Alberta Government

Industrial Wildfire Control Plan User Manual (IWCP)

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» **Alberta** Wildfire System

Disclaimer

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"Minister" means the Minister responsible of the Alberta Sustainable Resource Development;

"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 Sustainable Resource Development;

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

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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.

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1.0   Introduction and Context

1.1   Introduction to IWCP

As the oil and gas industry expands further into the forested areas of Alberta, there is greater exposure to the threat of wildfire. The Industrial Wildfire Control Plan (IWCP) is a tool utilized by Environment and Sustainable Resource Development (ESRD) to help mitigate the risks associated with industry expansion.

ESRD is the Government of Alberta (GoA) ministry charged with protecting human life, communities, watersheds and soils, natural resources and infrastructure from wildfire. This is done by implementing wildfire prevention and preparedness programs and through partnerships with the Alberta Public and industry stakeholders and managing wildfires as they occur.

The information supplied by companies to ESRD in wildfire control plans provides emergency response officials with the information needed to act quickly in the event of an emergency wildfire. Actions taken by ESRD in the event of a threatening wildfire can range from contacting a company to advise them of a developing situation, to requesting the aid of heavy equipment on site, or to prompting an immediate evacuation.

The IWCP program is a web based application that can be accessed through the ESRD website; IWCP plans can be 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 utilizes submitted information to spatially display sites and equipment.

The overall intent of the IWCP program is to offer companies a means for providing ESRD with information regarding facility details and emergency contacts, which will ultimately increase worker safety in the event of an emergency wildfire.

1.2   IWCP Requirements and Conditions

IWCP submissions are a mandatory requirement 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), during the time frame of March 1st through to November 31st.

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 regarding equipment and water upgrades at unmanned sites can also be valuable for assisting wildfire operations.

1.3   Roles and Responsibilities within IWCP

Industry users within IWCP are assigned one of two roles: planner or administrator. Each of these roles has different responsibilities and assigned functionality within the web application.

Each IWCP user must obtain a unique external UserID for access to Government of Alberta 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.

An individual company within IWCP requires at least one administrator and may have as many planners and administrators as needed. It is not uncommon for smaller companies to have only one planner, who by default will also fill the role of company administrator.

Planners are responsible for creating plans and populating them with site information. They have the ability to create, update and delete IWCP sites and plans that they create and are responsible for updating this information. Planners cannot activate inactive plans; a company administrator is required to perform this action.

A company administrator has the same toolset and capabilities as a planner. As well, a company administrator is authorized to edit all company information and add new planners and update planner information. Company administrators are responsible for the management of the planners associated with their company. In addition, it is the company administrator's responsibility to inform ESRD if their company no longer requires IWCP plans, changes their company name or merges with another company.

ESRD representatives conduct reviews of the information within IWCP plans to ensure accuracy and completeness. In the event that issues are found with an IWCP plan, planners will be contacted by an ESRD representative; if issues are found within the company's information, the company planner or administrator will be contacted.

If a company elects to use a contractor to complete IWCP plans, that contractor must request to be associated with the respective company in the UserID request form when he or she applies for a UserID (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 was produced to be used as a walkthrough for creating an IWCP plan and populating it with site information, from start to finish.

Beginning in section 2.0, this manual will take a step by step approach to the process of obtaining a UserID, accessing the application, creating an IWCP plan, populating a plan with sites and will finish with the review of 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 future plans.

1.5   IWCP Technical Support

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

If, after reviewing the user guide, you still have questions or concerns, help can be found by emailing 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 utilizing the IWCP web application requires users to be set up with a GOA UserID and account. The following section outlines the steps one needs to take to carry out this process. A flowchart of the IWCP Access process can be viewed in this manual appendix.

2.1   IWCP Website

From the ESRD website you can access the Alberta Wildfire Systems (AWS) suite of online applications and many other online resources provided by ESRD (such as FireSmart information, current Fire Weather data and maps, current wildfire situation reports, etc.).

- esrd.alberta.ca

This will be also the website that provides access to the IWCP application, as well as the forms and contact information needed to obtain an external UserID.

Within the ESRD website, the IWCP homepage can be found (as shown in Figure 2.2.1, page 10). This website has excellent information if you are looking for an overview and general information about the program.

- esrd.alberta.ca

2.2   The External UserID Requisition Form

ESRD utilizes one large database, called the Active Directory, to house all information regarding external clients and web based application users. As a result, users are provided with one generalized application form to be filled out. Within this form you have the option of specifying which web based applications you need access to.

Important note: if you already have an external UserID and password set up, and require IWCP authorization, please email srd.accountmgt@gov.ab.ca with your request.

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

The document is located on the Land Forms website under "User IDs & Client IDs for access to Industry Online Services," (as shown in Figure 2.2.2, page 11). The two following images show how to navigate to where the UserID Request Form can be found on the ESRD website.
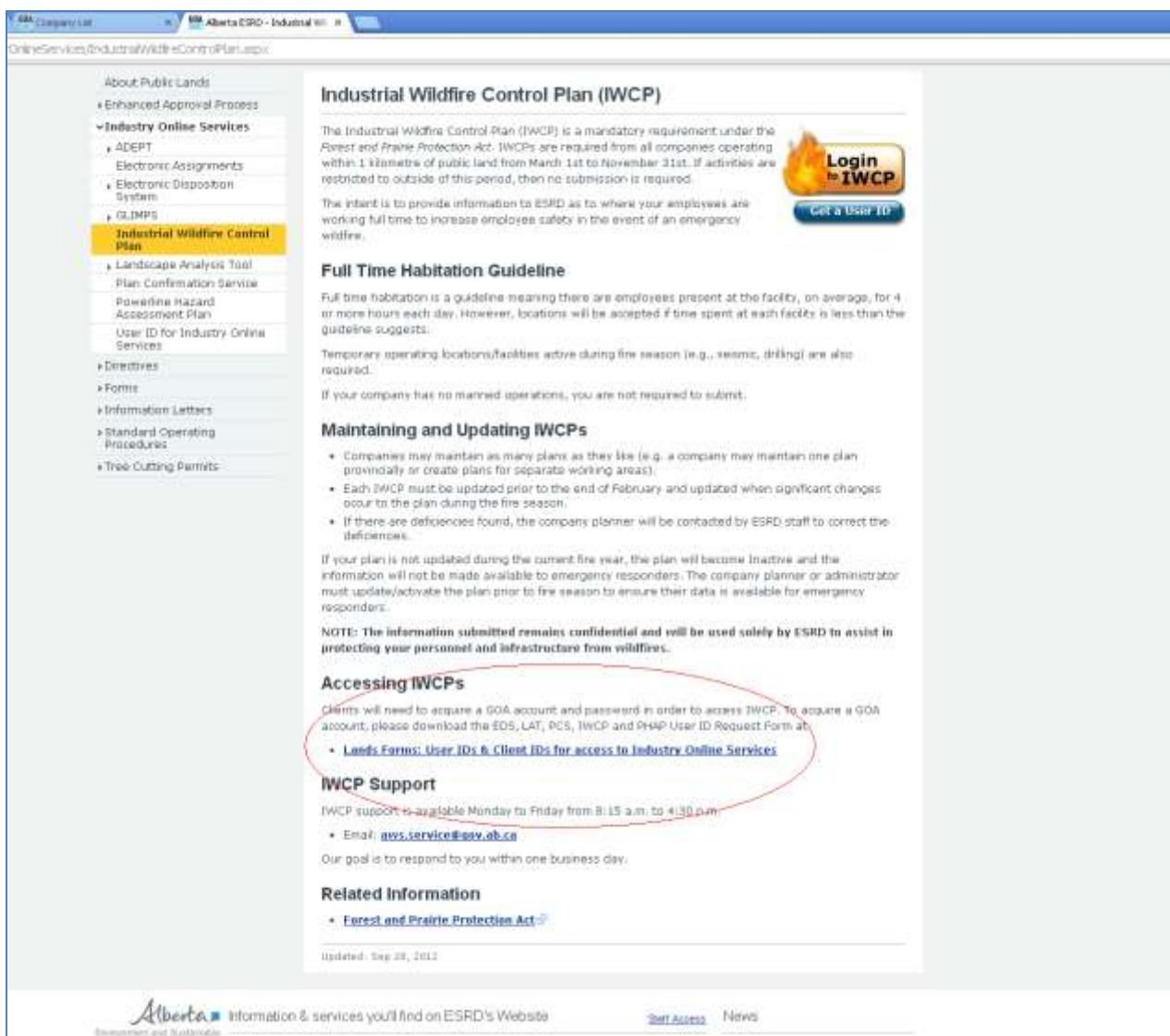
- esrd.alberta.ca

