

Incidents - managing incidents and initial reports

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

- 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.

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 guide.

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** text box.
- 2 In the **Description** text box, type a **Brief Description** of the event.

Enter complete details of the event in the Enter Documentation text 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 then select the appropriate **Organization Serving as the Incident Host**.
- 5 In the **Office Reference** text 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.
- 7 Click in the **Enter Documentation** text box, and then type **Detailed Information** about the event, as appropriate.
- 8 When finished, click the **Initial Report** button.

Initial Report

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

To review an existing initial report

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

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.

Initial Report screen

Status	Initial Report #	Reported By	Location	Type	Initial Date	Zone	Related To
Promoted	CO-CRC-0000...			Fire - Prescribed	05/13/201...	MST	CO-RTF-000051

Initial Report CO-CRC-000001 05/13/2011 13:37 MST

Reported By:

Type:

Office Reference:

Description / Notes:

Location Name:

Coordinates

Coordinate Type: Lat/Lo... T... U...

Township: Range: Section: 1/4 1/4

Base Meridian: 6th PM, CO

Documentation	Time Entered	Entered By

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

To clear screen entries



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



- On the **Initial Report** screen, click the **New Initial Report** 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 Initial Report** button.



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

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

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.



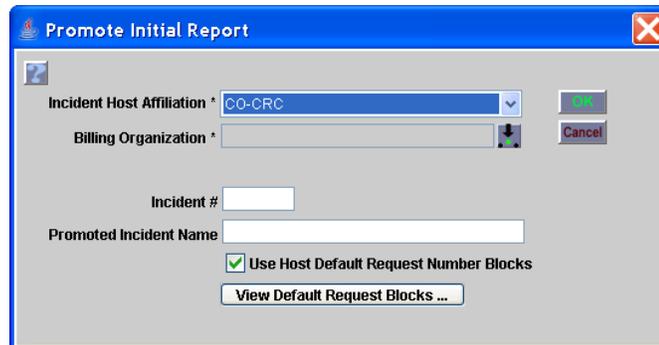
- 1 On the **Initial Report** screen, click to select the **Initial Report** of your choice.
- 2 Click the **Promote** button.
- 3 On the **Select Incident Host** dialog box in the **Incident #** text box, type the **Incident Number**.
- 4 In the **Promoted Incident Name** text box, type the **New Incident 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 guide.

- When finished, click **OK**.

The following diagram shows the Promote Initial Report 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.



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 guide.

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 guide.

- 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** text box.
- 2 In the **Description** text box, type a **Brief Description** of the event.

You can enter complete details of the event in the Enter Documentation text 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** text box, type the **Name of the Incident**.
- 5 Click the **Incident Host** drop-down arrow, and then click to 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 guide.

- 7 In the **Office Reference** text 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 a location** 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.

- 10 Click in the **Enter Documentation** text 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 #** text box.

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

- 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.

Incident

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

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

Default	Type	Block Name	Purpose	Start	End
R	UI	Initial Attack		1	999
	UI	Expanded		1000	4999
	UI	Buying Team		5000	9999
SYS	SG	Ross Generated		10000	999999

To view the default incident request numbers for a catalog



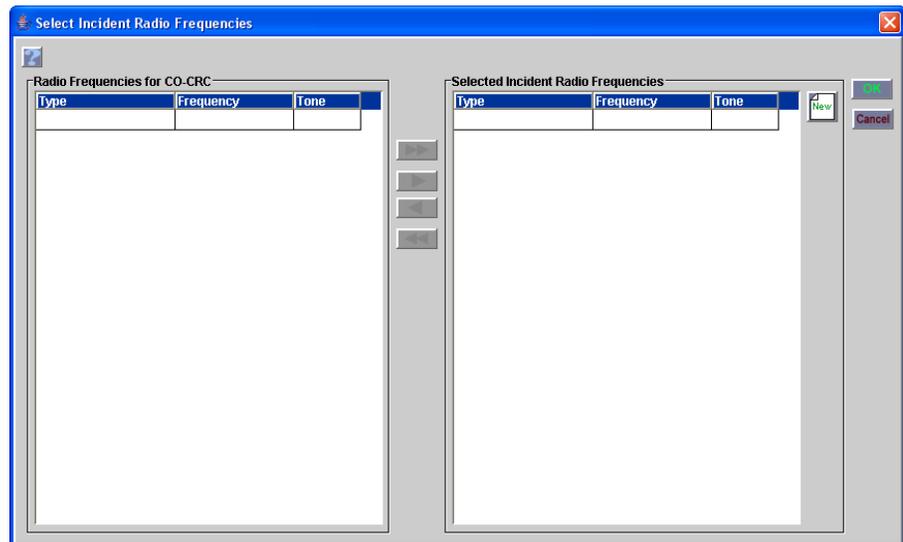
- 1 On the **New Initial Report or Incident** screen, click the **View Default Request Blocks** button, click the **Catalog** drop-down arrow, and then click to select the **Catalog** of your choice.
- 2 When finished, click **Close**.

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

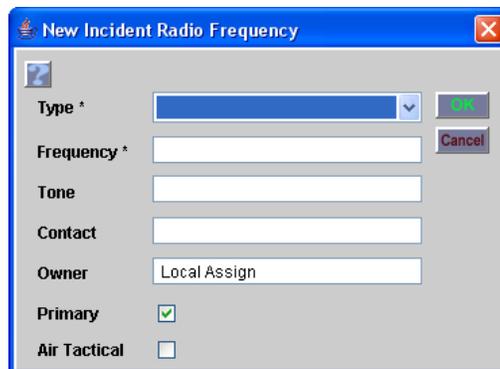
To add a new frequency from the New Initial Report or Incident screen

- 1 Complete the New Initial Report or Incident screen as appropriate.
- 2  Under **Radio Frequencies**, click the **Pick Incident Frequencies** button.
- 3  and then click the **New** button on the **Select Incident Radio Frequencies** dialog box.
- 4 On the **New Incident Radio Frequency** dialog box, click the **Type** drop-down arrow, and then click to select the **Type** of the new radio frequency.
- 5 In the **Frequency** text box, type the **Frequency**.
- 6 In the **Tone** text box, type the **Tone for the Radio Frequency**.
- 7 In the **Contact** text box, type the **Name of the Person, Aircraft, or Agency to Contact for this Radio Frequency**.
- 8 In the **Owner** text box, type the **Name of the Owner**, as appropriate.
- 9 If this radio frequency is not a primary frequency on the incident, click to clear the **Primary** check box.
- 10 To designate the new frequency as an air tactical frequency, click the **Air Tactical** check box.
- 11 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 Frequencies** 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 Frequencies** 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) - *** PRACTICE v2.14.0.31 ***

File Administration Resource Incident Request Travel Status Window Help

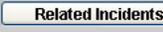
NI IL IN > [CO-CRC-000148] Gopher Gulch OF REQ IR PR MP RS TL RE !

Incident - [CO-CRC-000148] Gopher Gulch R ? X

Incident Details

Initial Date/Time: 10/21/2011 11:25 MST    

Incident Type * 

Office Reference 

Prev. Inc. # 

Min. Elevation (ft) 

Max. Elevation (ft)

Location

Location Name 

Latitude: 47 49 28 N Longitude: 091 49 51 W

Township Range: 62N Section: 12W 1/4 1/4 Base Meridian: NWSE 4th PM, MN

UTM Northing: 5297449 UTM Easting: 587496 UTM Zone: 15

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

VOR	VOR Name	State	Bearing	Distance
ELO	ELY	MN	349	0
EVM	EVELETH	MN	47	36
HIB	HIBBING	MN	46	47
DLH	DULUTH	MN	8	63
INL	INTERNATIONAL FALLS	MN	119	77
GPZ	GRAND RAPIDS	MN	53	78

Name	FAA Code	Bearing	Distance
ROCKY MOUNTAIN MET...	BJC	35	745
RAWLINS MUNI/HARVEY ...	RWL	44	747
STEAMBOAT SPRINGS/B...	SBS	39	781
MC ELROY AIRFIELD	20V	37	781
CRAIG-MOFFAT	CAG	40	805

Organizations | Documentation | Request Blocks | Reassign Authorization | Shipping Addresses

Frequencies | Airports | Reload Bases | Directions | Contacts

Type	Frequency	Tone	Contact Name	Owner	Air Tactical

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



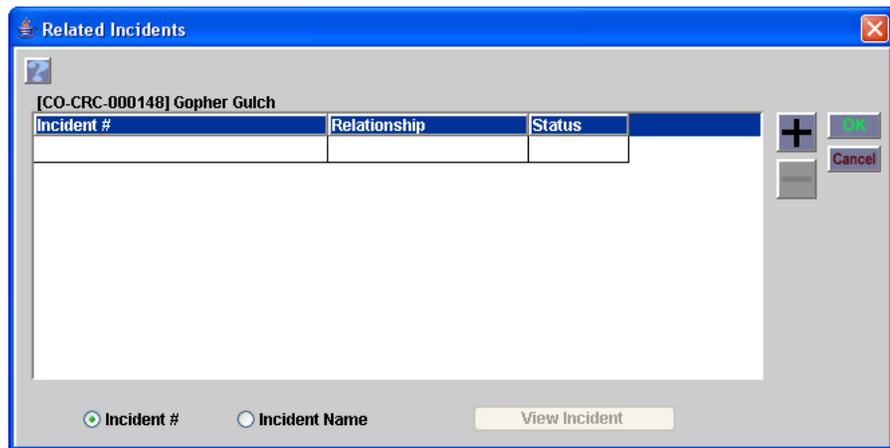
- 1 On the **Incident** screen, click the **Related Incidents** button.
- 2 On the **Related Incidents** dialog box, click the **Add Related Incident** button.

- 3 On the **New Related Incident** dialog box under **Relationship**, click to select one of the following relationships to be established to your incident
 - **The selected incident will be a Follow-On to**, to link a subsequent incident to your incident
 - **The selected incident will be a Predecessor to**, to link a previous incident to your incident.

