

WFDSS Decision Documentation

A guide for Alaska

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WFSS Decision Documentation Process

This document is intended to provide guidance to personnel working in the WFSS system to document decisions. These instructions are not intended to provide step by step guidance for all aspects of WFSS (see WFSS training website) rather to focus on the minimum decision points necessary for an active fire. These instructions with the assumption that the fire has been initiated in WFSS, the user preferences have been set, and ownership has been transferred. These steps do not have to be completed in this order.

Incident Privileges: Identify who are the Owners (Jurisdictional Agency folks who will be working on this with you), Editors (individuals who will be actually contributing to this document), Reviewers (individuals who will review it for content), and Approvers (individuals who will need to approve the document for publication). The easiest way is to do the following:

1. Select **Incident Privileges** from the list on the left side list
2. Type in the individuals name in the **User Name** field at the top of the screen
3. Select **Apply Filter**
4. Find the individual you are looking for and click the appropriate box for Owner/Editor/Reviewer/Approver
5. Select **Save**

Owner	Edit	Review	Approve	Email	User Name	E-mail Address	Phone Number	Geographic Area	Agency	Unit	Roles
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Henderson, Marsha	marsha.henderson@alaska.gov	907-356-5858	Alaska	State	AKAKS	Geographic Area Editor,

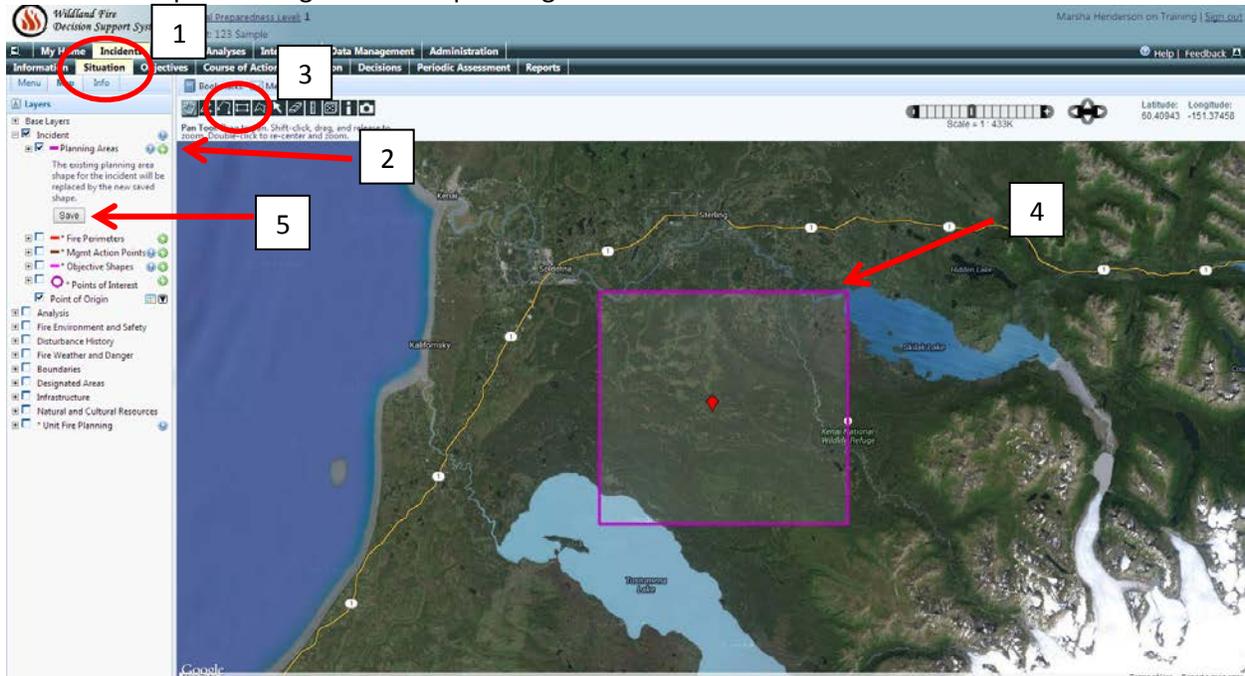
Planning Area: The geographic area where analysis and planning take place to manage a wildfire. The planning area is established by drawing a polygon on a map, delineating the area where the fire is anticipated to grow assuming no actions are taken or where the fire may move no matter what resources are used. The simple rule of thumb for this is to draw a box that is large enough to encompass all the land potentially impacted/affected by this fire. Remember that a bit too large is way better than a bit too small.

1. Select the **Situation** tab
2. Select the **green +** next to Planning Areas 
3. Select the **Polygon tool** 

WFDSS Decision Documentation Process

4. Draw a box on the map
5. Select **Save** under the Planning Areas

If a new decision is required and the fire has grown in size, a new planning area may be necessary. Follow the steps above again and the planning area will be redrawn.



Strategic Objectives: These are large scale objectives for the land base on which the fire is burning. For state, private, and municipal lands the Strategic Objectives are the same as the Fire Management Options objectives from the Alaska Interagency Wildland Fire Management Plan. Other Jurisdictional Agencies may have specific Strategic Objectives that link back to their land management plans.

1. Select **FMU/SO** List on left side list
2. Select Unit: **AKAKS – Central Office**
3. Select **FMU Codes for AKAKS:** Select fire management option for overarching strategy (Critical, Full, Modified, Limited)
4. Select **Return**

This loads the strategic objectives from the Alaska Interagency Wildland Fire Management Plan. If a new decision is required and the fire is impacting, or potentially impacting, areas of new management options, this page should be revisited and additional FMU/Codes should be selected.

