Incident Resources - managing incident resources

This guide explains how to release (demobing) resources from an incident and how to reassign resources from one incident to another. Topics include:

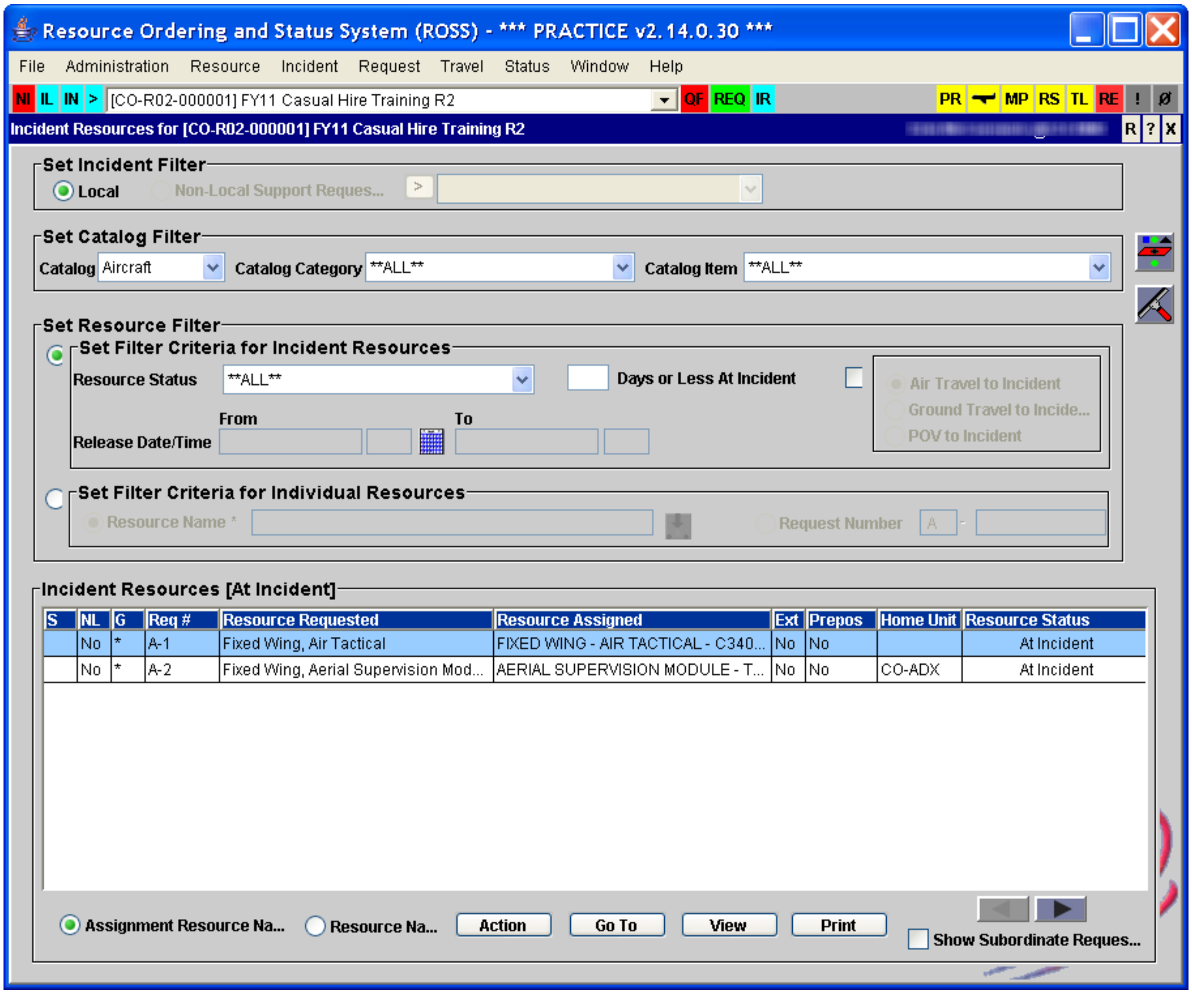
- Filtering for incident resources
- Viewing incident resources
- Releasing (demobing) resources from an incident
- Demobing a roster resource
- Reassigning resources to another incident
- Performing other functions using the Action button
- Working with infrared flight requests
- Working with food service and other types of service requests
- Working with temporary flight restriction requests
- Printing incident request information
- Setting notification options for release authorization
- Exploring incident resources in detail.

To access the Incident Resources screen

IR

- On the **Incident** menu, click **Incident Resources**, or click the **IR** button.

Incident Resources screen



Filtering for incident resources

This section explains how to filter for and locate incident resources by filtering for one or more of the following:

- resource status
- resource name
- catalog, catalog category, and catalog item
- number of days or less at the incident
- release date
- request number(s).

To display incident resources based on resource status

1 On the **ROSS 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.

3 Under **Set Catalog Filter**, click the **Catalog** drop-down arrow, select the **Catalog** of your choice.

To further refine your search select the Catalog Category and Catalog Item.

4 Under **Set Resource Filter**, click **Set Filter Criteria for Incident Resources**.

5 Click the **Resource Status** drop-down arrow, and then click to select the **Resource Status** of your choice.

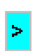
6 Complete the following information as appropriate to further refine your search, and then click the **Filter** button

- Days or Less At Incident
- Air Travel to Incident
- Ground Travel to Incident
- POV to Incident
- Release Date/Time.

For more information about incident context see, "Understanding incident context," in "Incidents - managing incidents and initial reports," in this ROSS User Guide.

To display incident resources based on resource name or request number

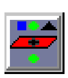
1 On the **ROSS toolbar**, click the **Most Recent Incidents** drop-down arrow, and then click to select the **incident** of your choice.



2 Click the **Show/Update Incident context of the current screen** button.

3 Under **Set Catalog Filter**, click the **Catalog** drop-down arrow, select the **Catalog** of your choice.

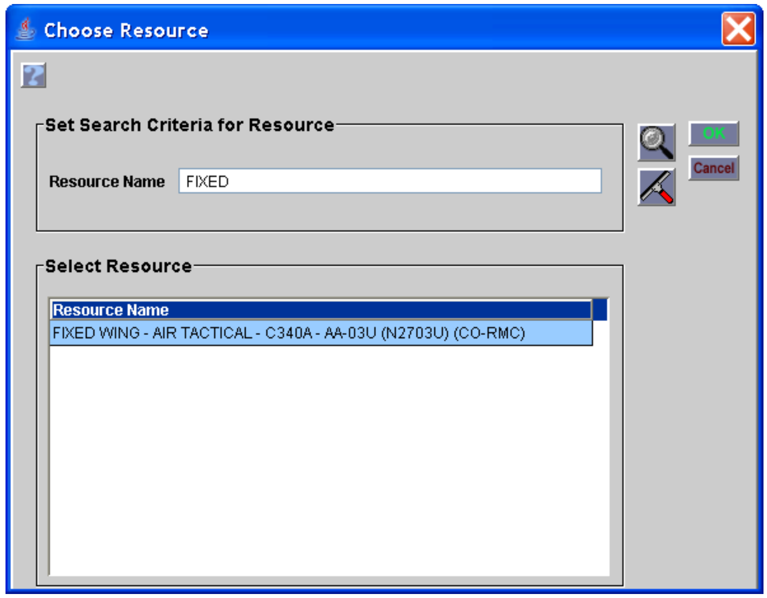
4 Under **Set Resource Filter**, click **Set Filter Criteria for Individual Resources**.



5 Click one of the following options and then click the **Filter** button

- to search by resource name, click **Resource Name**, click the **Pick Resource** button, and then search for and click to select the **Resource Name** of your choice from the **Choose Resource** dialog box
- to search by request number, click **Request Number**, and then type the **Request Number** in the text box.

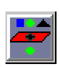
The following diagram shows the Choose Resource dialog box.



To display a combination of multiple, individual requests and a range of requests within a catalog

Enter all filter criteria correctly! Partial results do not display.

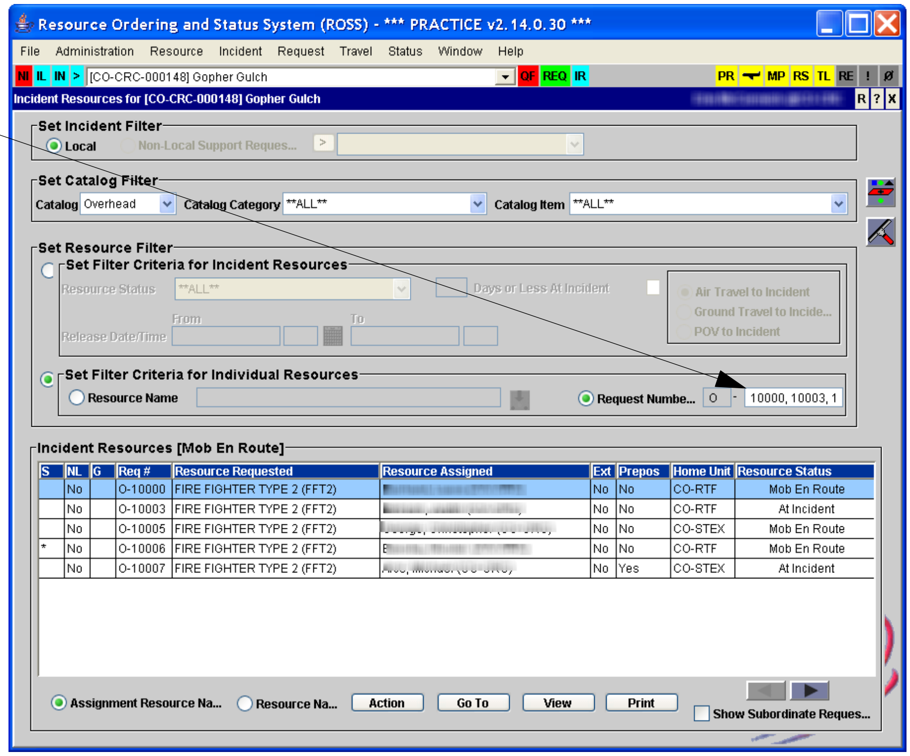
1. On the **Search Incidents** dialog box, search for and then click to select the **incident name(s)** of your choice.
2. On the **Incident Resources** screen under **Set Catalog Filter**, click to select the **Catalog** of your choice.
3. Under **Set Resource Filter**, click to select **Set Filter Criteria for Individual Requests**, and then click **Request Number**.



4. In the **Request Number** text box, perform one or more of the following and then click the **Filter** button
   - to filter for multiple individual request numbers, type each request number, separated by a comma (,)
   - to filter for a range of request numbers, type the first and last request number, separated by a dash (-).

   For example, type “1,3,5-7” to display requests O-1, O-3, and O-5 through O-7. Spaces are automatically trimmed from the filter criteria.

The following diagram shows a sample Incident Resources screen for filtering for request numbers O-1000, O-10003, and O-10005 thru O-10007. The arrow points to the Request Number text box.



Viewing incident resources

This section explains how to locate and view incident resources for the incident of your choice. The View button functions in the same way as the View button on the Pending Request screen. It allows you to view information about:

- incident details
- the request
- the home dispatch unit
- the filling unit
- the resource
- the requesting unit
- any associated requests
- any associated manifest
- trackable NFES items.

Resources used to fill untrackable requests do not appear on the Incident Resources screen.

To view information about an incident resource

1 On the **Incident Resources** screen, search for and locate the **incident** of your choice, and then click to select the **Incident Resource** of your choice.

2 Click the **View** button, and then click to select one of the following options

- View Incident
- View Request
- View Home Dispatch Unit
- View Filling Unit
- View Resource
- View Requesting Unit.

3 When finished reviewing the information, click **Close**.

Releasing (demobing) resources from an incident

You can release "Mob en Route" and "At Incident" resources, or tentatively release "At Incident" resources.

For catalogs that have release authorization required by the parent dispatch, you may only tentatively release those resources from the incident.

