



# Industrial Wildfire Control Plan

User Manual

© Industrial Wildfire Control Plan User Manual (IWCP) | Forestry and Parks

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# Disclaimer

In this disclaimer provision:

“Crown” means His Majesty the King in right of the Province of Alberta;

“Minister” means the Minister responsible of the Alberta Forestry and Parks;

“Their employees” means and includes each, any and every officer, employee, servant and agent of either or both of the Crown and the Minister and without limiting the generality of the foregoing, and includes employees of the Crown and the Minister employed in Alberta Forestry and Parks;

“IWCP” means the Industrial Wildfire Control Plan and all programs, hardware, documentation, functions and services forming a part thereof or associate therewith.

The Crown, the Minister and their employees and the contractors and technical advisors of the aforesaid:

- (a) Make no warranty or representation, whether expressed or implied, to any person with respect to this material or documentation of IWCP or as to the service, performance, quality, merchantability or fitness of any part of the aforesaid for any purpose; and
- (b) Shall not be liable for any action, damages or claims, whether occasioned by negligence or otherwise, that any person, user, Subscriber or any employees of the aforesaid may hereafter have, allege or become entitled to (including but not limited to any claim of third-party contribution of indemnity, any economic or moral loss, or direct, immediate, special, indirect or consequential damages which do, may, or are alleged to arise as a result of:
- (c) The use of this material or documentation or IWCP or any service connection therewith; or
- (d) Any error or omissions in data or any loss or partial loss of data or incomplete retrieval of information, even if any or all of the Crown, the Minister or their employees were advised of the possibility of such risk, action, claims or damages, including damages sustained or actions brought by third parties and claims made against the Subscriber by third parties.

The entire risk of loss relating to or associated with the quality and performance of IWCP, and any product and results thereof shall be assumed by the Subscriber and by any other user of IWCP.



## 1.0 Introduction and context

### 1.1 Introduction to IWCP

As the oil and gas industry expands further into Alberta's forested areas, there is greater exposure to the threat of wildfires. The Industrial Wildfire Control Plan (IWCP) is a tool used by the Government of Alberta (GOA) to help mitigate the risks associated with industry expansion.

GOA's Forestry Division is charged with protecting human life, communities, watersheds and soils, natural resources and infrastructure from wildfire. This is done through wildfire prevention and preparedness programs and through partnerships with the public and industry stakeholders.

The information that companies supply to Forestry Division in wildfire control plans provides emergency response officials with the information needed in case of an emergency wildfire. Actions taken by Forestry Division in the event of a threatening wildfire can include contacting a company to advise them of a developing situation, requesting the aid of heavy equipment on site, or recommending immediate evacuation based on a threatening wildfire.

The IWCP program is a web-based application that can be accessed through the GOA website. IWCP plans are created and maintained through this application. These plans include information about emergency contacts, facility locations, habitation dates, etc. The application contains a map viewer that uses submitted information to display sites and equipment and allows the user to confirm the location data.

The IWCP program gives the Government of Alberta a company's facility details and emergency contacts, which increases the company's worker safety in the event of an emergency wildfire.

### 1.2 IWCP requirements and conditions

IWCP submissions are mandatory under the *Forest and Prairie Protection Act* for facilities located on or within one kilometer of public land and inhabited by at least one person for four or more hours in a day (this time does not have to be consecutive), from March 1<sup>st</sup> through to November 30<sup>th</sup>.

The goal of IWCP is to protect human life. To ensure this, plans must have up-to-date emergency contact information, accurate site locations and an accurate number of on-site inhabitants. These three pieces of information are crucial in supporting wildfire emergency response. Information about equipment and water upgrades at unmanned sites can also assist wildfire operations.

### 1.3 Roles and responsibilities within IWCP

Industry users within IWCP are assigned one of two roles: planner or administrator. These roles have different responsibilities and functions within the web application.

Each IWCP user must get a unique external UserID for access to GOA web-based applications. During this process users will define what authorization and role they require within IWCP. Obtaining an external UserID is covered in section 2.0 of this manual.

A company within IWCP requires at least one administrator and may have as many planners and administrators as needed. It is common for smaller companies to have only one company administrator, who by default also fills the role of planner.

Planners are responsible for creating plans and populating them with site information. They can create, update, edit and delete IWCP sites and plans. Planners can activate and deactivate plans at any time.

A company administrator has the same toolset and capabilities as a planner. In addition, a company administrator can edit all company information, add new planners and update planner information. Company administrators are responsible for the management of the planners associated with their company. They also inform Forestry Division if their company no longer requires IWCP plans, changes their company name or merges with another company.

Forestry Division representatives review the information within IWCP plans to ensure accuracy and completeness. If there are issues with an IWCP plan, planners will be contacted by a Forestry Division representative. If issues are found within the company's information, the company administrator will be contacted.

If a company uses a contractor to complete IWCP plans, that contractor must request to be associated with the company in the UserID request form. They must also provide the appropriate authorization from the company (UserID's are covered in section 2.0 of this manual). A contractor may be associated with multiple companies in IWCP. Contractors can be added to companies as a planner by company administrators through the "add a planner" feature (covered in Section 4.2 of this manual). When using a contractor, it is preferred that a company representative maintains the administrator role within IWCP, while the contractor fills the planner role.

## 1.4 Using this manual

This manual is a walkthrough for creating an IWCP plan and populating it with site information.

Beginning in section 2.0, this manual will take a step-by-step approach to obtaining a UserID, accessing the application, creating an IWCP plan, populating a plan with sites and reviewing plans in the IWCP viewer.

Please read each section of this manual in its entirety. This manual can also serve as a useful reference when creating plans.

## 1.5 IWCP technical support

This document should provide the answer to most questions that arise during the IWCP creation process. When creating plans, please refer to relevant sections of the user manual before contacting IWCP support with questions.

If you still have questions or concerns after reviewing the user guide, email [aws.service@gov.ab.ca](mailto:aws.service@gov.ab.ca). Support is available Monday to Friday from 8:15 AM to 4:30 PM. Our goal is to respond to problems regarding IWCP within one business day.

If you are having issues with a specific error, please include a screen capture of the error in your email to support staff. This will help to narrow down the cause of any issue you may be having.

## 2.0 The external UserID process

Accessing and using the IWCP web application requires users to have a GOA UserID and account. The following section outlines the steps for this process. A flowchart of the IWCP Access process can be viewed in this manual's appendix.

### 2.1 IWCP website

From the link below you can access Alberta Wildfire's suite of online applications and many other online resources provided by Forestry Division (such as FireSmart information, current Fire Weather data and maps, current wildfire situation reports, etc.).

<https://www.alberta.ca/firesmart#jumplinks-2>

The IWCP webpage has excellent information if you are looking for an overview and general information about the program. It will also direct new users to important documents needed to obtain access to the site.

### 2.2 The external UserID requisition form

Forestry Division uses one large database, called the Active Directory, to house all information on external clients and web-based application users. As a result, users are provided with one generalized application form to fill out. Within this form you have can specify which web-based applications you need to access.

**Important note:** If you already have an external UserID and password set up, and require IWCP authorization, please email [aws.service@gov.ab.ca](mailto:aws.service@gov.ab.ca) with your request to be assigned to a company in IWCP.

Users that are new to GOA applications will need to complete the UserID Request Form (a Microsoft Excel document) and submit it to [aep.accountmgt@gov.ab.ca](mailto:aep.accountmgt@gov.ab.ca).

The document is located on the GOA land forms website under "User IDs & Client IDs for access to Industry Online Services". The two following images show how to navigate to where the UserID Request Form can be found on the AFRED website.

<https://www.alberta.ca/alberta-environment-and-parks-land-forms.aspx#toc-14>

Fill out the form and submit it to [aep.accountmgt@gov.ab.ca](mailto:aep.accountmgt@gov.ab.ca). If you are a consultant, please include information from your client that authorizes your company to manage their IWCP account. Once your account has been activated by account management, you will receive a confirmation email. This process should take no longer than one business day.

When your UserID form has been submitted and an account activated under your name, you can log into IWCP and create plans.



## 2.3 Logging into IWCP

To log in to IWCP, navigate to the IWCP main page, and click on the “Log into IWCP” link.

From the IWCP main page you will be taken to the SecureXNET login page, shown in Figure 2.3.2.



Figure 2.3.2

This page checks your username and password against our GOA database as a form of authentication. Enter your UserID and password and select “GOA Client” from the drop-down box labelled “Account Type.” Usernames for IWCP are generally firstname.lastname. If @extern.gov.ab.ca is included after the username, the application will show a 403 access denied error.

## 2.4 Maintaining your account

GOA external user accounts require their passwords to be updated every 365 days. You will be notified by email when your password needs to be changed.

To change your password (if your password has or is about to expire), please follow this link:

<https://extern.wln.gov.ab.ca/Change/?a=SA>.

To reset your password (if you forget your password), please follow this link:

<https://extern.wln.gov.ab.ca/Reset/?a=SA>.

GOA user accounts will become inactive if a user has not logged in for a certain amount of time. If you suspect your account is inactive, please follow this link: <https://extern.wln.gov.ab.ca/Ractivate/?a=SA>.

For other questions or concerns regarding your GOA external UserID and login information please refer to the Frequently Asked Questions on our Active Directory Website, which can be found by following this link:

<https://extern.wln.gov.ab.ca/help/>.

If you have looked over the help section and are still having issues with your login, please contact IWCP technical support with your issue at [aws.service@gov.ab.ca](mailto:aws.service@gov.ab.ca).

## 3.0 Navigating within IWCP

The IWCP web application was designed to be as user-friendly as possible and intuitive. Section 3.0 of this manual breaks down the main pages within IWCP and how to move between them.

The default page in IWCP is the plan search page (shown in Figure 3.0.1). From this page you can access all other pages within IWCP.

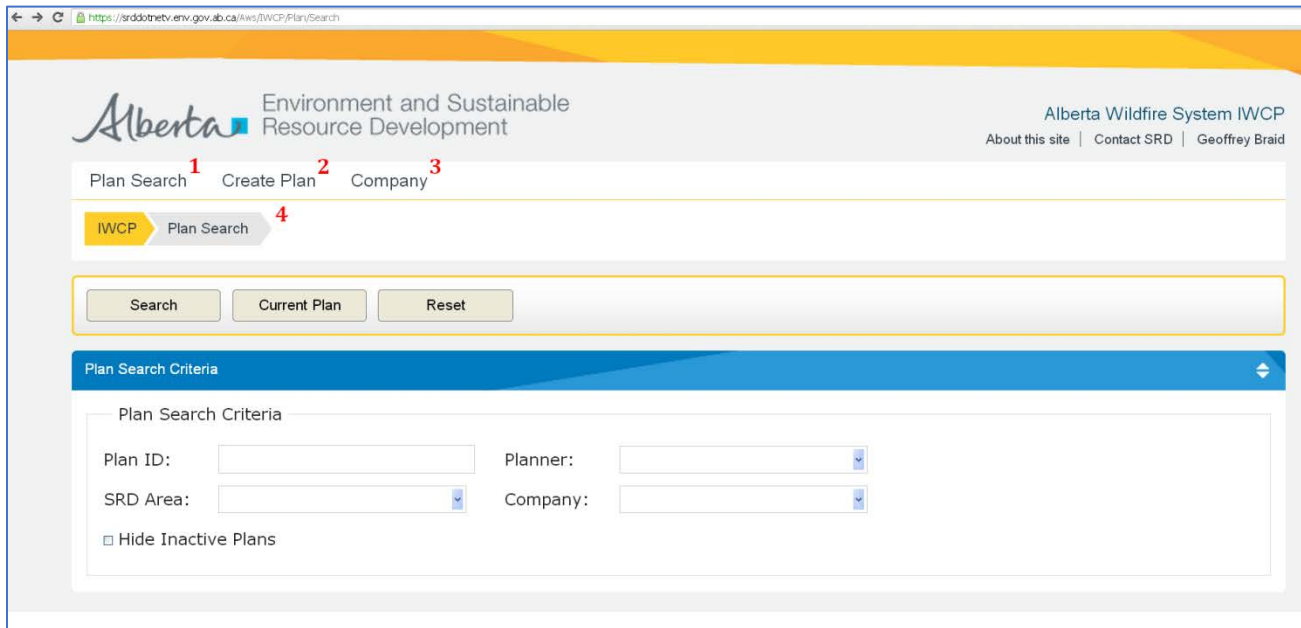


Figure 3.0.1

In Figure 3.0.1 you will see links numbered 1-3. These links are used to navigate between the three main pages in IWCP: plan search, create plan and company search. These three main pages will be broken down further in this section of the user manual.