WFDSS Decision Documentation Process

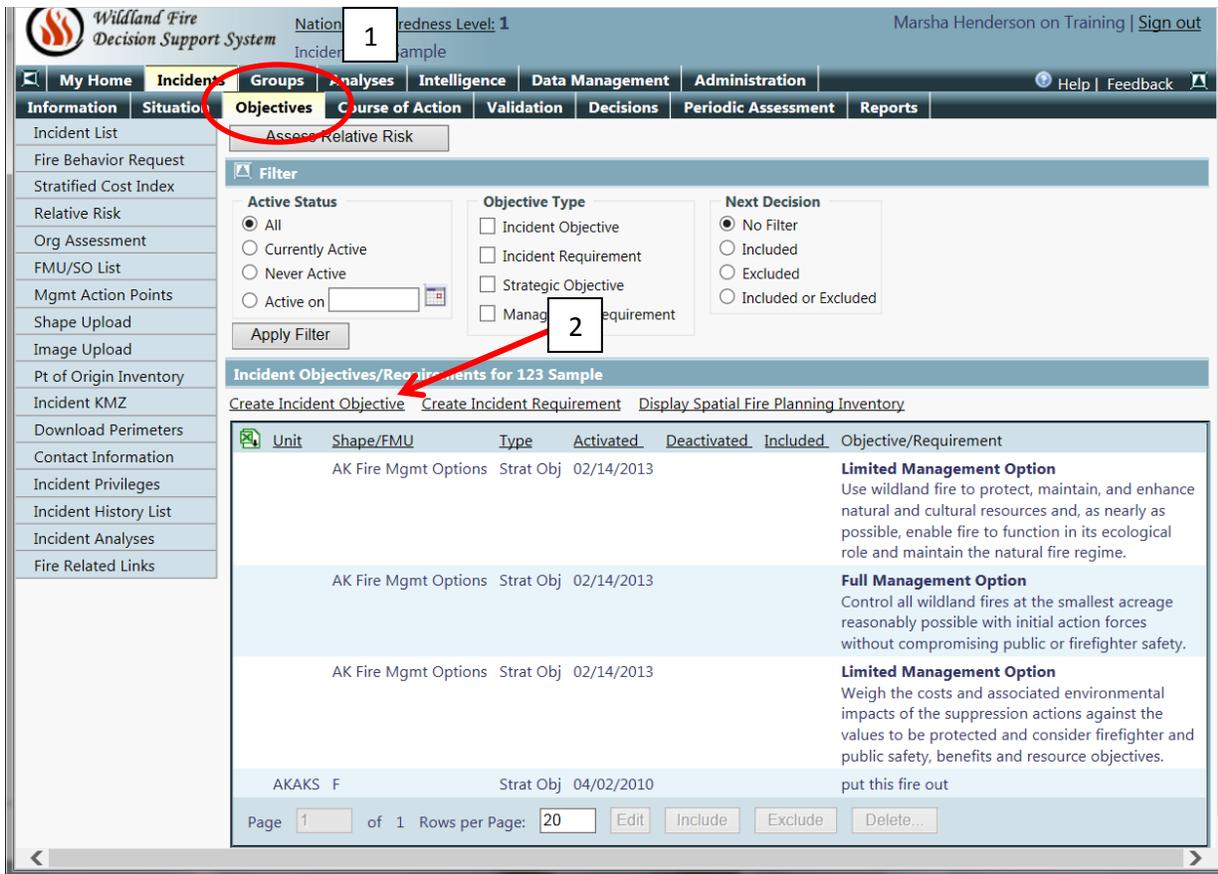
The screenshot displays the WFDSS interface for Incident 123 Sample. The 'Objectives' tab is active. In the left sidebar, the 'FMU/SO List' link is circled in red and labeled '1'. In the main content area, the 'Unit Selection' section shows a list of units, with 'AKAKS - Central Office' selected and labeled '2'. Below this, the 'Agency' list has 'State' selected and labeled '3'. At the bottom, a table titled 'FMU/SO Codes for Incident 123 Sample' is shown with columns for 'FMU Code' and 'Description'. The table contains codes C, F, L, and M. The 'Add to List' button is highlighted with a red arrow and labeled '4'.

Management Requirements: These are large scale, land-based constraints that are loaded directly from the Alaska Interagency Wildland Fire Management Plan. They are loaded at the same time the Strategic Objectives are loaded. **No action is necessary.**

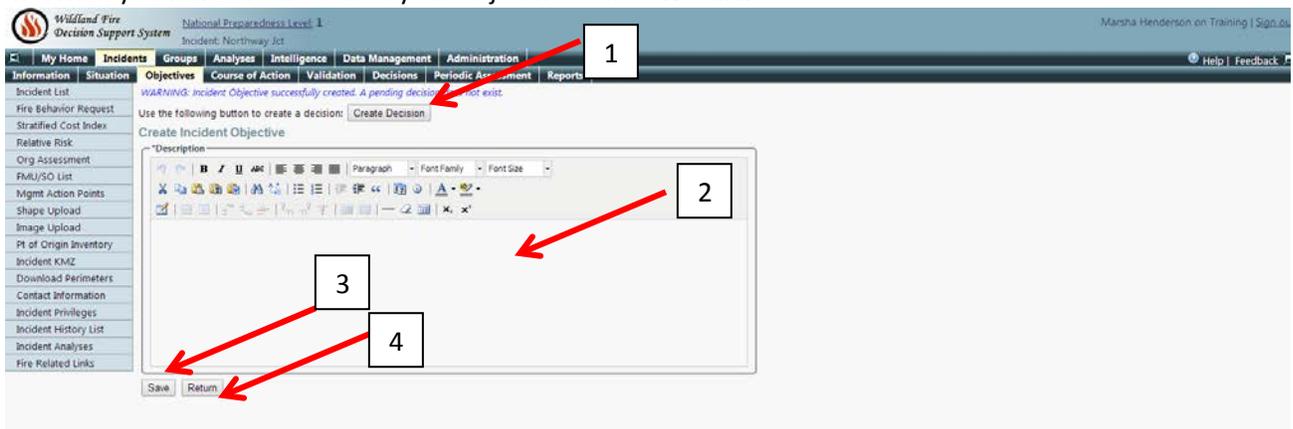
Incident Objectives: represent the primary method of directing the actions on a wildfire incident and greatly influence the fire's cost, duration, and outcomes. The spatial scale is incident-specific, the temporal scale is medium-term (e.g., 3 days or 1 week – generally the lifespan of the incident), the incident objectives are documented in the WFDSS, the Delegation of Authority, and the IAP. These objectives reflect the Agency Administrator's intent to achieve desired outcomes and avoid undesirable consequences.

1. Select the **Objectives** tab
2. Select **Create Incident Objectives**

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1. Select **Create Document** This will only be available if you have not yet created a decision (see Decisions Section)
2. Type the Incident Objective (or copy and paste from a Word document)
3. Select **Save**
4. When you have entered all of your objectives select **Return**



Incident Requirements: Requirements are typically related to laws and agency policy which limit or prohibit specific actions. Requirements often have to be followed; otherwise, there is potential to violate laws and policy. Other requirements specify the methods or equipment that are required to implement a firefighting action. These requirements should be documented in the WFDSS, the Delegation of Authority, and the IAP.

WFDSS Decision Documentation Process

1. Select the **Objectives** tab
2. Select **Create Incident Requirement**

The screenshot shows the WFDSS interface. The 'Objectives' tab is selected in the top navigation bar, indicated by a red circle and a '1' in a box. Below the navigation bar, the 'Filter' section is visible, with a red arrow pointing to the 'Create Incident Requirement' button, which is also marked with a '2' in a box. The main content area displays a table of incident objectives/requirements for '123 Sample'. The table has columns for Unit, Shape/FMU, Type, Activated, Deactivated, Included, and Objective/Requirement. The first row shows 'AK Fire Mgmt Options' with a 'Strat Obj' type, activated on '02/14/2013', and a 'Limited Management Option' description. The second row shows the same unit and type, activated on '02/14/2013', with a 'Full Management Option' description. The third row shows the same unit and type, activated on '02/14/2013', with a 'Limited Management Option' description. The fourth row shows 'AKAKS F' with a 'Strat Obj' type, activated on '04/02/2010', and a description 'put this fire out'. The table is paginated to show 1 of 1 rows.