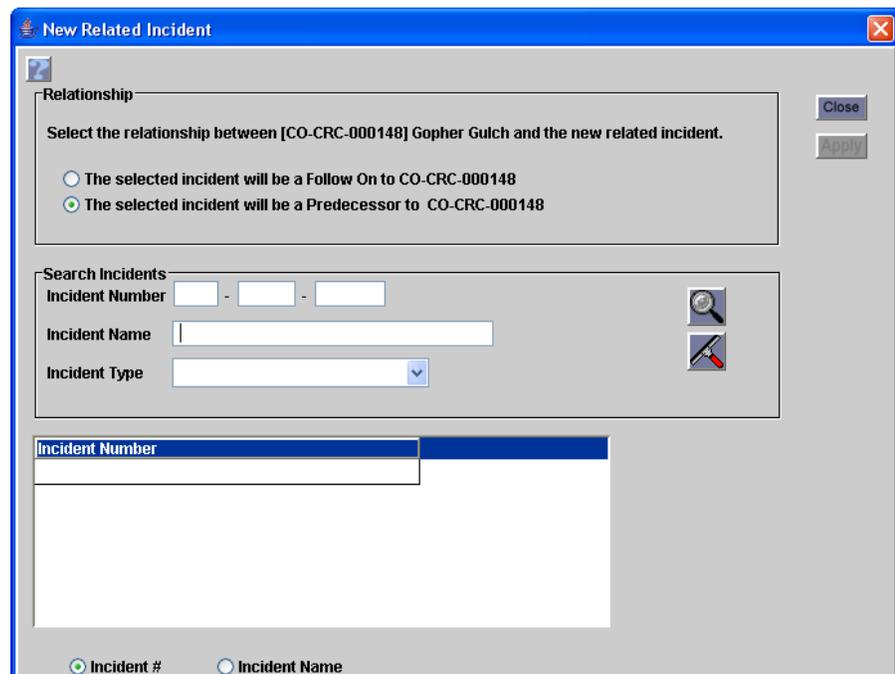
Apply 4 Under **Search Incidents**, search for and click to select the **Incident that You want to Relate to Your Incident**, and then click the **Apply** button.

5 When finished selecting all Incidents, click **Close**.

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

Related Incidents



- 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 **Remove Related Incident** 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

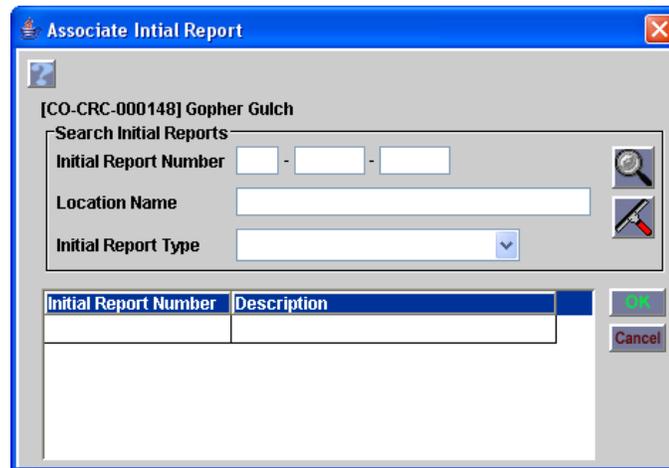


- 1 On the **Incident** screen, click the **Associated Initial Reports** button.
- 2 On the **Associated Initial Reports** dialog box, click the **New** button.
- 3 Search for and select the **Initial Report** that you want to associate to your incident, and then click **OK**.

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

Associated Initial Reports



- 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 guide.

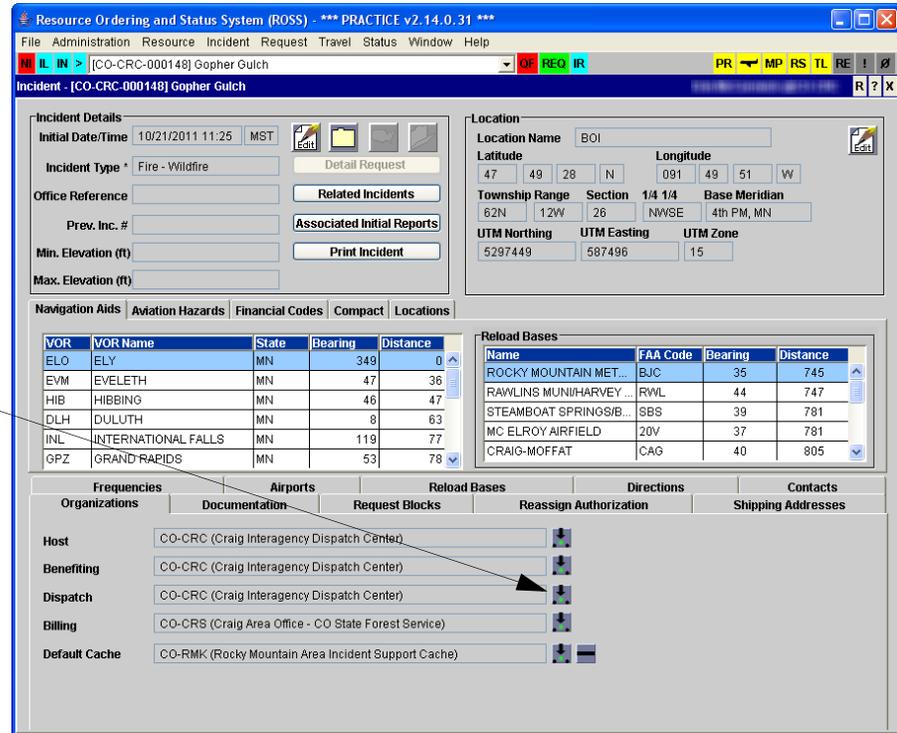


- 1 On the **Most Recent Incidents** drop-down toolbar menu, click to select the **Incident** of your choice.
- 2 On the ROSS toolbar, click the **Show/Update Incident context of the current screen** button.
- 3 On the **Incident** menu, click **Incident**, or click the **IN** button.
- 4 On the **Incident**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

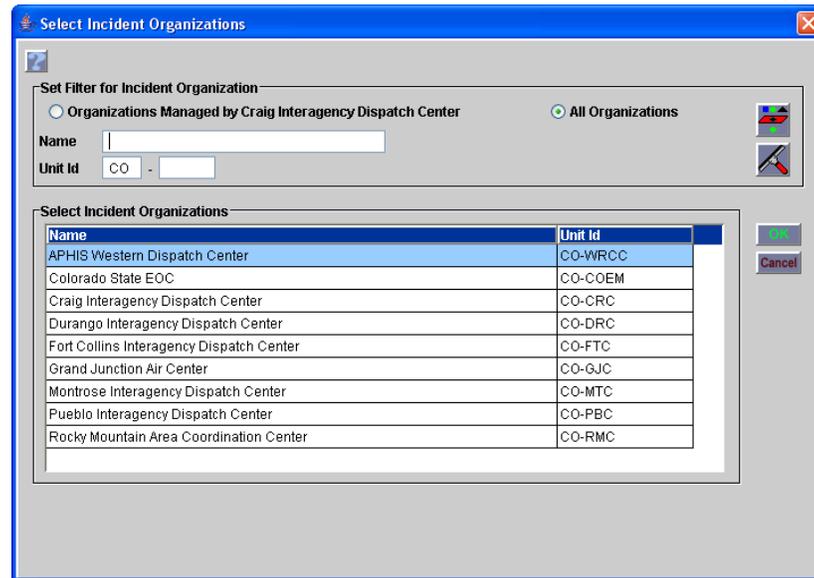
- 7 On the **Change Incident Host** dialog box, click **Yes** to confirm or click **No** to cancel.
- 8 On the **ROSS Information Message** dialog box, click **OK**.

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

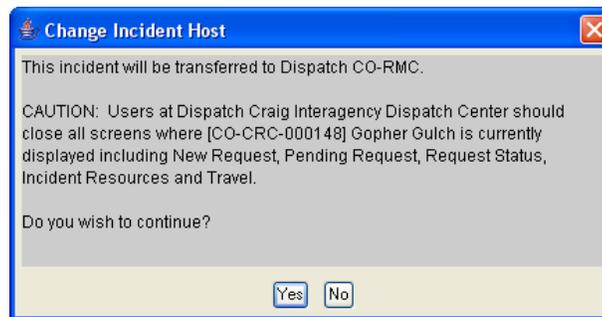
The following diagram shows the Incident screen for the source dispatch organization. The arrow points to the Pick Dispatch button.



The following diagram shows the Select Incident Organizations dialog box. The arrow points to the All Organizations option.



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 guide.

- IL** 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.
- IN** 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 organization**.

Add to Most Recent+

- 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.

To print a report of incident information

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

A rectangular button with a light blue border and the text "Print Incident" in a bold, sans-serif font.

- 1 On the **Incident** screen, click the **Print Incident** button.
- 2 In **Cognos Viewer**, position your mouse toward the bottom of the web page, and then click the **Print file** button.
- 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*
- Frequencies
- Airports
- Reload Bases
- Directions
- Contacts
- Organizations
- Documentation
- Request Blocks
- Reassign Authorization
- Shipping Addresses.

Working with the Navigation Aids tab

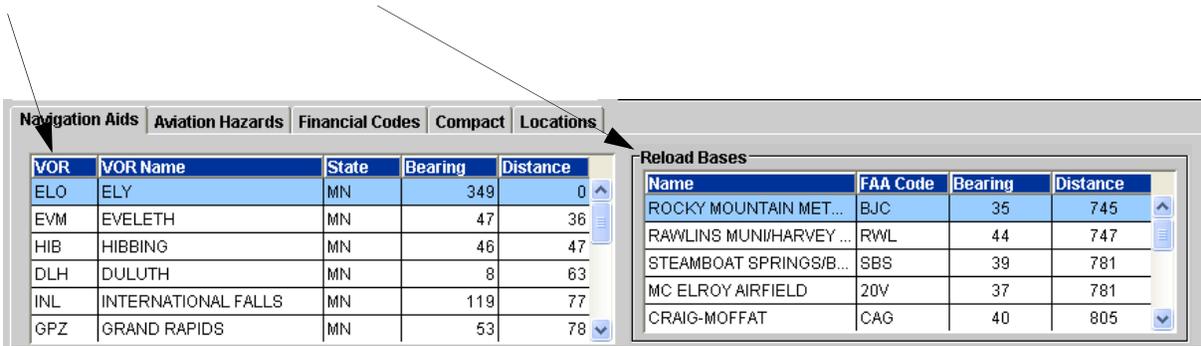
The Navigation Aids tab displays two tables of available navigation aids nearest to the incident:

- 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 lists the Airport Name, FAA Code, City, and State of nearby Reload Bases in numerical order, by distance from the incident.

