



# Electronic Fire Information

---

“Utilize existing systems like Inciweb, Fire EGP, websites and social media platforms (AZ Fire Info, AZEIN, NM Fire Info, and SWCC Fire Info) to the fullest extent.”

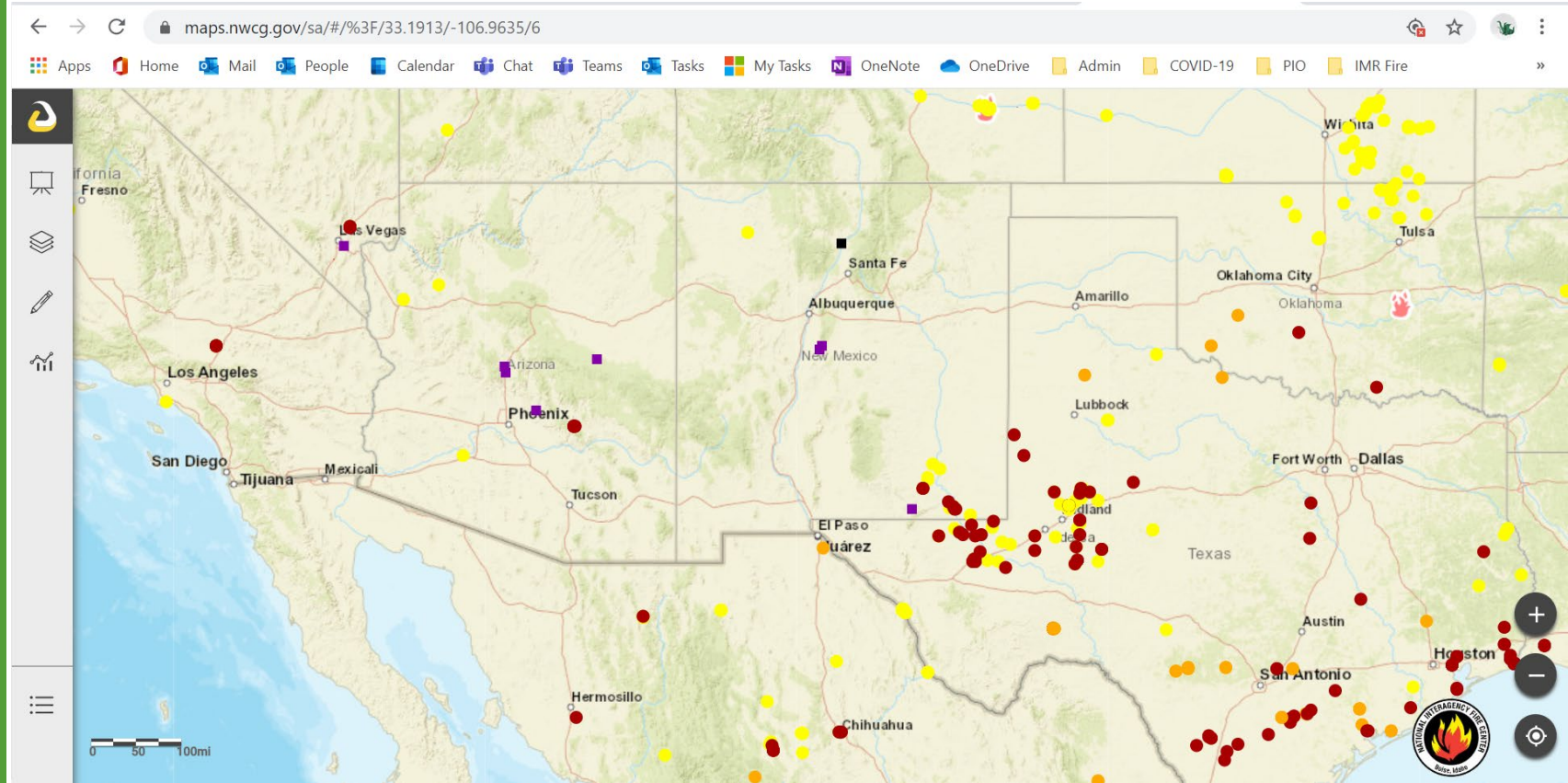
- SW Area Wildland Fire Response Plan

# Interactive Fire Map

Interactive Fire Map -  
<https://maps.nwcg.gov/sa/>

- You can zoom to the area you want to see and copy the link from there to share on Inciweb as a related link
- Click on the dots for more info
- Click on the screen icon to view the national summary
- Click on the layers icon to add layers or change the background layer (street view, topo, etc.)
- Click on the graph icon to measure distance
- Click on the three lines on the bottom left to view the legend

A great resource to link to on Inciweb on initial attack, before incident specific map is available



# Wildfires Near Me

<https://wildfiresnearme.wfmrda.com>

Wildfires Near Me is a beta web application that focuses on keeping you informed about wildfires in your area. You tell the app all the places you care about and you will receive an email or text message when a fire has started in that location. It's fast, simple, and easy to use.

*If you follow your incident, when you get an update it's usually a good heads up that a new 209 has been posted so you know when it's available to be able to update Inciweb*

**WILDFIRES NEAR ME BETA**

Preparedness Level 28 [Feedback](#) [Mfidler](#)

**Lumberton Fire**

**Fire Status**  
Emerging

**Complexity**  
Not Specified

**Southwest (SWCC)**

**Preparedness Level**

[General Info](#) [Incident Info](#) [Comments](#)

**General Information**

<b>Incident Number:</b>	2020-NMN1S-000104
<b>Discovered At:</b>	5/10/2020, 18:49 MST
<b>Last Updated At:</b>	5/11/2020, 04:50 MST
<b>Last Updated By:</b>	WILDCAD
<b>Acres:</b>	4
<b>Cause:</b>	Human
<b>Location Coordinates:</b>	36.92 , -106.89
<b>County/State:</b>	Rio Arriba US-NM
<b>Protecting Unit:</b>	NMN1S

**Wildland Fire Management**  
Research, Development & Application  
*Integrating Science, Technology and Fire Management*

OFFICIAL



# Inciweb

Make sure your Inciweb password works – reset it or request access if needed.

[https://www.nifc.gov/PIO\\_bb/inciweb.html](https://www.nifc.gov/PIO_bb/inciweb.html)

Ness Application Portal (NAP)

website: <https://nap.nwcg.gov/NAP/#>

[Ness Application Portal \(NAP\) Account Request Instructions](#)

[Ness Application Portal \(NAP\) Log In Instructions](#)

[Ness Application Portal \(NAP\) Password Reset and Retrieve Username](#)

Tip: Use Internet Explorer.

Tip: once you have access, set up challenge questions so you can reset it yourself in the future).

[Operational Briefings and Public Meetings Videos Prohibited on InciWeb](#)

[Inciweb Best Practices](#)



The screenshot shows the top portion of a web page for the Lava 18 Fire. At the top, there is a map of the fire area. Below the map, the title "Lava 18 Fire" is displayed in a large blue font. To the left of the title are social media icons for Twitter, Instagram, Facebook, and a share icon. To the right, under the heading "Unit Information", the text reads: "El Malpais National Monument", "National Park Service", "1900 E. Santa Fe Ave.", and "Grants, NM 87020". A small logo of the National Park Service is also visible. Below this is a dark blue navigation bar with white text for "Information", "Announcements", "Closures", "News", "Photographs", "Videos", and "Maps". The "News" tab is highlighted with a light blue underline. Below the navigation bar, the main heading is "News Releases – Lava 18 Fire". Three news release entries are listed, each with a title, a "Released" date, and a brief summary. The first entry is "Final Lava 18 Fire Update Unless Significant Events Occur" released on 9/11/2019. The second is "Lava 18 Fire Continues to Meet Objectives" released on 9/7/2019. The third is "Expect to See Smoke During Aerial Ignition on Lava 18 Fire" released on 9/5/2019.

