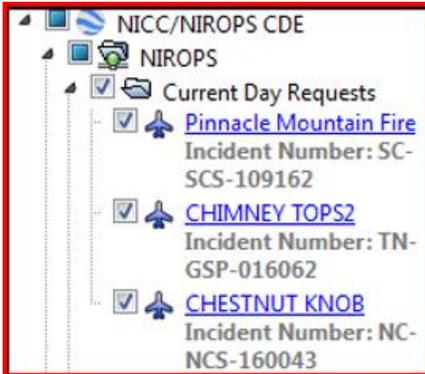


AM: IR Perimeters

1. Go to NIROPS (<http://nirops.fs.fed.us/>) website and download the NIROPS CDE KML (<http://nirops.fs.fed.us/cdekml/CDE.kml>). Load the KML file into Google Earth and click on the fire name (blue link) in the 'Current Day Requests' folder to see the status of the flights that were scheduled for the previous evening.

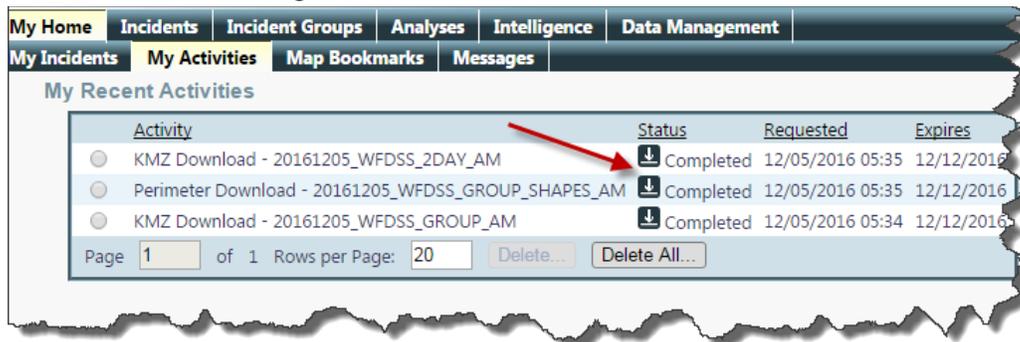


2. Using the NIROPS KMZ info, go to the NIFC FTP Server (http://ftp.nifc.gov/incident_specific_data/southern/) and locate/download the new IR perimeters (shapefiles and KMZs) to your working files.

AM/PM: WFDSS files (wfdss.usgs.gov)

1. Group files -- Under Incident Groups tab,
 - a. Type in Group Owner name and select Find Groups
 - b. Select the Incident Group Name from the list using the radio button
 - c. Click View Incidents
 - d. Click Generate KMZ at top of list
 - e. Under Analysis Types, select FSPRO and NTFB (checkboxes). Keep all other defaults. Click Continue.
 - f. Label the download using the following convention:
YYYYMMDD_WFDSS_GROUP_(AM/PM) – ex. 20161204_WFDSS_GROUP_AM
 - g. Click Submit Request
 - h. Click Download Perimeters
 - i. Label the download using the following convention:
YYYYMMDD_WFDSS_GROUP_SHAPES_(AM/PM) – ex.
20161204_WFDSS_GROUP_SHAPES_AM
 - j. Change Perimeter Selection to “Most Recent Perimeters” using radio button and click Submit Request
2. 2-day files -- Under the Incidents tab,
 - a. Pull up list of incidents discovered in the last two days using filter
 - b. Follow steps iv through ix above but using the following label naming conventions:
 - i. YYYYMMDD_WFDSS_2DAY_(AM/PM)
 - ii. YYYYMMDD_WFDSS_2DAY_SHAPES_(AM/PM)

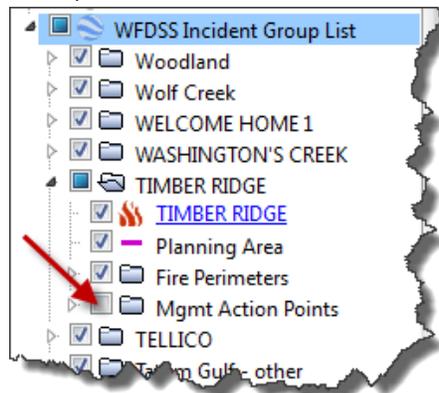
3. Download the requested KMZs and perimeter shapefiles by going to the My Home tab → My Activities tab and clicking the download icon under Status for each file.