The feature numbered 4 in Figure 3.0.1 shows the IWCP page pathway. This area of each IWCP page shows where you are within the application and the path you took to get there. As you access more specific pages in IWCP this pathway will increase in length. For example, if you are editing the site detail within a plan, the pathway will read IWCP > Plan Search > Plan Detail > Site detail (Figure 6.2.1 shows this pathway). These pathways are made up of links, allowing you to move to previously viewed pages.

## 3.1 Plan search page

Administrators and planners can locate plans on this page to review, edit, or update them. There are four fields that can be used to narrow down the search results. Hitting “search” with all fields blank will return all IWCPs that you have the authority to view. You can return to the plan search page from anywhere in IWCP by clicking the link numbered 1 in Figure 3.0.1.

The available search criteria are Plan ID, Planner, Forest Area, and Company (these fields are shown in Figure 3.0.1).

- A Plan ID is a number that is specific to each IWCP plan. All plans will have an assigned IWCP number after they have been created. When searching by Plan ID you must include the letters “IWCP” before the numbers. For example, an acceptable search for this field would be: “IWCP 12345678.”

- Each IWCP plan has an associated planner. The dropdown box is organized by last name and listed alphabetically. If you search by planner only, the result will be a list of IWCP plans associated with the planner entered in the search field (applies only to companies which you are assigned to).
- There are 10 Forest Areas in the province. The Forest Area search option is primarily used by Forestry Division employees who are responsible for IWCP review in their respective areas.
- The last available search option is to search by company; this drop box is organized alphabetically. The company search option is useful for Forestry Division staff or contractors with the authority to view multiple companies.

The search page also gives the option to include inactive plans in your search. Inactive plans have either expired from the previous fire season or have been deliberately inactivated by the planner responsible for them. If you are looking to reactivate plans from a previous fire season, this check box must remain unchecked when you are searching for inactive plans.

## 3.2 Create plan page

The second of the three main pages is the Create Plan page, which can be found by clicking the link numbered 2 in Figure 3.0.1, the page is shown below in Figure 3.2.1.

The screenshot displays the 'Create Plan' page within the Alberta Wildfire System IWCP application. The page header includes the Alberta Environment and Sustainable Resource Development logo and the 'Alberta Wildfire System IWCP' title. The navigation menu shows 'Create Plan' as the active page, with a red '2' indicating its position in a sequence. Below the navigation, a breadcrumb trail reads 'IWCP > Plan Search > Plan Detail'. A 'Save' button is located at the top of the form area. The main form is titled 'Plan Detail [\*\*NEW\*\*]' and contains several input fields: 'Description', 'Company', and 'Planner' (all dropdown menus), 'Plan ID', and 'Status' (set to 'Active'). A 'Comments' section is provided for additional information. At the bottom of the page, there is a 'Plan Sites' section with a 'Save Plan to add Sites' button.

Figure 3.2.1

This page is where IWCP plans are created and plan information is entered. The process for creating plans will be discussed further in section 5.0.

### 3.3 Company page

The third main page in IWCP is the Company Page. You can find this page by clicking the link numbered 3 in Figure 3.3.1. The page itself can also be seen in Figure 3.3.1.

IWCP users can only view the details for companies with which they are associated. If a user is associated with multiple companies a list will be generated, as shown in Figure 3.3.1. From this list, the company details and information can be accessed by clicking the company name.

If an IWCP user is only associated with one company, they will automatically be directed to their company's details page when they click the "Company" link.

From the company detail page, administrators can edit information such as corporate emergency contacts, planners and administrators. The process for editing company information will be discussed further in section 4.0 of this user manual.

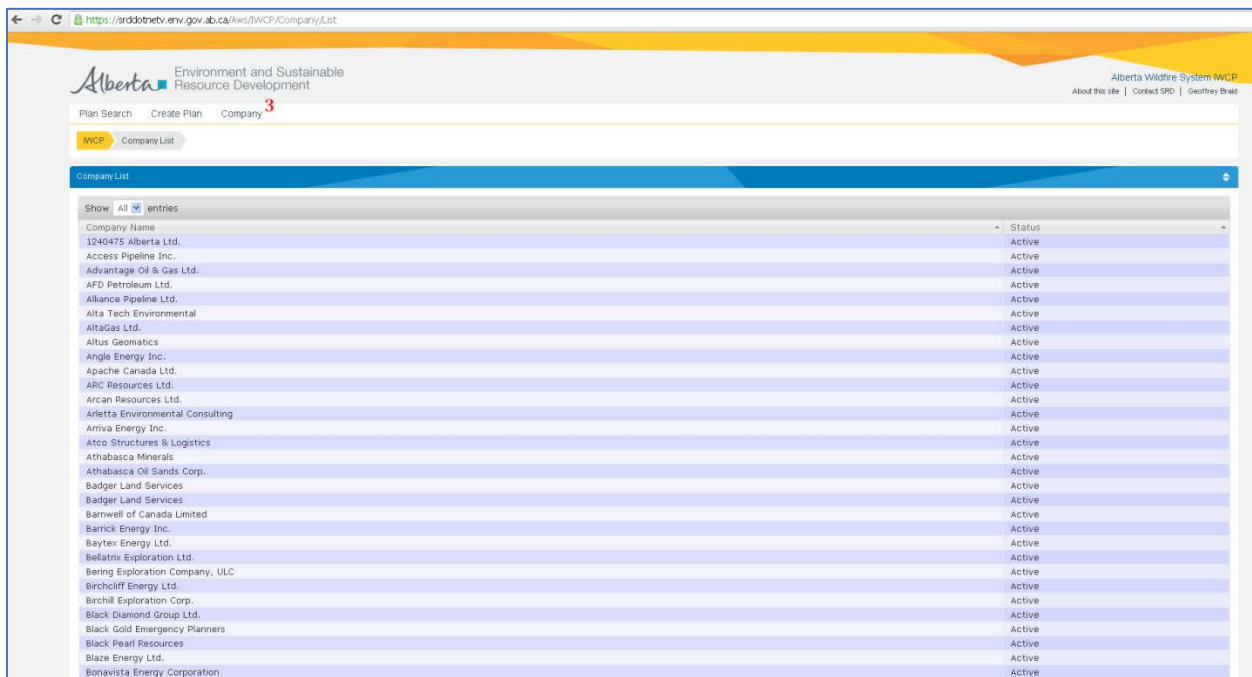


Figure 3.3.1

### 4.0 Editing company detail

There are two ways that companies are added to IWCP. The first and most common way that companies are entered into the IWCP database is when a user requests a GOA UserID. When filling out the UserID excel document, if a company name is included that is not listed in IWCP, a new company will be created with the new user as the company's IWCP Company Administrator. Please be sure that all planners and administrators who request UserIDs use the same company naming convention. This method will prevent company duplication in the database.

It is important that company detail within IWCP is kept up to date. A good time to edit and review company detail is in February when IWCP plans require activation for the upcoming fire season.

The second way a company can be added is by contacting IWCP support and requesting its addition. This is generally done if a company changes its name or merges with another company. System Administrators can create new companies and move planners and administrators from old companies to new ones.

After you have found your company on the company name page and clicked on it, you will be taken to your company detail page, as shown in Figure 4.0.1.

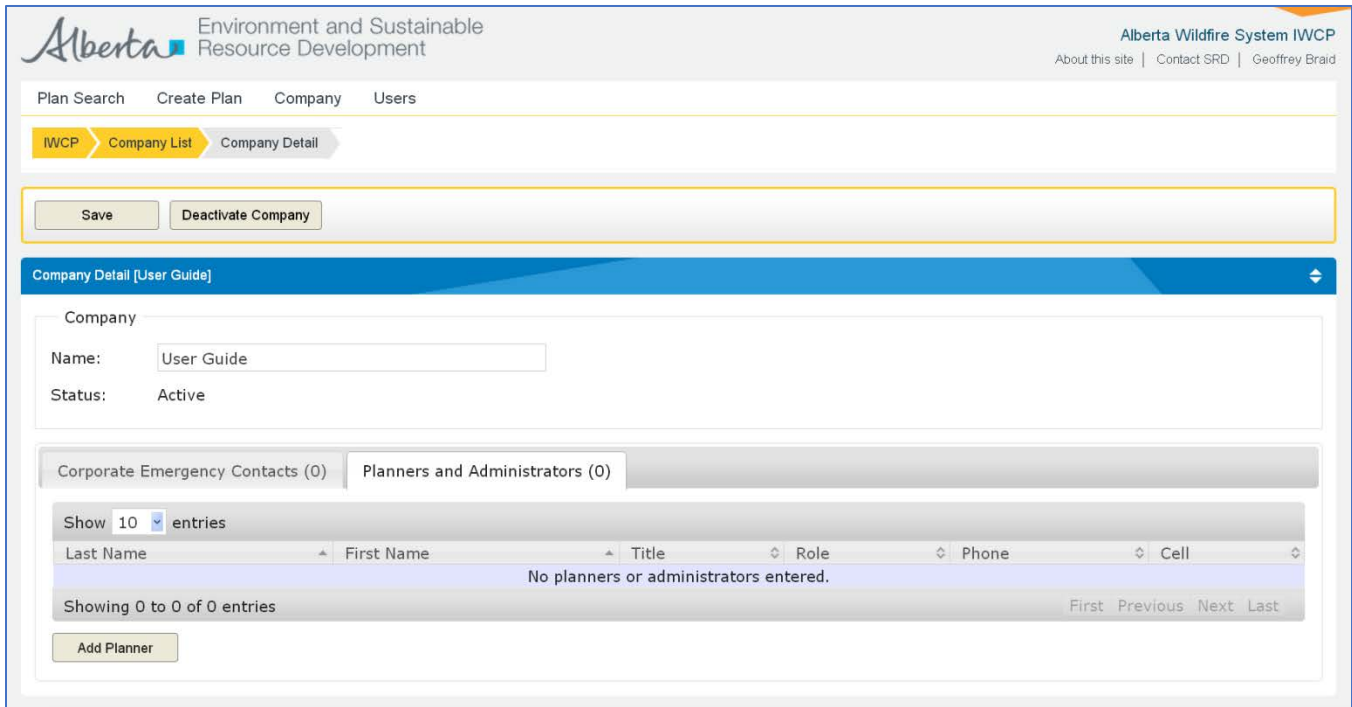


Figure 4.0.1

Company administrators are responsible for editing and maintaining company information. From the page shown in Figure 4.0.1, a company administrator can update information or deactivate the company. Instructions for adding and editing corporate emergency contacts, planners and administrators will be discussed further in this section.