Figure 2.2.1

Figure 2.2.1 shows the IWCP main page located on the ESRD website. The link circled in red can be followed to access the Microsoft Excel document that must be filled out and emailed to ESRD account management to initiate that process of obtaining an external UserID.
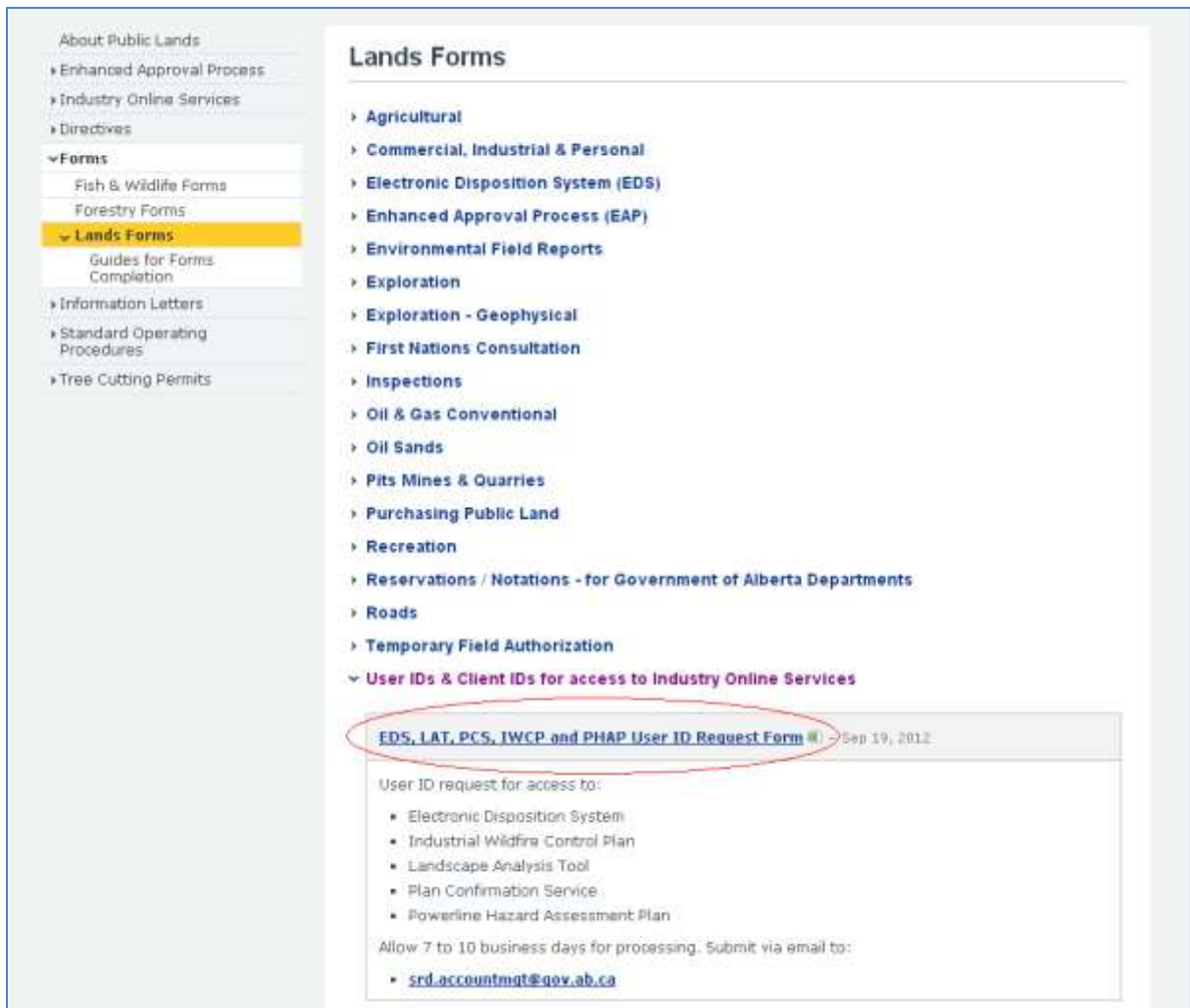
Figure 2.2.2

Figure 2.2.2 shows the Lands Forms page located on the ESRD website. From the selection of Land Forms on this page, click on "User IDs and Client IDs for access to Industry Online Services," which will open the drop box shown in the image above; click the link circled in red to download the UserID Request Form.

Fill out the form and submit it to srd.accountmgt@gov.ab.ca. 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 to ESRD account management, and an account has been activated under your name, you can log into IWCP and begin the process of creating 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, as shown circled in red in Figure 2.3.1.
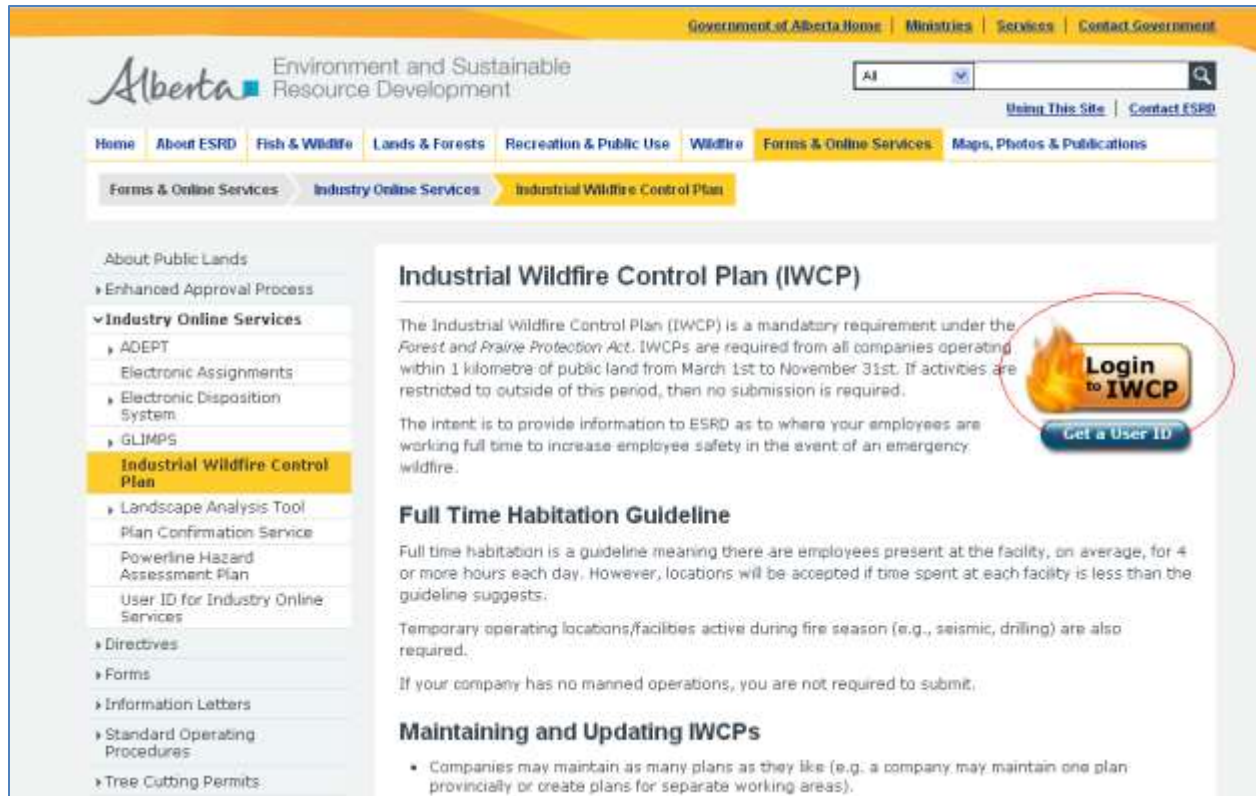

<div align="center">Figure 2.3.1</div>

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 present the user with a 403 access denied error.

Figure 2.3.3

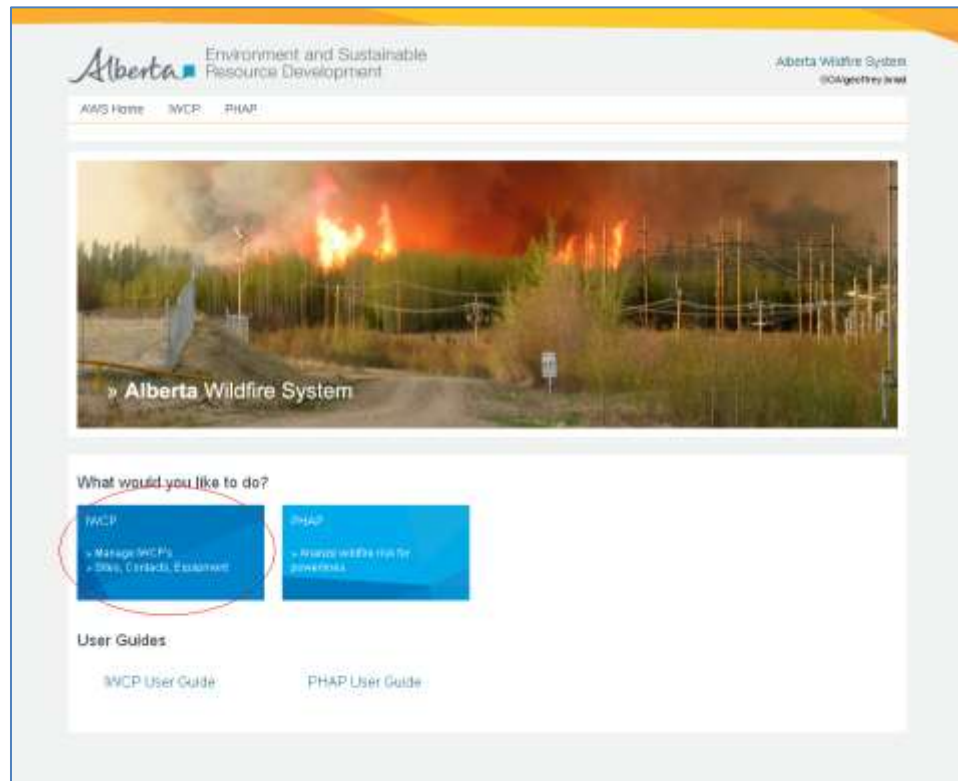From the SecureXNET page you will be taken to the Alberta Wildfire System (AWS) portal, shown in Figure 2.2.3. This is the page where users can access either IWCP or the Powerline Hazard Assessment Program (PHAP). To access IWCP, click on the blue box labelled IWCP (circled with red in Figure 2.3.3). Once you have done this you will be taken to the default IWCP page, where you can begin creating IWCP plans.

2.4   Maintaining your Account

GOA external user accounts require their passwords to be updated every 30 days. You will be notified by email when your password needs to be changed.

To change your password (to be used 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 (to be used if you forget you password), please follow this link: https://extern.wln.gov.ab.ca/Rreset/?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.