To demob a resource from an incident

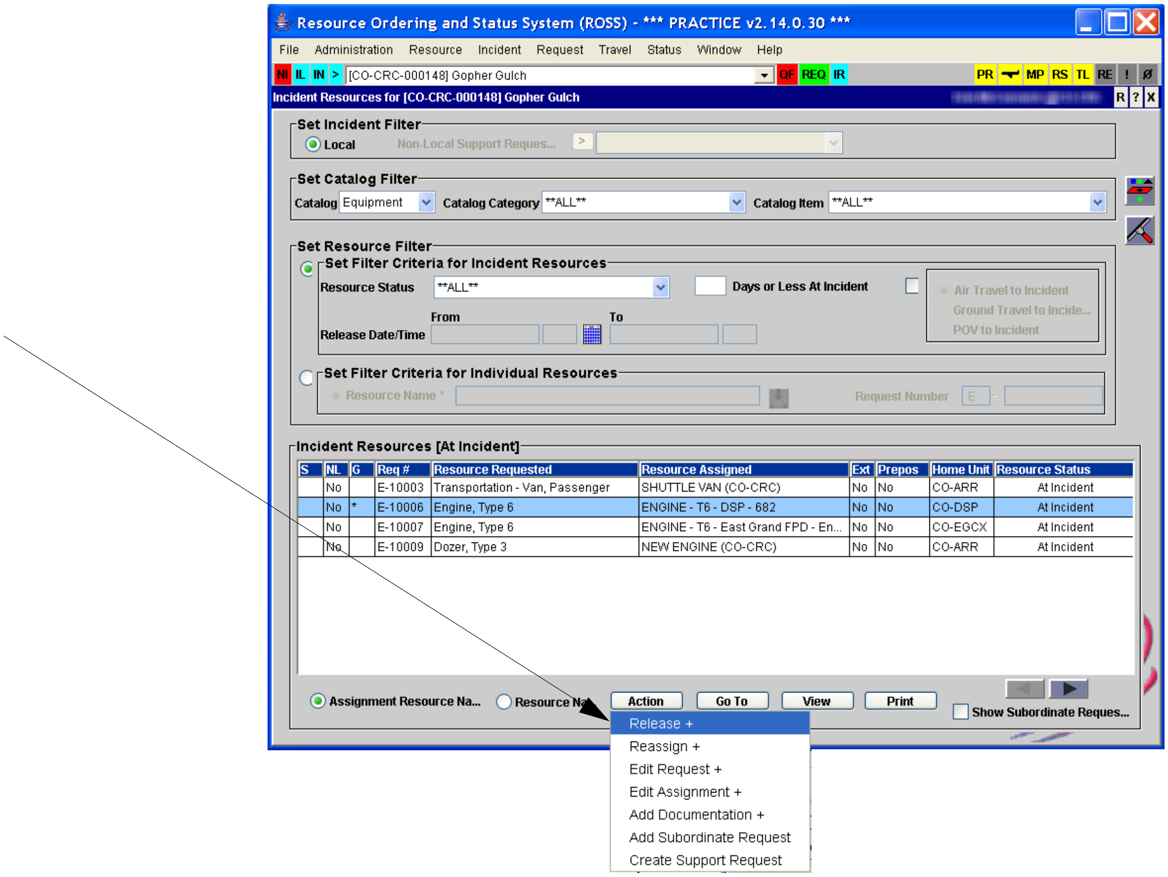
1 On the **ROSS toolbar**, click the **Most Recent Incidents** drop-down arrow, select the **incident** of your choice, and then click the **Show/ Update Incident context** button.

2 On the **Incident Resources** screen, click to select the **Incident Resource** of your choice, click the **Action** button, and then click to select **Release**.

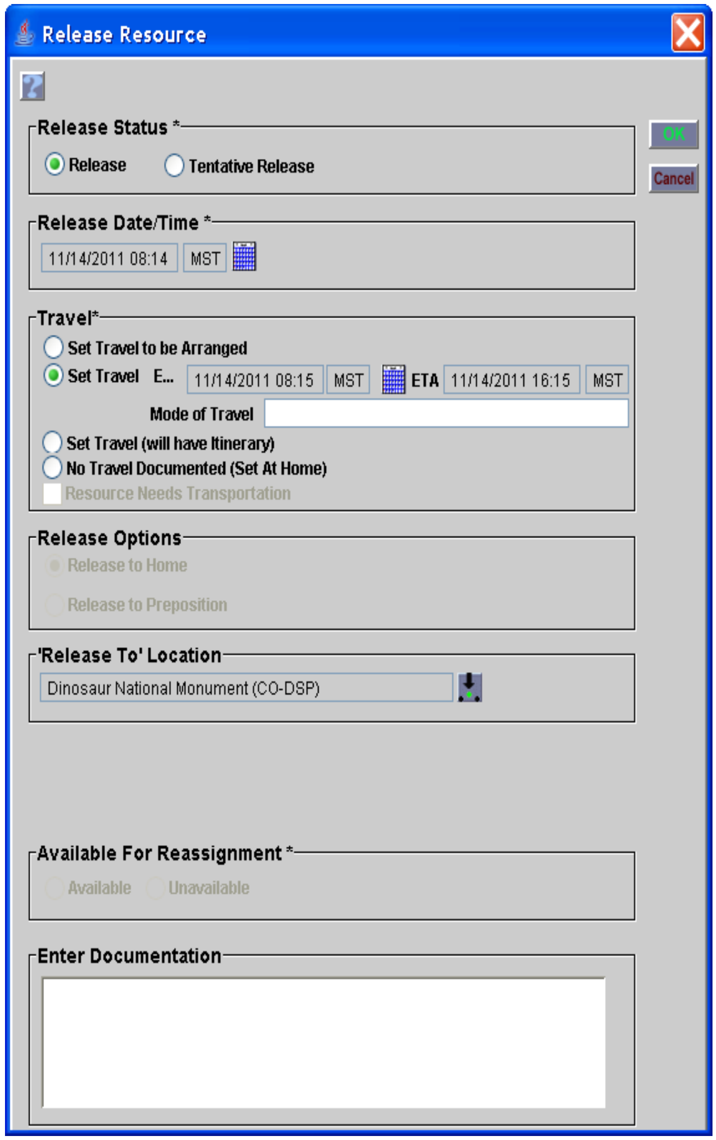
3 On the **Release Resource** dialog box, complete the following travel information as appropriate, and then click **OK**

- Release Status
- Release Date/Time
- Travel
- Release Options
- Release To Location
- Available For Reassignment
- Enter Documentation.

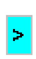
The following diagram shows the Incident Resources screen. The arrow points to the Release option on the Action button menu.



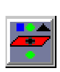
The following diagram shows the Release Resource dialog box.



To edit the release of a resource



1 On the **ROSS toolbar**, click the **Most Recent Incidents** drop-down arrow, select the **incident** of your choice, and then click the **Show/ Update Incident context** button.



2 Under **Set Resource Filter**, click the **Resource Filter** drop-down arrow, and then click to select one of the following, and then click the **Filter** button

- Tentative Release (At Incident)
- Released (At Incident)
- Demob en Route.

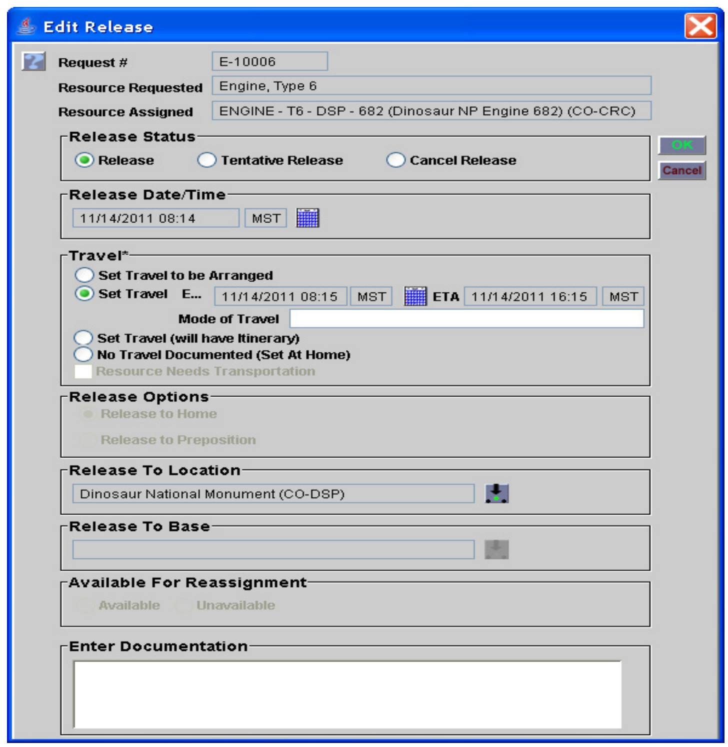
3 Under **Incident Resources**, click to select the **Incident Resource** of your choice.

4 On the **Incident Resources** screen, click the **Action** button, and then click to select **Edit Release**.

5 On the **Edit Release** dialog box, modify the information as appropriate, and then click **OK**.

For more information about completing the Edit Release dialog box see, "Completing the Release Resource dialog box," later in this guide.

The following diagram shows the Edit Release dialog box.



Demobing a roster resource

You can demobilize a resource on an assignment roster and replace it with another resource. This allows you to maintain the parent request and the existing assignment roster (subordinate requests), while swapping out one or more resources. For example, you can rotate an engine crew or replace a member of a fire crew.

If possible, coordinate the ETA of the replacement resource with the ETD of the currently assigned resource.

To create a subordinate request for a replacement resource

1 On the **Incident Resources** screen, search for and locate the **Incident** of your choice, and then click to select the **Parent Resource Request** of your choice.

2 Click to select the **Show Subordinate Requests** check box.

3 Click the **Action** button, and then click to select **Add Subordinate Request**.

4 On the **Create Subordinate Request** dialog box on the **Catalog** tab, search for and then click to select the **replacement Roster Position** of your choice.

5 Click the **Request** tab, and then complete all appropriate and requested boxes to complete the subordinate request.

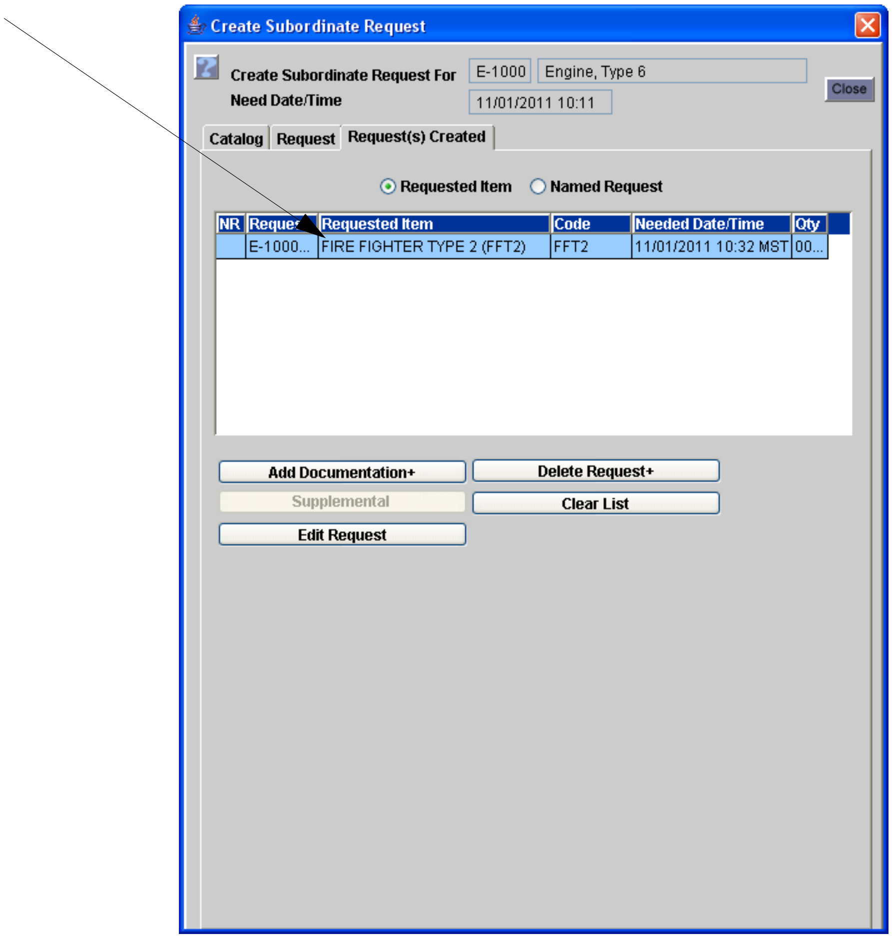
6 If the new subordinate request is being added to a parent request for a local incident, which was placed to and filled by another organization, click to select one of the following options under **Select Placement**

- to place the subordinate request with the organization that filled the parent request, click to select **Place Directly with Filling Organization**
- to send the subordinate request to the Pending Request screen, click to select **Place/Fill Locally (via Pending Request)**.

The locally filled subordinate request is not automatically placed, but you can fill or place the request just like any other request.

7 When finished, click the **Create Request** button.

The following diagram shows the Request(s) Created tab on the Create Subordinate Request dialog box. The arrow points to the subordinate request for a Type 2 Firefighter, which will replace the position currently assigned to the incident.



