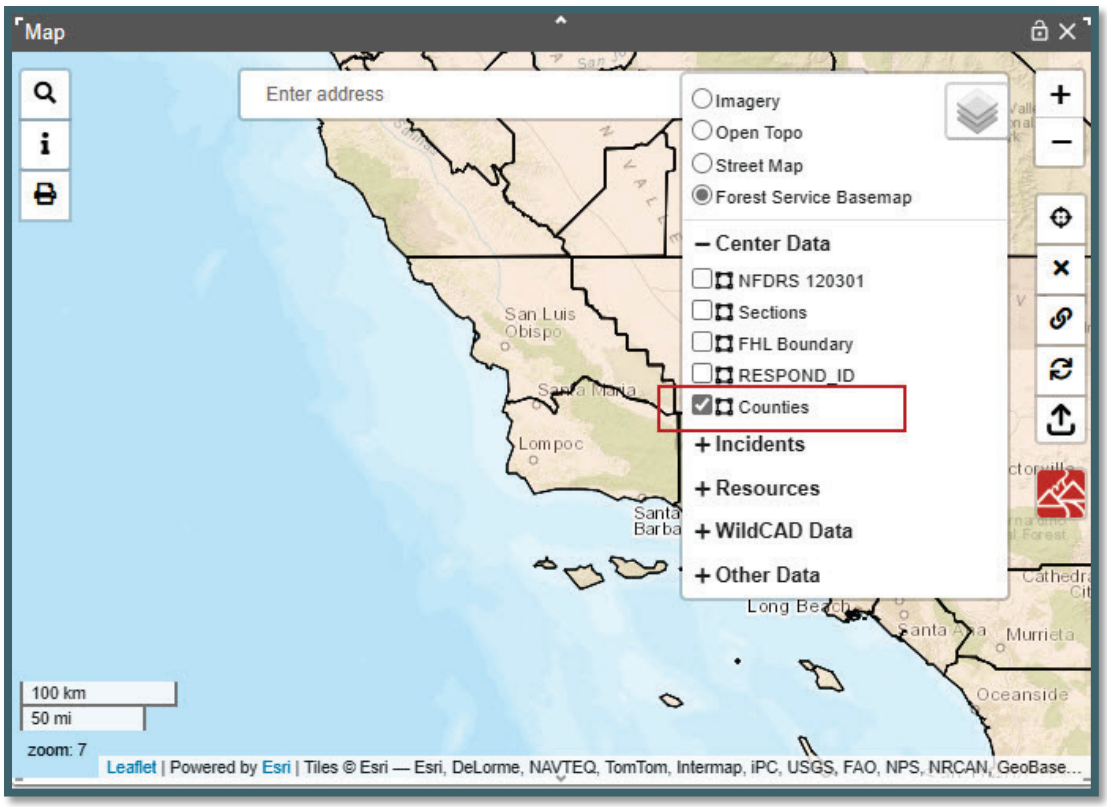


Figure 92 – Center Data – Drop Point on Map

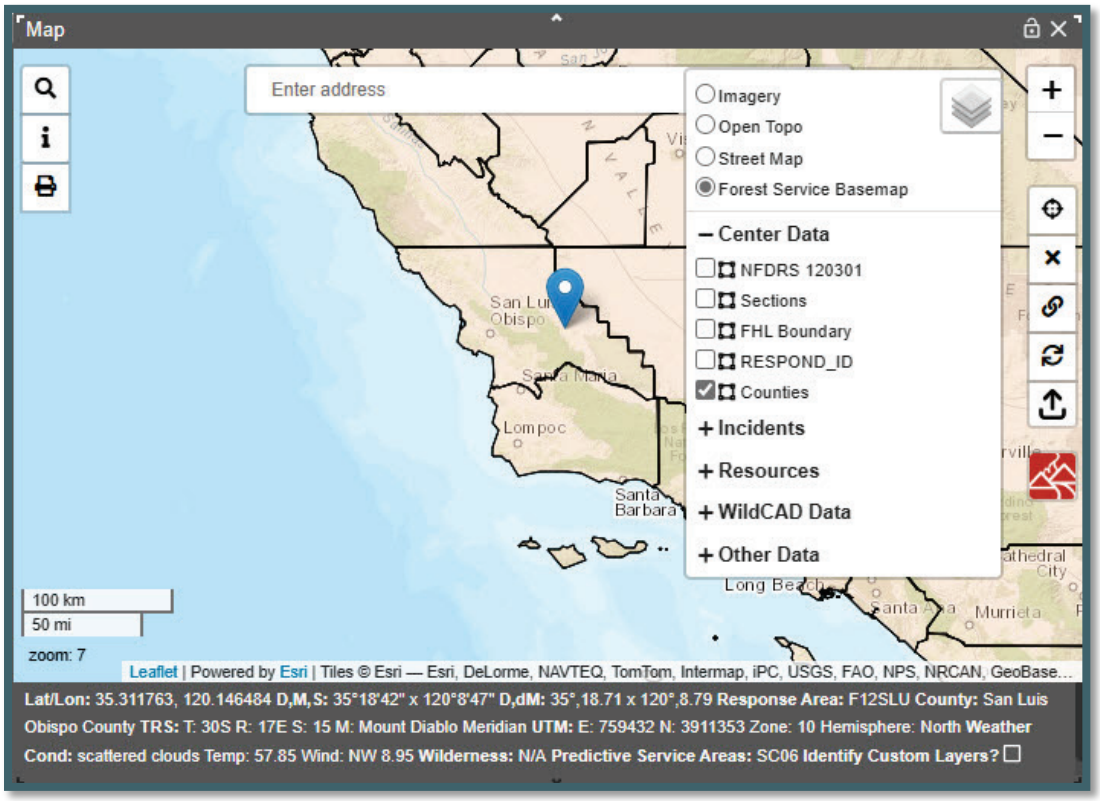
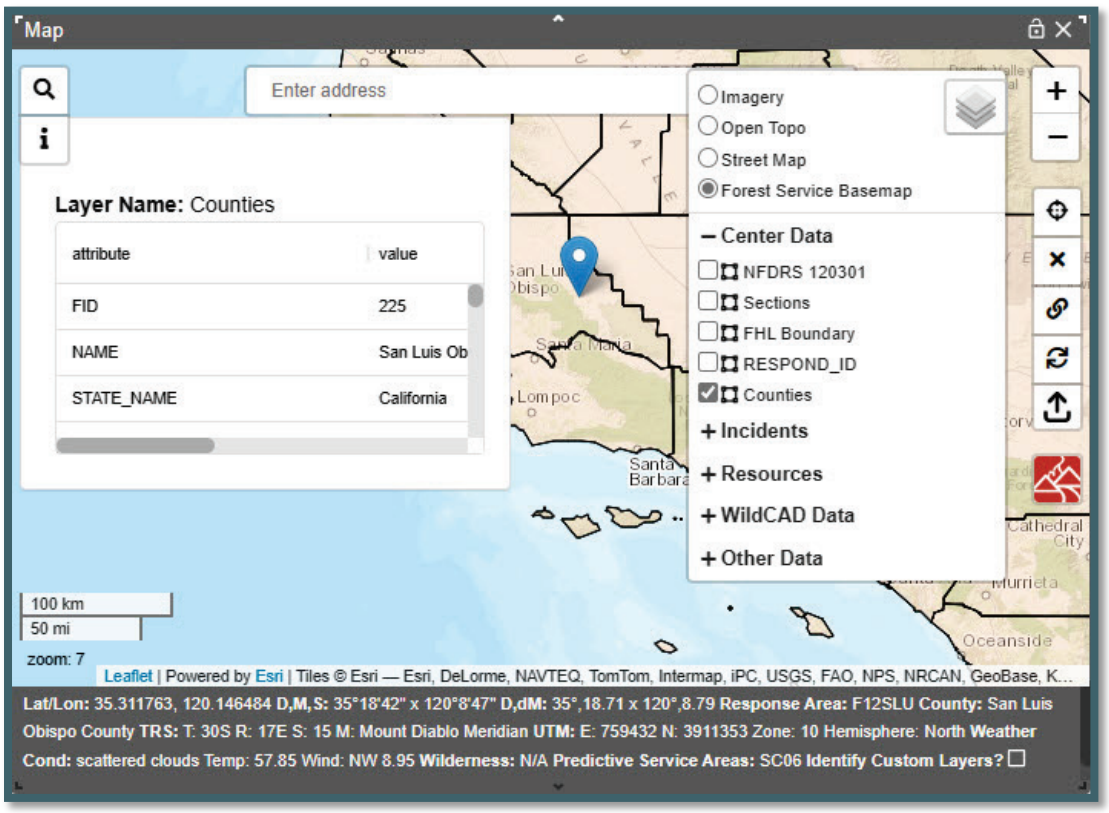


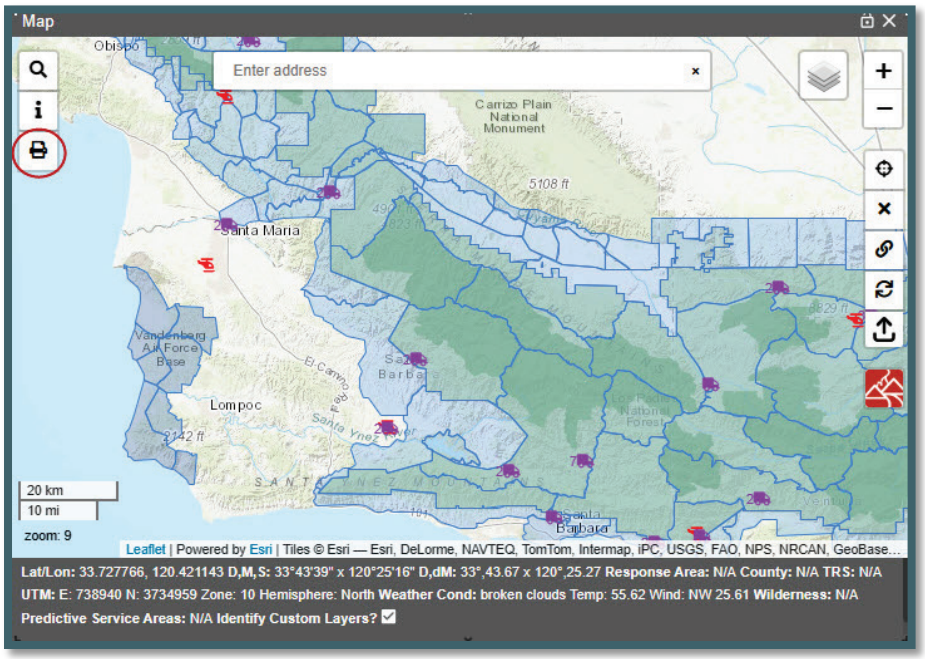
Figure 93 - Center Data – Click "I" Icon



Section 4: Print Map Function

The **Print Map** button located in the upper left corner of the map. This button will produce a .PDF of the current map view with any layers that are turned on. Layer legend and map footer (where applicable) are displayed below the map.

Figure 94 Click on the Print Map Button



After clicking on the Map Button, the user will give the Print Map a file name.

Figure 95 Enter the File Name

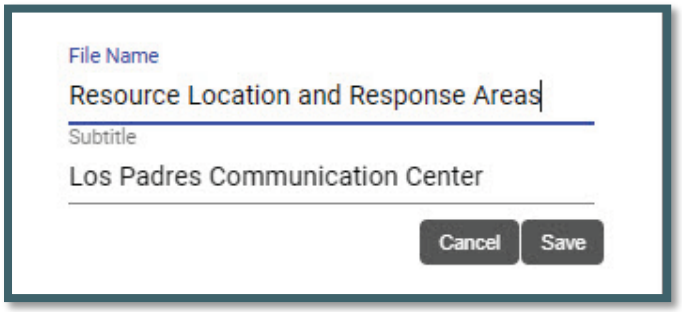


Figure 96-Dispatchers Select the PDF file from their computer.

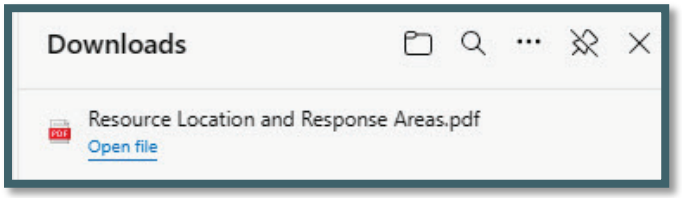
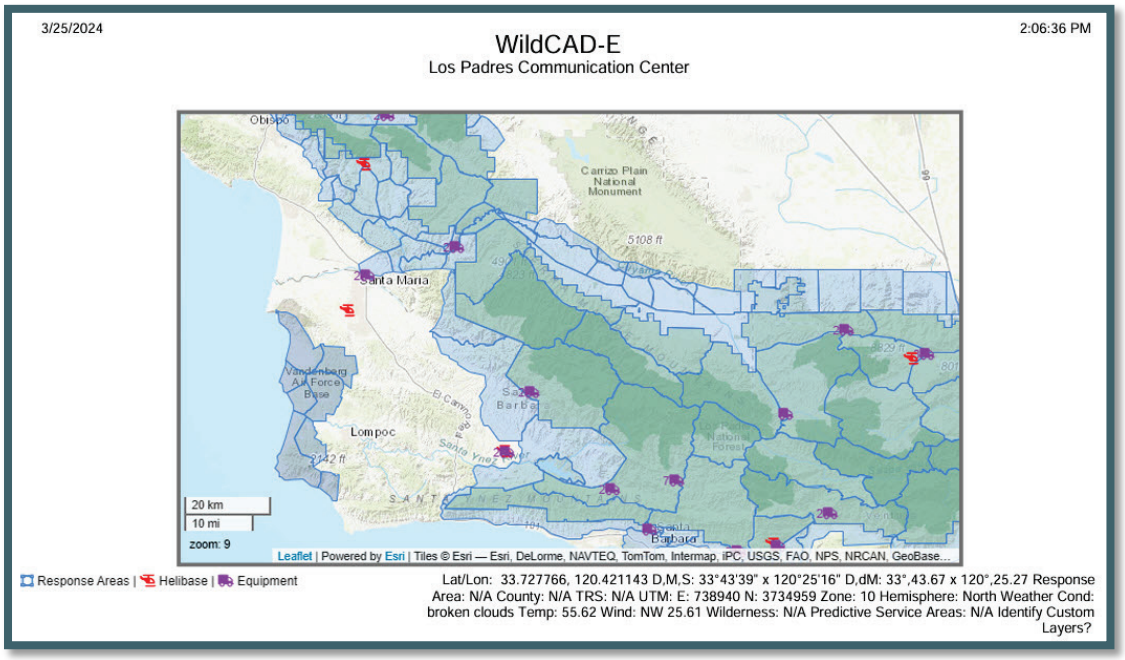


Figure 97 Example of a Print Map



Section 5: Search Incident Panel (F2-or Search Icon)

Figure 98 - F2 or Search Icon

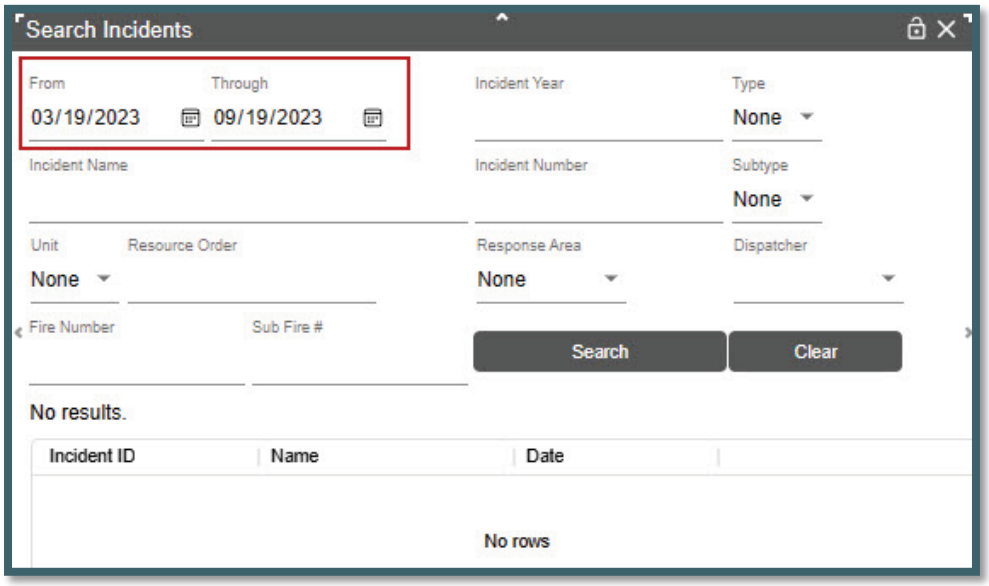
Each row in the search panel (Figure 98) represents one method to search for an incident.

As example,

- Enter a date from and to and what the user wants to search for on the incident.
- Click the Search button to execute the search. If the search was valid, the search will return a list of incidents (Figure 98).

To clear an enter, Click the "Clear" button.

Figure 99 Search Incidents using date only.



If search results exceed 250 records, the user is promoted to further limit the search to see all records.

Figure 100 - Search results by date ONLY 243 of 416 were returned.

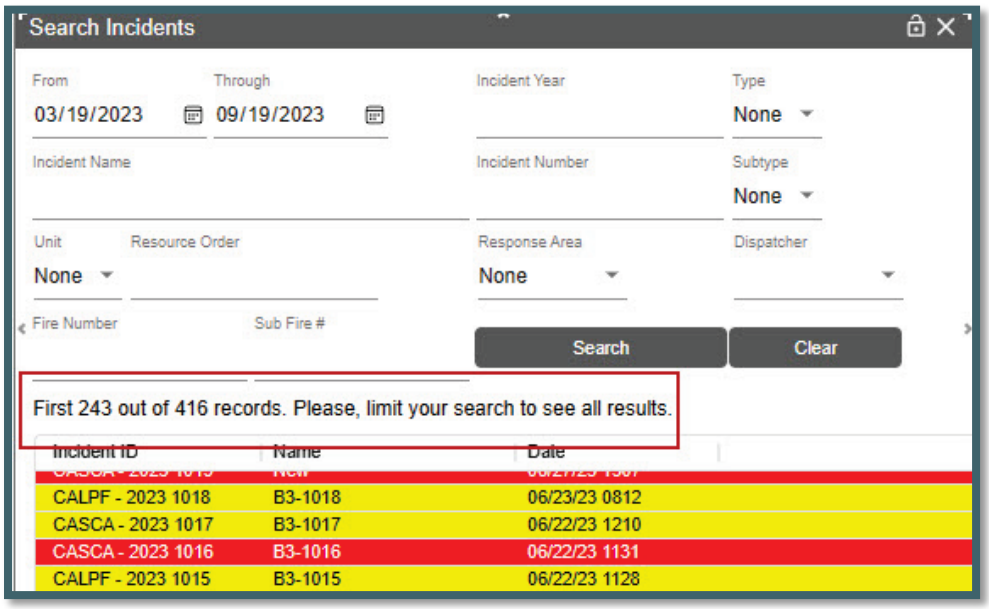
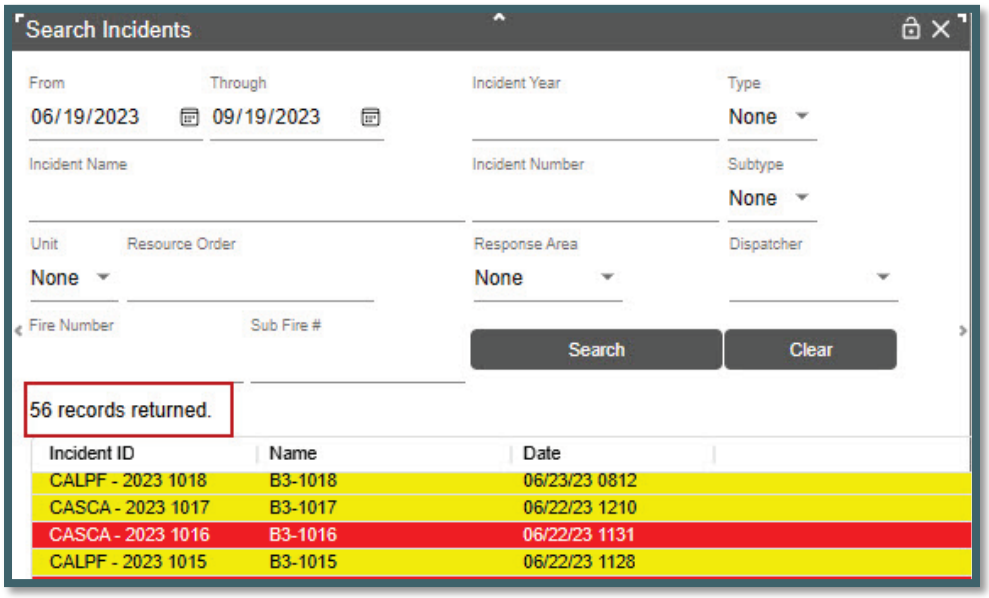


Figure 101 - Search results were reduced to 56 records.



Search results by dates was reduced, and only 56 records were returned.

Section 6: Resource Status Panel (F7 or Resource Icon)

Figure 102 - Resource Icon

On the **Resource Status Panel**, the user can set the resource status, location and enter comments. The "Assigned Incident," will be populated once the resource is an incident, and this field is not editable from this panel.

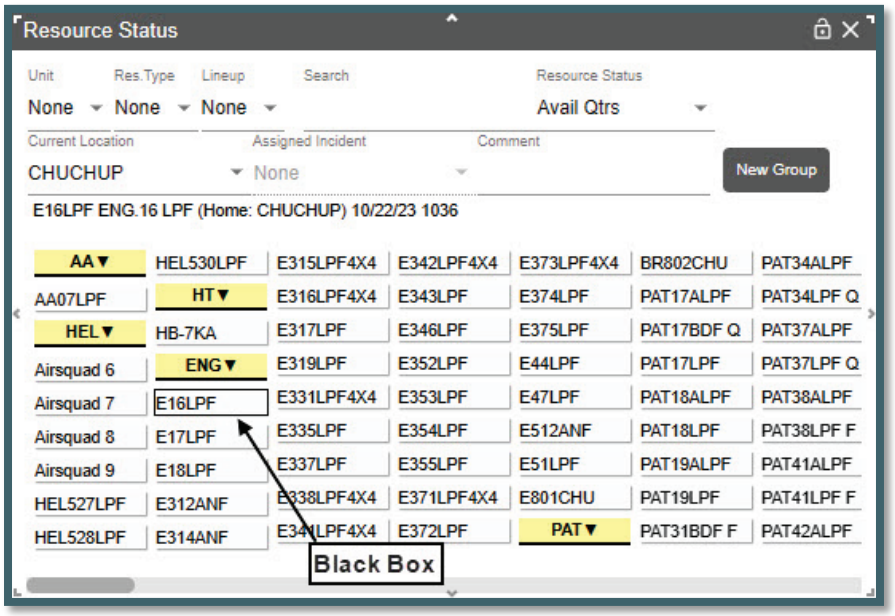
To Status Resources:

- Click on the Resource box. (The resource box has a black border).
- Using the pull-down under "Resource Status," select a status.

To change Current Location:

- Click on the Resource box. (The resource box has a black border).
- Using the pull-down under "Current Location," select a status.

Figure 103 - Resource Status Panel.



The Resource Status Panel shows all resources. By using the pull-down functions, the panel can be sorted in four ways.

Sort by:

1. Unit (Figure 103)
2. Unit and Resource Type (Figure 104) or just by Unit
3. Unit, Resource Type and Lineup (Figure 105) or just by Lineup
4. Search by individual resources (Figure 106) name (“Code”).

Figure 104 - By Unit

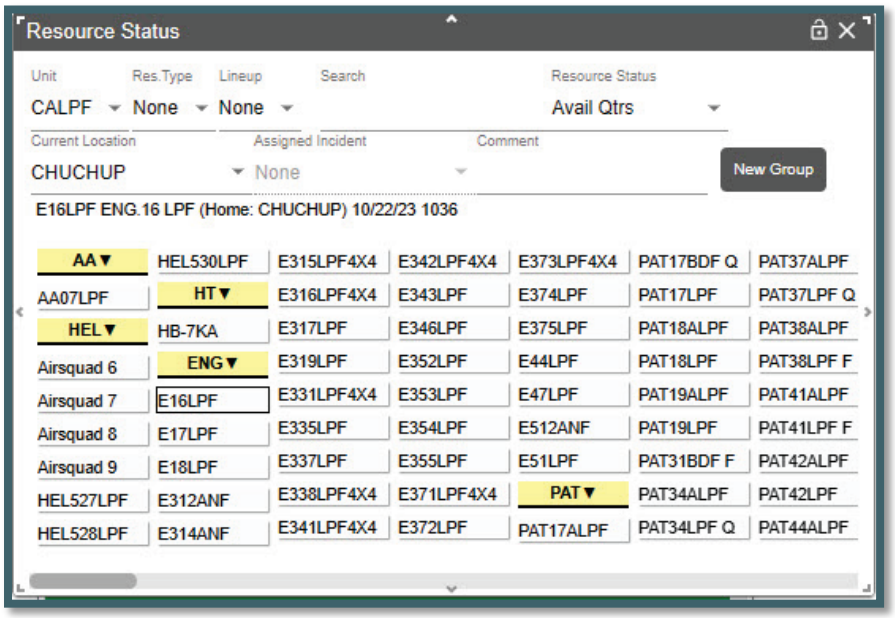


Figure 105 – By Unit and Resource Type

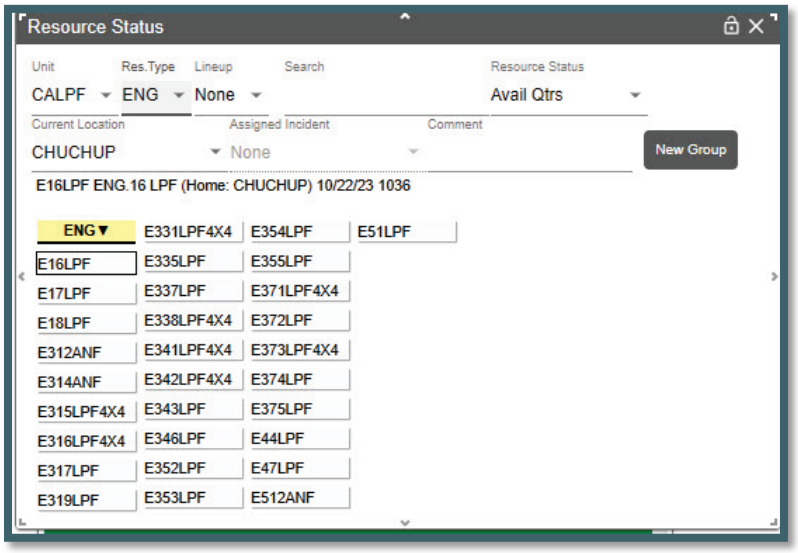


Figure 106 - By Unit and Resource Type by Lineup

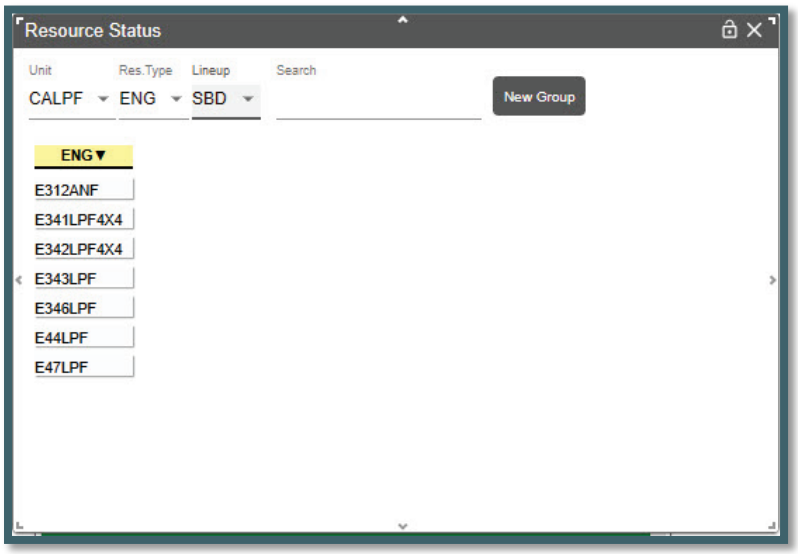
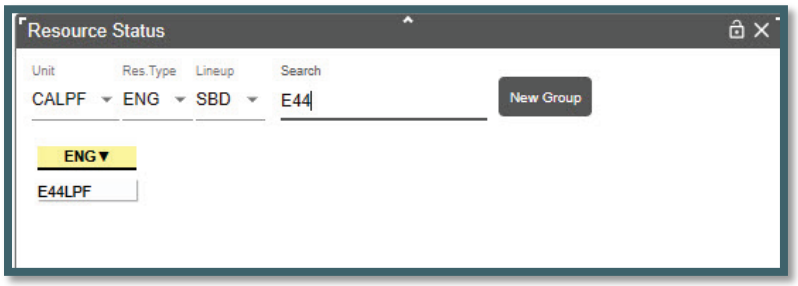


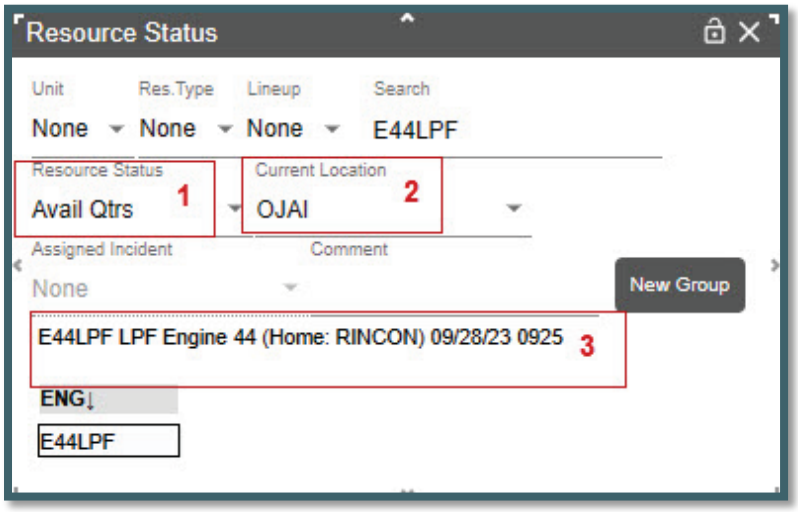
Figure 107 - Resource by Name ("Code")



For example, if the user searches by name (E44LPF), the select resource display shows:

1. Resource Status "Avail Qtrs."
2. Current Location "OJAI"
3. Resource ID, Home Location, Date/Time

Figure 108 - Select E44LPF

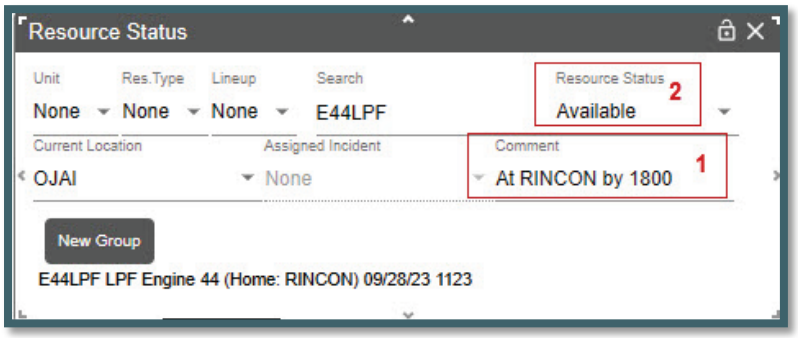


AND if the resource were assigned to an Incident, the name of Incident would be displayed.

Adding Comments about a Resource to Daily Log

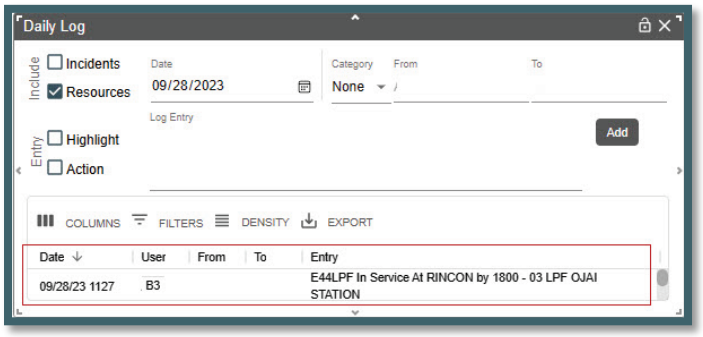
1. Enter the Comment in free text.
2. Change the Resource Status or click "Save.

Figure 109 - Example of entering a comment.



The comment will be displayed on the Daily Log (Figure 109).

Figure 110 - Example of entry on the Daily Log.



Adding Comments about a Resource to Incident Log

1. On a Resource that is assigned to Incident, E44LPF is assigned to Incident "B3-853."
2. Added comment will appear in the Incident Log Tab.
3. Incident B3-853 can be opened from this screen.

Figure 111 - Example E44LPF Committed Incident B3-853.

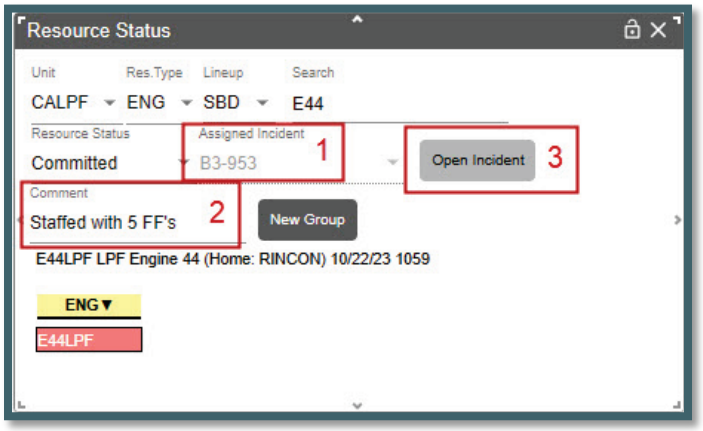
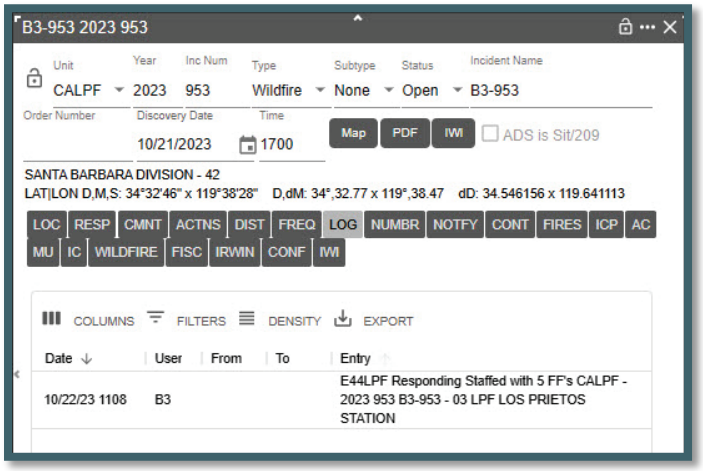


Figure 112 - Example of entering on the Incident Log.



Resource Current Dispatch Location

Implemented business rules to properly set a resources current dispatch location based on their status:

- If their status is “Responding, On Scene or Available at Incident,” then the resource's current dispatch location is the dispatch location associated with the incident.
- If their status is “Returning to or Available in Quarters,” then, the resource's current dispatch location is the same as their Home Dispatch Location.

Creating a Groups

- Click the “New Group" button to start selecting multiple resources for a group.
- Hold the Ctrl key down to select multiple resources.
- The selected resources will be outlined in RED.
- Click the “Save Group" button to save the resources selected for a new group.

Figure 113 - New Group

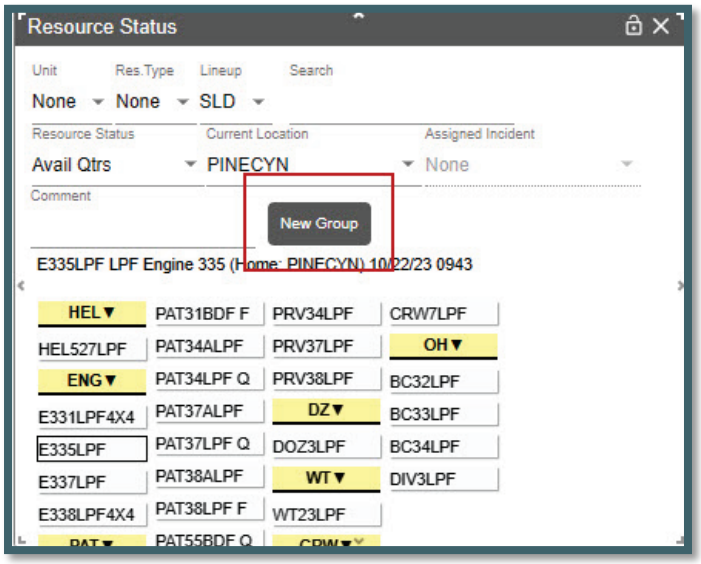
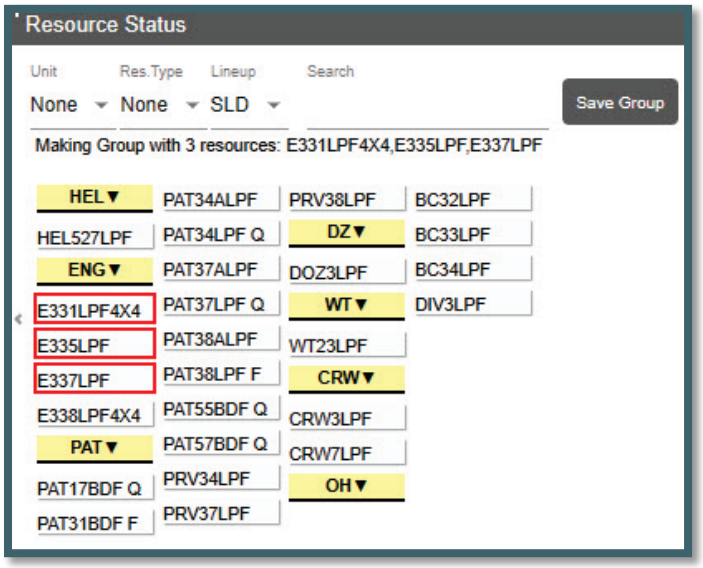


Figure 114 - Save Group



General Rules

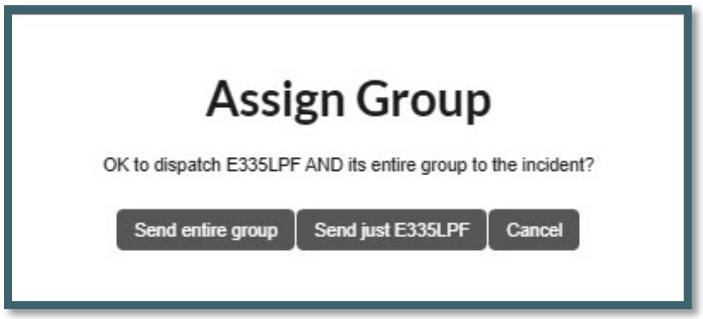
- Status and location changes made to any member of a group will apply to the entire group.
- When a comment is entered for a resource that is part of a group, that comment log entry will be applied to all resources in the group.
- When a resource's location is changed for a resource that is part of a group, the location change log entry will be applied to all resources in the group.

Examples

When assigning any part of a group is selected a pop-up asked:

- **Send the entire group** – this sends all resources in the group.
- **Send just selected resource** – this just sends the selected resource and removes this resource from the group.
- **Cancel** – the individual or all will not be sent.

Figure 115 - Assign Group pop-up.



