

SIT-209

Application

Intelligence Operations

INTERAGENCY SITUATION REPORT

User's Guide February 2023



Wildland Fire Application Portal



To access your Wildland Fire Application select one of the tiles below:

My Applications



Wildland Fire Applications

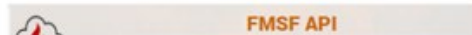


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Introduction

The Interagency Situation (SIT) Report application is a web-based and captures incident activity in summary form to be utilized by fire managers. Once the information has been submitted, it can be accessed and utilized at local Dispatch Offices, Geographic Area Coordination Centers (GACCs) and the National Interagency Coordination Center (NICC) to produce summary reports to be used by agency managers as a decision-making tool. Agency information officers also use the reports to disseminate incident activity to the media and public. The Incident Management Situation Report, also known as the National Situation Report, is prepared at different frequencies throughout the year.

GACCs have edit access to all the Dispatch Offices within their area. Additionally, NICC has edit access to all Dispatch Offices and GACCs.

User Support

Technical support for the Situation Report application is available at the Interagency Incident Applications (IIA) [Help Desk](#). Contact the Help Desk at (866) 224-7677 or via e-mail at: IIA-Helpdesk@usda.gov. The IIA Help Desk is available 24 hours a day, 7 days a week.

A program or system outage should be reported immediately to the IIA Help Desk by phone and email. If the outage is affecting fire reporting, inform the Help Desk that this is a “fire emergency” and instruct them to immediately elevate the ticket to “Level 2.” More specific instructions on reporting program and system outages are available at: <https://www.predictiveservices.nifc.gov/intelligence/intelligence.htm>. Click on “How to Report Sit/209 Program Outages.

If you have questions about data entry, what to report, program access, and so forth, contact your local dispatch center or Geographic Area Intelligence Coordinator/Officer.

Troubleshooting

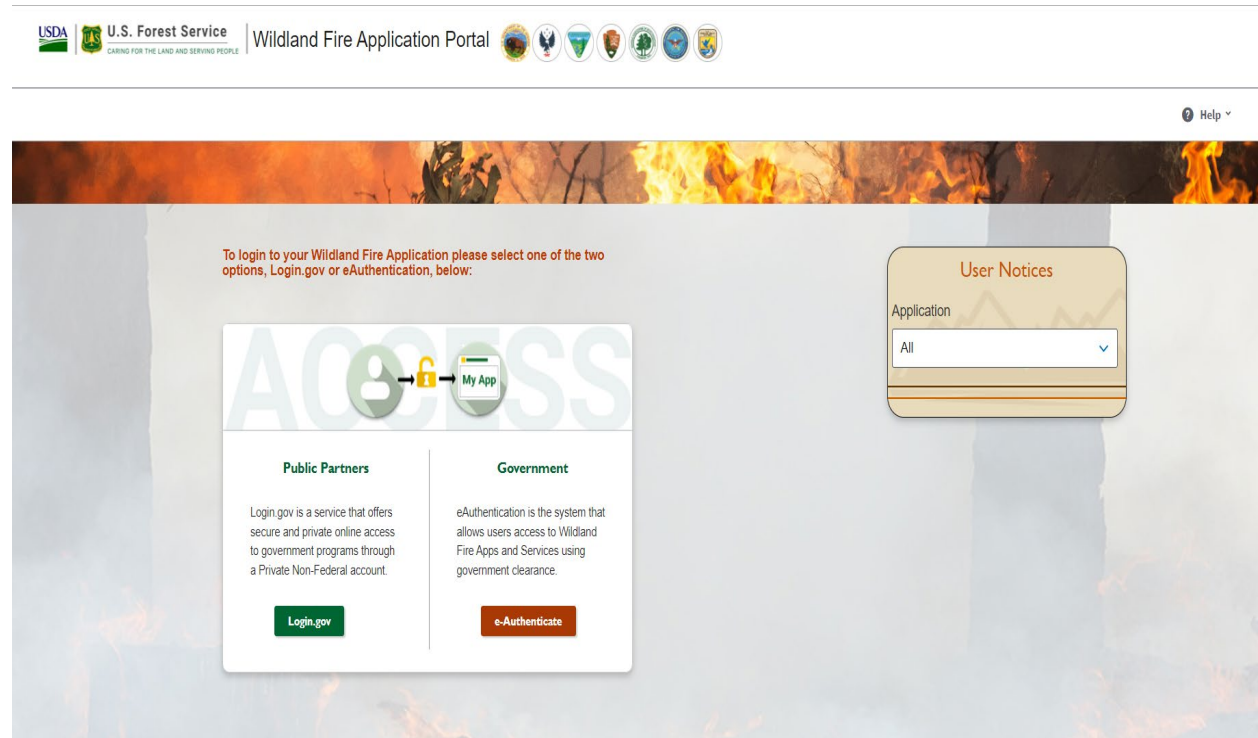
Specific instructions for completing data entry and application tasks are explained in this User’s Guide. Please follow the instructions in this User’s Guide carefully before contacting the IIA Help Desk or GACC.

Frequently save the SIT Report and associated data. If Internet connection is lost while in the application, users will not lose any saved data. Just reconnect to the network and navigate to the last saved point in the application.

Requesting and Accessing the SIT-209 Application Account

The SIT-209 application is accessible from the internet through the Wildland Fire Application Portal Website, located at <https://iwfirp.nwcg.gov/>. Google Chrome is the preferred browser, but users can still use other browsers, including Edge and FireFox.

Note: You must NEVER share a username or password with the public or the media as this is a government application.



Note: Before accessing this application, you must request an account and obtain a INAP Logon ID and password.