1. Type the Incident Requirement (or copy and paste from a Word document)
2. Select **Save**
3. When you have entered all of your objectives select **Return**

The screenshot shows the 'Create Incident Requirement' form in the WFDSS interface. The 'Description' field is the main focus, with a red arrow pointing to it and a '1' in a box. Below the description field, there are two buttons: 'Save' and 'Return'. A red arrow points to the 'Save' button with a '2' in a box, and another red arrow points to the 'Return' button with a '3' in a box. The form also includes a rich text editor toolbar with various formatting options.

WFDSS Decision Documentation Process

Risk Assessment: The three core elements of risk assessments are values, hazard, and probability. Risk assessments provide individuals (Agency Administrator, IC, OSC) with an indication of where the problem areas are and where to focus attention by identifying potential risks and opportunities to control risk. The risk assessment is a periodic conclusion about risk based on the probability that the hazards will affect a value of concern. Type notes into the provided boxed for each element to describe why you made the decisions you did.

Values

1. Select **Relative Risk** from the left side list
2. Select **Values**

Values are ecological, social, and economic interests that could be affected by fire. Values are the most critical core element of risk assessment – if there isn't a value in the planning area, there isn't any risk. Values are everything we care about and some values are more important than others.

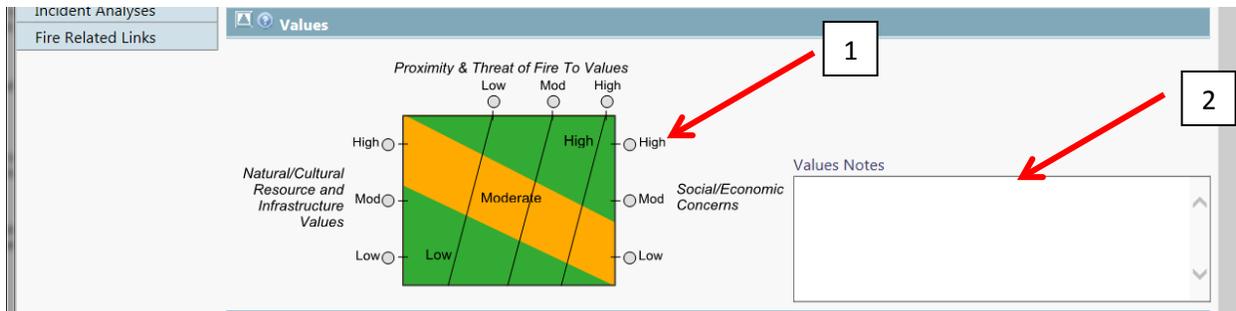
Natural/Cultural Resource and Infrastructure Values: Based on the number and kinds of values to be protected, and the difficulty to protect them, rank this element low, moderate, or high. Considerations: key resources potentially affected by the fire such as urban interface, structures, critical municipal watershed, commercial timber, developments, recreational facilities, power/pipelines, communication sites, highways, potential for evacuation, unique natural resources, special-designation areas, T&E species habitat, cultural sites, and wilderness.

Proximity and Threat of Fire to Values: Evaluate the potential threat to values based on their proximity to the fire, and rank this element low, moderate, or high.

Social/Economic Concerns: Evaluate the potential impacts of the fire to social and/or economic concerns, and rank this element low, moderate, or high. Considerations: impacts to social or economic concerns of an individual, business, community or other stakeholder; other fire management jurisdictions; tribal subsistence or gathering of natural resources; air quality regulatory requirements; public tolerance of smoke; and restrictions and/or closures in effect or being considered.

1. Select the appropriate **radial button** on each of the three sides to indicate the level for each item.
2. Describe the reasons and information used to make the selection for each item in the **Values Notes**.

WFDSS Decision Documentation Process



Hazards

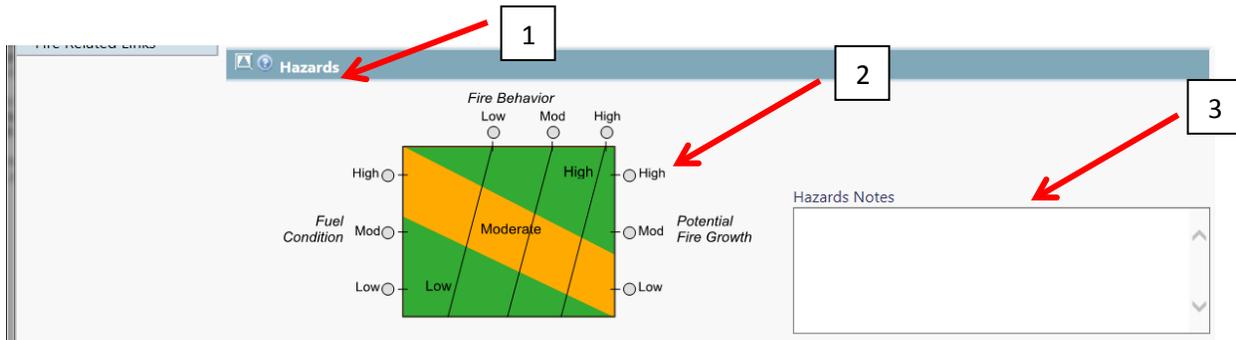
Hazards are a condition or situation capable of causing physical harm, injury, or damage to values. This element determines what the hazards are to the values located within the planning area.

Fuel Conditions: Consider fuel conditions ahead of the fire and rank this element low, moderate, or high. Evaluate fuel conditions that exhibit high ROS and intensity for your area, such as those caused by invasive species or insect/disease outbreaks; continuity of fuels; low fuel moisture.

Fire Behavior: Evaluate the current fire behavior and rank this element low, moderate, or high. Considerations: intensity; rates of spread; crowning; profuse or long-range spotting.

Potential Fire Growth: Evaluate the potential fire growth, and rank this element low, moderate, or high. Considerations: Potential exists for extreme fire behavior (fuel moisture, continuity, winds, etc.); weather forecast indicating no significant relief or worsening conditions; resistance to control.

1. Select **Hazard**
2. Select the appropriate **radial button** on each of the three sides to indicate the level for each item.
3. Describe the reasons and information used to make the selection for each item in the **Hazards Notes**.



Probability

Probability is the likelihood that a hazard will affect values. The probability element of risk assessment focuses on determining the likelihood that the hazard is going to affect the value that is located in the planning area.

Time of Season: Evaluate the potential for a long-duration fire and rank this element low, moderate, or high. Considerations: time remaining until a season ending event. Time of season will automatically be selected but can be changed based on your experience.