3.0   Navigating within IWCP

The IWCP web application was designed to be as user friendly as possible, however, as a first time user it can be tricky find your way around; section 3.0 of this manual breaks down the main pages within IWCP and how to move around 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.
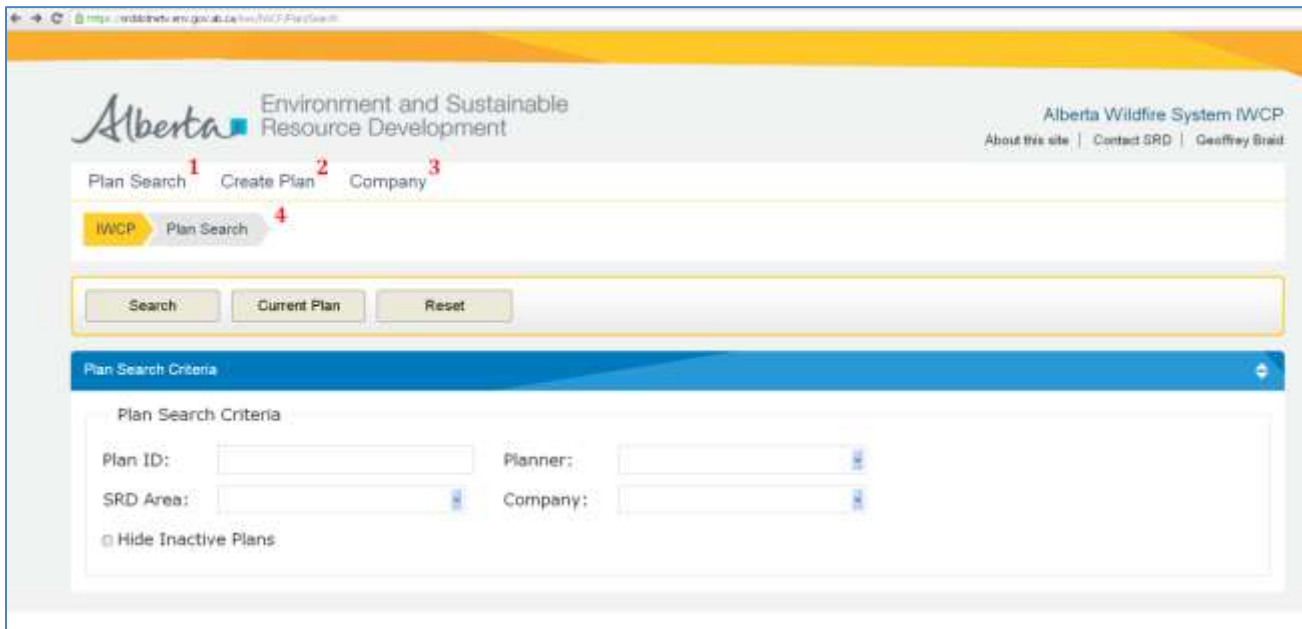
Figure 3.0.1

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

This page can be used by administrators or planners to locate plans so that they can be reviewed, edited and updated. There are four fields that can be used to narrow down the results of the search. Simply by hitting "search" with all fields blank will return all IWCP's that you have the authority to view. Returning to the plan search page, from anywhere in IWCP can be done by clicking the link numbered 1 in Figure 3.0.1.

The available search criteria are: Plan ID, Planner, SRD 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; which allows for this search field. The dropdown box is organized by last name, and listed alphabetically. If you choose to search by planner only, the result of the search 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 ESRD Wildfire Management Areas. The ESRD area search option is primarily used by ESRD employees who are responsible for IWCP review in their respective areas.

  o **Wildfire Administrative Boundaries**

- The last available search option is to search by company; this drop box is organized alphabetically. The company search option is particularly useful for ESRD staff or contractors with the authority to view multiple companies.

The search page also gives the option of whether or not 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, it can be found by clicking the link numbered 2 in Figure 3.0.1, the page is shown below in Figure 3.2.1.
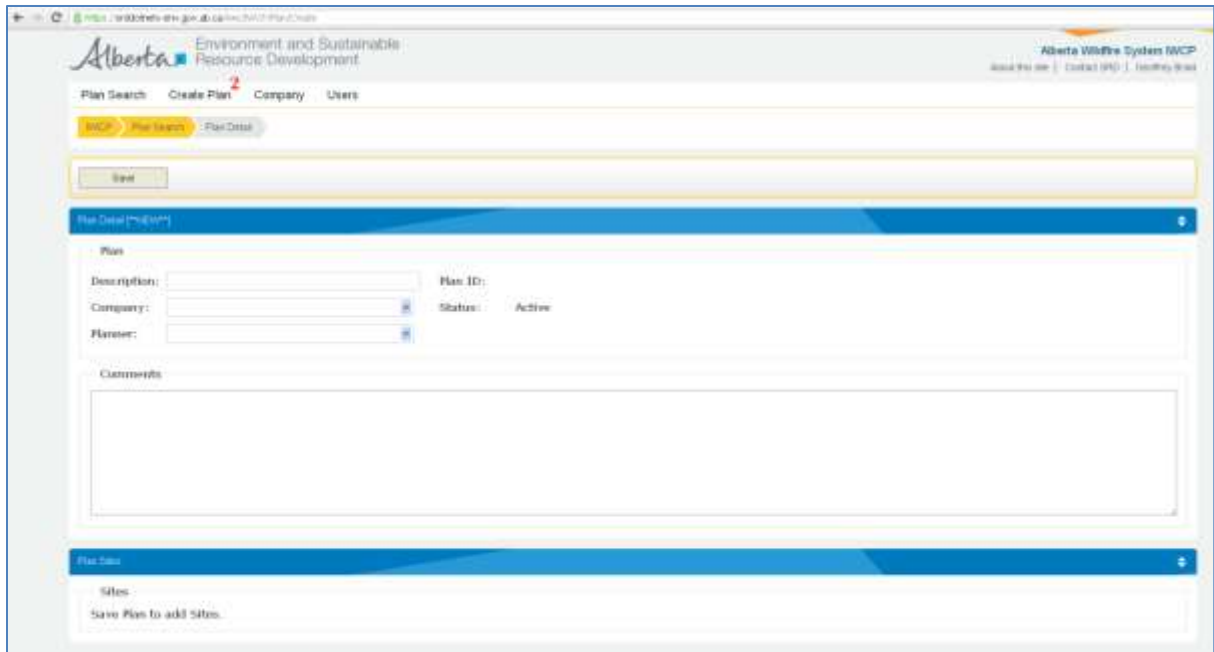

Figure 3.2.1

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 of this user manual.

3.3 Company Page

The third main page in IWCP is the Company Page. This page can be found by clicking the link numbered 3 in Figure 3.0.1, the page itself can be seen in Figure 3.2.3.

IWCP users are only able to view the details for companies they are associated with. If a user is associated with multiple companies a list will be generated, as shown in Figure 3.2.3. 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, when they click the "Company" link (numbered 3 in Figure 3.0.), they will automatically be directed to their company's details page.

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

Only companies you are associated with will appear in this list.

Figure 3.2.3

4.0   Editing Company Detail

Companies can be added to IWCP two different ways. The first and most common way that companies are entered into the IWCP database is during the process of a user requesting a GOA UserID. When filling out the UserID excel document, if a company name is included that is not currently listed in IWCP, a new company will be created with the new user as the companies first IWCP Company Administrator. Please be sure that all planners and administrators who request UserIDs use the same company naming convention; doing this 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 ICWP plans require updating 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, merges with another company, etc. System Administrators have the ability to 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.
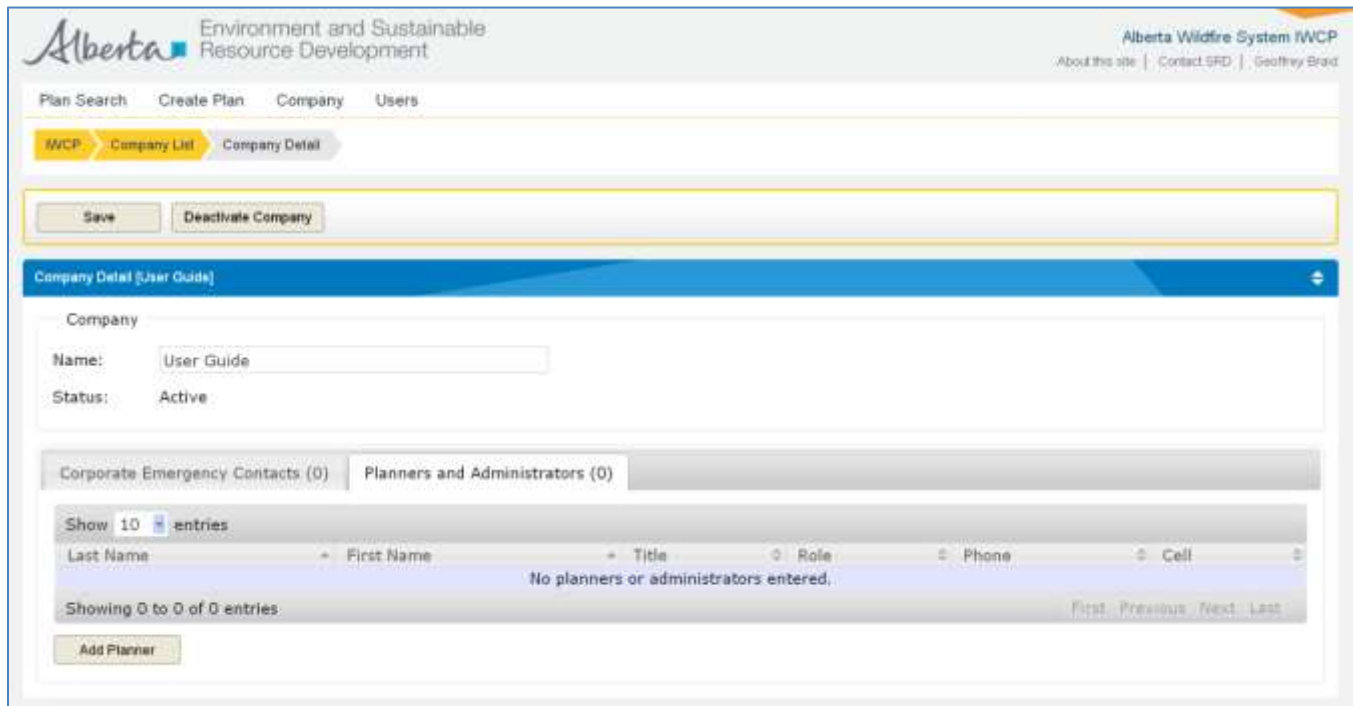

Figure 4.0.1

Only company administrators have the ability to edit company information. From the page shown in Figure 4.0.1, a company administrator can update their information or deactivate their company. Information regarding adding and editing corporate emergency contacts, planners and administrators will be discussed further in this section of the user manual.