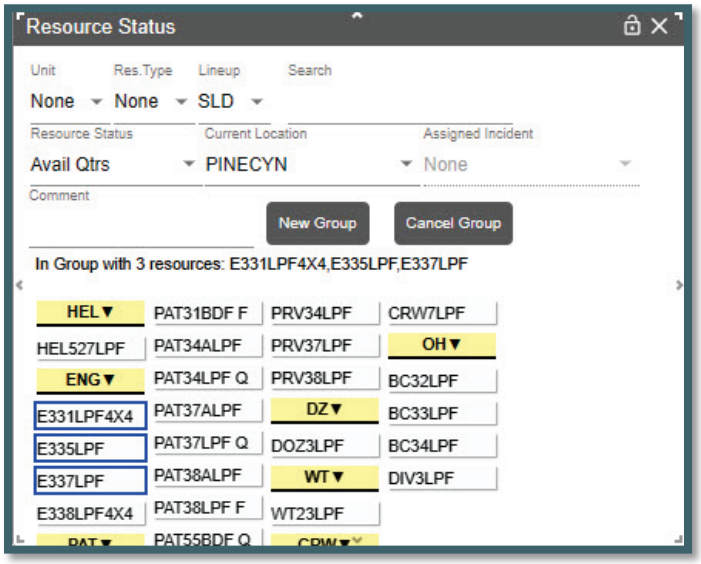
- If you have three resources in a group all can be assigned to an incident.
- If only one of three resources is assigned to the incident the group will remain with two resources.

- If only one resource is left in the group, then the group will be cancelled automatically.

Cancelling a Groups

- Select one or more of the resources. The resources in the group will have a "Blue Box" around them.
- Click the "Cancel Group" button. This cancels the entire group.

Figure 116 - Cancel Group



Starting Law enforcement (LE) incidents from Resource Panel

This feature can only be used if the center and Dispatchers have been LE Authorized. Unless the dispatch is authorized and "LE Authorized" is set to "Yes," the dispatcher will not have access to navigate to and use the FI File panel.

- Select the resource to be committed to LE Incident.
- Click the "New LE" button.
- A new incident panel will open (Figure 116).

Figure 117 - Committing a Resource to a new LE Incident.

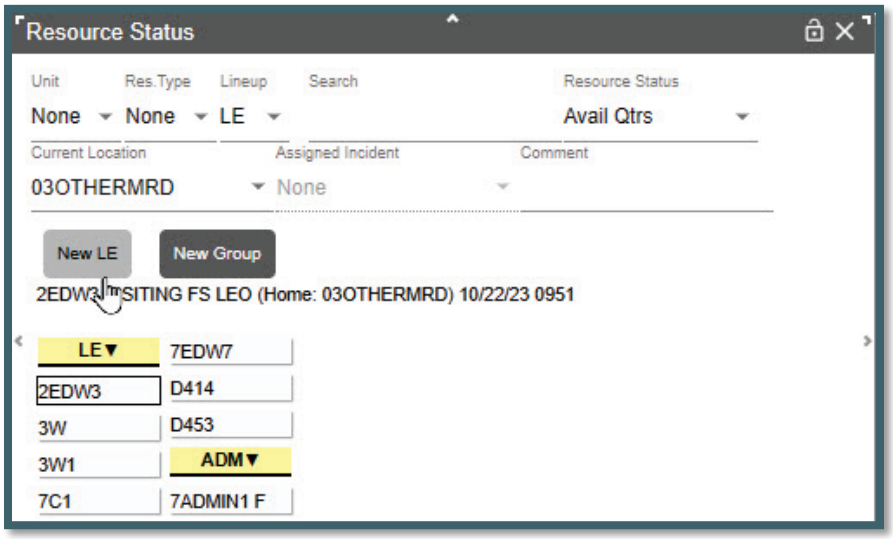
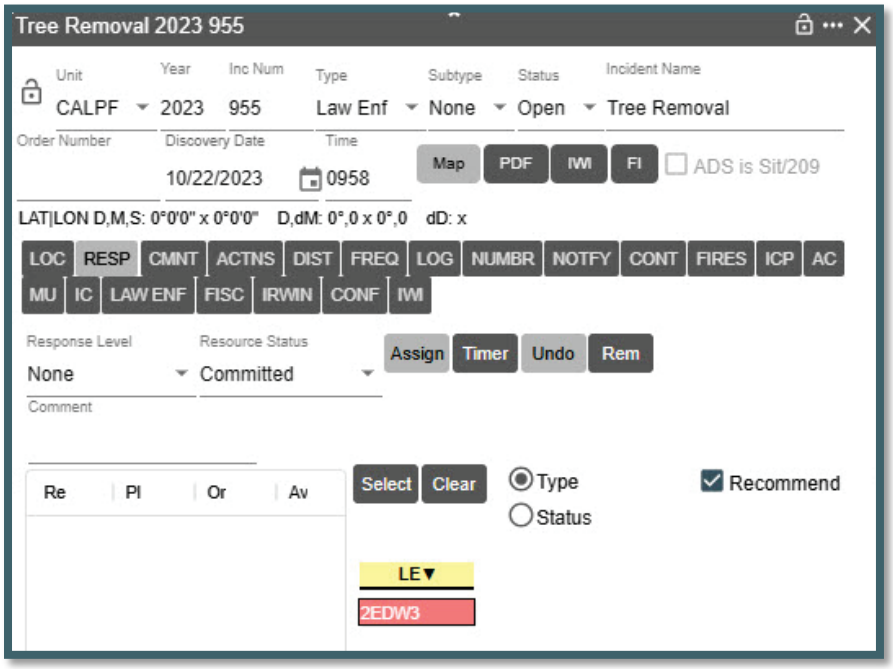


Figure 118 - LE Incident Panel



Resource Status Color Code

This code cannot be changed and is set by the government.

Figure 119 - Resource Status Color Codes.

Code	Desc.	Color
Committed	Committed	lightRed
Responding	Responding	magenta
On Scene	On Scene	lightMagenta
Returning	Returning	black
Avail Qtrs	Available In Quarters	brightWhite
Available	Available	lightGreen
Avail Inc	Available At Incident	lightBlue
In Service	In Service	blue
Out of Svc	Out of Service	gray
Cover	Cover	lightBlue
Standby	Standing By	lightGreen
Delay30	Delayed Response	black
Overnight	Overnight	black
Avail Page	Available On Page	yellow
Avail Cell	Available on Cell	yellow
InSvc Unav	In Service Unavail	black
InSv Delay	In Service Delayed	black
AvailDelay	Available Delayed	black
Day Off	Day Off	yellow
OffZone	Available (Off Zone Only)	yellow

Resource Integration

Resource integration means exchanging information about *WildCAD-E* resources, such as engines, crews, helicopters, etc., and the people staffing them via IRWIN with other systems like IROC, IQS, and IQCS. These five systems have worked closely over the past three years to develop standards and methodologies for exchanging *WildCAD-E* resource information.

WildCAD-E passes resource statuses to IRWIN where other connected systems can read them. *WildCAD-E* automatically creates filled requests for local resources sent to local fires and experience will automatically be generated for people staffing the resources. Dispatchers will still use IROC for other tasks such as placing or filling unfilled requests.

When a dispatch action closes a filled request (e.g., set the resource's status Avail), the last step is to set the resource's General Status to Available.

When a resource that is on a filled request is reassigned from one incident to another, the current request will always be closed first before creating a new request.

WildCAD-E will block creating capability requests if the resource's Current Dispatch Unit is different from the unit of the user's dispatch center.

Resource's status values are no longer set in IRWIN when the resources are assigned to NON-IRWIN incidents.

Users may create a new request for a resource sent to their center on a preposition.

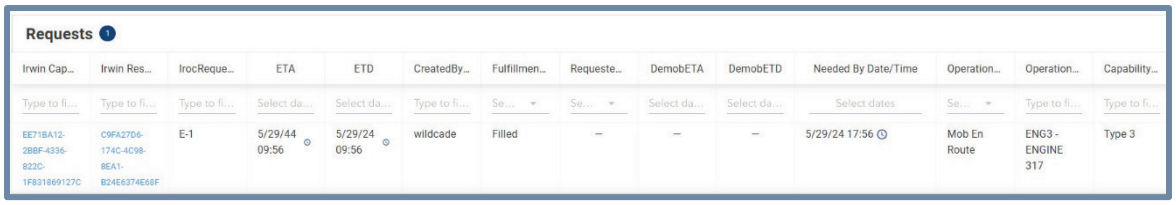
A resource's primary capability is read directly from IRWIN when the resource is assigned rather than only when the resource is matched between IRWIN and *WildCAD-E*. This solves issues where the resource's primary capability may have changed after the *WildCAD-E* resource was matched to the IRWIN resource.

IRWIN Observer

In IRWIN Observer the resource request will appear once a resource is responding – provided the resource has been IRWIN Matched in *WildCAD-E* **and** the incident has been sent to IRWIN.

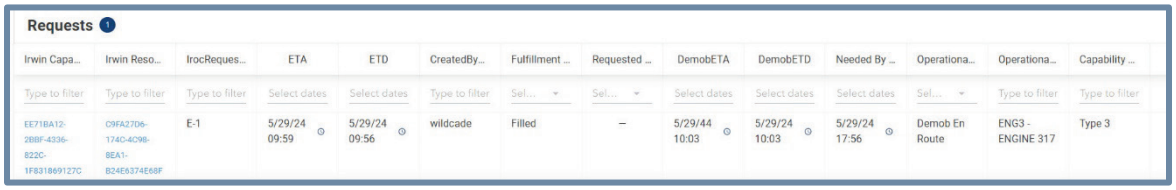
IRWIN Observer will show the operational status as ***Mob En Route*** when the resource is responding, will show the ***ETD*** as current date and time, and will show the ***ETA*** as current date and time plus 20 years. *WildCAD-E* uses plus 20 years so that IROC's "travel job" does not automatically change resource statuses.

Figure 120 –The Resource is Responding – ETA set plus 20 years.



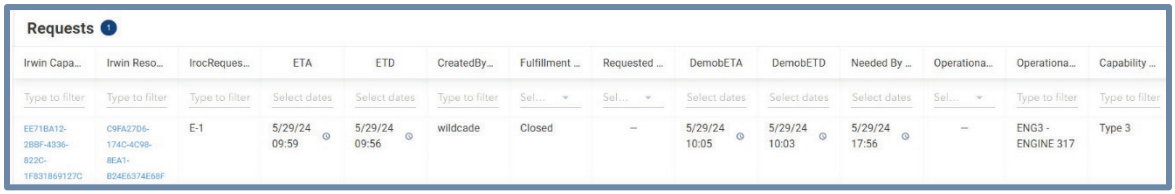
IRWIN Observer will show the operational status as ***Demo En Route*** when the resource is returning, will show ***DemobETD*** as current date and time, and will show the ***DemobETA*** current date and time plus 20 years.

Figure 121 –The Resource is Returning– DemobETA set plus 20 years.



IRWIN Observer will show the resource request Closed and the ***DemobETA*** is set to the actual date and time the resource status was set to any status not on the current incident.

Figure 122 –When Request is closed - DemobETA and set the current date and time.



Section 7: Open Incident Panel (F8 or Open Incident Icon)

Figure 123 - F8 Open Incident Panel

There are two methods for sorting open incidents.

1. By clicking the radio buttons next to Type or Mine or Stage.
2. By clicking the radio buttons next to Type or Mine or Stage and selecting an incident "Type" from dropdown.

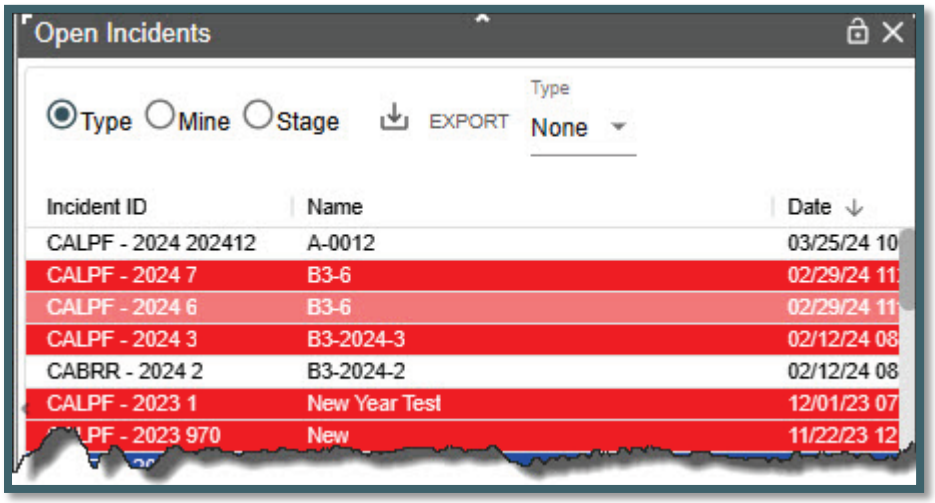
Method 1 – Incident Type, or Mine or Stage

On the Open Incident panel there are three main ways to sort open incidents by clicking on one of the radio buttons. Each of the radio buttons will retrieve all "Incident Types" based on the radio button selected.

As example,

1. **Type** - will retrieve all open incident regardless of which dispatcher is associated with that incident.
2. **Mine** - will retrieve all open incidents that are associated with an individual dispatcher.
3. **Stage** – is like "Type" and will retrieve all open incident but will color code to represent their stage.
   - **Red** - Not Contained
   - **Blue** – Contained
   - **Green** – Controlled
   - **Black** – Not a Wildfire

Figure 124 - Selected by Type for the entire Center.



Method 2 – Incident Type

Sorting by the incident type

As example,

1. Selected Type radio button to retrieve all incidents by specific incident type.
2. From dropdown select "Wildfire"
3. Figure 121 shows the result of this sort.

If you select "Mine" instead of "Type" and "Wildfire" you will sort all incidents that are yours. You also do the same by selecting "Stage" and "Wildfire" to retrieve the incident status.

Figure 125 - Select using the dropdown menu for incident types.

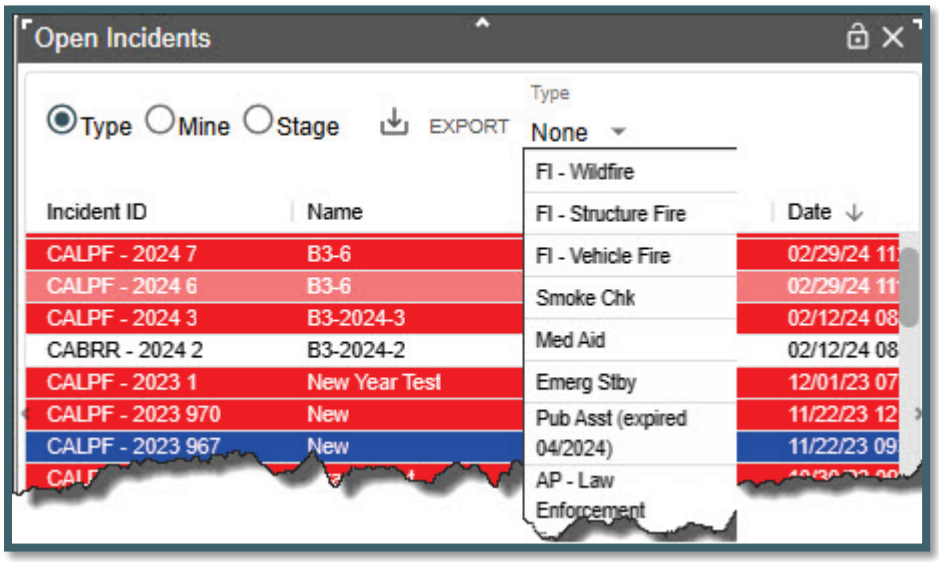
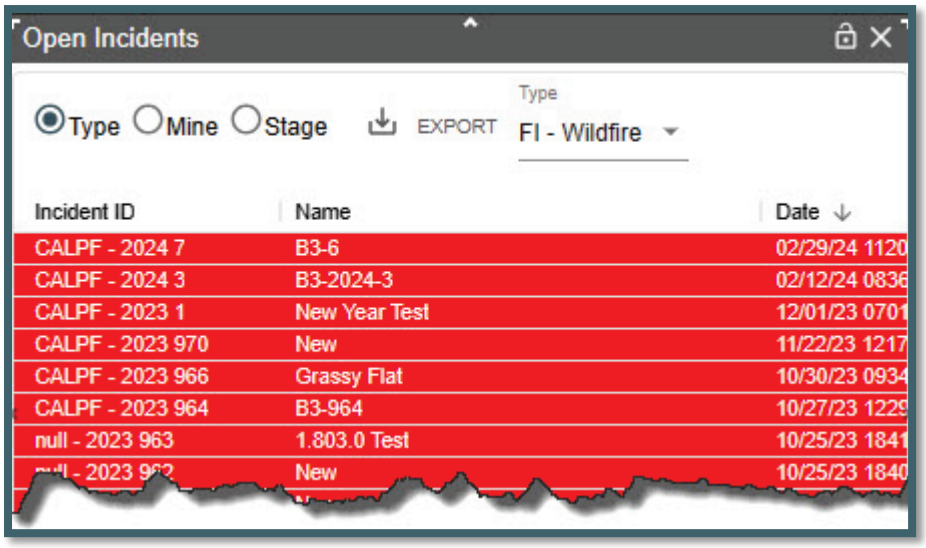


Figure 126 – Sorted by Wildfire



Export

All open incidents can be downloaded as a CVS file or printed.

- Select "Type" radio button to retrieve all open incidents.
- Select "Mine" radio button to retrieve your open incidents.
- Click "Export"

Section 8: Daily Log Panel (F12 or Daily Log Icon)

Figure 127 - Daily Log Panel Icon

The Daily Log allows the user to enter log comments each day without the need to open a separate Incident just for this purpose. The user may also view all Incident and/or Resource activities for the day.

Add Log Entry

- Select Category (if applicable) and change Initials if necessary.
- Type the 'Log Entry"
- Click "Add" to save.

Figure 128 - Log Entry and Add

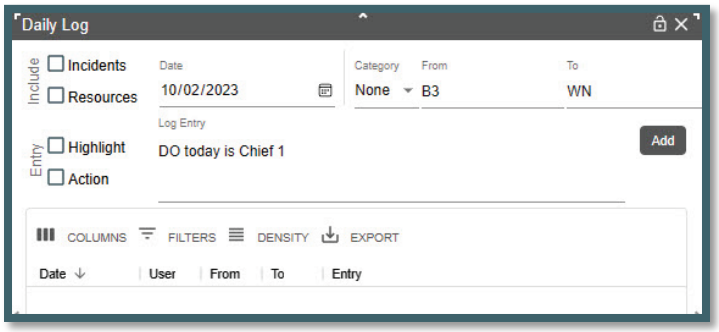
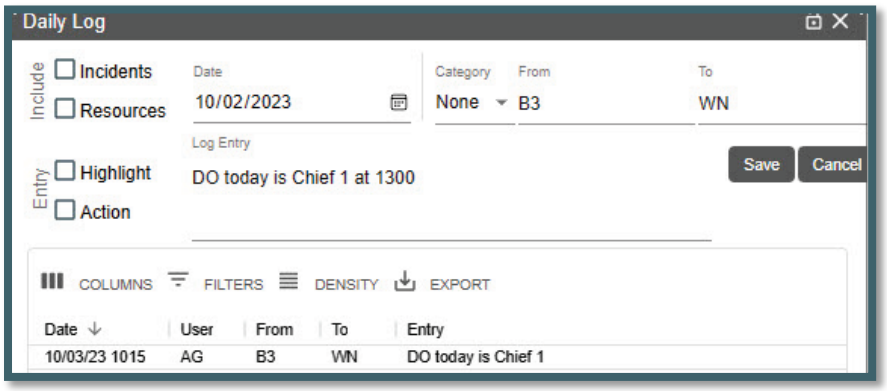


Figure 129 - Log Entry and Save



Editing or Viewing the Daily Log by either Incidents or Resources or Both

- **Incidents** – shows information regarding the incident.
- **Resources** – shows information the dispatch location of a resource any time the status is changed. Changing a resource's status back to Avail Quarters, now shows its home location.
- **Text/Email** – posted to the Daily Log will include subject line and recipients names.
- **Comments** – shows from the "Comment Box."

Figure 130 - Incidents on Daily Log Panel

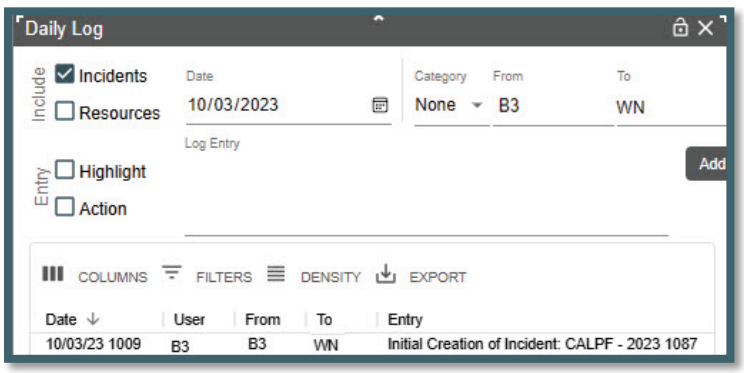
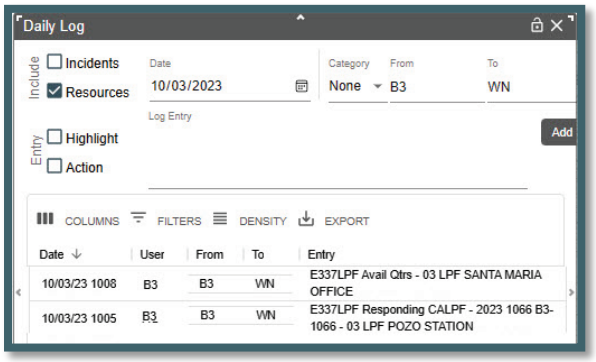


Figure 131 - Resources on Daily Log Panel

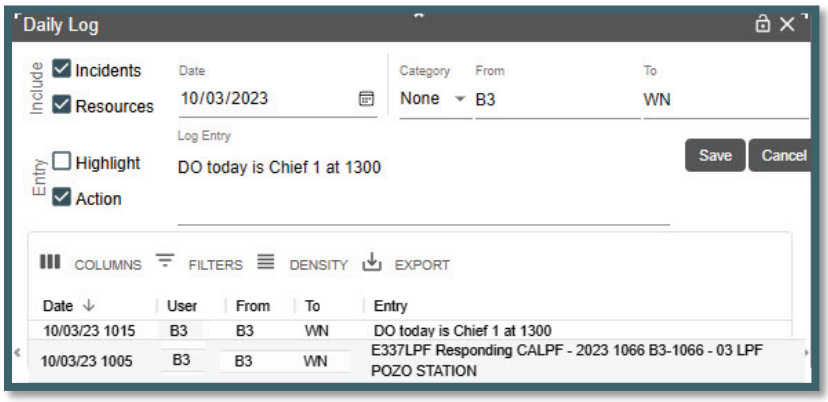


Highlight and Action

For both Highlight and Action complete the following:

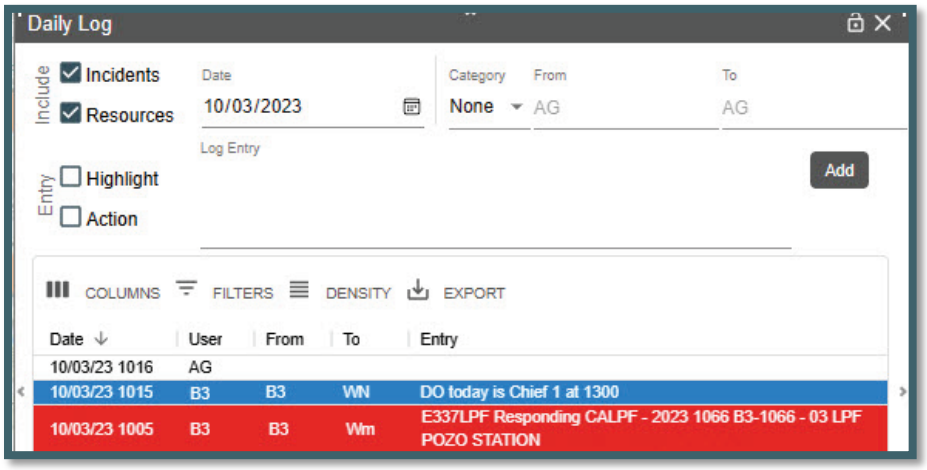
- Select the log entry to Highlight (or Action)
- Check the box (Highlight or Action)
- Click "Save"

Figure 132 - Select entry to be Highlight or Actions



Checking **"Highlight"** shows the entry in red. **"Action"** shows in blue until the item's status changes and action is turned off.

Figure 133 - Highlight on Daily Log Panel



Part IV: Roster

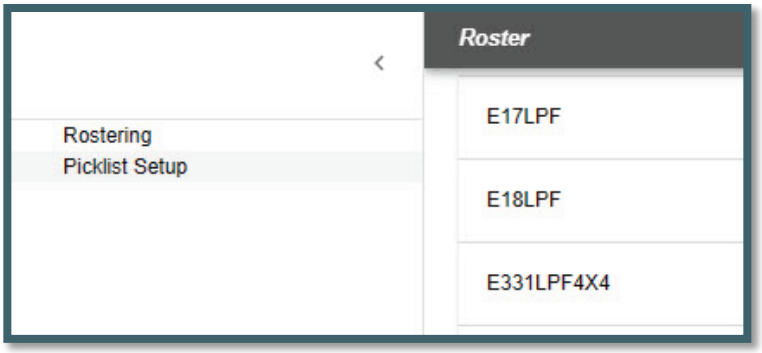
Section 1: Rostering

To be able to Roster a resource in *WildCAD-E,* a two-configuration step will be performed. The Center Admin will complete the first configuration step, which is to match the center's *WildCAD-E* resources with the corresponding resources in IRWIN and IROC. Although we are matching the same physical resource, it is not necessary to name the *WildCAD-E* resource the exact same name as it has in IROC.

The second configuration step is to authorize persons to roster specific resources. An example might be that the same person located at a station might do the morning rostering for an engine and a dozer, and an FMO might have the right to roster those same two resources plus many others.

Dispatchers can only authorize those people who have the Roster role in *WildCAD-E*; so, if dispatchers are also going to do the actual rostering, they should not only have the Dispatcher role, but also the Roster role.

Figure 134 - Roster Menu



Clicking on Rostering, the menu will display resources that the user has been Authorized (Daily Routine Section). The Picklist Setup will be discussed in Section 2.

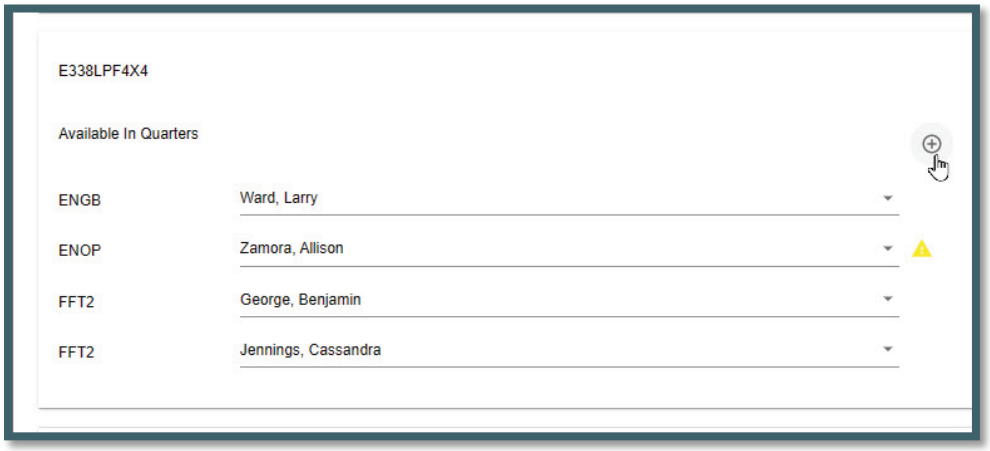
Left side of the Roster Panel (Figure 134) is the list of Resource that can be rostered by this user.

Figure 135 - Roster Panel, left side reflects the resources this user is authorized to roster.

The right side of the Roster Panel has two functions.

1. The check box:
   - if the box has a checkmark, that means that resource is available.
   - If the box is blank, that means that the resource is out of service or on an assignment. The assignment status of Committed, Responding, On Scene, etc. will be shown.
2. The Down Arrow:
   - Click the down arrow up, and the staffing on the resource will be displayed.

Figure 136 – Rostered Resource and Adding Position

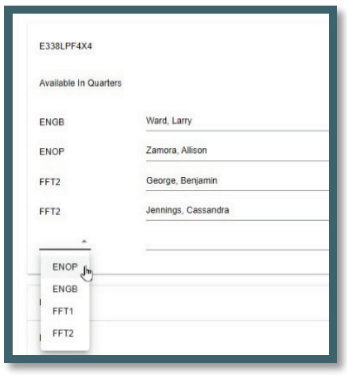


Creating a Roster

Every Roster has a standard NWCG staffing pattern. As an example, the Engine, Type 3 has four positions. The user can add a fifth or more by clicking on the "Circle with Plus Sign."

By selecting the "Circle with Plus Sign," this action allows the user to select another position from the dropdown list.

Figure 137 – Selecting a Position

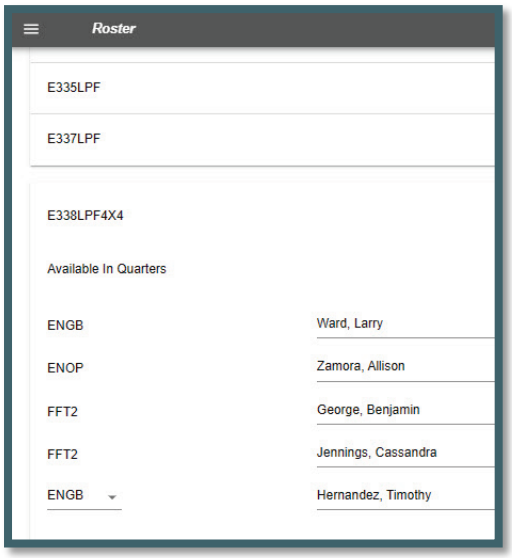


The next step is to select a person to staff the position.

There are two ways to select the person.

1. **From the Picklist** – the personnel the users have assigned to their respective resource's picklist will be visible and can be selected from the list.
2. **Name Search** – in the line to the right of the desired position, start typing a minimum of three letters within the name. Once the name appears, click on it.

Figure 138 – Complete Rostering Resource



The rostered personnel are assumed to be qualified for the position they are filling.

- If the individual is not qualified a "Yellow Triangle" symbol will appear to the right of their name. *WildCAD-E* does not prevent the user from rostering a resource with a person who lacks the qualification. *WildCAD-E* will allow that assignment because at times there are delays in entering experience and training to maintain a person's qualifications. **The bottom line is that managers and supervisors in the field have the final say over who goes out on what resources, not WildCAD.**
- If the individual is a trainee, a "Green T" symbol will appear to the right of their name.

Figure 139 -Roster Status

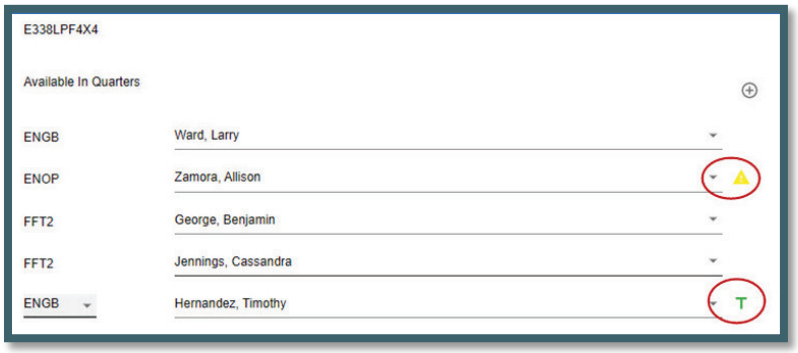
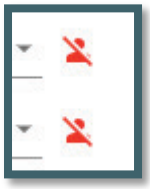


Figure 140 - Red firefighter indicates resource is currently assigned.



- If the individual has a "Red Firefighter" with a line on it symbol, *that indicates the person's General Status in IRWIN is not currently Available.* ~~*assigned on filled request.*~~

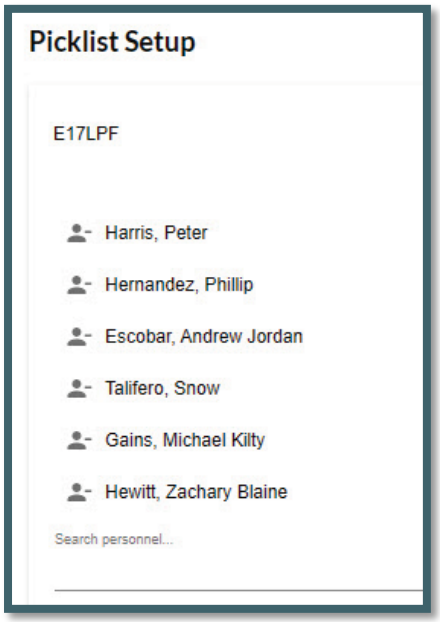
Section 2: Picklist Setup

Figure 141 - Picklist Setup is used by a Dispatch Center when a group of individuals routinely performs work together as a resource, such as an engine, etc.

When a dispatch center has a group of individuals who routinely perform work together as a resource, such as an engine, crew, etc., a Picklist can be created which makes dispatch more efficient. This step is optional, and users can roster a resource without creating a picklist. These lists are intended to save time.

When performing rostering in *WildCAD-E,* one can attach any person who has a record in IQS or IQCS to our engine crew, etc.

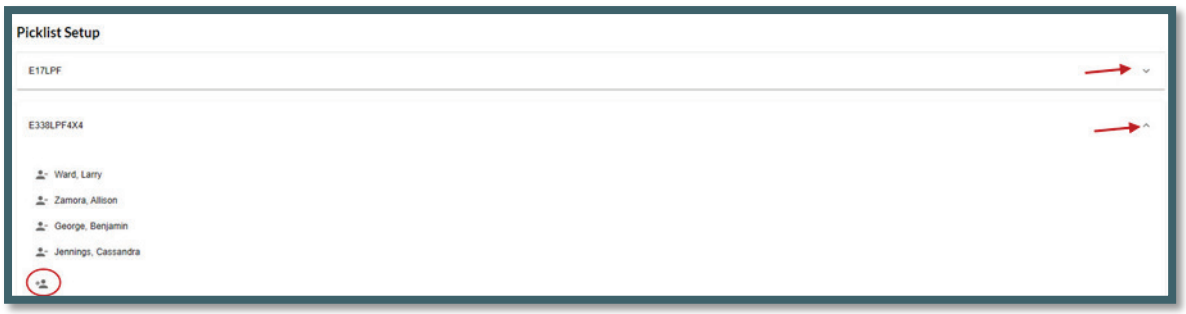
Figure 142 - Add a name to a Picklist.



To Set Up a Picklist

- Identify the individual resources that combine to create a resource appropriate for a Picklist (e.g., engines, crews, etc.).
- If an individual is added in error, click right of the name and once prompted, remove the individual resources from the list.
  - Click the up and Down arrow to view the names on the Picklist.
- Save your work.

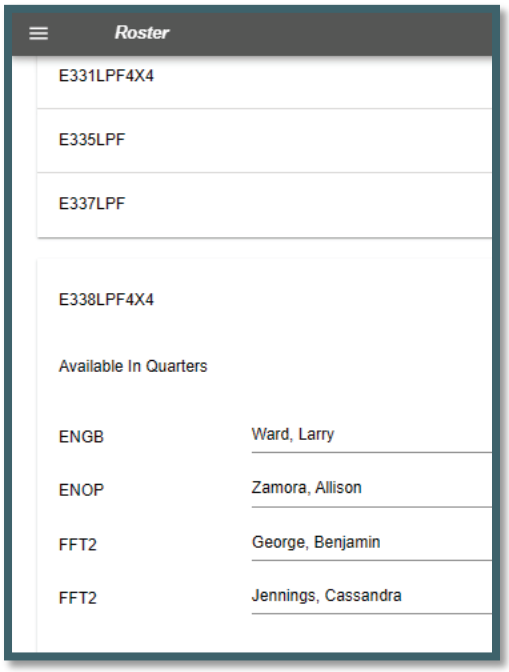
Figure 143 - Example Picklist Setup



Create a Roster

To create a roster for an Engine, assign an engine boss and crewmembers. A Picklist comes in handy for completing this task.

Figure 144 - Panel to create a roster.



- To create the resource, use the button in the upper left to add the position.
- To add additional members not on the picklist, type the individual's name.
- A green "T" to the right of a name indicates a trainee status.

A user can add people only if:

- The current dispatch unit is their home unit,
- If the person is not presently on a filled request, and
- The individual is not presently on another roster in *WildCAD-E*.

If the user wants to assign that resource today, the user will need to contact the person who manages the roster for that other resource and have them release that person.

Once a resource is on an assignment, meaning they are on a filled request in IROC, substitutions or reassignments of any people are completed in IROC.

Those *WildCAD-E* users who have only the roster role come right to this screen when they log in, they do not have access to any other *WildCAD-E* features. The user clicks on rostering, and the screen will size itself well for use on a tablet, even a cell phone, so people in the field will have that option to do rostering from a computer or a tablet and potentially even a cell phone.

Part V. Incidents

Section 1: Search Incident Panel (F2 or Search Icon)

Figure 145 - Search Incident Panel

Each row in the search panel represents one method to search for an incident.

As example,

- Enter a date, from and to, and the information about what the user wants to search for on the incident (Figure 145).
- Click the Search button to execute the search. If the search was valid, the search will return a list of incidents (Figure 146).
- To clear an enter, Click the "Clear" button.

Figure 146 - Search Incidents using date only.

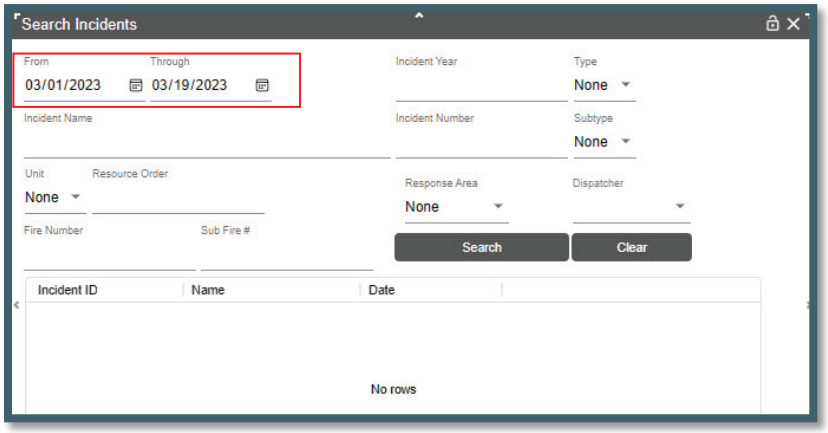
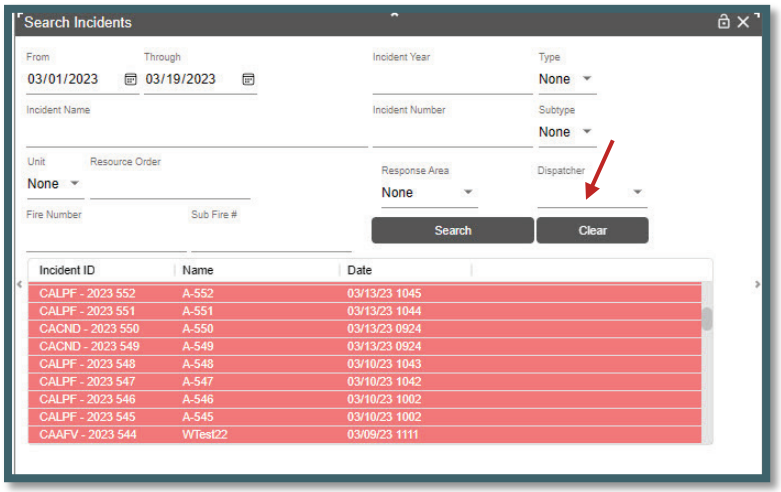


Figure 147 - Search results by date.



Section 2: New Incident (F9 or Incident Icon)

Figure 148 - New Incident F9 Icon

Create Incident

Incident can be created the following ways:

Manually

- Click the New Incident Icon without the location (Lat/Long)
- Manually enter the location on the Location (LOC) tab

Use the Drop Point

- Click on a location on the map, and to set a "Drop Point."
- Click on the New Incident Icon on the lower right side of the map. This auto populates the Lat/Long and TRS on the Location (LOC) tab.