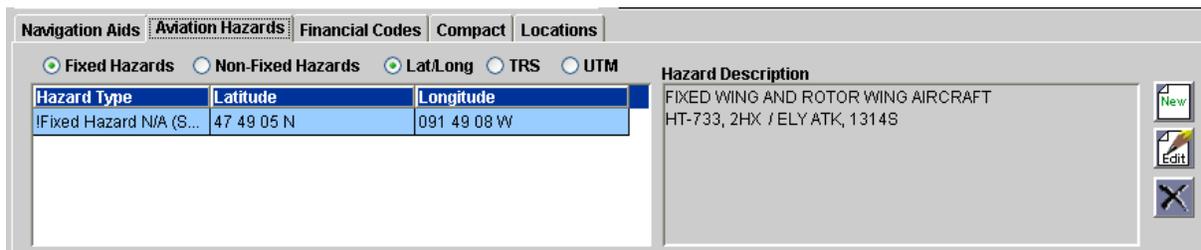
The following diagram shows the Navigation Aids tab on the Incident screen. The arrows point to VOR table on the left and the Reload Bases table on the right.



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

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



To add an aviation hazard



- 1 On the **Incident** screen, click the **Aviation Hazards** tab, and then click the **New Aviation Hazard** 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 then 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, and then click **OK**
 - 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.

The following diagram shows the New Aviation Hazard dialog box.

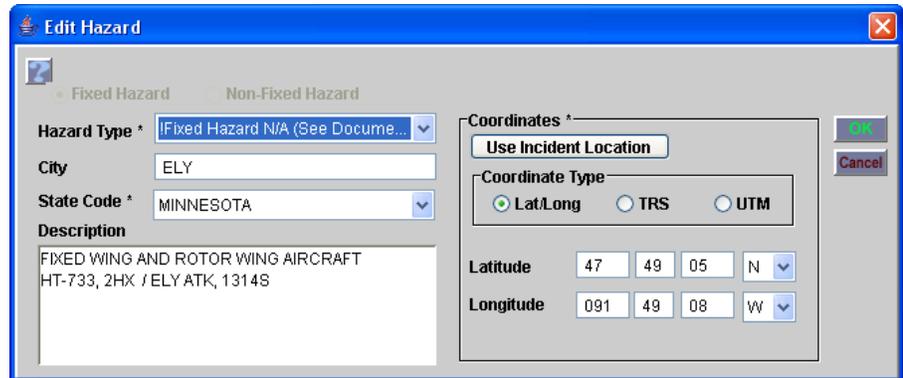
To modify aviation hazard information



- 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 Aviation Hazard** button.

- 4 On the **Edit Hazard** dialog box, type or replace the following aviation hazard information as appropriate, and then click **OK**
 - Hazard Type
 - City
 - State Code
 - Description
 - Coordinates.

The following diagram shows the Edit Hazard dialog box.



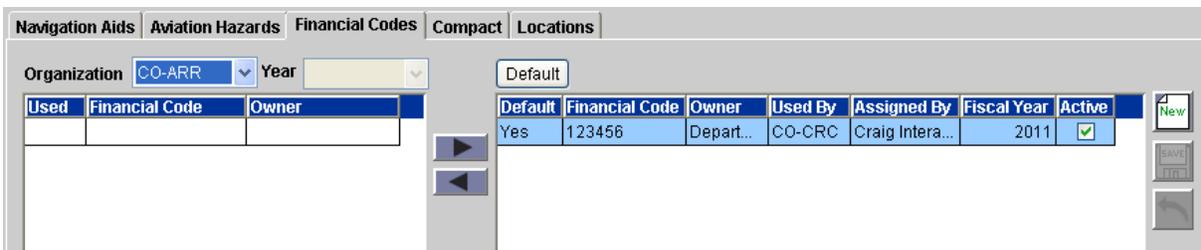
To remove an aviation hazard

- 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 Aviation Hazard** button.
- 4 On the **Confirm Deletion** dialog box, click **Yes** to confirm or **No** to cancel.

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

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



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 then click to select the **Organization** of your choice.
 - 3 Click the **Year** drop-down arrow, and then click to 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.

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



Used	Financial Code	Owner

Default	Financial Code	Owner	Used By	Assigned By	Fiscal Year	Active
No	WFSUAD-0231	US Fore...	CO-R02	Rocky Moun...	2009	<input checked="" type="checkbox"/>

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 Financial Code** button.
- 2 In the **Financial Code** text box, type the **Financial Code** you want to add.
- 3 In the **Fiscal Year** text box, type the four-digit **Fiscal Year**.
- 4 Under **Owned By**, click to select the agency type of your choice
 - Federal
 - State
 - Other.

- Under **Owned By**, click the drop-down arrow, click to select the **Organization** of your choice, and then click **OK**.

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

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 Incident Financial Code(s)** button.

The following diagram shows the Financial Codes tab. The arrow points to the active check box.

Used	Financial Code	Owner	Default	Financial Code	Owner	Used By	Assigned By	Fiscal Year	Active
Yes	123456	Depart...	CO-CRC	Craig Intera...	2011	<input checked="" type="checkbox"/>			
No	987651	Colorad...	CO-CRC	Craig Intera...	2011	<input type="checkbox"/>			

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

Working with the Compact tab

The Compact tab allows you to identify any agreements between states to share resources for the incident.

To add an existing compact

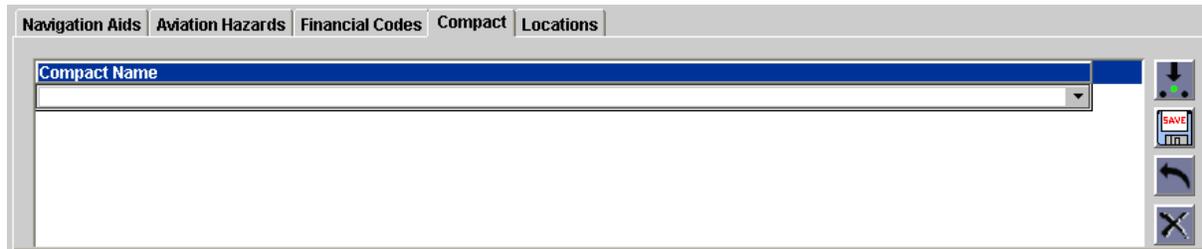


- On the **Incident** screen, click the **Compact** tab, and then click the **Pick Compact** button.



- Click the **Compact Name** drop-down arrow, click to select the **Compact Name** of your choice, and then click the **Save Compact** button

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



To remove a compact from the incident



- On the **Compact** tab, click to select **Compact Name** of your choice, and then click the **Delete Compact** button.

Working with 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 the following:

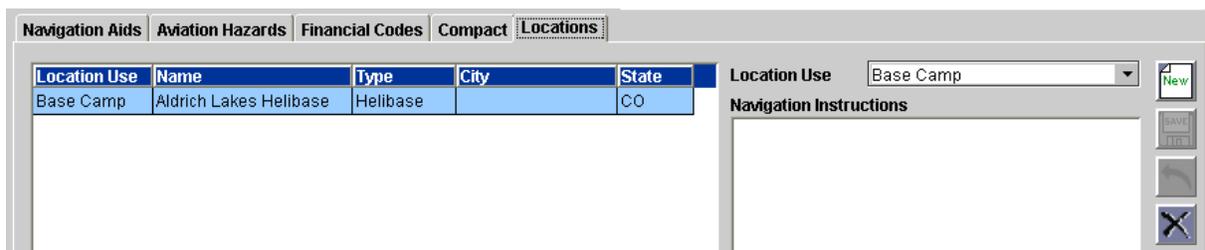
- Location Use, such as a command post or a delivery site
- Location Name
- Type, such as a dip site, lookout, or helibase
- City
- State.

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 guide, "Location - defining geographic locations," in this ROSS User Guide.

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



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 **Location Name** of your choice.
- 4 Click the **Location Use** drop-down arrow, click to select the **Location Use** of your choice, and then click **OK**.

The following diagram shows the Add New Location dialog box.

The screenshot shows the 'Add New Location' dialog box. It features a search section at the top with fields for Name, City, State, Location Type, and Search Within (miles). Below the search section is a table with columns: Name, Location Type, City, State, Managed By. At the bottom, there are input fields for Location Name, Location Type, City, State, Location Use, and a Coordinates section with fields for Latitude and Longitude.

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 Location** button.
- 2 On the **Add New Locations** dialog box, search for and locate the **Location(s)** near the incident.
- 3 Click to select the **Name** of your choice, and then type or replace the **Location Information** as appropriate.



- 4 Click the **Save Location** button, 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 Location** button.



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

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

3 In the **Location Name** text box, type the **Name of the Location**.

4 Click the **Location Type** drop-down arrow, and then click to select the **Location Type** of your choice.

5 In the **City** text box, type the **Name of the Nearest City** of the location.

6 In the **State** text 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, click to select the **Location Use** of your choice, and then click the **Save Location** button.

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** text box, type or replace the **Navigation Instructions** as appropriate, and then click the **Save Location** button.