4.1 Adding Corporate Emergency Contacts and Editing Corporate Emergency Contact Information

Corporate emergency contacts are emergency contacts that 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 that are listed for their facilities.

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

Having corporate emergency contact information available is important to ESRD for keeping companies informed in the event 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).
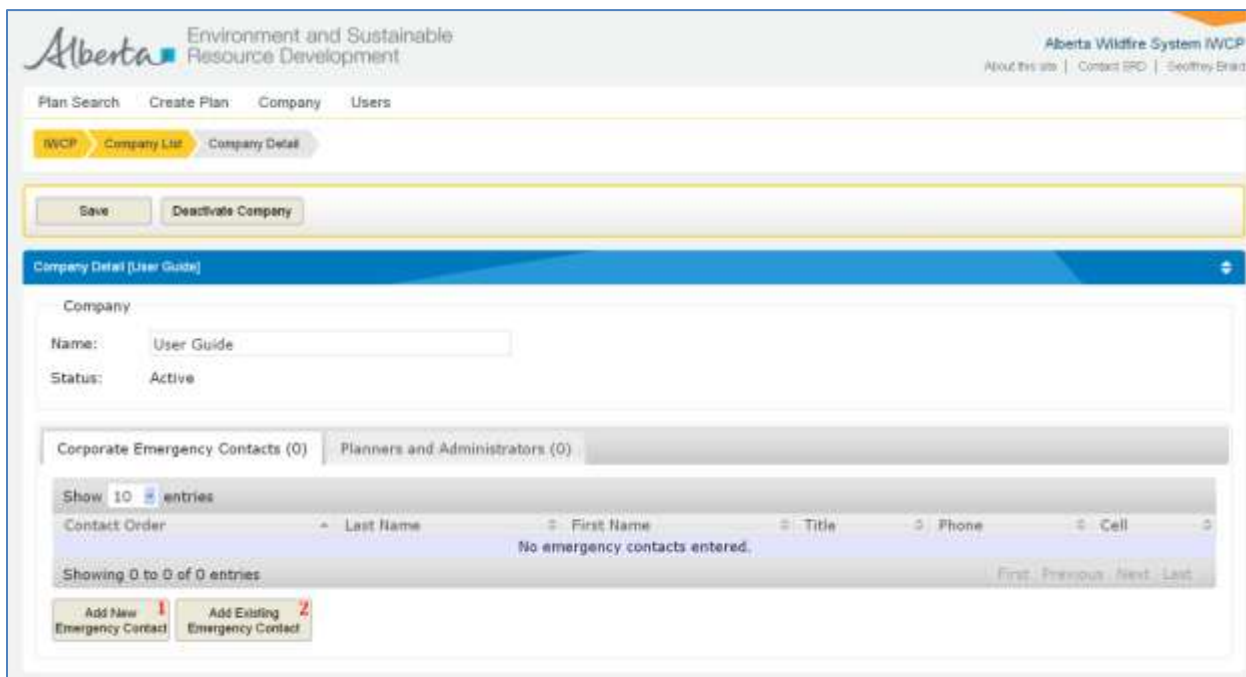

Figure 4.1.1

If your company has plans already populated with sites and emergency contacts that you wish to add to the list of corporate contacts, use the "add existing emergency contacts" option. After selecting this option you will be shown a list of current site emergency contacts, of which you may select whom you would like 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 contacts, 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.

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 also keep in mind that contact and contact information maintenance is paramount to taking effective action in the case of an emergency.

For example, the contact order is a company's way of telling ESRD 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 in a position where they act 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 has been listed under the corporate emergency contact tab (as shown in Figure 4.1.3). The example provided shows only one emergency contact; multiple contacts are encouraged in the event that someone is unavailable.
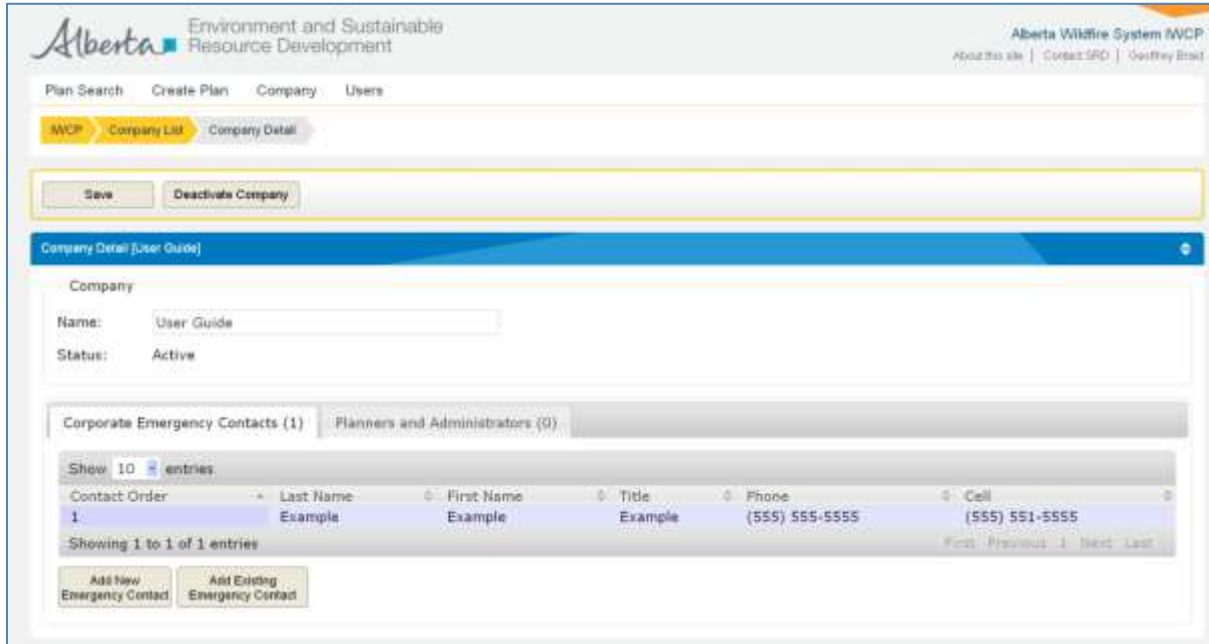

Figure 4.1.3

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 that are 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:

- During the process of 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 ESRD Account Management at srd.accountmgt@gov.ab.ca, as a system administrator is needed 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.
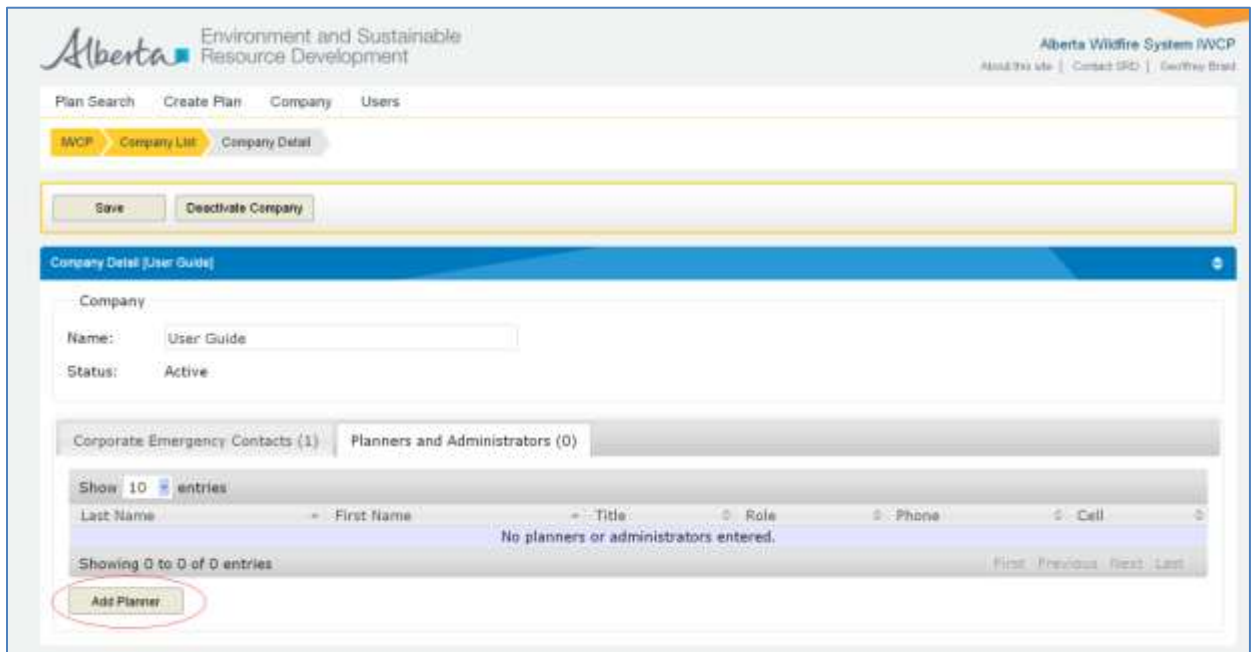

Figure 4.2.1

To begin the process of adding 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.
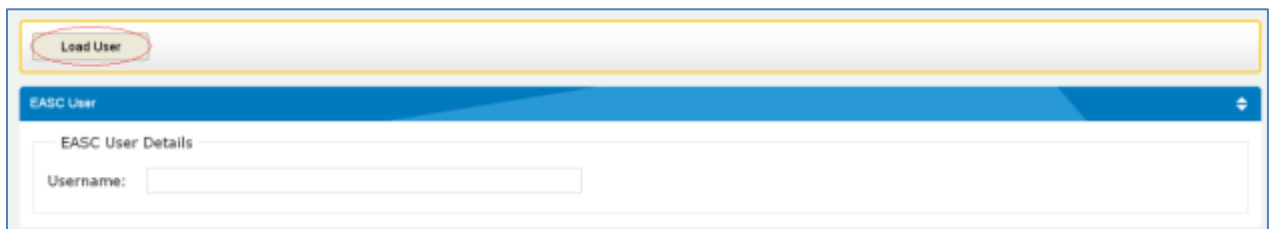