Figure 149 - Use the Drop Point to create an Incident.

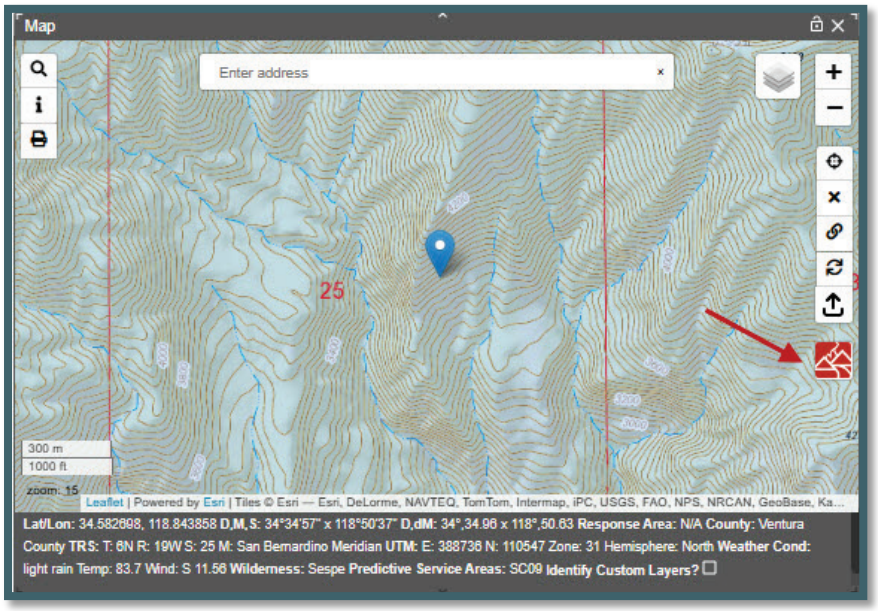
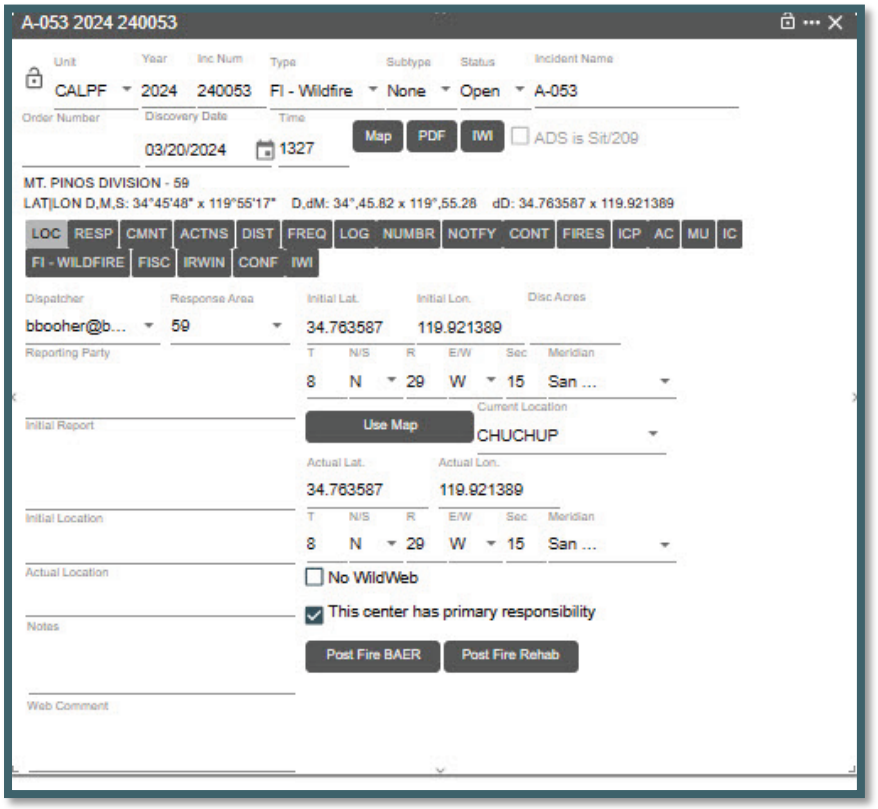


Figure 150 – New Incident created by using the Drop Point.

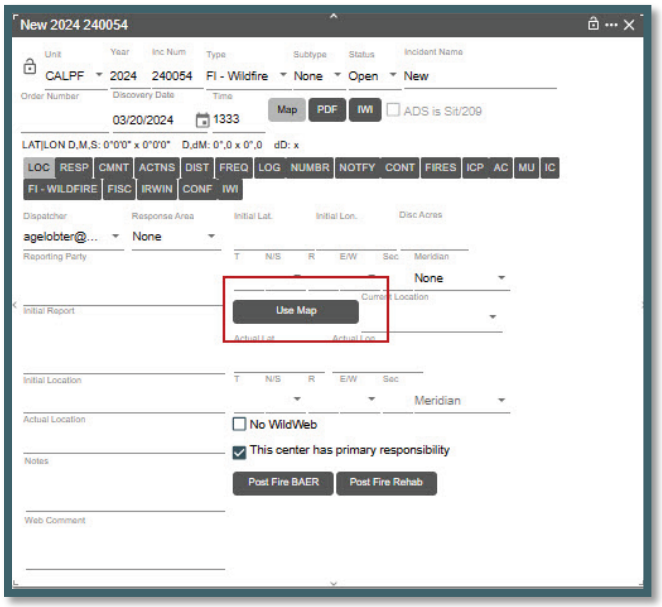


The "Use Map" Button

- Click New Incident Icon or F9.
- Open the map and set the drop point location.

- Click the Use Map button and this auto populates the Lat/Long and TRS Location (LOC) tab.

Figure 151 - Use Map Location button to auto populate Lat/Lon.



Find Panel Icon

Click on the "Find Panel" Icon upper left of the Map and use any one of the methods for finding a location, then click the "GO" button.

Click on the New Incident Icon on the lower right side of the map. This auto populates the Lat/Long and TRS on the Location (LOC) tab.

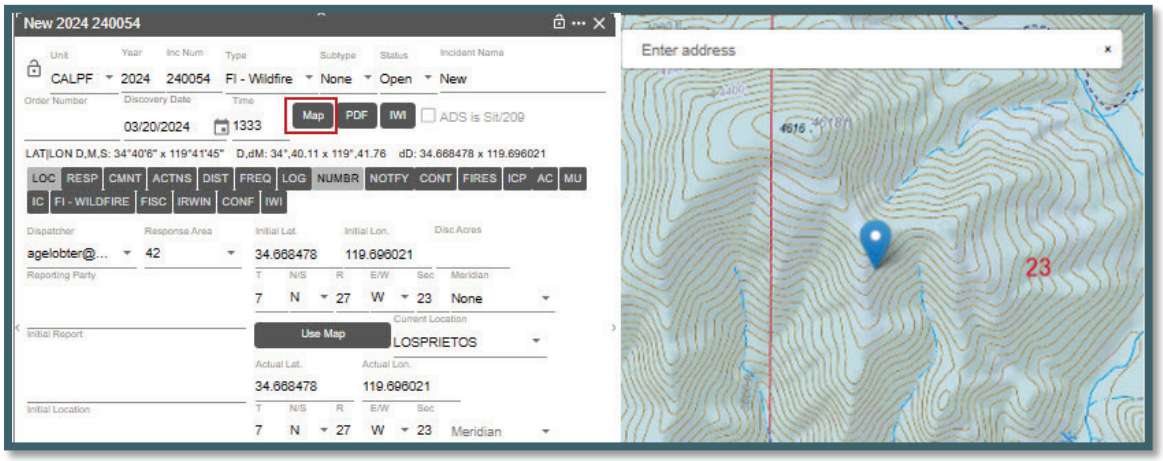
Search Bar

- In the "Search Bar" on the Map, enter a place name, Lat/Long, etc., then click to go to a location.
- Click on the New Incident Icon on the lower right side of the map. This auto populates the Lat/Long and TRS on the Location (LOC) tab.

"Map" Button

If an incident has a location, the Map button in the incident header will be enabled. Click the Map button, the map panel will open (if it was closed) and zoom to a point located at the actual Lat/Lon of the incident.

Figure 152 - Map button in the incident header is enabled.

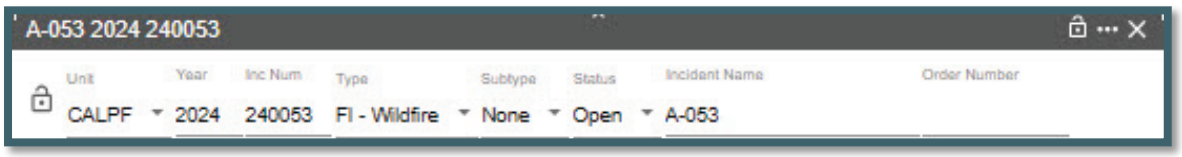


Section 3: Incident Panel and Tabs

Creating an incident *WildCAD-E*, auto populates several items on the Incident Panel's Header and LOC Tab.

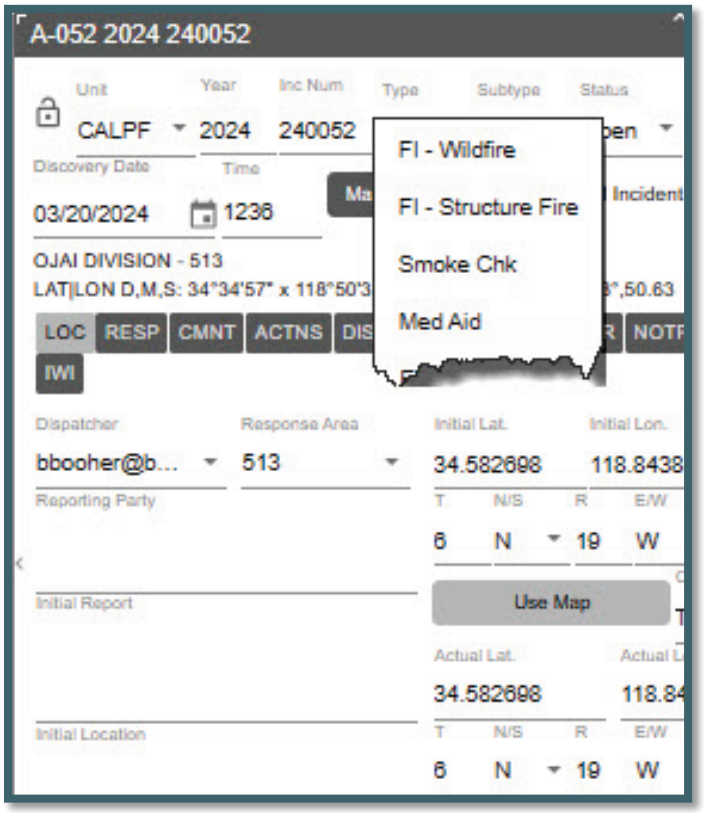
Header Information – Upper Portion

Figure 153 - Upper portion of Incident Panel Header



- **Unit** - Enter the Unit.
- **Year** – Enter the Current Year.
- **Inc Num (Incident Number)** – Is auto-populated by adding one number to the last used incident number. The last used incident number may be set up by the Center Administrator. The incident number cannot be changed.
- **Type** – For this Dispatch Center, the default type is "FI - Wildfire." Incident Types are set and cannot be changed. Appendix III – Incident Types contains the current list. Some Incident Types will have "Expired" dates, which will allow for searching, editing, and reporting incidents with expired types.

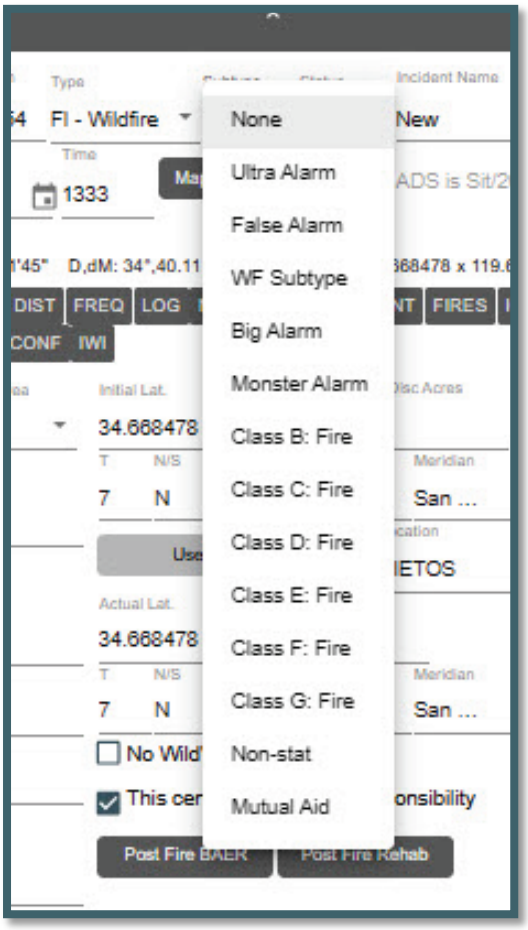
Figure 154 - Incident Type Dropdown Menu



Subtype

- Display "None," which can be changed by using the dropdown menu.
- Incident Subtypes dropdown menu excludes expired subtypes from the list.

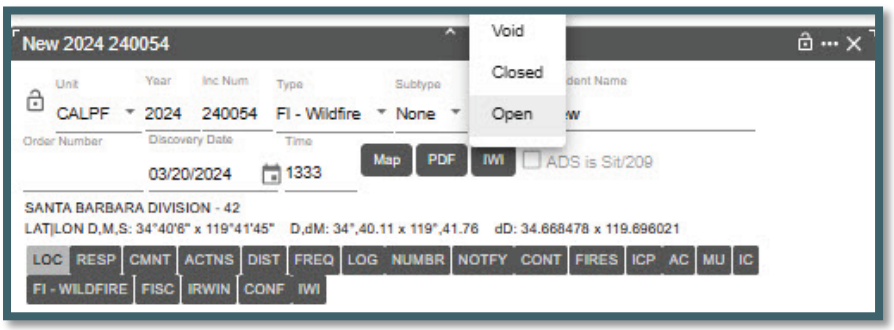
Figure 155 - Incident Sub-Type Dropdown menu.



- **Status** (as "Open")

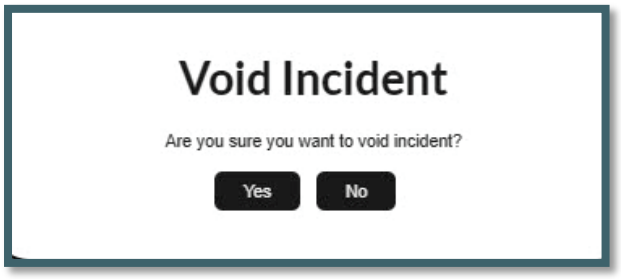
Before an incident can be set to close, the user must clear all resources assigned to the incident. The user will now get a prompt when attempting to close an incident that has resources assigned. The incident cannot be closed until all resources a cleared from the incident.

Figure 156 - Incident Status Dropdown menu.



*T*he user will now get a Popup Confirmation when changing an incident status to Void.

Figure 157 - Void Incident Confirmation



- **Incident Name** - Displays "New," which will be replaced automatically as the user type in the actual name. *WildCAD-E* will check for duplicate incident name in the same calendar year and indicate a duplicate with "DUP," next the second incident name entered. Doing so will cause the sequence figure number to change. Incidents names with the "&" (ampersand character) in the incident name were not successfully to added to IRWIN.

Figure 158 - Incident Name

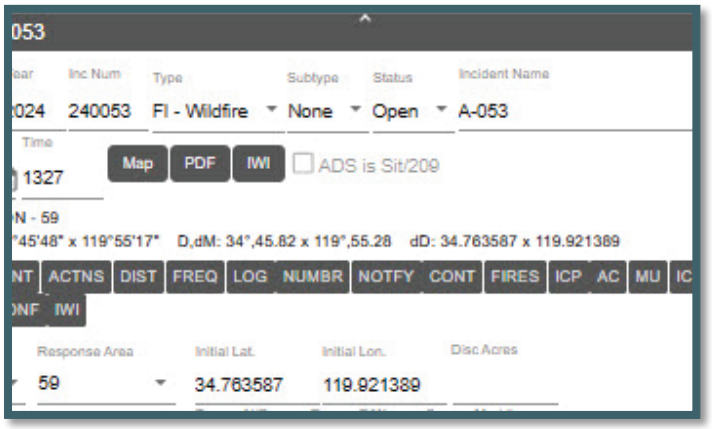
Figure 159 - Duplicate Incident Name

- **Discovery Date and Time** – Enter the date and time that the Incident was discovered.

Location of Tab Information

- **Dispatcher** – Name of Dispatcher at the time the incident was created.
- **Response Area** – Initially display "None," which can be changed by using the dropdown.

Figure 160 - Completed Incident Panel Header



In *WildCAD-E,* two or three symbols are located on the right side of the ribbon panel. These symbols are:

1. **Lock** – The Lock allows the user to lock or "Freeze or Un-freeze" the panel in place on the Home page.
2. **Three Dots** – The three dots to the right of the lock, dock the panel on the Home page ribbon.
3. **The "X"** – The "X," to the right of the three dots on the Home page ribbon, closes the panel from view; but does not delete the panel.

Figure 161 – Symbols at the far right of the panel ribbon lock the panel in place; dock the panel on Home; and closes the panel from view.

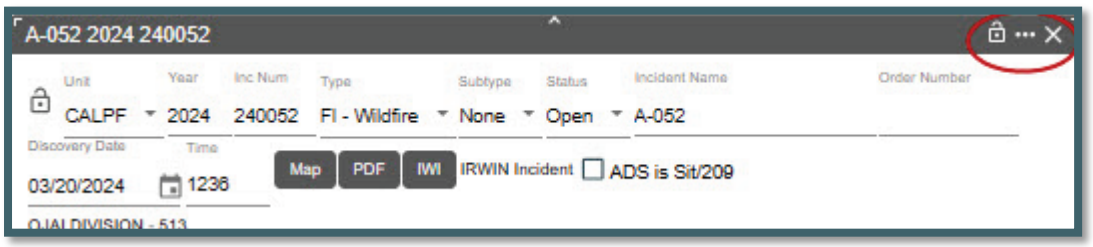


Figure 162 – The Freeze Lock in the "Open" position allows the panel to move. The "Close" position docks the panel in place on the Home page.

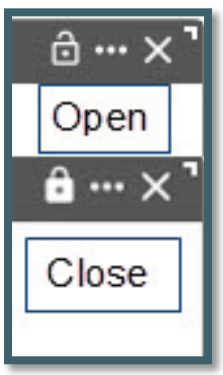
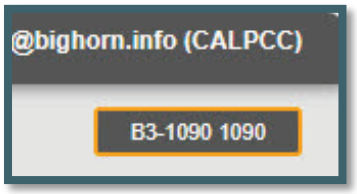


Figure 163 - Example of a "Dock" Incident Panel.



Header Information – Lower Portion

On this portion of the Header, there are three buttons:

1. **Map Button** – Zooms on the map to the incident location and displays a Drop Point.
2. **PDF Button** - Prints this Incident Report to a PDF File.
3. **IWI Button** – Creates an "Incident within an Incident" incident panel.

Figure 164 - Map Button

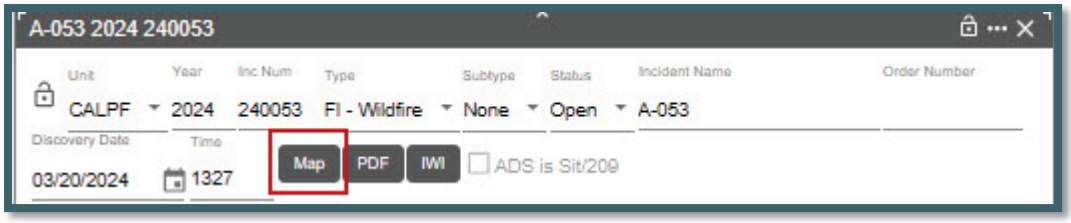


Figure 165 - Display the location of the incident after clicking the "Map Button."

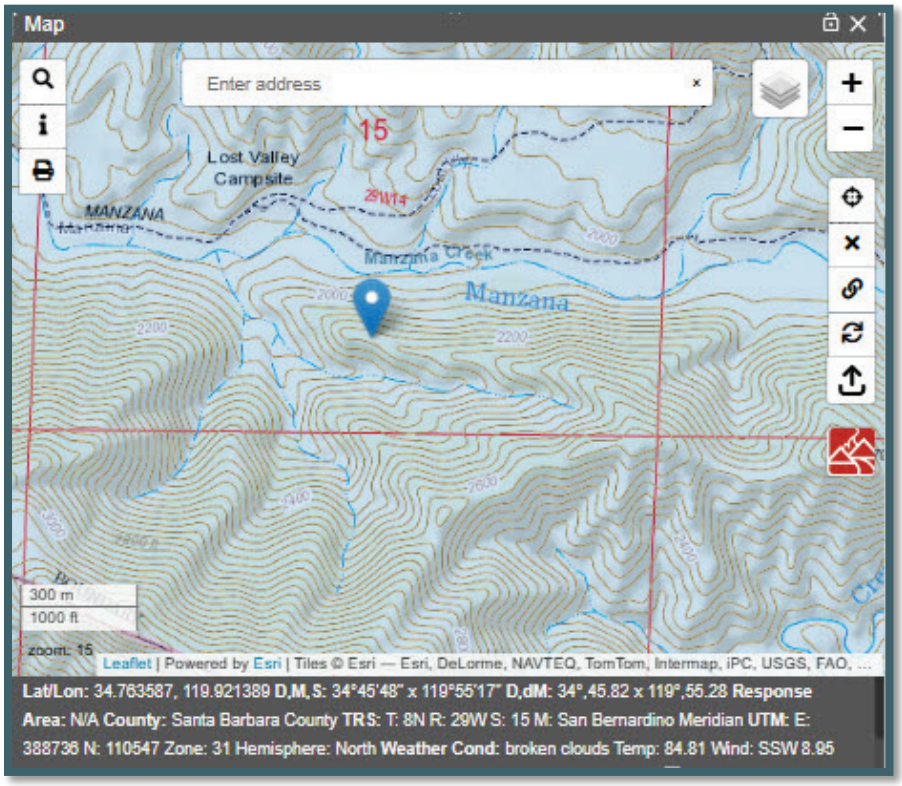
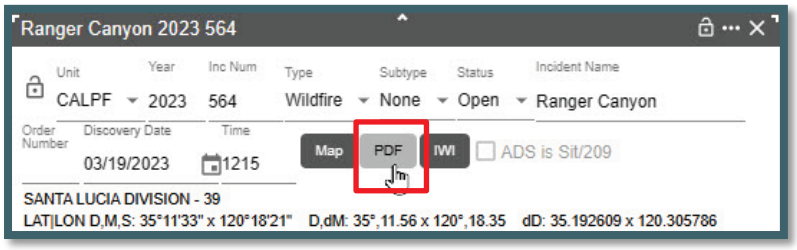


Figure 166 - The PDF Button



After clicking the 'PDF' button a pop-up will ask to confirm the inclusion of resource status.

Figure 167 - Report to include resource status or not.

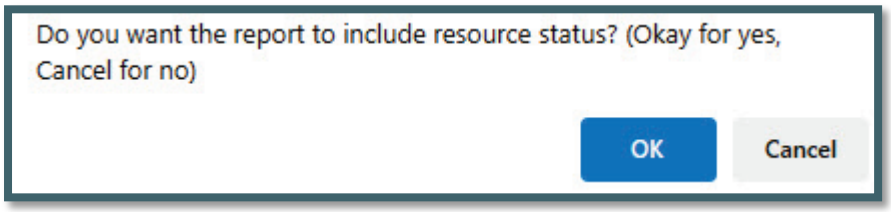
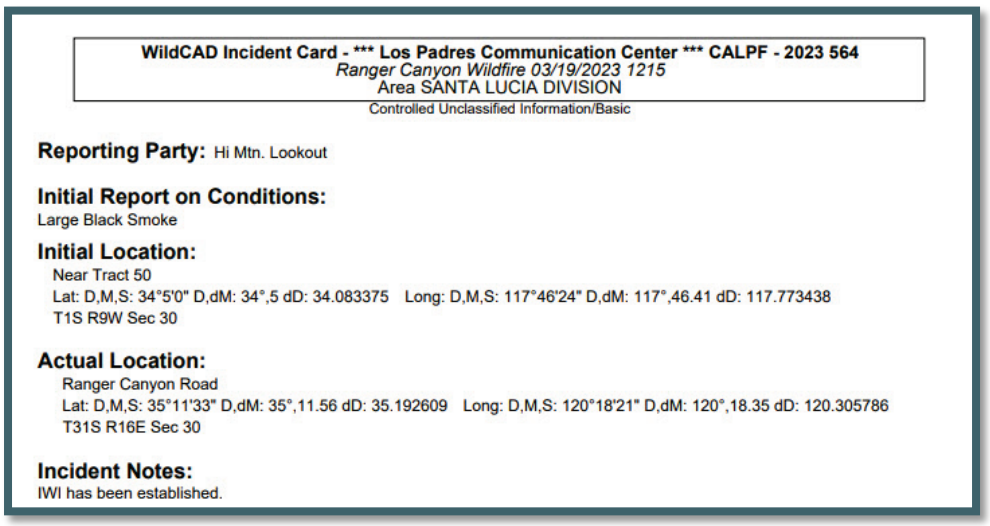


Figure 168 - Example of a file created using the PDF button.

Figure 169 - Example of an "Incident Card."



WildCAD Incident Card - * Los Padres Communication Center *** CALPF - 2023 564**
Ranger Canyon Wildfire 03/19/2023 1215
Area SANTA LUCIA DIVISION
Controlled Unclassified Information/Basic

Reporting Party: Hi Mtn. Lookout

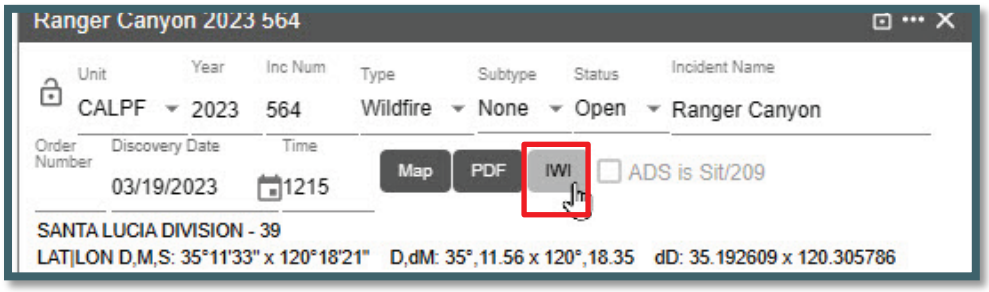
Initial Report on Conditions:
Large Black Smoke

Initial Location:
Near Tract 50
Lat: D,M,S: 34°5'0" D,dM: 34°,5 dD: 34.083375 Long: D,M,S: 117°46'24" D,dM: 117°,46.41 dD: 117.773438
T1S R9W Sec 30

Actual Location:
Ranger Canyon Road
Lat: D,M,S: 35°11'33" D,dM: 35°,11.56 dD: 35.192609 Long: D,M,S: 120°18'21" D,dM: 120°,18.35 dD: 120.305786
T31S R16E Sec 30

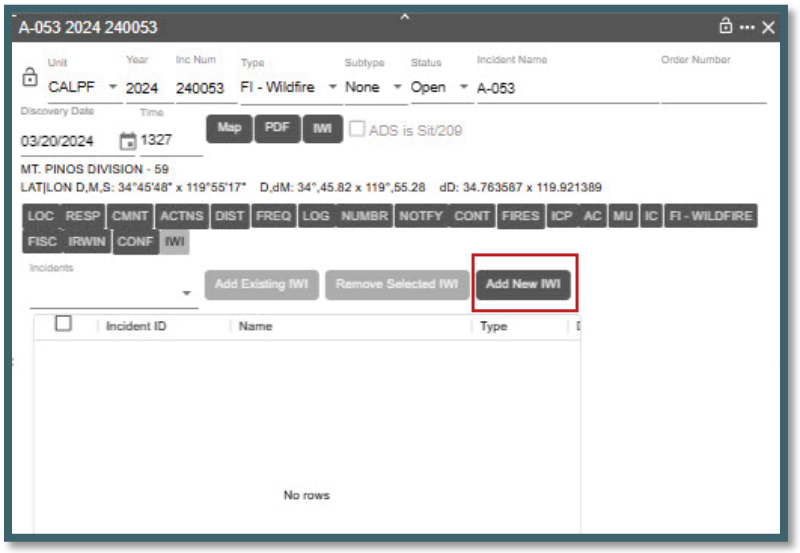
Incident Notes:
IWI has been established.

Figure 170 - The "Incident with an Incident" (IWI) Button



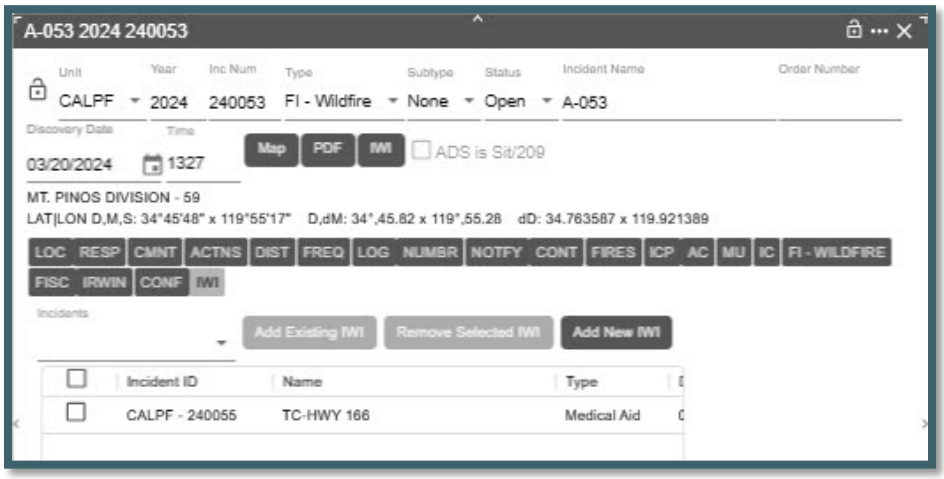
Click on the **"IWI" Button** (Incident within an Incident)

Figure 171 - Adding a New IWI.



Then by clicking on the **"Add New IWI" button** that opens a panel has the same functionality as a normal incident panel and will associate this main incident with its own Tab on the original incident.

Figure 172 - Example of Adding a new IWI.



To add an existing IWI:

- Use the **"Incidents"** dropdown menu to select an IWI.
- Click the **"Add Existing IWI"** Button to add this existing IWI to the list.

To remove an IWI form the list:

- Click the box next to the **"Incident ID."**
- Click the **"Remove Selected IWI"** Button to remove this IWI to the list.
- To remove more than one IWI at a time just click all the boxes next to the IWI you want to remove.

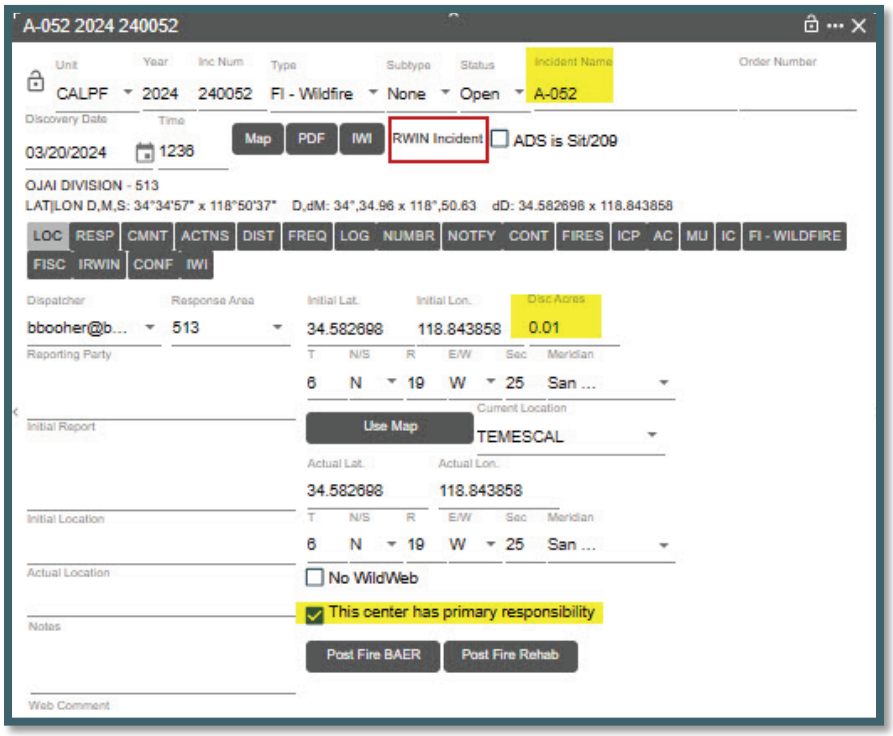
IRWIN Integration

The fields required to have an Incident be sent to IRWIN are:

- **"Disc Acres"** - Discovery Size (new field "Disc Acres" on Location Tab)
- **"Incident Name"** - Once the user starts typing the word "New" will be replaced.
- **"This center has primary responsibility"** for this incident must be checked.
  - If the user's center is NOT responsible for the incident, the user would un-check the box.
  - If the user UNCHECKS the box for a fire, the user's information about this Incident will not flow through IRWIN to other systems.

Once the above is completed the incident panel will display **"IRWIN Incident."**

Figure 173 - Example of IRWIN Incident.



Changing from an IRWIN Integrated Incident to Non-Integrated Incident

When changing from an **IRWIN Integrated Incident to a Non-Integrated Incident** type, any filled resource capability requests on the incident are closed and the IRWIN incident is set to invalid. Also, the following log entry is added to the IRWIN Log for the incident - "Changed to a non-integrated type, IsValid set to false."
Changing the incident type back to an integratable type uses the prior IRWINID and sets IsValid=true (example, Wildfire accidentally changed to Misc, dispatcher notices the error and changes back to Wildfire).

When changing from a non-integrated incident to an IRWIN integrated incident type, the incident is sent to IRWIN once all the requirements are met. Filled capability requests are created for any IRWIN resources assigned (w/ status Responding, On Scene, or Returning) to the incident.

In the case where the incident type is changed to a **"FI - Wildfire"** the following rules are applied:

- When changing from an IRWIN integrated incident to a **"FI - Wildfire"** and the incident does not have discovery acres, the discovery acres are set to 0.01 by *WildCAD-E*. The incident continues to be integrated.
- When changing from a NON-integratable incident (i.e., Smoke Check, Misc), the discovery acres are now NEVER set by *WildCAD-E*

In the case where an escaped **"FI - Wildfire"** is created from a **"FM - Prescribed Fire"** (via the WF button on the incident header), *WildCAD-E* sets the wildfire's discovery acres to 0.01 regardless of the value in the prescribed fire's discovery acres.

The incident type cannot be updated for the following special cases:

- If the incident is part of an integrated parent/child relationship
  "FI - Wildfire" related to a "FM - Emergency Stabilization".
  "FI - Wildfire" related to a "FM - Fire Rehabilitation".
  "FI - Wildfire" related to a "FM - Out of Area Response".
  "FM - Prescribed Fire" related to a "FI - Wildfire".

- If the incident is a "**FM - Preparedness/Preposition."** When an incident type is changed to a "FM - Preparedness/Preposition," the user is prompted with a dialog to confirm or cancel the change. The incident type can ONLY be updated to a "FM - Preparedness/Preposition" if the incident is not in IRWIN and the incident has no resources assigned.

Authoritative Data Source (ADS is Sit/209)

If the Center has turned over responsibility for updating the Incident to another entity (e.g., to an Incident Management Team), check **"ADS is Sit/209"** box. From then on, changes to the center data for this Incident will not flow to IRWIN. If the box was inadvertently unchecked and resources were then assigned, it was not possible to check it without releasing all the resources.

Incident Panel Tabs

As users work with *WildCAD-E*, they will frequently manage Incidents on this Incident Panel. The panel contains numerous **"Tabs,"** each of which is described below. All **Tabs** have a set maximum length limit on all entry fields to avoid issues with user would try to save data with too many characters and the result would be that no data was saved.

Location Tab (LOC)

Most of the information on the **LOC tab** is completed as the user creates the incident.

Such as,

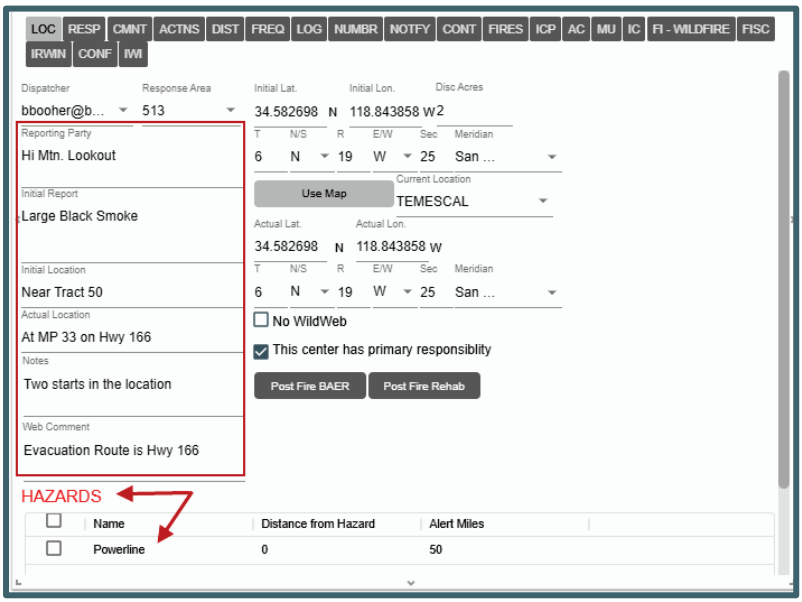
- The "Current Location" is the dispatch location associated with the incident 's response area. I drop-down dispatch location is available to change the current location.
- For resources assigned to the incident, their current dispatch location will be set to the associated dispatch location for the incident.
- Added the ability to add half (x.5) decimal values for Township and Range.

The lower left side (Red Box) of the LOC tab has several free text areas that are optional. They can be viewed in Figure 173.

If the incident location is within an area that has been identified by the Center Admin as a "Hazard," a warning "HAZARDS" will display below the free text area.

Scrolling to the bottom of the LOC tab will display the information about the hazard.

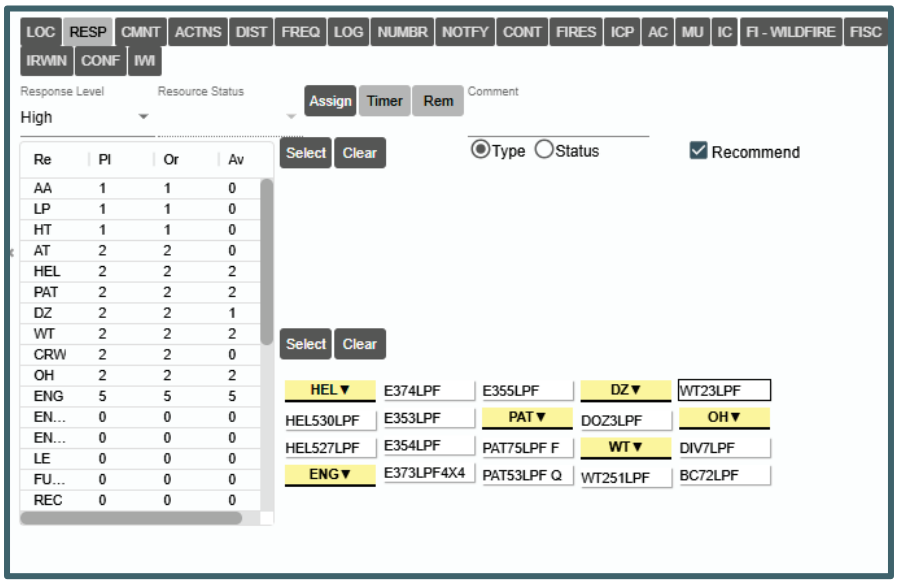
Figure 174 - Location Tab (LOC)



Response Tab (RESP)

Manage the responding resources on this tab. **RESP tab** is NOT visible for incident types of FM - Preparedness/Preposition ("Prepo") or FM - Out of Area Response:

Figure 175 - Response Tab (RESP)



The left side of the RESP Tab:

- **Response Level** - will default to the response level set in the Daily Routines. To start a response:
  - Use the dropdown to change the response level.
- **Resource Status** – will default to "Committed" once a resource is "Assigned."
  - Use the dropdown to change the response status.
- **Quantity** - **the preplanned number of resources** to be dispatched at a select response level. These number are set in Center Admin within the "Dispatch Strategy," The quantity are defined:
  - **Re** – Resource Type
  - **Pl** – Number preplanned
  - **Or** – Number requested (ordered) for this Incident.
  - **Av** – Number available

The user can change the quantities in the Ordered (Or) column to, for example, request the next closest engine.