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 Location** 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 for an organization, 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

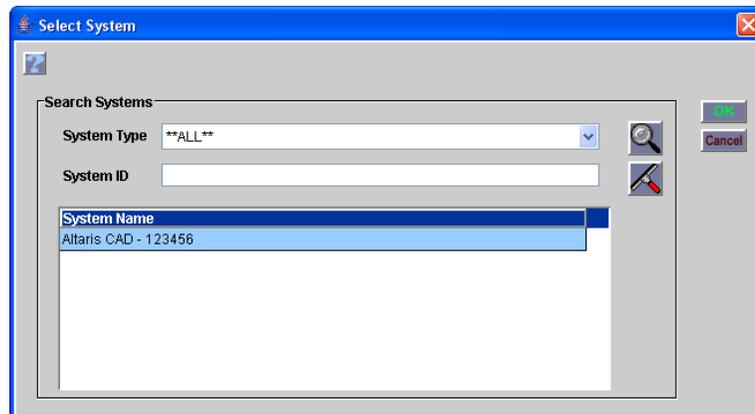


- 1 On the **Incident** screen, click the **CAD** tab, and then click the **Pick System of Record** button.
- 2 On the **Select System** dialog box, search for and then click to select the **System Name** of your choice, and then click **OK**.

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



The following diagram shows the Select System dialog box.

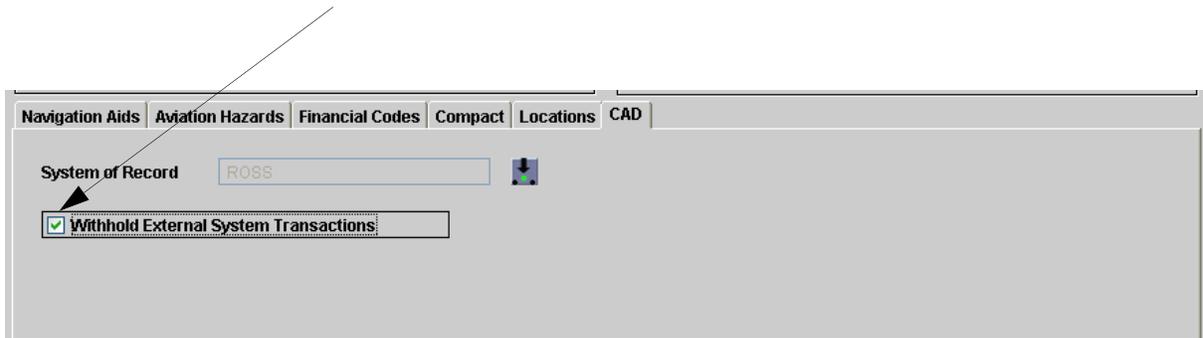


To suppress request-based notifications to your CAD system

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.

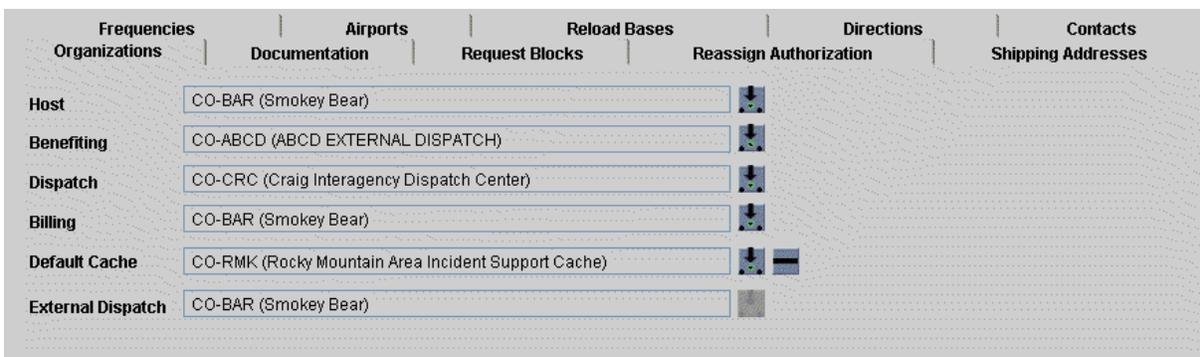


Working with the Organizations tab

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

- 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.

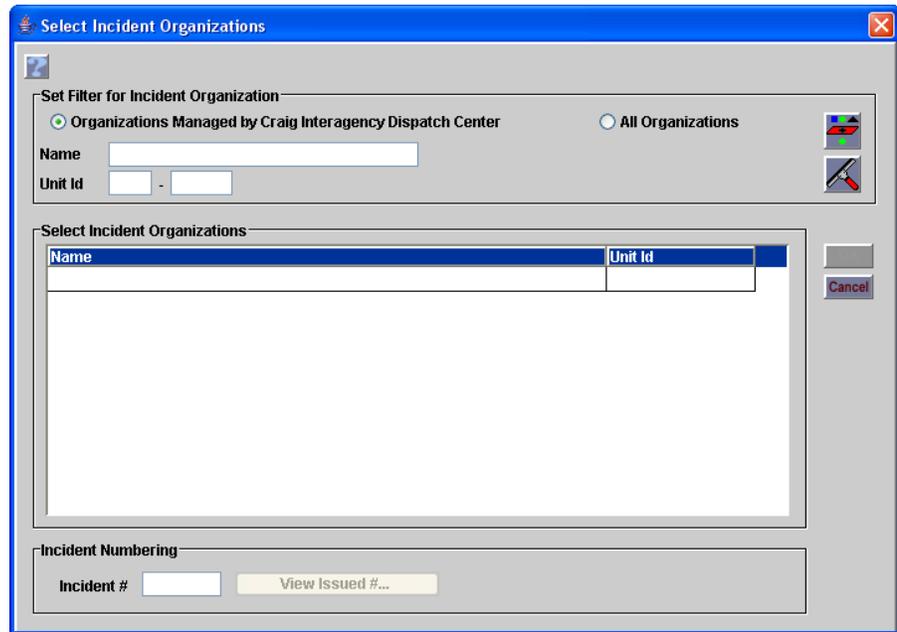


To select or change a host organization



- 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, and then click **OK**.

The following diagram shows the Select Incident Organizations dialog box.



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.

View Issued #...

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.

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



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 then click to select the **Host Organization** of your choice.
- 3 In the **Incident #** text 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 # text 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 **Benefiting 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 **Dispatch 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 **Billing 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 Host for External Dispatch** dialog box, search for and click to select the **External Organization** of your choice, and then click **OK**.

The following diagram shows the Select Incident Host for External Dispatch dialog box.

The screenshot shows a dialog box titled "Select Incident Host for External Dispatch". It features a standard Windows-style title bar with a close button. The main content area is divided into several sections:

- Incident Hosts:** A table with two columns, "Name" and "Unit ID". To the right of the table are buttons for "New", "Refresh", and "Delete". A "Cancel" button is located on the far right of the dialog.
- Incident Numbering:** A section containing an "Incident #" input field and a "View Issued #..." button.
- Search Incident Hosts:** A section titled "Set Search for Incident Hosts" containing two input fields: "Name" and "Unit ID". To the right of these fields are search icons (magnifying glass and a pencil).
- Incident Hosts (Bottom):** A second table with "Name" and "Unit ID" columns, and a "+" button to its right.

Working with the Request Blocks tab

The Request Blocks tab allows you to specify the numbers assigned to requests based on the host organization. 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. 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 guide.

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

Default	Type	Block Name	Purpose	Start	End	Next	Remaining
R	UI	Initial Attack	For user generated request numbers in the	1	999	NA	NA
	UI	Expanded	For user generated request numbers in the	1000	4999	NA	NA
	UI	Buying Team	For user generated request numbers in the	5000	9999	NA	NA
SYS	SG	Ross Generated		10000	999999	10009	989991

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

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 **Block Name** you want as the default.

Default

- Click the **Default** button, and then click to select one of the following as appropriate
 - Select Request Default
 - Set System Default.

The following diagram shows the Incident screen. The arrow points to the Set Request Default option on the Default button menu.

Default	Type	Block Name	Purpose	Start	End	Next	Remaining
R	UI	Initial Attack	For user generated request numbers in the	1	999	NA	NA
	UI	Expanded	For user generated request numbers in the	1000	4999	NA	NA
	UI	Buying Team	For user generated request numbers in the	5000	9999	NA	NA
SYS	SG	Ross Generated		10000	999999	10009	989991

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



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

This step is optional.

- In the **Purpose** text box, type or type to replace the **Purpose of Block #1**.
- 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 text 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

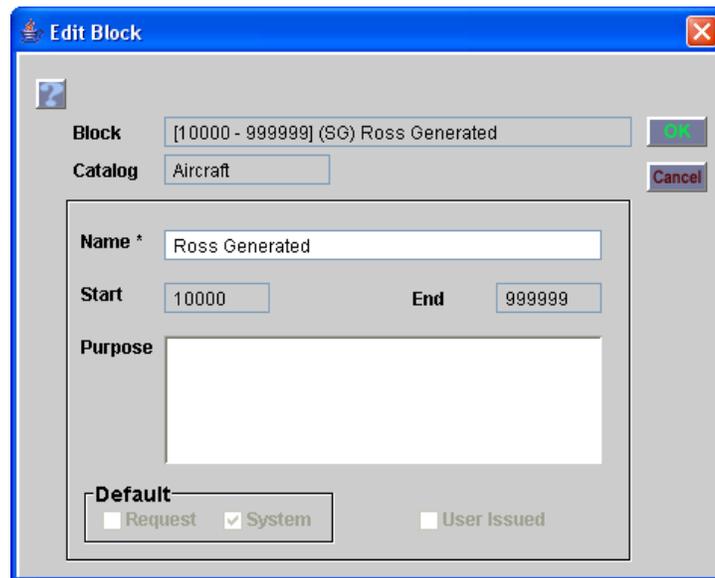


- 2 Click the **Catalog** drop-down arrow, click to select the **Catalog** of your choice, and then click the **Edit Block** button.

- 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.

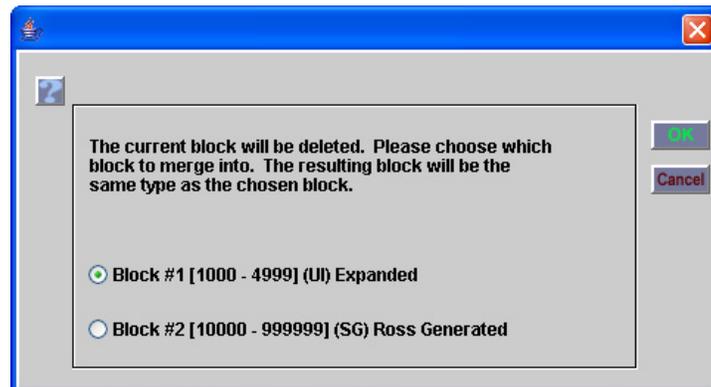


To delete a request block

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

- 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 Block** 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 dialog box that displays when deleting a request block.



