# UMR National Wildlife & Fish Refuge Geographic Response Plan User Guide

## Welcome to the *UMR GRP User Guide*

This guide is intended to help you get started using the Geographic Response Plan (GRP) to view and use the Portable Document Format (PDF) maps, access geographic information system (GIS) data, and to access response plans. New users of the GRP should take the time to fully review this guide.

Contained on this CD are the digital maps and accompanying GIS data, an Initial Incident Action Plan (IAP), and other associated documents. Maps and documents may be viewed using Adobe Acrobat Reader®, offering the ability to quickly navigate the GRP, use Reader's viewing and document linking tools, and print easily. GeoPDF® functionality has also been incorporated into updated Inland Sensitivity Atlas maps, allowing for attribute display and map markup. The following instructions explain how to use the GRP.

The contents of this CD are designed to be usable with or without an internet connection.

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# Using the Geographic Response Plan

Finding what you need in the atlas requires navigating through menus from which you have multiple options. This section gives a brief description of those navigational menus to help you find the maps, plans, or other relevant information.

To begin, insert the GRP CD into your computer's CD drive. The interface should start automatically. If not, browse to the drive and double click the file UMNWR_Pool#.exe.

Select one of the four choices presented on the Main welcome screen:

The **Pool Overview** button opens a narrative that describes the Pool, its physical characteristics and natural resources, and response considerations. This document provides essential background information for responders who may be unfamiliar with the area.

The **Maps** button takes you to the maps, tables, response strategies, and data.

The **Plans** button takes you to the Initial Incident Action Plan and related plans relevant to the Pool.

The **Emergency Contacts** button opens a page listing key phone contacts for agencies that may be involved in the event of a spill.

The US EPA and US Fish & Wildlife Service **logos** are web links that connect the user to the agencies' main web pages, should the CD be used while connected to the internet.

Click the **Help** button on the bottom bar to open the Help page.

- Adobe Reader is needed to use the documents on the CD. The Help screen has an **Adobe Reader** internet download link. Proceed to download Adobe Reader if needed, or install from the executable file on the CD.

- To use the Inland Sensitivity Atlas maps, some functionality is enabled by the **TerraGo Toolbar**. Download and install the Reader Plug-in if needed on your system, or install from the executable file on the CD if not connected to the internet.
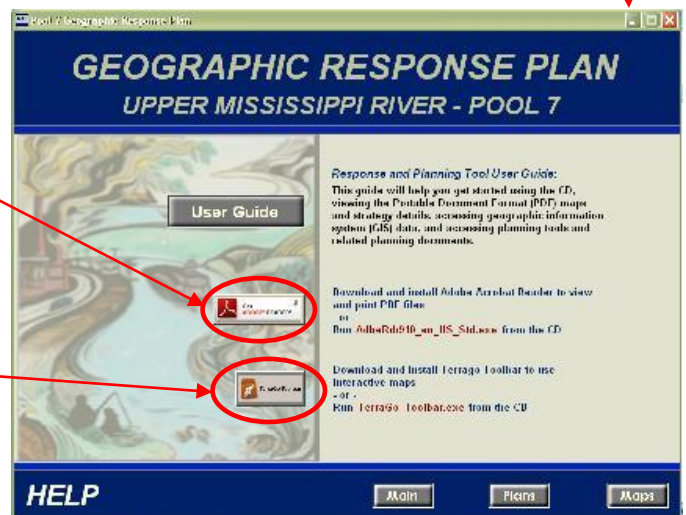
Each of the interface pages has buttons on the bottom bar that connect it to each of the other interface pages. However, only the Main page has the web-linked agency logos and a button to exit the application.

## Maps Page

When users select the "**Maps**" button on the Main page, they are taken to the page containing buttons that open response strategy and supporting documents prepared for the Pool GRP.

The **Overview Map** button opens a Pool map showing spill response strategies, access points, and important geographic features. This map is linked to the tables and ISA maps, each of which has a separate button below.

The **Tables** button opens the table of spill response strategies developed for the Pool. This document is linked from the Overview Map. Each strategy is also linked to aerial views showing generalized boom positioning.