Figure 4.2.2

After clicking the "Add Planner" link, you will be prompted to enter the EASC user details for the person you wish to make a planner. In this field, enter the GOA UserID of the planner to be added 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.
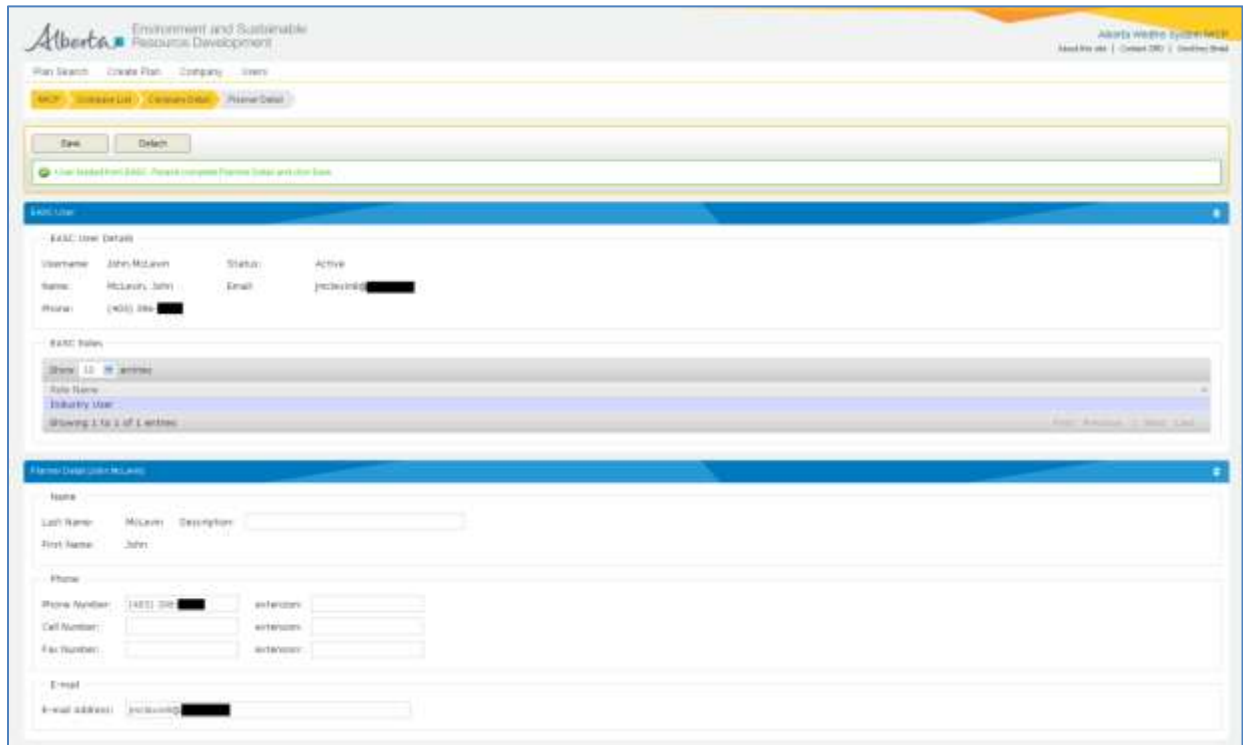
Figure 4.2.3

After a new planner is loaded, all the contact information that was included in the planners 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 is a way to organize data and information within the IWCP web application. Plans contain sites; 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 the discretion of the company. 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 generally there are three ways that IWCP plans are organized:

- One plan containing all company sites;

- One plan for each ESRD WMA 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 be using the same method and convention for plan organization; this will make it easier for the company administrators to review plans and ensure accuracy.

5.2 Creating and Saving a Plan

Once you are ready to begin creating 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.
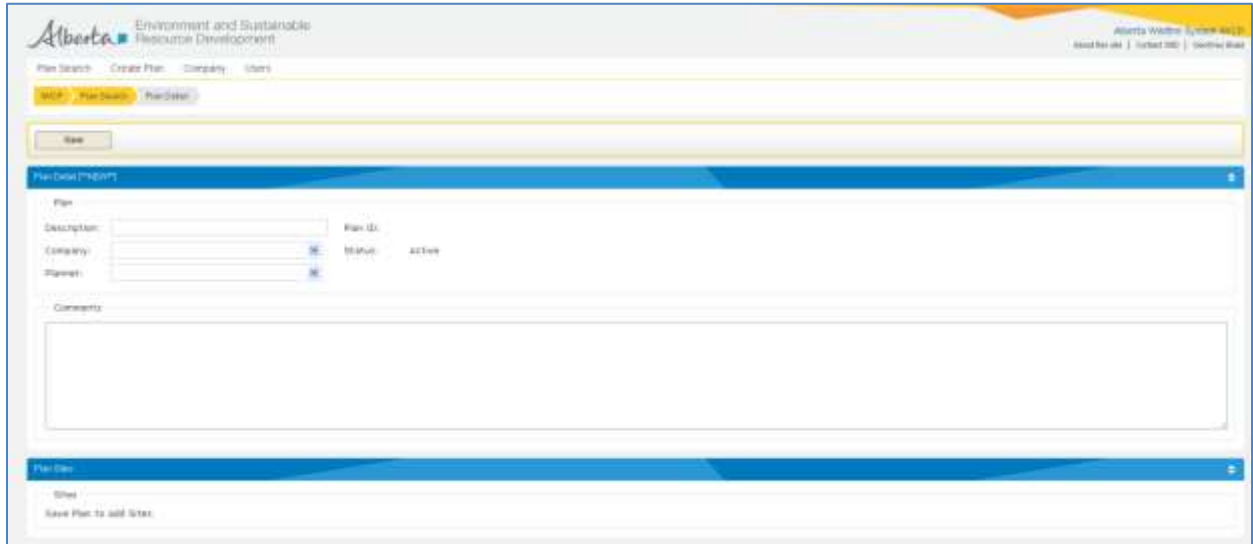
Figure 5.2.1

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

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

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; simply select them from the dropdown box.

Once all of 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

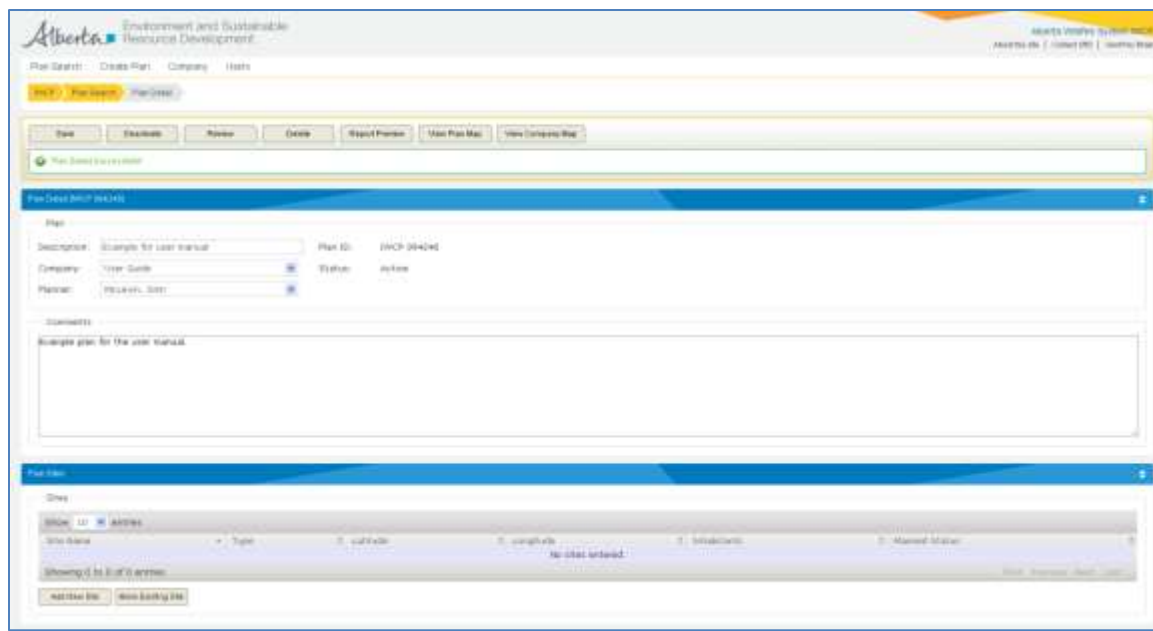As shown above, green text stating "plan saved successfully" has appeared, and a Plan ID number has been created. A number of other links have also appeared which allow for the plan to be modified:

- **Deactivate** – selecting the deactivate option will set the status of the plan to inactive. An inactive plan is essentially invisible to ESRD emergency response staff. Once a plan is deactivated, this button will change to say "activate;" After December 31st, 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 once again be available to ESRD 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. Plans Do Not Automatically Activate After Being Saved.**