## Lava 18 Fire



### Unit Information

El Malpais National Monument  
National Park Service  
1900 E. Santa Fe Ave.  
Grants, NM 87020



[Information](#) [Announcements](#) [Closures](#) [News](#) [Photographs](#) [Videos](#) [Maps](#)

## News Releases – Lava 18 Fire

### Final Lava 18 Fire Update Unless Significant Events Occur

Released: 9/11/2019

Lava 18 Fire Interagency News Release For Immediate Release September 11, 2019 Contact: Ernie Price, 505-285-4641 ext. 18, ernie\_p  
Update Unless Significant Events...

### Lava 18 Fire Continues to Meet Objectives

Released: 9/7/2019

Lava 18 Fire Interagency News Release For Immediate Release September 7, 2019 Contact: Ernie Price, 505-285-4641 ext. 18, ernie\_p  
to Meet Objectives Grants,...

### Expect to See Smoke During Aerial Ignition on Lava 18 Fire

Released: 9/5/2019

Grants, NM – The lightning-ignited Lava 18 Fire is approximately 330 acres. Firefighters plan to use aerial ignitions the next two days  
100 acres each day....

# AZ EIN

<https://ein.az.gov/>

<https://www.facebook.com/ArizEIN/>

<https://twitter.com/azein>

The team of Duty PIOs post official updates including fire updates from host units or Incident Management Team

Make sure they're on your e-mail list!

- Send news releases to [AZein@azdema.gov](mailto:AZein@azdema.gov) so they can post to the blog and social media

“Leverage resources with cooperators and partners when looking outside the agencies for PIO skills to support efforts (coordinate with AZ Department of Emergency and Military Affairs).”

- SW Area Wildland Fire Response Plan



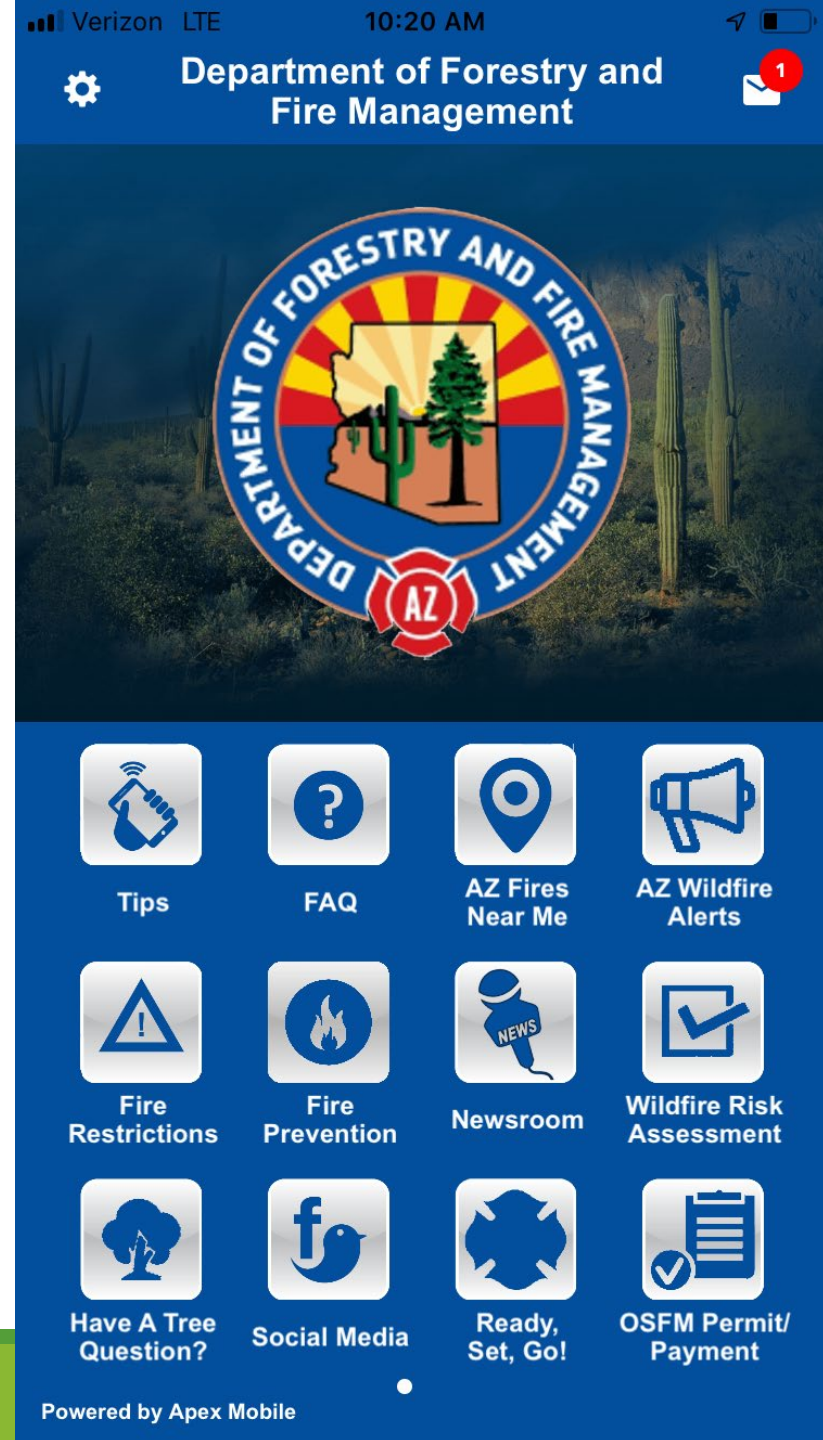
# What is AzEIN?

- **The Arizona Emergency Information Network (AzEIN) is the state's online source for emergency updates, and preparedness and hazard information.**
- **AzEIN is a public service of the Arizona Department of Emergency and Military Affairs (DEMA).**
- **Bookmark [ein.az.gov](https://ein.az.gov).**



# Arizona Department of Forestry and Fire Management App

The free mobile application can be found for IOS users on iTunes and Google Play for Android users by searching Arizona Department of Forestry and Fire Management.