Barriers to Fire Spread: If many natural and/or human-made barriers are present and limiting fire spread, rank this element low. If some barriers are present and limiting fire spread, rank this element moderate. If no barriers are present, rank this element high.

Seasonal Severity: Evaluate fire danger indices and rank this element low/moderate, high, or very high/extreme. Considerations: energy release component (ERC); drought status; live and dead fuel moistures; fire danger indices; adjective fire danger rating; preparedness level.

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1. Select Probability
2. Select the appropriate **radial button** on each of the three sides to indicate the level for each item.
3. Describe the reasons and information used to make the selection for each item in the **Values Notes**.

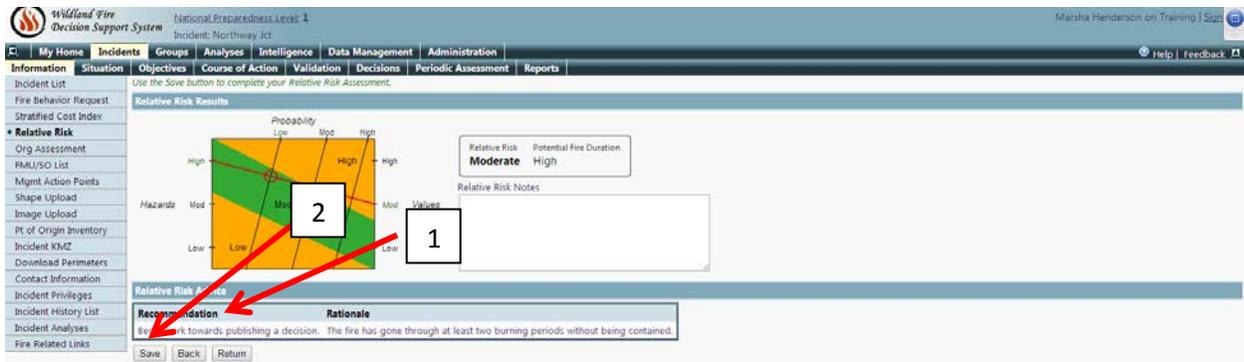
Potential Fire Duration: Select Low, Moderate, or High based not on the time of season but your assessment of the potential for this fire to burn.

1. Scroll back to the top and select **Fire Duration**
 2. Describe the overall justification/reasons for this fire to be in the identified relative risk zone in the **Relative Risk Notes**.
2. Select **Save**

WFDSS will provide some recommendations given the completed risk assessment and why that recommendation is being made.

1. Read and evaluate the **Recommendations**
2. Select **Save**

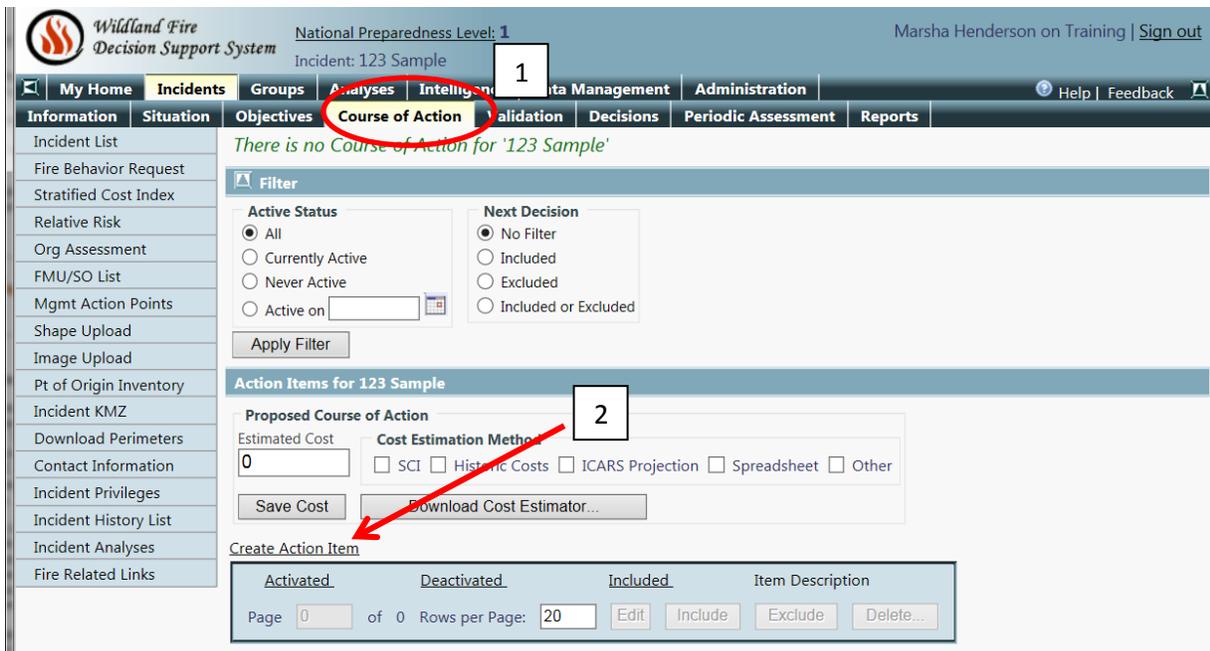
WFDSS Decision Documentation Process



Typically this risk assessment is completed within the first day the incident requires an Incident Decision. As the incident progresses, it is regularly reviewed to ensure its continued validity. This does not require a new decision be published.

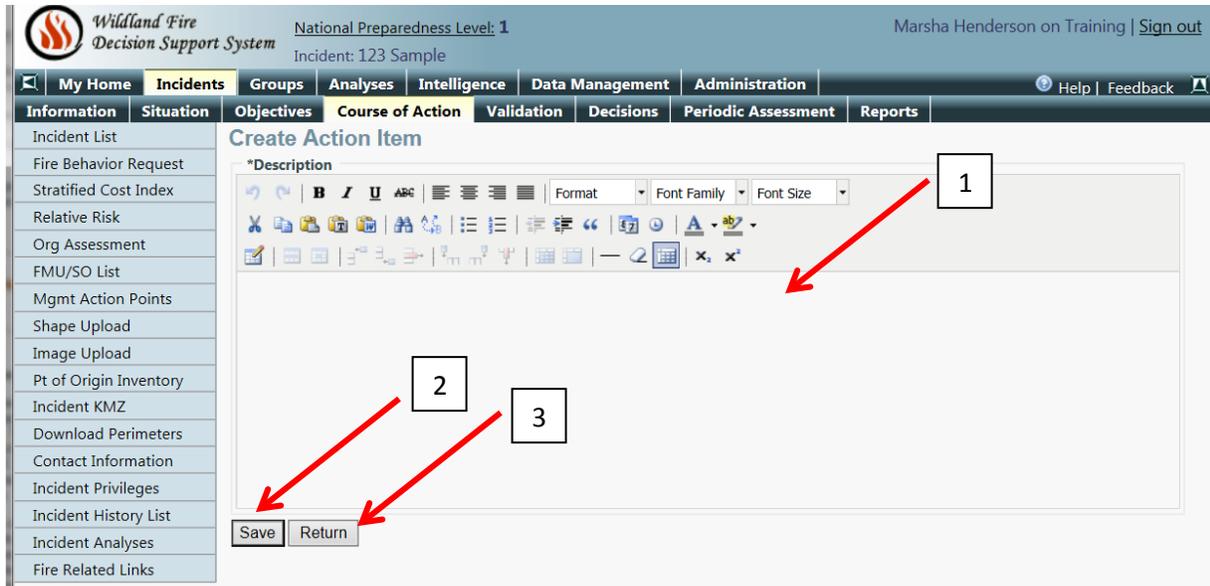
Course of Action: An overall plan that describes the selected strategies and management actions intended to meet incident objectives and requirements. The Course of Action is a strategic form of risk control – protect or remove the value from being affected by the hazard (describe the Box to keep the fire within to minimize impact to the values), reduce the hazard (minimize the size of the fire using direct perimeter control) and/or reduce the probability that the hazardous even will occur, or accept the probability (determine which values will not receive protection).