Assigned Resources

The top portion right side of the RESP Tab includes:

- **Assign** -The Assign button commits the resource(s).

- **Timer** – Click on a resource, then the button will start a timer for that resource.
- **Rem** - The **"Remove"** button can be used to completely remove a resource from the incident, along with any associated actions on the Incident.
- **Comment** - When selecting a resource, you can enter a comment and change status to create a log entry.

Committed Resource

The middle portion on the right side of the RESP Tab includes:

- **Select** – Click on resource the use the dropdown "Resource Status" to change status.
- **Clear** - will clear the user's last entry, such as select a resource and decided the user pick the wrong, click "Clear."
- **Type or Status** – The user can sort the list of resources by Resource Type or Resource Status.
- **Recommend** – Click on the box to display the recommended response and click off the box and "Not Recommended" will be displayed. Current Dispatch Location is used for recommending resources.

Recommended Resources

The lower right side of the RESP Tab includes:

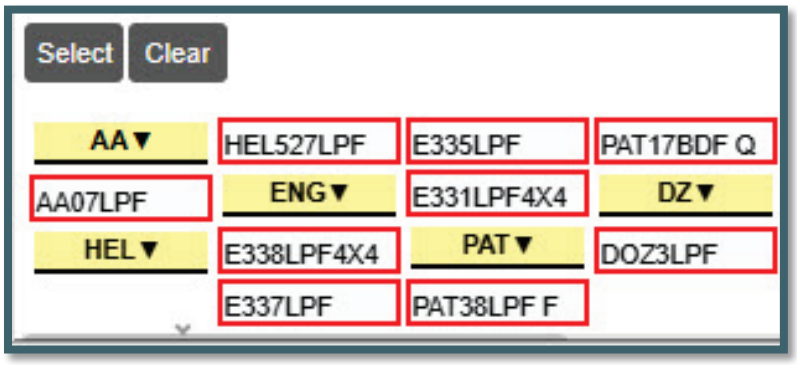
- **Select** – Click on resource and use the "Assign" button to commit the resource (multi select).
- **Clear** - will clear the user's last operation, such as a select-a-resource and/or it is decided the user pick the error wrong, click "Clear."

Selecting from the RESP Tab within the Recommended Resource portion:

To select ALL Resources:

- Click "Select" and each resource will have a red box around the resource.
- Click "Assign" which moves the resources to the Committed portion.

Figure 176 - Response Tab - Select



Within the Committed portion:

- Click “Select” and each resource will have a red box around the resource.
- Use the Resource Status dropdown to status the resources Committed, Responding, or At Scene, etc.

Figure 177 - Response Tab Assign

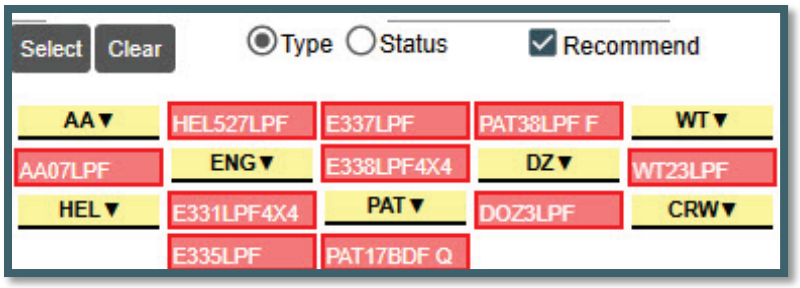
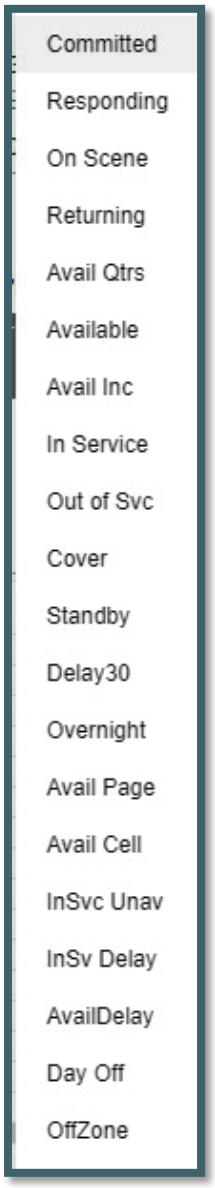


Figure 178 - Response Tab, Dropdown List



To Multi-Select SOME Resources

With in the Recommended Resource portion

- Hold the "Ctrl" key and click on the resources the user wants to commit (can be one or more than one resource).
- Click "Assign," which moves the resources to the Committed portion.

Within the Committed portion:

- Hold the "Ctrl" key and click on the resources the user wants to commit (can be one or more than one resource).
- Use the Resource Status dropdown to status or to make the resources Committed, Responding, At Scene, etc.

Type or Status – the user can sort the list of resources by Resource Type or Resource Status.

Figure 179 - Resource Status - By Type

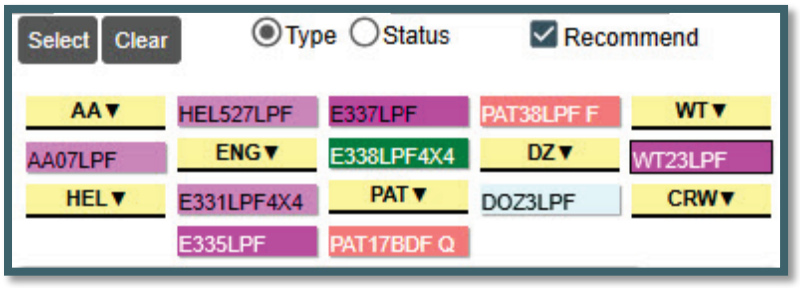
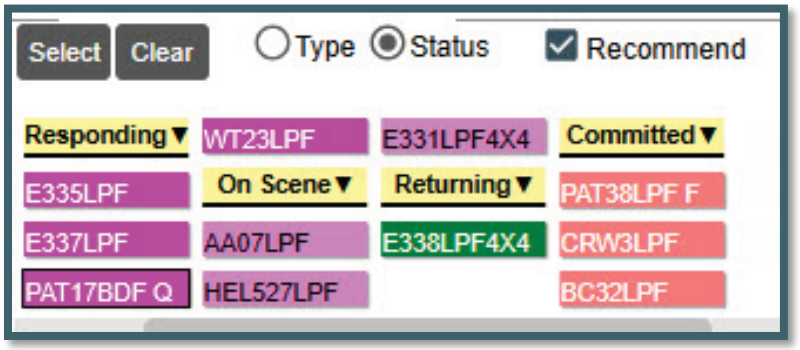
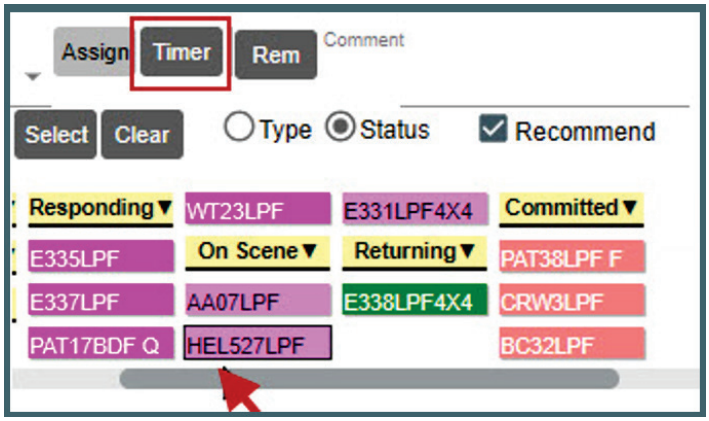


Figure 180 - Resource Status - By Status



Timer – Click on a resource, then the button will start a timer for that resource.

Figure 181 - Resource Status - Start Timer



Selecting from the Resource Status Panel

- Click on the resources the user wants to commit (can be one or more than one resource).
- Click "Assign," which moves the resources to the Committed portion.

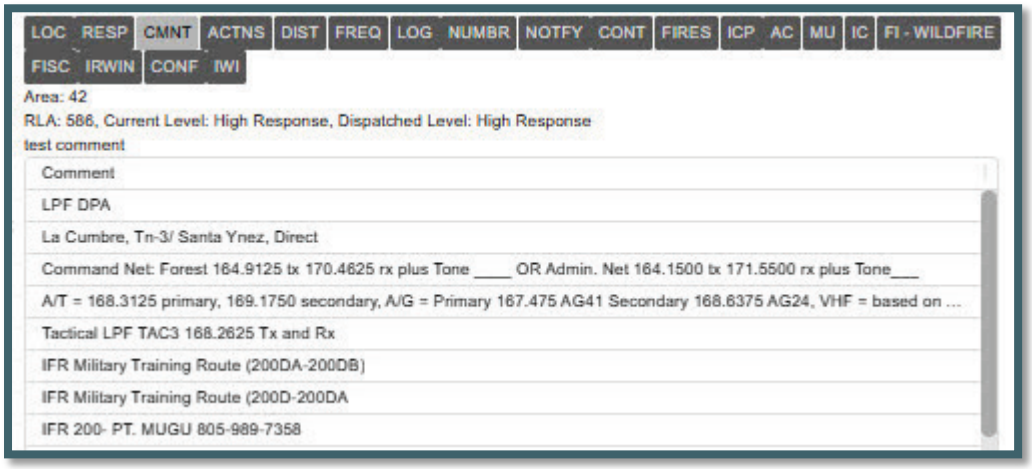
Within the Committed portion:

- Click on the resources the user wants to commit (can be one or more than one resource).
- Use the Resource Status dropdown to status or to make the resources Committed, Responding, At Scene, etc.

Comments Tab (CMNT)

This tab shows information entered by the **Center Admin** for this response area.

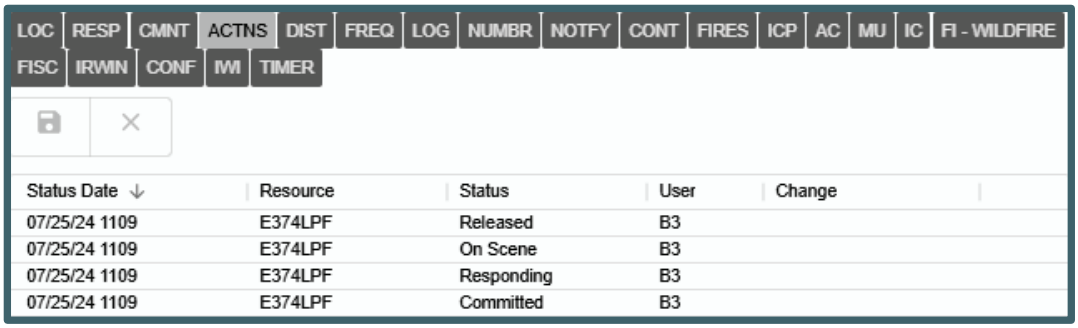
Figure 182 - Comment Tab



Actions Tab (ACTNS)

The **Actions Tab** shows all the status changes for resources on this Incident. When a resource is set to a status that makes it no longer assigned to the incident, the Actions tab now shows that the resource was "Released" along with the date/time. This record will also be in the status history for the incident.

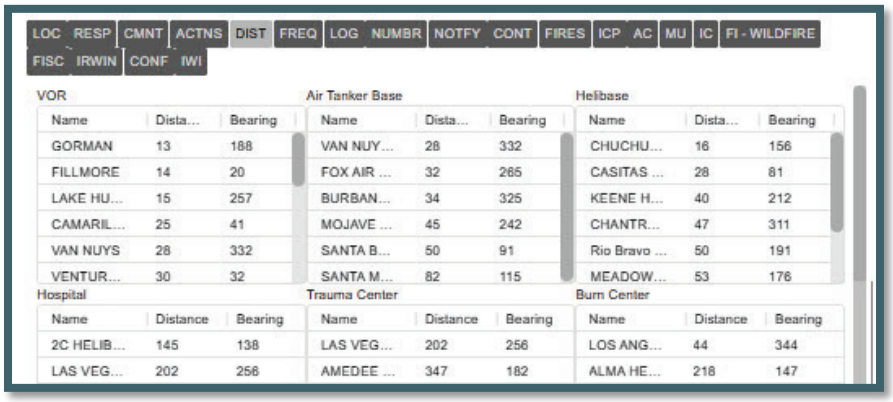
Figure 183 - Actions Tab



Distance (DIST)

These six lists are sorted according to air miles, with closest shown at the top. Each time the user visits this tab, the lists are recalculated based on the Lat/Lon shown on the Location tab. Expanded the geographic declination lookup used by *WildCAD-E* to include areas outside the continental United States so that the bearing calculations could be performed in Alaska and other areas outside the U.S.

Figure 184 - Distance.



Frequency Tab (FREQ)

Adding a Frequency

- Under **"Frequencies Type,"** use the dropdown to select a category (e.g., Ground).
- Once a category is selected, a list of **"Default Frequencies"** descriptions will be displayed.
- Click the appropriate box adjacent to the frequency type to be used.
- Click the "Add" button to add a frequency type, and a description will be added to the list.

Figure 185 - Adding a Frequency -Type

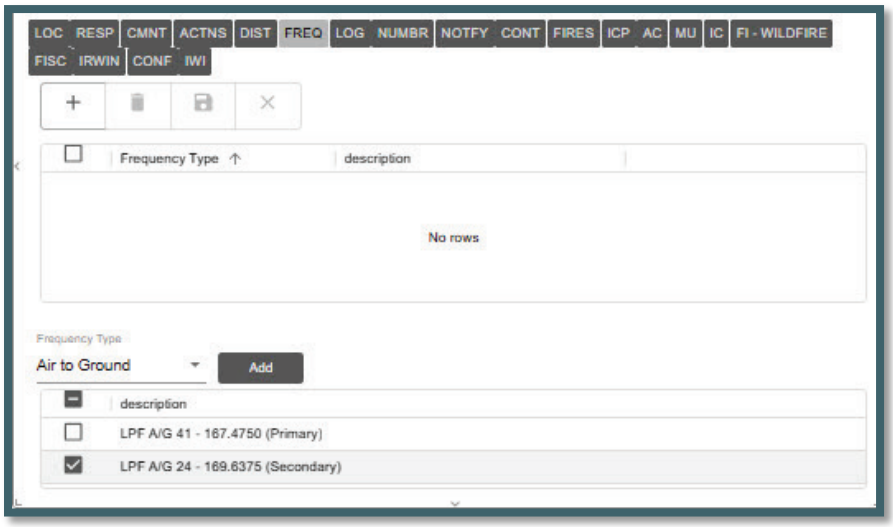
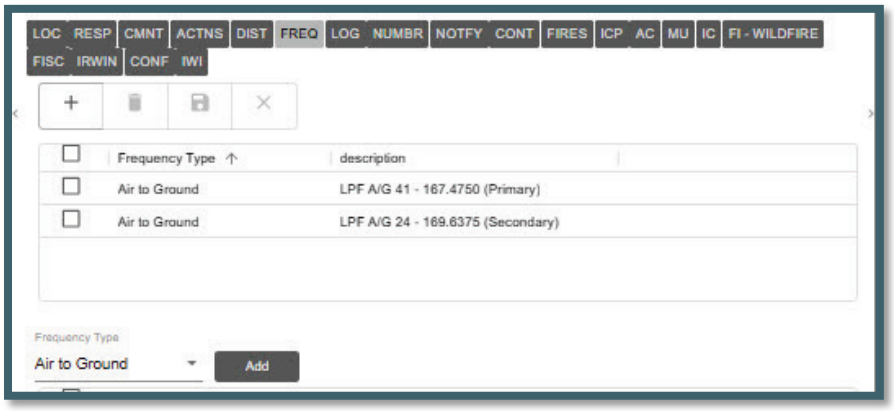


Figure 186 - Example of Completed FREQ Tab



Deleting a Frequency

- Click the box next to the frequencies type that will be deleted. The "Trash Can" icon will be highlighted.
- Click the trash can icon. and a warning will appear asking to either accept "OK" or "Cancel."
- Click OK to delete or cancel to make no changes.
- Click "Save" for either case.

Incident Log (LOG)

Adding an Entry into LOG Tab

- Click on "Log Entry," and type the entry.
- In the "From/To," enter the name or initial for the individual the message is coming and going to.
- Click "Enter" key or "Add" button to save the entry.
- The Dispatcher's initials will be displayed under the "User" column.

Editing a LOG entry

- Click on the entry line the user wants to edit and the entry will be displayed in Log Entry line.
- Make the edits.
- Click the "Save" button.
- Click "Save" for either case.

Voiding a LOG Entry

- Click on the entry line the user wants to void, and the entry will be displayed in **Log Entry line**.
- Click **the check box next to "Strikethrough"** to indicate this entry was void.
- Click the "Save" button.

Text/Email

Clicking on the **Text/Email button** takes the user to the Text/Email panel on a separate tab. Text messages sent from within an incident will now appear in the Incident Log and the Daily Log

Resource Status Changes

Resource Status Changes only appear on the Log if a "Comment" has been included with the status change.

Timer

Click on the **Timer Icon** to start a timer.

Figure 187 – An example of LOG Tab.

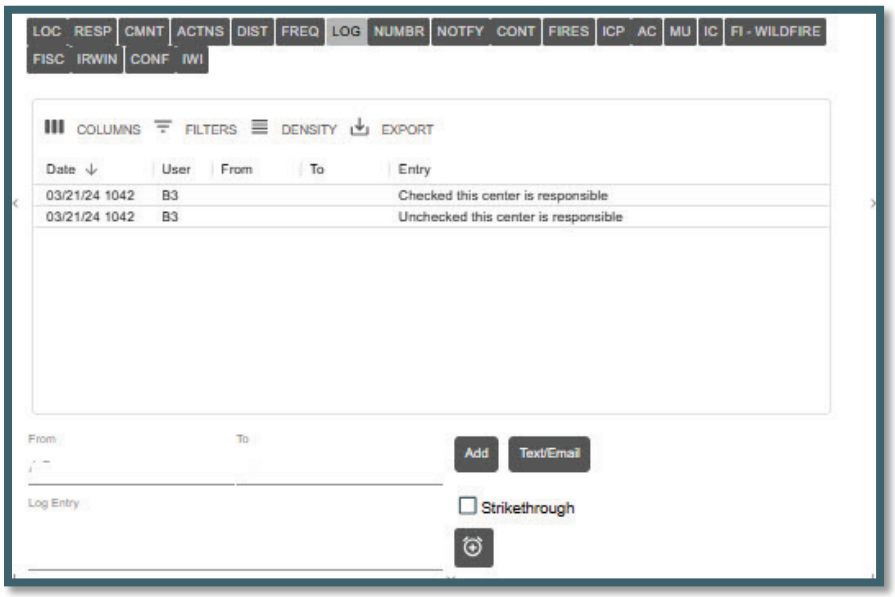
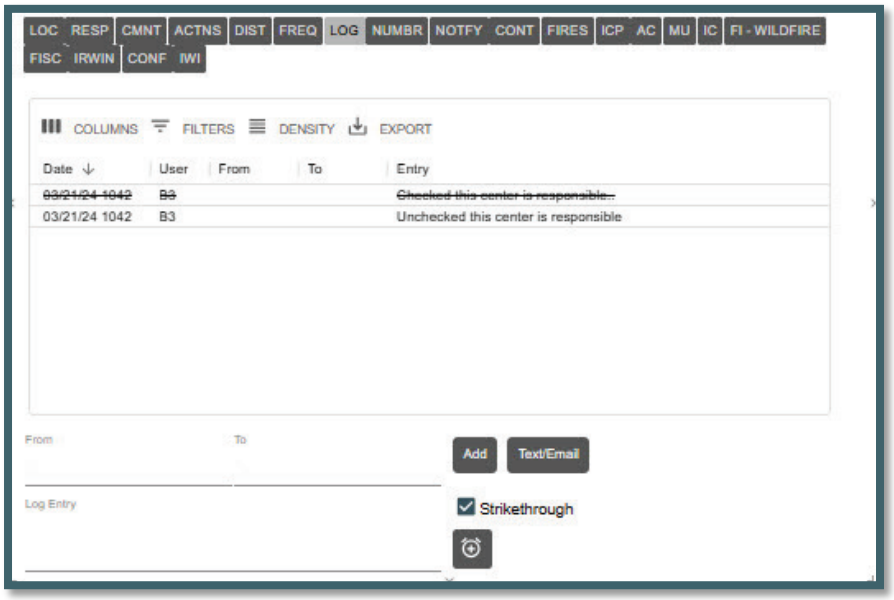


Figure 188 -An Example of void LOG entry (Strikethrough)

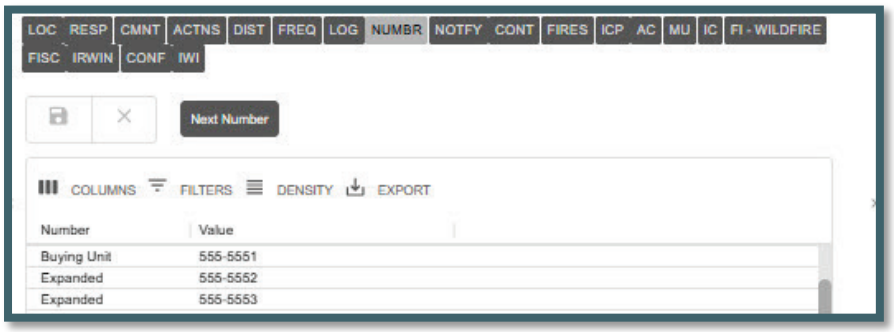


Number (NUMBR)

The Center Admin creates categories of numbers (Descriptions), which the users can then enter the "Value."

- **Text or Non-changeable Number** are entered directly.
- **Sequence of Number** is set up as an "Use Auto" by the Center Admin, the user will click the "Next Number" button to retrieve the next number. This will change the number to +1 of the last number that was on the Numbers Tab.

Figure 189 – Number – Add Numbers and/or Text.



Notifications (NOTIFY)

The Center Admin creates the **Notifications list**. Once the list is available:

- Click on the line of the entity to be notified.
- Under "Comment "column, enter brief details about the notification and click to text notification.
- Click **"Save,"** and the date and time will be automatically populated.

If certain Notifications are required for this Incident, they will appear at the top in red.

Figure 190 - Notify Tab.

Contracts (CONT)

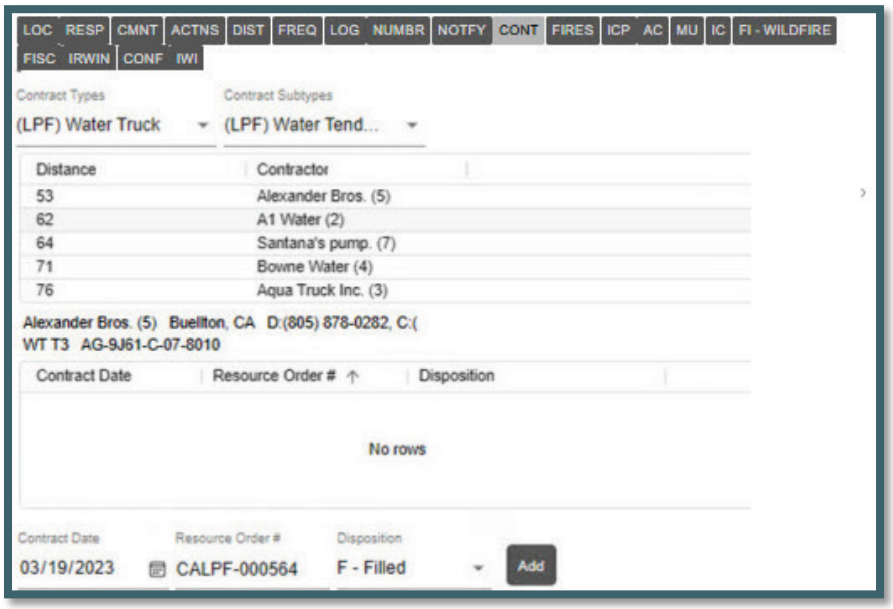
By selecting, the **"Type"** or **"Sub Type"** of contract, a list of known contractors will be displayed and sorted by air miles to the Incident.

- To see information about a specific EERA/Contract, simply click on that respective contractor from the list.

At the bottom of the panel, enter the **"Date"** and **"Resource Order #,"** and select appropriate status for the Contractor on this order:

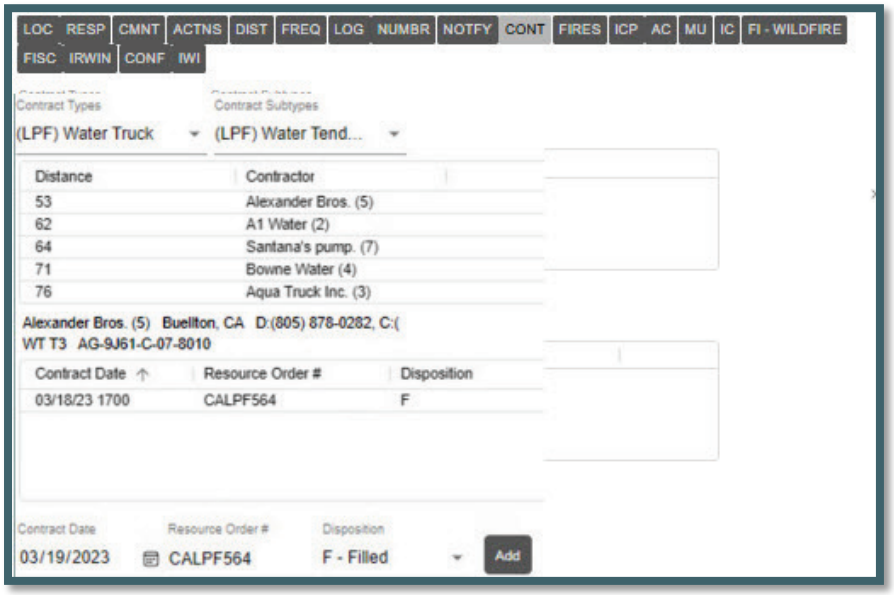
- F – Filled
- D – Declined
- U – Unable to Contact

Figure 191 – Selecting a Contract



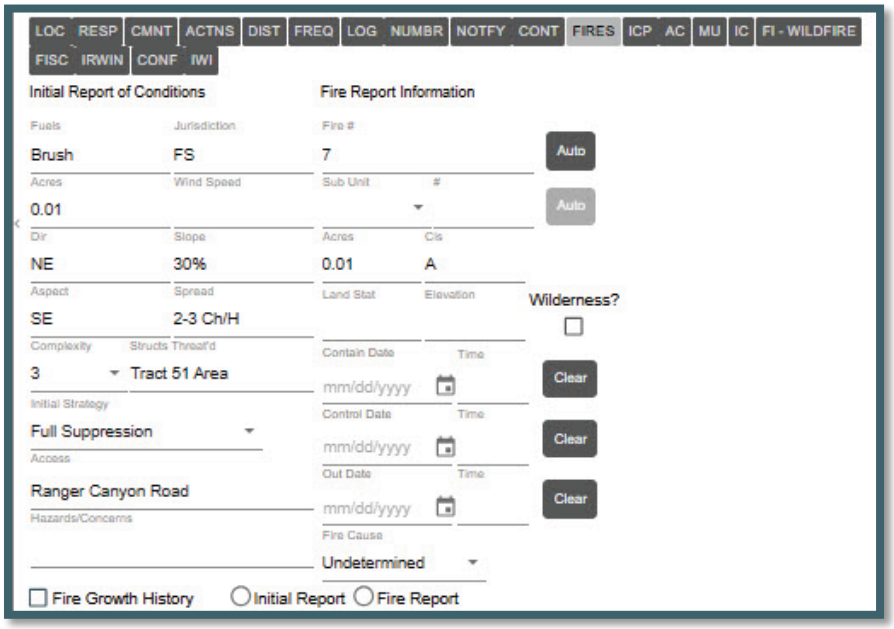
Click **"Add"** to add this history for the Contractor.

Figure 192 – Add the Contractor and appropriate status.



Fires (FIRES)

Figure 193 – The FIRES Tab



The **FIRES Tab** is used for two different purposes:

1. On the left, enter the **"Initial Report of Conditions"** using free text along with a dropdown menu for **"Initial Strategy,"** enter the following:
   - Fuel
   - Jurisdiction
   - Acres

- Wind Speed
- Direction
- Slope
- Initial Strategy
- Access
- Hazard Concerns

2. On the right, enter the final **"Fire Report Information,"** which will be used for the fire summary reports.

   The **"Auto"** buttons will automatically assign the next Fire Number and next Sub-Unit Fire Number.

   - "Acres" and "Cls" (Fire Class - A, B, C, etc.)
   - When the user changes acres, the class will automatically be updated.

The Contain, Control, and Out Date

- Enter the date and time for each and use the "Clear" button to change entries:
  - The **Contain (date and time)** can't be before the Discovery Date and Time but can be equal.
  - The **Control (date and time)** can't be before the Contain Date and Time but can be equal.
  -
  - The **Out Date (date and time)** can't be before the Contain Date and Time but can be equal.

If any Date/Time are before each other, an alert will be displayed in a red line and highlighting Date in Red along with a red line.

Clear button for Contain/Control/Out dates to allow clearing the value. Clearing Contain/Control/Out dates clear their corresponding values in IRWIN.

Once the user enters the Out Date (date and time) *WildCAD-E* will lock several entries while other Systems are finalizing the Incident.

"Fire Cause" – Use the dropdown to set the cause as one of the three classifications below:

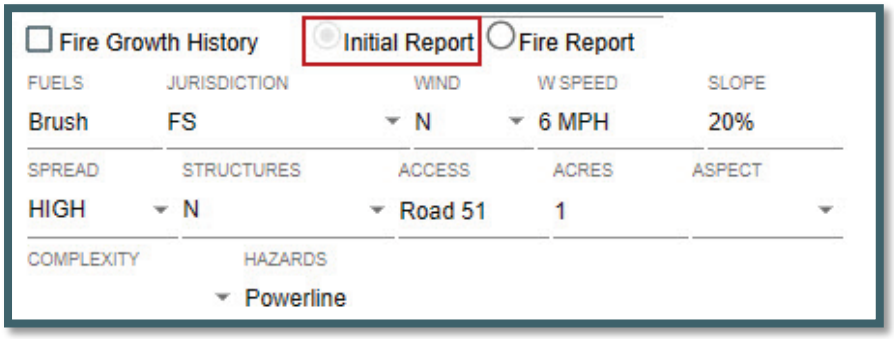
1. Undetermined (Default)
2. Human
3. Natural

On the lower portion of the of the FIRES Tab, the user can enter additional information, such as:

- Initial Report Information

- Fire Report Information

Figure 194 - An Example Initial Report Information

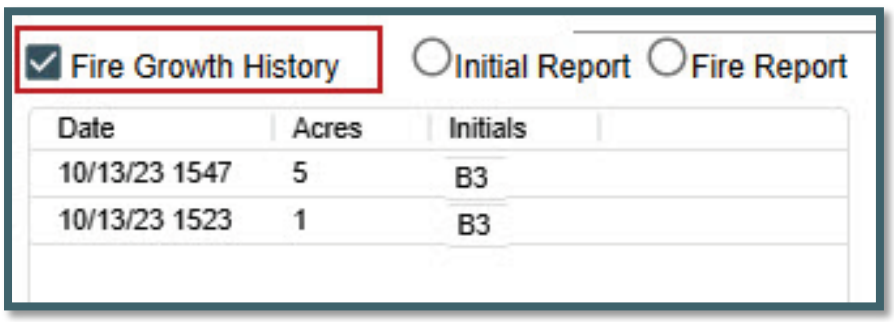


Tip: Press CTRL + Enter to post.

Figure 195 - An Example of Fire Report Information

The "Fire Growth History" is a summary of acres from the entry above.

Figure 196 - Fire Growth History is a summary of the acres.



Incident Command Post (ICP)

Enter information about the Incident Command Post on this tab.

ICP Location – Free Text

The user can select the following by clicking one of the check boxes:

- "Use Incident Lat/Lon for ICP"

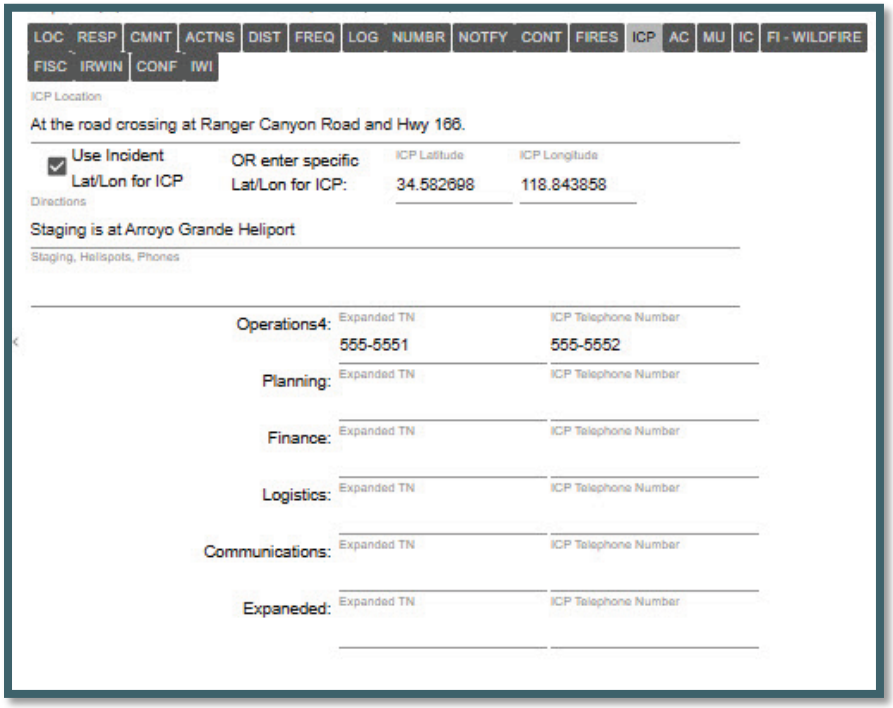
- OR enter specific Lat/Lon for ICP; and then, type in the Lat/Lon.

Enter with free text:

- Description
- Staging, Helispots or other specific information.

The Functions in the lower portion of ICP Tab are pre-established, and all the user fills in is the respective phone numbers.

Figure 197 - Incident Command Post Tab.



Aircraft (AC)

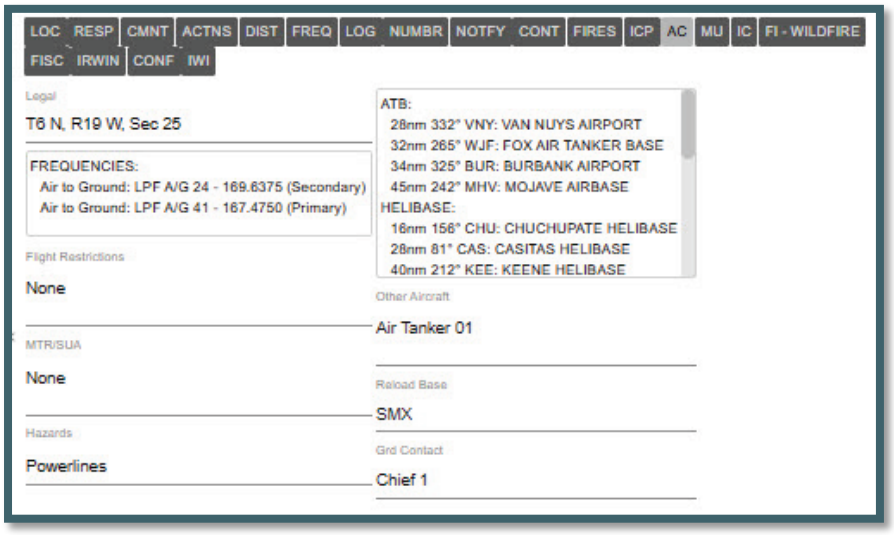
The following portions of the AC Tab are automatically populated:

- Legal
- Frequencies
- ATB, Helibase, VOR, Hospital, and Burn Center

Enter free text for:

- Flight Restrictions
- MTR/SUA
- Hazards
- Other Aircraft
- Reload Bases
- Ground Contact

Figure 198 – An Example of the AC Tab



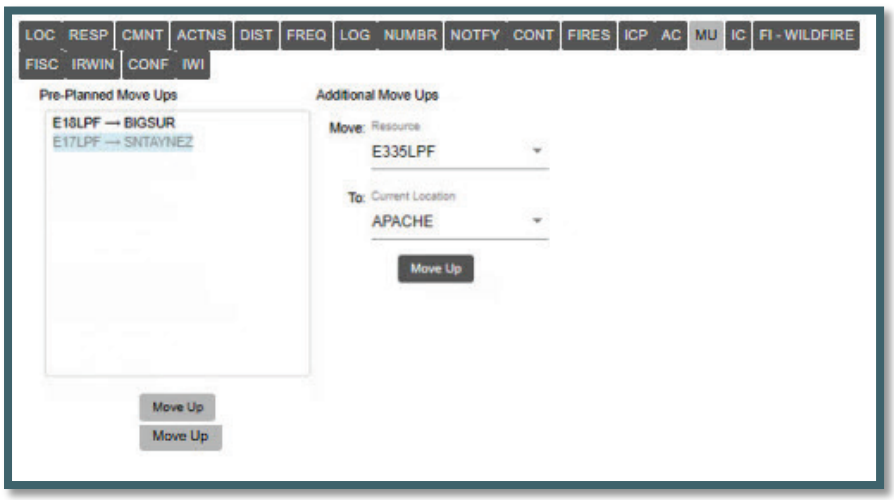
Move Up (MU)

On the left side of the tab are the "Pre-planned Move Ups" for this Response Area, Response Type, and Level are shown.

Select the resource to move up.

- Click the "Move Up" button.
- Then, on the right side of the tab select:
  - Resource to move from the dropdown (e.g., E337LPF)
  - Location for the resource to move to (e.g., Apache)
  - Click the "Move UP" for the additional move up.

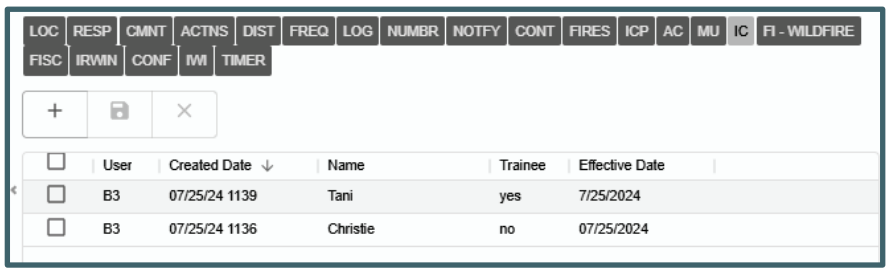
Figure 199 - Move Up Resources



Incident Commander (IC)

Use this tab to create a history of the Incident Commander. The user may also enter Trainees. To do so, enter the same information, and click in the box below **"Trainee"** and type **"yes."** The grid now sorts by Created Date in descending order.