# WildlandFire.AZ.gov

@WildlandFireAZ

Twitter feed automatically posts new AZ Inciweb incidents/articles

Best source for interagency fire restrictions & information, including fire prevention & preparedness tips

Considering including the links page as a "FAQ" link on Inciweb

Contact Dolores Garcia (dagarcia@blm.gov) or Tiffany Davila (tdavila@dffm.az.gov) for web content updates



### MAIN MENU

[Home](#)[Wildfire News](#)[Prevention News](#)[Useful Links](#)[About Us](#)

### Home



### ARIZONA INTERAGENCY WILDFIRE PREVENTION AND INFORMATION WEBSITE

(Information is provided by agencies associated with the [Southwest Coordinating Group](#))

**We are in this together Arizona.**

**Wildfire prevention is EVERYONE'S responsibility.**

Para información de parte de Incendios Forestales y Prevención en Español visite: [Bosque.GOV](#)



Help share the One Less Spark message:

Prevention Tips and Ways You Can Help Prevent Wildfires



**CAMPAIGN TOOLKIT**  
CLICK HERE TO DOWNLOAD »

### FREQUENTLY ASKED QUESTIONS

[Current Fire Information](#)[Fire Restrictions](#)[Arizona Land Management Map  
Before - During - After a Wildfire](#)[Fire Maps](#)[How to Help](#)[Resources for the Media](#)[Smoke & Air Quality](#)[Fire Weather & Outlooks](#)

ARIZONA EMERGENCY INFORMATION NETWORK



Arizona's online source for real-time emergency updates, preparedness and hazard information

The [Links Page](#) includes Resources to Address Common FAQs:

[Before a Wildfire](#) - [During a Wildfire](#) - [After a Wildfire](#)

[Wildfire News and Info](#) - [Fire Weather](#) - [Maps](#) - [Wildland Fire Data in Google Earth](#)

[Arizona Fire Ecology](#) - [Wildland Fire](#) - [Fire Adapted Community Resources](#) - [Smoke and Air Quality](#)

[Fire Prevention and Education](#) - [Resources for the Media](#) - [PIO Resources](#) - [State Fire Sites](#)

[Register for Emergency Alert Notifications in your County/Community](#)

# NM Fire E-mail Updates

**NMFireInfo E-mail Updates:** Click on the +Follow tab in the lower right corner of NMFireInfo.com to sign up to get an e-mail when new NMFireInfo.com posts are added. You can Manage Your Subscription to choose to have updates delivered immediately, daily, or weekly or Unfollow when you no longer wish to receive updates.

**NM State Forestry E-mail Updates:** To subscribe to New Mexico State Forestry's Wildfire E-mail Alert Service, visit <http://www.emnrd.state.nm.us/SFD/> Please note that the NM State Forestry Email Alert Service will only distribute information about wildfires on state or private land, not fires burning on federal land such as national forests.



## Fire Information

EMNRD-FORESTRY DIVISION

Incident Name: Lumberton Fire

Start Date & Time: May 10, 2020 - 1145

Start Location: Rio Arriba County, east of Lumberton

Cause of Fire: Human-caused

Area Vegetation: Ponderosa pine, brush

Estimated Acres Burned: 100

Ownership(s): Private

Structures Threatened: Yes, 4 homes

Structures Burned: No

Evacuations (Y or N & #): Y, 2 homes

The Lumberton Fire is burning on private land off of Highway 64, east of Lumberton, NM in Rio Arriba County. The fire is threatening approximately four homes, two of which have been evacuated. The human-caused fire started just before noon today (05/10) and is moving toward Jicarilla Apache Tribal Lands. Gusting wind with speeds up to 29 miles per hour has been fueling the fire. Fuels include Ponderosa pine and brush. Multiple resources from State Forestry, Chama Volunteer Fire Department, Dulce Volunteer Fire Department, and the BIA are working this fire from the ground with support from multiple air tankers. Check <https://nmfireinfo.com/> for continuing updates.

\*\* Email addresses used for sign up to this alert system will only be used for that express purpose and will not be shared with any outside agency or organization. Currently, all subscribers will receive all notifications about wildfire.

\*\* This ListServ is a service of the New Mexico State Forestry Division. The information provided on this e-mail alert focuses on wildfires on state and private land and fires within the jurisdiction of the State Forestry Division. For the most consolidated up-to-date information on wildfires in New Mexico as reported by all jurisdictions, please log onto [www.nmfireinfo.com](http://www.nmfireinfo.com).

\*\*This email alert is presented for information purposes only. Residents near the fire are urged not to travel into that area for their own safety and the safety of emergency responders.

Follow New Mexico State Forestry and receive fire information on Twitter: [www.twitter.com/nmstateforestry](http://www.twitter.com/nmstateforestry)

For information on wildfire prevention and preparedness, log onto [www.nmforestry.com](http://www.nmforestry.com).



## Links on the Information Page:

- Frequently Asked Questions
- Wildland Fire Map Resources including Wildland Fire Data in Google Earth
- Smoke Management & Wildland Fire
- Smoke and Your Health
- Before a Wildfire
- During a Wildfire
- After a Wildfire
- Prescribed Fire
- Wildfire
- Outdoor Fire Safety
- Fire Education
- Resources for the Media
- PIO Resources



Go-to source for media and public

Feed of updates embedded on Governor's website

Posts to NMFireInfo.com automatically post to:

- <https://twitter.com/nmfireinfo>
- <https://facebook.com/nmfireinfo>
- Even if you post on your host unit Facebook; monitor posts on NMFireInfo for questions too

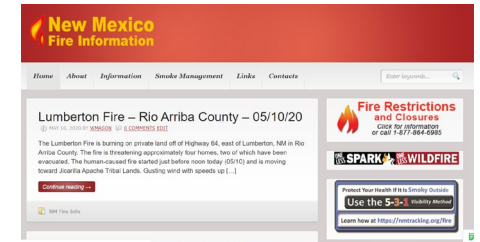
**Best Practices – Include in your post:**

- Name of your agency / unit
- Link to your incident website or agency news release page (so folks can find updates)
- Contact information for a PIO
- If you embed an image in your post it will include an image in the preview on Facebook and Twitter (these tend to get more views)

**Make a new post for each new update** (vs. editing old posts) to generate Facebook and Twitter updates

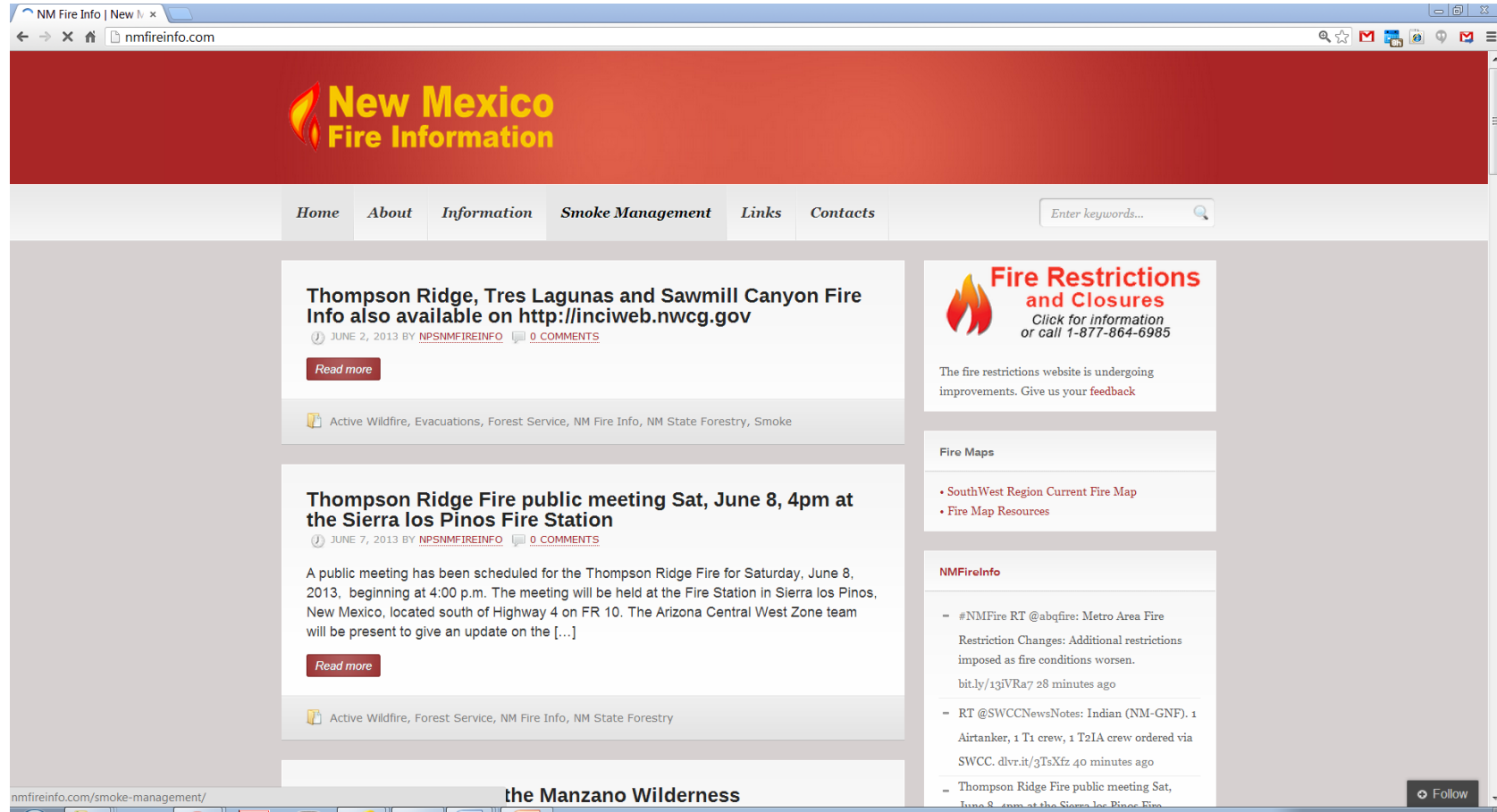
Highly recommend posting all updates on NMFireInfo.com as well as Inciweb, but if you only post to Inciweb, please post at least once and leave it as a Sticky Post so folks can find your info