- **Review** – selecting the review option will take you to the review page. This page is available for administrators, planners and ESRD staff to contact one another with regards to changes that might need to be made to a plan. For example, if a plan is missing emergency contacts, ESRD 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 the report preview 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 is included. An example is shown in Figure 5.2.4;
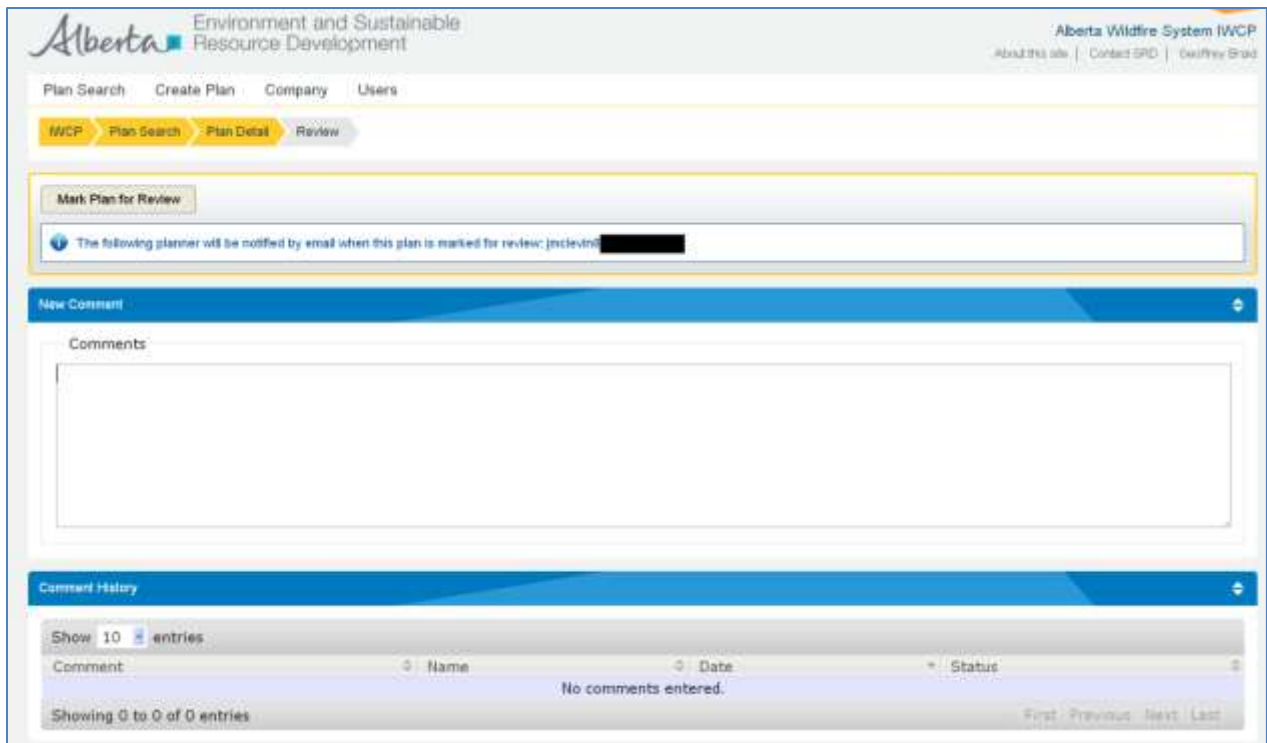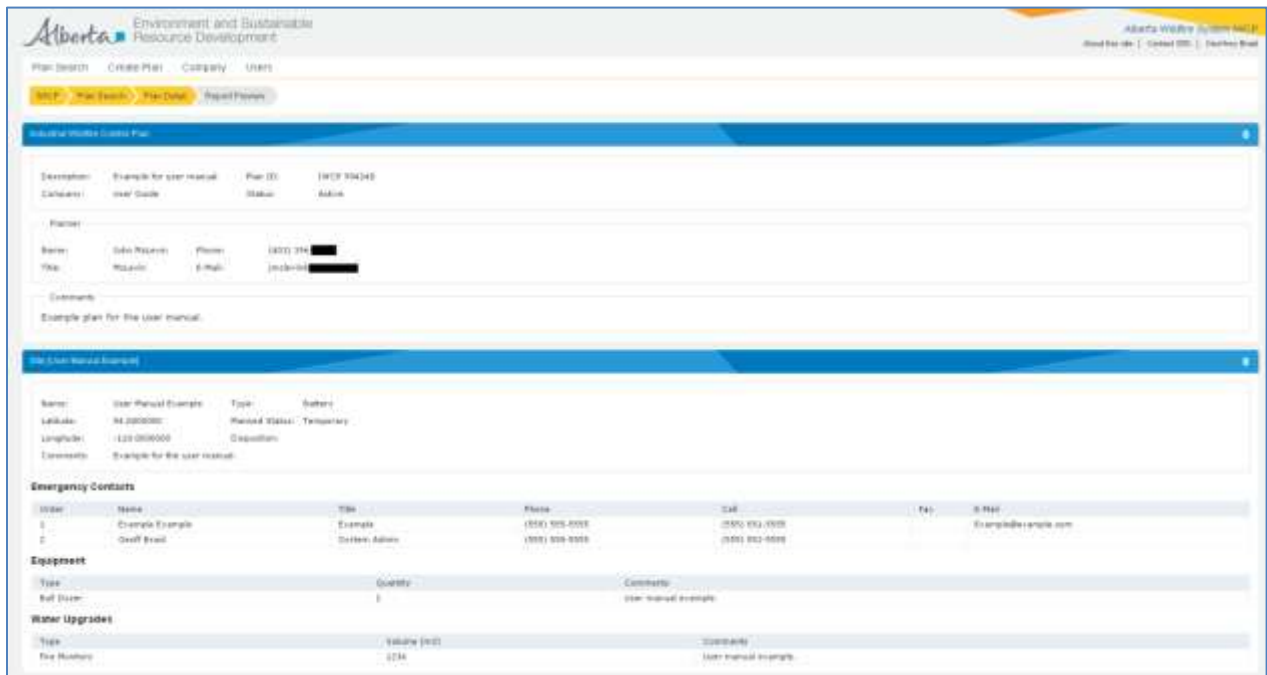
Figure 5.2.3

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 will be used to support emergency planning and response. It is important that the required fields are filled out completely and accurately.

To begin creating 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.
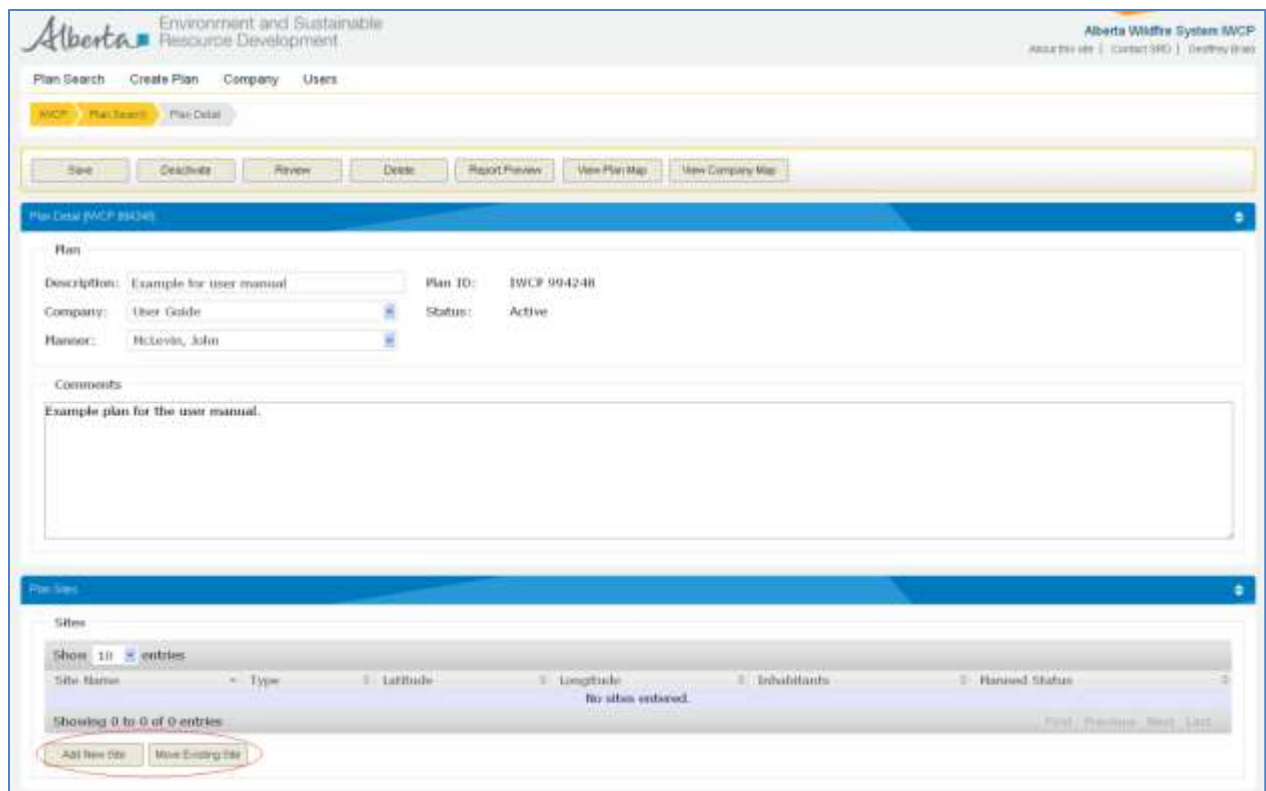

Figure 6.0.1

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 of this user manual. Clicking the "Move existing Site" link will allow you to move a site from an existing 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 is where the initial site information will be submitted.

Figure 6.1.1

Site specific information is basic information that needs to be entered in order 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 sites 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 ESRD 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 are able to 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 in the event that 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 that is listed under other plans, or listed as a corporate emergency 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 of this user manual.

There is no limit to the number of emergency contacts that can be associated with an IWCP site. Please note however, that like corporate contacts, it is essential to emergency response procedures that the contact order and contact information included on this page 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 ESRD wildfire suppression efforts, ESRD requests that companies include information about the equipment (type and quantity) in the site details. It is possible, that 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 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; doing this 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 mention in the comments what "other" refers to. Also, please do not include fire extinguishers or hand tools in the equipment section; ESRD assumes companies have the necessary equipment on site, as it is a requirement under the *Forest and Prairie Protection Act.*

6.4   Adding Site Water Upgrades

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

To edit the water upgrade information associated with a set, navigate to the site detail page, and select the "water upgrades" tab; details regarding water upgrades will be listed under this tab. You will then 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; doing this 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 regarding its type in the comments section before saving. When you are finished, click the save button and 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 that will be included in it, 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 spatially 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.

