National Multi-Agency Coordinating Group

NMAC Correspondence #2015-5   May 29, 2015

To: Geographic Area Coordination Groups

From: National Multi Agency Coordination Group

Subject: Managing Complexes within the ICS-209 and IRWIN Programs

In order to maintain data management, reporting integrity, resource management and cost accountability for individual wildland fire incidents within a parent complex and to facilitate the necessary data sharing between fire application systems through IRWIN, the following complex reporting business practices for ICS-209 and IRWIN must be followed.

1. Every wildland fire incident shall first be created in a CAD program (WildCAD, IFM, etc.). If a dispatch office does not use a CAD program then the wildland fire incident shall be created in WFDSS or FireCode. If a dispatch office does not have a CAD, FireCode or WFDSS then a single incident can be created in the 209 program (this should be a rare circumstance). In this scenario, an IRWIN ID will be assigned to the incident after the ICS-209 report has been **approved** within the 209 program.

2. The complex parent is a unique record and is **NOT** a converted wildland fire incident record. The parent incident may need to be created in multiple applications for the 2015 fire season. This may include any CAD systems, FireCode and 209 programs when applicable.

3. The "child" incident must be created within a CAD, FireCode or WFDSS prior to that incident being associated. Preexisting single "child" incidents created in other systems are provided to the 209 program through IRWIN. This will ensure the integrity of individual incident data provided by the 209 program to other systems through IRWIN.

4. The parent incident name shall include the word "Complex" and not be named from an existing fire (i.e., if West Fork is a child incident **DO NOT** name the parent West Fork Complex). When a complex parent incident is created determination of the need for a unique FireCode should be made in coordination with the Agency Administrator and the Incident Business Advisor if applicable.

5. Individual child incidents can be added to a complex within the 209 program as either preexisting ICS-209 incidents or as individual IRWIN incidents (from a CAD, FireCode, WFDSS, etc…).

6. Finalize an existing ICS-209 child incident prior to associating the incident to the parent complex.

7. If an incident is removed from the complex, it may resume 209 reporting as an individual incident if appropriate, using normal ICS-209 reporting guidelines.

For additional information regarding data exchange via IRWIN, visit the "IRWIN Project" Wildland Fire Lessons Learned Site - http://www.wildfirelessons.net/communities

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