Contact Teresa Rigby, Wendy Mason, or Michelle Fidler for content updates on the site or to request access to post



# Requesting a NMFIREINFO.com Password

Go to <http://NMFIREINFO.com>



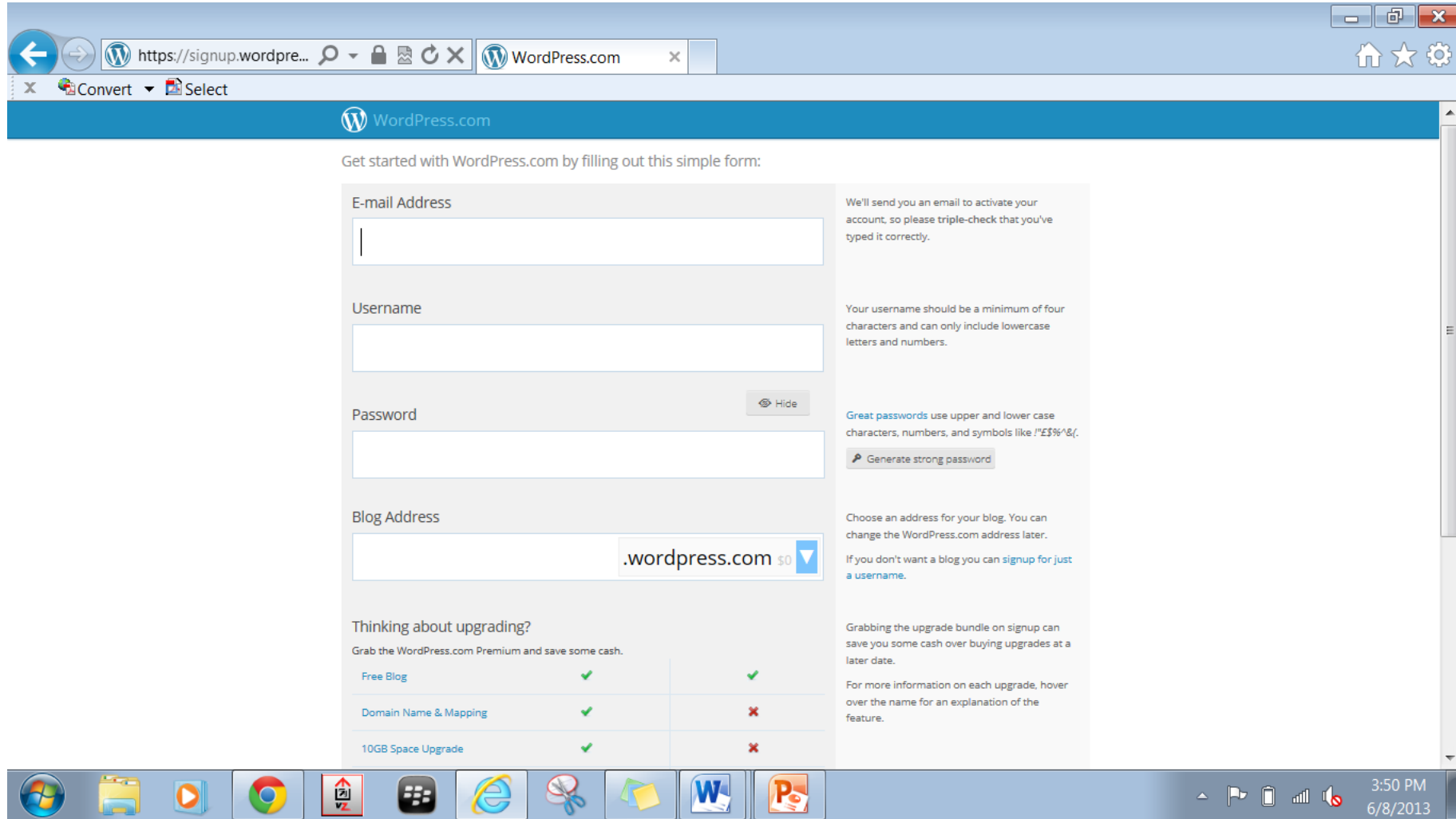
OFFICIAL



# Scroll down and click “Register”

The screenshot shows a web browser window displaying the NM Fire Info website. The address bar shows the URL <http://nmfireinfo.com/>. The main content area features several news articles, including one titled "Thompson Ridge Fire public meeting Sat, June 8, 4pm at the Sierra los Pinos Fire Station" and another titled "Fire Pops Up within the Manzano Wilderness". On the right side, there is an "Admin" sidebar with a list of links: "Register", "Log in", "Entries RSS", "Comments RSS", and "WordPress.com". A green arrow points to the "Register" link. The Windows taskbar at the bottom shows the system tray with the time 3:36 PM and date 6/8/2013.

Enter your e-mail, and select a username and password.  
Then go check your e-mail to confirm your account



# Request an Invite

Contact:

- Theresa Rigby, [trigby@blm.gov](mailto:trigby@blm.gov), 505-264-5699 (cell), or
- Michelle Fidler ([Michelle\\_Fidler@nps.gov](mailto:Michelle_Fidler@nps.gov); 520-400-2932 cell), or
- Wendy Mason, [Wendy.Mason@state.nm.us](mailto:Wendy.Mason@state.nm.us), 505-690-8210 (cell)

Provide them with the e-mail you used to register your account & what your role with the host unit or incident is.

**Note: not every PIO needs an account; generally there will be one per host unit and/or IMT account incident PIOs can use.**

They will send you an e-mail with an invite to be an editor to be able to post.

Open the e-mail and click accept the invitation.