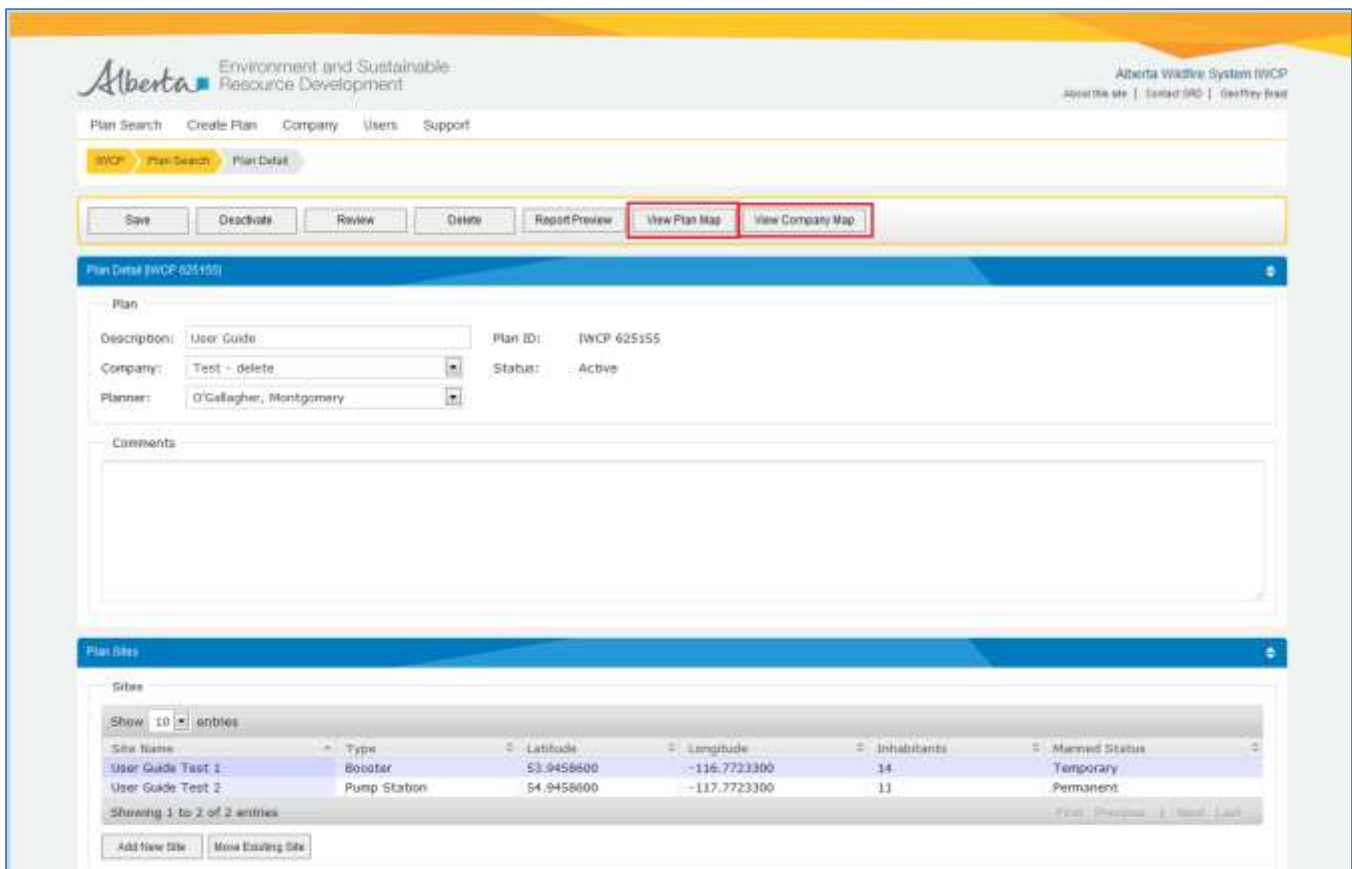Figure 7.1.1

Using either of 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 that is currently being viewed. Selection the 'view company map' will produce a map that includes all sites from all plans associated with the company that the currently viewed plan is associated with.

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.
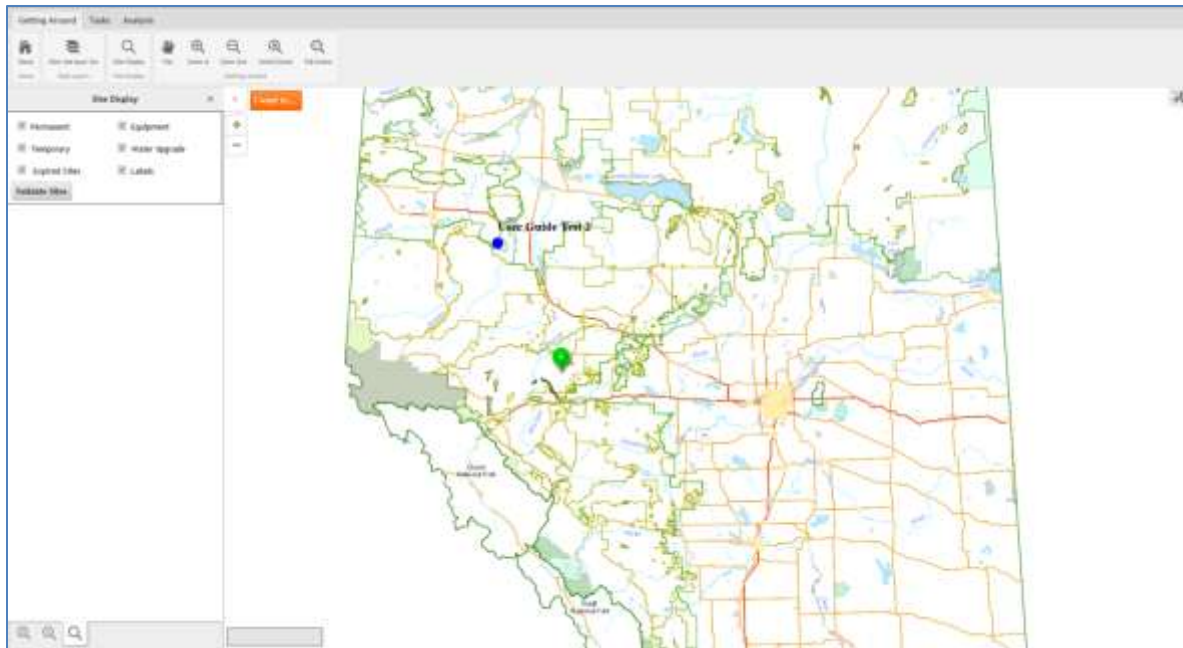
Figure 7.2.1

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.
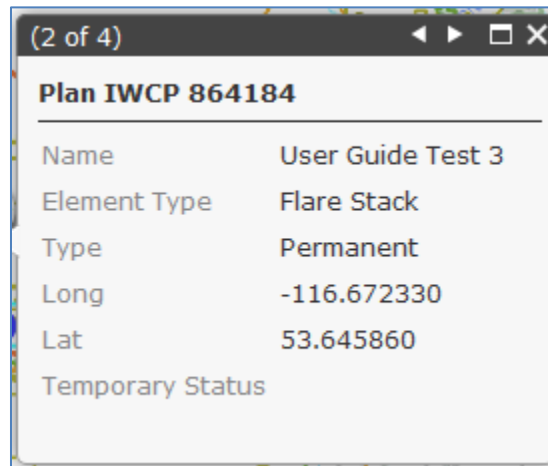
Figure 7.2.2(a)
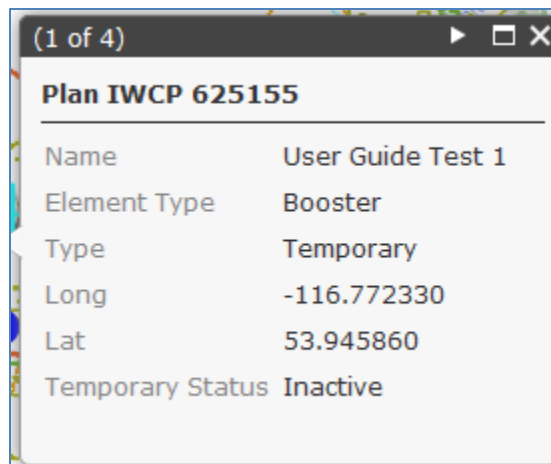
Figure 7.2.2(b)

Both figures shown above depict the site detail that is displayed after clicking on a symbol in the map viewer. In the top left corner we can see that both sites are part of a cluster, (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 fairly 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.

Site display, as shown below in Figure 7.2.3, allows users to turn different site types on and off. This can be useful, for example, in company view when looking specifically at a company's temporary facilities, or equipment distribution.
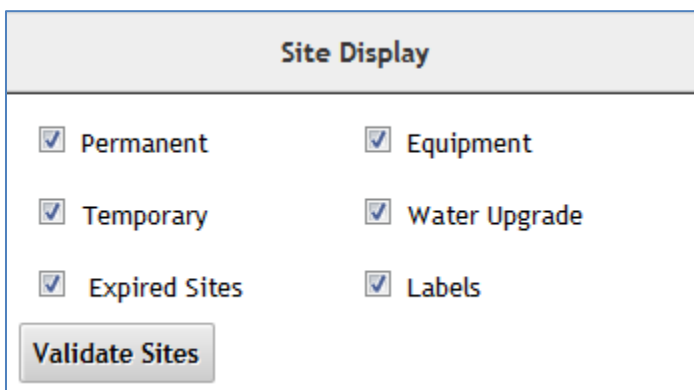
Figure 7.2.3

The validate sites button will check whether or not sites are situated in valid locations. Invalid locations include points outside of Alberta and within a water body.
There are a few features and tools available to users on the map itself within the map viewer.
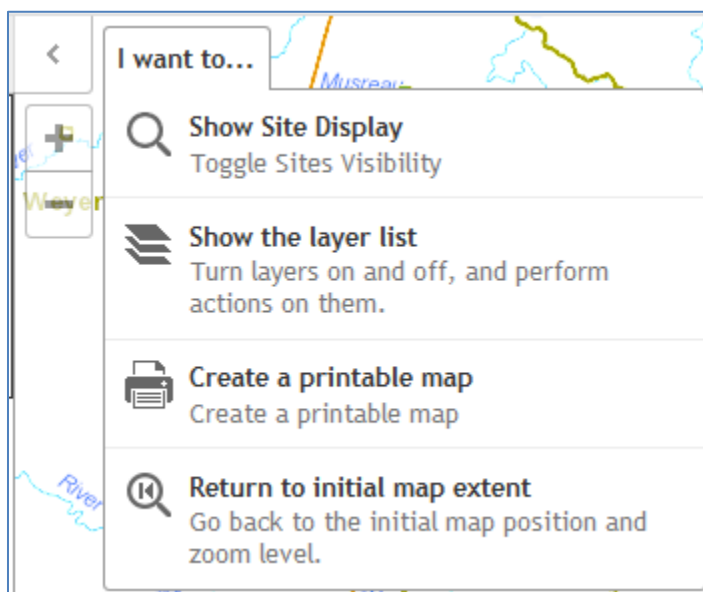
Figure 7.2.4

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 relating to the creation of a .pdf which can then be printed. The "Show Site Display" and "Show the Layer List" options simply switch between the site display (Figure 7.2.3) and list of map layers (Figure 7.2.9).