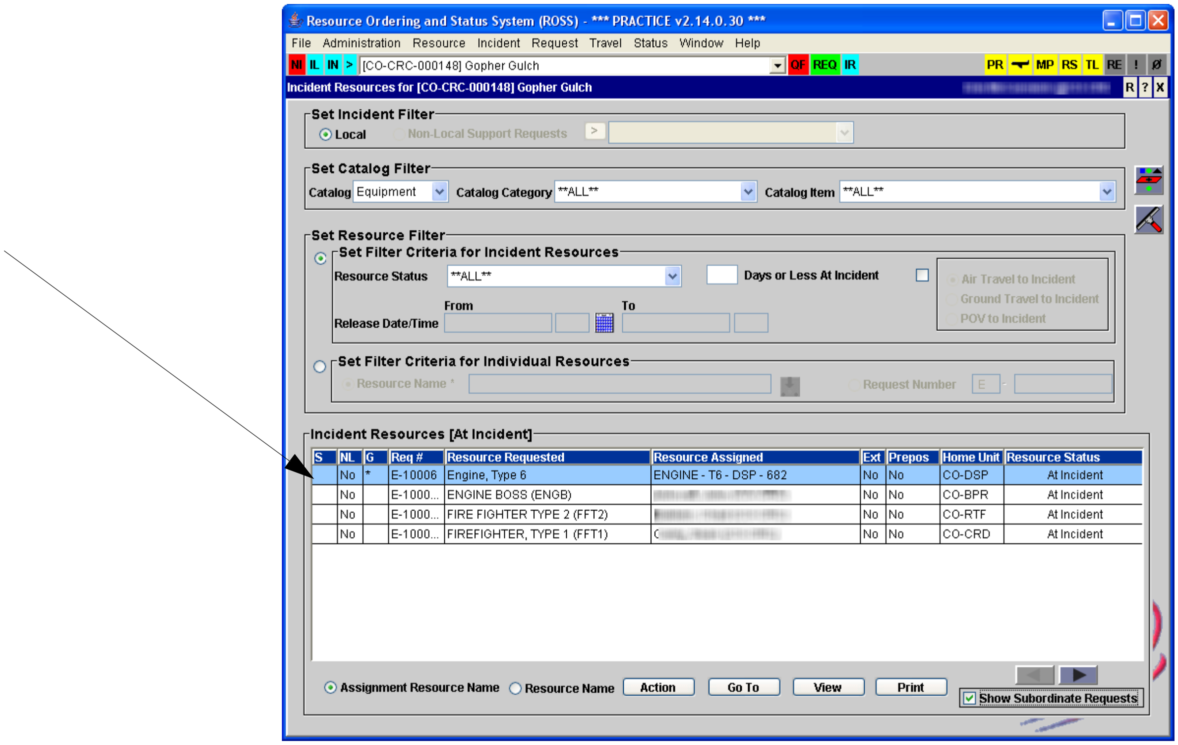
To demobilize a subordinate resource from an assignment roster

1 On the **Incident Resources** screen, search for and locate the **Incident** of your choice, and then click to select the **Subordinate Resource Request** that you want to demobilize.

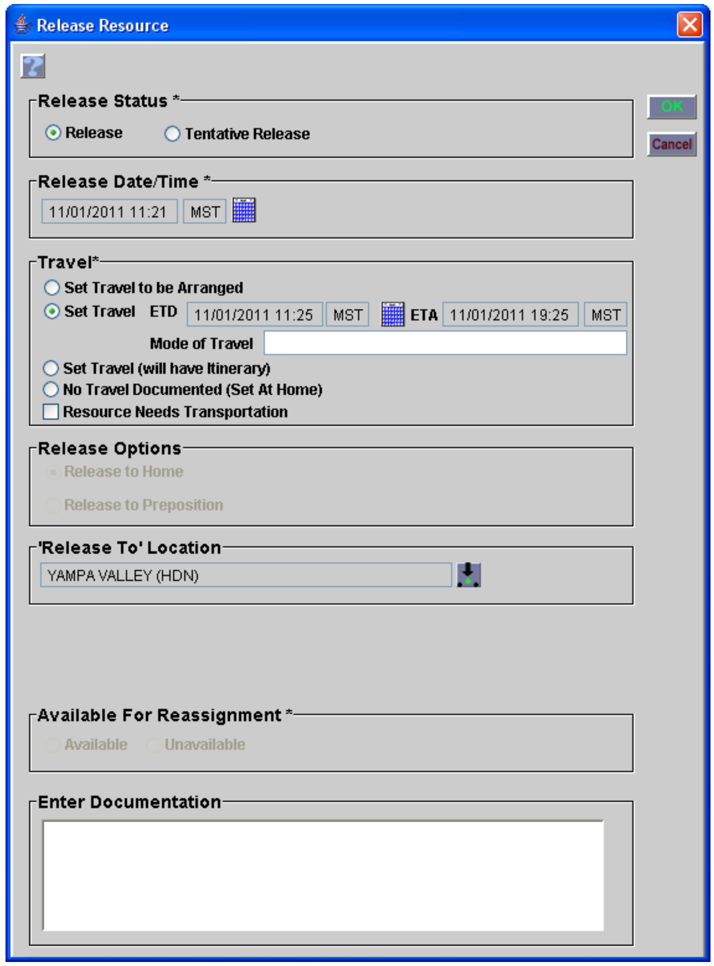
2 Click the **Action** button, and then click to select **Release**.

3 On the **Release Resource** dialog box, complete the travel information as appropriate, and then click **OK**.

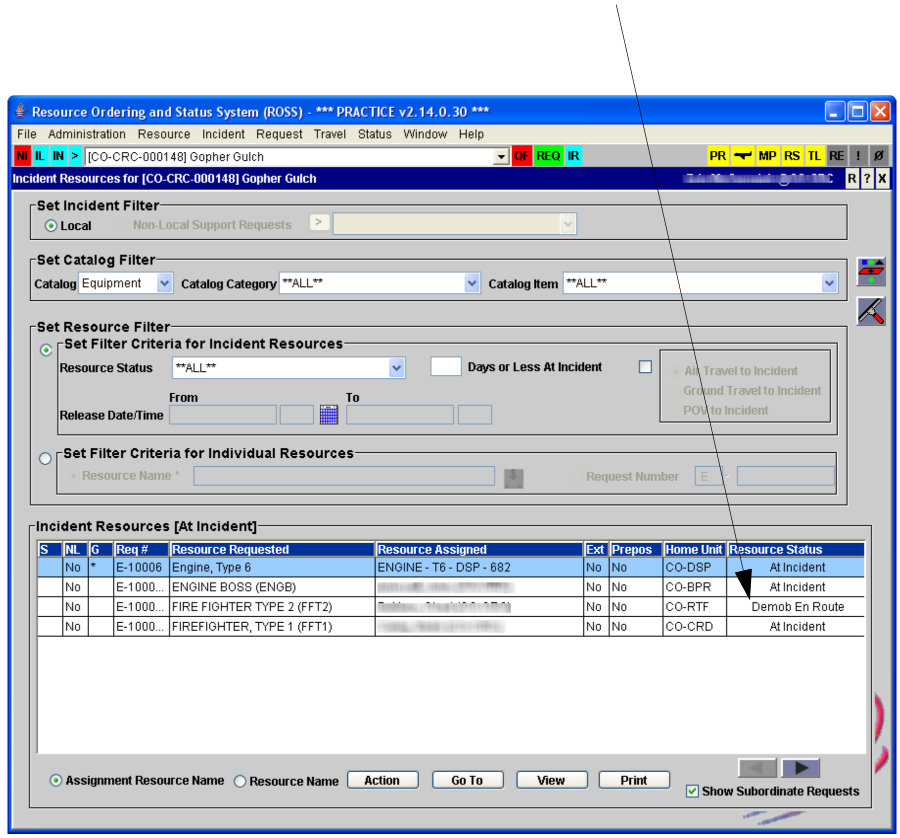
The following diagram shows the Incident Resources screen. The arrow points to the current Type 6 Engine request and its subordinates, “At Incident.”



The following diagram shows the Release Resource dialog box for releasing a subordinate resource request.



The following diagram shows the resulting Incident Resources screen. The arrow points to the Demob En Route status of a released Type 2 Firefighter subordinate request.



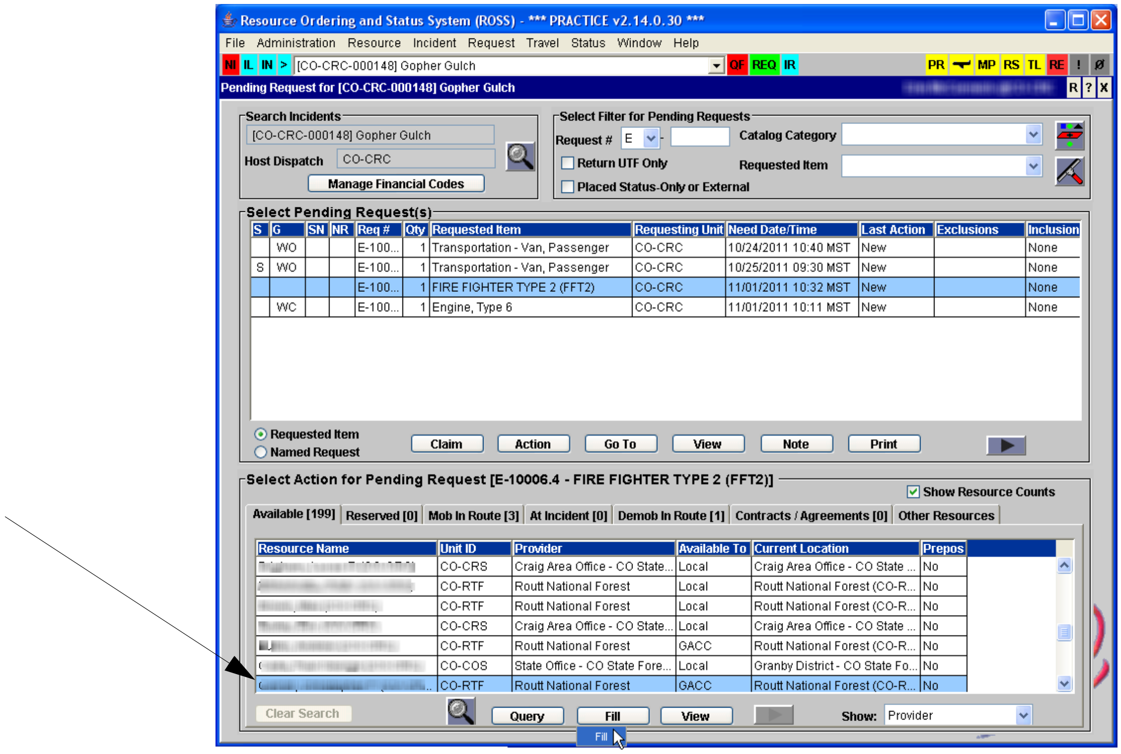
To fill the subordinate request - *if you selected the Place/Fill Locally option*

1 On the **Pending Request** screen, search for and click to select the **Incident** and **Pending Subordinate Request** of your choice, and then click the **Query** button.

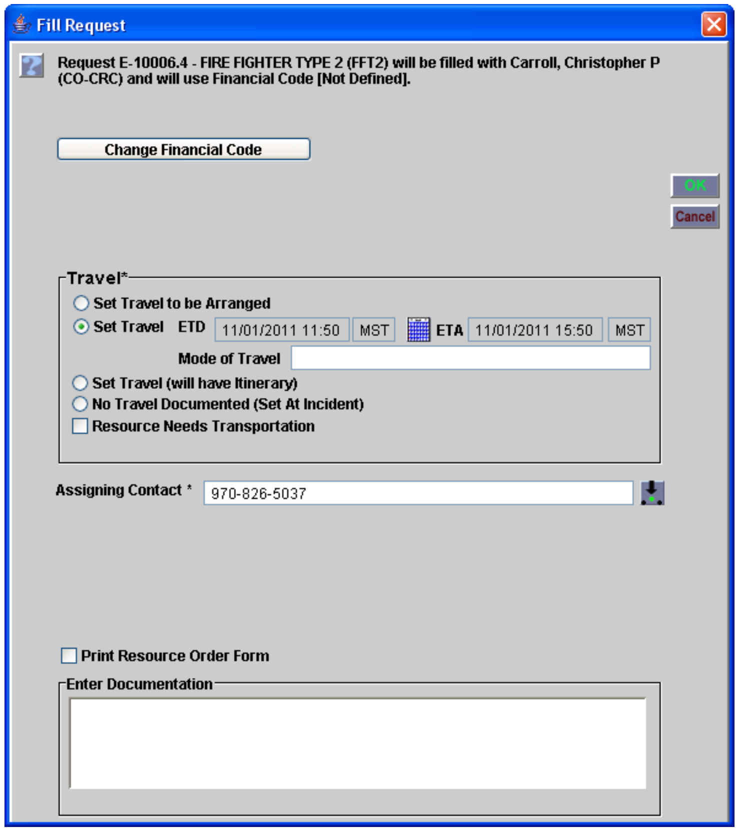
2 On the **Available** tab, click to select the **Replacement Resource** of your choice, click the **Fill** button, and then click to select **Fill**.

