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| MNICS Type II Team Logo | **Checklist and SOPs: InciWeb** |

**Checklist**

**Morning**

* **209:** Update data as close to 0600 as possible (on incidents that produce two 209s/day).
* **Summary (aka “incident overview” to the public):**
  + Update per the lead PIO’s content and frequency protocols (e.g., content might be the daily update or something else; frequency might be twice a day or more).
  + Highlight a new image (usually the map in am).
  + If certain data from 209 (e.g., acres, % contained, resource tally) are included in the summary, update that as close to 0600 as possible (see 209 bullet above).
  + Update with a factoid from 0600 briefing while am update is being written. Important: make a copy so you have a new iteration (see SOPs below).
  + If using a date/time stamp, update it.
  + Update the tenses in the text (e.g., tonight🡪last night, tomorrow 🡪 today).
* **Maps:**
  + Under image tab, upload JPGs of the following maps per the lead PIO’s protocol: PIO, ops, IR, progression.
  + Highlight one map on home.
  + Upload map PDFs as “article related files” in repository article (see SOPs below).
  + If applicable, change the map PDF hyperlinks in the summary; change the date [e.g., Operations Map (August 4, 2016)]. Reminder tip: get the URL to create the hyperlink from the PDF that was uploaded to the repository article (see SOPs below).
* **Daily Update:**
  + Create a new article (categorize as news, not announcement). How? Copy text from the Word .docx and paste into Inciweb article using the “paste from Word” tool/icon. Save it! Important: be consistent with the article title (see naming-convention SOP below).
  + Highlight the article on home.
  + Upload the daily update PDF as an “article related file.”
  + Upload a map PDF (usually the PIO map) as an article related file.
  + Optional: upload additional supporting documents (e.g., USFS closure order, sherrif’ evacuation press release, etc.), especially if mentioned in the udpate for the first time.
  + If applicable, change daily update’s hyperlink in the summary; change the date.
* **Summary:** update with fresh content mid-to late-morning (e.g., air quality report and hyperlink, drone message, word of the day).

**Midday**

* **Summary:** update as information comes in throughout the day.
* **Breaking news (e.g., public meeting, evacuationss, closures):** When vetted, create an article (reminder tip: select the appropriate category—news, announcement, or closure), highlight the article on home, and also add the information to the summary.
* **Maps:** if not all maps were available in AM, complete that routine.
* **Images:** change image that’s highlighted on home from map to photo

**Evening**

* **209:** Update data as close to 1800 as possible.
* **Summary:** If certain data from 209 (e.g., acres, % contained, resource tally) are included in the summary, update that as close to 1800 as possible.
* **Summary:** Update with factoid from 1800 ops briefing while pm update is being written (or in lieu of a pm update).
* **Update:** if a pm update is written, repeat steps from am routine (minus maps).

**Timing** (example from Angeles NF PAO)

* Update announcements, closures, evacuations as soon as vetted.
* There should never be more than an 8-hour lapse in updates (from 2200 to 0600).
* Update every 1 hour when fire is running, assets are at risk, or there are evacuations.
* Update every 4 hours when fire is 60 percent contained.
* Update every 6 hours when fire is 80 percent contained.

**SOPs**

* **Summary A:** Any time a significant change will be made to the summary (vs. a typo or formatting change), first highlight the most recent iteration in the list and make a copy. Make changes/edits to that copy and save it, making *it* the most recent iteration. Reason: The only way to maintain an archive of the summaries is to create a copy and edit the copy, leaving previous iterations intact. Merely editing and overwritting an existing summary eliminates the pre-edited interation from the historical record.
* **Naming Convention:** Establish a naming convention for titles of articles and maps and stick with it! For example, “Xxxx Fire AM Update: July 25, 2016” or “Public Information Map: 25 July 2016.”
* **PDF Repository/Cloud Article:** This is the background: If you want to create a hyperlink to a file, say, in the summary, to you need a URL that is associated with that file. A file can have its own ULR if it is stored in the cloud. Since most information shops use cloud storage through Dropbox or Google Drive account for file storage, many PIOs use a file’s URL generated by such cloud storage to create the hyperlinks. However, even though it’s pretty “safe” to link to the incident’s Google Drive or Dropbox account, some PIOs prefer to keep everything within Inciweb. You can easily create your own Inciweb “cloud” storage by creating an article that you merely upload/attach files to using the “article related file” tab. If this article is not the first one you create in Inciweb, manually change the date to the earliest date so that the article more quickly gets “buried” by newer articles. This repository article keeps all files and hyperlinks within Inciweb. (Boilerplate text to include in the repository article: This page is a repository for PDF files used elsewhere on the Xxxx Fire’s Inciweb pages. Feel free to view these files.)
* **Older Photos:** Because Inciweb date stamps photos and the sequence cannot be edited, some PIOs upload only current photos. Older photos of active fire, smoke columns, or aerial operations uploaded when fire activity is minimal might cause alarm if viewers think those photos represent current fire activity. It is acceptable to upload photos from earlier in the incident, just ensure that the title (the text seen in the thumbnail view) clearly includes the date taken; do not highlight those photos on the home page.
* **Recent Articles List:** Sometimes a still-relevant article gets bumped off the recent articles list by newer articles. If you want the article to remain in the top four most recent articles, just change the time stamp. For example, if an evacuation order is still relevant and you want it to appear in the recent articles list, refresh the time stamp by selecting the article and changing the date/time near where you’d edit the title, not in the row of the table.
* **Housekeeping:**
  + Ensure that tenses/days are accurate in the summary.
  + Ensure date/time stamp in summary is current if that convention is used.
  + Regularly test hyperlinks (including links on the right margin for cooperators and fire-information websites).
  + Review closures; create new articles if conditions change.
* **209s Archive:** The 209 fields should be slightly different than the 209 document itself (don’t copy/paste!), and it’s a good idea to document/archive that. However, once 209 fields are edited and saved, the previous interation is gone for good. Unlike the summary, there is no workaround for internally archiving 209 iterations. Someone has to either print hard copies or create PDFs of the 209 iterations from the public site:
  + Press Ctrl+P to open print window.
  + Print or make a PDF of just the 209 portion (usually page 2 as the map and incident overview (aka summary) make up page 1). The summary will be archived separately.
* **Summaries Archive:** Sometimes the Forest PAO wants the summaries as hard copies or as PDFs so he/she doesn’t have to sign in to Inciweb to see them. There are a couple ways to do this:
  + From the admin/editing side of Inciweb: Select the summary in the table that you want to print; put the cursor anywhere in the summay text; you *must* press Ctrl+A to select all the text in the summary; press Ctrl+P to open the print window; print either a hard copy or PDF. If you create PDFs, include the date and time of that particular iteration in the file name. If you print hard copies, write the date and time on the page.
  + From the public side of Inciweb: You can print the summaries from the public side also, but this option is slightly less convenient; to be consistent, you would have to remember to print after each edit. The map and 209 data would also print, so the final product would not be as tidy.
* The media should link to us, not us to the media.