

# Key Decision Log 2009

## User's Guide

Version 1.0 June 2, 2009

### Purpose

This User's Guide provides basic overview of the KDL application, with specific definitions and instructions for entering and retrieving data via the on-line application located on the FAMWEB test server (<http://famtest.nwccg.gov/fam-web/>)

This on-line application is available to the fire community to provide a quick and easy way to capture decision making and context during incidents and for post-incident learning. It is designed for internal use only (IMT members regardless of affiliation, Line and Staff of a land management organization) and is not available externally. Access is restricted to those with an account on the famtest server and who have been granted KDL access by a local KDL Manager. All those with a legitimate need can have access. Please see the famtest website for more information on how to obtain an account and access.

This User's Guide is divided into Sections based on the main tabs of the on-line KDL menu: KDL Entry, Outcomes and Learning; Reports; Complexes. Each section details instructions and definitions for that menu tab.

### Contents

#### Purpose

#### Section 1: KDL Entry

- A. [Creating a new record](#)  
Data entry descriptions and definitions
- B. [Editing and existing record](#)
- C. [Deleting a record](#)

#### Section 2: Outcomes and Learning

Data Entry Descriptions and Definitions

#### Section 3: Reports

- A. [Creating a report](#)
- B. [Closing a report window](#)
- C. [Downloading a report](#)

#### Section 4: Complexes

Radio Button Explanations/Descriptions

## Section 1: KDL Entry

---

Use this Tab to enter a new record, to delete an existing record, or edit an existing record. For those with KDL data entry access, you can only delete records you created. KDL Managers can delete records created by others.

### A. Creating a new record

Select 'NEW KDL Entry', then enter information in the screens as provided. Descriptions and definitions follow here. After answering a question, tab or click off the answer box to automatically save that entry. The field will turn green to represent a successful save. An asterisk mark indicates fields that must have a value in order for the KDL entry to be complete.

At the end, to immediately enter Outcomes and Learning, select that tab; otherwise, choose 'Done'.

**NOTE:** You can copy/paste text from MSWord or other word processing program into the text boxes.

**NOTE:** The entries in the Blue section and under Incident Information will automatically re-populate with your last entry.

### Data Entry Descriptions and Definitions

#### BLUE HEADER

**ORGANIZATIONAL LEVEL** (required) Choose 1 - of your team/group.

NMAC – national MAC

MAC – one of the geographic multi-agency coordination centers

AC – area command

Team – organized incident management team (Type 3, 2, 1, NIMO)

Region – Host agency Regional office

Home Unit – Host agency unit on which start occurred and management is assigned

**MANAGEMENT TYPE** (required) Choose 1 – type of incident

IA-EA – initial or extended attack

Type 3 – complexity rating for the incident is Type 3

WFU – incident managed for wildland fire use

Type 2 – complexity rating for the incident is Type 2

Type 1 – complexity rating for the incident is Type 1

Project/Complex – incident is comprised of multiple incidents

Area/Theater – operational level is area or theater level

Other (Hurricane, etc) – other type of incident

**ASSIGNMENT BEGIN DATE** – (required) – begin date of your initial involvement or your team's assignment on this event.

**MANAGING TEAM** (required) – name of the organization managing the incident at the time the log entry was initially proposed (who was managing when the action was taken, decision made, etc). Choose from the list or click NEW and add the Team or Host Unit Name.

### **INCIDENT INFORMATION**

Either Incident number or Complex Identifier must be completed. This is the incident (s) the log entry pertains to.

**INCIDENT NUMBER** – (required) this is the unique fire identifier defined by NWCG in November 2007 as: calendar year – point of origin responsible agency unit identifier – local incident identifier (assigned by dispatch): 2009-XXXXXX-XXXXXX. Choose from the list or click NEW and add the new number.

**INCIDENT NAME** – (required) This is the formal name of the incident. Choose from the list or click NEW and add the Incident Name.

**HOST UNIT/LOCATION** – (required) This is the name of the unit on which the incident originated. A local decision might be made to make this the District or the Forest level. Choose from the list or click NEW and add Host Unit/Location.

**COMPLEX IDENTIFIER** – (required) this is the unique complex identifier. Choose from the list, or add the new appropriate identifier.

**NOTE:** Contact your KDL Manager to manage incident assignments to complexes (under the Complexes tab).

If the log entry concerns only some, but not all, of the incidents within a complex, select the individual fires the entry refers to.