Working with 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.

Organizations Authorized to Reassign Multiple Resources to this Incident	
Name	Unit ID

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.

Add Reassign Authorization

Set Search for Organizations

Name

Unit ID -

Organizations

Name	Unit ID

Working with the Shipping Addresses tab

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

The following diagram shows the Shipping Addresses tab on the Incident screen.

Frequencies		Airports		Reload Bases		Directions		Contacts	
Organizations		Documentation		Request Blocks		Reassign Authorization		Shipping Addresses	
Ship To Name	Ship To Unit ID	Street 1	Street 2	City	State	Zip	Country	Default	
Craig Interagen...	CO-CRC	455 Emerson Street		Craig	CO	81625	USA	No	
									
									
									

To add a shipping address



- 1 On the **Incident** screen, click the **Shipping Addresses** tab, and then click the **New Shipping Address** 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.

Add Shipping Address ✖



Default 

Ship To Name  

Ship To Unit ID

Street 1 *

Street 2

City *

State * 

Zip Code

Country

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.

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

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

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 guide.

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				
						<input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="X"/>			

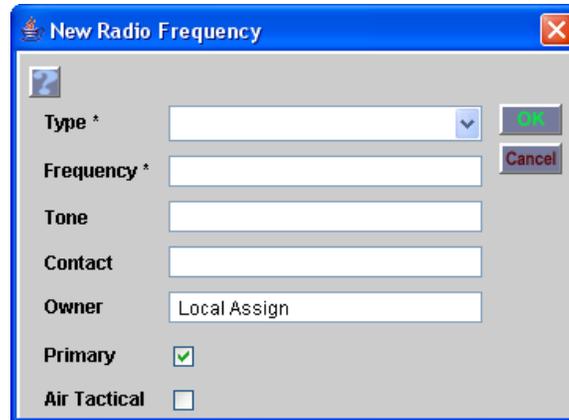
To designate a new frequency for an incident



- 1 On the **Incident** screen, click the **Frequency** tab, and then click the **New Frequency** button.
- 2 On the **New Radio Frequency** dialog box, click the **Type** drop-down arrow, and then click to select the **New Radio Frequency Type**.
- 3 In the **Frequency** text box, type the **Frequency**.
- 4 In the **Tone** text box, type the **Tone of the Radio Frequency**.
- 5 In the **Contact** text box, type the **Name of the Person, Aircraft, or Agency to Contact** on this radio frequency.
- 6 In the **Owner** text 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**.

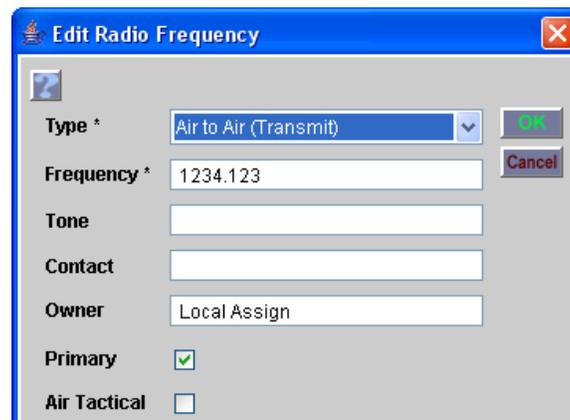
The following diagram shows the New Radio Frequency dialog box.



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 **OK**
 - Type
 - Frequency
 - Tone
 - Contact
 - Primary
 - Air Tactical.

The following diagram shows the Edit Radio Frequency dialog box.



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 Frequency** button.
- 3 On the **Confirm Deletion** dialog box, click **Yes** to delete or **No** to cancel.

Working with 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 text 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	Preferred					
ASPEN-PITKIN CO/SARDY FIELD	ASE	ASPEN	CO	N/A					
YAMPA VALLEY	HDN	HAYDEN	CO	Yes					

Navigation Instructions		Special Condition	
<input type="checkbox"/> Preferred Airport			

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** text box, type or replace the **Navigation Instructions** as appropriate, and then click the **Save Incident Airport Details** button.

To designate an airport to the incident

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

The following diagram shows the Add Airport dialog box.

The screenshot shows the 'Add Airport' dialog box. It features a search section with the following fields and controls:

- Search Airports:** A group containing:
 - Airport Name:** Text input field.
 - FAA Code:** Text input field.
 - City:** Text input field.
 - State:** Dropdown menu with the value '**ALL**'.
 - Airport Type:** Dropdown menu with the value '**ALL**'.
 - Search:** Magnifying glass icon.
 - Cancel:** Button.
- Table:** A table with the following columns: **Airport Name**, **FAA Code**, **City**, **State**, and **Managed By**. The table is currently empty.
- Coordinates:** A section with a **Coordinate Type** dropdown menu showing options: **Lat/Long**, **TRS**, and **UTM**.

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 **Remove Airport** button.
- 3 On the **Confirm Deletion** dialog box, click **Yes** to delete or **No** to cancel.

Working with 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		Reassign Authorization		Shipping Addresses	
Frequencies		Airports		Reload Bases		Directions		Contacts	
Name	FAA Code	Dispatched By	City	State	Bearing	Distance			
ROCKY MOUNTAIN METROPOLITAN	BJC	CO-FTC	DENVER	CO	35	745			
RAWLINS MUNI/HARVEY FIELD	RWL	WY-RWC	RAWLINS	WY	44	747			
STEAMBOAT SPRINGS/BOB ADAMS FIELD	SBS	CO-CRC	STEAMBOAT SPRINGS	CO	39	781			
MC ELROY AIRFIELD	20V	CO-CRC	KREMMLING	CO	37	781			
CRAIG-MOFFAT	CAG	CO-CRC	CRAIG	CO	40	805			

Navigation Instructions

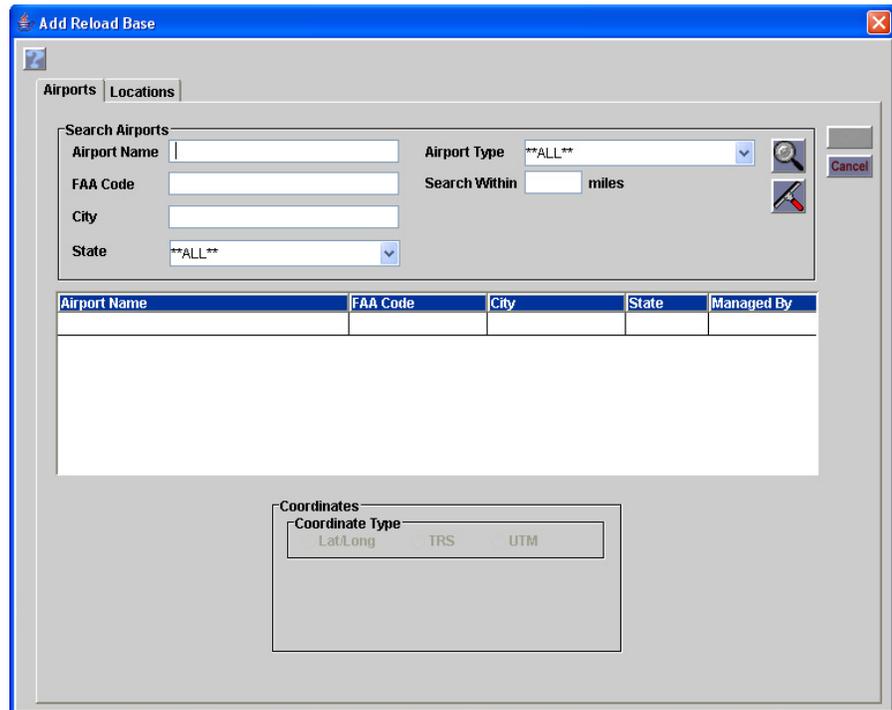
Special Condition

< Previous Next >

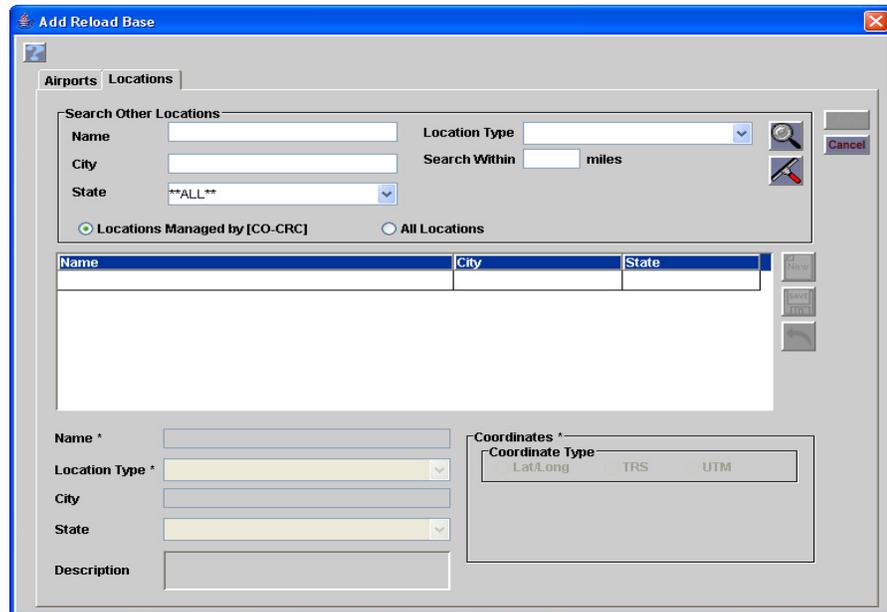
To add a new reload base

- 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** text box as appropriate, and then click **OK**.