Figure 200 - An Example of the IC Tab



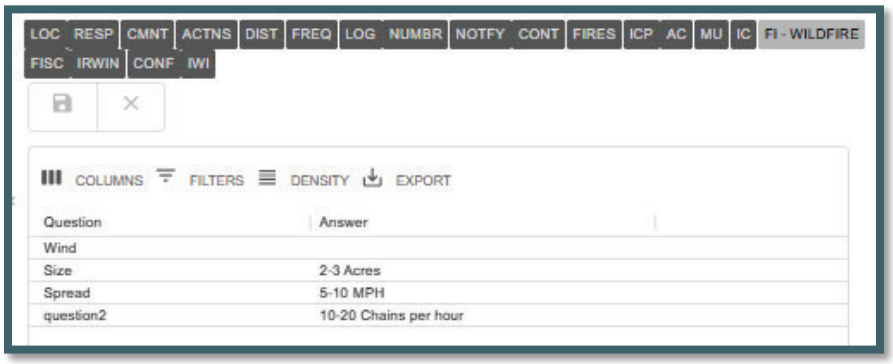
(TIP: Press Ctrl + Enter to post.)

Questions (FI - Wildfire or varies)

The name of the Tab between IC and Fiscal will change according to the Incident Type and will contain additional questions (for the selected Incident Type). This information is developed for use by the Center Admin.

To enter information for a question, click on the question, and type the response in the "Answer" area below. Then, click "Save."

Figure 201 - Example of a Question Tab for Wildfire



Fiscal (FISC)

Once an Incident has gone to IRWIN, the user can have *WildCAD-E* automatically request a FireCode via IRWIN. This is done on the Fiscal Tab by pressing the **"Get FireCode"** button.

This button is only enabled for use after all the required fields have been successfully sent to IRWIN, and IRWIN has accepted them.

After clicking **"Get FireCode,"** wait several seconds and the **Auto FireCode** will appear. The user cannot edit this **Auto FireCode.**

The user may manually enter additional fiscal codes.

These codes will be sent to IRWIN. They include:

- ABCD Misc.
- U.S. Forest Service (FS) Job Code
- FS Override
- State Fiscal Code

Clearing ABCD Misc, FS Job Code, and FS Override clear their corresponding values in IRWIN.

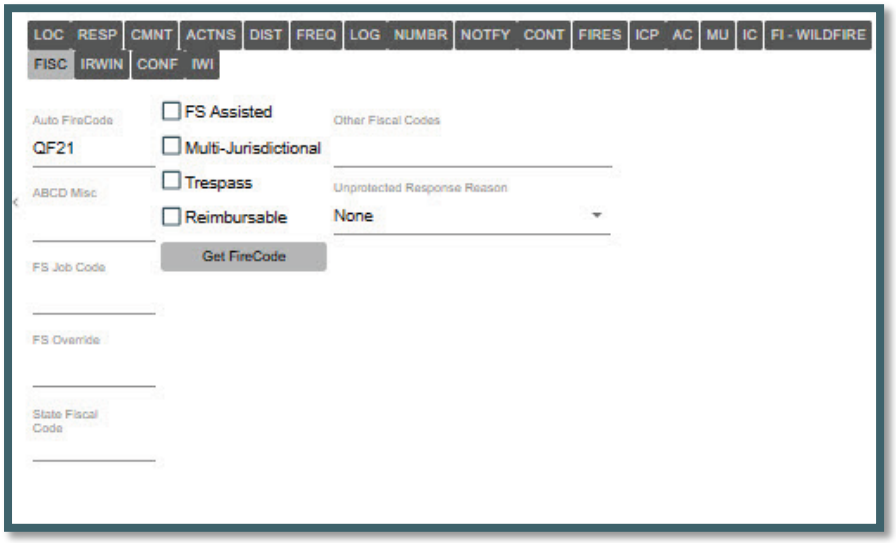
However, Other Fiscal Codes will not be sent to IRWIN. The user may manually check the box for inclusion within the financial report. The following may be checked.

- FS Assisted
- Multi-Jurisdictional
- Trespass
- Reimbursable

Use the dropdown menu to select "Unprotected Response Reason."

- Threat to Protected Lands
- Burned Onto Protected Lands

Figure 202 - Example of a FISC tab.

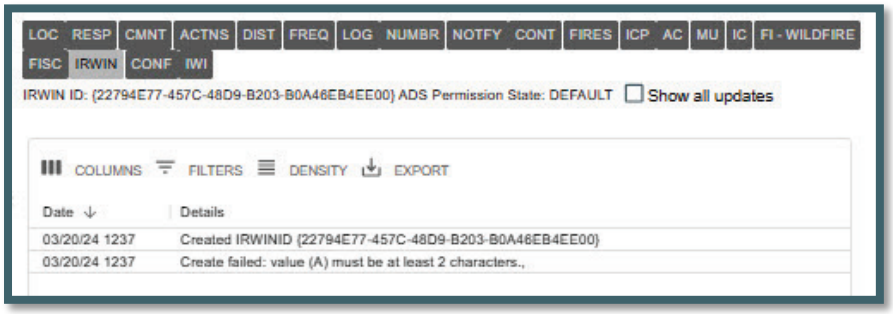


IRWIN Status (IRWIN)

This tab displays information about the Incident and IRWIN:

- The Date/Time the IRWINID was received (when IRWIN accepted the Incident).
- When a FireCode was requested.
- When a FireCode was received.
- Any error messages from IRWIN in response to the user's attempt to update this Incident in IRWIN.
- To show all updates check the box next to "Show all updates."

Figure 203 - An Example of an IRWIN Tab.



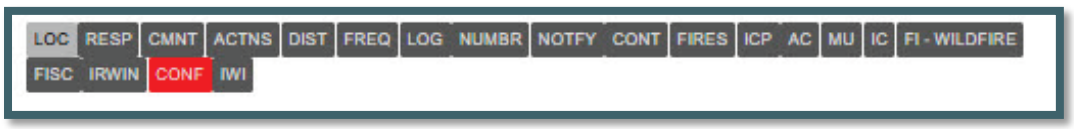
TIP: Ctrl + Enter = Post

Conflict Status (CONF)

Prior to submitting a new Incident to IRWIN, *WildCAD-E* checks for any Incident conflicts. A conflict is defined as another Incident already existing in IRWIN which:

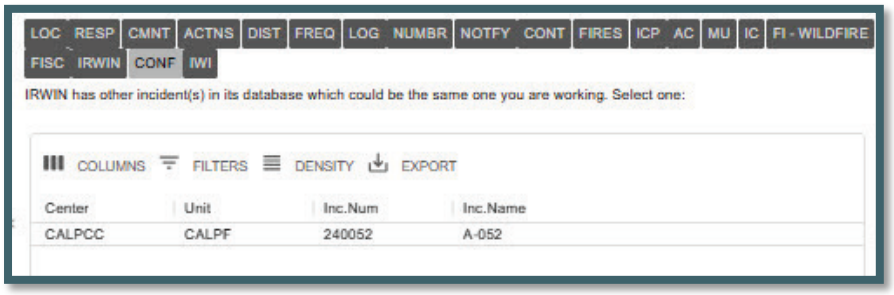
- Is managed by a different Dispatch Center (Dispatch Center ID)
- Is within ½ mile (Initial Latitude and Initial Longitude)
- Was discovered within 6 hours (Fire Discovery Date and Time)

Figure 204 - Conflict Status - No Conflict



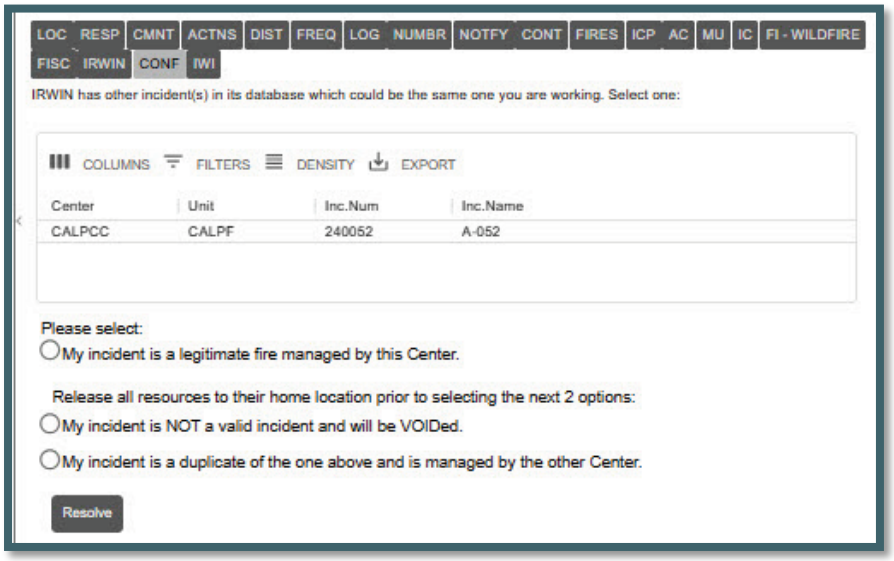
If IRWIN detects one or more potential conflicts, *WildCAD-E* will display the background in RED alerting users to the fact that the incident conflicts with another IRWIN incident. CONF tab is only visible for incident type "FI - Wildfire."

Figure 205 – Conflict.



If a new Incident has potential conflict(s), the Dispatch Center managing the Incident has the primary responsibility for resolving the conflict(s).

Figure 206 -– Conflict Resolved



Select one of the following solutions:

- ***My incident is a legitimate fire managed by this center.***
  - This means there are “no duplicates.”

Release all resources to their home location prior to selecting the next 2 options.

- ***My incident is NOT a valid incident and will be VOIDED.***
  - This means to change this incident to “Void.”
- ***My incident is a duplicate of the one above and is managed by the other center.***
  - This means that the resulting conflict resolution will now be set to incident type of "FM- Out of Area Response."

In some cases, the other system did not clear the quarantine. Those conflicts are now left on the CONF tab for the dispatcher to clear.

Incident within Incident Status (IWI)

An IWI is created on the LOC Tab as discussed earlier. The IWI Tab lists the IWI information, which includes:

- Incident ID
- Name
- Type
- Date and Time

The user can also add additional IWI from this IWI Tab, including:

- "Add New IWI"
- The "New" IWI will be automatically added to the list.
- A new Incident Panel will open, and the user can begin to enter in the information regarding the IWI.

The user can also, remove an IWI:

- Click on the check box for the IWI.
- Click the "Remove Selected IWI."

The user can also, add an IWI to a different existing Incident or IWI:

Use the **Incident** dropdown to select an existing incident.

- Click the "Add Existing IWI."
- The "New" IWI will be automatically added to the list.

WildCAD Incident Card (PDF) - The report header will contain "This incident has IWIs" followed by a list of children incidents. Note: Each child incident is generated as a separate PDF when the report is run for the parent incident.

Section 4: Escape Prescribed Fire. Post Fire Events and Out of Area Response

Section 4 includes the following topics:

- Prescribed Fire Escapes (FI – Prescribed Fire)
- Post Fire BAER (FM – Emergency Stabilization)
- Post Fire Rehab (FM – Fire Rehabilitation)
- Fire Support (FM – Out of Area Response)

For both Prescribed Fire and Post Fire Events, a red **"REL"** tab will be displayed on both the original Prescribed Fire or Wildfire and the Escape Prescribed Wildfire and Post Fire Events. These incidents must be related to IRWIN incidents. The related incidents are listed and can be opened from the list by double-clicking.

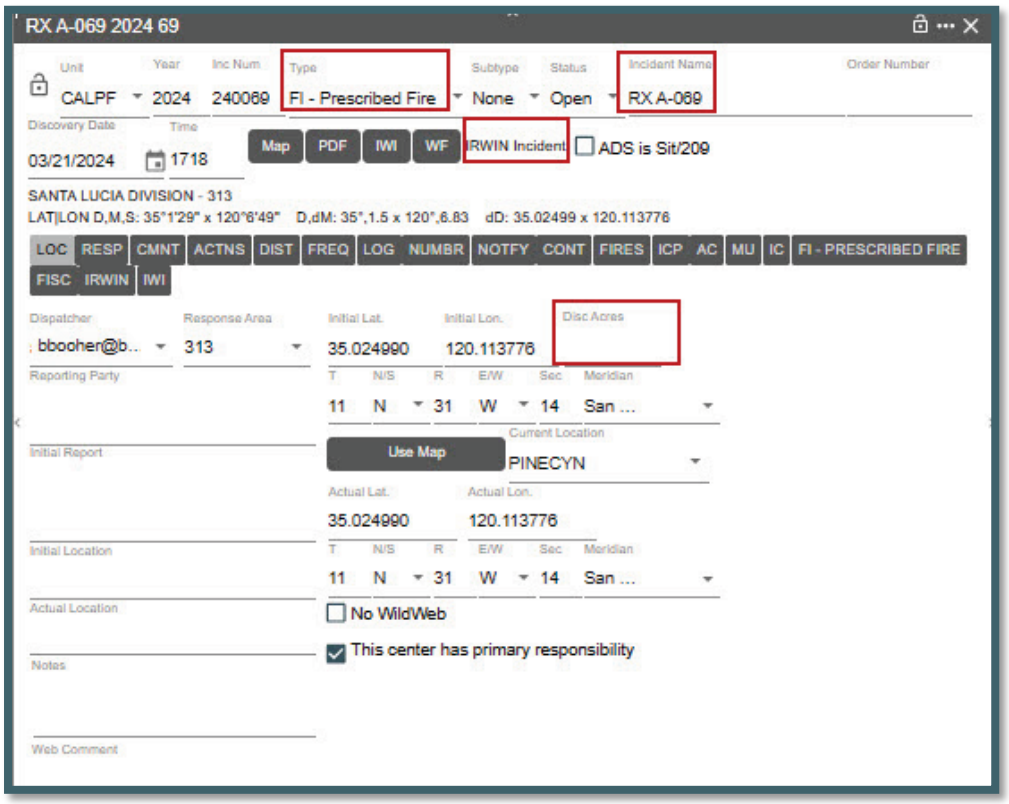
Prescribed Fire Escapes (FI – Prescribed Fire)

To create a Prescribed Fire incident panel:

- Step 1 - Create the "Incident Panel" like a Wildfire.
- Step 2 - Select the Incident Type "FI Prescribed Fire"
- Step 3 – Name to Incident with "RX" within the name

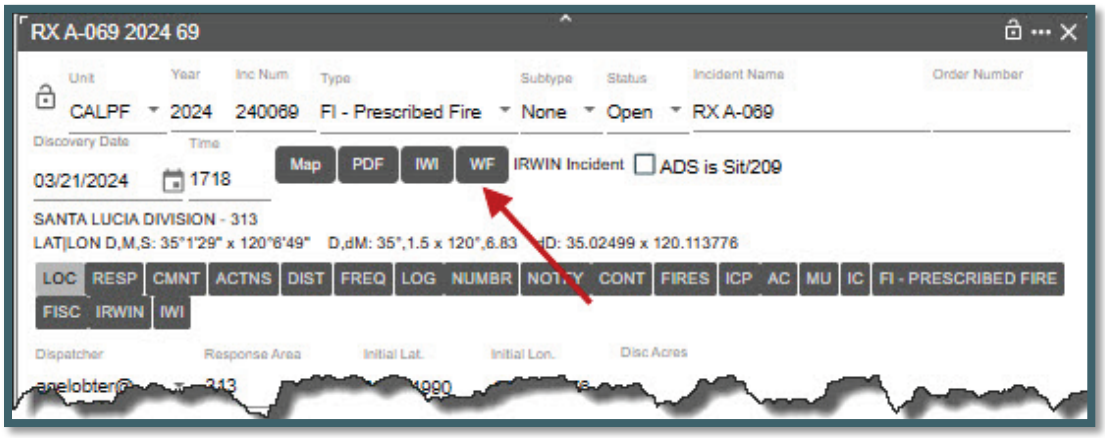
Note – No Discovery Acres are required for the Prescribed Fire to become an IRWIN incident but can be entered.

Figure 207 - Prescribed Fire Incident Panel



To create an Escape Prescribed Fire a "WF" button is now on the header. The user will create a new wildfire incident that is related to the prescribed fire by clicking the "WF" button. If there are resources on the Prescribed Fire when it escapes, the resources will not be reassigned to the Wildfire. The user can reassign the resources at any time.

Figure 208 - Escaped Prescribed Fire Button



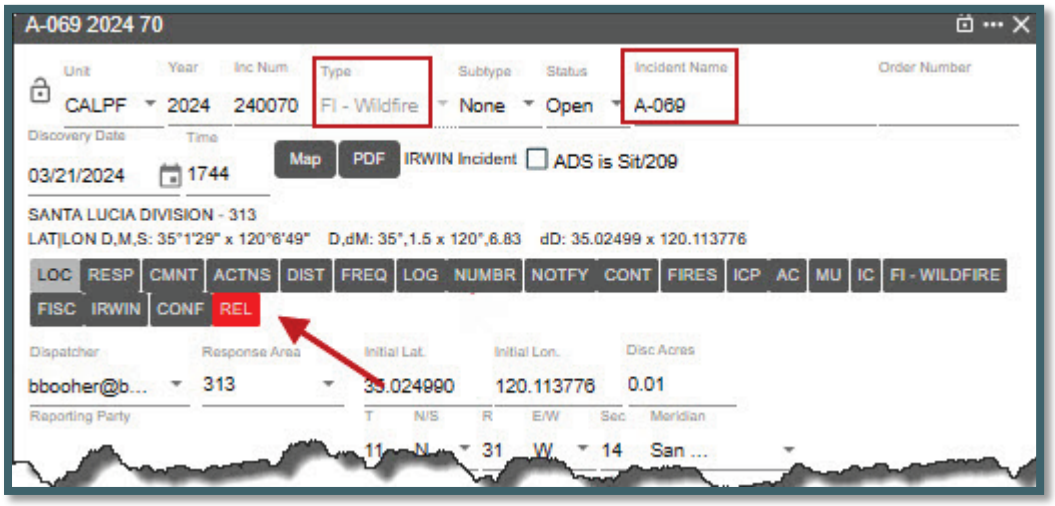
Once you click on the "WF" button a pop-up will require the user to confirm "Create Escape Wildfire"

Figure 209 - Create the Escaped Prescribed Fire

In IRWIN, a "Prescribed Escape" relationship is created between the two incidents with the RX as the parent and the WF as the child.

- The wildfire discovery date/time is defaulted to the current date/time.
- The wildfire incident name is the same as the prescribed fire with the "RX" removed from the name.
- All the incident header and "LOC" tab data elements from the Prescribed Fire are copied to the related Wildfire.
- The Discovery Acres on the Escaped Wildfire area set to 0.1 acres if the Prescribed Fire does not have a value for discovery acres.
- Once the two incidents are related, the incident type for both the parent Prescribed Fire and the Wildfire cannot be changed.

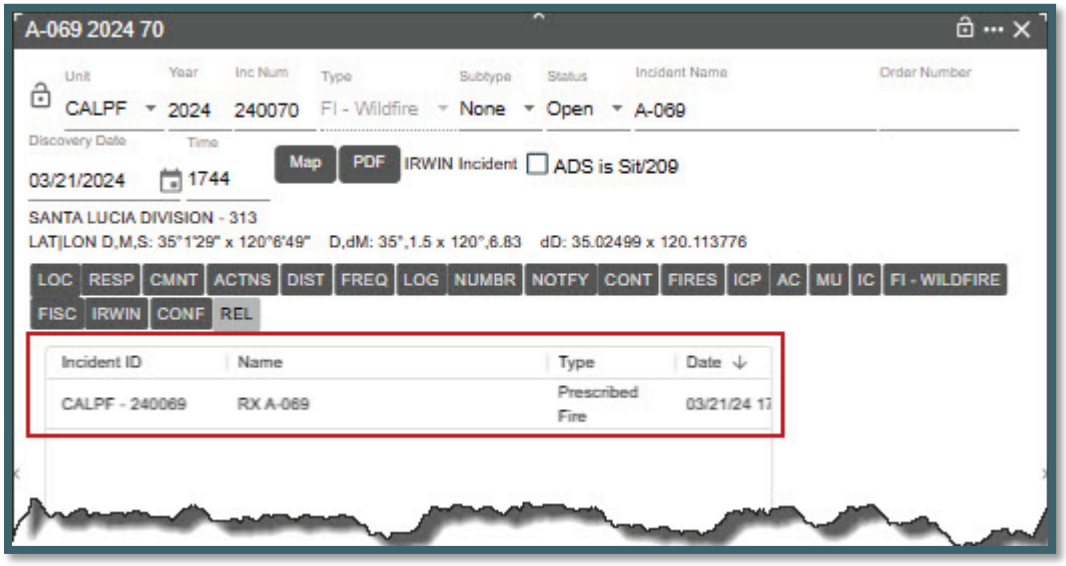
Figure 210 - New Wildfire Incident Panel



Note the Incident Type and Name.

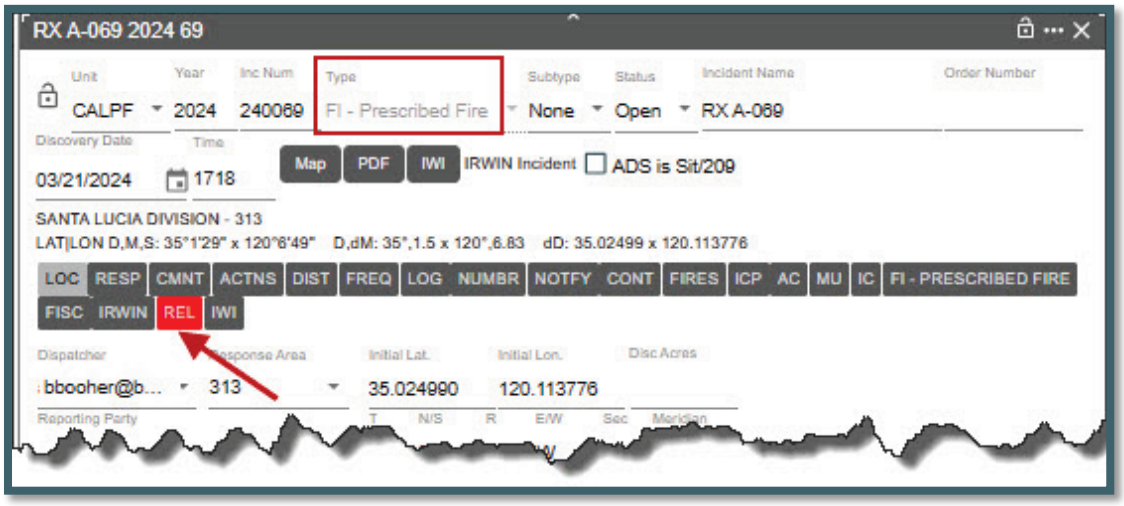
Click on the "REL" tab to view the related Prescribed Fire and the user can also click on the Incident listed to open that incident.

Figure 211 - Related Prescribed Fire Information



The Prescribed Fire Incident will have the same "REL" tab to view the relationship between Prescribed Fire and the Escape Wildfire.

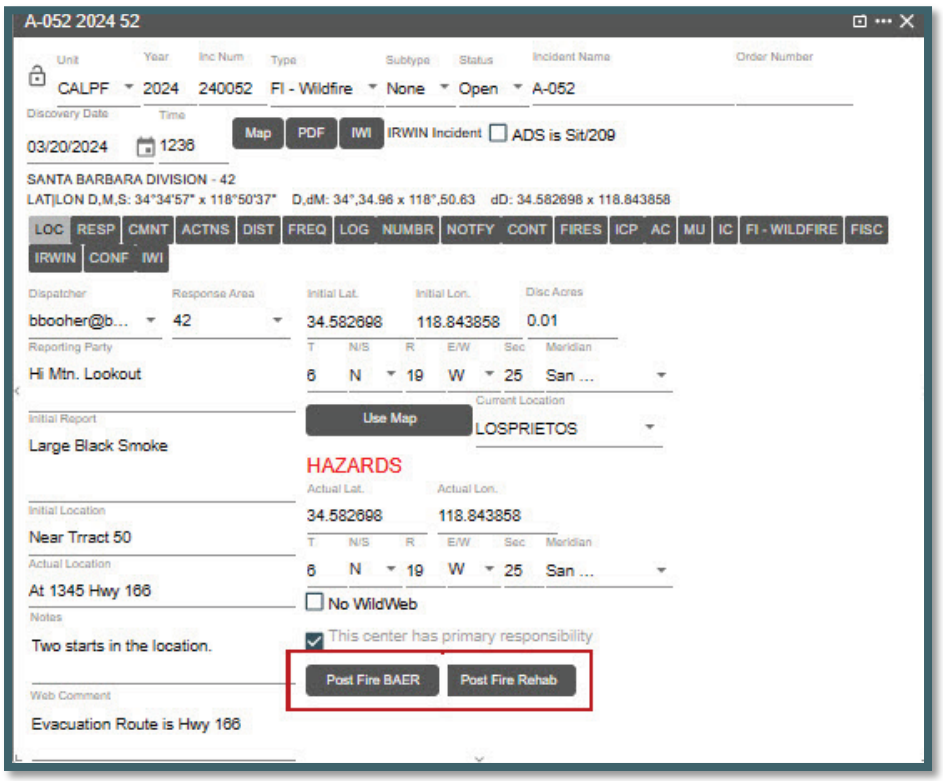
Figure 212 - Related Prescribed Fire Information



Post Fire BAER (FM – Emergency Stabilization) and Post Fire Rehab (FM – Fire Rehabilitation)

For incident type **"FI – Wildfire,"** two new buttons are visible for creating related post wildfire incidents - **"Post Fire BAER"** and **"Post Fire Rehab."**

Figure 213 - "Post Fire BAER" and Post Fire Rehab" Buttons.



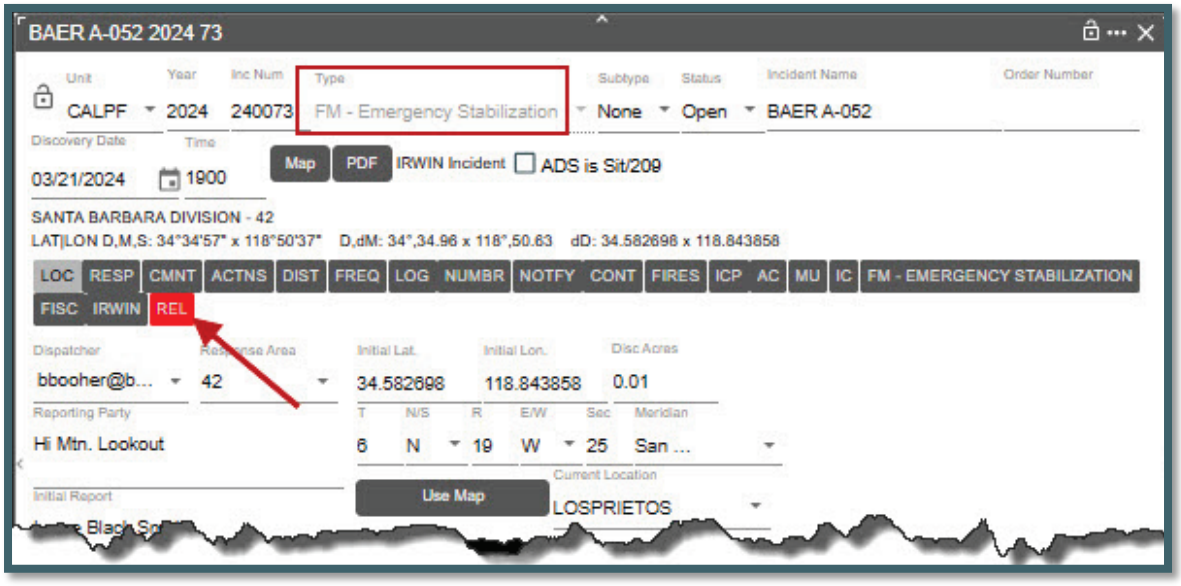
Both the **"Post Fire BAER"** and **"Post Fire Rehab"** incidents are created in the same way. Once user clicks on the either "Post Fire BAER" or "Post Fire Rehab" button a pop-up will require the user to confirm the "Create Post Fire."

Figure 214 - Create the Post Fire Incident

In IRWIN, a **"Post Fire"** relationship is created between the two incidents with the Wildfire as the parent and the BAER or Rehab as the child.

- The BAER or Rehab discovery date/time is defaulted to the current date/time.
- The BAER or Rehab name is the same as the Wildfire with the "BAER" or "Rehab" added to the front of the incident name.
- All the incident header and "LOC" tab data elements from the Wildfire are copied to the related BAER or Rehab.
- Once the two incidents are related, the incident type for both the parent Wildfire and the BAER or Rehab cannot be changed.

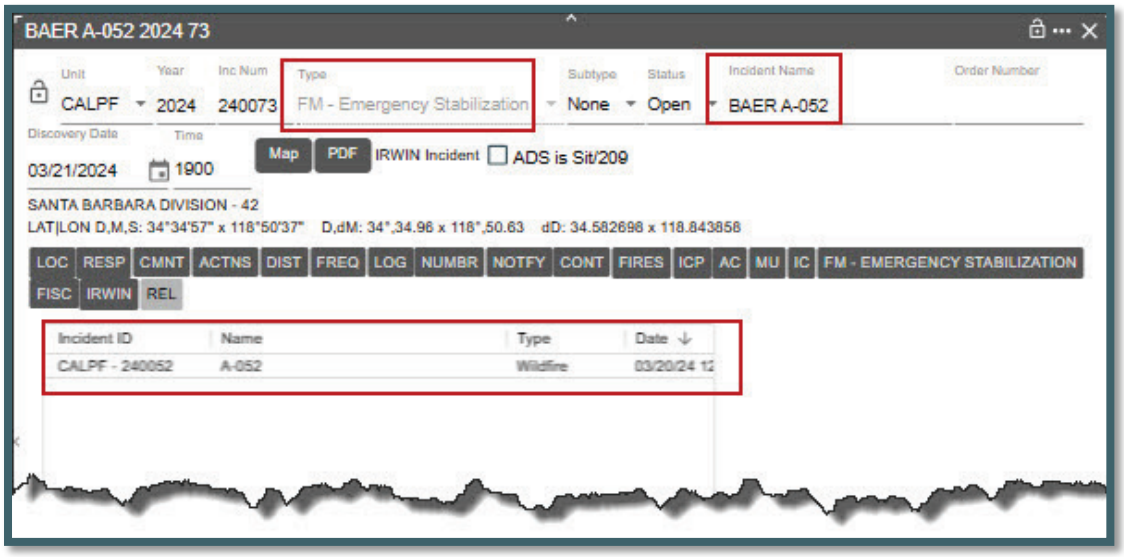
Figure 215 - New BAER or Rehab Incident Panel



Note the Incident Type and Name.

Click on the **"REL" tab** to view the related Wildfire and the user can also click on the Incident listed to open that incident.

Figure 216 - Related Prescribed Fire Information



The Wildfire Incident will have the same "REL" tab to view the relationship between BAER or Rehab.

Fire Support (FM – Out of Area Response)

For IRWIN incidents type "FI - Wildfire" with NO resources assigned, the user can now change the type to **"FM - Out of Area Response,"** when the incident is NOT part of an IRWIN conflict.

In this example, FI – Wildfire (A-053) is the supporting (OR) incident and FI – Wildfire (A-075) the parent incident.

Figure 217 - Incident A-053 (OR)

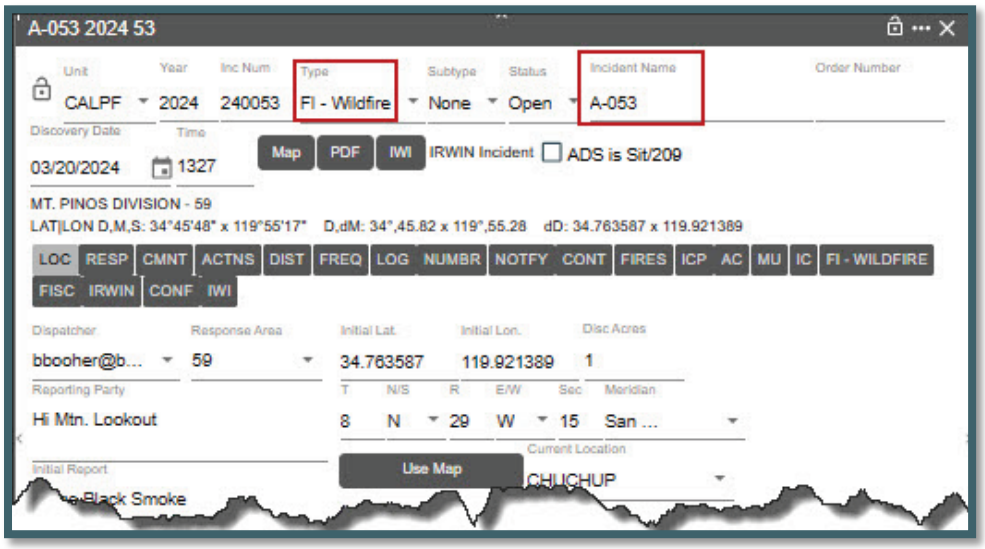
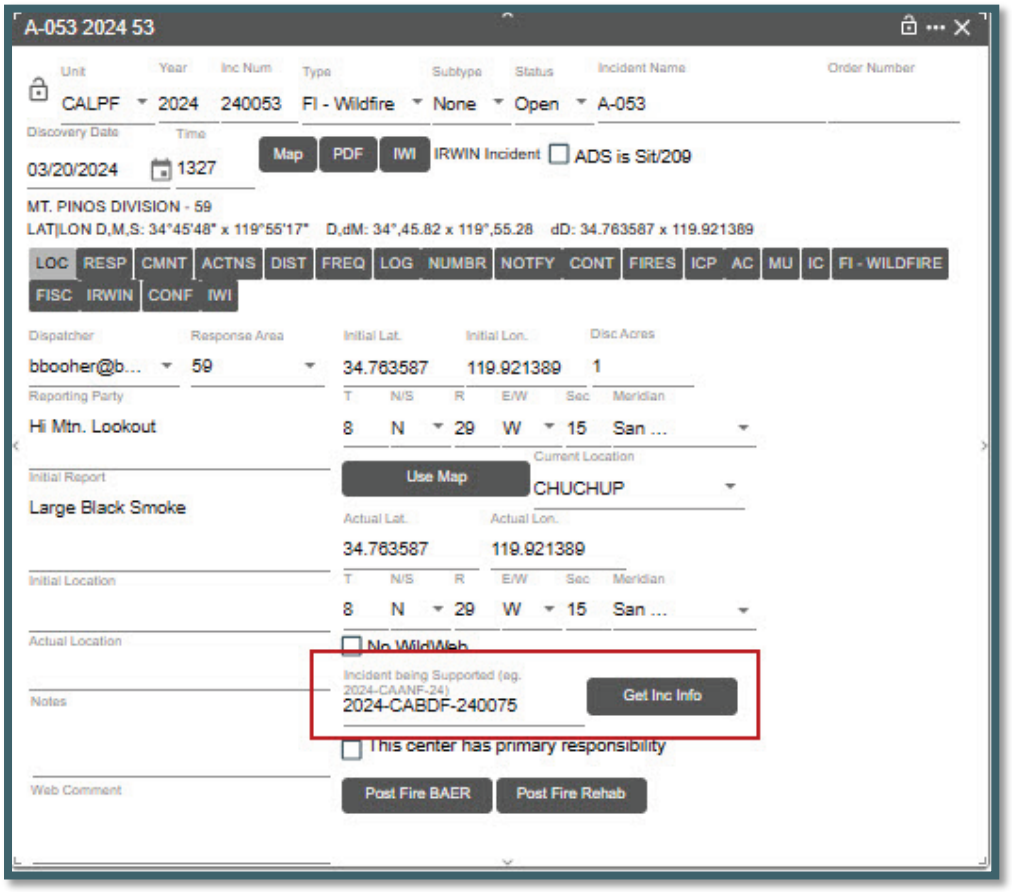


Figure 218 - Incident A-075 (Parent)

To create a **"FM - Out of Area Response:"**

- Step 1: Uncheck the "This center has primary responsibility," checkbox.
- Step 2: Enter the “Incident being Supported” Unique Fire ID (e.g., 2024-CABDF-240075) of Supported Incident.
- Step 3: Click the "Get Inc Info" button.

Figure 219 - Creating an FM - Out of Area Response

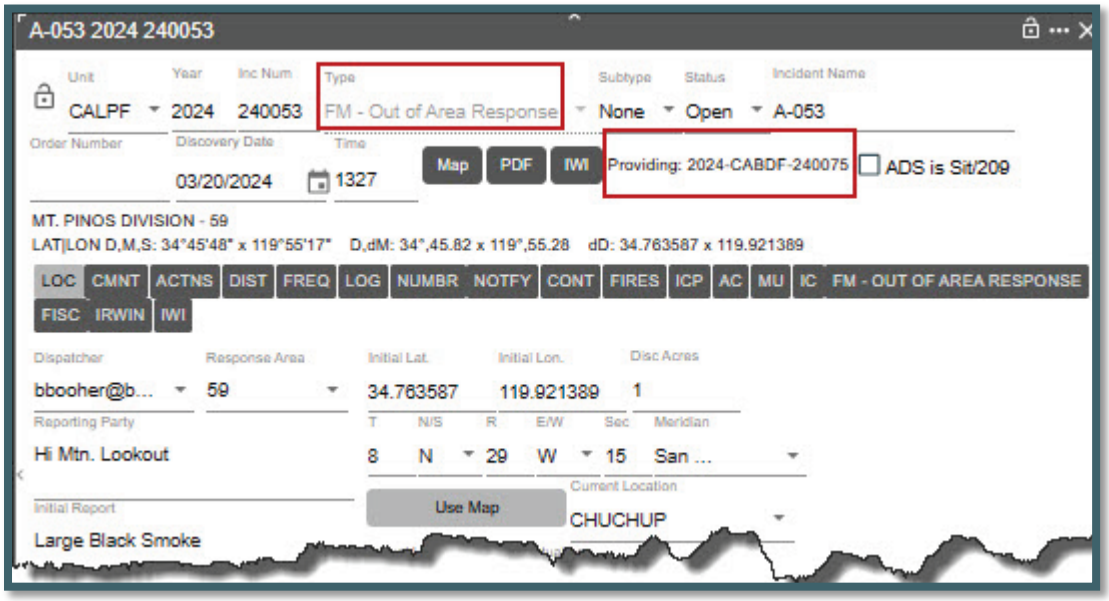


Once you click on the “Get Inc Info” button, a pop-up will require the user to confirm “Create Relationship.”

Figure 220 - Create Relationship

YES, will change the incident type to an **OR (FM - Out of Area Response)** and create an IRWIN "Providing Response To" relationship to the parent incident (A-075). For this type of OR there is no “REL” tab, the providing support incident Fire ID is to the right of the “IWI” button.

Figure 221 - Supporting Incident A-053.

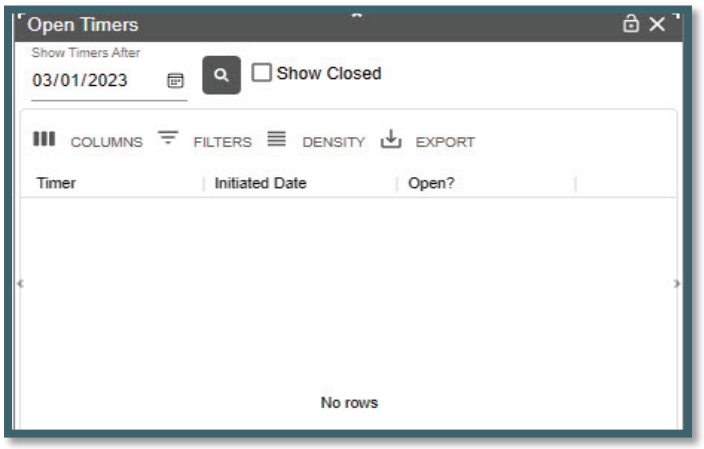


Section 5: Timers

Open Timers (F4 or Open Timer Icon)

Figure 222 – Open Timer Panel Icon

Figure 223 - Open Timer Panel



- Enter a date under **"Show Timers After,"** to show a timer after a certain date.
- Click the "Search" button.