The **GIS Data** button opens Windows Explorer to the folder containing the mapped GIS data.
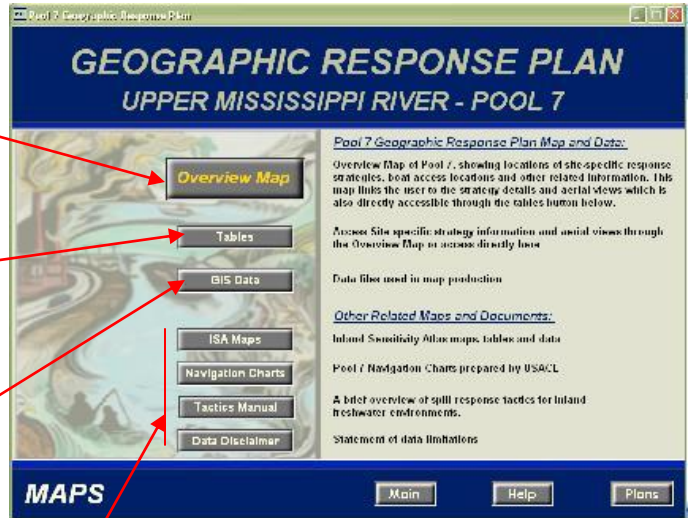
The *Other Related Maps and Documents* section connects the user to other material of use during a response event:

The **ISA Maps** button opens an index map of the Inland Sensitivity Atlas maps covering the Pool. These maps are in turn linked to supporting documents to aid in the identification of sensitive resources and trustees. The index map is also accessible from the Overview Map and the Incident Action Plan, both described in greater detail below. More information about using the ISA maps is also found below.

The **Navigation Charts** button opens a PDF comprising the US Army Corps of Engineers Navigation Charts covering the Pool. This document also includes the two page navigation chart legend.

The **Tactics Manual** button opens the Inland Response Tactics Manual, which addresses unique circumstances in coordinating spill response on freshwater in the Mississippi River basin.

The **Data Disclaimer** button opens a file expressing liability limitations for data used in the project maps.

# Plans Page

When users select the "**Plans**" button on the Main page, they are taken to the page containing buttons that open the Incident Action Plan (IAP) and supporting documents prepared for the Pool GRP.

The **Initial Incident Action Plan** button opens a plan document with a template of Incident Command forms tailored for use in the Pool.  The document provides the Incident Commander with key contacts and agency roles, and overall incident priorities, objectives, and strategies.  This planning tool gives responders a mechanism to help organize both in advance and during a response.  More detail about the IAP is given in a separate section, below.

The **EPA Region 5 RCP-ACP** button opens the EPA Region 5 Regional Contingency Plan/Area Contingency Plan, which works in conjunction with the National Contingency Plan.

The **Upper Mississippi River** button opens the UMR Spill Response Plan and Resource Manual.

The **UMR Emergency Action Field Guide** button opens a two-page condensed version of key Upper Mississippi River Plan with emergency contacts and basic reporting and response information.
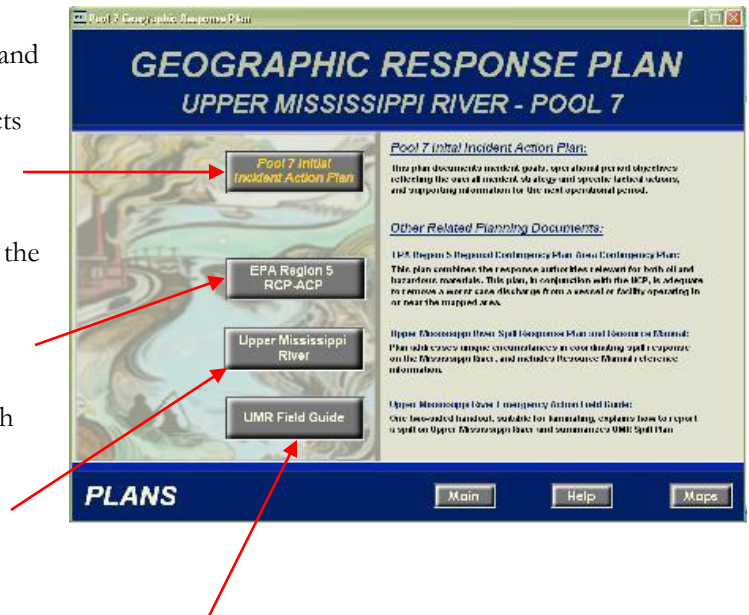
# Using the Response Strategies