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



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



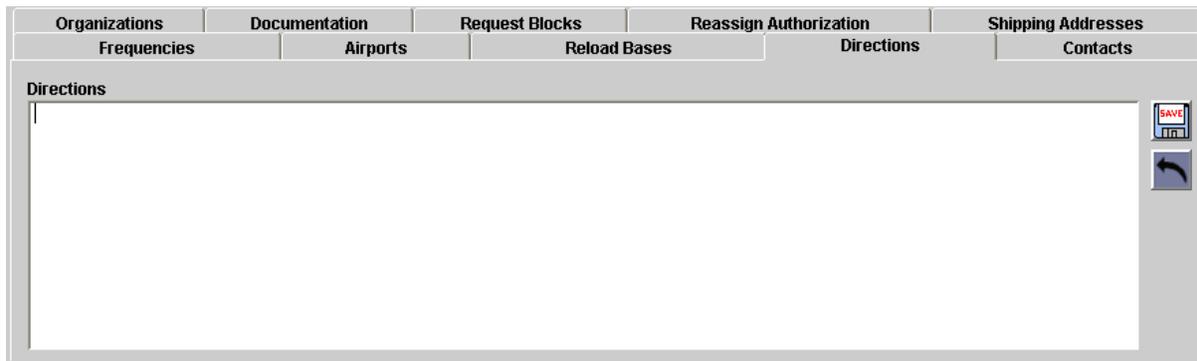
To remove a reload base

- 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

The Directions tab displays directions entered for the incident. Directions listed here also automatically display on the Deliver To drop-down list on the New Request screen.

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



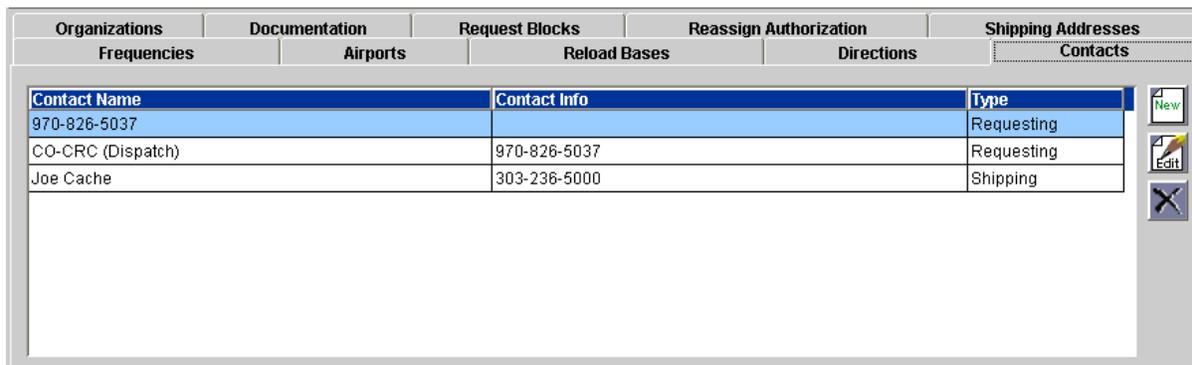
To add directions for an incident

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

Working with 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.



To add a new contact for an incident



- 1 On the **Incident** screen, click the **Contacts** tab, and then click the **New Incident Contact** button.
- 2 On the **New Incident Contact** dialog box, complete the following and then click **OK**
 - Contact Name
 - Contact Info
 - Type.

The following diagram shows the New Incident Contact dialog box.

The screenshot shows a dialog box titled "New Incident Contact". It has a blue title bar with a close button (X) in the top right corner. The dialog contains three input fields: "Contact Name", "Contact Info", and "Type *". The "Type *" dropdown menu is currently set to "Requesting". To the right of the input 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 Contact** button.
- 3 On the **Edit Incident Contact** dialog box, modify the information as appropriate, and then click **OK**.

The following diagram shows the Edit Incident Contact dialog box.

The screenshot shows a dialog box titled "Edit Incident Contact". It has a blue title bar with a close button (X) in the top right corner. The dialog contains three input fields: "Contact Name", "Contact Info", and "Type *". The "Type *" dropdown menu is currently set to "Requesting". To the right of the input 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 Contact** 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 guide.

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** text box, type the **Name of the Incident**.
- 4** Click the **Type** drop-down arrow and then click to select the **Incident Type**.
- 5** Under **Dispatch Information**, click to select one of the following
 - External
 - Status Only



- 6** Click the **Pick External or Status Only 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," later in this guide.



- 7** Click the **Pick Incident Host** button, and then search for and highlight the **Pick an Incident Host** 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.*

- 8** In the **Contact Person** text box, type the **Name of the Contact Person** from the external dispatch unit.
- 9** In the **Contact Phone #** text box, type the **Contact Person's Telephone Number**.
- 10** To change the **Contact Date/Time** when the external dispatch unit contacted your ROSS dispatch unit, click the **Contact Date/Time** button.
- 11** In the **Office Reference** text box, type the **Local Office Number** assigned to the incident, if desired.
- 12** In the **Location Name** text box, type the **Location Name of the incident**.



- 13 Under **Enter Coordinates**, click to select the **Coordinate Type** of your choice, or click the **Pick a location** button and then complete the **Location Coordinates** as appropriate.
- 14 Click in the **Enter Documentation** text box, and then type **Detailed Information about the Incident** as appropriate.
- 15 In the **Incident #** text box, type the **Incident Number** 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).

- 16 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 guide.

Incident

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

New Initial Report or Incident screen - External Incident

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

The following diagram shows the Select Incident Host for External Dispatch dialog box.

The dialog box is titled "Select Incident Host for External Dispatch". It features a blue title bar with a question mark icon on the left and a close button on the right. The main content area is divided into several sections:

- Incident Hosts:** A table with two columns, "Name" and "Unit ID". To the right of the table are "New" and "Edit" buttons.
- Incident Numbering:** A section containing an "Incident #" text box and a "View Issued #..." button.
- Search Incident Hosts:** A section titled "Set Search for Incident Hosts" containing two search fields: "Name" and "Unit ID".
- Incident Hosts:** A second table with "Name" and "Unit ID" columns, accompanied by a "+" button.

On the far right side of the dialog, there are "OK" and "Cancel" buttons.

To create an external dispatch unit



1 On the **Select External Dispatch** dialog box, click the **New External Dispatch** button.

2 On the **Add/Edit External Dispatch** dialog box, type the **Name of the New External Dispatch Unit** in the **Dispatch Name** text box.

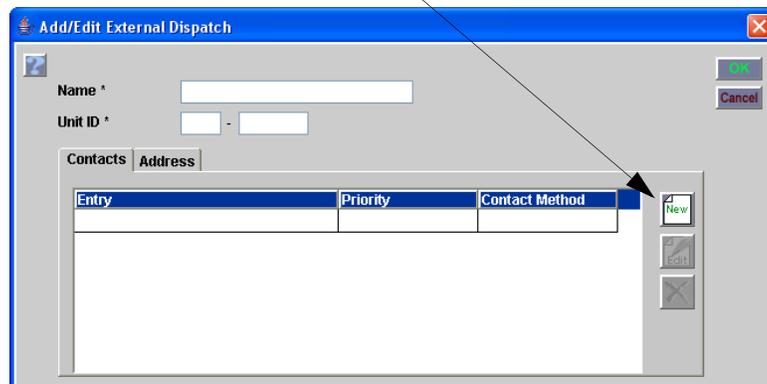
3 In the **Unit Code** text box, type the **Unit Code** for the new external dispatch unit.



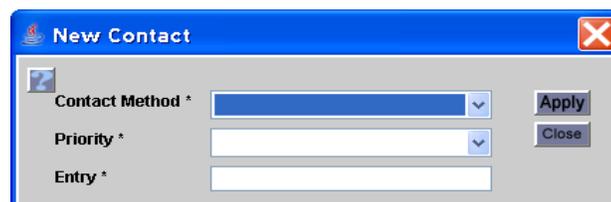
4 On the **Contacts** tab, click the **New Contact** button.

- 5 On the **New Contact** dialog box, complete the following
 - click the **Contact Method** drop-down arrow, click to select the **Contact Method** of your choice
 - click the **Priority** drop-down arrow, and then click to select the **Priority** of your choice
 - in the **Entry** text 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.
-  7 Click the **Address** tab, and then click the **New Address** button.
- 8 On the **New Address** dialog box, click the **Type** drop-down arrow, and then click to select the **Address Type** of your choice.
- 9 Complete the following information as appropriate
 - Street 1
 - Street 2
 - City
 - State
 - Zip Code
 - Country.
-  10 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.

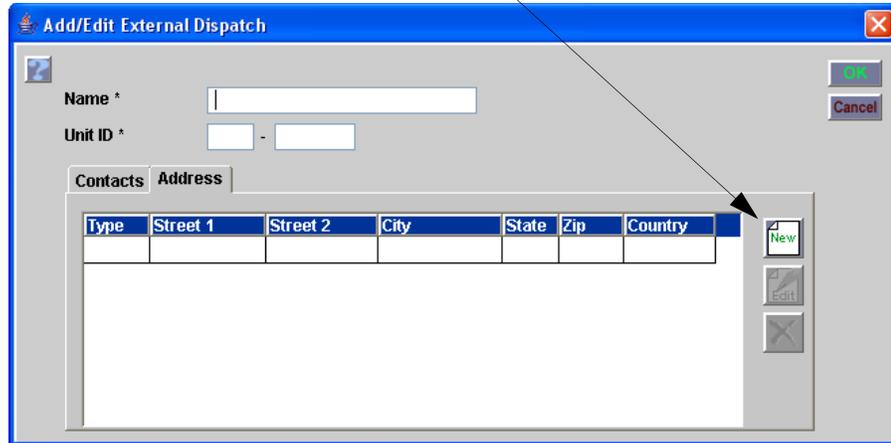
The following diagram shows the Contacts tab on the Add/Edit External Dispatch dialog box. The arrow points to the New Contact button.



The following diagram shows the New contact dialog box.



The following diagram shows the Address tab on the Add/Edit External Dispatch dialog box. The arrow points to the New Address button.



The following diagram shows the New Address dialog box.

To edit or delete external dispatch unit information



- 1 On the **Select External Dispatch Unit** dialog box, click to select the **Dispatch Unit** of your choice, and then click the **Edit External Dispatch** button.
- 2 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.