**See related reference document for instructions on how to post updates**



# Virtual Operations

[How to Use DSLR Camera as a Webcam](#)

[How to Use Your GoPro As a Webcam](#)



## Virtual Operations

“Updates and new technology along with improvements in hardware have allowed for some incident response operations to be done virtually.

Many traditional face-to-face practices have potential to promote spread of COVID-19 requiring reevaluation of operational procedures to prevent virus transmission. Incident operations have traditionally involved meeting in groups or working in close quarters to share information. Information presented below is meant to provide guidance on some of the available tools and tool selection considerations that can promote virtual operations, helping limit virus spread during incident management. This list is not all-inclusive but rather a starting point. Incident responders can consider developing operational capabilities using these tools:

Some Available Tools:

- Enterprise video communications ([Zoom](#), [GoToMeeting](#), [FireNet](#))
- Live streaming platforms ([Periscope](#))
- Instant messaging systems ([Slack](#), [Skype](#))
- Video teleconferencing or video calling (VTC, [Facetime](#))
- Mobile applications ([Wind Ninja](#), [Collector](#), [Google Forms](#), [QR Code Readers](#))
- [AGOL](#) (Story maps, story journals, data sharing and collaboration)
- Government web-based applications ([EGP](#), [WFDSS](#), [IFTDSS](#), [WebEOC](#))
- Government/public video feeds, portable incident video equipment.”

- [SW Area Wildland Fire Response Plan](#)

# Some Tool / Application Considerations

As a reminder, all employees should refrain from discussing sensitive matters or exchanging personally identifiable information or other sensitive data when attending any type of videoconferencing.

## Some Tool/Application Considerations

“Units will need to define task purpose and need to conclude appropriate tool/applications for use. Other considerations to keep in mind include:

- Number in audience and purpose of meeting. Video platforms have participant limits.
- Is there a need to display/share information? Will Agency firewalls limit use or sharing?
- Will other entities such as county agencies or the public be able to access the applications and do the tool/applications have a good feedback loop or ability to comment?
- Use of virtual tools may require time to train and learn. Some tools require multiple presenters to handle presentations and coordination of feedback.
- Can tools/applications record presentations or save data for required documentation?
- Licenses may be limited or need purchased, or passwords require time to acquire.
- Does the tool/application have the ability to encrypt video or data sharing for security?
- Have capabilities been explored for tools/applications we currently have? Are there lowtech solutions that could be used that would be effective in a virtual environment?
- What equipment is needed to use the tools virtually and be effective? Cameras, Monitors, portable printers, scanners headsets, hotspots, MiFi.
- Is Enterprise e-ISuite functional enough for virtual use? Are there mobile apps available to implement virtual Check-in and Demob, as well as for entering time worked?”

- SW Area Wildland Fire Response Plan



# Next Generation FireNet Incident E-mail

[Firenet](#)

[Next Generation FireNet Information](#)

[FireNet365](#)

[NextGen Firenet FAQs](#)

[Firenet365 User Guide](#)

[Requesting a Firenet Account](#)

[Video walking you through initial sign on](#)

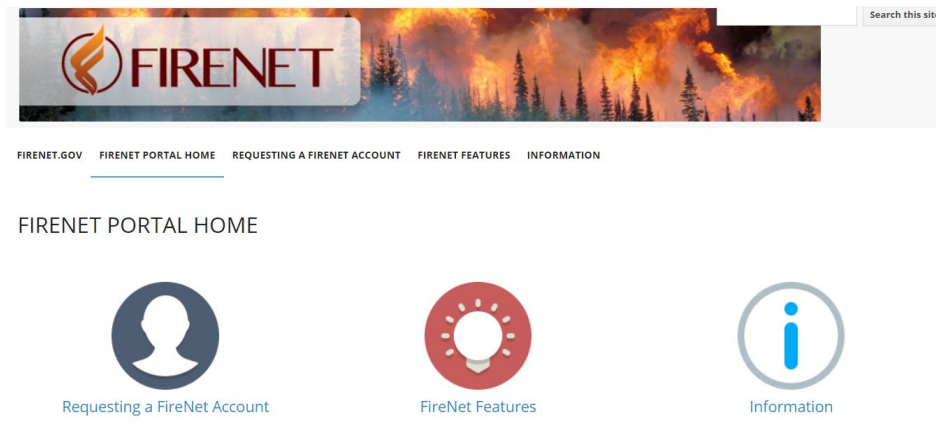
[FireNet365 User vs Guest User](#)

[How to access Microsoft Teams in FireNet365 as a guest](#)

[Incident Firenet Setup Instructions](#)

[Firenet Contacts: Tech Support & Incident Help](#)

[How to Manage Your Junk Email Filter](#)



**WELCOME TO FIRENET365!!**

Migration is complete!! For help with your initial sign on, setting up recovery information and MUCH more please review our FAQ page. If you need additional support after reviewing that page please submit a ticket using the [FireNet 365 Migration Support Ticket Form](#).

Capability in FireNet365	FireNet365 User	Guest User (USDA, DOI, etc.)
Create a channel in Teams <i>Team owners control this setting.</i>	✓	✓
Participate in a channel conversation	✓	✓
Post, delete, and edit messages	✓	✓
Upload, download, and collaborate on files in Teams	✓	✓
Access files shared from OneDrive for Business	✓	
Add a member to a Team <i>Team owners control this setting</i>	✓	
Become a Team owner (limited to certain users)	✓	
Create a Form in FireNet365	✓	
Edit existing forms associated with a Team	✓	✓
View form results	✓	✓
Access a FireNet365 shared mailbox	✓	

\*Note: This is not an exhaustive list of all functionality inside FireNet365. This outlines the most used functions. This list will be updated as needed.

“Use email lists and/or email subscription services to distribute daily incident updates, maps and other information as an “electronic trapline.”



# Next Generation FireNet Incident E-mail

What does it mean for PIOs?

- Unless you're on an IMT, you may need to wait to get an account until you're assigned to an incident.
- Highly recommend taking the [security test](#) now (FS version is generally the simpler version), so you have the certificate of completion ready to go – save it – you'll need to provide it if requested (FireNet usually asks for them once a year) and/or will need to provide it when requesting your account.
- The federal security test is required annually. Take it now and hang onto your certificate so you can submit it when requested (if you already have an account) or send it to your sponsor when requesting an account.
- If you're a non-fed, a federal employee will need to sponsor you from an agency e-mail account (not a FireNet email). The sponsor can be your host unit dispatch or a member of the IMT for the incident you're supporting.
- Review any training updates available on the FireNet website.
- We expect incident PIOs will need to have their own accounts (vs. Signing in with agency accounts as guest) to be able to delegate access to the inbox, like how it used to work when FireNet was in the Gmail platform)



# Microsoft Office 365

Try googling “O365 and your question and platform” (ie. Mobile app, Web app or Desktop app) as instructions/functionality vary slightly between them

Microsoft Teams – potential uses: team chat/meetings, small-group video conferences, live public events, file sharing

OneNote – potential uses: collaborative document development

Outlook – email



Note: MS Teams is the new name for Skype, and has matching versions for Skype for Business and Skype for Education. Skype and Teams are compatible until Microsoft finalizes its migration to the Teams solutions.

# Internal Communication

## Firenet

- Group Chats (between specific individuals or groups of individuals)
- Can join as a guest or login with account.
- You can include up to 100 people in a group chat.