This section describes how to navigate through the Overview Map and its associated documents.
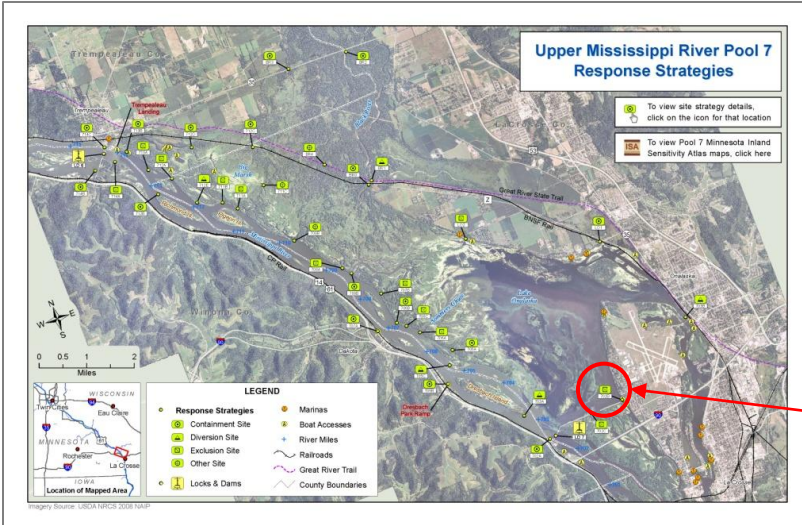


After clicking "Overview Map" on the Maps page of the interface, the overview map opens. This map shows the response strategies and other key features and connects the user to the strategy tables, as shown in the following example.

Each strategy, plus key boat access points (highlighted in red), are linked to the tables and aerial views.

Click on the strategy icon of interest to access the response strategy table for that location, which opens in a new window.

The strategy table lists the goal of the strategy, accessibility, location, and details about how to carry out the strategy. Photos are also included to provide visual reference.

The **Strategy Type** link opens the Inland Response Tactics Manual to an appropriate page.

The **Go to Aerial View** link opens an oblique aerial view of the site in a new window. Key features are labeled, the goal stated, and generalized boom drawn.



The Strategy Tables display important information needed to apply the strategies in the event of a spill. These are not intended to be prescriptive, but rather guidelines that should be modified to current conditions, as needed.

# Using the Initial Incident Action Plan

The Incident Action Plan (IAP) was created by tailoring the Incident Command System (ICS) forms most likely to be used in a response on the Pool. The template forms provide a means of capturing and communicating incident priorities, objectives, and strategies that will greatly enhance decision making and improve response. The plan is intended to be used in the first 12 hours of the response <u>at the direction of the Incident Commander</u>. After the first 12 hours, it is expected that a more standard incident-specific IAP will be used, as needed.

The Initial IAP document includes an executive summary, a basic planning cycle diagram that shows processes and steps involved in developing an IAP, a cover sheet, categorized potential objectives, a work analysis matrix, an editable organization chart, agency assignment lists, a communication plan and emergency contact list, a medical plan, a health and safety message, and resources at risk summary. Where appropriate, these forms are linked to related documents in the GRP.

The ICS form 204 assignment lists provide the Incident Commander with key contact information and general roles and responsibilities for each agency or entity that is likely to participate in a response. These forms will help multiple agencies coordinate their operations and resources and make effective use of their personnel and equipment. This, in turn, will enhance the speed and effectiveness of the response.

# Using the Inland Sensitivity Maps

To provide information about resources at risk, Inland Sensitivity Atlas (ISA) maps are included with the GRP. Only the ISA tiles that overlap the Pool are included. Each numbered tile in the Index is linked to a unique PDF map document. Clicking on an area of interest opens a 1:100,000-scale map for that area.