Requesting a New INAP Account and SIT-209 Access

1. To request a new Integrated National Application Portal (INAP) go to <https://nap.nwcg.gov/NAP/> and select the **"Request account"** button located in the upper left corner of the page. **You must have an INAP Account to access the Wildland Fire Application Portal.**
2. Enter your information on the form and select the **"Next"** button.
3. Review and accept or decline the rules of behavior by selecting the **"Accept"** or **"Decline"** button.
4. Select **"SIT209-SIT-209"** from the Application access dropdown menu.
5. Select **"PROD (Standard)"** from the Under Instances dropdown menu. Current FAMTEST users can also select **"TEST (Standard)"**.
6. "Request application roles for SIT209" will automatically default to "SIT209 Report Reader." This allows users to utilize the report functionality within SIT209. **Only** select "SIT209 Writer" if you are currently able to create Cognos reports within SIT209.

7. Complete the contact information portion with someone who can validate your account. If coordinated properly, one can use their GACC Intelligence Coordinator's information.
8. Select **"Submit"**.
9. Contact the appropriate GACC Intelligence Coordinator / Officer to request access to the needed dispatch center(s).

The screenshot shows the 'Request application access and roles' form in the INAP system. Red arrows and numbers indicate the following steps:

- 4**: Points to the 'Application access' dropdown menu, which is currently set to 'SIT209-SIT-209'.
- 5**: Points to the 'Instance(s)' dropdown menu, which shows '2 items selected' and a list containing 'PROD' and 'TEST', both of which are checked.
- 6**: Points to the 'Request application roles for SIT209 - TEST' section, where the 'SIT209 Report Reader (default)' checkbox is checked.
- 7**: Points to the 'Enter the contact who can validate your need to access this application.' section, which includes instructions and a list of roles (You CAN NOT validate yourself, Agency employees: enter manager or supervisor, Contractors: enter your government contracting office personnel).
- 8**: Points to the 'Submit' button at the bottom of the form.

The form also includes a 'Cancel' button and a 'Request application access and roles' header.

How To Request SIT-209 Access for Users with Existing INAP Account

1. Logon to your INAP Account located at <https://nap.nwcg.gov/NAP/>
2. Click on **"Welcome, "your name"'"** in the upper right corner of the INAP homepage.
3. Select **"Request app access and roles"** from the dropdown menu.
4. Follow steps 4 through 9 above to complete process.

To log into the 209 Application

To get to the SIT/209 application on the Wildland Fire Application Portal website, you must enter the site through the URL--<https://iwfirp.nwcg.gov/#dashboard>.

- From the Wildland Fire Application Portal Logon Page, select **Login.gov** if you are a public/Non-Federal partner or **e-Authenticate** if you are Federal. The Logon popup screen appears. Public/Non-Federal partners enter your **Email address and password**. If you are Federal enter using your credentials following the prompts.
- Click “Sign in”.
- Select “**SIT-209**” from the Wildland Fire Application Homepage.

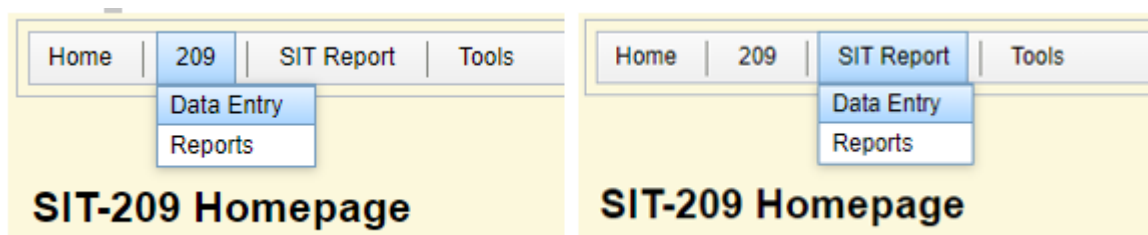
Note: Application icons may be duplicated, one for Production and one for Training. Select the appropriate icon to access SIT-209 Production or to train on using application.



SIT-209 Homepage will now be displayed.

SIT-209 Application Menu Bar

- **Home:** Select this tab to logon and logoff of the SIT Report, 209, and Tools (management) applications as described in the previous section.
- **209:** Select this tab to create or modify NIMS 209 information and run a COGNOS Report. Data Entry, Reports and Historic SIT Data. Choose Data Entry to create a Situation Report. Choose Reports to run a COGNOS Report. Choose Historic SIT Data to access prior year's data.
- **SIT Report** Select this tab to create or modify SIT information, run a COGNOS Report, and view access to the prior year's data (Historic SIT Data.)
- **Tools:** This tab is for managers only. Select this tab to manage user accounts, associate units with Dispatch Centers and other user and system maintenance tasks.



SIT Report Tabs

Local dispatch centers should submit a daily SIT report under the following circumstances:

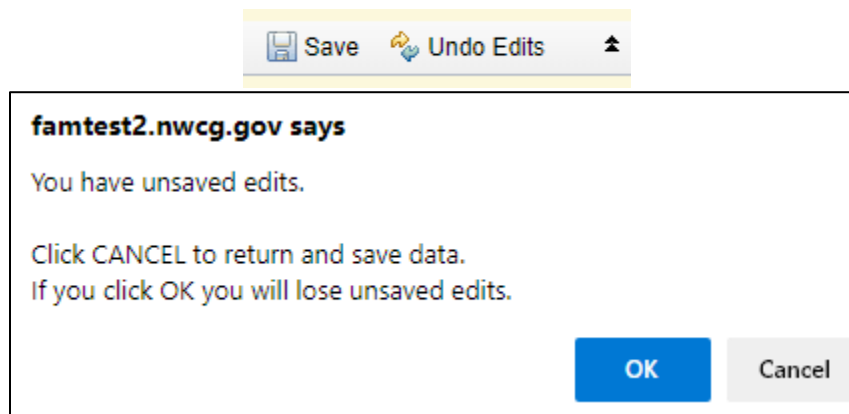
- At Preparedness Level 2 and above.
- Whenever significant wildland fire activity occurs.
- When large fires (including prescribed fires), or when an incident experiences significant commitment of wildland fire resources.

Lands administered by the states and other cooperating agencies may also report in this manner. Consult Geographic Area reporting requirements for additional information.