3 On the **Fill Request** dialog box, complete the information as appropriate.

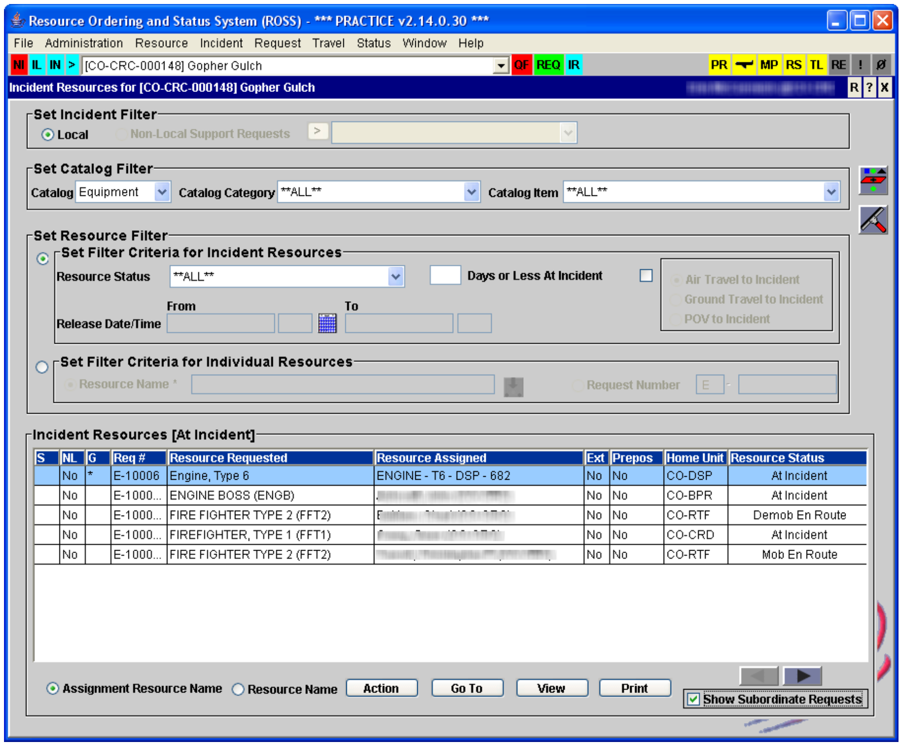
The following diagram shows the Pending Request screen. The arrow points to the subordinate request to be filled by the replacement Type 2 Firefighter.



The following diagram shows the Fill Request dialog box for the replacement roster resource.



The following diagram shows the resulting Incident Resources screen that shows the “Mob-in-Route” and “Demob-in-Route” subordinate resource requests.



Reassigning resources to another incident

This section explains how to reassign resources, including overhead resources, to another incident. It also explains how to reassign resources using “Quick Fill.”

The Reassign Roster dialog box lists information from the original assignment roster for the parent and subordinate requests. When a group is reassigned, the subordinates retain their request suffix. That is, they are in the same order after the reassignment.

To reassign a resource to another incident

1 On the **Incident Resources** screen, search for and locate the **Incident** of your choice, and then click to select the **Incident Resource** of your choice.

2 On the **Incident Resources** screen, click the **Action** button, and then click to select **Reassign**.

3 On the **Reassign Resource** dialog box on the **Pending Requests** tab, click to select one of the following

- local incidents
- non-local incidents.

4 Under **Set Filter Criteria for Requests**, click the **Search by Qualification** drop-down arrow, click to select the qualification of your choice, and then click the **Search** button.

For overhead resources you can search by qualification or search by catalog item. For more information see the next task, "To reassign an overhead resource."

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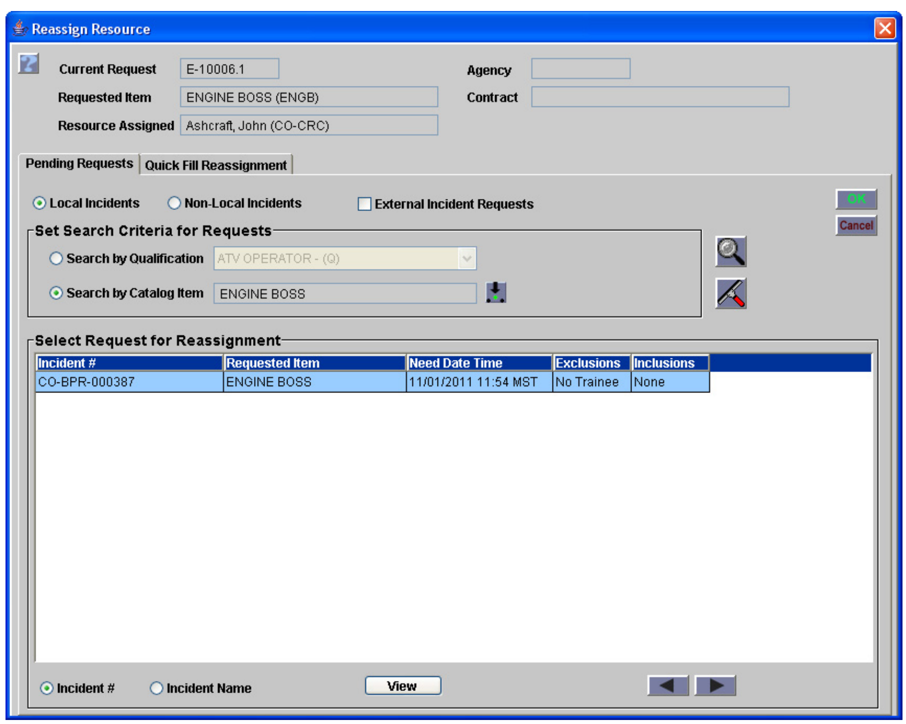
5 Under **Select Request for Reassignment**, click to select the **Incident request** of your choice, and then click **OK**.

6 On the **Reassign Request** dialog box, complete the following information as appropriate for that resource, and then click **OK**

- Travel
- Enter Documentation
- Assigning Contact
- Reload Base.

If the resource has a roster, complete the Reassign Roster dialog box as appropriate.

The following diagram shows the Reassign Resource dialog box.



To reassign an overhead resource

1 On the **Incident Resources** screen, search for and locate the **Incident** of your choice, and then click to select the **Incident resource** of your choice.

2 Click the **Action** button, and then click **Reassign**.

3 On the **Reassign Resource** dialog box on the **Incident Requests** tab, click to select one of the following

- local incidents
- non-local incidents.

4 Under **Set Filter Criteria for Requests**, perform one of the following and then click the **Search** button

- to search by qualification, click the **Search by Qualification** drop-down arrow, and then click to select the qualification of your choice
- to search for an Overhead Catalog Item that the resource can perform, *but is not officially qualified for,* click **Search by Catalog Item**, click the **Pick Catalog Item** button, search for and click to select the **Catalog Item** of your choice, and then click **OK**.

5 Under **Select Request for Reassignment**, click to select the **Incident Name** (request) of your choice, and then click **OK**.

6 On the **Reassign Request** dialog box, complete the following information as appropriate for that resource, and then click **OK**

- Travel
- Enter Documentation
- Assigning Contact.

For more information about completing travel information see, "Travel - working with itineraries," in this ROSS User Guide.

To reassign a single resource to a local incident request using Quick Fill

When Quick Fill reassigning a single resource to an authorized non-local incident, you must select a valid travel option other than "No Travel." You cannot use Quick Fill to reassign external resources.

1 On the **Incident Resources** screen, search for and locate the **Incident** of your choice, and then click to select the **Incident Resource** of your choice.

2 Click the **Action** button, and then click to select **Reassign**.

3 On the **Reassign Resource** dialog box, click the **Quick Fill Reassignment** tab.

4 Under **Select Resource Criteria for Reassignment**, click the **Assign by Qualification** drop-down arrow, click to select the **Qualification** of your choice, and then click the **Search** button.

For overhead resources, you can search by qualification or search by catalog item. For more information see the task, "To reassign an overhead resource using Quick Fill."

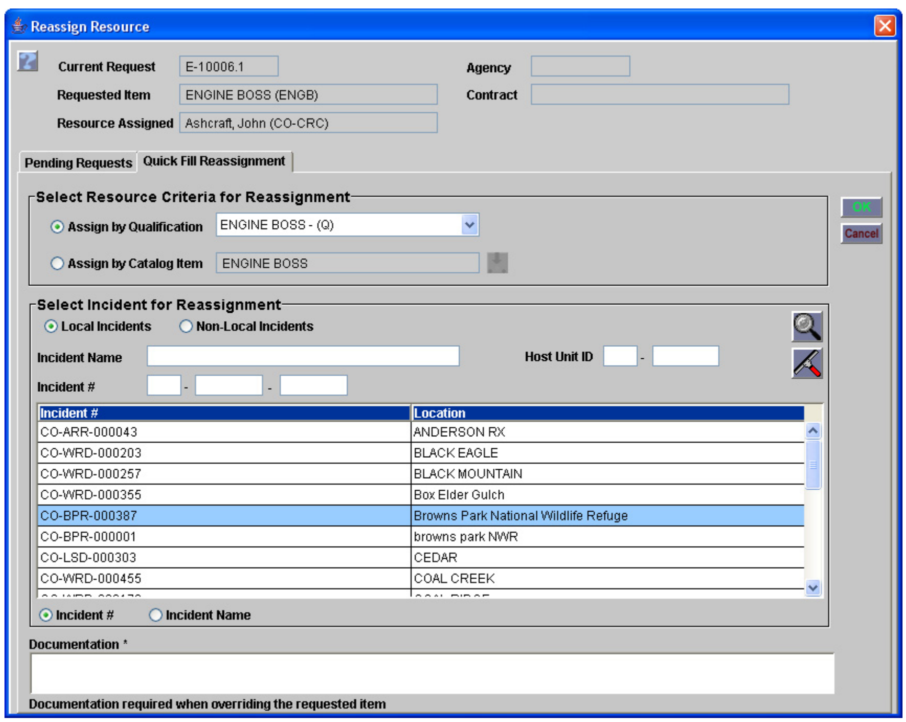
5 Under **Select Incident for Reassignment**, click **Local Incidents**, type the following filter criteria of your choice to narrow your search, and then click the **Filter** button

- Incident Name
- Incident #
- Host Unit ID.

6 Click to select the **Incident Name** of your choice, and then click **OK**.

A request will be created and filled with the selected resource, and the status is set to "At Incident."

The following diagram shows the Quick Fill Reassignment tab on the Reassign Resource dialog box.



To reassign one or more resources to a local incident using quickfill

1 On the **Incident Resources** screen, search for and locate the **Incident** of your choice, press CTRL, and then click to select the **Incident Resource(s)** of your choice.

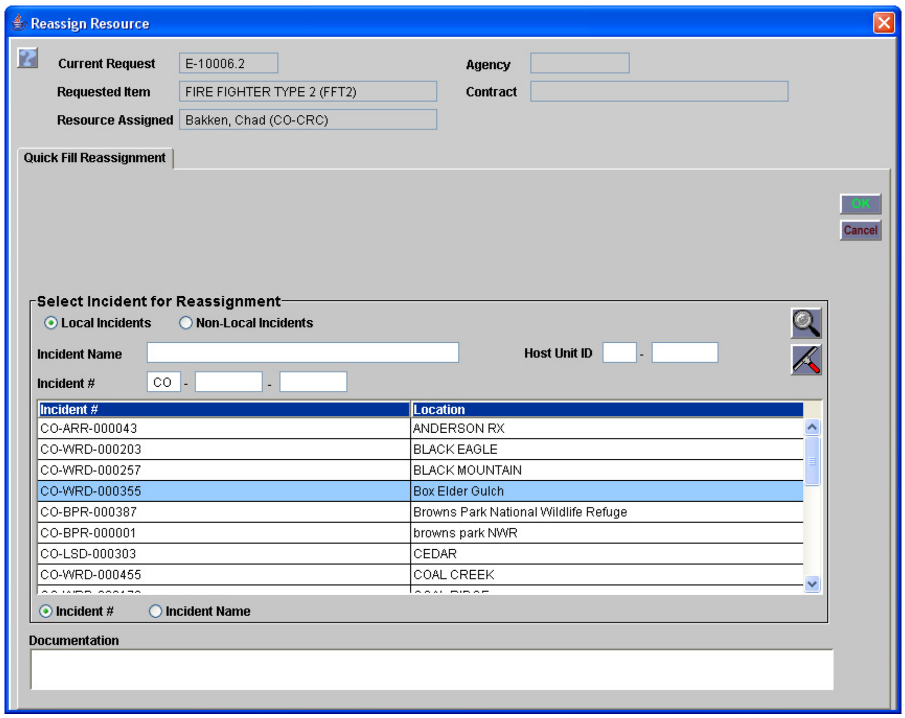
2 Click the **Action** button, and then click to select **Reassign**.

3 On the **Reassign Resource** dialog box on the **Quick Fill Reassignment** tab, click **Local Incidents**, search for and then click to select the **Incident #** of your choice, and then click **OK**.