**NOTE:** If the entry concerns a merged incident, e.g. Klamath Theater, that was not given a new unique identifier, use the identifier and change the Incident Name

**PLAN TYPE** (required) Select 1 – What type of decision document is this incident operating under? IA/EA, WFDSS, WFSA, WFIP, Rx Burn Plan

**STATUS** (required) Select 1 – what is/was the status of this document at the time the decision/action was made?

Under development ; Pending approval; Approved; Under revision; n/a (not applicable)

**AGENCY ADMINISTRATOR** (required). The name of the person who signed the Letter of Delegation. If there are two signatures, this should fall back to the Administrator of the start location.

### **DECISION INFORMATION**

**ENTRY TYPE** (required) Choose 1

Decision – any actual decision.

Action – an action taken to implement a decision or to gather intel in order to inform decision-making.

Issue – a catch all category at this point to help distinguish process or background concerns or issues from actual decisions or actions taken to implement decisions. Use this to identify emerging situations you want to note or track the development of.

**NOTE:** sometimes instead of a formal decision, incident managers will take an action or raise an issue. These additional categories are intended to provide for this

**DATE RAISED** (required) – note the date the decision, action or issue was made, taken or discussed. This may *not* be today, the day the entry is made.

**TIME RAISED** (not required)– note the time, if relevant, that the decision was made, action taken or issue raised. This defaults to 9999 to indicate the time was not important.

**NEED**

**PRECIPITATING CONDITIONS** (required) Choose all that apply - These are the reason(s) why you are taking some action or making some decision.

Firefighter safety – existing or expected

Public safety – existing or expected

Ecological effects – impacts (positive or negative) to effects of fire on existing or desired future conditions and may be related to expected fire intensity, fire management impacts, existing fuels/habitat condition.

Community and external relations – existing or potential impacts (positive or negative) to relationships outside fire management organization. Fire management includes the host unit, IMT, dispatch, MAC, region, and partners in unified command. A non-agency IC issue would fall under internal organizational issues. A state policy issue would fall under politics.

Political climate – any political impact (present or expected) at any level within or outside of the agency.

Internal organizational issues – existing or potential issues within or between fire management organizations. Fire management includes the host unit, IMT, dispatch, MAC, region, and partners in unified command. A non-agency IC issue would be here. A federal policy issue would fall under politics.

Operational (resource) Efficiency/effectiveness – any issue impacting the operational efficiency or effectiveness of your organization.

Financial efficiency/effectiveness - any issue impacting the financial efficiency or effectiveness of your organization.

Fire behavior/fire activity – existing or expected fire behavior conditions or fire activity, such as new starts, adjacent fires, that affect your operations either through changes in fire activity or changes in resources.

Values at risk – generally any non-land management agency property or value that is threatened by fire activity or intensity. Impacts to federally managed habitat or municipal watersheds, if specified in the LMP, FMP should be noted as an ‘ecological effect’. Federal structures, such as dams or highways, powerlines, etc fall here. Private rangeland impacts fall here. Public rangelands, if managed by an agency participating in single or unified command of the incident falls under ‘ecological effect’.

Incident within an Incident – for use anytime a separate ICS organization is established to manage an unexpected occurrence within the broader incident – such as an accident or injury.

Other – if you check this box, please provide a short description in the following text box.

**NOTES AND FURTHER DESCRIPTION** (optional) – Use this space to provide any further description of situation requiring attention you feel is necessary to roughly outline the situation and to help you recall the context in the future. Also use this space to note which specific objective or requirement from WFDSS this entry refers to. We’ll be using these notes to help re-construct the story-line and to determine how best to link KDL to WFDSS in the future.

### **ACTIONS AND RATIONALE**

**DECISION/ACTION/ISSUE DESCRIPTION** (required) – describe the decision made, action to be taken or issue to be resolved.

**RATIONALE** (required) - Document why you consider your decision/action/issue resolution to be the most effective, or preferred. Include, if available, probability of the target event (desired or undesired) occurring in the absence of action, over what time period this probability was estimated, probability of success of your resolution; the basis you used for these determinations; risks inherent in the decision and how you plan to mitigate these.

### **SCOPE**

**CONCERNS OR IMPLEMENTS** (required) Choose 1 – Use this section to capture the general subject the entry refers to. This allows you to later develop a report that links intent, objectives, and your decisions to outcomes.

Team management – such as ordering, transition issues, demobilization, management or internal issue or opportunity.

Strategic objective - these derive from the LMP and are either listed in the Delegation or in WFDSS under the section of the same title.

Incident objectives - are site specific objectives and listed in WFDSS under the section of the same title.