## 4.1 Adding corporate emergency contacts and editing corporate emergency contact information

Corporate emergency contacts are company-specific and not necessarily tied to a specific facility. In some cases, IWCP users prefer for the corporate emergency contacts to be the same as the emergency contacts listed for their facilities.

In the event of an emergency, Forestry Division may contact the corporate or site emergency contact depending on the urgency of the situation.

Having corporate emergency contact information available helps Forestry Division keep companies informed of nearby wildfire. Changes in nearby fire behaviour, evacuation trigger points and thick smoke moving into an inhabited or work area are all situations that may necessitate contact.

In Figure 4.1.1 below, you will see the options to “add new emergency contact,” and “add existing emergency contact” (numbered 1 and 2 respectively).

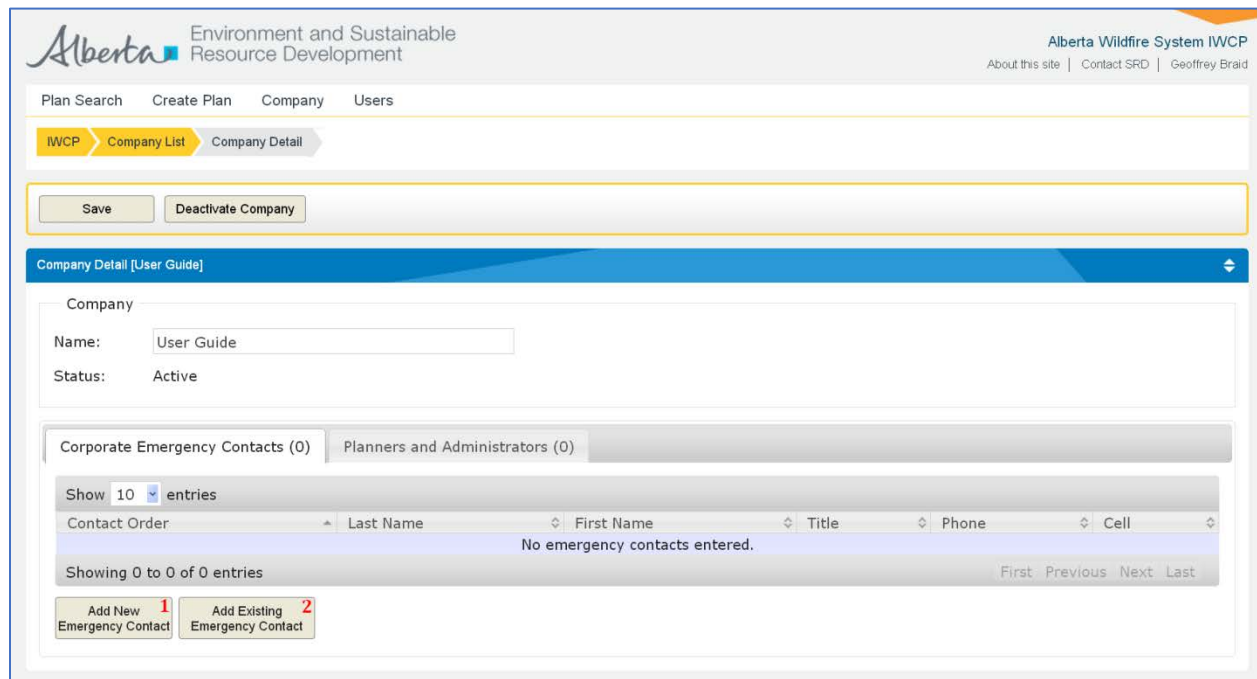


Figure 4.1.1

If your company has plans with emergency contacts that you want to add as corporate contacts, use the “add existing emergency contacts” option. After selecting this option, you will be shown a list of current site emergency contacts, and you may select who you want to make a corporate emergency contact. All the details associated with that contact will be copied from the site emergency contact page to the corporate emergency contact page.

If you need to add a new contact, choose the “add new emergency contact” option. By clicking this link, you will be directed to the Emergency Contact Detail page (shown in figure 4.1.2). It is on this page that you will enter the contact information for your new corporate emergency contact.

Plan Search Create Plan Company Users

IWCP Company Detail Emergency Contact Detail

Save

Emergency Contact Detail [\"NEW\"]

Company Emergency Contact

Title:  Company: User Guide

Contact Order:

Name

Last Name:  First Name:

Phone

Phone Number:  extension:

Cell Number:  extension:

Fax Number:  extension:

E-mail

E-mail Address:

Figure 4.1.2

Complete the required information and click 'Save' to add in the new contact. All information on this page is critical. Please keep in mind that contact information maintenance is important in case of an emergency.

For example, the contact order is a company's way of telling Forestry Division who to call first. If you are updating information and replacing your first contact with someone new, please update other emergency contacts accordingly. Duplications in the contact order will generate confusion.

Likewise, if someone leaves a company or is no longer acting as an IWCP corporate emergency contact, company details should be updated to reflect the changes. Out of date emergency contact information can potentially delay emergency response efforts.

Once the details are complete, save the contact and return to the company detail page. You will see that the new contact is listed under the corporate emergency contact tab (as shown in Figure 4.1.3). The example provided shows only one emergency contact, but multiple contacts are encouraged in case someone is unavailable.

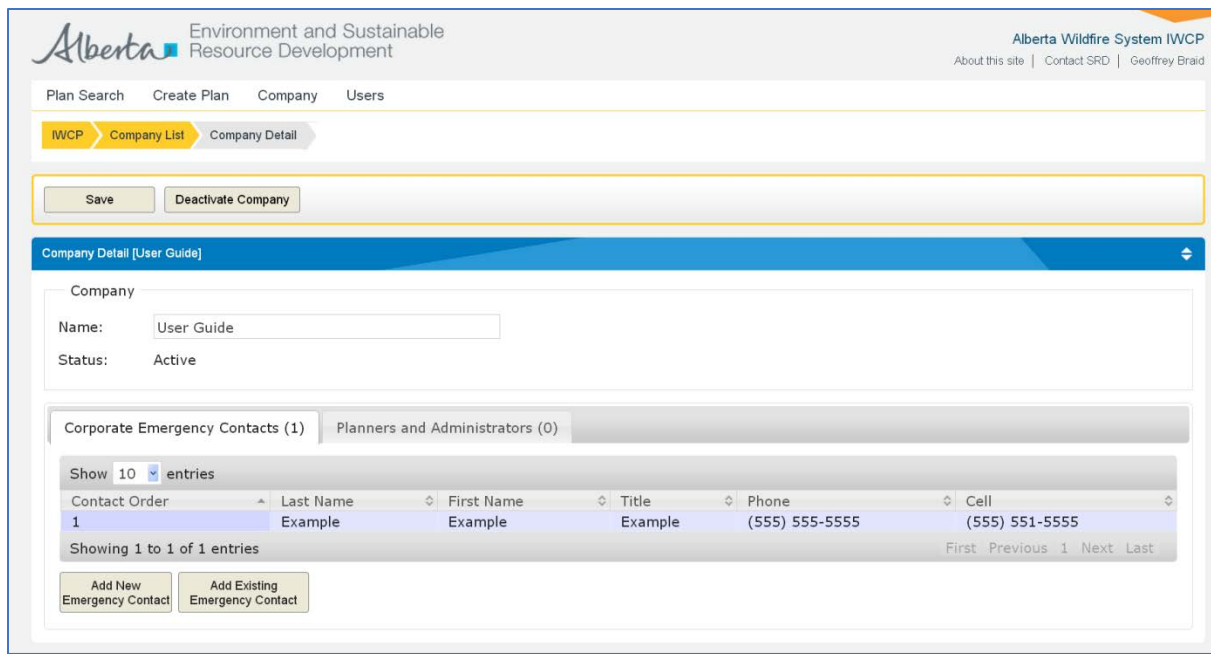


Figure 4.1.3

Corporate emergency contacts listed on this page will be listed by their contact order. A company administrator can edit contact information or delete a contact by clicking on an individual's name in this list.

## 4.2 Adding planners and editing planner information

As mentioned earlier, the size of a company's operation generally dictates the number of planners and administrators required in IWCP. Ultimately, it is at the company's discretion to decide how planners and administrators are organized within IWCP.

There are two ways that planners can be assigned to a company:

- When filling out the UserID requisition form, a user may select "planner" under the "permissions required" drop box. Within IWCP, they are then assigned to the company they used in the form as a planner.
- If a person has a GOA UserID before being added to a company (for example, changed positions, or has a pre-existing UserID for other GOA applications), they will need to be manually associated to a company within IWCP by a company administrator. This section of the user manual covers this process.

If a planner needs to be given company administrator permissions, please contact [aws.service@gov.ab.ca](mailto:aws.service@gov.ab.ca), as a system administrator needs to make this change.

To begin adding a new planner to a company, navigate back to the company detail page, and click on the "Planners and Administrators" tab, as shown in Figure 4.2.1.



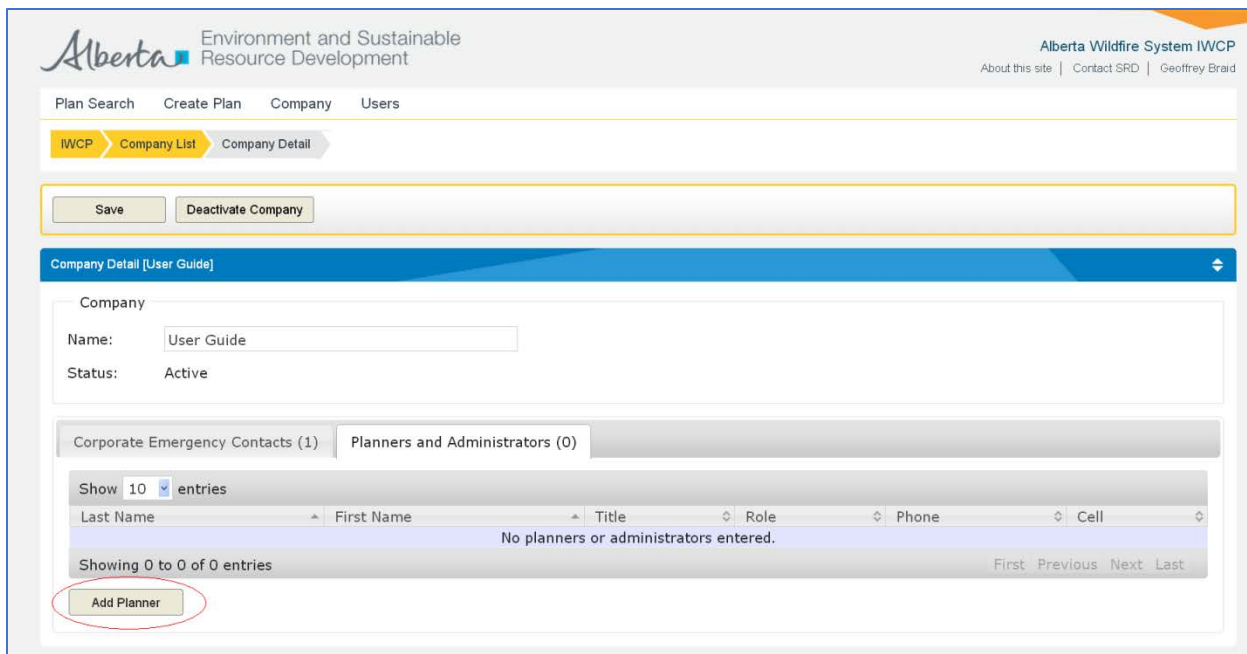


Figure 4.2.1

To add a new planner to a company, click the “Add Planner” link, shown circled in red in Figure 4.2.1. In this Figure, you will also see that the Corporate Emergency Contacts tab now includes a (1), reflecting the addition made from section 4.1.