Figure 224 - Show Open Timers

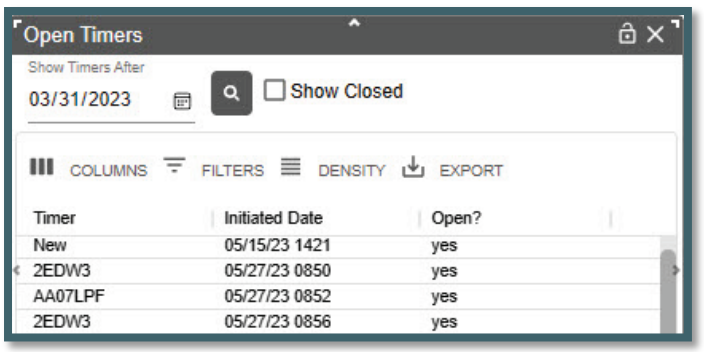
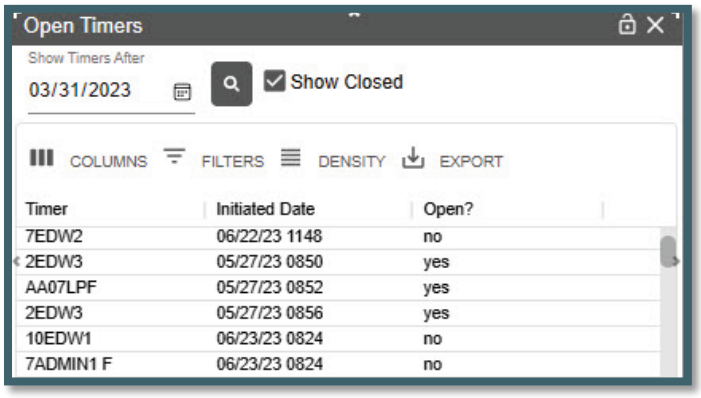


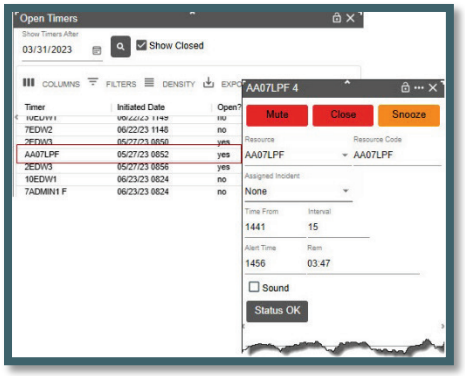
Figure 225 - Show Closed Timers



By default, only open timers are displayed. To show Closed Timers:

- Click the **"Show Closed"** timer box.
- Click on a timer to open in that timer panel.

Figure 226 - From the Panel, Open a Timer.



Create New Timer

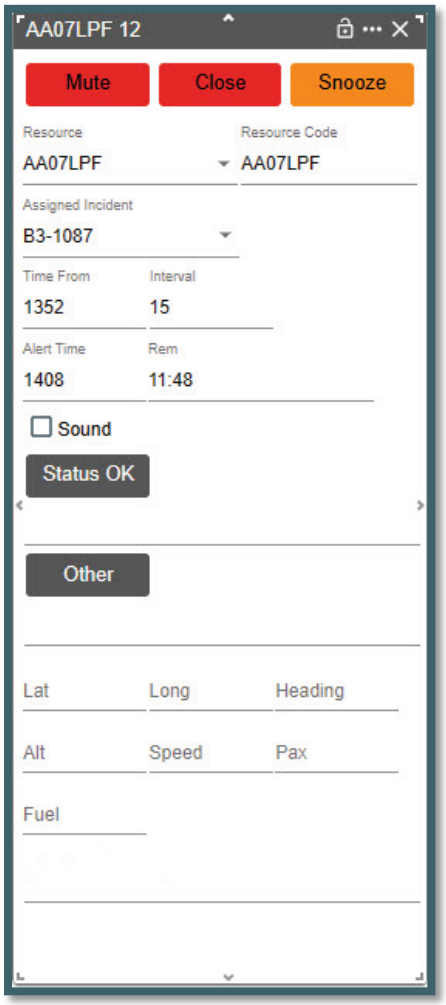
Figure 227 - New Timer Panel Icon

WildCAD-E allows the creation of **"Timers,"** which remind the user to act after a certain number of minutes.

To start a New Timer:

- The user will select the Timer Icon or use F4 to see the Timer screen (shown in Figure 227).

Figure 228 - New Timer



To Select the Resource to be monitored:

- Use the dropdown or enter the resource manually.

The following entries are automatically populated:

- **Time From**– The time the alert will start and will change after the "Status OK' button is pushed.
- **Interval** – The number of minutes before the timer wants an "Ok Status." This time is set by Center Admin.
- **Alert Time** – Number of minutes until the alert will end and will change after the "Status OK' button is pushed.
- **Rem** (Remaining Time) – The time counts down from the set start minutes and will restart after the "Status OK" button is pushed. T

Click the **'Enter'** key**,** after typing text, this functions the same as clicking on "Status OK" or "Other" buttons.

Aircraft have additional optional fields to complete if the user selects “Aircraft” as their resource:

- Lat/Lon
- Heading
- Altitude
- Speed
- Passenger
- Fuel

Figure 229 – Select Resource Timer

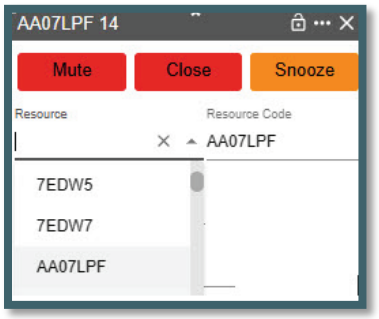
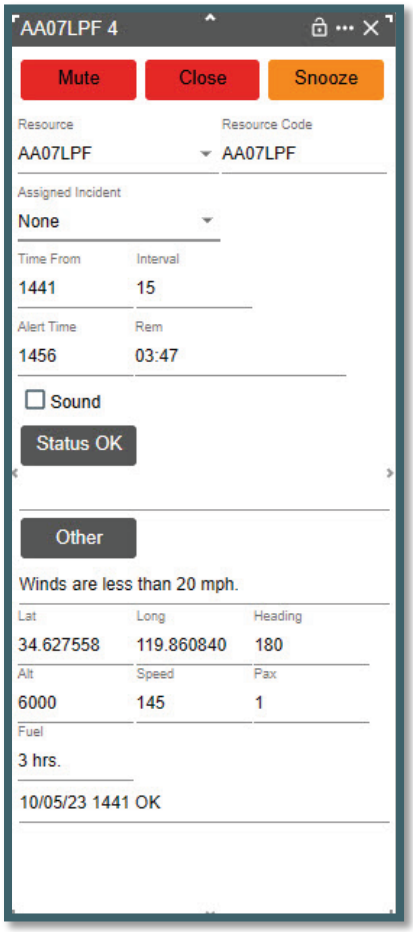


Figure 230 – An Example of a Typical Timer



Sound

Check the box next to **"Sound,"** and ***sound will occur automatically***,

- Uncheck the box to disable the sound.

Alerts – Two different alerts are visible.

- The first alert occurs when the time remaining (REM) reaches zero minutes. This alert will be a "Flashing Red Line" around the timer. The timer countdown continues after zero showing negative count instead of stopping at zero.
- The second alert occurs if no action is taken by minus (-) minute. This alert will be a "Flashing Red" fill the entire timer.

Figure 231 – Flashing Red Line Around Resource Timer

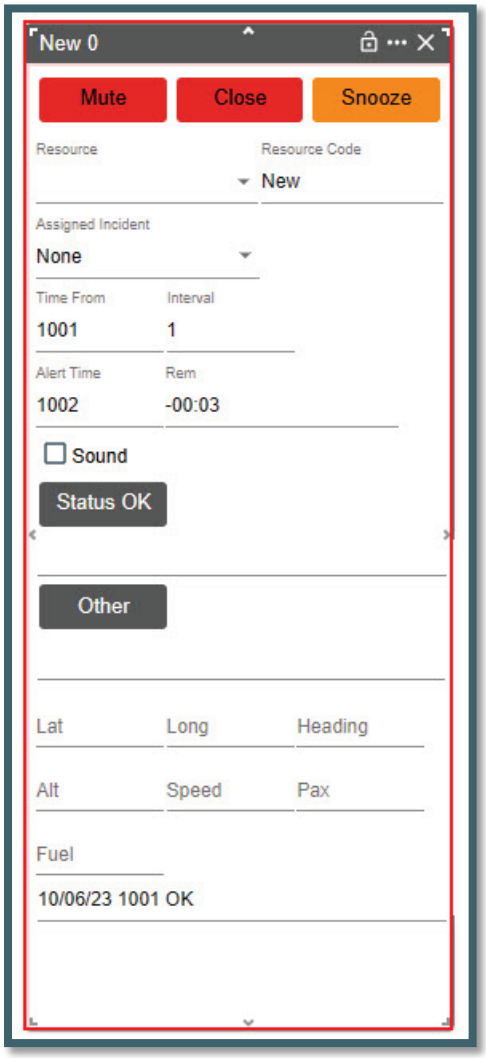
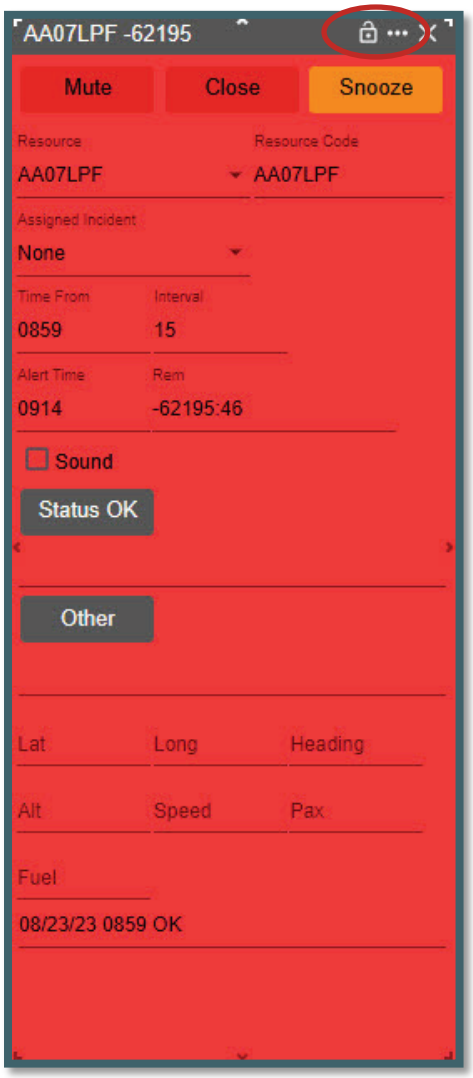


Figure 232 - Flashing Red fills the entire Resource Timer



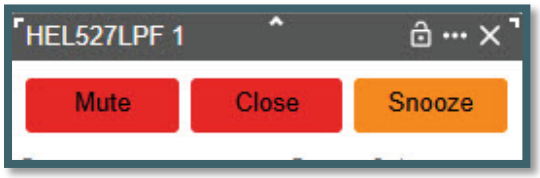
The user can **"Dock" a Timer,** just like with the Incident Panels, by using the three dots in the upper right corner of the Timer panel.

- If docked the same automatic alerts will occur, will become undocked, and cannot be docked again.
- The timer will remain on top of all other panels.

Figure 233 - Docking AA07LPF 6 Resource Timer.

Figure 234 - Alert for Docking AA07LPF 6 Resource Timer

Figure 235 – Snooze button timer.



These buttons (in Figure 235) control the management of the timer:

- **Mute** – Use the button to stop the Alert Sound.
- **Close** – Use the button to end the Timer.
- **Snooze** - Use the button to put the Timer on hold.

After a timer has been status in "Snooze," the button will automatically change to "Resume."

- To re-start the timer, click on the **Resume** button (Figure 235).

Figure 236 - Resume Timer

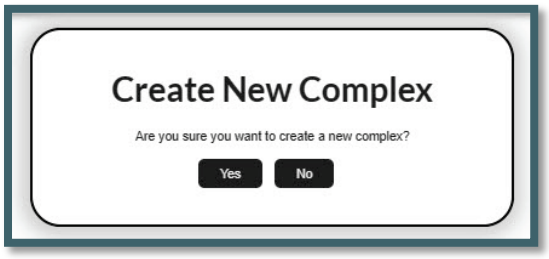
Section 6: Complexes

Figure 237 - Complex Icon

Create a Complex

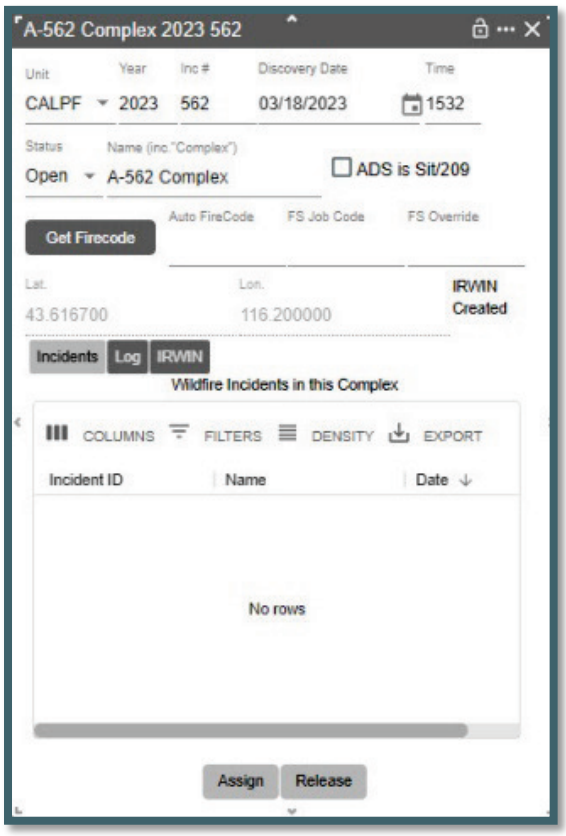
When the **"Complex Icon"** is initially clicked (Figure 236), the user will be prompted to confirm a complex is intended to be created before the Complex can be created.

Figure 238 - Dispatcher will confirm creation of a Complex incident before the action is taken.



- **"IRWIN Created"** will not display until the Complex name is entered.

Figure 239 - Creating a Complex



After clicking on the Icon, *WildCAD-E* auto populates the following list of items on the Complex Panel's Header:

- **Unit** - Uses the default as set by Center Admin.
- **Year** – Uses the current calendar year.
- **Inc Num (Incident Number)** – The Center Admin may have added a prepend with calendar year and/or an ending suffix to the end of the incident number. This is common when a Center defined code is used to identify different units within the same Center.
- **Discovery Date and Time** – Date and time incident was discovered.
- **Status** (as "Open")

- **Lat/Lon** – The initial Lat/Lon is a temporary location until the Incident is added to the Complex. Once one incident is added the Lat/Lon becomes the location. As more incidents are added the Lat/Lon is calculated to a center point of all incidents.

Incident Name

- Displays "New Complex" until the user types in the actual name of the Complex.
- "New Complex" is automatically replaced at this point.
- For every Complex, the name MUST include the word "Complex," as example "A-562 Complex."

Log and IRWIN Buttons

Log Button

The "Log" button opens a screen like the Incident Panel Log Tab.

IRWIN Button

The **"IRWIN"** button displays:

- IRWIN ID
- ADS Permission State
- History of transaction with IRWIN

Adding an Incident to the Complex

1. Select an incident from the Open Incident Panel.
2. Click **"Assign"** at the bottom of the Complex panel. (An Incident must have an IRWINID to join a Complex and be a Wildfire.)
3. Click "OK" to confirm.
    - The "OK" action will automatically change the Lat/Lon to the add incident Lat/Lon.

Figure 240 – Add an Incident to a Complex

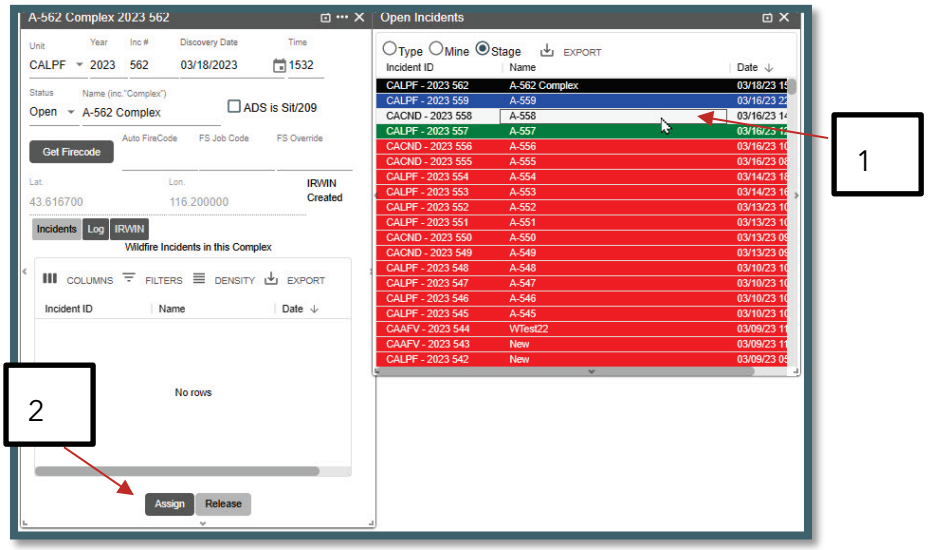


Figure 241 - Confirmation that the user wants to add an Incident to a Complex.

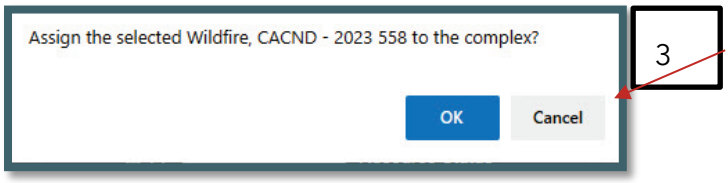
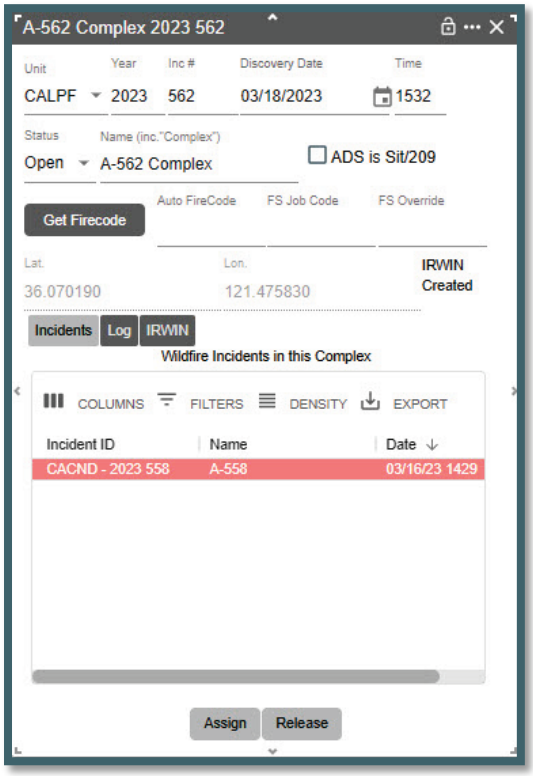


Figure 242 - The Added Incident to the Complex



There is no limit to the number of Incidents (wildfires) that the user can attach to an Incident Complex. The user can add or remove Incidents from a Complex at any time based on incident management strategies (see the section Release an Incident from a Complex).

FireCode

- After adding an incident, click on the "Get Firecode" button, and the FireCode number will be displayed.
- A FS Job Code and FS Override can be entered using free text.

Figure 243 - Get Firecode Button Panel

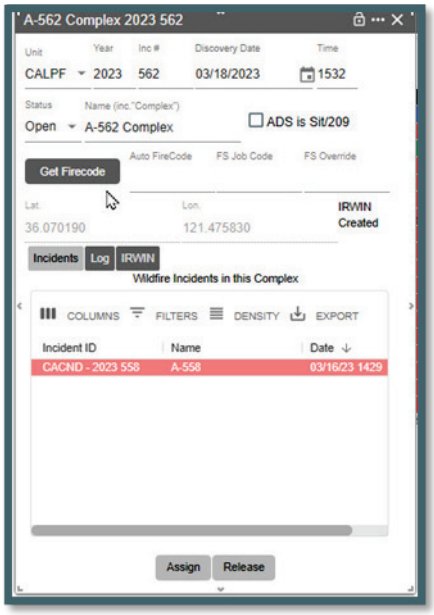
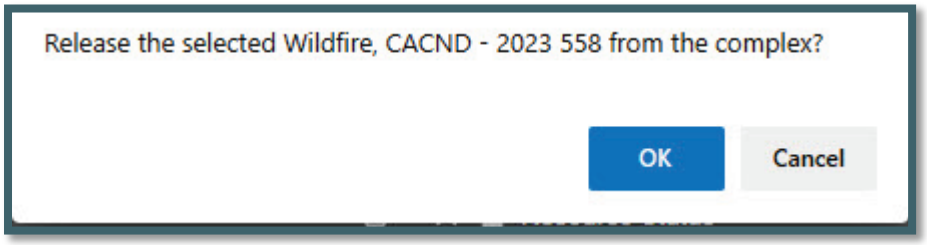


Figure 244 - The FireCode is displayed.

Releasing an Incident from the Complex

- Click on the Incident to be released.
- Click the "Release" button.

Figure 245 - Confirmation that an incident is to be released from a Complex.



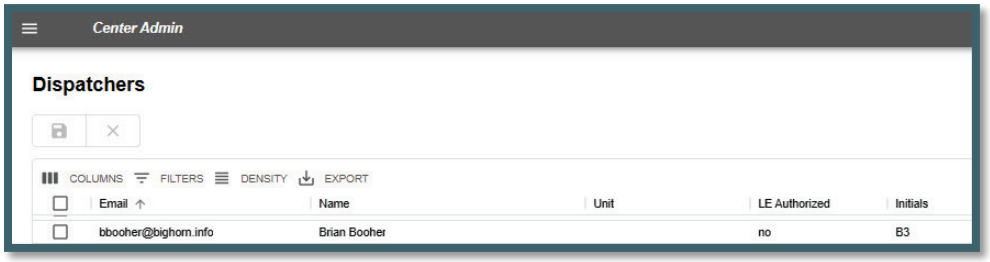
Section 7: Field Interrogation File (F3 or FI File Icon)

Figure 246 – FI Icon

Field Interrogation File (FI File) panel

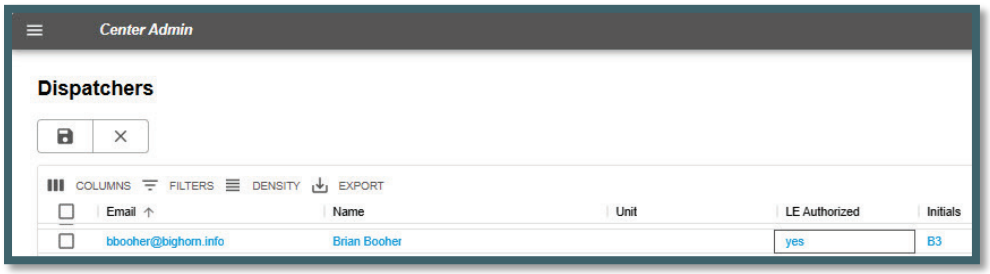
Law enforcement incidents may be used by any dispatch center. If a center wants to use the FI system, they need to request access with a **Service Request to Bighorn Information Systems.**

Figure 247 - Unless the dispatcher is authorized and "LE Authorized" in the system is set to "yes," they will not have access to navigate to and use the FI File panel.



The Center Administrator will grant a Dispatcher "LE Authorized." Only dispatchers who are **"LE Authorized"** can create, edit, or view law enforcement incidents or FI records.

Figure 248 - Dispatcher set to 'yes' is authorized for the FI System.



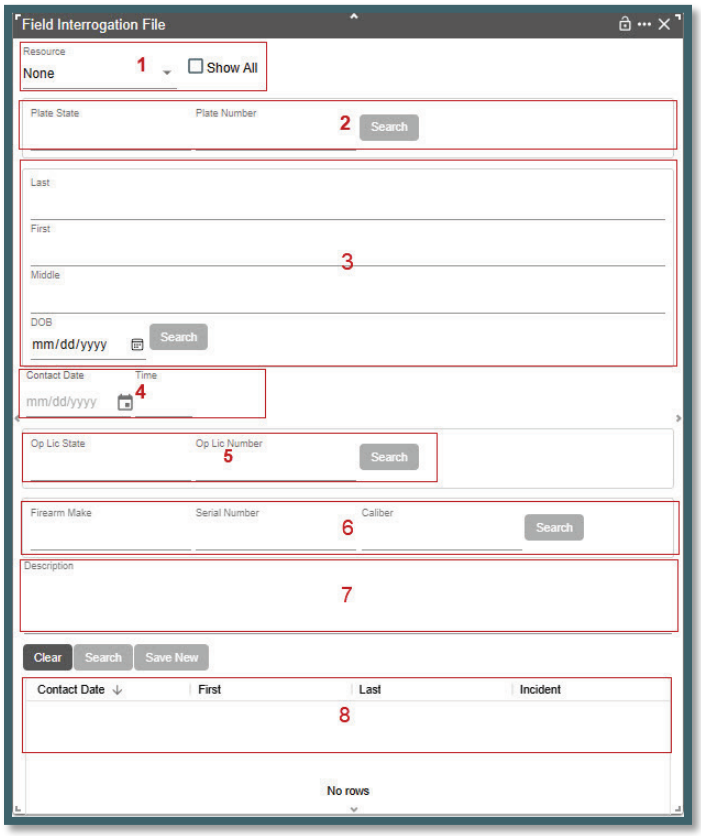
The **"Open FI File (F3)"** button on the Home Page ribbon opens the FI screen for search or creating an FI record does not tie to Incident. The Home Page "FI" Icon does not allow starting a LE Incident. From the Home Page only one instance of the FI File search panel can be open

Multiple FI File panels that are associated with incidents can now be opened simultaneously multiple Panel by clicking incident panel.

To search the FI record by:

- Resource
- Vehicle Plate
- Name and or DOB
- Contact Date and Time (Saves automatically by clicking "Save New" or "Save Edit" Button)
- Op Lic State and or Number
- Firearm
- View a description (Save by clicking "Save New" or "Save Edit" Button)
- Open a record associated with the search.

Figure 249 - FI Panel

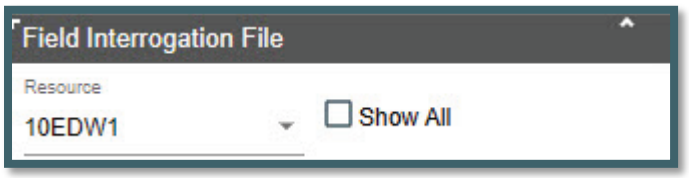


Searching by Resource (Block 1)

The only resources that will show in the dropdown will be Resources that the Center Administrator indicated that the Resource is authorized the use of the law enforcement Field Interrogation File.

- Either type in a Resource Name (Code)
- Click the "Show All" to the list of resources authorized.
- Then click the "Search" Button near the bottom of the FI Panel

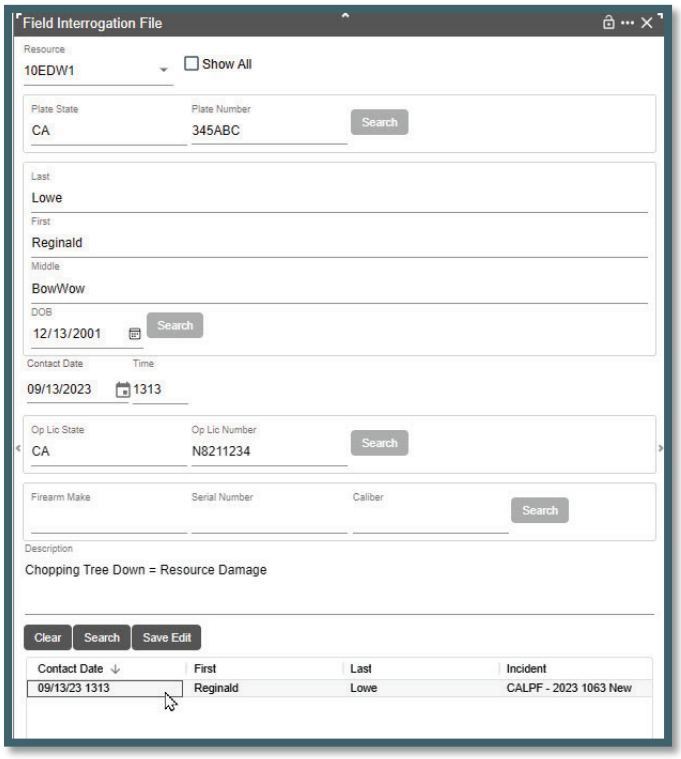
Figure 250 - Search by Resource



This will return any records associated with that resource.

- The record will show in Block 8
- Click on any record associated with the search.
- As example this search only had one record,
- Add any changes and click the "Save Edit" button.

Figure 251 - Results of Search by Resource 10EDW.



Searching by Name/DOB or Op License State/Number or Firearm

In each of the Blocks 2, 3, 5 and 6 enter a minimum of one search criteria.

As example,

- In Block 2 the search criteria used was last name only (Booher)
- Enter "Booher" and click the "Search" Button in this block.
- This search criteria displayed four (4) records for the last name. (Figure 251)
- Single click on one of the records will fill in the data regarding that record.
- Double click will open the incident (B3-1031) associated with that record. (Figure 252)

Figure 252 - Results of Search by Name

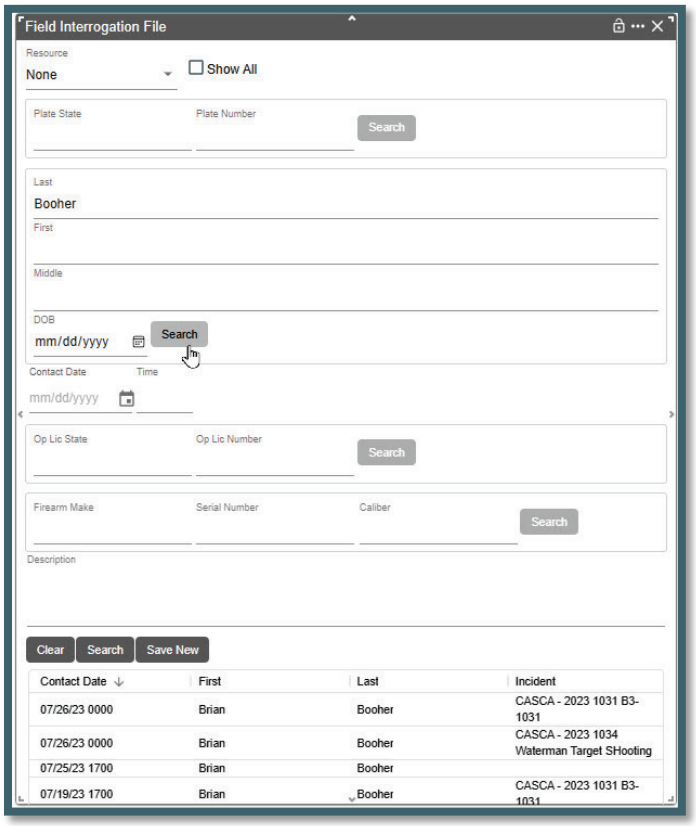
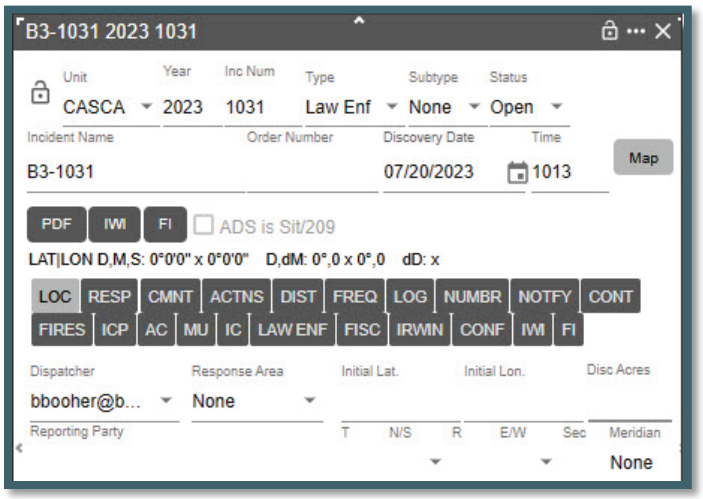


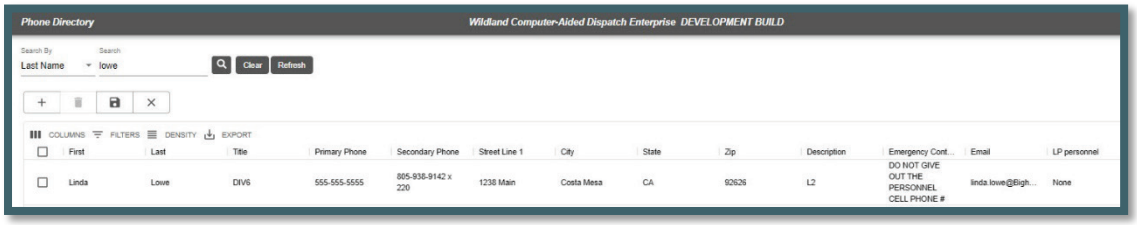
Figure 253 – Result of Search Incident



Part VI: Phone Directory

Section 1: Using the Phone Directory

Figure 254 - Phone Directory Panel



The **Phone Directory** will open in its own Tab.

Figure 255- Phone Director Dropdown

<u>To Refresh the Phone Directory</u>

- Use the "Refresh Icon" to refresh the entire phone directory.

<u>To Look Up a Person in the Phone Directory</u>

- Select from the dropdown and select Search by "Last Name."
- Type in person's last name.
- Click the "Search Icon."
  - Information for that person or persons with the same last name will be displayed.
  - The user will select the correct individual.

<u>To Clear the Search</u>

- Use the "Clear Icon" to clear the search.

<u>Adding a person to the Phone Directory</u>

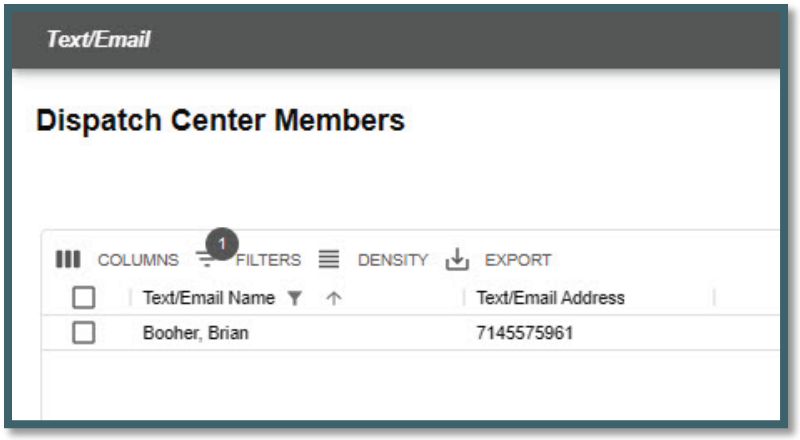
- Click the Plus ('+") Icon and a new line will appear.
- Enter the required information under each column.
- Click the "Save Icon."

Part VII: Text/Email

Section 1: Using Text/Email

Text/Email opens in its own Tab. The Center Admin has several roles, responsibilities, and tasks to complete within the Text/Email function that must be completed before the Dispatchers can use this function. **Dispatch Center Members** is one area that must be completed by the Center Admin

Figure 256 - Dispatch Center Members



Two Ways to Send Text/Email Messages

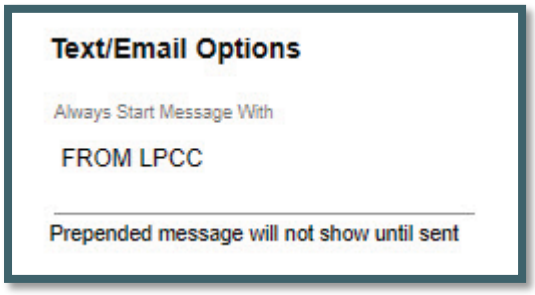
1. Select Names of Recipients – usually more than one is selected.
2. Group Name – This is a pre-loaded list of recipients (created by the Center Admin).

Select Recipient Name Text/Email Message

The users can:

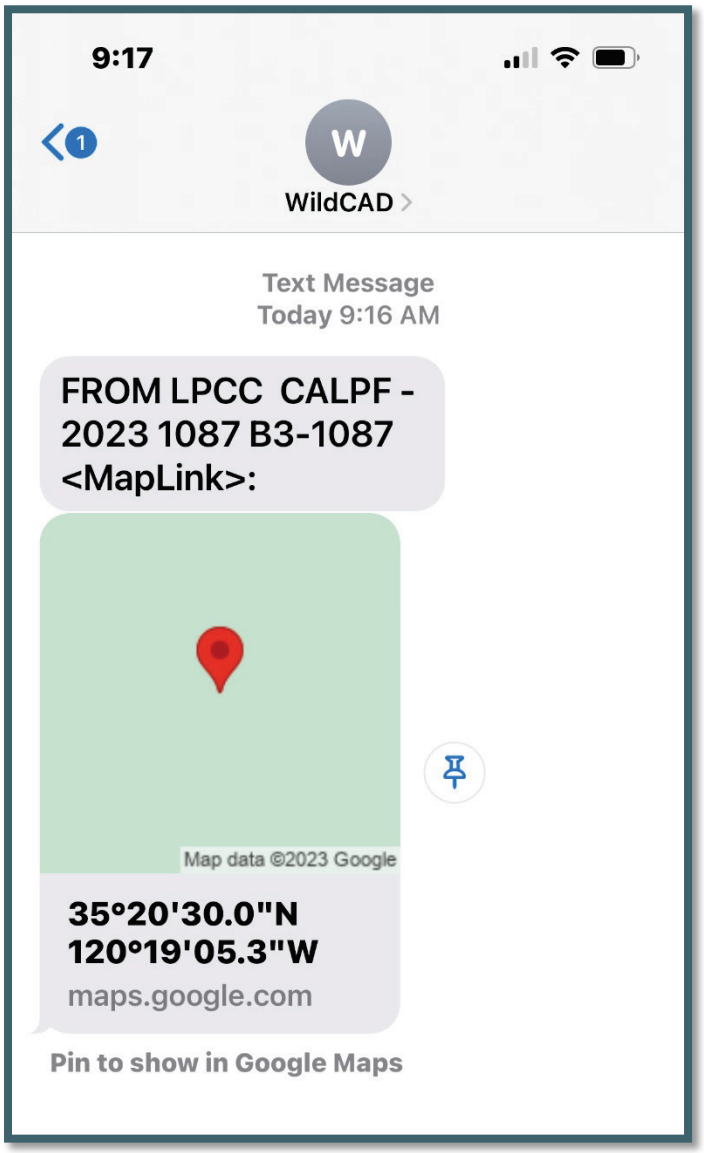
- Select who will receive the message by clicking on the check box next to the respective name.
- Click on the "Add to Recipient List."
  - The name(s) and Text/Email addresses will be displayed on the right side of the panel.
- IF the message is regarding an Incident, click on "Re" to select an incident; and then, click on the "Add Map Link" for that respective incident.
- Enter the "Subject" using free text.
  - The "Subject" is included in the text after any "Always Start With" and before the body.

Figure 257 – Always Start Your Message with . . .



- When a Text is sent related to an incident, the subject now includes the incident information formatted as Year - Protecting Unit - Incident Number and Incident Name. For example: "2023-CABDF-000023 Bald Mountain" plus text of subject if added by user.

Figure 258 – Text related to Incident.



- On “Message” line enter the message using free text.
- Click “Send” and send the message to the people on the Recipient List.
- Text messages sent will now appear in that user's Daily Log/Incident Log.

Figure 259 - Select Dispatch Center Members

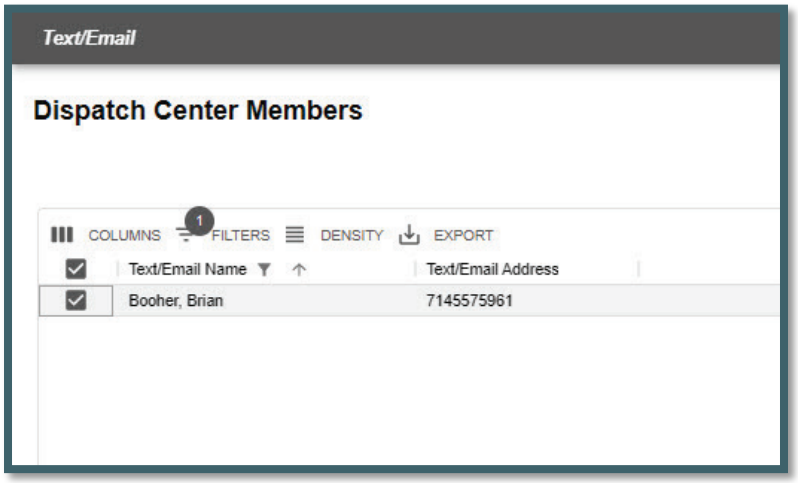


Figure 260 - Add to recipient list.