Tips for Effective Data Entry:

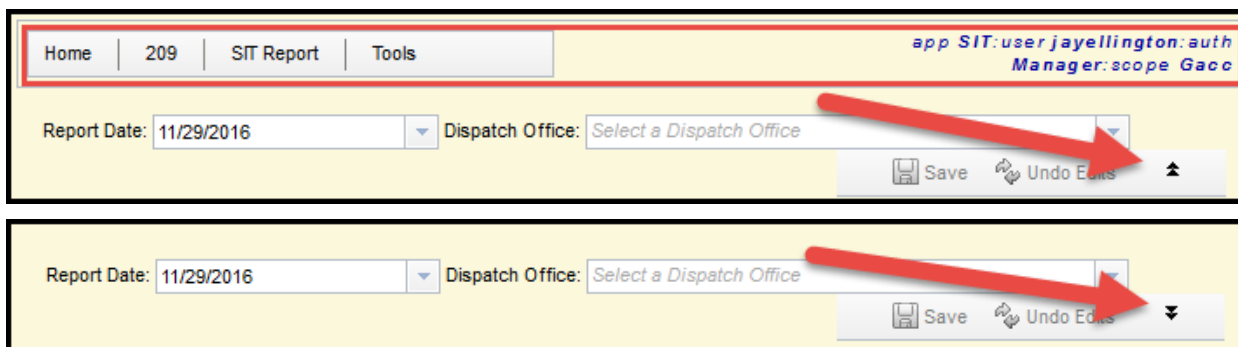
Save data before leaving each tab in the application by clicking **Save**.
Click **Undo Edits** to clear any incorrect, unsaved data from that screen.

Note: Data can be saved while working in the application, save data frequently. Clicking the SAVE button does not take the user to the next tab. Should the program become disconnected from the server, saved data and reports can be retrieved from the server. Moving to a new tab without saving data will bring up the following message:



Use the Tab key on the keyboard, instead of the mouse, to move between data entry fields more easily.

To display or hide the top menu-bar, toggle the double triangle icon.



The application alerts users by displaying a red-shaded error message when data is entered in an incorrect format or is not recognized by the application and when an alert exclamation point and pop-up boxes appear:

Agency	Prot. Unit ID	Fire Danger	Prep Level	UnCtrl A-B-C	Human		Lightning		Rx	
					Fires	Acres	Fires	Acres	Fires	Acres
BLM	OR-PRD	L	1	X	3	1	0	0	0	0
FS	OR-DEF	L	1	2	2	2	0	0	0	0
FS	OR-OCF	L	1	0	0	0	0	0	0	0
PRI	OR-PRI	L	1	0	0	0	0	0	0	0

Dispatch Office: ! The value entered is not valid.

Only enter data into fields with a white background, not in shaded areas. Colored text areas are updated by the program based on information entered by the user in the white text entry fields.

Protection Please include your current 209 acreage in today's statistics.
Some data has been automatically copied from a previous report date. You must "Save" this page.

Agency	Prot. Unit ID	Fire Danger	Prep Level	UnCtrl A-B-C	Human		Lightning		Rx	
					Fires	Acres	Fires	Acres	Fires	Acres
BIA	AZ-PMA	M	1							
BIA	AZ-SCA	H	1							
BIA	AZ-SRA	M	1							
FS	AZ-TNF	M	1							

Ownership by Protection Unit BIA AZ-PMA Selected protection unit at top, followed by units with data.

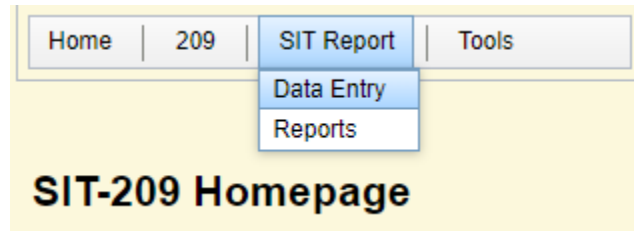
Clear Data	Own. Unit ID	Human		Lightning		Rx	
		Fires	Acres	Fires	Acres	Fires	Acres
<input checked="" type="checkbox"/>	AZ-PMA						
<input checked="" type="checkbox"/>	~ Unit ~						
<input checked="" type="checkbox"/>	~ Unit ~						
<input checked="" type="checkbox"/>	~ Unit ~						
<input checked="" type="checkbox"/>	~ Unit ~						

Fire Danger and Preparedness Level values by Protection Unit **carry over** from the previous entry. Make sure to verify each entry whether or not a new value needs to be entered.

Note: Entries in the “**REMARKS**” tab should be professional and discrete. Comments such as “hope we get some fires soon”, “here comes the overtime”, or “it’s Miller time and I’m out of here” are inappropriate.

Starting a SIT Report:

1. Log onto the **SIT Report** application,
2. Click **SIT Report**.
3. Select Data Entry from the drop-down list. The SIT Reporting screen appears.



4. Select the appropriate dispatch office for the report.

A screenshot of the SIT Reporting screen. At the top, there is a navigation bar with four tabs: 'Home', '209', 'SIT Report', and 'Tools'. The 'SIT Report' tab is selected and highlighted in blue. Below this tab, a dropdown menu is open, showing two options: 'Data Entry' and 'Reports'. The 'Data Entry' option is also highlighted in blue. Below the navigation bar, the text 'SIT-209 Homepage' is displayed in a large, bold, black font. Below the navigation bar, there is a form with two fields: 'Report Date' and 'Dispatch Office'. The 'Report Date' field contains the text '11/7/2012'. The 'Dispatch Office' field contains the text 'ID - Boise Dispatch Center' and is highlighted with a red rectangular border.

Note: The Report Date defaults to the current day's date in Central Time. When the current time is past 2400 Central Time, you must change the date back to the current date in your time zone.

TAB 1: Daily Fire Statistics

The Daily Fire Statistics tab is split into three sections:

1. **PROTECTION:** New fires and acres by Protection.
Selecting a *Protection* agency unit (selected units turn black as shown below) also highlights the same unit in under *Ownership* for Protection Unit, as shown in below.
2. **OWNERSHIP:** New fires and acres by Ownership.
Only fires and acres by ownership (black box in Protection) may be entered for the unit AZ-PPA. Additional acres are selected from nearby units. See "Adding Data to Daily Fire Statistics" in next section.
3. **STATUS:** Displays the results of the entered data.