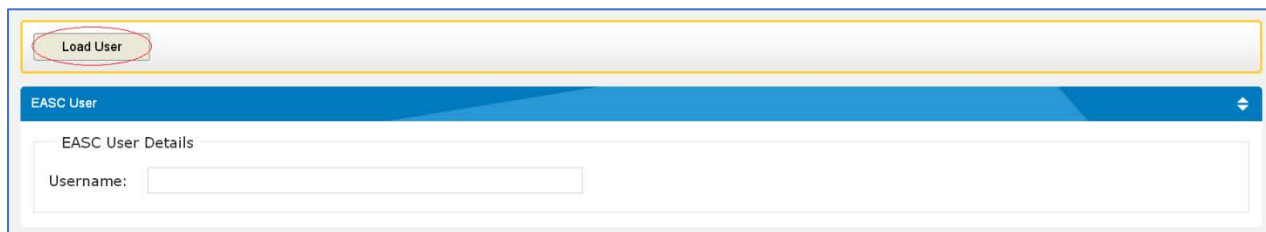


Figure 4.2.2

After clicking the “Add Planner” link, you will be prompted to enter the EASC user details for the person you want to make a planner. In this field, enter the GOA UserID of the planner in the format john.doe (identical to the IWCP login). Once this is done click the “Load User” link, which is circled in red in Figure 4.2.2. Doing this will load the user and their information into IWCP. The resulting page is shown in Figure 4.2.3.

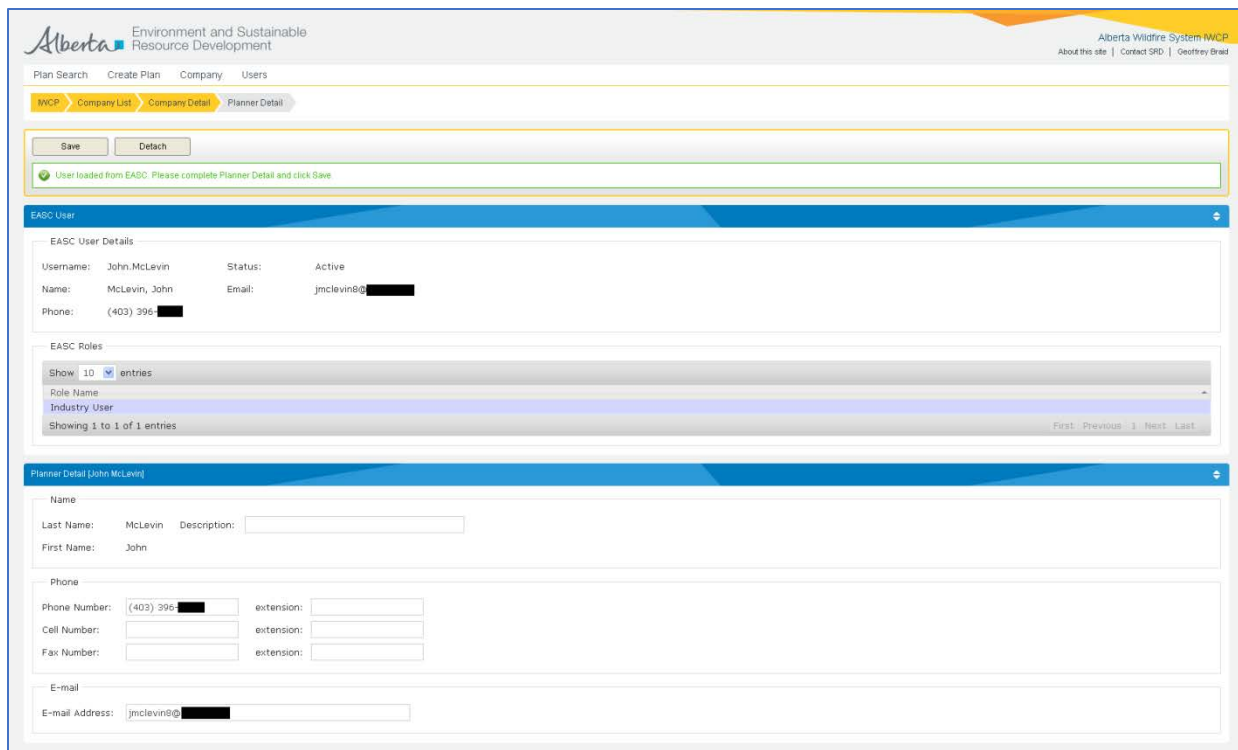


Figure 4.2.3

After a new planner is loaded, all the contact information in the planner's GOA UserID requisition form will be automatically populated on this page. This information has been pulled from the EASC user database.

Once the contact information is complete, hitting the "save" button will attach the new planner to the selected company. A green coloured message saying "planner saved successfully" will appear. Navigate back to the company detail page, and the new planner should be listed under the "Planners and Administrators" tab, as shown in Figure 4.2.4.

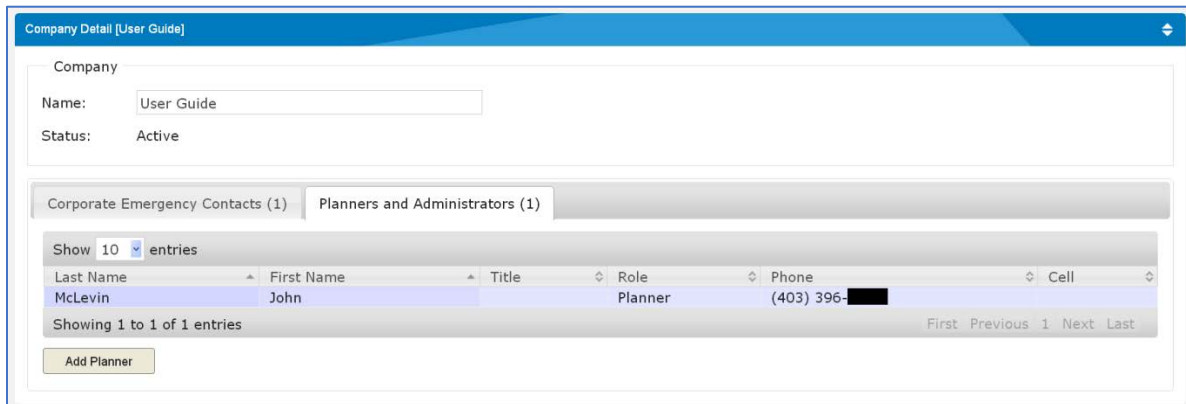


Figure 4.2.4

From the page shown in Figure 4.2.4, an administrator can delete or detach a planner from a company or edit the planner's information. This can be done by clicking the name of the planner in the list.

It is important for review and quality control processes that planner information is kept up to date. If problems with a plan are observed, company administrators should contact the associated planner.

Once the company information and planners are set up in IWCP, plan creation can begin.

## 5.0 Creating an IWCP

An IWCP plan is a way to organize data and information within the IWCP web application. Plans contain sites, and sites contain the specific information required to respond to an emergency at a facility. This section of the user manual will cover the creation of plans. Section 6.0 goes into detail about the information required for sites.

### 5.1 Options for organizing plans

How a company organizes their IWCP plans is ultimately at their discretion. Organization commonly depends on the geographic extent of a company's operations and the number of facilities that need to be included in IWCP. There are three ways that IWCP plans are typically organized:

- One plan containing all company sites;
- One plan for each Forest Area in which a company operates; or
- One plan for each administrative area a company operates in.

If a company has more than one planner, it is generally a good idea for all planners to use the same method and convention for plan organization. This method makes it easier for the company administrators to review plans and ensure accuracy.

### 5.2 Creating and saving a plan

Once you are ready to create plans, navigate back to the IWCP default homepage and click the “create plan” link, which is numbered 2 in Figure 3.2.1. From here you will be taken to the “plan detail” page, which is shown in Figure 5.2.1.

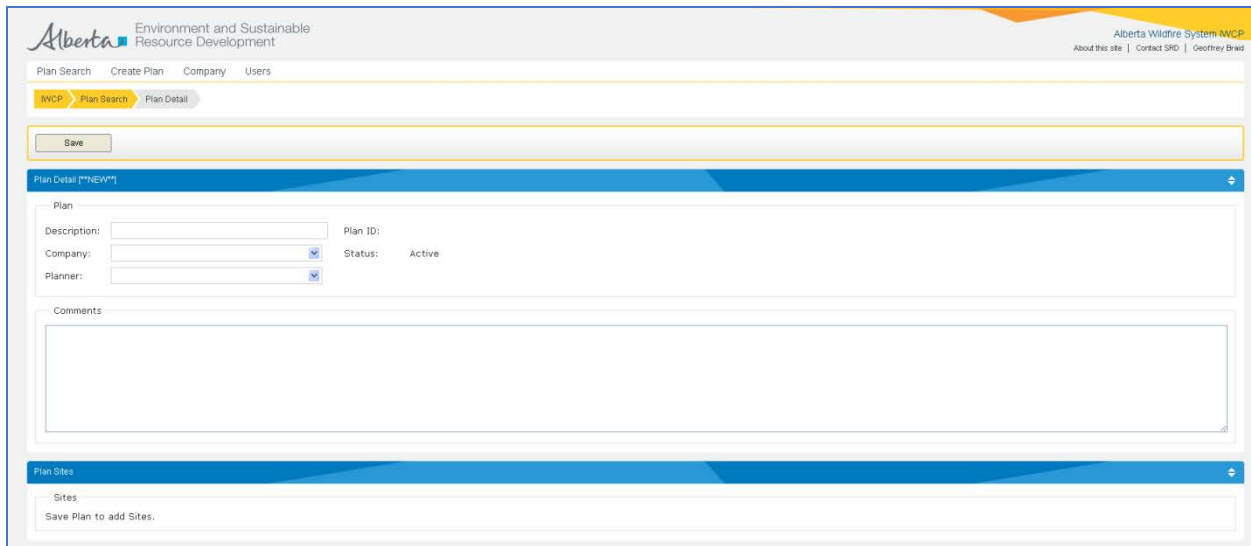


Figure 5.2.1

To obtain a Plan ID, complete the information in the plan detail page shown in Figure 5.2.1. The description and comment options are primarily to help with organization. Information such as the geographic area of the plan is

commonly included here. The company and planner information required will already exist within IWCP. Select them from the dropdown box.