4. Save the files to the incident data folder on your local drive and to OneDrive

AM/PM: Google Earth

1. In Google Earth on personal computer,
 - a. Create a new 'Day' folder (ex. 03 Dec AM) under Temporary Places
 - b. Drag the new IR perimeter KMLs and the WFDSS KMZs into the folder
 - c. Expand the WFDSS Incident Group List, then expand each incident folder with a solid blue box next to it (vs. a checkmark) to check for a "Mgmt Action Points" folder. If one exists, check the box next to it and collapse the incident folder



- d. With all incident folders under WFDSS Incident Group List collapsed, right click on the 'Day' folder and select Save Place As... and save the KMZ (using the same name as the folder) to your working files
2. In Google Earth on "briefing" computer,
 - a. Drag the new 'Day' folder into Temporary Places
 - b. If IR perimeters from the previous day exist, copy/paste them from yesterday's folder to the new 'Day' folder and make the outlines a bright aqua color (to differentiate from today's perimeters)
 - c. Delete yesterday's folder (right-click → delete)

- d. Confirm the Mgmt Action Points folders are still checked by expanding some of the incident folders and performing a visual inspection
3. Copy the 'Day' KMZ to the MAC KMZs folder on OneDrive

AM: "Fires of Interest" and "IR Heat Perimeter" shapefiles

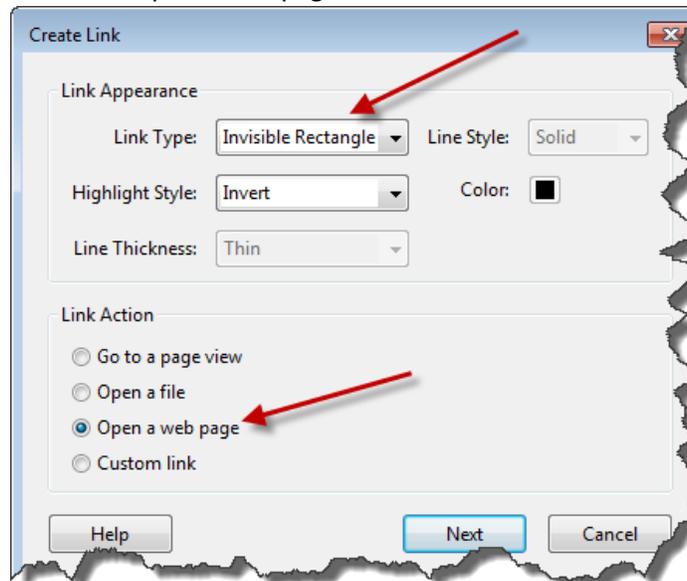
1. Open previous day's "WorkFires" ArcMap project and save it to the current day project folder.
2. Bring in all IR heat perimeter shapefiles and merge them together into a new day IR Heat Perimeter shapefile (YYYYMMDD_IR_HeatPerimeter.shp). Save to the incident data folder.
3. Export the Fires of Interest shapefile to a new shapefile in the new day incident data folder and add to your ArcMap project.
4. Edit the attribute table to match the MAC order of importance. Delete or add fires as needed.
5. WinZip the new Fires of Interest shapefile and the new IR Heat Perimeter shapefile for use in AGOL.