Note: Edit white text fields only. Colored text areas are updated by the application based on information entered in the white text entry fields.

Daily Fire Statistics
Planned Rx
Remarks
YTD Statistics
Incident Priority
GACC Remarks

Protection
Please include your current 209 acreage in today's statistics.

STATUS

Agency	Prot. Unit ID	Fire Danger	Prep Level	UnCtrl A-B-C	Human		Lightning		Rx	
					Fires	Acres	Fires	Acres	Fires	Acres
BIA	AZ-PPA	L	1		0	0				
BLM	AZ-SAD	L	1							
DOD	AZ-FHQ	L	1							
DVF	AZ-A3S	L	1							
FS	AZ-CNF	L	1							

Ownership by Protection Unit BIA AZ-PPA
Selected protection unit at top, followed by units with data.

Clear Data	Own. Unit ID	Human		Lightning		Rx	
		Fires	Acres	Fires	Acres	Fires	Acres
<input checked="" type="checkbox"/>	AZ-PPA						
<input checked="" type="checkbox"/>	~ Unit ~						
<input checked="" type="checkbox"/>	~ Unit ~						
<input checked="" type="checkbox"/>	~ Unit ~						
<input checked="" type="checkbox"/>	~ Unit ~						

Adding Data to Daily Fire Statistics:

- From the SIT application, select Daily Fire Statistics. The Daily Fire Statistics screen appears.
- Start with the Protection Section.
 - Select the Protection Unit.
(For more information, see "Agency & Protection Unit ID" in the next section.)
 - Enter or update the Fire Danger.
(For more information, see "Fire Danger by Protection Unit" in the next section.)
 - Enter or update the Prep Level.
(For more information, see "Preparedness Level by Protection Unit" in the next section.)
 - Enter any Uncontrolled ABC fires for the time period of the submission.
(For more information, see "Uncontrolled A-B-C Fires by Protection Unit" in the next section.)
 - Update the number of fires (both human and lightning-caused) that remain uncontrolled at the time of the report.
 - Move down to the Ownership section to enter all fire data for the period of submission.

Daily Fire Statistics
Planned Rx
Remarks
YTD Statistics
Incident Priority
GACC Remarks

Protection
Please include your current 209 acreage in today's statistics.

Agency	Prot Unit	Fire Danger	Prep Level	UnCtrl A-B-C	Human		Lightning		Rx	
					Fires	Acres	Fires	Acres	Fires	Acres
BIA	AZ-FTA	M	2		2	150	1	50	0	0
FS	AZ-ASF	VH	3	3						
NPS	AZ-PFP	M	2						1	25

Ownership by Protection Unit BIA AZ-FTA
Selected protection unit at top, followed by units with data.

Clear Data	Own. Unit ID	Human		Lightning		Rx	
		Fires	Acres	Fires	Acres	Fires	Acres
	AZ-FTA	2	100	1	50		
	~ Unit ~	0	50				
	~ Unit ~						
	~ Unit ~						

3. In the Ownership section, update as needed, all fire and acreage statistics (Human, Lightning and Rx) by land ownership for the unit with protection responsibilities. This means the specific piece of land the fire started on and land(s) in which the fire burned. (For more information, see the next section for “Today’s Human, Lightning, Prescribed Fires” by Ownership.)
 - a. If a fire burns onto multiple jurisdictions, users will need to record the acres for each unit the fire covers. For example, update as needed any other ownership units by using the drop-down list in the field that says “~Unit.~”

Note: Do not use this screen to update Year-to-Date totals.
Go to Year-To-Date (YTD) Statistics (Tab 4)

4. Make sure to click **Save** to save entries or click **Undo Edits** to re-enter information or exit the screen without saving changes.

To Delete Data from Daily Fire Statistics:

1. From the SIT application, select Daily Fire Statistics.
2. Highlight the Protection Unit ID.
3. Move down to the Ownership section.
4. For any data to be removed, click in the cell and enter “0” or if you want to delete all the data for the ownership unit, click the icon in the first column under “Clear Data.”
5. Make sure to click **Save** to save entries or click **Undo Edits** to re-enter information or exit the screen without saving changes.

Header Definitions

Agency & Protection Unit ID

These fields appear automatically, based on the dispatch you selected.

Note: Contact the GACC Intelligence Coordinator/Officer to update or add a Protection Unit to a dispatch center. If there is nothing to report in this section, simply verify the Fire Danger and Preparedness Level for your unit(s) and click **save**.

Fire Danger by Protection Unit

This field defaults to the value from the previous day's report. Click the down arrow to select a different value such as L = Low, M = Moderate, H = High, VH = Very High and E = Extreme.

Preparedness Level by Protection Unit

This field defaults to the previous day's report value. Clicking the down arrow allows users to select a different value, between 1 and 5, that represents the Preparedness Level for each unit.

Uncontrolled A-B-C Fires by Protection Unit

This field automatically clears itself each day. Size Class fires are fires that range from 0 to 99 acres in size. Uncontrolled large incidents are captured in the [209 Entry](#) section.

Today's Human Fires by Ownership

This field automatically clears itself daily. Enter the number of new human-caused fires reported by land ownership for the reporting period.

Today's Human Acres by Ownership

This field automatically clears itself daily. The number entered is the total acres burned by land ownership during the reporting period, which includes acreage from large and Complex fires. Acreages must be rounded up or down to the next whole number, e.g., .4 acres or less would be rounded down to zero and .5 or more would be rounded up to 1 acre.

Note: The number of new human-caused fires and new human-caused acres burned do not necessarily relate to each other; it is quite common to have new acres burned with no new fires being reported.

Example: 1 new human-caused fire was reported yesterday on the XYZ unit for 60 acres burned. Today, there were no new human-caused fires, but yesterday's fire is now 400 acres in size. The report should show 0 new human-caused fires and 340 new human-caused acres burned.