*To view incidents by Incident Name instead of Incident #, click **Incident Name**, which is located on the bottom, left-hand portion of the Reassign Resource dialog box.*

4 On the **Request Action Message** dialog box, click **OK**.

The following diagram shows the Reassign Resource dialog box for reassigning multiple resources to a local incident.



To reassign multiple resources to a non-local incident using quickfill

A Dispatch Manager at the non-local incident must first grant authority to your dispatch center before you can reassign to a non-local incident

1 On the **Incident Resources** screen, search for and locate the **Incident** of your choice, press CTRL, and then click to select the **Incident Resource(s)** of your choice.

2 Click the **Action** button, and then click to select **Reassign**.

3 On the **Reassign Resource** dialog box under **Select Incident for Reassignment**, click **Non-Local Incidents**.

4 Search for and then click to select the **Incident #** of your choice, and then click **OK**.

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*To view incidents by incident name instead of Incident #, click **Incident Name**, which is located on the bottom, left-hand portion of the **Reassign Resource** dialog box.*

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5 On the **Request Action Message** dialog box, click **OK**.

To reassign a roster

Requests that are pending on the "reassign from" incident will be cancelled. New requests will be created on the "reassign to" incident and placed as appropriate.

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1 On the **Incident Resources** screen, search for and locate the **Incident** of your choice, and then click to select the **Parent Incident Resource** of your choice.

2 Click the **Action** button, and then click **Reassign**.

3 On the **Reassign Resource** dialog box on the **Incident Requests** tab, click to select one of the following

- local incidents
- non-local incidents.

4 Under **Select Resource Criteria for Reassignment**, perform one of the following

- to search by qualification, click the **Assign by Qualification** drop-down arrow, and then click to select the qualification of your choice
- to search for an Overhead Catalog Item that the resource can perform, *but not officially qualified for,* click **Assign by Catalog Item**, click the **Pick Catalog Item** button, search for and click to select the **Catalog Item** of your choice, and then click **OK**.

5 Under **Select Incident for Reassignment**, click **Local** or **Non-Local**, type the following filter criteria of your choice to narrow your search, and then click the **Search** button

- Incident Name
- Incident #
- Host Unit ID.

6 Click to select the **Incident Request** of your choice, and then click **OK**.

7 On the **Reassign Roster** dialog box, review the status of the subordinate resources.

If resources are reserved or mob-in-route to the "reassign from" incident, you should contact the current dispatch and advise them of the reassignment.

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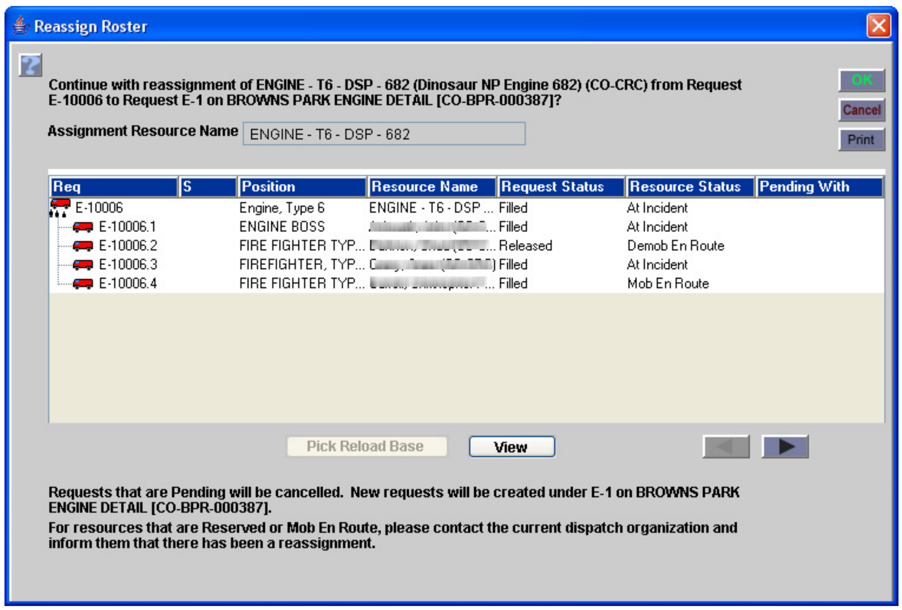
8 When finished viewing the **Reassign Roster** dialog box, click **OK**.

9 On the **Reassign Request** dialog box, complete the following information as appropriate for that resource, and then click **OK**

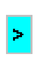
- Travel
- Enter Documentation
- Assigning Contact.

The following diagram shows the Reassign Roster dialog box.

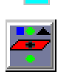


To reassign a parent request and its subordinates to another incident using quickfill

1 On the **Incident Resources** screen, 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.



3 Under **Set Catalog Filter**, click the **Catalog** drop-down arrow, select the **catalog** of your choice, and then click the **Filter** button.

4 Under **Incident Resources [At Incident]**, click to select the **parent resource** of your choice.

To quick fill reassign the subordinate requests along with the parent, be sure to select only the parent request. Do not also select the subordinates!

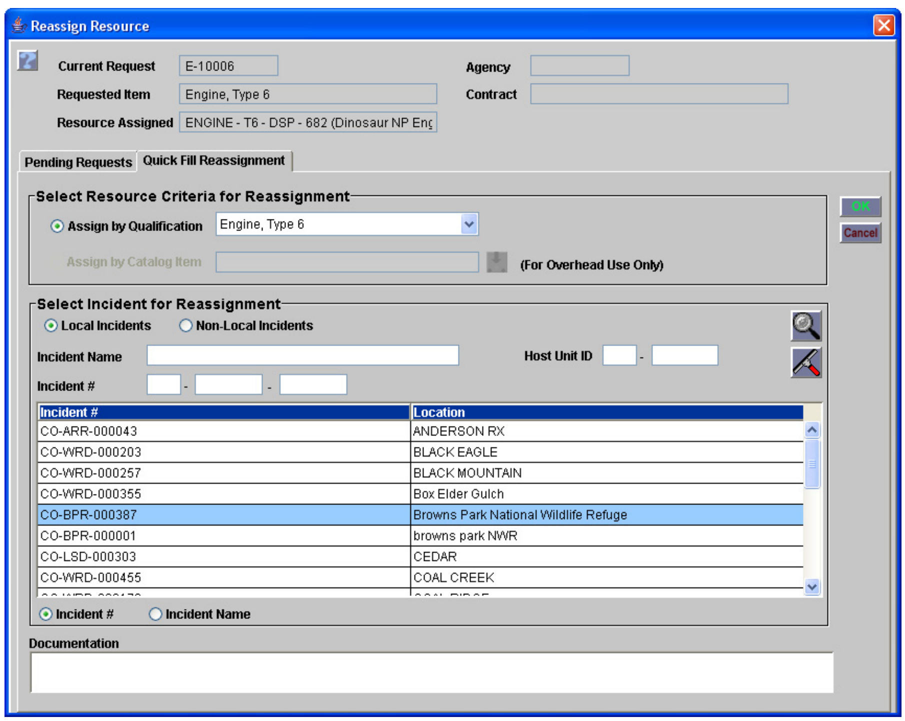
5 On the **Incident Resources** screen, click the **Action** button, and then click to select **Reassign**.

6 On the **Reassign Resource** dialog box, click the **Quick Fill Reassignment** tab.

7 Under **Select Incident for Reassignment**, search for and click to select the **Incident Name** of your choice, and then click **OK**.

8 On the **Reassign Roster** dialog box, click to select the **parent request** of your choice, click **OK**, and then click **OK** on the **Request Action Message** dialog box.

The following diagram shows the Quick Fill Reassignment tab on the Reassign Resource dialog box.



Performing other functions using the Action button

This section explains how to use the Action button to perform other functions, including:

- adding documentation
- adding a subordinate request
- creating a support request
- yielding control of a support request.

Actions that appear dimmed are not available for the incident resource you are currently viewing.

To add documentation

1 On the **Incident Resources** screen, search for and locate the **Incident** of your choice, and then click to select the **Incident Resource(s)** of your choice.

2 Click the **Action** button, and then click to select **Add Documentation**.

To add a subordinate request

For more information about adding a subordinate request and to review sample dialog boxes see, "Working with subordinate requests," in "Request Status - managing the status of requests," in this ROSS User Guide.

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1 On the **Incident Resources** screen, search for and locate the **Incident** of your choice, and then click to select the **Resource Requested** of your choice.

2 Click the **Action** button, and then click to select **Add Subordinate Request**.

3 On the **Create Subordinate Request** dialog box on the **Catalog** tab, search for and then click to select the **Catalog Item** of your choice.

4 Click the **Request** tab, and then complete all appropriate and requested boxes to complete the subordinate request.

5 If the new subordinate request is being added to a parent request for a local incident that was placed to and filled by another organization, click to select one of the following options under **Select Placement**

- to place the subordinate request with the organization that filled the parent request, click to select **Place Directly with Filling Organization**
- to add a locally filled subordinate request to the Pending Request screen, click to select **Place/Fill Locally (via Pending Request)**.

The locally filled subordinate request is not automatically placed, but you can fill or place the request like any other created request.

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6 When finished, click the **Create Request** button.

To create a support request

1. On the **Incident Resources** screen, search for and locate the **Incident** of your choice, and then click to select the **Resource Requested** of your choice.

2. Click the **Action** button, and then click to select **Create Support Request**.
3. Complete the **Create Support Request** dialog box as appropriate, and then click **Close**.

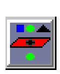
Yielding control of a non-local support request

This section explains how to yield control of a non-local support request. In ROSS, “Control” refers to the ability to dictate the associated resource’s release. The following outlines an example for yielding control of a non-local support request:

- Dispatch A (Incident Dispatch) has a Pending Request for a crew, which it places to Dispatch B.
- Dispatch B fills the crew request and creates a Support Request for a bus.
- Dispatch B fills and chooses to retain control of the bus request, which travels along with the crew to the Incident at Dispatch A.
- When Dispatch A tries to release the crew and the bus, Dispatch A can only release the crew.
- Dispatch B yields control of the bus to Dispatch A by performing the following on their Incident Resources screen
    - clicks to select the Non-Local Support Requests
    - clicks to select the Incident
    - clicks >
    - searches for and clicks to select the Support Request for the bus
    - clicks the Action button, and then clicks to select Yield Control to Incident Dispatch.

To yield control of a support request to incident dispatch

1. On the **Incident Resources** screen under **Set Incident Filter**, click **Non-Local Support Requests**.
2. Click the **Non-Local Support Requests** drop-down arrow, click to select the **Non-local Incident** of your choice, and then click **>**.



3. Under **Set Catalog Filter**, click the **Catalog** drop-down arrow, select the **Catalog** of your choice, and then click the **Filter** button.
4. Under **Incident Resources [At Incident]**, click to select the support **Resource Requested** of your choice.

5. Click the **Action** button, and then click to select **Yield Control to Incident Dispatch**.

6 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

Working with infrared flight requests

ROSS handles Infrared Flight requests (IRs) in the following manner:

- They are statused “At Incident” the moment the requests are filled.

To show the true ETA at the incident, be sure to check the delivery date under “Incident Resources [At Incident].”

- IRs are not “released” from the incident; they are “completed.”
- They cannot be statused as “Mob en Route,” “Tentative Release,” “Released,” or “Demob en Route.”

To complete an Infrared Flight (IR) request

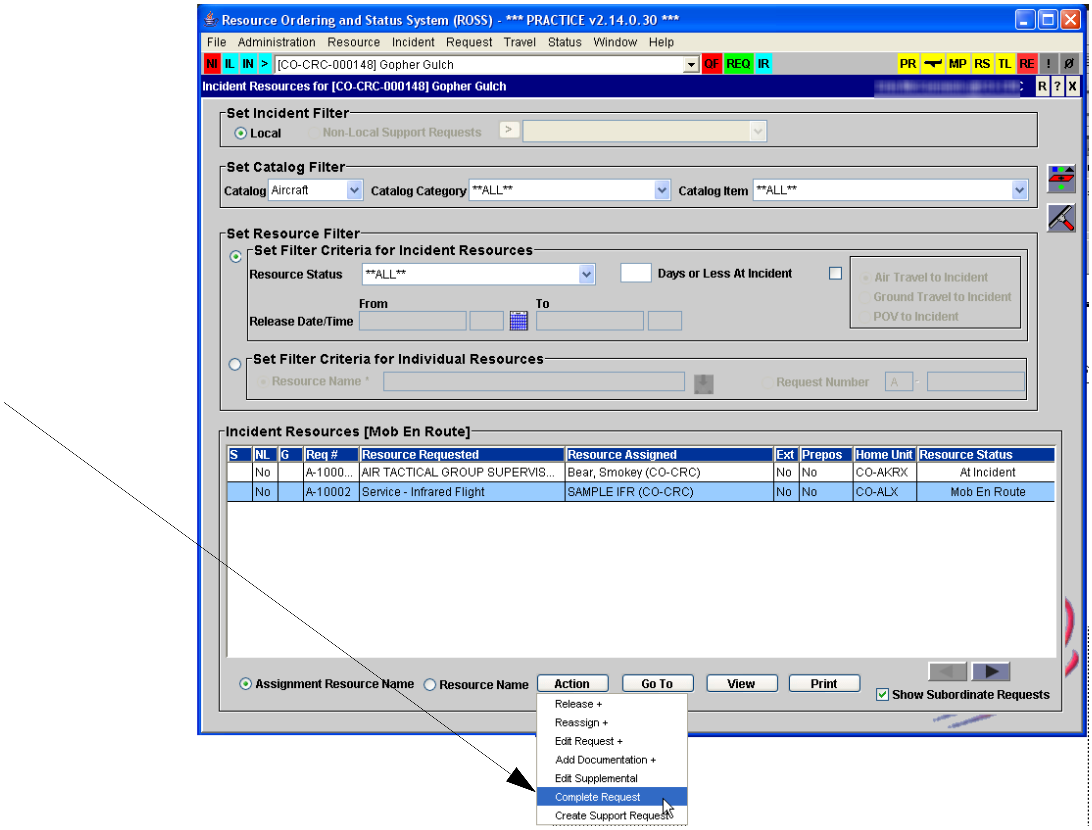
1 On the **Incident Resources** screen, search for and locate the **IR request** of your choice.