AM: Prepare TFR and Intel maps

1. Aviation TFR map:
 - a. Open the Aviation_TFR ArcMap document and save it to a new map document in the current day project folder with the date at the beginning of the filename (ex. 20161204_Aviation_TFR.mxd)
 - b. Load the IR heat perimeters and two WFDSS shapefiles into the map and give them all an orange fill with no border. Add/remove labels for the fires as necessary.
 - c. Save the map and export to PDF.
2. Intel map:
 - a. Open the FallFireSupport_Intel ArcMap document and save it to a new map document in the current day project folder with the date at the beginning of the filename (ex. 20161204_FallFireSupport_Intel.mxd).
 - b. Load updated shapefiles (e.g., fires of interest, IMT locations, ICP locations) into the map.
 - c. Add/remove labels for the fires as necessary.
 - d. Save the map and export to PDF.
 - e. Add hyperlinks to ICP addresses:
 - i. Open PDF in Adobe Acrobat (not Adobe Reader) and start editing the PDF.
 - ii. Under the Link menu, select Add/Edit Web or Document Link



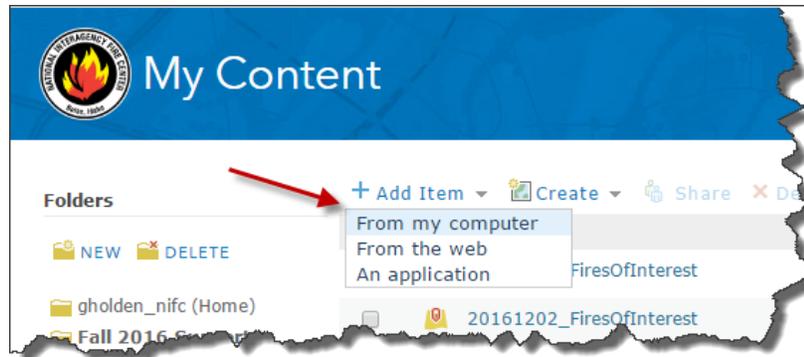
- iii. For each address:
 1. Drag a box around the IMT name and address in the table.
 2. In Create Link window, change Link Type to 'Invisible Rectangle' and Link Action to 'Open a web page'. Click Next.



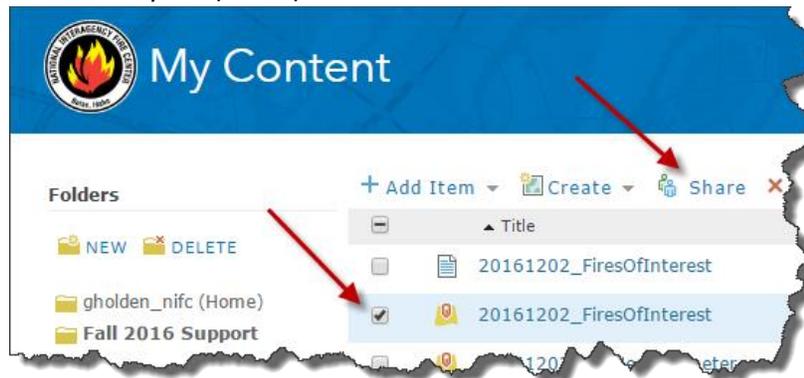
3. In Google Maps, enter the address and copy the URL
 4. Paste the URL into the Edit URL window. Click OK.
- f. Re-save the PDF map.
- g. Open the PDF in Adobe Reader and test the links.

AM/PM: ArcGIS Online Story Map

1. **AM/PM:** "Fires of Interest" map
 - a. In AGOL, open the "Fires of Interest" map and remove the Fires of Interest and two WFDSS layers from the previous day.
 - b. In AGOL, go to "My Content" and using "Add Item" add the Fires of Interest and IR Heat Perimeter shapefiles and the two WFDSS KMZs from your computer.



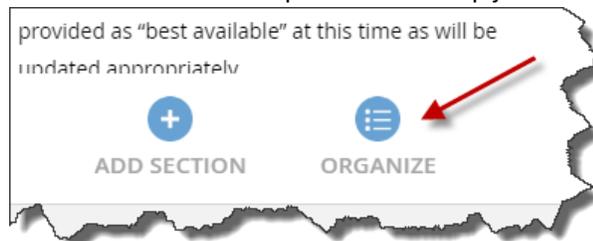
- c. Select the newly added feature layers and KMLs (checkboxes), then click on Share and check "Everyone (Public)" in the Share window.