Today's Lightning Fires by Ownership

This field automatically clears itself daily and represents the number of new lightning-caused fires reported by land ownership for the reporting period.

Today's Lightning Acres by Ownership

This field automatically clears itself daily and represents the total acres burned by land ownership during the reporting period, which includes acreage from large and Complex

fires. Acreages must be rounded up or down to the next whole number. For example, 4 acres or less would be rounded down to zero and .5 or more would be rounded up to 1 acre.

Note: The number of new lightning-caused fires and new lightning-caused acres burned do not necessarily relate to each other; it is quite common to have new acres burned with no new fires being reported.

Example: One new lightning-caused fire was reported yesterday on the XYZ unit for 60 acres burned. Today, there were no new lightning-caused fires, but yesterday's fire is now 400 acres in size. The report should show zero new lightning-caused fires and 340 new lightning-caused acres burned.

Today's Rx (Prescribed) Fires by Ownership

This field automatically clears itself daily and represents the number of new prescribed fires reported by land ownership for the reporting period. Prescribed Fires are defined as fires which are ignited by fire management personnel. Wildfire activity is referred to as "planned" (prescribed fire or Rx) and "unplanned" (all other fires).

Note: Be sure to report all wildfire activity (regardless of suppression strategy, Rx (Prescribed) for the period of 0001 to 2400 local time.

Examples

Daily Initial Attack

For the Protection Unit ID-BOD (shown below), one human fire for 35 acres and three lightning fires for 200 acres (see red box under Protection) were reported. The breakdown by ownership for the human-caused fire is unit ID-1AX. This is the ownership where the fire started and burned 10 acres of ID-1AX land. The fire also burned 25 acres on unit ID-1GX land.

Additionally, unit ID-BOD managed three lightning fires. One lightning fire started on ID-BOD land and burned 100 acres of BLM land. Also, two lightning fires occurred on ID-1AX land, which burned 50 acres on unit ID-1AX and an additional 50 acres burned on unit ID-1PX ownership (shown in the blue box under Ownership for Protection Unit BLM ID-BOD). The totals appear in the top section of the page in the yellow/green fields (red box).

Daily Fire Statistics Planned Rx Remarks YTD Statistics Incident Priority GACC Remarks										
Protection										
Agency	Prot. Unit ID	Fire Danger	Prep Level	UnCtrl A-B-C	Human		Lightning		Rx	
					Fires	Acres	Fires	Acres	Fires	Acres
BLM	ID-BOD		2	3	1	35	3	200	0	
C&L	ID-1AX				0				0	0
C&L	ID-1GX									
C&L	ID-1PX									
C&L	ID-1VX									
C&L	ID-1WX									
C&L	ID-2CX									
C&L	ID-6BX									
Ownership for Protection Unit BLM ID-BOD <small>Scrolls to selected protection unit.</small>										
Clear Data	Agency	Own. Unit ID	Human		Lightning		Rx			
			Fires	Acres	Fires	Acres	Fires	Acres		
<input checked="" type="checkbox"/>	BLM	ID-BOD			1	100				
<input checked="" type="checkbox"/>	C&L	ID-1AX	1	10	2	50				
<input checked="" type="checkbox"/>	C&L	ID-1GX	0	25	0	50				
<input checked="" type="checkbox"/>	C&L	ID-1PX								
<input checked="" type="checkbox"/>	C&L	ID-1VX								
<input checked="" type="checkbox"/>	C&L	ID-1WX								
<input checked="" type="checkbox"/>	C&L	ID-2CX								

Again, review the information entered on the Fire and Acres by Ownership screens with the totals that populate the Daily Fire Statistics by Protection Unit screen. Once this information is correct, click **Save**.

Daily Extended Attack (i.e., Entering ICS-209 Data)

Note: Be sure to report all wildfire activity including any ICS-209 data.

Often, there is not any initial attack to report, but ongoing large fires have new acreage to report. When this occurs, enter this data into the “Daily Fire Statistics.”

In the Figure below, AZ-ASF had a fire to start yesterday for 100 acres and was reported appropriately. However, over night the fire grew substantially and by the reporting time today, the fire has grown an additional 5,000 acres.

In today’s report, report “0” fires for AZ-ASF and AZ-FTA. For the acreage, we enter “4,300” for AZ-ASF and “700” for AZ-FTA for a total of “5,000.” This is what will be reported for activity today.

The screenshot displays two screens from a web application. The top screen, 'Daily Fire Statistics', has tabs for 'Planned Rx', 'Remarks', 'YTD Statistics', 'Incident Priority', and 'GACC Remarks'. The 'Protection' section includes a note: 'Please include your current 209 acreage in today's statistics.' It features a table with columns for Agency, ID, Danger, Level, A-B-C, and two sets of Fires and Acres. The bottom screen, 'Ownership by Protection Unit FS AZ-ASF', includes a note: 'Selected protection unit at top, followed by units with data.' It has a table with columns for Clear Data, Own. Unit ID, Human (Fires, Acres), Lightning (Fires, Acres), and Rx (Fires, Acres). Red arrows point from the 'Fires' and 'Acres' columns in the Ownership table to the corresponding columns in the Protection table.

Agency	ID	Danger	Level	A-B-C	Fires	Acres	Fires	Acres	Fires	Acres
BIA	AZ-FTA	VH	4	0						
FS	AZ-ASF	VH	4	1	0	0	0	5000	0	
NPS	AZ-PFP	Ex	4							

Clear Data	Own. Unit ID	Human		Lightning		Rx	
		Fires	Acres	Fires	Acres	Fires	Acres
	AZ-ASF			0	4300		
	~ Unit ~			0	700		
	~ Unit ~						

Again, review the information entered on the Fire and Acres by Ownership screens with the totals that populate the Daily Fire Statistics by Protection Unit screen.

Once this information is correct, make sure you click **Save**.

TAB 2: Planned Rx (Prescribed) Fires

The Planned Rx tab reports prescribed fire projects planned within the next few days. It provides managers an idea of the number of projects being conducted in the short term, along with general remarks and descriptions for planned and contingent resource commitments.