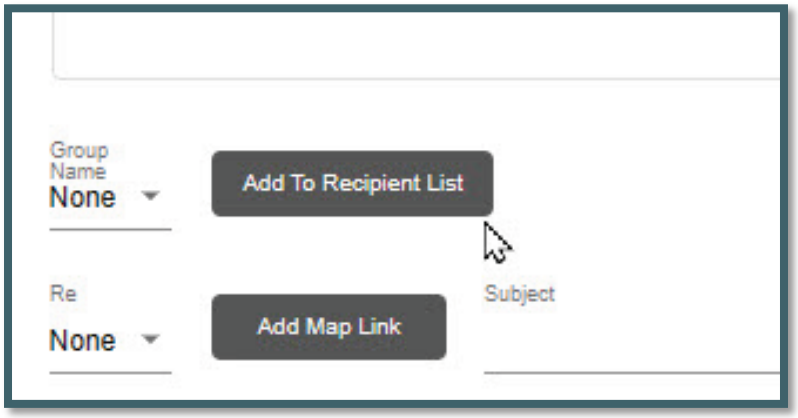
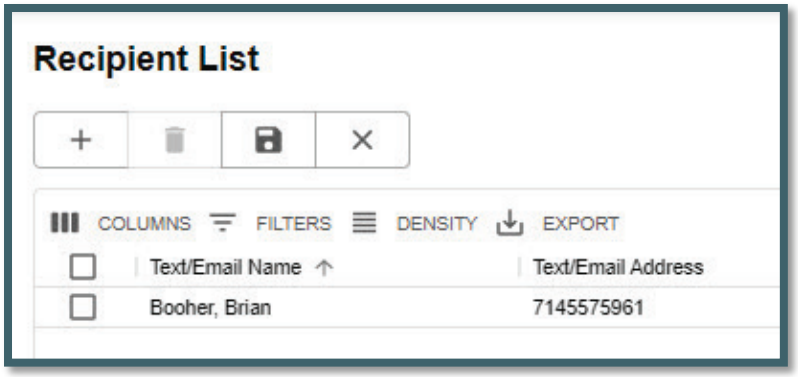


Figure 261 - Recipient List



Compose Preset Messages

- Select the previously composed message from the "Use" dropdown.
- Enter the required information for the item in the preset message.
- The subject for pre-set messages is now autofill by defaulting to the canned message name.
- Follow all the steps to either send as a "Name Select" or "Group Select" message.

Figure 262 - Sent Message

Selecting a Group Name Text/Email Message

- Select the **"Group Name"** from the Dropdown.
- Click on the "Add to Recipient List."
  - The names and Text/Email Addresses will be displayed on the right side of the panel.
- If the message is regarding Incident, click on "Re" to select an incident and then click on the "Add Map Link" of that incident.
- Enter the "Subject" using free text.
- On "Message" line enter the message using free text.
- Click "Send" to send the message to the people on the Recipient List.

Figure 263 - Group Select.

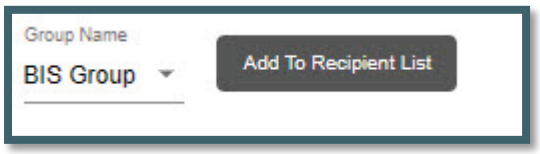


Figure 264 - Example Text Message

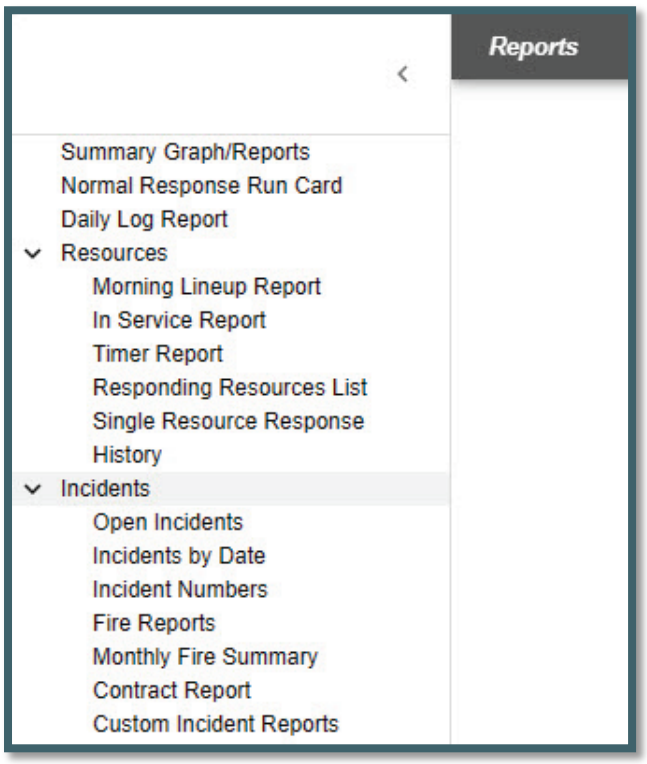
Part VIII: Reports

Section 1: Available Reports

Reports Tab

Reports will open into its own Tab.

Figure 265 - Reports Menu Screen



The list of reports stated above will be increased over time. Below are examples of the main reports.

- Summary Graphs/Report
- Normal Response Run Card
- Daily Log Report
- Morning Report
- In Service Report
- Timer Reports
- Custom Incident Report

The remaining reports for Resources and Incidents are in Appendix II.

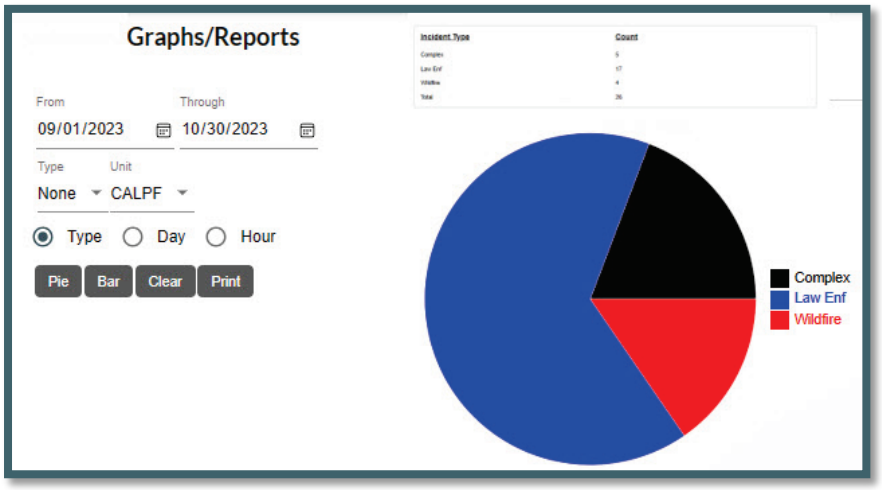
Summary Graphs/Reports

The **Summary Graph/Report** can be created by selecting:

- **Date Range** – From and Through.

- **Type** – *From the dropdown menu select specific incident type or none for all incident types.*\
- **Unit** – From the dropdown menu select a specific unit or none for all units.
- **Radio Button (Type, Day, Hour)** – Select the radio button for the summary report and graph.
- **Last step** – Click on **Pie** or **Bar** to create the summary.
- **Clear** – to start over and clear current summary.
- **Print** – To print the summary to a PDF. After clicking on the Box next to Resources, from the dropdown menu select an individual resource.

Figure 266 - Summary Graph Reports by Type



Normal Response Run Card

The **Normal Response Run Card** can be created:

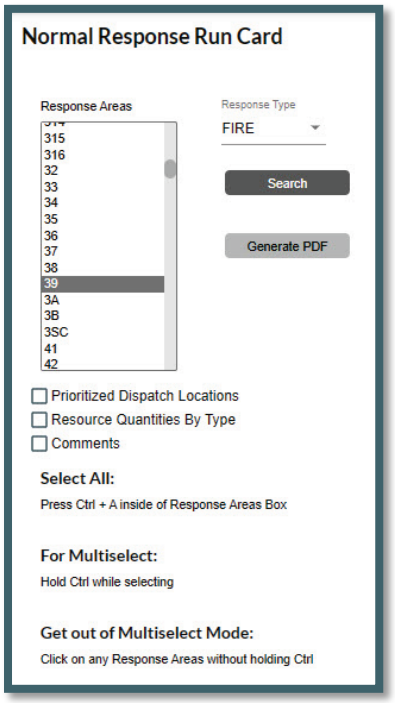
- **Singular –** Click on a response area.
- **Select All –** Press Ctrl + A inside of the Response Area Box
- **Multiselect –** Holding down Ctrl while selecting the response areas.
- **Clearing Multiselect –** Click on any response area without holding Ctrl.

The following optional sections can be included in the report output by clicking on the boxes next to these sections.

- Prioritized Dispatch Locations
- Resource Quantities by Type
- Comments

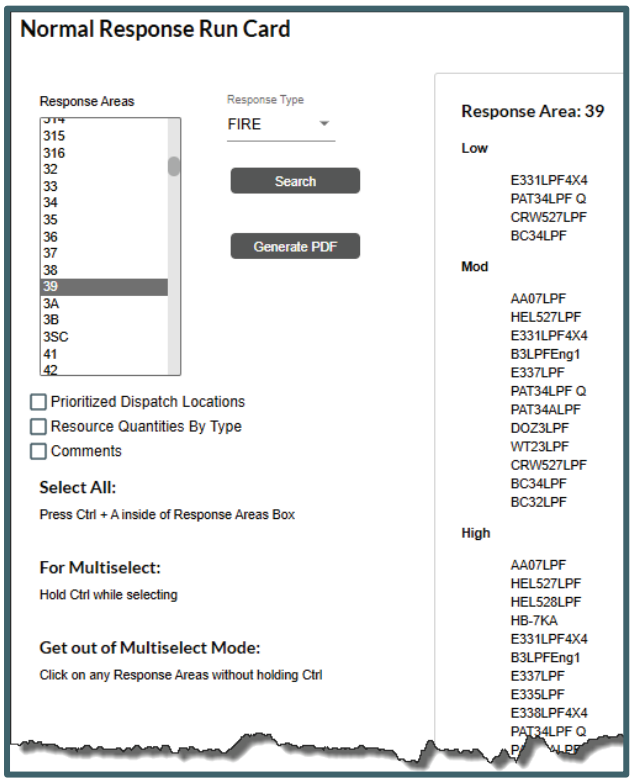
For any one of selection criteria, next select the **"Response Type"** from the dropdown menu.

Figure 267 - Creating a Normal Response Run Card without boxes checked.



At this point, the user would click "Search" to view the Normal Response for a response area.

Figure 268 - Searching a Normal Response Run Card

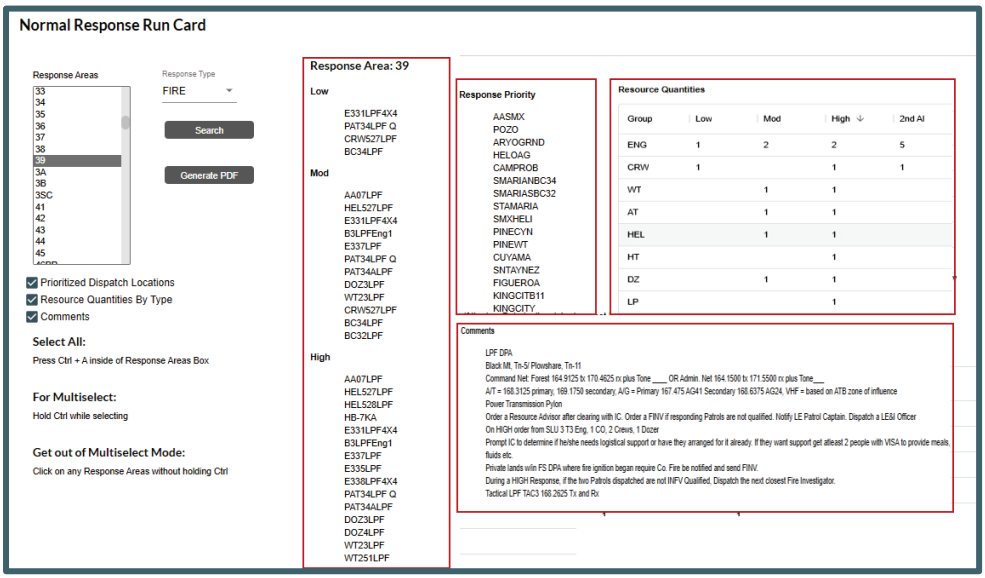


Click on the boxes next to:

- Prioritized Dispatch Locations
- Resource Quantities by Type
- Comments

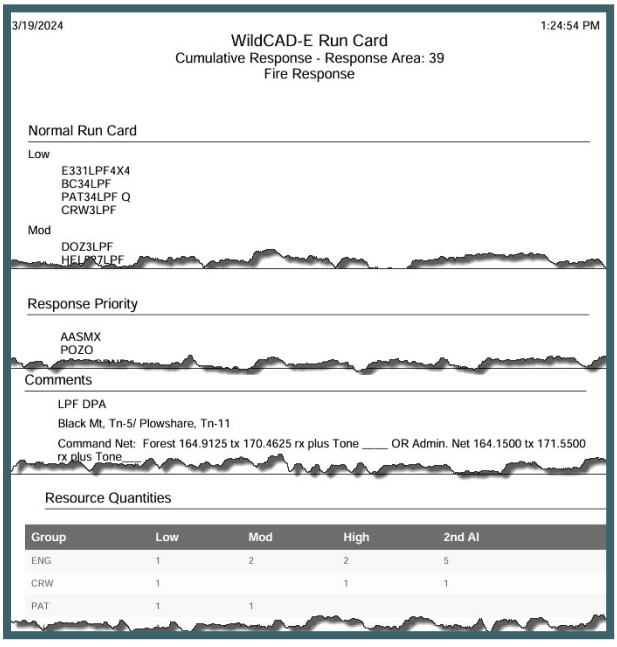
This will your selection to be added to the **Normal Response** for a response area.

Figure 269 - Creating a Normal Response Run Card WITH the boxes checked.



Also, from this panel you can create a "PDF" for this response area. If you selected all or multiselect the search and PDF would be generated to all selected.

Figure 270 - WildCAD-E Run Card



Daily Log Report

The **Daily Log Report** can be created by selecting:

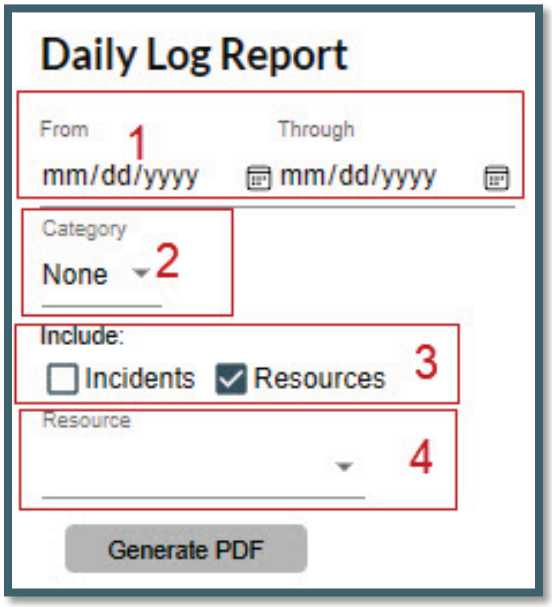
For daily entries:

- **Date Range** – From and Through the daily log entries will be displayed.
- **Category** (Optional) – that was created by Center Administrator

For Incident and Resource entries**:**

1. **Incident** and or **Resources** - Include one other or both.
2. **Resources** – After clicking on the Box next to Resources, from the dropdown menu select an individual resource.

Figure 271 - Creating a Daily Log Report



Once you have created the version of the report click "Generate PDF" to save.

Figure 272 - Sample Daily Log Report

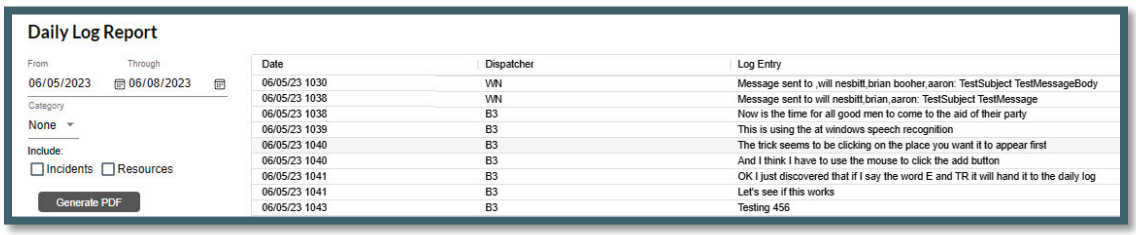


Figure 273 - Sample Daily Log Report for Incidents

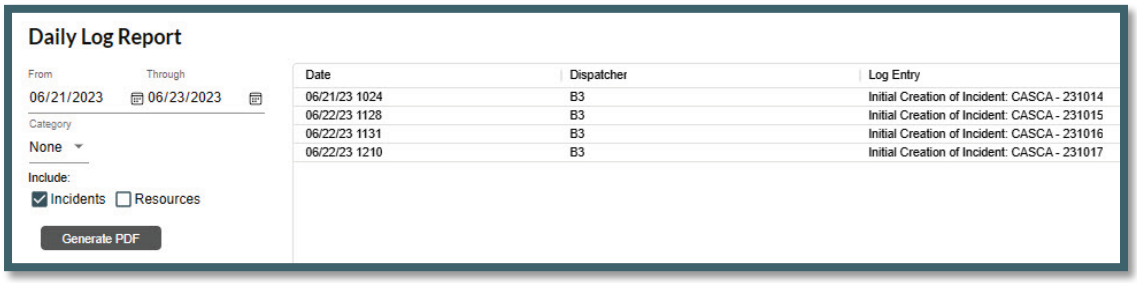


Figure 274 - Sample Daily Log Report for Resources

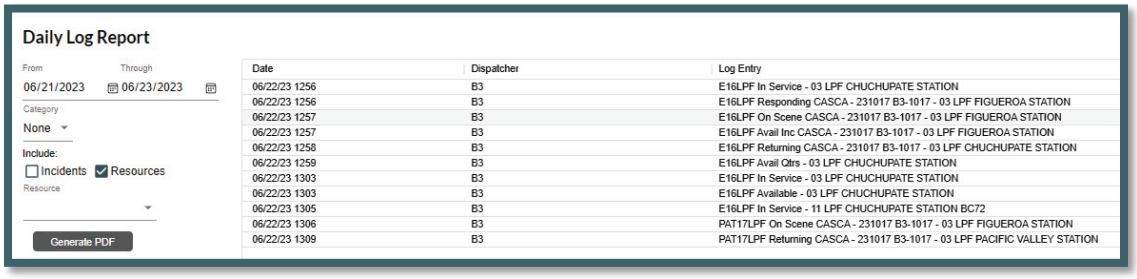
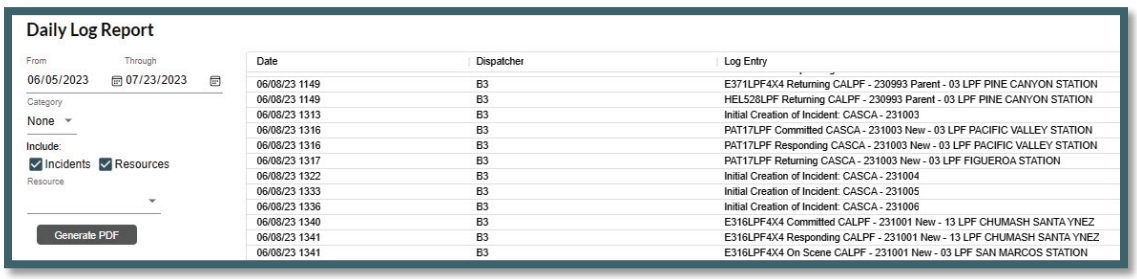


Figure 275 - Sample Daily Log Report for both Incidents and Resources



Morning Lineup Reports

Figure 276 - Morning Line Up Report

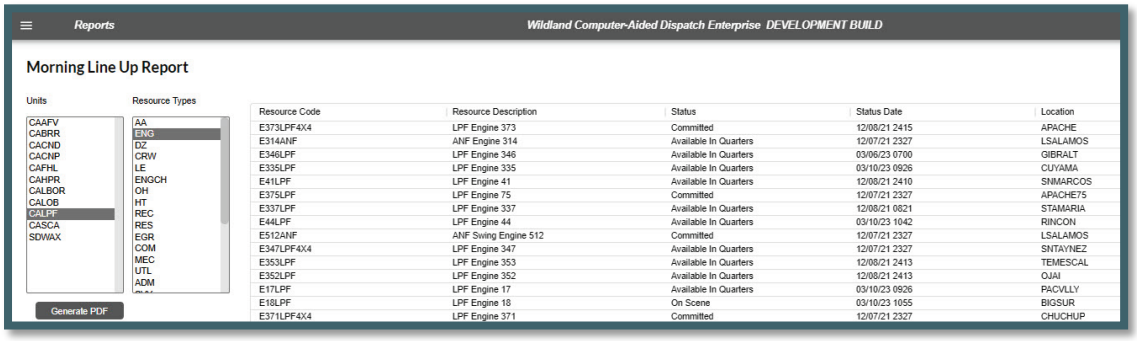
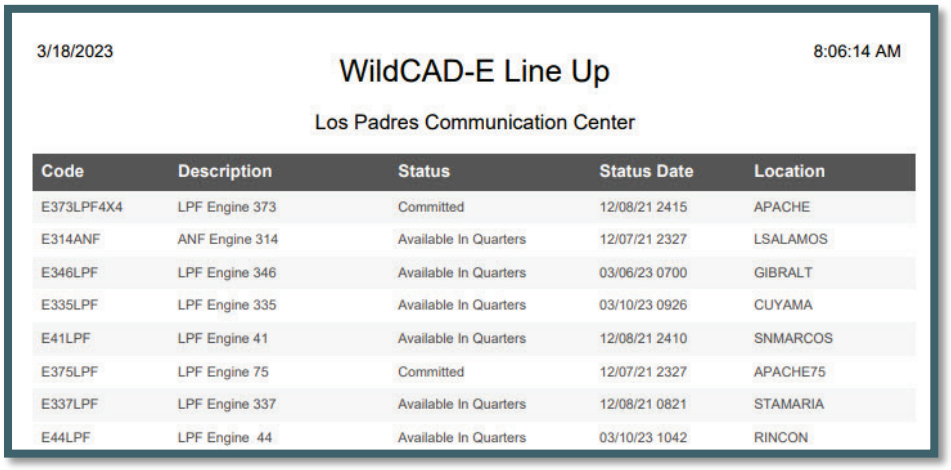


Figure 277 - Example Morning Line Up Report



3/18/2023 8:06:14 AM

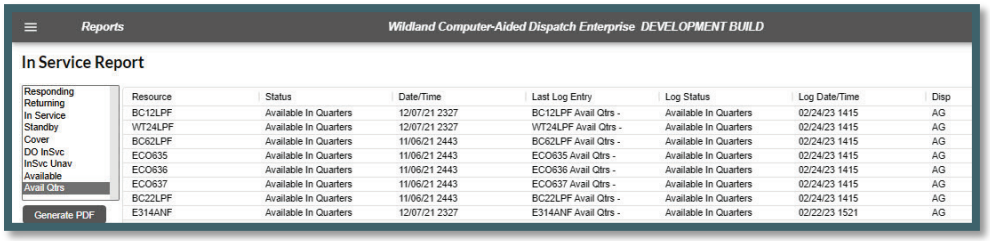
WildCAD-E Line Up

Los Padres Communication Center

Code	Description	Status	Status Date	Location
E373LPF4X4	LPF Engine 373	Committed	12/08/21 2415	APACHE
E314ANF	ANF Engine 314	Available In Quarters	12/07/21 2327	LSALAMOS
E346LPF	LPF Engine 346	Available In Quarters	03/06/23 0700	GIBRALT
E335LPF	LPF Engine 335	Available In Quarters	03/10/23 0926	CUYAMA
E41LPF	LPF Engine 41	Available In Quarters	12/08/21 2410	SNMARCOS
E375LPF	LPF Engine 75	Committed	12/07/21 2327	APACHE75
E337LPF	LPF Engine 337	Available In Quarters	12/08/21 0821	STAMARIA
E44LPF	LPF Engine 44	Available In Quarters	03/10/23 1042	RINCON

In Service Report

Figure 278 - Example of In-Service Report



Reports — Wildland Computer-Aided Dispatch Enterprise DEVELOPMENT BUILD

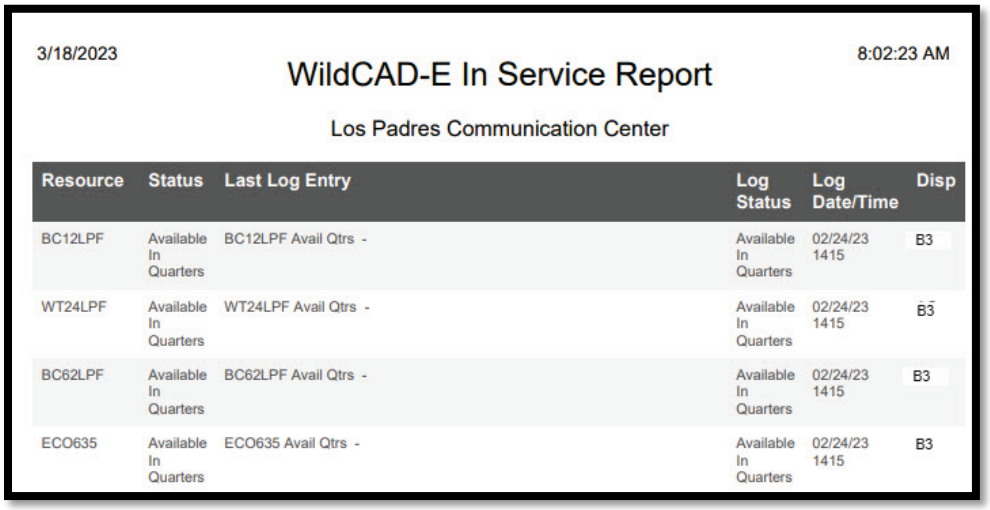
In Service Report

Responding
Returning
In Service
Standby
Cover
DO InSvc
InSvc Unav
Available
Avail Qtrs

Generate PDF

Resource	Status	Date/Time	Last Log Entry	Log Status	Log Date/Time	Disp
BC12LPF	Available In Quarters	12/07/21 2327	BC12LPF Avail Qtrs -	Available In Quarters	02/24/23 1415	AG
WT24LPF	Available In Quarters	12/07/21 2327	WT24LPF Avail Qtrs -	Available In Quarters	02/24/23 1415	AG
BC62LPF	Available In Quarters	11/06/21 2443	BC62LPF Avail Qtrs -	Available In Quarters	02/24/23 1415	AG
ECO635	Available In Quarters	11/06/21 2443	ECO635 Avail Qtrs -	Available In Quarters	02/24/23 1415	AG
ECO636	Available In Quarters	11/06/21 2443	ECO636 Avail Qtrs -	Available In Quarters	02/24/23 1415	AG
ECO637	Available In Quarters	11/06/21 2443	ECO637 Avail Qtrs -	Available In Quarters	02/24/23 1415	AG
BC22LPF	Available In Quarters	11/06/21 2443	BC22LPF Avail Qtrs -	Available In Quarters	02/24/23 1415	AG
E314ANF	Available In Quarters	12/07/21 2327	E314ANF Avail Qtrs -	Available In Quarters	02/22/23 1521	AG

Figure 279 - PDF Morning Line Up Report



3/18/2023 8:02:23 AM

WildCAD-E In Service Report

Los Padres Communication Center

Resource	Status	Last Log Entry	Log Status	Log Date/Time	Disp
BC12LPF	Available In Quarters	BC12LPF Avail Qtrs -	Available In Quarters	02/24/23 1415	B3
WT24LPF	Available In Quarters	WT24LPF Avail Qtrs -	Available In Quarters	02/24/23 1415	B3
BC62LPF	Available In Quarters	BC62LPF Avail Qtrs -	Available In Quarters	02/24/23 1415	B3
ECO635	Available In Quarters	ECO635 Avail Qtrs -	Available In Quarters	02/24/23 1415	B3

Timer Report

Figure 280 - Timer Report

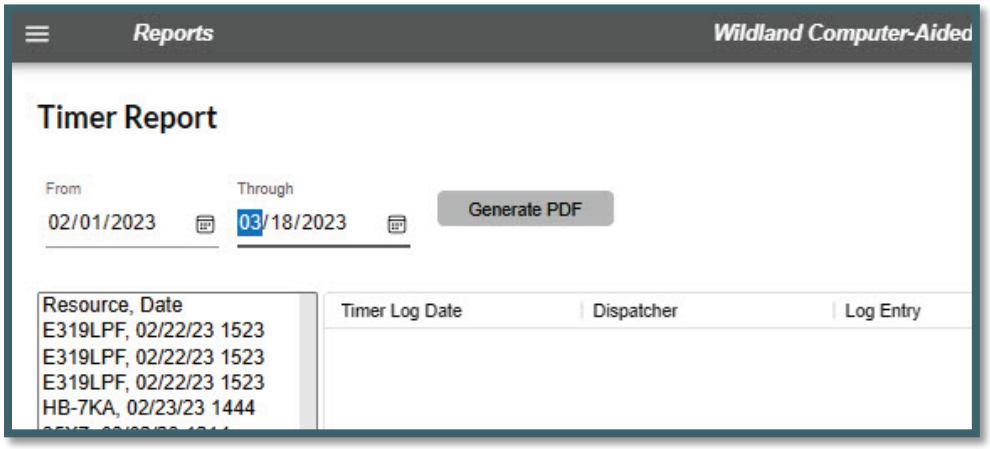


Figure 281 - By Incidents and Non-Daily Log Report

Custom Incident Report

This report allows the users the ability to create custom reports for incident data.

1. Select date range.
2. Incident types and incident subtypes (if any). The default incident types are Wildfire, Vehicle Fire and Structure Fire.
3. Select columns to be displayed.

Figure 282 - Custom Report Description

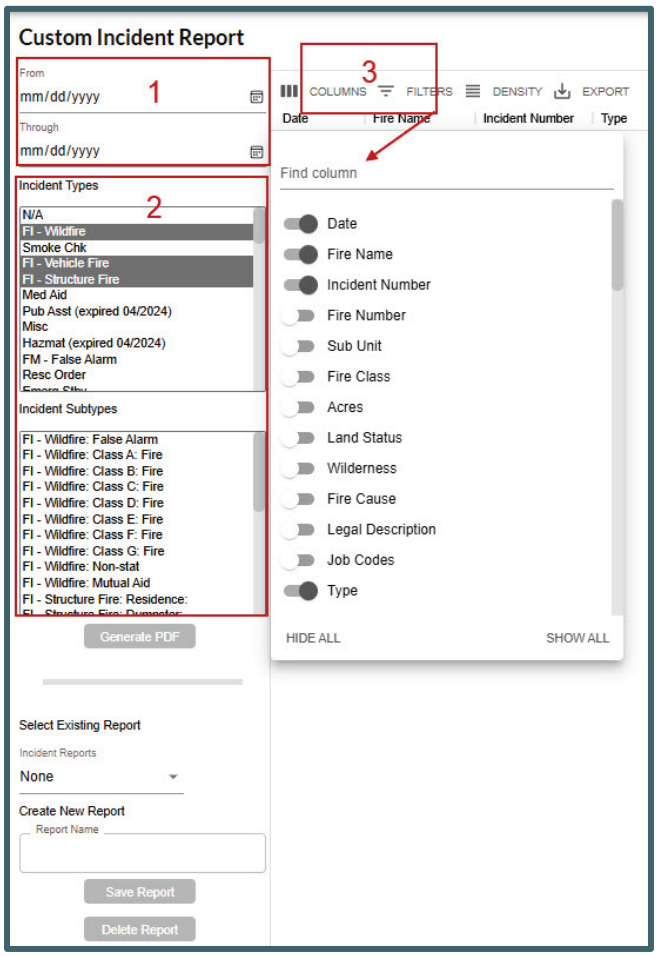
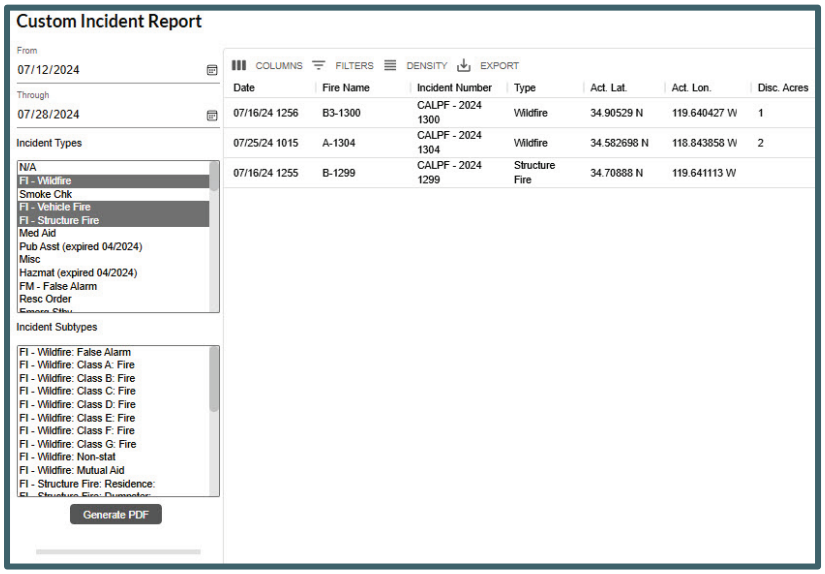
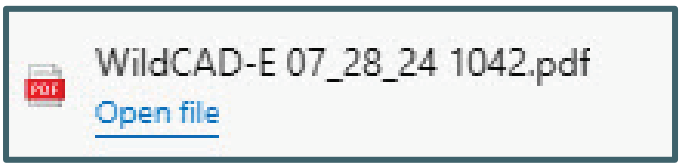


Figure 283 – Example of Steps 1 – 3.



At this point you can generate a PDF report by clicking on the "Generate PDF' button.

Figure 284 - PDF file is created,



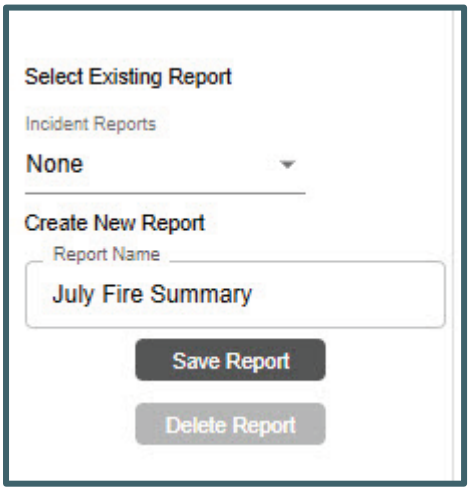
Example of the Report

Figure 285 - Example of the Report.

To save a report

- Give the report a “Report Name.”
- Click on the “Save Report’ button.

Figure 286 - To save the report.



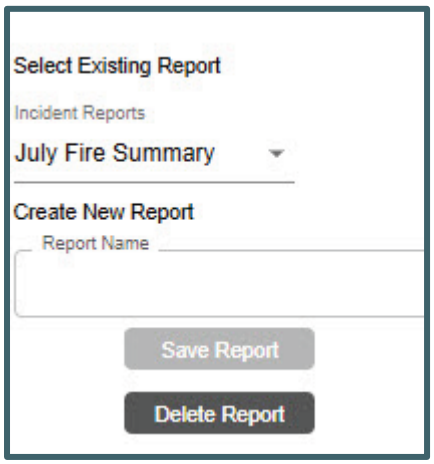
To Retrieve a Report

- Use the dropdown menu under “Incident Reports.”
- Click the named report that has been saved.
- Existing reports cannot be edited. Create a new report if changes are needed.

To Delete a Report

- Select an existing report.
- Click the “Delete Report’ button.

Figure 287 – Save a Report.



Part IX: Links

Section 1: Websites and Documents

Websites

The Links Menu will only appear if the Center Admin created a list of web pages for use by Dispatchers. If the menu is shown, merely select any one of the listed sites.

Right-click on the display to pop up a menu that allows the user to perform tasks such as going Back, Forward, Printing, etc.

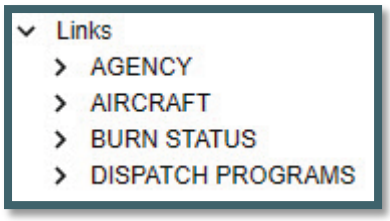
Documents

If the Center Admin established a list of documents in *WildCAD-E*, the user can open one or more documents from this menu. Examples might include User Guides or word processing templates.

The Links menu expands when the user clicks on the **">"** symbol.

A list of **Links Categories** will be displayed.

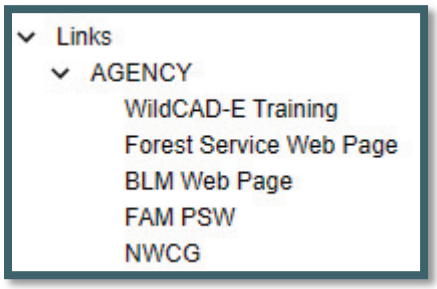
Figure 288 - Links Menu Categories



The **Links Categories** ("AGENCY') expands when the user clicks on the ">" symbol.

A list of **Links Web Sites** or **Documents** will be displayed.

Figure 289 - List of Web Site or Documents

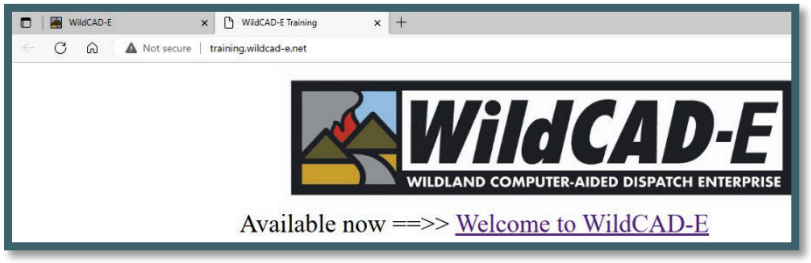


Select for example "*WildCAD-E* Training,"

- Upon selecting "*WildCAD-E* Training from the list, a new tab will open with the website loaded.

- If the user goes back and selects another website, the "*WildCAD-E* Training" website would close and be replaced with the next website.
    - Only one web site is open at a time.

Figure 290 - Website Link



Part X: Appendices

Appendix I – Icons and Function Keys

When a **function key** is available, users can either use the icon or function keys to access those panels within *WildCAD-E*.

Table 1- Table of WildCAD-E Icons

***WildCAD-E* Icon**	**Function Key**	***WildCAD-E* Icon Definition**
	F9	Create a New Incident Panel Icon - Starts a new Incident, although the user will have to enter all information such as location and response area.
	N/A	Create a New Complex Panel Icon – There is no function key available for "Create a New Complex Panel." Users will use the icon to access this function.
	F8	Open Incidents Panel Icon – Opens the screen that displays existing, open Incidents.
	F2	Open Incidents Panel Icon – Opens the "Search Incident Panel" for the user.
	F7	Resource Status Icon – Opens the screen where the user can perform status changes that are not related to Incidents, such as "In Service."
	F12	Daily Log Panel Icon – Opens the screen that display the "Daily Log," where the user can document the activities not directly related to a specific Incident.
	F5	Map Panel Icon – Opens the *WildCAD-E* map.

***WildCAD-E* Icon**	**Function Key**	***WildCAD-E* Icon Definition**
	F4	Open Timers Panel Icon – Opens the Timers Panel for the user.
	N/A	Create a New Timer Icon – There is no function key associated with the "Create a New Timer" icon. Users will use the icon to access this function.
	F3	Create a New Field Interrogation Fire (FI) or be able to search existing FI files.

