

INCIDENT INFORMATION UPLOAD TO FTP FOR DISTRIBUTION

UPLOAD 1

- 1) When the IAP has been placed on the <INCIDENTDRIVE>: drive by the Resources Unit leader, merge the IAP, 4 Fire Perimeter Maps for the IAP, and Transportation Map into one file called **IncidentName_IAP.pdf**.
- 2) Save the merged file in <IncidentDrive>:\Incident_Name\DOCS\YYYYMMDD\Incident_Name_IAP.pdf where DD is the day of the IAP Operational Period.
- 3) Transfer <INCIDENTDRIVE>:\Incident_Name\DOCS\YYYYMMDD\Incident_Name_IAP.pdf to ftp://ftp.nifc.gov/Incident_Specific_Data/EASTERN/Minnesota/Incident_Name/IAPs/ where DD is the day of the Operational Period. You will have to create this directory.
- 4) Transfer to the same Location on the <ftp.nifc.gov> site the entire Incident directory. If this is large, just do daily updates of the incident_data and products folders.

UPLOAD 2

Transfer <INCIDENTDRIVE>:\Incident_Name\DOCS\YYYYMMDDDD\Incident_Name_IAP.pdf to

- 1) ftp://ftp.nifc.gov/Incident_Specific_Data/EASTERN/Minnesota/Incident_Name/
- 2) Transfer <INCIDENTDRIVE>:\Incident_Name\Products\YYYYMMDDDD\YYYYMMDDDD_Incident_Name_<AGENCY MNEMONIC>_<FireNumber>_MapName.pdf to the same location.
- 3) Rename <INCIDENTDRIVE>:\Incident_Name\Products\YYYYMMDDDD\
 - 1_Information_Briefing.htm
 - 1_Location_Map.jpg
 - 1_Perimeter_Map.jpg
 - 1_Progression_Map.jpg
 - 1_Perimeter_GE.kmz
 - 2_Information_Briefing.htm
 - 2_Location_Map.jpg
 - 2_Perimeter_Map.jpg
 - 2_Progression_Map.jpg
 - 2_Perimeter_GE.kmz
 - 3_Information_Briefing.htm
 - 3_Location_Map.jpg
 - 3_Perimeter_Map.jpg
 - 3_Progression_Map.jpg
 - 3_Perimeter_GE.kmz
- 4) Upload incident files to ftp://ftp.nifc.gov/Incident_Specific_Data/EASTERN/Minnesota/ (insert filename here).

NOTIFICATION

Send an email to: diane.nygaard@dnr.state.mn.us, FireIntelligence.Mifc@dnr.state.mn.us and CC Local Agency Personnel with the following content:

On the Federal FTP server, the IAP and briefing map have be uploaded to:
ftp://ftp.nifc.gov/Incident_Specific_Data/EASTERN/Minnesota/Incident_Name/

Username: Minnesota
Password: MNallri\$k