Note: Reporting procedures for Planned Rx fires differ from GACC to GACC. Consult respective GACC mobilization guides or Coordination Center with any questions.

To add an Rx fire:

1. From the SIT application, select Planned Rx. The Planned Rx screen appears. The left-hand pane lists any previously entered Rx fires.
2. If there are no previously entered Rx in the left-handed pane, click **New Rx Fire** to create a record for a new project.
3. Select the Agency-ST-Unit from the drop-down list.
4. Enter data for each required cell and others, as necessary. See “Cell Definitions” below for more information on each cell.
5. Click **Save**, or click **Undo Edits** to re-enter information or exit the screen without saving changes

Note: Any field names preceded by an asterisk (*) require data entry. A new fire can only be saved after filling out the initial required fields.

Note: When the project cannot be implemented on the planned start date, update this field with a revised start date (and remarks, etc., if necessary); otherwise, the project record does not show up in the pick list.

To update a previously entered Rx fire:

1. From the SIT application, select Planned Rx. The Planned Rx screen appears. The left-hand pane lists any previously entered Rx fires.
2. Highlight the appropriate fire from the list.
3. Click **Open**.

4. Update the information as needed. See “Cell Definitions” below for more information on each cell.
5. Click **Save** or click **Undo Edits** to re-enter information or exit the screen without saving changes.

To delete an existing Rx fire:

1. From the SIT application, select Planned Rx. The Planned Rx screen appears. The left-hand pane lists any existing Rx fires.
2. Highlight the appropriate fire from the list.
3. Click **Delete**.
4. Click **Save** or click **Undo Edits** to re-enter information or exit the screen without saving changes.

Cell Definitions:

Any field names below followed by an asterisk (*) require data entry.

*Agency-ST-Unit **

Choose the correct Unit ID for the planned Rx fire.

*Name **

The Rx fire name. Make sure the Rx fire name is correct, once saved, it cannot be changed.

*Planned Start Date **

Enter the date by clicking the appropriate date on the pop-up calendar.

*Number of Days **

The number of days it will take for the project to be completed.

Acres

The total number of acres expected to be burned.

Strategy/Fuel Type

The type of burn strategy used and the predominant fuel type (for example, piles, broadcast burn, and so forth).

VOR Information

The bearing, distance, and base or OMNI from the nearest VOR as you would normally enter it on a resource order. For example: 61, 6, HLN.

Legal Description

The Township, Range, and Section for the fire's point of origin. For Example: T15N, R08W, Sec 15.

Latitude – Degrees

This should be a 2-digit number that represents the point of origin.

Latitude – Minutes

This should be a 2-digit number that represents the point of origin (rounded to the nearest minute).

Longitude – Degrees

This should be a 3-digit number that represents the point of origin.

Longitude – Minutes

This should be a 2-digit number that represents the point of origin (rounded to the nearest minute).

Remarks/Contingent Resources

In narrative format, enter any additional information and/or a list of all resources planned to be committed to completing the project, including resources held in reserve.

TAB 3: Remarks

Use this tab to record Dispatch Center/Geographic Area Preparedness Level, remarks pertinent to the units / Geographic Area, and the On-Call information for the Center. For Geographic Area Coordination Centers, the Preparedness Level entered here will display on various websites.

The screenshot shows the 'Remarks' tab in the SIT application. At the top, there are two dropdown menus: 'Report Date' set to '11/6/2012' and 'Dispatch Office' set to 'OR - Central Oregon Interagency Dispatch Center'. To the right of these are buttons for 'Daily Dispatches updated', 'Save', and 'Undo Edits'. Below the dropdowns is a horizontal tab bar with six tabs: 'Daily Fire Statistics', 'Planned Rx', 'Remarks' (which is selected), 'YTD Statistics', 'Incident Priority', and 'GACC Remarks'. The main content area is divided into three sections. The first section, 'Preparedness Level:', contains a dropdown menu with the value '3' selected. The second section, 'Remarks:', contains a large text area with the text 'Light initial attack activity today. Updated YTD statistics for OR-COC.' and a character count of '429 characters left'. The third section, 'On Call:', contains a large text area and a character count of '250 characters left'.

To add Remarks:

1. From the SIT application, select Remarks. The Remarks screen appears.
2. Select the Preparedness Level from the drop-down list.
3. Enter the Remarks. For more information, see Definitions on the next page.
4. Enter On-Call information as needed.
5. Enter Status information as needed.
6. Click **Save** or click **Undo Edits** to re-enter information or exit the screen without saving changes.

To update Remarks:

1. From the SIT application, select Remarks. The Remarks screen appears.
2. Select the modified Preparedness Level from the drop-down list if needed.
3. Enter the modified Remarks as needed. For more information, see Definitions on the next page.
4. Enter modified On Call information as needed.
5. Enter modified Status information as needed.
6. Click **Save** or click **Undo Edits** to re-enter information or exit the screen without saving changes.

To delete Remarks:

1. From the SIT application, select Remarks. The Remarks screen appears.
2. Click **Delete**.

3. Click **Save** or click **Undo Edits** to re-enter information or exit the screen without saving changes.

Definitions

Preparedness Level

Represents the Preparedness Level for your Dispatch Center or Geographic Area.

Remarks

Briefly summarize the current situation within the dispatch area or within the Geographic Area. The program automatically clears this field each day. Include the following types of information:

- General synopsis of current and expected weather.
- Fuel/drought conditions (live fuel/1,000-hr moisture, ERCs, KBDIs, etc.).
- What is the current and anticipated fire situation?
 - Are fires being caught at initial attack or are they escaping?
 - Are more ignitions expected due to lightning carry-overs?
- Significant events or problems.
- Resource status (are shortages anticipated?)
- Updates to Year-To-Date fires and acres.

On-Call

The program carries over the On-Call information from day to day. List the Dispatcher(s)/Coordinator(s) on-call for the office, along with contact numbers. Privacy information entered in the database via this field will be protected from public access; users will only be able to pull on-call information for units/centers within their area of responsibility.