Channel Chats (between everyone in the channel)

- Manage Notifications

Group Texts <https://bit.ly/InternalText>

Groupme Free app for download on mobile/tablet, or recipients can receive SMS text messages (no app required); can access from web as well. Easy to add/remove users and personnel transition. Users can choose to “mute” the conversation to avoid getting audio alerts, but still receive messages.



A screenshot of the Microsoft Teams web interface. The top navigation bar is dark blue with the "Microsoft Teams" logo and a search bar. The left sidebar contains navigation icons for Activity, Chat, Teams, Apps, and Help. The main content area shows a list of teams on the left and a chat window for the "General" channel on the right. The chat window displays a message from Russell Virgilio at 5/8 6:38 PM: "Please check in here once you are able to access the team chat". Below this is a "Collapse all" button and two "I'm in" status updates from Michelle Fidler (4:07 PM) and Brandalyn Vonk (5:08 PM). The bottom of the chat window has a text input field with the placeholder "Start a new conversation. Type @ to mention someone." and a row of icons for actions like reply, mention, GIF, video call, and share.

# Practice and Prepare

“Practice and prepare to enhance knowledge and the skills necessary to efficiently conduct work off-site.”

- SW Area Wildland Fire Response Plan



## Make sure your Inciweb password works – Instructions

- • Ness Application Portal (NAP) website: <https://nap.nwcg.gov/NAP/#>
- • [Ness Application Portal \(NAP\) Account Request Instructions](#)
- • [Ness Application Portal \(NAP\) Log In Instructions](#)
- • [Ness Application Portal \(NAP\) Password Reset and Retrieve Username](#)
- • Tip: Use Internet Explorer.
- • Tip: once you have access, set up challenge questions so you can reset it yourself in the future).

## FireNet365

- [NextGen Firenet FAQs](#)
- [Firenet365 User Guide](#)

## Microsoft365 (Office365)

**Microsoft Teams** – potential uses: team chat/meetings, small-group video conferences, live public events, file sharing

- [OneNote](#) and [OneDrive](#) – potential uses: collaborative document development
- [Outlook](#) – email

## Making Documents 508-Compliant in Microsoft Word

- - Review tab > Accessibility Checker

OFFICIAL



# Social Media Resources

## CONTENT RESOURCES

[Official Fire Information Logo](#)

[Official Fire Information Logo .jpg](#)

[If You Fly, We Can't Flyers, Posters, and Social Media Graphics](#)

[AZ Ready, Set, Go! Social Media Toolkit](#)

[Ready.Gov Preparedness Calendar](#)

[Ready.Gov Wildfire Safety Social Media Toolkit](#)

[NFPA Wildfire Preparedness Social Media Toolkit](#)

[FEMA Outdoor Fire Safety Social Media Toolkit](#)



“Utilize VOST (Virtual Operations Support Team) for social media monitoring and transmission of approved messages, further minimizing travel to incident.”  
- SW Area Wildland Fire Response Plan

[Social Media Guidance and Best Practices for PIOs](#)

[DOI Digital Media Guide](#)

[USFS Digital Strategy](#)

[Go.U.S.A.Gov URL shortener](#)

[Accessibility of Short URLs](#)

[Flickr – How to Upload Photos and Videos](#)

[Twitter \(including how to post photos, create live videos, and make images accessible\)](#)

[Social Media Accessibility Toolkit Hackpad](#)

[508 Accessible Videos—Why \(and How\) to Make Them](#)

[Digital.gov: Copyright & Free Stock Footage and Music & Audio](#)

[Social media PIOs Facebook group](#)

[NIFC PIO Bulletin Board COVID-19 Virtual Operations Resources](#)

[FEMA Social Media Emergency Management Guidance Tool \(includes information\)](#)

[Virtual Operations Support Group \(VOSG\)](#)

[Virtual Operations Support Team \(VOST\) Workbook](#)

[NIFC PIO Bulletin Board Social Media](#)

# Social Media

## Facebook Live

Free

Unlimited viewer access; anyone with a Facebook account can watch live, no account required.

Viewers can type in questions live.

Monitoring public questions received via phone, e-mail, and general questions / comments in broader social media monitoring can help you anticipate questions to address.

Facebook supports [closed captions for Facebook Live broadcasts](#)

Tip for typing transcripts for audio files (if Facebook auto caption file isn't close enough to work with editing) .... Use your [Microsoft Word text to speech](#). Turn it on. Play your audio file. Also works with Google Docs. You still have to clean up typos.

OFFICIAL



[Facebook Help Center](#)

[Schedule a Premiere](#) (upload pre-recorded videos to broadcast live on your Facebook page)

[Live With on Facebook](#) (add a guest into your Page livestream)

[Facebook Live overview](#)

[Facebook Live for Government Officials](#)

[Tips and best practices for Facebook Live](#)

[Facebook Live Producer](#)

[Facebook Live Producer Tutorial](#)

[Get Started with Facebook Creator Studio](#)

[Go Live from Facebook Creator Studio](#)

[Facebook Live Video API](#)

[Using BlueJeans for Facebook Live](#)

[Using Zoom for Facebook Live](#)

### [Upcoming Training](#)

#### **Facebook 101**

May 19, 2020, Time: 2:00-3:00PM ET, RSVP [HERE](#)

May 26, 2020, Time: 2:00-3:00PM ET, RSVP [HERE](#)

#### **Facebook Live**

May 20, 2020, 3:00-4:00PM ET, RSVP [HERE](#)

May 27, 2020, 3:00-4:00PM ET, RSVP [HERE](#)

[Facebook Gov't, Politics and Advocacy Hub](#)

Partner agencies may have access to [Be.Live](#) which has the [ability to broadcast with < 4 people on screen](#). [Overview](#)

# Social Media

## YouTube

### [YouTube Live Stream Tutorials](#)

#### [Get started live streaming](#)

#### [Create a live stream via webcam](#)

Need 1,000 subscribers to be able to stream from a mobile device, however you can livestream for less than 1,000 if it's through desktop or web cam.

### [YouTube Premieres](#)

YouTube has a setup called [YouTube Premieres](#), where you can upload a video and schedule a "premiere" that will launch the video at a scheduled date and time, and you can couple that with live chat.

Because YouTube offers auto-captioning, this could be a nice setup to consider. You can upload your video, fix the auto captions that YouTube provides to ensure they are high-quality, schedule the premiere, promote it, and then tune in live with their followers.

#### [View automatic captions on live streams](#) (for channels with over 10,000 subscribers)

#### [Live caption requirements](#) (involves an embed code)

#### [Add your own subtitles & closed captions](#)

When editing the auto-generated captioning it autosaves your work constantly and you can download the finished caption file for use on Facebook.

If you have a transcript from a community meeting (which you will if the meeting is live captioned by a CART captioner) you can upload the edited transcript and YouTube will auto-sync the captions. The timing comes out great! The only very minor issue I've noticed is that it may go to three lines of captions every once in a while. To fix that you just need to skim through and delete and space here and there. Quick and easy fix.



Partner agencies may have access to [Be.Live](#) which has the ability to broadcast with <4 people on screen ([Example](#))

# Social Media

## Twitter / Periscope

### [How to share and watch videos on Twitter](#)

Share videos on Twitter by recording through the app, importing from your device, or uploading to twitter.com.

Maximum video length is 2 minutes and 20 seconds.

### [Periscope](#)

A Periscope broadcast is a live video stream. Viewers can engage directly with the broadcaster and other viewers through the use of real time commenting and hearts. A stream can be as short or as long as you want.

Broadcasts are by default public and visible to everyone on our platform. You can, however, opt to [make your broadcast private](#) and make it visible to a select group of viewers.