Appendix II - Grids

Grids are a spreadsheet style interface with a variety of features available to those with Center Admin access to *WildCAD-E*.

Sort Order of a Grid

- Click on any column heading or label.
- Sort by ascending (alphanumeric) by clicking once on the arrow pointing up.
- Sort by descending by clicking once on the arrow pointing down.
- For no sort, click a third time.
- When adding a new record or editing an existing record if sorting is enabled, it can make the record jump to a different location due to the sorting.

Figure 291- Arrow pointing up indicates a sort by ascending.

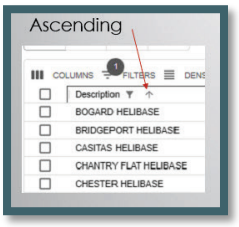


Figure 292 -Arrow pointing down indicates a sort by descending.

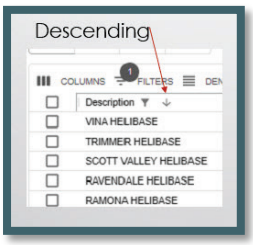
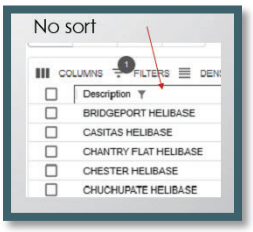
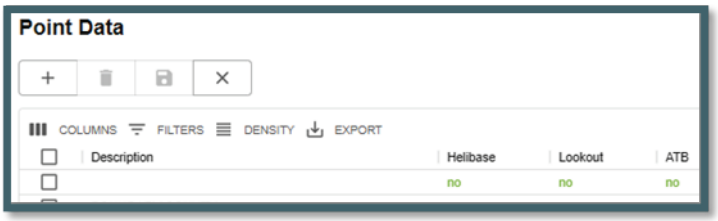


Figure 293 - Click three times to choose no sort.



Add a Record or Row to the Grid

Figure 294 - The "+" sign opens a blank row at the top of the grid.



- Click the plus "+" sign to open a new blank row at the top of the grid.
- Enter all information across the row.
- When the entry is completed, exit the cell you are currently editing by clicking anywhere outside of the grid before saving the new or edited record by clicking on the "Disc" icon (shown below in Figure 294).

Figure 295 - The "Disc" icon saves a new record or edits an existing record.

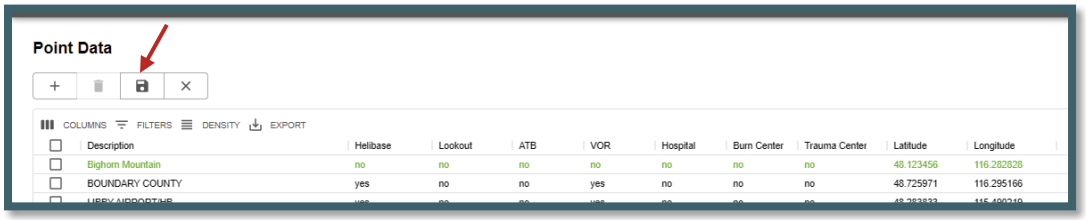
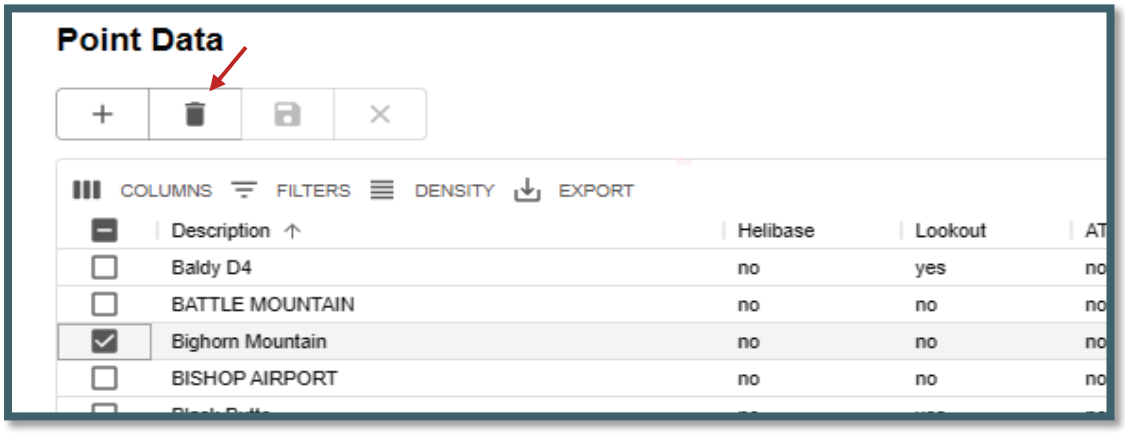


Figure 296 - Use the "x" icon to cancel the new record.

- Cancel a new record by clicking on the "x."

Delete a Row to the Grid

Figure 297 - Select row for deletion by checking the box.



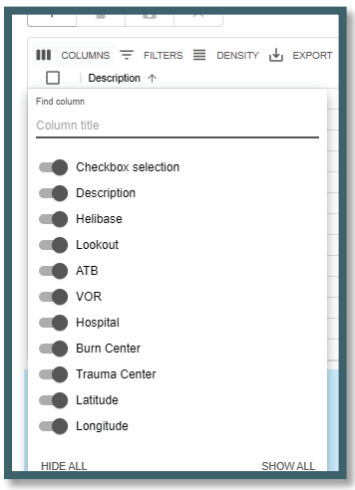
- Select the row for deletion by checking the box to the left of the row.
- Click the "Trash Can" icon.
- Click the "save" icon to complete deletion of the row.

Actions and Settings at the Top of the Grid

Columns

- On the grid, columns can be either hid or viewed.
- To hide, turn off the "slider" for the respective column.

Figure 298- Slider column.

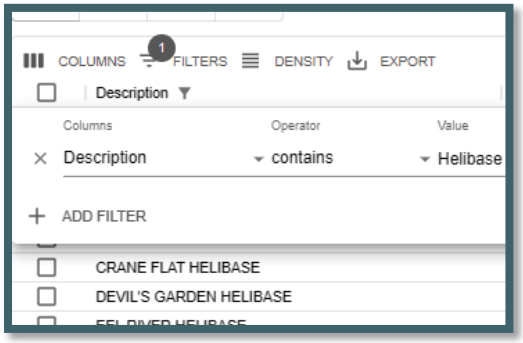


Filters

- Filters allow the user to search for specific records.
  - Select "Filter;" then the column.
  - Using the "Operation" dropdown menu, select contains, starts with or equals.

- In the “Value” area, type in what the user wants to search for.

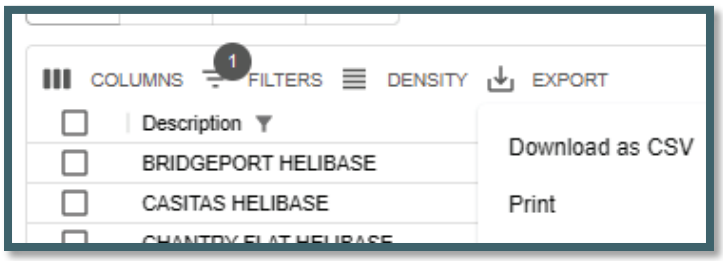
Figure 299 - Filters allow the user to search for records.



Density

- Density slightly changes the width and height of the information on the grid.

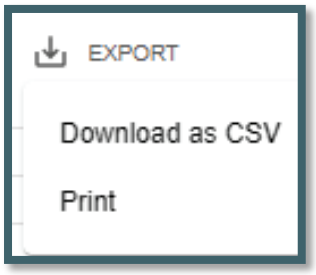
Figure 300 - Density slightly changes the height and width of the information on the grid.



Export

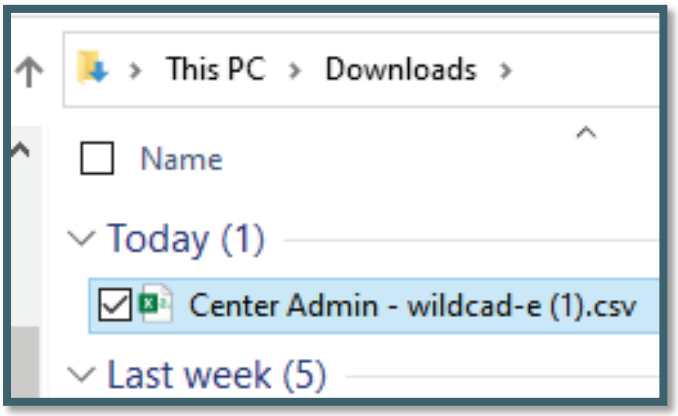
- Export typically downloads to a CSV file.

Figure 301 - Export is used to download a .csv file.



- The .csv file will download into the user’s workstation “Download” folder.

Figure 302 - .CSV file downloads to the Center Admin or users station download files.



- If the user sorted the grid record first, the sorted information would be the only information exported to the .csv file.

Appendix III - Reports

Available Reports

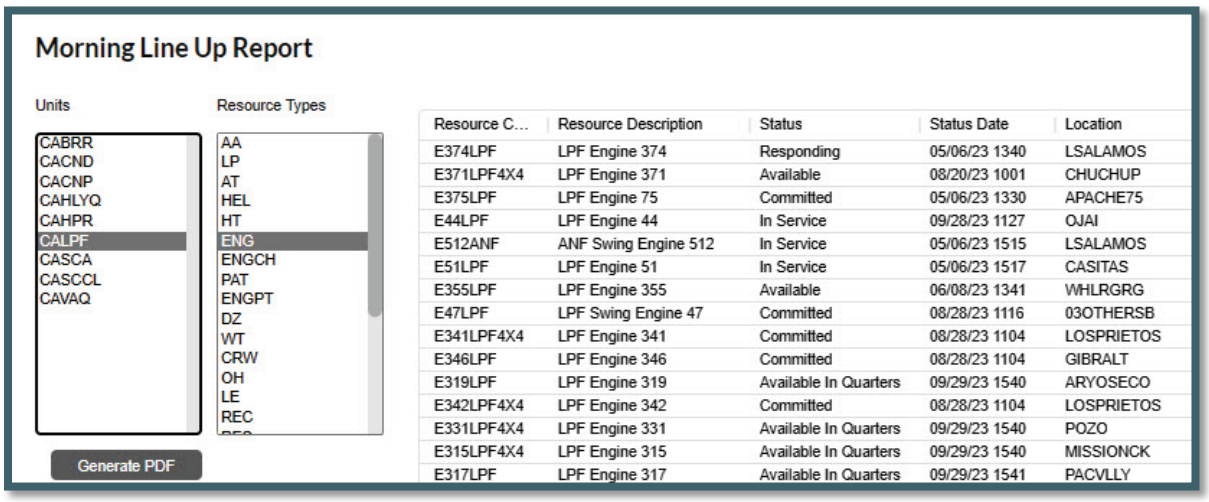
Reports will open into its own Tab. All the reports are generated in a similar process.

The key processes are:

1. On the right side of the report panel are sortable selection. Such as:
    - Unit
    - Resource Types
    - Status
    - Use of Line up groups
    - Incident Types and Subtypes
2. Date ranges are required except on:
    - Morning Line Up Report
    - In-Service Report
    - Responding Resource List
    - Open Incident
    - On the left side of the report panel are the results from the selection process.
3. Generate PDF will create the report based on the selection criteria.

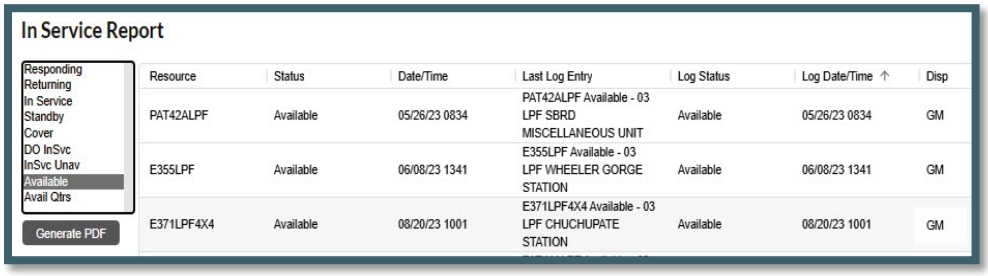
Morning Lineup Reports

Figure 303 – Example Morning Line Up Report



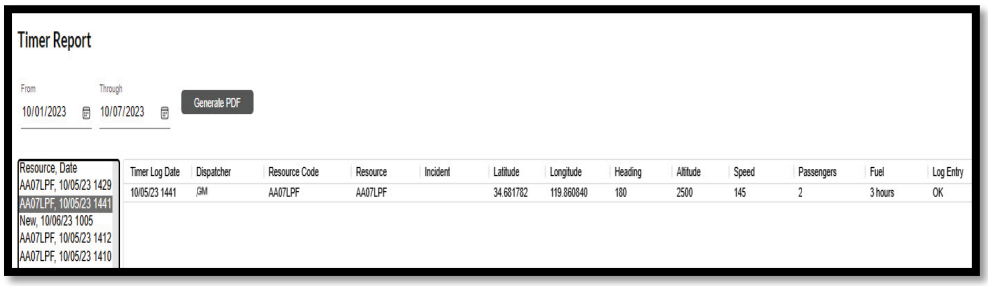
In Service Report

Figure 304 - In Service Report



Timer Report

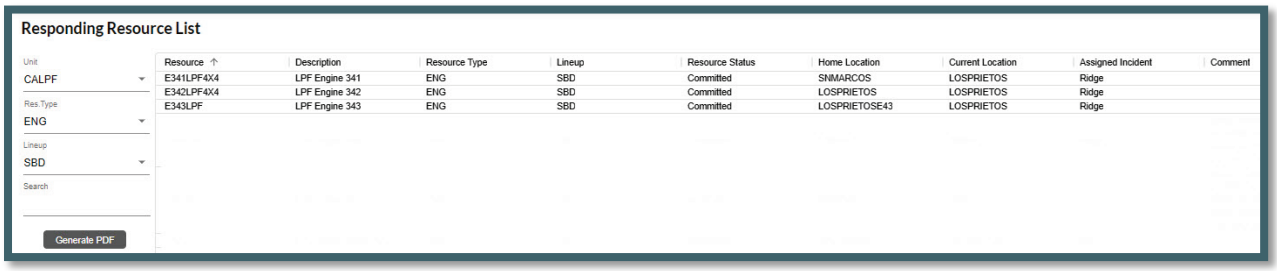
Figure 305 – Timer Report



Timer Report - Added remaining columns from Timer panel to report page and generated PDF.

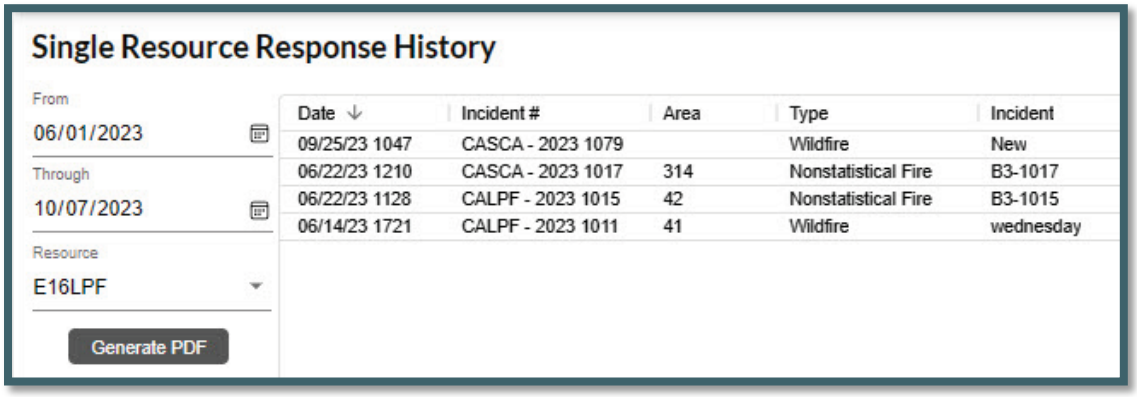
Responding Resource List

Figure 306 - Responding Resource List



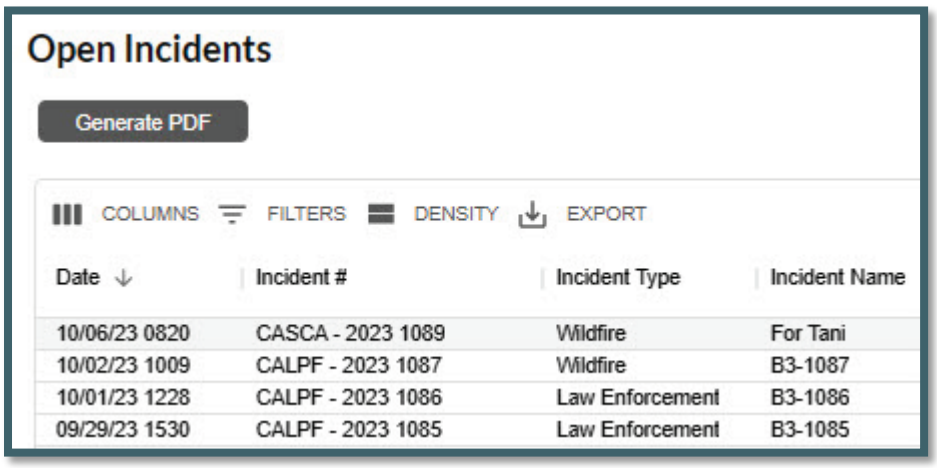
Single Resource Response History

Figure 307 – Single Resource Response History



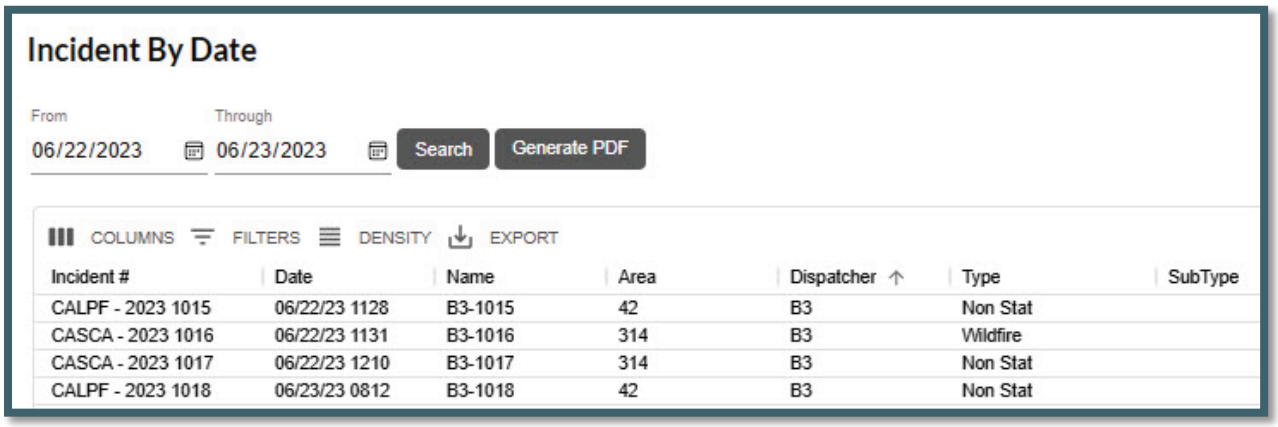
Open Incident

Figure 308 – Open Incident



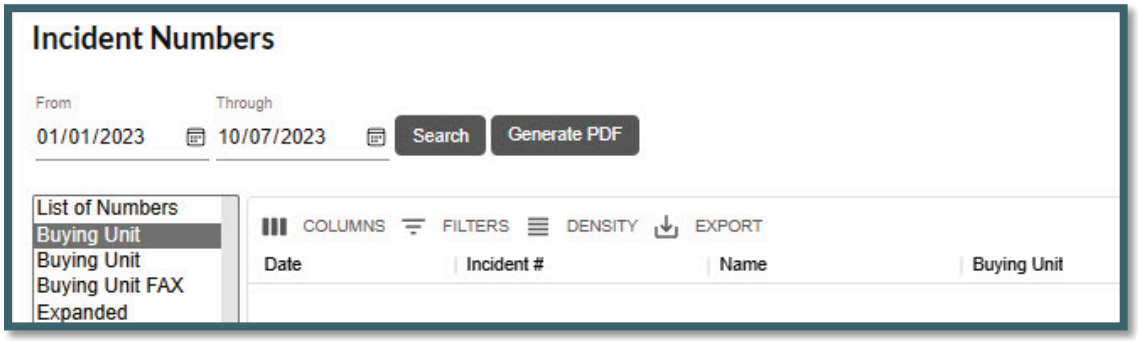
Incident By Date

Figure 309 – Incident by date.



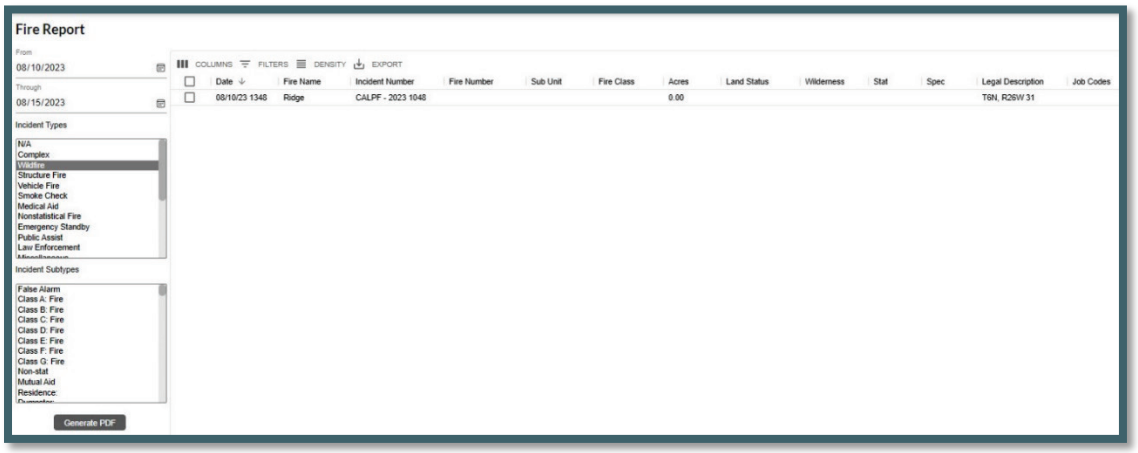
Incident Numbers

Figure 310 – Incident Numbers



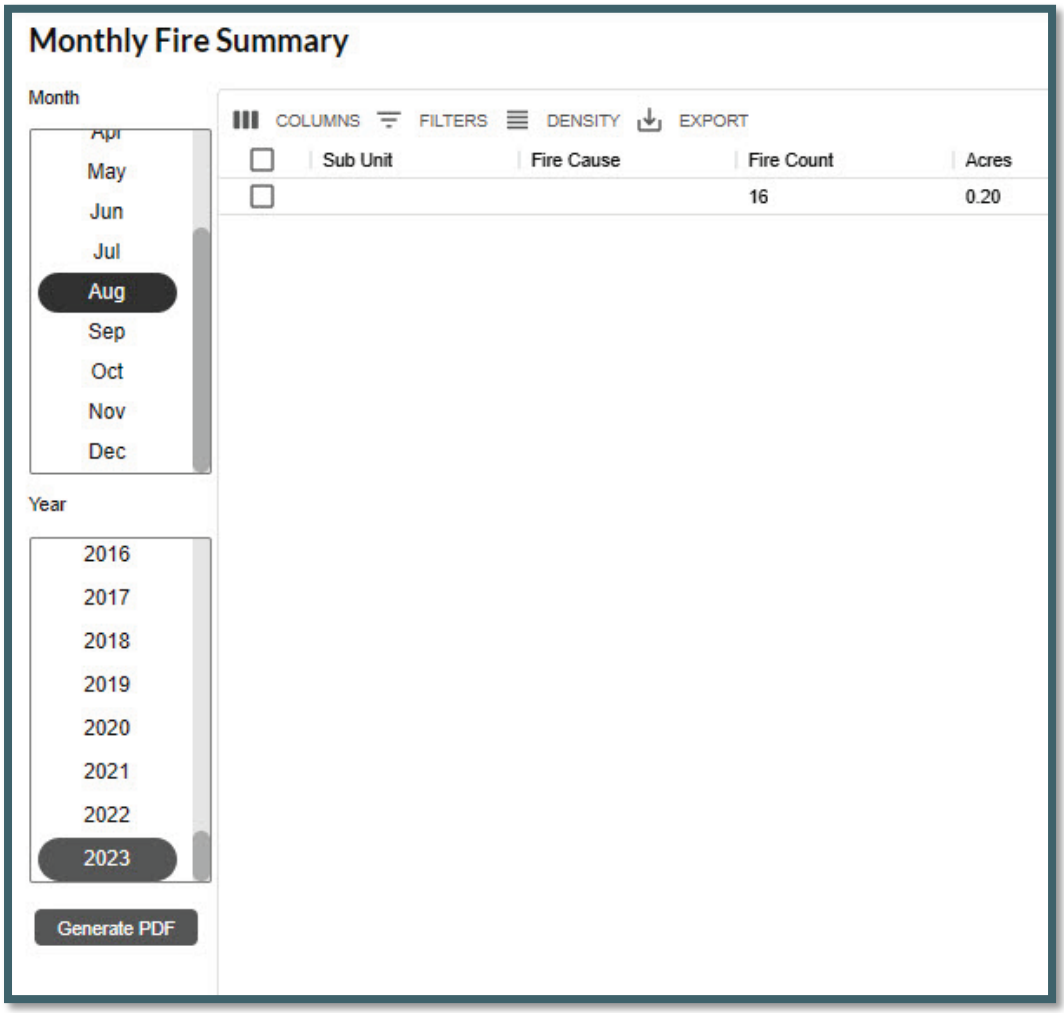
Fire Report

Figure 311 – Fire Report



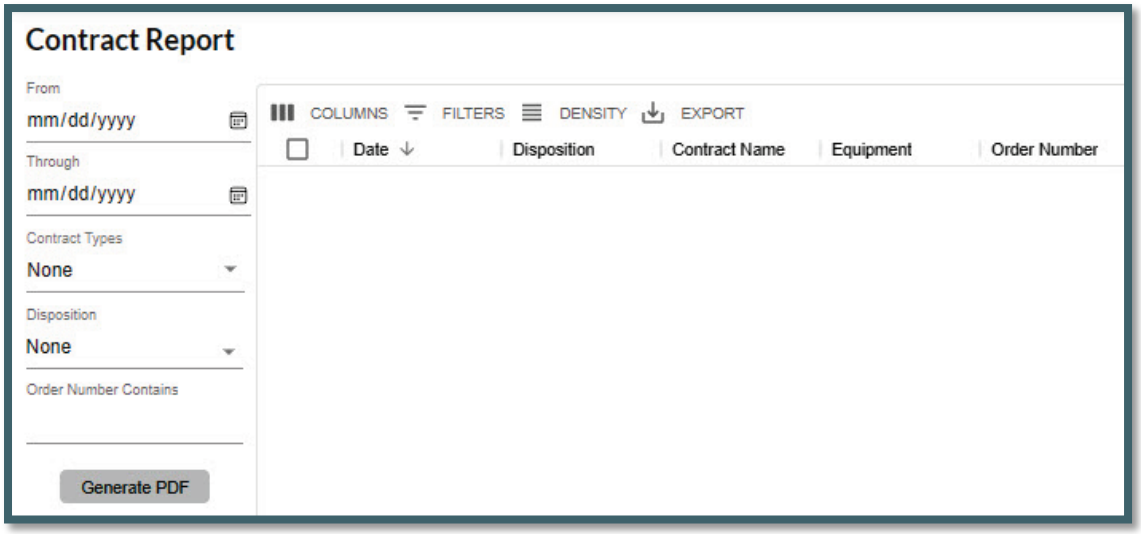
Monthly Fire Summary

Figure 312 – Monthly Fire Summary



Contract Report

Figure 313 – Contract Report



Appendix IV – Incident Types

Table 2 - Incident Types

Code	Description	Expired?
A/C Down (expired 4/2024)	Aircraft Down	Yes
AC – Air Accident	Aircraft Accident	No
AC – Marine Accident	Marine Accident	No
AC – Motor Vehicle Accident	Motor Vehicle Accident	No
AC – Rail Accident	Rail Accident	No
AC – Structure Accident	Structure Accident	No
Aircraft	Aircraft	No
AP – Critical Incident Stress Management / Peer Support	Critical Incident Stress Management / Peer Support	No
AP – Law Enforcement (internal)	Law Enforcement	No
AP – Management Event (internal)	Management Event (internal)	No
AP – Resource Programs (internal)	Resource Programs (internal)	No
Emerg Stby	Emergency Standby	No
F1 – Debris /Product Fire	Debris Fire	No
F1 – Non-Statistical/Other	Nonstatistical Fire	No
F1 – Prescribed Fire	Prescribed Fire	No
F1 – Structure Fire	Structure Fire	No
F1 – Vehicle Fire	Vehicle Fire	No
F1 – Wildfire	Wildfire	No
FM – Complex Incident	Complex	No
FM – Emergency Stabilization	Emergency Stabilization	Yes
FM – False Alarm	False Alarm	No
FM – Fire Rehabilitation	Fire Rehabilitation	Yes
FM – Incident/Event Support	Incident/Event Support	No
FM – Out of Area Response	Out of Area Response	Yes
FM – Preparedness/Preposition	Preparedness/Preposition	No
Hazmat (expired 04/2024)	Hazmat	Yes
HZ – Biological or Toxic Conditions	Biological or Toxic Conditions	No
HZ – Explosives or Electrical Dangers	Explosives or Electrical Danger	No
HZ – Flammable as, Oil, and other liquid conditions	Flammable Gas	No
HZ – Radioactive/Nuclear Conditions	Radioactive/Nuclear Conditions	No
Med Aid	Medical Aid	No
Misc	Miscellaneous	No
MRO	Manage Res Obj	No
N/A	N/A	No
NatDisastr (expired 04/2024)	Natural Disaster	Yes
ND – Earthquake	Earthquake	No
ND – Flooding	Flooding	No
ND – Hurricane/Typhoon	Hurricane/Typhoon	No
ND – Landslide/Mass Earth Movement/ Avalanche/Sinkhole	Movement/Avalanche/Sinkhole	No
ND – Severe Winter Weather	Severe Winter Weather	No
ND – Thunderstorm/Tornado/High Winds	Thunderstorm/Tornado/High Winds	No
ND – Tsunami	Tsunami	No
ND – Volcano	Volcano	No
PA – Community Event	Community Event	No
PA – Infrastructure Event	Infrastructure Event	No
PA Public Service Organization Event	Public Service Organization Event	No

Code	Description	Expired?
Pub Asst (expired 04/2024)	Public Assist	Yes
Resc Order	Resource Order	No
SAR (expired 04/2024)	Search & Rescue	Yes
Smoke Chk	Smoke Check	No
SR – Marine Search/Rescue/Recovery	Marine Search/Rescue/Recovery	No
SR – Medical Assist	Medical Assist	No
SR – Urban Search/Rescue/Recovery	Urban Search/Rescue/Recovery	No
SR – Wildland Search/Rescue/Recovery	Wildland Search/Rescue/Recovery	No
TR – Classroom Training	Classroom Training	No
TR – On-the-Job Training	On-the-Job Training	No
TR – Proficiency & Currency Event	Proficiency & Currency Event	No
TR – Simulation	Simulation	No

Appendix V – Other Data Zoom Levels

Table 3 – Other Data Zoom Levels

Layer Name	Zoom Level	Display Order	Map Footer	Display Field
NPS FMU	9	10	no	FMU_Code
BLM FMU	13	11	no	FMU_Code
USFS FMU	13	12	no	FMU_Code
RFPA	13	13	no	FMU_CODE
BIA FMU	9	14	no	FMU_Code
USFWS FMU	13	15	no	FMU_Code
Predictive Service Areas	15	17	yes	psanationalcode
Wilderness	13	18	yes	ShortName
Sage Grouse Habitat	9	19	no	
IRWIN Incidents (last 30 days)	9	20	no	
RAWS Stations	9	101	no	StationName
Surface Management	13	102	no	Label
Counties	13	103	yes	NAME
Lightning (last 2-7 days)	7	104	no	
Lightning (last 24 hours)	10	105	no	
Forest Service Topo	1	106	no	
Military Training Routes	9	107	no	
Temp Flight Restrictions (4)	4	109	no	EFFECTIVE
Public Land Survey	13	110	no	

Appendix VI – Other Data URL Layers

Table 4 – Other Data URL Layers

Layer Name	Layer URL
NPS FMU BLM FMU	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/USFSFireCOP_FireManagementUnits/MapServer/2/
USFS FMU	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/USFSFireCOP_FireManagementUnits/MapServer/1/
RFPA	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/USFSFireCOP_FireManagementUnits/MapServer/4/
BIA FMU	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/USFSFireCOP_FireManagementUnits/MapServer/3/
USFWS FMU	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/USFSFireCOP_FireManagementUnits/MapServer/0/
Predictive Service Areas	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/USFSFireCOP_FireManagementUnits/MapServer/5/
Wilderness	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/USFSFireCOP_AgencyBoundaries/MapServer/0
Sage Grouse Habitat	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/USAWilderness/MapServer/0/
IRWIN Incidents (last 30 days)	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/SageGrouse/MapServer/0/
RAWS Stations	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/RAWS/MapServer/0/
Surface Management	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/USFSFireCOP_FederalLands/MapServer/0/
Counties	https://services.arcgis.com/P3ePLMYs2RVChkJx/arcgis/rest/services/USA_Counties/FeatureServer/0/
Lightning (last 2-7 days)	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/LightningStrikes/MapServer/2/
Lightning (last 24 hours)	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/LightningStrikes/MapServer/1/
Forest Service Topo	https://apps.fs.usda.gov/arcx/rest/services/EDW/EDW_FSTopo_01/MapServer/
Military Training Routes	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/USFSFireCOP_MTR/MapServer/11
Temp Flight Restrictions (4)	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/TFRData/MapServer/0
Public Land Survey	https://gis.blm.gov/arcgis/rest/services/Cadastral/BLM_Natl_PLSS_CadNSDI/MapServer/2/

Part XI: Alternate Authentication (If FamAuth is Unavailable)

The Alternate Authentication feature enables users to log into WildCAD-E using a secure alternative method. If FamAuth is experiencing an outage and is unavailable, users are automatically redirected to this feature when attempting to log into WildCAD-E.

If FamAuth is unavailable, the user can access *WildCAD-E* by going directly to the URL associated with the desired environment:

- WildCAD-E OAT is accessible at: wildcadoat.firenet.gov.
- WildCAD-E PROD is accessible at: wildcade.firenet.gov.

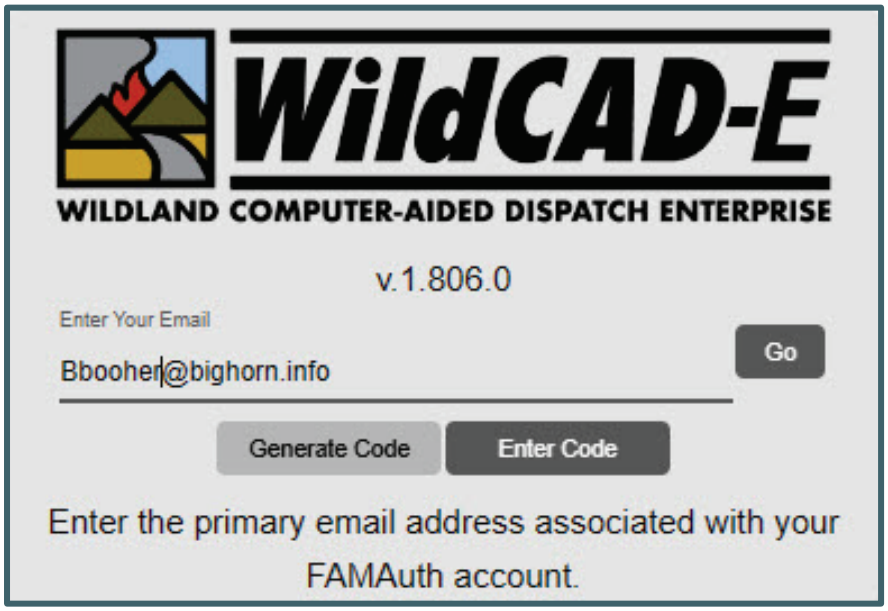
A user must have previously accessed at least one center in *WildCAD-E* via the FamAuth method to successfully use the alternate authentication. After entering the URL for OAT or PROD and *WildCAD-E* detects that FamAuth is unavailable, the user is prompted to generate a one-time secure code.

To start the process, click on **"Generate Code.**"

Figure 313 – Select Generate Code

The user is prompted to enter their email associated with their FamAuth account for the code and link to log into *WildCAD-E*. Then, click on **"Go."**

Figure 314 – Enter your e-mail.

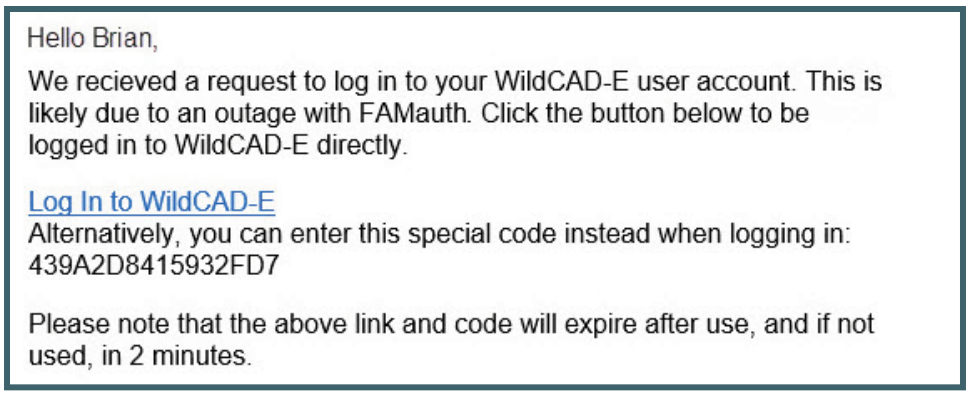


Enter the user's email. The code/link is only valid for two (2) minutes.

Figure 315– Go to your e-mail.

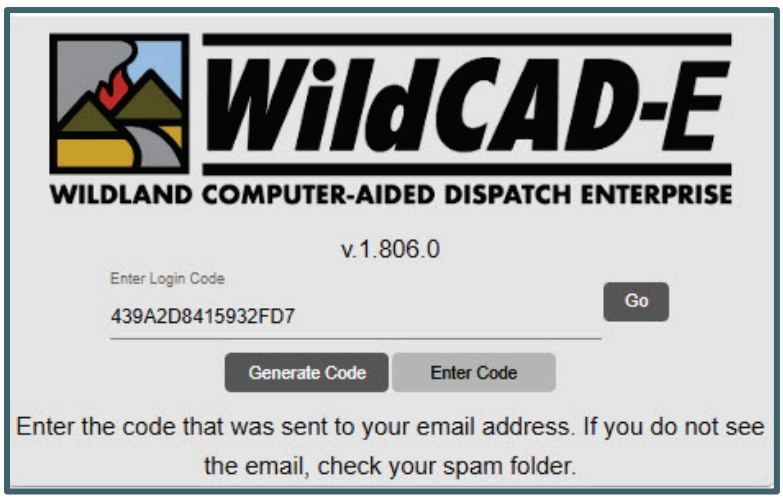
The user can click directly on the link in the email or copy the code and enter the code back at the *WildCAD-E* login page.

Figure 316– Email Link or Code.



Entering the code in the *WildCAD-E* login page, then click on **"Go."**

Figure 317 – Using the Code.



Users will be logged into the last center or select a center with the same roles assigned as the last time you were working in that center.

Figure 318 – Select a center.

Part XII: HelpDesk Contact Information

If a user needs technical support from *WildCAD-E*, go to the *WildCAD-E* Support site at: http://www.wildcadsupport.net/login.asp; enter user's name and password; and complete the online form. Support personnel will respond as soon as the form is received.

WildCAD-E

User Guide for Dispatchers

V3.1, dated June 2024