2 Click the **Action** button, and then click to select **Complete Request**.

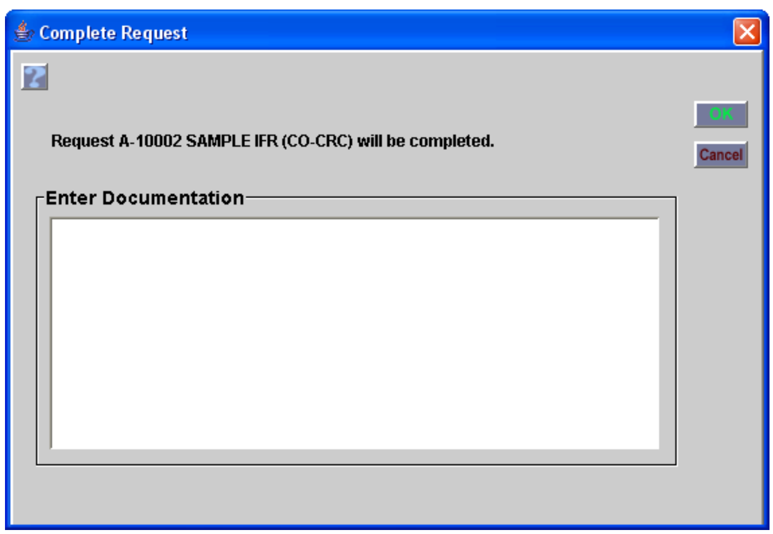
3 On the **Complete Request** dialog box, type the documentation of your choice in the **Enter Documentation** box, and then click **OK**.

4 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

The following diagram shows the Incident Resources screen. The arrow points to the Complete Request option on the Action button menu.



The following diagram shows the Complete Request dialog box.



To review the completed IR request

You can also view the request and supplemental form from the Incident Resources screen.

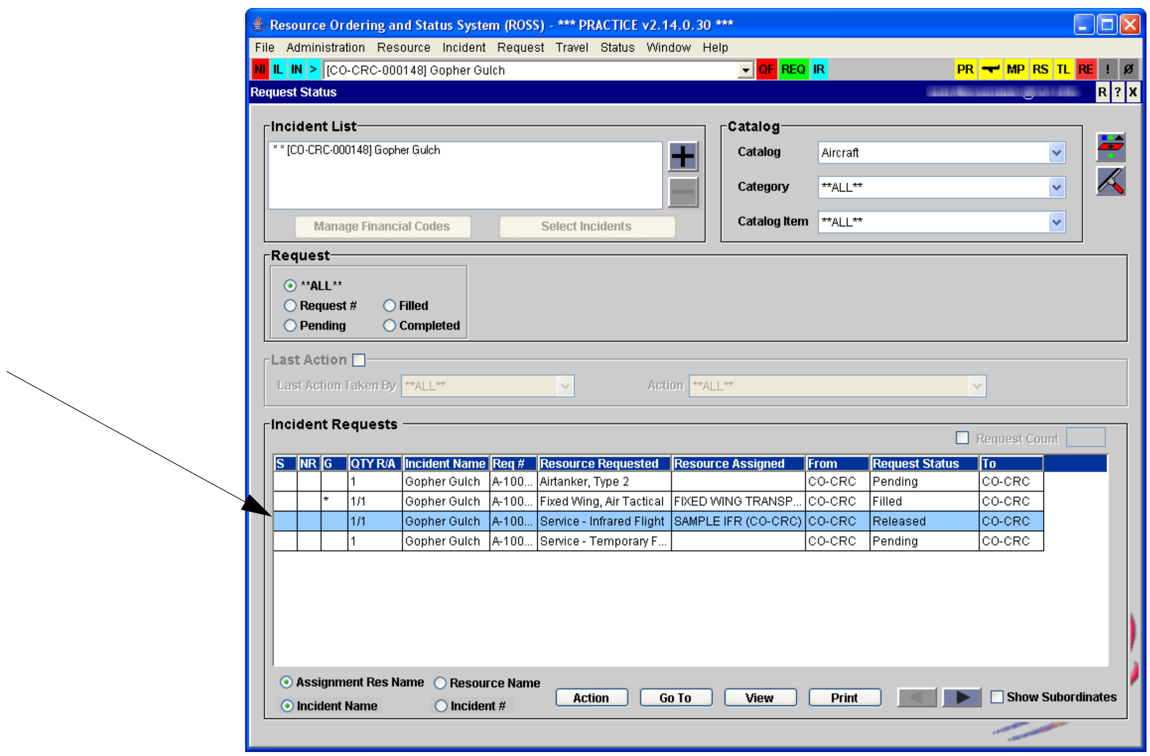
1 On the **Request** menu or the **Status** menu, click **Request Status**.

2 On the **Search Incidents** dialog box, search for and locate the **Incident** of your choice.

3 On the **Request Status** screen under **Set Filter for Catalog**, click to select the **Catalog**, **Category**, and **Catalog Item** for the IR request of your choice.

4 Under **Set Filter for Request Status**, click to select **Completed**, and then click the **Filter** button.

The following diagram shows the Request Status screen. The arrow points to the “Released” IR request.



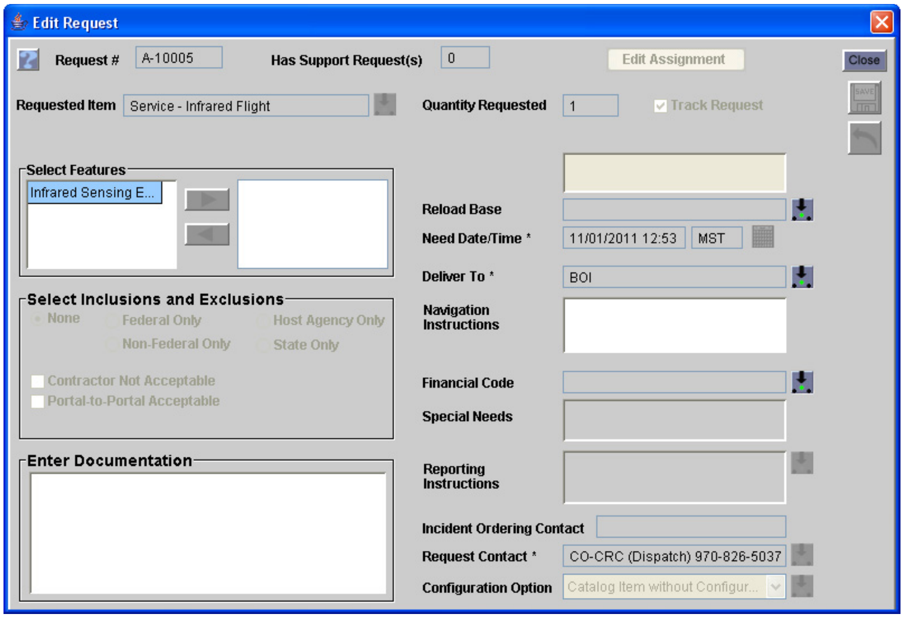
To edit an IR request

1 On the **Incident Resources** screen, search for and locate the **IR request** of your choice.

2 Click the **Action** button, and then click to select **Edit Request**.

3 On the **Edit Request** dialog box, modify the information as appropriate, and then click the **Save** button.

The following diagram shows the Edit Request dialog box for an infrared request.



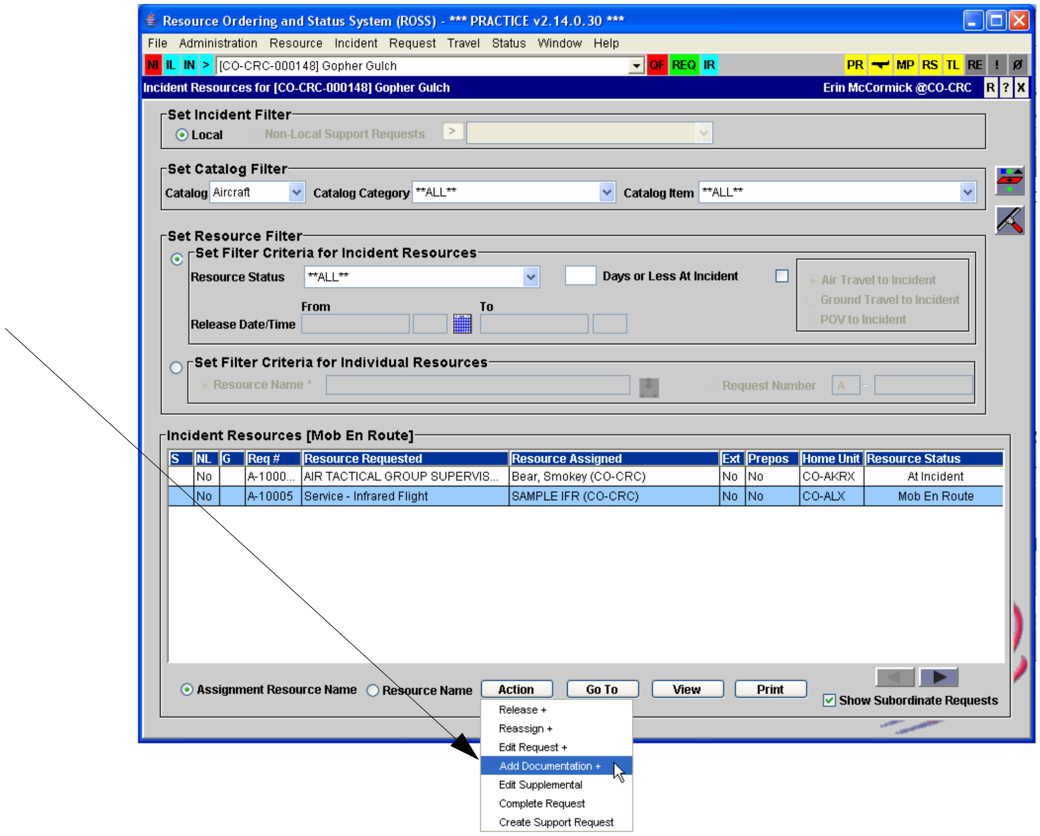
To add documentation to an IR request

1 On the **Incident Resources** screen, search for and locate the **IR request** of your choice.

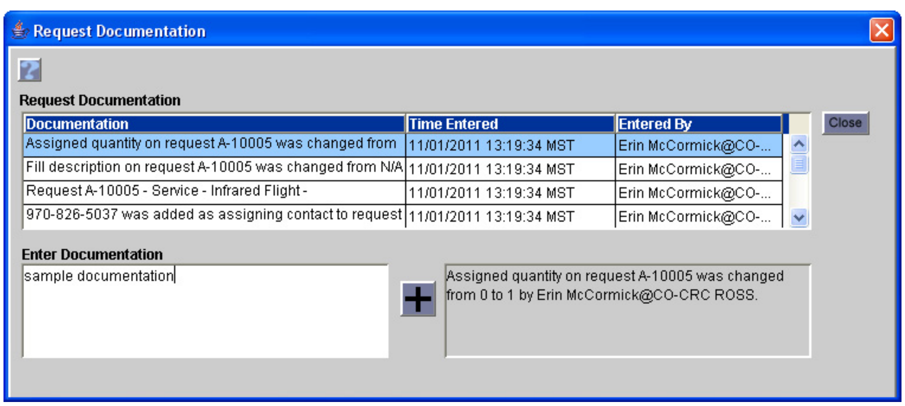
2 Click the **Action** button, and then click to select **Add Documentation**.

3 On the **Request Documentation** dialog box, type the documentation of your choice in the **Enter Documentation** box, click the **Add Documentation** button, and then click **Close**.

The following diagram shows the Incident Resources screen. The arrow points to the Add Documentation option on the Action button menu.