Note: Periscope is available on [iOS](#), [Android](#), and [web](#). To use Periscope, you need an Apple device running iOS 11 or greater or an Android device running 5.0 (Lollipop) or higher. Your Android device will need both front and back cameras in order to be compatible. Additionally, some devices can't support the required OS. If your device isn't supported, you can always watch [broadcasts via web](#).



# Video Conferencing Zoom

USFS has a limited number of [Zoom Full Enterprise licenses](#) for GACCs, Type 1 / Type 2 / Area Command and NIMO Teams to use for work extensively with external partners where Teams cannot meet the need.

[USFS CIO: Guidelines for using Zoom as a teleconferencing option](#)

**NPS Guidance as of 4/29/20**

NPS employees may use Zoom when attending meetings hosted by other organizations. The only limitation is the use of the Zoom desktop client and not the Zoom browser extension. Employee may contact their help desk for installing the latest client version. Outdated clients and extensions will be removed automatically if found on NPS computers.

NPS employees may not use the public version nor the Zoom for Government solution to host NPS meetings, training, events.

**Security Tips:** Use the latest version of Zoom.

Check to see if your Zoom meeting has a meeting ID and password.



## [Zoom - Meeting and webinar comparison](#) & [Roles in a Webinar](#)

Meetings are designed to be a collaborative event with all participants being able to screen share, turn on their video and audio, and see who else is in attendance. While Zoom meeting allows the presenter to push a live stream to Facebook, any attendees watching have control over sharing their video feed, mic, and share any content. Zoom meetings is best used for everyday meetings within an organization.

Webinars are designed so that the host and any designated panelists can share their video, audio and screen. Webinars allow view-only attendees. They have the ability to interact via Q&A, chat, and answering polling questions. The host can also unmute the attendees. Zoom webinar allows the presenter to push a live stream to Facebook but does not allow for any control to those watching the webinar. Webinar is best used for large audiences and public meetings since it puts participants in a "listen and view only" mode.

Can blur background or add alternative background ex: photo of incident map.

Can stream to up to 1,000 in a meeting for 40 min with free account.

[In-Meeting Chat](#) As host, you can choose who the participants can chat with or to disable chat entirely.

[Finding and Viewing Recordings](#) You can record your Zoom meeting or webinar locally to your computer or to the Zoom cloud if you are a licensed user. Files stored on the cloud can be accessed on your desktop or from the web. Locally recorded meetings and webinars can only be accessed on the computer that recorded the meeting. Uploading recording to share on another platform takes time that may not be efficient when sharing emergency information.

[Getting started with closed captioning in Zoom](#)

[Zoom Streaming a meeting or webinar on Facebook Live](#) & [Zoom Streaming a meeting or webinar on YouTube](#)

[Live Streaming Meetings or Webinars Using a Custom Service](#)

With a paid account, you can have the IMT visual info, a remote ASL interpreter and CART captions on one screen. When the archive video is saved on Facebook, it will already be fully accessible. However you can't edit the captions after the meeting – any errors will stay there. Only the account host needs the account. Anyone else can join with a link. With a free account, you can run [Open Broadcast Software \(OBS\)](#) to [live stream to Facebook](#).

[Turn your Zoom mic on and off with the space bar.](#)

# Video Conferencing Microsoft Teams

Firenet Teams - [FAQs](#) & [FireNet365 User Guide](#)

## USFS Teams

“The Forest Service standard for teleconferencing is still [Microsoft Teams](#), [WebEx](#) or [Adobe Connect](#).” - [USFS CIO](#)

## DOI Microsoft Teams

DOI has [created a guide detailing](#) how to add an external user to Teams. Keep in mind while reading that document that when you add an external user they come in as a Guest rather than a Member. The document details the capabilities of a Member versus Guest.

MS Teams is the new name for Skype, and has matching versions for Skype for Business and Skype for Education. Skype and Teams are compatible until Microsoft finalizes its migration to the Teams solutions.

[Accessible and Inclusive Telework Practices Using Microsoft Teams](#) - Guidance from HUD

[5 Tips on Holding Accessible Microsoft Team Meetings](#) - Guidance from HUD



[Accessibility overview of Microsoft Teams](#)

## [Online Meeting software, web meetings | Microsoft Teams](#)

**Online meetings** - video chat with up to 250 people at once with Teams

Host audio, video, and [web conferences](#) with anyone. Get features such as scheduling assistance, meeting note taking, screen sharing, meeting recording, and instant messaging.

*- Share meeting agendas prior to a conference, invite external guests to join a meeting, and access past meeting recordings and notes. Meetings can be scheduled in the Teams app or through Outlook.*

*- External guests can be invited to and participate in video calls, no Microsoft account required. Works best to set up the meeting from the calendar, not from within a channel. Paid accounts can utilize video/sound on mobile, tablet, and desktop. Can blur background.*

*- Able to record – saves to [Microsoft Stream](#) The recording saves to the Stream of whichever attendee/participant starts recording – so even if the host is in an agency teams account, if a Firenet participant records it, it would save to the Firenet user’s Stream. From Stream, you can edit who has access or transfer ownership to another Firenet account. You can also turn on autogenerate a caption file (it’s greyed out until you select a language (ie. English). It takes a while to process. Interestingly the recording shows multiple speakers on the screen, Brady Bunch style, which was different than what the attendees saw on the screen, one face filling up the screen at a time.*

[Create closed captions for a video](#)

[Edit the transcript of a meeting recording in Teams](#) (you can change the file extension to .txt to open it in notepad)

[Live captions](#) may be available in agency accounts and/or Firenet in the future

# Video Conferencing Microsoft Teams

Firenet Teams - [FAQs](#) & [FireNet365 User Guide](#)

## USFS Teams

“The Forest Service standard for teleconferencing is still [Microsoft Teams](#), [WebEx](#) or [Adobe Connect](#).” - [USFS CIO](#)

## DOI Microsoft Teams

DOI has [created a guide detailing](#) how to add an external user to Teams. Keep in mind while reading that document that when you add an external user they come in as a Guest rather than a Member. The document details the capabilities of a Member versus Guest.

MS Teams is the new name for Skype, and has matching versions for Skype for Business and Skype for Education. Skype and Teams are compatible until Microsoft finalizes its migration to the Teams solutions.

[Accessible and Inclusive Telework Practices Using Microsoft Teams](#) - Guidance from HUD

[5 Tips on Holding Accessible Microsoft Team Meetings](#) - Guidance from HUD



[Accessibility overview of Microsoft Teams](#)

## Online Meeting software, web meetings | Microsoft Teams

**Live events** - present live to up to 10,000 people

Hold any meeting live—[large meetings](#), webinars, company-wide events, and presentations with up to 10,000 attendees inside or outside your organization—with Teams [live events](#).

- *Requires attendees to sign in with a Microsoft account (anyone can set up a free account) to view. Guest account cannot use video on mobile, only sound.*
- *Can choose between having one screen showing or split screen. Virtual presenters can share using webcams and their screens to present content*
- *Once you go live, you have 16 hours, but once you stop the event you cannot restart. There is ~10-20 second delay from what you are doing as a presenter and what the public see/hear.*
- *Virtual presenters can share audio, but attendees can only participate via text based Q&A*
- *Can turn on Q&A feature. Attendees can choose to write in their name, but the default is everyone is identified as anonymous. Every question needs to be approved in order to be viewable to all watching.*
- *Able to record – saves to [Microsoft Stream](#)*
- *Cannot live stream meeting to social media without additional software ex: [OBS: Open Broadcaster Software](#)*

[Live captions](#) may be available in agency accounts and/or Firenet in the future

# Video Conferencing

## WebEx

“The Forest Service standard for teleconferencing is still [Microsoft Teams](#), [WebEx](#) or [Adobe Connect](#).” - [USFS CIO](#)

NPS already pays for four tools (i.e. Microsoft (MS) Teams, MS Streams, GoToMeeting, and WebEx), which have already gone through the security review process and are authorized for use. Contact your local help desk for details.