Detail Request

- 1 On the **Incident** screen, open the **Pre-planned Incident** of your choice, and then click the **Detail Request** button.



- 2 Click the **New Detail Request** button.
- 3 To change the default name of the request, type the new **Detail Request Name** in the **Detail Request Name** text box.

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

- 4 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.



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

Minimum Rati...

- 8 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**.



9 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) - *** PRACTICE v2.14.0.31 ***

File Administration Resource Incident Request Travel Status Window Help

Detail Reque: [CO-CRD-000045] Gopher Gulch Preposition

Select Detail Request
Detail Request Name: Gopher Gulch Preposition

Broadcast Requests Cancel

Detail Request Name: Gopher Gulch Preposition Start Date/Time: 12/28/2011 10:36 MST
Status: New End Date/Time: 12/28/2011 10:36 MST

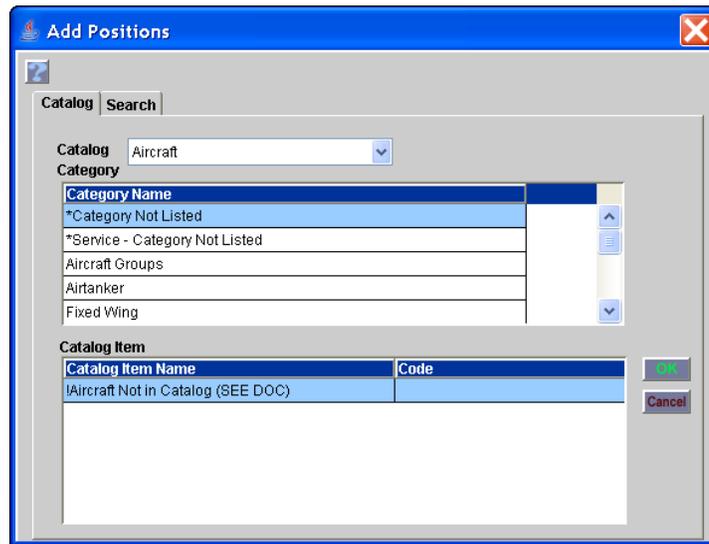
Position	Min Qual	Quantity	Request

Positions: New Minimum Rati... Save Print X

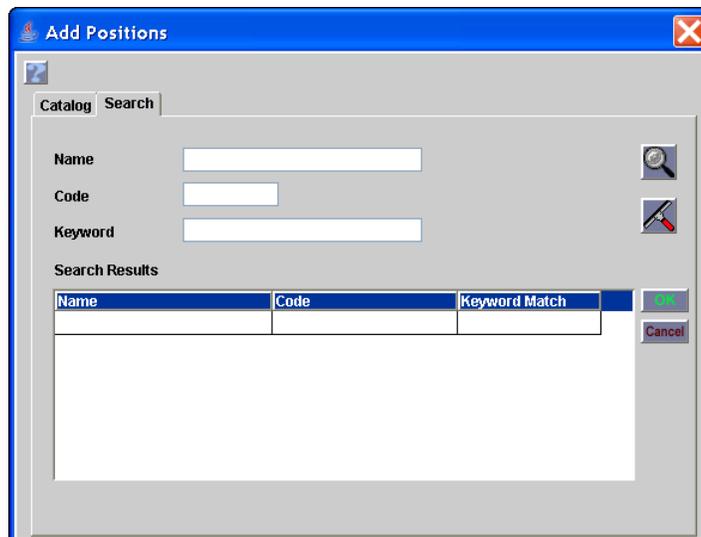
Requirements Payment Radio Vehicles/Contacts Duty Station/Remarks

Employment Status: [dropdown] Employment Agency: [text]
 Agency Uniform Fire Resistant Clothing
 Driver's License Needed Endorsement: [dropdown]
 Travel outside Normal Duty Hours is Authorized/Compensated
 Established Workweek: [text] Duty Hours: [text]
 Personnel may be rotated How Often?: [text]

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



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



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

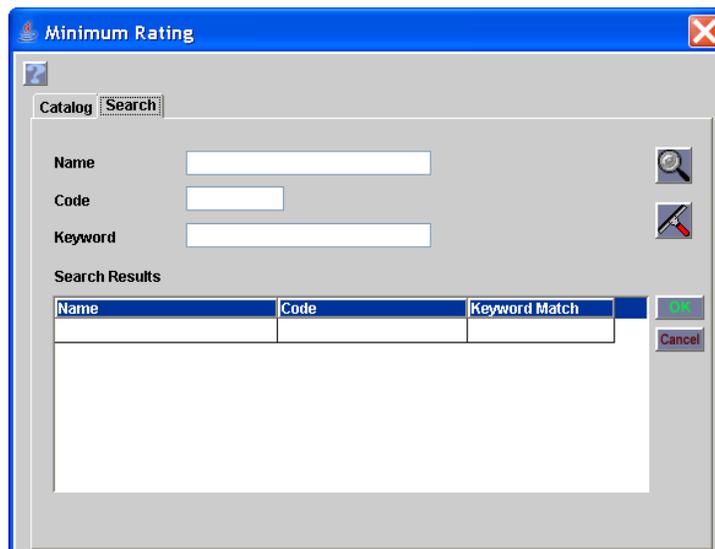


To search for a minimum qualification for a position on a detail request

Minimum Rati...

- 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.



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** text box, type to replace the **Quantity** as appropriate, and then click the **Save Position** button.

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 then click to 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** text 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** text box.
- 5 Click the **Endorsement** drop-down arrow, and then click to select the endorsement, as appropriate
 - Hazardous Materials
 - Motorcycle
 - Tank Vehicle
 - Passenger
 - Double/Triple Trailers.
- 6 In the **Duty Hours** text box, type the **Number of Duty Hours** expected for the position.

- 7 In the **How Often?** text box, type the **Frequency of Duty Hours**.

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

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

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 (\$)** text box.
- 5 For **Commercial Meals Available**, type the **Maximum Rate that will be Reimbursed**, in dollars, in the **M & IE Rate (\$)** text box.
- 6 For **Must be Self-Subsisting**, type the **Maximum Rate that will be Reimbursed**, in dollars, in the **Estimated Total Cost (\$)** text box.

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

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** text box, and then type the **Radio Type**.

4 Click in the **Programmable** text box, and then click the drop-down arrow to select **Yes** or **No** for a programmable radio.

5 Click in the **Quantity** text box, and then type the **Quantity** of your choice.



6 When finished, click the **Save** button.

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

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** text box, and then modify the information as appropriate.



4 When finished, click the **Save** button.

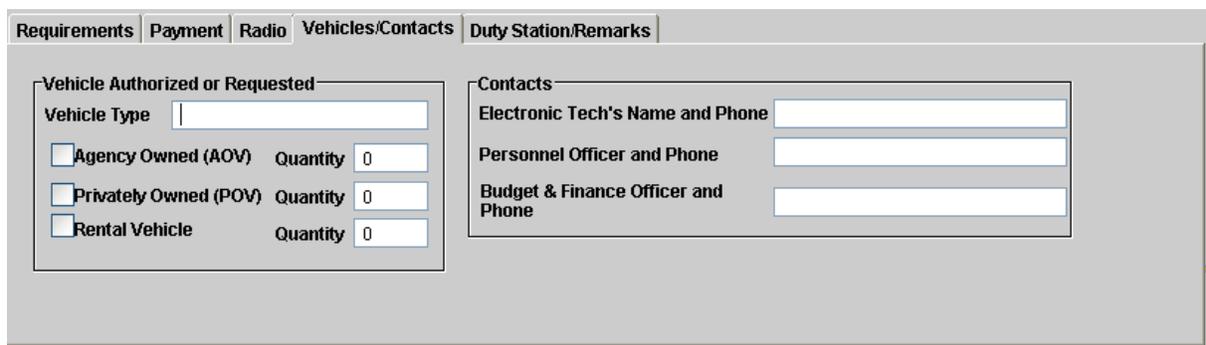
To delete a radio type

- 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** text 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** text box, type the **Name of the Contact Person** and their **Phone Number**.
- 5 In the **Personnel Officer and Phone** text box, type the **Name of the Personnel Officer** and their **Phone Number**.
- 6 In the **Budget & Finance Officer and Phone** text 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. The interface is divided into two main sections:

- Vehicle Authorized or Requested:**
 - Vehicle Type: [Text Box]
 - Agency Owned (AOV) Quantity: [0]
 - Privately Owned (POV) Quantity: [0]
 - Rental Vehicle Quantity: [0]
- Contacts:**
 - Electronic Tech's Name and Phone: [Text Box]
 - Personnel Officer and Phone: [Text Box]
 - Budget & Finance Officer and Phone: [Text Box]

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** text 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** text box, type the complete **Street Address of the Temporary Duty Station**.
- 5 In the **Phone** text 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

Broadcast

- 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

Requests

- 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** 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** text box.
- 2 In the **Description** text box, type a **Brief Description** of the event.

*You can enter complete details of the event in the **Enter Documentation** text 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** text box, type the **Name of the Incident**.
- 5 Click the **Incident Host** drop-down arrow, and then click to select the appropriate **Organization Serving as the Incident Host**.

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

- 6 In the **Office Reference** text 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 a location** button to search for a location of your choice.

- 8 Click once in the **Enter Documentation** text 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 #** text box.

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

- 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.
- 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.
- 13 When finished, click **Close**.

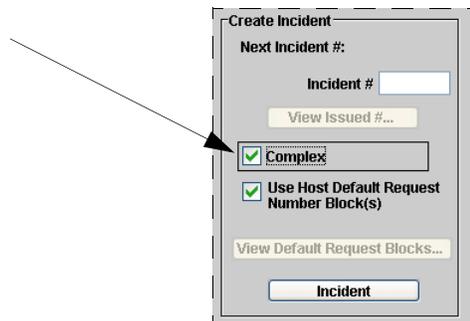
View Default Request Blocks...

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

Incident

- 14 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.