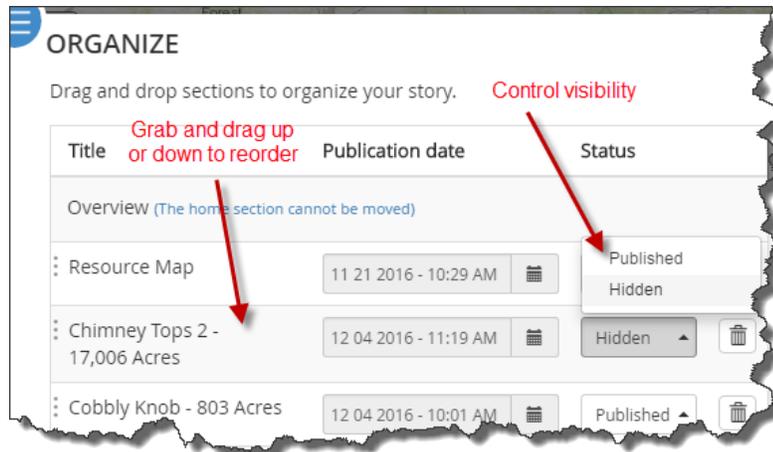


- d. Open the Fires of Interest map and add the two KMLs and the two feature layers.
- e. Save the map!

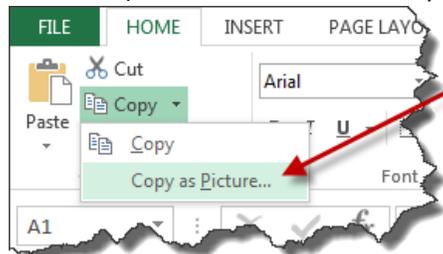
2. "Fires of Interest" map journal:

- a. **AM:** Open Fires of Interest Map Journal and add/hide/reorder the fires based on the order of importance for the day. This order will be emailed to you. You might have to hide fires (DO NOT delete fires!) that are not on the list any more or add sections for new fires on the list. This is accomplished using the Organize button found at the bottom of the left-side panel of the map journal.





- b. **AM:** Update the “Fires of Interest” table
 - i. Copy the FiresOfInterestTable.xlsx to the new folder, open it in Excel and edit it based on the SACC Morning Report (<http://gacc.nifc.gov/sacc/predictive/intelligence/SACCMorningReport.pdf>).
 - ii. Select all of the cells in the table and go to Copy → Copy as Picture (under Home tab). Select ‘As shown when printed’, then click OK.



- iii. Open MS Paint and select Paste. **Immediately** click on Crop to remove the surrounding whitespace around the image (if you click anywhere else you’ll have to re-delineate the image boundary using the Select tool or remove and re-paste the image back into Paint). Save the image as a JPEG.
 - iv. In AGOL, add the jpeg to My Content, share it with everybody and copy the URL (steps: <https://blogs.esri.com/esri/arcgis/2016/09/12/photos-images-arcgis-online/>)



- v. In the story map, replace the table using the copied URL

- 3. **AM/PM:** Update text descriptions for each fire

4. **PM:** Export the two AGOL story maps to PDF – View application and click on ‘Get a short link’ button at top of side panel, then click Print



AM/PM: Copy all of the day's files to OneDrive

1. MAC KMZs
 - a. **AM/PM:** ‘Day’ KMZ files
2. IncidentData
 - a. **AM:** Fires of Interest shapefile
 - b. **AM:** Merged IR perimeter shapefile
 - c. **AM/PM:** WFDSS 2-day KMZ/shapefile
 - d. **AM/PM:** WFDSS group KMZ/shapefile
3. Documents
 - a. **AM:** Fires of Interest table spreadsheet and jpeg
 - b. **PM:** AGOL story map PDFs
 - c. **AM/PM:** Resource commitment document
4. Products
 - a. **AM:** TFR and Intel PDF map
 - b. **AM/PM:** Other PDF maps
5. Projects
 - a. **AM:** TFR, Intel and Working Fires MXDs
 - b. **AM/PM:** MXDs for other maps created throughout the day