1. Select the **Course of Action** tab
2. Select **Create Action Item**



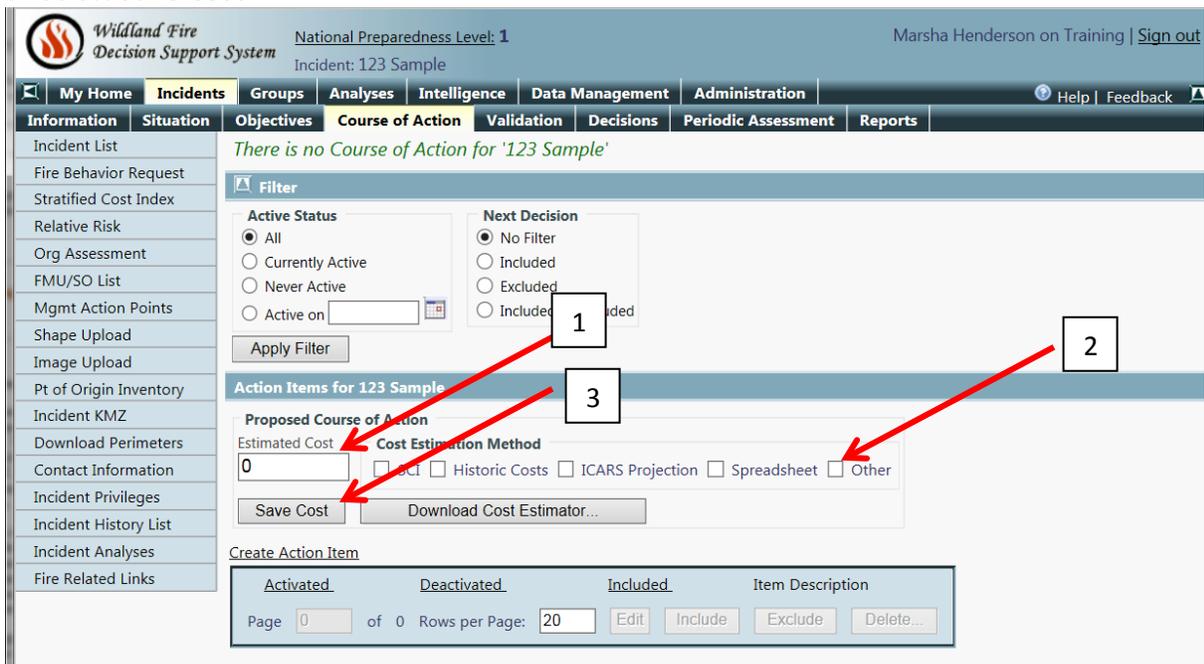
1. Type the Incident Requirement (or copy and paste from a Word document)
2. Select **Save**
3. When you have entered all of your objectives select **Return**

WFDSS Decision Documentation Process



Estimated Cost: The proposed courses of action require an estimated cost associated. By evaluating what general resources and the timeframe for each type, calculate an estimated fire cost.

1. Enter an **Estimated Cost**
2. Select **Other** checkbox (the other options aren't available in Alaska)
3. Select **Save Cost**



Organization Assessment: A decision support tool that provides guidance to Agency Administrators on the recommended type of Incident Management Organization that is needed to manage an incident. It can be used in both escalating and moderating situations and is used for Type 1, 2, or 3 incidents.

WFDSS Decision Documentation Process

1. Select **Org Assessment** from the left side list
2. Select **Relative Risk** (this will be autopopulated from the previous work done in the relative risk section. **No action needed.**

The screenshot shows the WFDSS interface. The top navigation bar includes 'My Home', 'Incidents', 'Groups', 'Analyses', 'Intelligence', 'Data Management', and 'Administration'. Below this is a sub-menu with 'Information', 'Situation', 'Objectives', 'Course of Action', 'Validation', 'Decisions', 'Periodic Assessment', and 'Reports'. The main content area is titled 'Organization Assessment (Incomplete)'. It features a 2D matrix with 'Implementation Difficulty' on the y-axis (High, Mod, Low, NA) and 'Relative Risk' on the x-axis (Low, Mod, High). The matrix is divided into five regions: Type 1 (top-right), Type 2 (top-left), Type 3 (middle), Type 4 (bottom-left), and Type 5 (bottom-right). Below the matrix are radio buttons for 'Implementation Difficulty' and 'Socio/Political Concerns'. A red circle labeled '1' highlights 'Org Assessment' in the left sidebar. A red arrow labeled '2' points to the 'Relative Risk' section below, which includes a 'Probability' matrix and a 'Relative Risk Notes' text box.

Implementation Difficulty

Potential Fire Duration: Evaluate the estimated length of time that the fire may continue to burn if no action is taken and amount of season remaining. Rank this element low, moderate, or high. Note: This will vary by geographic area. This is preloaded from the Relative Risk chart you already completed.

Incident Strategies (Course of Action): Evaluate the level of firefighter and aviation exposure required to successfully meet the current strategy and implement the course of action. Rank this element as low, moderate, or high. Considerations: Availability of resources; likelihood that those resources will be effective; exposure of firefighters; reliance on aircraft to accomplish objectives; trigger points clear and defined.