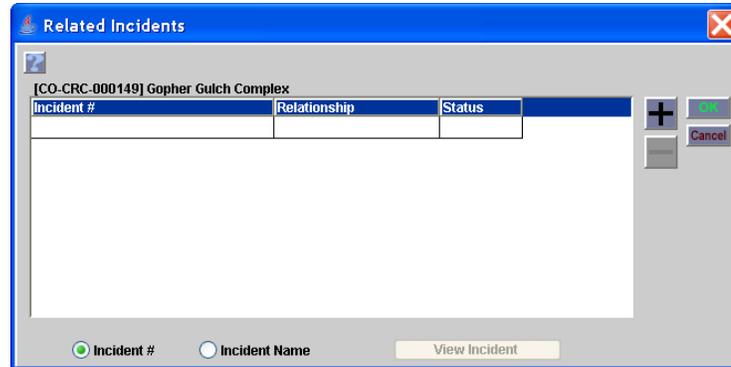


To associate an incident to a complex

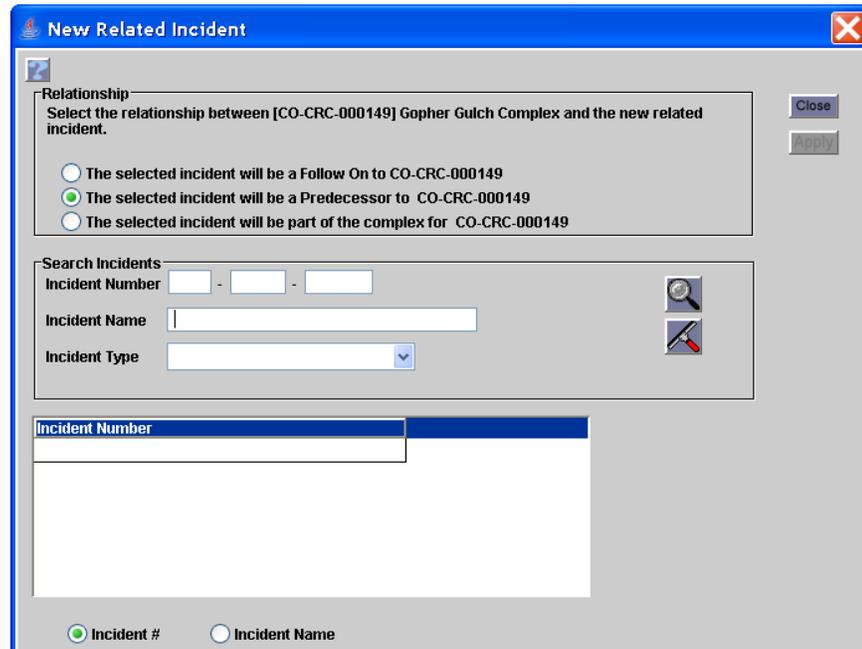
- IN** 1 On the **Incident** menu, click **Incident**, or click the **IN** button.
- Related Incidents** 2 Change the **Incident Context** to the **Complex Incident** of your choice, and then click the **Related Incidents** button.
- +** 3 On the **Related Incidents** dialog box, click the **Add Related 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]**.
- Apply** 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**.
- 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.



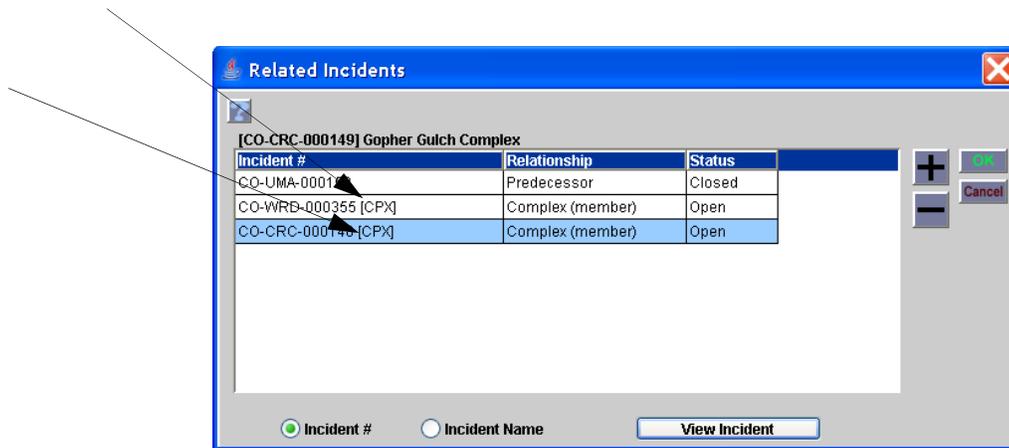
To view a specific incident member in the complex

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

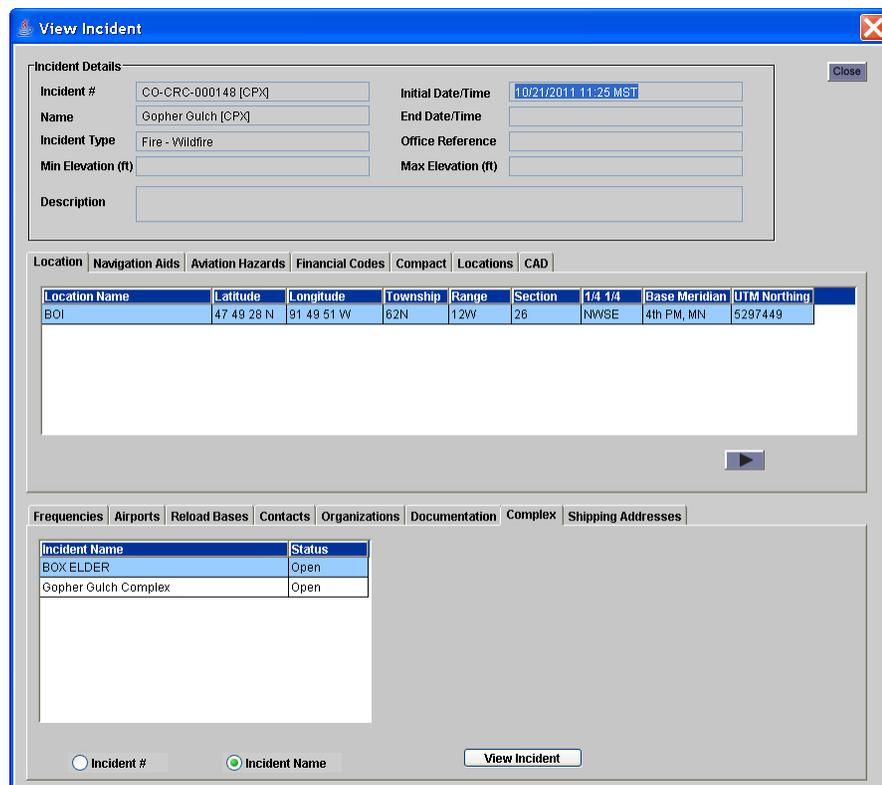
View Incident

- 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 arrows point to the CPX designation that tells you these incidents are associated to a complex.



The following diagram shows the Complex tab on the View Incident dialog box.



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

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

Incident List screen

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/Lo... T... U...

Latitude [] [] [] N

Longitude [] [] [] W

Within [] miles

Incidents Meeting Criteria

Incident Name	Initial Date/Time	Host Dispatch	Changed From	Can Be Close
CEDAR	08/09/2011 11:37 MST	CO-CRC	CO-MFX-000303	Yes
COAL CREEK	09/01/2011 17:17 MST	CO-CRC		Yes
COAL RIDGE	07/02/2011 18:50 MST	CO-CRC		Yes
COLLINS GULCH	06/30/2011 09:40 MST	CO-CRC		Yes
CRAIG IHC DETAIL	05/05/2011 08:00 MST	CO-CRC		Yes
CRC SUPPORT 2011	06/27/2011 14:00 MST	CO-CRC		Yes
DELANEY BUTTES RX	05/05/2011 10:00 MST	CO-CRC		Yes

Incident Na... Incident #

My Incident List

Incident Name	Initial Date/Time	Host Dispatch	Changed From	Can Be Closed?
ANDERSON RX	05/04/2011 07:00 MST	CO-CRC		Yes
BLACK EAGLE	07/08/2011 09:55 MST	CO-CRC		Yes
BLACK MOUNTAIN	07/25/2011 12:56 MST	CO-CRC		No
BOX ELDER [CPX]	08/20/2011 16:20 MST	CO-CRC		No
BROWNS PARK ENGINE DETAIL	08/25/2011 15:46 MST	CO-CRC		No
Butch Cassidy RX	04/01/2011 09:50 MST	CO-CRC		Yes

Incident Na... Incident #

To view all incidents that meet certain criteria

- 1 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** text boxes, type the **Specific Number** or **Range of Numbers** of the incidents.
 - In the **Incident Name** text 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** text box.
 - To select a location, click the **Pick Location** 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 text boxes, and then type the **Distance** in the **Within ___ Miles** text 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

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

Go To Incident

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.

Add to My Incident List+

- 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

Remove From My Incident List+

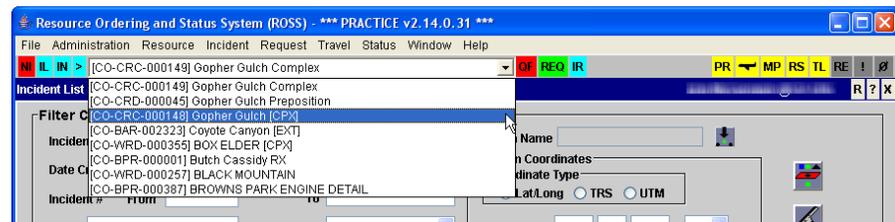
- Under **My Incident List**, click to select the **Incident Name** of your choice, and then click the **Remove From My Incident List** button.

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

Add to Most Recent+

- 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 eight incidents on the Most Recent Incidents drop-down menu.



To switch between local incidents

- On the **Most Recent Incidents** drop-down toolbar menu, click to select the **Incident** of your choice.
- 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. Topics in this section include:

- Understanding incident context
- Understanding incident numbering
- Understanding event types
- Understanding block numbering and rules
- Transferring incidents
- Understanding a complex 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 as needed.

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 guide.

Understanding event types

An event may either be initially entered as an incident or as an initial report that is later "promoted" to an incident. 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."

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.

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.