Each IWCP plan has a unique ID number which allows a planner to search for it within the IWCP web application.

**Note:** When submitting a plan-specific issue to IWCP support, please include the Plan ID number in your email.

Once all the information has been entered, click on the save button. Saving this information will create the new plan and a Plan ID will be automatically assigned, as shown in Figure 5.2.2.

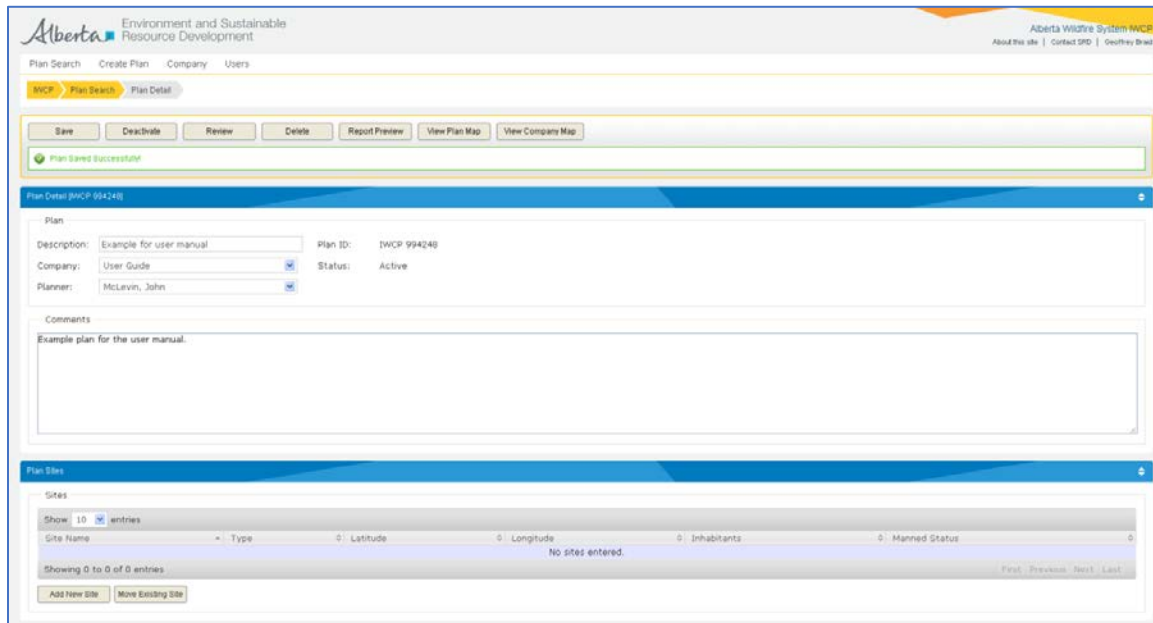


Figure 5.2.2

As shown above, green text stating “plan saved successfully” has appeared, and a Plan ID number has been created. Several other links have also appeared which allow for the plan to be modified:

- **Deactivate** – Selecting the deactivate option will set the status of the plan to inactive. An inactive plan is essentially invisible to Forestry Division emergency response staff. Once a plan is deactivated, this button will change to say “activate.” After December 31<sup>st</sup>, all plans are automatically deactivated and will need to be reactivated with this option. Inactive plans will have an Activate option.
- **Activate** – Selecting the activate option will reactivate the current plan and its information will be available to Forestry Division emergency response staff. When returning to an inactive plan to update for the upcoming fire season, use the activate option to submit the updated plan. Inactive plans do not automatically activate after being saved; they must be activated.
- **Review** – Selecting the review option will take you to the review page. This page is available for administrators, planners and Forestry Division staff to contact one another about changes that need to be made to a plan. For example, if a plan is missing emergency contacts, Forestry Division staff would use the review option to contact a planner and request this information be updated. The review page is shown in Figure 5.2.3.
- **Delete** – Selecting the delete option will delete the plan that is being viewed.

- Report Preview** – Clicking this button will take you to the report preview page. The report preview page is a way to view all the information included in a plan on one page. All site information, planner information and company information are included. An example is shown in Figure 5.2.4.

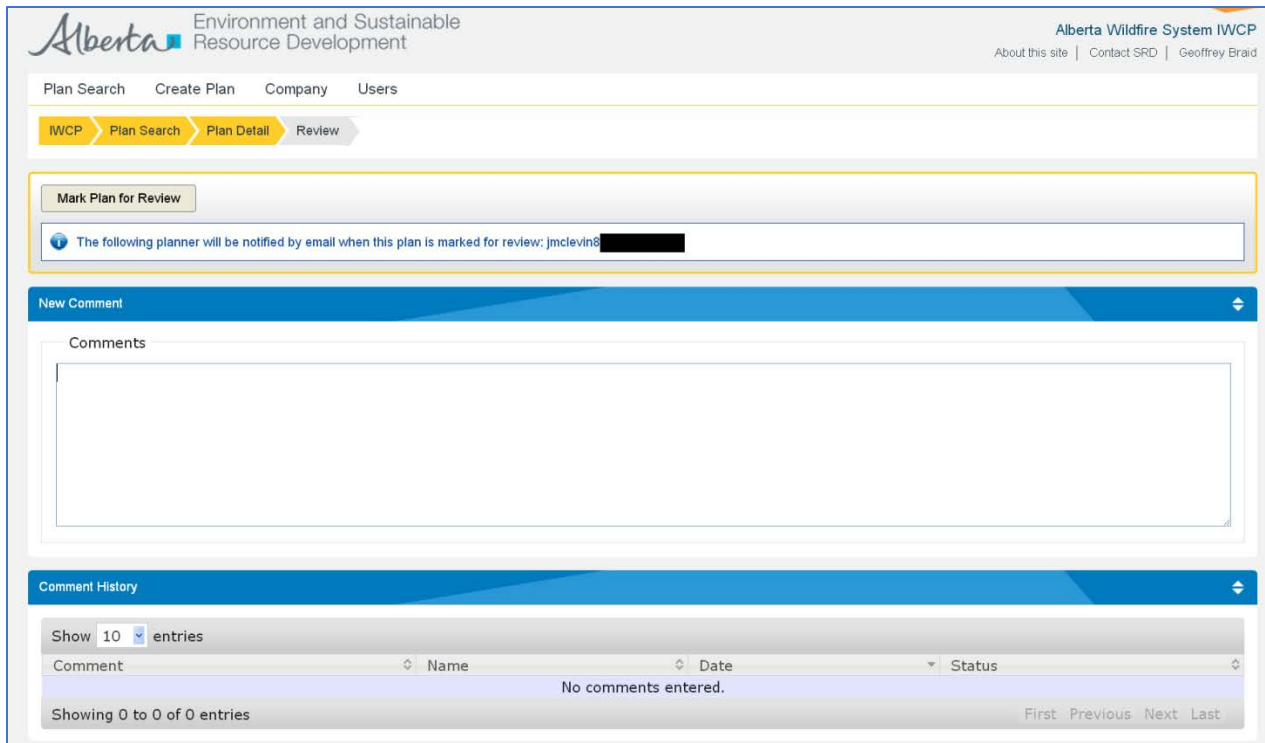


Figure 5.2.3

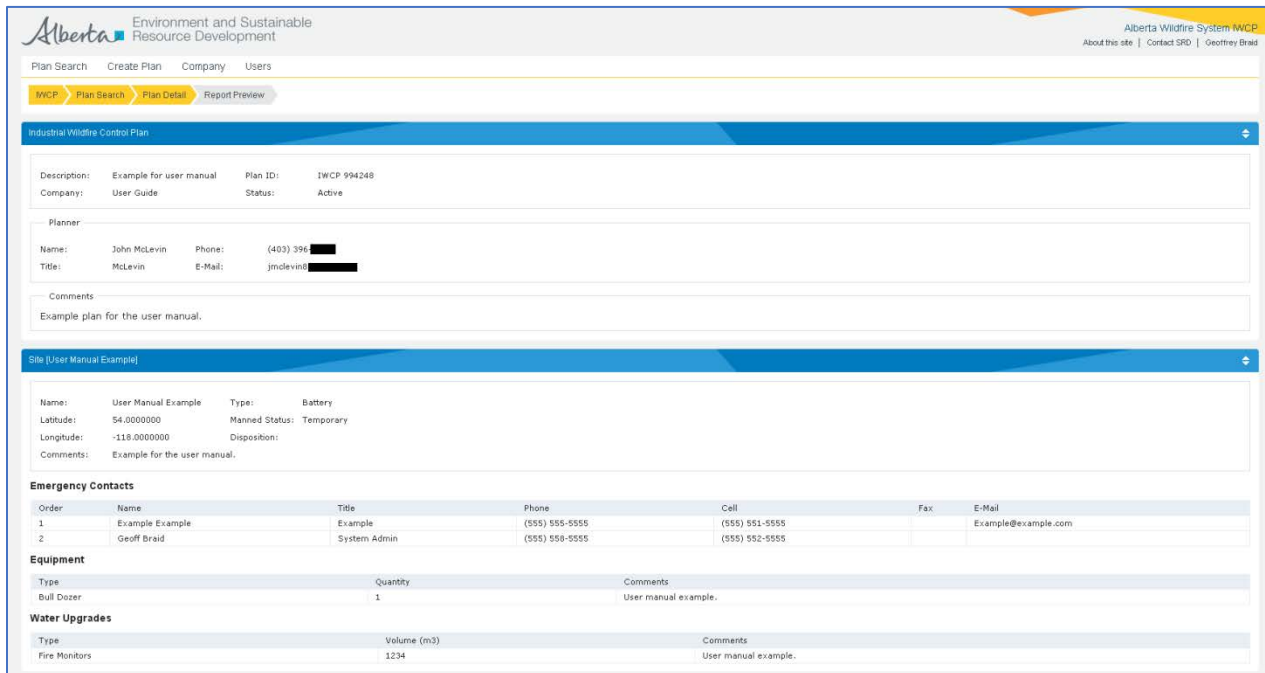


Figure 5.2.4

Once satisfied with a plan, planners can begin populating them with site information. Entering site information is discussed in detail in section 6.0 of this user manual.

## 6.0 Populating IWCP plans with sites

Within IWCP, a site is synonymous with a facility. Sites are listed under a plan and named and organized at the company's discretion. A plan can contain as many sites as a company requires.

The information associated with a site is used to support emergency planning and response. It is important that the required fields are filled out completely and accurately.

To create a site, navigate to the plan detail page for the plan you wish to make a site for. You can use the plan search function to do this (search by plan ID, planner, or company).

On the plan detail page, there are two links that have not been previously discussed: Add New Site and Move Existing Site. These links are shown below, in Figure 6.0.1, circled in red.