TAB 4: YTD (Year-To-Date) Statistics

YTD Statistics are maintained on a calendar year basis (January 1 – December 31) for each Protection Unit and Ownership by Protection Unit. The SIT application automatically calculates new year-to-date totals for all fire types entered in the Daily Fire Statistics tab.

Note: New fires and acres reported via the **Daily Fire Statistics** tab are automatically added to the YTD totals carried over from the previous day's report.

Selecting a Protection Unit (selected units turn black, shown in the red box below) will populate the Ownership Units by the selected Protection Unit, shown in the blue box below.

Daily Fire Statistics

Planned Rx

Remarks

YTD Statistics

Incident Priority

GACC Remarks

Protection - Click on a row to edit YTD fires and acres by ownership for the selected protection unit

Agency	Prot. Unit ID		Human		Lightning		Rx	
			Fires	Acres	Fires	Acres	Fires	Acres
FS	ID-IPF	YTD Totals 03/23/2013 (prev)	23	171	39	23	80	289
		Report date's fire activity	6	155	1	100	1	7
		YTD Totals 03/24/2013 (new)	29	326	40	123	81	296
		YTD Totals 01/24/2013 (prev)	6	37	2	1	0	0

Ownership for Protection Unit FS ID-IPF

Selected protection unit at top, followed by units with data.

Own. Unit ID	New (Editable) YTD						Previous YTD						Report Date
	Human		Lightning		Rx		Human		Lightning		Rx		
	Fires	Acres	Fires	Acres	Fires	Acres	Fires	Acres	Fires	Acres	Fires	Acres	
ID-IPF	20	206	34	112	81	2966	17	156	33	12	80	289	03/23/2013
ID-CAS	4	0	5	7			4	0	5	7			01/24/2013
ID-KVS	1	5			0	0							
ID-POS	1	10			0	0	1	10			0		003/23/2013
ID-PRI	3	105	1	4	0	0	1	5	1	4	0		003/23/2013

Verify the New (Editable) YTD fires and acres by Ownership Units that were submitted for selected Protection Unit on the Daily Fire Statistics tab are correct.

Note: The blue colored text indicates data updated by the program based on information entered by the user on the Daily Fire Statistics tab, as shown in the example above.

Adjusting YTD Totals

The YTD Totals shown on the SIT Report should be adjusted periodically to reflect statistics being reported through agency fire reports. While large fires are ongoing, compare the current and previous ICS-209(s) daily to determine whether total acreages have increased, decreased, or remained the same.

Note: Additional acres burned each day should be reported in the Daily Fire Statistics screen. See "Today's Human Acres by Ownership" and "Today's Lightning Acres by Ownership" data entry instructions.

To adjust YTD totals:

1. From the SIT application, select YTD Statistics. The YTD Statistics screen appears.
2. Select the Protection Unit (ID-CDT, example shown below) needing adjustment on the YTD Statistics tab.

Protection - Click on a row to edit YTD fires and acres by ownership for the selected protection unit														
Agency	Prot. Unit ID		Human		Lightning		Rx							
			Fires	Acres	Fires	Acres	Fires	Acres						
OTHR	ID-CDT	YTD Totals 01/24/2013 (prev)	6	37	2	1	0	0						
		No fire activity for report date												
		YTD Totals 03/24/2013 (new)	6	37	2	1	0	0						

Ownership for Protection Unit OTHR ID-CDT <small>Selected protection unit at top, followed by units with data.</small>														
Own. Unit ID	New (Editable) YTD						Previous YTD						Report	
	Human		Lightning		Rx		Human		Lightning		Rx			
	Fires	Acres	Fires	Acres	Fires	Acres	Fires	Acres	Fires	Acres	Fires	Acres	Date	
ID-CDT	2	36	2	1			2	36	2	1			01/24/2013	
ID-PRI	4	1					4	1					01/24/2013	

- Update YTD fires and acres by Ownership Unit in the **New (Editable) YTD** text fields, shown in red box below.
- Verify that the Ownership Unit changes were accepted for that Protection Unit in the **YTD Totals for xx/xx/xxxx (new)** line, shown in the blue box below.

Daily Fire Statistics	Planned Rx	Remarks	YTD Statistics	Incident Priority	GACC Remarks
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Protection - Click on a row to edit YTD fires and acres by ownership for the selected protection unit														
Agency	Prot. Unit ID		Human		Lightning		Rx							
			Fires	Acres	Fires	Acres	Fires	Acres						
OTHR	ID-CDT	YTD Totals 01/24/2013 (prev)	6	37	2	1	0	0						
		No fire activity for report date												
		YTD Totals 03/24/2013 (new)	25	2360	2	1	0	0						

Ownership for Protection Unit OTHR ID-CDT <small>Selected protection unit at top, followed by units with data.</small>														
Own. Unit ID	New (Editable) YTD						Previous YTD						Report	
	Human		Lightning		Rx		Human		Lightning		Rx			
	Fires	Acres	Fires	Acres	Fires	Acres	Fires	Acres	Fires	Acres	Fires	Acres	Date	
ID-CDT	10	360	2	1			2	36	2	1			01/24/2013	
ID-PRI	15	2000					4	1					01/24/2013	

- Click **Save** or click **Undo Edits** to re-enter information or exit the screen without saving changes.

TAB 5: Incident Priority

Use this tab to prioritize incidents in relation to the other incidents within the dispatch area selected.

Note: Priorities are assigned at the local, Geographic Area and National levels.

To add Incident Priority information:

- From the SIT application, select Incident Priority. The Incident Priority screen appears.
- Enter the priority number in the Dispatch Priority box.
- Enter the GACC priority number if you have GACC level permissions.
- Click **Save** or click **Undo Edits** to re-enter information or exit the screen without saving changes.

To update Incident Priority information:

1. From the SIT application, select Incident Priority. The Incident Priority screen appears.
2. Enter the updated priority number in the Dispatch Priority box if needed.
3. Enter the updated GACC priority number if needed
4. Click **Save** or click **Undo Edits** to re-enter information or exit the screen without saving changes.

