## InciWeb Factsheet [http://InciWeb.nwcg.gov](http://inciweb.nwcg.gov)

**QUICK REFERENCE**

User Login Site <http://nap.nwcg.gov/NAP/>

Superuser List [http://www.nifc.gov/PIO\_bb/InciWeb/InciWeb\_Superusers.docx](http://www.nifc.gov/PIO_bb/InciWeb/inciweb_superusers.docx)

User Training [http://www.nifc.gov/PIO\_bb/InciWeb.html](http://www.nifc.gov/PIO_bb/inciweb.html)

FWS Contact karen\_miranda@fws.gov phone 208-387-5891

**HELPDESK** fire\_help@fs.fed.us phone (866) 224-7677

**Q&As**

**What is InciWeb?**

[InciWeb](http://InciWeb.nwcg.gov) is a real-time searchable website that has become a “go-to” source for public and media seeking the most current official information about emergency response to incidents such as:

* Wildfires, hurricanes, tornados, floods, earthquakes, and other natural disasters
* Oil spills and other hazmat and human-caused accidents
* Avian flu and other public health crises

as well as planned incidents affecting the public, such as:

* prescribed fires
* burned area rehabilitation

The site currently offers automatic Twitter and GoogleEarth feeds, as well as RSS feeds for immediate notification of new incident information.

Originally developed by the USDA Forest Service (as InciWeb.org) to post wildfire information, [InciWeb](http://InciWeb.nwcg.gov) is now used by dozens of organizations across the country to provide real-time updates of news releases, maps, photos, evacuation and road closure notifications, emergency contact information, etc.

More than 140 U.S. Fish and Wildlife refuges and fish hatcheries have posted on InciWeb, in addition to numerous other federal, state, and local units (national forests, state parks, etc.) *You do not need to be a qualified Public Information Officer to post incident information.*

**Is InciWeb easy to use?**

InciWeb is super-easy for the public – they just go to InciWeb at http://inciweb.nwcg.gov (a.k.a. inciieb.org) and can search for incidents by state, name, type (wildfire, flood, etc.) or they can simply choose off a list in order of most recently updated incidents. They can also receive automatic updates via text or email by clicking links to subscribe to Twitter, GoogleEarth, and other information feeds.

InciWeb is also easy for posting incident information and the site updates immediately. However, you need a User ID and password, as well as permission from specific unit(s) (e.g. refuges); getting these can sometimes take time, so request them *in advance of an incident occurring*.

The InciWeb server has been upgraded in recent years to decrease the likelihood of a system crash during busy periods when a lot of people were trying to access the site at the same time. Such delays in accessing and posting information have been reduced from past years.

**Who can post information on InciWeb?**

Access to post information on InciWeb is available to public affairs specialists, incident information officers, refuge visitor services specialists, and other staff from federal, state, and local agencies and land management organizations. Information is posted on behalf of the jurisdictional unit that is responsible for managing an incident.

Gaining permission to post on InciWeb is a multiple-step process that can be time-consuming! If you expect to use InciWeb to post incident information for FWS or as part of an interagency incident management team, please *plan in advance* *to request or validate your User ID and password and know how to use the system.*

**Who manages InciWeb?**

InciWeb is administered by the USFS on behalf of the jurisdictional (geographic) management unit on which the incident occurs(i.e. national wildlife refuge, national forest, state park, etc.).

Each jurisdictional unit must be registered separately in the InciWeb system, along with one or more designated [“Superusers” for each unit](http://www.nifc.gov/PIO_bb/InciWeb/inciweb_superusers.docx), who manage access for other Users to post information on a unit’s behalf.

**How do I become an InciWeb User?**

To post information on InciWeb, you will need to register as a designated User. **(Note:** If you have not accessed InciWeb since May, 2013, you need to follow these steps to re-register.)

You will need:

* Ness Application Portal (NAP) Username and password to access the InciWeb administrative site (new as May 2013).
* Registration as a User for specific unit(s) such as national wildlife refuge(s)

Request a NAP Username and password

* If you are qualified as a Public Information Officer or for some other position through the Incident Qualifications and Certification System (IQCS) and are active in the ROSS dispatching system, congratulations! You already have a NAP account with a Username and password.
* If you do not have a NAP Username and password, or don’t remember it, request a new NAP account through the Helpdesk.

Register as an InciWeb User

* Determine the jurisdictional unit(s) (refuge, national park, etc) for which you may be posting incident information. Then [contact the units’ Superuser(s)](http://www.nifc.gov/PIO_bb/InciWeb/inciweb_superusers.docx) and provide your name, NAP Username, and email address.
* If a Superuser is not available (see Superuser List), contact the Helpdesk. The unit itself may need to be added to InciWeb first and/or a new Superuser designated.

**What is a Superuser?**

* A Superuser in InciWeb is a User who can provide access to other Users to post incident information for specific refuges or other units.
* To become a Superuser for a specific refuge, hatchery or other unit, [contact an existing Superuser](http://www.nifc.gov/PIO_bb/InciWeb/inciweb_superusers.docx) or contact the Helpdesk.

**How do I post incident information?**

* Become an InciWeb User (above), then connect to the InciWeb Administrative site by logging in at <http://nap.nwcg.gov/NAP/>.
* On the Welcome Screen, click the “Unit Selection” tab. All of the units for which you are registered will appear in a table. To create or update an incident record for a unit, click on the unit name to highlight it, then click the “Unit Home” tab and proceed to create or update an incident record.
* For more detailed instructions on posting information, including step-by-step instructions and recorded webcasts, go to [User Training](http://www.nifc.gov/PIO_bb/inciweb.html).
* If you need access to post information for another unit (for which you are not registered), [contact a Superuser](http://www.nifc.gov/PIO_bb/InciWeb/inciweb_superusers.docx) for that unit and ask them to give you access. If the Superuser List does not include that unit or a Superuser for that unit is not available, contact the Helpdesk to add the unit and/or establish a new Superuser.

**Is my refuge registered in InciWeb?**

Check the [Superuser List](http://www.nifc.gov/PIO_bb/InciWeb/inciweb_superusers.docx). If your unit is not listed, it has not been active in the InciWeb system and needs to be registered by the Helpdesk. (**Note:** FWS has been actively working with the InciWeb Helpdesk to pre-register more FWS units in InciWeb*, in advance of incidents occurring*, including those with frequent large fires and in coastal hurricane-prone areas.

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