Functional Concerns: Evaluate the need to increase organizational structure to adequately and safely manage the incident, and rank this element low (adequate), moderate (some additional support needed), or high (current capability inadequate). Considerations: Incident management functions (logistics, finance, operations, information, planning, safety, and/or specialized personnel/equipment) are inadequate and needed; access to EMS support, heavy commitment of local resources to logistical support; ability of local businesses to sustain logistical support; substantial air operation which is not properly staffed; worked multiple operational periods without achieving initial objectives; incident personnel overextended mentally and/or physically; Incident Action Plans, briefings, etc. missing or poorly prepared; performance of firefighting resources affected by cumulative fatigue; and ineffective communications.

1. Select **Implementation Difficulty**
2. Select the appropriate **radial button** on each of the three sides to indicate the level for each item.
3. Describe the reasons and information used to make the selection for each item in the **Difficulty Notes**

WFDSS Decision Documentation Process

Socio/Political Concerns

Objective Concerns: Evaluate the complexity of the incident objectives and rank this element low, moderate, or high.

Considerations: clarity; ability of current organization to accomplish; disagreement among cooperators; tactical/operational restrictions; complex objectives involving multiple focuses; objectives influenced by serious accidents or fatalities.

External Influences: Evaluate the effect external influences will have on how the fire is managed and rank this element low, moderate, or high.

Considerations: limited local resources available for initial attack; increasing media involvement, social/print/television media interest; controversial fire policy; threat to safety of visitors from fire and related operations; restrictions and/or closures in effect or being considered; pre-existing controversies/ relationships; smoke management problems; sensitive political concerns/interests.

Ownership Concerns: Evaluate the effect ownership/jurisdiction will have on how the fire is managed and rank this element low, moderate, or high.

Considerations: disagreements over policy, responsibility, and/or management response; fire burning or threatening more than one jurisdiction; potential for unified command; different or conflicting management objectives; potential for claims (damages); disputes over suppression responsibility.

1. Select **Socio/Political Concerns**

2. Select the appropriate **radial button** on each of the three sides to indicate the level for each item.

3. Describe the reasons and information used to make the selection for each item in the

Socio/Political Concerns Notes

4. Select **Continue**

1. The **Incident Management Organization** is identified for you on the chart.

2. The **text descriptions** are located to the left of the chart and can be reviewed.

3. The **Unit Recommended Organization** is where you identify what type of organization you are actually selecting. This assessment is intended to provide guidance, not to make the decision for you. Document why you are selecting the level of organization you have identified in the **Organization Notes**.

4. Describe the reasons and information used to make the selection for each item in the **Organization Notes (this is a required field)**.

5. Select **Save**

WFDSS Decision Documentation Process

Organization Assessment Results

Description	N/A	Low	Mod	High
Relative Risk			M	
Potential Fire Duration				H
Incident Strategies (CoA)			M	
Functional Concerns			M	
Objective Concerns				H
External Influences		L		
Ownership Concerns			M	
Totals	1	4	2	

Unit Recommended Organization

- Type 5 Majority of items rated as "N/A"; a few items may be rated in other categories.
- Type 4 Majority of items rated as "Low", with some items rated as "N/A", and a few items rated as "Moderate" or "High".
- Type 3 Majority of items rated as "Moderate", with a few items rated in other categories.
- Type 2 Majority of items rated as "Moderate", with a few items rated as "High".
- Type 1 Majority of items rated as "High"; a few items may be rated in other categories.

Use this section to document the incident management organization for the fire. If the incident management organization is different than the Organization Assessment recommends, document why an alternative organization was selected.

Organization Notes

Save Back Return

Validation: Validate that the courses of action are achievable based on available resources, predicted fire behavior, and estimated cost. You are also validating that these courses of action will achieve your strategic objectives. Any user that has been given editor privileges can validate a decision. Select Yes if they will.

1. Select **Validation** tab
2. Select **Yes** or **No**
3. If the decision is No then document why not.

Validation History

Date (CDT)	User	Action	Comments

Validation

Comment

Does the default Course of Action (pre-planned response) satisfy the strategic objectives?

Some Things to Consider

Relative Risk Advice

Recommendation	Rationale
Begin work towards publishing a decision.	The fire has gone through at least two burning periods without being contained.

Decisions: The final step on the documentation process is to create the decision (think of it as create the holder for the decision document to reside in).

WFDSS Decision Documentation Process

1. Select the **Decisions** tab
2. Select **Create** (unless you have already created the decision in a previous step)

The screenshot shows the WFDSS interface. The 'Decisions' tab is highlighted with a red circle and a '1' in a box. Below the navigation bar, the 'Decisions List' section is visible. A 'Create' button is highlighted with a red box and a '2' in a box. A red arrow points from the 'Create' button to the 'Create' button in the table below. The table has columns for Decision, Section, Status, Edit, Created (CDT), Content Last Saved (CDT), Relative Risk, and Org Assessment. The table shows 0 rows and 20 rows per page. There are buttons for Edit, Check In, PDF, HTML, and Delete.

The first box indicates which of the requirements of a decision you have yet to complete. You can select these live links and the program will take you to the location where you need to complete the requirement.

When each of these requirements has been met the final item to complete is to write a rationale for the decision. This should be an explanation of why the Approver is making the decision he/she is making and while it doesn't need to review all the objectives and courses of action, it should explain why the approval is occurring. This is also a good place to identify under what circumstances this decision will be reviewed to evaluate whether a new decision is necessary.

1. Select the **radial button** next to Pending Decision Rationale
2. Select **Edit**

WFDSS Decision Documentation Process

Information Situation Objectives Course of Action Validation Decisions Periodic Assessment Reports

Incident List
Fire Behavior Request
Stratified Cost Index
Relative Risk
Org Assessment
FMU/SO List
Mgmt Action Points
Shape Upload
Image Upload
Pt of Origin Inventory
Incident KMZ
Download Perimeters
Contact Information
Incident Privileges
Incident History List
Incident Analyses
Fire Related Links

Decision "Pending Decision" created.

Requirements that must be completed before the pending decision can be Reviewed / Approved

Requirement(s)

- A Decision Approver must be granted privileges.
- At least one Action Item must be included in the Course of Action.
- An Estimated Cost is required for the incident.
- The proposed Course of Action needs to be validated.

Content must be added to the "Rationale" section of the decision (with the decision editor).

Decisions List

Set Decision List Preferences

Create Copy View Info View Decision Pending KMZ

Decision	Section	Status	Editor	Created (CDT)	Content Last Saved (CDT)	Relative Risk	Org Assessment
<input type="radio"/> Pending Decision		Available	Henderson, Marsha	03/17/2014 11:31		03/17/2014 Mod	
<input type="radio"/> Pending Decision	Assessment	Available	Henderson, Marsha	03/17/2014 11:31			
<input type="radio"/> Pending Decision	Objective	Available	Henderson, Marsha	03/17/2014 11:31			
<input type="radio"/> Pending Decision	Course of Action	Available	Henderson, Marsha	03/17/2014 11:31			
<input type="radio"/> Pending Decision	Validation	Available	Henderson, Marsha	03/17/2014 11:31			
<input checked="" type="radio"/> Pending Decision	Rationale	Available	Henderson, Marsha	03/17/2014 11:31			

Page 1 of 1 Rows per Page: 20 Edit Check In PDF... HTML... Delete...