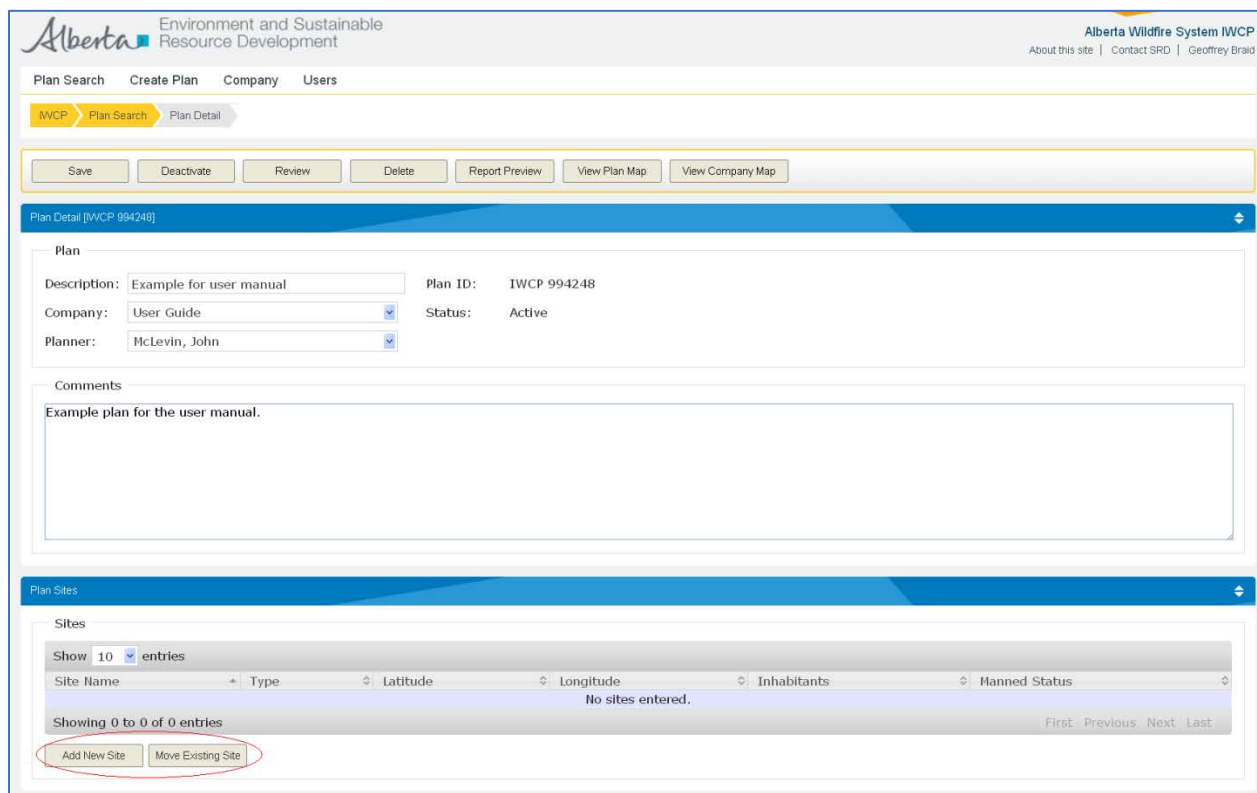


Figure 6.0.1

Clicking the “Add New Site” link will take you to the site detail page, which will be discussed in more detail in section 6.1. Clicking the “Move Existing Site” link will allow you to move a site from a different IWCP plan to the current IWCP plan.

## 6.1 Adding site specific information

Selecting “Add New Site” on the plan detail page will bring you to the site detail page, as shown below in Figure 6.1.1. This page is where the initial site information will be submitted.

Figure 6.1.1

Site-specific information is basic information that needs to be entered to save a site into the IWCP database and associate it with a plan. The information required on this page is broken into two sections: site, and inhabitants.

- Site information includes the name, location and type. The name associated with sites should be descriptive; it is generally related to a site's geographic location (for example the legal location). An accurate longitude and latitude (in decimal degrees format) is essential for effective emergency response. The location entered here will generate the site on a map used by Forestry Division emergency response staff. The site type refers to the facility. If the type is not included in the list provided, please select other and explain what type of site it is in the comments section. Every facility located on public land will have an associated disposition number under the *Public Lands Act*. Including this number is not essential to emergency response procedures.
- Inhabitant information includes the maximum number of inhabitants on site at any given time, and the timeline of the facilities operational period. If the facility is permanent, the habitation start and end dates will be greyed out.

Once the information on this page is complete, you can save the site.

## 6.2 Adding site emergency contact information

Once the site has been saved with its initial information, more detail can be included. Site emergency contacts are the first people to be called if a facility is threatened by wildfire. To edit this information, click on the "Site Emergency Contacts" tab on the site detail page, as shown in Figure 6.2.1 below.



Figure 6.2.1

From the page shown in Figure 6.2.1 you can add a new emergency contact or add an existing contact. If you wish to do the later, select the “add existing emergency contact” link and select whom you wish to add from the list that is generated. If you need to add a site-specific contact, click the “add new site emergency contact” link and follow the same procedure used for corporate emergency contacts that was outlined in section 4.1.

There is no limit to the number of emergency contacts that can be associated with an IWCP site. Please note that it is essential to emergency response procedures that the contact order and contact information is kept up to date and accurate for every site created.

## 6.3 Adding site equipment upgrades

If a facility has equipment on site that can be used to support wildfire suppression efforts, Forestry Division requests that companies include information about the equipment (type and quantity) in the site details. It is possible, in an emergency event, equipment on site will be requested to help with fire suppression.

To include information about regarding equipment, select the “equipment tab” on the site detail page. This page is where entered site equipment will be listed. You will be presented with two options: add new equipment and move existing equipment. The “move existing equipment” link allows you to move equipment from site to site within IWCP, which will save you having to enter information in again. For the purpose of the user manual, new equipment will be added.

Clicking on the “add new equipment” link will take you to the page shown below in Figure 6.3.1.



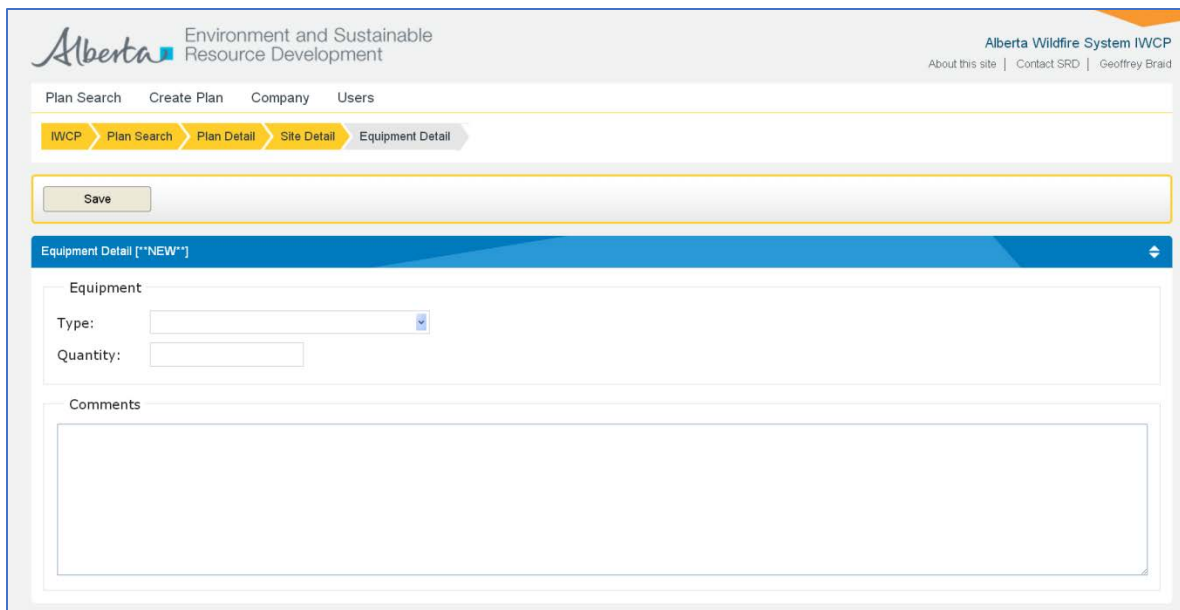


Figure 6.3.1

Once you have navigated to the equipment detail page, select the type of equipment that is on site, and the quantity. Add any additional comments you would like and save. The newly added equipment will now show under the equipment tab on the site detail page.

If you include equipment under the type “other,” please describe it in the comments. Also, please do not include fire extinguishers or hand tools in the equipment section. Forestry Division assumes companies have this necessary equipment on site, as it is required under the *Forest and Prairie Protection Act*.

## 6.4 Adding site water upgrades

As with site equipment, Forestry Division asks that relevant water upgrade information be made available through IWCP in case they are needed for fire suppression. Examples of water upgrades are ponds, dug outs, water wells, etc.

To edit the water upgrade information associated with a site, navigate to the site detail page and select the “water upgrades” tab. Details about water upgrades will be listed under this tab. You will be presented with two options: add new water upgrade and move existing water upgrade. The “move existing water upgrade” link allows you to move water upgrades from site to site, which will save you having to enter information in again. For the purpose of the user manual, a new water upgrade will be added.

Clicking on the “add new water upgrade” link will take you to the page shown below in Figure 6.4.1.

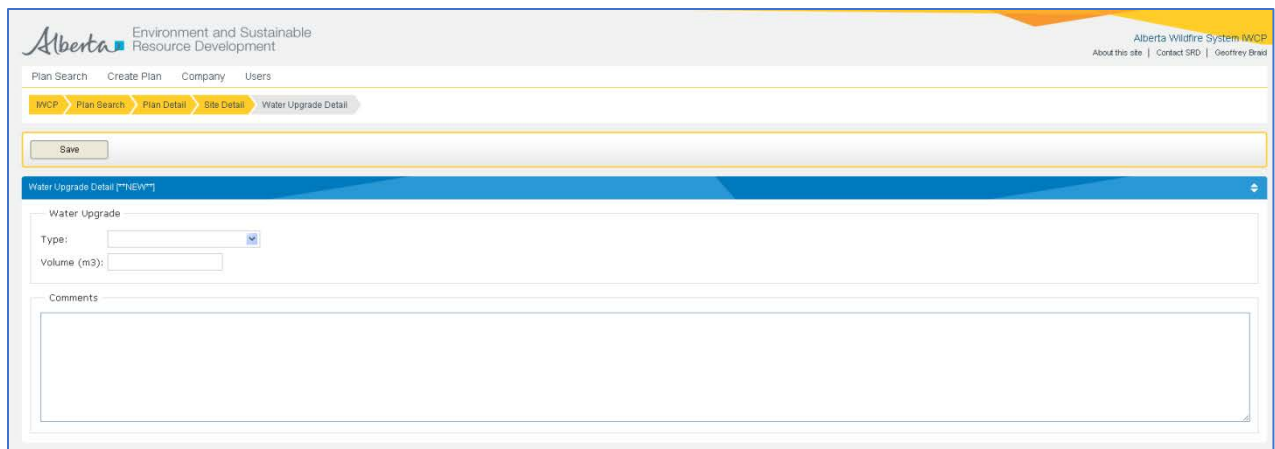


Figure 6.4.1

Select a type of water upgrade and enter the approximate volume of water it stores. Once again, if “other” was the type of water upgrade selected, please include details in the comments section before saving. When you are finished, click the “save” button. The new water upgrade will be included under the water upgrades tab on the site detail page.

After you have completed the water upgrades, equipment upgrades and emergency contact information, your site information is complete. Navigate back to the plan detail page, as shown in Figure 6.0.1, and the new site will be listed. You can edit the site information at any time by clicking on the site name in this list. Repeat the process outlined in section 6.0 to add more sites to a plan. Once the plan contains all the information required for all the sites, it has been completed. Now only plan maintenance and upkeep are required.