The following diagram shows the Request Documentation dialog box.



Working with food service and other types of service requests

For food service and other types of requests you can perform the following functions:

- release food service and other types of request services that are "Mob en Route" or "At Incident"
- edit the release of food service and other types of service requests that are in "Tentative Release," Released," or "Demob en Route"
- reassign a food service or other type of service request if the requested quantity is "1."

To release a food service or other type of service request

For more information about releasing a food service or other type of service request to another incident see, "Releasing (demobing) resources from an incident," earlier in this guide.

1 On the **Incident Resources** screen, search for and locate the **food service or other type of service request** of your choice.

2 Click the **Action** button, and then click to select **Release**.

3 On the **Release Resource** dialog box, complete the following travel information as appropriate, and then click **OK**

- Release Status
- Release Date/Time
- Travel.

4 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

To edit the release of a food service or other type of service request

For more information about editing the release of a food service or other type of service request see, "Editing the release of resources," in this guide.

1 On the **Incident Resources** screen, search for and locate the **food service or other type of service request** of your choice.

2 Click the **Action** button, and then click to select **Edit Release**.

3 On the **Edit Release** dialog box, modify the information as appropriate, and then click **OK.**

4 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

To reassign a food service or other type of service request

For more information about reassigning a food service or other type of service request to another incident see, "Reassigning resources to another incident," earlier in this guide.

1 On the **Incident Resources** screen, search for and locate the **food service or other type of service request** of your choice.

2 Click the **Action** button, and then click to select **Reassign**.

3 On the **Reassign Resource** dialog box, complete the following information as appropriate, and then click **OK**

- Travel
- Enter Documentation
- Assigning Contact.

4 On the **Request Action Message** dialog box, click **OK**.

To edit a supplemental request for a food service or other type of service request

1 On the **Incident Resources** screen, search for and locate the **food service or other type of request** of your choice.

2 Click the **Action** button, and then click to select **Edit Supplemental**.

3 On the **Food Service Request** dialog box, modify the information as appropriate, and then click the **Save** button.

To add documentation to a food service or other type of request

1 On the **Incident Resources** screen, search for and locate the **food service or other type of request** of your choice.

2 Click the **Action** button, and then click to select **Add Documentation**.

3 On the **Request Documentation** dialog box, type the documentation of your choice in the **Enter Documentation** box, click the **Add Documentation** button, and then click **Close**.

Working with temporary flight restriction requests

ROSS handles temporary flight restrictions (TFRs) in the following manner:

- They are statused "At Incident" the moment the requests are filled.
- TFRs are not "released" from the incident, they are "canceled."
- They cannot have the status of "Mob en Route," "Tentative Release," "Released," or "Demob en Route."
- If a TFR has been canceled and the cancellation date/time has not yet passed, you can "undo" the cancellation. ROSS saves your user-entered documentation.

To cancel a TFR request

1 On the **Incident Resources** screen, search for and locate the **TFR request** of your choice.

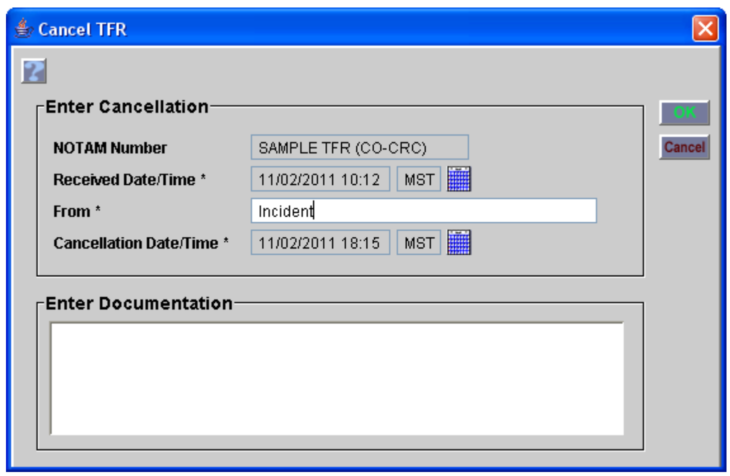
2 Click the **Action** button, and then click to select **Cancel TFR**.

3 On the **Cancel TFR** dialog box, complete the following information, and then click **OK**

- Received Date/Time
- From
- Cancellation Date/Time
- Enter Documentation.

4 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

The following diagram shows the Cancel TFR dialog box.



To undo a Cancel TFR request

If the TFR's Cancellation Date/Time has not yet passed, you can undo the cancellation.

1 On the **Incident Resources** screen, search for and locate the **TFR request** of your choice.

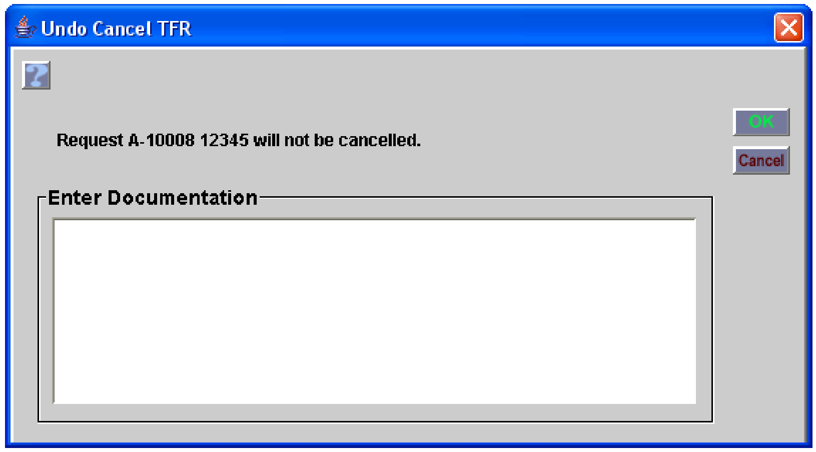
2 Click the **Action** button, and then click to select **Undo TFR Cancellation**.

3 On the **Undo Cancel TFR** dialog box, type the documentation of your choice in the **Enter Documentation** box, and then click **OK**.

ROSS saves your user-entered documentation.

4 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

The following diagram shows the Undo Cancel TFR dialog box.



To edit a supplemental request for a TFR

1 On the **Incident Resources** screen, search for and locate the **TFR request** of your choice.

2 Click the **Action** button, and then click to select **Edit Supplemental**.

3 On the **Temporary Flight Restriction Request** dialog box, modify the information as appropriate, and then click the **Save** button.

To add documentation to a TFR request

1 On the **Incident Resources** screen, search for and locate the **TFR request** of your choice.

2 Click the **Action** button, and then click to select **Add Documentation**.

3 On the **Request Documentation** dialog box, type the documentation of your choice in the **Enter Documentation** box, click the **Add Documentation** button, and then click **Close**.

To yield control of a TFR request to incident dispatch

This task allows you to transfer the release or reassignment control of the TFR request from your organization to a non-local incident dispatch.

1 On the **Incident Resources** screen, search for and locate the **TFR request** of your choice.

2 Click the **Action** button, and then click to select **Yield Control to Incident Dispatch**.

3 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

Printing incident request information

The Print button allows you to print a hardcopy of the resource order for the selected incident resource. You can also print, if appropriate, a hardcopy of the Assignment Roster.

For more information about Cognos see, “Reports - generating and printing reports,” in this ROSS User Guide.

To print incident request information

1 On the **Incident Resources** screen, search for and locate the **Incident** of your choice, click to select the **Resource Request** of your choice.

2 Click the **Print** button, and then click to select one of the following options as appropriate

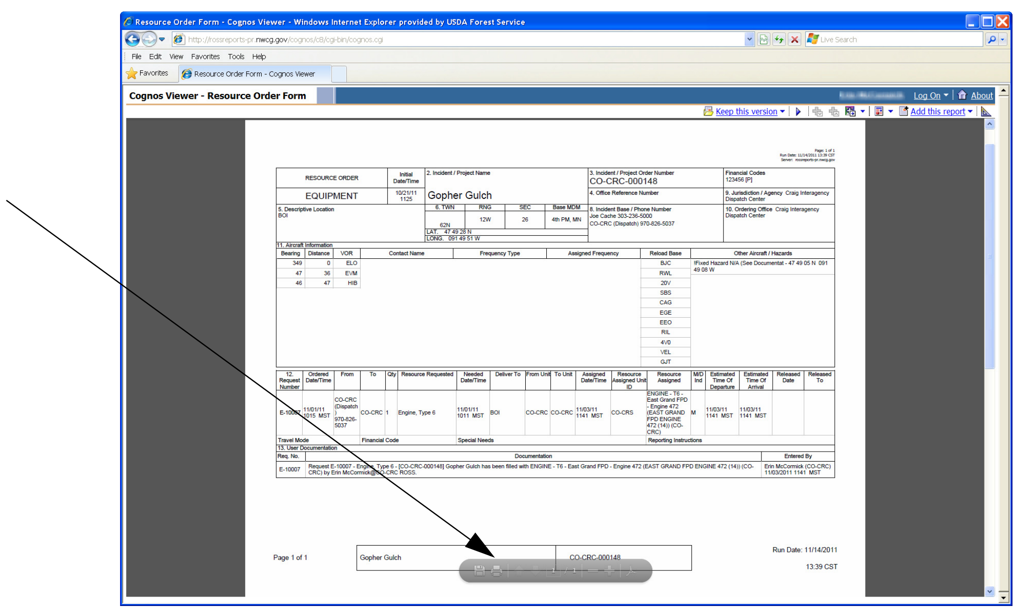
- Print Resource Order
- Print Assignment Roster.

3 On the **Cognos Viewer** toolbar, click the **Print file** button.

4 On the **Print** dialog box, review the printer settings and then click **OK**.

5 To return to the **Incident Resources** screen, click the **Close** button on the **Cognos** window.

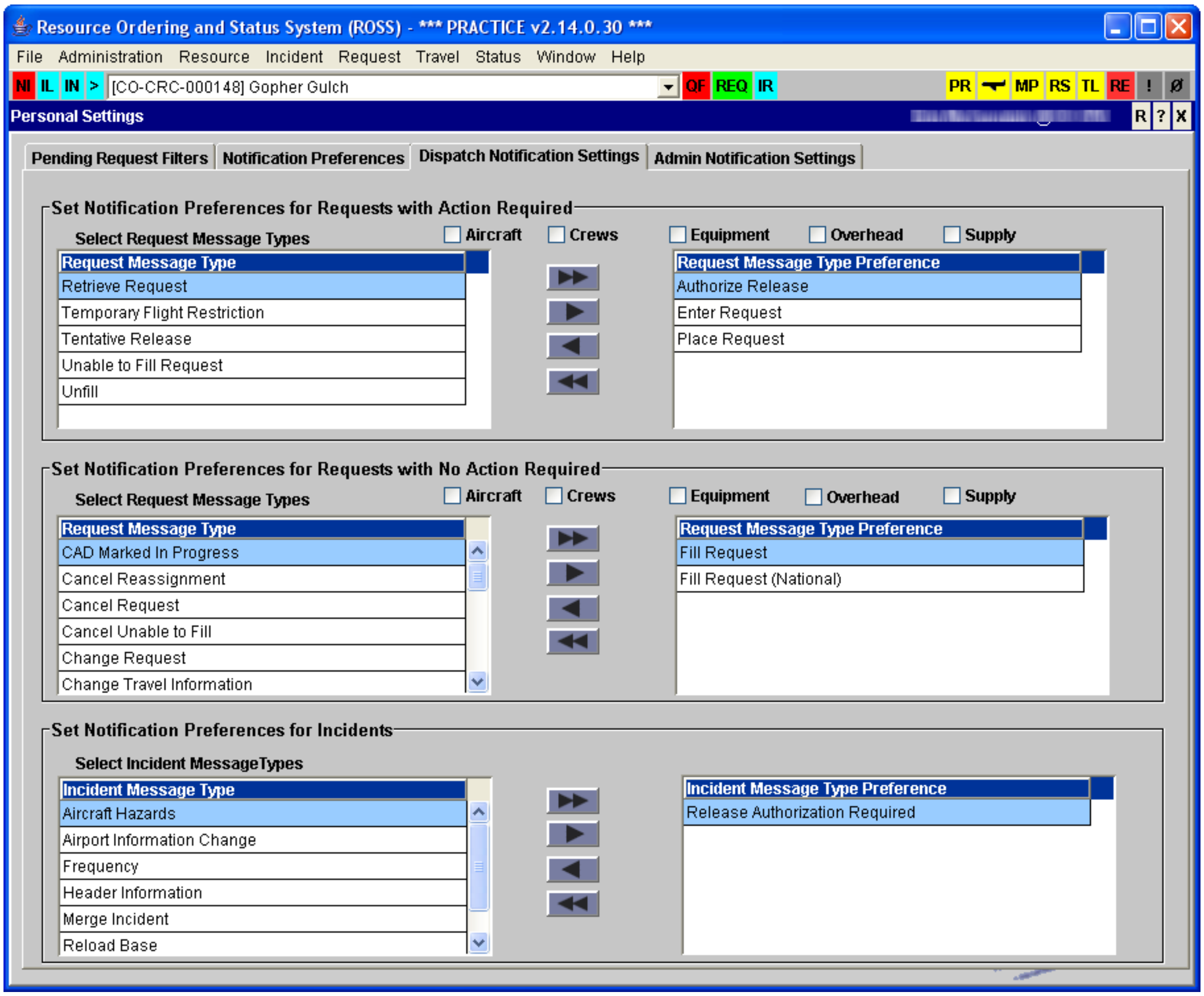
The following diagram shows a sample Resource Order Form as it appears in Cognos. The arrow points to the Print file button.