The 1:100,000-scale atlas map tile displays sensitive resources and oil transportation and storage systems.
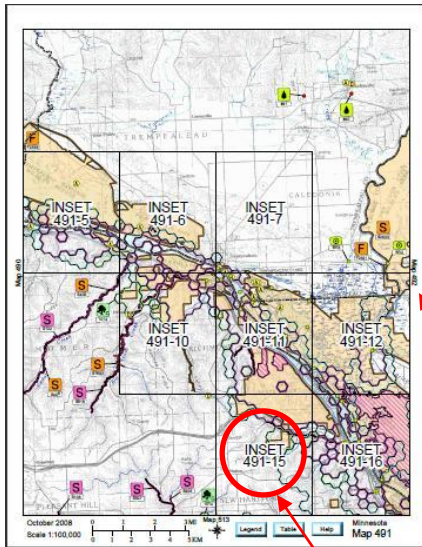


Icon numbers are used to connect the map features to descriptive information contained in the data tables (e.g., emergency contact numbers). This mapped information is overlaid on a Digital Raster Graphic base map and aerial imagery.

In order to identify and move to an adjoining map page without going back to the Index to Tiles, you can use the map reference marks. The reference marks are located near the margins on the left, right, top, and bottom sides of the map. They allow the user to see the tile number of the bordering maps and also serve as links to these maps, when present in the current mapping area.

In addition to the map tiles, inset maps also exist for areas containing data too dense to be displayed at a scale of 1:100,000. The inset maps are available at a scale of 1:25,000 and can be accessed by clicking on the inset name.

The ISA has its own complete User Guide, which explains the full functionality of the maps and how to use them. To access this document, click the **Help** button at the bottom of the ISA map.
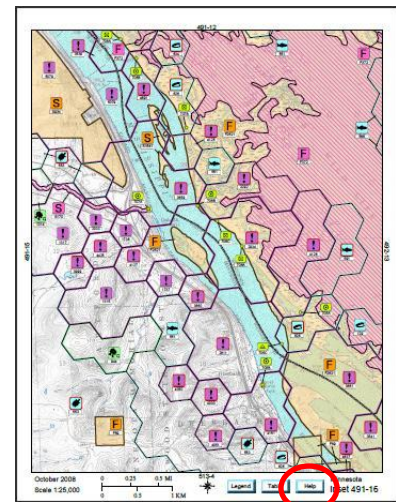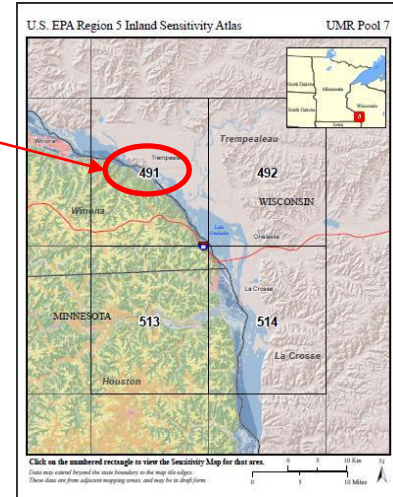
# Adobe Reader Viewing Tools

Several tools are available in Acrobat Reader to assist in viewing documents.  This section provides descriptions and instructions for some of the most common tools.

The tool buttons have pop-up tips, which appear when the cursor is held over them. If a tool is not visible, click Tools → Customize Toolbars…..to toggle it on.

The following is an explanation of the Acrobat Reader viewing tools:
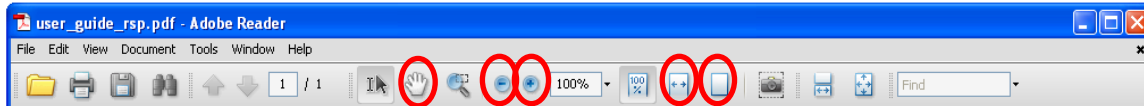


Use this tool to **zoom in**

Use this tool to **zoom out**

Use this tool to **fit page width** to the screen

Use this tool to return document to **actual size**

Use this tool to **pan** around the map

The **Hand Tool button** can be used to access links that allow users to jump to other PDF documents. A link is usually associated with a text string. For example, text links can be clicked on in the Start Page to access other atlas documents. With the **Hand Tool button** clicked on, the cursor will change to a pointing finger when placed over a link.
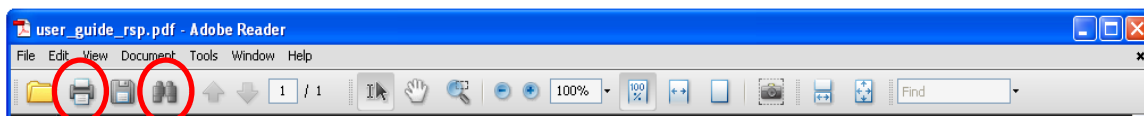


Use the **Search** tool to search for text within the document.

Documents may be printed from Acrobat Reader by clicking on the **Print button** . All pages print out to standard letter size paper (8.5" x 11"). To print maps at the correct scale, be sure the **Fit to Page** option is turned **off** in the **Print window**. Printing yields a full page document, even if you are zoomed into a small portion of a page.

If the current document has multiple pages, the **Scroll bar** (on the right side of the screen) and the **Previous/Next Page buttons** can be used to scroll through the pages of the document. The **Go to Previous/Next View buttons** allow the user to navigate to the previous or next document.

If the **Page Navigation Toolbar** is not visible, click Tools → Customize Toolbars…to toggle it on.
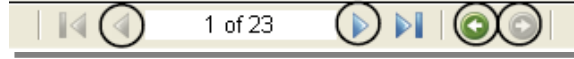
Alternatively, one can view a previous document by selecting it from the list of opened documents under the **File menu**, which displays the last five files viewed.

In a GeoPDF you can turn feature layers as well as imagery layers off and on.

Clicking on the Layers tab on the left side of the PDF will open a menu bar listing layers and groups, and showing if they are visible.

These are all the layers that make up the map. You can click on the plus sign [+] to expand each group to see all the layers that make up the group. Clicking on the eye icon will toggle a layer or a group off.
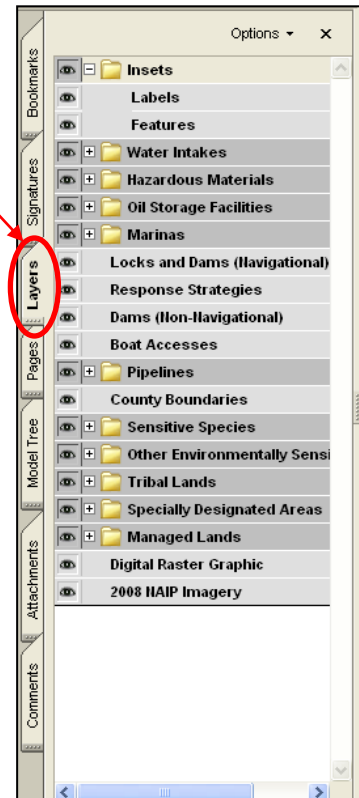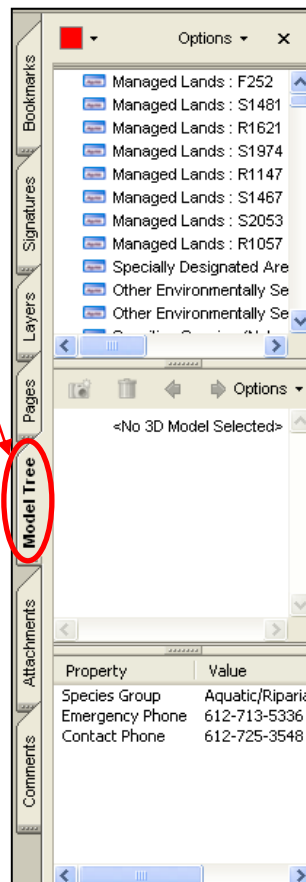
## Acrobat Reader Data Tools

Select the **Object Data Tool** to identify attribute data about a specific feature within the GeoPDF map.
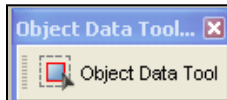
Clicking on a feature with the Object Data Tool will display its attributes in the bottom section of the Model Tree, shown at right. Drawing a box on the map with this tool will list the attributes of all features that intersect the box. To click on layers that appear lower on the layers list, it may be necessary to toggle off the layers overlapping the feature of interest.