Other objectives listed in the Delegation

Other – not covered above

**DECISION SCOPE** (required) Choose 1 – Does this decision, action, issue have relevance within your team, to the incident, all incidents within the immediate area or under Area Command, or have even broader relevance? Does it impact only the team, or local area, or does it have broader implications? This category allows system users to sort and assess issues by scope of impact (incident, area, theater/regional, national). It also allows teams to track smaller issues and internal learning opportunities. Entries marked ‘Internal issues’ will only be visible or reportable/printable to your team. We include this because several users (at various levels – dispatch/host, AC, IMT) found the KDL useful for keeping track of ‘house-keeping’ or other internal issues relevant or of interest only to themselves.

Incident level – the decision, action or issue affects and influences only incident operations (organizational, communication issues, external relationships, resource availability or use or costs).

Area level – the decision, action or issue affects other incidents, resource availability or use, external relationships or costs in the surrounding area or under Area Command.

Theater/Regional - the decision, action or issue affects other incidents , resource availability or use, external relationships or costs in the regional area, GA, or under a Theater of Operations.

National/International- the decision, action or issue affects incidents, resource availability or use, external relationships or costs nationally.

Internal issues- the decision, action or issue concerns internal interactions or issues that are of interest for the team (host or IMT). These could be tasks to track, issues or ‘small, weak signals’ that never raise to a higher level. One unit kept track of issues/thoughts regarding their WFDSS pilot testing. Another tracked internal issues they didn’t want to fall between the cracks.

**REVISION OF GUIDING DOCUMENTS REQUIRED** (required) - Will this resolution and/or situation require revision of guiding documents (eg., overall strategy, incident objectives, WFDSS/WFSA)?

## **IMPACT**

**HOW WILL THE DECISION IMPACT EACH OF THE FOLLOWING** (required) – select the most likely direct and indirect impact of your decision/action on each of the following aspects. Improve, worsen or complicate, cause no change, don’t know. Definitions are the same as for ‘Precipitating conditions’.

Firefighter safety – existing or expected

Public safety – existing or expected

Ecological effects –effects of fire on existing or desired future conditions and may be related to expected fire intensity, fire management impacts, existing fuels/habitat condition.

Community and external relations – effects on relationships outside the fire management organization. Fire management includes the host unit, IMT, dispatch, MAC, region, and partners in unified command. A non-agency IC issue would fall under internal organizational issues. A state policy issue would fall under politics.

Political climate – effects on political climate faced by incident managers or host unit at any level within or outside of the agency.

Internal organizational issues – effects on issues within or between fire management organizations. Fire management includes the host unit, IMT, dispatch, MAC, region, and partners in unified command. A non-agency IC issue would be here. A federal policy issue would fall under politics.

Operational (resource) Efficiency/effectiveness – impacts the operational or financial efficiency or effectiveness of your organization.

Financial efficiency - any issue impacting the financial efficiency or effectiveness of your organization.

Values at risk – impacts to any non-land management agency property or value that is threatened by fire activity or intensity. Impacts to federally managed habitat or municipal watersheds, if specified in the LMP, FMP should be noted as an ‘ecological effect’. Federal structures, such as dams or highways, powerlines, etc fall here. Private rangeland impacts fall here. Public rangelands, if managed by an agency participating in single or unified command of the incident falls under ‘ecological effect’.

Incident duration, size– impacts to the duration, size or complexity of the incident or complex.

Complexity – complexity level of the incident as identified by the complexity analysis.

## **RISK SHARING**

**PRIMARY LEAD ON RESOLUTION** (required) – who is the lead on making this decision, or taking this action?

**APPROVING/CONCURRING PARTIES** (required) – The person who made the decision and others who were involved or consulted during discussions about the decision, action, issue?

### **B. Editing an existing record**

At this time, editing is accomplished only by entering a new record and deleting the old.

1. Create and download a report that contains the record you want to edit.
2. Make changes to the narrative sections in a word document and have handy for copy-pasting into the application. Note other changes for ease of re-entry.
3. Delete the existing record.
4. Create your new KDL entry.

### **C. Deleting a record**

Those with KDL Entry access can only delete records they created. KDL Managers can delete any record.

1. Select 'Delete a KDL'.
2. Select the Team for which that KDL record is associated.
3. Select the Assignment Begin Date, then the specific record.
4. Select 'Delete', then 'ok'.

## Section 2: Outcomes and Learning

---

This Tab is offered to assist capturing insights and lessons learned during the assignment. It is not required.