Create Copy View Info View Decision Pending KMZ

1. Write the rationale in the text box
2. Select the **Save** icon

Menu Decision Save Decision List Messages

Rationale

Decision Editor (Rationale)

Paragraph Font Family Font Size

This is my rationale.

Incident Content (123 Sample : Objectives : Pending Decision : Strategic Objectives)

1. Select **Check In** from the lower menu list. Until you check in the document the decision will be locked from further work.
2. You can create a PDF of your draft decision at this point by selecting **PDF** from the lower menu list.

WFDSS Decision Documentation Process

Requirements that must be completed before the pending decision can be Reviewed / Approved

Requirement(s)

- [A Decision Approver must be granted privileges.](#)
- [At least one Action Item must be included in the Course of Action.](#)
- [An Estimated Cost is required for the incident.](#)
- [The proposed Course of Action needs to be validated.](#)

Decisions List

Set Decision List Preferences

Create Copy View Info View Decision Pending KMZ

Decision	Section	Status	Editor	Created (CDT)	Content Last Saved (CDT)	Relative Risk	Org Assessment
<input type="radio"/> Pending Decision		Locked	Henderson, Marsha	03/17/2014 11:31	03/17/2014 11:38	03/17/2014 Mod	
<input type="radio"/> Pending Decision	Assessment	Available	Henderson, Marsha	03/17/2014 11:31			
<input type="radio"/> Pending Decision	Objectives	Available	Henderson, Marsha	03/17/2014 11:31			
<input type="radio"/> Pending Decision	Course of Action	Available	Henderson, Marsha	03/17/2014 11:31			
<input type="radio"/> Pending Decision	Validation	Available	Henderson, Marsha	03/17/2014 11:31			
<input checked="" type="radio"/> Pending Decision	Rationale	Being Edited	Henderson, Marsha	03/17/2014 11:31	03/17/2014 11:38		

Page 1 of 1 Rows per Page: 20 Edit Check In PDF... HTML... Delete...

Review/Approval:

Once all the requirements have been met, the Begin Review/Approval Process button becomes active. Once the Review/Approval process is started, no one will be able to modify the content of the decision. Therefore, you have to confirm that you really want to start this process.

1. Make sure the document is **available** for review/approval. If not, check in whatever section is unavailable.
2. Select the **Begin Review/Approval Process**

Requirements that must be completed before the pending decision can be Reviewed / Approved

Requirement(s)

The minimum system requirements for the pending decision have been satisfied

Decisions List

Set Decision List Preferences

Create Copy View Info View Decision Pending KMZ **Begin Review/Approval Process**

Decision	Section	Status	Editor	Created (CDT)	Content Last Saved (CDT)	Relative Risk	Org Assessment
<input type="radio"/> Pending Decision		Available	Henderson, Marsha	03/17/2014 11:31	03/17/2014 11:38	03/17/2014 Mod	
<input type="radio"/> Pending Decision	Assessment	Available	Henderson, Marsha	03/17/2014 11:31			
<input type="radio"/> Pending Decision	Objectives	Available	Henderson, Marsha	03/17/2014 11:31			
<input type="radio"/> Pending Decision	Course of Action	Available	Henderson, Marsha	03/17/2014 11:31			
<input type="radio"/> Pending Decision	Validation	Available	Henderson, Marsha	03/17/2014 11:31			
<input checked="" type="radio"/> Pending Decision	Rationale	Available	Henderson, Marsha	03/17/2014 11:31	03/17/2014 11:38		

WFDSS Decision Documentation Process

1. Select Continue

The screenshot shows the WFDSS interface with the 'Decisions' tab selected. The 'Continue' button is circled in red. The interface includes a sidebar with various menu items and a main content area with decision information and a table of reviewers and approvers.

Decision	Section	Status	Editor	Created (CDT)	Content Last Saved (CDT)	Relative Risk	Org Assessment
<input checked="" type="radio"/>	Pending Decision	Reviewable	Henderson, Marsha	03/17/2014 11:31	03/17/2014 11:38	03/17/2014 Mod	
<input type="radio"/>	Pending Decision	Assessment	Locked	Henderson, Marsha	03/17/2014 11:31		
<input type="radio"/>	Pending Decision	Objectives	Locked	Henderson, Marsha	03/17/2014 11:31		
<input type="radio"/>	Pending Decision	Course of Action	Locked	Henderson, Marsha	03/17/2014 11:31		
<input type="radio"/>	Pending Decision	Validation	Locked	Henderson, Marsha	03/17/2014 11:31		

The Reviewers and Approvers should now be ready to review and approve the decision. Once the Reviewer/Approver has logged into WFDSS the Review/Approve Decision button will be available (if it's not, click the **Decision** tab again, the decision may still be processing). When the document is ready for review/approval, the individuals that were selected in the Incident Privileges will be sent an email with a link to the decision. The Approvers do not have to wait for the Reviewers to complete their review in the system although it would be nice if they waited since you made them a Reviewer for some reason.

Reviewers/Approvers:

1. Select Review/Approve Decision

The screenshot shows the WFDSS interface with the 'Review/Approve Decision' button circled in red. The interface includes a sidebar with various menu items and a main content area with decision information and a table of decisions.

