BASIC ELEMENTS: FIRE BEHAVIOR DOCUMENTATION PACKAGE

A. Fire Behavior inputs and outputs specific to Behave or model used
   1. Worksheets (completely filled out with times and dates)
   2. Assumptions
   3. Index of runs and names

B. Maps (labeled with dates and times)
   1. Fire spread projections
   2. Fuel model
   3. Points of concern/values at risk/MMAs/M.A.P.s

C. Unit logs (ICS 214)

D. Outline of information provided in briefings

E. Fire behavior forecasts (validated) and any updates or supplements
   1. Document actual conditions and fire activity

F. Specific events (with time frames)
   1. Change from wildland fire use to wildfire; time frames
   2. Significant events
   3. Unforecasted weather events and resulting impacts on fire behavior
   4. Special or specific operational plans
   5. Special prescriptions
   6. Long range forecasts

G. Reference materials used during the assignment

H. Sources of data and why particular data sets were used or not used

I. Risks assessed and why, and what the consequences may be

J. Notification (who/when/ and how) of changes in predictions

K. Fire Behavior Chronology and Narrative

The package needs to support and describe the rationale behind your recommendations and explain how you choose to deal with conflicting information. All information needs to have the incident name, date/time, your name, and any other pertinent information on it. All documents need to be in a format the can be preserved as required by national documentation standards.

ELECTRONIC FIRE BEHAVIOR DOCUMENTATION

A. Organization
   1. Establish a naming convention and stick with it; provide some information in the file/folder names about the file type and content

   2. Organize folders to mirror the organization of your hard-copy documentation; “folders are folders.”

   3. Provide an index of the electronic archive as a text or PDF file; indicate file sources and a contact person/number for questions.

B. File formats
   1. Use JPG format for photos and images when possible; use 80-85% “file quality” setting for optimum compression/image quality. PCX format works well for black and white graphics

   2. Convert text documents (forecasts, other documentation) to either RTF (Rich Text) or PDF (Adobe Acrobat) so others can read them. PDF offers the additional advantage of not being readily alterable

   3. Save video clips as MPG files to reduce file size (same idea as with JPEGs)

   4. Store GIS files in formats readable by ArcView (Shape files, GRID images, etc)

C. Software
   1. Indicate the software used to produce the files, including the version. Retain a copy of the software if possible so results can be reproduced

   2. Use appropriate medium for storage (CD-ROM, DVD, thumb drive); laptop computer should have capability to store information on more than one medium type

D. Web-based
   1. All WFDSS based analyses and annotations