To delete Incident Priority information:

1. From the SIT application, select Incident Priority. The Incident Priority screen appears.
2. Click **Delete**.
3. Click **Save** or click **Undo Edits** to re-enter information or exit the screen without saving changes.

Report Date: 11/7/2012 Dispatch Office: ID - Boise Dispatch Center 3 incident reports returned Save Undo Edits

Daily Fire Statistics Planned Rx Remarks YTD Statistics Incident Priority GACC Remarks

List of Approved, Active (non-final), most recent 209 reports

Dispatch ID	Unit ID	Number	Name	Type	Date	Dispatch Priority	GACC Priority
ID-BDC	ID-BOD	5678	LouTest1	Wildfire	03/13/2012		
ID-BDC	ID-BOD	plm2	Lou Boo	Wildfire	05/14/2012		
ID-BDC	ID-DFR	EDC345	Test 4-7-12 Charlie	Wildfire	04/07/2012		

Dispatch Priority: Prioritize incidents by number (1,2,3). Local dispatch offices may prioritize incidents according to the local priority criteria.

Users with GACC Level Authority can set GACC incident priority ranking here, as well as on the GACC Remarks tab.

GACCs may prioritize all ICS-209 incidents in the Geographic Area according to Geographic and National priority criteria regardless of agency. The priority established here may come from the Geographic Area Coordinating Group, GACC Center Manager, GACC Area Coordinator, or GACC Intelligence Coordinator.

Prioritized incidents by number (1, 2, 3, etc.).

Report Date: 11/7/2012 Dispatch Office: ID - Boise Dispatch Center 3 incident reports returned Save Undo Edits

Daily Fire Statistics Planned Rx Remarks YTD Statistics Incident Priority GACC Remarks

List of Approved, Active (non-final), most recent 209 reports

Dispatch ID	Unit ID	Number	Name	Type	Date	Dispatch Priority	GACC Priority
ID-BDC	ID-BOD	5678	LouTest1	Wildfire	03/13/2012		1
ID-BDC	ID-BOD	plm2	Lou Boo	Wildfire	05/14/2012		3
ID-BDC	ID-DFR	EDC345	Test 4-7-12 Charlie	Wildfire	04/07/2012		2

TAB 6: GACC Remarks

Use the GACC Remarks tab to add, edit, or delete information from specific blocks of an active ICS-209.

Note: This tab is only available to users with GACC or National permissions. Changes made in this tab only display on the SIT reports for that reporting period. The changes do not change the ICS-209 record in the 209 database.

Home | 209 | **SIT Report** | Tools app SIT:user iahirschtest:auth Manager:scope National / ID - Boise Dispatch Center

Report Date: 11/7/2012 Dispatch Office: ID - Boise Dispatch Center Gacc Priority found Save Undo Edits

Daily Fire Statistics | Planned Rx | Remarks | YTD Statistics | Incident Priority | **GACC Remarks**

3 GACC Remarks returned

Open

Unit	Number	Name
ID-BOD	5678	LouTest1
ID-BOD	plm2	Lou Boo
ID-DFR	EDC345	Test 4-7-12 Charlie

Incident Number:
ID-BOD - 5678

Incident Name:
LouTest1

Incident Type:
Wildfire

Report From Date:
3/13/2012

GACC Priority:
2

Dispatch Priority:
1

Significant Events:
Burned up a rock chuck.
3977 characters left

Actions Planned:
Burnout operations will occur on the 401 road. Holding actions will occur on the 369 road.
3909 characters left

Remarks:

4000 characters left

To add GACC Remarks:

Note: If there are no “active incidents” in the GACC for that reporting period, a message stating “0 GACC Remarks returned” displays on the screen.

- From the SIT application, select GACC Remarks. The GACC Remarks screen appears.
- Click the incident name,
- Click **Open** to add remarks for the specified Unit/Number/Name combination. The grayed-out text box at the bottom of each field displays the number of alphanumeric characters that are still available for your use. You can add remarks to these fields:
 - GACC Priority
 - Significant Events
 - Actions Planned
 - Remarks
- Review remarks to ensure they are complete.
- Click **Save** or click **Undo Edits** to re-enter information or exit the screen without saving changes.

Home | 209 | SIT Report | Tools app SIT:user iahirschtest:auth Manager:scope National / ID - Boise D

Report Date: 11/7/2012 Dispatch Office: ID - Boise Dispatch Center Gacc Priority found Save Undo Edits

Daily Fire Statistics Planned Rx Remarks YTD Statistics Incident Priority **GACC Remarks**

3 GACC Remarks returned
Open

Unit	Number	Name
ID-BOD	5678	LouTest1
ID-BOD	p1m2	Lou Boo
ID-DFR	EDC345	Test 4-7-12 Charlie

Incident Number: ID-BOD - 5678 Incident Name: LouTest1

Incident Type: Wildfire Report From Date: 3/13/2012

GACC Priority: 2 Dispatch Priority: 1

Significant Events:
Burned up a rock chuck.
3977 characters left

Actions Planned:
Burnout operations will occur on the 401 road. Holding actions will occur on the 369 road.
3909 characters left

Remarks:
4000 characters left

To update GACC Remarks:

1. From the SIT application, select GACC Remarks. The GACC Remarks screen appears.
2. Click the incident name,
3. Click **Open** to update remarks for the specified Unit/Number/Name combination. The grayed-out text box at the bottom of each field displays the number of alphanumeric characters that are still available for your use. You can update remarks for these fields:
 - GACC Priority
 - Significant Events
 - Actions Planned
 - Remarks
4. Review remarks to ensure they are complete.
5. Click **Save** or click **Undo Edits** to re-enter information or exit the screen without saving changes.

To delete GACC Remarks:

1. From the SIT application, select GACC Remarks. The GACC Remarks screen appears.
2. Click the incident name,
3. Click **Delete**
4. Click **Save** or click **Undo Edits** to re-enter information or exit the screen without saving changes.