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 a user to toggle showing and hiding 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 three task bars available to people using the IWCP map viewer; these task bars include tools that can be used within the application.
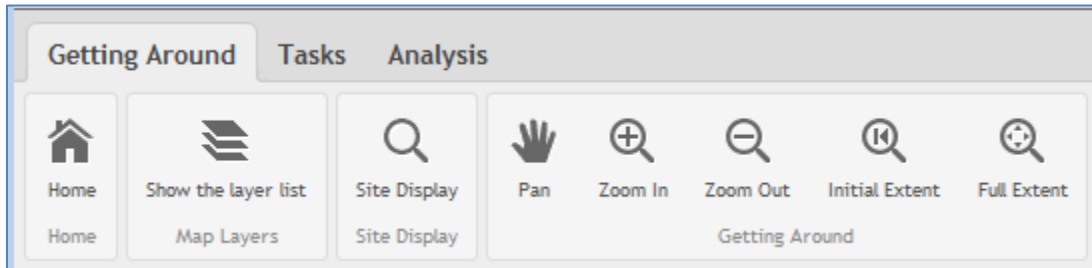
Figure 7.2.5

The getting around tab contains buttons that can be used for bringing up different displays and moving around and interacting with the map.
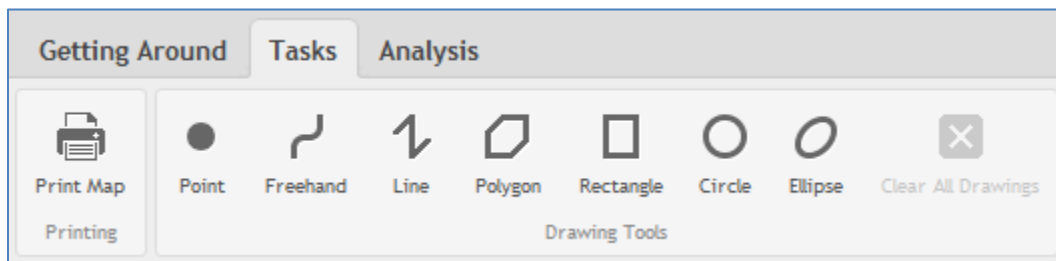
Figure 7.2.6

The tasks tab allows for printing of a map and adding shapes and drawings to a map. This can be useful when delineating management areas and company boundaries when producing a map.
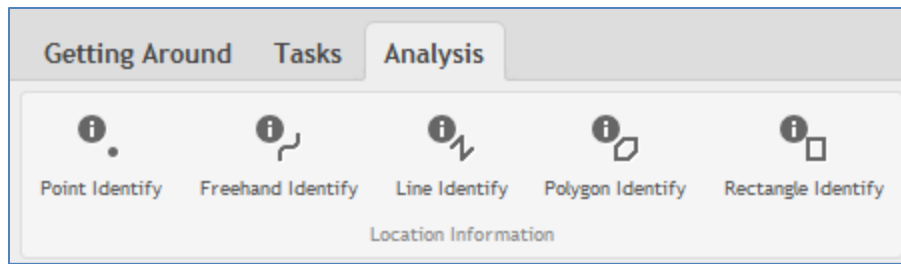
Figure 7.2.7

The analysis tab will bring up a list of active layers on the map that a given shape or point overlaps.

For example, using "Line Identify" and drawing a line over a watercourse and road will produce a list identifying which watercourse and road layers that relate to the line that was drawn. Figure 7.2.8 shows the output generated by using an analysis tool.

Road 1M	Base Stream 1M	Base Waterbod...	Provincial Recr...	Green White B...	Forest Manage...	Forest Manage...	Provincial Bou...
Object ID	Feature Type	Name	Shape				
71005	RIV-MAJ-REP-PRI	Kakwa River	Polyline				
101234	RIV-MAJ-REP-PRI	Cutbank River	Polyline				
71110	RIV-MAJ-REP-PRI	Simonette River	Polyline				
10263	STR-INDEF	Latornell River	Polyline				

Figure 7.2.8

The analysis output is produced in a table as shown in Figure 7.2.8; layers are listed under their corresponding tab. These tabs parallel the hierarchy that is used in the Map Layers (for example watercourse types are listed under stream layers).
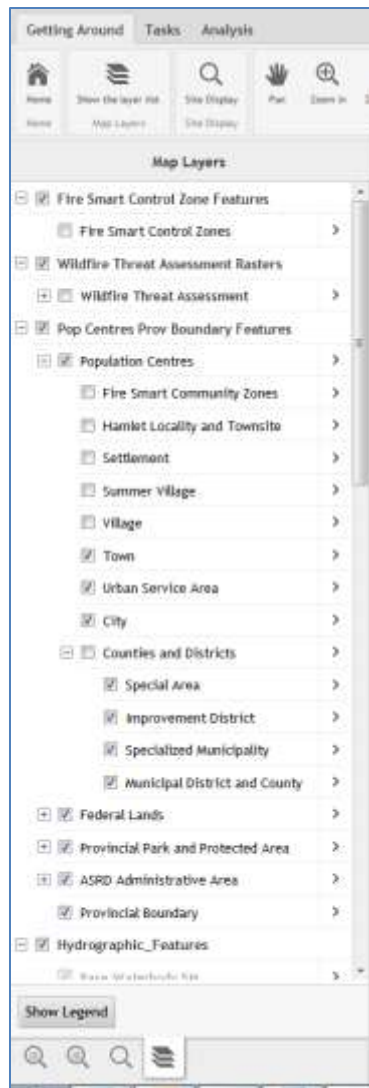
Figure 7.2.9
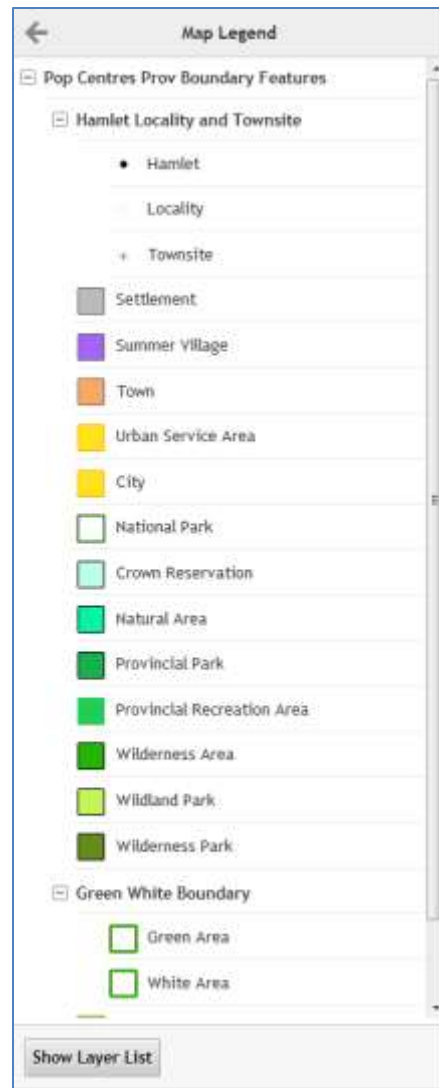
Figure 7.2.10

Figure 7.2.9 shows the Map Layers display. Clicking a layers corresponding check box with activate or deactivate layers on the map. These layers work in a hierarchy, to have a more specific layer turned on, all of the layers above that in the hierarchy must also be turned on.

Figure 7.2.10 shows the map legend. This display corresponds to the map layers that are currently visible on the map (only layers that are turned on will be populated in the legend).

Switching between these two displays can be done by using the "Show Legend" and "Show Layer List" buttons.

APPENDIX

IWCP Access Flowchart

Shown below is a simplified chart that depicts the steps someone can take to obtain a UserID for accessing IWCP, or have their existing UserID's access permission upgraded to include the IWCP application.

→ No.   → Yes.

Do any of your company's facilities require an IWCP plan? Check section 1.2 in this user manual.

Do I have access to the IWCP web application? Try to login here: Industrial Wildfire Control Plan

Please refer back to this user manual when establishing new projects to check if they require IWCP submission.

Do you already have a Government of Alberta Extern userID? If unsure, email aws.service@gov.ab.ca.

Email srd.accountmgt@gov.ab.ca to request IWCP access to be added to your existing account.

Please refer to section 2.0 of the user manual to view the process for obtaining a userID.

Login and begin creating your plans: Login to IWCP

IWCP Plan Creation and Update Flowchart

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

Login to IWCP

Select the company tab and update any information that may have changed since your last login. See section 4.0 of this user manual for details.

Verify the format your company utilizes to create plans and populate them with sites. See section 5.1 of this user manual for details.

Creating New IWCP Plans

Updating existing IWCP Plans

Select the create plan tab and begin making new plans. See section 5.2 of this user manual for details.

Select the plans search tab to find plans that already exist, but require an update. See section 3.1 of this user manual for details.

After a plan has been created, populate it with the necessary sites and site information. See section 6.0 of this user manual for details.

Once the updates are complete, save the plan and verify the information in the IWCP map viewer. See section 7.0 of this user manual for details.

Once the plan has been completed, verify the information is correct by viewing it in the IWCP map viewer. See section 7.0 of this user manual for details.

Update plans as needed, periodically throughout the fire season.

IWCP Annual Cycle and Important Dates

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

Nov 30th - New activities occurring after this date no longer require reporting and updating within IWCP.

Dec 31st - All IWCP plans are deactivated in preparation for upcoming fire season.

Oct 31st - Fire Season ends.

Feb 28th - Deadline for IWCP plan submission and reactivation; new activites beginning after this date require reporting and updating within IWCP.

IWCP Down Time.

IWCP plan submission and reactivation window.

IWCP review window.

April 1st - Fire Season Begins

Fire Season

Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov