

Incidents - managing incidents and initial reports

This chapter explains how to create and modify incidents and initial reports, create and modify detail requests, and create incident lists. Topics in this chapter include:

- What's new for version 2.8
- Creating and modifying initial reports
- Creating and modifying incidents
- Editing incident details
- Creating an external incident
- Creating and modifying detail requests
- Creating complex incidents
- Creating incident lists
- Exploring initial reports and incidents in detail.



*Look for this sign to quickly identify new topics and tasks in this chapter. You can also locate new topics and tasks by clicking on any **red bookmark** within the online document!*

What's new for version 2.8

Changes relating to working with incidents, detail requests, and incident lists and the associated screens for ROSS version 2.8 include:

- **Dispatch center as incident host.** When a dispatch center is identified as an incident host, you must identify a government (non-dispatch) organization as the billing organization for the incident.
- **Financial codes.** A predefined financial code that has been deactivated at the organization level becomes inactive on all incidents where it is already assigned.
- **Incident coordinates.** You can no longer delete an incident's coordinates.
- **Incident frequencies.** The Pick Incident Frequencies button allows you to add and/or remove frequencies from the list of predefined frequencies for the incident host, which display under "Radio Frequencies" on the New Initial Report or Incident screen.
- **Navigation instructions.** You can update navigation instructions on the Incident screen.
- **Pick Shipping Address button.** The Pick Shipping Address button, located on the Incident screen, allows you to select an address associated with the incident or to create a new shipping address. You can select the new shipping address on subsequent requests.
- **Shipping Addresses tab on the Incident screen.** The Shipping Addresses tab automatically displays all incident host's shipping addresses from the Organization screen. You may select from these addresses when creating NFES requests, and add, edit, and/or designate a shipping address as the default.

Creating and modifying initial reports

An initial report allows you to document information about an event that has not been confirmed as an incident. Initial reports are numbered in the following format: [State Code]-[Dispatch ID]-[999999].

For example, an initial report may be numbered "MT-PSD-000012."

You can not dispatch resources to an initial report. You must first promote it to an incident. For more information see, "To promote an initial report to an incident," later in this chapter.

To access the New Initial Report or Incident screen



- On the **Incident** menu, click **New Initial Report or Incident**, or click the NI button.

New Initial Report or Incident screen

To create an initial report

Once you create an initial report, you may close it but you can not delete it.

- 1 On the **New Initial Report or Incident** screen, type the **name of the person** who reported the event in the **Reported By** box.
- 2 In the **Description** box, type a brief **description** of the event.

Enter complete details of the event in the Enter Documentation box, which is located at the bottom of the screen.

- 3 Click the **Type** drop-down arrow and click to select the **event type**.

For a complete listing of event types see, "Understanding event types," in the section, "Exploring initial reports and incidents in detail."

- 4 Click the **Incident Host** drop-down arrow and select the appropriate **organization** serving as the **incident host**.

This entry is required when creating an internal incident.

- 5 In the **Office Reference** box, type the **local office number** assigned to the event, as appropriate.

- 6 Under **Enter Location**, type the new or existing **location** of the event.

This entry is option when creating an initial report. For more information refer to the section, "Entering Coordinates," in "Airports - working with airport information."

- 7 Click in the **Enter Documentation** box, and then type detailed **information** about the event, as appropriate.

A rectangular button with a grey gradient background and a thin black border. The text "Initial Report" is centered in a bold, black, sans-serif font.

- 8 When finished, click the **Initial Report** button.

The Sequence Next Value is a number automatically assigned to the initial report. You can not change this number.

To clear screen entries



- Click the **Undo New Initial Report or Incident** button.

To review an existing initial report

- 1 On the **Incident** menu, click **Initial Report**.
- 2 Click to select the **initial report** of your choice.

Initial Report screen

Resource Ordering and Status System (ROSS) - *** SYSTEST 2.8 with v2.8.0.23 ***

File Administration Resource Incident Request Travel Status Window Help

Initial Report Erin McCormick @CO-RMC

Status	Initial Report #	Reported By	Location	Type	Initial Date	Zone	Related To
Open	CO-RMC-0000...	Joe Firespotter	MOUNTAIN BELL/DURANGO	Fire - Wildfire	09/19/200...	MST	
Promoted	CO-RMC-0000...	2.6.0.24mgb	Ashland Ranger District	Fire - Wildfire	01/27/200...	MST	CO-RMC-000001
Promoted	CO-RMC-0000...	B. Wallis CO State ...	Colorado BLM State Office	Preparedness/Pre...	07/16/200...	MST	

Initial Report CO-RMC-000001 09/19/2008 11:03 MST

Reported By: Joe Firespotter

Type: Fire - Wildfire

Office Reference:

Description / Notes:

Location Name: MOUNTAIN BELL/DURANGO

Coordinates

Coordinate Type: ☒ Lat/Long ☐ TRS ☐ UTM

Latitude: 37 14 30 N

Longitude: 107 52 32 W

Documentation

Documentation	Time Entered	Entered By
Initial report N/A was added by Erin McCormick@CO-RMC ROSS.	09/19/2008 11:20:32 ...	Erin McCormick@CO-RMC

Initial report N/A was added by Erin McCormick@CO-RMC ROSS.

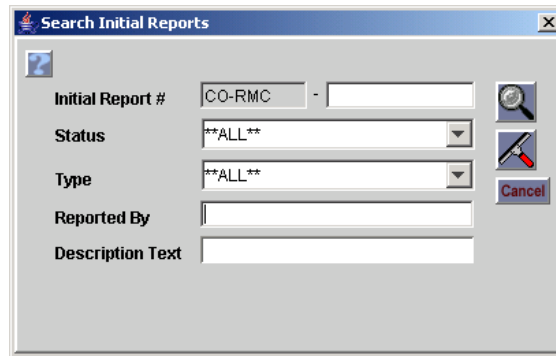
Only initial reports created by your organization display on your screen.

To search for an initial report

*You do not need to enter any search criteria to perform a search. Simply click **Search** on the **Search Initial Reports** dialog box to search for all initial reports.*

- 1 On the **Initial Report** screen, click the **Search** button.
- 2 On the **Search Initial Reports** dialog box, type or select the appropriate information for as many text boxes as possible to narrow your search, and then click the **Search** button.

The following diagram shows the Search Initial Reports dialog box.

A screenshot of the 'Search Initial Reports' dialog box. It has a title bar with a question mark icon and a close button. The dialog contains several input fields: 'Initial Report #' with a dropdown menu showing 'CO-RMC' and a search icon; 'Status' with a dropdown menu showing '**ALL**'; 'Type' with a dropdown menu showing '**ALL**'; 'Reported By' with a text input field; and 'Description Text' with a text input field. There are also icons for a magnifying glass and a red X, and a 'Cancel' button.

To create a new initial report from the Initial Report screen

You can create a new initial report from the Initial Report screen or from the New Initial Report or Incident screen as explained in the task, "To create an initial report," at the beginning of this chapter.



- 1 On the **Initial Report** screen, click the **New** button.
- 2 Complete the following information as appropriate, and then click **Save**
 - Reported By
 - Type
 - Office Reference
 - Description/Notes
 - Location Name - optional
 - Coordinates - optional.

To edit an initial report

- 1 On the **Initial Report** screen, click to select the **initial report** of your choice.
- 2 Change the following information as appropriate, and then click **Save**
 - Reported By
 - Type
 - Office Reference
 - Description/Notes
 - Location Name - optional
 - Coordinates - optional.



To change the status of an initial report to "closed"

- On the **Initial Report** screen, click to select the **initial report** you want to close, and then click the **Close** button.



To change the status of an initial report to “open”

- On the **Initial Report** screen, click to select the **initial report** you want to open, and then click the **Open** button.

Promote

To promote an initial report to an incident

You can only promote “open” initial reports that have location coordinates. Once you promote the initial report, the newly created incident is assigned the next sequential event number for your unit.

- On the **Initial Report** screen, click to select the **initial report** of your choice.
- Click the **Promote** button.
- On the **Select Incident Host** dialog box in the **Incident #** box, type the **incident number**.
- In the **Promoted Incident Name** box, type the new **incident name**.
- If you do not want to use the default request number blocks associated with the host, click to clear the **Use Host Default Request Number Block(s)** check box.

For more information about request block numbers see, “Understanding block numbering and rules,” later in this chapter.

- When finished, click **OK**.

The following diagram shows the Select Incident Host dialog box.

To associate an initial report to an incident

Perform this task when an incident has been created that encompasses the event conditions for which the initial report was created. Associating an initial report to an incident does not automatically close the initial report.

Associate

- On the **Initial Report** screen, click to select the **initial report** of your choice, and then click the **Associate** button.
- On the **Associate to Incident** dialog box, search for and highlight the **incident** of your choice, and then click **OK**.

The following diagram shows the Associate to Incident dialog box. Clicking the Search button displays the current list of incidents.



To add a documentation entry

Documentation is a permanent part of the initial report. Once you click the Add Documentation button, you can not edit nor delete the entry.

- 1 On the **Initial Report** screen, click to select the **initial report** of your choice, and then click in the lower left **Documentation** text box.
- 2 Type the appropriate text, and then click the **Add Documentation** button.

Creating and modifying incidents

You can only dispatch resources to incidents, not to initial reports. You can create an incident by:

- defining the event as an incident, either internal or external
- promoting an initial report to an incident.

To create an incident by promoting an initial report see, "To promote an initial report to an incident," in "Creating and modifying initial reports," earlier in this chapter.

To change the incident context of the current screen

For more information about incident context see, "Understanding incident context," in "Exploring initial reports and incidents in detail," at the end of this chapter.

- 1 On the toolbar, click the **Most Recent Incidents** drop-down arrow, and then click to select the **incident** of your choice.
- 2 Click the **Show/Update Incident Context of the Current Screen** button.

To return to an open incident screen without changing its context

- Click the **IN** button.

To create an incident

Remember, an asterisk () next to a name or drop-down arrow denotes a required field.*

- 1 On the **New Initial Report or Incident** screen, type the **name of the person who reported the event** in the **Reported By** box.
- 2 In the **Description** box, type a **brief description** of the event.

*You can enter complete details of the event in the **Enter Documentation** box located at the bottom of the screen.*

- 3 Click the **Type** drop-down arrow and click to select the **event type**.
- 4 In the **Incident Name** box, type the **name for the incident**.
- 5 Click the **Incident Host** drop-down arrow and select the appropriate **organization** serving as the **incident host**.



If you identify a dispatch center as the incident host, you must identify a government (non-dispatch) organization as the billing organization.

- 6 If known, click the **Pick a Financial Code** button, and then click to select the **financial code(s)** for the incident.

*For more information about completing the **Select Financial Codes** dialog box see, "Working with financial codes," in the section, "Completing Incident screen tabs," later in this chapter.*

- 7 In the **Office Reference** box, type the **local office number** assigned to the incident, if desired.
- 8 Under **Enter Location**, type the **new or existing location** of the incident, or click the **Pick** button to search for a location of your choice.
- 9 Under **Radio Frequencies**, click the **Pick Incident Frequencies** button, and then click to select one or more **radio frequencies** of your choice from the **Select Incident Radio Frequencies** dialog box.



When creating an incident you can now assign or create radio frequencies. For more information see the next task, "To assign or create a frequency from the New Initial Report or Incident screen."

- 10 Click in the **Enter Documentation** box, and then type **detailed information** about the incident as appropriate.

- 11 To specify a new incident number, type the new **incident number** in the **Incident #** box.

For more information about specifying an incident number see, "Understanding incident numbering," later in this chapter.

- 12 If you do not want to use the default request number blocks associated with the host, click to clear the **Use Host Default Request Number Block(s)** check box.

View Default Request Block...

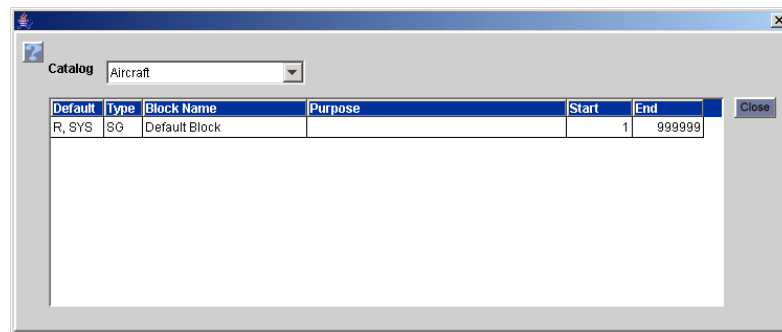
- 13 To view the default incident request numbers for a catalog, click the **View Default Request Blocks** button, click the catalog drop-down arrow, and then click to select the **catalog** of your choice. Click **Close** when finished.

For more information about request block numbers see, "Understanding block numbering and rules," later in this chapter.

Incident

- 14 When finished entering incident information, click the **Incident** button.

The following diagram shows the View Default Request Number Blocks dialog box.

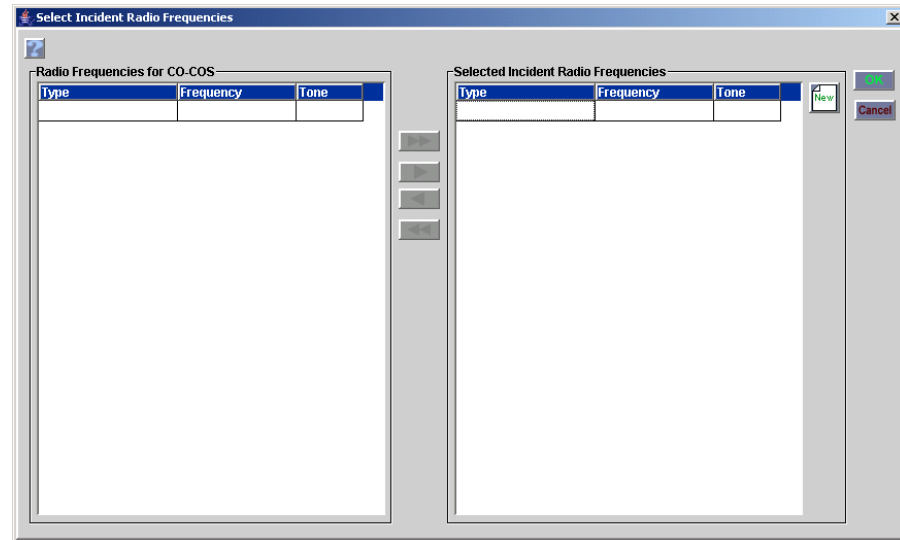


To add a new frequency from the New Initial Report or Incident screen

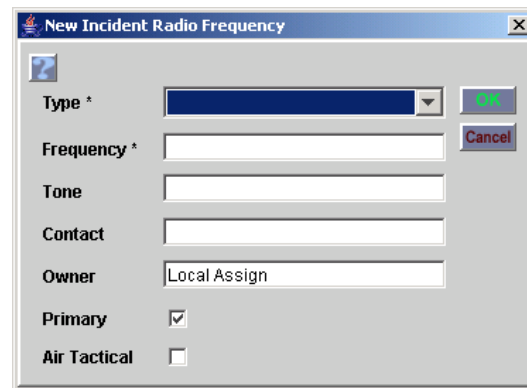
- 1 Complete the New Initial Report or Incident screen as appropriate.
- 2 Under **Radio Frequencies**, click the **Pick Incident Frequencies** button, and then click the **New** button on the **Select Incident Radio Frequencies** dialog box.
- 3 On the **New Incident Radio Frequency** dialog box, click the **Type** drop-down arrow and select the **type** of the new radio frequency.
- 4 In the **Frequency** box, type the **frequency**.
- 5 In the **Tone** box, type the **tone** of the radio frequency.
- 6 In the **Contact** box, type the name of the **person**, **aircraft**, or **agency** to contact on this radio frequency.
- 7 In the **Owner** box, type the name of the **owner**, if needed.
- 8 Click to clear the **Primary** check box if this radio frequency is not a primary frequency on the incident.

- 9 To designate the new frequency as an air tactical frequency, click the **Air Tactical** check box.
- 10 When finished, click **OK**, and then click **OK** on the **Select Incident Radio Frequencies** dialog box.

The following diagram shows the Select Incident Radio Frequencies dialog box.



The following diagram shows the New Incident Radio Frequency dialog box.



To assign a frequency from the New Initial Report or Incident screen

Once you select an incident host, all predefined radio frequencies, as defined from the Organization screen, display under Radio Frequencies on the New Initial Report and Incident screen. The Pick Incident Frequencies button allows you to add and/or remove frequencies from this list.

- 1 Complete the New Initial Report or Incident screen as appropriate.
- 2 Under **Radio Frequencies**, click the **Pick Incident Frequencies** button.

- 3 On the **Select Incident Radio Frequencies** dialog box under **Radio Frequencies for...**, click to select the **radio frequenc(ies)** to be assigned to the incident, and then click the **Add** or **Add All** button as appropriate.
- 4 When finished, click **OK**.



To remove a frequency from the New Initial Report or Incident screen

The Pick Incident Frequencies button allows you to remove frequencies from the Radio Frequencies table.

- 1 Complete the New Initial Report or Incident screen as appropriate.
- 2 Under **Radio Frequencies**, click the **Pick Incident Frequencies** button.
- 3 On the **Select Incident Radio Frequencies** dialog box under **Selected Incident Radio Frequencies**, click to select the **radio frequenc(ies)** to be removed from the incident, and then click the **Remove** or **Remove All** button as appropriate.
- 4 When finished, click **OK**.

Editing incident details

Once an incident is created, you can add and/or change the following information:

- Incident Name
- Office Reference
- Initial Date/Time with time zone
- Estimated End Date/Time with time zone
- Type
- Minimum and Maximum Elevation.

If you edit the Initial Date/Time to a different calendar year, you will generate a new incident number.

This section also explains how to relate one incident to another incident. This is useful when you want to show an event/accident that led up to the incident, known as the “predecessor incident,” and/or to show an event that follows the incident, known as the “follow on incident.”

For example, you can relate a motor vehicle accident that sparked the incident (the predecessor), and/or relate the rehabilitation for the incident (the follow-on).

To access the Incident screen



- On the **Incident** menu, click **Incident** or click the **IN** button.

Incident screen

Resource Ordering and Status System (ROSS) - *** SYSTEST 2.8 with v2.8.0.23 ***

File Administration Resource Incident Request Travel Status Window Help

NI IL IN [CO-COS-000001] Aspen Ridge OF REQ IR PR MP RS TL RE ! Ø

Incident - [CO-CSO-000001] Gopher Gulch Erin McCormick @CO-RMC R ? X

Incident Details

Initial Date/Time: 09/19/2008 12:56 MST

Incident Type: Fire - Wildfire

Office Reference:

Prev. Inc. #:

Min. Elevation (ft):

Max. Elevation (ft):

Detail Request

Related Incidents

Associated Initial Reports

Print Incident

Location

Location Name: MOUNTAIN BELL/DURANGO

Latitude: 37 14 30 N Longitude: 107 52 32 W

Township Range: 34.5N Section: 9W 1/4 1/4 Base Meridian: SESW New Mexico, CO

UTM Northing: 4125561 UTM Easting: 244871 UTM Zone: 13

Navigation Aids Aviation Hazards Financial Codes Compact Locations

VOR	VOR Name	State	Bearing	Distance
DRO	DURANGO	CO	299	8
FMN	FARMINGTON	NM	8	31
CEZ	CORTEZ	CO	93	34
ETL	CONES	CO	149	51
DVC	DOVE CREEK	CO	112	61
MTJ	MONTROSE	CO	169	76

Name	FAA Code	Bearing	Distance

Frequencies Airports Reload Bases Directions Contacts

Organizations Documentation Request Blocks Reassign Authorization Shipping Addresses

Catalog: Aircraft

Default	Type	Block Name	Purpose	Start	End	Next	Remaining	Default
R	UI	Initial Attack	For user generated request numbers in the	1	499	NA	NA	
SYS	SG	ROSS Issued		500	999999	500	999500	

New Edit

To edit information for the most recent incident

- 1 On the **Incident** screen, click the **Edit Incident** button.
- 2 On the **Edit Incident** dialog box, type or replace any of the following information and then click **OK**
 - Name
 - Office Reference
 - Initial Date Time
 - Estimated End Date Time
 - Type
 - Minimum Elevation (ft)
 - Maximum Elevation (ft).



- 3 To edit location information, click the **Edit Location** button, and then type or replace the **location name** and **coordinates** as appropriate, and then click **OK**.



You can not delete an incident's coordinates.

The following diagram shows the Edit Incident dialog box.

The following diagram shows the Edit Location dialog box.

To relate an incident to your incident

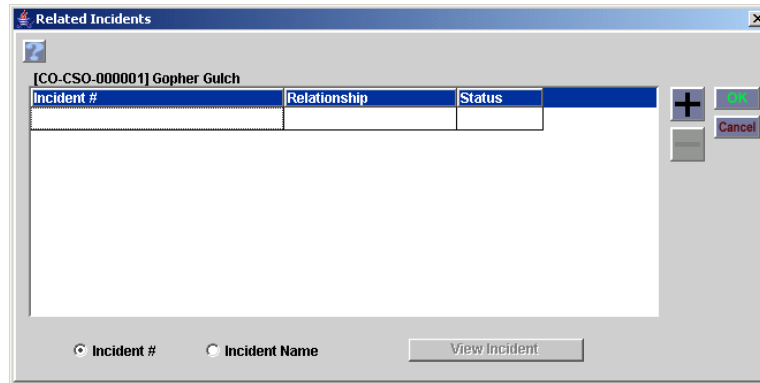
For example, you can relate a motor vehicle accident that sparked the incident as a "Predecessor to" incident, and/or relate the rehabilitation for the incident as a "Follow-On to" incident.

Related Incidents

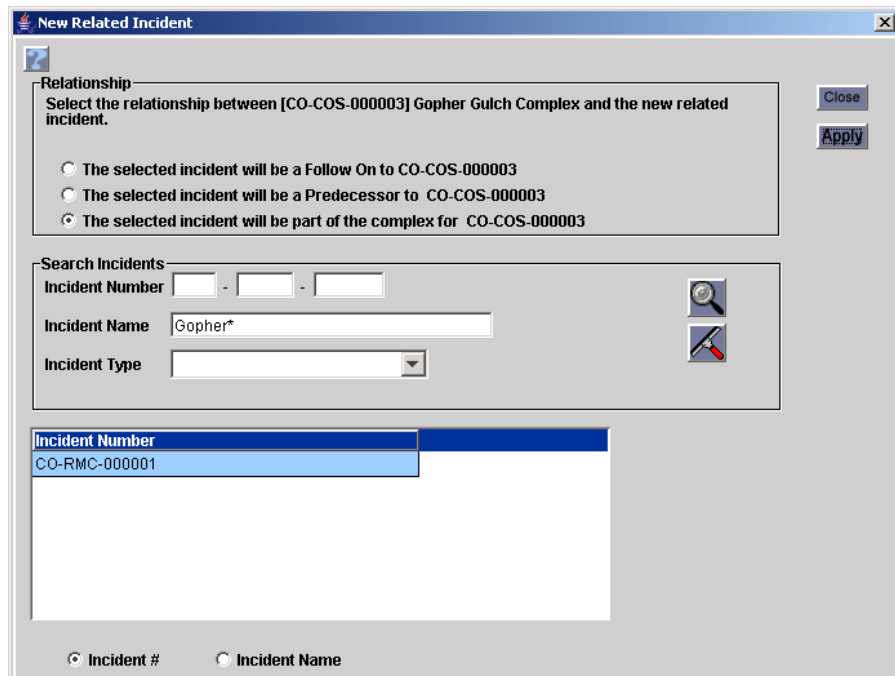
- 1 On the **Incident** screen, click the **Related Incidents** button.
- 2 On the **Related Incidents** dialog box, click the **Add Related Incident** button.

- 3 On the **New Related Incident** dialog box under **Relationship** on the **Related Incident** dialog box, click to select the relationship to be established to your incident
 - **The select incident will be a Follow-On to**, to link a subsequent incident to your incident
 - **The select incident will be a Predecessor to**, to link a previous incident to your incident.
- 4 Search for and select the **incident** that you want to relate to your incident, and then click **OK**.

The following diagram shows the Related Incident dialog box.



The following diagram shows the New Related Incident dialog box.



To remove a related incident from your incident

- 1 On the **Incident** screen, click the **Related Incidents** button.
- 2 On the **Related Incident** dialog box, click to select the related **incident** of your choice, and then click the **Delete** button.
- 3 On the **Confirm Deletion** dialog box, click **Yes**, and then click **OK** to return to the **Incident** screen.

To view associated initial reports

Associated Initial Reports

- 1 On the **Incident** screen, click the **Associated Initial Reports** button.
- 2 On the **Associated Initial Reports** dialog box, click the **New** button.
- 3 Search for and select the **initial report** that you want to associate to your incident, and then click **OK**.

The following diagram shows the Associated Initial Reports dialog box.

The Promoted Initial Report group box displays information for an incident that started out as an initial report.

The following diagram shows the Associate Initial Report dialog box.

To remove an associated initial report from your incident

- 1 On the **Incident** screen, click the **Associated Initial Reports** button.
- 2 On the **Associated Initial Reports** dialog box, click to select the **related initial report** of your choice, and then click the **Delete** button.
- 3 On the **Confirm Deletion** dialog box, click **Yes**, and then click **OK** to return to the **Incident** screen.

To transfer an incident to another dispatch organization - for the source dispatch

For more information about transferring an incident see, "Transferring incidents," later in this chapter.



- 1 On the **Most Recent Incidents** drop-down toolbar menu, click to select the **incident** of your choice.
- 2 On the ROSS toolbar, click the **Show/Update Incident context of the current screen** button.
- 3 On the **Incident** menu, click **Incident**, or click the **IN** button.
- 4 On the **Incident** screen, click the **Organizations** tab, and then click the **Pick Dispatch** button.
- 5 On the **Select Incident Organizations** dialog box, click to select **All Organizations**, narrow your filter criteria, and then click the **Filter** button.
- 6 On the **Select Incident Organizations** dialog box, click to select the **incident organization** where you want to transfer the incident, and then click **OK**.
- 7 On the **Change Incident Host** dialog box, click **Yes** to confirm or click **No** to cancel.
- 8 On the **ROSS Information Message** dialog box, click **OK**.

The incident is transferred to the incident organization you selected. It is removed from the source dispatch and is now at the destination dispatch.

The following diagram shows the Incident screen for the source dispatch organization. The arrow points to the Pick Dispatch button.

Incident Details

Initial Date/Time: 09/19/2008 12:56 MST

Incident Type: Fire - Wildfire

Office Reference:

Prev. Inc. #:

Min. Elevation (ft):

Max. Elevation (ft):

Location

Location Name: MOUNTAIN BELL/DURANGO

Latitude: 37 14 30 N

Longitude: 107 52 32 W

Township Range: 34.5N 9W

Section: 32

Base Meridian: New Mexico, CO

UTM Northing: 4125561

UTM Easting: 244871

UTM Zone: 13

Navigation Aids

VOR	VOR Name	State	Bearing	Distance
DRO	DURANGO	CO	299	8
FMN	FARMINGTON	NM	8	31
CEZ	CORTEZ	CO	93	34
ETL	CONES	CO	149	51
DVC	DOVE CREEK	CO	112	61
MTJ	MONTROSE	CO	169	76

Reload Bases

Name	FAA Code	Bearing	Distance

Dispatch

Organizations	Documentation	Request Blocks	Reassign Authorization	Shipping Addresses
Host	CO-CSO (BLM - Colorado State Office)			
Benefiting	CO-CSO (BLM - Colorado State Office)			
Dispatch	CO-RMC (Rocky Mountain Area Coordination Center)			
Billing	CO-CSO (BLM - Colorado State Office)			

The following diagram shows the Select Incident Organizations dialog box.

Select Incident Organizations

Set Filter for Incident Organization

☐ Organizations Managed by Rocky Mountain Area Coordination Center ☐ All Organizations

Name:

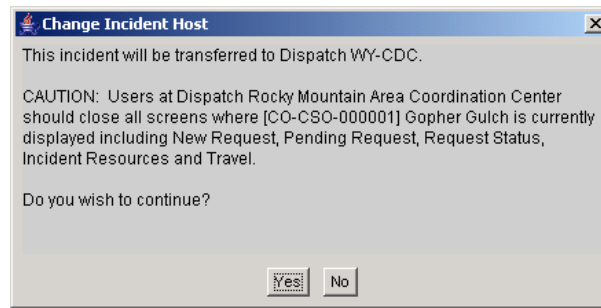
Unit Id: -

Select Incident Organizations

Name	Unit Id
** DO NOT USE ** Old MI-HUFC	MI-HUFC
Acadia National Park Dispatch	ME-ACPC
AL REGION 4 REFUGES	AL-R4RC
Alabama Interagency Coordination Center	AL-AIC
Alabama-Coushatta Tribe Dispatch - BIA	TX-ACA
Alameda County Operational Area Coordination	CA-XALC
Alaska Division of Forestry Coastal Region Office Dispatch	AK-SCSC
Alaska Fire Service Galena Zone Dispatch	AK-GADC
Alaska Fire Service Yukon Tanana Dispatch Center	AK-YTDC
Alaska FWS Regional Office	AK-R7RC

OK Cancel

The following diagram shows the Change Incident Host dialog box.



To open the transferred incident - for destination dispatch

For more information about transferring an incident see, "Transferring incidents," later in this chapter.

Add to Most Recent+

- 1 On the **Incident** menu, click **Incident List**, or click the **IL** button.
- 2 On the **Incident List** screen, search for and then click to select the **transferred incident** of your choice.
- 3 Click the **Add to Most Recent** button.
- 4 On the **Incident** menu, click **Incident**, or click the **IN** button.
- 5 On the **Incident** screen, click the **Organizations** tab, and then click to select the appropriate **host**, **benefiting**, and **billing organizations**.
- 6 Click the remaining tabs on the **Incident** screen and modify the information as appropriate.

Reload bases, primary office, and primary 24 hour contacts associated with the destination dispatch center are attached to the transferred incident.

The following diagram shows the Incident for the destination dispatch organization. The arrow points to the transferred incident.

Resource Ordering and Status System (ROSS) - * SYSTEST 2.8 with v2.8.0.23 *****

File Administration Resource Incident Request Travel Status Window Help

Incident List [CO-CSO-000001] Gopher Gulch

Erin McCormick @CO-RMC

Filter Criteria for Incidents

Incident Status: ☒ Open ☐ Closed ☐ External

Date Created From: To:

Incident #: From To

Name: Host: ****ALL****

Type: ****ALL**** Changed From:

Location Name:

Location Coordinates:

Coordinate Type: ☒ Lat/Long ☐ TRS ☐ UTM

Latitude: N

Longitude: W

Within miles

Incidents Meeting Criteria

Incident Name	Initial Date/Time	Host Dispatch	Changed From	Can Be Closed
2.6.0.24mgb	01/27/2007 16:08 MST	CO-RMC		No
Aspen Ridge	09/19/2008 13:03 MST	CO-RMC		Yes
CSO AVIATION SEVERITY	06/01/2006 18:28 MST	CO-RMC		Yes
FY07 R2 BAER ASSESSMENT	10/23/2006 14:41 MST	CO-RMC		Yes
Gopher Gulch	09/19/2008 12:56 MST	CO-RMC		Yes
REGION 2 FY07 PRE-POSITION	10/23/2006 14:39 MST	CO-RMC		Yes
RMA Aviation Prepo.	01/17/2006 12:52 MST	CO-RMC		Yes

☒ Incident Name ☐ Incident #

My Incident List

Incident Name	Initial Date/Time	Host Dispatch	Changed From	Can Be Closed?

☒ Incident Name ☐ Incident #

The following diagram shows the Organizations tab from the Incident screen.

Organizations	Documentation	Request Blocks	Reassign Authorization	Shipping Addresses
Host	CO-CSO (BLM - Colorado State Office)			
Benefiting	CO-CSO (BLM - Colorado State Office)			
Dispatch	CO-RMC (Rocky Mountain Area Coordination Center)			
Billing	CO-CSO (BLM - Colorado State Office)			

To print a report of incident information

For more information about Cognos please refer to the chapter, "Reports - running and scheduling reports," in this ROSS User's Guide.

Print Incident



- 1 On the **Incident** screen, click the **Print Incident** button.
- 2 On the **Cognos Viewer** toolbar, click the **Print** button.

The Print button is the first button on the left-hand side of the Cognos Viewer toolbar.



- 3 On the **Print** dialog box, review the printer settings and then click **OK**.
- 4 To return to the **Incident** screen, click the **Close** button on the **Cognos** window.

Completing incident screen tabs

The middle and lower portions of the Incident screen displays the following tabs that allow you to review additional incident details:

- Navigation Aids
- Aviation Hazards
- Financial Codes
- Compact
- Locations
- CAD - *when identified as an external system*
- Organizations
- Documentation
- Request Blocks
- Reassign Authorization
- Shipping Addresses
- Frequencies
- Airports
- Reload Bases
- Directions
- Contacts.

Working with the Navigation Aids tab

This tab lists navigation aids, including VORs, bearing, and distance, and Reload Bases defined for the incident.

Working with the Aviation Hazards tab

The type of aviation hazards that display depends on the option you select, either “Fixed Hazard” or “Non-Fixed Hazard.”

To add an aviation hazard

- 1 On the **Incident** screen, click the **Aviation Hazards** tab, and then click the **New** button.
- 2 To define a permanent hazard, click to select **Fixed Hazard**. To define a temporary hazard, click to select **Non-Fixed Hazard**.

An example of a non-fixed hazard includes smoke, a logging tower, or congested airspace.

- 3 Click the **Hazard Type** drop-down arrow and select the **hazard type** of your choice.
- 4 In the **City** text box, type the **name of the city** nearest to the aviation hazard.
- 5 In the **State Code** text box, type the **state postal code** where the aviation hazard is located.

- 6 In the **Description** text box, type a **brief description** of the aviation hazard.
- 7 Under **Coordinates**, perform one of the following
 - to designate the aviation hazard with the same coordinates as the incident, click the **Use Incident Location** button
 - to designate the aviation hazard with different coordinates as the incident, click to select the **Coordinate Type** of your choice and then complete the coordinate text boxes as appropriate.
- 8 When finished entering aviation hazard information, click **OK**.

The following diagram shows the New Aviation Hazard dialog box.

To modify aviation hazard information

- 1 On the **Incident** screen, click the **Aviation Hazards** tab.
- 2 On the **Aviation Hazards** tab, click **Fixed Hazard** or click **Non-Fixed Hazard**.
- 3 Click to select the **aviation hazard** of your choice, and then click the **Edit** button.
- 4 On the **Edit Hazard** dialog box, type or replace the following aviation hazard information as appropriate
 - Hazard Type
 - City
 - State Code
 - Description
 - Coordinates.
- 5 To save your modifications, click **OK**.

The following diagram shows the Edit Hazard dialog box.



To remove an aviation hazard

- 1 On the **Incident** screen, click the **Aviation Hazards** tab.
- 2 On the **Aviation Hazards** tab, click **Fixed Hazard** or click **Non-Fixed Hazard**.
- 3 Click to select the **aviation hazard** of your choice, and then click the **Delete** button.
- 4 On the **Confirm Deletion** dialog box, click **Yes** to confirm or **No** to cancel.

Working with the Financial Codes tab

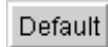
An asterisk (*) identifies those financial codes that have been used.

To designate or remove financial codes for the incident

- 1 On the **Incident** screen, click the **Financial Codes** tab.
- 2 Click the **Organization** drop-down arrow and select the **organization** of your choice.
- 3 Click the **Year** drop-down arrow and select the **year** of your choice.
- 4  To designate a financial code for the incident, click to select the **financial code** of your choice from the left-hand table, and then click the **Select** arrow button. Repeat the process to move all appropriate financial codes to the table on the right.
- 5  To remove financial code(s) designated for the incident, click to select the **financial code(s)** of your choice from the right-hand table, and then click the **Remove** arrow button.



You can remove more than one financial code at a time.



- 6 To designate the default financial code for the incident, click to select the **financial code** of your choice from the right-hand table, and then click the **Make Default** button.

You may designate only one default financial code.

To add a new financial code

Ad hoc financial codes are not retained once the incident is closed.

- 1 On the **Incident** screen, click the **Financial Codes** tab, and then click the **New** button.
- 2 In the **Financial Code** box, type the **financial code** you want to add.
- 3 In the **Fiscal Year** box, type the four-digit **fiscal year**.
- 4 Under **Owned By**, click to select the agency type of your choice
 - Federal
 - State
 - Other.
- 5 Under **Owned By**, click the drop-down arrow and select the **Organization** of your choice, and then click **OK**.

The following diagram shows the Ad Hoc Financial Code dialog box.

The screenshot shows the 'Ad Hoc Financial Code' dialog box. It has a title bar with a close button. Inside, there are three main sections: 'Financial Code *' with a text input field, 'Fiscal Year' with a text input field containing '2008', and 'Owned By *' with three radio buttons labeled 'Federal', 'State', and 'Other'. The 'Federal' radio button is selected. To the right of the radio buttons is a dropdown menu showing 'Alaska FWS Regional Office'. On the far right, there are 'OK' and 'Cancel' buttons.

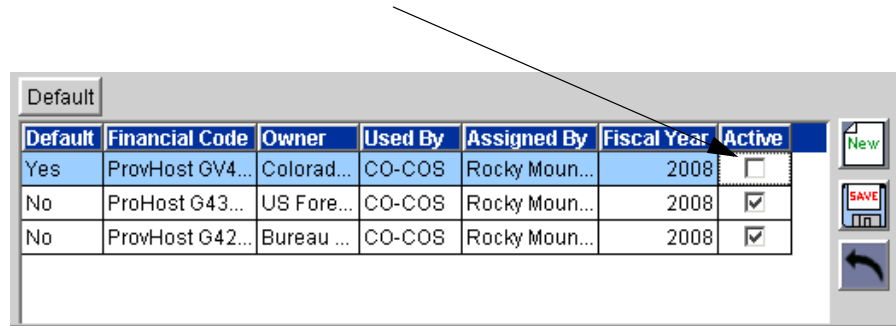


To inactivate an ad hoc financial code

Once inactivated, you will not be able to assign the inactive ad hoc financial code to any additional incident requests.

- On the **Financial Codes** tab on the right-hand side table, click the **Active** check box that corresponds to the **financial code** of your choice, and then click the **Save** button.

The following diagram shows the right-hand portion of the Financial Codes tab. The arrow points to the active check box.



If you inactivate the default financial code, the default setting will be cleared once you click the Save button.

Working with the Compact tab

This feature is not yet installed.

Working with the Locations tab

You can add a location to an incident by performing one of the following:

- select an existing location and then add it to the incident
- select an existing location, modify and save it as a new location, and then add it to the incident
- create a new location and then add it to the incident.

To make changes to a location, you must access the Location screen from the Administration menu. For more information refer to the chapter, "Location - defining geographic locations," in this ROSS User's Guide.

To add an existing location to an incident

- 1 On the **Incident** screen, click the **Locations** tab, and then click the **New** button.
- 2 On the **Add New Location** dialog box, search for and locate **locations** near the incident.
- 3 To add an existing location, click to select the **name** of your choice.
- 4 Click the **Location Use** drop-down arrow, click to select the **location use** or your choice, and then click **OK**.

The following diagram shows the Add New Location dialog box.

To modify an existing location and add it as a new location to an incident

- 1 On the **Incident** screen, click the **Location** tab, and then click the **New** button.
- 2 On the **Add New Locations** dialog box, search for and locate **locations** near the incident.
- 3 Click to select the **name** of your choice, and then type or replace the **location** information as appropriate.
- 4 Click **Save**, and then click **OK**.

To create and add a new location to an incident

- 1 On the **Incident** screen, click the **Location** tab, and then click the **New** button.
- 2 On the **Add New Location** dialog box, search for and locate **locations** near the incident, and then click the **New** button.

You must search for existing locations before creating a new one.

- 3 In the **Location Name** box, type the **name of the location**.
- 4 Click the **Location Type** drop-down arrow and select the **location type** of your choice.
- 5 In the **City** box, type the **name of the nearest city** of the location.

- 6 In the **State** box, type the two-character **state postal code**.

To change the use of a location at an incident

- 1 On the **Incident** screen, click the **Locations** tab, and then click to select the **location** of your choice.
- 2 Click the **Location Use** drop-down arrow and select the **location use** of your choice, and then click **Save**.

To modify or add navigation instructions to a location



Changes to navigation instructions from the Incident screen are applied to future requests, but are not applied to the Location screen.

- 1 On the **Incident** screen, click the **Locations** tab, and then click to select the **location** of your choice.
- 2 Click in the **Navigation Instructions** box, type or replace the **navigation instructions** as appropriate, and then click **Save**.

To delete a location from an incident

- 1 On the **Incident** screen, click the **Locations** tab.
- 2 Click to select the **location** of your choice, and then click the **Delete** button.
- 3 On the **Confirm Deletion** dialog box, click **Yes** to delete or **No** to cancel.

Working with the CAD tab

If CAD is identified as an external system on the Organization screen, the CAD tab displays on the Incident screen and View Incident screen.

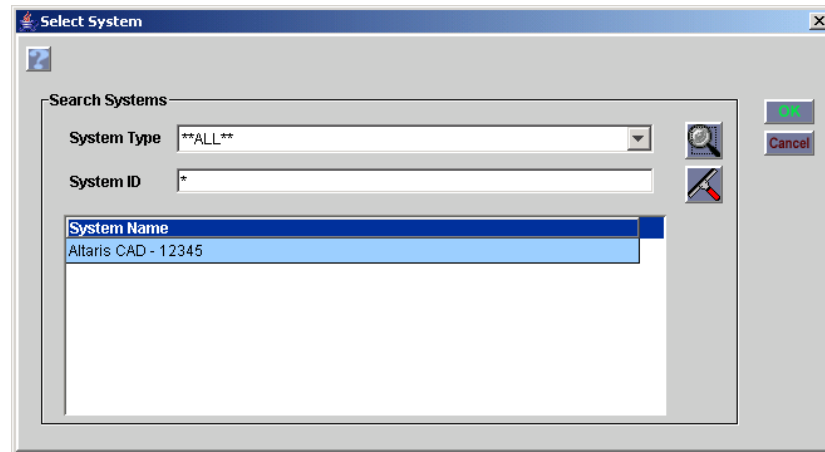
You must have the Dispatch Manager role to change the SoR, if identified, from CAD to ROSS or from ROSS to CAD.

To change the system of record



- 1 On the **Incident** screen, click the **CAD** tab, and then click the **Pick System of Record** button.
- 2 On the **Select System** dialog box, search for and then click to select the **System Name** of your choice, and then click **OK**.

The following diagram shows the Select System dialog box.

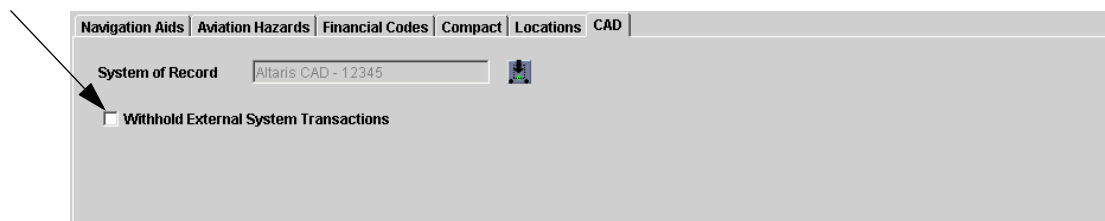


To suppress request-based notifications to your CAD system

Perform this task when you are no longer using CAD for the incident. That is, you are only using ROSS. Messages are still sent to non-local CAD systems, as appropriate.

- On the **CAD** tab, click the **Withhold External System Transactions** check box.

The following diagram shows the CAD tab. The arrow points to the Withhold External System Transactions check box.



Working with the Organizations tab

The Organizations tab also displays the external dispatch unit for external incidents.

To select or change a host organization

- On the **Incident** screen, click the **Organizations** tab, and then click the **Pick Host** button.
- On the **Select Incident Organization** dialog box, search for and then click to select the **host organization** of your choice, and then click **OK**.

The following diagram shows the Select Incident Organizations dialog box.

Name	Unit Id
** DO NOT USE ** Old MI-HUFC	MI-HUFC
Acadia National Park Dispatch	ME-ACPC
AL REGION 4 REFUGES	AL-R4RC
Alabama Interagency Coordination Center	AL-AIC
Alabama-Coushatta Tribe Dispatch - BIA	TX-ACA
Alameda County Operational Area Coordination	CA-XALC
Alaska Division of Forestry Coastal Region Office Dispatch	AK-SCSC
Alaska Fire Service Galena Zone Dispatch	AK-GADC
Alaska Fire Service Yukon Tanana Dispatch Center	AK-YTDC
Alaska FWS Regional Office	AK-R7RC

You can not change the number of an external incident.

To display the incident numbers issued this calendar year for the selected host

- 1 On the **Incident** screen, click the **Organizations** tab, and then click the **Pick Host** button.
- 2 On the **Select Incident Organization** dialog box, search for and then click to select the **host organization** of your choice, and then click the **View Issued #** button.

View Issued #...

The following diagram shows the View Issued Incident Numbers dialog box.

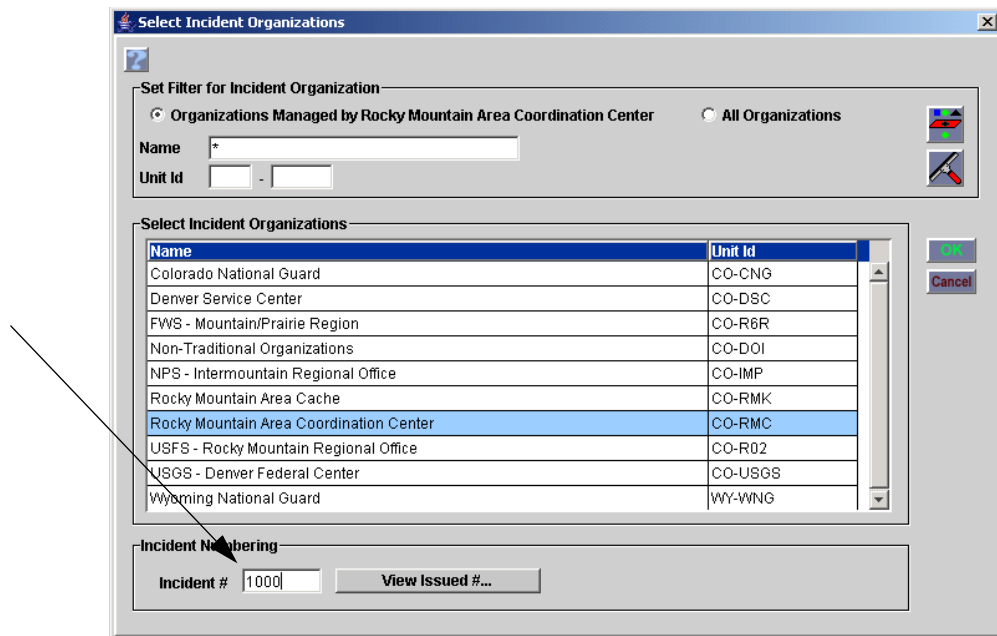
Incident #	Host Dispatch
------------	---------------

To specify a new number for an incident based on the new host

- 1 On the **Incident** screen, click the **Organizations** tab, and then click the **Pick Host** button.
- 2 On the **Select Incident Organization** dialog box, search for and click to select the **host organization** of your choice.
- 3 In the **Incident #** box under **Incident Numbering**, type the new **incident number** of your choice, and then click **OK**.

You are setting the initial/revised sequence value for the selected host. The Sequence Next Value for that host will be the incident number you entered plus one (+ 1).

The following diagram shows the Select Incident Organizations dialog box. The arrow points to the new Incident # box.



When you change the incident host, financial codes and radio frequencies assigned to the incident remain unchanged.

To select a benefiting organization

- 1 On the **Incident** screen, click the **Organizations** tab, and then click the **Pick Benefiting** button.
- 2 On the **Select Incident Organization** dialog box, search for and click to select the **host organization** of your choice, and then click **OK**.

To select a dispatch organization

- 1 On the **Incident** screen, click the **Organizations** tab, and then click the **Pick Dispatch** button.
- 2 On the **Select Incident Organization** dialog box, search for and click to select the **host organization** of your choice, and then click **OK**.

To select a billing organization

- 1 On the **Incident** screen, click the **Organizations** tab, and then click the **Pick Billing** button.
- 2 On the **Select Incident Organization** dialog box, search for and click to select the **host organization** of your choice, and then click **OK**.

To select an external dispatch organization - for external incidents only

- 1 On the **Incident** screen, click the **Organizations** tab, and then click the **Pick External Dispatch** button.
- 2 On the **Select Incident Organization** dialog box, search for and click to select the **external organization** of your choice, and then click **OK**.

Working with the Documentation tab

Once saved, you can not modify nor delete a documentation entry.

To add documentation

- 1 On the **Incident** screen, click the **Documentation** tab.
- 2 In the **Documentation** box, type the **documentation** as appropriate, and then click the **Add Documentation (+)** button to save your entry.

To review the entire text of a documentation entry

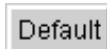
- On the **Incident** screen, click the **Documentation** tab, and then click to select the **documentation** row of your choice.

The entire documentation entry displays in the lower, right-hand box.

Working with the Request Blocks tab

Using the ROSS Organization screen, each managing dispatch unit may establish a master “template” of blocks for each catalog: Aircraft, Crews, Equipment, Overhead, and Supply.

For more information about block numbering see, “Understanding block numbering and rules,” later in this chapter.

To set the default block to Request Default or System Default

- 1 On the **Incident** screen, click the **Request Blocks** tab, and then click to select the **request block** you want as the default.
- 2 Click the **Default** button, and then click to select either **Set Request Default** or **Set System Default** as appropriate.

To create a new block by splitting an existing block into two

- 1 On the **Incident** screen, click the **Request Blocks** tab.
- 2 Click the **Catalog** drop-down arrow, click to select the **catalog** of your choice, and then click the **New** button.
- 3 In the **Start Block #2 At** box, type the starting number of the block you are creating (Block #2).
- 4 Under **Block #1** in the **Name** box, type a **new name for Block #1**, if appropriate.

This step is optional.

- 5 In the **Purpose** box, type or type to replace the **purpose of Block #1**.
- 6 Under **Default**, click to select or click to clear the following check boxes
 - Request
 - System.

Changes must be consistent with the rules for designating default blocks.

- 7 If appropriate, click to select the **User Issued** check box.

Changes must be consistent with the rules for designating a block "SG" or "UI."

- 8 Under **Block #2**, complete the following boxes and check boxes as instructed in the previous steps, and then click **OK**
 - Name
 - Start
 - End
 - Purpose
 - Request
 - System
 - User Issued.

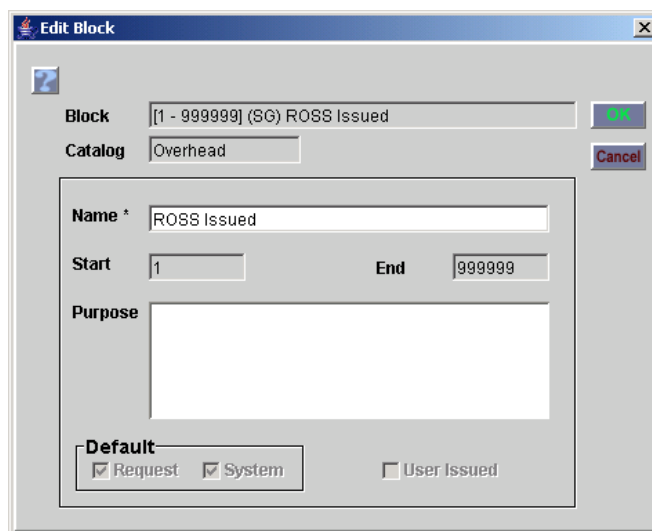
The following diagram shows the Split Block dialog box.

To edit a request block

- 1 On the **Incident** screen, click the **Request Blocks** tab
- 2 Click the **Catalog** drop-down arrow, click to select the **catalog** of your choice, and then click the **Edit** button.
- 3 On the **Edit Block** dialog box, modify the following information as appropriate, and then click **OK**
 - Name
 - Purpose
 - Request
 - System
 - User Issued.

For more the information about modifying these fields see the previous task, "To create a new block by splitting an existing block into two."

The following diagram shows the Edit Block dialog box.



The 'Edit Block' dialog box contains the following fields and controls:

- Block:** A text field containing '[1 - 999999] (SG) ROSS Issued'.
- Catalog:** A text field containing 'Overhead'.
- Name ***: A text field containing 'ROSS Issued'.
- Start:** A text field containing '1'.
- End:** A text field containing '999999'.
- Purpose:** A large empty text area.
- Default:** A section with three checkboxes:
 - ☒ Request
 - ☒ System
 - ☐ User Issued

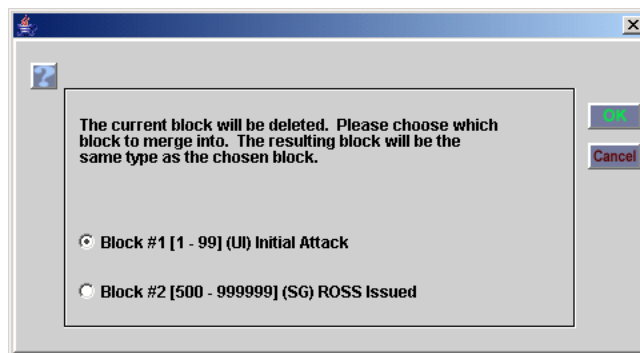
Buttons for 'OK' and 'Cancel' are located on the right side of the dialog.

To delete a request block

For rules about deleting request blocks see, "Understanding block numbering and rules," later in this chapter.

- 1 On the **Incident** screen, click the **Request Blocks** tab.
- 2 Click the **Catalog** drop-down arrow, click to select the **catalog** of your choice, and then click the **Delete** button.
- 3 On the **Delete Block** dialog box, click to select the block to merge the deleted block into, as appropriate, and then click **OK**.

The following diagram shows the Delete Block dialog box.



The 'Delete Block' dialog box contains the following text and controls:

The current block will be deleted. Please choose which block to merge into. The resulting block will be the same type as the chosen block.

- ☒ Block #1 [1 - 99] (UI) Initial Attack
- ☐ Block #2 [500 - 999999] (SG) ROSS Issued

Buttons for 'OK' and 'Cancel' are located on the right side of the dialog.

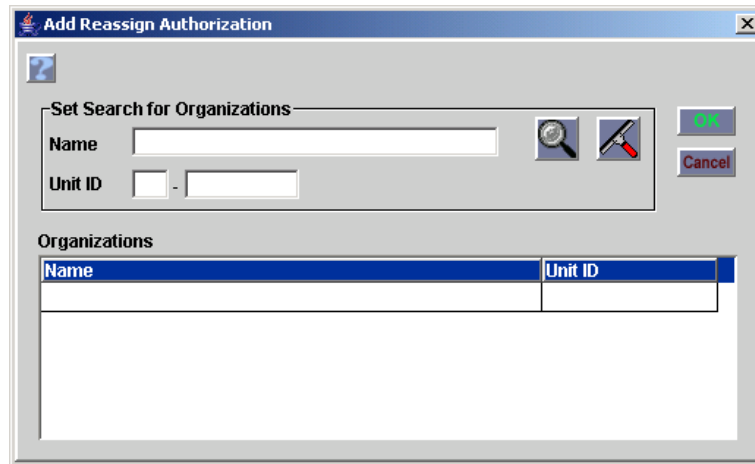
Working with the Reassign Authorization tab

The Reassign Authorization tab allows you to add organizations that have authority to reassign multiple resources to the incident.

To grant reassign authority to another dispatch office

- 1 On the **Incident** screen, click the **Reassign Authorization** tab, and then click the **New** button.
- 2 On the **Add Reassign Authorization** dialog box, search for and then click to select the **Organization** of your choice, and then click **OK**.

The following diagram shows the Add Reassign Authorization dialog box.



Set Search for Organizations	
Name	<input type="text"/>
Unit ID	<input type="text"/> - <input type="text"/>

Organizations

Name	Unit ID
------	---------

Working with the Shipping Addresses tab



The Shipping Addresses tab allows you to select an address when creating NFES requests. All of the incident host's shipping addresses from the Organization screen display on this tab.

To add a shipping address

- 1 On the **Incident** screen, click the **Shipping Addresses** tab, and then click the **New** button.
- 2 On the **Add Shipping Address** dialog box, complete the following text boxes as appropriate, and then click **OK**
 - Default
 - Street 1
 - Street 2
 - City
 - State
 - Zip Code
 - Country.

The following diagram shows the Add Shipping address dialog box.

Working with the Frequencies tab

Frequencies entered on the Organization screen for an incident host dispatch center or government (non-dispatch) are automatically available when you create an incident with that host.

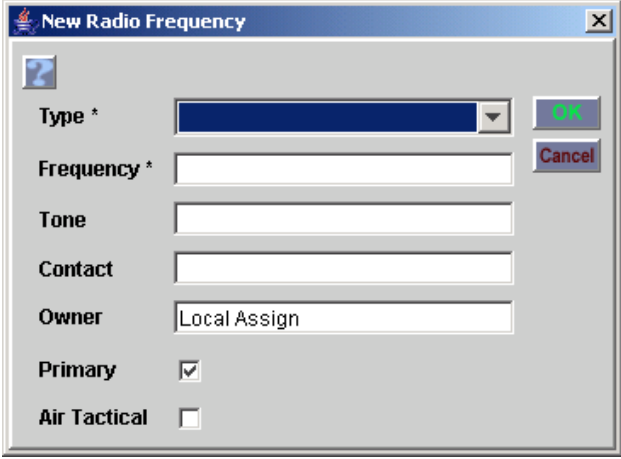


When creating an incident, you can now assign or create radio frequencies. For more information see the task, "To assign or create a frequency from the New Initial Report or Incident screen," in the section, "Creating and modifying incidents," earlier in this chapter.

To designate a new frequency for an incident

- 1 On the **Incident** screen, click the **Frequency** tab, and then click the **New** button.
- 2 On the **New Radio Frequency** dialog box, click the **Type** drop-down arrow and select the **type of the new radio frequency**.
- 3 In the **Frequency** box, type the **frequency**.
- 4 In the **Tone** box, type the **tone of the radio frequency**.
- 5 In the **Contact** box, type the **name of the person, aircraft, or agency** to contact on this radio frequency.
- 6 In the **Owner** box, type the name of the **owner**, if needed.
- 7 Click to clear the **Primary** check box if this radio frequency is not a primary frequency on the incident.
- 8 To designate the new frequency as an air tactical frequency, click the **Air Tactical** check box.
- 9 When finished, click **OK**.

The following diagram shows the New Radio Frequency dialog box.



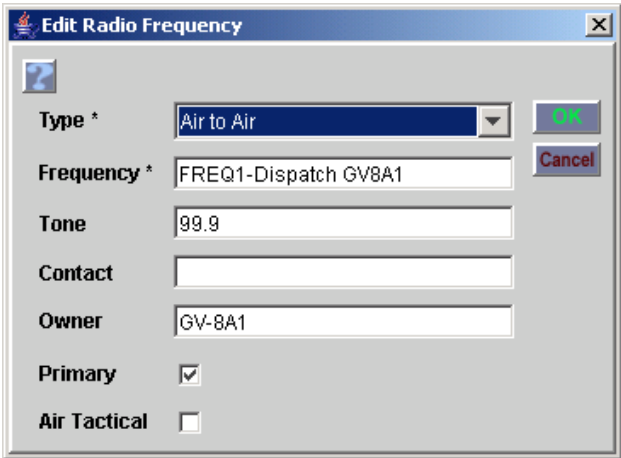
The 'New Radio Frequency' dialog box contains the following fields and controls:

- Type ***: A dropdown menu.
- Frequency ***: A text input field.
- Tone**: A text input field.
- Contact**: A text input field.
- Owner**: A text input field containing 'Local Assign'.
- Primary**: A checked checkbox.
- Air Tactical**: An unchecked checkbox.
- Buttons**: 'OK' (green) and 'Cancel' (red) buttons on the right side.

To change a radio frequency for an incident

- 1 On the **Incident** screen, click the **Frequency** tab, and then click to select the **frequency** of your choice.
- 2 Edit the following fields as appropriate and then click
 - Type
 - Frequency
 - Tone
 - Contact
 - Primary
 - Air Tactical.
- 3 When finished, click **OK**.

The following diagram shows the Edit Radio Frequency dialog box.



The 'Edit Radio Frequency' dialog box contains the following fields and controls:

- Type ***: A dropdown menu showing 'Air to Air'.
- Frequency ***: A text input field containing 'FREQ1-Dispatch GV8A1'.
- Tone**: A text input field containing '99.9'.
- Contact**: A text input field.
- Owner**: A text input field containing 'GV-8A1'.
- Primary**: A checked checkbox.
- Air Tactical**: An unchecked checkbox.
- Buttons**: 'OK' (green) and 'Cancel' (red) buttons on the right side.

To delete a radio frequency for an incident

You can select and delete more than one frequency at a time.

- 1 On the **Incident** screen, click the **Frequency** tab.
- 2 Click to select the **frequency** of your choice, and then click the **Delete** button.
- 3 On the **Confirm Deletion** dialog box, click **Yes** to delete or **No** to cancel.

Working with the Airports tab

Airports listed on the Airports tab automatically display on the Deliver To drop-down list on the New Request screen. Adding navigation instructions will also display on the New Request screen.

To edit or add navigation instructions for an airport

- 1 On the **Incident** screen, click the **Airports** tab.
- 2 Click to select the **Airport** of your choice.
- 3 Click in the **Navigation Instructions** box, type or replace the **navigation instructions** as appropriate, and then click **Save**.

To designate an airport to the incident

- 1 On the **Incident** screen, click the **Airports** tab, and then click the **New** button.
- 2 On the **Add New Locations** dialog box, search for and locate **airports** near the incident.
- 3 Click to select the **Airport** of your choice, and then click **OK**.

To remove an airport from an incident

This action only removes the designated airport from the incident. It does not delete it from ROSS. To delete a non-FAA airport from the list of airports for your organization, you must access the Airport screen from the Administration menu.

- 1 On the **Incident** screen, click the **Airports** tab.
- 2 Click to select the **airport** of your choice, and then click the **Delete** button.
- 3 On the **Confirm Deletion** dialog box, click **Yes** to delete or **No** to cancel.

To create a non-FAA airport and designate it to the incident

You can only add locally defined non-FAA airports, helicopter bases, and heliports to the ROSS database.

- 1 On the **Incident** screen, click the **Airports** tab, and then click the **New** button.
- 2 On the **Add New Airport** dialog box, search for and locate **airports** near the incident, and then click the **New** button.

You must search for existing airports before you can create a new non-FAA airport.

- 3 In the **Airport Name** box, type the name of the new **non-FAA airport**.
- 4 In the **City** box, type the name of the nearest **city** of the airport.
- 5 In the **State** box, type the two-character **state postal code**.
- 6 Click the **Airport Type** drop-down arrow and select the **airport type** of your choice.
- 7 Under **Coordinates**, click to select the **coordinate type** of your choice, an then complete the coordinates, as appropriate.

For more information about entering coordinates see, "Entering coordinates," in "Getting starting with ROSS."

The following diagram shows the Add Airport dialog box.

Add Airport

Airports

Search Airports

Airport Name Airport Type ****ALL****

FAA Code Search Within miles

City

State ****ALL****

Cancel

Airport Name	FAA Code	City	State	Managed By

Coordinates *

Coordinate Type

☐ Lat/Long ☐ TRS ☐ UTM

Working with the Reload Bases tab

Reload bases are defined from the Reload Base tab on the Organization screen.

For more information about adding reload bases see, “Working with the Reload Bases tab,” in “Organization - defining ROSS organizations,” in this ROSS User’s Guide.

To add a new reload base



- 1 On the **Incident** screen, click the **Reload Bases** tab, and then click the **Add Reload Base** button.
- 2 On the **Add Reload Base** dialog box, search for and then click to select the **airport name** of your choice.
- 3 Complete the **navigation instructions** box as appropriate, and then click **OK**.

The following diagram shows the Airports tab on the Add Reload Base dialog box.

Add Reload Base

Airports | Locations

Search Airports

Airport Name



FAA Code

City

State

Airport Type

Search Within miles

Airport Name	FAA Code	City	State	Managed By

Coordinates *

Coordinate Type

☒ Lat/Long ☐ TRS ☐ UTM

The following diagram shows the Locations tab on the Add Reload Base dialog box.

To remove a reload base



- 1 On the **Incident** screen, click the **Reload Bases** tab, click to select the **name** of your choice, and then click the **Remove Reload Base** button.
- 2 On the **Confirm Deletion** dialog box, click **Yes** to confirm or click **No** to cancel.

Working with the Directions tab

Directions listed on this tab on the Organization screen also automatically display on the Deliver To drop-down list on the New Request screen.

To add directions for an incident

- 1 On the **Incident** screen, click the **Directions** tab.
- 2 Click in the **Directions** box, type detailed **directions** to the incident, and then click the **Save Incident Directions** button.

To edit directions for an incident

- 1 On the **Incident** screen, click the **Directions** tab.
- 2 Click in the **Directions** box, type to add or replace the **directions** to the incident, and then click the **Save Incident Directions** button.

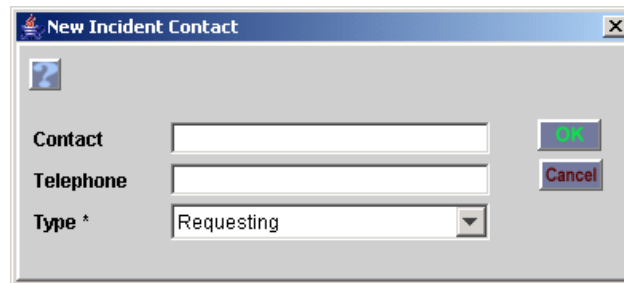
Working with the Contacts tab

Use the Contacts tab on the Organization screen to define contacts.

To add a new contact for an incident

- 1 On the **Incident** screen, click the **Contacts** tab, and then click the **New** button.
- 2 On the **New Incident Contact** dialog box, type the **contact** and **telephone** information, and then click **OK**.

The following diagram shows the New Incident Contact dialog box.

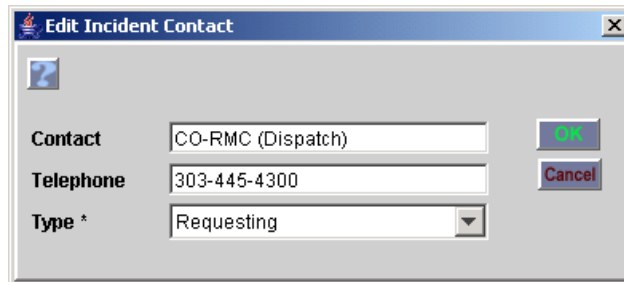


The image shows a Windows-style dialog box titled "New Incident Contact". It has a question mark icon in the top-left corner. The dialog contains three input fields: "Contact" (a text box), "Telephone" (a text box), and "Type *" (a dropdown menu currently showing "Requesting"). To the right of these fields are two buttons: "OK" (green) and "Cancel" (red).

To change a contact for an incident

- 1 On the **Incident** screen, click the **Contacts** tab.
- 2 Click to select the **Contact** of your choice, and then click the **Edit** button.
- 3 On the **Edit Incident Contact** dialog box, modify the **contact** and **telephone** information as appropriate, and then click **OK**.

The following diagram shows the Edit Incident Contact dialog box.



The image shows a Windows-style dialog box titled "Edit Incident Contact". It has a question mark icon in the top-left corner. The dialog contains three input fields: "Contact" (a text box containing "CO-RMC (Dispatch)"), "Telephone" (a text box containing "303-445-4300"), and "Type *" (a dropdown menu currently showing "Requesting"). To the right of these fields are two buttons: "OK" (green) and "Cancel" (red).

To delete a contact for an incident

- 1 On the **Incident** screen, click the **Contacts** tab.
- 2 Click to select the **Contact** of your choice, and then click the **Delete** button.
- 3 On the **Confirm Deletion** dialog box, click **Yes** to delete or **No** to cancel.

Creating an external incident

You can create an incident for an external dispatch unit that does not use ROSS.

For more information about completing the New Initial Report or Incident screen see, the previous section, "Creating an incident," earlier in this chapter.

To create an external incident

- 1 On the **Incident** menu, click **New Initial Report or Incident**, or click the **NI** button.
- 2 On the **New Initial Report or Incident** screen, click **External Incident**.
- 3 In the **Incident Name** box, type the **name for the incident**.
- 4 Click the **Type** drop-down arrow and then click to select the **Incident Type**.
- 5 Click the **Pick External Dispatch** button, and then click to select the **external dispatch unit** of your choice.

For more information about creating or editing external dispatch units see the next tasks, "To create an external dispatch unit," and "To edit an external dispatch unit."

- 6 Click the **Pick Incident Host** button, and then search for and highlight the **external dispatch unit** of your choice, and then click **OK**.

*If the external dispatch unit that you want is not listed, click the **New** button and then create a new external dispatch unit. For more information about creating an external dispatch unit see the task, "To create an external dispatch unit," later in this section.*

- 7 In the **Contact Person** box, type the **name of the contact person** from the external dispatch unit.
- 8 In the **Contact Phone #** box, type the **contact person telephone number**.
- 9 To change the **Contact Date/Time** when the external dispatch unit contacted your ROSS dispatch unit, click the **Contact Date/Time** button to change the date and time of the external dispatch contact.
- 10 In the **Office Reference** box, type the **local office number** assigned to the incident, if desired.
- 11 In the **Location Name** box, type the **location** of the incident.
- 12 Under **Enter Coordinates**, click to select the **coordinate type** of your choice, or click the **Pick Location** button and then complete the **location coordinates** as appropriate.
- 13 Click in the **Enter Documentation** box, and then type **detailed information** about the incident as appropriate.

- 14 In the **Incident #** box, type the **number of the incident** as assigned by the external dispatch unit.

You are setting the initial/revised sequence value for the selected host. The sequence next value for that host will be the incident number you entered, plus one (+ 1).

- 15 If you do not want to use the default request number blocks associated with the host, click to clear the **Use Host Default Request Number Block(s)** check box.

For more information about request block numbers see, "Understanding block numbering and rules," later in this chapter.

Incident

- 16 When finished entering the external incident information, click the **Incident** button.

New Initial Report or Incident screen - external incident

Resource Ordering and Status System (ROSS) - *** SYSTEST 2.8 with v2.8.0.23 ***

File Administration Resource Incident Request Travel Status Window Help

NI IL IN > [CO-RMC-000001] Gopher Gulch OF REQ IR PR MP RS TL RE ! Ø

New Initial Report or Incident Erin McCormick @CO-RMC R ? X

Enter Basic Initial Report/Incident Information

☐ Internal Incident ☒ External Incident

Incident Name

Type *

Dispatch Information

Incident Dispatch * ☐ External ☐ Status Only

Dispatch * Incident Host * Financial Codes

Contact Information

Person * Date/Time *

Phone # * Office Reference

Initial Date/Time *

Enter Location

Location Name

Enter Coordinates *

Coordinate Type ☒ Lat/Long ☐ TRS ☐ UTM

Latitude

Longitude

or **Pick Location**

Radio Frequencies

Type	Frequency	Tone	Air Tactical

Enter Documentation

Create Initial Report

Next Initial Report #:

Create Incident

Next Incident #:

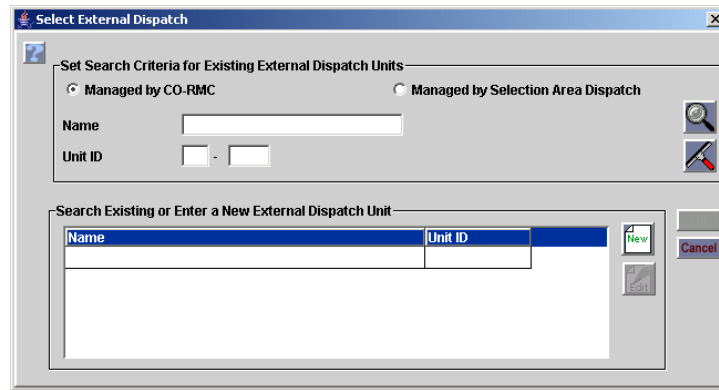
Incident # *

☐ Complex

☒ Use Host Default Request Number Block(s)

* Required for Incident

The following diagram shows the Select External Dispatch Unit dialog box.



To create an external dispatch unit



- 1 On the **Incident** menu, click **Incident** or click the **IN** button.
- 2 Click **External Incident**, click the **Pick an External or Status Only Dispatch** button, and then click the **New** button.
- 3 On the **Add/Edit External Dispatch** dialog box, type the **name of the new external dispatch unit** in the **Dispatch Name** box.
- 4 In the **Unit Code** box, type the **unit code** for the new external dispatch unit.
- 5 On the **Contacts** tab, click the **New** button., complete the **contact method** information as appropriate, and then click **OK**.

For more information about adding new contact information see the next task, "To add new contact information."

- 6 Click the **Address** tab, click the **New** button, complete the **new address** information as appropriate, and then click **OK**.

For more information about adding new address information see the task, "To add new address information."

The following diagram shows the Contacts tab on the Add/Edit External Dispatch dialog box.

The screenshot shows the 'Add/Edit External Dispatch' dialog box with the 'Contacts' tab selected. At the top, there are input fields for 'Name *' and 'Unit ID *'. Below these are two tabs: 'Contacts' (selected) and 'Address'. The 'Contacts' tab contains a table with three columns: 'Entry', 'Priority', and 'Contact Method'. To the right of the table are three buttons: 'New' (green), 'Edit' (grey), and 'Delete' (grey with an X). The 'New' button is highlighted.

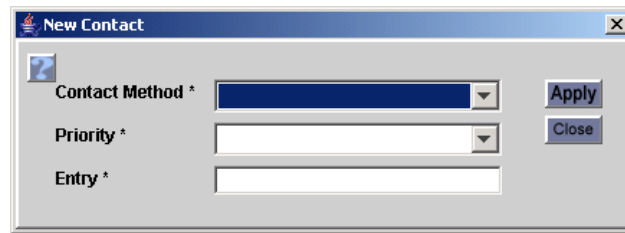
The following diagram shows the Address tab on the Add/Edit External Dispatch dialog box.

The screenshot shows the 'Add/Edit External Dispatch' dialog box with the 'Address' tab selected. At the top, there are input fields for 'Name *' and 'Unit ID *'. Below these are two tabs: 'Contacts' and 'Address' (selected). The 'Address' tab contains a table with seven columns: 'Type', 'Street 1', 'Street 2', 'City', 'State', 'Zip', and 'Country'. To the right of the table are three buttons: 'New' (green), 'Edit' (grey), and 'Delete' (grey with an X). The 'New' button is highlighted.

To add new contact information

- 1 On the **Add/Edit External Dispatch** dialog box on the **Contacts** tab, type the **name of the external dispatch center** in the **Name** box.
- 2 In the **Unit ID** box, type the **unit ID of the external dispatch center**, and then click the **New Contact** button.
- 3 On the **New Contact** dialog box, click the **Contact Method** drop-down arrow and select the **contact method** of your choice.
- 4 Click the **Priority** drop-down arrow and select the **priority** of your choice.
- 5 In the **Entry** box, type the appropriate **entry** for the new contact information.
- 6 Click **Close** to return to the **Add/Edit External Dispatch** dialog box, or click **Apply** to add the new contact information and then add another.

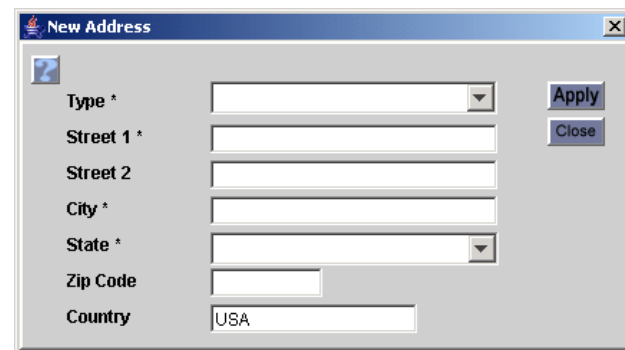
The following diagram shows the New Contact dialog box.

A screenshot of the 'New Contact' dialog box. It has a title bar with a question mark icon and a close button. The dialog contains three fields: 'Contact Method *' with a dropdown arrow, 'Priority *' with a dropdown arrow, and 'Entry *' with a text input field. To the right of these fields are two buttons: 'Apply' and 'Close'.

To add new address information

- 1 On the **Add/Edit External Dispatch** dialog box, click the **Address** tab, and then click the **New** button.
- 2 On the **New Address** dialog box, click the **Type** drop-down arrow and select the **address type** of your choice.
- 3 Complete the following information as appropriate
 - Street 1
 - Street 2
 - City
 - State
 - Zip Code
 - Country.
- 4 Click **Close** to return to the **Add/Edit External Dispatch** dialog box, or click **Apply** to add the new address information and then add another.

The following diagram shows the New Address dialog box.

A screenshot of the 'New Address' dialog box. It has a title bar with a question mark icon and a close button. The dialog contains several fields: 'Type *' with a dropdown arrow, 'Street 1 *' with a text input field, 'Street 2' with a text input field, 'City *' with a text input field, 'State *' with a dropdown arrow, 'Zip Code' with a text input field, and 'Country' with a text input field containing 'USA'. To the right of these fields are two buttons: 'Apply' and 'Close'.

To edit or delete external dispatch unit information

- 1 On the **Incident** menu, click **Incident** or click the **IN** button.
- 2 Click **External Incident**, and then click the **Pick an External or Status Only Dispatch** button.
- 3 On the **Select External Dispatch Unit** dialog box, click to select the **dispatch unit** of your choice, and then click the **Edit** button.

- 4 On the **Add/Edit External Dispatch** dialog box, edit or delete the information as appropriate, and then click **OK**.

Creating and modifying detail requests

A detail request is a pre-planned incident of specific duration and includes prescribed fire, preparedness/positioning, special event, and training events. Other such events include:

- personnel assignments greater than or less than two weeks in duration
- flexible funding arrangements
- flexible travel and lodging arrangements
- personal days off without pay.

The Detailed Request screen allows you to specify what is needed for the detail, known as “positions,” and send out that information to selected organizations to find out if those required items can be obtained. You can create a single or multiple detail requests for a detail.

You can not create a detail request for wildland fire and structural fire incidents.

To create a detail request

You can name the detail request the same name as the pre-planned incident, or select another name of your choice.

- 1 On the **Incident** screen, open the pre-planned incident (detail) of your choice, click the **Detail Request** button, and then click the **New** button.
- 2 To change the default name of the request, type the new **detail request name** in the **Detail Request Name** box.

The Detail Request Name box is located below the Broadcast, Requests, and Cancel buttons.

- 3 To select **Start Date/Time** and **End Date/Time**, click the **Select Dates** button, and then select the **start date and time** and **end date and time** of your choice.

For more information about selecting starting and ending dates/times see, “Using the Select Dates function,” in “Getting started with ROSS.”

- 4 To add a catalog item to the detail request, click the **New Position** button.
- 5 On the **Add Positions** dialog box, click the **Catalog** drop-down arrow and select the **catalog** of your choice.

*To perform a search for a position, click the **Search** tab on the **Add Positions** dialog box, type the search criteria into one or more available boxes to narrow your search, and then click the **Search** button.*

Minimum Rati...

- 6 Click to select the **category name** and **catalog item name** of your choice, and then click **OK**.
- 7 To specify the minimum acceptable qualification of the resource used to fill the new position, click the **Minimum Rating** button, click to select the **category name** and **catalog item name** of your choice on the **Catalog** tab, and then click **OK**.
- 8 Complete the following information as appropriate, and then click the **Save Detail Request** button
 - Requirements
 - Payment
 - Radio
 - Vehicles/Contacts
 - Duty Station/Remarks.

For more information about completing tabs on the Detail Request screen see the next section, "Completing Detail Request screen tabs."

Detail Request screen

Resource Ordering and Status System (ROSS) - *** SYSTEST 2.8 with v2.8.0.23 ***

File Administration Resource Incident Request Travel Status Window Help

NI IL IN > [CO-COS-000002] Prescribed Fire OF REQ IR PR MP RS TL RE ! Ø

Detail Request for Erin McCormick @CO-RMC R ? X

Select Detail Request

Detail Request Name Prescribed Fire

Broadcast Requests Cancel

Detail Request Name * Prescribed Fire Start Date/Time 10/09/2008 13:15 MST

Status New End Date/Time 10/09/2008 13:15 MST

Positions

Position	Min Qual	Quantity	Request

New Minimum Rati... Save Cancel

Requirements Payment Radio Vehicles/Contacts Duty Station/Remarks

Employment Status Employment Agency

☐ Agency Uniform ☐ Fire Resistant Clothing

☐ Driver's License Needed Endorsement

☐ Travel outside Normal Duty Hours is Authorized/Compensated

Established Workweek Duty Hours

☐ Personnel may be rotated How Often?

The following diagram shows the Catalog tab on the Add Positions dialog box.

The 'Add Positions' dialog box is shown with the 'Catalog' tab selected. The 'Catalog' dropdown menu is set to 'Aircraft'. Below it, the 'Category' section contains a list box with the following items: 'Category Name', '*Category Not Listed', '*Service - Category Not Listed', 'Aircraft Groups', 'Airtanker', and 'Fixed Wing'. The 'Catalog Item' section contains a table with two columns: 'Catalog Item Name' and 'Code'. The first row of the table is 'Aircraft Not in Catalog (SEE DOC)'. To the right of the table are 'OK' and 'Cancel' buttons.

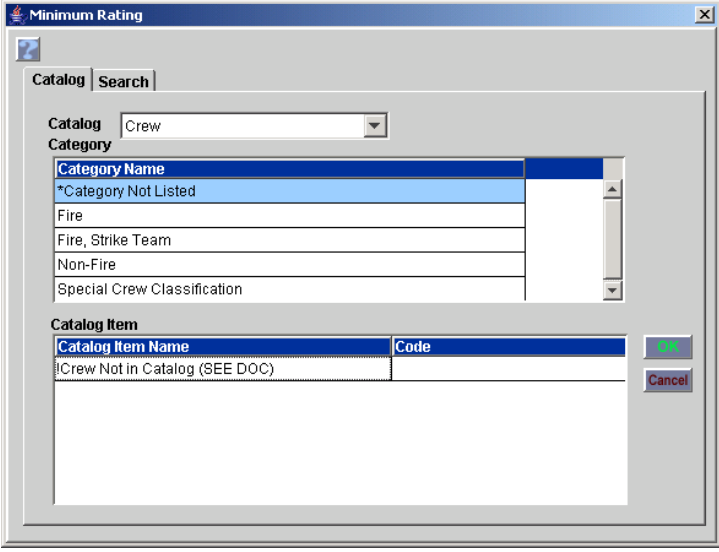
Catalog Item Name	Code
Aircraft Not in Catalog (SEE DOC)	

The following diagram shows the Search tab on the Add Positions dialog box.

The 'Add Positions' dialog box is shown with the 'Search' tab selected. The 'Name', 'Code', and 'Keyword' fields are empty. To the right of these fields are search icons (magnifying glass and a magnifying glass with a red arrow). Below the search fields is the 'Search Results' section, which contains a table with three columns: 'Name', 'Code', and 'Keyword Match'. The first row of the table is empty. To the right of the table are 'OK' and 'Cancel' buttons.

Name	Code	Keyword Match

The following diagram shows the Minimum Rating dialog box.



The dialog box is titled "Minimum Rating". It has two tabs: "Catalog" and "Search". The "Catalog" tab is active. It contains a "Catalog" dropdown menu set to "Crew". Below it is a "Category" section with a table:

Category Name
*Category Not Listed
Fire
Fire, Strike Team
Non-Fire
Special Crew Classification

Below the category table is a "Catalog Item" section with a table:

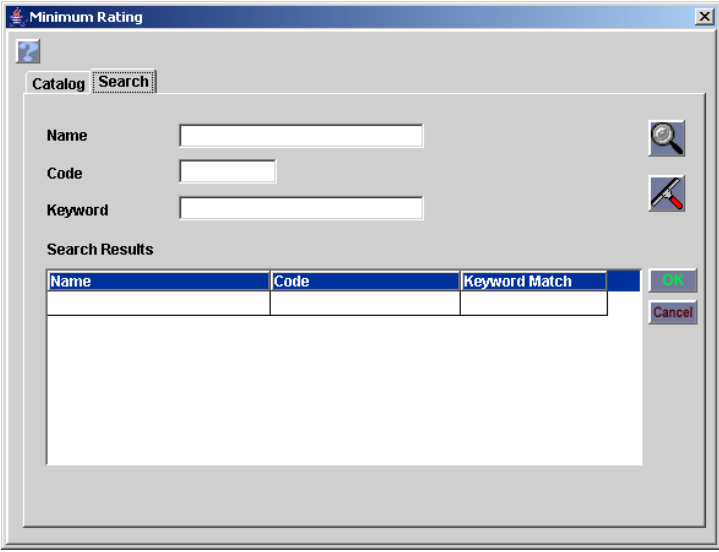
Catalog Item Name	Code
ICrew Not in Catalog (SEE DOC)	

On the right side of the dialog box are "OK" and "Cancel" buttons.

To search for a minimum qualification for a position on a detail request

- 1 On the **Detail Request** screen, click to select the **position** of your choice, and then click the **Minimum Rating** button.
- 2 On the **Minimum Rating** dialog box, click the **Search** tab.
- 3 Complete the boxes to narrow your search, and then click the **Search** button.
- 4 Click to select the **name** of your choice, and then click **OK**.

The following diagram shows the Search tab on the Minimum Rating dialog box.



The dialog box is titled "Minimum Rating". It has two tabs: "Catalog" and "Search". The "Search" tab is active. It contains three input fields: "Name", "Code", and "Keyword". To the right of these fields are a magnifying glass icon and a search button icon. Below the input fields is a "Search Results" section with a table:

Name	Code	Keyword Match

On the right side of the dialog box are "OK" and "Cancel" buttons.

To change the minimum qualification of a position

- 1 On the **Detail Request** screen under **Positions**, click to select the **position** of your choice, and then click the **Minimum Rating** button.
- 2 On the **Minimum Rating** dialog box, click to select the **Category Name** and **Catalog Item Name** of your choice, and then click **OK**.

To change the quantity requested for a position

- 1 On the **Detail Request** screen under **Positions**, click to select the **position** of your choice.
- 2 Click once in the **Quantity** box, type to replace the **quantity** of your choice, and then click **Save Position**.

Completing Detail Request screen tabs

This section explains how to complete the tabs on the Detail Request screen, which allow you to further clarify the information on the detail request.

To complete the Requirements tab

- 1 Click the **Employment Status** drop-down arrow and select the **employment status** of your choice.
- 2 Click to select the appropriate check boxes
 - Agency Uniform
 - Driver's License Needed
 - Travel outside Normal Duty Hours is Authorized/Compensated
 - Personnel may be rotated
 - Fire Resistant Clothing.
- 3 In the **Established Workweek** box, type the **range of weekdays considered to be the workweek** for the detail.
- 4 For temporary worker detail requests, type the **name of the employment agency** in the **Employment Agency** box.
- 5 Click the **Endorsement** drop-down arrow and select the appropriate endorsement, as appropriate
 - Hazardous Materials
 - Motorcycle
 - Tank Vehicle
 - Passenger
 - Double/Triple Trailers.
- 6 In the **Duty Hours** box, type the number of **duty hours** expected for the position.

- 7 In the **How Often?** box, type the **frequency of duty hours**.

*For example, to indicate 12-hour days, 4 times per week, type "12" in the **Duty Hours** box, and then type "4xweek" in the **How Often?** box.*

The following diagram shows the Requirements tab on the Detail Request screen.

The screenshot shows the 'Requirements' tab selected in a window titled 'Detail Request'. The form contains the following fields and options:

- Employment Status:** A dropdown menu.
- Employment Agency:** A text input field.
- ☐ **Agency Uniform**
- ☐ **Fire Resistant Clothing**
- ☐ **Driver's License Needed**
- Endorsement:** A dropdown menu.
- ☐ **Travel outside Normal Duty Hours is Authorized/Compensated**
- Established Workweek:** A text input field.
- Duty Hours:** A text input field.
- ☐ **Personnel may be rotated**
- How Often?:** A text input field.

To complete the Payment tab

- 1 On the **Detail Request** screen, click the **Payment** tab.
- 2 Under **Payment**, click to select either **Sending Unit** or **Requesting Unit** to specify the responsible unit for payment
 - Rotation
 - Travel
 - Base Salary
 - PerDiem
 - Mileage
 - F.O.R.
- 3 Click to select the appropriate check boxes
 - Government Lodging Available
 - Government Mess Hall Available
 - Government Cooking Facility Only
 - Commercial Lodging Available
 - Commercial Meals Available
 - Must be Self-Subsisting.
- 4 For **Commercial Lodging Available**, type the **maximum rate that will be reimbursed**, in dollars, in the **Max. Lodging Rate (\$)** box.
- 5 For **Commercial Meals Available**, type the **maximum rate that will be reimbursed**, in dollars, in the **M & IE Rate (\$)** box.
- 6 For **Must be Self-Subsisting**, type the **maximum rate that will be reimbursed**, in dollars, in the **Estimated Total Cost (\$)** box.

The following diagram shows the Payment tab on the Detail Request screen.

Payment	
Sending Unit	Requesting Unit
Rotation	
Travel	
Base Salary	
Per Diem	
Mileage	
F.O.R.	

☐ Government Lodging Available
☐ Government Mess Hall Available
☐ Government Cooking Facility Only
☐ Commercial Lodging Available Max. Lodging Rate (\$) \$0.00
☐ Commercial Meals Available M & IE Rate (\$) \$0.00
☐ Must be Self-Subsisting
 Estimated Total Cost (\$) \$0.00

To complete the Radio tab

- 1 On the **Detail Request** screen, click the **Radio** tab.
- 2 If radios are needed for the detail, click to select the **Radios Needed** check box, and then click the **New** button.
- 3 Under **Radios**, click in the **Radio Type** box, and then type the **radio type**.
- 4 Click in the **Programmable** box, and then click the drop-down arrow to select **Yes** or **No** for a programmable radio.
- 5 Click in the **Quantity** box, and then type the **quantity** of your choice.
- 6 When finished, click **Save**.

The following diagram shows the Radio tab on the Detail Request screen.

☒ Radios Needed

Radio Type	Programmable	Quantity

New
 Save
 Cancel
 X

To change radio information

- 1 On the **Detail Request** screen, click the **Radio** tab.
- 2 Under **Radios**, click to select the **radio type** of your choice.
- 3 Click to select the **Radio Type**, **Programmable**, and/or **Quantity** box, and then modify the information as appropriate.
- 4 When finished, click **Save**.

To delete a radio type

- 1 On the **Detail Request** screen, click the **Radio** tab.

- 2 Under **Radios**, click to select the **radio type** of your choice, and then click the **Delete** button.
- 3 On the **Confirm Deletion** dialog box, click **Yes** to confirm or click **No** to cancel.

To complete the Vehicles/Contacts tab

- 1 On the **Detail Request** screen, click the **Vehicles/Contacts** tab.
- 2 In the **Vehicle Type** box, type the **vehicle type** of your choice.
- 3 Click to select the appropriate check boxes, and then type the appropriate **quantity** for each selected check box
 - Agency Owned
 - Privately Owned
 - Rental Vehicle.
- 4 In the **Electronic Tech's Name and Phone** box, type the **name of the contact person** and their **phone number**.
- 5 In the **Personnel Officer and Phone** box, type the **name of the personnel officer** and their **phone number**.
- 6 In the **Budget & Finance Officer and Phone** box, type the **name of the budget and finance officer** and their **phone number**.

The following diagram shows the Vehicles/Contacts tab on the Detail Request screen.

The screenshot shows the 'Vehicles/Contacts' tab selected in a software interface. The tab is part of a larger window with other tabs like 'Requirements', 'Payment', 'Radio', and 'Duty Station/Remarks'. The 'Vehicles/Contacts' tab is divided into two main sections. The left section, titled 'Vehicle Authorized or Requested', contains a 'Vehicle Type' text box and three checkboxes: 'Agency Owned (AOV)', 'Privately Owned (POV)', and 'Rental Vehicle'. Each checkbox has a corresponding 'Quantity' text box next to it, all showing the value '0'. The right section, titled 'Contacts', contains three text boxes: 'Electronic Tech's Name and Phone', 'Personnel Officer and Phone', and 'Budget & Finance Officer and Phone', all of which are currently empty.

To complete the Duty Station/Remarks tab

- 1 On the **Detail Request** screen, click the **Duty Station/Remarks** tab.
- 2 In the **Requesting Unit's E-mail Address** box, type the **email address of the requesting unit's contact person**.
- 3 In the **Temporary Duty Station**, type the **name of the temporary duty station**.
- 4 In the **Address/PO Box** box, type the complete **street address of the temporary duty station**.
- 5 In the **Phone** box, type the **area code and telephone number of the temporary duty station**.

- 6 In the **Nearest Commercial Airline City**, type the **name of the city that has a commercial airport** nearest to the temporary duty station.

The following diagram shows the Duty Station/Remarks tab on the Detail Request screen.

Broadcasting a detail request

The Broadcast button allows you to email detail requests to a specific selection area or GACC. Remember these key points when broadcasting a detail request:

- Your organization, and each organization defined in your selection area or GACC must have a primary email address defined in ROSS.
- You are not *required* to broadcast a detail request.

To broadcast a detail request



- 1 On the **Incident** screen, open the pre-planned incident (detail) of your choice, click the **Detail Request** button, and then click **Broadcast**.
- 2 On the **Broadcast** dialog box, click to select **selection area** or **GACC** as appropriate, and then click **OK**.

The following diagram shows the Broadcast dialog box.

Generating a resource request

You can generate a resource request for each detail request position.

Once you generate a resource request for a detail request, you can not cancel that detail request.

To generate a resource request from a detail request

- 1 On the **Detail Request** screen, select the **detail request** of your choice, and then click the **Requests** button.
- 2 To review the pending request, click **Pending Request** on the **Request** menu, and then search for the pre-planned incident (detail) of your choice.

Creating complex incidents

The Complex check box on the Incident screen allows a Dispatch Manager to identify a new internal or external incident as a “complex,” and associate one or more internal or external incidents to it. This complex incident serves as an umbrella for the other incidents.

To create a complex incident

- 1 On the **New Initial Report or Incident** screen, type the **name of the person who reported the event** in the **Reported By** box.
- 2 In the **Description** box, type a **brief description** of the event.

You can enter complete details of the event in the Enter Documentation box, which is located at the bottom of the screen.

- 3 Click the **Type** drop-down arrow and click to select the **event type**.

For a complete listing of event types see, “Understanding event types,” in the section, “Exploring initial reports and incidents in detail.”

- 4 In the **Incident Name** box, type the **name for the incident**.
- 5 Click the **Incident Host** drop-down arrow and select the appropriate **organization** serving as the **incident host**.

If you identify a dispatch center as the incident host, you must identify a government (non-dispatch) organization as the billing organization.



- 6 In the **Office Reference** box, type the **local office number** assigned to the incident, if desired.
- 7 Under **Enter Location**, type the new or existing **location of the incident**, or click the **Pick** button to search for a location of your choice.
- 8 Click in the **Enter Documentation** box, and then type **detailed information** about the incident as appropriate.

- 9 To specify a new incident number, type the new **incident number** in the **Incident #** box.

For more information about specifying an incident number see, "Understanding incident numbering," later in this chapter.

- 10 Under **Create Incident**, click to select the **Complex** check box.

- 11 If you do not want to use the default request number blocks associated with the host, click to clear the **Use Host Default Request Number Block(s)** check box.

View Default Request Block...

- 12 To view the default incident request numbers for a catalog, click the **View Default Request Blocks** button, click the **Catalog** drop-down arrow, and then click to select the **catalog** of your choice. Click **Close** when finished.

For more information about request block numbers see, "Understanding block numbering and rules," later in this chapter.

Incident

- 13 When finished entering incident information, click the **Incident** button.

The following diagram shows the Create Incident portion of the New Initial Report or Incident screen. The arrow points to the Complex check box.

To associate an incident to a complex

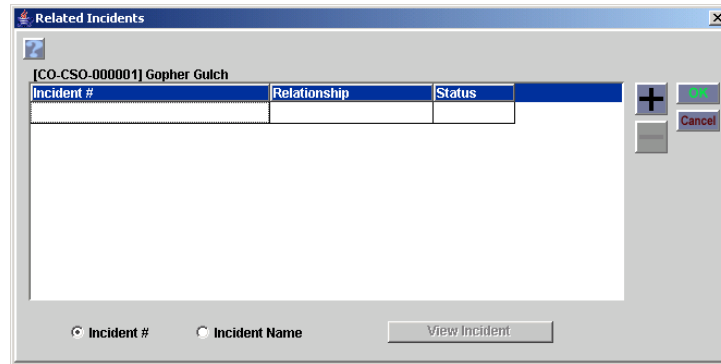
- 1 On the **Incident** menu, click **Incident**, or click the **IN** button.
- 2 Change the **Incident Context** to the **complex incident** of your choice, and then click the **Related Incidents** button.
- 3 On the **Related Incidents** dialog box, click the **Add Related Incident** button.
- 4 On the **New Related Incident** dialog box under **Relationship**, click to select **The selected incident will be part of the complex for [Incident Number]**.
- 5 Under **Search Incidents**, search for and then click to select the **incident name** of your choice, and then click **Apply**.
- 6 Continue adding additional associated incidents, as appropriate, and then click **Close**.

Related Incidents

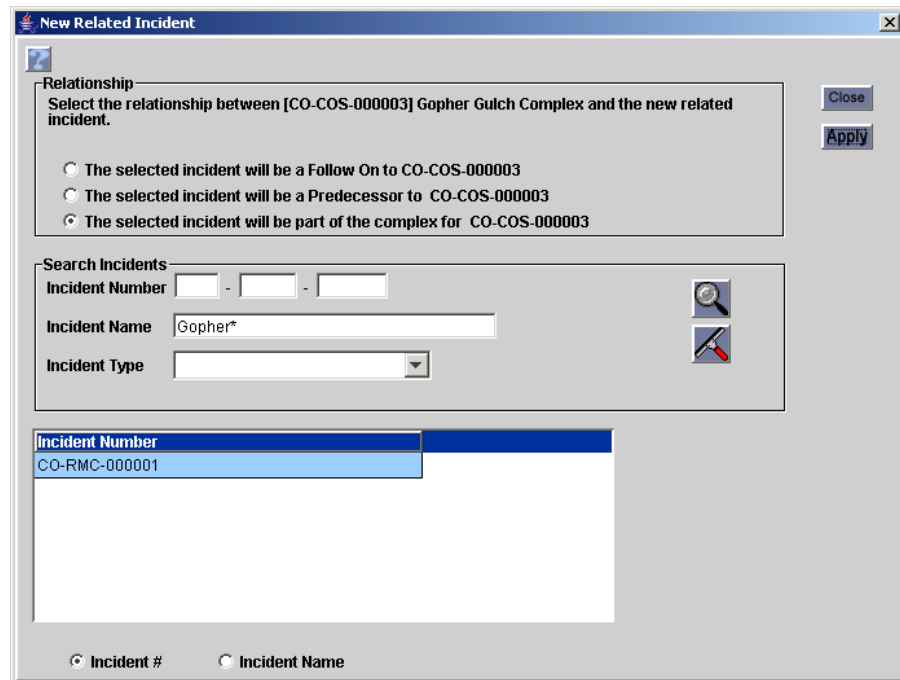


7 On the **Related Incidents** dialog box, click **OK**.

The following diagram shows the Related Incidents dialog box.



The following diagram shows the New Related Incident dialog box.



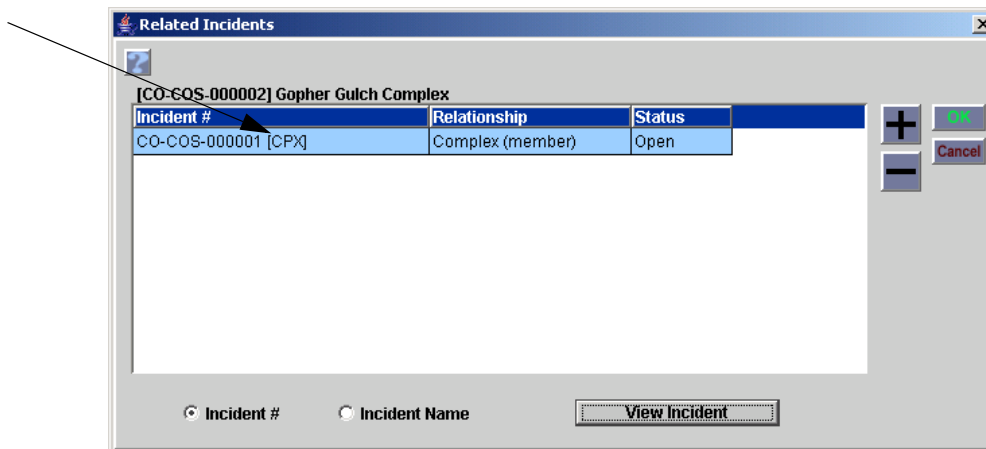
To view a specific incident member in the complex

The Complex tab only displays on the View Incident dialog box when an incident is either a complex or a member of a complex.



- 1 On the **Related Incidents** dialog box, click to select the **incident** of your choice, and then click the **View Incident** button.
- 2 On the **View Incident** dialog box, click the **Complex** tab, click to select the **incident** of your choice, and then click the **View Incident** button.

The following diagram shows the Related Incidents dialog box. The arrow points to the CPX designation on the Incident # that tells you that this incident is associated to a complex.



Creating incident lists

The Incident List screen allows you to create a list of local incidents that may be of particular interest, and allows you to add local incidents to your Most Recent Incidents drop-down list.

Remember, a local incident is one created by your organization. It may be internal or external.

To access the Incident List screen



- On the **Incident** menu, click **Incident List** or click the **IL** button.

Incident List screen

Resource Ordering and Status System (ROSS) - *** SYSTEST 2.8 with v2.8.0.23 ***

File Administration Resource Incident Request Travel Status Window Help

NI IL IN > [CO-COS-000004] Prairie Dog Creek [CPX] OF REQ IR PR MP RS TL RE ! Ø

Incident List Erin McCormick @CO-RMC R ? X

Filter Criteria for Incidents

Incident Status ☒ Open ☐ Closed ☐ External

Date Created From To

Incident # From To

Name Host ****ALL****

Type ****ALL**** Changed From

Location Name

Location Coordinates

Coordinate Type ☒ Lat/Long ☐ TRS ☐ UTM

Latitude N

Longitude W

Within miles

Incidents Meeting Criteria

Incident Name	Initial Date/Time	Host Dispatch	Changed From	Can Be Closed
2.6.0.24mgb	01/27/2007 16:08 MST	CO-RMC		No
CSO AVIATION SEVERITY	06/01/2006 18:28 MST	CO-RMC		Yes
FY07 R2 BAER ASSESSMENT	10/23/2006 14:41 MST	CO-RMC		Yes
Gopher Gulch [CPX]	10/06/2008 07:34 MST	CO-RMC	CO-COS-000001	No
Gopher Gulch Complex	10/10/2008 11:53 MST	CO-RMC		Yes
Prairie Dog Creek [CPX]	10/10/2008 12:36 MST	CO-RMC		Yes
Prescribed Fire	10/09/2008 13:09 MST	CO-RMC		Yes

☒ Incident Name ☐ Incident #

My Incident List

Incident Name	Initial Date/Time	Host Dispatch	Changed From	Can Be Closed?

☒ Incident Name ☐ Incident #

To view all incidents that meet certain criteria

- Under **Filter Criteria for Incidents**, type into or select information for as many boxes as possible to narrow your search
 - Under **Incident Status**, click **Open** or **Closed**.
 - Click the **External** check box to search for external incidents only.
 - Under **Date Created**, click the **Select Dates** button and then specify the **period of time when the incidents were created**.
 - In the **Incident # From** and **To** boxes, type the **specific number** or **range of numbers** of the incidents.
 - In the **Incident Name** box, type the name of the incident.
 - Click the **Host** drop-down arrow, and then select the **incident host** of your choice.
 - Click the **Type** drop-down arrow, and then select the **incident type** of your choice.

- For incidents that have a changed host or incident number, type the previous **incident number** in the **Changed From** box.
 - To select a location, click the **Pick** button, search for and locate the **location name** of your choice on the **Choose Location** dialog box, and then click **OK** to return to the **Incident List** screen.
 - To enter location coordinates, click the **coordinate type** of your choice, complete the appropriate boxes, and then type the distance in the **Within ___ Miles** box, from 2 to 10 miles.
- 2 When finished completing all your search criteria, click the **Filter** button

Incidents that meet your filter criteria display under Incidents Meeting Criteria.

To display information for a selected incident

A rectangular button with a grey gradient background and the text "Go To" in bold black font.

- 1 On the **Incident** menu, click **Incident List**, or click the **IL** button.
- 1 Under **Incidents Meeting Criteria**, click to select the **incident name** of your choice, and then click the **Go to Incident** button.
- 2 To return to the **Incident List** screen from the **Incident** screen, click the **Close Current Screen** button.

To add an incident to My Incident List

Adding incidents to My Incident List has no impact to any other ROSS functions or screens. Its only use is to help you quickly view and organize incidents that are of particular interest.

- Under **Incidents Meeting Criteria**, click to select the **incident name** of your choice, and then click the **Add to My Incident List+** button.

To remove an incident from your incident list

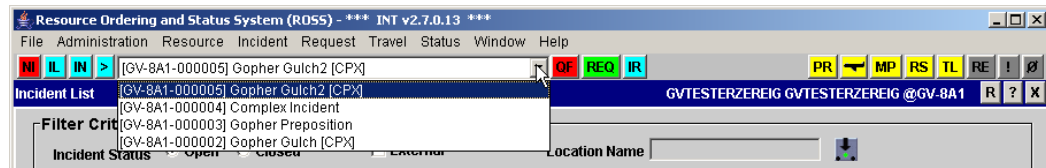
A rectangular button with a grey gradient background and the text "Remove From My Incident List+" in bold black font.

- Under **My Incident List**, click to select the **incident name** of your choice, and then click the **Remove From My Incident List** button.

To add an incident to your Most Recent Incidents drop-down menu

- Under **Incidents Meeting Criteria** or under **My Incident List**, click to select the **incident name** of your choice, and then click the **Add to Most Recent** button.

The following diagram shows four incidents on the Most Recent Incidents drop-down menu.



To switch between local incidents

- 1 On the **Most Recent Incidents** drop-down toolbar menu, click to select the **incident** of your choice.
- 2 On the ROSS toolbar, click the **Show/Update Incident context of the current screen** button.

This button is located to the right of the IN button, next to the Most Recent Incidents drop-down toolbar menu.

Exploring initial reports and incidents in detail

ROSS allows you to enter and manage information about both emergency and non-emergency events. An event may either be initially entered as an incident or as an initial report that is later “promoted” to an incident. Remember these key points when working with initial reports and incidents:

- Create an initial report to document information about an event that has not been confirmed as an incident.
- Create an incident for an event for which resources will be dispatched.
- As a dispatch unit that uses ROSS, create an “external” incident for a dispatch unit that does not use ROSS.
- You can not create an “external” initial report.
- Initial Attack operations are performed outside of ROSS.
- Initial reports and incidents are numbered in the following format:
[State Code]-[Dispatch Unit ID]-[999999].

If you are unsure of whether to create an initial report or an incident to document the event, create an initial report. Later, promote the initial report to an incident if needed.

Topics in this section include:

- Understanding incident context
- Understanding incident numbering
- Understanding event types
- Understanding block numbering and rules
- Understanding Incident screen tabs
- Transferring incidents
- Understanding a complex incident.

Understanding incident context

When you view most screens in ROSS, the information that displays is in relation to a specific incident. This is known as the incident “context.” You can change the incident context of your current screen to display only local incidents created by your organization without affecting the incident context of any other open screens. In this way you can specify a different incident context for each open screen.

The following example outlines a way to use incident context when you perform dispatching functions in ROSS:

1. You are about halfway through entering information for local incident “A” on the Incident screen.
2. In response to a phone call, you must create a resource request for local incident “B” by
 - opening the New Request screen
 - changing the incident context on the New Request screen from local incident “A” to local incident “B”
 - creating the request.
3. You then click the IN button to return to the Incident screen and finish entering the information for local incident “A.” Notice that the Incident screen remains in the context of local incident “A.”

Understanding incident numbering

Incidents are numbered in the following format: [State Code]-[Host ID]-[999999].

For example, an incident may be numbered “CO-RMP-000012.”

The Create Incident portion of the New Initial Report or Incident screen displays three fields that pertain to incident numbering:

- **Sequence Next Value.** Displays the next sequential incident number based on the selected host. The sequence for each host resets to “1” at the beginning of the calendar year. The Sequence Next Value is not applicable to external incidents.
- **View Issued #.** Displays the View Issued Incident Numbers dialog box, which lists the incident number, host dispatch, and incident name issued this calendar year for the selected host.
- **Incident #.** Allows you to substitute the Sequence Next Value with the Incident Number of your choice. Specifying the Incident # sets an initial/ revised Sequence Value for the selected host, so that the Sequence Next Value for that host is the Incident # you specified, plus one (+ 1). Incident # is a required entry for external incidents

For more information about request block numbers see, “Understanding block numbering and rules,” later in this chapter.

Understanding event types

ROSS allows you to identify the following event types when creating a new initial report or incident:

- | | |
|----------------------------------|----------------------------------|
| - Accident - Aircraft | - Other Support |
| - Accident - Marine | - Plant Health Emergency |
| - Accident - Rail | - Preparedness/Preposition |
| - Accident - Structure | - Program Support - Law Enforce |
| - Accident - Vehicle | - Program Support - Mgt |
| - Animal Health Emergency | - Program Support - Resource |
| - Earthquake | - Public Assist - Community |
| - Emergency Stabilization/BAER | - Public Assist - Infrastructure |
| - Fire - Debris/Product | - Public Assist - Public Service |
| - Fire - Prescribed | - S & R - Marine |
| - Fire - Structure | - S & R - Medical Assist |
| - Fire - Vehicle | - S & R - Urban |
| - Fire - Wildland | - S & R - Wildland |
| - Fire - Wildland Fire Use | - Severe Winter Weather |
| - Fire Rehabilitation | - Thunderstorm/Tornado/Wind |
| - Flooding | - Training - Classroom |
| - Hazard - Biological/Toxic | - Training - OJT |
| - Hazard - Explosive/Electric | - Training - Proficiency |
| - Hazard - Flammable | - Training - Simulation |
| - Hazard - Radioactive/Nuclear | - Tsunami |
| - Hurricane/Typhoon | - Volcano |
| - Mass Earth Movement/Avalanche. | |

Understanding block numbering and rules

Block numbering applies to incident requests. When creating an incident, you can apply the host's template of block numbers to the incident, although this is optional. You can then modify the blocks to suit the particular needs of that incident, without affecting the master template for the host. You must designate each request block as one of the following:

- **User issued.** Selecting a user issued block allows you to designate the number to be assigned to the request. You can not use user issued blocks with pre-order requests. Individual pre-order requests are automatically numbered based on the system default block for that catalog.
- **System generated.** Selecting a system generated block allows ROSS to automatically assign the next available sequential number from that block of numbers to the request.

You can change system generated blocks to user issued blocks. You can not change user issued blocks to system generated blocks.

Splitting one block into two

When you split one block into two, remember the following rules:

- If splitting a user issued block, the resulting blocks must also be user issued.
- If splitting a system generated block, the resulting blocks can either be user issued or system generated. The start number of the second resulting block must be greater than the next sequential available number of the original block.

You can not create a system generated block that already contains a "used" request number.

- If splitting a block that is not designated as a default, you can not set either of the resulting blocks as default from the Split Block dialog box.

You may change the default settings on the Requests Blocks tab on the Incident screen.

- If splitting a default block, you must select one of the resulting blocks to be the new default.
- The last block in each catalog must be a system generated block with an end number of 999,999, the maximum number allowable.

Deleting a request block

When you delete a request block, remember the following rules:

- There must always be at least one remaining block for each catalog.
- You can not delete a block that is designated as a "SYS" or "R" default for the catalog. You must first designate a different block as the default before you can perform the delete.
- If deleting either the first or last block of a catalog, the block being deleted will be merged into the previous block.
- If deleting a block located between two other blocks, you must select which block you want the deleted block to be merged into.
- You can not delete a block that an associated request.
- If an "SG" block is merged into a "UI" block, the remaining block is converted to "SG."

Understanding Incident screen tabs

This section explains the information shown on each tab on the Incident screen. Topics include:

- Understanding the Navigation Aids tab
- Understanding the Aviation Hazards tab
- Understanding the Financial Codes tab
- Understanding the Compact tab
- Understanding the Locations tab
- Understanding the CAD tab
- Understanding the Frequencies tab
- Understanding the Airports tab
- Understanding the Reload Bases tab
- Understanding the Directions tab
- Understanding the Contacts tab
- Understanding the Organizations tab
- Understanding the Documentation tab
- Understanding the Request Blocks tab
- Understanding the Reassign Authorization tab
- Understanding the Shipping Addresses tab.

Understanding the Navigation Aids tab

The Navigation Aids tab displays two tables of available navigation aids nearest to the incident:

- The VOR table, imported with FAA airport data, displays the ten nearest VORs and the associated VOR Names, States, Bearings, and Distances based on the incident location coordinates.

By reviewing the general location of the VORs, you can determine whether the incident location coordinates were entered correctly.

- The Reload Bases table displays the Airport Name, FAA Code, City, and State of nearby Reload Bases as entered by your organization on the Organization screen.

The diagram below shows the Navigation Aids tab on the Incident screen. The VOR table is on the left and the Reload Bases table is on the right.

Navigation Aids					Reload Bases			
VOR	VOR Name	State	Bearing	Distance	Name	FAA Code	Bearing	Distance
GLL	GILL	CO	275	31				
CYS	CHEYENNE	WY	197	38				
BJC	JEFFCO	CO	346	45				
LAR	LARAMIE	WY	135	47				
DVW	MILE HIGH	CO	320	53				
DEN	DENVER	CO	324	56				

Understanding the Aviation Hazards tab

The Aviation Hazards tab displays the type, location coordinates, and description of fixed-location aviation hazards within approximately 20 miles of the incident and non-fixed aviation hazards entered for the incident.

The following diagram shows the Aviation Hazards tab on the Incident screen.

Understanding the Financial Codes tab

The Financial Codes tab displays financial codes and their owners for a specified year, as entered by your organization on the Organization screen.

The following diagram shows the Financial Codes tab on the Incident screen.

Understanding the Compact tab

This feature is not yet installed.

The following diagram shows the Compact tab on the Incident screen.

Understanding the Locations tab

The Locations tab displays the locations that are being used to designate and describe places of importance to the incident, as entered by your organization on the Location screen. Each location identifies:

- Location Use, such as a command post or a delivery site
- Location Name
- Type, such as a dip site, lookout, or helibase

- City
- State.

The following diagram shows the Location tab on the Incident screen.

Location Use	Name	Type	City	State

Location Use: New

Navigation Instructions:

Save Print Close

Understanding the CAD tab

The CAD tab displays for a dispatch office that identifies it as an external system on the Organization screen. When CAD is identified as the SoR, you can perform updates to the incident by CAD while the incident is open.

For complete information about the CAD interface with ROSS, access the ROSS Main Page from your browser, and then click "Release Notices" along the left side of the page.

The following diagram shows the CAD tab on the Incident screen.

Navigation Aids | Aviation Hazards | Financial Codes | Compact | Locations | **CAD**

System of Record:

☐ Withhold External System Transactions

Understanding the Frequencies tab

The Frequencies tab displays radio frequencies available for the incident, including:

- Type
- Frequency
- Tone
- Contact Name
- Owner
- Air Tactical.

The following diagram shows the Frequencies tab on the Incident screen.

Organizations		Documentation		Request Blocks		Reassign Authorization		Shipping Addresses	
Frequencies		Airports		Reload Bases		Directions		Contacts	
Type	Frequency	Tone	Contact Name	Owner	Air Tactical				
						<div>New</div> <div>Edit</div> <div></div>			

Understanding the Airports tab

The Airports tab displays FAA and non-FAA airports being used on the incident. Airports identified as a Reload Base, as shown on the reload base area of the Navigation tab, automatically display on the Airports tab. Each airport identifies:

- Airport Type, such as a charter, commercial, or back country airport
- Airport Name
- FAA Code, if applicable
- City
- State.

The Special Conditions box displays information that was entered from the Airport screen. To add, modify, or delete Special Conditions, you must access the Airport screen from the Administration menu.

The following diagram shows the Airports tab on the Incident screen.

Organizations		Documentation		Request Blocks		Reassign Authorization		Shipping Addresses	
Frequencies		Airports		Reload Bases		Directions		Contacts	
Airport Name	FAA Code	City	State						
				<div>+</div> <div>-</div>					
<div>Navigation Instructions</div>				<div>Special Condition</div> <div>SAVE</div> <div>TIME</div> <div></div> <div><Previous</div> <div>Next ></div>					

Understanding the Reload Bases tab

The Reload Bases tab displays reload bases that are associated with dispatch centers as defined on the Reload Base tab on the Organization screen. Remember these key points when working with the Reload Bases tab:

- Only one dispatch center may dispatch for a given reload base.
- An incident autodoc entry is generated whenever you add or remove a reload base.

- You can not remove a reload base from an incident that has been used on a request.
- Reload bases are not automatically added to the Airports tab. You must manually add these airports, if needed, as “deliver to” locations for requests.

The following diagram shows the Reload Bases tab on the Incident screen.

Organizations	Documentation	Request Blocks	Reassignment Authorization	Shipping Addresses			
Frequencies	Airports	Reload Bases	Directions	Contacts			
Name		FAA Code	Dispatched By	City	State	Bearing	Distance
<div> <div>Navigation Instructions</div> <div> <div>Special Condition</div> <div> <div>SAVE</div> <div>FILE</div> <div></div> </div> </div> </div>							
				<div> <div>< Previous</div> <div>Next ></div> </div>			

Understanding the Directions tab

The Directions tab displays directions entered for the incident.




The following diagram shows the Directions tab on the Incident screen.

Organizations	Documentation	Request Blocks	Reassign Authorization	Shipping Addresses
Frequencies	Airports	Reload Bases	Directions	Contacts
Directions				<div>SAVE</div> <div>↩</div>

Understanding the Contacts tab

The Contacts tab displays agency and individual contacts and telephone numbers for an incident.

The following diagram shows the Contacts tab on the Incident screen.





Organizations	Documentation	Request Blocks	Reassign Authorization	Shipping Addresses
Frequencies	Airports	Reload Bases	Directions	Contacts
Contact		Contact Info		Type
CO-RMC (Dispatch)		303-445-4300		Requesting
<div>    </div>				

Understanding the Organizations tab

The Organizations tab displays the host, benefitting, dispatch, and billing organizations for the incident:

- The host organization has primary management responsibility for the incident. You can change the incident host to any host organization that is affiliated with your dispatch center, even if that organization does not manage the host's organization record.
- The benefitting organization directly benefits from the activities occurring at the incident.
- The dispatch organization is the unit designated to mobilize resources to the incident.
- The billing organization is responsible for paying expenses related to the incident.

The following diagram shows the Organizations tab on the Incident screen.

Frequencies	Airports	Reload Bases	Directions	Contacts
Organizations	Documentation	Request Blocks	Reassign Authorization	Shipping Addresses
Host	CO-COS (CSFS - State Office)			
Benefitting	CO-COS (CSFS - State Office)			
Dispatch	CO-RMC (Rocky Mountain Area Coordination Center)			
Billing	CO-COS (CSFS - State Office)			

The following diagram shows the Organizations tab on the Incident screen for external incidents.

Frequencies		Airports	Reload Bases	Directions	Contacts
Organizations	Documentation	Request Blocks	Reassign Authorization	Shipping Addresses	
Host	CO-EXT (Exernal Dispatch)				
Benefiting	CO-EXT (Exernal Dispatch)				
Dispatch	CO-RMC (Rocky Mountain Area Coordination Center)				
Billing	CO-EXT (Exernal Dispatch)				
External Dispatch	CO-EXT (Exernal Dispatch)				

Understanding the Documentation tab

The Documentation tab displays both auto-documentation and user documentation information previously entered for the incident. The table displays the time the entry was made and who made the entry.

The following diagram shows the Documentation tab on the Incident screen.

Organizations	Documentation	Request Blocks	Reassign Authorization	Shipping Addresses
Documentation Incident Gopher Gulch was added by Erin McCormick@CO-RMC ROSS. New contact was added for Gopher Gulch by Erin McCormick@CO-RMC ROSS.		Time Entered 10/16/2008 09:43:09 MST 10/16/2008 09:43:08 MST		Entered By Erin McCormick@CO-RMC R... Erin McCormick@CO-RMC R...
<div> <div></div> <div>+</div> <div>Incident Gopher Gulch was added by Erin McCormick@CO-RMC ROSS.</div> </div>				

Understanding the Request Blocks tab

The Request Blocks tab allows you to specify the numbers assigned to requests based on the host organization. The Request Blocks table displays the following information:

- **Default.** The default block for the selected catalog. An “R” denotes the Request Default block. A “SYS” denotes the System Default block.

*Request block numbering on the **New Request** screen always defaults to the **Request Default** block.*

- **Type.** The type of block. An “UI” denotes User Issued. An “SG” denotes System Generated.
- **Block Name.** The name of the block.
- **Purpose.** The purpose of the block.

- **Start.** The starting number of the block.
- **End.** The ending number of the block.
- **Next.** The next sequential number available in the block.
- **Remaining.** The number of request numbers available for use in the block.

For more information about request block numbering see the previous section, "Understanding block numbering and rules," earlier in this chapter.

The following diagram shows the Request Blocks tab on the Incident screen.

Default	Type	Block Name	Purpose	Start	End	Next	Remaining
R, SYS	SG	Default Block		1	999999	1	999999

Understanding the Reassign Authorization tab

The Reassign Authorization tab allows you to grant or revoke reassign authority on your local incident to any other dispatch center(s), except status-only, external, or removed dispatch offices. Granting reassign authority is the first step to allow quick fill reassignment of resources when the source and destination incidents are managed by different dispatch centers.

Remember these key points when authorizing the reassignment of resources:

- Once you grant reassign authority, that dispatch manager may perform the quick fill reassignment for multiple resources from their non-preposition incident to the non-local incident.
- Prepositioned resources may only be quick fill reassigned from a non-preposition incident assignment. When released, these resources return to the preposition.
- You can only reassign resources from one catalog at a time. You can select and reassign service and non-service requests with resources that are mob-en-route, at incident, tentative release, released (at incident) and demob-en-route together.
- When including the parent of a group request in a quick fill reassignment to a non-local incident, all of its subordinate request will also be reassigned, including those that may be pending or reserved.
- You can only reassign multiple resources from one source incident to one destination incident at a time.
- Request numbers on the destination incident are generated from the default system-generated block. If there are not enough numbers in the

block, the reassignment does not take place. You are advised to contact the destination dispatch, who must adjust the block or create a new one.

The following diagram shows the Reassign Authorization tab on the Incident screen.

Frequencies	Airports	Reload Bases	Directions	Contacts
Organizations	Documentation	Request Blocks	Reassign Authorization	Shipping Addresses

Organizations Authorized to Reassign Multiple Resources to this Incident

Name	Unit ID

Understanding the Shipping Addresses tab

The Shipping Addresses tab allows you to designate where to ship resources and supplies for the incident. This tab also allows you to create, edit, deleted and designate the default shipping address.

The following diagram shows the Shipping Addresses tab.

Frequencies		Airports	Reload Bases	Directions	Contacts
Organizations	Documentation	Request Blocks	Reassign Authorization	Shipping Addresses	
Street 1	Street 2	City	State	Zip	Country
<div> <div>Default</div> <div> <div>New</div> <div>Edit</div> <div>Close</div> </div> </div>					

Transferring incidents

Dispatch managers may transfer their internal and external incidents to another dispatch center. This incident may be opened or closed, and may be of any type except preposition. The following diagram shows an example of an original placing chain and the updated placing chain when an incident is transferred from Dispatch A to Dispatch B.

The screenshot shows the ROSS application window with the title bar 'Resource Ordering and Status System (ROSS) - *** SYSTEST 2.0 with v2.0.0.23 ***'. The menu bar includes File, Administration, Resource, Incident, Request, Travel, Status, Window, and Help. The toolbar contains buttons for PR, MP, RS, TL, RE, and others. The main window is titled 'Incident List' and shows a user 'Erin McCormick @CO-RMC'.

Filter Criteria for Incidents

Incident Status: ☒ Open ☐ Closed ☐ External

Date Created: From [] To []

Incident #: From [] To []

Name: [] Host: **ALL**

Type: **ALL** Changed From: []

Location Name: []

Location Coordinates: ☒ Lat/Long ☐ TRS ☐ UTM

Latitude: [] N [] S

Longitude: [] W [] E

Within: [] miles

Incidents Meeting Criteria

Incident Name	Initial Date/Time	Host Dispatch	Changed From	Can Be Closed
2.6.0.24mgb	01/27/2007 16:08 MST	CO-RMC		No
Aspen Ridge	09/19/2008 13:03 MST	CO-RMC		Yes
CSO AVIATION SEVERITY	06/01/2006 18:28 MST	CO-RMC		Yes
FY07 R2 BAER ASSESSMENT	10/23/2006 14:41 MST	CO-RMC		Yes
Gopher Gulch	09/19/2008 12:56 MST	CO-RMC		Yes
REGION 2 FY07 PRE-POSITION	10/23/2006 14:39 MST	CO-RMC		Yes
RMA Aviation Prepo.	01/17/2006 12:52 MST	CO-RMC		Yes

Buttons: Incident Name Incident # Go To Incident Add to My Incident List Add to Most Recent Remove From Most Recent

My Incident List

Incident Name	Initial Date/Time	Host Dispatch	Changed From	Can Be Closed?

Buttons: Incident Name Incident # Go To Incident Remove From My Incident List Add to Most Recent Remove From Most Recent

Here, Dispatch A places a request down to Dispatch AA. Subsequently, Dispatch A transfers management of their incident to Dispatch B:

- The request remains placed with Dispatch AA, but the placing chain is updated to reflect that the request was placed from Dispatch B to GACC B to NICC, then on to GACC A to Dispatch A to Dispatch AA. If Dispatch AA UTFs the request, it becomes pending with Dispatch A.
- Dispatch A, GACC A, NICC, GACC B, and Dispatch B are able to view and retrieve the request using the Request Status screen.

Remember these key points when transferring an incident to another dispatch center:

- All incident information remains with the transferred incident.
- You can not transfer to a status-only, external, or removed dispatch center.
- Once the transfer is complete, the previous managing dispatch center no longer has access to the incident.
- You must transfer the management of a complex incident and its associated incidents together. You can not transfer an incident associated with a complex individually until the associate is removed.
- The host of a transferred incident is not added to the incident hosts list of the new dispatch center. Reload bases, primary office and primary 24-hour contacts associated with the new dispatch center are attached to the transferred incident.
- If place up or direct order affiliations for the incident host were in effect at the old dispatch center, these ordering channels are available to the new dispatch center for *that transferred incident only*. These place up and

direct order affiliations are lost if the incident is transferred a second time. If the incident host is the host for both the old and new dispatch centers, only the place up and direct order affiliations for the new dispatch center are in effect after the transfer.

- Once the transfer is complete, the old dispatch center can view requests that were closed or completed prior to the transfer by reviewing the Request List Report. The new dispatch center can view these requests by reviewing the Request Status screen.

Understanding a complex incident

Remember these key points when creating a complex incident:

- You must identify the incident as a complex when creating it. Once created, you can not change a non-complex incident to a complex incident or change a complex incident to a non-complex incident.
- A complex incident may be of any type except a preposition incident.
- You may associate any internal or external incidents managed by your dispatch center to the complex except to another complex incident, an incident that is already associated to a complex, or a preposition incident.
- The same dispatch center must manage the complex incident and its associated incidents (members). *You may transfer incidents if necessary. For more information see the previous section, "Transferring incidents."*
- Whenever the incident you select to view is a complex or is a member of a complex, the Complex tab displays on the View Incident dialog box. This tab displays the incident name and number, and status (open or closed) of all related incidents.
- You may Quick Fill and create regular, support, and subordinate requests for a complex. You may place, fill, release, and reassign these requests. Setting resource travel options for a complex incident is the same as for other incidents.
- You may generate reports for a complex incident and its members the same way as for any other incident.
- Incidents associated with a complex have "CPX" appended to their Incident Name and Incident Number.