



## Addendum 1: InciWeb Drupal Administrative Manual

### Latitude and Longitude: How to Input when Creating or Editing an Incident

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LATITUDE \*

[Box 22] Latitude deg \*

  

Latitude min

  

Latitude sec

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LONGITUDE \*

[Box 22] Longitude deg \*

  

Longitude min

  

Longitude sec

Figure 1: Where to input the latitude and longitude for creating a new incident or editing an existing one in InciWeb Drupal.



Figure 2: A wildfire icon placed next to a road. Inputting the correct latitude and longitude (a required field) will ensure the icon appears in the intended location. Icon is displayed larger than it would appear on the InciWeb Drupal map.

When creating or editing an incident (e.g., wildfire, earthquake, flood, prescribed fire) there are many blank fields requiring information marked with a red Asterix symbol. Filling in the latitude and longitude is one of those required fields (Figure 1).

Essentially, latitude and longitude are the two invisible lines of reference surrounding the Earth. Latitude lines run east – west from the equator. Longitude lines run north – south from the prime meridian (0 degrees) in Greenwich, England. Any location point around the globe creates a coordinate based on where the latitude and longitude lines intersect each other. That intersection creates a global position system (GPS) coordinate.

#### Remember:

- In InciWeb, a reference icon (Figure 2) will be placed on the national map based on the type of incident and where the coordinate was directed to (Figure 1).
- Coordinates on InciWeb are input in the most common format of degrees (°), minutes (′) and seconds (″). No letters are needed North (N) or West (W).
- Longitude is a negative number in degrees and InciWeb places the (-) symbol automatically when the incident is saved.
- **Do not** input a negative or minus (-) symbol in the longitude deg. field, as InciWeb will create a double negative (--) coordinate.
- Seconds (″) in both latitude and longitude are only accepted in whole numbers. If a coordinate has decimal numbers, round up or down to the closest whole number (e.g., 31.3″ = 31″ and 31.64″ = 32″).