Setting notification options for release authorization

Be sure to set your personal preferences so that you are notified when resources are set for release but require authorization.

Personal Settings screen - Dispatch Notification Settings tab

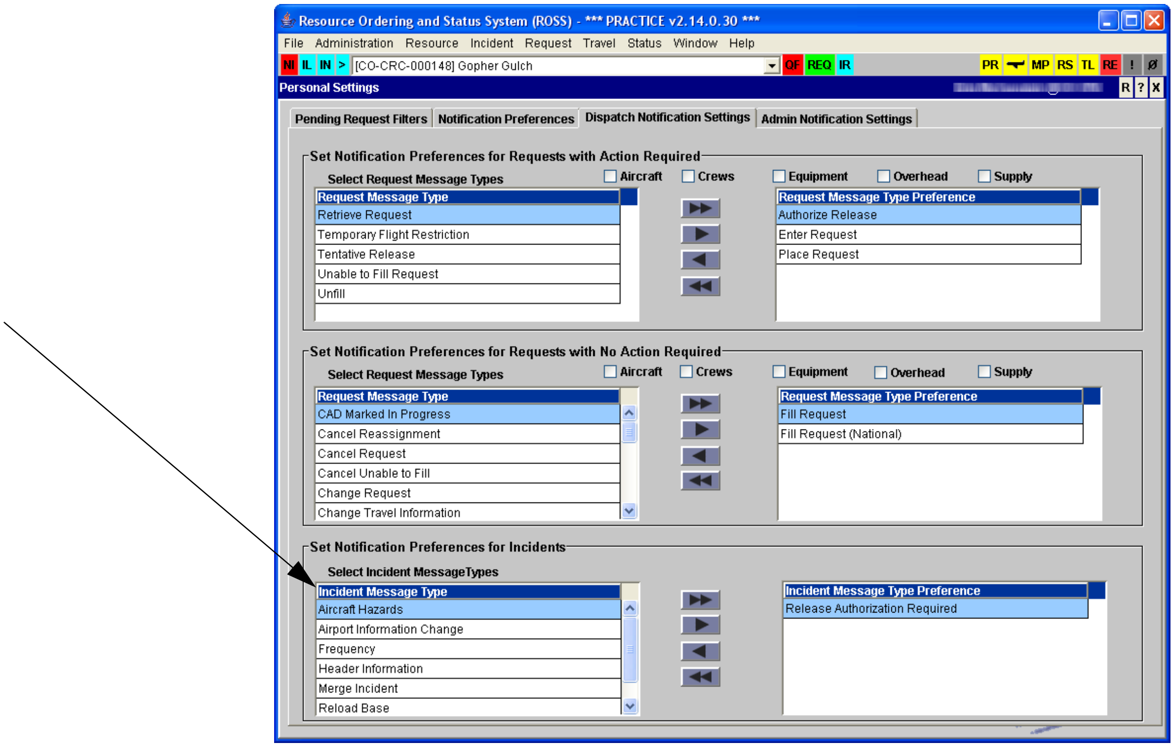


To be notified that your parent has restricted or removed release authorization for your incident

1 On the **Administration** screen, click **Personal Settings**, and then click the **Dispatch Notification Settings** tab.

2 Under **Set Notification Preferences for Incidents** under **Select Incident Message Types**, scroll then click to select **Release Authorization Required**, and then click the **Add** arrow.

The following diagram shows the Dispatch Notification Settings tab on the Personal Settings screen. The arrow points to the Select Incident Message Types options.



To be notified that your parent has held the release of a resource on your incident

1 On the **Administration** screen, click **Personal Settings**, and then click the **Dispatch Notification Settings** tab.

2 Under **Set Notification Preferences for Requests with No Action Required** under **Select Incident Message Types**, click to select the **catalog** check boxes of your choice.

3 Scroll, then click to select **Hold Release**, and then click the **Add** arrow.

To be notified that your parent has authorized release of a resource on your incident

1 On the **Administration** screen, click **Personal Settings**, and then click the **Dispatch Notification Settings** tab.

2 Under **Set Notification Preferences for Requests with Action Required** under **Select Incident Message Types**, click to select the **catalog** check boxes of your choice.

3 Scroll, then click to select **Authorize Release**, and then click the **Add** arrow.

To be notified that your subordinate has tentataively released a resource under your control

1 On the **Administration** screen, click **Personal Settings**, and then click the **Dispatch Notification Settings** tab.

2 Under **Set Notification Preferences for Requests with No Action Required** under **Select Message Types**, click to select the **catalog** check boxes of your choice.

3 Scroll, then click to select **Tentative Release**, and then click the **Add** arrow.

Exploring incident resources in detail

This section identifies additional topics that relate to incident resources and using the Incident Resources screen. Topics include:

- Understanding incident resources
- Completing the Release Resource dialog box
- Releasing resources that are part of a configuration
- Releasing resources from a request that has support requests
- Releasing prepositioned resources
- Editing the release of a resource
- Understanding reassigning resources.

For complete descriptions of new functionality for the version 2.14 release of ROSS click, "Release Notices" on the ROSS Main Page at: http://ross.nwcg.gov/

Understanding incident resources

The Incident Resources screen allows you to perform the following actions:

- assign a prepositioned resource to a subordinate position on a non-prepositioned parent's assignment roster.
- release "Mob en Route" resources, "Available" prepositioned resources for release, and "At Incident" resources *from* your local incident
- tentatively release "At Incident" resources and "Available" prepositioned resources for release *from* your local incident
- reassign "Mob en Route," "At Incident," "Tentative Release," and "Released" resources *from* your local incident
- reassign resources *to* a local or non-local incident
- release or tentatively release resources from non-local support requests for which you have retained control
- tentatively release resources from an incident that has one or more catalog(s) specified as "Release Authorized" from the parent dispatch
- quick fill and reassign multiple resources from one local incident to another.

Completing the Release Resource dialog box

The Release Resource dialog box identifies six areas you must complete to release resources from an incident:

- **Release Status**. Select either “Release” or “Tentative Release”
  - **Release**. Automatically release a resource when the displayed release date/time arrives. If you select the “No Travel Documented (Set At Home)” option under Travel, you will release the resource immediately, regardless of the displayed release date/time.
  - **Tentative Release**. Does not automatically release the resource when the displayed release date/time arrives. “Travel,” “Release Options,” and “Release To Location” fields do not apply for tentative release.
- **Travel**. Select one of the following options
  - **Set Travel to be Arranged**. Set travel arrangements at a later time, using the Travel to be Arranged tab on the Travel screen.
  - **Set Travel.** Use the calendar button to set the **ETD**, **ETA**.
  - **Set Travel (will have Itinerary)**. To complete the travel itinerary, go to the **Travel** screen, click to select **Demobilization** under **Select Filter for Incident Resources**, click the **Action** button and then click to select **Create/Edit Travel Itinerary**.
  - **No Travel Documented (Set At Home)**. To view these released resources, click to select **Demobilization** and the **Show Closed Requests** check box under **Select Filter for Incident Resources** on the **Travel** screen.
- **Release Options**. *For preposition incidents only.* For resources on a local preposition resources that are assigned to a local non-preposition incident, you can determine the resource’s disposition when it is released from the assignment
  - **Release to Home**. Release the preposition resource back to its home location.
  - **Release to Preposition**. Release the preposition resource back to your preposition incident location. *You cannot reassign a prepositioned resource from the Incident screen.*

When resources from a local preposition incident are assigned to a non-local, non-preposition incident, you determine the resource’s disposition when it is released from assignment when filling that request on the Pending Request screen. If the incident dispatch chooses to use that resource on another preposition incident, whether local or non-local, they can override the release option you select.

- **Release To Location**. Select the organization, airport, or location.

If you select more than one resource at a time, you cannot select a “Release To” Location.

- **Enter Documentation**. Type pertinent documentation.

Releasing resources that are part of a configuration

When releasing resources that are part of a configuration, remember these key points:

- Releasing a resource on a parent request will automatically release the resources on subordinate requests.
- Releasing resources on a subordinate request can be performed without affecting resources on the parent request or on other subordinate requests.
- Releasing or reassigning resources of all subordinate requests on a parent request does not release or reassign the resource on the parent request.
- When releasing a a parent or subordinate request that has one or more local support requests associated with it, you can designate the following for those local support requests
  - No Change
  - Retrieve
  - Cancel
  - Unfill
  - Release
  - Reassign
  - Cancel Reassignment.
- When releasing a group request and the parent or subordinate request that has one or more non-local support requests associated with it, a “No Action” message notifies the controlling dispatch center that the parent of that support request has been released.

Releasing resources from a request that has support requests

When releasing a resource that has local or non-local support requests, you cannot select “release” for those support request that are on an incident that is being merged into another incident. When choosing to release the resources from the support requests, you may either apply the release information provided for the parent request to the support requests, or provide different release information for the support requests.

Releasing prepositioned resources

When releasing a parent request from a non-preposition incident, remember these key points:

- When releasing a non-prepositioned parent from a non-preposition incident, any subordinates that were filled with a subordinate from a prepositioned group are automatically returned to their prepositioned group with a status of “Available.”
- Before releasing the parent to its home unit, remember to first release any subordinates that need to return to the preposition incident.
- When releasing a local resource back to a non-local preposition incident, you do not have the option to set the travel to “No Travel Documented.”

Editing the release of a resource

You can only edit the release of resources that are "Tentative Release (At Incident)," "Released (At Incident)," or "Demob en Route." Remember these key points about editing the release of resources:

- If the resource on the parent request is still at the incident, you can independently "unrelease" resources on subordinate requests.
- If the resource on the parent request is demobilizing, you cannot "unrelease" resources on subordinate requests.
- If the resource on a subordinate request is released because the resource on the parent request is released, you cannot independently "un-release" any resources on the subordinate requests.
- When editing the release information for a resource on a request that has pending or filled local support requests associated with it, you will be notified to select a disposition for each support request separately. You may also identify those pending or filled support requests that have no changes to be made.
- When editing the release information for a resource on a request that has non-local support requests associated with it, the requesting and incident dispatch centers are not notified. Instead, notify the other dispatch centers of these changes.
- When changing a resource from tentative release to release on a request that has one or more local support requests associated with it, you can designate the following for those local support requests
  - No Change
  - Retrieve
  - Cancel
  - Unfill
  - Release
  - Reassign
  - Cancel Reassignment.
- When changing a resource from tentative release to release on a request that has one or more non-local support requests associated with it, a "No Action" message notifies the requesting or incident dispatch center of each non-local support request that the parent request of that support request has been released.
- When changing the release of a resource to a tentative release on a request that has one or more local support requests associated with it, and whose status is the same as the parent request (released at incident), you may choose to set the support requests to tentative release. If not, only the parent request is changed to tentative release.

Understanding reassigning resources

Remember these key points when reassigning resources:

- When you reassign a resource on a parent request, you will automatically reassign the resources on subordinate requests.
- You can reassign a resource on a subordinate request without affecting resources on the parent request or on other subordinate requests.
- You can release all of the subordinate requests on a roster and the parent request can remain, which allows you to swap crews on an engine, for example.
- You cannot release the parent request without releasing or reassigning all of the subordinates prior to the release of the parent request.
- You can reassign multiple resources from one local incident to another in one step using the Quick Fill Reassign Multiple Resources option on the Action button.
- You can reassign multiple resources from one local incident to a non-local incident only after the Dispatch Manager at the non-local incident authorizes the reassignment.

For more information about authorizing the reassignment of resources to a non-local incident see, "Working with the Reassign Authorization tab," in the guide, "Incidents - managing incidents and initial reports," in this ROSS User Guide.

- You can only reassign resources from one catalog at a time.
- You cannot cancel the quick fill reassignment of multiple resources to a non-local incident as a whole. You can, however, cancel an individual resource reassignment, provided that resource was "At Incident" on the source incident when the reassignment took place.
- Only the incident dispatch center and the dispatch centers that have kept control of a support request can reassign "At Incident" resources from requests.
- When reassigning resources from local support requests to the same incident as the resource from the parent request, and you elect to create a new support request, the support request created includes many default values from either your dispatch center or the incident dispatch center.

For complete information see, "Release Notes" on the ROSS Main Page at: http://ross.nwcg.gov/