## 7.0 Using the IWCP map viewer

The map viewer within IWCP allows users to view their plans and sites on an interactive map. This map can be customized by turning different layers on and off within the application. These layers include an ATS grid, water and road features with annotation, fire behaviour potential and many others. Users have the option of viewing a more specific plan map or a more general company map. Both planners and administrators have access to this functionality within the application.

### 7.1 Viewing plan and company maps

In the plan detail page, there is an option to view the plan map and the company map. These options are highlighted below in figure 7.1.1.

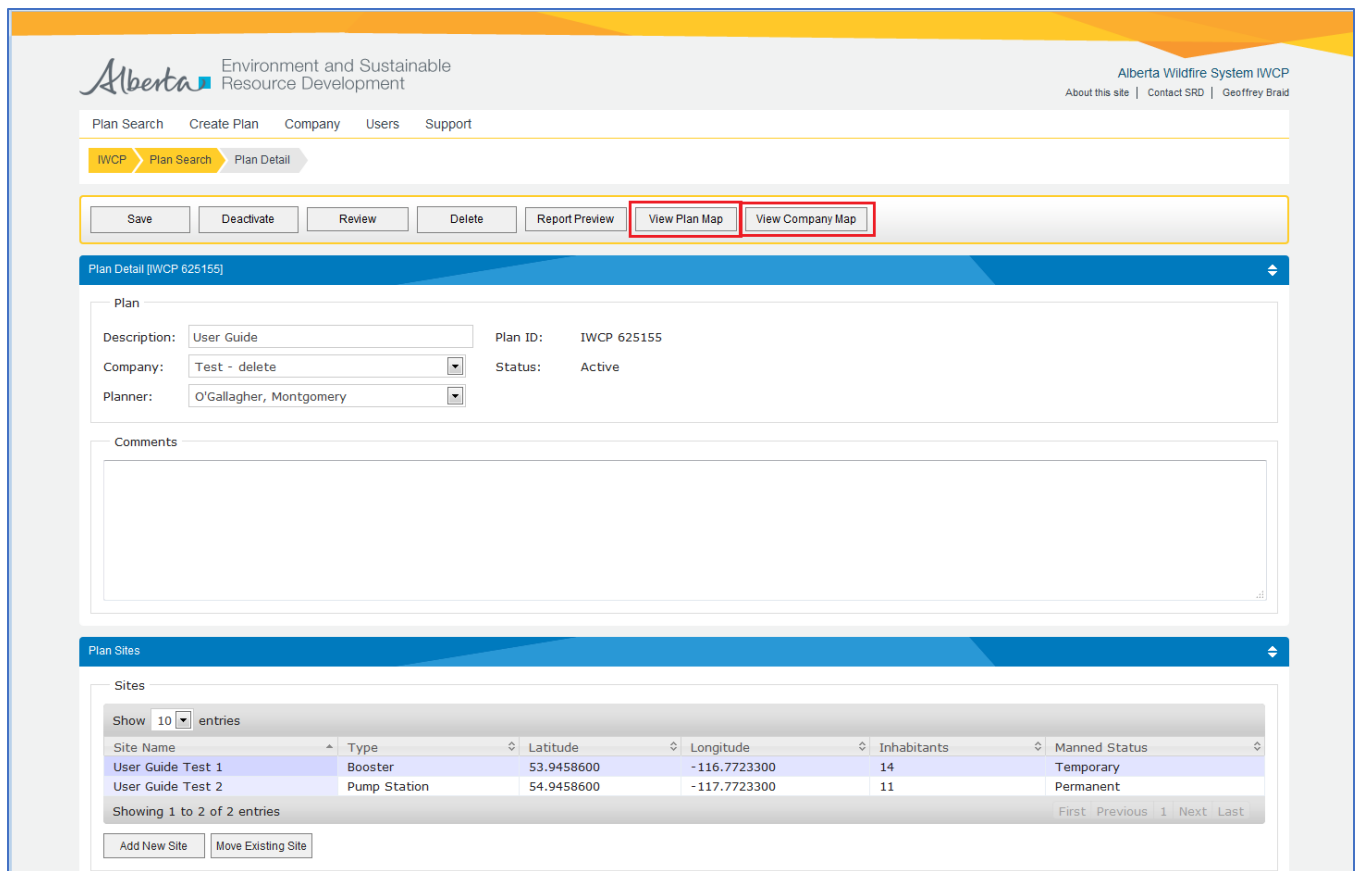


Figure 7.1.1

Using these options will bring up a new window containing the map viewer. Selecting the 'view plan map' option will produce a map containing information relating to the plan you are viewing. Selection the 'view company map' will produce a map that includes all sites from all plans associated with the company whose plan you're viewing.

## 7.2 Map viewer layout, symbols and features

The map viewer has recently been updated to be more intuitive and user friendly. The default layout of the map viewer is shown below in figure 7.2.1.

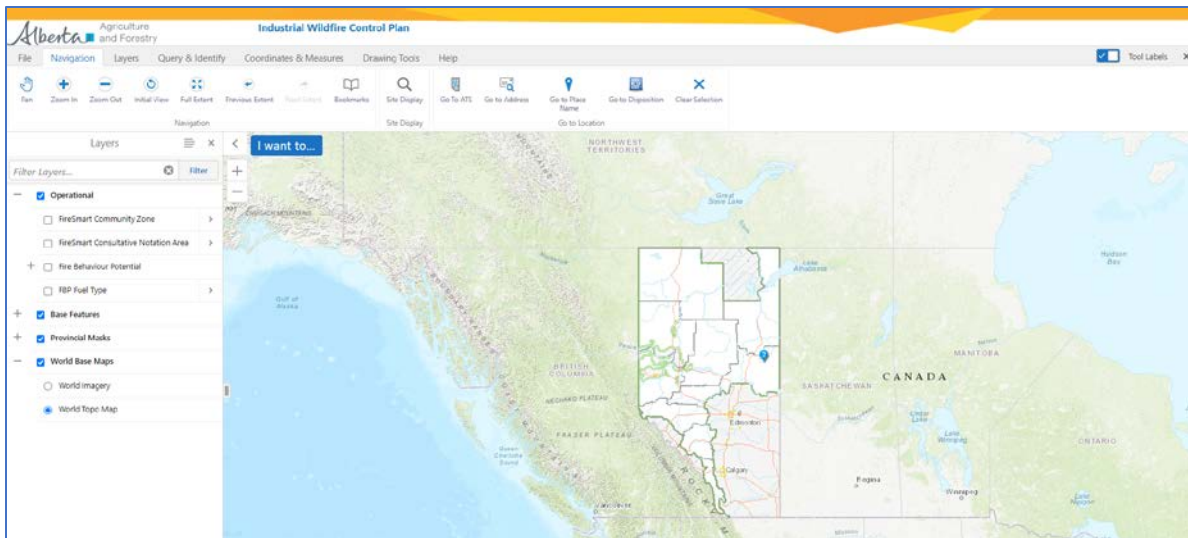


Figure 7.2.1

The default map viewer page is split up between a task bar (at the top of the page), the main map area and the site display/layers list/legend section (at the left of the page). The map viewer is used to view sites that are associated with a specific plan or a company's entire suite of plans.

Sites and their water upgrades and equipment are depicted with different symbols. When these symbols overlap, a cluster is created. Clusters are depicted by a green pin that shows the number of sites, water upgrades and equipment included in the cluster.

Zooming into smaller scale will spread a cluster out into its individual components. If the same location is used for a site and its associated equipment and water upgrades, the cluster will remain a cluster regardless of how far the map is zoomed in.

A blue circle represents a permanent site, a blue star represents an active temporary site, and a blue square represents either a water or equipment upgrade.

Clicking on a site or a cluster will bring up a box that shows site detail. Figures 7.2.2 (a) and (b) show what information is included in site detail.

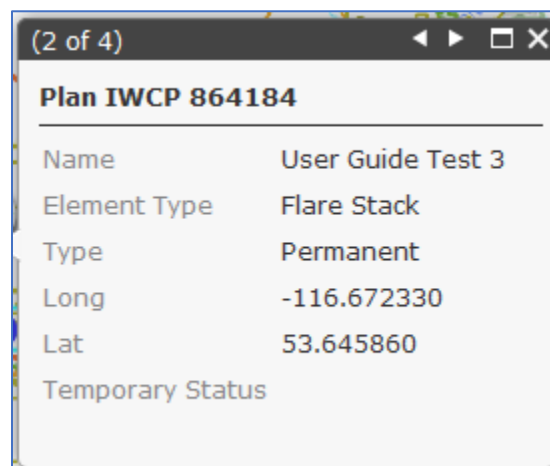


Figure 7.2.2(a)

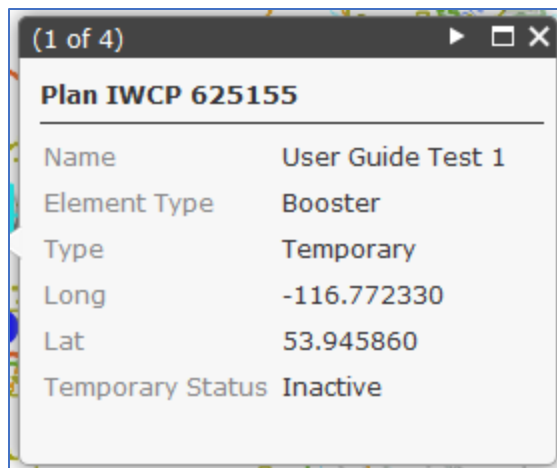


Figure 7.2.2(b)

Both figures shown above depict the site detail displayed after clicking on a symbol. In the top left corner, we can see that both sites are part of a cluster, where (a) is listed as the second site in the cluster and (b) is listed as the first. The arrows allow for cycling through the sites within the cluster.

The information included in the site detail is simple: plan name, facility/equipment/water upgrade type, temporary or permanent site, the location and the sites current status (field is only populated in the case of temporary sites).

In Figure 7.2.2 (b) a temporary site that is currently uninhabited is shown. This can be determined from the “Inactive” temporary status, which means that the site, as of the current date, is not within its habitation period.

Click on the “I want to...” symbol to display several additional options. Site display, as shown in Figure 7.2.3, allows users to turn different site types on and off. This feature can be useful, for example, in company view when looking at a company’s temporary facilities or equipment distribution.