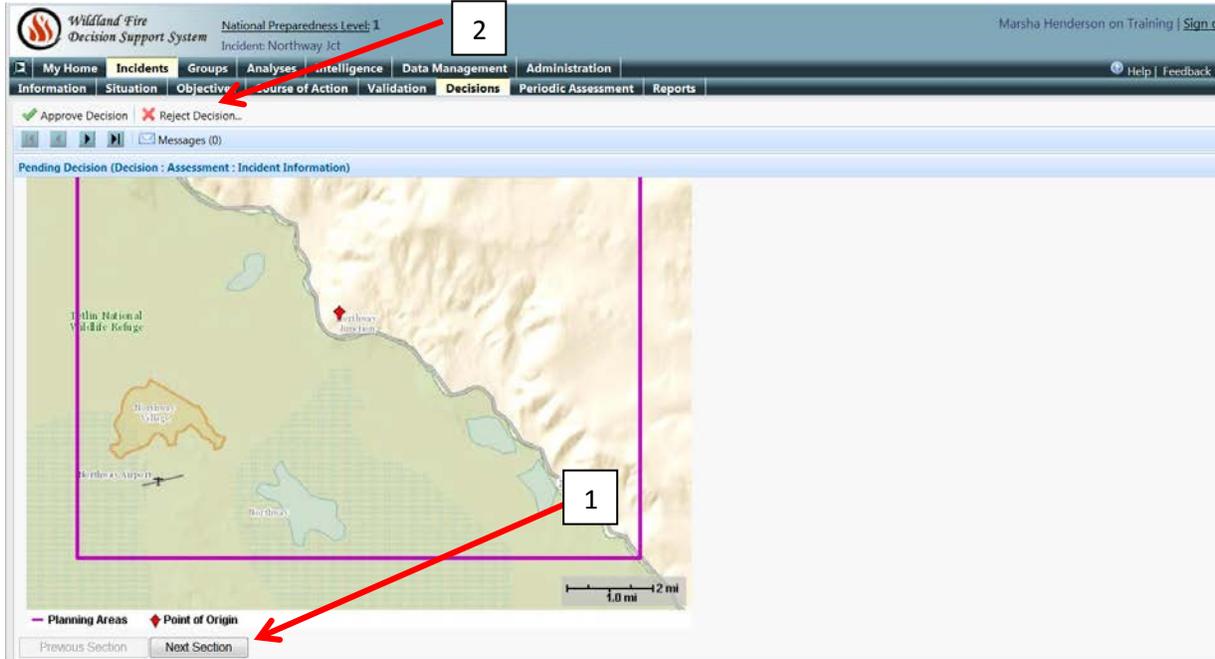
Decision	Section	Status	Editor	Created (CDT)	Content Last Saved (CDT)	Relative Risk	Org Assessment
<input checked="" type="radio"/>	Pending Decision	Reviewable	Henderson, Marsha	03/17/2014 11:31	03/17/2014 11:38	03/17/2014 Mod	
<input type="radio"/>	Pending Decision	Assessment	Locked	Henderson, Marsha	03/17/2014 11:31		
<input type="radio"/>	Pending Decision	Objectives	Locked	Henderson, Marsha	03/17/2014 11:31		
<input type="radio"/>	Pending Decision	Course of Action	Locked	Henderson, Marsha	03/17/2014 11:31		
<input type="radio"/>	Pending Decision	Validation	Locked	Henderson, Marsha	03/17/2014 11:31		

Once a Reviewer/Approver selects the Review/Approve Decision button, the decision is provided for them in a very painful way. This is where it is very nice to have provided these folks with the PDF draft. From here the Reviewer/Approver can either Approve the Decision or Reject the Decision.

1. The reviewer/approver can move through the decision by selecting the **Next Section** at the bottom of the page and/or

WFDSS Decision Documentation Process

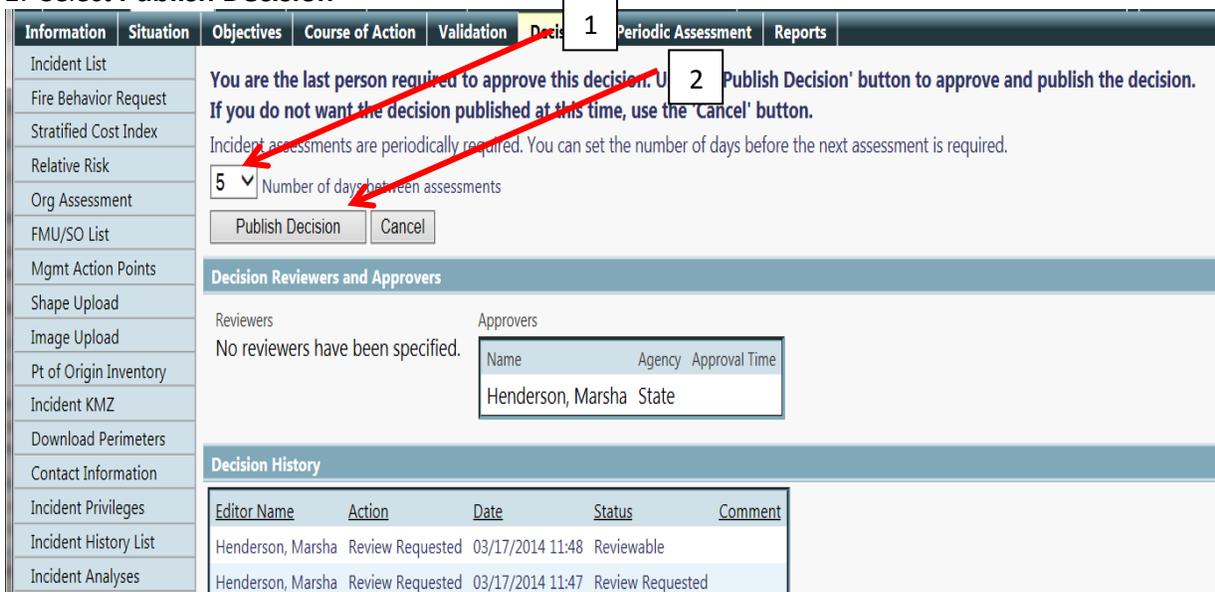
2. Select **Approve Decision** or **Reject Decision** at the top of the page



Once the final Approver has approved the decision, they will see a screen showing them that they are the final Approver and they need to determine how many days between assessments is desired. This can be up to 14 days. As a general rule of thumb, if it's a running and gunning fire, do an assessment every day. If it's in monitor status, consider reviewing this decision up to every 14 days. If the Approver does not complete this step, the decision is not completed.

1. Enter **number of days** between assessments

2. Select **Publish Decision**



WFDSS Decision Documentation Process

Once the final Approver has published the decision you can select PDF to extract the final document.

1. Select **radial button** next to top line in decision list.
2. Select **PDF**
3. **Open/Download** PDF onto computer

The screenshot displays the WFDSS Decision Support System interface. The 'Decisions List' table contains the following data:

VI	Decision	Section	Status	Editor	Created (CDT)	Content Last Saved (CDT)	Relative Risk	Org Assessment
1	03/21/2014 09:34		Published	Henderson, Marsha	03/20/2014 19:20	03/21/2014 09:27	03/20/2014 Mod	03/20/2014 Type 2
2	03/21/2014 09:34	Assessment	Published	Henderson, Marsha	03/20/2014 19:20			
3	03/21/2014 09:34	Objectives	Published	Henderson, Marsha	03/20/2014 19:20			
4	03/21/2014 09:34	Course of Action	Published	Henderson, Marsha	03/20/2014 19:20			
5	03/21/2014 09:34	Validation	Published	Henderson, Marsha	03/20/2014 19:20			
6	03/21/2014 09:34	Rationale	Published	Henderson, Marsha	03/20/2014 19:20	03/21/2014 09:27		

The interface also shows a 'PDF...' button in the table's action column and a download dialog box at the bottom with 'Open', 'Save', and 'Cancel' options.

Notice that the Relative Risk and the Org Assessment on this screen are live links. You can use these links to go back to the Relative Risk or Org Assessment at any time to review and update for the incident. This does not require you to publish a new decision.

Congratulations. You have completed the decision documentation process.