Because not every KDL entry will have an outcome or lesson, the first task is to select the specific entry to associate the outcomes and learning to. To do this:

1. Select the Team.
2. Select the Assignment begin date.
3. Select the specific entry. The application will echo back the full record for reference.
4. Complete the new entry screens. Definitions of these follow.
5. To close/submit, select 'Finish Survey'.

### **Data Entry Descriptions and Definitions**

**ACTION ACTUALLY TAKEN** – note here what was actually done, particularly if different from what was proposed. If it did differ, note why and by whom.

**DATE TAKEN** – date action was taken

**TIME TAKEN** – time, if relevant. Default is 9999.

**CONSEQUENCES AND ACTUAL OUTCOME** – use this section to capture your reflections about the consequences and outcomes. Questions to address might include:

What were the outcomes of the actions/decisions taken – foreseen and unforeseen?

Would you do this again? why? Why not?

What would you have needed to know, to see? Who, when, where would these signals have been noticeable?

What actions would you/another have needed to take on this knowledge?

What are the current barriers to noticing or acting?



## Section 3: Report Generation

---

Currently, there are several ways to request KDL records be sorted and dumped into a report. You can create a report based on Teams or on Incidents.

You can create a report for all Teams or a single Team. You can further isolate just one assignment or select all assignments for a Team. Similarly, you can create a report for all Incidents/complexes, or a single Incident or Complex.

Reports for complexes will return information on all incidents

For Teams, if multiple teams are selected, the first sort is on Team Name. If a single Team is selected, the report is sorted by first by Assignment Begin Date, then by Incident/Complex Name, then by Date Raised (this is the date entered in each individual log entry and refers to when the issue/decision was made, *not* the date when the information was entered into the KDL system.

For Incidents, if multiple incidents are selected, the first sort is on Incident Name, then by Assignment Date, then by Date Raised. This creates a chronology.

We are still developing the Reports, so if this does not meet your needs, please contact either the Help Desk or Anne Black. We may be able to make a quick change, or otherwise figure out a way to get you what you need.

### A. Creating a report

Select either 'Team' or 'Incident' from the Reports tab on the main menu bar.

Once you have selected the **Team** or **Incident** in the first set of radio buttons, choose whether you want to see all information about that Team/Incident, or only a subset based on the type of **concern** and the **scope** of the entry.

[**Concern** refers to whether the entry deals with Team management, Strategic objectives, Incident Objectives, or other. **Scope** concerns the level of impact of the decision or action - incident only, other incidents in the area, all incidents within the regional area, or has national/international implications. If you wish to create a report for Internal Issues, choose this separately. Internal issues are not included in the report when you choose 'All'.]

Select 'Submit'.

## B. Closing a report window

Simply close the window. This will not affect your KDL session.

## C. Downloading a report

Select the type of report and report contents from the Select 'Download Report'. Save as either the HTML default or as 'all files. Both will create a word document in the same formatting as the on-line report.

## Section 4: Complexes

---

Recently large fire management frequently involves assigning multiple incidents to a Team, sometimes under the term 'complex'. In this year's KDL, we've tried to provide an efficient and effective means to keep track of decisions on individual incidents as well as decisions made at the Complex level that affect some or all of the individual incidents within that Complex.

The 'Complexes' tab on the main header menu bar provides an easy way to manage incidents assigned to a Complex.

**NOTE:** At this time, this feature is NOT automatically coordinated with GACC assignments or 209s. It is simply a way for the KDL data base to keep track of decisions made at the Complex level. **Currently, KDL Managers are the only ones who can make changes to complex assignments;** however, all users can view these to see if they are appropriate.

### Radio Button Explanations/Descriptions

**SHOW.** Select this to review the incident number and name associated with a Complex.

**ADD A NEW COMPLEX OR INCIDENT.** Select this radio button if, after reviewing current assignment information you need to add an incident to an existing complex or add a new complex.

Complete the appropriate boxes and select 'Add'.

**DELETE INCIDENT FROM A INCIDENT.** Select this radio button if, after reviewing current assignment information you need to delete an incident from an existing complex.

Complete the appropriate boxes and select 'Delete'.

\* \* \*

Your comments are critical for improving effectiveness of the KDL application, User's Guide and Training. If you have comments or suggestions, please contact the FAMWEB help desk ([fire\\_help@fs.fed.us](mailto:fire_help@fs.fed.us)) and/or the KDL Lead: Anne Black ([aebblack@fs.fed.us](mailto:aebblack@fs.fed.us)). Thanks!

- Last Modified: June 15, 2009
- Web Application Development: [Digital Visions Enterprise Unit](#)