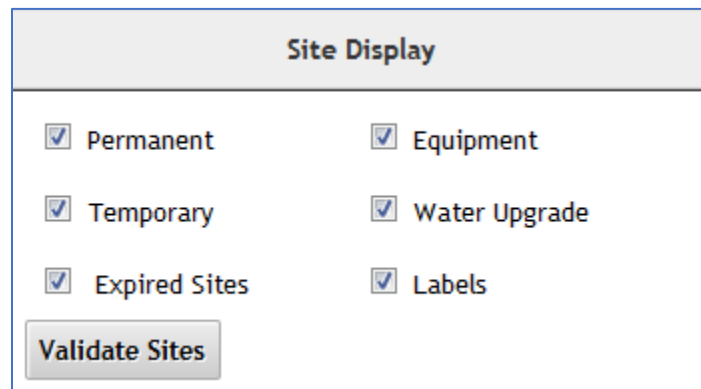


Figure 7.2.3

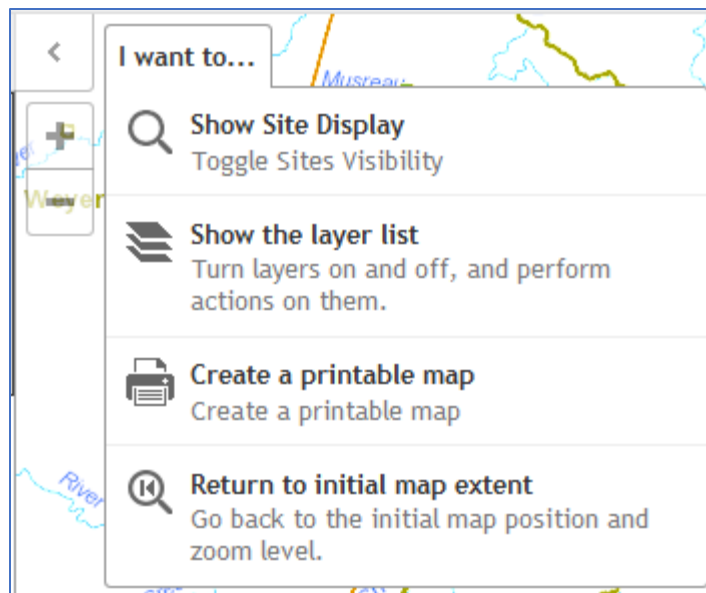


Figure 7.2.4

Figure 7.2.4 shows the list of options available under the “I want to…” button. The features are simple intuitive. When selecting “Create a Printable Map,” a new window will open with options for creating a printable PDF. The “Show Site Display” and “Show the Layer List” options switch between the site display (Figure 7.2.3) and list of map layers.

Also shown in Figure 7.2.4 is one of the zoom icons (shown below). There are predetermined scales within the map viewer, and using either of these buttons will zoom in and out of those scales. Above these two buttons there is a button (shown below) that will allow you to show or hide the layers list and site display.



This icon is used for hiding or showing the site display and map layers.



These are the icons that allow for zooming in and out of the map.

There are seven tabs available for use in the IWCP map viewer, as shown in figure 7.2.5.

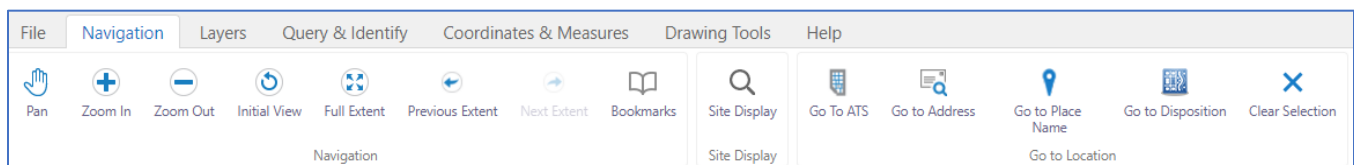
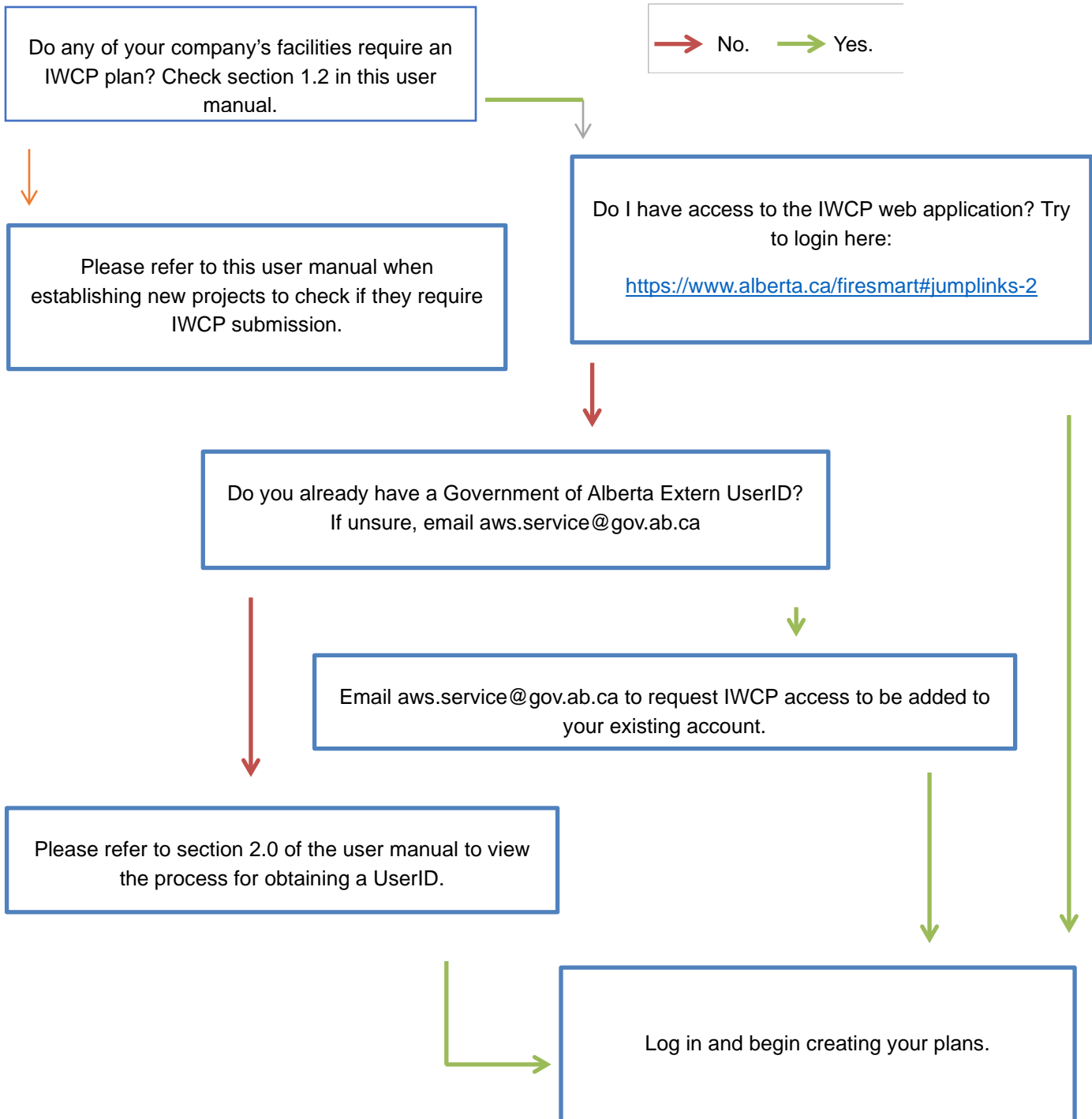


Figure 7.2.5

Each tab includes different tools. Should you have specific questions regarding these tools, please contact AWS support.

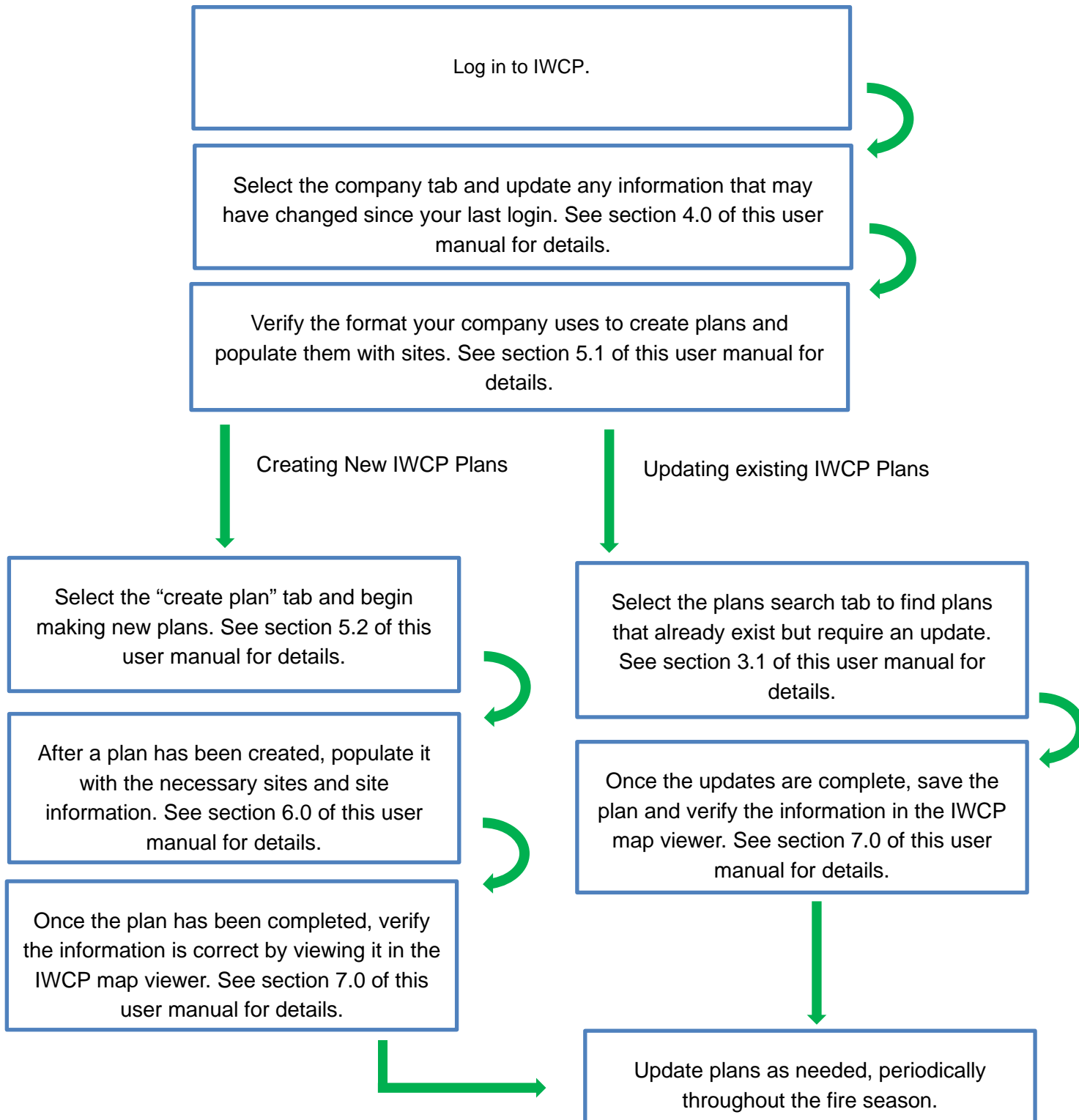
# Appendix

## IWCP access flow chart



# IWCP plan creation and update flow chart

Shown below is a simplified chart with the steps one can take to update existing plans or create new plans within the IWCP application.





# IWCP annual cycle and important dates

The image below depicts the annual IWCP cycle. As of February 28<sup>th</sup>, all plans must be reactivated and kept up to date for the duration of the fire season. As of December 31<sup>st</sup>, all plans will be automatically deactivated and IWCP users will have two months to update, reactivate or delete old plans for the next year's fire season.