[WebEx](#) – up to 100 attendees

Separate phone line is recommended; quality of MyMeetings WebEx audio is poor.

Can share video and desktop screenshare.

External guests can participate.

Can chat to attendees.

No ability to record the meeting.

The cost of each WebEx meeting varies depending on which contract you use. The MyMeetings WebEx contract is estimated to cost 14 cents per minute per participant (11 cents for WebEx and 3 cents for the dial-in number); a 1 hour call with 50 participants is estimated at over \$400.

[How Do I Enable Closed Captions in Webex?](#)

[Webex – Stream to Facebook Live](#)

[Webex – Stream to Twitter](#)

# Video Conferencing

## Adobe Connect

“The Forest Service standard for teleconferencing is still [Microsoft Teams](#), [WebEx](#) or [Adobe Connect](#).” - [USFS CIO](#)



### [Adobe Connect](#)

Leverage dynamic multimedia and video. Add interactivity with smart Q&A.

Leverage Webinar power tools like 'Presenter Only Area' and 'Prepare Mode' that enable you to work behind the scenes with other presenters and produce great results. Persistent rooms for you to setup days or weeks ahead and re-use content from previous sessions. Engagement dashboard for insight into participation and level of interest. Powerful host controls to manage every aspect of the participant experience.

Templates for web pages and emails make it easy to setup and create events, Create custom registration form. Quickly add email options such as invitations, reminders, and follow-ups.

### [Downloading and Running a Closed-captioning Pod in an Adobe Connect Meeting](#)

# Video Conferencing

## GoTo Meeting

NPS already pays for four tools (i.e. Microsoft (MS) Teams, MS Streams, GoToMeeting, and WebEx), which have already gone through the security review process and are authorized for use.

[Getting Started with GoTo Meeting](#)

[Organizer Guide for Windows](#)

[Free Training](#)

GoToWebinar does not support live captioning inside the GoToWebinar meeting room; thus, you need to link attendees to an alternative location where they can see live captions.

# Tips for Facilitating a Virtual Meeting or Presentation

## Before the meeting:

- Test your tech, practice to work out the bugs
- Send a meeting invite including time, link and/or call in # to join, and agenda
- Confirm facilitator and presenters, have them sign on a few minutes early
- Turn the video on a few minute before meeting is scheduled to start

## During the meeting:

- Thank audience for joining you today
- As facilitator, tell people who you are and your title/affiliation
- Highlight how long event is planned to go
- Announce if the webinar is being recorded
- Reminder to mute
- Process for questions (consider having a designated person monitor questions and reply as applicable and/or ask them in the group forum – may need this to be someone other than the facilitator as can be hard to present and monitor chat)
- Depending on the platform, consider non-verbal feedback requests from the audience (ie. thumbs up, hand to ear for can't hear, raise hand if have a question)
- Summarize agenda
- Thank presenters for joining you today – highlight their names and titles in the intro or during transitions as needed
- Share info on how to access recording, notes, referenced files, etc. as applicable

**After the meeting:** Follow up with notes / links / recordings as promised

# Section508.gov

## Videos and Virtual Meetings

Captions are required for information provided by speech or sound. Consider using [FedRelay](#) solutions, such as [Relay Conference Captioning](#) (RCC), to caption your conference call or webinar. (The service requests that you book your captioning at least 12 hours in advance; they cannot promise a captioner will be available if you want until less than 12 hours before your meeting.)

Include descriptions of visual content in speaker narration. Otherwise, provide audio descriptions for information provided through graphics and pictures.

Make sure the media player controls are keyboard accessible.

Review this [Video, Audio and Social](#) guidance for more information.



## AZ ASL Interpreter & CART Captioner Ordering Instructions

The pre-recorded videos are easy remote. They can add interpretation picture in picture and add captions remotely without a problem.

For remote support for livestream events, remote interpreting is possible, so long as there's a way to have a split screen or picture-in-picture to show the remote ASL interpreter on the screen along with the IMT presenter.

Remote captioning is fairly easy too. There are a few different options, but the most straight forward way would be to use a StreamText link ([www.streamtext.net/text.aspx?event=FireName](http://www.streamtext.net/text.aspx?event=FireName)) like they always do, and provide the Captioner audio access. This can be done via cell phone or Zoom conferencing...or just about any other source that would provide clear audio. The Captioner would write into StreamText from home and we'd have a web link to be able to post in the announcement and comments of the livestream video.

### **Live Caption Vendors**

Below are a few live caption vendors. New services and companies become available all the time, so do some research online to find the right vendor for you.

[Accessibility Solutions and Research Center \(AMAC\)](#)

[3Play Media](#)

[National Industries for the Blind \(NIB\)](#)

[CaptionMax](#)

[National Captioning Institute \(NCI\)](#)

[ACS \(Alternative Communication Services\)](#)

[AI-Media](#)

[Caption Access](#) The cost is around \$100 per hour (billable in 15 minute increments)

If it's not possible to split screen, consider projecting remote interpreter and/or captioner on a screen behind the presenter in the livestream.



# Recording Meetings

Per NPS's Web Conferencing Guidance for Recorded Meetings ([internal link](#), referenced 4/25/20)



There is no requirement to record a meeting; however, if you choose to record the meeting there is specific guidance you must follow.

You must notify everyone on the meeting if it is being recorded.

Recorded content is a form of documenting the transaction of federal business and therefore is considered to be a **federal record**; however, you have the option to maintain the Federal Record through documented meeting notes rather than the recording. There is no need to maintain both a document and a recorded copy of the meeting unless the meeting is conducted by a High Level Official. If you record a meeting led by a High Level Official, any documentation and any recording must be maintained as a federal record. Contact your [bureau records officer](#) for more information.

An employee should also understand that as with all records, the recorded information that is collected is subject to discovery for any Congressional Oversight, litigation, investigation by the Inspector General, or Freedom of Information Act (FOIA) requests.

Recorded content must meet Section 508 requirements. Please reach out to your [Section 508 Coordinator](#) for more information.

# “The only constant in life is change” –Heraclitus

While our goal today is make this information as timely and accurate as possible, there are no claims, promises, or guarantees about the accuracy, completeness, or adequacy of the contents of this document.

As always, tools, tactics, and platforms may vary by agency, and evolve over time. Always coordinate with the host unit Public Affairs Officer and other agency web, IT and/or accessibility coordinators, as applicable.

Reference in this document to any specific commercial product, process, or service, or the use of any trade, firm or corporation name represent examples for information and convenience and does not constitute endorsement, recommendation, or favoring.



**Tools, tech, and tips will continue to evolve**

**Check for updates:**

[NIFC PIO Bulletin Board](#) including [Info for Public Affairs Officers](#)

**Network, learn from others tips, share lessons learned:**

FireNet Teams [PIO Toolbox Team](#)

[Wildland Fire Public Information Officer Facebook Group](#)

[Social Media PIO Facebook Group](#)